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## Chapter 3 Functions (Updated 06/29/2016)

This chapter describes all of the functions available on the Environmental Screening Tool. Not all of the functions are available to all of the users. The actual functions which appear will depend on the user's access role defined when the user account is established. (See **Table 1-1** in the Overview chapter for the complete list of roles and privileges.)

Function descriptions are organized in subsequent sections according to major functional categories as they appear in the EST main menu:

- **Tools** – Used primarily for data entry related functions
- **Reports** – Standard reports and queries which retrieve data from the database
- **Wizards** – Composed of tools and reports to step a user through a sequential process
- **Maps** – Opens the interactive maps for viewing or editing, and provides access to standard hard copy maps
- **Account Settings** – Contains options for setting user-specific preferences
- **Help** – Includes system help and other help-related information pages, such as Frequently Asked Questions

### 3.1 Tools (Updated 05/30/2016)

The main menu tools are used primarily for data entry related functions, which include all input provided throughout the life cycle of a project. See **Table 2-2** in Chapter 2 of this Handbook for a list of the options available in the **Tools** category. To open the **Tools** menu, click on the up arrow. To close the menu, click the down arrow. The functions within categories appear to the right when the cursor hovers over the name. Features that are not available to users because of their assigned role do not appear on the menu.

#### 3.1.1 Area of Interest (AOI) (Updated 05/30/2016)

The Area of Interest (AOI) function allows authorized FDOT users to create and analyze items that are outside of the standard ETDM project review process. As a separate feature, the AOI tool provides you the flexibility to digitize and analyze an area without affecting established ETDM projects. The AOI feature is jurisdictional, which allows you and members of your organization to:

- Define a study area and use the analysis information to support decisions or provide documentation for a file.
- Digitize a shape (point/line/polygon) and apply buffers, if needed.
- Run the Sociocultural Data Report (formerly known as CCI) to view community boundaries and the Standard GIS Study Area Analysis.
- View report results.

The AOI tool is only available to users with the appropriate roles and privileges. This handbook section provides steps for:

- [Accessing the AOI Screen](#)
  - [Opening the AOI from the AOI Tools menu](#)
  - [Opening the AOI from the EST menu](#)
  - [Using the map bar to open the AOI](#)
  - [Searching for an existing AOI](#)
- [Creating an AOI](#)
  - [Working with features](#)
  - [Working with the buffer distances](#)
  - [Running an analysis](#)
  - [Downloading shapefiles](#)
- [Editing an existing AOI](#)

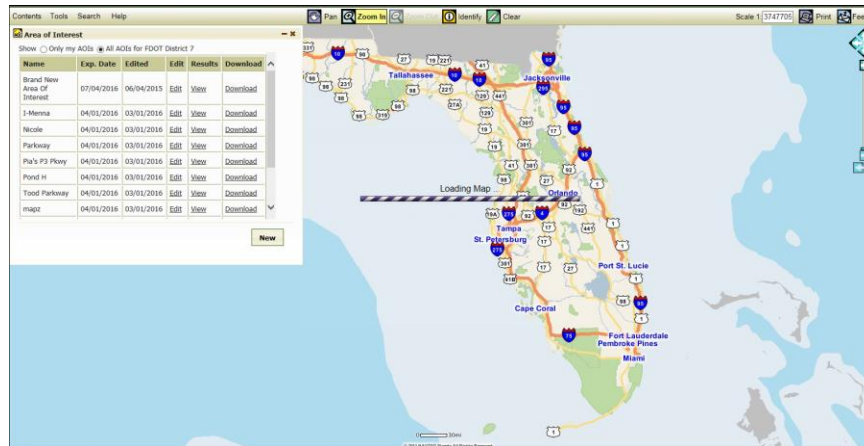
### 3.1.1.1 *Accessing the AOI Screen*

**1.** There are a few ways you can open the AOI screen.

- Use the menu – Depending on your EST role, you will have one of the following map menus displayed on your screen.
  - On the **AOI Tools** menu, click **View Interactive Maps**.
  - On the **Maps** menu, click **View Interactive Maps**.
- Click the **Map** bar.
- If you are searching for a specific AOI, type a keyword for the AOI into the **Golden Search** bar, located in the upper-right corner of the EST window.

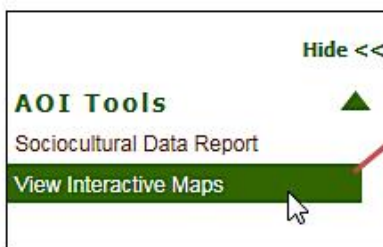
**2.** The AOI page displays the interactive map and a panel showing a list of AOIs. Select the list you would like to display by clicking on one of the following buttons:

- **Only my AOIs** – Displays only the maps you have created.
- **All AOIs for {name of agency}** – Displays all AOI maps created by members of your agency. For example, if you are a District Coordinator, you will see AOIs that have been created by users within your district.

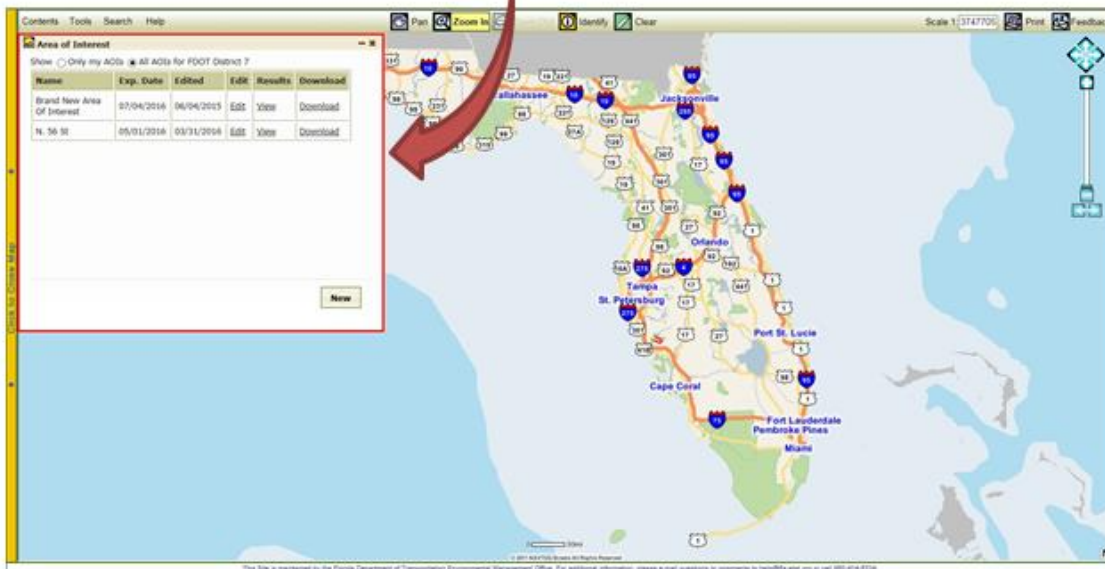


### 3.1.1.1.1 Opening the AOI from the AOI Tools menu

If you have been assigned the AOI editor role, you will see the **AOI Tools** menu on the left side of the screen. Click the **View Interactive Maps** link to go directly to the AOI tool.



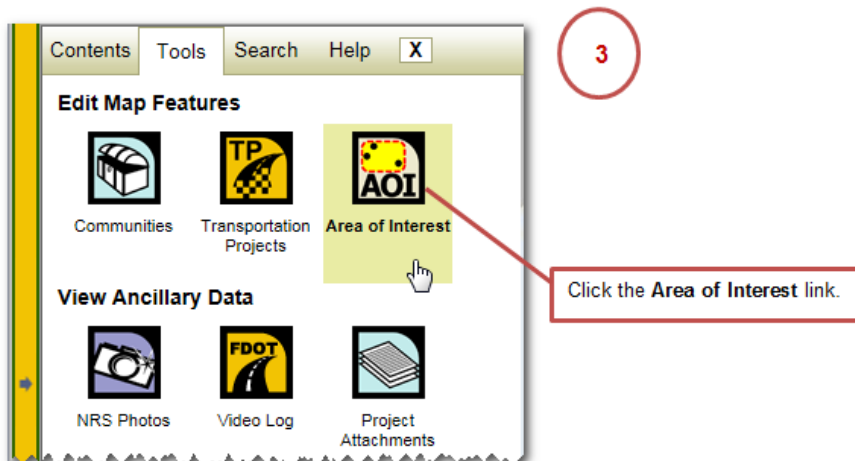
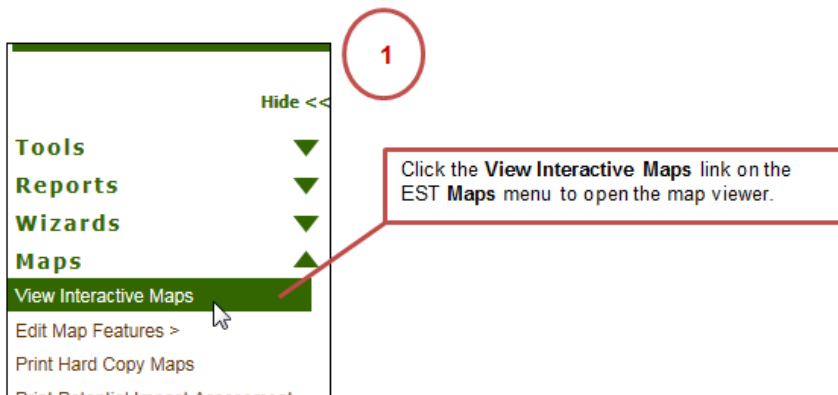
If you have been assigned the AOI editor role, you will see a link **View Interactive Maps** on the AOI Tools menu. Click the link to go directly to the AOI tool.



#### 3.1.1.1.2 Opening the AOI from the EST Maps menu

You can access the AOI tool through the EST Maps menu by doing the following:

1. On the **Maps** menu, click **View Interactive Maps**.
2. Click the **Tools** link, located at the top of the map viewer.
3. Click the **Area of Interest** link.

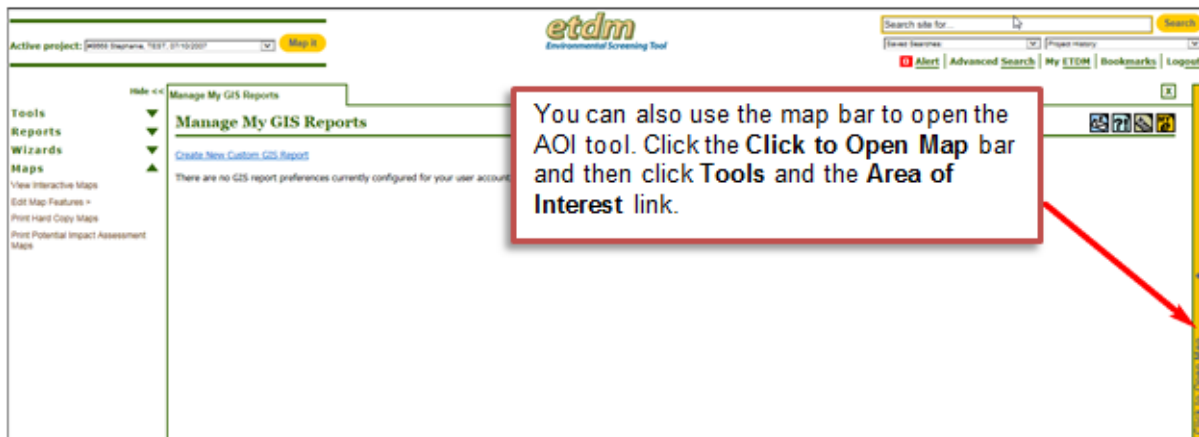


#### 3.1.1.1.3 Using the map bar to open the AOI



Another way to access the AOI tool is with the yellow **Click to Open Map** bar, located on the right side of your screen.

4. After the map opens, click the **Tools** link at the top of the map viewer.
5. Click the **Area of Interest** link to display the AOI tool.



#### 3.1.1.1.4 Searching for an existing AOI

Using the **Search** bar at the top of the EST site provides you quick access to an existing AOI map.

1. Type the name of the map or a keyword related to the map into the **Search** field.
2. Click **Search**, or you can press your keyboard's **Enter** key.
3. The **Search Results** page will display the results, based on your search query, under the **Areas of Interest** heading.
  - Click the Area of Interest name to display the map.
  - Click the **View Standard EST Study Area Report** link to open the GIS Analysis Reports page for the selected AOI. This report displays the results of the analysis performed on the area.
  - Click **View Sociocultural Data Report** link to display the demographic information for the area.

If you want to open an existing AOI, type the AOI name or a keyword and then click the **Search** button.

The screenshot shows the 'etdm Environmental Screening Tool' interface. At the top, there's a search bar with 'Fowler' entered and a 'Search' button. Below the search bar, there's a navigation menu with links like 'Alert', 'Advanced Search', 'My ETDM', 'Bookmarks', and 'Logout'. The main content area is titled 'Search Results' and contains two sections: 'Contacts' and 'Areas of Interest'. The 'Areas of Interest' section is highlighted with a red box and contains a list of results for 'Fowler'.

**Search Results**

The EST Quick Search function lets you search the EST Web site for specific information without having to navigate through the main menu. You can perform a search of the EST Web site using keywords, project numbers, project name (full or partial), EST function, or a name from the ETDM Contact List.

**Contacts**

1. [Richard Fowler](#) FDOT District 5 [test-FD5-richard.fowler-ou309@devnull.flia-etdm.org](#) (386) 943-5392

[Browse all EST contacts](#)

**Areas of Interest**

1. [Fowler at USF](#)  
[View Standard EST Study Area Report](#)

2. [AOI Fletcher and Fowler](#)  
[View Standard EST Study Area Report](#) [View Sociocultural Data Report](#)

A list of results matching your search will appear under the **Areas of Interest** section of the **Search Results** page.

This is a detailed view of the 'Search Results' page. It shows the 'Areas of Interest' section with two results. The first result is 'Fowler at USF' with a link to 'View Standard EST Study Area Report'. The second result is 'AOI Fletcher and Fowler' with links to 'View Standard EST Study Area Report' and 'View Sociocultural Data Report'.

**Search Results**

The EST Quick Search function lets you search the EST Web site for specific information without having to navigate through the main menu. You can perform a search of the EST Web site using keywords, project numbers, project name (full or partial), EST function, or a name from the ETDM Contact List.

**Contacts**

1. [Richard Fowler](#) FDOT District 5 [test-FD5-richard.fowler-ou309@devnull.flia-etdm.org](#) (386) 943-5392

[Browse all EST contacts](#)

**Areas of Interest**

1. [Fowler at USF](#)  
[View Standard EST Study Area Report](#)

2. [AOI Fletcher and Fowler](#)  
[View Standard EST Study Area Report](#) [View Sociocultural Data Report](#)

Click the AOI name to open the AOI map. To view a report for the selected AOI, click the link to open the report.

### 3.1.1.2 Creating an AOI

On the left side of the map view is a box, which is the **Area of Interest** wizard. The wizard will guide you step-by-step through the process of drawing features within an area and running an analysis. The tools you will need to work with an area are provided on the wizard screen. The first screen you will see is a list of available AOIs.

| Name           | Exp. Date  | Edited     | Edit                 | Results              | Download                 |
|----------------|------------|------------|----------------------|----------------------|--------------------------|
| Jupiter Bridge | 05/31/2016 | 01/05/2016 | <a href="#">Edit</a> | <a href="#">View</a> | <a href="#">Download</a> |
| test           | 04/01/2016 | 03/01/2016 | <a href="#">Edit</a> | <a href="#">View</a> | <a href="#">Download</a> |

[New](#)

1. Click the **New** button to begin.
2. Click on the map to zoom in on the area.
3. On the **Area of Interest** box, enter the following information:
  - **Name** – By default the name **My Area of Interest** appears in this field. You will want to change the default to a name that applies to the AOI you are creating, such as a cross street or neighborhood name.  
**Note:** Be sure the name you give the AOI is unique to prevent confusing it with another AOI created by your colleagues.
  - **Keep Until** – AOIs are kept for a limited time, with a default time limit of 30 days. You can establish the length of time you would like to keep an AOI by typing the expiration date, or you can click the box and use the calendar icon.  
**Note:** To remove an AOI that you created, change the expiration date to the current date.
  - **Description** – Type a description of the AOI. This can include your name, along with information about the AOI, why it's needed, who created it, etc.
4. Click **Next**.

**Note:** Clicking the **Next** button for each step of the wizard automatically saves your information.

**Area of Interest**

Name: I-75 I-275 Interchange

Keep Until: 03/23/2016

Description: Area surrounding the interchange in North Hillsborough County.

[Return to list of My Areas](#)

Next

The next screen displays the tools you can choose to create a feature. You will be able to create multiple features for an area.

### 3.1.1.2.1 Working with features








You can add one or more features to an area following the steps listed below.

**Tip!** See the **Area of Interest Tool** video for instructions on creating the different feature types, such as drawing a Polygon or using the Extract Segment tool. You can find the AOI training video, along with other informative EST videos, in the ETDM Library. Go to the **Help** menu and click on the **Training Videos** link.

1. Select the feature type by clicking the relevant button. Note that the **Draw** icon becomes highlighted and a crosshair appears on the map.
2. Name your feature. When you click a feature type, a name for the feature appears in the **Feature** table, along with a description of the feature **Type** and options for deleting and zooming. You can keep the default feature name shown on the table, or you can type over it and give the feature another name. For this illustration, this feature's name is being changed to Bus Stop.
3. Click on the map to begin drawing. As you start drawing, the **Edit** tool will become highlighted. This indicates your drawing is in edit mode, and you can make changes to a shape by using the AOI tools.

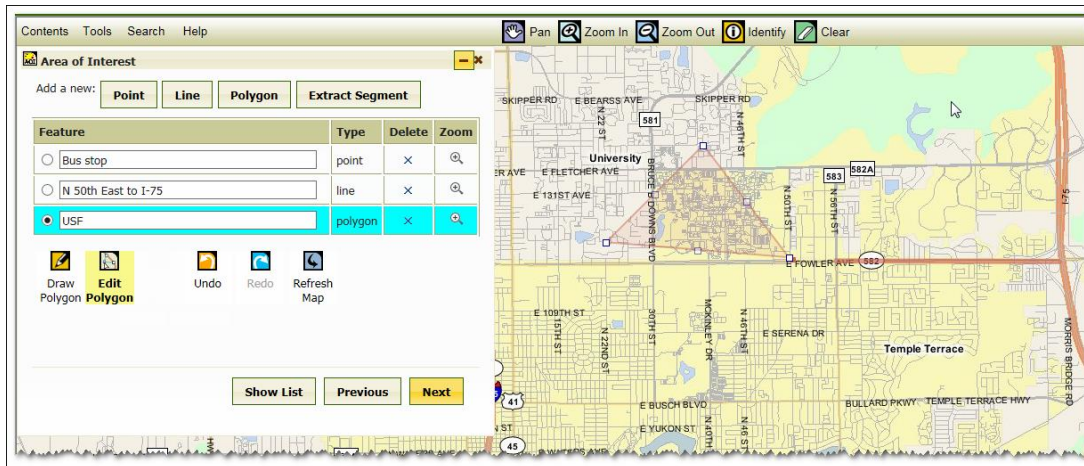


**Tip!** Click the icons on the **Area of Interest** drawing toolbar to:

-  Draw feature
-  Edit feature
-  Edit buffer (Option not available for polygon)
-  Undo preceding action
-  Redo current shape
-  Zoom to feature
-  Delete feature



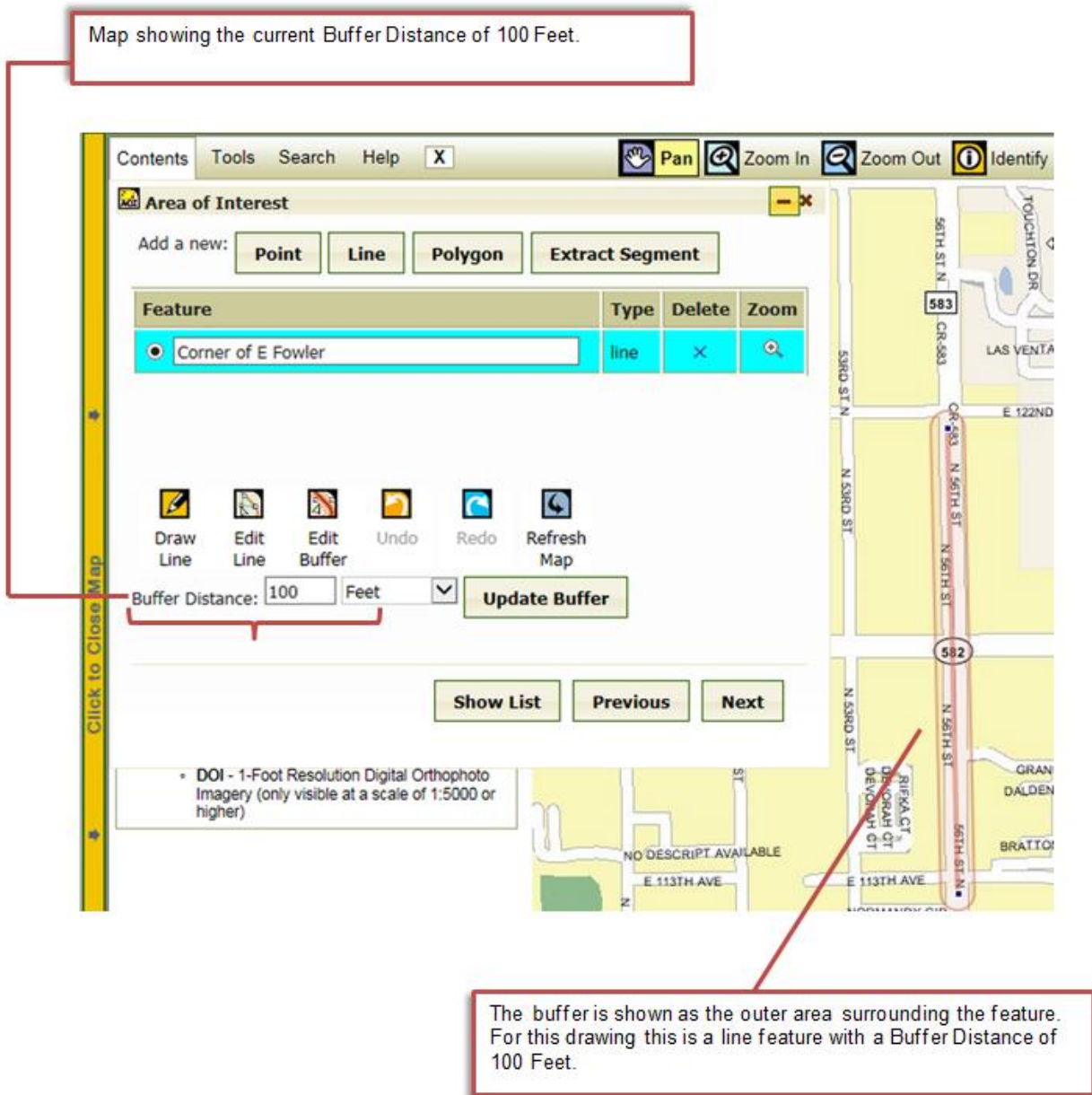
As you add features, the map displays your drawing on the map, with each feature listed on the **Feature** table.



### 3.1.1.2.2 Working with the Buffer Distances

When you set a feature, you can establish the buffer distance by selecting the unit and distance values. You can change the buffer for an individual feature; not all features have to be assigned the same buffer distance.

**Note:** Polygons do not have buffer distances because you are defining a general area rather than a point, line, or segment. The type of each feature is listed in the **Feature** table. To set a buffer distance, do the following:



1. To change the buffer distance, type the distance value into the **Buffer Distance** box and select the units. For this illustration, the default measurement unit is Feet.
2. Click **Update Buffer**.

| Feature   | Type | Delete | Zoom |
|---|------|--------|------|
| <input checked="" type="radio"/> Corner of E Fowler | line | ×      | +    |

Draw Line
 Edit Line
 Edit Buffer
 Undo
 Redo
 Refresh Map

Buffer Distance:  Feet

1

Type in the unit value.

2

Click Update Buffer to update the map.

The map displays the updated buffer area.

Area of Interest

Add a new:

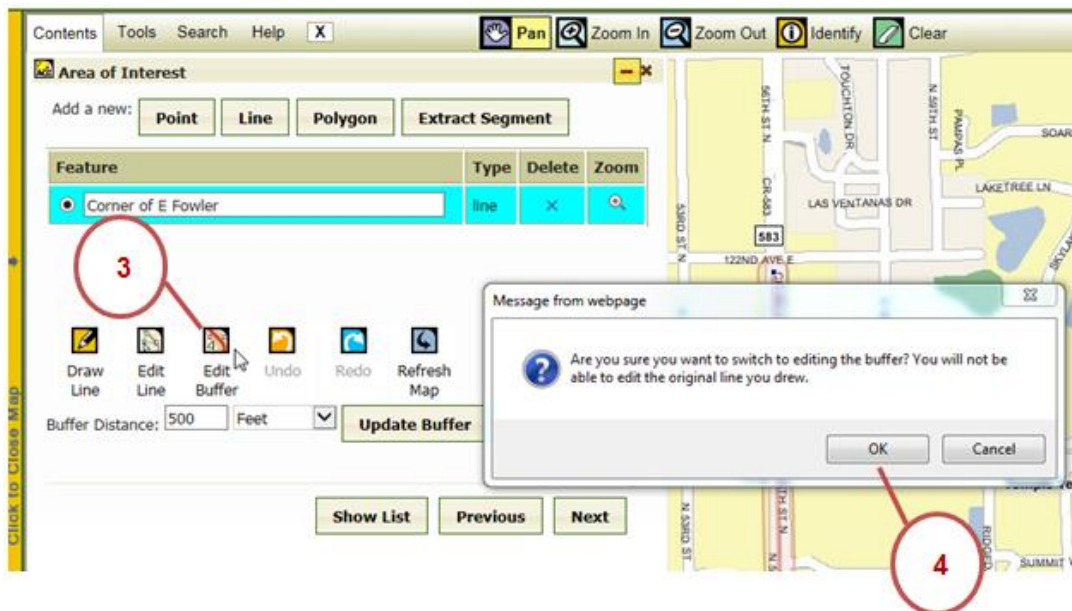
| Feature   | Type | Delete | Zoom |
|---|------|--------|------|
| <input checked="" type="radio"/> Corner of E Fowler | line | ×      | +    |

Draw Line
 Edit Line
 Edit Buffer
 Undo
 Redo
 Refresh Map

Buffer Distance:  Feet

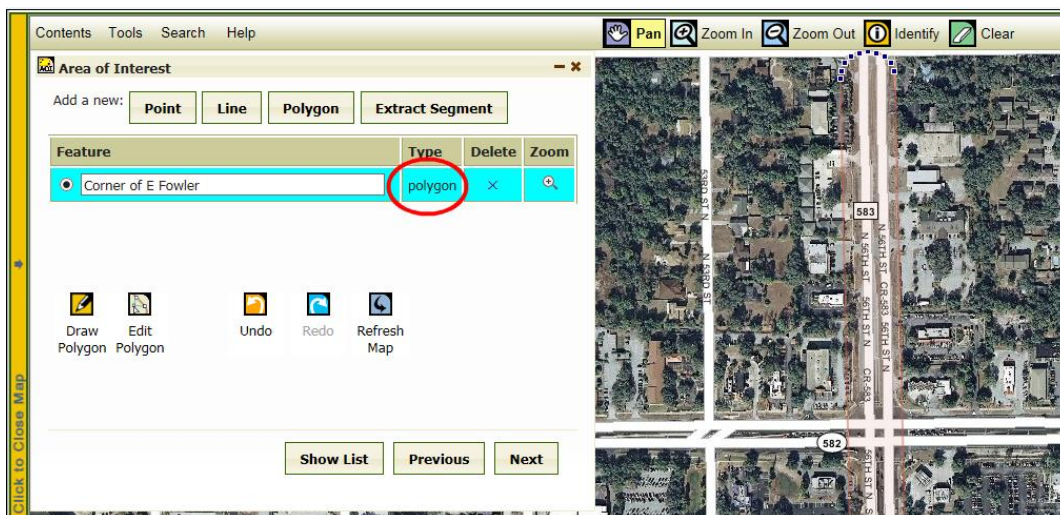
• DOI - 1-Foot Resolution Digital Orthophoto Imagery (only visible at a scale of 1:5000 or higher)

**Tip!** At any time, you can check the area on the aerial map. Use the map slider on the right side of your screen and move the sidebar upward to reduce the distance. The drawn area displays as a transparent red layer. To return to drawing mode, move the slider downward.



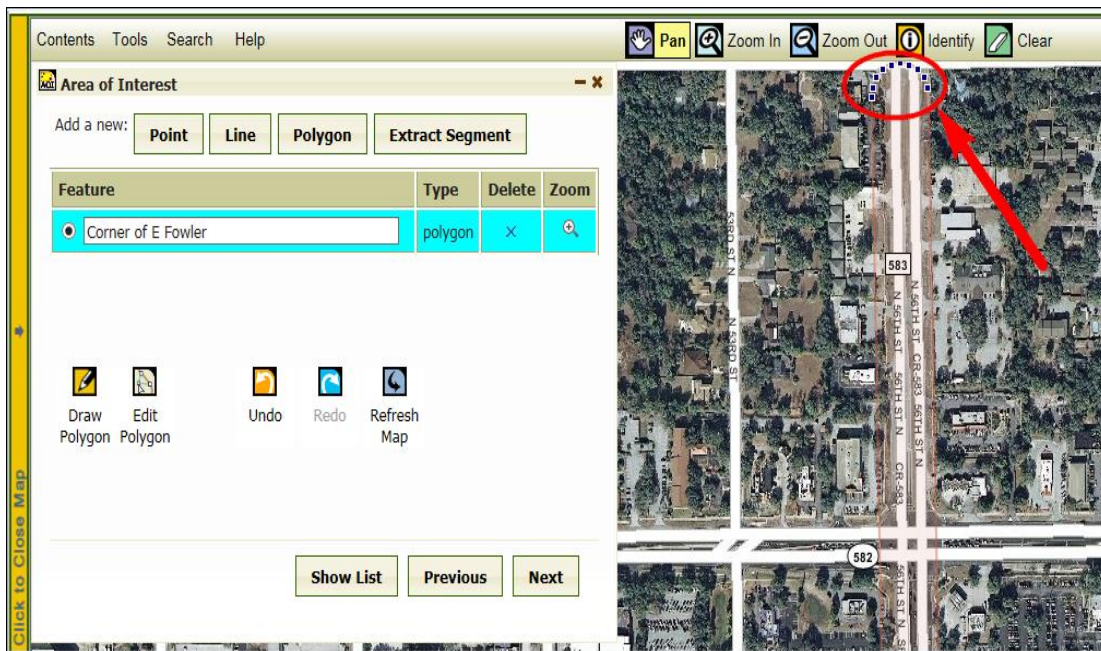
3. To make changes to a feature's buffer, click the **Edit Buffer** button.
4. A message will appear, notifying you that editing the buffer will override your drawn line. Click **OK** to proceed with editing the buffer, or click **Cancel** to stop the edit buffer process.

When you go into edit buffer mode, the feature type changes to a polygon. The buffer area around your line, point, or segment is now a general area that is separate from your original drawing.



You will also see there are many vertices on the edge of the buffer. You can remove them by right-clicking on the vertices.



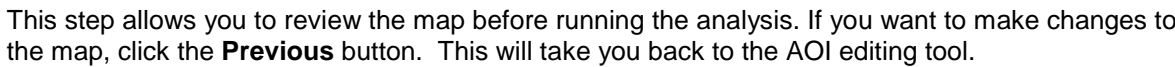


5. To change the shape of the buffer, left-click on a vertex or midpoint and drag it to your desired location.

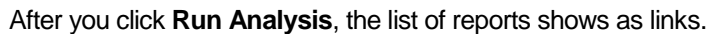
**Tip!** Go to the **Area of Interest Tool** training video to see a demonstration of working with map features and buffers. To access the training video, go to the **Help** menu, click **Training Videos**, and then click the **Area of Interest Tool** video link.

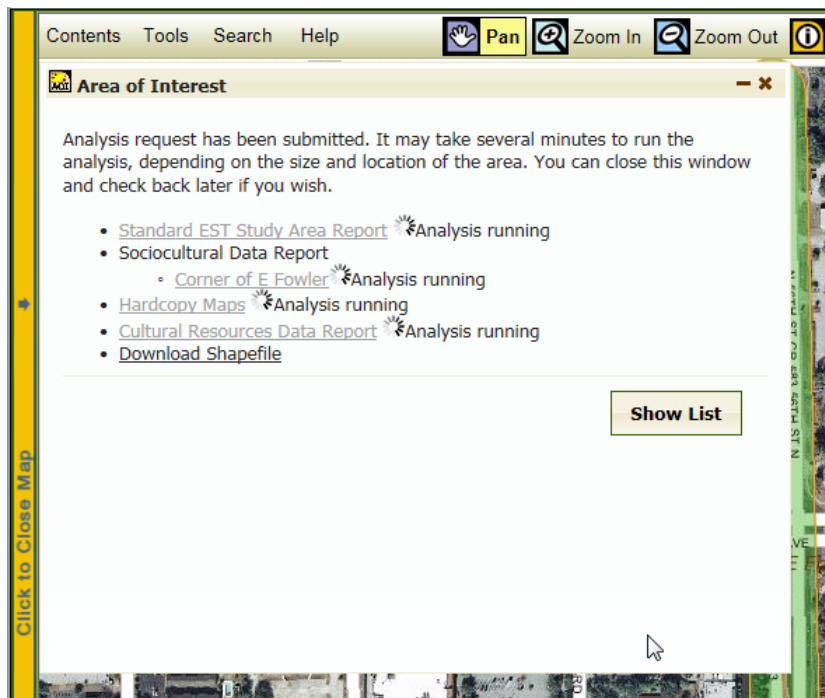
6. When you are done creating and editing the features for your AOI, click the **Next** button to save your information. The map will refresh and then display your feature(s) – highlighted as green and with the feature's name shown as a label. For this illustration, the feature's name is shown as *Corner of E Fowler*.





Once you have created or edited a map's features, you can select the type of analysis or report to run. By default all analysis boxes are shown as selected. Click the **Run Analysis** button to begin generating the reports.





**Tip!** The analysis runs on the server independent of whether the user is still logged on to the EST. You can close out the AOI map and come back later when the analysis has completed.

### After Running an AOI Analysis

The following list presents a brief explanation of each component of the AOI analysis that is run:

- **Standard EST Study Area** – This is a GIS Analysis report of the AOI in an html format. The **GIS Analysis Report** window will open in the EST and display all of the data layers for the issues within the AOI. The **GIS Analysis Report** feature in the EST allows you to view a summary of each of the AOI's features, save a copy of the report to your desktop, and select additional data layers for analysis.
- **Note:** The GIS Analysis Report does not show buffer distances for AOIs.
- **Sociocultural Data Report (SDR)** – Displays a demographic profile of an area around a drawn AOI boundary. The report shows a summary and analysis for each of the features drawn on the map. For more information about the SDR, see the EST User Handbook and the Sociocultural Data Report training video.
- **Hardcopy Maps** – Click this link to generate a hard copy of an AOI map. Your map will display on the **Print Hardcopy Maps** page, where you can select the type of format (JPG or PDF) for printing your map and then save it to your desktop. All maps are formatted for 8.5 X 11 pages.
- **Cultural Resources Data Report** – Displays a profile of cultural features within and around an AOI boundary. The report displays as a PDF, showing a summary and analysis for each feature along with a map that identifies the locations of historic resources.

**Tip!** See the following training videos for additional information on using these EST features: **AOI Tools**, **GIS Analysis Report**, and **Sociocultural Data Report**.

#### 3.1.1.2.4 Downloading Shapefiles

You can download drawn AOI features as shapefiles to your desktop, and then open the files with a mapping tool like ArcMap. The downloaded files provide additional documentation to support the shape used for the analysis reports generated with the AOI tool. Shapefiles display all of the features that were created for a file.

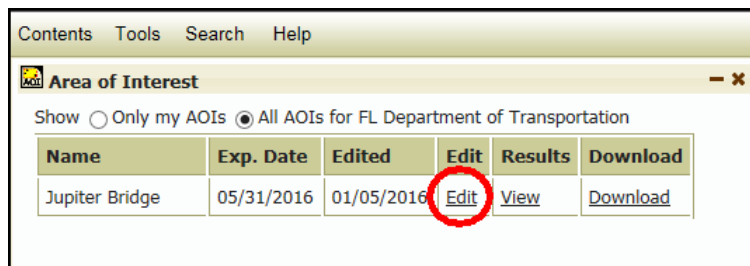
1. There are a couple of ways to download an AOI's shapefile to your desktop:
  - *From your list of AOIs* – The first screen you'll see when opening the AOI tool contains a list of available AOIs. Click the **Download** link to download the shape.
  - *From the analysis request list* – After an AOI has been submitted for analysis, a link to the shapefile displays. Click the **Download Shapefile** link to begin the file's download.
2. You will be prompted to download a zip file. The file displays an ID number for the AOI. Click **Save file**, and follow the standard process for saving and opening zip files.

**Note:** Saving a file includes all of the files for the shapefile.

#### 3.1.1.3 Editing an Existing AOI

You can make edits to an AOI that has been created by you or another member of your organization. Your edits can be to a single feature or to multiple features. Generally, the editing of features follows the same process described in the previous sections of these instructions.

1. Open the **Area of Interest** tool.
2. In the **Area of Interest** wizard, click the **Edit** link for the AOI.



3. The Area of Interest panel displays the **AOI Name**, date of expiration (**Keep Until**), and **Description**, if any. You can make edits to the information or extend the expiration date.
4. Click **Next**.
5. The AOI map displays, along with the list of current features. To add a new feature, select the feature type by clicking the button.
6. Click the map to begin drawing your shape.
7. Click the **Next** button to run the analysis, generate the sociocultural data report, and generate hard copy maps.

### 3.1.2 Sociocultural Data Report (New 06/30/2014)

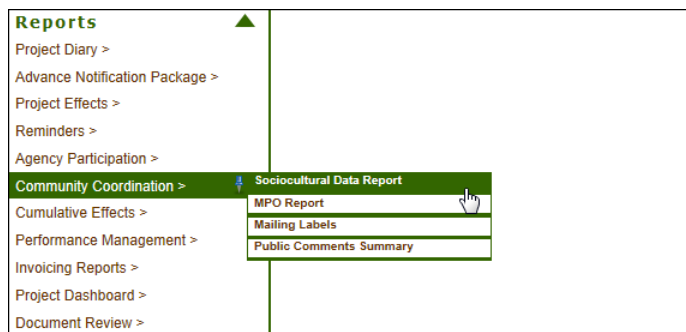
The Sociocultural Data Report (SDR) replaces the former Community Characteristics Inventory (CCI) report. The SDR provides sociocultural effects analysis for community boundaries that have been added by FDOT (user-drawn boundaries) and the U.S. Census Bureau, and displays sociocultural effects analyses for project alternatives and areas of interest (AOIs). The data are derived from the U.S. Census Bureau's decennial census (e.g., household and population estimates) and the most recent American Community Survey (ACS).

Information is presented in a tabular and graphical format, detailing a community's sociocultural statistics and trends for the following:

- Demographics
- Poverty indicators
- Housing values
- Land-use types
- Community Resources

An SDR is generated upon completion of a GIS report and can also be generated within the EST map editor (depending on user permission). The following instructions demonstrate the steps for accessing and navigating the SDR using the EST Reports menu.

1. On the **Reports** menu, point to **Community Coordination**, and then click **Sociocultural Data Report**.



The **Sociocultural Data Report** page opens, displaying options for the type of report you want to generate.

2. Under **Select your report query**, click one of the following option buttons to display the sociocultural data:
  - **User Defined Community** – User-defined community, municipal, and neighborhood boundaries created by the user in the EST mapping tool.
  - **Census Place** – Census designated places as defined by the U.S. Census Bureau.

- **Area of Interest (AOI)** – User-drawn areas for local projects that are not going through the ETDM process. AOIs drawn on the interactive mapping tool will appear on the SDR.


**Note:** The **Area of Interest (AOI)** option will only appear for users who have created AOIs in the EST mapping tool. If you have not created any AOIs, then the option will not appear at the top of the Sociocultural Data Report page.

- **County Demographic Profile** – Displays demographic profiles for all 67 Florida counties.

**Note:** The **County Demographic Profiles** are also included in the **User Defined Community** and **Census Place** for any counties that intersect a project area.

- **Current Project Alternatives** – Allows you to run a demographic profile for a project alternative.

**Tip!** For details about the data shown on the Sociocultural Data Report page, go to the Sociocultural Data Report training video. On the **Help** menu, click the **Training Videos** link, and then click **Sociocultural Data Report**.

3. After making your selection, additional drill-down fields appear that allow you to narrow your choice. Click the drop-down arrow, , to expand a field and view the selected options.

- For **User-Defined Community**, a list of communities and buffer distances will display.



Sociocultural Data Report

### Sociocultural Data Report


Select your report query

☒ User Defined Community ☐ Census Place ☐ Area of Interest (AOI) ☐ County Demographic Profile ☐ Current Project Alternatives

ALL

- #2862 - Pensacola Bay Bridge Alt 2 - One-Mile Buffer (2506)
- #2862 - Pensacola Bay Bridge Alt 3 - One-Mile Buffer (2507)
- #2862 - Pensacola Bay Bridge Alt 4 - One-Mile Buffer (2508)
- #2862 Pensacola Bay Bridge - Alt 1 - One-Mile Buffer (2505)
- #2862 Pensacola Bay Bridge - Existing - Revised 110910 (2519)
- 10700 Burgess Realignment - One Mile Buffer (2503)
- 12 Oaks RV Resort (2699)
- 15th Street PD&E Combined Communities (3681)
- 15th Street PD&E Community 1 (NW) (3641)
- 15th Street PD&E Community 2 (NW) (3643)
- 15th Street PD&E Community 3 (SW) (3644)
- 15th Street PD&E Community 4 (SE) (3645)
- 15th Street PD&E Community 5 (NE ) (3646)
- 15th Street PD&E NW Community 2 (3642)
- 23rd Street Community (915)
- 6 L's Farm (1751)
- 9 Mile - 1-mi Buffer (2502)
- 9th Avenue Community (872)
- ABACOA (1789)
- Acreage South (1770)
- Airport Industrial Area (1739)
- Airport West (1790)
- Ambersand Beach (1614)
- Aqualane Shores (1761)
- Atlantis (1791)
- Ave Maria (1750)
- Bagdad (2639)
- Baldwin Road Community (912)
- Banyan Area (1792)

- For **Census Place**, do the following:

- Click the **ALL** drop-down arrow, .

Sociocultural Data Report

### Sociocultural Data Report

Select your report query

☐ User Defined Community ☒ Census Place ☐ Area of Interest (AOI) ☐ County Demographic Profile ☐ Current Project Alternatives

ALL

Generate Sociocultural Data Report

- A list of Florida's sixty-seven counties displays.

Sociocultural Data Report


### Sociocultural Data Report

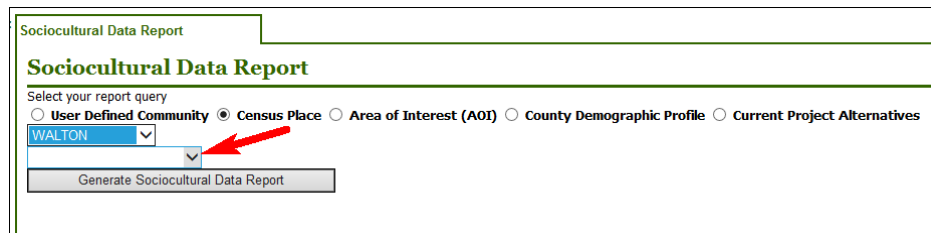
Select your report query

☐ User Defined Community ☒ Census Place ☐ Area of Interest (AOI) ☐ County Demographic Profile ☐ Current Project Alternatives

ALL

ALACHUA  
BAKER  
BAY  
BRADFORD  
BREVARD  
BROWARD  
CALHOUN  
CHARLOTTE  
CITRUS  
CLAY  
COLLIER  
COLUMBIA  
DESOTO  
DIXIE  
DUVAL  
ESCAMBIA  
FLAGLER  
FRANKLIN  
GADSDEN  
GILCHRIST  
GLADES  
GULF  
HAMILTON  
HARDEE  
HENDRY  
HERNANDO  
HIGHLANDS  
HILLSBOROUGH  
HOLMES

- Click a county name to select it, or accept the **ALL** default to include all counties.
- Click the drop-down arrow  on the next list box to narrow your selection.



Sociocultural Data Report

**Sociocultural Data Report**

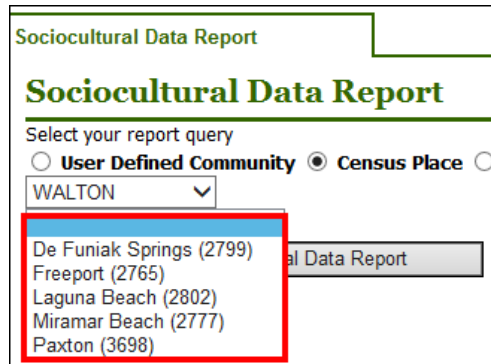
Select your report query

☐ User Defined Community ☒ Census Place ☐ Area of Interest (AOI) ☐ County Demographic Profile ☐ Current Project Alternatives

WALTON

Generate Sociocultural Data Report

- Click one of the options to select it.



Sociocultural Data Report

**Sociocultural Data Report**

Select your report query


☐ User Defined Community ☒ Census Place ☐ Area of Interest (AOI)

WALTON

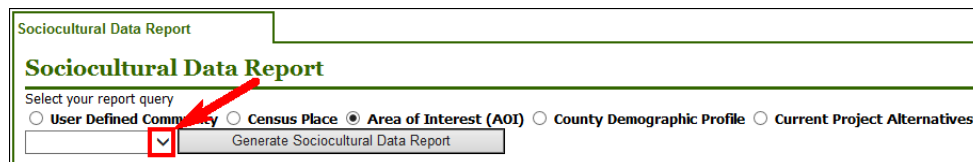
- De Funiak Springs (2799)
- Freeport (2765)
- Laguna Beach (2802)
- Miramar Beach (2777)
- Paxton (3698)

Generate Sociocultural Data Report

- For **Area of Interest (AOI)**, do the following:

- Click the drop-down arrow  to expand the list of AOIs that you created.

**Note:** The AOI option will not be available if no AOIs have been created.



Sociocultural Data Report

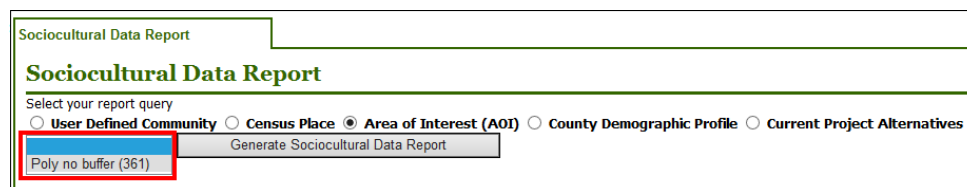
**Sociocultural Data Report**

Select your report query

☐ User Defined Community ☐ Census Place ☒ Area of Interest (AOI) ☐ County Demographic Profile ☐ Current Project Alternatives

Generate Sociocultural Data Report

- Click the appropriate option.



Sociocultural Data Report

**Sociocultural Data Report**

Select your report query

☐ User Defined Community ☐ Census Place ☒ Area of Interest (AOI) ☐ County Demographic Profile ☐ Current Project Alternatives

Poly no buffer (361)

Generate Sociocultural Data Report

- For **County Demographic Profile**, do the following:

- Click the drop-down arrow  to expand the county list.

Sociocultural Data Report

**Sociocultural Data Report**

Select your report query


☐ User Defined Community ☐ Census Place ☐ Area of Interest (AOI) ☒ County Demographic Profile ☐ Current Project Alternatives

Generate County Demographics Profile


ALACHUA (13)  
BAKER (14)  
BAY (15)  
BRADFORD (16)  
BREVARD (17)  
BROWARD (18)  
CALHOUN (19)  
CHARLOTTE (20)  
CITRUS (21)  
CLAY (22)  
COLLIER (23)  
COLUMBIA (24)

- Click the appropriate option to select it.

- For **Current Project Alternative**, do the following:

- On the **Active project** field, click the drop-down arrow , and then select a project alternative from the list.

etdm  
Environmental Screening Tool


Active project: #10564 SR 80  Map It

Hide << Sociocultural Data Report

**Sociocultural Data Report**

Select your report query


☒ User Defined Community ☐ Census Place ☐ Area of Interest (AOI) ☐ County Demographic Profile ☐ Current Project Alternatives

ALL 

Generate Sociocultural Data Report

- Click the **Current Project Alternative** option button. The project alternative shown on the **Active project** field appears on the box below the report query buttons.

etdm  
Environmental Screening Tool


Active project: #10564 SR 80  Map It


Hide << Sociocultural Data Report

**Sociocultural Data Report**


Select your report query

☐ User Defined Community ☐ Census Place ☐ Area of Interest (AOI) ☐ County Demographic Profile ☒ Current Project Alternatives

ETDM #10564 - Alternative #1 

Current 

Generate Sociocultural Data Report

- Click the drop-down arrow  to expand the list of project alternatives, if there are multiple alternatives.

Sociocultural Data Report

**Sociocultural Data Report**

Select your report query

☐ User Defined Community ☐ Census Place ☐ Area of Interest (AOI) ☐ County Demographic Profile ☒ Current Project Alternatives

ETDM #10500 - Alternative #1  
ETDM #10500 - Alternative #2  
ETDM #10500 - Alternative #3  
ETDM #10500 - Alternative #4  
ETDM #10500 - Alternative #5

Generate Sociocultural Data Report

- Click the appropriate option to select it.

#### 4. Click **Generate Sociocultural Data Report**.

Sociocultural Data Report

**Sociocultural Data Report**

Select your report query

☒ User Defined Community ☐ Census Place ☐ Area of Interest (AOI) ☐ County Demographic Profile ☐ Current Project Alternatives

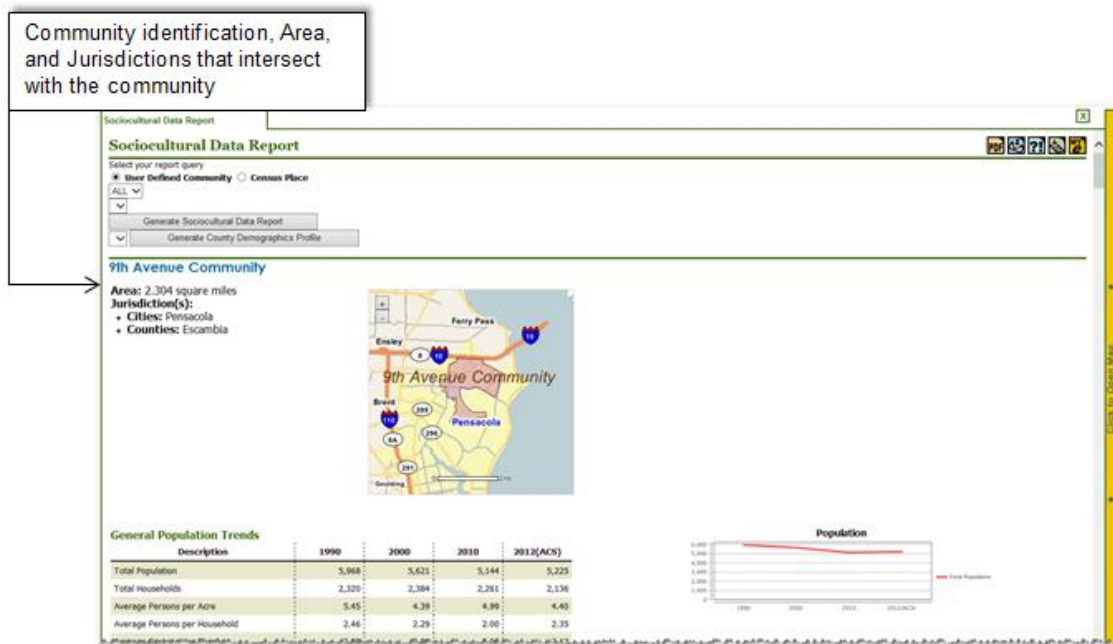
ALL

#2862 - Pensacola Bay Bridge Alt 4 - One-Mile Buffer (2508)

Generate Sociocultural Data Report

The **Sociocultural Data Report** page refreshes and displays the report, along with a thumbnail of the map.

**Tip!** Click the **Generate County Demographics Profile** button to display the data for the county where the community is located.



**Tip!** Click the toolbar icon on the window to:



Export the page to a **PDF** file.



Send feedback about the current page.



Access online **Help** for the current page.



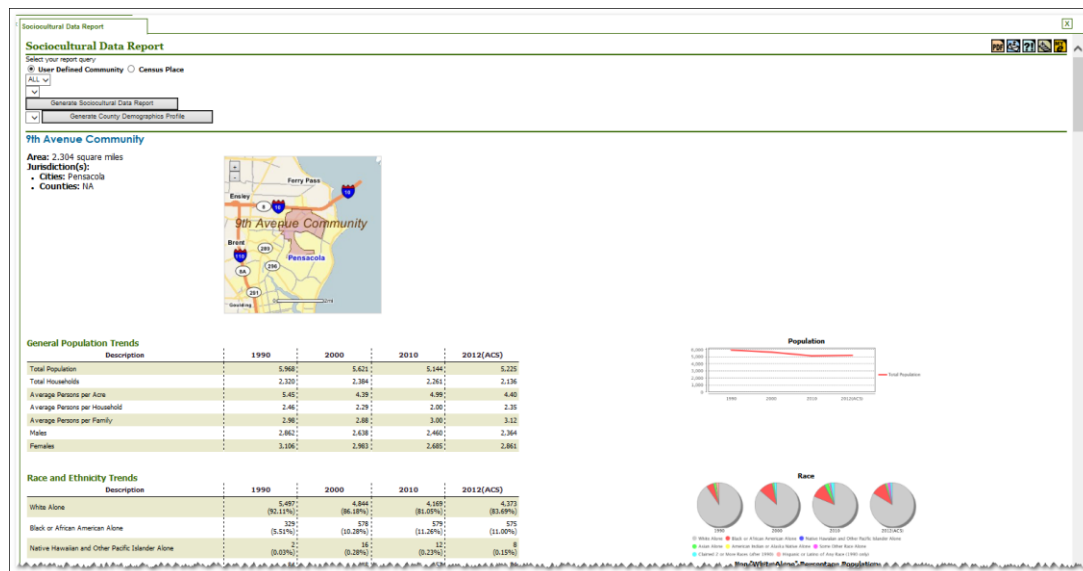
Bookmark the page.



Add the page to your **My ETDM** preferences.

The report sections display trends (e.g., General Population, Race and Ethnicity, Age, and Language) and demographic profiles for the selected area. The information shown on the SDR is based on data from the U.S. Census Bureau's decennial census and the ACS.

**Note:** The latest ACS data shown is for 2012. Because the ACS is taken every two years, this information will be updated when it becomes available.



5. Scroll to the bottom of the **Sociocultural Data Report** page for information about the sources of the reported data under the following headings.

- **Community Facilities**
- **Block Groups**
- **Data Sources**
- **County Data Sources**



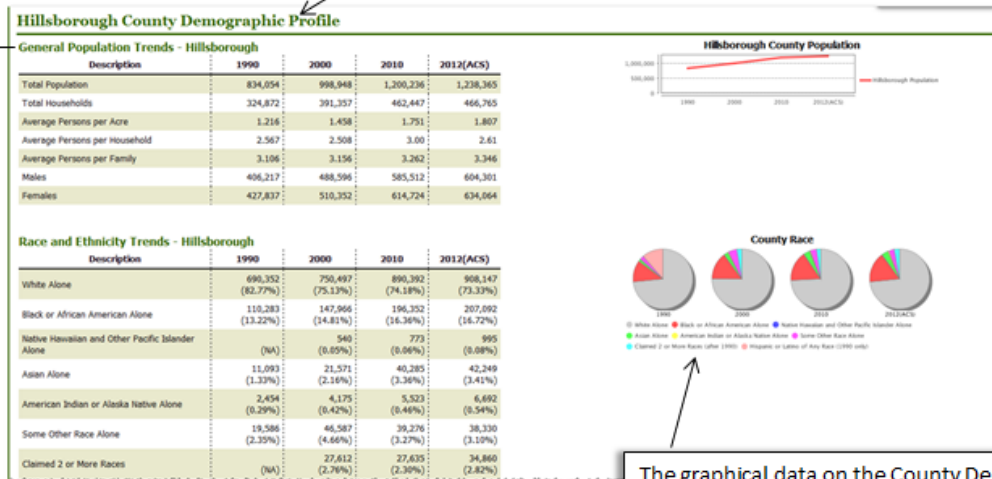
- **Metadata**

**6.** Below the SDR you can find the **County Demographic Profile**.

**Note:** If multiple counties intersect a community, all county demographic profiles will be listed.

The County Demographic Profile (CDP) allows you to perform further comparison between the county data with the community data displayed in the SDR. The only differences in the data presentation between the two reports is that the CDP does not include data for land use and community facilities. Additionally, the CDP only provides graphical data for the county profile; the community and county comparison is not duplicated.

Below the SDR is the **County Demographic Profile**.



The County Demographic Profile shows the same headings found in the SDR with the exception of Land Use and Community Facilities data.

The graphical data on the County Demographic Profile do not include community profile comparisons.

### 3.1.3 Financial Office (In Development)

### 3.1.4 Project Diary (09/30/2015)

The **Project Diary** category listed in the **Tools** menu allows users to create or update the project record and ancillary data. To view the list of available functions, point to **Project Diary** and then click on a function title to open the form.



### 3.1.4.1 Create New Project Record (Updated 09/25/2014)

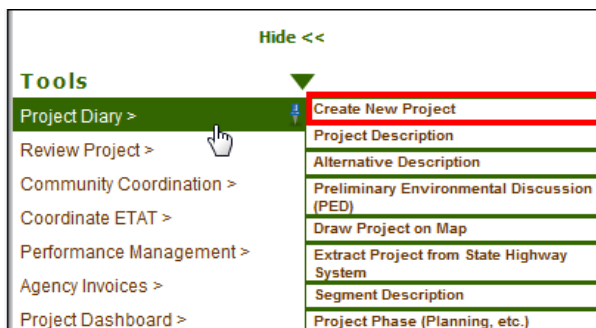
The **Create New Project Record** function in the Environmental Screening Tool (EST) **Tools** menu enables authorized users to do the following:

- Add a project to the EST database, including Project Description Summary, Purpose and Need, Federal Consistency, and other related project information.
- Designate a project as a Local Agency Program (LAP) project, assign a new or existing LAP agency, and enter the assigned LAP agency's PD&E LAP certification status.
- Designate agencies that will be exempted from participating in the project's Environmental Technical Advisory Team (ETAT) review.

Users with the following EST roles may access the **Create New Project Record** tool: Environmental Management Office liaisons and managers, FDOT ETDM Management Team, FDOT ETDM Data Entry, District ETDM Coordinators Primary, District ETDM Coordinators, Metropolitan Planning Organization (MPO) Coordinators Primary, MPO Coordinators, and Project Managers.

Creating a New Project Record:

1. On the **Tools** menu, point to **Project Diary**, and then click **Create New Project**.



The **Create New Project Record** page opens, displaying a page toolbar and an **Overview** form.

**Tip!** Click on the toolbar icons to:



Send feedback about the current page.



Access online **Help**.



Bookmark the page.



Add the page to your **My ETDM** preferences.

Create New Project Record

\*Required fields are marked with an asterisk

**Overview**

\*Project Name:

Planning ID:

\*Local Agency Program (LAP):

Financial Management No.:

Alternative Corridor Evaluation (ACE):

ETDM Phase:

Project Web Site:

Planning Organization:

\*Counties: (Select all that apply)

- Alachua
- Baker
- Bay
- Bradford
- Brevard
- Broward
- Calhoun
- Charlotte
- Citrus
- Clay


Selected counties: None

Beginning Location:

Ending Location:

- For the **Project Name** and **Planning ID** fields, enter the name of the project and the Planning ID number.

**Note:** Red asterisks ( **\*** ) indicate a required field. If the field is blank, the information must be added before the form can be processed.

- For the **Local Agency Program (LAP)** field, do one of the following:
  - Leave **Unknown** as the default selection if the project's LAP status has not yet been determined. Go to Step 5.
  - Click the drop-down arrow, , and then do one of the following:
    - Click **Yes** if the project is being contracted out by the FDOT to a local agency. Go to the next step.
    - Click **No** if the project is not being contracted out to a local agency. Go to Step 5.
    - Click **Anticipated (Planning Phase only)** if the project is in the process of being contracted out to a local agency. Go to the next step.

\*Required fields are marked with an asterisk

**Overview**

\*Project Name:

Planning ID:

\*Local Agency Program (LAP):

Yes  
No  
Anticipated (Planning Phase only)  
Unknown

4. If you selected **Yes** or **Anticipated (Planning Phase only)** for the **Local Agency Program (LAP)** option, the **Overview** form displays fields for adding LAP information. Do the following:

- For **LAP Agency**, select the LAP agency responsible for the project by doing one of the following:
  - Click the **LAP Agency** arrow to expand the list, and then select an agency by clicking on the agency name.
  - If the LAP Agency is not listed, click the **Add another agency to this list** link, and then type the name of the agency in the text box.

\*Local Agency Program (LAP):

\*LAP Agency  [Add another agency to this list](#)

\*Agency Completing NEPA Document ☒ FDOT ☐ Local Agency (with FDOT oversight)

Financial Management No.:  **Reminder:** Enter FM number for LAP project, if known. *Ex: 01234567891*

**Tip!** If the agency is already in the EST database, you need to type only the first three letters of the name. The EST automatically displays a list of names that match your text. Click the appropriate selection from the list.

\*LAP Agency   [Cancel](#)

\*Agency Completing NEPA Document ☒ FDOT ☐ Local Agency (with FDOT oversight)

Hillsborough County  
Hillsborough County MPO  
Tampa-Hillsborough County Expressway Authority

- If the agency is being added to the EST database, type the agency's entire name. The agency will be added to the database.
- In the **Agency Completing NEPA Document** field, do one of the following:
  - Click the **FDOT** option button if FDOT will be completing the National Environmental Policy Act (NEPA) document, and then go to Step 6 of these instructions.
  - Click the **Local Agency (with FDOT oversight)** option button if the local agency will be completing the NEPA document.

**Note:** Local agencies must be PD&E LAP Certified if completing the NEPA document with FDOT oversight.

\*Local Agency Program (LAP):

\*LAP Agency  [Add another agency to this list](#)

\*Agency Completing NEPA Document ☒ FDOT ☐ Local Agency (with FDOT oversight)

The **LAP Agency Certification** field appears, displaying options for the agency's PD&E LAP Certification status.

**Note:** The agency must be certified by the District LAP Administrator for the type of work it will be performing. After the project information has been submitted, the District LAP Administrator will receive an email notification about the project's LAP designation and whether the need for agency certification has been indicated.

- In the **LAP Agency Certification** field, click the appropriate option button beside one of the following LAP Certification statements:


|  |   |
|--|---|
| * <b>LAP Agency Certification</b>                                  | Treasure Coast Regional Planning Council:   |
|  | <input type="radio"/> is already PD&E LAP Certified                                     |
|  | <input checked="" type="radio"/> will need to be PD&E LAP Certified via LAP Coordinator |
| <i>Certification last updated on 10/04/2010 by FDOT District 3</i> |   |

- **is already PD&E LAP Certified** (The agency selected in the **LAP Agency** field has completed the Local Agency Certification Qualification Agreement and has been approved by the District LAP Coordinator.)
- **will need to be PD&E LAP Certified via LAP Coordinator** (The agency selected in the **LAP Agency** field is pending approval by the District LAP Coordinator.)

**5.** Add information for the remaining fields:

- **Financial Management No.** – Enter the Financial Management Number, if available.
- **Counties** – Use the **Counties** scroll bar to move down the list. Select one or multiple options by clicking the **county** name(s).

**Tip!** Use **SHIFT + click** to select adjacent options. Use **CTRL + click** to select non-adjacent options.

- **Beginning Location** – Type the project's beginning location.
- **Ending Location** – Type the project's ending location.
- **Alternative Corridor Evaluation (ACE)** – Indicate whether or not this project is participating in the ACE process by either accepting the default **No** or by clicking the drop-down arrow, , and then selecting **Yes**.
- **ETDM Phase** – Click the **Project Phase** link to open the **Update Project Phase** page, enabling you to change the project phase.

**Note:** When a screening cycle is completed (i.e., when the phase is changed, or when project Alternatives are moved from non-draft to draft status), previously entered consistency information will automatically be removed.

- **Project Website** – Type the URL to the project's website, if available. More than one URL can be entered, if needed.
- **Federal Involvement** – Click the appropriate check box to indicate the level of Federal Involvement (or No Federal Involvement) for the project. Descriptions for the various levels are provided beside each option listed on the screen.



**Note:** Because PD&E LAP Certified agencies are reimbursed by FDOT with federal funds, you must select a level of Federal Involvement for LAP projects.

| Federal Involvement   |   |
|---|---|
| <p><b>*Federal Involvement</b><br/>(Check "No Federal Involvement" OR all that apply)</p> | <p><b>Reminder:</b> Federal Involvement is required for LAP projects.</p> <p><input type="checkbox"/> No Federal Involvement <i>This project does not require a Federal Consistency Review (FCR) with the State Clearinghouse during the Programming Phase. This option is not available for LAP projects, which require an FCR.</i></p> <hr/> <p><i>A transportation project is considered a federal action and must comply with NEPA when one of the following conditions applies:</i></p> <p><input type="checkbox"/> Federal Funding <i>Federal funds or assistance is or is expected to be used during any phase of project development or implementation.</i></p> <p><input type="checkbox"/> Federal Action <i>Federal approval of an action is required (e.g., change in Interstate access control, use of Interstate right-of-way).</i></p> <p><input type="checkbox"/> Federal Permit <i>Federal permit(s) is (are) required when based on consultation the federal permitting agency has determined that a DOT NEPA document is required to support the permit (e.g., U.S. Coast Guard Bridge permit, COE Section 404 permit).</i></p> <p><input type="checkbox"/> Maintain Federal Eligibility <i>Federal funding or assistance eligibility is being maintained for subsequent phases.</i></p> <hr/> <p><input type="checkbox"/> Federal Permit Required without Programming Phase Federal Consistency Review <i>Typically used for Turnpike projects. This project does not require a Federal Consistency Review (FCR) with the State Clearinghouse during the Programming Phase. This option is not available for LAP projects, which require an FCR.</i></p> |

- **Purpose and Need** – Make edits, if any, to the project's Purpose and Need by typing or copying and pasting your changes in the text box.
- **Project Description Summary** – Make edits, if any, to the Project Description Summary by typing or copying and pasting your changes in the text box.

**Tip!** To copy and paste text from another document, highlight the selected text and then click **Ctrl + C** on your keyboard to copy the information. Click **Ctrl + V** keys to paste the information in the text box.

- Click the **Summarize/Modify Public Comments** link to open the **Summarize/Modify Public Comments** page, enabling you to add or modify public comments regarding the project.
- **Planning Consistency Status** – This section provides an efficient means to enter and track planning consistency information that is required for NEPA approval.

**Note:** Planning consistency information is mandatory for NEPA approval. However, providing the information via the EST is optional.

| Consistency  |  |
|--|--|
| <p><b>Planning Consistency Status</b></p> <p><a href="#">Expand this section</a></p> | <p>As information becomes available, please complete the fields below to establish project consistency between approved LRTP and STIP/TIP. The information in this section is optional for the EST.</p> <p>Only completed fields will appear in reports.</p> <p>For additional guidance, see <a href="http://www.dot.state.fl.us/planning/policy/metrosupport">http://www.dot.state.fl.us/planning/policy/metrosupport</a></p> |

- Click the **Expand this section** link to display the form.
- Enter the information in the fields and select the appropriate values from the options that are presented. Only fields that have been completed and fields where either a **Yes** or **No** option has been selected will appear in the report.

| Phase             | Currently Approved TIP  | Currently Approved STIP   | TIP / STIP \$  | TIP / STIP fiscal Year | Comments   |
|-------------------|---|---|--|------------------------|--|
| FE (Final Design) | <input type="radio"/> Yes<br><input type="radio"/> No<br><input checked="" type="radio"/> Unknown | <input type="radio"/> Yes<br><input type="radio"/> No<br><input checked="" type="radio"/> Unknown | \$ <input type="text"/><br><a href="#">Use a range</a> | <input type="text"/>   | Provide comments as appropriate describing status, activities, and implementation steps needed to achieve consistency. If not in currently approved TIP/STIP, explain. |
| ROW               | <input type="radio"/> Yes<br><input type="radio"/> No<br><input checked="" type="radio"/> Unknown | <input type="radio"/> Yes<br><input type="radio"/> No<br><input checked="" type="radio"/> Unknown | \$ <input type="text"/><br><a href="#">Use a range</a> | <input type="text"/>   | Provide comments as appropriate describing status, activities, and implementation steps needed to achieve consistency. If not in currently approved TIP/STIP, explain. |
| Construction      | <input type="radio"/> Yes<br><input type="radio"/> No<br><input checked="" type="radio"/> Unknown | <input type="radio"/> Yes<br><input type="radio"/> No<br><input checked="" type="radio"/> Unknown | \$ <input type="text"/><br><a href="#">Use a range</a> | <input type="text"/>   | Provide comments as appropriate describing status, activities, and implementation steps needed to achieve consistency. If not in currently approved TIP/STIP, explain. |

**Tip!** Click the URL link <http://www.dot.state.fl.us/planning/policy/metrosupport> shown on the screen to get the latest Planning Consistency guidance or download the spreadsheet from **FDOT's Metropolitan and Regional Support** website.

**Consistency**

**Planning Consistency Status**

As information becomes available, please complete the fields below to establish project consistency between approved LRTP and STIP/TIP. The information in this section is optional for the EST. Only completed fields will appear in reports.

For additional guidance, see <http://www.dot.state.fl.us/planning/policy/metrosupport>

[Collapse this section](#)

Are the limits consistent with the plans?

☐ Yes  
☐ No  
☒ Unknown

Currently Adopted CFP-LRTP?

☐ Yes  
☐ No  
☒ Unknown

Original PD&E FAP#

-  -  FAP# assigned to the PD&E, if applicable.

**Identify MPOs (if applicable)**

List of MPOs is based on [selected counties](#).

Selected MPOs: None

**Note:** The following selected counties are not within an MPO and therefore have different project/plan consistency requirements (MPO=LRTP, Non-MPO=[ETP](#)):  
None

**Upload Attachments**

LRTP Pages [Browse...](#) TIP Pages [Browse...](#) STIP Pages [Browse...](#)

| Phase             | Currently Approved TIP  | Currently Approved STIP   | TIP / STIP \$   | TIP / STIP Fiscal Year | Comments   |
|-------------------|---|---|---|------------------------|--|
| PE (Final Design) | <input type="radio"/> Yes<br><input type="radio"/> No<br><input checked="" type="radio"/> Unknown | <input type="radio"/> Yes<br><input type="radio"/> No<br><input checked="" type="radio"/> Unknown | \$ <input type="text"/><br>\$ <input type="text"/><br><a href="#">Use a range</a> | <input type="text"/>   | Provide comments as appropriate describing status, activities, and implementation steps needed to achieve consistency. If not in currently approved TIP/STIP, explain. |
| ROW               | <input type="radio"/> Yes<br><input type="radio"/> No<br><input checked="" type="radio"/> Unknown | <input type="radio"/> Yes<br><input type="radio"/> No<br><input checked="" type="radio"/> Unknown | \$ <input type="text"/><br>\$ <input type="text"/><br><a href="#">Use a range</a> | <input type="text"/>   | Provide comments as appropriate describing status, activities, and implementation steps needed to achieve consistency. If not in currently approved TIP/STIP, explain. |
| Construction      | <input type="radio"/> Yes<br><input type="radio"/> No<br><input checked="" type="radio"/> Unknown | <input type="radio"/> Yes<br><input type="radio"/> No<br><input checked="" type="radio"/> Unknown | \$ <input type="text"/><br>\$ <input type="text"/><br><a href="#">Use a range</a> | <input type="text"/>   | Provide comments as appropriate describing status, activities, and implementation steps needed to achieve consistency. If not in currently approved TIP/STIP, explain. |

**Note:** Selecting **No** requires a written explanation. Type or copy and paste the explanation into the appropriate **Comments** text box. Instructions for what needs to be included in your explanation are displayed in light font within the **Comments** text boxes.

- The **Upload Attachments** section will display documents that have been attached for the associated transportation plan.
  - Click the **Pages** link to open the document PDF.
  - Click the **delete** link to remove the attachment.
  - Click the **replace** link to make edits to or replace the existing document links.
  - To upload an attachment, click the Browse button and navigate to the document you want to upload.

**Upload Attachments**

LRTP Pages [Browse...](#) TIP Pages [Browse...](#) STIP Pages [Browse...](#)

- 6.** In the **Designate Exempted Agencies** field, indicate agencies that are excluded from reviewing the project.

**Note:** The **Federal Transit Administration (FTA)** is exempted by default on all Planning Phase projects that do not contain a transit mode. However, if the project will contain a transit mode or if there is a reason the FTA needs to review the project, you can remove the FTA exemption by clicking the **remove** link.

**Designate Exempted Agencies (if applicable)**

--Select Agency-- [Add Exemption](#)

| Agency Name                    | *Justification   |
|--------------------------------|--|
| Federal Transit Administration | FTA has requested to be exempt from reviewing any non-transit projects. <a href="#">remove</a> |

- Click the **Designate Exempted Agencies** arrow to expand the list of agencies that qualify for the exemption.
- Select the appropriate agency by clicking the agency name. Agencies that are qualified for exemption are noted as follows:
  - Federal Highway Administration** – The project will be a SEIR (State Environmental Impact Report) and there is no intent to federalize the project with the FHWA as the lead – mostly for projects involving Florida's Turnpike Enterprise.
  - Federal Rail Administration** – The project does not involve a rail component.
  - Federal Transit Administration** – The project does not involve a transit component.
  - National Park Service** – The project is not near any national park assets.
  - U.S. Coast Guard** – The project is not near a navigable waterway.
  - U.S. Forest Service** – The project is not near any U.S. Forest Service assets.

- Click **Add Exemption**. The **Designate Exempted Agencies** area expands and displays the **Justification For Exemption** section.

- Under **Justification For Exemption**, type the reason for the agency exemption in the **Justification** text box.

**Note:** The **Justification** text box is a required field.

- Repeat the process for additional agencies.

**Tip!** Click the **remove** link to cancel the operation and remove the selected agency from the exemption list.

7. Click **Save**.

The **Create New Project Record** page refreshes and displays the project information.

**Tip!** Use the **Update Project Description** function in the **Tools** menu or **Update ETDM Project** in the **Wizards** menu to update the project as it moves through the ETDM process.

### 3.1.4.2 *Update Project Description (Updated 06/30/2015)*

The **Update Project Description** function in the EST **Tools** menu allows you to make changes to a project's information, where applicable. After the **Project Description** has been updated and submitted, the updated project information becomes part of the project reports.

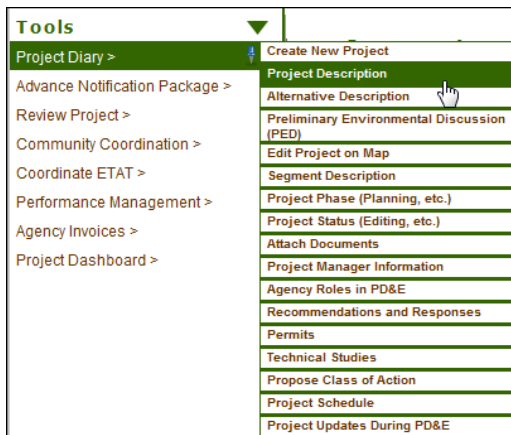
**Tip!** You can also use the **Update ETDM Project** link on the **Wizards** menu to make updates to the Project Description. See the EST User Handbook's Wizards chapter for navigation guidance.

#### 3.1.4.2.1 *Accessing the Update Project Description Page*

1. On the **project navigation bar** located at the top of the EST window, click the **Active project** arrow and then make your selection by clicking on the project name and ETDM number.

**Tip!** You can change the list of **Active projects** using the search tools on the project navigation bar. For more information on how to use the project navigation bar search tools (e.g., selecting projects using **Site Search** and **Advanced Search** functions), refer to the Navigation chapter in the EST User Handbook.

2. On the **Tools** menu, point to **Project Diary**, and then click **Project Description**.



The **Update Project Description** page opens and displays the following sections:

- **Overview** – Displays the Project Name and Planning ID
- **Environmental Review Process and Federal Eligibility** – Indicates which environmental review process will be used (State or FHWA), funding sources (FHWA, other Federal Funding, or if the project is Not Federal Eligible), and type of federal permits
- **Purpose and Need** – Presents the reasoning for developing the project and how the project will solve the initial issues
- **Description** – Describes the project
- **Consistency** – Provides an efficient means to enter, edit, and track project consistency information that is required for NEPA approval (entering information into the EST is optional)
- **Summarize/Modify Public Comments** – Displays any public comments
- **Designate Exempted Agencies** – Indicates agencies that are excluded from reviewing the project
- **Save** – Displays User Identity, items that may need to be addressed before submitting the form, and an indicator showing if you have permission to make changes to the project description. This section also displays a Save button when you are saving your changes.

**Tip!** Click the toolbar icon at the top of the window to:



Send feedback about the current page.



Access online **Help**.



Bookmark the page.



Add the page to your **My ETDM** preferences.

Depending on the project's status, one of the following screens will display:

- **Edit Project Description** – This dialog box displays if the project is
  - in a Planning Screen or Programming Screen
  - in non-draft status (i.e., not in Editing or QA/QC)
  - being edited for the first time after a summary report has been published

**Update Project Description**

\*Required fields are marked with an asterisk

**Overview**

\*Project Name: Fowler Ave. Extension

**Planning**

**Edit Project Description**

Are you making a change that will be published as part of the current Programming Screen phase?

☐ Yes ☐ No

**Continue**

\*Local A

Financial

Alternat

ETDM Phase: [Programming Screen] Use the **Project Phase** tool to update the project phase.

\*AN Process: AN Review with Programming Screen

Project Web Site: [ ] x

Planning Organization: FDOT District 7

\*Counties: (Select all that apply)

Alachua  
Baker  
Bay  
Bradford  
Brevard  
Broward  
Calhoun  
Charlotte

Selected counties: [Hillsborough County]

- **Update Project Description** – The page displays without a dialog box if the project is
  - still in draft status (i.e., Editing or QA/QC)
  - being edited while a project is within its current screening status and has not had a summary report published
  - in the PD&E phase



- **Permissions** - If the project is in active ETAT or AN review, or if you don't have permission to access the page, a message screen will appear, as shown in the next illustration. If a project is in active review, you will not be able to make any changes to the project information until the review end date has been reached.

### 3.1.4.2.2 Completing the Editing Project Description Dialog Box

The screen displays an **Edit Project Description** dialog box in front of the grayed out **Update Project Description** page. This form helps to identify how changes to the information will affect the project's status or if information needs to repeat an approval process. Follow the prompts and select the appropriate responses.

1. *If the changes you make will be part of the current Programming Screen* - Click **Yes** and then click the **Continue** button. The dialog box will disappear, allowing you to make edits to the project information.

2. If the changes you make will not be part of the current screen – Click **No** and then follow the prompts that appear.

- If you are preparing for a new screening event – Click **Yes** and then click the appropriate link for one of the following:
  - For the same phase – Click the **Update Status** link to go back to draft status (i.e., Editing or QA/QC).
  - For a different phase – Click the **Update Phase** link to change the project phase.

**Edit Project Description**

Are you making a change that will be published as part of the current Programming Screen phase?

☐ Yes ☒ No

Are you preparing for a new screening event?

☒ Yes ☐ No

If Yes,

1. for the same phase (Planning or Programming)? Then go back to editing or QA/QC status, [Update Status](#).
2. for a different phase (Planning or Programming)? Then change to the new phase, [Update Phase](#).

[Continue](#)

- If you are not preparing for a new screening event – Click **No**.

**Edit Project Description**

Are you making a change that will be published as part of the current Programming Screen phase?

☐ Yes ☒ No

Are you preparing for a new screening event?

☐ Yes ☒ No

Are you providing updates from PD&E?

☐ Yes, change to PD&E phase before making edits. [Update Phase](#)

☐ No. For making changes in the current phase that need to be published as part of the summary report.

[Continue](#)

- If you are providing updates from PD&E – Click **Yes** and then click the **Update Phase** link to update the project phase.

**Edit Project Description**

Are you making a change that will be published as part of the current Programming Screen phase?

☐ Yes ☒ No

Are you preparing for a new screening event?

☐ Yes ☒ No

Are you providing updates from PD&E?

☒ Yes, change to PD&E phase before making edits. [Update Phase](#)

☐ No. For making changes in the current phase that need to be published as part of the summary report.

[Continue](#)

- If you are making changes in the current project phase for publication in the summary report – Click **No** and then click **Continue** to make edits to the project information.

**Edit Project Description**

Are you making a change that will be published as part of the current Programming Screen phase?

☐ Yes ☒ No

Are you preparing for a new screening event?

☐ Yes ☒ No

Are you providing updates from PD&E?

☐ Yes, change to PD&E phase before making edits. [Update Phase](#)

☒ No. For making changes in the current phase that need to be published as part of the summary report.

**Continue**

### 3.1.4.2.3 Overview

This section of the **Update Project Description** screen displays a project's general information (Name and ID) along with fields showing the following project type, status, organization, and location:

**Overview**

**\*Project Name:**

**Planning ID:**

---

**State Wide Acceleration and Transformation (SWAT) Project:**  The [SWAT flag](#) will be notified when a project has this designation added or removed, and will receive all project notifications for SWAT projects.

**\*Local Agency Program (LAP):**  To be considered a LAP project, federal dollars must be programmed in the adopted Work Program.

**Financial Management No.:**  Ex: 01234567891

**Alternative Corridor Evaluation (ACE):**

**ETDH Phase:**  Use the [Project Phase](#) tool to update the project phase.

**\*AN Process:**

**Project Web Site:**

---

**Planning Organization:**

**\*Counties:** (Select all that apply)

Alachua  
Baker  
Bay  
Bradford  
Brevard  
Broward  
Calhoun  
Charlotte  
Citrus  
Clay

**Selected counties:** [Hillsborough County]

**Beginning Location:**

**Ending Location:**


Enter any updates by typing the information or making the selections in the fields provided. Fields involving additional steps or explanation are described in the following subsections.

**Note:** Fields showing a red asterisk (\*) indicate a required field.


#### 3.1.4.2.3.1 Local Agency Program (LAP)



This section of the screen indicates if the project is being contracted by the FDOT to a local agency. The response in this section affects the **Environmental Review Process and Federal Eligibility** section of the form.

- *If a project is labeled as LAP* – The project is part of the federal FHWA program and will follow the FHWA Environmental Review Process. LAP projects receive FHWA funding.
- *If a project is labeled as not being LAP* – The project is not part of the federal FHWA program. LAP project funding may come from a federal agency (not FHWA) or may be considered not eligible for federal funds.

|  |  |
|--|--|
| <p><b>*Local Agency Program (LAP):</b></p> | <div>Unknown </div> <p><i>To be considered a LAP project, federal dollars must be programmed in the adopted Work Program.</i></p> |
|--|--|

**3.** In the **Local Agency Program (LAP)** field, do one of the following:


- Leave **Unknown** as the default selection if the project's LAP status has not yet been determined.
- Click the drop-down arrow, , and then do one of the following:
  - Click **Yes** if the project is being contracted out by the FDOT to a local agency. Additional fields appear for selecting the **LAP Agency** and for the **Agency Completing the NEPA Document**. (See Step 2 of these instructions for completing the steps in the LAP form.)

|   |   |
|---|---|
| <p><b>*Local Agency Program (LAP):</b></p> <p><b>*LAP Agency</b></p> <p><b>*Agency Completing NEPA Document</b></p> | <div>Yes </div> <p><i>To be considered a LAP project, federal dollars must be programmed in the adopted Work Program.</i></p> <div> <input type="text"/>  <a href="#">Add another agency to this list</a> </div> <p> <input checked="" type="radio"/> FDOT<br/> <input type="radio"/> Local Agency (with FDOT oversight)         </p> |
|---|---|

- Click **No** if the project is not being contracted out to a local agency.
- Click **Anticipated (Planning Phase only)** if the project is in the process of being contracted out to a local agency.

**4.** If you selected **Yes** or **Anticipated (Planning Phase only)** for the **Local Agency Program (LAP)** options, the **Update Project Description** form displays fields for adding LAP information. Do the following:

- For **LAP Agency**, select the LAP agency responsible for the project by doing one of the following:
  - Click the **LAP Agency** arrow to expand the list, and then select an agency by clicking on the agency name.
  - If the LAP Agency is not listed, click the **Add another agency to this list** link, and then type the name of the agency in the text box.

|  |  |
|--|--|
| <p><b>*LAP Agency</b></p> <p><b>*Agency Completing NEPA Document</b></p> <p><b>*LAP Agency Certification</b></p> | <div> <input type="text" value="Hil"/>  <a href="#">Cancel</a> </div> <div> <p>City of Lauderdale</p> <p>Florida Department of Children and Families</p> <p><b>Hillsborough County</b></p> <p>Hillsborough County MPO</p> <p>Tampa-Hillsborough County Expressway Auth</p> </div> |
|--|--|

**Tip!** If the agency is already in the EST database, you need to type only the first three letters of the name. The EST automatically displays a list of names that match your text. Click the appropriate selection from the list.

If the agency is being added for the first time, type the agency's entire name. The agency will be added to the database.

- In the **Agency Completing NEPA Document** field, do one of the following:
  - Click the **FDOT** option button if FDOT will be completing the NEPA document.
  - Click the **Local Agency (with FDOT oversight)** option button if the local agency will be completing the NEPA document. The screen will display prompts for indicating the agency's LAP certification.

**Note:** Local agencies must be PD&E LAP Certified if completing the NEPA document with FDOT oversight.

**\*Local Agency Program (LAP):** Yes  
*To be considered a LAP project, federal dollars must be programmed in the adopted Work Program.*

**\*LAP Agency** Hillsborough County  
[Add another agency to this list](#)

**\*Agency Completing NEPA Document**

☐ FDOT

☒ Local Agency (with FDOT oversight)

Hillsborough County:

☐ is already PD&E LAP Certified

☐ will need to be PD&E LAP Certified via LAP Coordinator

*Certification update is not saved yet.*

**Note:** The agency must be certified by the District LAP Administrator for the type of work it will be performing. After the project information has been submitted, the District LAP Administrator will receive an email notification about the project's LAP designation and whether the need for agency certification has been indicated.

- In the **LAP Agency Certification** field, click the appropriate option button beside one of the following LAP Certification statements:
  - **is already PD&E LAP Certified.** (The agency selected in the **LAP Agency** field has completed the Local Agency Certification Qualification Agreement and has been approved by the District LAP Coordinator.)
  - **will need to be PD&E LAP Certified via LAP Coordinator.** (The agency selected in the **LAP Agency** field is pending approval by the District LAP Coordinator.)

**Note:** The **Environmental Review Process and Federal Eligibility** section of the **Update Project Description** screen will automatically change to **FHWA Process** and **FHWA Funding – Expected** when the **Yes** option is selected, as shown in the next illustration.

**Environmental Review Process and Federal Eligibility**

**\*Determine State or FHWA Environmental Review Process**

Indicate which environmental review process will be used: ☐ State Process ☒ FHWA Process

You have indicated above that this is a **Local Agency Program (LAP)** project.  
LAP projects are part of a federal FHWA program and will follow the FHWA Environmental Review Process.  
No further justification or approval is required. If this is not a LAP project, please adjust LAP selections above.

**\*Funding**

**FHWA Funding**

☒ **Expected:** FHWA funds are expected to be on this project (includes any phase of project development or implementation).

☐ **Not Expected:** FHWA Federal funds are NOT expected to be used during any phase of project development or implementation.

### 3.1.4.2.3.2 Alternative Corridor Evaluation (ACE)

Indicate whether or not this project is participating in the ACE process by either accepting the default **No** or by clicking the **Alternative Corridor Evaluation (ACE)** arrow and then selecting **Yes**.

|  |
|--|
| <b>Alternative Corridor Evaluation (ACE):</b> <input checked="" type="button" value="Yes"/> <i>* Planning projects going through the ACE Process must complete a <a href="#">Preliminary Environmental Discussion (PED)</a>.</i> |
|--|

**Note:** If a project in the Planning phase will be going through an ACE, the Preliminary Environmental Discussion (PED) form must be completed. Click the **Preliminary Environmental Discussion (PED)** link to open the tool for completing the form.

### 3.1.4.2.3.3 ETDM Phase

The **ETDM Phase** field on the **Update Project Description** screen displays the project's current phase and is grayed out, indicating this option is disabled.

To update the project phase, click the **Project Phase** link. The link opens the **Update Project Phase** tool.

|  |
|--|
| <b>ETDM Phase:</b> <input type="button" value="Planning Screen"/> <i>Use the <a href="#">Project Phase</a> tool to update the project phase.</i> |
|--|

**Note:** When a screening cycle is completed (i.e., when the phase is changed or when project Alternatives are moved from non-draft to draft status), previously entered consistency information (including Air Quality Conformity, MPO Goals and Objectives, Local Government Comprehensive Plan, and Coastal Zone Management Program) will automatically be removed from the current project data in preparation for a new screening event. The previously entered information remains available in the summary report and milestone snapshot reports.

### 3.1.4.2.3.4 AN Process

The **AN Process** field options appear for projects that are in the Programming Screen. There are two options available for selection the way an AN package will be distributed:

- Along with the Programming Screen notification
- Separately from the Programming Screen (e.g., AN review to occur after the Programming Screen)

Click the **AN Process** arrow and click the appropriate **AN Review** selection.

|                      |   |
|----------------------|---|
| <b>* AN Process:</b> | <input type="button" value="AN Review with Programming Screen"/><br><input type="button" value="AN Review after Programming Screen"/> |
|----------------------|---|

**Note:** The **AN Process** field does not appear on the screen for projects in the Planning Screen and appears as a grayed out field showing **AN Only** for projects in the Project Development phase.

### 3.1.4.2.4 Environmental Review Process and Federal Eligibility

This section of the **Update Project Description** page displays the current status of the project regarding the type of funding that is expected. The information shown in this section is dependent on the selection made in the **LAP Project** field that is displayed in the **Overview** section.



- *Projects identified as LAP* – The screen displays the environmental review process as **FHWA**, with funding shown as **Expected**.

If you select the **Yes** option on the **Local Agency Program (LAP)** field, ...

### Update Project Description

\*Required fields are marked with an asterisk

**Overview**

\*Project Name:

Planning ID:

---

State Wide Acceleration and Transformation (SWAT) Project:

\*Local Agency Program (LAP):  To be considered a LAP project, federal dollars programmed in the adopted Work Program

### Environmental Review Process and Federal Eligibility

**\*Determine State or FHWA Environmental Review Process**

Indicate which environmental review process will be used: ☐ State Process ☒ FHWA Process

You have indicated above that this is a **Local Agency Program (LAP)** project.  
LAP projects are part of a federal FHWA program and will follow the FHWA Environmental Review Process.  
No further justification or approval is required. If this is not a LAP project, please adjust LAP selections above.

**\*Funding**

**FHWA Funding**

☒ **Expected:** FHWA funds are expected to be on this project (includes any phase of project development or implementation).

☐ **Not Expected:** FHWA Federal funds are NOT expected to be used during any phase of project development or implementation.

...the screen displays the FHWA Process and FHWA Funding - Expected as selected.

- *Project is not a LAP project, or if there has not been a determination (i.e., **unknown**)* – The screen displays options for the environmental process as **State** or **FHWA**, with expanded options for federal eligibility and funding, which will be explained further in these instructions.

If you select **No** or **Unknown** on the **Local Agency Program (LAP)** field, ...

|                                     |                                   |
|-------------------------------------|-----------------------------------|
| <b>*Local Agency Program (LAP):</b> | Yes                               |
|                                     | No                                |
|                                     | Anticipated (Planning Phase only) |
|                                     | Unknown                           |

**Environmental Review Process and Federal Eligibility**

**\*Determine State or FHWA Environmental Review Process**  
Indicate which environmental review process will be used: ☒ State Process ☐ FHWA Process

**\*Funding**

**FHWA Funding**

☐ Expected: FHWA funds are expected to be on this project (includes any phase of project development or implementation).

☒ Not Expected: FHWA Federal funds are NOT expected to be used during any phase of project development or implementation.

---

**Other Federal Funding**

☐ Expected: Non-FHWA Federal funds are expected to be used on this project. Other sources of Federal Funds do NOT require following the FHWA Environmental Review Process.

☒ Not Expected: No non-FHWA Federal funds are expected to be used during any phase of project development or implementation.

---

☐ Not Federal Eligible (NFE): Flagging the project in the Work Program to indicate that Federal funds can never be used during any phase of project development or implementation. Only select this option if you have coordinated internally and the District management officially determines that this project should be flagged as "Not Federal Eligible".

**\*Federal Permits**

☐ USCG Federal Bridge Permit anticipated: A federal US Coast Guard bridge permit is anticipated for the project. For Federal Class of Action environmental documents, USCG, per agreement, should be invited as a Cooperating Agency.

☐ Other Federal Permit expected: A federal permit other than US Coast Guard bridge permit is anticipated for the project (i.e. USACE 404 Nationwide or Individual).

☒ No Federal Permits: No federal permits are anticipated for the project.

...the **Environmental Review Process and Federal Eligibility** section displays options for selecting the type of review, funding, and permit.

## Determine State or FHWA Environmental Review Process

Indicate if the project will follow the **State** or **FHWA** environmental review process by clicking the appropriate button. The form displays the available options for selecting the type of review, funding, and permit.

- **State Process** – Click this button only if the project will not be receiving funding from FHWA at any point of the project development or implementation. Projects may still be funded by other non-FHWA agencies, but will not be required to undergo the FHWA environmental review process.

Indicates the project will not be receiving funds from FHWA and must undergo the State environmental review process.

**Environmental Review Process and Federal Eligibility**

**\*Determine State or FHWA Environmental Review Process**  
Indicate which environmental review process will be used: ☒ State Process ☐ FHWA Process

- **FHWA Process** – Click this button if the project will be receiving funds from FHWA. Projects receiving funds from FHWA at any point during project development and implementation must undergo the FHWA environmental review process. When you select **FHWA Process**, a list of project types appears. Do the following:
  - Click the appropriate button to make your selection.
  - Type your supporting comments into the **Justification to use the FHWA Process** text box.

**Environmental Review Process and Federal Eligibility**

**\*Determine State or FHWA Environmental Review Process**

Indicate which environmental review process will be used: ☐ State Process ☒ FHWA Process

☐ On Interstate  
☒ Using or involving Interstate right-of-way (e.g., air rights, adjacent, etc.)  
☐ Off-System projects  
☐ Locally Funded - Maintaining Federal Eligibility  
☐ Other

**\*Justification to use the FHWA Process**

When clicking on the **FHWA Process** button, a list of project types displays, with **On Interstate** shown as the default selection. If FHWA funds will be used on a project other than on an Interstate, click the button beside the appropriate selection.

Selecting options other than **On Interstate** will trigger the **Justification** text box, requiring you to enter a rationale for using FHWA funds.

## Funding

This section automatically displays the **FHWA funding** selection, which is based on the type of environmental review process the project will undergo (**State Process** or **FHWA Process**).

- **Expected** – Clicking the **FHWA Process** button displays this as selected.

**Environmental Review Process and Federal Eligibility**

**\*Determine State or FHWA Environmental Review Process**

Indicate which environmental review process will be used: ☐ State Process ☒ FHWA Process

☒ On Interstate  
☐ Using or involving Interstate right-of-way (e.g., air rights, adjacent, etc.)  
☐ Off-System projects  
☐ Locally Funded - Maintaining Federal Eligibility  
☐ Other

**\*Funding**

**FHWA Funding**

☒ **Expected:** FHWA funds are expected to be on this project (includes any phase of project development or implementation).  
☐ **Not Expected:** FHWA Federal funds are NOT expected to be used during any phase of project development or implementation.

- **Not Expected** – Clicking the **State Process** button displays this as selected.

**Environmental Review Process and Federal Eligibility**

**\*Determine State or FHWA Environmental Review Process**  
Indicate which environmental review process will be used: ☒ State Process ☐ FHWA Process

**\*Funding**

**FHWA Funding**

☐ Expected: FHWA funds are expected to be on this project (includes any phase of project development or implementation).

☒ **Not Expected:** FHWA Federal funds are NOT expected to be used during any phase of project development or implementation.

## Other Federal Funding

This section becomes active if the environmental review will follow either the **State Process** or **FHWA Process**, and further identifies if project funding will be appropriated from non-FHWA federal agencies.

**Note:** Projects identified as going through the State environmental review process can be shown as receiving federal funding from non-FHWA agencies. These type of projects are not required to undergo the FHWA environmental review process even though federal funding will be used.

**Environmental Review Process and Federal Eligibility**

**\*Determine State or FHWA Environmental Review Process**  
Indicate which environmental review process will be used: ☒ State Process ☐ FHWA Process

**\*Funding**

**FHWA Funding**

☐ Expected: FHWA funds are expected to be on this project (includes any phase of project development or implementation).

☒ **Not Expected:** FHWA Federal funds are NOT expected to be used during any phase of project development or implementation.

**Other Federal Funding**

☐ Expected: Non-FHWA Federal funds are expected to be used on this project. Other sources of Federal Funds do NOT require following the FHWA Environmental Review Process.

☒ **Not Expected:** No non-FHWA Federal funds are expected to be used during any phase of project development or implementation.

☐ **Not Federal Eligible (NFE):** Flagging the project in the Work Program to indicate that Federal funds can never be used during any phase of project development or implementation. Only select this option if you have coordinated internally and the District management officially determines that this project should be flagged as "Not Federal Eligible".

Click on one of the following options:

- **Expected** – If federal non-FHWA funds are expected to be used.
- **Not Expected** – No federal funds will be used.



If selecting **Not Expected**, the **Not Federal Eligible (NFE)** check box becomes active. Click the check box to flag the project as not using any federal funds during any phase of the project development or implementation. *Only click this check box if you have coordinated internally and the District management officially determines that the project should be NFE.*

## Federal Permits

This section identifies which federal permits are expected for the project, or if no federal permit will be used. Click the check box beside the appropriate selection.

**Environmental Review Process and Federal Eligibility**

**\*Determine State or FHWA Environmental Review Process**  
Indicate which environmental review process will be used: ☒ State Process ☐ FHWA Process

**\*Funding**

**FHWA Funding**

☐ Expected: FHWA funds are expected to be on this project (includes any phase of project development or implementation).

☒ **Not Expected:** FHWA Federal funds are NOT expected to be used during any phase of project development or implementation.

---

**Other Federal Funding**

☐ Expected: Non-FHWA Federal funds are expected to be used on this project. Other sources of Federal Funds do NOT require following the FHWA Environmental Review Process.

☒ **Not Expected:** No non-FHWA Federal funds are expected to be used during any phase of project development or implementation.

---

☐ **Not Federal Eligible (NFE):** Flagging the project in the Work Program to indicate that Federal funds can never be used during any phase of project development or implementation. Only select this option if you have coordinated internally and the District management officially determines that this project should be flagged as "Not Federal Eligible".

---

**\*Federal Permits**

☐ **USCG Federal Bridge Permit anticipated:** A federal US Coast Guard bridge permit is anticipated for the project. For Federal Class of Action environmental documents, USCG, per agreement, should be invited as a Cooperating Agency.

☐ **Other Federal Permit expected:** A federal permit other than US Coast Guard bridge permit is anticipated for the project (i.e. USACE 404 Nationwide or Individual).

☒ **No Federal Permits:** No federal permits are anticipated for the project.

### 3.1.4.2.5 Updating the Purpose and Need

You can make changes to the project's purpose and need; however, you must indicate if the changes to an already published purpose and need are strictly editorial (i.e., grammar, punctuation, correction/clarification) or substantive (i.e., revising, adding, or deleting information). Substantive changes made after lead agency acceptance will require an extension of the comments period so the lead agency can review and accept (or not accept) the updated purpose and need.

**Tip!** You can also use the **Update ETDM Project** link on the **Wizards** menu to make updates to the project description. See the EST User Handbook's Wizards chapter for navigation guidance.

**Purpose and Need**

The Purpose and Need has been updated since last summary report published on 05/14/2015.

**B I U** [List Bulleted] [List Numbered]

The purpose and need for the proposed project is based on the following items:

- To provide additional highway capacity along the Gandy Boulevard corridor (between the Gandy Bridge and the Selmon Expressway) to meet future traffic demands while separating regional and local traffic,
- To improve operations for local traffic on Gandy Boulevard,
- To safely accommodate future vehicle traffic as well as non-motorized users and transit ,
- To provide improved hurricane/emergency evacuation for portions of Pinellas County and south Tampa,
- To provide improvements consistent with local transportation plans while obtaining community support and minimizing community impacts, and
- To develop a transportation solution that is financially feasible for the THEA to build, operate and maintain.

These and additional factors are discussed below.

To make changes to the project's purpose and need, do the following:

1. Click directly on the text box to begin editing.
2. A dialog box displays and notifies you that **You are about to update the Purpose and Need**.
3. Under the **Will the changes made to the Purpose and Need be substantial** prompt, click one of the following option buttons:
  - **No, they are only editorial in nature** – Click this if changes are only for grammatical, punctuation, and spelling issues.

- **Yes, a re-review by {name of Lead Agency} is required** – Click this if information has been revised, deleted, or added.
4. Type your comments supporting the reason for the changes into the **Justification** text box.
  5. Click **OK**.

You are about to update the Purpose and Need

**\*Will the changes made to the Purpose and Need be substantial?**

☐ No, they are only editorial in nature.

☒ Yes, a re-review by Federal Highway Administration is required. Comments after the review period will be allowed so that the Federal Highway Administration can accept the Purpose and Need.

**\*Justification**

**B I U** [List Bulleted] [List Numbered]

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**OK**

The screen refreshes and displays a draft version of your **Justification** along with a **Purpose and Need** text box, where you can enter your changes.

**Purpose and Need**

The Purpose and Need has been updated since last summary report published on 05/14/2015.

**\*Will the changes made to the Purpose and Need be substantial?**

☐ No, they are only editorial in nature.

☒ Yes, a re-review by Federal Highway Administration is required. Comments after the review period will be allowed so that the Federal Highway Administration can accept the Purpose and Need.

**\*Justification**

**B I U** [List Bulleted] [List Numbered]

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**Purpose and Need**

**B I U** [List Bulleted] [List Numbered]

The purpose and need for the proposed project is based on the following items:

- To provide additional highway capacity along the Gandy Boulevard corridor (between the Gandy Bridge and the Selmon Expressway) to meet future traffic demands while separating regional and local traffic.
- To improve operations for local traffic on Gandy Boulevard.
- To safely accommodate future vehicle traffic as well as non-motorized users and transit.
- To provide improved hurricane/emergency evacuation for portions of Pinellas County and south Tampa.
- To provide improvements consistent with local transportation plans while obtaining community support and minimizing community impacts, and
- To develop a transportation solution that is financially feasible for the THEA to build, operate and maintain.

These and additional factors are discussed below.

**Tip!** Click **Refresh** on your browser's shortcut menu to undo your response and edits. Updating the Project Description

### 3.1.4.2.6 Updating the Project Description

You can make updates to the project description by doing the following:

1. Click on the **Description** text box to activate the editing tools.



Description

B

I

U

☰

☰

A Project Development and Environment (PD&E) Study is underway to evaluate the proposed Gandy Connector (SR 600/US 92). The limits of the proposed Gandy Connector (SR 600, US 92) project extend from the Gandy Bridge to the western terminus of the Selmon Expressway, a distance of approximately 2 miles. The project is located within the City of Tampa, in Hillsborough County. The Tampa Hillsborough County Expressway Authority (THEA) is conducting and funding the PD&E Study and is preparing a State Environmental Impact Report (SEIR) in close coordination with the Florida Department of Transportation (FDOT) District 7. The advanced notification package for this project was submitted on July 17, 2009.

Gandy Boulevard within the study area is presently a 4-lane divided arterial roadway. The Gandy Bridge just west of the study area is one of three crossings over Tampa Bay connecting Pinellas and Hillsborough Counties. Gandy Boulevard serves as both a regional facility and local arterial road serving the south Tampa community. This mix of regional and local traffic creates conflicts and a source of increased traffic congestion as traffic volumes have increased (and are projected to continue).

2. Make edits as needed.

### 3.1.4.2.7 Attaching Consistency Information

You can only enter project consistency information via the EST when a project is in draft status (from Editing to QA/QC). To add project consistency information for non-draft projects, you can attach the Project Planning Consistency spreadsheet using the EST's **Attach Documents** tool. A link to the tool is available for quick access.

Consistency

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☐

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☐

Air Quality Conformity

Local Government Comp Plan

MPO Goals and Objectives

*Note: With recent changes in federal and state guidance/requirements, this section is no longer applicable. Please address consistency issues in the Planning Consistency Status section below. Once information is entered into the Planning Consistency Status section, this section will no longer appear.*

Consistency (Check Yes, No, or Unknown):

Planning Consistency Status

Planning Consistency Status information can only be entered when a project is in a draft status (from Editing to ETDM QA/QC). In the interim, you may provide this information by completing and uploading the Project Planning Consistency spreadsheet as a project attachment, and then re-publishing the summary report. To upload a project attachment, use the [Attach Documents](#) tool.

For additional guidance and a link to download the Project Planning Consistency spreadsheet, see <http://www.dot.state.fl.us/planning/policy/metrosupport>

**Tip!** Click the URL link <http://www.dot.state.fl.us/planning/policy/metrosupport> shown on the screen to get the latest Planning Consistency guidance or download the spreadsheet from **FDOT's Metropolitan and Regional Support** website.

### 3.1.4.2.8 Summarize/Modify Public Comments

This section allows you to enter a summary of public comments, edit current comments, or edit the justification if no public comments are available.

Summarize / Modify Public Comments

☐ There are Public Comments available (Enter the Summary of Public Comments on the text area below)

☐ There are no Public Comments available at this time (Enter a justification on the text area below)

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Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

### 3.1.4.2.9 Designate Exempted Agencies

**FDOT**

Environmental Screening Tool Handbook - February 15, 2016

3-53

This section of the **Update Project Description** screen allows you to indicate agencies that are exempted from reviewing the project.

1. In the **Designate Exempted Agencies** field, indicate agencies that are not required to review the project.

**Note:** The **Federal Transit Administration (FTA)** is exempted by default on all Planning phase projects that do not contain a transit mode. However, if the project will contain a transit mode or if there is a reason the FTA needs to review the project, you can remove the FTA exemption by clicking the **remove** link.

**Designate Exempted Agencies** (if applicable)

--Select Agency-- [Add Exemption](#)

**Provide Justification For Exemption**

| Agency Name                    | *Justification  |                        |
|--------------------------------|---|------------------------|
| US Coast Guard                 | Project does not involve any crossings of navigable (or other) waterbodies.       | <a href="#">remove</a> |
| Federal Transit Administration | FTA has requested to be exempt from reviewing any non-transit projects.           | <a href="#">remove</a> |
| US Forest Service              | Project within urban and developed area. No national forests located in the area. | <a href="#">remove</a> |

2. Click the **Select Agency** arrow to expand the list of agencies that qualify for the exemption.
3. Select the appropriate agency by clicking the agency name. Agencies that are qualified for exemption are noted as follows:

- **Federal Highway Administration** – The project will be a SEIR (State Environmental Impact Report) and there is no intent to federalize the project with the FHWA as the lead – mostly for projects involving Florida's Turnpike Enterprise.
- **Federal Rail Administration** – The project does not involve a rail component.
- **Federal Transit Administration** – The project does not involve a transit component.
- **National Park Service** – The project is not near any national park assets.
- **U.S. Coast Guard** – The project is not near a navigable waterway.
- **U.S. Forest Service** – The project is not near any U.S. Forest Service assets.

4. Click **Add Exemption**. The **Designate Exempted Agencies** area expands and displays the **Provide Justification For Exemption** section.

**Designate Exempted Agencies** (if applicable)

National Park Service [Add Exemption](#)

**Provide Justification For Exemption**

| Agency Name                    | *Justification  |                        |
|--------------------------------|---|------------------------|
| US Coast Guard                 | Project does not involve any crossings of navigable (or other) waterbodies.       | <a href="#">remove</a> |
| Federal Transit Administration | FTA has requested to be exempt from reviewing any non-transit projects.           | <a href="#">remove</a> |
| US Forest Service              | Project within urban and developed area. No national forests located in the area. | <a href="#">remove</a> |

5. Under **Provide Justification For Exemption**, type the reason for the agency exemption in the **Justification** text box.

**Note:** The **Justification** text box is a required field.

| Agency Name                    | Justification  |
|--------------------------------|--|
| US Coast Guard                 | Project does not involve any crossings of navigable (or other) waterbodies.  |
| Federal Transit Administration | FTA has requested to be exempt from reviewing any non-transit projects.  |
| US Forest Service              | Project within urban and developed area. No national forests located in the area.  |
| National Park Service          | Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu |

6. Repeat the process for additional agencies.

**Tip!** Click the **remove** link to cancel the operation and remove the selected agency from the exemption list.

### 3.1.4.2.10 Saving and Submitting the Updated Project Description

After entering changes to the project description, click **Save**.

A message appears at the top of the page that confirms the project description has been successfully updated. Refresh the page to view your changes.

### 3.1.4.2.11 Granting Comments After Review

After saving the updated project description, edits made to the **Purpose and Need** will require the lead agency to review the updated information and either accept or not accept the purpose and need. The **Justification** that was provided for the changes appears, along with the date the purpose and need was modified and the name of the person who made the modification.

**Purpose and Need**

The Purpose and Need has been updated since last summary report published on 05/14/2015.

| Date Modified | Modified By                              | Substantial Changes | Justification   |
|---------------|--|---------------------|---|
| 06/15/2015    | Ava Smith (on behalf of FDOT District 7) | Yes                 | Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. |

Please grant [Comments After Review](#) to Federal Highway Administration so it can accept the Purpose and Need.

The purpose and need for the proposed project is based on the following items:

- To provide additional highway capacity along the Gandy Boulevard corridor (between the Gandy Bridge and the Selmon Expressway) to meet future traffic demands while separating regional and local traffic.
- To improve operations for local traffic on Gandy Boulevard.
- To safely accommodate future vehicle traffic as well as non-motorized users and transit.
- To provide improved hurricane/emergency evacuation for portions of Pinellas County and south Tampa.
- To provide improvements consistent with local transportation plans while obtaining community support and minimizing community impacts, and
- To develop a transportation solution that is financially feasible for the THEA to build, operate and maintain.

These and additional factors are discussed below.

**1. Click the Comments After Review link.**

**Purpose and Need**

The Purpose and Need has been updated since last summary report published on 05/14/2015.

| Date Modified | Modified By                              | Substantial Changes | Justification   |
|---------------|--|---------------------|---|
| 06/15/2015    | Ava Smith (on behalf of FDOT District 7) | Yes                 | Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. |

Please grant [Comments After Review](#) to Federal Highway Administration so it can accept the Purpose and Need.

The purpose and need for the proposed project is based on the following items:

- To provide additional highway capacity along the Gandy Boulevard corridor (between the Gandy Bridge and the Selmon Expressway) to meet future traffic demands while separating regional and local traffic.
- To improve operations for local traffic on Gandy Boulevard.
- To safely accommodate future vehicle traffic as well as non-motorized users and transit.
- To provide improved hurricane/emergency evacuation for portions of Pinellas County and south Tampa.
- To provide improvements consistent with local transportation plans while obtaining community support and minimizing community impacts, and
- To develop a transportation solution that is financially feasible for the THEA to build, operate and maintain.

These and additional factors are discussed below.

The **Allow Comments After Review Period** page displays.

**Allow Comments After Review Period**

#12216 Gandy Connector (US 92/SR 600)

District: District 7 Phase: Programming Screen Contact Information: Stephanie Clemons [stephanie.clemons@us.com](mailto:stephanie.clemons@us.com)

**Select Reviewers to Comment After Review Period**

Use this form to allow individual reviewers to submit comments after the review period.

**Search for Reviewers**

**Current Extensions**

There are no current extensions for this project.

- Under **Select Reviewers to Comment After Review Period**, enter the name of the person or agency in the **Search for Reviewers** field. A list of names matching your search criteria appears.
- Select the name by clicking on it.

**Allow Comments After Review Period**

#12216 Gandy Connector (US 92/SR 600)

District: District 7 Phase: Programming Screen Contact Information: Stephanie Clemons [stephanie.clemons@fdot.com](mailto:stephanie.clemons@fdot.com)

**Select Reviewers to Comment After Review Period**

Use this form to allow individual reviewers to submit comments after the review period.

**Search for Reviewers**

Federal Highway Ad

Syd Adams (Federal Highway Administration)

Syd Adams (Federal Highway Administration)

Linda Anderson (Federal Highway Administration)

Trinette Ballard (Federal Highway Administration)

A **Grant Extension** dialog box appears and displays the reviewer's name and organization along with a **Justification** text box.

**Allow Comments After Review Period**

#12216 Gandy Connector (US 92/SR 600)

District: District 7 Phase: Programming Screen Contact Information: Stephanie Clemons [stephanie.clemons@fdot.com](mailto:stephanie.clemons@fdot.com)

**Select Reviewers to Comment After Review Period**

Use this form to allow individual reviewers to submit comments after the review period.

**Search for Reviewers**

Search by contact name or organization...

**Current Extensions**

There are no current extensions for this project.

**Expired Extensions**

| Review Event | Organization    | End Date |
|--------------|-----------------|----------|
| ETAT         | FDOT District 7 | Love, St |

**Grant Extension**

Grant extension for:

Name: Adams, Syd

Organization: Federal Highway Administration


\* Justification:

Start Date: 06/15/2015

\* End Date:

Extend ETAT Review (ended 10/16/2009)

Save Cancel

4. Type the **Justification** for granting the extension.
5. In the **Date** fields, type the **Start/End** dates, or click the calendar, , and select a date.
6. Click **Save**.

Grant Extension

Grant extension for:  
**Name:** Adams, Syd  
**Organization:** Federal Highway Administration  
**Justification:**  

**B** *I* U

aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**Start Date:** 06/15/2015  
**End Date:** 07/15/2015  
Extend ETAT Review (ended 10/16/2009)

Save

Cancel

The page refreshes and displays the extension information along with an **Edit** button.

Allow Comments After Review Period

#12216 Gandy Connector (US 92/SR 600)

District: District 7 Phase: Programming Screen Contact Information: Stephanie Clemons [stephanie.clemons@urs.com](mailto:stephanie.clemons@urs.com)

Select Reviewers to Comment After Review Period

Use this form to allow individual reviewers to submit comments after the review period.

Search for Reviewers

Search by contact name or organization...

Current Extensions

| Review Event | Organization                   | Name       | Start Date | End Date   | Justification Comments  | Granted On | Edit |
|--------------|--------------------------------|------------|------------|------------|---|------------|------|
| ETAT         | Federal Highway Administration | Adams, Syd | 06/15/2015 | 07/15/2015 | Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. | 06/15/2015 | Edit |

Expired Extensions

| Review Event | Organization    | Name           | Start Date | End Date   | Comments | Granted On |
|--------------|-----------------|----------------|------------|------------|----------|------------|
| ETAT         | FDOT District 7 | Love, Steve C. | 10/27/2009 | 10/28/2009 |          | 10/29/2009 |

- To change the **End Date** or **Justification Comments**, click the **Edit** button and repeat Steps 3 through 6 of these instructions.

Current Extensions

| Review Event | Organization                   | Name       | Start Date | End Date   | Justification Comments  | Granted On | Edit |
|--------------|--------------------------------|------------|------------|------------|---|------------|------|
| ETAT         | Federal Highway Administration | Adams, Syd | 06/15/2015 | 07/15/2015 | Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. | 06/15/2015 | Edit |

### 3.1.4.3 FHWA Environmental Review Process Requested (In Development)

### 3.1.4.4 Add/Update Alternative Description (New 06/30/2010)

Projects may have one or more Alternative corridors. By default, one Alternative is added to the project when the project is created. This form allows users to add more Alternative corridors to an existing project.



The **Add/Update Alternative Description** function in the Environmental Screening Tool (EST) **Tools** menu enables the ETDM Coordinator to modify project Alternative description information.

Updating Project Alternative Description Information:

1. Select a project from the **Project Navigation Bar**.

**Note:** You can use the default project that appears in the **Active project** box, select a project from your **Saved Searches** or **Project History** lists, or you can click the **Advanced Project Search** link to select another project. See the Navigation chapter of the EST Handbook for information on using the **Project Navigation Bar**.

2. On the **Tools** menu, point to **Project Diary**, and then click **Alternative Description**.

The **Add/Update Alternative** window opens as a tabbed page, displaying a page toolbar, project header, and an **Add/Update Alternative** form.

**Tip!** Click on the toolbar icons to:



Send feedback about the current page.



Access online **Help**.



Bookmark the page.



Add the page to your **My ETDM** preferences.

**Note:** If fields and buttons in **Add/Update Alternative** section are grayed out, it means the form is inactive. To view the reason for an inactive **Add/Update Alternative** form, check the **Permissions Message** section located at the bottom of the **Add/Update Description** window (as demonstrated in the next illustration).

- 3.** Complete the form by entering the information in the fields provided.
- 4.** Click **Submit Form**.

#### 3.1.4.5 *Preliminary Environmental Discussion Comments (Updated 12/31/2015)*

After reviewing the standardized GIS analyses, and in consideration of local knowledge, planning studies, FDOT internal coordination, and other similar appraisals, the FDOT District may prepare a Preliminary Environmental Discussion (PED) prior to a screening. The PED provides the District's initial evaluation of a project's potential effects (direct, indirect, and cumulative, as appropriate) and how the District intends to address or evaluate these issues as the project advances. PEDs, which may be provided at both the project and alternative levels, provide the Environmental Technical Advisory Team (ETAT) with context and may help the ETAT provide focused and actionable comments. The PED may be prepared for the project and alternative level at the District's discretion. This will depend on whether the project is in the Planning Screen or Programming Screen, the project scope, and whether or not there are multiple alternatives. The project team enters the corridor alternatives into the EST, runs the standard GIS Analysis, and then develops the PED. The PED is mandatory for projects undergoing the Alternative Corridor Evaluation (ACE) process. For MPO/TPO projects, FDOT coordinates the assessment with the MPO/TPO ETDM Coordinator. The PED is optional during a Planning Screen for non-ACE projects and is a part of the Advance Notification (AN) during the Programming Screen. PEDs for a Planning Screen can be submitted per issue and alternative to highlight unique or known conditions. PEDs are developed based on the instructions found in the PD&E Manual, Part 1, Chapter 3, Preliminary Environmental Discussion and Advance Notification.

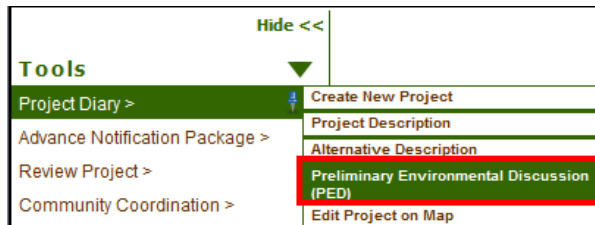
**Notes:**

- ◆ Projects submitted to the EST database **before October 15, 2012**, do not have PED comments. Issue names shown in the Preliminary Environmental Discussion Comments page reflect the issues and categories currently used on the EST.
- ◆ Forms for Preliminary Environmental Discussion Comments, Edit AN Package, Review Project Effects, and Cumulative Effects Evaluation Considerations show only the current issue names.
- ◆ Reports show the set of issues and categories that were in effect at the beginning of the most recent screening event of the active project, or at the time of the latest screening event preceding the selected project milestone.
- ◆ The **Project Effects and Cumulative Effects** forms display any available PED comments for each issue and alternative as it is reviewed.
- ◆ PED comments are required for all new AN Packages.

After PED comments have been entered in the Preliminary Environmental Discussion Comments form, the comments will appear in the AN package; however, PED comments do not appear in AN packages published on or before October 15, 2012. ETAT reviewers cannot view PED comments until a review cycle begins.

### 3.1.4.5.1 Accessing the Preliminary Environmental Discussion (PED) Page

On the **Tools** menu, point to **Project Diary** and then click **Preliminary Environmental Discussion (PED)**.



The **Preliminary Environmental Discussion Comments** page opens and displays a list of resource issues that require comments.

The screenshot shows the 'Preliminary Environmental Discussion Comments' page. At the top, there is a header with the title and a 'New PED Comment' button. Below the header, there is a section for 'Project PED Comments' with a table listing issues and comments. The table has columns for 'Issue(s)', 'Alternative(s)', 'Effect', and 'Comments'. There are three rows of data. The first row is for 'Coastal and Marine, Recreation Areas' with 'Alternative #1 4th Street' and a 'Minimal' effect. The second row is for 'Coastal and Marine' with 'Alternative #2 I-275' and a 'Minimal' effect. The third row is for 'Contamination' with 'Alternative #1 4th Street' and a 'Moderate' effect. Each row has 'Edit' and 'Delete' buttons. Below the table, there is a section for 'Alternative PED Comments' with a similar table structure.

### 3.1.4.5.2 Adding PED Comments

ETDM Coordinators use the Preliminary Environmental Discussion Comments form in the EST to enter comments and select Degrees of Effect (DOEs) for a project or an alternative.

**Tip!** If you are creating a project that will be going through the ACE process, you can access the PED form by clicking the link on the **Project Diary>Create New Project Record** tool.

The screenshot shows the 'Create New Project Record' tool. It has several input fields: 'Beginning Location:', 'Ending Location:', 'Alternative Corridor Evaluation (ACE):', 'ETDM Phase:', and 'Project Web Site:'. The 'Alternative Corridor Evaluation (ACE):' field has a dropdown menu with 'Yes' selected. To the right of the dropdown, there is a red arrow pointing to a link that says 'Planning projects going through the ACE Process must complete a Preliminary Environmental Discuss (PED)'. The link is underlined and blue.

**5.** On the **Preliminary Environmental Discussion Comments** page, click **New PED Comment**.

**Preliminary Environmental Discussion Comments**

#12536 Gateway to St. Pete  
District: District 7 Phase: Planning Screen Contact Information: Ava Smith [dane.rpandell@urs.com](mailto:dane.rpandell@urs.com)

**New PED Comment**

**Project PED Comments**

| Issue(s)                             | Comments |
|--------------------------------------|----------|
| Coastal and Marine, Recreation Areas |          |
| Coastal and Marine                   |          |
| Recreation Areas                     |          |

**Alternative PED Comments**

| Issue(s)                             | Alternative(s)            | Effect   | Comments  | Edit | Delete |
|--------------------------------------|---------------------------|----------|---|------|--------|
| Coastal and Marine, Recreation Areas | Alternative #1 4th Street | Minimal  | Minimal effects have been determined for Coastal Marine and Recreation Areas. | Edit | Delete |
| Coastal and Marine                   | Alternative #1 4th Street | Minimal  | Minimal effects have been determined for Coastal Marine and Recreation Areas. | Edit | Delete |
| Recreation Areas                     | Alternative #1 4th Street | Minimal  | Minimal effects have been determined for Coastal Marine and Recreation Areas. | Edit | Delete |
| Coastal and Marine                   | Alternative #2 I-275      | Minimal  | Comments entered here.  | Edit | Delete |
| Contamination                        | Alternative #1 4th Street | Moderate | Changing Minimal to Moderate Degree of Effect. Revised comment entered here.  | Edit | Delete |
| Recreation Areas                     | Alternative #2 I-275      | Moderate | Comments entered here.  | Edit | Delete |

**6.** On the **PED Editor** dialog box, do the following:

- Click the issue you will be commenting on and then click **Next**.

**Tip!** To select multiple issues, press **Ctrl + click**.

**PED Editor**

Select the issue(s) that you are commenting on

- ☒ Aesthetic Effects
- ☐ Air Quality
- ☐ Coastal and Marine
- ☐ Contamination
- ☐ Economic
- ☐ Farmlands
- ☐ Floodplains
- ☐ Historic and Archaeological Sites
- ☐ Infrastructure
- ☐ Land Use Changes
- ☐ Mobility
- ☐ Navigation
- ☐ Noise
- ☐ Recreation Areas
- ☐ Relocation Potential
- ☐ Section 4(f) Potential
- ☐ Social
- ☐ Special Designations: Aquatic Preserves

Hint: Ctrl-Click to select or de-select multiple Issues.

Cancel Next

- Select the appropriate option button for one of the following:
  - Click the option button beside **Project PED** if the comment applies to the overall project.

**PED Editor**

☒ Project PED

☐ Alternative PED

Cancel Back Next

- Click the option button beside **Alternative PED** if the comment applies to one or more alternatives and then click the check box beside the **Alternative** name.

- Click **Next**.
- Click the **Degree of Effect** arrow to display the DOE options and then, if desired, click a DOE to indicate a potential degree of effect, if known (this step is optional).

- Type your comments in the text box and then click **Finish**.

### 3.1.4.5.3 Editing Project PED Comments

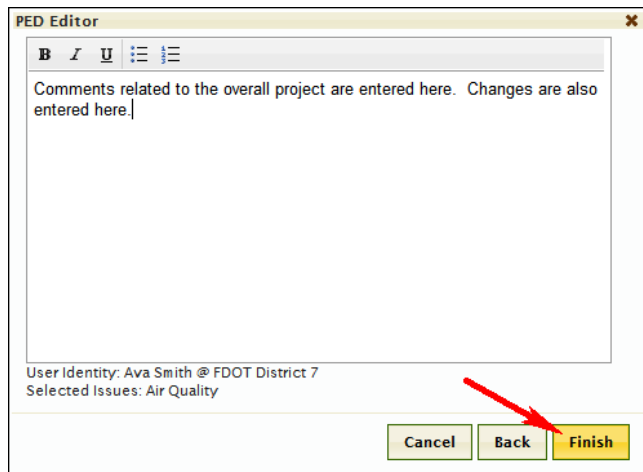
After comments have been added, you can make changes to the DOE and comments. You can apply your changes to one or multiple issues.

1. Click the **Edit** button for the selected **Issue**.



| Issue(s)    | Comments  |
|-------------|---|
| Air Quality | Comments related to the overall project are entered here. |

The **PED Editor** dialog box opens, allowing you to make your changes.

2. Click **Finish**.



**PED Editor**

**B** *I* U  

Comments related to the overall project are entered here. Changes are also entered here.

User Identity: Ava Smith @ FDOT District 7  
Selected Issues: Air Quality

Cancel Back **Finish**

The screen refreshes and displays your updated comment for the selected issue.

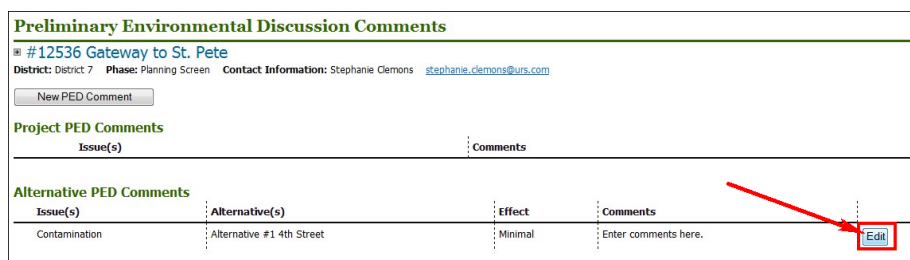
| Project PED Comments |  |      |        |
|----------------------|--|------|--------|
| Issue(s)             | Comments   |      |        |
| Air Quality          | Comments related to the overall project are entered here. Changes are also entered here. | Edit | Delete |

#### 3.1.4.5.4 Editing Alternative PED Comments

After comments have been added, you can make changes to the DOE and comments. You can make changes to one or multiple resource issues, following the same steps for editing project-level PED comments.

##### 3.1.4.5.4.1 Editing PED Comments by Single Issue

- Under **Alternative PED Comments**, click the **Edit** button located on the row of the selected **Alternative(s)** and **Issue(s)**.



**Preliminary Environmental Discussion Comments**

#12536 Gateway to St. Pete  
District: District 7 Phase: Planning Screen Contact Information: Stephanie Clemons [stephanie.clemons@urs.com](mailto:stephanie.clemons@urs.com)

New PED Comment

| Project PED Comments |  |
|----------------------|--|
| Issue(s)             | Comments   |
| Air Quality          | Comments related to the overall project are entered here. Changes are also entered here. |

| Alternative PED Comments |                           |         |                      |
|--------------------------|---------------------------|---------|----------------------|
| Issue(s)                 | Alternative(s)            | Effect  | Comments             |
| Contamination            | Alternative #1 4th Street | Minimal | Enter comments here. |

**Edit**

The **PED Editor** dialog boxes opens.

- Make the appropriate changes.



**PED Editor**

Degree of Effect: **Moderate** (Optional)

**B** *I* U **≡** **≡**


Changing Minimal to Moderate Degree of Effect. Revised comment entered here.

User Identity: Ava Smith @ FDOT District 7  
Selected Issues: Contamination

**Cancel** **Back** **Finish**

3. Click **Finish**.

#### 3.1.4.5.4.2 Making changes to PED Comments by Resource Issue

1. Under **Alternative PED Comments**, select the group of issues you want to edit.
2. Click the plus sign, , in the **Issue** column beside the issue name.

**Preliminary Environmental Discussion Comments**

#12536 Gateway to St. Pete  
District: District 7 Phase: Planning Screen Contact Information: Stephanie Clemons [stephanie.clemons@us.com](mailto:stephanie.clemons@us.com)

[New PED Comment](#)

**Project PED Comments**

| Issue(s) | Comments |
|----------|----------|
|          |          |

**Alternative PED Comments**

| Issue(s)                             | Alternative(s)                                  | Effect      | Comments   |
|--------------------------------------|---|-------------|--|
| Coastal and Marine, Recreation Areas | Alternative #1 4th Street, Alternative #2 I-275 | Substantial | Comments entered here.   |
| Contamination                        | Alternative #1 4th Street                       | Moderate    | Changing Minimal to Moderate Degree of Effect. Revised comment entered here. |

The section expands and displays the **Issue(s)**, **Alternative(s)**, **Effect**, and **Comments**.

| Alternative PED Comments             |   |             |                        |
|--------------------------------------|---|-------------|------------------------|
| Issue(s)                             | Alternative(s)                                  | Effect      | Comments               |
| Coastal and Marine, Recreation Areas | Alternative #1 4th Street, Alternative #2 I-275 | Substantial | Comments entered here. |
| Coastal and Marine                   | Alternative #1 4th Street                       | Substantial | Comments entered here. |
| Coastal and Marine                   | Alternative #2 I-275                            | Substantial | Comments entered here. |
| Recreation Areas                     | Alternative #1 4th Street                       | Substantial | Comments entered here. |
| Recreation Areas                     | Alternative #2 I-275                            | Substantial | Comments entered here. |

3. To make an edit to a PED comment for a group of issues, click the **Edit** button located at the top of the column for the selected **Issue**.

| Issue(s)                             | Alternative(s)                                  | Effect   | Comments               |
|--------------------------------------|---|----------|------------------------|
| Coastal and Marine, Recreation Areas | Alternative #1 4th Street, Alternative #2 I-275 | Moderate | Comments entered here. |
| Coastal and Marine                   | Alternative #1 4th Street                       | Moderate | Comments entered here. |
| Coastal and Marine                   | Alternative #2 I-275                            | Moderate | Comments entered here. |
| Recreation Areas                     | Alternative #1 4th Street                       | Moderate | Comments entered here. |
| Recreation Areas                     | Alternative #2 I-275                            | Moderate | Comments entered here. |

The **PED Editor** dialog box opens, allowing you to make the appropriate changes.

4. Click **Finish**.

**PED Editor**

Degree of Effect: **Minimal** (Optional)

Minimal effects have been determined for Coastal Marine and Recreation Areas.

User Identity: Ava Smith @ FDOT District 7  
Selected Issues: Coastal and Marine, Recreation Areas

Cancel Back **Finish**

The screen refreshes and displays the updated entry.

| Alternative PED Comments             |                           |         |   |             |
|--------------------------------------|---------------------------|---------|---|-------------|
| Issue(s)                             | Alternative(s)            | Effect  | Comments  |             |
| Coastal and Marine, Recreation Areas | Alternative #1 4th Street | Minimal | Minimal effects have been determined for Coastal Marine and Recreation Areas. | Edit Delete |
| Coastal and Marine                   | Alternative #1 4th Street | Minimal | Minimal effects have been determined for Coastal Marine and Recreation Areas. | Edit Delete |
| Recreation Areas                     | Alternative #1 4th Street | Minimal | Minimal effects have been determined for Coastal Marine and Recreation Areas. | Edit Delete |

**Note:** To edit a single issue within a group, click the **Edit** button beside the selected issue, as shown in the next illustration, and then follow the steps listed for editing PED comments for single issues.

| Alternative PED Comments             |                           |         |   |                    |
|--------------------------------------|---------------------------|---------|---|--------------------|
| Issue(s)                             | Alternative(s)            | Effect  | Comments  |                    |
| Coastal and Marine, Recreation Areas | Alternative #1 4th Street | Minimal | Minimal effects have been determined for Coastal Marine and Recreation areas.     | Edit Delete        |
| Coastal and Marine                   | Alternative #1 4th Street | Minimal | Minimal effects have been determined for Coastal and Marine and Recreation areas. | <b>Edit</b> Delete |
| Recreation Areas                     | Alternative #1 4th Street | Minimal | Minimal effects have been determined for Coastal and Marine and Recreation areas. | Edit Delete        |

### 3.1.4.5.5 Deleting PED Comments

You can delete PED comments that have been entered for project-level issues or alternative-level issues. Additionally, you can delete a single issue or multiple issues.

#### 3.1.4.5.5.1 Deleting Project-Level PED Comments

- Under **Project PED Comments**, select the issue comments you want to remove from the list.
- Click the **Delete** button on the **Issue(s)** row.

GIS Analysis Report Preliminary Environmental Discu...

**Preliminary Environmental Discussion Comments**

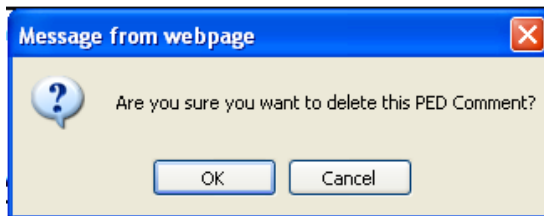
#12536 Gateway to St. Pete  
District: District 7 Phase: Planning Screen Contact Information: Stephanie Clemons [stephanie.clemons@urs.com](mailto:stephanie.clemons@urs.com)

New PED Comment

**Project PED Comments**


| Issue(s)    | Comments   |                    |
|-------------|--|--------------------|
| Air Quality | Comments related to the overall project are entered here. Changes are also entered here. | Edit <b>Delete</b> |

A **Message from webpage** confirmation box appears.




- Click **OK**. The **Preliminary Environmental Discussion Comments** page refreshes and displays the page with the updated changes.


### 3.1.4.5.5.2 Deleting Alternative-Level PED Comments by Resource Issue

- Under **Alternative PED Comments**, select the **Issue** you want removed from the list.
- Click the plus sign, , beside the issue name to expand the issue group.


Project PED Comments

| Issue(s)   | Comments                  |          |   |                      |                        |
|--|---------------------------|----------|---|----------------------|------------------------|
| Alternative PED Comments   |                           |          |   |                      |                        |
| Issue(s)   | Alternative(s)            | Effect   | Comments  |                      |                        |
|  Coastal and Marine, Recreation Areas | Alternative #1 4th Street | Minimal  | Minimal effects have been determined for Coastal Marine and Recreation Areas. | <a href="#">Edit</a> | <a href="#">Delete</a> |
| Coastal and Marine   | Alternative #2 I-275      | Minimal  | Comments entered here.  | <a href="#">Edit</a> | <a href="#">Delete</a> |
| Contamination  | Alternative #1 4th Street | Moderate | Changing Minimal to Moderate Degree of Effect. Revised comment entered here.  | <a href="#">Edit</a> | <a href="#">Delete</a> |
| Recreation Areas   | Alternative #2 I-275      | Moderate | Comments entered here.  | <a href="#">Edit</a> | <a href="#">Delete</a> |

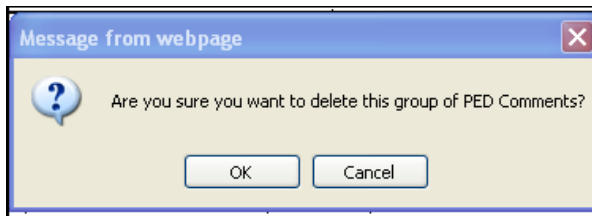
- Click the **Delete** button located on the top row of the issue group to delete all rows in the expanded section.

| Alternative PED Comments   |                           |          |   |             |
|--|---------------------------|----------|---|-------------|
| Issue(s)   | Alternative(s)            | Effect   | Comments  |             |
|  Coastal and Marine, Recreation Areas | Alternative #1 4th Street | Minimal  | Minimal effects have been determined for Coastal Marine and Recreation Areas. | Edit Delete |
| Coastal and Marine   | Alternative #1 4th Street | Minimal  | Minimal effects have been determined for Coastal Marine and Recreation Areas. | Edit Delete |
| Recreation Areas   | Alternative #1 4th Street | Minimal  | Minimal effects have been determined for Coastal Marine and Recreation Areas. | Edit Delete |
| Coastal and Marine   | Alternative #2 I-275      | Minimal  | Comments entered here.  | Edit Delete |
| Contamination  | Alternative #1 4th Street | Moderate | Changing Minimal to Moderate Degree of Effect. Revised comment entered here.  | Edit Delete |
| Recreation Areas   | Alternative #2 I-275      | Moderate | Comments entered here.  | Edit Delete |

**Note:** Click the **Delete** button in one of the other rows in the group to delete only that row (as shown in the next illustration).

| Alternative PED Comments   |                           |         |   |             |
|--|---------------------------|---------|---|-------------|
| Issue(s)   | Alternative(s)            | Effect  | Comments  |             |
|  Coastal and Marine, Recreation Areas | Alternative #1 4th Street | Minimal | Minimal effects have been determined for Coastal and Marine and Recreation areas. | Edit Delete |
| Coastal and Marine   | Alternative #1 4th Street | Minimal | Minimal effects have been determined for Coastal and Marine and Recreation areas. | Edit Delete |
| Recreation Areas   | Alternative #1 4th Street | Minimal | Minimal effects have been determined for Coastal and Marine and Recreation areas. | Edit Delete |

A **Message from webpage** confirmation box appears.



- Click **OK**. The **Preliminary Environmental Discussion Comments** page refreshes and displays the page with the updated changes.

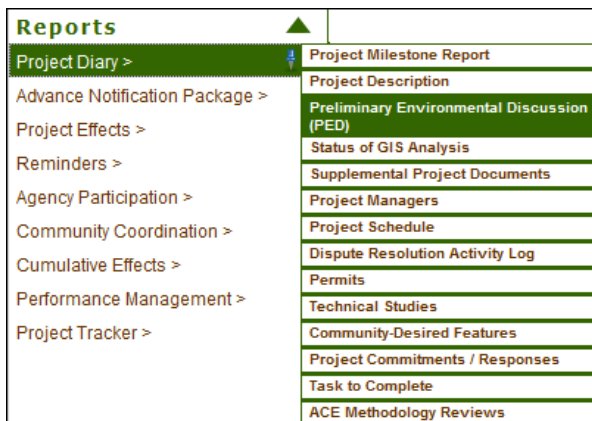
**Preliminary Environmental Discussion Comments**

**#12536 Gateway to St. Pete**  
 District: District 7    Phase: Planning Screen    Contact Information: Stephanie Clemons    [stephanie.clemons@urs.com](mailto:stephanie.clemons@urs.com)

| Project PED Comments     |                           |          |  |
|--------------------------|---------------------------|----------|--|
| Issue(s)                 |                           | Comments |  |
|                          |                           |          |  |
| Alternative PED Comments |                           |          |  |
| Issue(s)                 | Alternative(s)            | Effect   | Comments   |
| Coastal and Marine       | Alternative #2 I-275      | Minimal  | Comments entered here. <input type="button" value="Edit"/> <input type="button" value="Delete"/>   |
| Contamination            | Alternative #1 4th Street | Moderate | Changing Minimal to Moderate Degree of Effect. Revised comment entered here. <input type="button" value="Edit"/> <input type="button" value="Delete"/> |
| Recreation Areas         | Alternative #2 I-275      | Moderate | Comments entered here. <input type="button" value="Edit"/> <input type="button" value="Delete"/>   |

### 3.1.4.5.6 Viewing a PED Report

- On the **EST Reports** menu, point to **Project Diary**, and then click **Preliminary Environmental Discussion (PED)**.



The **Preliminary Environmental Discussion Comments Report** page opens, displaying the information entered into the Preliminary Environmental Discussion Comments form. Project-level PED comments, along with Alternative-level comments, are available for viewing.

**Note:** You can display the information by **Project Level** or by **Alternative**. You can choose to display only the information for one or multiple Alternatives.

2. Click a checked box to remove information from a view. Click the check boxes to mark the information you want to display.

3. Click **Update** to refresh the page and display the information.

The page refreshes and displays the PED issues, degrees of effect, and comments.

GIS Analysis Report | Preliminary Environmental Discu...

### Preliminary Environmental Discussion Comments Report

#12536 Gateway to St. Pete  
District: District 7 | Phase: Planning Screen | Contact Information: Ava Smith

☐ Project Level ☒ Alternative #1 4th Street ☐ Alternative #2 I-275

#### Cultural

##### Recreation Areas

**Alternative Level**  
**Alternatives:** #1 4th Street  
**Degree of Effect:** Minimal  
**Comments:**  
Minimal effects have been determined for Coastal Marine and Recreation Areas.

#### Natural

##### Coastal and Marine

**Alternative Level**  
**Alternatives:** #1 4th Street  
**Degree of Effect:** Minimal  
**Comments:**  
Minimal effects have been determined for Coastal Marine and Recreation Areas.

#### Physical

##### Contamination

**Alternative Level**  
**Alternatives:** #1 4th Street  
**Degree of Effect:** Moderate  
**Comments:**  
Changing Minimal to Moderate Degree of Effect. Revised comment entered here.

- Click the PDF icon, , to save or print a copy of the report.

### 3.1.4.6 Edit Project on Map (In Development)

The **Edit Project on Map** tool allows you to view and edit a project using the EST's interactive map.

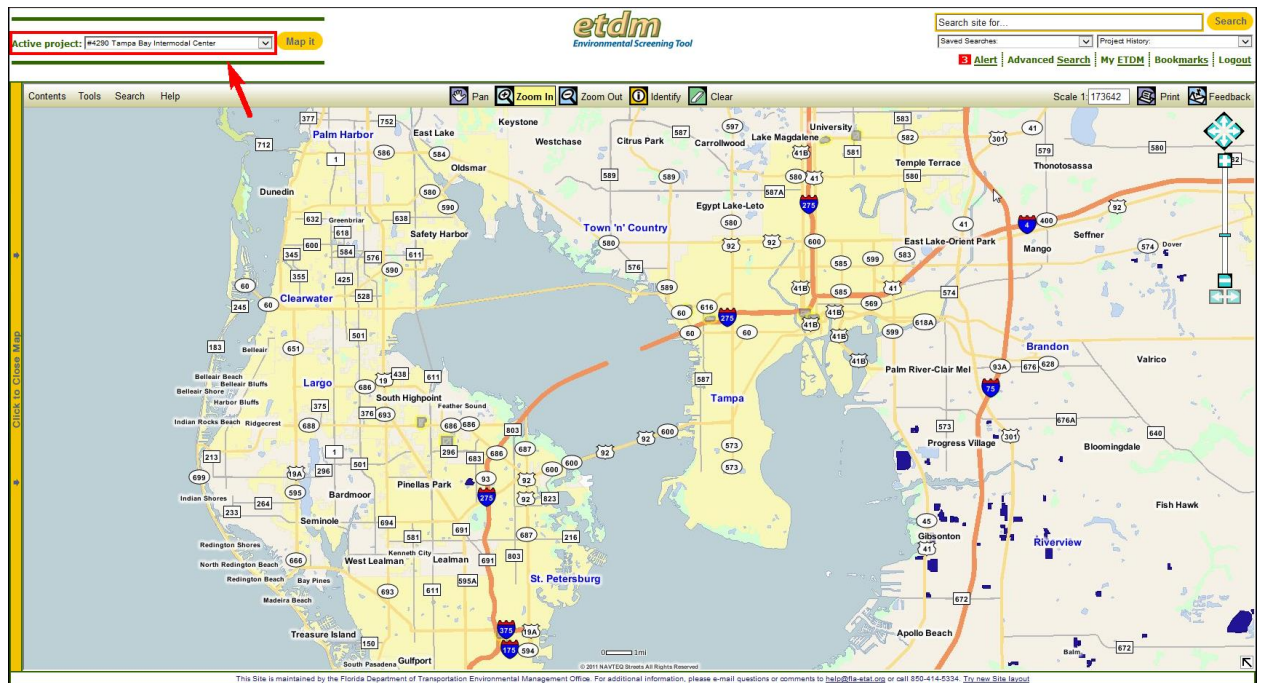
- On the **project navigation bar** located at the top of the EST window, click the **Active project** arrow and then make your selection by clicking on the project name and ETDM number.

**Tip!** You can change the list of **Active projects** using the search tools on the project navigation bar. For more information on how to use the project navigation bar search tools (e.g., selecting projects using **Site Search** and **Advanced Search** functions), refer to the Navigation chapter in the EST User Handbook.

- On the **Tools** menu, point to **Project Diary** and then click **Edit Project On Map**.

The map displays the project's location.





For details on using the interactive map, see the Maps chapter of the EST User Handbook.

### 3.1.4.7 Update Segment Description

After project features have been added to a project Alternative, the segment description can be modified by the ETDM Coordinator or ETDM Data Entry user using this form.

To access the **Update Segment Description** form, go to the **Tools** menu, point to **Project Diary**, and then click **Segment Description**. The **Update Segment Description** page opens.



Some of the fields will be pre-filled if roadway segments were extracted from the State Highway System (SHS) base map. Enter the information into the form. Click **Add More Sources** if space for more funding sources is needed. **Table 3-1** describes the information needed for each of the data fields on the form. When finished, click **Submit Form**.

Update Segment Description

Update Segment Description

Update Segment Description

Alternative:

Alternative 1:

Segment Record:

S-001

Segment ID:

D

Facility Name:

Alternative D

Beginning Location:

Ending Location:

Jurisdiction:

FDOT

Length:

1.092 miles

Functional Class:

N/A

Urban Service Area:

In

Transportation Concurrency Exception Area:

In

|                | BASE CONDITION | NEEDS                 | COST FEASIBLE | INTERIM PLAN  |
|----------------|----------------|-----------------------|---------------|---------------|
| Year:          |                | L RTP Year goes here. |               |               |
| AADT:          |                |                       |               |               |
| No. Lanes:     |                |                       |               |               |
| Configuration: | None Selected  | None Selected         | None Selected | None Selected |

Funding

| Source | Amount |
|--------|--------|
|--------|--------|

**Table 3-1 Project Segment Description**

| Field Name         | Description   | Valid Values   |
|--------------------|---|--|
| Segment Record     | Identifier automatically assigned to the segment by the computer and displayed on the map |  |
| Segment ID         | Identifier assigned to the project segment by the planning organization                   |  |
| Facility Name      | Name of project segment location (for example, street name)                               |  |
| Beginning Location | Boundary location marking the beginning of the project segment                            |  |
| Ending Location    | Boundary location marking the end of the project segment                                  |  |
| Jurisdiction       | Entity with maintenance responsibility  | FDOT<br>County<br>City   |
| Length             | Length of planned project segment, in miles   |  |
| Functional Class   | Functional class of roadway. Not applicable to projects where mode is not roadway.        | RURAL: Principal Arterial – Interstate<br>RURAL: Principal Arterial - Other<br>RURAL: Minor Arterial<br>RURAL: Major Collector |

| Field Name                                | Description  | Valid Values  |
|---|--|---|
|   |  | RURAL: Minor Collector<br>RURAL: Local<br>URBAN: Principal Arterial - Interstate<br>URBAN: Principal Arterial - Other Freeways and Expressways<br>URBAN: Principal Arterial - Other<br>URBAN: Minor Arterial<br>URBAN: Collector<br>URBAN: Local<br>N/A |
| Transportation Concurrency Exception Area | Indicates whether or not the project segment is in a Transportation Concurrency Exception Area, if one exists within the county            | In<br>Out   |
| <b>BASE CONDITION</b>                     |  |   |
| Year                                      | 4-digit year of the existing roadway conditions  |   |
| AADT                                      | Existing traffic volume  |   |
| No. Lanes                                 | Total number of existing lanes on road   |   |
| Configuration                             | Existing lane configuration  | Lanes Freeway<br>Lanes Divided<br>Lanes Undivided<br>Lanes One-way  |
| <b>NEEDS ASSESSMENT</b>                   |  |   |
| Needs AADT                                | Traffic volume in Needs Assessment   |   |
| Needs No. Lanes                           | Number of lanes in Needs Assessment  |   |
| Needs Configuration                       | Lane configuration in Needs Assessment   | Lanes Freeway<br>Lanes Divided<br>Lanes Undivided<br>Lanes One-way  |
| <b>COST-FEASIBLE</b>                      |  |   |
| Plan Year                                 | 4-digit year of Cost Feasible horizon year. (For example, if the project is proposed for the 2025 LRTP, then the plan year would be 2025.) |   |
| Plan AADT                                 | Traffic volume for Cost Feasible horizon year  |   |
| Plan No. Lanes                            | Number of lanes for Cost Feasible horizon year   |   |

| Field Name            | Description   | Valid Values   |
|-----------------------|---|--|
| Plan Configuration    | Lane configuration for Cost Feasible horizon year   | Freeway<br>Divided<br>Undivided<br>One-way<br>Transit              |
| <b>INTERIM PLAN</b>   |   |  |
| Interim Year          | 4-digit year for Interim Plan   |  |
| Interim AADT          | Planned traffic volume for Interim Plan   |  |
| Interim No. Lanes     | Planned number of lanes for Interim Plan  |  |
| Interim Configuration | Planned lane configuration for Interim Plan   | Lanes Freeway<br>Lanes Divided<br>Lanes Undivided<br>Lanes One-way |
| <b>FUNDING</b>        |   |  |
| Source                | Source of funding   | Funding Source   |
| Amount                | Estimated segment cost in US dollars (Includes Project Development, Design, Right-of-Way Acquisition, Construction, and CEI.) | Funding Amount   |

### 3.1.4.8 Update Project Phase (Updated 10/30/2014)

This tool allows the ETDM Coordinator, Project Manager, or a member of the Coordinator Management Team to move a project to another phase. Moving a project to another phase can affect related reports that have been edited but unpublished; therefore, it is important that you check for edits or outstanding actions that need to be addressed before moving a project forward to another phase. Some of the actions allowed in this feature include:

- Setting the AN process review and comments schedule (Programming phase)
- Selecting additional alternatives to be eliminated (Project Development phase)

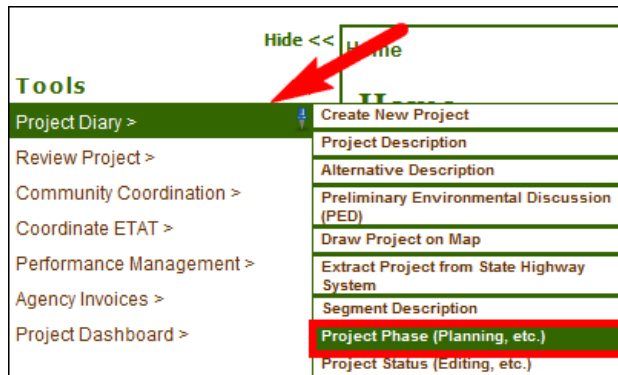
#### 3.1.4.8.1 Accessing the Update Project Phase Page

1. On the **project navigation bar** located at the top of the EST window, click the **Active project** arrow and then make your selection by clicking on the project name and ETDM number.



**Tip!** You can change the list of **Active projects** using the search tools on the project navigation bar. For more information on how to use the project navigation bar search tools (e.g., selecting projects using **Site Search** and **Advanced Search** functions), refer to the Navigation chapter in the EST User Handbook.

- On the **Tools** menu, point to **Project Diary**, and then click **Project Phase (Planning, etc.)**.



The **Update Project Phase** page opens and displays the project's current phase, which will fall into one of the following categories:

- Planning Phase
- Programming Phase
- Project Development Phase (PD&E)

**Note:** A grayed out option indicates an action cannot be completed (e.g., trying to move a project from the Planning Phase to the Project Development Phase). Pointing the mouse over the grayed out button displays a tip about why the option is not available. If you need further assistance, contact the ETDM Help Desk ([help@fla-etat.org](mailto:help@fla-etat.org) or (850) 414-5334).

**Tip!** Click the toolbar icon in the **Update Project Status** window to:



Send feedback about the current page.



Access online **Help**.



Bookmark the page.



Add the page to your **My ETDM** preferences.

### 3.1.4.8.2 Updating a Project to the Programming Phase

When a project is moved to the Programming phase, you must also choose when the Advance Notification (AN) review process will be conducted.

3. Click the option button beside **Programming Phase**.

**Tip!** For additional guidance, hover the mouse over the **Project Phase** selection. A screen note will appear.

4. To indicate when the AN review will be conducted, do the following:

- Under **Update AN Process**, click the relevant option for selecting when the AN review will be conducted.
  - The AN review will be conducted when the Programming Screen notification is sent.
  - The AN review will be conducted separately from the Programming Screen (i.e., the AN package will be sent after the Programming Screen).
- Click the **Update AN Process** button.

5. Click **Update Phase**.

### 3.1.4.8.3 Updating a Project to the Project Development (PD&E) Phase

Updating a project to the Project Development phase allows you to indicate additional alternatives for elimination. Alternatives that are not selected for elimination will be moved into the Work Program. (This does not include alternatives that are in Dispute Resolution in Progress.)

**Note:** Eliminating an alternative will trigger an automatic re-publishing of the Summary Report and/or Eliminated Alternatives report. However, an unpublished Summary Report or Eliminated Alternatives Report may block the project phase from being updated or block the project from undergoing a new screening event. Click the **Project Milestone Needs Report** link that is located under the **Update Phase** button to check for actions that need to be addressed before publishing/re-publishing reports.

**1.** Click the option button beside **Programming Phase**.

**2.** To eliminate alternatives, do the following:

- Click the relevant check box beside the **Alternative** that is to be eliminated.
- In the **Justification** text box, type the reasons for eliminating each selected alternative.

**Note:** You must provide ample details for how you came to your conclusion (e.g., people and factors that led you to your decision).

**3.** Click **Update Phase**.

**Select any additional alternatives that you would like eliminate:**  
*Note: All alternatives that are not designated as 'Eliminated' or in 'Dispute Resolution in Progress' will be moved into the 'Work Program' Status.*

☐ Alternative #1  
☐ Alternative #2  
☐ Alternative #3  
☐ Alternative #4  
☐ Alternative #5  
☐ Alternative #6  
☐ Alternative #7  
☐ Alternative #8  
☐ Alternative #9  
☐ Alternative #10

**Justification for setting the status to "Eliminated" for the selected alternative(s):**  
*Note: please provide sufficient justification for this status selection. This justification MUST HAVE sufficient details to document the decision, as well as people and factors considered in coming to that conclusion.*

*If you are not setting any alternatives to the 'Eliminated' status, please leave the comments section below blank.*

**Summary Report May be Re-Published Automatically**

- ★ The summary report will be automatically republished if:
  - ★ edits to the summary report already exist,
  - ★ an un-published "Eliminated Alternatives" report exists, or
  - ★ new alternative are eliminated here.

Please ensure that all of the necessary summary report edits have been made before updating this project's phase.

### 3.1.4.9 Update Project Status (Updated 05/30/2015)

This tool allows the ETDM Coordinator, Project Manager, or a member of the Coordinator Management Team to monitor the status of project alternatives as they move through the ETDM process. Generally, the EST automatically displays the status indicator (green check mark) as a project progresses; however, users with the roles listed here can use the **Update Project Status** tool to make changes at certain points (e.g., changing an alternative's status to **Eliminated**, reactivating an eliminated alternative, and setting the status to **Dispute Resolution in Progress**). The information provided in this section gives more guidance about using the form.

**Note:** Changes in the ETDM phase affect the entire project. Before addressing the status of a project alternative, be sure the project is in the correct project phase. To view or update a project's phase, go to the



EST main menu, under **Tools**, click **Project Diary**, and then click the **Update Project Phase** link. See the Update Project Phase section of the EST Handbook for further instructions.

The following information presents the navigation steps for opening the **Update Project Status** page and describes the status points that appear on the screen.

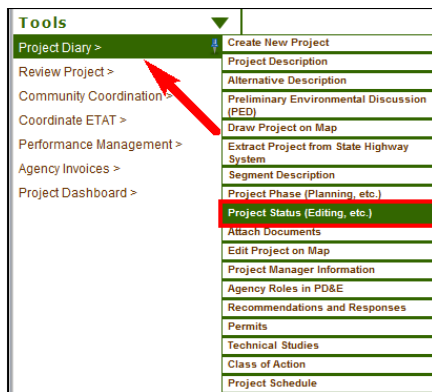
### 3.1.4.9.1 Accessing the Update Project Status Page

1. On the **project navigation bar** located at the top of the EST window, click the **Active project** arrow and then make your selection by clicking on the project name and ETDM number.



**Tip!** You can change the list of **Active projects** using the search tools on the project navigation bar. For more information on how to use the project navigation bar search tools (e.g., selecting projects using **Site Search** and **Advanced Search** functions), refer to the Navigation chapter in the EST User Handbook.

2. On the **Tools** menu, point to **Project Diary**, and then click **Project Status (Editing, etc.)**.



The **Update Project Status** page opens and displays a project status grid showing the list of project alternatives and columns labeled according to the sequential steps of a project review process.

The status grid displays are dependent on which phase/screen the project is in (Planning Screen, Programming Screen, or Project Development), and if the project is an Alternative Corridor Evaluation (ACE) project. Examples of the status grid screens for the respective project types are shown in the [Update Project Status Grids](#) section of these instructions.

**Tip!** Click the toolbar icon in the **Update Project Status** window to:



Send feedback about the current page.



Access online **Help**.



Bookmark the page.



Add the page to your **My ETDM** preferences.

#### 3.1.4.9.2 Update Project Status Grid

This section provides illustrations for the types of status grids that are displayed. The **Update Project Status** page displays the status grids based on one of the following project types:

- **Planning Screen** – Projects reviewed during the Planning phase
- **Programming Screen** – Projects reviewed during the Programming phase
- **Project Development** – Projects reviewed during the Project Development phase
- **ACE** – Projects undergoing an ACE review, which result in the creation of an ACE report (ACER)
- **AN Process** – Projects may have AN Review concurrent with Programming Screen review, after Programming Screen review, or during PD&E.

The following information provides an overview of the status grids for the project types listed above.


##### *Planning Screen*

The status grid for a project moving through a Planning Screen displays the following columns:

- **Editing**
- **Ready for GIS Analysis**
- **GIS Analysis Complete**
- **SIS Consistency Review (SIS projects only)**
- **ETDM QA/QC**
- **ETAT Review**
- **ETAT Review Complete**
- **Eliminated**

Example of project status form for a project in a Planning Screen

| ALT # | Name | Editing                          | Ready for GIS Analysis | GIS Analysis Complete | Update Project Status<br>FHWA Process Approval | SIS Consistency Review | ETDM QA/QC            | ETAT Review           | ETAT Review Complete  | Dispute Resolution In Progress | Eliminated            |
|-------|------|----------------------------------|------------------------|-----------------------|--|------------------------|-----------------------|-----------------------|-----------------------|--------------------------------|-----------------------|
| All   |      | <input type="radio"/>            | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/>                          | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/> |
| 1     |      | <input checked="" type="radio"/> | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/>                          | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/> |
| 2     |      | <input checked="" type="radio"/> | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/>                          | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/> |

A green check mark  indicates a project alternative's current status in the process.

### Programming Screen

The status grid for a project moving through a Programming Screen displays the following columns:

- Editing
- Ready for GIS Analysis
- GIS Analysis Complete
- FHWA Process Approval
- SIS Consistency Review
- ETDM QA/QC
- ETAT Review
- ETAT Review Complete
- AN Review (only for AN after Programming Screen)
- AN Review Complete (only for AN after Programming Screen)
- Dispute Resolution In Progress
- Eliminated

Example of project status form for a project in a Programming Screen

Update Project Status

**Update Project Status**

#3430 Pinellas County Bayway Structure

District: District 7 Phase: Programming Screen Contact Information: Kirk Bogen (999) 999-9999 test.f07.kirk.bogen@dot.state.fl.us

| Alt # | Name | Editing               | Ready for GIS Analysis | GIS Analysis Complete | Final Process Approval | Update Project Status | ETDM QA/QC            | ETAT Review           | ETAT Review Complete             | AN Review             | AN Review Complete    | Dispute Resolution in Progress | Eliminated            |
|-------|------|-----------------------|------------------------|-----------------------|------------------------|-----------------------|-----------------------|-----------------------|----------------------------------|-----------------------|-----------------------|--------------------------------|-----------------------|
| 1     |      | <input type="radio"/> | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/> |

The Programming Screen process of the status form displays the **Dispute Resolution in Progress** column. You can manually set one or all alternatives to this status.

### Project Development

The status grid for a project moving through the Project Development phase displays the following columns:

- Editing
- Ready for GIS Analysis
- GIS Analysis Complete
- ETDM QA/QC
- AN Review
- AN Review Complete
- Location and Design Concept Acceptance
- Work Program
- Eliminated

Example of project status form for a project in the Project Development phase.

**#6651 SR 54 From Curley Road to Morris Bridge Road**  
 District: District 7 Phase: Project Development Contact Information: Jeffrey S. Novotny (813) 435-2646 [jeff.novotny@fdot.org](mailto:jeff.novotny@fdot.org)

| Alt # | Name | Editing               | Ready for GIS Analysis | GIS Analysis Complete | Update Project Status | ETDM QA/QC                       | AN Review             | AN Review Complete    | Location Design Conceptual Approval | Work Program          | Eliminated            |
|-------|------|-----------------------|------------------------|-----------------------|-----------------------|----------------------------------|-----------------------|-----------------------|-------------------------------------|-----------------------|-----------------------|
| 1     |      | <input type="radio"/> | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>               | <input type="radio"/> | <input type="radio"/> |

### ACE Project

The status screen for an ACE project displays additional columns to track ACE Methodology Memorandum (MM) and ACER reviews (in progress and completed). Columns for tracking ACE project alternatives are listed as follows:

- ACE MM Review
- ACE MM Review Complete
- ACER Review
- ACER Review Complete

Example of project status form for an ACE project in a Programming Screen

| Update Project Status |      |                                  |                        |                       |                       |                        |                                  |                       |                       |                                  |                        |                       |                       |                       |                       |                                |                       |
|-----------------------|------|----------------------------------|------------------------|-----------------------|-----------------------|------------------------|----------------------------------|-----------------------|-----------------------|----------------------------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------------|-----------------------|
| AL#                   | Name | Editing                          | Ready for GIS Analysis | GIS Analysis Complete | FHWA Process Approval | SIS Consistency Review | ETDM QA/QC                       | ETAT Review           | ETAT Review Complete  | ACE MM Review                    | ACE MM Review Complete | ACER Review           | ACER Review Complete  | AN Review             | AN Review Complete    | Dispute Resolution in Progress | Eliminated            |
| AI                    |      | <input type="radio"/>            | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>  | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/> |
| 1                     |      | <input type="radio"/>            | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>  | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/> |
| 2                     |      | <input type="radio"/>            | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>  | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/> |
| 3                     |      | <input type="radio"/>            | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>  | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/> |
| 4                     |      | <input type="radio"/>            | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>  | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/> |
| 5                     |      | <input checked="" type="radio"/> | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>  | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/> |

Sign and Submit  
User Identity: Ava Smith @ FDOT District 7

Update Status(es)    Reset Form

An ACE project in the Programming Screen shows the columns for the ACE MM and ACER reviews occurring between the status columns ETAT Review Complete and Dispute Resolution in Progress.

**Tip!** See the EST Handbook for more information on the navigation steps for using the Manage ACE Review Events feature. For more information about the ACE process, see the ETDM Manual at <http://www.dot.state.fl.us/emo/pubs/etdm/etdmmanual.shtm>.

### Eliminated Alternative

Alternatives that have been deemed “non-viable” can be manually moved to the **Eliminated** column. You can also reactivate an alternative that has been eliminated.

**Tip!** See the EST Handbook for more information on the navigation steps for using the Update Alternative Elimination feature. For more information about the alternative elimination process, see the ETDM Manual at <http://www.dot.state.fl.us/emo/pubs/etdm/etdmmanual.shtm>.

A status form showing eliminated alternatives. One or multiple alternatives can be eliminated.

**Update Project Status**

**#7619 EAST-WEST PORT CONNECTOR**

District: District 1, District 7 Phase: Programming Screen Contact Information: Steve C. Love (813) 975-6410 [sclove@fdot.com](mailto:sclove@fdot.com)

| Alt # | Name | Editing               | Ready for GIS Analysis           | GIS Analysis Complete            | ETAT Review           | ETAT Review Complete  | Dispute Resolution in Progress | Eliminated                       |
|-------|------|-----------------------|----------------------------------|----------------------------------|-----------------------|-----------------------|--------------------------------|----------------------------------|
| All   |      | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/>            |
| 1     |      | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input checked="" type="radio"/> |
| 2     |      | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/>            |
| 3     |      | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/>            |
| 4     |      | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/>            |
| 5     |      | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/>            |
| 6     |      | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/>            |
| 7     |      | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/>            |
| 8     |      | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input checked="" type="radio"/> |
| 9     |      | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input checked="" type="radio"/> |
| 10    |      | <input type="radio"/> | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/>            |

### 3.1.4.9.3 Updating a Project Status

You can use this tool to manually set the status of one, multiple, or all alternatives. To change a project alternative status, do the following:

1. On the row of the alternative you are setting, click the option button under the appropriate column heading.

**Note:** Some of the status columns are actions that are only set by the application (such as ETAT Review Complete). Buttons that are grayed out indicate the option is not available for manual action. Pointing the mouse over the grayed out button displays a tip about why the option is not available. For example, the status of an alternative cannot be changed to Ready for GIS Analysis until the alternative's geometry has been digitized. If you need assistance regarding a status that is showing as unavailable (i.e., grayed out button), contact the ETDM Help Desk at [help@fla-etat.org](mailto:help@fla-etat.org) or (850) 414-5334.



| Update Project Status |      |                                  |                        |                       |                       |                        |                                  |                       |                       |                                  |                                  |                       |                       |                       |                       |                                |                       |
|-----------------------|------|----------------------------------|------------------------|-----------------------|-----------------------|------------------------|----------------------------------|-----------------------|-----------------------|----------------------------------|----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------------|-----------------------|
| AL T #                | Name | Editing                          | Ready for GIS Analysis | GIS Analysis Complete | FHWA Process Approval | SIS Consistency Review | ETDM QA/QC                       | ETAT Review           | ETAT Review Complete  | ACE MM Review                    | ACE MM Review Complete           | ACER Review           | ACER Review Complete  | AN Review             | AN Review Complete    | Dispute Resolution In Progress | Eliminated            |
| All                   |      | <input type="radio"/>            | <input type="radio"/>  |                       | <input type="radio"/> | <input type="radio"/>  | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/> |
| 1                     |      | <input type="radio"/>            | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>  | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/> |
| 2                     |      | <input type="radio"/>            | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>  | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/> |
| 3                     |      | <input type="radio"/>            | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>  | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/> |
| 4                     |      | <input type="radio"/>            | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>  | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/> |
| 5                     |      | <input checked="" type="radio"/> | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>  | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/> |

**Sign and Submit**  
**User Identity:** Ava Smith @ FDOT District 7

**Tip!** To make a change for the entire project, click the **All** button at the top of the column.

- Click the **Update Status(es)** button.

| Update Project Status |      |                                  |                        |                       |                       |                        |                                  |                       |                       |                                  |                                  |                       |                       |                       |                       |                                |                       |
|-----------------------|------|----------------------------------|------------------------|-----------------------|-----------------------|------------------------|----------------------------------|-----------------------|-----------------------|----------------------------------|----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------------|-----------------------|
| AL T #                | Name | Editing                          | Ready for GIS Analysis | GIS Analysis Complete | FHWA Process Approval | SIS Consistency Review | ETDM QA/QC                       | ETAT Review           | ETAT Review Complete  | ACE MM Review                    | ACE MM Review Complete           | ACER Review           | ACER Review Complete  | AN Review             | AN Review Complete    | Dispute Resolution In Progress | Eliminated            |
| All                   |      | <input type="radio"/>            | <input type="radio"/>  |                       | <input type="radio"/> | <input type="radio"/>  | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/> |
| 1                     |      | <input type="radio"/>            | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>  | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/> |
| 2                     |      | <input type="radio"/>            | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>  | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/> |
| 3                     |      | <input type="radio"/>            | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>  | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/> |
| 4                     |      | <input type="radio"/>            | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>  | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/> |
| 5                     |      | <input checked="" type="radio"/> | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>  | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>          | <input type="radio"/> |

**Sign and Submit**  
**User Identity:** Ava Smith @ FDOT District 7

**Tip!** Click the **Reset Form** button to reset the form to the previous status.

#### 3.1.4.9.4 Description of Status Columns

- *Editing*: Allows the geometry of the alternative to be digitized and attributes edited. This is the default setting when a project is first created.
- *Ready for GIS Analysis*: Adds the alternative to the queue for the GIS analysis program to run. Used after the features have been added or modified.
- *GIS Analysis Complete*: Set by the application after the GIS analysis routine is complete.
- *FHWA Approval Process*: Set by the District staff to request the FDOT State Environmental Management Office for approval of the project's eligibility to follow the FHWA Environmental Review Process.
- *SIS Consistency Review*: Used by District staff to inform the SIS Central Office that a SIS project is ready for a consistency review of the project description and representation in the EST.
- *ETDM QA/QC*: Used to indicate that a project is ready for final review prior to releasing to the ETAT for review.

**Note:** A clear representation of a project's extent and location is essential for an accurate ETAT review and commentary. Refer to the [GIS Quality Review Checklist](#) in the next section to verify the accuracy of the features that have been defined in the EST.

- *ETAT Review*: Used by the ETDM Coordinator to initiate a review of the project by the ETAT. Locks the record for editing until the review cycle is complete. When a project is in "ETAT Review," its status cannot be changed until the 45-day review period is over. Once the 45-day review period has ended, the status will automatically be changed to "ETAT Review Complete." This will unlock the project and allow the ETDM Coordinator to once again set the status, for example to ACE MM Review.
- *ETAT Review Complete*: Automatically set by the application at the end of the review period.
- *ACE MM Review*: Automatically set by the application at the beginning of an ACE Methodology Memorandum (MM) review period. The ETDM District Coordinator initiates the ACE MM review through the Manage ACE Review Events tool. The start of the review event is triggered by an email that is sent to ETAT members. The ETAT members normally have 30 days to indicate within the EST their understanding of and to comment on the MM.
- *ACE MM Review Complete*: Automatically set by the application at the end of the ACE MM review period.
- *ACER Review*: Automatically set by the application at the beginning of the ACE report (ACER) review period.
- *ACER Review Complete*: Automatically set by the application at the end of the ACER review period.
- *AN Review*: Automatically set by the application at the beginning of the Advance Notification review period when it occurs separately from the Programming Screen review.
- *AN Review Complete*: Automatically set by the application at the end of the AN review period.
- *Dispute Resolution in Progress*: Set by the ETDM Coordinator to flag projects that are undergoing the dispute resolution process.

- **LDCA (Location and Design Concept Acceptance):** Set by the ETDM Coordinator during the Project Development phase after acceptance of the Location and Design Concept by the Lead Federal Agency.
- **Work Program:** Automatically set by the application when the project is moved to the Project Development phase, if the alternative is not currently in Dispute Resolution in Progress.
- **Eliminated:** Set by the ETDM Coordinator at any time in the process for non-ACE projects if an alternative is determined to be non-viable or should be eliminated from further consideration. Justification is required for changing the status of an alternative to **Eliminated**. Elimination of ACE project alternatives requires approval from the Lead Federal Agency.

#### 3.1.4.9.5 GIS Data Quality Review Checklist (ETDM QA/QC Review)

A clear representation of a project's extent and location is essential for accurate reviews and commentary by the ETAT and the public. After digitizing features in the EST, or submitting them to be loaded into the GIS database, use the following list to help identify and correct errors:

- Verify that the number of mapped alternatives is equal to the number of alternatives described in the **Project Description Report**.
- If the GIS features were loaded into the EST from another source, compare the version in the EST with the source to verify that all features loaded correctly.
- Confirm that mapped alternative endpoints are consistent with the **From** and **To** locations described in the **Project Description Report**.
- Check the relationships among the map features representing your project (also known as "topology"):
  - Lines – alternative segments are adjoined at their respective endpoints unless otherwise intended, and there are no duplicate lines representing the same feature
  - Polygons – coincident borders of areas should not overlap, nor should there be gaps between the areas unless otherwise intended
  - Points – only one point represents the feature unless otherwise intended
- Compare the locations of project features to other features represented on the map:
  - Zoom to a scale of 1:5000 or less at the endpoint of an alternative. This scale allows you to use the most detailed aeriels available in the EST – 1-foot resolution Digital Orthophoto Imagery (DOI).
  - Turn on map layers that will help confirm locational accuracy, such as the following:
    - DOI aeriels
    - Navteq Roads, railroads, or other layers containing useful information for confirming feature locations
    - Layers showing resources you plan to avoid (schools, hospitals, parks, etc.)
  - Using the **Pan** tool, move along each project feature, looking to see if it is in the right place relative to other features on the map and consistent with the project description you provided. If the project is intended to avoid a sensitive resource in the area, confirm that the project does not intersect the resource. For example:
    - If an alternative is intended to be within an existing road right-of-way, confirm that it is in fact within a few feet of a road.

- If an alternative is intended to avoid a particular park, turn on a layer like Florida Natural Areas Inventory's (FNAI's) Florida Managed Areas to confirm that the alternative does not intersect the park boundary.
- Compare the value of the length field for a project alternative against the total length value entered in the **Add/Update Alternative Description** form.

### 3.1.4.10 Attach Documents (Updated 07/30/2015)

The **Attach Documents** function in the Environmental Screening Tool (EST) **Tools** menu allows you to attach documents to one or multiple projects within your jurisdiction.

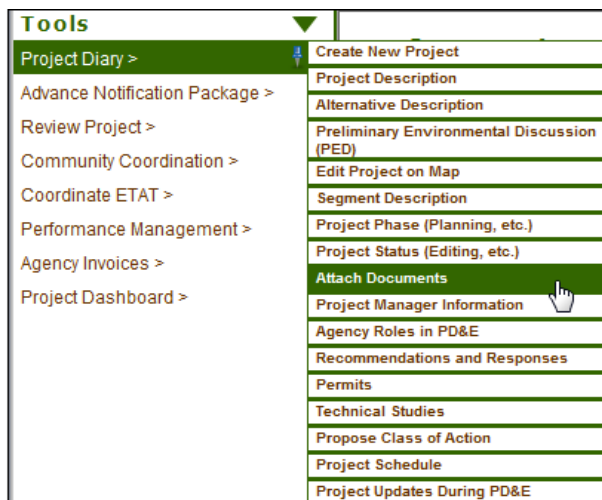
#### 3.1.4.10.1 Accessing the Attach Documents Form

1. On the **project navigation bar** located at the top of the EST window, click the **Active project** arrow and then make your selection by clicking on the project name and ETDM number.



**Tip!** You can change the list of **Active projects** using the search tools on the project navigation bar. For more information on how to use the project navigation bar search tools (e.g., selecting projects using **Site Search** and **Advanced Search** functions), refer to the Navigation chapter in the EST User Handbook.

2. On the **Tools** menu, point to **Project Diary**, and then click **Attach Documents**.



The **Attach Documents** screen displays.

Attach Documents

### Attach Documents

**Step 1. Select Project(s)**

☒ Project #8002 I-75 from South of US 301 to North of Fletcher Avenue [change this](#)  
☐ Multiple projects

**#8002 I-75 from South of US 301 to North of Fletcher Avenue**  
**District:** District 7    **Phase:** Project Development    **Contact Information:** Manuel Santos    [manuel.santos@fdot.fl.gov](mailto:manuel.santos@fdot.fl.gov)

**Project Documents**

| Document   | Date       | Type | Size    |
|--|------------|------|---------|
| <a href="#">Project Development Letter from Miccosukee Tribe concerning CRAS</a>   | 08/14/2008 | pdf  | 1.11 MB |
| <a href="#">A portion of the Programming Screen study corridor, from SR 60 to I-4, was evaluated in the ETDM Planning Screen (ETDM #4148) in 2005. This is the Planning Screen Summary Report for ETDM # 4148.</a> | 09/29/2006 | pdf  | 225 KB  |
| <a href="#">I-75 Cost Estimate Summary using the Long Range Estimating System last revised February 2006</a>   | 05/22/2006 | xls  | 27 KB   |

**Step 2. Select Document(s)**

☒ Upload a document  
☐ Search for a document

**Describe New Document**  
\* Required fields are marked with asterisks

**\*Name:**   
**\*Description:**   
**Commitment:** ☐ Yes ☒ No  
**State Highway System\*** ☐ Yes ☐ No ☒ N/A  
**Public Access:** ☐ Exempt from Public Record requests  
**\*Document Category:**   
**\*Publication Date:**   
**City:**   
**Primary Consultant or Contractor:**  [Add a company to this list](#)  
**Sub-Consultant or Sub-Contractor:**  [Add a company to this list](#)  
**Permit Agency:**   
**Permit Number:**   
**Contract Number:**   
**Road Id/Section:**   
**Local Name:**   
**Structure/Bridge Number:**   
**\*File:**

**Step 3. Save**

User Identity: Ava Smith @ FDOT District 7

**Tip!** Click the toolbar icon at the top of the screen to:



Send feedback about the current page.



Access online **Help**.



Bookmark the page.



Add the page to your **My ETDM** preferences.

### 3.1.4.10.2 Selecting Projects

You can attach documents to the selected project record, or you can add the attachment to multiple records.

## Attach Documents

### Step 1. Select Project(s)

☒ Project #3108 SR 54 FROM SUNCOAST PARKWAY TO US 41 [\(change this\)](#)  
☐ Multiple projects

**#3108 SR 54 FROM SUNCOAST PARKWAY TO US 41**  
**District:** District 7   **Phase:** Programming Screen   **Contact Information:** Kirk Bogen (813) 975-6448 [test-FD7-kirk.bogen-ou135@devnull.fl-a-etat.org](mailto:test-FD7-kirk.bogen-ou135@devnull.fl-a-etat.org)

**1.** Under **Step 1. Select Project(s)** do one of the following:

- To attach documents only to the selected project – Leave the **Project** option button shown as selected and go to the **Select Documents** section of the screen, which is described later in these instructions.
- To attach documents to multiple projects – Click the **Multiple projects** button and go to the next step of these instructions.

**Tip!** Click the **change this** link (for the single project option) or **change this list** link (for multiple projects) to select another project from your **Current Selection** list or choose another project with the **Project Selection Wizard**.

**2.** After clicking the **Multiple projects** button, the section expands and displays a **Projects** list.

## Attach Documents

### Step 1. Select Project(s)

☐ Project #3108 SR 54 FROM SUNCOAST PARKWAY TO US 41  
☒ Multiple projects [\(change this list\)](#)

**Projects**

| All                      | ETDM #               | Name                                 |
|--------------------------|----------------------|--------------------------------------|
| <input type="checkbox"/> | <a href="#">3108</a> | SR 54 FROM SUNCOAST PARKWAY TO US 41 |
| <input type="checkbox"/> | <a href="#">3430</a> | Pinellas County Bayway Structure     |
| <input type="checkbox"/> | <a href="#">4148</a> | UCFP I-75                            |
| <input type="checkbox"/> | <a href="#">4263</a> | UCFP I-75                            |

**Tip!** Click the project's **ETDM#** link to open the project description.

**3.** Do one of the following:

- To select all projects on the list – Click the **All** check box.
- To select one or multiple projects – Click the check box shown on the project **Name** row.

**4.** After making your selection(s), go to the **Select Documents** section of the screen to continue entering information.

### 3.1.4.10.3 Selecting Document(s)

The **Step 2. Select Document(s)** section allows you to perform the following actions:

- Upload and attach documents that have not already been added to a project's document list.
- Search for project documents that are listed in the database and attach them to a selected project.

### 3.1.4.10.4 Uploading and Attaching Documents

1. Click the **Upload a document** button.

**Step 2. Select Document(s)**

☒ Upload a document  
☐ Search for a document

The section expands and displays a form for describing the document.

**Describe New Document**  
\* Required fields are marked with asterisks

\*Name:

\*Description:

Commitment: ☐ Yes ☒ No

State Highway System: ☐ Yes ☐ No ☒ N/A

Public Access: ☐ Exempt from Public Record requests

\*Document Category:

\*Publication Date:

City:

Primary Consultant or Contractor:  [Add a company to this list](#)

Sub-Consultant or Sub-Contractor:  [Add a company to this list](#)

Permit Agency:

Permit Number:

Contract Number:

Invoice Number:

Road Id/Section:

Local Name:

Structure/Bridge Number:

\*File:

2. Under **Describe New Document**, enter the information into the fields provided.

**Note:** Required fields are indicated by red asterisks (\*).

3. Click the **Browse** button to locate the document PDF file.
4. Under **Step 3. Save**, click the **Save** button.

**Step 3. Save**

**User Identity:**



The **Attach Documents** window refreshes, displaying a message confirming the selected document(s) has been attached.

### Attach Documents

---

#### Confirmation Messages

Successfully attached 'Final Acer' to project #12947 Kenny - ACE project #2

[Attach more documents](#)

5. Do one of the following:

- To attach additional documents, click the **Attach more documents** link. The **Attach Documents** window refreshes and displays the project and document selection forms.
- To close the **Attach Documents** window, click the **Close** button.

#### 3.1.4.10.5 Searching for and Attaching Documents

1. Click the **Search for a document** button.

#### Step 2. Select Document(s)

☐ Upload a document  
☒ Search for a document

#### Search Criteria

**Publication Date Range:**  To

**Keyword(s):**


Document name, description, project name and ETDM # will be searched for matching keywords.

#### Search Results

| <input type="checkbox"/> All | Document  | ETDM # | Date       | Type | Size (MB) |
|------------------------------|---|--------|------------|------|-----------|
| <input type="checkbox"/>     | <a href="#">Final Acer</a>  | 6411   | 09/22/2014 | PDF  | 0.08      |
| <input type="checkbox"/>     | <a href="#">final ACER</a>  | 12947  | 06/04/2015 | PDF  | 0.08      |
| <input type="checkbox"/>     | <a href="#">Final Acer 2</a>                                      | 6411   | 09/22/2014 | PDF  | 0.08      |
| <input type="checkbox"/>     | <a href="#">Final ACER for Miami-Dade Expressway Test Project</a> | 15218  | 07/24/2015 | PDF  | 0.01      |

The section expands, displaying a search filter.

2. Under **Search Criteria**, you can look for a document by doing any of the following:

- Publication Date Range** – Type the date range in the **date** fields. Use the **mm/dd/yyyy** format for typing dates, or click the calendar icon, , to select the date range.
- Keyword(s)** – Type all or part of the document name, or you can enter the project number. You can also use a word related to the document or project.

**Step 2. Select Document(s)**

☐ Upload a document  
☒ Search for a document

**Search Criteria**

Publication Date Range:  To   
 Keyword(s):   
*Document name, description, project name and ETDM # will be searched for matching keywords.*

**Search**

**Search Results**

| <input type="checkbox"/> All | Document  | ETDM # | Date       | Type | Size (MB) |
|------------------------------|---|--------|------------|------|-----------|
| <input type="checkbox"/>     | <a href="#">Final Acer</a>  | 6411   | 09/22/2014 | PDF  | 0.08      |
| <input type="checkbox"/>     | <a href="#">final ACER</a>  | 12947  | 06/04/2015 | PDF  | 0.08      |
| <input type="checkbox"/>     | <a href="#">Final Acer 2</a>                                      | 6411   | 09/22/2014 | PDF  | 0.08      |
| <input type="checkbox"/>     | <a href="#">Final ACER for Miami-Dade Expressway Test Project</a> | 15218  | 07/24/2015 | PDF  | 0.01      |

**Note:** The **Publication Date Range** or **Keyword(s)** field must be entered to complete the search process.

**3.** Click **Search**.

**Step 2. Select Document(s)**

☐ Upload a document  
☒ Search for a document

**Search Criteria**

Publication Date Range:  To   
 Keyword(s):   
*Document name, description, project name and ETDM # will be searched for matching keywords.*

**Search**

**Search Results**

| <input type="checkbox"/> All | Document  | ETDM # | Date       | Type | Size (MB) |
|------------------------------|---|--------|------------|------|-----------|
| <input type="checkbox"/>     | <a href="#">Final Acer</a>  | 6411   | 09/22/2014 | PDF  | 0.08      |
| <input type="checkbox"/>     | <a href="#">final ACER</a>  | 12947  | 06/04/2015 | PDF  | 0.08      |
| <input type="checkbox"/>     | <a href="#">Final Acer 2</a>                                      | 6411   | 09/22/2014 | PDF  | 0.08      |
| <input type="checkbox"/>     | <a href="#">Final ACER for Miami-Dade Expressway Test Project</a> | 15218  | 07/24/2015 | PDF  | 0.01      |

The section expands and displays a **Search Results** table listing the document(s) matching your search criteria.

**Note:** Search results may include published documents from any region and un-published documents from your assigned regions.

**4.** Under **Search Results**, select the document(s) by doing one of the following:

- Click the check box on the document row for each document you want to attach.
- Click the check box beside **All** to select all the documents in the **Search Results** list.

**Tip!** Click the document link in the **Document** column to open the document. Click the number link in the **ETDM#** column to open the **Project Description** window.

### Search Results

☐ All

| Document   | ETDM # | Date       | Type | Size (MB) |
|--|--------|------------|------|-----------|
| <input checked="" type="checkbox"/> <a href="#">Final Acer</a>                             | 6411   | 09/22/2014 | PDF  | 0.08      |
| <input type="checkbox"/> <a href="#">final ACER</a>  | 12947  | 06/04/2015 | PDF  | 0.08      |
| <input type="checkbox"/> <a href="#">Final Acer 2</a>                                      | 6411   | 09/22/2014 | PDF  | 0.08      |
| <input type="checkbox"/> <a href="#">Final ACER for Miami-Dade Expressway Test Project</a> | 15218  | 07/24/2015 | PDF  | 0.01      |

### Step 3. Save

User Identity:

Save

5. Click **Save**.

### Search Results

☐ All

| Document   | ETDM # | Date       | Type | Size (MB) |
|--|--------|------------|------|-----------|
| <input checked="" type="checkbox"/> <a href="#">Final Acer</a>                             | 6411   | 09/22/2014 | PDF  | 0.08      |
| <input type="checkbox"/> <a href="#">final ACER</a>  | 12947  | 06/04/2015 | PDF  | 0.08      |
| <input type="checkbox"/> <a href="#">Final Acer 2</a>                                      | 6411   | 09/22/2014 | PDF  | 0.08      |
| <input type="checkbox"/> <a href="#">Final ACER for Miami-Dade Expressway Test Project</a> | 15218  | 07/24/2015 | PDF  | 0.01      |

### Step 3. Save

User Identity:

Save

The **Attach Documents** window refreshes, displaying a message confirming the selected document(s) has been attached.

### Attach Documents

#### Confirmation Messages

✓ Successfully attached 'Final Acer' to project #12947 Kenny - ACE project #2

[Attach more documents](#)

Close

6. Do one of the following:

- To attach additional documents, click the **Attach more documents** link. The **Attach Documents** window refreshes and displays the project and document selection forms.
- To close the **Attach Documents** window, click the **Close** button.

### 3.1.4.11 Assign Project Managers (Updated 06/30/2015)

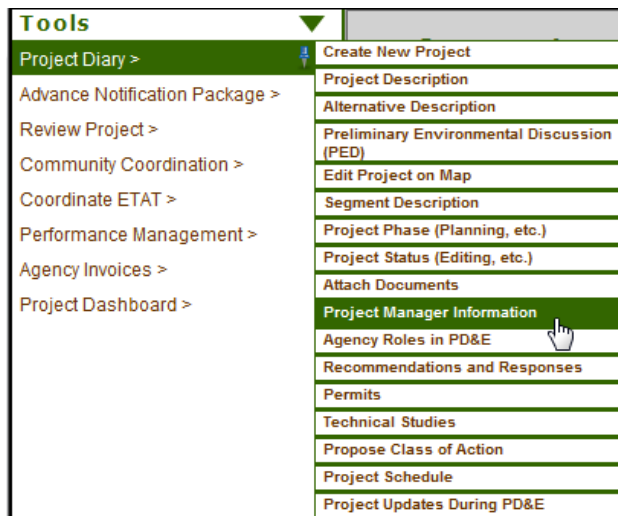
The **Assign Project Managers** form allows the ETDM Coordinator, Project Manager, ETDM Management Team user, or ETDM Data Entry user to assign a project manager to a specific project. A project may have more than one project manager.

1. On the **project navigation bar** located at the top of the EST window, click the **Active project** arrow and then make your selection by clicking on the project name and ETDM number.



**Tip!** You can change the list of **Active projects** using the search tools on the project navigation bar. For more information on how to use the project navigation bar search tools (e.g., selecting projects using **Site Search** and **Advanced Search** functions), refer to the Navigation chapter in the EST User Handbook.

2. On the **Tools** menu, point to **Project Diary**, and then click **Project Manager Information**.



The Assign Project Managers screen displays.

**Tip!** Click the toolbar icon at the top of the screen to:



Send feedback about the current page.



Access online **Help**.




Bookmark the page.



Add the page to your **My ETDM** preferences.

3. Click the **Eligible Project Manager List** arrow to expand the list of names that can be assigned as a project manager for the selected project.

### Select a Project Manager

Eligible Project Manager List:  


*To add users to the list of eligible Project Managers, contact the Help Desk.*

4. Select a name by clicking on it.

**Note:** If a name is not displayed on the list, contact the [ETDM Help Desk](#).


5. Click **Add**.

### Select a Project Manager

Eligible Project Manager List:  

*To add users to the list of eligible Project Managers, contact the Help Desk.*

The name appears under the **Current Project Managers** section.


Assign Project M... | Project Recommend... | Update Project Desc... | Project Milestone Ne... | Update Project Desc... | 

### Assign Project Managers

#8002 I-75 from South of US 301 to North of Fletcher Avenue


District: District 7 Phase: Project Development Contact Information: Manuel Santos [test-FD7-Manuel.Santos-ou5987@devnull.fl-a-etat.org](mailto:test-FD7-Manuel.Santos-ou5987@devnull.fl-a-etat.org)

#### Select a Project Manager


Eligible Project Manager List:  

*To add users to the list of eligible Project Managers, contact the Help Desk.*

#### Current Project Managers

Manuel Santos 

- test-FD7-Manuel.Santos-ou5987@devnull.fl-a-etat.org

Bill Wills 

- (666)123-4567
- 12345 Will Lane Tampa, FL 32312

**Tip!** Click the **X** beside a name to remove it from the list.

### 3.1.4.12 Agency Roles in PD&E (New 10/30/2012)

During the Programming Screen, agencies may be designated to serve as participating or cooperating agencies during the preparation of the federal environmental document in the Project Development & Environment (PD&E) phase. For federal projects, these roles and those of the Lead Agency must be designated **prior to the Class of Action (COA) Determination**.

The Participating and Cooperating Agencies process goes as follows:

1. After a project's Lead Agency has been determined, FDOT ETDM Coordinators may send the Lead Agency recommendations to invite selected ETAT members to take part in a NEPA project in participating or cooperating agency roles.
2. Alternatively, an ETAT agency may also initiate the request to serve as a Participating or Cooperating Agency while submitting their Purpose and Need (P&N) review. A copy of the ETAT agency's request goes to FDOT who recommends, does not recommend, or modifies their request and submits it to the Lead Agency with all other requests.

3. FDOT recommends Participating and Cooperating Agencies to the Lead Agency prior to submitting a COA proposal. This includes requests the Lead Agency or FDOT receive from ETAT members to serve in one of these capacities during the review period.
4. As appropriate, the Lead Agency accepts or declines the requests received from the ETAT agencies.
5. The Lead Agency may also invite other agencies at their discretion to serve in these roles.
6. ETAT agencies have 30 days to respond to Lead Agency invitations.

**Note:** Refer to the ETDM Manual and Project Development & Environment (PD&E) Manual for details on the Participating & Cooperating Agency process.

The roles, associated EST pages, and available tasks are as follows:

*ETDM Coordinators:*

- Agency Roles in PD&E
  - Identify a Lead Agency
  - Recommend agencies and participants
  - Changing or removing an agency recommendation
  - Respond to ETAT member requests
  - Send recommendations to a Lead Agency
- Class of Action Determination
  - Define the Class of Action and send to the Lead Agency

*Lead Agencies:*

- Manage Participating/Cooperating Invitations
  - Send invitations
  - Review invitation responses
  - Withdraw invitations
- Review Class of Action Determination

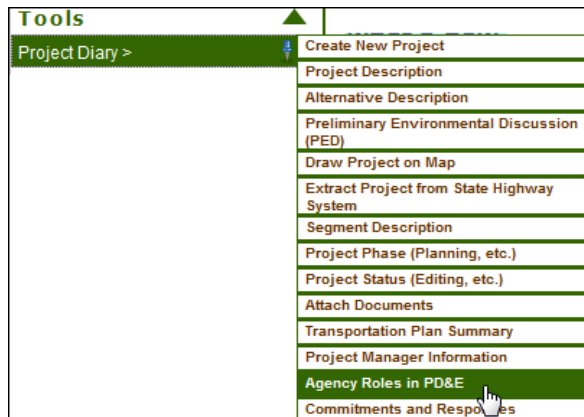
*ETAT Agencies:*

- Review Purpose and Need
  - Request to be a Participating or Cooperating Agency
- Participation/Cooperating Agency Invitation
  - Respond to an invitation

### 3.1.4.12.1 Identifying a Lead Agency

ETDM Coordinators use the **Agency Roles in PD&E** tool to select a Lead Agency.

1. Select a project from the **Active Project** list.
2. In the **Tools** menu, click **Project Diary**, and then click **Agency Roles in PD&E**.



**Tip!** Click the toolbar icon on the window to:



Send feedback about the current page.



Access online **Help** for the current page.



Bookmark the page.



Add the page to your **My ETDM** preferences.

3. On the **Lead Agency** tab, under **Lead Agencies**, click the check box beside the agency name you would like to designate as the Lead Agency.
4. Under **Sign and Submit**, type your **Password**, and then click **Submit Form**.

Lead Agency

Participating and Cooperating Agencies

---

### Lead Agencies

☐ FDOT
 ☐ FTA \*\*

☒ FHWA
 ☐ USCG

☐ FRA
 ☐ Unknown

\*\* Exempt agency. To remove an exemption use the [Project Description](#) tool.

---

### Sign and Submit

**User Identity:** Stephanie A. Clemons @ FDOT District 3

**Password:**

Submit Form

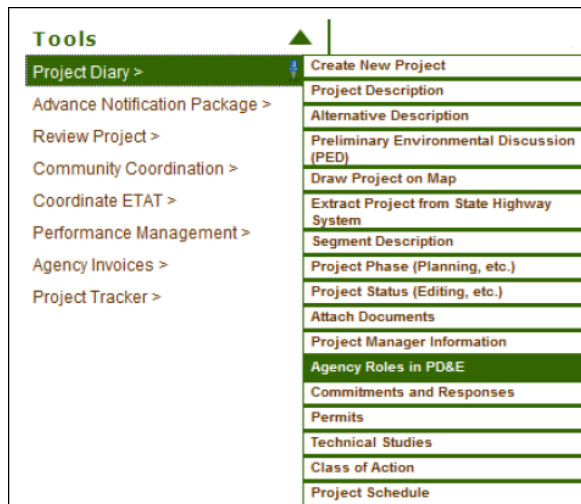
✓ You have authority to perform the requested operation



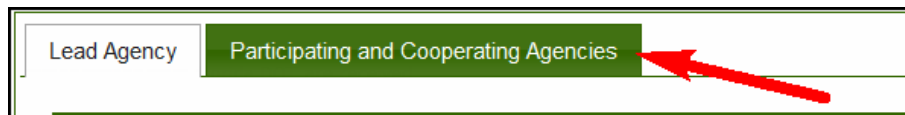
### 3.1.4.12.2 Recommending Agencies and Participants

ETDM Coordinators use the **Agency Roles in PD&E** tool to make—or not make—recommendations. Recommendations can be made before and during a project review.

1. Select a project from the **Active Project** list.
2. In the **Tools** menu, click **Project Diary**, and then click **Agency Roles in PD&E**.



3. Click the **Participating and Cooperating Agencies** tab.



**Notes:** The **Participating and Cooperating Agencies** tab is disabled when one of the following occurs:

- A Lead Agency has not been selected.
  - There is more than one Lead Agency.
  - The project is in the Planning Screen.
  - There is no federal involvement.
4. Under **Recommend an Agency**, click the arrow to expand the list of agency names, and then select the agency.

**Recommend an Agency**  
*Select an agency and click the Add button to add a new recommendation*

FL Department of Agriculture and Consumer Services ▼ Add

FL Department of Agriculture and Consumer Services  
FL Department of Environmental Protection  
FL Department of State  
FL Fish and Wildlife Conservation Commission  
Miccosukee Tribe of Indians of Florida  
National Marine Fisheries Service  
National Park Service  
Seminole Tribe of Florida  
US Army Corps of Engineers  
US Coast Guard  
US Environmental Protection Agency  
US Fish and Wildlife Service

5. Click **Add**. The **Edit/Remove Recommendation** dialog box opens.
6. In the **Edit/Remove Recommendation** dialog box, do the following:
  - Choose **Participating Agency** or **Cooperating Agency** and then type your rationale for recommending the agency in the text box.
  - Click **OK**.

**Edit/Remove Recommendation** ✕

Please confirm whether you want to recommend National Marine Fisheries Service as a:

☐ Participating Agency  
☒ Cooperating Agency  
☐ Remove recommendation

This project has direct impact on National Marine Fisheries. After discussion with the ETAT Members at NMFS, we have concluded that their involvement as a cooperating agency is appropriate.

OK Cancel

The recommended agency appears under the appropriate agency heading.

Lead Agency

Participating and Cooperating Agencies

### Participating and Cooperating Agency Roles

Cooperating and participating agency roles during the development of a project include the following as they relate to their area of expertise:

- Provide meaningful and early input on defining the purpose and need, determining the range of alternatives to be considered, and the methodologies and level of detail required in the alternatives analysis.
- Participate in coordination meetings and joint field reviews as appropriate.
- Timely review and comment on the pre-draft or pre-final environmental documents to reflect the views and concerns of your agency on the adequacy of the document, alternatives considered, and the anticipated impacts and mitigation.

These agency roles should be considered for proposed Environmental Assessments or Environmental Impact Statements.

### Cooperating Agencies

Use the tools in the *Recommend an Agency* section below to recommend **cooperating agencies**

| Agency                            | Request | Recommendation   | Action |
|-----------------------------------|---------|--|--------|
| National Marine Fisheries Service |         | Cooperating (Chris T. Sands <i>pending</i> )<br><i>This project has direct impact on National Marine Fisheries. After discussion with the ETAT Members at NMFS, we have concluded that their involvement as a cooperating agency is appropriate.</i> | Change |

### 3.1.4.12.3 Changing or Removing an Agency Recommendation

To change or remove an agency recommendation, do the following:

1. In the **Agency Roles in PD&E** page, click the **Participating and Cooperating Agencies** tab.

Lead Agency

Participating and Cooperating Agencies

2. Under the **Participating Agencies** or **Cooperating Agencies** subhead, click the **Change** button located on the agency row.

Lead Agency

Participating and Cooperating Agencies

### Participating and Cooperating Agency Roles

Cooperating and participating agency roles during the development of a project include the following as they relate to their area of expertise:

- Provide meaningful and early input on defining the purpose and need, determining the range of alternatives to be considered, and the methodologies and level of detail required in the alternatives analysis.
- Participate in coordination meetings and joint field reviews as appropriate.
- Timely review and comment on the pre-draft or pre-final environmental documents to reflect the views and concerns of your agency on the adequacy of the document, alternatives considered, and the anticipated impacts and mitigation.

These agency roles should be considered for proposed Environmental Assessments or Environmental Impact Statements.

### Cooperating Agencies

Use the tools in the *Recommend an Agency* section below to recommend **cooperating agencies**

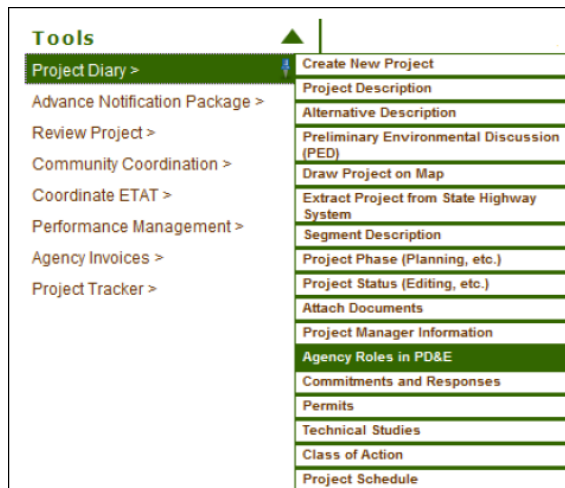
| Agency                            | Request | Recommendation   | Action |
|-----------------------------------|---------|--|--------|
| National Marine Fisheries Service |         | Cooperating (Chris T. Sands <i>pending</i> )<br><i>This project has direct impact on National Marine Fisheries. After discussion with the ETAT Members at NMFS, we have concluded that their involvement as a cooperating agency is appropriate.</i> | Change |

- In the **Edit/Remove Recommendation** dialog box, do the following:
  - To change an agency status, click the option button beside **Participating** or **Cooperating**, type your reason for the change in the text box, and then click **OK**.
  - To remove an agency from the recommended agency list, click the **Remove recommendation** option button, type your reason for removing the agency in the text box, and then click **OK**.

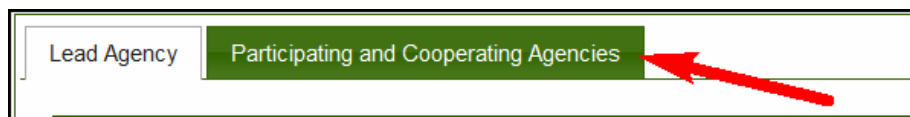
### 3.1.4.12.4 Responding to an ETAT Member's Request to act as a Participating or Cooperating Agency

ETAT members may send requests to be a Participating or Cooperating Agency. The ETDM Coordinator responds to the agency's request using the **Agency Roles in PD&E** during the ETAT Review Screening event.

1. In the **Active Project** list, select the project that appears in the ETAT member's request email.
2. In the **Tools** menu, click **Project Diary**, and then click **Agency Roles in PD&E**.



3. Click the **Participating and Cooperating Agencies** tab.



4. In the **Action** column, click the **Respond** button for the associated request.

### Participating and Cooperating Agency Roles

Cooperating and participating agency roles during the development of a project include the following as they relate to their area of expertise:

- Provide meaningful and early input on defining the purpose and need, determining the range of alternatives to be considered, and the methodologies and level of detail required in the alternatives analysis.
- Participate in coordination meetings and joint field reviews as appropriate.
- Timely review and comment on the pre-draft or pre-final environmental documents to reflect the views and concerns of your agency on the adequacy of the document, alternatives considered, and the anticipated impacts and mitigation.

These agency roles should be considered for proposed Environmental Assessments or Environmental Impact Statements.

### Cooperating Agencies

Click the **Respond** or **Change** buttons to modify your recommendations to the Lead Agency for inviting **cooperating agencies**

| Agency                       | Request   | Recommendation | Action         |
|------------------------------|---|----------------|----------------|
| US Fish and Wildlife Service | Cooperating Agency (Stephanie A Clemons 10/04/2012)<br>\$pciRationale |                | <b>Respond</b> |

### Participating Agencies

Use the tools in the **Recommend an Agency** section below to recommend **participating agencies**

There are no participating agencies for this project.

### Recommend an Agency

Select an agency and click the **Add** button to add a new recommendation

FL Department of Agriculture and Consumer Services

Waiting for programming screen review to complete

5. In the **Respond to Agency Request** dialog box, do one of the following:

- To not recommend an ETAT member's request to the Lead Agency, click the **Do not recommend this agency** option button, type your reason for not recommending the ETAT member, and then click **OK**.
- To accept the ETAT member's request and recommend the member to the Lead Agency, click the option button beside either **Participating** or **Cooperating Agency**, type your reason for recommending the member in the text box, and then click **OK**.



**Respond to Agency Request**

Please confirm whether you want to recommend US Fish and Wildlife Service as a:

☐ Participating Agency  
☒ Cooperating Agency  
☐ Do not recommend this agency

Rationale is entered here.

**OK** **Cancel**

## Notes:

- To change or remove an ETAT member's recommendation, do the following:
  - In the **Participating and Cooperating Agencies** screen, click the **Change** button.

Agency Roles in P D & E

**Agency Roles in P D & E**

# 12667 PCI Test Project - Round 2 In Review

District: District 3 Phase: Programming Screen Contact Information: tester tester test-FD3-tester fecp-ou1254@devnull.fl-etat.org

Lead Agency Participating and Cooperating Agencies

### Participating and Cooperating Agency Roles

Cooperating and participating agency roles during the development of a project include the following as they relate to their area of expertise:

- Provide meaningful and early input on defining the purpose and need, determining the range of alternatives to be considered, and the methodologies and level of detail required in the alternatives analysis.
- Participate in coordination meetings and joint field reviews as appropriate.
- Timely review and comment on the pre-draft or pre-final environmental documents to reflect the views and concerns of your agency on the adequacy of the document, alternatives considered, and the anticipated impacts and mitigation.

These agency roles should be considered for proposed Environmental Assessments or Environmental Impact Statements.

### Cooperating Agencies

Click the **Respond** or **Change** buttons to modify your recommendations to the Lead Agency for inviting **cooperating agencies**

There are no cooperating agencies for this project.

### Participating Agencies

Use the tools in the **Recommend an Agency** section below to recommend **participating agencies**

| Agency                       | Request   | Recommendation   | Action |
|------------------------------|---|--|--------|
| US Fish and Wildlife Service | Cooperating Agency (Stephanie A. Clemons 10/04/2012)<br>\$poRationale | Participating (Stephanie A. Clemons pending)<br>Rationale is entered here. | Change |

### Recommend an Agency

Select an agency and click the **Add** button to add a new recommendation

FL Department of Agriculture and Consumer Services Add

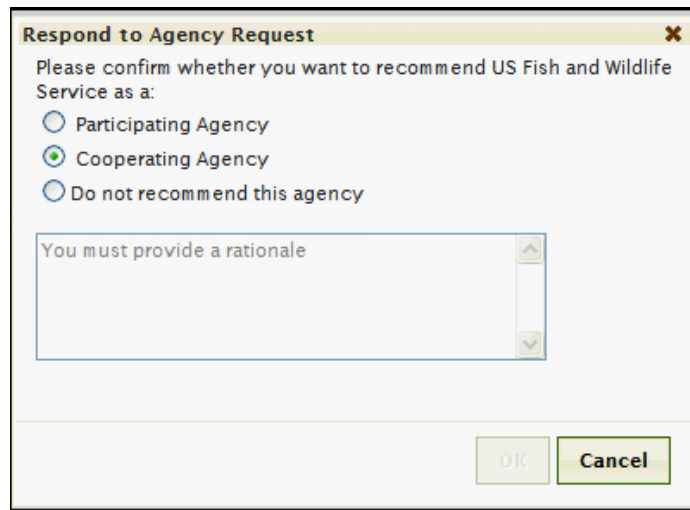
### Send Recommendations

Click the button below when you are ready to send recommendations to the Lead Agency

Send Recommendations

Programming screen review is complete; waiting for planning organization to make and send recommendations

- In the **Respond to Agency Request** dialog box, do one of the following:
  - To change a member recommendation, click the option button beside **Participating** or **Cooperating**, type your reason for the change in the text box, and then click **OK**.
  - To remove a member's recommendation, click the **Do not recommend this agency** option button, type your reason for not recommending the ETAT member, and then click **OK**.



**Respond to Agency Request** [X]

Please confirm whether you want to recommend US Fish and Wildlife Service as a:

☐ Participating Agency  
☒ Cooperating Agency  
☐ Do not recommend this agency

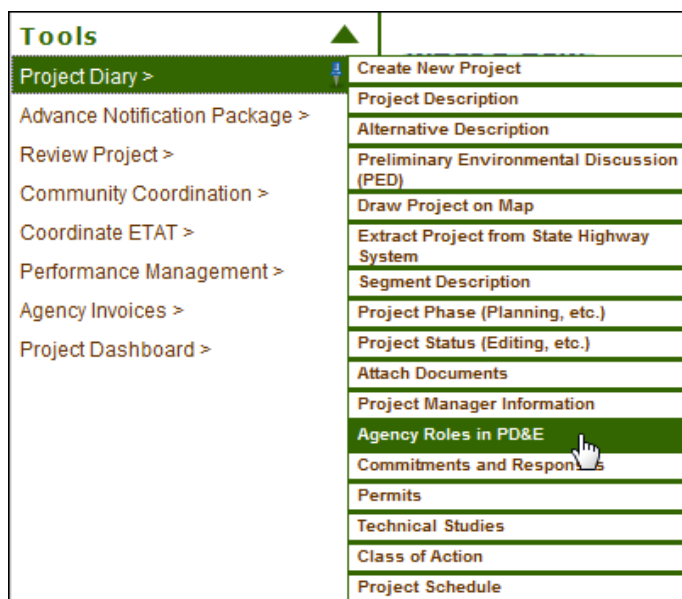
You must provide a rationale

OK Cancel

### 3.1.4.12.5 Sending Recommendations to a Lead Agency

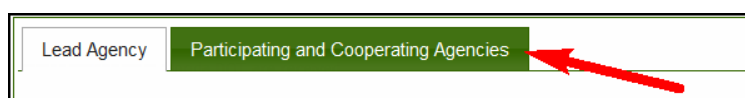
The ETDM Coordinator uses the **Agency Roles in PD&E** tool to send Participating and Cooperating Agency recommendations to the Lead Agency after the review period is complete.

1. Select a project from the **Active Project** list.
2. In the **Tools** menu, click **Project Diary**, and then click **Agency Roles in PD&E**.



| Tools                          |  |
|--------------------------------|--|
| Project Diary >                | Create New Project                         |
| Advance Notification Package > | Project Description                        |
| Review Project >               | Alternative Description                    |
| Community Coordination >       | Preliminary Environmental Discussion (PED) |
| Coordinate ETAT >              | Draw Project on Map                        |
| Performance Management >       | Extract Project from State Highway System  |
| Agency Invoices >              | Segment Description                        |
| Project Dashboard >            | Project Phase (Planning, etc.)             |
|                                | Project Status (Editing, etc.)             |
|                                | Attach Documents                           |
|                                | Project Manager Information                |
|                                | <b>Agency Roles in PD&amp;E</b>            |
|                                | Commitments and Responses                  |
|                                | Permits                                    |
|                                | Technical Studies                          |
|                                | Class of Action                            |
|                                | Project Schedule                           |

3. Click the **Participating and Cooperating Agencies** tab.



|             |   |
|-------------|---|
| Lead Agency | <b>Participating and Cooperating Agencies</b> |
|-------------|---|



- After providing a recommendation for each ETAT member, including member requests, click **Send Recommendations**.

**Note:** The **Send Recommendations** button only becomes enabled after each recommendation has a response.

Agency Roles in P D & E

**Agency Roles in P D & E**

#12667 PCI Test Project - Round 2 In Review  
District: District 3 Phase: Programming Screen Contact Information: tester tester test-FD3-tester fecp-ou1254@devnull.fl.a-etat.org

Lead Agency Participating and Cooperating Agencies

**Participating and Cooperating Agency Roles**

Cooperating and participating agency roles during the development of a project include the following as they relate to their area of expertise:

- Provide meaningful and early input on defining the purpose and need, determining the range of alternatives to be considered, and the methodologies and level of detail required in the alternatives analysis.
- Participate in coordination meetings and joint field reviews as appropriate.
- Timely review and comment on the pre-draft or pre-final environmental documents to reflect the views and concerns of your agency on the adequacy of the document, alternatives considered, and the anticipated impacts and mitigation.

These agency roles should be considered for proposed Environmental Assessments or Environmental Impact Statements.

**Cooperating Agencies**

Click the Respond or Change buttons to modify your recommendations to the Lead Agency for inviting cooperating agencies

There are no cooperating agencies for this project.

**Participating Agencies**

Use the tools in the Recommend an Agency section below to recommend participating agencies

| Agency                       | Request  | Recommendation   | Action |
|------------------------------|--|--|--------|
| US Fish and Wildlife Service | Cooperating Agency (Stephanie A Clemons 10/04/2012)<br>\$pcRationale | Participating (Stephanie A. Clemons pending)<br>Rationale is entered here. | Change |

**Recommend an Agency**

Select an agency and click the Add button to add a new recommendation

FL Department of Agriculture and Consumer Services Add

**Send Recommendations**

Click the button below when you are ready to send recommendations to the Lead Agency

Send Recommendations

- In the **Confirm Send** box, click **Send Recommendations**.

**Confirm Send**

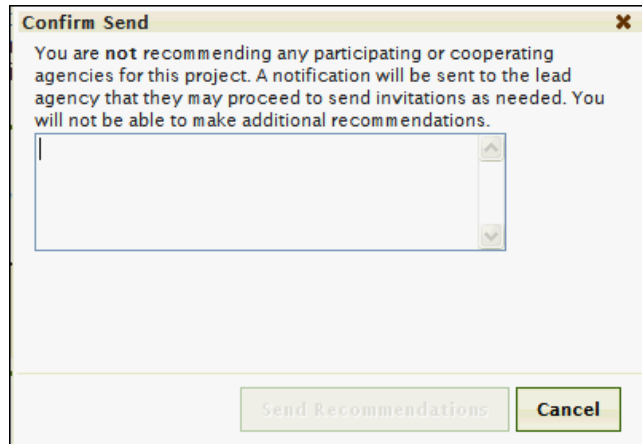
A notification will be sent to the lead agency that they may proceed to send their own invitations, as needed. If you need to make changes to the recommendation list after submitting this form, please contact the help desk.

Send Recommendations Cancel

An email is sent to the Lead Agency, notifying them that they have Participating and Cooperating Agency recommendations to review.

**Note:** If there are no agencies to recommend, click the **Recommend Agencies** button, and do the following:

- In the **Confirm Send** dialog box type a confirmation statement noting that there are no recommended Participating or Cooperating Agencies. The **Send Recommendations** button becomes active after you start typing in the text box.



The image shows a 'Confirm Send' dialog box with a title bar containing a close button (X). The main text area contains the following message: 'You are not recommending any participating or cooperating agencies for this project. A notification will be sent to the lead agency that they may proceed to send invitations as needed. You will not be able to make additional recommendations.' Below this text is a large, empty text input field. At the bottom of the dialog, there are two buttons: 'Send Recommendations' and 'Cancel'.

- Click **Send Recommendations**. An email notification is sent to the Lead Agency, informing them there are no agency recommendations.

After receiving an email notification stating that all invitations have received responses or expired, the ETDM Coordinator defines, signs, and submits the Class of Action (COA) to the Lead Agency for approval.

**Tip!** See the Define Class of Action section of this handbook for navigation instructions.

### 3.1.4.13 Update Project Recommendations/Responses

This tool allows the ETDM Coordinator, Project Manager, ETDM Management Team user, or ETDM Data Entry user to add or modify commitments and/or responses made to the ETAT or public regarding the project. To update commitments and/or responses for a project, select a project from the **Project Navigation Bar**, and then go to the **Tools** menu, point to **Project Diary**, and click **Recommendations and Responses**.



The **Update Project Recommendations/Responses** page opens and displays a **General Project Commitments** section that shows any previously entered commitment descriptions. Add additional commitments in the **Add Project Commitment** text box. Type or copy and paste text into the box, and then click **Add Commitment**.

### 3.1.4.14 Identify Required Permits (Updated 11/30/2011)

The **Identify Required Permits** function in the Environmental Screening Tool (EST) **Tools** menu enables ETDM District Coordinators and Project Managers to identify permits required for a project and add information about specific permit conditions.

Identifying Required Permits:

1. Select a project from the **Project Navigation Bar**.

**Note:** You can use the default project that appears in the **Active project** box, select a project from your **Saved Searches** or **Project History** lists, or you can choose another project using **Advanced Project Search**. See the Navigation chapter of the EST Handbook for information on using the **Project Navigation Bar**.

2. Go to the **Tools** menu, point to **Project Diary**, and then click **Permits**.

| Tools                    |  |
|--------------------------|--|
| Project Diary >          | Create New Project                         |
| Review Project >         | Project Description                        |
| Community Coordination > | Alternative Description                    |
| Coordinate ETAT >        | Preliminary Environmental Discussion (PED) |
| Performance Management > | Edit Project on Map                        |
| Agency Invoices >        | Extract Project from State Highway System  |
| Project Dashboard >      | Segment Description                        |
|                          | Project Phase (Planning, etc.)             |
|                          | Project Status (Editing, etc.)             |
|                          | Attach Documents                           |
|                          | Edit Project on Map                        |
|                          | Project Manager Information                |
|                          | Agency Roles in PD&E                       |
|                          | Recommendations and Responses              |
|                          | <b>Permits</b>                             |
|                          | Technical Study                            |
|                          | Propose Class of Action                    |
|                          | Project Schedule                           |

The **Identify Required Permits** page opens, displaying a form that enables you to select permits required for a project.

Identify Required Permits

**Identify Required Permits**

#3877 MD5 : Central Polk Pkwy

|                       |  |       |                  |
|-----------------------|--|-------|------------------|
| District              | District 1   | Phase | Planning Screen  |
| County                | Polk   | From  | Polk County Pkwy |
| Planning Organization | Polk TPO   | To    | East Bartow Pkwy |
| Plan ID               | Financial Management No.   |       |                  |
| Federal Involvement   | No federal involvement has been identified.  |       |                  |
| Contact Information   | Name: <a href="#">Stephanie O'Donal</a> E-mail: <a href="mailto:stephanie_clemons@urscorp.com">stephanie_clemons@urscorp.com</a> |       |                  |

Configure Permits

Permits

Select Appropriate Identity: Diane Ripandelli @ FDOT District 1

Save Required Permits

**Tip!** Click on the toolbar icons to:



Send feedback about the current page.




Access online **Help** for the current page.



Bookmark the page.



Add the page to your **My ETDM** preferences.

- Click the plus sign, , beside **Permits** to expand the list.

Configure Permits

Permits

County/Municipality - Local

Emergency

Federal

Other

**State**

**Stormwater**

**USACE**


Waste

Water

Add new category

**Tip!** Bold categories indicate categories of permits that have been previously identified for the project.

**4.** Do one of the following:

- Click the plus sign, , icon to expand an existing permit category. Go to Step 5.

Permits

County/Municipality - Local

Building Permit

DERM Class I Coastal Construction Permit

DERM Class II Discharge within County Canal Permit

DERM Class II Drainage Permit

DERM Class V Dewatering Permit

DERM Surface Water Management General Permit

Local Environmental Permits

Utility Permits

Add new permit to "County/Municipality - Local" category

Emergency

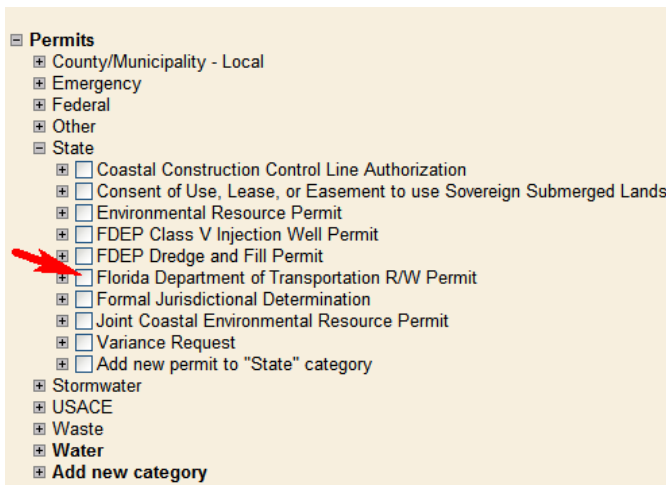
Federal

- If a permit category is not listed, scroll to the **Add new category** field at the bottom of the **Identify Required Permits** page, and then do the following:
  - Type the category name.
  - Click **add**.

Add new category

- In the **Add new permit to "New" category** field, type the name of the permit and click **add**.
- Repeat the above step for each permit associated with the new permit category.

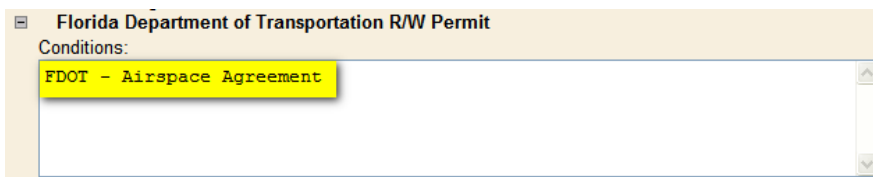
**5.** Select the permit(s) required for the project by clicking the check box beside the permit name.



- [-] **Permits**
  - ☒ County/Municipality - Local
  - ☒ Emergency
  - ☒ Federal
  - ☒ Other
  - [-] **State**
    - ☐ Coastal Construction Control Line Authorization
    - ☐ Consent of Use, Lease, or Easement to use Sovereign Submerged Lands
    - ☐ Environmental Resource Permit
    - ☐ FDEP Class V Injection Well Permit
    - ☒ FDEP Dredge and Fill Permit
    - ☐ Florida Department of Transportation R/W Permit
    - ☐ Formal Jurisdictional Determination
    - ☐ Joint Coastal Environmental Resource Permit
    - ☐ Variance Request
    - ☐ Add new permit to "State" category
  - ☒ Stormwater
  - ☒ USACE
  - ☒ Waste
  - ☒ **Water**
  - ☒ Add new category

**Tip!** If a permit is not listed, click the **Add new permit** check box.

The EST automatically bolds the permit name and a **Conditions** text box appears below the selected permit, enabling you to add a condition required for the permit.

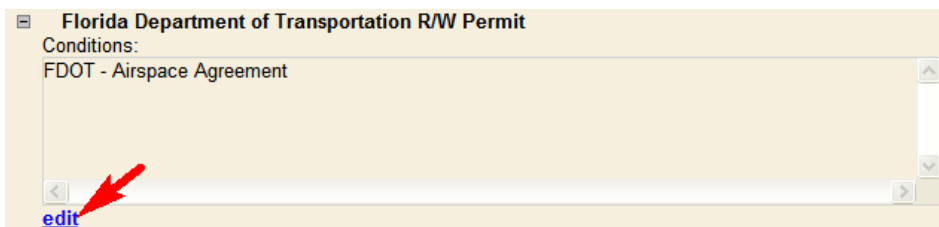


**Florida Department of Transportation R/W Permit**

Conditions:

FDOT - Airspace Agreement

6. To make changes in a **Conditions** text box, click the **Edit** link. The text box becomes active, allowing you to add text or edit existing text.



**Florida Department of Transportation R/W Permit**

Conditions:

FDOT - Airspace Agreement

[edit](#)

7. Click **Save Required Permits**.

### 3.1.4.15 Identify Required Technical Studies

This tool allows ETDM Coordinators or Project Managers to identify technical studies required for a project. To identify required technical studies for a project, do the following:

1. Select a project from the **Project Navigation Bar**.

**Note:** You can use the default project that appears in the **Active project** box, select a project from your **Saved Searches** or **Project History** lists, or you can choose another project using **Advanced Project Search**. See the Navigation chapter of the EST Handbook for information on using the **Project Navigation Bar**.

2. Go to the **Tools** menu, point to **Project Diary**, and then click **Technical Studies**.

3. Select the required technical studies from the list by clicking on the name of the technical study. A checkmark will appear next to the technical study, and the name will be bolded. A text box also opens, where details about the required technical study can be added.

### 3.1.4.16 *Propose Class of Action (formerly Class of Action Determination)(Updated 02/18/2015)*

The **Propose Class of Action** form allows the ETDM Coordinator or Project Manager to add a recommended Class of Action Determination after the completion of the Programming Screen and notifies the federal Lead Agency Environmental Technical Advisory Team (ETAT) representative that the Class of Action is ready for review.

1. Open the **Propose Class of Action** page in the EST using one of the following actions:
  - Click the link provided in the email notification.



All invitations for participating and cooperating agencies for ETDM Project #12657 have received a response or have expired. FDOT District 1 can now prepare a [Class of Action](#).

ETDM #: 12657  
PROJECT NAME: PCI Testing--Issue 6  
FINANCIAL #: Not assigned at this time  
FEDERAL INVOLVEMENT: Federal Funding  
ACE PROJECT: N  
ALTERNATIVE: 1  
MODES: Not Assigned.  
SIS: N  
DISTRICT: 3  
COUNTY: Leon  
PLANNING ORGANIZATION: FDOT District 1  
SCREEN: Programming Screen  
REVIEW START: Sunday, 10/21/2012  
REVIEW END: Sunday, 10/21/2012  
ETDM COORDINATOR: tester tester  
(999) 999-9999  
[test-FD1-tester\\_fecp-ou3943@devnull fla-etat.org](mailto:test-FD1-tester_fecp-ou3943@devnull fla-etat.org)  
PROJECT MANAGER: None assigned at this time  
LEAD AGENCY: FHWA (proposed)  
CLASS OF ACTION (COA): Not determined at this time

- In the **Tools** menu, go to **Project Diary**, and then click **Propose Class of Action**.

| Tools                    |  |
|--------------------------|--|
| Project Diary >          | Create New Project                         |
| Review Project >         | Project Description                        |
| Community Coordination > | Alternative Description                    |
| Coordinate ETAT >        | Preliminary Environmental Discussion (PED) |
| Performance Management > | Edit Project on Map                        |
| Agency Invoices >        | Extract Project from State Highway System  |
| Project Dashboard >      | Segment Description                        |
|                          | Project Phase (Planning, etc.)             |
|                          | Project Status (Editing, etc.)             |
|                          | Attach Documents                           |
|                          | Edit Project on Map                        |
|                          | Project Manager Information                |
|                          | Agency Roles in PD&E                       |
|                          | Recommendations and Responses              |
|                          | Permits                                    |
|                          | Technical Studies                          |
|                          | <b>Propose Class of Action</b>             |
|                          | Project Schedule                           |

The **Propose Class of Action Determination** page opens, displaying the **Define the Class of Action** form.

2. Under **Define the Class of Action**, click the **Class of Action** button to make your selection and, if required, select **Other Actions** by clicking the appropriate check box(es) .

**Tip!** To change a Lead Agency, click the **Change Lead Agency** link.

3. Click **Save Class of Action**.

### Define the Class of Action

| Class of Action  | Other Actions   |
|--|---|
| <input type="radio"/> Environmental Assessment<br><input checked="" type="radio"/> <b>Environmental Impact Statement</b><br><input type="radio"/> Categorical Exclusion<br><input type="radio"/> State Environmental Impact Report<br><input type="radio"/> Reevaluation | <input type="checkbox"/> Section 4(f) Evaluation<br><input type="checkbox"/> Section 106 Consultation<br><input type="checkbox"/> Endangered Species Assessment   |
| Lead Agency  | Participating/Cooperating Agencies  |
| Federal Highway Administration<br><a href="#">Change Lead Agency</a>   | <b>Cooperating Agencies</b><br>FL Department of Agriculture and Consumer Services (Accepted)<br><br><b>Participating Agencies</b><br>No agencies were invited to serve as participating agencies for this project.<br><br>All invitations to agencies are complete. You may submit a Class of Action. |

---

### Save the Class of Action

User Identity Chris T. Sands @ FDOT District 3

**Save Class of Action**

The **Review Class of Action** page opens, displaying the selected COA.

- In the **Review Class of Action** page, click the **Accepted** or **Not Accepted** option button. If you select **Not Accepted**, you must type your reason for not accepting the COA in the **Comments** text box.
- Under **Sign and Submit**, type your **Password**, and then click **Submit**.

### Class of Action Determination

| Class of Action                | Other Actions | Lead Agency                    | Participating / Cooperating Agencies  |
|--------------------------------|---------------|--------------------------------|---|
| Environmental Impact Statement | None          | Federal Highway Administration | <b>Cooperating Agencies</b><br>FL Department of Agriculture and Consumer Services (Accepted)<br><br><b>Participating Agencies</b><br>No agencies were invited to serve as participating agencies for this project.<br><br>All invitations to agencies are complete. You may submit a Class of Action. |

---

### Accept the Class of Action Determination

☒ **Accepted**
☐ **Not Accepted** (Provide Explanation Below)

**Comments**

*A comment must be provided if the Class of Action is Not Accepted.*

FDOT District 1 signs this class of action and submits it to Federal Highway Administration for its consideration and approval.

---

### Sign and Submit

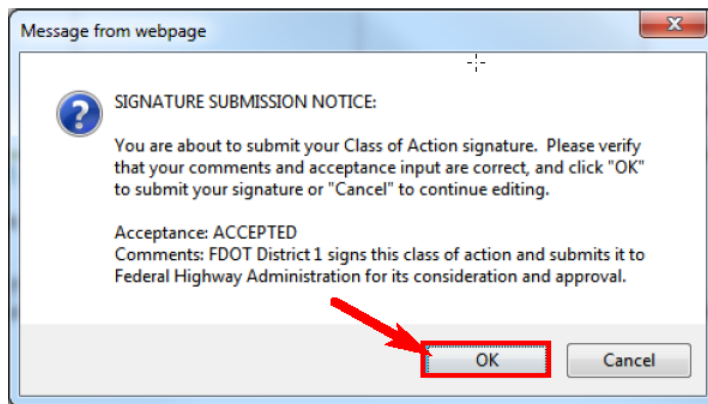
By entering your password you accept the Class of Action on behalf of FDOT District 3.

User Identity Chris T. Sands @ FDOT District 3

Password: [password field]

**Submit**

- A **Signature Submission Notice** appears. Verify your comments and acceptance are correct and then click **OK**.



**Notes:**

- After submitting the COA determination, the Lead Agency receives an email notification stating the COA is ready for their review.
- The COA can be modified as needed. All modifications after the Lead Agency signature require concurrence from the Lead Agency, and the signatures on the previous determination are erased.

### 3.1.4.17 *Project Schedule Tool (New 07/31/2009)*

The **Project Schedule Tool** function in the Environmental Screening Tool (EST) **Tools** menu enables ETDM Coordinators and Project Managers to update events related to Project Development & Environment (PD&E) milestones and view previously recorded events for projects with assigned Class of Actions (COAs).

Updating a Project Schedule:

1. To update a project schedule, you must first select a project that has been assigned a COA. You can use the default project that appears in the **Active project** field in the **Project Navigation Bar** or you can click the **Advanced Project Search** link to select another project.

**Tip!** To search for projects with all or specific COAs, click the **Advanced Project Search** link in the **Project Navigation Bar**. In the **ETDM Filter** field, select **Class of Action**, and then select a variable from the **Class of Action Type** field.

**Project Selection Wizard**

*You may further narrow your selection down by modifying the search criteria below. Click "Next" when finished*

**Selected Region:** District 3 [Change](#)

**Project Name:**

**Planning Organization:**

**ETDM Status:**

**ETDM Phase:**

**ETDM Filter:**

**Class of Action Type:**

NOTE  
**'All'** refers to projects that have a COA assigned and published.  
**'None Available'** refers to projects that have completed a programming summary report but do not have a COA assigned.  
**'Draft Available - Not Complete'** refers to projects that have a COA as signatures or has not been published.  
 Other options refer to projects that have a specific COA type assigned a

- All-
- All-
- None Available
- Draft Available - Not Complete
- Categorical Exclusion
- Environmental Assessment
- Environmental Impact Statement
- Reevaluation
- State Invironmental Impact Report

**Note:** See the Navigation chapter of the EST Handbook for information on using the **Project Navigation Bar**.

- On the **Tools** menu, point to **Project Diary**, and then click **Project Schedule**.

**Tools**

- Project Diary >
  - Create New Project
  - Project Description
  - Alternative Description
  - Preliminary Environmental Discussion (PED)
  - Edit Project on Map
  - Extract Project from State Highway System
  - Segment Description
  - Project Phase (Planning, etc.)
  - Project Status (Editing, etc.)
  - Attach Documents
  - Edit Project on Map
  - Project Manager Information
  - Agency Roles in PD&E
  - Recommendations and Responses
  - Permits
  - Technical Studies
  - Propose Class of Action
  - Project Schedule

**Reports**

The **Project Schedule Tool** window opens as a tabbed page and displays a project header, page toolbar, and a **Class of Action**.

Project Schedule Tool

Project Schedule Tool

#7883 US 41 /SR 54 Interchange

District: District 7 Phase: Programming Screen Contact Information: Stephanie Pierce 8139756445 [Stephanie.Pierce@dot.state.fl.us](mailto:Stephanie.Pierce@dot.state.fl.us)

Class of Action: Type 2 Categorical Exclusion

| Event                                       | Scheduled Date | Actual Date | Related Document                 |
|---|----------------|-------------|----------------------------------|
| Planning Screen Notification                |                | 03/29/2006  |                                  |
| Planning Screen Summary Report Published    |                | 07/20/2006  | <a href="#">View Live Report</a> |
| Advance Notification                        |                | 06/12/2012  | <a href="#">View Live Report</a> |
| Programming Screen Summary Report Published |                | 12/07/2012  | <a href="#">View Live Report</a> |
| Class of Action Determination               |                | 01/10/2013  | <a href="#">View Live Report</a> |

**Tip!** Click on the toolbar icons to:



Send feedback about the current page.



Access online **Help**.



Bookmark the page.



Add the page to your **My ETDM** preferences.

The **Class of Action: Type** section is composed of the following columns:

- **Event**
- **Scheduled Date**
- **Actual Date**
- **Related Document**

The EST displays pre-populated dates in the **Actual Date** column for the following events listed in the **Event** column:

- **Planning Screen Notification**
- **Planning Screen Summary Report Published**
- **Advance Notification**
- **Programming Screen Summary Report**
- **Class of Action Determination**

**Note:** These dates are automatically recorded when the events occur in the EST and cannot be edited in the **Class of Action: Type** section.

**Tip!** To view a brief description of an event, place your mouse pointer on an underscored event listed in the **Event** column, as shown in the next illustration. A callout box appears with the event description.

| Event  |
|--|
| <u>Planning Screen Notification</u>                |
| <u>Planning Screen Summary Report Published</u>    |
| <u>Advance Notification</u>                        |
| <u>Programming Screen Summary Report Published</u> |
| <u>Class of Action Determination</u>               |

- To view the report details of an event, click the corresponding **View Live Report** button in the **Related Document** column.

| Class of Action: Type 2 Categorical Exclusion      |                |             |                                  |
|--|----------------|-------------|----------------------------------|
| Event  | Scheduled Date | Actual Date | Related Document                 |
| <u>Planning Screen Notification</u>                |                | 03/29/2006  |                                  |
| <u>Planning Screen Summary Report Published</u>    |                | 07/20/2006  | <a href="#">View Live Report</a> |
| <u>Advance Notification</u>                        |                | 06/12/2012  | <a href="#">View Live Report</a> |
| <u>Programming Screen Summary Report Published</u> |                | 12/07/2012  | <a href="#">View Live Report</a> |
| <u>Class of Action Determination</u>               |                | 01/10/2013  | <a href="#">View Live Report</a> |

The **Summary Report** screen opens for the selected document.


The remaining events listed in the **Event** column in the **Class of Action: Type** section can be updated. The events will depend on the Class of Action type for the selected project. The EST displays a different list of PD&E events for each Class of Action type.


The following PD&E events are commonly listed in the **Event** column of the **Class of Action: Type** section in the **Update Project Schedule** window:

- **Date Initiated**
- **Estimated Number of Months to Complete PD&E**
- **Public Hearing**
- **Location Design Concept Acceptance (LDCA)**
- **Re-evaluation Complete**
- **100% Permit Issuance**

To demonstrate the process for navigating the **Update Project Schedule** window, only the PD&E events that are commonly listed in the **Class of Action: Type** section are illustrated below.



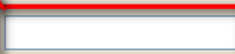
**Note:** The update process is the same for the specific events that are only associated with a project's COA type.

4. For the **Date Initiated** event, click the drop-down  arrow in the **Date Initiated** field, and then select the action that started the PD&E phase. To continue the update process, follow Steps 10 through 12.

|                       |   |
|-----------------------|---|
| <b>Date Initiated</b> | PD Kick Off Meeting  |
|                       | Notice To Proceed   |
|                       | PD Kick Off Meeting   |
|                       | Project Initiation Notification   |

5. For **Estimated Number of Months to Complete PD&E**, type or edit the number of estimated months in the **Actual Date** column. To continue the update process, follow Steps 10 through 12.


**Note:** You must enter whole numbers when typing the number of estimated months.

| Event                                       | Actual Date   |
|---|---|
| Planning Screen Notification                |   |
| Planning Screen Summary Report Published    |   |
| Advance Notification                        | 04/30/2004  |
| Programming Screen Summary Report Published | 10/07/2004  |
| Class of Action Determination               | 08/26/2008  |
| Date Initiated                              | Notice To Proceed  |
|   |                    |
| Estimated Number of Months to Complete PD&E |                   |

For **Public Hearing**, type or edit the date the required public hearing was held prior to the LDCA in the **Actual Date** column.


|                       |   |
|-----------------------|---|
| <b>Public Hearing</b> | 12/03/2005<br> |
|-----------------------|---|

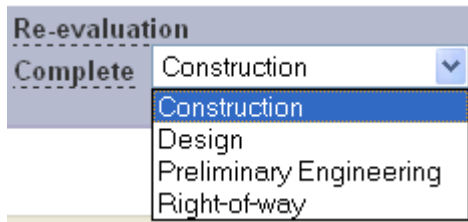
**Tip!** To add another public hearing event, click the **Add** button located in the **Public Hearing** row.

|                       |   |   |   |
|-----------------------|---|---|---|
| <b>Public Hearing</b> | 03/05/2009<br> | <input type="button" value="View Attachment"/><br><input type="button" value="Add Attachment"/><br><input type="button" value="Select Attachment"/> | <input type="button" value="Save"/><br><input type="button" value="Add"/> |
|-----------------------|---|---|---|

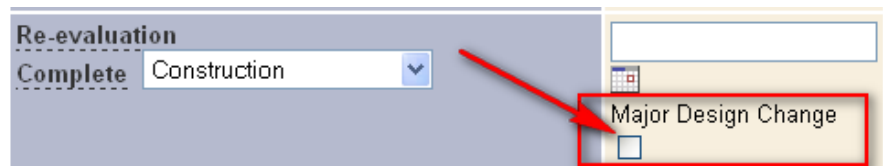
6. For **Location Design Concept Acceptance (LDCA)**, type the date the LDCA was granted by the lead agency in the **Actual Date** column. To continue the process, follow Steps 10 through 12.



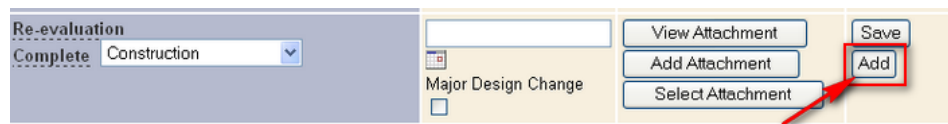
7. For **Re-evaluation Complete**, click the drop-down  arrow in the **Re-evaluation Complete** field and then select the type of re-evaluation that was completed.



- Do the following:
  - To indicate if a significant design change is needed, click the **Major Design Change** checkbox located beneath the date field in the **Actual Date** column.



- To add another **Re-evaluation Complete** field, click the **Add** button located in the **Re-evaluation Complete** row.




- To continue the update process, follow Steps 10 through 12.

8. For **100% Permit Issuance**, enter the date the permit was issued in the **Actual Date** field. To continue the update process, follow Steps 10 through 12.

9. In the **Actual Date** column, type the date for the selected **Event**.



**Tip!** When typing dates, use the **mm/dd/yyyy** format. You can also click the calendar icon  and select the dates.

**Note:** If you add or change data in any of the **Actual Date** column fields, you must enter a reason for your change in the **Comments** field located at the bottom of the **Class of Action: Type** section. You will not be able to save your information until you type a reason in the **Comments** field.

10. In the **Comments** field, enter your reason for adding or changing the data in the **Actual Date** column.

11. To save your information, do one of the following:

- Click the **Save** button located on the same row as the selected **Event**.

The screenshot shows a form with a 'Date Initiated' field, a 'Notice To Proceed' dropdown, and buttons for 'View Attachment', 'Add Attachment', and 'Save'. The 'Save' button is highlighted with a red box, and a red arrow points to it from the right.

- Click the **Save All** button located at the bottom of the **Class of Action: Type** section beside the **Comments** field.

The screenshot shows a 'Comments (required)' text area and a 'Save All' button. The 'Save All' button is highlighted with a red box, and a red arrow points to it from the right.

- 12.** To view or add documents associated with an event in the **Event** column, click the following buttons in the **Related Documents** column:

**Note:** You must click **Save** before you can view or add related documents.

- To view an attachment, click **View Attachment**. If there are any attachments, the **View Attachment** window opens as a tabbed page. If no attachments are available, a message will appear stating there are no documents found for the selected event.
- To add an attachment not currently stored in EST, click **Add Attachment**. The **Attach Documents** window opens as a tabbed page.
- To select an attachment already stored in EST, click **Select Attachment**. The **Select Project Attachment** window opens as a tabbed page.

The information in the **Update Project Schedule** window appears in the **Project Schedule Report** function in the **EST Reports** menu.

### 3.1.4.18 Publish Project Updates During PD&E (New 06/30/2015)

This tool lists all changes to information for projects that have entered the Project Development and Environment (PD&E) phase. If significant changes have been made to the project's purpose and need, the updated information will be displayed on the screen along with comments justifying the reason for the change. Approved changes will be recorded outside of the EST in the project's environmental document. Comments entered in the Publication Notes section will appear on the EST's Milestone Report.

- Select a project that is currently in the **PD&E phase** by going to the **project navigation bar** located at the top of the EST window, click the **Active project** arrow, and then make your selection by clicking on the project name and ETDM number.

The screenshot shows the project navigation bar with a dropdown menu for 'Active project' showing '02024 Normandy Blvd'. Other options like 'Map It' and 'Search' are visible.

**Tip!** You can change the list of **Active projects** using the search tools on the project navigation bar. For more information on how to use the project navigation bar search tools (e.g., selecting projects using **Site Search** and **Advanced Search** functions), refer to the Navigation chapter in the EST User Handbook.

- On the **Tools** menu, point to **Project Diary**, and then click **Project Updates During PD&E**.

| Tools                          |  |
|--------------------------------|--|
| Project Diary >                | Create New Project                         |
| Advance Notification Package > | Project Description                        |
| Review Project >               | Alternative Description                    |
| Community Coordination >       | Preliminary Environmental Discussion (PED) |
| Coordinate ETAT >              | Edit Project on Map                        |
| Performance Management >       | Segment Description                        |
| Agency Invoices >              | Project Phase (Planning, etc.)             |
| Project Dashboard >            | Project Status (Editing, etc.)             |
|                                | Attach Documents                           |
|                                | Project Manager Information                |
|                                | Agency Roles in PD&E                       |
|                                | Recommendations and Responses              |
|                                | Permits                                    |
|                                | Technical Studies                          |
|                                | Propose Class of Action                    |
|                                | Project Schedule                           |
|                                | <b>Project Updates During PD&amp;E</b>     |

The **Publish Project Updates During PD&E** page displays a history of edits to the project information along with any substantial changes to the purpose and need.

### Publish Project Updates During PD&E

**#8002 I-75 from South of US 301 to North of Fletcher Avenue**

District: District 7    Phase: Project Development    Contact Information: Manuel Santos    [test-FD7-Manuel.Santos-ou5987@devnull.fl-etat.org](mailto:test-FD7-Manuel.Santos-ou5987@devnull.fl-etat.org)

#### Project Updates History

The following items have been updated since last publication on 03/29/2007:

| Date Modified | Modified By   | Message                                 | Link                        |
|---------------|---|---|-----------------------------|
| 08/20/2008    | Information not available.  | A project attachment was modified.      | <a href="#">view report</a> |
| 07/19/2011    | Scott Sanders (on behalf of FL Fish and Wildlife Conservation Commission) | A purpose and need review was modified. | <a href="#">view report</a> |

#### Purpose and Need Statement Updates Details

| Date Modified | Modified By                              | Substantial Changes | Justification   |
|---------------|--|---------------------|---|
| 06/15/2015    | Ava Smith (on behalf of FDOT District 7) | Yes                 | Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. |

#### Publication Notes

**B**   *I*   U

**User Identity:** Ava Smith @ FDOT District 7

**Tip!** Click the toolbar icon at the top of the window to:



Send feedback about the current page.



Access online **Help**.



Bookmark the page.



Add the page to your **My ETDM** preferences.

**3.** Click the **view report** link to view a report.

### Publish Project Updates During PD&E

**#8002 I-75 from South of US 301 to North of Fletcher Avenue**

District: District 7    Phase: Project Development    Contact Information: Manuel Santos    [test-FD7-Manuel.Santos-ou5987@devnull.fl-stat.org](mailto:test-FD7-Manuel.Santos-ou5987@devnull.fl-stat.org)

#### Project Updates History

The following items have been updated since last publication on 03/29/2007:

| Date Modified | Modified By   | Message                                 | Link                        |
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#### Purpose and Need Statement Updates Details

| Date Modified | Modified By                              | Substantial Changes | Justification   |
|---------------|--|---------------------|---|
| 06/15/2015    | Ava Smith (on behalf of FDOT District 7) | Yes                 | Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. |

#### Publication Notes

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User Identity: Ava Smith @ FDOT District 7

**4.** Enter any additional comments by typing into the **Publication Notes** text box.

**5.** Click **Publish**.

| Purpose and Need Statement Updates Details |  |                     |  |
|--|--|---------------------|--|
| Date Modified                              | Modified By                              | Substantial Changes | Justification  |
| 06/15/2015                                 | Ava Smith (on behalf of FDOT District 7) | Yes                 | Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. |

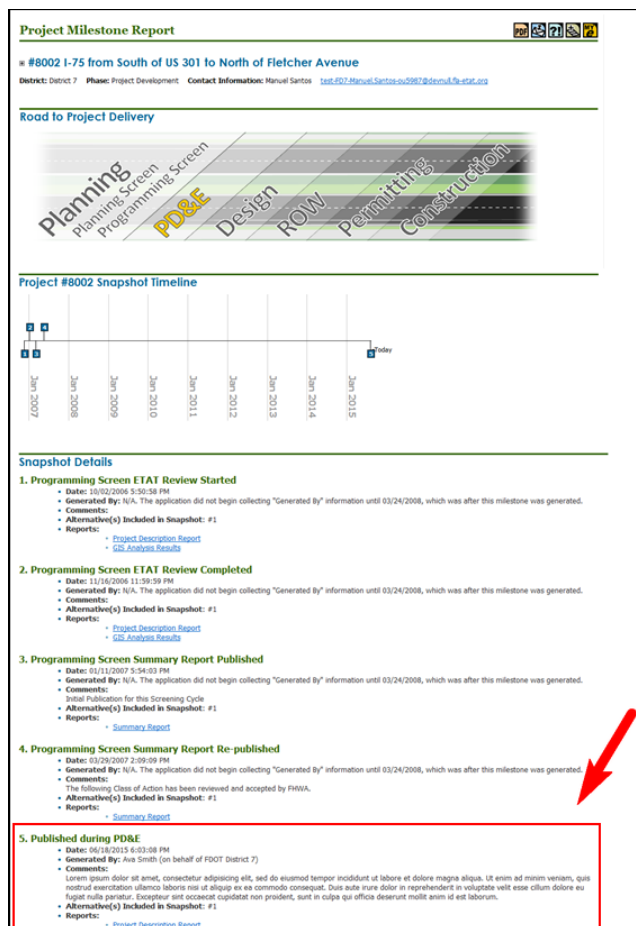
**Publication Notes**

**B I U** [List Icon] [Text Icon]

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**User Identity:** Ava Smith @ FDOT District 7

Comments will be displayed in the EST's **Milestone Report**.



### 3.1.5 Advance Notification Package (Updated 05/18/2015)

#### 3.1.5.1 Edit Advance Notification Package (Updated 12/14/2014)

The Advance Notification (AN) is initiated by the Florida Department of Transportation (FDOT) through the Environmental Screening Tool (EST) as part of the Efficient Transportation Decision Making (ETDM) process.

The AN package can be prepared offline and then added into the EST, or completed through the EST. The AN package consists of a cover letter, transmittal list, Application for Federal Assistance (if a project is receiving federal funds), location maps, a fact sheet, and any anticipated permits and technical studies.

**Note:** For details on compiling an AN package and the AN process, go to the FDOT Environmental Management Office website at <http://www.dot.state.fl.us/emo/pubs/pdeman/pdeman1.shtm>

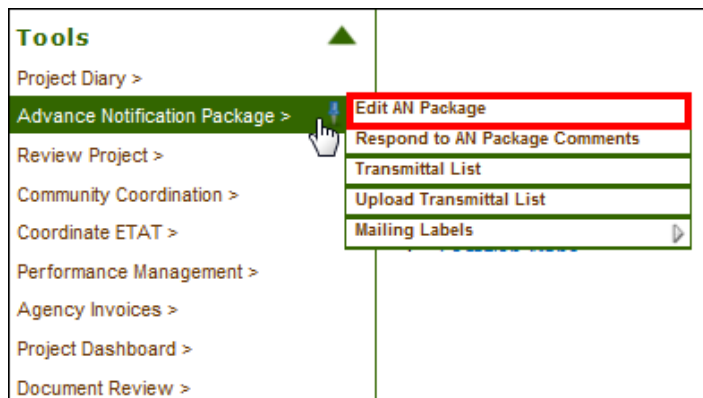
##### 3.1.5.1.1 Accessing the Edit AN Package Screen

6. On the **project navigation bar** located at the top of the EST window, click the **Active project** arrow and then make your selection by clicking on the project name and ETDM number.

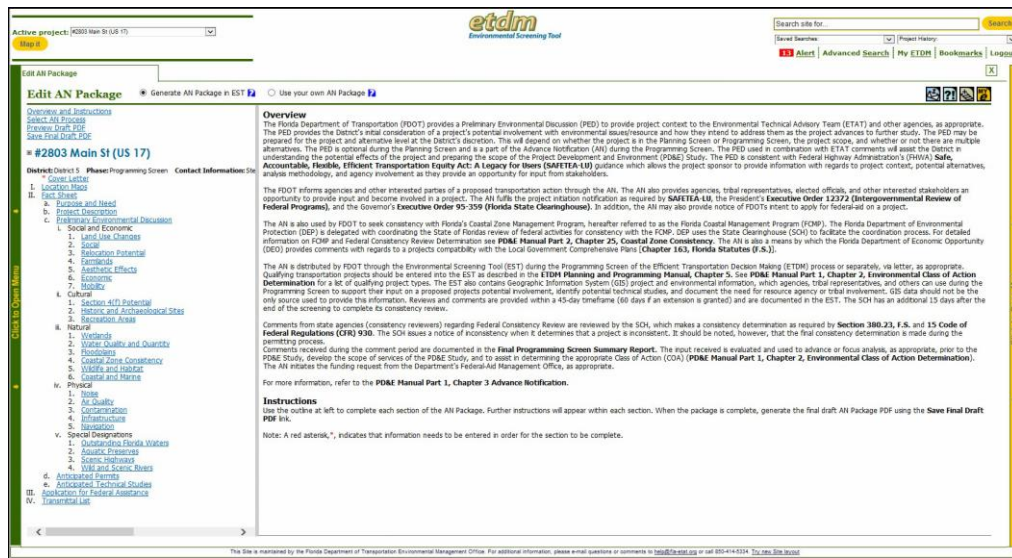


**Tip!** You can change the list of **Active projects** using the search tools on the project navigation bar. For more information on how to use the project navigation bar search tools (e.g., selecting projects using **Site Search** and **Advanced Search** functions), refer to the Navigation chapter in the EST User Handbook.

7. On the **Tools** menu, point to **Advance Notification Package**, and then click **Edit AN Package**.



The **Edit AN Package** page opens and displays an **Overview** of the AN process along with a panel on the left side of the screen showing the order of the items that need to be included in the package.



**Tip!** Click the toolbar icon on the **Edit AN Package** window to:



Send feedback about the current page.



Access online **Help**.



Bookmark the page.



Add the page to your **My ETDM** preferences.

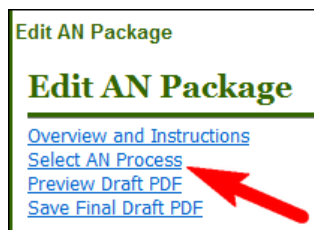
### 3.1.5.1.2 Selecting How the AN Package Will Be Distributed

There are two ways the AN package can be distributed:

- Along with the Programming Screen notification
- Separately from the Programming Screen (e.g., AN review to occur after the Programming Screen)

To choose a distribution option, do the following:

1. On the outline panel, click **Select AN Process**.



2. The **Update AN Process** form appears on the screen's main view.



3. Do one of the following:
  - Leave the current selection (in which case no action is required at this point).
  - Change the selection by clicking the button next to the desired option. Go to the next step of these instructions.
4. If you change the option, click **Update AN Process**.

### 3.1.5.1.3 Choosing the Method for Assembling the AN Package

The EST provides you the option of uploading a PDF version of an AN package that has been created outside of the EST or using the system-generated AN package using the outline shown on the screen. At the top of the **Edit AN Package** screen are two option buttons for making your selection.

**Tip!** Click the question mark icon, , for additional guidance.

- [Generate AN Package in the EST](#) – Select this option if you want to use the system-generated package in the EST. This option allows you to follow an outline of the required AN package sections, with links to open the pages for the relevant forms.
- [Upload AN Package](#) – Select this option if you want to create an AN package outside of the EST and upload it for distribution.

#### 3.1.5.1.3.1 Using an AN Package That Has Been Created Offline

The **Edit AN Package** feature in the EST enables ETDM Coordinators to use an AN package that has been created outside of the EST.

1. On the **Edit AN Package** screen, click the **Use your own AN Package** option.



Edit AN Package

**Edit AN Package** ☐ Generate AN Package in EST [?](#) ☒ Use your own AN Package [?](#)

2. Click **Browse**, and then navigate to the relevant file on your desktop.



Edit AN Package

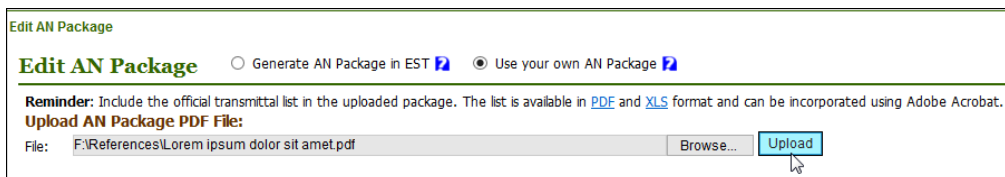
**Edit AN Package** ☐ Generate AN Package in EST [?](#) ☒ Use your own AN Package [?](#)

**Reminder:** Include the official transmittal list in the uploaded package. The list is available in [PDF](#) and [XLS](#) format and can be incorporated using Adobe Acrobat.

**Upload AN Package PDF File:**

File:

3. Click **Upload**.



Edit AN Package

**Edit AN Package** ☐ Generate AN Package in EST [?](#) ☒ Use your own AN Package [?](#)

**Reminder:** Include the official transmittal list in the uploaded package. The list is available in [PDF](#) and [XLS](#) format and can be incorporated using Adobe Acrobat.

**Upload AN Package PDF File:**

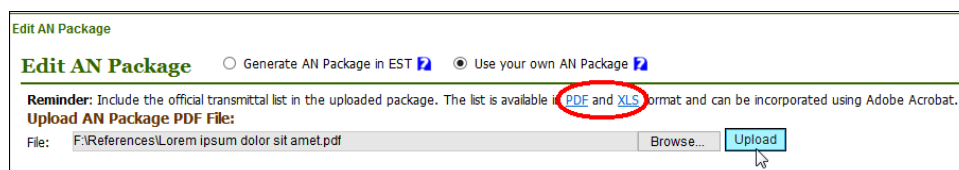
File:

The screen displays a confirmation and a PDF of the AN package.

**Note:** Be sure to include the official EST-generated transmittal list with the uploaded AN package. The list is available for download in **PDF** and **XLS** (Excel) format.

4. To download the EST-generated transmittal list, do one of the following:

- Click on either the **PDF** or **XLS** link in the **Reminder** message shown on the page.



Edit AN Package

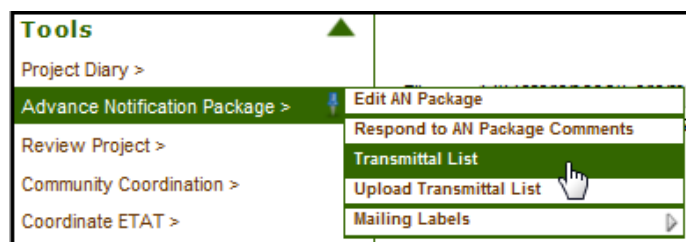
**Edit AN Package** ☐ Generate AN Package in EST [?](#) ☒ Use your own AN Package [?](#)

**Reminder:** Include the official transmittal list in the uploaded package. The list is available in [PDF](#) and [XLS](#) format and can be incorporated using Adobe Acrobat.

**Upload AN Package PDF File:**

File:

- On the **Tools** menu, point to **Advance Notification Package**, and then click **Transmittal List**.



**Tools**

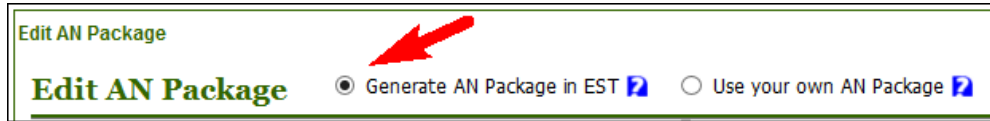
- Project Diary >
- Advance Notification Package >**
  - Edit AN Package
  - Respond to AN Package Comments
  - Transmittal List**
  - Upload Transmittal List
  - Mailing Labels
- Review Project >
- Community Coordination >
- Coordinate ETAT >

**Note:** If you change the AN package option from Use your own AN Package to Generate AN Package in EST, the package created outside the EST will be deleted.

### 3.1.5.1.3.2 Generating an AN Package in the EST

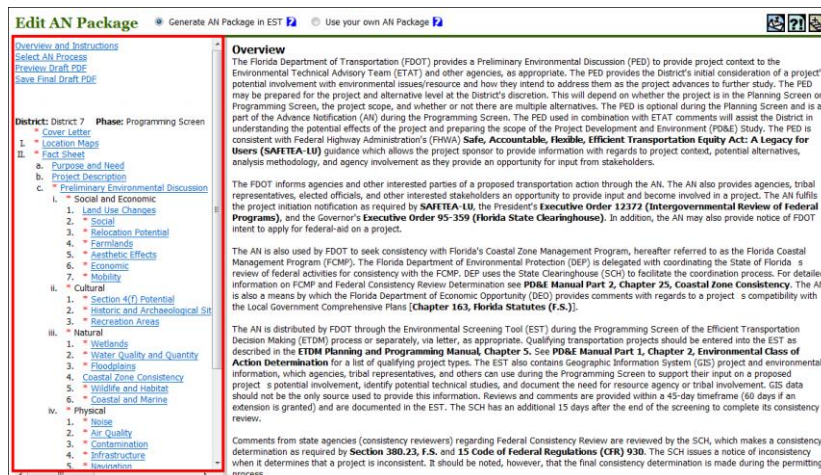
The AN package that is generated in the EST provides a step-by-step process for assembling the required AN package documentation. The instructions in this section show the steps for generating an AN package within the EST.

The **Generate AN Package in EST** option is automatically selected by default.



The components of the AN package are listed as an outline in the left window pane.

**Tip!** A red asterisk, \*, indicates information that needs to be completed before the AN package can be generated.

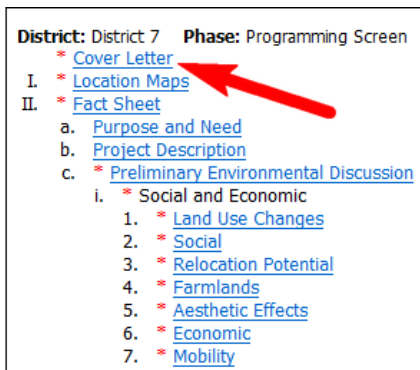


### 3.1.5.1.4 Cover Letter

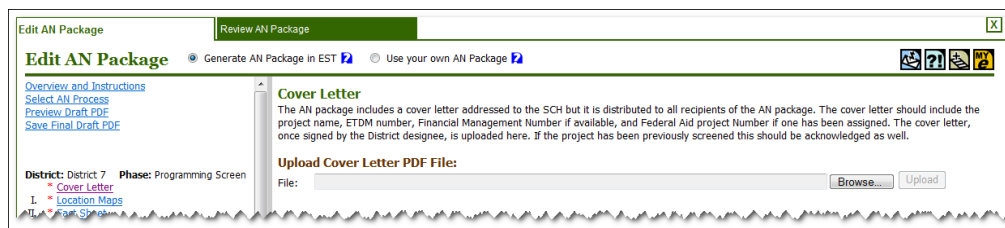
The AN package includes a cover letter addressed to Florida State Clearinghouse, but distributed to all recipients of the AN package. The cover letter should include the project name, ETDM number, Financial Management Number if available, and Federal Aid project number if one has been assigned. If the project has been previously screened this should be acknowledged as well.

**Note:** Before uploading the cover letter, be sure it is in PDF format.

1. On the outline panel, click the **Cover Letter** link.

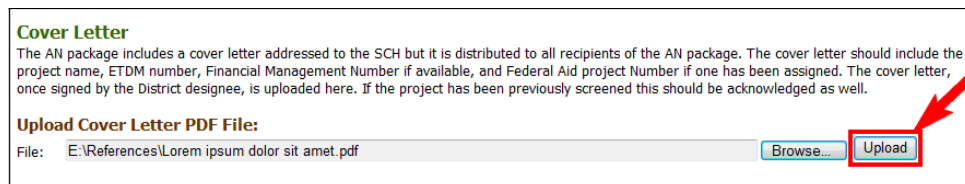


The **Cover Letter** pane displays a **Browse** button and **File** path field.



2. On the **File** field, click **Browse**, and then navigate to the relevant file.

3. After the file path appears, click **Upload**.



The screen displays the uploaded cover letter.

**Tip!** You will see an **X** positioned beside the uploaded letter on the **Cover Letter** screen. Clicking the **X** will delete the letter that is displayed.

After the cover letter has been uploaded, the red asterisk, \*, beside the cover letter link disappears, confirming that this step is completed.

Click the X to delete the current letter.

**Edit AN Package** Review AN Package

**Edit AN Package** Generate AN Package in EST Use your own AN Package

[Overview and Instructions](#)  
[Select AN Process](#)  
[Preview Draft PDF](#)  
[Save Final Draft PDF](#)

**District:** District 7 **Phase:** Programming Screen

**Cover Letter**

The AN package includes a cover letter addressed to the SCH but it is distributed to all recipients of the AN package. The cover letter should include the project name, ETDM number, Financial Management Number if available, and Federal Aid project number if one has been assigned. The cover letter, once signed by the District designee, is uploaded here. If the project has been previously screened this should be acknowledged as well.

**Upload Cover Letter PDF File:**

File:

Successfully saved Cover Letter  
 Uploaded Cover Letter PDF (depending on your PDF viewer settings, this may open in a new window):

(DATE)

Florida State Clearinghouse  
 Department of Environmental Protection  
 3900 Commonwealth Boulevard  
 Mail Station 47  
 Tallahassee, Florida 32399-3000

Dear Mr./Ms.:

SUBJECT: Advance Notification  
 Project Name  
 ETDM Number  
 Federal Aid Project Number X-XXXXX-X  
 Financial Project Number XXXXXXXXXX  
 County, Florida

We are sending this Advance Notification (AN) Package to your office for distribution to State agencies that conduct Federal consistency reviews (consistency reviewers) in accordance with the Coastal Zone Management Act and Presidential Executive Order

After clicking the **Upload** button, the cover letter appears along with a confirmation message.

**Tip!** You can replace a cover letter that has previously been uploaded to the AN package by repeating the steps listed in this section.

### 3.1.5.1.5 Location Maps

The AN package contains a project location map and may also include a project aerial map. These maps (and others if needed) can be uploaded to or generated by the EST. They should include the state road number (if applicable), the project's common name, city and/or county of location, project boundary/limits, and any alternatives. The maps are combined with the rest of the information and distributed as a part of the AN package.

**Note:** Location maps and GIS analyses are generated before the AN package is generated.

On the outline panel, click the **Location Maps** link.

**Edit AN Package** Review AN Package

**Edit AN Package** Generate AN Package in EST

[Overview and Instructions](#)  
[Select AN Process](#)  
[Preview Draft PDF](#)  
[Save Final Draft PDF](#)

**#9511 US 41, from 19th Ave NE to Gibsc**

**District:** District 7 **Phase:** Programming Screen **Contact Informa**

**Cover Letter**

I. **\* Location Maps**  
 II. **\* Fact Sheet**  
 a. **Purpose and Need**  
 b. **Project Description**

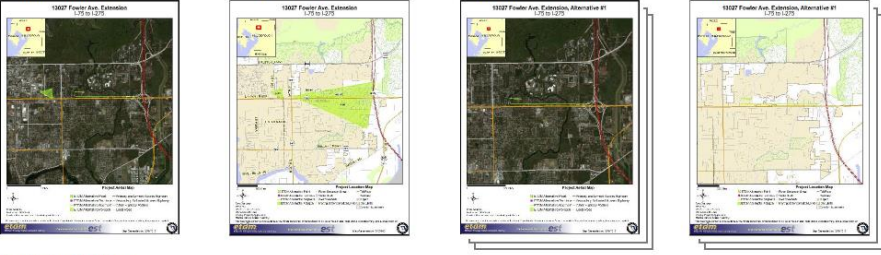
The **Location Maps** pane displays the system-generated maps and a **User Uploaded Maps** form for adding maps that were generated outside of the EST. The next illustration displays the view when system-generated maps are available.

**Location Maps**  
The AN package contains a project location map and may also include a project aerial map. These maps (and others if needed) can be uploaded here or generated by the EST. They should include the state road number (if applicable), the project's common name, City and/or County of location, project boundary/limits and any alternatives.

Check the box to add to the AN Package

**System Generated Maps**  
The application has detected that there is currently a request for hardcopy maps to be generated for this project. *All hardcopy map requests are processed nightly, and hardcopy maps for this project should be regenerated by tomorrow.*

☐ Project Aerial Map    ☐ Project Base Map    ☐ Alternatives Aerial Map    ☐ Alternatives Base Map



**User Uploaded Maps**  
Upload a Location Map JPG or PDF file:  
Name:   
File:

The next illustration shows the screen when no maps have been generated in the EST for the selected project. A red asterisk, \*, and a re-generate hardcopy maps link displays under the **System Generated Maps** subheading.

**Edit AN Package**    ☒ Generate AN Package in EST    ☐ Use your own AN Package

**Location Maps**  
The AN package contains a project location map and may also include a project aerial map. These maps (and others if needed) can be uploaded here or generated by the EST. They should include the state road number (if applicable), the project's common name, City and/or County of location, project boundary/limits and any alternatives.

Check the box to add to the AN Package

**System Generated Maps**  
\*One or more Project/Alternative Level Aerial/Base map is available, please click following link to generate those maps.  
[re-generate hardcopy maps](#)

**User Uploaded Maps**  
Upload a Location Map JPG or PDF file:  
Name:   
File:

The following sections describe the navigation steps for performing the actions listed below:

- [Include system-generated maps in the AN package](#)
- [Re-generate hardcopy maps](#)
- [Upload maps generated outside the EST](#)

#### 3.1.5.1.5.1 Including system-generated maps in the AN package

To include system-generated maps in the AN package, click the check box beside each map you want to include in the AN package.




**Location Maps**  
The AN package contains a project location map and may also include a project aerial map. These maps (and others if needed) can be uploaded here or generated by the EST. They should include the state road number (if applicable), the project's common name, City and/or County of location, project boundary/limits and any alternatives.

Check the box to add to the AN Package

**System Generated Maps**  
The application has detected that there is currently a request for hardcopy maps to be generated for this project. **All hardcopy map requests are processed nightly, and hardcopy maps for this project should be regenerated by tomorrow.**

☒ Project Aerial Map    ☒ Project Base Map    ☒ Alternatives Aerial Map



**Tip!** To deselect a map from inclusion in the AN package, click the marked box to clear it.

### 3.1.5.1.5.2 Re-generating hardcopy maps

If no map icons appear under the **System Generated Maps** heading, you can generate them and then add them to the AN package by clicking the **re-generate hardcopy maps** link.

**Location Maps**  
The AN package contains a project location map and may also include a project aerial map. These maps (and others if needed) can be uploaded here or generated by the EST. They should include the state road number (if applicable), the project's common name, City and/or County of location, project boundary/limits and any alternatives.

Check the box to add to the AN Package

**System Generated Maps**  
★One or more Project/Alternative Level Aerial/Base map is available, please click following link to generate those maps.  
[re-generate hardcopy maps](#)

**User Uploaded Maps**  
Upload a Location Map JPG or PDF file:  
Name:   
File:

After clicking the link, your request will be added to a map processing queue.

**Note:** Requests for system-generated hard copy maps are processed within 24 hours. The icons for the generated maps will appear on the screen the following day. Follow the steps listed under the [Including system-generated maps in the AN package](#) section of these instructions.

### 3.1.5.1.5.3 Uploading maps generated outside of the EST

1. Type the name of the map in the **Name** field.
2. Click the **Browse** button and then navigate to the relevant file on your desktop.
3. Click **Upload**.

**User Uploaded Maps**  
Upload a Location Map JPG or PDF file:  
Name:  Figure 4 Land Use Map  
File:  E:\EST\AN Federal Consistency Reviews\2014\Edit AN Package\Documentation\Images\blobViewer.pdf

The uploaded map name and icon will then appear as a PDF or JPG.



**Tip!** To remove a map, click the **X** beside the map icon.

4. Click the check box beside each map you want to include in the AN package.

#### 3.1.5.1.6 Fact Sheet

The fact sheet describes the project, specifies all permits potentially required for a project, and states whether the project will occur in navigable waters. The AN process provides the initial opportunity for agencies to become aware of proposed actions by FDOT, provide comment, and share information with FDOT regarding potential effects associated with the proposed activities. The fact sheet includes the following components:

- **Purpose and Need** – Provides Information that has been coordinated with the District planning office. The status of planning consistency should be included in this section.
- **Project Description** – Includes a summary of project information.
- **Preliminary Environmental Discussion** – This section is prepared by the District and includes the identification of environmental issues/resources, including community features, a description of potential involvement with issues/resources, and a discussion of anticipated technical reports and permits.

**Tip!** For additional details concerning what information should be included in each section of the AN package, go to [http://www.dot.state.fl.us/emo/pubs/pdeman/Pt1Ch3\\_101912-current.pdf](http://www.dot.state.fl.us/emo/pubs/pdeman/Pt1Ch3_101912-current.pdf).

##### 3.1.5.1.6.1 Editing the Purpose and Need and Project Description


1. Click the **Purpose and Need** or **Project Description** link on the Edit AN Package outline.

2. To make changes to the **Purpose and Need** or to the **Project Description**, click the **Edit** button.

- Type your edits in the text box.
- Click the **Save** button to submit your changes and continue editing.
- Click the **Save and Close** button to save your changes and return to the read-only view.

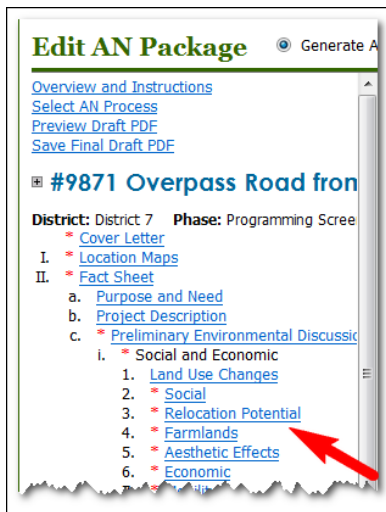
### 3.1.5.1.6.2 Updating analysis types and running a GIS analysis

When you select an issue from the **Edit AN Package** outline, the screen displays the form for entering the Preliminary Environmental Discussion (PED) comments for the selected issue, along with tabs containing information used to support the development of the PED, including **Summary Degree of Effect Information** and the **GIS Analysis Results** for the issue. Analysis types for an issue may have been added or updated since the last time the GIS analysis report was run. The EST notifies you of outdated analysis types and provides you the option of updating the analysis types for the selected issue and for the project as a whole.

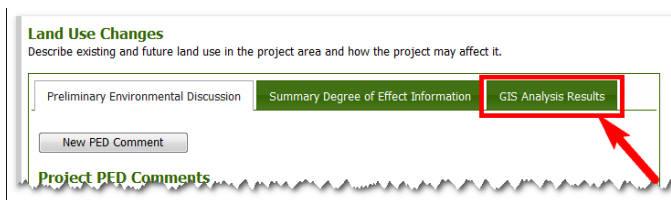
**Tip!** This icon, , will display if analysis types have been added or updated since the GIS analysis report was last run for the selected issue.

You can update analysis types by doing the following:


1. Select an issue from the **Edit AN Package** outline by clicking the issue link.




2. On the issue page (for this illustration, we show the issue Land Use Changes), click the **GIS Analysis Results** tab.



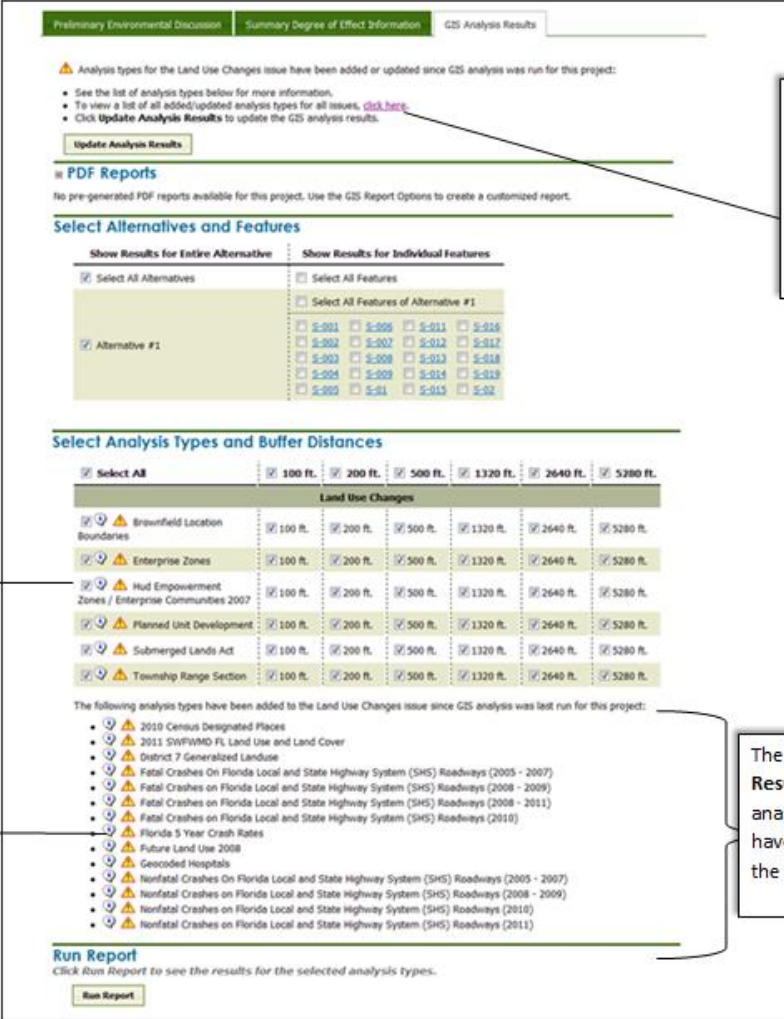
3. On the **GIS Analysis Results** screen, do any of the following:
  - *View a list of analysis types that have been added to the selected issue:* Scroll down the **GIS Analysis Results** screen to view a list of the analysis types that have been updated or added to the selected issues since the GIS Analysis report was last run.
  - *View a list of analysis types that have been added for all issues for the project:* Click the **click here** link to view a list of all added/updated analysis types for all issues for the project.

The table displays the analysis types that have been run. An  icon denotes an analysis type has been updated.

Click the link to view all added/updated analysis types that have been added to all issues for the project.

Click the icon  to display the analysis type metadata.

The GIS Analysis Results screen lists the analysis types that have been added for the selected issue.



Analysis types for the Land Use Changes issue have been added or updated since GIS analysis was run for this project:

- See the list of analysis types below for more information.
- To view a list of all added/updated analysis types for all issues, [click here](#).
- Click **Update Analysis Results** to update the GIS analysis results.

**Update Analysis Results**

**PDF Reports**







No pre-generated PDF reports available for this project. Use the GIS Report Options to create a customized report.

**Select Alternatives and Features**















Show Results for Entire Alternative      Show Results for Individual Features

☒ Select All Alternatives      ☐ Select All Features

☒ Alternative #1      ☐ Select All Features of Alternative #1

|   | <input checked="" type="checkbox"/> 100 ft. | <input checked="" type="checkbox"/> 200 ft. | <input checked="" type="checkbox"/> 500 ft. | <input checked="" type="checkbox"/> 1320 ft. | <input checked="" type="checkbox"/> 2640 ft. | <input checked="" type="checkbox"/> 5280 ft. |
|---|---|---|---|--|--|--|
| <b>Land Use Changes</b>   |   |   |   |  |  |  |
| <input checked="" type="checkbox"/>  Brownfield Location Boundaries                      | <input checked="" type="checkbox"/>         | <input checked="" type="checkbox"/>         | <input checked="" type="checkbox"/>         | <input checked="" type="checkbox"/>          | <input checked="" type="checkbox"/>          | <input checked="" type="checkbox"/>          |
| <input checked="" type="checkbox"/>  Enterprise Zones                                    | <input checked="" type="checkbox"/>         | <input checked="" type="checkbox"/>         | <input checked="" type="checkbox"/>         | <input checked="" type="checkbox"/>          | <input checked="" type="checkbox"/>          | <input checked="" type="checkbox"/>          |
| <input checked="" type="checkbox"/>  Hud Empowerment Zones / Enterprise Communities 2007 | <input checked="" type="checkbox"/>         | <input checked="" type="checkbox"/>         | <input checked="" type="checkbox"/>         | <input checked="" type="checkbox"/>          | <input checked="" type="checkbox"/>          | <input checked="" type="checkbox"/>          |
| <input checked="" type="checkbox"/>  Planned Unit Development                            | <input checked="" type="checkbox"/>         | <input checked="" type="checkbox"/>         | <input checked="" type="checkbox"/>         | <input checked="" type="checkbox"/>          | <input checked="" type="checkbox"/>          | <input checked="" type="checkbox"/>          |
| <input checked="" type="checkbox"/>  Submerged Lands Act                               | <input checked="" type="checkbox"/>         | <input checked="" type="checkbox"/>         | <input checked="" type="checkbox"/>         | <input checked="" type="checkbox"/>          | <input checked="" type="checkbox"/>          | <input checked="" type="checkbox"/>          |
| <input checked="" type="checkbox"/>  Township Range Section                            | <input checked="" type="checkbox"/>         | <input checked="" type="checkbox"/>         | <input checked="" type="checkbox"/>         | <input checked="" type="checkbox"/>          | <input checked="" type="checkbox"/>          | <input checked="" type="checkbox"/>          |

The following analysis types have been added to the Land Use Changes issue since GIS analysis was last run for this project:

-  2010 Census Designated Places
-  2011 SWFWMD FL Land Use and Land Cover
-  District 7 Generalized Landuse
-  Fatal Crashes On Florida Local and State Highway System (SHS) Roadways (2005 - 2007)
-  Fatal Crashes on Florida Local and State Highway System (SHS) Roadways (2008 - 2009)
-  Fatal Crashes on Florida Local and State Highway System (SHS) Roadways (2008 - 2011)
-  Fatal Crashes on Florida Local and State Highway System (SHS) Roadways (2010)
-  Florida 5 Year Crash Rates
-  Future Land Use 2008
-  Geocoded Hospitals
-  Nonfatal Crashes On Florida Local and State Highway System (SHS) Roadways (2005 - 2007)
-  Nonfatal Crashes on Florida Local and State Highway System (SHS) Roadways (2008 - 2009)
-  Nonfatal Crashes on Florida Local and State Highway System (SHS) Roadways (2010)
-  Nonfatal Crashes on Florida Local and State Highway System (SHS) Roadways (2011)

**Run Report**

Click **Run Report** to see the results for the selected analysis types.

**Run Report**

#### 4. Click Update Analysis Results.

**Land Use Changes**

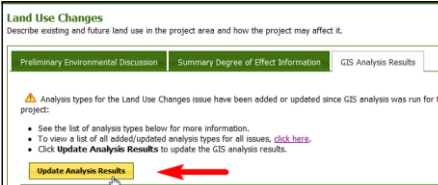
Describe existing and future land use in the project area and how the project may affect it.

**Preliminary Environmental Discussion      Summary Degree of Effect Information      GIS Analysis Results**

Analysis types for the Land Use Changes issue have been added or updated since GIS analysis was run for this project:

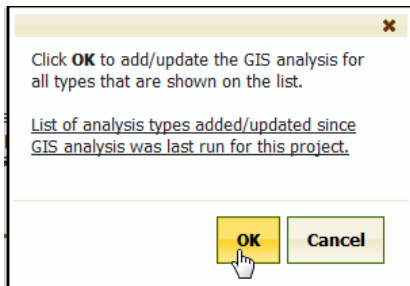
- See the list of analysis types below for more information.
- To view a list of all added/updated analysis types for all issues, [click here](#).
- Click **Update Analysis Results** to update the GIS analysis results.

**Update Analysis Results**



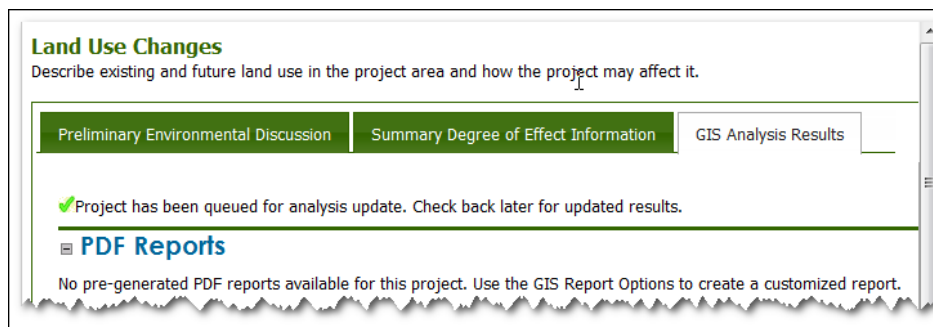
A confirmation box with a link to a list of updated analysis types displays on the screen.

5. To proceed with the analysis update for the listed types, click the **OK** button.



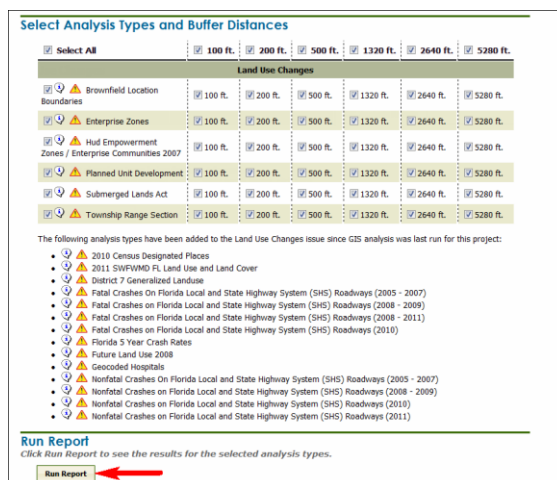
The system displays a message, noting that the project has been queued for an analysis update.

**Note:** Your request to update the analysis types must go through the queue before the results are displayed. It is recommended that you return to the page at a later time to view the revised information.



6. Click the appropriate check boxes beside the **Analysis Types** and **Buffer Distances** you want to display in the report.

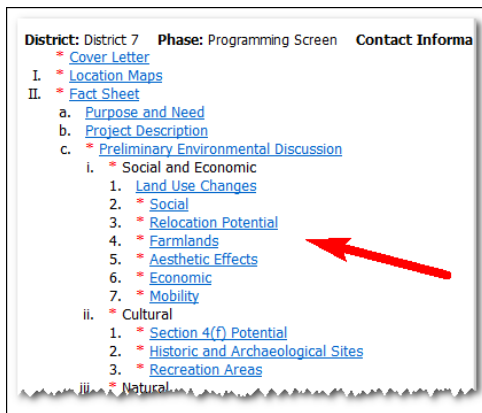
7. Click **Run Report**.



### 3.1.5.1.6.3 Adding new Preliminary Environmental Discussion (PED) comments

The **Preliminary Environmental Discussion** section of the AN package outline displays links to resources/issues in the project area.

1. Under **Preliminary Environmental Discussion**, select a resource issue by clicking the link.



The screen for the selected issue displays the tabbed form for the New PED Comment, with two tabbed pages that link to the **Summary Degree of Effect Information** and **GIS Analysis Results**.

**Tip!** See the [Updating Analysis Types and Running a GIS Analysis](#) section of these instructions for information on updating analysis information.

2. Click the green tabs to display the **Summary Degree of Effect Information** and **GIS Analysis Results**.

The screenshot shows a web interface for the 'Land Use Changes' section. It has a title 'Land Use Changes' and a description 'Describe existing and future land use in the project area and how the project may affect it.' Below this are three tabs: 'Preliminary Environmental Discussion', 'Summary Degree of Effect Information', and 'GIS Analysis Results'. The 'Summary Degree of Effect Information' tab is selected. It shows 'Alternative #1' with a 'Minimal' response by FDOT District 7 on 07/10/2008. The 'Comments' section contains text about the project study limits and the evaluation of comments from the Hillsborough County MPO and the Florida Department of Community Affairs.

3. Click the **Preliminary Environmental Discussion** tab to return to the **PED Comments** form.
4. Click **New PED Comment**.

**Land Use Changes**  
Describe existing and future land use in the project area and how the project may affect it.

Preliminary Environmental Discussion   Summary Degree of Effect Information   GIS Analysis Results

**New PED Comment**

**Project PED Comments**

| Comments |
|----------|
|          |

**Alternative PED Comments**

| Alternative(s) | Effect | Comments |
|----------------|--------|----------|
|                |        |          |

5. In the **PED Editor** wizard, click one of the following options to indicate the category your comment applies to:

- **Project PED** – Comments will apply to entire project
- **Alternative PED** – Comments will apply to particular alternatives

**PED Editor**

☒ Project PED  
☐ Alternative PED

Cancel   Back   Next

6. Click **Next**.

7. Enter your information by doing the following:

- *For Project PED* - Type your comment in the text box and then click **Finish**. The EST displays the added comment.
- *For Alternative PED* – Do the following:
  - Click the check box beside an alternative to select it.
  - Click **Next**.



- If you are entering a Degree of Effect (DOE) for ETAT members to consider during their review, click the **Degree of Effect** arrow, and then select the appropriate DOE from the list.

**Note:** Selection of a DOE here is optional and it will not appear in the AN package.

- Type your comments into the text box.
- Click **Finish**.

#### 3.1.5.1.6.4 Editing or deleting Preliminary Environmental Discussion (PED) comments

Resource issues that have been commented on will not display a red asterisk, \*, on the **Edit AN Package** outline. You can edit or delete existing comments to an issue by doing the following:

1. Under **Project Environmental Discussion** level, select a resource issue by clicking the link.

**District:** District 7 **Phase:** Programming Screen

- \* [Cover Letter](#)
- I. \* [Location Maps](#)
- II. \* [Fact Sheet](#)
  - a. [Purpose and Need](#)
  - b. [Project Description](#)
  - c. \* [Preliminary Environmental Discussion](#)
    - i. \* [Social and Economic](#)
      - 1. [Land Use Changes](#)
      - 2. \* [Social](#)
      - 3. \* [Relocation Potential](#)
      - 4. \* [Farmlands](#)

The screen for the selected issue displays the form for entering PED comments along with buttons for editing or deleting existing comments. Also shown are two tabbed pages that link to the **Summary Degree of Effect Information** and **GIS Analysis Results**.

**Land Use Changes**  
Describe existing and future land use in the project area and how the project may affect it.

Preliminary Environmental Discussion | **Summary Degree of Effect Information** | GIS Analysis Results

[New PED Comment](#)

**Project PED Comments**

| Comments   | Edit | Delete |
|--|------|--------|
| <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p> |      |        |

**Alternative PED Comments**

| Alternative(s) | Effect | Comments |
|----------------|--------|----------|
|                |        |          |

**2.** Do any of the following:

- *To modify an existing comment* — Click the **Edit** button adjacent to the comment.

**Land Use Changes**  
Describe existing and future land use in the project area and how the project may affect it.

Preliminary Environmental Discussion | **Summary Degree of Effect Information** | GIS Analysis Results

[New PED Comment](#)

**Project PED Comments**

| Comments   | Edit | Delete |
|--|------|--------|
| <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p> |      |        |

- Do the following:

- In the **PED Editor** dialog box, type your edits into the text box.
- Click **Finish**.

- *To delete a PED comment* — Click the **Delete** button adjacent to the comment:

**Land Use Changes**  
Describe existing and future land use in the project area and how the project may affect it.

Preliminary Environmental Discussion   Summary Degree of Effect Information   GIS Analysis Results

[New PED Comment](#)

**Project PED Comments**

| Comments   | Edit | Delete |
|--|------|--------|
| <p>&gt;Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p> |      |        |

**Alternative PED Comments**

| Alternative(s) | Effect | Comments |
|----------------|--------|----------|
|                |        |          |

### 3.1.5.1.7 Anticipated Permits and Anticipated Technical Studies

The **Anticipated Permits** and **Anticipated Technical Studies** sections of the AN package allow you to identify what permits and technical studies are anticipated and indicate any conditions. The navigation steps for both of these features are the same and are listed as follows:

1. Click the **Anticipated Permit** or **Anticipated Technical Studies** link on the **Edit AN Package** outline.

District: District 7   Phase: Programming Screen   Con

- [Cover Letter](#)
- I. [Location Maps](#)
- II. [Fact Sheet](#)
  - a. [Purpose and Need](#)
  - b. [Project Description](#)
  - c. [Preliminary Environmental Discussion](#)
    - i. Social and Economic
      - 1. [Land Use Changes](#)
      - 2. [Social](#)
      - 3. [Relocation Potential](#)
      - 4. [Farmlands](#)
      - 5. [Aesthetic Effects](#)
      - 6. [Economic](#)
      - 7. [Mobility](#)
    - ii. Cultural
      - 1. [Section 4\(f\) Potential](#)
      - 2. [Historic and Archaeological Sites](#)
      - 3. [Recreation Areas](#)
    - iii. Natural
      - 1. [Wetlands](#)
      - 2. [Water Quality and Quantity](#)
      - 3. [Floodplains](#)
      - 4. [Coastal Zone Consistency](#)
      - 5. [Wildlife and Habitat](#)
      - 6. [Coastal and Marine](#)
    - iv. Physical
      - 1. [Noise](#)
      - 2. [Air Quality](#)
      - 3. [Contamination](#)
      - 4. [Infrastructure](#)
      - 5. [Navigation](#)
    - v. Special Designations
      - 1. [Outstanding Florida Waters](#)
      - 2. [Aquatic Preserves](#)
      - 3. [Scenic Highways](#)
      - 4. [Wild and Scenic Rivers](#)
    - d. [Anticipated Permits](#)
    - e. [Anticipated Technical Studies](#)
- III. [Application for Federal Assistance](#)
- IV. [Transmittal List](#)

The **Anticipated Permits/Anticipated Technical Studies** page displays a form showing a search box at the top of the page and a list of permits/studies.

**Anticipated Permits**  
Identify any anticipated permits.

**Anticipated Permits**

| Category                                       | Type  | Conditions | Actions |
|--|---|------------|---------|
| <b>County/Municipality - Local - 8 Item(s)</b> |   |            |         |
| <input type="checkbox"/>                       | County/Mur Utility Permits                      |            |         |
| <input type="checkbox"/>                       | County/Mur Local Environmental Permits          |            |         |
| <input type="checkbox"/>                       | County/Mur DERM Surface Water Management G      |            |         |
| <input type="checkbox"/>                       | County/Mur DERM Class V Dewatering Permit       |            |         |
| <input type="checkbox"/>                       | County/Mur DERM Class II Drainage Permit        |            |         |
| <input type="checkbox"/>                       | County/Mur DERM Class II Discharge within Coupl |            |         |

**2.** To narrow your search for **Permits/Technical Studies** – Type a keyword into one of the search boxes that are shown under the following columns:

- **Category** (e.g., permitting authority, field, water, other)
- **Type** (e.g., utility and water classifications, dredge and fill)
- **Conditions** (e.g., keyword for site-specific condition)

The search box at the top of the page helps you to quickly narrow your search results.


**Anticipated Permits**  
Identify any anticipated permits.

**Anticipated Permits**

| Category                      | Type   | Conditions | Actions |
|-------------------------------|--|------------|---------|
| water                         | storm  |            |         |
| <b>Stormwater - 2 Item(s)</b> |  |            |         |
| <input type="checkbox"/>      | Stormwater Municipal Separate Storm Sewer Syst |            |         |
| <input type="checkbox"/>      | Stormwater Individual Stormwater Permit        |            |         |
| <b>Water - 2 Item(s)</b>      |  |            |         |
| <input type="checkbox"/>      | Water Stormwater Exempt (62-25 and 40C-        |            |         |
| <input type="checkbox"/>      | Water Individual Stormwater System Permit      |            |         |

Page 1 of 1 100 View 1 - 4 of 4

Use the advance search tool to further limit the number of search results.

**Tip!** Click the reset icon  that is located at the bottom of the page to clear the fields.

**3.** Click the check boxes beside the appropriate item on the form.

**Anticipated Permits**  
Identify any anticipated permits.

**Anticipated Permits**

| Category                               | Type                             |
|--|----------------------------------|
| <b>County/Municipality - Local - 8</b> |                                  |
| <input type="checkbox"/>               | County/Mun Utility Permits       |
| <input type="checkbox"/>               | County/Mun Local Environmental f |
| <input type="checkbox"/>               | County/Mun DERM Surface Water    |
| <input type="checkbox"/>               | County/Mun DERM Class V Dewab    |
| <input type="checkbox"/>               | County/Mun DERM Class II Draina  |
| <input type="checkbox"/>               | County/Mun DERM Class II Discha  |
| <input type="checkbox"/>               | County/Mun DERM Class I Coasta   |
| <input type="checkbox"/>               | County/Mun Building Permit       |
| <b>Emergency - 1 Item(s)</b>           |                                  |
| <input type="checkbox"/>               | Emergency Emergency Authorize    |
| <b>FDEP - 4 Item(s)</b>                |                                  |
| <input type="checkbox"/>               | FDEP NPDES General Permi         |
| <input type="checkbox"/>               | FDEP Environmental Resou         |
| <input checked="" type="checkbox"/>    | FDEP Dredge and Fill Permi       |
| <input type="checkbox"/>               | FDEP Class V Injection Wel       |
| <b>FDOT - 1 Item(s)</b>                |                                  |
| <input type="checkbox"/>               | FDOT Right-Of-Way Permit         |

After checking an item, a **Create Conditions** button appears.

**Anticipated Permits**  
Identify any anticipated permits.

**Anticipated Permits**

| Category                                       | Type                             | Conditions | Actions                  |
|--|----------------------------------|------------|--------------------------|
| <b>County/Municipality - Local - 8 Item(s)</b> |                                  |            |                          |
| <input type="checkbox"/>                       | County/Mun Utility Permits       |            |                          |
| <input type="checkbox"/>                       | County/Mun Local Environmental f |            |                          |
| <input type="checkbox"/>                       | County/Mun DERM Surface Water    |            |                          |
| <input type="checkbox"/>                       | County/Mun DERM Class V Dewab    |            |                          |
| <input type="checkbox"/>                       | County/Mun DERM Class II Draina  |            |                          |
| <input type="checkbox"/>                       | County/Mun DERM Class II Discha  |            |                          |
| <input type="checkbox"/>                       | County/Mun DERM Class I Coasta   |            |                          |
| <input type="checkbox"/>                       | County/Mun Building Permit       |            |                          |
| <b>Emergency - 1 Item(s)</b>                   |                                  |            |                          |
| <input type="checkbox"/>                       | Emergency Emergency Authorize    |            |                          |
| <b>FDEP - 4 Item(s)</b>                        |                                  |            |                          |
| <input type="checkbox"/>                       | FDEP NPDES General Permi         |            |                          |
| <input type="checkbox"/>                       | FDEP Environmental Resou         |            |                          |
| <input checked="" type="checkbox"/>            | FDEP Dredge and Fill Permi       |            | <b>Create Conditions</b> |
| <input type="checkbox"/>                       | FDEP Class V Injection Wel       |            |                          |
| <b>FDOT - 1 Item(s)</b>                        |                                  |            |                          |
| <input type="checkbox"/>                       | FDOT Right-Of-Way Permit         |            |                          |

**4.** To add a condition, do the following:

- Click **Create Conditions**.
- In the **Edit Record** text box, type or copy and paste the information.
- Click **OK**.

After clicking the **OK** button, the screen refreshes and displays the comments along with an **Edit Conditions** button.

**Anticipated Permits**  
Identify any anticipated permits.

| Category                                       | Type                                      | Conditions                                      | Actions                |
|--|---|---|------------------------|
| <b>County/Municipality - Local - 8 Item(s)</b> |   |   |                        |
| <input type="checkbox"/>                       | County/Municipality Permits               |   |                        |
| <input type="checkbox"/>                       | County/Municipality Local Environmental f |   |                        |
| <input type="checkbox"/>                       | County/Municipality Surface Water         |   |                        |
| <input type="checkbox"/>                       | County/Municipality Class V Dewater       |   |                        |
| <input type="checkbox"/>                       | County/Municipality Class II Drains       |   |                        |
| <input type="checkbox"/>                       | County/Municipality Class II Discha       |   |                        |
| <input type="checkbox"/>                       | County/Municipality Class I Coastal       |   |                        |
| <input type="checkbox"/>                       | County/Municipality Building Permit       |   |                        |
| <b>Emergency - 1 Item(s)</b>                   |   |   |                        |
| <input type="checkbox"/>                       | Emergency                                 | Emergency Authorize                             |                        |
| <b>FDEP - 4 Item(s)</b>                        |   |   |                        |
| <input type="checkbox"/>                       | FDEP                                      | NPDES General Permi                             |                        |
| <input type="checkbox"/>                       | FDEP                                      | Environmental Resou                             |                        |
| <input checked="" type="checkbox"/>            | FDEP                                      | Dredge and Fill Permi Lorem ipsum dolor sit ame | <b>Edit Conditions</b> |
| <input type="checkbox"/>                       | FDEP                                      | Class V Injection Wel                           |                        |
| <b>FDOT - 1 Item(s)</b>                        |   |   |                        |
| <input type="checkbox"/>                       | FDOT                                      | Right-Of-Way Permit                             |                        |

- To edit conditions comments, click the **Edit Conditions** button and repeat the steps listed above in Step 4 of these instructions.

### 3.1.5.1.8 Application for Federal Assistance

If a project includes Federal Involvement, an **Application for Federal Assistance** must be included in the AN package. A link to a blank SF-424 form is available for download. A PDF of the completed form can then be uploaded for inclusion in the AN package.

- Click the **Application for Federal Assistance** link on the **Edit AN Package** outline.

District: District 7 Phase: Programming Screen Conta

- \* [Cover Letter](#)
- I. \* [Location Maps](#)
- II. \* [Fact Sheet](#)
  - a. [Purpose and Need](#)
  - b. [Project Description](#)
  - c. \* [Preliminary Environmental Discussion](#)
    - i. \* [Social and Economic](#)
      - 1. [Land Use Changes](#)
      - 2. \* [Social](#)
      - 3. \* [Relocation Potential](#)
      - 4. \* [Farmlands](#)
      - 5. \* [Aesthetic Effects](#)
      - 6. \* [Economic](#)
      - 7. \* [Mobility](#)
    - ii. \* [Cultural](#)
      - 1. \* [Section 4\(f\) Potential](#)
      - 2. \* [Historic and Archaeological Sites](#)
      - 3. \* [Recreation Areas](#)
    - iii. \* [Natural](#)
      - 1. \* [Wetlands](#)
      - 2. \* [Water Quality and Quantity](#)
      - 3. \* [Floodplains](#)
      - 4. \* [Coastal Zone Consistency](#)
      - 5. \* [Wildlife and Habitat](#)
      - 6. \* [Coastal and Marine](#)
    - iv. \* [Physical](#)
      - 1. \* [Noise](#)
      - 2. \* [Air Quality](#)
      - 3. \* [Contamination](#)
      - 4. \* [Infrastructure](#)
      - 5. \* [Navigation](#)
    - v. \* [Special Designations](#)
      - 1. \* [Outstanding Florida Waters](#)
      - 2. \* [Aquatic Preserves](#)
      - 3. \* [Scenic Highways](#)
      - 4. \* [Wild and Scenic Rivers](#)
  - d. [Anticipated Permits](#)
  - e. [Anticipated Technical Studies](#)
- III. [Application for Federal Assistance](#)
- IV. [Transmittal List](#)

The **Application for Federal Assistance** page displays a form with links for doing the following:

- [Changing the Federal Involvement selection](#)
- [Downloading Instructions for completing the Application for Federal Assistance](#)
- [Downloading a Blank Form](#)
- [Attaching a completed Application for Federal Assistance PDF to the AN package](#)

**Application for Federal Assistance**

An **Application for Federal Assistance (Office of Management and Budget Form)** is included as part of the AN package for those projects involving federal funding. Links to the federal form and instructions are provided below.

This is required because the project's Federal Involvement is *Maintain Federal Eligibility, Federal Action* ([change this](#)).

Download:   Blank Form 203.87 KB   118 KB   Instructions 39.48 KB   161 KB

**Upload SF-424 PDF File:**

File:

Under the **Application for Federal Assistance** heading, you will see the project's Federal Involvement status and a notice stating that an Application for Federal Assistance is required or not required.

**Application for Federal Assistance**

An **Application for Federal Assistance (Office of Management and Budget Form)** is included as part of the AN package for those projects involving federal funding. Links to the federal form and instructions are provided below.

This is required because the project's Federal Involvement is *Maintain Federal Eligibility, Federal Action* ([change this](#)).

Download:   Blank Form 203.87 KB   118 KB   Instructions 39.48 KB   161 KB

**Upload SF-424 PDF File:**

File:

#### 3.1.5.1.8.1 To Change a Project's Federal Involvement

You can change a project's Federal Involvement status through the **Edit AN Package** feature by doing the following:

1. Click the **change this** link.

**Application for Federal Assistance**

An **Application for Federal Assistance (Office of Management and Budget Form)** is included as part of the AN package for those projects involving federal funding. Links to the federal form and instructions are provided below.

This is required because the project's Federal Involvement is *Maintain Federal Eligibility, Federal Action* ([change this](#)).

Download:   Blank Form 203.87 KB   118 KB   Instructions 39.48 KB   161 KB

**Upload SF-424 PDF File:**

File:

The EST opens the **Update Project Description** page, where you can change the Federal Involvement selection.



2. After you submit your changes on the **Update Project Description** page, return to the **Edit AN Package** page.

3. Do one of the following:

- If the project does not involve federal funding, no further action is required.
- If the project does involve federal funding, follow the steps listed in the [next section](#) of these instructions.

#### 3.1.5.1.8.2 Attaching the Application for Federal Assistance to the AN package

This section provides the steps for downloading the instructions for completing the Application for Federal Assistance, for downloading a blank application form (SF-424), and for attaching a completed application to the AN package.

- To download the **Instructions** for completing the application form - Click either the **PDF** icon or the **Microsoft Word** icon to select the document format type. Follow the instructions for opening or saving the document.
- To download a **blank application form** - Click either the **PDF** icon or the **Microsoft Word** icon to select the document format type. Follow the instructions for opening or saving the document.

**Note:** In order to attach the completed Application for Federal Assistance to the AN package, you must convert the document to PDF before uploading it.

To download the **Instructions** for completing the SF-424, click either the **PDF** or **Microsoft Word** icon.

#### Application for Federal Assistance

An **Application for Federal Assistance (Office of Management and Budget Form)** is included as part of the AN package for those projects involving federal funding. Links to the federal form and instructions are provided below.

This is required because the project's Federal Involvement is *Maintain Federal Eligibility, Federal Action* ([change this](#)).

Download: Blank Form 203.87 KB 118 KB Instructions 39.48 KB 161 KB

To Download the blank SF-424 form, click either the **PDF** or **Microsoft Word** icon.

- To upload a PDF of the completed Application for Federal Assistance - Click the **Browse** button, select the file name, and then click the **Upload** button.

**Application for Federal Assistance**

An **Application for Federal Assistance (Office of Management and Budget Form)** is included as part of the AN package for those projects involving federal funding. Links to the federal form and instructions are provided below.

This is required because the project's Federal Involvement is *Federal Funding* ([change this](#)).

Download: Blank Form 203.87 KB 118 KB Instructions 39.48 KB 161 KB

**Upload SF-424 PDF File:**

File: F:\EST\AN Federal Consistency Reviews\2014\Edit AN Package\Documentation\images\9511 Dev A Smith\SF424\_2\_1-V2.1.pdf

### 3.1.5.1.9 Transmittal List

A transmittal list is a record of the recipients of the AN, and must be provided in the AN package. Recipients of the AN package include the following:

- ETAT members
- Consistency reviewers
- Elected officials
- Federally recognized tribes
- Other local, state, and federal agencies that need, or have requested, to be notified

**Note:** Not all the contacts listed are applicable for all projects. The appropriate stakeholders should be identified by the District. The EST has a list of mandatory AN contacts managed by the State Environmental Management Office (SEMO). The District is responsible for adding additional project-specific contacts to the list. See the Manage Contact List section in the Account Settings chapter of the EST User Handbook for information on adding and managing contacts.

1. Click the **Transmittal List** link on the **Edit AN Package** outline.

**Edit AN Package**

[Link to Project](#)

III. [Application for Federal Assistance](#)

IV. [Transmittal List](#)

The **Advance Notification Package Transmittal List** opens and displays the contacts who will be receiving the AN package.

A transmittal list is a record of the recipients of the AN, and must be provided in the AN package. Recipients of the AN include: ETAT members, consistency reviewers, elected officials, federally recognized tribes, and other local, state, and federal agencies that need, or have requested, to be notified. The appropriate stakeholders should be identified by the District. The EST has a list of mandatory AN contacts managed by the Central Environmental Management Office (CEMO). The District is responsible for adding additional project-specific contacts to the list. A tool for adding new contacts is provided here. For guidance on adding and managing contacts see the **EST User Handbook**.

Search for Contact to Add to List:

[Add from Contact List](#) [Create New Contact](#)

| Organization                    | Name  | Recipient Type      | Notification Type | Created By            | Last Updated | Edit                 | Remove |
|---------------------------------|---|---------------------|-------------------|-----------------------|--------------|----------------------|--------|
| Bureau of Indian Affairs        | Office of Trust Responsibilities - Environmental Services Staff | Mandatory Recipient | Hardcopy          | FDOT - Central Office | 09/08/2011   |                      |        |
| Federal Aviation Administration | Airports District Office  | Mandatory Recipient | Hardcopy          | FDOT - Central Office | 09/08/2011   |                      |        |
| Federal Highway Administration  | Adams, Syd  | Mandatory Recipient | Email             | FDOT - Central Office | 01/31/2014   |                      |        |
| Federal Highway Administration  | Anderson, Linda   | Mandatory Recipient | Email             | FDOT - Central Office | 08/18/2014   |                      |        |
| Federal Highway Administration  | Bobbins, Bob  | Mandatory Recipient | Email             | FDOT - Central Office | 03/19/2014   |                      |        |
| Federal Highway Administration  | Clemons, Stephanie  | Mandatory Recipient | Email             | FDOT District 2       | 09/10/2014   | <a href="#">Edit</a> |        |
| Federal Highway Administration  |   |                     |                   | FDOT - Central Office | 09/10/2014   |                      |        |

**Tip!** Click a column heading to display the list in ascending/descending order.

2. The transmittal list tool at the top of the page allows you to perform the following actions:

- [Search for contacts](#)
- [Add contacts](#)
- [Create new contacts](#)
- [Edit or remove contacts](#)

A transmittal list is a record of the recipients of the AN, and must be provided in the AN package. Recipients of the AN include: ETAT members, consistency reviewers, elected officials, federally recognized tribes, and other local, state, and federal agencies that need, or have requested, to be notified. The appropriate stakeholders should be identified by the District. The EST has a list of mandatory AN contacts managed by the Central Environmental Management Office (CEMO). The District is responsible for adding additional project-specific contacts to the list. A tool for adding new contacts is provided here. For guidance on adding and managing contacts see the **EST User Handbook**.

Search for Contact to Add to List:

[Add from Contact List](#) [Create New Contact](#)

### 3.1.5.1.9.1 Searching for contacts

1. Type part of the name you are searching for (this can be the name of a person or organization).
2. Select the appropriate option by clicking on it.

**Advance Notification Package Transmittal List**

Search for Contact to Add to List: Ames

**Add from Contact List** **Create New Contact**

**Organization**

- Bureau of Indian Affairs
- Federal Aviation Administration
- Federal Highway Administration
- Federal Highway Administration
- Federal Highway Administration

**Name**

- Alley Ames (US Environmental Protection Agency)
- James Barr (Federal Transit Administration)
- James Brierton (FL Department of Transportation)
- James Bush III (FL House)
- James Chisolm (City of Daytona Beach)
- James Cromar (Broward County)
- James Dinneen (Volusia County)
- James K. Harriott, Jr., P.E. (Sarasota County)
- Greg James (City of Lakeland)
- Jeffrey James (FDOT District 1)
- Steven Craig James (FDOT District 6)
- James B Jobe (FL Department of Transportation)

The **Advance Notification Package Transmittal List** screen displays the name and related information.

**Advance Notification Package Transmittal List**

Search for Contact to Add to List:

**Add from Contact List** **Create New Contact**

| Organization                       | Name   | Recipient Type             | Notification Type | Created By            | Last Updated | Edit                 | Remove                 |
|------------------------------------|--|----------------------------|-------------------|-----------------------|--------------|----------------------|------------------------|
| Bureau of Indian Affairs           | Office of Trust Responsibilities - Environmental Service Staff | Mandatory Recipient        | Hardcopy          | FDOT - Central Office | 09/08/2011   |                      |                        |
| US Environmental Protection Agency | Ames, Alley  | Project-specific Recipient | Email             | FDOT District 2       | 01/13/2015   | <a href="#">Edit</a> | <a href="#">Remove</a> |

### 3.1.5.1.9.2 Adding contacts

1. Click **Add from Contact List**.

**Advance Notification Package Transmittal List**

Search for Contact to Add to List: Search by contact name or organization...

**Add from Contact List** **Create New Contact**

The screen displays a list of contacts.

2. Under **Contacts**, click the check box beside the name of the contact you want to add to the AN package transmittal list.

**Tip!** If you do not want to include a name on the transmittal list, click the checked box beside the name to remove the checkmark.

3. Click **Finish**.

**Contacts**

- ☒ Branda, Robin; FL Department of Environmental Protection
- ☐ Clemons, Stephanie; FL Department of Environmental Protection
- ☒ Clemons, Stephanie; FL Department of Environmental Protection
- ☒ Connell, Marsha; FL Department of Environmental Protection
- ☒ Cox, Lori; FL Department of Environmental Protection
- ☐ Jones, Judy; FL Department of Environmental Protection

Cancel Back **Finish**

### 3.1.5.1.9.3 Creating new contacts

1. Click **Create New Contact**.

**Advance Notification Package Transmittal List**

Search for Contact to Add to List:

**Add from Contact List** **Create New Contact**

2. The screen displays a wizard for adding the contact information. Follow the step sequence to complete the forms provided on each of the wizard pages. Click the **Next** button to display the next form.

**Note:** Highlighted fields marked with an asterisk, \*, indicate the information is required and must be completed.

3. Click **Done**.

**Other Contact information**

Direct Phone:  Ext:

Office Phone:  Ext:

Fax:

Mobile:

\* Email:

\* Confirm Email:

Cancel Previous **Done**

### 3.1.5.1.9.4 Editing or removing contacts

You can edit and remove project-specific contact information that you have added to the list by doing the following:

- *To make edits to a recipient's contact information* - Click the **Edit** link for the selected name to open the contact information wizard, where you can make your edits.

Search for Contact to Add to List: Search by contact name or organization...

[Add from Contact List](#) [Create New Contact](#)

| Organization                       | Name         | Recipient Type             | Notification Type | Created By      | Last Updated | Edit                                | Remove                                |
|------------------------------------|--------------|----------------------------|-------------------|-----------------|--------------|-------------------------------------|---------------------------------------|
| Hillsborough County MPO            | Zimms, Allen | Project-specific Recipient | Email             | FDOT District 7 | 01/13/2015   | <a href="#">Edit</a>                | <a href="#">Remove</a>                |
| US Environmental Protection Agency | Ames, Alley  | Project-specific Recipient | Email             | FDOT District 2 | 01/13/2015   | <a href="#">Edit this recipient</a> | <a href="#">Remove this recipient</a> |

- To remove a name from the contact list – Click the **Remove** link for the selected name.

**Note:** Removing a name from the list will not affect the contact's account information.

Search for Contact to Add to List: Search by contact name or organization...

[Add from Contact List](#) [Create New Contact](#)

| Organization            | Name         | Recipient Type             | Notification Type | Created By      | Last Updated | Edit                 | Remove                 |
|-------------------------|--------------|----------------------------|-------------------|-----------------|--------------|----------------------|------------------------|
| Hillsborough County MPO | Zimms, Allen | Project-specific Recipient | Email             | FDOT District 7 | 01/13/2015   | <a href="#">Edit</a> | <a href="#">Remove</a> |

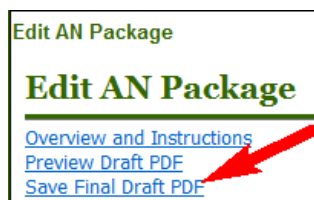
### 3.1.5.1.10 Previewing the Draft AN Package

Once you have completed reviewing the AN package and have included the required components, you can preview a PDF of the draft AN package and print it for internal distribution before publishing the final document.

- On the **Edit AN Package** outline, click the **Preview Draft PDF** link.
- A **File Download** box appears with a message asking you to select an action. Select **Open** or **Save**.
- Follow the standard steps for opening and saving a file.

### 3.1.5.1.11 Saving the Final Draft of the AN Package

- Check each component listed in the outline to ensure all red asterisks have been cleared.
- In the left panel of the **Edit AN Package** window, click the **Save Final Draft PDF** link.



The **Sign and Generate Final Draft** page displays.

Edit AN Package

**Edit AN Package** ☒ Generate AN Package in EST ☐ Use your own AN Package

[Overview and Instructions](#)  
[Select AN Process](#)  
[Preview Draft PDF](#)  
[Save Final Draft PDF](#)

**#13027 Fowler Ave. Extension**

District: District 7 Phase: Programming Screen Contact Information

**Sign and Generate Final Draft**  
 Enter your password and click Save Final Draft to create or replace the final draft of the AN Package.

The following information needs to be entered before you can save the final draft PDF:  
 \*A password is required.

User Identity: Ava Smith @ FDOT District 7  
 \*Password:

[Save Final Draft](#)

- Type your **Password**.

**Sign and Generate Final Draft**  
*Enter your password and click Save Final Draft to*

**User Identity:** Ava Smith @ FDOT District 7

**Password:** [Redacted]

Save Final Draft

4. Click **Save Final Draft**.

**Sign and Generate Final Draft**  
*Enter your password and click Save Final Draft to*

**User Identity:** Ava Smith @ FDOT District 7

**Password:** [Redacted]

Save Final Draft

The page refreshes and displays the PDF of the final draft, where you can review the contents of the final version of the AN package.

**Note:** If an “out-of-date” notice displays, this means there are items within the draft that have been updated since the last time the draft was saved.

The page displays a statement if items within the package are out of date.

**Sign and Generate Final Draft**  
*Enter your password and click Save Final Draft to create or replace the final draft of the AN Package*

The current draft is out of date and should be replaced. Enter your password and click **Save Final Draft**.  
The following items are newer than the draft PDF:

- ★ Hardcopy maps are out of date
- ★ GIS analysis types (Review PED and update if necessary)

**User Identity:** Ava Smith @ FDOT District 7

**Password:** [Redacted]

Save Final Draft

Final Draft PDF (depending on your PDF viewer settings, this may open in a new window):

Use the scrollbar to view the AN package.

Florida State Clearinghouse  
Department of Environmental Protection  
3900 Commonwealth Boulevard  
Mail Station 47  
Tallahassee, Florida 32399-3000

SUBJECT: Advance Notification  
Project Name  
ETDM Number  
Federal Aid Project Number X-XXX(X)-X  
Financial Management Number XXXXXXXXXXXX  
County, Florida

Dear Mr./Ms.:

We are sending this Advance Notification (AN) package to your office State agencies that conduct federal consistency reviews (consistency accordance with the Coastal Zone Management Act and Presidential I 12372. We are also distributing the AN package to local and federal a Although we will request specific comments during the permitting proc asking that consistency reviewers review the attached information and their comments.

(If federal funding or FHWA approval is anticipated for any phase thro then add the following statement):

A preview of the AN package final PDF.



### 3.1.5.1.12 Replacing an Out-of-Date Draft

If the **Sign and Generate Final Draft** page displays an **out-of-date** notice, do the following:

1. Click the relevant links on the AN package outline.
2. Review/update the most recent information.
3. Click the **Save Final Draft PDF** link on the AN package outline to return to this page.
4. Enter your **Password**.
5. Click **Save Final Draft**.

### 3.1.5.2 Respond to AN Package Comments (New 03/11/2014)

The **Respond to AN Package Comments** feature in the EST **Tools** menu allows ETDM District Coordinators to review comments made by Environmental Technical Advisory Team (ETAT) and Advance Notification (AN) Commenting Interested Party members following their review of an AN package. Coordinators can respond to reviewer comments for projects within their jurisdiction.

The instructions for this feature provide navigation steps for the following actions:

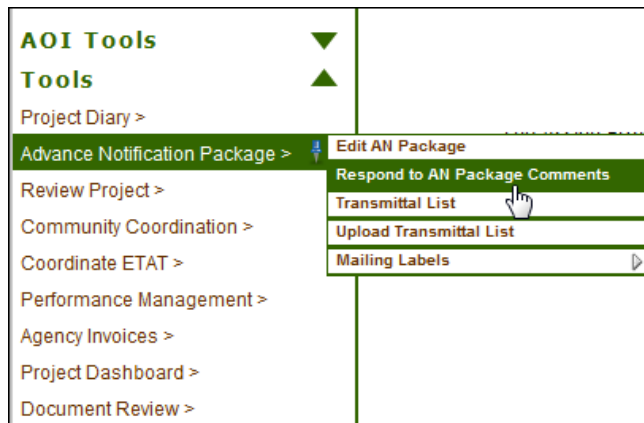
- Accessing the AN Package Comments and Responses page
- Responding to review comments
- Displaying the comments and responses in a grid format

#### 3.1.5.2.1 Accessing the Review AN Package Comments and Responses Page

1. On the project navigation bar that is located at the top of the EST window, click the **Active project** arrow and then make your selection by clicking on the project name and ETDM number.



2. On the Tools menu, point to Advance Notification Package, and then click Respond to AN Package Comments.



The **AN Package Comments and Responses** page opens. The review comments will be shown under the **Advance Notification Package Comments** heading. Coordinators that have the project within their jurisdiction will see an **Edit Response** button displayed on the page.

**Tip!** Click the toolbar icon on the window to:



Send feedback about the current page.



Access online **Help** for the current page.



Bookmark the page.



Add the page to your **My ETDM** preferences.



### 3.1.5.2.2 Responding to Review Comments

1. Click Edit Response.

**Advance Notification Package Comments**  
This report lists any additional comments that should be considered but are not already captured by the other programming screen reviews. They may include general comments on the Advance Notification, the Strategic Regional Policy Plan, and consistency with the Local Government Comprehensive Plan. You may respond to these comments by clicking the **Edit Response Button** shown under each comment.

1. **FL Department of Community Affairs Comment** -- Testing (Comment on AN Package and Federal Consistency)...These are ADDITIONAL COMMENTS that should be considered but are not included in my programming screen reviews. Comments added by tester\_dca on 08/07/2008 -- Stephanie A. Clemons, 8/7/2008

**Edit Response**

**View Grid**

- ✓ The project is in a programming screen phase
- ✓ The screening event has completed

The **Edit Response** dialog box appears.

**Advance Notification Package Comments**  
This report lists any additional reviews. They may include Local Government Comprehensive comment.

Testing (Comment on AN Package and Federal Consistency)...These are ADDITIONAL COMMENTS that should be considered but are not included in my programming screen reviews. Comments added by tester\_dca on 08/07/2008 -- Stephanie A. Clemons, 8/7/2008

**Edit Response**

**View List**

- ✓ The project is in a programming screen phase
- ✓ The screening event has completed

**Save** **Cancel**

2. Type your response comments into the text box.
3. Click **Save**.

**Edit Response**

B I U |

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**Save** **Cancel**

Your response will appear below the reviewer's comments.

**Advance Notification Package Comments**  
This report lists any additional comments that should be considered but are not already captured by the other programming screen reviews. They may include general comments on the Advance Notification, the Strategic Regional Policy Plan, and consistency with the Local Government Comprehensive Plan. Responses from the Planning Organization are also included, when provided.

1. **FL Department of Community Affairs Comment** -- Testing (Comment on AN Package and Federal Consistency)...These are ADDITIONAL COMMENTS that should be considered but are not included in my programming screen reviews. Comments added by tester\_dca on 08/07/2008

-- Stephanie A. Clemens, 8/7/2008

**FDOT District 2 Response** --  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

-- Sue Smith, 3/25/2014

[View Grid](#)

4. To revise or make edits to your comments, click the **Edit Response** button and repeat the steps listed above.

**Tip!** The reviewer comments and your responses will also appear in the **AN Comments and Responses Report**, which is located in the **Reports** menu.

### 3.1.5.2.3 Displaying the Comments and Responses in a Grid Format

The **Advance Notification Package Comments** page allows you to choose the option of displaying the information in a grid format.

1. Click **View Grid**.

**Advance Notification Package Comments**  
This report lists any additional comments that should be considered but are not already captured by the other programming screen reviews. They may include general comments on the Advance Notification, the Strategic Regional Policy Plan, and consistency with the Local Government Comprehensive Plan. Responses from the Planning Organization are also included, when provided.

1. **FL Department of Community Affairs Comment** -- Testing (Comment on AN Package and Federal Consistency)...These are ADDITIONAL COMMENTS that should be considered but are not included in my programming screen reviews. Comments added by tester\_dca on 08/07/2008

-- Stephanie A. Clemens, 8/7/2008

**FDOT District 2 Response** --  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

-- Sue Smith, 3/25/2014

[View Grid](#)

The comments and responses are displayed, as shown in the next illustration.

The **Edit** button also appears on the grid. Follow the steps shown in the [Responding to Review Comments](#) of these instructions to add or edit your comments.

**Advance Notification Package Comments**  
This report lists any additional comments that should be considered but are not already captured by the other programming screen reviews. They may include general comments on the Advance Notification, the Strategic Regional Policy Plan, and consistency with the Local Government Comprehensive Plan. You may respond to these comments by clicking the **Edit Response Button** shown under each comment.

| Comment  | Response  |
|--|---|
| Testing (Comment on AN Package and Federal Consistency)...These are ADDITIONAL COMMENTS that should be considered but are not included in my programming screen reviews. Comments added by tester_dca on 08/07/2008<br>-- Stephanie A. Clemens, FL Department of Community Affairs, 8/7/2008 | <p> <a href="#">Edit</a> </p> <p>           Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.         </p> <p>-- Sue Smith, FL Department of Community Affairs, 3/25/2014</p> |

2. To return to the previous list format, click the **View List** button.

**Tip!** Click the **View Grid/View List** buttons to toggle between the list and the grid views.

**Advance Notification Package Comments**  
This report lists any additional comments that should be considered but are not already captured by the other programming screen reviews. They may include general comments on the Advance Notification, the Strategic Regional Policy Plan, and consistency with the Local Government Comprehensive Plan. You may respond to these comments by clicking the **Edit Response Button** shown under each comment.

| Comment  | Response  |
|--|---|
| Testing (Comment on AN Package and Federal Consistency)...These are ADDITIONAL COMMENTS that should be considered but are not included in my programming screen reviews. Comments added by tester_dca on 08/07/2008<br>-- Stephanie A. Clemens, FL Department of Community Affairs, 8/7/2008 | <p> <a href="#">Edit</a> </p> <p>           Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.         </p> <p>-- Sue Smith, FL Department of Community Affairs, 3/25/2014</p> |

[View List](#)

### 3.1.5.3 Advance Notification Package Transmittal List (Updated 03/03/2015)

The AN package must include a transmittal list of recipients. Recipients of the AN package include the following:

- ETAT members
- Consistency reviewers
- Elected officials
- Federally recognized tribes
- Other local, state, and federal agencies that need, or have requested, to be notified

The State Environmental Management Office (SEMO) maintains the contact information for state and federal agencies and federally recognized Native American Tribes receiving AN packages. The responsibility for local or project-specific contacts falls to the FDOT project team.

Whenever possible, the AN package should be sent electronically after coordinating with the recipient. All federally recognized Native American Tribes affiliated with Florida should be sent a hard copy of the AN package.

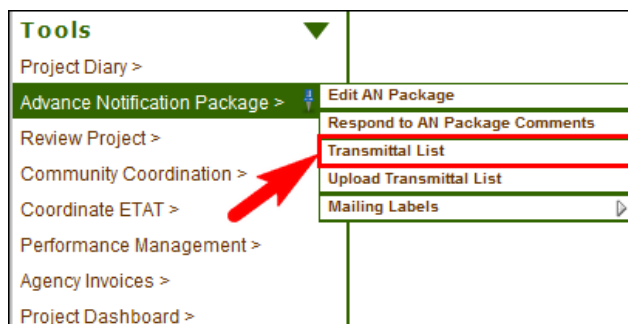
**Note:** Refer to PD&E Manual, Part 1, Chapter 3 Preliminary Environmental Determination and Advance Notification for guidance on distributing the AN package.

The **Advance Notification Package Transmittal List** tool in the EST allows you to perform the following actions:

- [Manage your contact lists](#)
- [Edit your contact lists](#)
- [Remove contacts from a list](#)

#### 3.1.5.3.1 Accessing the Transmittal List from the Main Menu

On the **Tools** menu, point to **Advance Notification Package**, and click **Transmittal List**.



The **Advance Notification Package Transmittal List** opens and displays the contacts who will be receiving the AN package.

**Tip!** Click a column heading to display the list in ascending/descending order.

| Organization                    | Name  | Recipient Type      | Notification Type | Created By            | Last Updated | Edit | Remove |
|---------------------------------|---|---------------------|-------------------|-----------------------|--------------|------|--------|
| Bureau of Indian Affairs        | Office of Trust Responsibilities - Environmental Services Staff | Mandatory Recipient | Hardcopy          | FDOT - Central Office | 02/24/2015   |      |        |
| Federal Aviation Administration | Airports District Office  | Mandatory Recipient | Hardcopy          | FDOT - Central Office | 02/24/2015   |      |        |
| Federal Highway Administration  | Adams, Syd  | Mandatory Recipient | Email             | FDOT - Central Office | 02/24/2015   |      |        |
| Federal Highway Administration  | Anderson, Linda   | Mandatory Recipient | Email             | FDOT - Central Office | 02/24/2015   |      |        |

**Tip!** Click the toolbar icon on the window to:



Export the page to a **PDF** file.



Export the page to an Excel spreadsheet.



Send feedback about the current page.



Access online **Help** for the current page.



Bookmark the page.



Add the page to your **My ETDM** preferences.

### 3.1.5.3.2 Managing Contacts

The top of the **Advance Notification Transmittal List** screen provides a contact search box and links for managing the list of transmittal list contacts. You can add names from contact lists you created and create new contacts. Click on one of the following links to jump to the navigation steps for an action:

- [Search for contacts](#)
- [Add contacts from Contact Lists](#)
- [Create new contacts](#)

### 3.1.5.3.2.1 Searching for contacts

1. Type part of the name you are searching for in the **Search for Contact to Add to List** field (this can be the name of a person or organization). A list of matching contacts will be displayed. Continue typing to further narrow down the list.
2. Select the contact name by clicking on it.

The **Advance Notification Package Transmittal List** screen displays the name and related information.

| Organization                       | Name  | Recipient Type             | Notification Type | Created By            | Last Updated | Edit | Remove |
|------------------------------------|---|----------------------------|-------------------|-----------------------|--------------|------|--------|
| Bureau of Indian Affairs           | Office of Trust Responsibilities - Environmental Services Staff | Mandatory Recipient        | Hardcopy          | FDOT - Central Office | 09/08/2011   |      |        |
| US Environmental Protection Agency | Ames, Alley   | Project-specific Recipient | Email             | FDOT District 2       | 01/13/2015   | Edit | Remove |

### 3.1.5.3.2.2 Adding contacts

1. Click **Add from Contact List**.

The screen displays the **Contact Lists** box.

2. Click the list name to select it.



**Advance Notification Package Transmittal List**

Search for Contact to Add to List:

| Organization                    |  |
|---------------------------------|--|
| Bureau of Indian Affairs        | Office of Trust Responsibilities - Envir |
| Federal Aviation Administration | Airports District Office                 |
| Federal Highway Administration  | Adams, Syd                               |
| Federal Highway Administration  | Anderson, Linda                          |
| Federal Highway Administration  | Bobbins, Bob                             |
| Federal Highway Administration  | Clemons, Stephanie                       |

**Contact Lists**

[ACE Contacts](#)  
[Fowler Extension](#)

- Under **Contacts**, click the check box beside the name of the contact you want to add to the AN package transmittal list.

**Tip!** If you do not want to include a name on the transmittal list, click the checked box beside the name to remove the checkmark.

**Note:** Grayed out check boxes are disabled because the contact is already on the transmittal list.

**Contacts**

- ☒ Branda, Robin; FL Department of Environmental Protection
- ☐ Clemons, Stephanie; FL Department of Environmental Protection
- ☒ Clemons, Stephanie; FL Department of Environmental Protection
- ☒ Connell, Marsha; FL Department of Environmental Protection
- ☒ Cox, Lori; FL Department of Environmental Protection
- ☐ Jones, Judy; FL Department of Environmental Protection
- ☐ Milligan, Lauren P.; FL Department of Environmental Protection

- Click **Finish**.

**Contacts**

- ☒ Branda, Robin; FL Department of Environmental Protection
- ☐ Clemons, Stephanie; FL Department of Environmental Protection
- ☒ Clemons, Stephanie; FL Department of Environmental Protection
- ☒ Connell, Marsha; FL Department of Environmental Protection
- ☒ Cox, Lori; FL Department of Environmental Protection
- ☐ Jones, Judy; FL Department of Environmental Protection

### 3.1.5.3.2.3 Creating new contacts

- Click **Create New Contact**.

The screen displays a wizard for adding the contact information.

2. Follow the step sequence to complete the forms provided on each of the wizard pages. Click the option button to indicate the following:
  - **Notification Type**
  - **Allow Comments in the EST**
3. Click the **Next** button to display the next forms for adding the contact's information.

**Note:** Highlighted fields marked with an asterisk, \*, indicate the information is required and must be completed.

4. After completing the forms displayed in the wizard, click **Done**.

### 3.1.5.3.3 Editing or Removing Contacts

You can edit and remove project-specific contact information that you have added to the list. However, some contacts cannot be edited or removed by individual users. Please see notes indicating these exceptions in the steps below. To edit or remove a contact, do the following:

- *To make edits to a recipient's contact information* - Click the **Edit** link for the selected name to open the contact information wizard, where you can make your edits.

**Note:** Names that are managed by SEMO are not available for editing (i.e., no **Edit** link will be displayed). These contacts can only be edited by the ETDM Help Desk at [help@fla-etdm.org](mailto:help@fla-etdm.org) or call 850-414-5334.

Search for Contact to Add to List: Search by contact name or organization...

Add from Contact List Create New Contact

| Organization                       | Name         | Recipient Type             | Notification Type | Created By      | Last Updated | Edit                | Remove |
|------------------------------------|--------------|----------------------------|-------------------|-----------------|--------------|---------------------|--------|
| Hillsborough County MPO            | Zimms, Allen | Project-specific Recipient | Email             | FDOT District 7 | 01/13/2015   | Edit                | Remove |
| US Environmental Protection Agency | Ames, Alley  | Project-specific Recipient | Email             | FDOT District 2 | 01/13/2015   | Edit this recipient | Remove |

- To remove a name from the contact list – Click the **Remove** link for the selected name. Removing a name from the list will not affect the contact's account information.

**Note:** Mandatory recipients cannot be removed from a list (i.e., no **Remove** link will be displayed). Contact the ETDM Help Desk if you know the recipient isn't valid.

Search for Contact to Add to List: Search by contact name or organization...

Add from Contact List Create New Contact

| Organization            | Name         | Recipient Type             | Notification Type | Created By      | Last Updated | Edit | Remove |
|-------------------------|--------------|----------------------------|-------------------|-----------------|--------------|------|--------|
| Hillsborough County MPO | Zimms, Allen | Project-specific Recipient | Email             | FDOT District 7 | 01/13/2015   | Edit | Remove |

### 3.1.5.4 AN Transmittal List: Batch Uploader (Updated 04/03/2015)

The **AN Transmittal List: Batch Uploader** function in the Environmental Screening Tool (EST) **Tools** menu enables District ETDM Coordinators to add additional non-mandatory recipients to the Advance Notification (AN) Package transmittal list using an Excel spreadsheet provided by the EST.

When you enter a recipient's contact information in the AN Package transmittal list spreadsheet, it must match the information listed in the EST database for it to be validated. Recipients listed in the uploaded spreadsheet who do not match records in the EST database are treated as new contacts.

**Note:** Changes to a recipient's contact information cannot be made using the transmittal list spreadsheet. To update contact information in the EST, go to **Tools>Advance Notification Package>Transmittal List** and then click on the **Edit** link for the respective recipient. (See the Advance Notification Transmittal List section of the EST Handbook for guidance). For further assistance please contact the ETDM Help Desk at [help@fla-etdm.org](mailto:help@fla-etdm.org) for assistance.

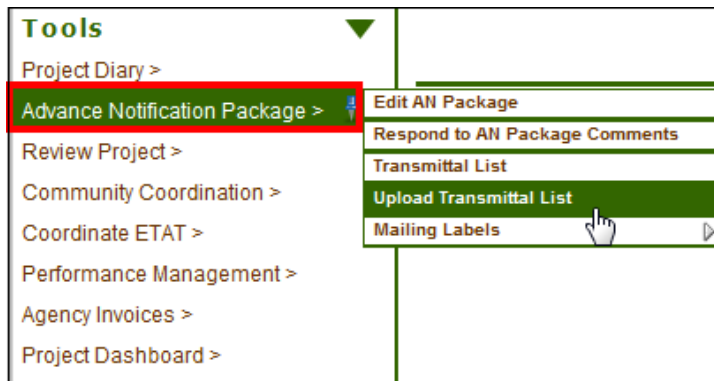
#### 3.1.5.4.1 Accessing the AN Transmittal List Upload Screen

- On the **project navigation bar** located at the top of the EST window, click the **Active project** arrow and then make your selection by clicking on the project name and ETDM number.



**Tip!** You can change the list of **Active projects** using the search tools on the project navigation bar. For more information on how to use the project navigation bar search tools (e.g., selecting projects using **Site Search** and **Advanced Search** functions), refer to the Navigation chapter in the EST User Handbook.

- On the **Tools** menu, point to **Advance Notification Package**, and then click **Upload Transmittal List**.



The **AN Transmittal List: Batch Uploader** screen displays the form for uploading the list along with a link for validating the spreadsheet.

**AN Transmittal List: Batch Uploader**

#13027 Fowler Ave. Extension

District: District 7 Phase: Programming Screen Contact Information: Kirk Bogen (813) 975-6448 test-FD7-kirk.bogen-ou135@devnull.fh-etat.org

**AN Transmittal List**

Upload File:  Browse...

**Validation:**

- This uses the [batch upload spreadsheet](#)
- Enable macros to use the Validation button located in Column U of the spreadsheet.
- The data must be in the first sheet of the Excel file.
- The first row of the sheet must contain the column names.
- The column names cannot be changed or deleted.
- The file format must be Excel 2003 or earlier (.xls format)
- \*SPELLING MATTERS - especially for Name and Organization

NOTE: You can add additional columns AFTER Allow Comments that may help you track things internally for yourselves. Those columns will be ignored and not copied to the EST during upload.

**Tip!** Click on the toolbar icons to:



Send feedback about the current page.



Access online **Help**.



Bookmark the page.



Add the page to your **My ETDM** preferences.

#### 3.1.5.4.2 Opening a Blank Spreadsheet

1. Click the **batch upload spreadsheet** link to download a blank **Excel** spreadsheet from the EST database.

### AN Transmittal List

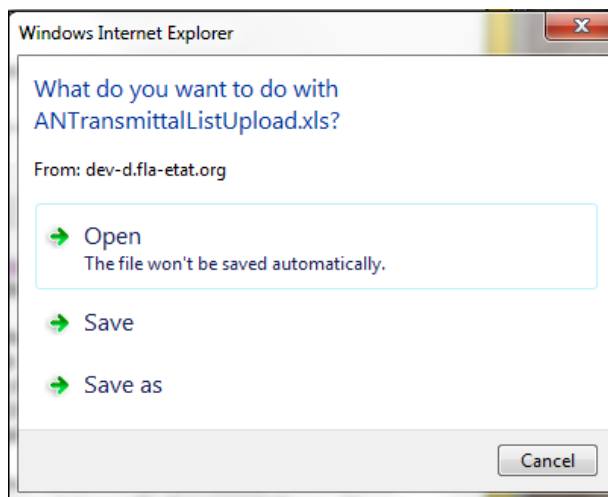
Upload File:

**Validation:**

- This uses the [batch upload spreadsheet](#)
- Enable macros to use the Validation button located in Column U of the spreadsheet.
- The data must be in the first sheet of the Excel file.
- The first row of the sheet must contain the column names.
- The column names cannot be changed or deleted.
- The file format must be Excel 2003 or earlier (.xls format)
- \*SPELLING MATTERS - especially for Name and Organization

*NOTE: You can add additional columns AFTER Allow Comments that may help you track things internally for yourselves. Those columns will be ignored and not copied to the EST during upload.*

- Follow the standard steps for downloading and saving a file to your computer.



- Open the blank transmittal list spreadsheet in **Excel** and enter the information into the appropriate columns.

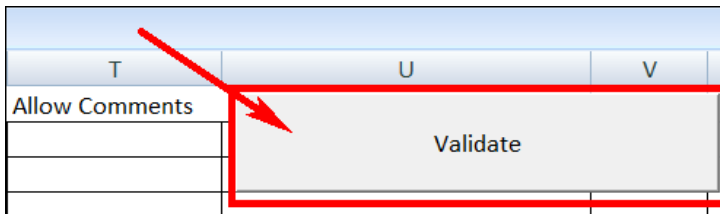
|   | A      | B          | C           | D         | E              | F            |
|---|--------|------------|-------------|-----------|----------------|--------------|
| 1 | Prefix | First Name | Middle Name | Last Name | Position Title | Organization |
| 2 |        |            |             |           |                |              |
| 3 |        |            |             |           |                |              |

#### 3.1.5.4.3 Validating the Transmittal List

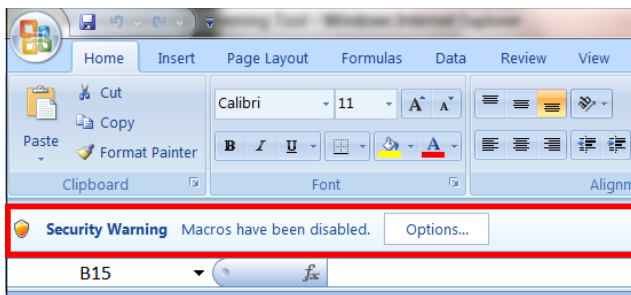
The **Validate** feature within the spreadsheet ensures that all fields have been completed and that the information in the spreadsheet matches the information in the EST database.

- After you have logged the information into the spreadsheet, click the **Validate** button located on the **Excel** spreadsheet (**Column U**).

**Note:** Required cells that have been left blank will display as shaded.



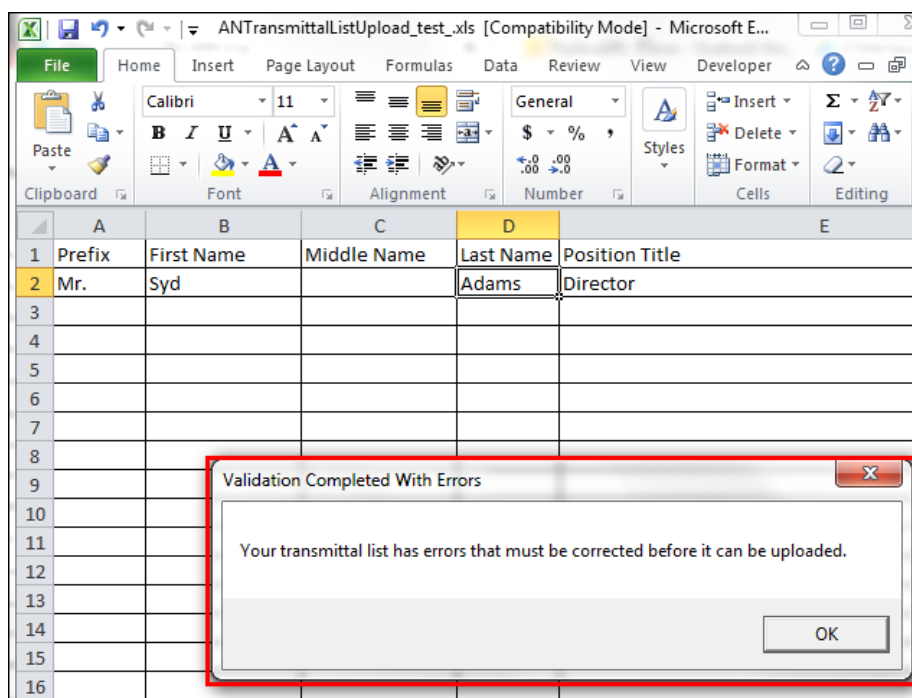
**Note:** If the **Validate** button does not work, it may have been blocked by your system's security program. Check the **Excel** message bar (located beneath the ribbon) for a **Security Warning** message (see next illustration).



**Note:** If a security warning appears on the screen, you can enable the validation macro by doing the following:

- 1) Click **Options**. A security alert message will appear.
- 2) In the **Security Alert – Macros** dialog box, click the **Enable this content** option button.
- 3) Click **OK**.
- 4) In the **Excel** spreadsheet, click the **Validate** button again.

If there are errors in the spreadsheet, a message will display, as shown in the next illustration.



**2.** Click **OK**.

The cells containing the errors will be highlighted in red. For example, the next illustration shows the acronym FHWA was entered instead of the full spelling of the organization's name—Federal Highway Administration.

**Note:** Information must be spelled exactly as it appears in the database. This means the full spelling of an organization's name must be entered in the spreadsheet if it appears that way in the database.

|   | E              | F            | G  |
|---|----------------|--------------|--|
| 1 | Position Title | Organization |  |
| 2 | Director       | FHWA         | The organization name is not in the list of existing Organizations. Please verify that it is correct before uploading. |
| 3 |                |              |  |
| 4 |                |              |  |
| 5 |                |              |  |

**3.** You can make the correction by typing it, or you can click the drop-down arrow and select the appropriate option from the list.

|    | E              | F   |
|----|----------------|---|
| 1  | Position Title | Organization                                |
| 2  | Director       | Federal Highway Administration              |
| 3  |                | Federal Highway Administration              |
| 4  |                | Federal Rail Administration                 |
| 5  |                | Federal Transit Administration              |
| 6  |                | Flagler County                              |
| 7  |                | Florida - Alabama TPO                       |
| 8  |                | Florida Department of Children and Families |
| 9  |                | Florida Department of Corrections           |
| 10 |                | Florida Department of Education             |




**4.** If the spreadsheet passes the validation, the program displays a message, as shown in the next illustration.

The screenshot shows the Microsoft Excel interface with the file 'ANTransmittalListUpload\_test.xls' open. The spreadsheet has columns A through E. Row 1 contains headers: Prefix, First Name, Middle Name, Last Name, and Position Title. Row 2 contains data: Mr., Sy, (blank), Adams, and Director. A validation message box is displayed in the foreground, stating 'Validation Completed Successfully' and 'Your transmittal list has passed validation and is ready to be uploaded.' with an 'OK' button.

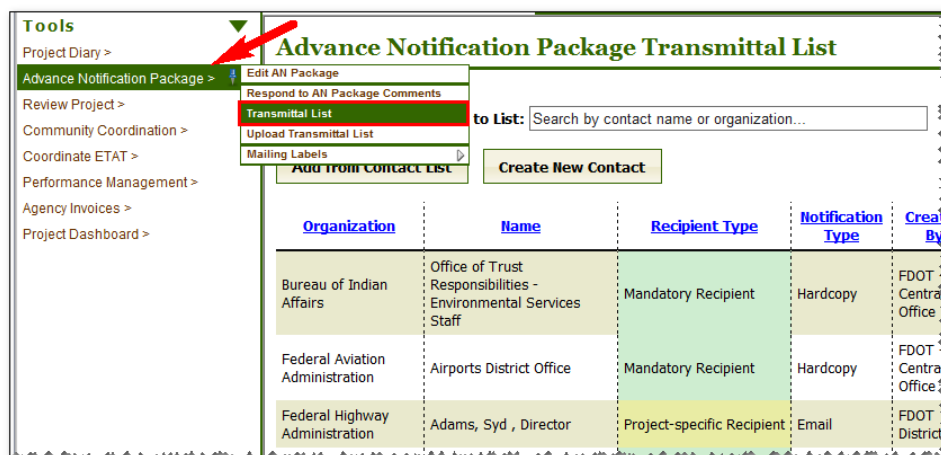
**5.** Click **OK**.





**Tip!** The **Status** column of the spreadsheet indicates whether a contact was validated (shown with a check mark ) or not (shown with an ) . A star icon, , indicates the contact was added to the transmittal list but could not be updated in the database.

3. Click the **Upload another spreadsheet** link to replace a transmittal list with an updated version.
4. After the transmittal list has been validated and uploaded, the contacts that were added will appear in the official AN Package transmittal list that is generated by the EST database. Go to the **Tools** menu, point to **Advance Notification Package**, and then click **Transmittal List** to view the list containing the recently added contacts.



5.

**Note:** If you have questions regarding contact permissions, contact the ETDM Help Desk at [help@fla-etat.org](mailto:help@fla-etat.org).

### 3.1.5.5 Mailing Labels (Updated 05/18/2015)

The **Mailing Labels** feature in the Environmental Screening Tool (EST) provides you with printing label options for mailing hard copies of the Advance Notification (AN) package.

The AN package **Mailing Labels** list is based on the AN package transmittal list, where recipients receiving hard copies of the package are indicated by the **Notification Type** column (see next illustration). The database automatically retrieves the names of the hard copy recipients and makes mailing labels available for printing. An Excel option is available if the label size you need is different from the ones shown on the Mailing Labels list.

Advance Notification Package Tr...

### Advance Notification Package Transmittal List

#13027 Fowler Ave. Extension

District: District 7 Phase: Programming Screen Contact Information: Kirk Bogen (813) 975-6448 test-FD7-kirk.bogen-ou135@devnull.fl-a-etdm.org

Search for Contact to Add to List: Search by contact name or organization...

Add from Contact List Create New Contact

| Organization                    | Name  | Recipient Type      | Notification Type | Created By            | Last Updated | Edit | Remove |
|---------------------------------|---|---------------------|-------------------|-----------------------|--------------|------|--------|
| Bureau of Indian Affairs        | Office of Trust Responsibilities - Environmental Services Staff | Mandatory Recipient | Hardcopy          | FDOT - Central Office | 02/24/2015   |      |        |
| Federal Aviation Administration | Airports District Office  | Mandatory Recipient | Hardcopy          | FDOT - Central Office | 02/24/2015   |      |        |

### 3.1.5.5.1 Accessing the AN Package Mailing Labels Feature

- On the **project navigation bar** located at the top of the EST window, click the **Active project** arrow and then make your selection by clicking on the project name and ETDM number.

Active project: #13024 Normandy Blvd [Show]

etdm Environmental Screening Tool

Search site for: [Search]  
Saved Searches: [Project History] [Advanced Search] [My ETDM] [Bookmarks] [Logout]

**Tip!** You can change the list of **Active projects** using the search tools on the project navigation bar. For more information on how to use the project navigation bar search tools (e.g., selecting projects using **Site Search** and **Advanced Search** functions), refer to the Navigation chapter in the EST User Handbook.

- On the **Tools** menu, point to **Advance Notification Package**, and then click the **Mailing Labels** arrow.

**Tools**

- Project Diary >
- Advance Notification Package >
  - Edit AN Package
  - Respond to AN Package Comments
  - Transmittal List
  - Upload Transmittal List
  - Mailing Labels
- Review Project >
- Community Coordination >
- Coordinate ETAT >
- Performance Management >
- Agency Invoices >
- Project Dashboard >

The **Mailing Labels** menu displays links to different label sizes. Labels are based on standard Avery templates, with links to particular labels that are identified by label size and number of labels per sheet. An **Excel File** link at the bottom of the menu allows you to export recipient mailing addresses to a spreadsheet.

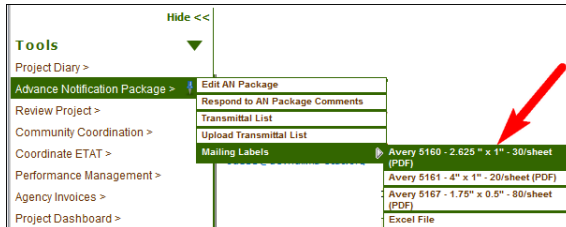
Hide <<

**Tools**

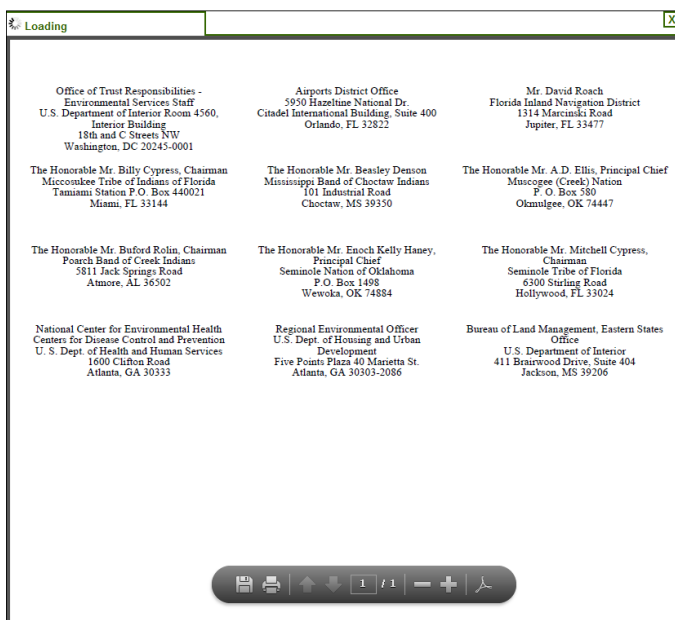
- Project Diary >
- Advance Notification Package >
  - Edit AN Package
  - Respond to AN Package Comments
  - Transmittal List
  - Upload Transmittal List
  - Mailing Labels
    - Avery 5160 - 2.625" x 1" - 30/sheet (PDF)
    - Avery 5161 - 4" x 1" - 20/sheet (PDF)
    - Avery 5167 - 1.75" x 0.5" - 80/sheet (PDF)
    - Excel File
- Review Project >
- Community Coordination >
- Coordinate ETAT >
- Performance Management >
- Agency Invoices >
- Project Dashboard >

### 3.1.5.5.2 Printing a Sheet of Labels

1. Select one of the label options by clicking the menu link. For this illustration, the Avery 5160 – 2.635" x 1" – 30/sheet is shown as selected.



The mailing labels display as a PDF in a separate window.



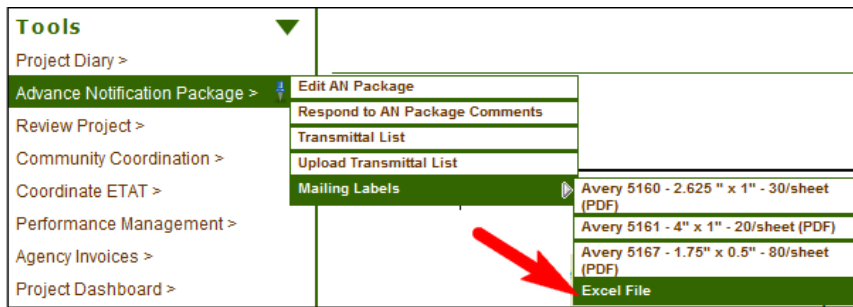
2. Follow the standard process for saving or printing a PDF.

**Tip!** Before printing onto a label sheet, first print onto a blank piece of paper. Place the printed sheet in front of a label sheet, and then hold the sheets up to a light to make sure the positioning is correct. If the positioning reveals the labels do not match the position on the label sheet, you may need to select another label size.

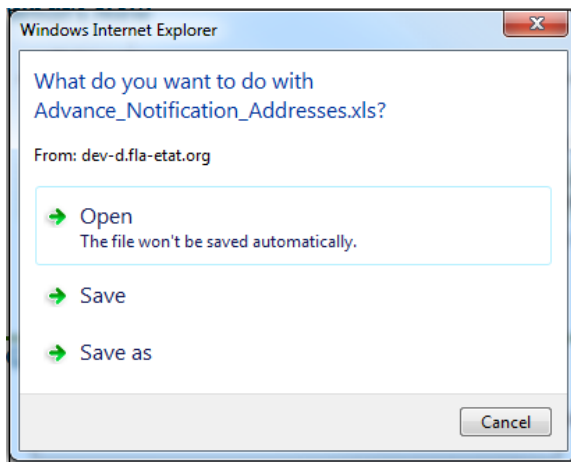
### 3.1.5.5.3 Exporting Labels to an Excel File

The **Excel File** menu option allows you to export recipient addresses to a spreadsheet, where you can print to label sizes that are not available on the **Mailing Labels** tool.

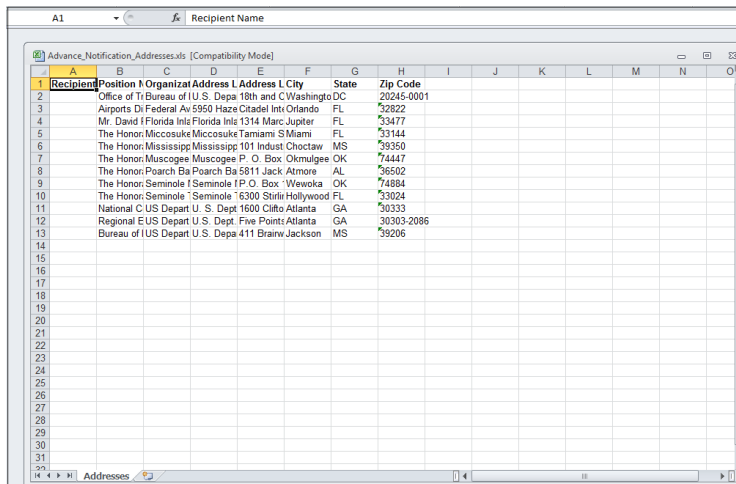
1. Click **Excel File**.



2. Follow the standard process for opening or saving the file.



A separate screen displays the list of addresses in **Excel**.



3. Follow the standard process for saving or printing the file.

**Tip!** If you want to send a mass mailing to an address list that you maintain in a Microsoft Office Excel worksheet, you can use a Microsoft Office Word mail merge. The mail merge process creates a sheet of mailing labels that you can print, and each label on the sheet contains an address from the list. Information for performing a mail merge can be found on the Microsoft Office website at <https://support.office.com/en-us/article/Create-and-print-mailing-labels-for-an-address-list-in-Excel-c56e9814-df0b-43ba-bec3-999db728169d#bm1>.

## 3.1.6 Review Project (Updated 10/30/2014)

### 3.1.6.1 Review Advance Notification Package (Updated 03/30/2014)

The **Review Advance Notification Package** feature in the Environmental Screening Tool (EST) **Tools** menu enables Commenting Interested Parties to review the Advance Notification (AN) package and record their comments. The AN package is a means of informing agencies and interested parties of FDOT's intent to proceed with a project. It also provides them with a consistent, comprehensive project record.

Commenting Interested Parties assigned to review the AN package are usually regional planning council and local government personnel who are authorized by a State Clearinghouse Coordinator (Federal Consistency – Commenting Interested Parties) or District ETDM Coordinators and Project Managers (Advance Notification – Commenting Interested Parties) to access the secure EST. The tasks of Commenting Interested Parties are as follows:

- *Federal Consistency* – Commenting Interested Parties provide advisory comments, based upon such issues as consistency with the strategic regional policy plan or the local government comprehensive plan, or conflict with other known area activities.
- *Advance Notification* – Commenting Interested Parties review ETAT comments and submit additional comments, if warranted, on a project's effects.

Individuals assigned to a Commenting Interested Party role receive electronic notification from District ETDM Coordinators notifying them that the review process has started. Commenting Interested Parties have access to EST maps and standard reports about the project and resources, including confidential information such as locations of archaeological sites. They are also able to view draft ETAT commentary and submit comments regarding federal consistency or project effects within 45 days of receiving notification.

The instructions for this feature provide navigation steps for the following actions:

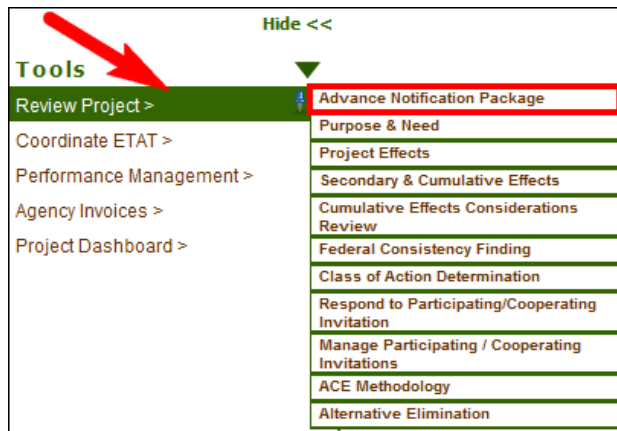
- Accessing the Review AN Package page
- Viewing the AN package
- Entering comments
- Submitting comments

#### 3.1.6.1.1 Accessing the AN Package Comment Page

1. On the project navigation bar that is located at the top of the EST window, click the **Active project** arrow and then make your selection by clicking on the project name and ETDM number.



2. On the Tools menus, point to Review Project, and then click Advance Notification Package.



The **Review AN Package** page opens and displays a link to the AN package and a text box for comments.

### 3.1.6.1.2 Viewing the AN Package

A PDF version of the AN package for the current review screen can be accessed from the Review AN Package page.

1. Under View Advance Notification Package, click the Advance Notification Package link to the PDF document.

The **Advance Notification Package** opens as a PDF in a separate tabbed window.

2. Follow the standard steps for opening and saving a PDF document.

### 3.1.6.1.3 Entering Comments

After you have completed your review of the AN package, you can add any additional points of consideration that need to be included in the Programming Screen.

**Tip!** Use the formatting toolbar at the top of the text box to display your comments as a list, or use the bold, italics, and underline functions to add emphasis.

**Note:** The **Comment** field is a required field.



**★Enter Comments**  
Provide comments on the Advance Notification in the box below. The comments apply to the current review screen, which started on 3/27/2013 and ends on 12/21/2015

B I U |

Your agency's reviews of the project's purpose and need, direct effects, and indirect or cumulative effects are considered to be comments on the Advance Notification for the project and will be included in the Programming Screen Summary Report. Please use this form to enter only or additional comments that should be considered but are not already captured by the other programming screen reviews from your agency.

#### 3.1.6.1.4 Submitting Comments

When you have finished adding your comments, click the **Submit Review** button.

**Sign and Submit**  
Reviews submitted here will be considered part of your agency's comments on the Advance Notification Package for this project.

User Identity: Bob Bobbins @ Federal Highway Administration

**Submit Review**

Your review will be sent to the District Coordinator and will be included in the AN package and Programming Screen Summary Report.

#### 3.1.6.2 Review Purpose & Need (Updated 10/30/2012)

The **Review Purpose & Need** form displays the Purpose and Need for the project; allows ETAT representatives to acknowledge, on behalf of their agency, that the project purpose and need is understood or not understood; and provides space for comments on the project purpose and need. During the programming screen, agencies may request an invitation to act as a Participating or Cooperating Agency for projects with federal involvement

1. Select a project from the **Active Project** list.
2. In the **Tools** menu, click **Review Project**, and then click **Purpose & Need**.

| Tools                    |   |
|--------------------------|---|
| Review Project >         | Advance Notification Package                    |
|                          | Purpose & Need                                  |
|                          | Project Effects                                 |
|                          | Secondary & Cumulative Effects                  |
|                          | Cumulative Effects Considerations Review        |
|                          | Class of Action Determination                   |
|                          | Respond to Participating/Cooperating Invitation |
|                          | Manage Participating / Cooperating Invitations  |
|                          | ACE Methodology                                 |
|                          | Alternative Elimination                         |
| Coordinate ETAT >        |   |
| Performance Management > |   |
| Agency Invoices >        |   |
| Project Dashboard >      |   |

The Review Purpose & Need page displays.

### Review Purpose & Need

#12668 Mark's CEE Test Project

District: District 3 Phase: Programming Screen Contact Information: taster taster [tast-FD3-tester\\_fecp-cui254@develul.fl.etdm.org](mailto:tast-FD3-tester_fecp-cui254@develul.fl.etdm.org)

---

#### Purpose & Need

P & N

**Reminder**  
Reviews submitted here will be considered part of your agency's comments on the Advance Notification for this project. Additional comments on the Advance Notification that are not captured in your review of the project's Purpose and Need, direct effects, or indirect and cumulative effects can be submitted using the [Comment on Advance Notification Package](#) tool.

---

#### Participating or Cooperating Agency During NEPA

Cooperating and participating agency roles during the development of a project include the following as they relate to their area of expertise:

- Provide meaningful and early input on defining the purpose and need, determining the range of alternatives to be considered, and the methodologies and level of detail required in the alternatives analysis.
- Participate in coordination meetings and joint field reviews as appropriate.
- Timely review and comment on the pre-draft or pre-final environmental documents to reflect the views and concerns of your agency on the adequacy of the document, alternatives considered, and the anticipated impacts and mitigation.

**Does US Coast Guard see a need to serve as a cooperating agency?**  
☐ Yes, US Coast Guard would like to be a [cooperating agency](#) for this project.

**Does US Coast Guard see a need to serve as a participating agency?**  
☐ Yes, US Coast Guard would like to be a [participating agency](#) for this project.

---

#### Enter Review Information

\*Indicate whether the Purpose and Need is: ☐ Understood ☐ Not Understood

---

#### Purpose and Need Comments

Enter any comments you have regarding the Purpose and Need. Comments are required if you indicate the Purpose and Need is Not Understood.

3. Under **Participating or Cooperating Agency During NEPA**, click the check box beside the appropriate role selection.

#### Participating or Cooperating Agency During NEPA

Cooperating and participating agency roles during the development of a project include the following as they relate to their area of expertise:

- Provide meaningful and early input on defining the purpose and need, determining the range of alternatives to be considered, and the methodologies and level of detail required in the alternatives analysis.
- Participate in coordination meetings and joint field reviews as appropriate.
- Timely review and comment on the pre-draft or pre-final environmental documents to reflect the views and concerns of your agency on the adequacy of the document, alternatives considered, and the anticipated impacts and mitigation.

**Does US Coast Guard see a need to serve as a cooperating agency?**  
☐ Yes, US Coast Guard would like to be a [cooperating agency](#) for this project.

**Does US Coast Guard see a need to serve as a participating agency?**  
☐ Yes, US Coast Guard would like to be a [participating agency](#) for this project.

4. A **Confirm Request** box appears showing the agency selection. Do the following:
- Type a reason for wanting to serve in the selected capacity (i.e., Cooperating or Participating).

**Confirm Request**

**Cooperating Agency:**  
According to the Council on Environmental Quality (CEQ) (40 CFR 1508.5), cooperating agency means any federal agency, other than a lead agency, that has jurisdiction by law or special expertise with respect to any environmental impact involved in a proposed project or project alternative. A State or local agency of similar qualifications (or when the effects are on lands of tribal interest, a Native American tribe) may, by agreement with the lead agency, also become a cooperating agency. Cooperating agencies have a higher degree of authority, responsibility, and involvement in the environmental review process than participating agencies. Because the cooperating agencies have legal/jurisdiction requirements tied to the preparation of the Environmental Document they may be called upon to review the pre-circulation Environmental Document on a case by case basis by the lead agency.

The standard for participating agency status is more encompassing than the standard for cooperating agency status. Therefore, cooperating agencies are, by definition, participating agencies, but not all participating agencies are cooperating agencies.

Pursuant to Section 1305 of Map-21 each cooperating agency shall carry out the obligations of that agency under other applicable law concurrently, and in conjunction, with the review required under the National Environmental Policy Act of 1969 (42 U.S.C. 4321 et seq.), unless doing so would impair the ability of the Federal agency to conduct needed analysis or otherwise carry out those obligations; and formulate and implement administrative, policy, and procedural mechanisms to enable the agency to ensure completion of the environmental review process in a timely, coordinated, and environmentally responsible manner.

For more information, see the [PD&E Manual Part 1, Chapter 3 Preliminary Environmental Discussion and Advance Notification](#)

\* Please provide a reason for wanting to serve as a cooperating agency.

Accept Cancel

- Click **Accept**.

**Confirm Request**

**Cooperating Agency:**  
According to the Council on Environmental Quality (CEQ) (40 CFR 1508.5), cooperating agency means any federal agency, other than a lead agency, that has jurisdiction by law or special expertise with respect to any environmental impact involved in a proposed project or project alternative. A State or local agency of similar qualifications (or when the effects are on lands of tribal interest, a Native American tribe) may, by agreement with the lead agency, also become a cooperating agency. Cooperating agencies have a higher degree of authority, responsibility, and involvement in the environmental review process than participating agencies. Because the cooperating agencies have legal/jurisdiction requirements tied to the preparation of the Environmental Document they may be called upon to review the pre-circulation Environmental Document on a case by case basis by the lead agency.

The standard for participating agency status is more encompassing than the standard for cooperating agency status. Therefore, cooperating agencies are, by definition, participating agencies, but not all participating agencies are cooperating agencies.

Pursuant to Section 1305 of Map-21 each cooperating agency shall carry out the obligations of that agency under other applicable law concurrently, and in conjunction, with the review required under the National Environmental Policy Act of 1969 (42 U.S.C. 4321 et seq.), unless doing so would impair the ability of the Federal agency to conduct needed analysis or otherwise carry out those obligations; and formulate and implement administrative, policy, and procedural mechanisms to enable the agency to ensure completion of the environmental review process in a timely, coordinated, and environmentally responsible manner.

For more information, see the [PD&E Manual Part 1, Chapter 3 Preliminary Environmental Discussion and Advance Notification](#)

Please provide a reason for wanting to serve as a cooperating agency.

This is the reason why US Coast Guard wants to serve as a cooperating agency.

Accept Cancel

**Notes:**

- ETAT agencies can only make their participating or cooperating agency requests during a Programming Screen when a project is in active review and when a project has federal involvement.
- FDOT ETDM Coordinators receive an email from the ETAT agency requesting an invitation to act in a participating or cooperating role. These requests are passed along to the federal Lead Agency, once it has been designated.
- After the review period ends, the Lead Agency will send invitations to agencies it wants to invite as participating or cooperating agencies. Every request will receive a response - either an invitation or a reason the agency was not invited.

5. Complete the remainder of the **Review Purpose & Need** form and then click **Submit Review**.

**Tip!** Details for completing the **Review Purpose & Need** form are provided in the tools chapter of this handbook.

6. The **Confirmation** screen displays your agency's responses on the **Review Purpose & Need** form, allowing you to review the information and make changes, if necessary.

**Tip!** Click the **Edit** link to make changes to the corresponding Purpose and Need section.

**Tip!** Click the toolbar icon on the window to:



Display the tip reference.



Play the training video.



Send feedback about the current page.



Access online **Help** for the current page.



Bookmark the page.



Add the page to your **My ETDM** preferences.

### 3.1.6.3 Project Effects (Updated 10/30/2012)

Project review occurs through the web-based Environmental Screening Tool (EST), which is used to engage agency participants in the transportation planning process. The EST provides information about projects and the surrounding environment. The Environmental Technical Advisory Team (ETAT) evaluates the potential direct and indirect effects of each project alternative, on natural, physical, cultural, and community resources within their jurisdictions. Optionally, the ETAT may provide considerations related to cumulative effects if there is an issue.

If there is a concern about cumulative effects, use the Cumulative Effects Considerations Review form in the EST Tools menu to provide considerations that will help the Lead Agency decide on the level of evaluation needed in the environmental document. ETAT members are not expected to evaluate cumulative effects during the Planning and Programming Screens nor assign a Degree of Effect (DOE). See the FDOT Cumulative Effects Evaluation Handbook for guidance (available on the FDOT CEMO website).

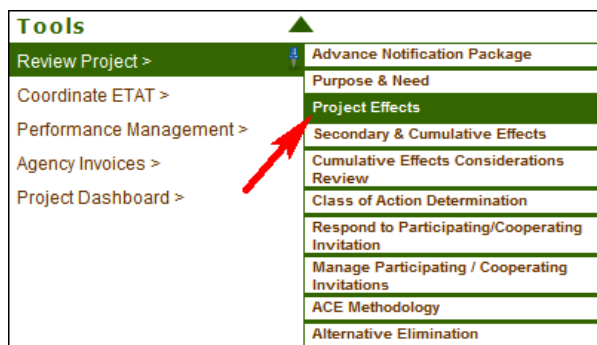
**Tip!** For a complete list of issues your agency reviews, go to the **Reports** menu, click **Agency Participation**, and then click **Agencies and Associated Resource Issues**.

**Notes:**

- As of October 15, 2012, the issue names shown in the **Project Effects** page reflect the new issues and categories.
- Projects sent for review **on** or **after** October 15, 2012, will require the new set of issues and categories on review forms and in the summary report.
- Projects sent for review **before** October 15, 2012, will show the previous set of issues on review forms (e.g., if a reviewer has a review extension) and the summary report.
- Projects beginning a review period after October 15, 2012, use the **Project Effects** and **Cumulative Effects Considerations Review** forms. Prior to this, comments related to indirect and cumulative effects were combined in one section. Comments submitted during screening events beginning after that date show separate comments for direct, indirect, and cumulative effects. Reports showing results of earlier screening events combine the comments related to indirect and cumulative effects.

Using the Project Effects Form:

1. To access the **Project Effects** form in the EST, go to the **Tools** menu, click **Review Project**, and then click **Project Effects**.



The **Project Effects** page opens.

2. On the **Project Effects** page, under **Review Options**, you can either review multiple issues or a single issue.

- To perform a review of multiple Alternatives or resource issues, click the **Use Short Form** check box. This option allows you to select multiple Alternatives and/or issues, and then apply the same comment to the selected Alternatives or issues.
  - Click the **Alternative** arrow to select an Alternative from the list.

- Click the **Select an Issue** arrow and then select the **Expected resource issues** check box for the issues you are reviewing.



Expected resource issues

- ☒ Aesthetic Effects
- ☒ Air Quality
- ☒ Coastal and Marine
- ☒ Contamination
- ☒ Economic
- ☒ Farmlands
- ☒ Floodplains
- ☒ Historic and Archaeological Sites
- ☒ Infrastructure
- ☒ Land Use Changes
- ☒ Mobility
- ☒ Navigation
- ☐ Noise
- ☒ Recreation Areas
- ☐ Relocation Potential
- ☐ Section 4(f) Potential
- ☐ Social
- ☐ Special Designations
- ☐ Water Quality and Quantity
- ☐ Wetlands
- ☐ Wildlife and Habitat

**Begin Review**

- Click **Begin Review**.

Expected resource issues

- ☒ Aesthetic Effects
- ☒ Air Quality
- ☒ Coastal and Marine
- ☒ Contamination

**Begin Review**

- To perform a review for an individual issue, do the following:
  - Click the **Alternative** arrow and then select the Alternative name.
  - Click the **Select an Issue** arrow and then select the **Expected resource issues** check box for the issue you are reviewing.
  - Click **Begin Review**.

3. If there are Preliminary Environmental Discussion (PED) comments that have been entered by the District, they will appear in the **Preliminary Environmental Discussion** section.

**Note:** The PED provides the District's initial evaluation of a project's potential effects (direct, indirect, and cumulative, as appropriate) and how the District intends to address or evaluate these issues as the project advances. PEDs, which may be provided at both the project and Alternative levels, provide the ETAT with context and may help ETAT reviewers provide focused and actionable comments.



**Project Effects**

#13027 Fowler Ave. Extension  
District: District 7 Phase: Planning Screen Contact Information: Steve C. Love (813) 975-6410 [steve-love-ou608@devm.fh-stat.org](mailto:steve-love-ou608@devm.fh-stat.org)

**Review Options**  
Choose to use the short form or select an alternative and issue. Then click the button to begin your review and display Preliminary Environmental Discussion.

| Alternatives                                   | Issues   |
|--|--|
| Alternative #1, Alternative #2, Alternative #4 | Aesthetic Effects, Air Quality, Coastal and Marine, Contamination, Economic, Farmlands, Floodplains, Historic and Archaeological Sites, Infrastructure, Land Use Changes, Mobility, Navigation, Recreation Areas |

[Change Options](#)

**Preliminary Environmental Discussion**

**Aesthetic Effects**  
Project Level  
Comments:  
L'cran de planification du processus permet la pour ?laborer des plans de transport en tenant compte de la physique, physique, culturel et des ressources communautaires en engageant des membres et au public dans l'examen des projets de transport a propos?. Cet examen se produit au cours de l?laboration de Plans possibles de co?L.


**Alternative Level**  
Alternatives: #1  
Degree of Effect: Moderate  
Comments:  
Comment on Degree of Effect selection here.

**Air Quality**  
Project Level  
Comments:  
L'cran de planification du processus permet la pour ?laborer des plans de transport en tenant compte de la physique, physique, culturel et des ressources communautaires en engageant des membres et au public dans l'examen des projets de transport a propos?. Cet examen se produit au cours de l?laboration de Plans possibles de co?L.

**Coastal and Marine**  
Project Level  
Comments:  
L'cran de planification du processus permet la pour ?laborer des plans de transport en tenant compte de la physique, physique, culturel et des ressources communautaires en engageant des membres et au public dans l'examen des projets de transport a propos?. Cet examen se produit au cours de l?laboration de Plans possibles de co?L.

4. Under **Project Effects**, click the **Select a Degree of Effect** arrow and then click the appropriate value.

**Project Effects**

Moderate 

-Select a Degree of Effect-

N/A / No Involvement

None

Enhanced

Minimal

Moderate


Substantial

Potential Dispute

level of importance:

5. Under the **Direct Effects** and **Indirect Effects** sections, type your responses in the text boxes provided below the screen prompts.

**Tip!** Click the **more info** link to display the definition.



*Direct effects* occur as a direct result of an action and occur at the same time and place as the action.

**Project Effects**

Moderate \* Applies to both Direct and Indirect Effects

**Direct Effects** [\[more info\]](#)

**\*Identify resources and level of importance:**

**\*Comment on effects to resources:**

**Note:** Include as much detail as possible in your comments. See the ETDM Manual for additional guidance.

**Tip!** A red asterisk, \*, indicates a required field.

6. In the **Future Coordination and Documentation** section, click the option button beside the future coordination or documentation required for the project, and then type any supporting comments in the text box.

**Future Coordination and Documentation**

\*Select an option below to identify future coordination or documentation required for this project.

- ☐ No Involvement: Your agency does not desire any future involvement with this project after the screening is complete
- ☐ PD&E Support Documentation as per PD&E Manual: Your agency would like to review the results of the standard technical studies conducted during PD&E regarding the resources managed by your agency. Indicate the study and PD&E Chapter in the "Additional Comments" field.
- ☐ Permit Required: The project requires coordination for permits from your agency. Provide the name of the permit in the "Additional Comments" field.
- ☐ Tech Memo Required: A technical memorandum is needed on a specific topic. Please describe the topic to be addressed in the "Additional Comments" field.
- ☐ To Be Determined: More Coordination Required: Your agency knows more coordination is needed, but does not know the exact documentation required at this time.

7. After completing your review, scroll to the **Sign and Submit** section to enter your **Password** and then click **Save Review(s)** to submit your information.

**Note:** A **Reminder** notice is shown above your **User Identity**, informing you that comments that were not captured in your project effects review can be submitted using the **Comment on Advance Notification Package** tool.

**Sign and Submit**

By entering your password, you are certifying that these comments represent the official review for your agency.

**Reminder**  
Reviews submitted here will be considered part of your agency's comments on the Advance Notification for this project. Additional comments on the Advance Notification that are not captured in your review of the project's purpose and need, project effects, or cumulative effects can be submitted using the [Comment on Advance Notification Package](#) tool.

**User Identity:** Syd Adams @ Federal Highway Administration

**Password:**

**Save Review(s)**

8. View the confirmation page to review your comments. Use the links provided to update your comments or to perform other actions.

---

#### Project Effects Review Confirmation

Your comments are PUBLIC and will be printed in the Screening Summary Report and made available to everyone on the ETDM Public Access website.

Your comments have been successfully submitted. Please review the confirmation below to ensure that your review displays correctly. Once you have reviewed your comments, you may select from one of the following options:

- [Make Additional Changes](#)
- Review your comments (and other agencies' comments) using the [Agency Comments - Project Effects](#) report.
- Jump to the [Projects Heading Review](#) report.

**Tip!** To view your and other agencies' cumulative effects comments during a review period, open the **Project Effects** report. To view the report, go to the **Reports** menu, click **Project Effects**, and then click **Agency Comments – Project Effects**.

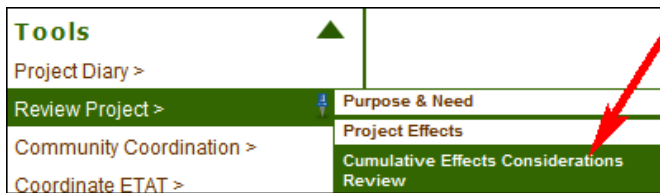
### 3.1.6.4 Cumulative Effects Considerations Review (New 10/30/2012)

Project review occurs through the web-based Environmental Screening Tool (EST), which is used to engage agency participants in the transportation planning process. The EST provides information about projects and the surrounding environment. The Environmental Technical Advisory Team (ETAT) evaluates the potential direct and indirect effects of each project alternative, on natural, physical, cultural, and community resources within their jurisdictions. Optionally, the ETAT may provide considerations related to cumulative effects if there is an issue. If there is a concern about cumulative effects, provide considerations to help the Lead Agency decide on the level of evaluation needed in the environmental document. ETAT members are not expected to evaluate cumulative effects during the Planning and Programming Screens nor assign a Degree of Effect (DOE). See the FDOT Cumulative Effects Evaluation Handbook for guidance (available on the FDOT CEMO website).

**Tip!** For a complete list of issues your agency reviews, go to the **Reports** menu, click **Agency Participation**, and then click **Agencies and Associated Resource Issues**.

#### Notes:

- Projects beginning a review period after October 15, 2012, use the **Project Effects** and **Cumulative Effects Considerations Review** forms. Prior to this, comments related to indirect and cumulative effects were combined in one section. Comments submitted during screening events beginning after that date show separate comments for direct, indirect, and cumulative effects. Reports showing results of earlier screening events combine the comments related to indirect and cumulative effects.
  - After October 15, 2012, DOEs are associated with Project Effects (apply to both direct and indirect effects). There is no cumulative effect DOE.
  - Consistent with **40 CFR 1508.8**, the ETDM process defines Cumulative Effects as: “the impact on the environment which results from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency (federal or non-federal) or person undertakes such other actions. Cumulative impacts can result from individually minor but collectively significant actions taking place over a period of time.”
1. To access the **Cumulative Effects Considerations Review** form in the EST, go to the **Tools** menu, click **Review Project**, and then click **Cumulative Effects Considerations Review**.



The **Cumulative Effects Considerations Review** page opens.

**2.** On the **Cumulative Effects Considerations Review** page, under **Cumulative Effects Considerations**, do the following:

- Click the **Alternative** arrow to select an alternative from the list.
- Click the **Select an Issue** arrow and then click the issue you are reviewing.
- Click **Begin Review**.

The **Cumulative Effects Considerations** screen refreshes and displays a list of questions.

Cumulative Effects Considerations ... X

### Cumulative Effects Considerations

*Identify resources and impacts of cumulative effects*

| Alternative    | Issue              |                                |
|----------------|--------------------|--------------------------------|
| Alternative #1 | Contaminated Sites | <a href="#">Change Options</a> |

**What resources in the area are at risk?**  
*Recommend environmental resources that may need to be evaluated for cumulative effects during PD&E. Focus on priority resources in poor or declining condition that may be directly or indirectly affected by the project.*

B I U

**What are the logical, resource-based boundaries for these resources, and how might the project effects travel within those boundaries?**  
*Identify considerations to help define the geographic study area for a cumulative effects evaluation of the resources. The challenge is defining it large enough to understand the trends affecting the resource and yet small enough to provide practical consideration of the project's contribution to the cumulative effects. The boundary is usually resource based, accounting for localized effects. The key is to encompass the resources affected by the project, to the extent where it contributes to the cumulative effects on the resource.*

B I U

3. Type your comments in the text boxes that appear below the questions listed on the screen.

**Note:** Click the **Change Options** button to select another **Alternative** and/or **Issue**. Repeat the steps listed in this section for entering and submitting your comments.

### Cumulative Effects Considerations

*Identify resources and impacts of cumulative effects*

| Alternative    | Issue              |                                |
|----------------|--------------------|--------------------------------|
| Alternative #1 | Contaminated Sites | <a href="#">Change Options</a> |

4. After completing your review, scroll to the **Sign and Submit** section to enter your **Password** and then click **Save Review(s)** to submit your information.

### Sign and Submit

*By entering your password you are certifying that these comments represent the official review for your agency. Reviews submitted here will be considered part of your agency's comments on the Cumulative Effects Considerations for this project.*

**User Identity:** Syd Adams @ Federal Highway Administration

**Password:**

[Save Review\(s\)](#)

The screen refreshes and displays the confirmation page.

Cumulative Effects Consideration...

Cumulative Effects Considerations Review

#11540 NDSWolverine Blvd

District: District 3 Phase: Planning Screen Contact Information: Super D. User [stephanie.clemons@urs.com](mailto:stephanie.clemons@urs.com)

---

Cumulative Effects Considerations Review Confirmation

Your comments have been successfully submitted.  
Please review the confirmation below to ensure that your review displays correctly.  
[Update comments or comment on additional issues.](#)

Overview

**Alternative:** Alternative 1  
**Issue:** Contaminated Sites

Cumulative Effects Considerations Comments

**What resources in the area are at risk?**  
Recommend environmental resources that may need to be evaluated for cumulative effects during PD&E. Focus on priority resources in poor or declining condition that may be directly or indirectly affected by the project.

**What are the logical, resource-based boundaries for these resources, and how might the project effects travel within those boundaries?**  
Identify considerations to help define the geographic study area for a cumulative effects evaluation of the resources. The challenge is defining it large enough to understand the trends affecting the resource and yet small enough to provide practical consideration of the project's contribution to the cumulative effects. The boundary is usually resource based, accounting for localized effects. The key is to encompass the resources affected by the project, to the extent where it contributes to the cumulative effects on the resource.

**What future management plans has your agency developed for these resources, if any?**  
Summarize any regulatory or conservation programs that have been implemented or are planned to protect or restore the resources. Note the effectiveness of these programs in reducing impacts on the resources and indicate where we might find more information.

**What additional foreseeable activities is your agency aware of that could affect the resource? For example, is your agency reviewing any permit applications that could contribute to cumulative effects?**  
Identify any reasonably foreseeable actions within the potentially affected resource area to include in a cumulative effects evaluation. Focus on activities that FDOT may not be aware of; these are used to list closed for construction activities.

5. To make changes to existing comments or add comments, click the **Update comments or comment on additional issues** link, and then repeat the steps listed above.

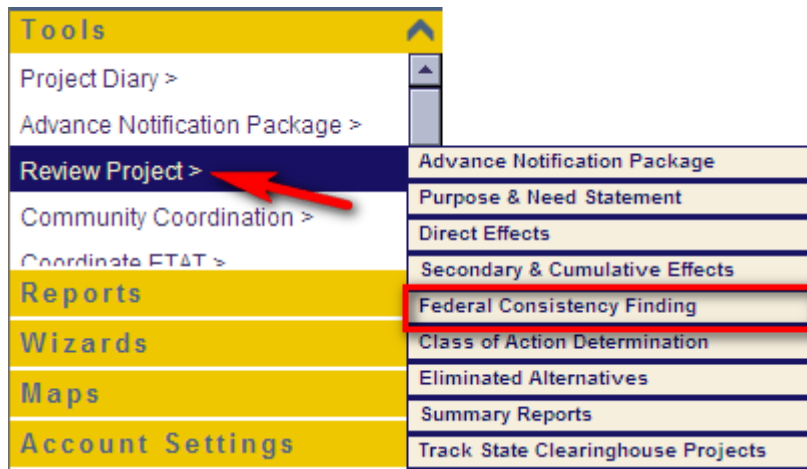
### 3.1.6.5 Federal Consistency Finding (Updated 02/23/2009)

The **Federal Consistency Findings** tool is used to record and submit agency findings concerning a project's consistency with the Florida Coastal Management Program. The submittal of a Federal Consistency finding applies only to projects that are federally funded or require a federal permit or federal action.

This tool is available to Federal Consistency Reviewers who are not also ETAT members and may also be used by Federal Consistency - Commenting Interested Parties for recording and submission of comments.

Federal Consistency Reviewers who are also ETAT members submit their agency's federal consistency finding using the **Purpose & Need Statement** tool, located in the **Review Project** category in the **Tools** menu.

To access the **Federal Consistency Findings** tool, first select the desired project, and then go to the **Tools** menu, point to **Review Project**, and then click **Federal Consistency Finding**, as shown in the next illustration.



**Note:** Federal Consistency Reviewers can also access this tool by clicking the project number in the **Projects Needing Federal Consistency Review** report, which will open a separate tabbed window that contains the form; and users with both Federal Consistency Reviewer and ETAT Reviewer roles can access the tool through the **Purpose & Need Review** form on the **Projects Needing Review** report.

The **Submit Federal Consistency Finding** page opens. At the top of the form is the project header, with information that identifies the selected project. This information includes the ETDM number and project name, the FDOT District(s) and county (or counties) where the project is located, the ETDM phase, from and to locations, the associated Planning Organization and Plan ID number, the Financial Management number, and contact information.

The project header is followed by the form used to record the Federal Consistency Finding. There are three possible findings:

- **Consistent**
- **Consistent, With Comments**
- **Inconsistent**

The definition for each finding appears next to the option, as shown in the next illustration.



| Federal Consistency Finding:   |  |
|--|--|
| State reviewers should note that if a finding of inconsistency is made, the finding must cite the section of the relevant statute under that agency's authority with which the project is inconsistent, and must identify actions that can be taken to resolve the conflict. Prior to actually issuing a finding of inconsistency, the reviewing agency should <b>immediately</b> notify the Clearinghouse of identified problems (phone 850-245-2161 or Suncom 205-2161). |  |
| Finding  | Definition   |
| <input type="radio"/> Consistent   | Based on the information contained in the Advance Notification and comments submitted by the reviewing agencies, the state has no objections to allocation of federal funds for the subject project and, therefore, the funding award is consistent with the Florida Coastal Management Program. State agency comments should be considered in developing the preliminary project design. For projects subject to coastal management consistency review that advance to the work program, the final review of the project's consistency with the Florida Coastal Management Program will be conducted during the environmental permitting review.  |
| <input type="radio"/> Consistent, With Comments  | Although the final alignment and design details have not yet been determined, at this time the State of Florida has no objections to the project concept described in the Advance Notification and no objections to the allocation of federal funds for the necessary planning, preliminary design and environmental evaluation activities. Therefore, the funding award is consistent with the Florida Coastal Management Program. Specific comments and recommendations concerning the project concept have been submitted to the project sponsor through the Efficient Transportation Decision Making (ETDM) process. Specific objections to the project, if any, that have been identified during ETDM will be resolved through the ETDM conflict resolution (Part IV, AOA) process prior to the project advancing in the FDOT Five-Year Work Program for any purpose other than technical studies and preliminary design to resolve the objections. For projects subject to coastal management consistency review that advance to final design, right-of-way acquisition or construction, the final review of the project's consistency with the Florida Coastal Management Program will be conducted during the environmental permitting review. |
| <input type="radio"/> Inconsistent   | The project has been determined to be inconsistent with the Florida Coastal Management Program. Unless the objections are addressed and the project determined to be consistent, the project shall not proceed further in the programming and PD&E phases.   |


Comments:

By entering your agency's password you are certifying that these comments represent the official review of federal consistency from your agency for the Florida State Clearinghouse.

|  |                                    |                                     |
|--|------------------------------------|-------------------------------------|
| Identity: <span>Tester FCRonly @ City of Jacksonville</span> | Password: <input type="password"/> | <input type="button" value="Save"/> |
|--|------------------------------------|-------------------------------------|

Click on the option button next to the applicable finding to select that option. Note that if "Inconsistent" is selected, you must cite (in the Comments textbox) the section of the relevant statute, under your agency's authority, with which the project is inconsistent, and you must identify actions that can be taken to resolve the conflict. Prior to issuing a finding of inconsistency, the reviewing agency should immediately notify the State Clearinghouse of identified problems.


Use the Comments textbox to type in required information and/or additional comments. Plain text without formatting can also be copied and pasted from another document.


When finished, verify the identity information, enter your password, and then click .

## Submit Federal Consistency Finding Header Tools

The toolbar above the project header provides quick access to commonly used functions. Use the  button

to provide feedback about the page to the ETDM Help desk. Click  to access the On-line Help

information for the Submit Federal Consistency Finding page. Use the  button to bookmark the generated

Submit Federal Consistency Finding page, or click  to add it to your "My ETDM" pages.

## Accessing Tool Through Projects Needing Federal Consistency Review Report

As noted above, Federal Consistency Reviewers may also access the **Federal Consistency Finding** tool through the **Projects Needing Federal Consistency Review** report. To access the report, go to the **Reports** menu, point to **Agency Participation**, and then click **Projects Needing Federal Consistency Review**.

|                          |   |
|--------------------------|---|
| Agency Participation >   |   |
| Community Coordination > | Agency Review Overview                      |
| Cumulative Effects >     | Agency Websites                             |
| Performance Management > | ETAT Contact List                           |
| Invoicing Reports >      | Projects Needing Class of Action Review     |
| Project Tracker >        | Projects Needing Federal Consistency Review |

The **Projects Needing Federal Consistency Review** report contains the list of active projects that are currently in a review period that require Federal Consistency Review. To narrow the search results, select **County** and/or **Organization** search criteria.

Projects Needing Federal Consisten...

### Projects Needing Federal Consistency Review

Please Specify Search Criteria Below

County:

-All-

Organization:

FL Fish and Wildlife Conservation Commission

[Agencies and Associated Resource Issues](#)

#### Key

☐ Projects that have not been reviewed by the *FL Fish and Wildlife Conservation Commission* Organization

☐ Project that have been reviewed by the *FL Fish and Wildlife Conservation Commission* Organization

↑↓ Results sorted in ascending/descending order of column values. Click column name to sort.

| FDOT District | County      | ETDM#                 | ALT# | Project Name       | ETDM Phase      | P&N Reviewed* | Days Left | Last Day  | Start day | Review Authority |
|---------------|-------------|-----------------------|------|--------------------|-----------------|---------------|-----------|-----------|-----------|------------------|
| District 3    | Gulf County | <a href="#">9633*</a> | 1    | Test: Non-Viable I | Planning Screen | No            | 0         | 1/14/2008 | 1/14/2008 | No               |
| District 3    | Gulf County | <a href="#">9633*</a> | 2    | Test: Non-Viable I | Planning Screen | No            | 0         | 1/14/2008 | 1/14/2008 | No               |

\*P&N Reviewed - Purpose and Need Statement Reviewed


Click on the ETDM Number of a project to open, in separate tabbed windows, the Submit Federal Consistency Finding tool and the reports to be used in conducting the Federal Consistency Review, as described below. Note: all reports are project-specific; by default, the information displayed in each window pertains to the project number selected from the Projects Needing Federal Consistency Review report by default.

- Submit Federal Consistency Finding – used to record and submit comments on federal consistency.
- Federal Consistency Findings report – displays the findings for a project (searchable by agency, project(s), and date range).
- Project Description - gives a detailed overview of a project, from the summary description and Purpose and Need Statement to the segment level details.
- GIS Analysis Results - displays the most recent results of the GIS Analysis routines for a project.
- Map Viewer – zooms to the project location and provides access to various resource maps

There is a Tab title for each tool and report. Click on the Tab title to navigate between the tools and reports.



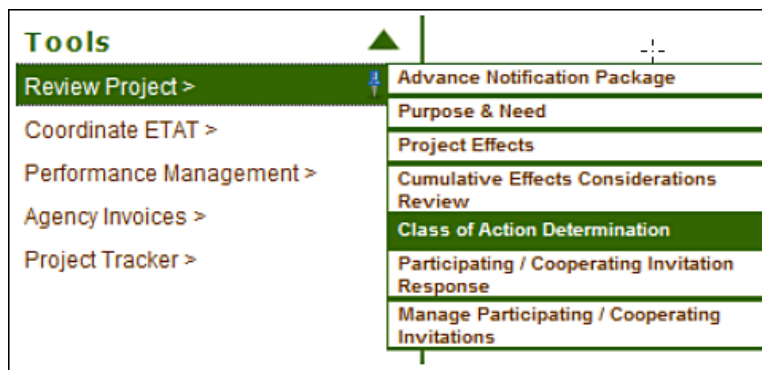
On the right side of the screen, there is a Show/Hide Map bar. This bar toggles the display of the Interactive Map Viewer. To view the interactive Map Viewer over the tools and reports, click the Show/Hide Map bar; to hide the map and return to the forms and reports view, click the bar again. (Note that tips for using the Interactive Map Viewer are available by clicking “Help” on the upper left side of the map, and a detailed description of the Interactive Map Viewer is available in the EST Handbook in the ETDM Library.)

To close the tools and reports, click on the blue “X”  at the top right-hand side of each page (above the Page Tool Bar). This takes you back to the Projects Needing Federal Consistency Review Report.

### 3.1.6.6 *Review Class of Action (Updated 10/30/2012)*

After the ETDM Coordinator submits the Class of Action (COA) determination, the Lead Agency is sent an email stating the COA is ready for their review. The Lead Agency uses the **Review Class of Action Determination** form to accept (or not accept) the ETDM Coordinator’s COA determination.

1. Open the **Class of Action** page in the EST using one of the following actions:
  - Click the link provided in the email notification.
  - In the **Tools** menu, go to **Review Project**, and then click **Class of Action Determination**.



2. In the Review Class of Action Determination screen, go to the **Accept the Class of Action Determination** section, and then click the option button beside **Accepted** or **Not Accepted**.

**Note:** If you select **Not Accepted**, you must type your reason for not accepting the COA in the **Comments** text box.

Review Class of Action Determination

#12657 PCI Testing--Issue 6

District: District 3 Phase: Programming Screen Contact Information: tester tester test.FD1-tester\_fecp-ou3943@devnull.fh-stat.org

| Class of Action                | Other Actions | Lead Agency                    | Participating / Cooperating Agencies   |
|--------------------------------|---------------|--------------------------------|--|
| Environmental Impact Statement | None          | Federal Highway Administration | <p><b>Cooperating Agencies</b><br/>FL Department of Agriculture and Consumer Services (Accepted)</p> <p><b>Participating Agencies</b><br/>No agencies were invited to serve as participating agencies for this project.</p> <p>All invitations to agencies are complete. You may submit a Class of Action.</p> |

**Class of Action Signatures**

| Name           | Agency          | Review Status | Date       | ETDM Role             | Comments  |
|----------------|-----------------|---------------|------------|-----------------------|---|
| Chris T. Sands | FDOT District 3 | ACCEPTED      | 10/21/2012 | FDOT ETDM Coordinator | FDOT District 1 signs this class of action and submits it to Federal Highway Administration for its consideration and approval. |

**Accept the Class of Action Determination**

☒ Accepted ☐ Not Accepted (Provide Explanation Below)

**Comments**  
A comment must be provided if the Class of Action is Not Accepted.

Federal Highway accepts the Class of Action, including FDACS, a cooperating agency.

3. Under **Sign and Submit**, type your **Password**, and then click **Submit**.

**Sign and Submit**

By entering your password you accept the Class of Action on behalf of FDOT District 3.

**User Identity** Stephanie A. Clemons @ FDOT District 3

\*Password

**Submit**

**Important Messages**

- \* A password is required in order to submit this response.
- \* You must choose Accepted or Not Accepted.

A **Signature Submission** notice appears. Verify your comments and acceptance are correct and then click **OK**.

### 3.1.6.7 Summarize and Publish Eliminated Alternatives Report (Updated 05/09/2013)

Once one or more Alternatives has been eliminated, the Publish Eliminated Alternatives Form becomes available, which allows ETDM Coordinators to generate the milestone and produce an Eliminated Alternatives Report. ETDM Coordinators use the Environmental Screening Tool (EST) to summarize the elimination of project Alternatives and publish the Eliminated Alternatives Report, which includes Alternatives that have been eliminated along with Alternatives that have been re-activated at some point during the project life cycle.

The **Summarize and Publish Eliminated Alternatives Report** feature in the EST allows you to do the following:

- Publish an Eliminated Alternatives Report

- View Hard Copy Maps
- Re-Generate Hard Copy Maps
- Upload User-Generated Hard Copy Maps
- Re-Activate a Previously Eliminated Alternative
- Edit Justification Comments

#### 3.1.6.7.1 Publishing an Eliminated Alternatives Report

Eliminated Alternatives are listed in the **Summarize and Publish Eliminated Alternatives Report**, which contains the Alternative descriptions, geometry, and hard copy maps. An eliminated Alternative's status may also be changed using the editing feature.

- Make changes to an Alternative's status (i.e., re-enable) or to the justification comments.
- Attach hard copy maps that have been system generated or have been created outside the EST.
- View the report PDF before printing it.

1. Select a project from the **Active Project** list.
2. In the **Tools** menu, click **Review Project**, click **Eliminated Alternatives**.



The **Summarize and Publish Eliminated Alternatives Report** page opens.



Summarize and Publish Eliminated...

### Summarize and Publish Eliminated Alternatives Report

#13027 Fowler Ave. Extension  
 District: District 7 Phase: Planning Screen Contact Information: Steve C. Love (813) 975-6410 [test-FD7-steve.love-ou608@devnull.fia-etat.org](mailto:test-FD7-steve.love-ou608@devnull.fia-etat.org)

#### Data Currency Notice

The application has also detected that there is currently a request for hardcopy maps to be generated for this project. *All hardcopy map requests are processed nightly, and hardcopy maps for this project should be regenerated by tomorrow.*

#### Publish Alternatives That Were Considered But Eliminated

**This form allows you to:**

- Publish the alternatives ([listed below](#)) that have been eliminated or re-enabled.
- Edit the comments associated with these alternatives by click on the edit icon ✎ next to the alternative of interest.
- Re-enable alternatives that have been previously eliminated by also clicking on the edit icon ✎.
- Preview the PDF Report that will be generated when you publish these alternatives as eliminated / re-enabled to the public. The report will contain the alternative(s) description, geometry, and hardcopy maps.  
[Preview PDF Before Publishing.](#)

**NOTE: Summary Report will be automatically republished**  
 ★ The Summary Report associated with the ETAT Review Period from 3/10/2013 to 3/10/2013 will be automatically republished for alternative(s): #1, #2, #3, #4. Please ensure that all of the necessary summary report edits have been made before publishing an "Eliminated Alternatives" report.

**Publication Comments:**

User Identity: Ava Smith @ FDOT District 7

3. Check the hard copy map status in the **Data Currency Notice** section. A message displays if all hard copy maps are up to date, if there is a map generating request, or there are new data updates available and maps will need to be re-generated.

**Data Currency Notice**

---

All hardcopy maps are up to date and no hardcopy maps have been requested for this transportation project.

4. Under the **This form allows you to** heading, click the **listed below** link to review the list of Alternatives that have been marked as **Eliminated** or **Re-Activated**.

**Publish Alternatives That Were Considered But Eliminated**

---

**This form allows you to:**

- Publish the alternatives ([listed below](#)) that have been eliminated or re-enabled.

- Alternatives that have been marked as **Eliminated**.

The following alternatives have been marked as 'Eliminated' or were 'Eliminated' at some point:

**Eliminated Alternatives**

**Alternative #4**

- **Marked as Eliminated:** Yes
- **Alternative's Current Status:** Eliminated
- **Date Updated:** 03/21/2013
- **Updated By:** FDOT District 7
- **Justification for Eliminating Alternative:**  
Justification entered here.
- **Location Map:** ☒ System Generated ☐ User Upload  
No Available System Generated Hardcopy Maps.

■ **Documents**


| Date       | Size   | Document               |
|------------|--------|------------------------|
| 03/21/2013 | 103 KB | <a href="#">63.pdf</a> |

- Previously eliminated Alternatives will be listed in the **Re-Activated Alternatives** section.

**Re-Activated Alternatives (Previously Eliminated)**

**Alternative #1**

- **Marked as Eliminated:** No
- **Alternative's Current Status:** ACE MM Review Complete
- **Date Updated:** 01/17/2013
- **Updated By:** FDOT District 2
- **Justification for Re-Activating Alternative:**  
restored #1 and #2

5. Click the edit icon, , beside the **Alternative** name to perform the following actions:
  - Re-activate an Alternative that was previously eliminated.
  - Make edits to comments related to an Alternative.
6. To select the location maps to be included in the report, click one of the following **Location Map** option buttons:
  - **System Generated** – hard copy maps generated within the EST system
  - **User Upload** – maps generated outside the EST system
7. Click the **Browse** button to navigate to the desired file on your system.
8. Click **Upload**.

■ **Location Map:** ☐ System Generated ☒ User Upload

Upload a user Hardcopy Map JPG or PDF file:

9. In the **Publication Comments** text box, type any information that is pertinent to the publication.



**Note:** The **Publication Comments** text box is a required field. You will not be able to publish the report if the box is left blank.

10. Click **Publish**.

**\*Publication Comments:**

Type your comments regarding Alternatives that have been eliminated and for Alternatives that have been re-activated.

**User Identity:** Ava Smith @ FDOT District 7

**Publish**

11. A message appears. Under **Would you like to continue?**, click **OK**.

**Message from webpage**

**PUBLISH VIABILITY REPORT CONFIRMATION**

Submitting this form will publish an 'Eliminated Alternatives' report, which will be copied to the ETDM Public Access Website. The associated 'Summary Report' will also be re-published. Please ensure that all of the necessary summary report edits have been made before publishing an 'Eliminated Alternatives' report.

Would you like to continue?

**OK** **Cancel**

The **Summarize and Publish Eliminated Alternatives Report** page refreshes and displays a confirmation message along with links to the **Project Description Report** and the **Project Milestone Report**.

Summarize and Publish Elimin... | Summarize Results of ETAT Review... | Summary Report | Methodology Review Reports

**Summarize and Publish Eliminated Alternatives Report**

**#13027 Fowler Ave. Extension**

**District:** District 7 **Phase:** Planning Screen **Contact Information:** Steve C. Love (813) 975-6410 [test-FD7-steve.love-ou608@devnull.fl.a-etat.org](mailto:test-FD7-steve.love-ou608@devnull.fl.a-etat.org)

**Form Submission Messages** [Back To Form](#)

An eliminated alternatives report has been published, which includes information about the following alternatives, which were either eliminated, or re-enabled at some point during the project's lifecycle. Please note that the actual "Eliminated Alternatives Report" will be generated overnight, and will be available tomorrow. Once the report has been generated, links to it can be found in the "Project Description Report" as well as the "Project Milestone Report."

**Eliminated Alternatives**

- ✓ Alternative #4 was included in the published 'Eliminated Alternatives' report.
- ✓ The Summary Report associated with the ETAT Review Period from 3/10/2013 to 3/10/2013 was successfully re-published for alternative(s): #1, #2, #3, #4.

For more information about this newly generated project milestone or about other project milestones, please view the [Project Description Report](#) or the [Project Milestone Report](#).

12. To return to the previous page, click the **Back To Form** link.

### 3.1.6.7.2 Viewing Hard Copy Maps

Thumbnails of maps that have been generated in the EST are shown in the following illustrations for each Alternative name.

1. In the **Summarize and Publish Eliminated Alternatives Report** page, scroll to an Alternative name.
2. Next to **Location Map**, do one of the following:
  - To view maps that have been generated in the EST, click the **System Generated** button. Thumbnails of the available maps will be shown.

Alternative #3

Marked as Eliminated: Yes

Alternative's Current Status: Eliminated

Date Updated: 03/25/2013

Updated By: FDOT District 7

Justification for Eliminating Alternative:

Alternative was eliminated due to further refining.


Location Map:

☒ System Generated
 ☐ User Upload

☒ Aerial Map
 ☒ Base Map

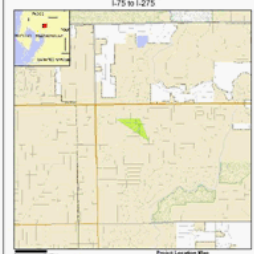
13027 Fowler Ave. Extension, Alternative #3

5.75 to 1-275



13027 Fowler Ave. Extension, Alternative #3

5.75 to 1-275



- To view maps that were generated outside the EST, click the **User Upload** button. A **PDF** or **JPG** icon will display along with a document attachment tool.

Alternative #3

Marked as Eliminated: Yes

Alternative's Current Status: Eliminated

Date Updated: 03/25/2013

Updated By: FDOT District 7


Justification for Eliminating Alternative:

Alternative was eliminated due to further refining.

Location Map:

☐ System Generated
 ☒ User Upload

☒ hardCopyMaps



Replace above user Hardcopy Map JPG or PDF file:

**FDOT**

Environmental Screening Tool Handbook - February 15, 2016

3-198

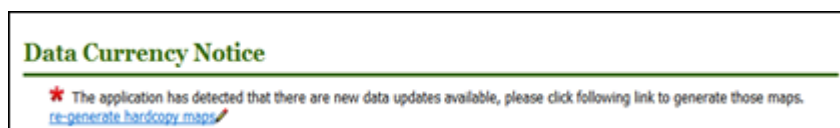
**Tip!** Click the map image or PDF icon to enlarge the map size.

### 3.1.6.7.3 Re-Generating Hard Copy Maps

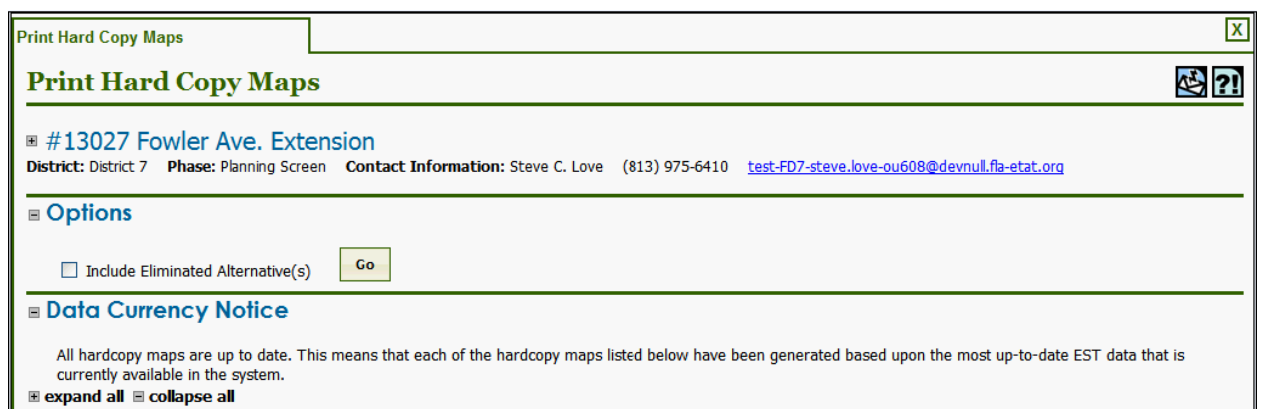
The **Data Currency Notice** section alerts you to the availability of the most up-to-date maps. If new data has become available since the last hard copy map production, the message will alert you to the updates. You can then generate the maps containing the latest information.

**Note:** The Eliminated Alternatives report will not be generated until the hard copy maps have been generated. If you are uploading maps from outside the EST, you can ignore the message.

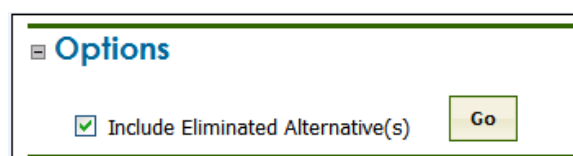
1. Open the **Summarize and Publish Eliminated Alternatives Report** page.
2. Under the **Data Currency Notice**, click the **re-generate hardcopy maps** link.



The **Print Hard Copy Maps** page opens.



3. In the **Print Hard Copy Map** page, click the **Include Eliminated Alternative(s)** check box.



4. Click **Go**.

Notes:

- The estimated time for generating a full set of hard copy maps is approximately two hours.
- Eliminated Alternative reports are published each night at 8 p.m. and will be available the following day. It is recommended that you generate the hard copy maps by 5 p.m. if you want to include them in the report.

- You may need to wait an additional day if your project has numerous hard copy maps that need to be generated or updated.
- If you need help with publishing an Eliminated Alternatives report, contact the ETDM Help Desk at [help@fla-etat.org](mailto:help@fla-etat.org) or call **850-414-5334**.

#### 3.1.6.7.4 Uploading User-Generated Hard Copy Maps

Maps that have been generated outside the EST can be uploaded and attached to the Eliminated Alternatives report.

**Note:** Maps must be in PDF or JPG format before being uploaded.

- In the **Summarize and Publish Eliminated Alternatives Report** page, scroll to an **Alternative** name.
- Next to **Location Map**, do the following:
  - Click the **User Upload** button.
  - Click the **Browse** button and then navigate to and click the document name.
  - Click **Upload**.

A **PDF** or **JPG** icon displays.

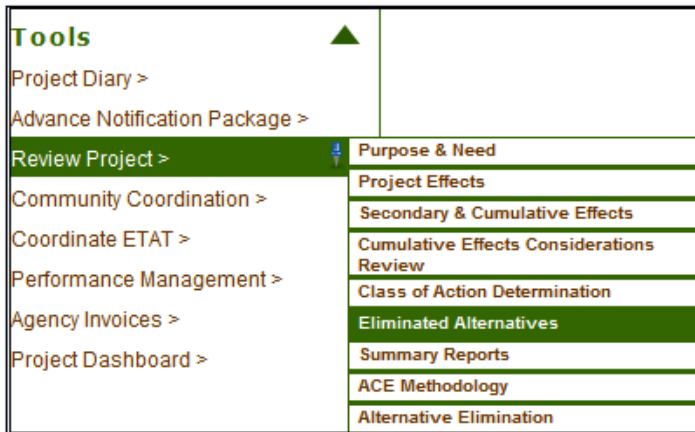
**Note:** The **Upload a user Hardcopy Map...** message changes to **Replace above user Hardcopy Map...**, enabling you to browse and upload a map to replace the current version.

#### 3.1.6.7.5 Re-Activating a Previously Eliminated Alternative

You can use the Summarize and Publish Eliminated Alternatives report to change an eliminated Alternative's status.

- Select a project from the **Active Project** list.

2. In the **Tools** menu, click **Review Project**, click **Eliminated Alternatives**.




The **Summarize and Publish Eliminated Alternatives Report** page opens.

The screenshot shows a web browser window titled 'Summarize and Publish Eliminated...'. The page content includes:
 

- A header section with the title 'Summarize and Publish Eliminated Alternatives Report' and several icons.
- Project information: '#13027 Fowler Ave. Extension', 'District: District 7', 'Phase: Planning Screen', 'Contact Information: Steve C. Love (813) 975-6410', and an email address.
- A 'Data Currency Notice' section with a paragraph about hardcopy maps.
- A section titled 'Publish Alternatives That Were Considered But Eliminated'.
- A list of instructions: 'This form allows you to: Publish the alternatives (listed below) that have been eliminated or re-enabled.', 'Edit the comments associated with these alternatives by click on the edit icon next to the alternative of interest.', 'Re-enable alternatives that have been previously eliminated by also clicking on the edit icon.', and 'Preview the PDF Report that will be generated when you publish these alternatives as eliminated / re-enabled to the public. The report will contain the alternative(s) description, geometry, and hardcopy maps.' There is a link 'Preview PDF Before Publishing'.
- A 'NOTE: Summary Report will be automatically republished' section with a yellow star icon and text about automatic republishing for alternatives #1, #2, #3, and #4.
- A 'Publication Comments:' section with a large text input area.
- A footer showing 'User Identity: Ava Smith @ FDOT District 7'.

3. In the **Summarize and Publish Eliminated Alternatives Report** page, scroll to an Alternative name.

4. Click the edit icon, , beside the Alternative name and do the following:

- Under **Status**, click the appropriate option button.
- In the **Justification** text box, type your comments supporting the selected **Status** option.
- Click **Update**.

Update 'Eliminated' Status for Alternative #4

**Status:**  
☐ Keep in 'Eliminated' Status *(only edit justification section)*  
☐ Put Back to 'ETDM QA/QC' to prepare for another ETAT review (you will no longer be able to edit the summary report pertaining to the most recent screening event).  
☒ Put Back to 'ETAT Review Complete' to edit a summary report.

**Justification:**  

Type your justification here.

User Identity: Ava Smith @ FDOT District 7  

UpdateCancel

The re-activated Alternative is listed under the **Re-Activated Alternatives (Previously Eliminated)** heading, with the status information displayed below the Alternative name.


**Re-Activated Alternatives (Previously Eliminated)**

Alternative #4

- Marked as Eliminated: No
- Alternative's Current Status: Eliminated
- Date Updated: 04/04/2013
- Updated By: FDOT District 7
- Justification for Re-Activating Alternative:  
Reactivating alternative

### 3.1.6.7.6 Editing Justification Comments

You can edit the justification comments related to an eliminated Alternative. The comments will appear in the re-published Summary report after you publish the Eliminated Alternatives report.

- In the **Summarize and Publish Eliminated Alternatives Report** page, scroll to an Alternative name.
- Click the edit icon, , beside the **Alternative** name and do the following:
  - Under **Status**, leave the **Keep in "Eliminated" Status** button as selected.
  - In the **Justification** text box, make any changes to the comments.
  - Click **Update**.

The **Summarize and Publish Eliminated Alternatives Report** page refreshes and displays a confirmation message.

**Tip!** To return to the previous page, click the **Back To Form** link.

### 3.1.6.8 Summarize Results of ETAT Review Screen (Updated 09/24/2014)

Following the screening event, the ETDM Coordinator, Community Liaison Coordinators, PD&E Project Managers, and other Metropolitan Planning Organizations and/or Transportation Planning Organizations (MPOs/TPOs), or District staff, assesses ETAT commentary in order to assign Summary Degrees of Effect (SDOE) and prepare the summary report.

The SDOE represents the position of FDOT (or the MPO/TPO for projects occurring within MPO/TPO areas) and is based on known information about the project area, including ETAT member and public comments and other technical resources.

ETDM Coordinators use this tool to assign SDOEs to all issues and alternatives based on ETAT Degrees of Effects (DOEs) and comments received from the ETAT or other stakeholders.

**Tip!** See the ETDM Manual for additional guidance on the process for summarizing DOEs. You can access the ETDM Manual at <http://www.dot.state.fl.us/emo/pubs/etdm/etdmmanual.shtm>.

The information in this section will guide you in performing the following actions:

- Accessing the Summarize Results of ETAT Review page
- Using the Summarize Results Chart



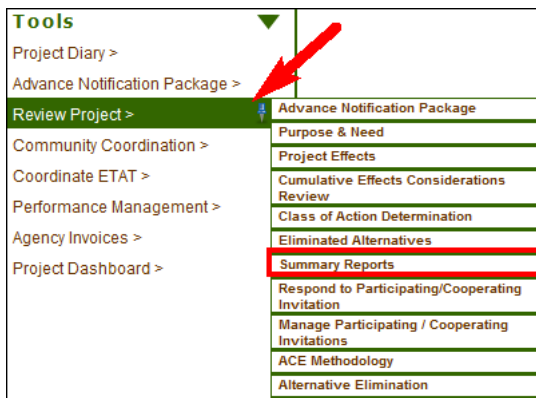
- Reviewing Agency Comments and DOEs
- Assigning an SDOE
- Editing a Summary Review
- Revising an SDOE
- Providing Feedback to Agencies
- Publishing/Re-publishing a Summary Report

### 3.1.6.8.1 Accessing the Summarize Results of ETAT Review Page

1. On the **project navigation bar** located at the top of the EST window, click the **Active project** arrow and then make your selection by clicking on the project name and ETDM number.



2. On the **Tools** menu, point to **Review Project**, and then click **Summary Reports**.



The Summarize Results of ETAT Review screen opens and displays the Summarize Results chart.

**Tip!** Click the toolbar icon on the window to:



Send feedback about the current page.



Access online **Help** for the current page.



Bookmark the page.

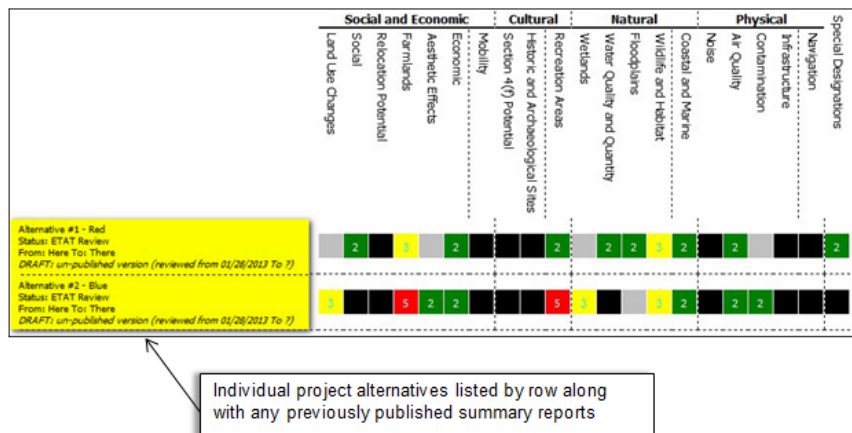


Add the page to your **My ETDM** preferences.

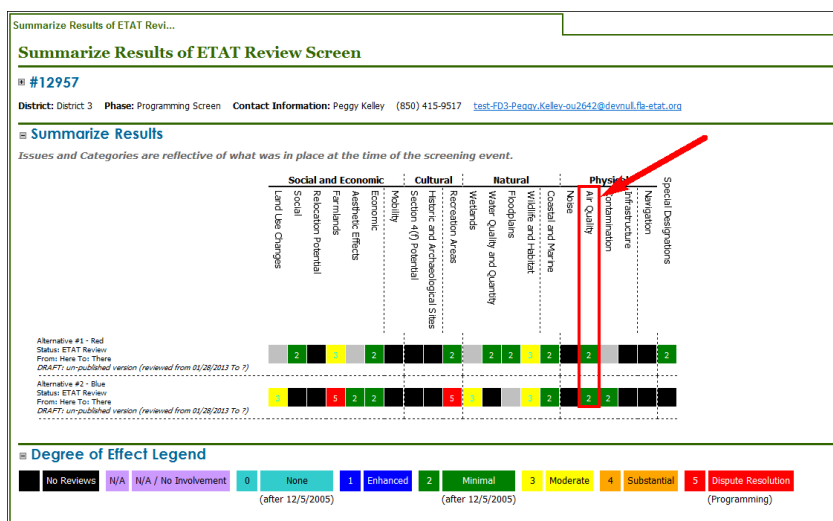
### 3.1.6.8.2 Using the Summarize Results Chart

The **Summarize Results** chart displays the project alternative and SDOEs for resource issues that have been organized by category. Each row of the chart represents a project alternative, and each column on the right-

hand side represents a resource issue organized into the following categories: **Social and Economic**, **Cultural**, **Natural**, and **Physical**.

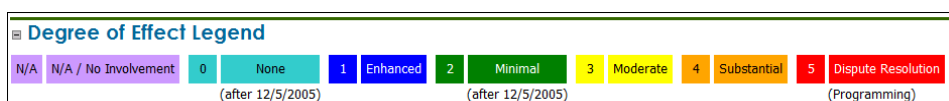


The intersection of a project row and issue column is a cell that represents the SDOE for a particular project and issue. For example, under **Physical**, the resource issue—**Air Quality**—has been given an SDOE of **Minimal** (color-coded green and labeled number 2).






**Note:** The **Summarize Results** chart for projects that went through a screening after October 2012 will no longer show the issue **Secondary and Cumulative Effects**. ETAT Comments on cumulative effects considerations will appear as part of the agency review comments.


As shown on the legend, a number and color code are used for project effects guidance. (Further details are provided in the Potential Project Effects Degree of Effect Guidance tables that are in chapters 3 and 4 of the ETDM Manual.)



To aid you with assigning an SDOE, certain cells may have been automatically filled in with a tentative SDOE. Additional cell colors designed for assisting you in the process are defined as follows:

|   |   |
|---|---|
|  | DOE number appears in cyan text to indicate all ETAT reviewers have assigned the same DOE to an issue.  |
|  | Multiple ETAT reviewers have assigned different DOEs to an issue. An SDOE is required before the summary report can be published.   |
|  | No agency reviews have been submitted for this issue. An SDOE is required before publishing the summary report.<br><br><b>Note:</b> See the ETDM Manual for guidance on addressing resource issues that have not been reviewed. |

### 3.1.6.8.3 Reviewing Agency Comments and DOE

1. In the **Summarize Results of ETAT Review** window, click the DOE cell for the resource issue you want to review. For this illustration, a **Moderate** effect (yellow) cell () was selected for the resource issue—**Aesthetic Effects**.

| Social and Economic |        |                      |           |                   |          | Cultural |                        | Natural                           |                  |          |                            | Physical    |                      |                    |       | Special Designations |               |                |            |                      |
|---------------------|--------|----------------------|-----------|-------------------|----------|----------|------------------------|-----------------------------------|------------------|----------|----------------------------|-------------|----------------------|--------------------|-------|----------------------|---------------|----------------|------------|----------------------|
| Land Use Changes    | Social | Relocation Potential | Farmlands | Aesthetic Effects | Economic | Mobility | Section 4(f) Potential | Historic and Archaeological Sites | Recreation Areas | Wetlands | Water Quality and Quantity | Floodplains | Wildlife and Habitat | Coastal and Marine | Noise | Air Quality          | Contamination | Infrastructure | Navigation | Special Designations |
| 3                   | 2      | 3                    | N/A       | 3                 | 2        | 0        | 2                      | N/A                               | 3                | 3        | 0                          | 3           | 3                    | N/A                | 2     | 2                    | 3             | 2              | 2          | 3                    |

2. The **Summarize Agency Reviews** page opens and displays the agency reviews for the selected resource issue.

**Alternative #2 Details**

| Alternative | Status               | From | To |
|-------------|----------------------|------|----|
| #2          | STAT Review Complete |      |    |

**Agency Reviews for the Aesthetic Effects Issue**

☒ **Federal Highway Administration (10/09/2012)** [add coordinator feedback](#)

**Aesthetic Effects Degree of Effect: Moderate**  
Reviewed By: Tester FHWA  
Coordination Documents: Tech Memo Required

**Direct Effects**

**Identified Resources and Level of Importance:**

**Comments on Effects to Resources:**

**Recommended Avoidance, Minimization, and Mitigation Opportunities:**

**CLC Recommendations:**

**Indirect Effects**

**Identified Resources and Level of Importance:**

**Comments on Effects to Resources:**

**Recommended Avoidance, Minimization, and Mitigation Opportunities:**

**Summary Degree of Effect**

★ Summary Degree of Effect: ▼ Select a Degree of Effect ▼

**Summary Degree of Effect Comments**  
Create a summary DOE comment that addresses the effects, considerations, actions, options identified by the reviewing agencies

**Cumulative Effects Considerations for Aesthetic Effects - Agency Comments**

☒ **Federal Highway Administration**

**Reviewed By: Tester FHWA (10/09/2012)**

**What resources in the area are at risk?**

Suspendisse vitae turpis id ante fringilla convallis at et urna. Praesent condimentum convallis nunc. Donec sodales vehicula nibh in fermentum. Suspendisse varius eros at arcu dignissim ut aliquet metus congue. Integer mi dui, semper id aliquet in, auctor sit amet purus. Quisque sed fermentum libero. Nam ac erat mauris, sit amet pulvinar nisl. Vivamus lorem a, pellentesque et malesuada vel, ornare eget libero. Quisque vehicula facilisis interdum. In hac habitasse platea dictumst. Quisque lacus nunc, faucibus venenatis bibendum ac, euismod at diam. Praesent porttitor laoreet tortor, non ullamcorper nunc vehicula ac. Aliquam erat volutpat. Sed pharetra semper auctor.

**What are the logical, resource-based boundaries for these resources, and how might the project effects travel within those boundaries?**

Suspendisse vitae turpis id ante fringilla convallis at et urna. Praesent condimentum convallis nunc. Donec sodales vehicula nibh in fermentum. Suspendisse varius eros at arcu dignissim ut aliquet metus congue. Integer mi dui, semper id aliquet in, auctor sit amet purus. Quisque sed fermentum libero. Nam ac erat mauris, sit amet pulvinar nisl. Vivamus lorem a, pellentesque et malesuada vel, ornare eget libero. Quisque vehicula facilisis interdum. In hac habitasse platea dictumst. Quisque lacus nunc, faucibus venenatis bibendum ac, euismod at diam. Praesent porttitor laoreet tortor, non ullamcorper nunc vehicula ac. Aliquam erat volutpat. Sed pharetra semper auctor.

**What future management plans has your agency developed for these resources, if any?**

Suspendisse vitae turpis id ante fringilla convallis at et urna. Praesent condimentum convallis nunc. Donec sodales vehicula nibh in fermentum. Suspendisse varius eros at arcu dignissim ut aliquet metus congue. Integer mi dui, semper id aliquet in, auctor sit amet purus. Quisque sed fermentum libero. Nam ac erat mauris, sit amet pulvinar nisl. Vivamus lorem a, pellentesque et malesuada vel, ornare eget libero. Quisque vehicula facilisis interdum. In hac habitasse platea dictumst. Quisque lacus nunc, faucibus venenatis bibendum ac, euismod at diam. Praesent porttitor laoreet tortor, non ullamcorper nunc vehicula ac. Aliquam erat volutpat. Sed pharetra semper auctor.

**What additional foreseeable activities is your agency aware of that could affect the resource? For example, is your agency reviewing any permit applications that could contribute to cumulative effects?**

Suspendisse vitae turpis id ante fringilla convallis at et urna. Praesent condimentum convallis nunc. Donec sodales vehicula nibh in fermentum. Suspendisse varius eros at arcu dignissim ut aliquet metus congue. Integer mi dui, semper id aliquet in, auctor sit amet purus. Quisque sed fermentum libero. Nam ac erat mauris, sit amet pulvinar nisl. Vivamus lorem a, pellentesque et malesuada vel, ornare eget libero. Quisque vehicula facilisis interdum. In hac habitasse platea dictumst. Quisque lacus nunc, faucibus venenatis bibendum ac, euismod at diam. Praesent porttitor laoreet tortor, non ullamcorper nunc vehicula ac. Aliquam erat volutpat. Sed pharetra semper auctor.

**In regards to other actions, what avoidance, minimization, or mitigation opportunities can you recommend for cumulative effects?**

Suspendisse vitae turpis id ante fringilla convallis at et urna. Praesent condimentum convallis nunc. Donec sodales vehicula nibh in fermentum. Suspendisse varius eros at arcu dignissim ut aliquet metus congue. Integer mi dui, semper id aliquet in, auctor sit amet purus. Quisque sed fermentum libero. Nam ac erat mauris, sit amet pulvinar nisl. Vivamus lorem a, pellentesque et malesuada vel, ornare eget libero. Quisque vehicula facilisis interdum. In hac habitasse platea dictumst. Quisque lacus nunc, faucibus venenatis bibendum ac, euismod at diam. Praesent porttitor laoreet tortor, non ullamcorper nunc vehicula ac. Aliquam erat volutpat. Sed pharetra semper auctor.

If cumulative effects considerations have been reviewed by agencies, they will be included under the **Cumulative Effects Considerations for... Agency Comments** header.

**Cumulative Effects Considerations for Aesthetic Effects - Agency Comments**

☒ **Federal Highway Administration**

**Reviewed By: Tester FHWA (10/09/2012)**

**What resources in the area are at risk?**

Suspendisse vitae turpis id ante fringilla convallis at et urna. Praesent condimentum convallis nunc. Donec sodales vehicula nibh in fermentum. Suspendisse varius eros at arcu dignissim ut aliquet metus congue. Integer mi dui, semper id aliquet in, auctor sit amet purus. Quisque sed fermentum libero. Nam ac erat mauris, sit amet pulvinar nisl. Vivamus lorem a, pellentesque et malesuada vel, ornare eget libero. Quisque vehicula facilisis interdum. In hac habitasse platea dictumst. Quisque lacus nunc, faucibus venenatis bibendum ac, euismod at diam. Praesent porttitor laoreet tortor, non ullamcorper nunc vehicula ac. Aliquam erat volutpat. Sed pharetra semper auctor.

**What are the logical, resource-based boundaries for these resources, and how might the project effects travel within those boundaries?**

Suspendisse vitae turpis id ante fringilla convallis at et urna. Praesent condimentum convallis nunc. Donec sodales vehicula nibh in fermentum. Suspendisse varius eros at arcu dignissim ut aliquet metus congue. Integer mi dui, semper id aliquet in, auctor sit amet purus. Quisque sed fermentum libero. Nam ac erat mauris, sit amet pulvinar nisl. Vivamus lorem a, pellentesque et malesuada vel, ornare eget libero. Quisque vehicula facilisis interdum. In hac habitasse platea dictumst. Quisque lacus nunc, faucibus venenatis bibendum ac, euismod at diam. Praesent porttitor laoreet tortor, non ullamcorper nunc vehicula ac. Aliquam erat volutpat. Sed pharetra semper auctor.

**What future management plans has your agency developed for these resources, if any?**


Suspendisse vitae turpis id ante fringilla convallis at et urna. Praesent condimentum convallis nunc. Donec sodales vehicula nibh in fermentum. Suspendisse varius eros at arcu dignissim ut aliquet metus congue. Integer mi dui, semper id aliquet in, auctor sit amet purus. Quisque sed fermentum libero. Nam ac erat mauris, sit amet pulvinar nisl. Vivamus lorem a, pellentesque et malesuada vel, ornare eget libero. Quisque vehicula facilisis interdum. In hac habitasse platea dictumst. Quisque lacus nunc, faucibus venenatis bibendum ac, euismod at diam. Praesent porttitor laoreet tortor, non ullamcorper nunc vehicula ac. Aliquam erat volutpat. Sed pharetra semper auctor.

**What additional foreseeable activities is your agency aware of that could affect the resource? For example, is your agency reviewing any permit applications that could contribute to cumulative effects?**

Suspendisse vitae turpis id ante fringilla convallis at et urna. Praesent condimentum convallis nunc. Donec sodales vehicula nibh in fermentum. Suspendisse varius eros at arcu dignissim ut aliquet metus congue. Integer mi dui, semper id aliquet in, auctor sit amet purus. Quisque sed fermentum libero. Nam ac erat mauris, sit amet pulvinar nisl. Vivamus lorem a, pellentesque et malesuada vel, ornare eget libero. Quisque vehicula facilisis interdum. In hac habitasse platea dictumst. Quisque lacus nunc, faucibus venenatis bibendum ac, euismod at diam. Praesent porttitor laoreet tortor, non ullamcorper nunc vehicula ac. Aliquam erat volutpat. Sed pharetra semper auctor.

**In regards to other actions, what avoidance, minimization, or mitigation opportunities can you recommend for cumulative effects?**

Suspendisse vitae turpis id ante fringilla convallis at et urna. Praesent condimentum convallis nunc. Donec sodales vehicula nibh in fermentum. Suspendisse varius eros at arcu dignissim ut aliquet metus congue. Integer mi dui, semper id aliquet in, auctor sit amet purus. Quisque sed fermentum libero. Nam ac erat mauris, sit amet pulvinar nisl. Vivamus lorem a, pellentesque et malesuada vel, ornare eget libero. Quisque vehicula facilisis interdum. In hac habitasse platea dictumst. Quisque lacus nunc, faucibus venenatis bibendum ac, euismod at diam. Praesent porttitor laoreet tortor, non ullamcorper nunc vehicula ac. Aliquam erat volutpat. Sed pharetra semper auctor.

**Tip!** To hide the agency review details, click the minus sign  located next to the agency name .

### 3.1.6.8.4 Assigning a Summary Degree of Effect

After reviewing agency comments, you can select the SDOE and enter your comments in the **Summary Degree of Effect** section.

1. Click the Summary Degree of Effect arrow.

The field expands and displays the DOE list.

Click the **Degree of Effect** to select it.

In the **Comments** field, type an explanation for making the DOE selection.

**Note:** Your information will not be saved until the form has been signed and submitted.

- 
 Environmental Screening Tool Handbook - February 15, 2016
 3-208

**Cumulative Effects Considerations for Aesthetic Effects - Agency Comments**

**Federal Highway Administration**

**Reviewed By:** Tester FHWA (10/09/2012)

**What resources in the area are at risk?**

Suspendisse vitae turpis id ante fringilla convallis at et urna. Praesent condimentum convallis nunc. Donec sodales vehicula nibh in fermentum. Suspendisse varius eros at arcu dignissim ut aliquet metus congue. Integer mi du, semper id aliquet in, auctor sit amet punis. Quisque sed fermentum libero. Nam ac erat mauris, sit amet pulvinar nisl. Vivamus lorem a, pellentesque et malesuada vel, ornare eget libero. Quisque vehicula facilis interdum. In hac habitasse platea dictumst. Quisque lacus nunc, faucibus venenatis bibendum ac, euismod at diam. Praesent porttitor laoreet tortor, non ullamcorper nunc vehicula ac. Aliquam erat volutpat. Sed pharetra semper auctor.

**What are the logical, resource-based boundaries for these resources, and how might the project effects travel within those boundaries?**

Suspendisse vitae turpis id ante fringilla convallis at et urna. Praesent condimentum convallis nunc. Donec sodales vehicula nibh in fermentum. Suspendisse varius eros at arcu dignissim ut aliquet metus congue. Integer mi du, semper id aliquet in, auctor sit amet punis. Quisque sed fermentum libero. Nam ac erat mauris, sit amet pulvinar nisl. Vivamus lorem a, pellentesque et malesuada vel, ornare eget libero. Quisque vehicula facilis interdum. In hac habitasse platea dictumst. Quisque lacus nunc, faucibus venenatis bibendum ac, euismod at diam. Praesent porttitor laoreet tortor, non ullamcorper nunc vehicula ac. Aliquam erat volutpat. Sed pharetra semper auctor.

**What future management plans has your agency developed for these resources, if any?**

Suspendisse vitae turpis id ante fringilla convallis at et urna. Praesent condimentum convallis nunc. Donec sodales vehicula nibh in fermentum. Suspendisse varius eros at arcu dignissim ut aliquet metus congue. Integer mi du, semper id aliquet in, auctor sit amet punis. Quisque sed fermentum libero. Nam ac erat mauris, sit amet pulvinar nisl. Vivamus lorem a, pellentesque et malesuada vel, ornare eget libero. Quisque vehicula facilis interdum. In hac habitasse platea dictumst. Quisque lacus nunc, faucibus venenatis bibendum ac, euismod at diam. Praesent porttitor laoreet tortor, non ullamcorper nunc vehicula ac. Aliquam erat volutpat. Sed pharetra semper auctor.

**What additional foreseeable activities is your agency aware of that could affect the resource? For example, is your agency reviewing any permit applications that could contribute to cumulative effects?**

Suspendisse vitae turpis id ante fringilla convallis at et urna. Praesent condimentum convallis nunc. Donec sodales vehicula nibh in fermentum. Suspendisse varius eros at arcu dignissim ut aliquet metus congue. Integer mi du, semper id aliquet in, auctor sit amet punis. Quisque sed fermentum libero. Nam ac erat mauris, sit amet pulvinar nisl. Vivamus lorem a, pellentesque et malesuada vel, ornare eget libero. Quisque vehicula facilis interdum. In hac habitasse platea dictumst. Quisque lacus nunc, faucibus venenatis bibendum ac, euismod at diam. Praesent porttitor laoreet tortor, non ullamcorper nunc vehicula ac. Aliquam erat volutpat. Sed pharetra semper auctor.

**In regards to other actions, what avoidance, minimization, or mitigation opportunities can you recommend for cumulative effects?**

Suspendisse vitae turpis id ante fringilla convallis at et urna. Praesent condimentum convallis nunc. Donec sodales vehicula nibh in fermentum. Suspendisse varius eros at arcu dignissim ut aliquet metus congue. Integer mi du, semper id aliquet in, auctor sit amet punis. Quisque sed fermentum libero. Nam ac erat mauris, sit amet pulvinar nisl. Vivamus lorem a, pellentesque et malesuada vel, ornare eget libero. Quisque vehicula facilis interdum. In hac habitasse platea dictumst. Quisque lacus nunc, faucibus venenatis bibendum ac, euismod at diam. Praesent porttitor laoreet tortor, non ullamcorper nunc vehicula ac. Aliquam erat volutpat. Sed pharetra semper auctor.

**Summary of Cumulative Effects Evaluation Considerations for Aesthetic Effects**

**Summary of Cumulative Effects Evaluation Considerations**

If applicable, summarize and respond to the considerations provided by the reviewing agencies.

**B I Z U**

**5.** To sign and submit the form, do the following:

- Under **Sign and Submit**, type your **Password**. The **Update Summary** button becomes active.
- Click **Update Summary**.

**Sign and Submit**


By entering your password you are certifying that these comments represent the official review for your agency.

**User Identity:** Ava Smith @ FDOT District 7

**Password:**

**Update Summary**

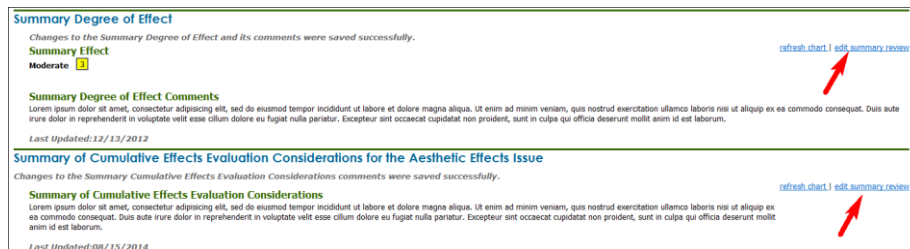
Your SDOE selection and comments will automatically display.

**Note:** Before publishing the project, the ETDM Coordinator must ensure all of the Resource Issues are assigned a Degree of Effect (i.e., no black-filled cells .

**3.1.6.8.5 Editing a Summary Review**

After clicking the Update Summary button, the screen displays the SDOE and comments that were entered on the form. To make changes to the summary review, do the following:

1. Click the edit summary review link for the section you want to edit (Summary Degree of Effect Comments or Summary of Cumulative Evaluation Considerations).



**Summary Degree of Effect**  
Changes to the Summary Degree of Effect and its comments were saved successfully.  
**Summary Effect**  
Moderate [2]  
**Summary Degree of Effect Comments**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.  
Last Updated: 12/13/2012

**Summary of Cumulative Effects Evaluation Considerations for the Aesthetic Effects Issue**  
Changes to the Summary Cumulative Effects Evaluation Considerations comments were saved successfully.  
**Summary of Cumulative Effects Evaluation Considerations**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.  
Last Updated: 08/15/2014

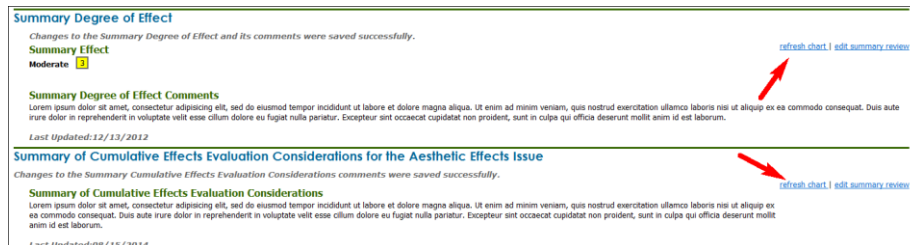
2. Type your changes in the comments box.
3. Enter your **Password**.
4. Click Update Summary.

The page refreshes and displays the revised comments.

### 3.1.6.8.6 Revising an SDOE

To change the SDOE, do the following:

1. Follow the steps listed in the [Assigning a Summary Degree of Effect](#) section.
2. Click the refresh chart link (Summary Degree of Effect or Summary of Cumulative Evaluation Considerations).



**Summary Degree of Effect**  
Changes to the Summary Degree of Effect and its comments were saved successfully.  
**Summary Effect**  
Moderate [2]  
**Summary Degree of Effect Comments**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.  
Last Updated: 12/13/2012

**Summary of Cumulative Effects Evaluation Considerations for the Aesthetic Effects Issue**  
Changes to the Summary Cumulative Effects Evaluation Considerations comments were saved successfully.  
**Summary of Cumulative Effects Evaluation Considerations**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.  
Last Updated: 08/15/2014

The **Summarize Results** chart refreshes and displays the updated SDOE for the selected issue.

### 3.1.6.8.7 Providing Feedback to Agencies

After reviewing an agency's DOE recommendation and comments, you can send a request to the agency for additional information or provide a response to the agency's findings.

1. Click the **add coordinator feedback** link.



**Agency Reviews for the Air Quality Issue**

**US Environmental Protection Agency (10/14/2009)**

**Air Quality Degree of Effect:** Minimal  
**Reviewed By:** Madolyn Dominy  
**Coordination Document:** No Selection  
**Coordination Document Comments:** As population growth and vehicle volumes increase, there is the potential to have air quality conformity and non-attainment issues in the future. FDOT, MPOs, municipalities, and regional planning agencies should conduct air quality modeling as traffic forecasts increase.

**Direct Effects**

**Identified Resources and Level of Importance:**  
 Resources: Air Quality  
 Level of Importance: Air quality within the region is of a high level of importance. Traffic volumes on the roads in the vicinity are expected to increase due to anticipated population and growth in the area and within the region.

**Comments on Effects to Resources:**  
 Hillsborough County and the Tampa Area are not currently designated non-attainment or maintenance for ozone, carbon monoxide (CO) or particulate matter (PM) in accordance with the Clean Air Act. There are no violations of National Ambient Air Quality Standards (NAAQS). Nevertheless, the environmental review of this project should consider potential air quality impacts. This could include an air impact analysis which documents the current pollutant concentrations recorded at the nearest air quality monitors, an evaluation of anticipated emissions, and air quality trend analyses. It is recommended that the environmental review also include a hot spot analysis at the point in time and place where congestion is expected to be greatest during the design life of the project. FDOT should use approved software such as MOBILE 6 and CAL3QHC for CO screening. CO estimates should be compared to the one-hour and eight-hour NAAQS of 35 parts per million (ppm) and 9 ppm, respectively. Air pollutants to be evaluated (both short- and long-term) include carbon monoxide, sulfur dioxide, ozone/nitrogen, dioxide particulate matter (both PM 2.5 (microns) and PM 10), and lead.

**Additional Comments (optional):**  
 As population growth and vehicle volumes increase, there is the potential to have air quality conformity and non-attainment issues in the future. FDOT, MPOs, municipalities, and regional planning agencies should conduct air quality modeling as traffic forecasts increase.

**CLC Recommendations:**

[add coordinator feedback](#)

The **Respond to Agency Reviews** page displays.

**Respond to Agency Reviews**

**#12216 Gandy Connector (US 92/SR 600)**

|                       |   |                          |                              |
|-----------------------|---|--------------------------|------------------------------|
| District              | District 7  | Phase                    | Programming Screen           |
| County                | Hillsborough  | From                     | east of the Gandy Bridge     |
| Planning Organization | FDOT District 7   | To                       | west term of the Selmon Expy |
| Plan ID               |   | Financial Management No. | 2558212201                   |
| Federal Involvement   | No federal involvement has been identified.                 |                          |                              |
| Contact Information   | Name: Stephanie Clemons E-mail: stephanie.clemons@flhqs.com |                          |                              |
| Project Web Site      | http://www.tampa-bay.com/pages.aspx?ID=424099155            |                          |                              |

**Alternative 1 Details**

| Alternative | Status               | From                         | To                       |
|-------------|----------------------|------------------------------|--------------------------|
| #1          | ETAT Review Complete | west term of the Selmon Expy | east of the Gandy Bridge |

**Respond To Agency Review**

**US Environmental Protection Agency, 10/14/2009**

Enter Agency Response Below:

User Identity: Ava Smith @ FDOT District 2

**Add**

- Under **Respond to Agency Review**, type your comments in the **Enter Agency Response Below** text box.

**Respond To Agency Review**

**US Environmental Protection Agency, 10/14/2009**

Enter Agency Response Below:

Enter your response in the text box below.

User Identity: Ava Smith @ FDOT District 2

**Add**

- After you enter your response, click **Add**.

**Respond To Agency Review**

**US Environmental Protection Agency, 10/14/2009**

Enter Agency Response Below:

Enter your response in the text box below.

User Identity: Ava Smith @ FDOT District 2

**Add**

The window refreshes and displays your response.

- To make edits to your response, do the following:

- Click **Edit Response**.

**Respond To Agency Review**

**US Environmental Protection Agency, 10/14/2009**

**Response To Agency Review Saved**

Response: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

User: Ava Smith @ FDOT District 2

**Edit Response**

- After you have made your edits, click **Update**.

Enter Agency Response Below:

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat a pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

User Identity: Ava Smith @ FDOT District 2

**Update** **Delete**

**Tip!** Click **Delete** to completely erase your comments.

- When you have finished entering your response, return to the **Summarize Agency Reviews** page.

Summarize Results of ETAT Review 5. Summarize Agency Reviews Respond to Agency Reviews

**Respond to Agency Reviews**

#12216 Gandy Connector (US 92/SR 600)

|                       |   |                          |                              |
|-----------------------|---|--------------------------|------------------------------|
| District              | District 7  | Phase                    | Programming Screen           |
| County                | Hillsborough  | From                     | east of the Gandy Bridge     |
| Planning Organization | FDOT District 7   | To                       | west term of the Selmon Expy |
| Plan ID               |   | Financial Management No. | 2558221201                   |
| Federal Involvement   | No federal involvement has been identified.   |                          |                              |
| Contact Information   | Name: Stephanie Clemons E-mail: <a href="mailto:stephanie.clemons@flhqs.com">stephanie.clemons@flhqs.com</a>      |                          |                              |
| Project Web Site      | <a href="http://www.tampa-xway.com/pages.aspx?ID=424599155">http://www.tampa-xway.com/pages.aspx?ID=424599155</a> |                          |                              |

**Alternative 1 Details**

| Alternative | Status               | From                         | To                       |
|-------------|----------------------|------------------------------|--------------------------|
| #1          | ETAT Review Complete | west term of the Selmon Expy | east of the Gandy Bridge |

**Respond to Agency Review**

US Environmental Protection Agency, 10/14/2009

**Response To Agency Review Saved**

Response: Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat a pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

User: Ava Smith @ FDOT District 2

**Edit Response**

The EST displays your comments and the date your feedback was submitted on the **Summarize Agency Reviews** window under **Agency Reviews for the.....Issue**.

**Note:** You will need to refresh your browser to view your comments.

**Agency Reviews for the Air Quality Issue**

US Environmental Protection Agency (10/14/2009) [edit coordinator feedback](#)

**Air Quality Degree of Effect:** Minimal

**Reviewed By:** Madelyn Dornier

**Coordination Documents:** No Selection

**Coordination Document Comments:** As population growth and vehicle volumes increase, there is the potential to have air quality conformity and non-attainment issues in the future. FDOT, MPOs, municipalities, and regional planning agencies should conduct air quality modeling as traffic forecasts increase.

**Direct Effects**

**Identified Resources and Level of Importance:**

Resources: Air Quality

Level of Importance: Air quality within the region is of a high level of importance. Traffic volumes on the roads in the vicinity are expected to increase due to anticipated population and growth in the area and within the region.

**Comments on Effects to Resources:**

Hillsborough County and the Tampa Area are not currently designated non-attainment or maintenance for ozone, carbon monoxide (CO) or particulate matter (PM) in accordance with the Clean Air Act. There are no violations of National Ambient Air Quality Standards (NAAQS). Nevertheless, the environmental review of this project should consider potential air quality impacts. This could include an air impact analysis which documents the current pollutant concentrations recorded at the nearest air quality monitors, an evaluation of anticipated emissions, and air quality trend analyses. It is recommended that the environmental review also include a hot spot analysis at the point in time and place where congestion is expected to be greatest during the design life of the project. FDOT should use approved software such as MOBILE 6 and CAL3QNC for CO screening. CO estimates should be compared to the one-hour and eight-hour NAAQS of 35 parts per million (ppm) and 9 ppm, respectively. Air pollutants to be evaluated (both short- and long-term) include carbon monoxide, sulfur dioxide, ozone/nitrogen, dioxide particulate matter (both PM 2.5 (microns) and PM 10), and lead.

**Additional Comments (Optional):**

As population growth and vehicle volumes increase, there is the potential to have air quality conformity and non-attainment issues in the future. FDOT, MPOs, municipalities, and regional planning agencies should conduct air quality modeling as traffic forecasts increase.

**CLC Recommendations:**

**FDOT District 2 Feedback to US Environmental Protection Agency's Review**

Comments: Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat a pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Date Feedback Submitted: 06/04/2014

- To delete or make changes to your comments, click **edit coordinator feedback**.

**Agency Reviews for the Air Quality Issue**

**US Environmental Protection Agency (10/14/2009)**

**Air Quality Degree of Effect:** Minimal  
**Reviewed By:** Madelyn Dornay  
**Coordination Document:** No Selection  
**Coordination Document Comments:** As population growth and vehicle volumes increase, there is the potential to have air quality conformity and non-attainment issues in the future. FDOT, MPOs, municipalities, and regional planning agencies should conduct air quality modeling as traffic forecasts increase.

**Direct Effects**

**Identified Resources and Level of Importance:**

**Resources:** Air Quality

**Level of Importance:** Air quality within the region is of a high level of importance. Traffic volumes on the roads in the vicinity are expected to increase due to anticipated population and growth in the area and within the region.

**Comments on Effects to Resources:**

Hillsborough County and the Tampa Area are not currently designated non-attainment or maintenance for ozone, carbon monoxide (CO) or particulate matter (PM) in accordance with the Clean Air Act. There are no violations of National Ambient Air Quality Standards (NAAQS). Nevertheless, the environmental review of this project should consider potential air quality impacts. This could include an air impact analysis which documents the current pollutant concentrations recorded at the nearest air quality monitors, an evaluation of anticipated emissions, and air quality trend analyses. It is recommended that the environmental review also include a hot spot analyses at the point in time and place where congestion is anticipated to be greatest during the design life of the project. FDOT should use approved software such as MOBILE 6 and CAL3QPC for CO screening. CO estimates should be compared to the one-hour and eight-hour NAAQS of 35 parts per million (ppm) and 9 ppm, respectively. Air pollutants to be evaluated (both short- and long-term) include carbon monoxide, sulfur dioxide, ozone/nitrogen, dioxide particulate matter (both PM 2.5 (microns) and PM 10), and lead.

**Additional Comments (Optional):**

As population growth and vehicle volumes increase, there is the potential to have air quality conformity and non-attainment issues in the future. FDOT, MPOs, municipalities, and regional planning agencies should conduct air quality modeling as traffic forecasts increase.

**CLC Recommendations:**

**FDOT District 2 Feedback to US Environmental Protection Agency's Review**  
 Comments: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.  
 Date Feedback Submitted: 06/04/2014

[edit coordinator feedback](#)

The EST returns you to the **Respond to Agency Review** window, where you can change your response using the previous steps for adding, editing, or deleting comments.

### 3.1.6.8.8 Publishing/Re-Publishing a Summary Report

After all resource issues have been assigned an SDOE, the SDOE chart will no longer display any black or gray cells. The **Publish** button becomes active.

**Note:** If the report is being re-published, the **Re-Publish** button will display.

**Summarize Results**

Issues and Categories are reflective of what was in place at the time of the screening event.

| Natural     |                    |                    |           |             |                |            |                      |                            |          | Cultural             |                                   | Community        |                        | Secondary and Cumulative Effects |            |          |          |          |            |
|-------------|--------------------|--------------------|-----------|-------------|----------------|------------|----------------------|----------------------------|----------|----------------------|-----------------------------------|------------------|------------------------|----------------------------------|------------|----------|----------|----------|------------|
| Air Quality | Coastal and Marine | Contaminated Sites | Farmlands | Floodplains | Infrastructure | Navigation | Special Designations | Water Quality and Quantity | Wetlands | Wildlife and Habitat | Historic and Archaeological Sites | Recreation Areas | Section 4(f) Potential |                                  | Aesthetics | Economic | Land Use | Mobility | Relocation |
| 2           | 2                  | 3                  | 0         | 1           | 3              | 4          | 4                    | 1                          | 2        | 2                    | N/A                               | 2                | 3                      | 4                                | 3          | 3        | 2        | 0        | 4          |

Alternative #1  
 Status: ETAT Review Complete  
 From: Sunshine Skyway Bridge To: Gandy Boulevard  
 DRAFT: unpublished version (reviewed from 10/21/2009 to 12/05/2009)

**Publish**

#### 1. Click **Publish** or **Re-Publish**.

**Summarize Results**

Issues and Categories are reflective of what was in place at the time of the screening event.

| Natural     |                    |                    |           |             |                |            |                      |                            |          | Cultural             |                                   | Community        |                        | Secondary and Cumulative Effects |            |          |          |          |            |
|-------------|--------------------|--------------------|-----------|-------------|----------------|------------|----------------------|----------------------------|----------|----------------------|-----------------------------------|------------------|------------------------|----------------------------------|------------|----------|----------|----------|------------|
| Air Quality | Coastal and Marine | Contaminated Sites | Farmlands | Floodplains | Infrastructure | Navigation | Special Designations | Water Quality and Quantity | Wetlands | Wildlife and Habitat | Historic and Archaeological Sites | Recreation Areas | Section 4(f) Potential |                                  | Aesthetics | Economic | Land Use | Mobility | Relocation |
| 2           | 2                  | 3                  | 0         | 1           | 3              | 4          | 4                    | 1                          | 2        | 2                    | N/A                               | 2                | 3                      | 4                                | 3          | 3        | 2        | 0        | 4          |

Alternative #1  
 Status: ETAT Review Complete  
 From: Sunshine Skyway Bridge To: Gandy Boulevard  
 DRAFT: unpublished version (reviewed from 10/21/2009 to 12/05/2009)

**Publish**

The screen refreshes and displays **Publication Instructions**.

**Note:** Clicking the **Publish** button will make the screening event results available to the public. If you have questions pertaining to the summary results, click the **Cancel** button to return to the **Summarize Results of ETAT Review Screen**.

**Tip!** Click the toolbar icon on the window to:



Open the training video.



Send feedback about the current page.



Access online **Help** for the current page.



Bookmark the page.



Add the page to your **My ETDM** preferences.

2. If you are ready to make the report available, click **Publish**.

A confirmation message displays, along with a link to the published summary report.

Screening Summary Report to view the new summary report.'"/>

### 3.1.6.9 Track State Clearinghouse Projects (Updated 07/31/2009)

The **Track State Clearinghouse Projects** function in the Environmental Screening Tool (EST) **Tools** menu enables the State Clearinghouse Coordinator to track a project's Federal Consistency Review and to select a final Federal Consistency Determination.

Before selecting a Federal Consistency Determination, the State Clearinghouse Coordinator can view the comments and recommendations made by Florida Coastal Management Program (FCMP) member agencies regarding a project's consistency with FCMP statute authorities.

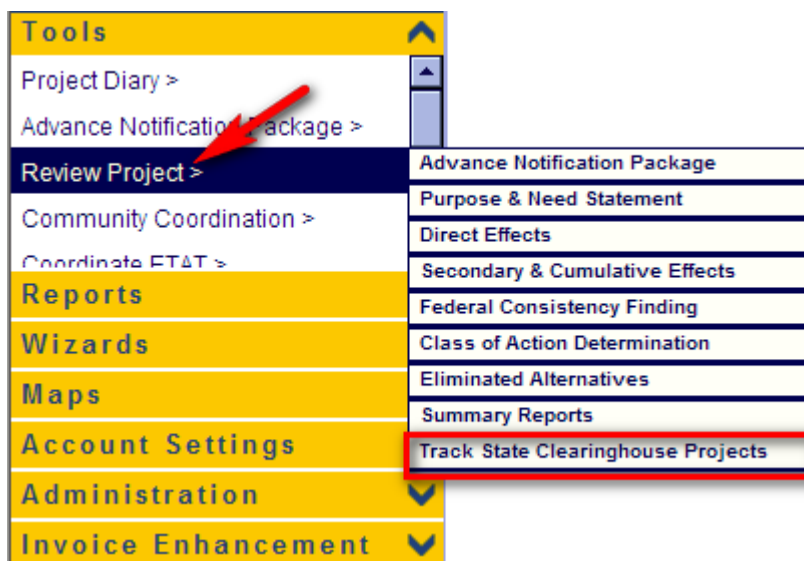
## Tracking State Clearinghouse Projects:

1. To track State Clearinghouse projects, you must first select a project that has a published Advance Notification (AN) Package. You can use the default project that appears in the **Active project** field in the **Project Navigation Bar** or you can select another project using the **Project Selection Wizard**.

**Tip!** To search for projects with a published Advance Notification Package, click the **Advanced Project Search** link in the **Project Navigation Bar**. In the **ETDM Filter** field, select **Published Advanced Notification Package Available**, and then type the dates in the **AN Publication Date Range** fields.

**Note:** See Navigation chapter of the EST Handbook for information on using the **Project Navigation Bar**.

2. On the **Tools** menu, point to **Review Project**, and then click **Track State Clearinghouse Projects**.









The **Track Clearinghouse Projects** window opens, displaying the form for the selected project along with a page toolbar. The next illustration shows the Project Header (for this example, ETDM project #2807 is shown) and the top segment of the form.

Track Clearinghouse Projects

---

**Track Clearinghouse Projects**    

#2807 J Turner Butler Blvd (SR 202)East

|                       |   |                          |                               |
|-----------------------|---|--------------------------|-------------------------------|
| District              | District 2                              | Phase                    | Programming Screen            |
| County                | Duval County                            | From                     | I-95                          |
| Planning Organization | FDOT District 2                         | To                       | San Pablo Rd                  |
| Plan ID               |   | Financial Management No. |                               |
| Federal Involvement   | Federal Permit Federal Funding          |                          |                               |
| Contact Name / Phone  | Don Dankert<br>(800) 749-2967 ext. 7791 | Contact Email            | stephanie_clemons@urscorp.com |

Select a Screening Event to Track: ETAT Review 04/01/2008 - 05/16/2008 (changing will re-load form)

---

**Program Information**

|                       |  |
|-----------------------|--|
| Category:             | Federal Permit Federal Funding   |
| CFDA Number:          | 20.205<br>Department: Department of Transportation<br>Agency: Federal Highway Administration<br>Title: Highway Planning and Construction Grant Program     |
| Project Description:  | Adding 4 lanes to make existing 4-lane expressway 8 lanes. Configuration could be 2 lanes general use and 2 lanes collector-distributor in each direction. |
| Review Type:          | Consistency  |
| Routing / Consistency | Date Received: 04/01/2008<br>Routed: 04/01/2008<br>Comment Due: 05/16/2008<br>Letter Due: 05/28/2008   |

**Tip!** Click on the toolbar icons to:



Send feedback about the current page.



Access online **Help**.





Bookmark the page.



Add the page to your **My ETDM** preferences.

For additional information about using the EST page toolbar buttons, refer to Chapter 2.8 of the EST Handbook.

- Click the drop-down arrow  in the **Select a Screening Event to Track** field to view the screening events available for the selected project.

Select a Screening Event to Track: ETAT Review 04/01/2008 - 05/16/2008  

**Note:** The EST displays the most recent screening event as the default. If you select another screening event from the list, the **Track Clearinghouse Projects** window will refresh and display the form that corresponds with the selected Screening Event.

The **Program Information** section consists of a form that displays:

- Project information (See [Steps 4 through 6](#) for subsection details)
- Agency review findings and comments (See [Steps 7 and 8](#) for subsection details)
- The State Clearinghouse's Federal Consistency Determination (See [Step 8](#) for subsection details)
- Project Close Information (See [Step 9](#) for subsection details)

**4.** For project information related to the screening event selected in the **Select a Screening Event to Track** field, scroll down the **Program Information** section to view the following subsections:

- **Category**

This subsection displays the proposed Federal action.

**Category:** Federal Permit Federal Funding

- **CFDA Number**

This subsection displays the project's Catalog of Federal Domestic Assistance (CFDA) Number along with the Department name, Agency name, and program title. (To select or add another CFDA Number, see [Step 5](#) of this document.)

**Note:** Because the Track Clearinghouse Projects function is part of the EST, the Department will always be the Department of Transportation.

- **Project Description**

This subsection displays a brief description of the project.

**Project Description:** Adding 4 lanes to make existing 4-lane expressway 8 lanes. Configuration could be 2 lanes general use and 2 lanes collector-distributor in each direction.

- **Review Type**

This subsection displays the type of review the project is undergoing.

**Review Type:** Consistency

- **Routing/Consistency**

This subsection displays the routing history of the Federal Consistency Review for the selected project. You can add extension and revision dates along with comments. (To add extension and revision dates and comments, see [Step 6](#) of this document.)

**Note:** These fields are only for internal tracking by the State Clearinghouse and are not derived from any actual extensions granted to an agency in the ETDM database.



|                       |                      |                                   |
|-----------------------|----------------------|-----------------------------------|
| Routing / Consistency | Date Received:       | 04/01/2008                        |
|                       | Routed:              | 04/01/2008                        |
|                       | Comment Due:         | 05/16/2008                        |
|                       | Letter Due:          | 05/28/2008                        |
|                       | Extension Requested: | <input type="text"/> (mm/dd/yyyy) |
|                       | Revision Due 1:      | <input type="text"/> (mm/dd/yyyy) |
|                       | Revision Due 2:      | <input type="text"/> (mm/dd/yyyy) |
| Consistency Notes:    |                      | <div></div>                       |

- Applicant Information**

This subsection displays the name of the Planning Organization (Applicant), the Name of the Planning Organization's contact person, address, phone number, and contact email.

|                        |            |  |
|------------------------|------------|--|
| Applicant Information: | Applicant: | FDOT District 2  |
|                        | Name:      | Don Dankert  |
|                        | Address:   | Planning & Environmental Management Office<br>1109 South Marion Avenue, MS 2007  |
|                        | City:      | Lake City  |
|                        | State:     | FL   |
|                        | Zip:       | 32025  |
|                        | Phone:     | (800) 749-2967   |
|                        | Email:     | <a href="mailto:stephanie_clemons@urscorp.com">stephanie_clemons@urscorp.com</a> |

- Type**

This subsection displays the type of Agency.

|       |              |
|-------|--------------|
| Type: | State Agency |
|-------|--------------|


- Funding**

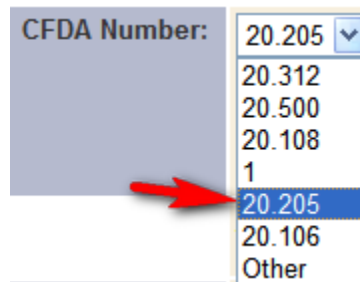
This subsection displays the funding source and amounts for each segment of the project.


| Funding: | Segment       | Funding Source | Amount    |
|----------|---------------|----------------|-----------|
|          | Alternative 1 |                |           |
|          | Segment #1    | FDOT           | \$150,000 |

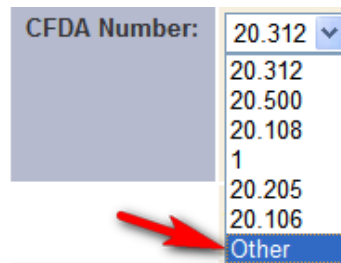
**5.** In the **CFDA Number** subsection, do one of the following:

|              |  |
|--------------|--|
| CFDA Number: | <input type="text" value="20.205"/>                    |
|              | Department: Department of Transportation               |
|              | Agency: Federal Highway Administration                 |
|              | Title: Highway Planning and Construction Grant Program |

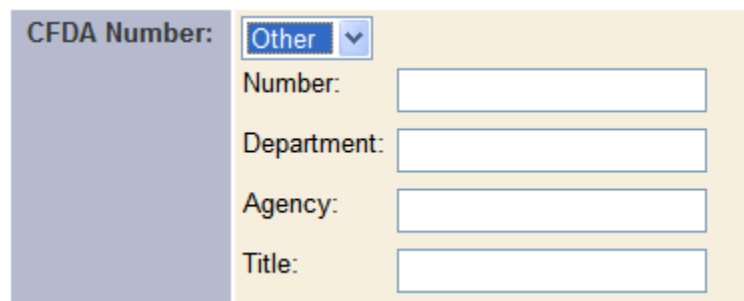
- If the CFDA Number is listed, click the drop-down arrow  in the **CFDA Number** field, and then select the appropriate value from the list.






- To add a CFDA Number that is not already listed, click the drop-down arrow  in the **CFDA Number** field, and then select **Other**.




The **CFDA Number** subsection expands, displaying active fields for adding information.



- Do the following:
    - In the **Number** field, type the CFDA Number.
    - In the **Department** field, type the name of the Department.
    - In the **Agency** field, type the name of the Agency.
    - In the **Title** field, type the name of the program title.
- 6.** In the **Routing/Consistency** subsection, enter dates regarding requested Federal Consistency Review extensions and revisions along with any additional comments.

|                       |                      |   |
|-----------------------|----------------------|---|
| Routing / Consistency | Date Received:       | 04/01/2008  |
|                       | Routed:              | 04/01/2008  |
|                       | Comment Due:         | 05/16/2008  |
|                       | Letter Due:          | 05/28/2008  |
|                       | Extension Requested: | <input type="text"/> (mm/dd/yyyy)  |
|                       | Revision Due 1:      | <input type="text"/> (mm/dd/yyyy)  |
|                       | Revision Due 2:      | <input type="text"/> (mm/dd/yyyy)  |
| Consistency Notes:    |                      | <div><div></div></div>  |

- Do the following:
  - In the **Extension Requested** date field, type the date of the request for extension.
  - In the **Revision Due 1** date field, type the due date of the first revision.
  - In the **Revision Due 2** date field, type the due date of the second revision.

**Tip!** When typing dates, use the **mm/dd/yyyy** format. You can also click the calendar icon  and select the dates.

- In the **Consistency Notes** text box, type any comments regarding a requested extension and revisions.

**7.** For information regarding agency Federal consistency findings and AN reviews, scroll down the **Program Information** section to view the following subsections:

- Federal Consistency Findings

This subsection displays the review date and findings by FCMP member agencies, regional planning councils, and local governments tasked to perform a Federal Consistency Review for the selected project. Agency details, concerns, and recommendations are displayed in the next subsection—**Advance Notification/Federal Consistency Comments**.

| Agency                                       | Finding                   | Review Date |
|--|---------------------------|-------------|
| FL Fish and Wildlife Conservation Commission | Consistent, With Comments | 4/2/2008    |
|  |                           |             |
| Agency                                       | Finding                   | Review Date |
| Northwest Florida Water Management District  | Consistent, With Comments | 4/3/2008    |
|  |                           |             |

- Advance Notification/Federal Consistency Comments

This subsection displays tables showing comments related to the AN/Federal Consistency Reviews conducted by FCMP member agencies, regional planning councils, and local governments. Each agency provides comments on the merits of the proposed project,

addresses concerns, and makes recommendations. Agencies who have not yet provided their reviews are listed in the bottom half of the subsection, as shown in the next illustration.

|  |  |  |              |
|--|--|--|--------------|
| Advance Notification / Federal Consistency Comments: | Agency   |  | Comment Date |
|  | FL Department of Environmental Protection  |  | 5/14/2008    |
|  | this is a test for today   |  |              |
|  | Agency   |  | Comment Date |
|  | FDOT District 2  |  | 5/12/2008    |
|  | These are test comments on the AN  |  |              |
|  | <p>The following agencies were invited to review the AN for consistency, but no general AN comment has been received for the selected screening event:</p> <ul style="list-style-type: none"> <li>• Advisory Council on Historic Preservation</li> <li>• City of Jacksonville</li> <li>• FL Department of Agriculture and Consumer Services</li> </ul> |  |              |
|  |  |  |              |
|  |  |  |              |
|  |  |  |              |

8. After reviewing the agency findings and comments regarding the project's Federal Consistency status, go to the **Federal Consistency Determination** subsection, and then select the Federal Consistency Determination that concurs with agency comments and findings.

- Do the following:
  - In the **Finding** column, click the option button next to one of the following:
    - **Consistent**
    - **Consistent With Comments**
    - **Inconsistent**
  - In the **Comments** text box, type any comments related to your **Finding** selection.


**Tip!** To ensure you are selecting the correct option in the **Finding** column, read the definition that applies to each option in the **Definition** column.


|                                    |  |  |
|------------------------------------|--|--|
| Federal Consistency Determination: | Finding  | Definition   |
|                                    | <input checked="" type="radio"/> Consistent                                | Based on the information contained in the Advance Notification and comments submitted by the reviewing agencies, the state has no objections to allocation of federal funds for the subject project and, therefore, the funding award is consistent with the Florida Coastal Management Program. State agency comments should be considered in developing the preliminary project design. For projects subject to coastal management consistency review that advance to the work program, the final review of the project's consistency with the Florida Coastal Management Program will be conducted during the environmental permitting review.  |
|                                    | <input type="radio"/> Consistent, With Comments                            | Although the final alignment and design details have not yet been determined, at this time the State of Florida has no objections to the project concept described in the Advance Notification and no objections to the allocation of federal funds for the necessary planning, preliminary design and environmental evaluation activities. Therefore, the funding award is consistent with the Florida Coastal Management Program. Specific comments and recommendations concerning the project concept have been submitted to the project sponsor through the Efficient Transportation Decision Making (ETDM) process. Specific objections to the project, if any, that have been identified during ETDM will be resolved through the ETDM conflict resolution (Part IV, AOA) process prior to the project advancing in the FDOT Five-Year Work Program for any purpose other than technical studies and preliminary design to resolve the objections. For projects subject to coastal management consistency review that advance to final design, right-of-way acquisition or construction, the final review of the project's consistency with the Florida Coastal Management Program will be conducted during the environmental permitting review. |
|                                    | <input type="radio"/> Inconsistent   | The project has been determined to be inconsistent with the Florida Coastal Management Program. Unless the objections are addressed and the project determined to be consistent, the project shall not proceed further in the programming and PD&E phases.   |
|                                    | Comments:<br>Please coordinate with the SJRWMD on the required ERP permit. |  |

9. In the **Project Close Information** subsection, select the final consistency status by doing the following:



|                                   |                     |  |
|-----------------------------------|---------------------|--|
| <b>Project Close Information:</b> | Date Closed:        | 05/28/2008   |
|                                   | Consistency Status: | <input checked="" type="radio"/> Concur<br><input type="radio"/> Object        |
|                                   | Project Affected?:  | <input checked="" type="radio"/> Comments<br><input type="radio"/> No Comments |
|                                   |                     |  |

- Select an option button for **Consistency Status** to indicate one of the following:
  - ☐ **Concur**
  - ☐ **Object**
- Select an option button for **Project Affected?** to indicate one of the following:
  - ☐ **Comments**
  - ☐ **No Comments**

10. In the **Identity** subsection, click the drop-down arrow , and then select your name and agency email address from the list.

|                  |  |
|------------------|--|
| <b>Identity:</b> | <input type="text" value="Your Name @ Your Agency"/>  |
|------------------|--|

11. Click the **Save** button at the bottom of the **Track Clearinghouse Projects** window to save your information.

|   |  |  |
|---|--|--|
| <b>Project Close Information:</b>   | Date Closed:   | 05/28/2008   |
|   | Consistency Status:  | <input checked="" type="radio"/> Concur<br><input type="radio"/> Object        |
|   | Project Affected?:   | <input checked="" type="radio"/> Comments<br><input type="radio"/> No Comments |
|   |  |  |
| <b>Identity:</b>  | <input type="text" value="Your Name @Your Agency E-mail"/>  |  |
|  |  |  |

The EST displays a message in the top of the **Track Clearinghouse Projects** window, stating that the information has been saved.

### 3.1.6.10 Participating/Cooperating Agency Invitation (04/15/2013)

After approval of recommended agencies to serve in a Participating or Cooperating capacity, the Lead Agency sends the invitations via email notification. Notification recipients have 30 days to accept or decline the invitation using the **Participating/Cooperating Agency Invitation** form in the EST.

**1.** To open the **Invitation Response** form, do one of the following:

- In the invitation email, click the **Participating/Cooperating Invitations** link to open the **Participating/Cooperating Invitation** page.

As the lead agency, Federal Highway Administration is responsible for officially inviting and approving participating and cooperating agencies. These roles should only be considered for proposed Environmental Assessments or Environmental Impact Statements.

Please send any desired invitations within 30 calendar days. If you do not wish to invite any agencies as cooperating or participating, please use the invitations interface to indicate none invited.

Please use the following link to send invitations to participating and cooperating agencies for ETDM Project #12657:  
[Participating / Cooperating Invitations](#) or log in to the [EST](#) and use the menu: Tools > Review Project > Participating / Cooperating Invitation

- On the **Tools** menu, point to **Review Project**, and click **Respond to Participating/Cooperating Invitation**.

|                          |   |
|--------------------------|---|
| Review Project >         | Advance Notification Package                    |
| Community Coordination > | Purpose & Need                                  |
| Coordinate ETAT >        | Project Effects                                 |
| Performance Management > | Secondary & Cumulative Effects                  |
| Agency Invoices >        | Cumulative Effects Considerations Review        |
| Project Dashboard >      | Federal Consistency Finding                     |
| Document Review >        | Class of Action Determination                   |
|                          | Eliminated Alternatives                         |
|                          | Summary Reports                                 |
|                          | Track State Clearinghouse Projects              |
|                          | Respond to Participating/Cooperating Invitation |

**2.** In the **Participating/Cooperating Agency Invitation** page, scroll to the **Invitation Response** section and then click the option button beside your selected response. Response options will appear based on the following:

- If an invited agency has been invited to be a **Cooperating Agency**, the following options will appear (as shown in the next screen illustration):
  - ☐ **Accept as cooperating agency**
  - ☐ **Accept as participating agency**
  - ☐ **Decline**
- If the agency was invited to be a **Participating Agency**, the following options will appear:
  - ☐ **Accept as a participating agency**
  - ☐ **Decline**



Participating/Cooperating Agency...

### Participating/Cooperating Agency Invitation

#12657 PCI Testing--Issue 6

District: District 3 Phase: Programming Screen Contact Information: tester tester [test-FD1-tester\\_fecp-ou3943@devnull.fia-etat.org](mailto:test-FD1-tester_fecp-ou3943@devnull.fia-etat.org)

#### \*Invitation Response

Cooperating and participating agency roles during the development of a project include the following as they relate to their area of expertise:

- Provide meaningful and early input on defining the purpose and need, determining the range of alternatives to be considered, and the methodologies and level of detail required in the alternatives analysis.
- Participate in coordination meetings and joint field reviews as appropriate.
- Timely review and comment on the pre-draft or pre-final environmental documents to reflect the views and concerns of your agency on the adequacy of the document, alternatives considered, and the anticipated impacts and mitigation.

Please provide a response from FL Department of Agriculture and Consumer Services to serve as a cooperating agency for this project

☐ Accept as cooperating agency
 ☐ Accept as participating agency
 ☐ Decline

According to the Council on Environmental Quality (CEQ) (40 CFR 1508.5), cooperating agency means any federal agency, other than a lead agency, that has jurisdiction by law or special expertise with respect to any environmental impact involved in a proposed project or project alternative. A State or local agency of similar qualifications (or when the effects are on lands of tribal interest, a Native American tribe) may, by agreement with the lead agency, also become a cooperating agency. Cooperating agencies have a higher degree of authority, responsibility, and involvement in the environmental review process than participating agencies. Because the cooperating agencies have legal/jurisdiction requirements tied to the preparation of the Environmental Document they may be called upon to review the pre-circulation Environmental Document on a case by case basis by the lead agency.

The standard for participating agency status is more encompassing than the standard for cooperating agency status. Therefore, cooperating agencies are, by definition, participating agencies, but not all participating agencies are cooperating agencies.

Pursuant to Section 1305 of Map-21 each cooperating agency shall carry out the obligations of that agency under other applicable law concurrently, and in conjunction, with the review required under the National Environmental Policy Act of 1969 (42 U.S.C. 4321 et seq.), unless doing so would impair the ability of the Federal agency to conduct needed analysis or otherwise carry out those obligations; and formulate and implement administrative, policy, and procedural mechanisms to enable the agency to ensure completion of the environmental review process in a timely, coordinated, and environmentally responsible manner.

For more information, see Project Development & Environment (PD&E) Manual Part 1, Chapter 3 Preliminary Environmental Discussion and Advanced Notification.

3. In the **Comments** text box, type your reason for accepting or declining the invitation.

#### Comments

Please enter any comments relating to your agency's decision to accept or decline the invitation

FDACS accepts the invitation to serve as a cooperating agency for this project.

4. In the **Sign and Submit** section, type your **Password**, and then click the **Submit Response** button.

#### Sign and Submit

Please enter your password to sign this invitation response.

User Identity: Keith Mousel @ FL Department of Agriculture and Consumer Services

Password:

Invitations have been sent; waiting for responses from invited agencies

The **Respond to Participating/Cooperating Agency Invitation** page refreshes and displays a confirmation of the agency's response to the invitation.



|   |                           |   |
|---|---------------------------|---|
| Participating/Cooperating Agenc...  |                           | X   |
| <b>Participating/Cooperating Agency Invitation</b>  |                           |   |
| #12657 PCI Testing--Issue 6   |                           |   |
| District: District 3  | Phase: Programming Screen | Contact Information: tester tester <a href="mailto:test-FD1-tester_fecp-ou3943@devnull.fl-a-etat.org">test-FD1-tester_fecp-ou3943@devnull.fl-a-etat.org</a> |
| <b>Invitation</b>   |                           |   |
| Invited to be a cooperating agency by Stephanie A Clemons on behalf of Federal Highway Administration on 10/21/2012 |                           |   |
| Rationale: Federal Highway agrees with the rationale for designating FDACS a cooperating agency.                    |                           |   |
| <b>Response</b>   |                           |   |
| Invitation accepted as cooperating by Keith Mousel on 10/21/2012  |                           |   |
| Rationale: FDACS accepts the invitation to serve as a cooperating agency for this project.                          |                           |   |

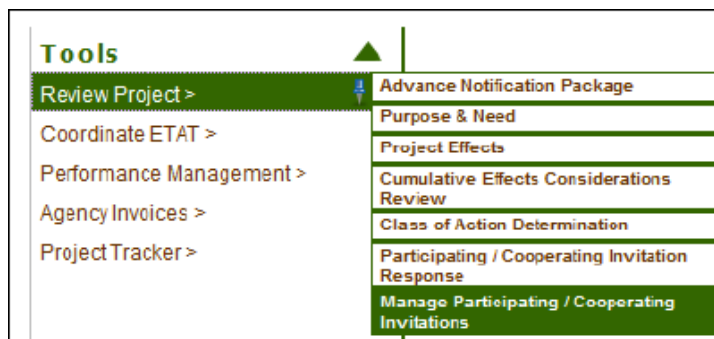
**Notes:**

- If a Lead Agency has decided not to invite an agency, the ETAT agency receives the following statement on the **Respond to Participating/Cooperating Agency Invitation** page: *Your organization has not been invited to serve as a participating or cooperating agency.*
- The Lead Agency may withdraw an invitation after it has been sent and even after it has been accepted. If an invitation is withdrawn, the invitee will receive a notice that it has been withdrawn.
- If the invitation has been accepted and not withdrawn, the accepting agency should appear in the Class of Action as a participating or cooperating agency.

### 3.1.6.11 Manage Participating/Cooperating Invitations (New 04/15/2013)

Lead Agencies use the **Manage Participating/Cooperating Agencies Invitations** tool to accept or reject recommendations sent by the ETDM Coordinator, send invitations, and track ETAT agency invitation responses.

1. Select a project from the **Active Project** list.
2. In the **Tools** menu, click **Review Project**, and then click **Manage Participating / Cooperating Invitations**.



The **Participating/Cooperating Agencies** page opens.

3. The ETDM Coordinator's recommendations appear under the appropriate **Participating** or **Cooperating Agencies** section.

Participating/Cooperating Agency...

### Participating/Cooperating Agencies

**Participating and Cooperating Agency Roles**

Cooperating and participating agency roles during the development of a project include the following as they relate to their area of expertise:

- Provide meaningful and early input on defining the purpose and need, determining the range of alternatives to be considered, and the methodologies and level of detail required in the alternatives analysis.
- Participate in coordination meetings and joint field reviews as appropriate.
- Timely review and comment on the pre-draft or pre-final environmental documents to reflect the views and concerns of your agency on the adequacy of the document, alternatives considered, and the anticipated impacts and mitigation.

These agency roles should be considered for proposed Environmental Assessments or Environmental Impact Statements.

**Per agency agreement, projects with bridges over navigable waterways and FHWA as the lead agency should include the U.S. Coast Guard as a cooperating agency.**

Invitations should be sent within 30 calendar days after the recommendations from Florida DOT are received. It has been 0 days since these recommendations were sent. Please send the invitations as soon as possible.

### Cooperating Agencies

Click the **Respond** or **Change** buttons to modify your invitations to [cooperating agencies](#)

| Agency   | Request   | Recommendation   | Invitation | Action                    |
|--|---|--|------------|---------------------------|
| FL Department of Agriculture and Consumer Services |   | Cooperating Agency (Bill Beers 10/21/2012)<br><i>Aliquam erat volutpat. Nulla id ligula massa, et varius quam. Aenean sit amet lorem tortor.</i>   |            | * <a href="#">Respond</a> |
| National Marine Fisheries Service                  | Cooperating Agency (ETAT Member Test 09/22/2012)<br><i>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus tempus luctus faucibus. Donec molestuada justo ac quam sodales ac dapibus mauris mattis. Nullam varius tempus turpis a congue. Proin tincidunt justo vel metus bibendum tringula. Sed at nisi justo, non elementum con.</i> | Cooperating Agency (Bill Beers 10/21/2012)<br><i>Donec facilisis sapien a mi sagittis molestie eget ut est. Aliquam erat volutpat. Nulla id ligula massa, et varius quam. Aenean sit amet lorem tortor</i> |            | * <a href="#">Respond</a> |

### Participating Agencies

Click the **Respond** or **Change** buttons to modify your invitations to [participating agencies](#)

| Agency                                       | Request | Recommendation   | Invitation | Action                    |
|--|---------|--|------------|---------------------------|
| FL Fish and Wildlife Conservation Commission |         | Participating Agency (Bill Beers 10/21/2012)<br><i>Aliquam erat volutpat. Nulla id</i> |            | * <a href="#">Respond</a> |

**Tip!** Click the toolbar icon on the window to:



Export the page to a **PDF** file.



Send feedback about the current page.



Access online **Help** for the current page.



Bookmark the page.



Add the page to your **My ETDM** preferences.

**Note:** The information provided at the top of the **Participating and Cooperating Agency Roles** section includes the required timeline to send invitations along with the amount of time since the recommendations were sent.

### Participating and Cooperating Agency Roles

- Cooperating and participating agency roles during the development of a project include the following as they relate to their area of expertise:
- Provide meaningful and early input on defining the purpose and need, determining the range of alternatives to be considered, and the methodologies and level of detail required in the alternatives analysis.
  - Participate in coordination meetings and joint field reviews as appropriate.
  - Timely review and comment on the pre-draft or pre-final environmental documents to reflect the views and concerns of your agency on the adequacy of the document, alternatives considered, and the anticipated impacts and mitigation.
- These agency roles should be considered for proposed Environmental Assessments or Environmental Impact Statements.

**Per agency agreement, projects with bridges over navigable waterways and FHWA as the lead agency should include the U.S. Coast Guard as a cooperating agency.**

Invitations should be sent within 30 calendar days after the recommendations from Florida DOT are received. It has been 0 days since these recommendations were sent. Please send the invitations as soon as possible.

4. Click the corresponding **Respond** button shown on the agency row.

**Note:** A red asterisk (  ) indicates an action is required.



|  |  |  |  |
|--|--|--|--|
| FL Department of Agriculture and Consumer Services |  | Cooperating Agency (Bill Beers 10/21/2012)<br><i>Aliquam erat volutpat. Nulla id ligula massa, et varius quam. Aenean sit amet lorem tortor.</i>   |  <b>Respond</b> |
| National Marine Fisheries Service                  | Cooperating Agency (ETAT Member Test 09/22/2012)<br><i>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus tempor luctus faucibus. Donec malesuada justo ac quam sodales ac dapibus mauris mattis. Nullam varius tempor turpis a consequat. Proin tincidunt justo vel metus bibendum fringilla. Sed at nisi justo, non elementum sem.</i> | Cooperating Agency (Bill Beers 10/21/2012)<br><i>Donec facilisis sapien a mi sagittis molestie eget ut est. Aliquam erat volutpat. Nulla id ligula massa, et varius quam. Aenean sit amet lorem tortor</i> |  <b>Respond</b> |

5. In the **Respond to Recommendation** dialog box, do one of the following:

- To accept a recommendation and invite the agency, type your reason for inviting the agency in the text box, and then click **OK**.

**Cooperating Agencies**

Click the **Respond** or **Change** buttons to modify your invitations to [cooperating agencies](#)

| Agency   | Request | Recommendation | Invitation | Action   |
|--|---------|----------------|------------|--|
| FL Department of Agriculture and Consumer Services |         |                |            |  <b>Respond</b> |
| National Marine Fisheries Service                  |         |                |            |  <b>Respond</b> |

**Respond to Recommendation**

Please confirm whether you want to invite FL Department of Agriculture and Consumer Services as a:

☐ Participating Agency  
☒ Cooperating Agency  
☐ Do not invite this agency

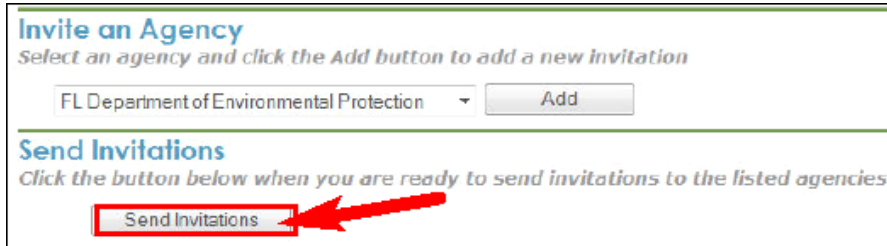
Federal Highway agrees with the rationale for designating FDACS a cooperating agency

**OK** **Cancel**

- To reject a recommendation, click the **Do not invite this agency** option button, type your reason for not inviting the agency, and then click **OK**.

**Tip!** To add an agency to the invitation list, click the **Invite an Agency** list box arrow, click the agency name, and then click **Add**.

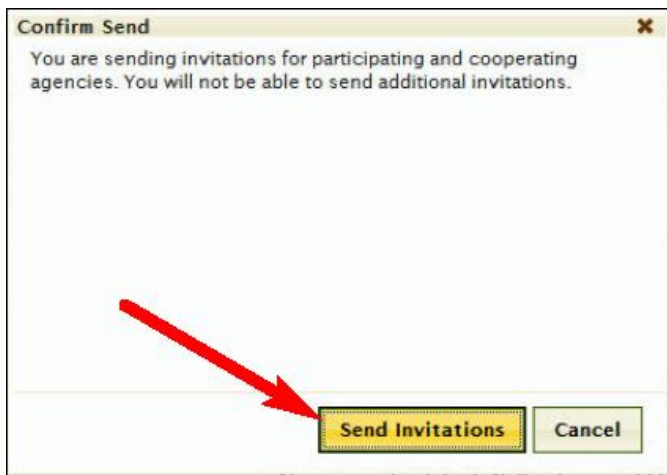
6. Click **Send Invitations**.



The screenshot shows a web interface with two sections. The top section, titled "Invite an Agency", includes the instruction "Select an agency and click the Add button to add a new invitation". It features a dropdown menu with "FL Department of Environmental Protection" selected and an "Add" button. The bottom section, titled "Send Invitations", includes the instruction "Click the button below when you are ready to send invitations to the listed agencies". It contains a "Send Invitations" button, which is highlighted with a red rectangle and a red arrow pointing to it from the right.

**Note:** The **Send Invitations** button only becomes enabled after each recommendation has a response.

7. In the **Confirm Send** dialog box, click **Send Invitations**.



The screenshot shows a "Confirm Send" dialog box with a close button (X) in the top right corner. The text inside reads: "You are sending invitations for participating and cooperating agencies. You will not be able to send additional invitations." At the bottom of the dialog box, there are two buttons: "Send Invitations" and "Cancel". A red arrow points from the left towards the "Send Invitations" button.

An email is sent to the individual agencies inviting them to be involved with the environmental review process.



The Federal Highway Administration (FHWA) is scoping for a Class of Action for proposed ETDM Project #12657. The purpose of the project, as currently defined, can be found within the Environmental Screening Tool (EST) at <https://pre-prod.fl-a-etdm.org/est/openPage=paReport.jsp&projectId=12657>

As part of the environmental review process for this project, the lead agency must identify, as early as practicable, any other federal and non-federal agencies that may have an interest in the project, and invite such agencies to serve as participating or cooperating agencies in the environmental review process. A cooperating agency also assumes the role of a participating agency as described below. The roles and responsibilities of participating and cooperating agencies are similar, but cooperating agencies have a higher degree of authority, responsibility, and involvement in the environmental review process (40 CFR Section 1501.6).

With this letter, we extend an invitation to FL Department of Agriculture and Consumer Services to serve as a cooperating agency with the FHWA in the development of the Class of Action for the subject project. FL Department of Agriculture and Consumer Services will serve as a cooperating agency in accordance with 40 CFR 1501.6 of the Council on Environmental Quality's (CEQ) Regulations for Implementing the Procedural Provision of the National Environmental Policy Act.

Pursuant to Section 6002 of SAFETEA-LU and Section 1305 of MAP-21, participating agencies are responsible to identify, as early as practicable, any issues of concern regarding the project's potential environmental or socioeconomic impacts that could substantially delay or prevent an agency from granting a permit or other approval that is needed for the project. We suggest that your agency's role in the development of the above project should include the following as they relate to your area of expertise:

- Provide meaningful and early input on defining the purpose and need, determining the range of alternatives to be considered, and the methodologies and level of detail required in the alternatives analysis.
- Participate in coordination meetings and joint field reviews as appropriate.
- Timely review and comment on the pre-draft or pre-final environmental documents to reflect the views and concerns of your agency on the adequacy of the document, alternatives considered, and the anticipated impacts and mitigation.

Please respond to the invitation prior to the expiration date, Tuesday, November 20, 2012, at the following page within the EST <https://pre-prod.fl-a-etdm.org/est/openPage=screening%2FInvitationResponse.do?invitationId=75> accessible via <https://pre-prod.fl-a-etdm.org/est> Tools > Review Project > Participating / Cooperating Invitation.

Your agency must accept this invitation by the expiration date (Tuesday, November 20, 2012) to become a cooperating agency.

If you have any questions or would like to discuss in more detail the project or our agencies' respective roles and responsibilities during the preparation of this Class of Action, please contact the Project's ETDM Coordinator or Project Manager listed above.

Thank you for your cooperation and interest in this project.

**Note:** For the recommended or requesting agencies not receiving invitations, a notification email is sent that contains the Lead Agency's response and reason for declining the agency's involvement.

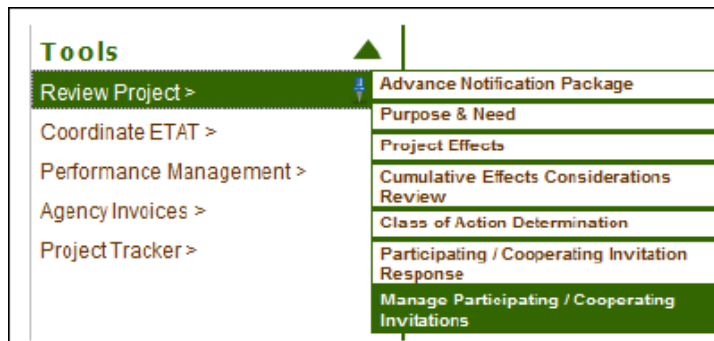
In addition to the email invitations to the recommended/requesting agencies, an email notification is also sent to the District, listing the invited and not invited agencies. Agencies are listed according to their involvement category.

|  |
|--|
| <p><b>Participating agencies:</b></p> <p><b>FL Fish and Wildlife Conservation Commission</b><br/> <u>Rationale for invitation:</u> Federal Highway appreciates FFWCC's involvement as a participating agency and thinks it will bring a valuable perspective to the project.</p> <p>A recommendation by Bill Beers, on behalf of FDOT District 1, for FL Fish and Wildlife Conservation Commission to serve as a participating agency was sent on 10/21/2012.<br/> <u>Rationale for recommendation:</u> Aliquam erat volutpat. Nulla id ligula massa, et varius quam. Aenean sit amet lorem tortor.</p> <p>FL Fish and Wildlife Conservation Commission did not request to serve as a participating agency.</p>  |
| <p><b>Cooperating agencies:</b></p> <p><b>FL Department of Agriculture and Consumer Services</b><br/> <u>Rationale for invitation:</u> Federal Highway agrees with the rationale for designating FDACS a cooperating agency.</p> <p>A recommendation by Bill Beers, on behalf of FDOT District 1, for FL Department of Agriculture and Consumer Services to serve as a cooperating agency was sent on 10/21/2012.<br/> <u>Rationale for recommendation:</u> Aliquam erat volutpat. Nulla id ligula massa, et varius quam. Aenean sit amet lorem tortor.</p> <p>FL Department of Agriculture and Consumer Services did not request to serve as a cooperating agency.</p>  |
| <p><b>Requesting and/or recommended agencies not invited:</b></p> <p><b>National Marine Fisheries Service</b><br/> <u>Rationale to not invite:</u> Federal Highway does not wish to invite NMFS as a cooperating agency.</p> <p>A recommendation by Bill Beers, on behalf of FDOT District 1, for National Marine Fisheries Service to serve as a cooperating agency was sent on 10/21/2012.<br/> <u>Rationale for recommendation:</u> Donec facilisis sapien a mi sagittis molestie eget ut est. Aliquam erat volutpat. Nulla id ligula massa, et varius quam. Aenean sit amet lorem tortor</p> <p>A request by ETAT Member Test, on behalf of National Marine Fisheries Service, to serve as a cooperating agency was sent on 09/22/2012.<br/> <u>Rationale for request:</u> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus tempus luctus faucibus. Donec malesuada justo ac quam sodales ac dapibus mauris mattis. Nullam varius tempus turpis a consequat. Proin tincidunt justo vel metus bibendum fringilla. Sed at nisi justo, non elementum sem.</p> |
| <p>These invitations will expire in no more than thirty calendar days on Tuesday, November 20, 2012 or when all invited agencies have responded to their invitations. At that time, FDOT District 1 will be notified to proceed with a Class of Action.</p>  |

### 3.1.6.11.1 Reviewing Invitation Responses

After sending invitations to the agencies, the Lead Agency can view the list in the **Participating and Cooperating Agencies** page.

1. Select a project from the **Active Project** list.
2. In the **Tools** menu, click **Review Project**, and then click **Manage Participating / Cooperating Invitations**.



The **Participating/Cooperating Agencies** page opens, displaying sections for **Participating Agencies** and **Cooperating Agencies**. Each section displays a list of agencies and their invitation status. The **Action** column displays **Withdraw** buttons for agencies that have been sent invitations, and ETAT agency invitation responses will appear in the **Responses** column, as shown in the next illustration.

**Cooperating Agencies**

*Click the **Withdraw** button to withdraw an invitation to the invited [cooperating agencies](#)*

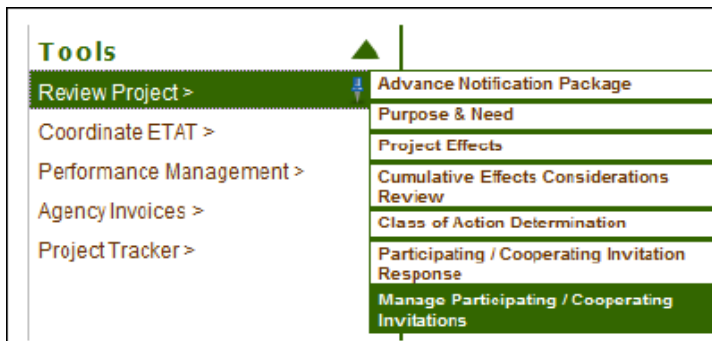
| Agency   | Request  | Recommendation   | Invitation  | Response    | Action                    |
|--|--|--|---|-------------|---------------------------|
| FL Department of Agriculture and Consumer Services |  | Cooperating Agency (Bill Beers 10/21/2012)<br><i>Aliquam erat volutpat. Nulla id ligula massa, et varius quam. Aenean sit amet lorem tortor.</i>   | Cooperating Agency (Stephanie A Clemons 10/21/2012)<br><i>Federal Highway agrees with the rationale for designating FDACS a cooperating agency.</i> |             | <button>Withdraw</button> |
| National Marine Fisheries Service                  | Cooperating Agency (ETAT Member Test 09/22/2012)<br><i>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus tempor luctus faucibus. Donec malesuada justo ac quam sodales ac dapibus mauris mattis. Nullam varius tempor turpis a consequat. Proin tincidunt justo vel metus bibendum fringilla. Sed at nisi justo, non elementum sem.</i> | Cooperating Agency (Bill Beers 10/21/2012)<br><i>Donec facilisis sapien a mi sagittis molestie eget ut est. Aliquam erat volutpat. Nulla id ligula massa, et varius quam. Aenean sit amet lorem tortor</i> | Not Invited (Stephanie A Clemons 10/21/2012)<br><i>Federal Highway does not wish to invite NMFS as a cooperating agency.</i>                        | Not invited | Not invited               |

**Note:** If the declined agency had requested to be a participating or cooperating agency, then a courtesy email is sent indicating they were not invited and why. If the agency made no request, but was recommended by the District, no email is sent to the agency.

### 3.1.6.11.2 Withdrawing an Invitation

After an invitation has been sent to an ETAT agency, a Lead Agency can withdraw the agency from the list of invited agencies. This includes agencies that have accepted the invitation or have not responded to the invitation.

1. Select a project from the **Active Project** list.
2. In the **Tools** menu, click **Review Project**, and then click **Manage Participating / Cooperating Invitations**.



The **Participating/Cooperating Agencies** page displays the **Withdraw** button under the following conditions:

- The **Withdraw** button displays only after an invitation has been sent.
- The **Withdraw** button does not appear on the screen if an agency has declined an invitation.

3. In the **Participating/Cooperating Agencies** page, select the agency, and then click the corresponding **Withdraw** button.

**Participating Agencies**

Click the **Withdraw** button to withdraw an invitation to the invited [participating agencies](#)

| Agency                                       | Request | Recommendation   | Invitation   | Response | Action          |
|--|---------|--|--|----------|-----------------|
| FL Fish and Wildlife Conservation Commission |         | Participating Agency (Bill Beers 10/21/2012)<br><i>Aliquam erat volutpat. Nulla id ligula massa, et varius quam. Aenean sit amet lorem tortor.</i> | Participating Agency (Stephanie A Clemons 10/21/2012)<br><i>Federal Highway appreciates FFWCCs involvement as a participating agency and thinks it will bring a valuable perspective to the project.</i> |          | <b>Withdraw</b> |

4. In the **Confirm Invitation Withdrawal** box, type the reason for withdrawing the agency invitation, and then click **OK**.



**Confirm Invitation Withdrawal**

Please confirm whether you want to withdraw the invitation already sent to FL Fish and Wildlife Conservation Commission to be a participating agency.

A notice will be sent to the agency notifying them that their invitation has been withdrawn.

This invitation has been withdrawn pursuant to discussions with FFWCC that preclude the need for its involvement as a participating agency.

**OK** **Cancel**

An email is sent to the agency, notifying them the invitation has been withdrawn, along with a reason for the withdrawal. The withdrawal is also noted in the **Action** column of the agency invitation list.

**Participating Agencies**

Click the **Withdraw** button to withdraw an invitation to the invited [participating agencies](#)

| Agency                                       | Request | Recommendation   | Invitation  | Response   | Action               |
|--|---------|--|---|--|----------------------|
| FL Fish and Wildlife Conservation Commission |         | Participating Agency (Bill Beers 10/21/2012)<br><i>Aliquam erat volutpat. Nulla id ligula massa, et varius quam. Aenean sit amet lorem tortor.</i> | Participating Agency (Stephanie A Clemons 10/21/2012)<br><i>Federal Highway appreciates FFWCC's involvement as a participating agency and thinks it will bring a valuable perspective to the project.</i> | Withdrawn (Stephanie A Clemons Sun Oct 21 20:49:06 EDT 2012)<br><i>This invitation has been withdrawn pursuant to discussions with FFWCC that preclude the need for its involvement as a participating agency.</i> | Invitation withdrawn |

After the ETDM Coordinator submits the Class of Action (COA) determination, the Lead Agency is sent an email stating the COA is ready for their review. The Lead Agency uses the **Review Class of Action Determination** form to accept (or not accept) the ETDM Coordinator's COA determination.

**Tip!** See the Review Class of Action section of this handbook for navigation information.

### 3.1.6.12 ACE Documents Review (Updated 10/30/2014)

If a project has been identified as an Alternative Corridor Evaluation (ACE) project, the project team develops and documents the analysis methodology they will use to either replace the reviewed study area with more refined corridor alternatives or eliminate the already refined corridor alternatives in order to avoid and minimize potential impacts. The methodology memorandum (MM) provides guidance on how to integrate local land-use plans, public involvement and Environmental Technical Advisory Team (ETAT) member commentary, and Planning phase analyses. It also highlights specific data, tools (e.g., Land Suitability Mapping and Corridor Analysis Tool), and timelines to govern corridor refinements.

The project team documents the application of the MM in the Alternative Corridor Evaluation Report (ACER). The ACER is a stand-alone document that provides support material and justification for replacing a study area with more refined corridor alternatives or for eliminating already existing corridor alternatives. A completed draft of the ACER is uploaded to the Environmental Screening Tool (EST) as a project attachment.

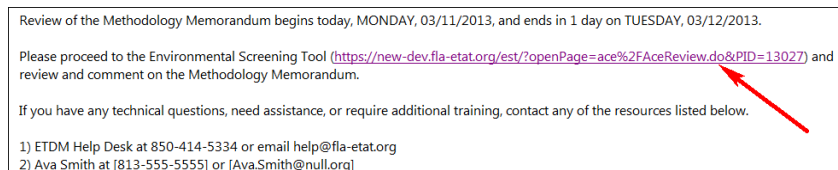
ETAT members and Lead Agencies use the EST to review MMs and ACERs and to indicate if they understood/approved or not understood/not approved the information presented in the documents.

**Tip!** For additional information about the ACE process, see the ETDM Manual at <http://www.dot.state.fl.us/emo/pubs/etdm/etdmmanual.shtm>

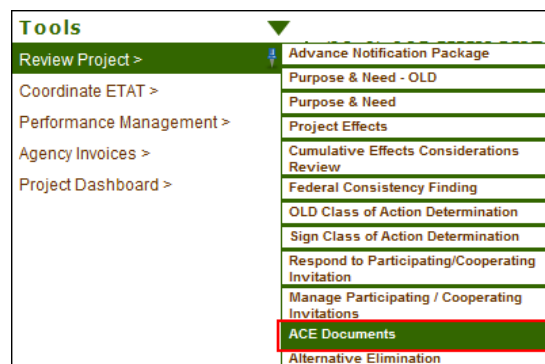
### 3.1.6.12.1 Accessing the ACE Documents Review Page

**1.** Open the **ACE Documents Review** page by doing one of the following:

- In the email notification, click the EST link located at the bottom of the message.



- Use the EST menu by doing the following:
  - Select a project from the **Active Project** list.
  - On the EST **Tools** menu, click **Review Project** and then click **ACE Documents**.



The **ACE Documents Review** page displays the form for submitting the review for the MM or ACER.

### 3.1.6.12.2 Submitting an MM Review

The next screen illustration displays the screen for the ETAT review of the MM, which shows the options for indicating **Understood** or **Not Understood**.

**Review Methodology**  
Click on document filename to open and review

| Document (PDF)              | Size (MB) | Description |
|-----------------------------|-----------|-------------|
| <a href="#">test-cl.pdf</a> | 0.0       |             |

**Acknowledge**  
Check to indicate whether or not the ACE Methodology Memorandum is Understood  
Indicate whether the Methodology Memorandum is ☐ Understood ☐ Not Understood

**Enter Comments**  
Enter any comments you have regarding the memorandum. Comments are required if you indicate the memorandum is Not Understood.

**Sign and Submit**  
Reviews submitted here will be considered part of your agency's comments on the Methodology for this project.

☐ Save as draft (review will be editable until the end of the review period on 09/11/2014)  
☐ Save as final (review will no longer be editable)  
 User Identity: Bob Bobbins @ Federal Highway Administration  
 Password:

The next screen illustration displays the screen for the Lead Agency review of the MM.

#13027 Fowler Ave. Extension  
 District: District 7 Phase: Planning Screen Contact Information: Steve C. Link (813) 875-6410 test.027@flhwa.com@etdm.fdot.com

**Review Methodology**  
Click on document filename to open and review Review period: 03/14/2013 - 03/15/2013

| Document (PDF)          | Size (MB) | Description |
|-------------------------|-----------|-------------|
| <a href="#">3.0.pdf</a> | 5.1       |             |

**Acknowledge**  
Check to indicate whether or not the ACE Methodology Memorandum is Accepted  
Indicate whether the Methodology Memorandum is ☐ Accepted ☐ Not Accepted

**Enter Comments**  
Enter any comments you have regarding the memorandum. Comments are required if you indicate the memorandum is Not Accepted.

**Sign and Submit**  
Reviews submitted here will be considered part of your agency's comments on the Methodology for this project.

☐ Save as draft (review will be editable until the end of the review period on 03/15/2013)  
☐ Save as final (review will no longer be editable)  
 User Identity: Syd Adams @ Federal Highway Administration  
 Password:

\* A password is required in order to submit this review.  
 \* You must select whether or not the methodology memorandum is Accepted  
 \* You have authority to perform the requested operation  
 \* The ACE methodology memorandum is currently under review.

- Under **Review Methodology**, click the links listed under **Document (PDF)** to review the information.
- After reviewing the attached document(s), go to the **Acknowledge** section and indicate whether the MM is **Understood/Accepted** or **Not Understood/Not Accepted**.  
  
**Note:** If you select **Not Understood** or **Not Accepted**, you must enter your comments supporting your selection.
- In the **Comments** section, type any comments you have regarding the MM.
- Under **Sign and Submit**, do one of the following:
  - If your response is not final and you plan to return to the form at a later time, click **Save as draft**.
  - If your response is final, click **Save as final**.
- Type your **Password**.
- Click **Submit Review**.

### 3.1.6.12.3 Submitting a Review of a Draft Version of the ACER

The next screen illustration displays the screen if an ACE document is the draft version of the ACER.

1. Under **Draft ACER Review**, click the filename link shown under **Document (PDF)**.
2. In the **Enter Comments** section, type any comments you have regarding the **Draft ACER**.
3. Under **Sign and Submit**, do one of the following:
  - If your response is not final and you plan to return to the form at a later time, click **Save as draft**.
  - If your response is final, click **Save as final**.
4. Type your **Password**.
5. Click **Submit Review**.

### 3.1.6.13 Review Alternative Elimination (Updated 04/14/2013)

The Lead Agency uses the **Environmental Screening Tool (EST)** to review a District's proposed Alternative elimination and issue an acceptance/non-acceptance.

1. Open the **Alternative Elimination Review** page by doing one of the following:
  - In the email notification, click the EST link located at the bottom of the message.
  - Use the EST menu by doing the following:
    - Select a project from the **Active Project** list.
    - In the EST **Tools** menu, click **Review Project**, click **Alternative Elimination**.


The **Review Alternative Elimination** page displays the form for submitting your review.

**2.** Under **Request for Alternative number**, do the following:

- Review the **Coordinator Comments**.
- Click the **Document** PDF link to open a document to review details pertaining to the Alternative elimination.

**3.** In the **Acknowledge** section, click one of the following option buttons:

- **Accepted** – The District can eliminate the Alternative.
- **Not Accepted** – The District must not eliminate the Alternative.
- **Cannot be determined at this time. More information is needed.** – The District must provide additional details before a decision can be made.

**Note:** If you selected **Not Accepted** or **Cannot be determined at this time**, an asterisk, , appears beside **Comments**, indicating you must type a reason supporting the selection in the text box.

**Acknowledge**  
Click the appropriate response

The Alternative Elimination Request for Alternative #1 is ☐ Accepted ☒ Not Accepted ☐ Cannot be determined at this time. More information is needed.

**\*Comments**  
Type any comments you have regarding the Alternative Elimination Request in the text box below. Comments are required if you selected Not Accepted or More information is needed as your response.

**B I U** [Rich text editor toolbar]

4. Under **Final**, do one of the following:

- If your response is not final and you plan to return to the form at a later time, click **Save the review as a draft**.
- If your response is final, click **Save the review as final**.

**Final**  
Check to indicate whether or not the Alternative Elimination is final decision

☐ Save the review as a draft (Review will be saved but not final. You will be able to make changes to the review until the end of the review period 04/15/2013)

☒ Save the review as final (Review will be saved as a final version. No further changes to the review, including review comments, can be made after clicking **Submit Review**.)

5. Type your **Password**.

**Sign and Submit**  
Reviews submitted here will be considered part of your agency's comments on the alternative elimination for this project.

Following information needs to be entered before clicking the **Submit Review** button:

- A password is required.

**User Identity:** Syd Adams @ Federal Highway Administration

**\*Password:**

6. Click **Submit Review**.

### 3.1.7 Community Coordination (Updated 09/04/2008)

#### 3.1.7.1 Community-Desired Features

MPOs and Community Liaison Coordinators can add community boundaries and information to describe the communities by using the Edit Community tool. In the **Tools** menu, point to **Community Coordination**, and then click **Community Characteristics**.



The **Edit Community** page opens, displaying a search filter at the top of the page.

Edit Community

**Edit Community**

|                                |            |               |
|--------------------------------|------------|---------------|
| District:                      | District 7 | Refresh Lists |
| County:                        | Pinellas   | Refresh Lists |
| Community (in region):         | BELLEAIR   |               |
| Load Community Clear Community |            |               |

\* The data in these fields were previously provided by a user and have not been updated by the automatic data analysis routine. Other fields containing values have been automatically updated. Hover over the field name to view the data source. If you believe that the calculated analysis data (shown in brackets) is more up to date than the user defined data, and would like to replace the current user-defined value with the calculated analysis results, check the box next to that field and click "Update." Edit any of the calculated results by typing in the appropriate box. Click "Save" when you are finished editing the form.

Save
Update Selected

| Community Characteristics Inventory: |  |
|--------------------------------------|--|
| Community Name                       |  |
| Community History                    |  |

If there is a default project selected, the tool will open up with the community information that is closest to the project. If there is not a default project selected, the form will be blank. To locate your community, select the District and then click on the **Refresh Lists** button in the district row. This will load all of the counties in the selected district. After you have selected the correct county, click on the **Refresh Lists** button in the county row. The 'Community' drop down list will be now populated with all communities that are in the district and county you selected. Once you have found the correct community, click the **Load Community** button to populate the form with the selected community data.



Save Update Selected

| Community Characteristics Inventory: 2599 |   |
|---|---|
| Community Name                            | Tallahassee - Summerbrooke Golf                                       |
| Community History                         | This community has a history of golf.                                 |
| Community Goals and Values                | This community would like to become an even better golfing community. |
| Population                                |   |
| Total Households                          | 294   |
| Avg Persons per Acre                      | 44  |
| Avg Persons per Family                    | 3.29  |

After you have updated the community, click the  button at the top or bottom of the form to save the changes to the database.

| Population               |                                     |
|--------------------------|-------------------------------------|
| * Total Households       | 315 <input type="checkbox"/> [294]  |
| * Avg Persons per Acre   | 50 <input type="checkbox"/> [44]    |
| * Avg Persons per Family | 3.7 <input type="checkbox"/> [3.29] |

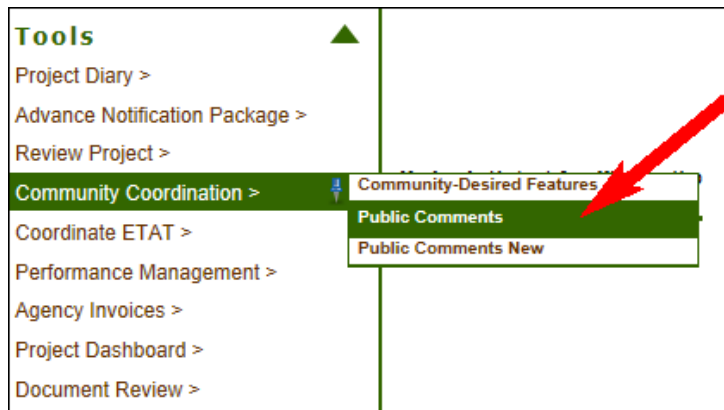
**Note:** An asterisk (\*) next to a form field indicates the data in these fields were provided by a user and have not been updated by the automatic data analysis routine. If you believe that the data in brackets is more up to date than the user defined data, and would like to replace the current user-defined value with the calculated analysis results, check the box next to that field and click the  button. Edit any of the calculated results by typing in the appropriate box. Click the  button when you are finished editing the form.

### 3.1.7.2 Summarize/Modify Public Comments (Updated 12/30/2013)

The **Summarize/Modify Public Comments** form in the EST Tools menu enables you to document public comments collected during outreach activities.

Summarizing and Modifying Public Comments:

1. In the Tools menu, click Community Coordination, and then click Public Comments.



The **Summarize/Modify Public Comments** page opens and displays a form for indicating whether public comments are available for the selected project.

**Tip!** Click the plus sign, , to expand the project information header.

**2.** Do one of the following:

- If you are documenting public comments, click the **There are Public Comments available** button.
- If no public comments are yet available, click the **There are no Public Comments available at this time** button.

**3.** Type the comments, or make changes to the comments, in the text box.

**Note:** The comments field is a required field. Comments must be entered even when there are no public comments.

**4.** Click Submit Form.

**Tip!** Click on the toolbar icons to:



Send feedback about the current page.



Access online **Help**.



Bookmark the page.

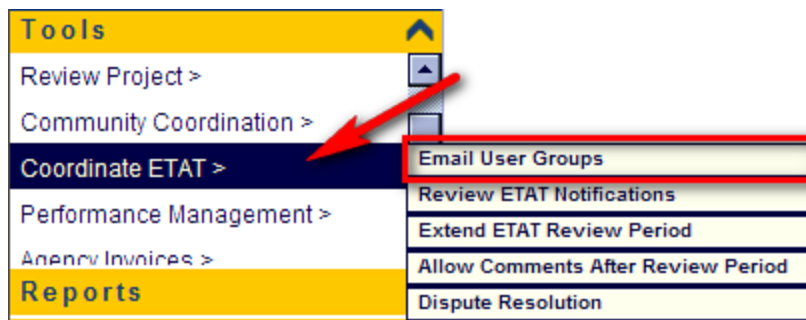


Add the page to your **My ETDM** preferences.

### 3.1.8 Coordinate ETAT (Updated 11/07/2014)

#### 3.1.8.1 *Send Email to User Groups*

Use the **Send Email to User Groups** tool to correspond with other EST users. Go to the **Tools** menu, point to **Coordinate ETAT**, and then click **Email User Groups**.



The tool opens an address book with two columns. The left-hand column lists the project user roles in each FDOT district, displayed in the right-hand column. To select the email recipient, click the empty checkboxes beside the project user role(s) and their district(s). (Click the checkbox again to unselect). After selecting email recipient(s), click "Select Addresses" to open the Email form (the Email Process Page).

Send Email to User Groups

### Send Email to User Groups

bookmark this ▶

Please Select Users to Email

To:
☐ All
☐ CEMO Manager
☐ ETAT Member
☐ ETDM Coordinator Management Team
☐ ETDM Data Entry
☐ FDOT Community Liaison Coordinator
☐ FDOT ETDM Coordinator
☐ FHWA Class of Action Authority
☐ FHWS Central Office
☐ MPO Community Liaison Coordinator
☐ MPO ETDM Coordinator
☐ Project Manager
☐ Public
☐ State Clearinghouse Coordinator

☐ All
☐ District 1
☐ District 2
☐ District 3
☐ District 4
☐ District 5
☐ District 6
☐ District 7

Select Addresses

On the Email Process Page (example shown below), enter the email subject and comments in the appropriate fields. Manually type in comments or copy and paste from an external document. To copy from a separate document, select the text, right-click on the highlighted text and choose "Copy" from the pop-up menu. To paste the text into the form, right-click in the appropriate summary box on the form and choose "Paste" from the pop-up menu. (The keyboard shortcuts CTRL-C to copy and CTRL-V to paste also work. Select source text, CTRL-C; click target area, CTRL-V.) To clear subject and comment without closing the email form, click "Clear Form." To send the email, click "Send Email." To change email recipient(s), click "Select New." The form will close and the window will return to the previous address book to allow selection of new recipients. Note that comments entered in the form will be cleared when "Select New" is clicked.

Comments:

The ETAT Review period has begun for the following project(s):  
-----  
Walton County : 2890 US 98 at Walton Cty Line Alt#1  
  
The following Water Management District(s) should review this project:  
NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
-----

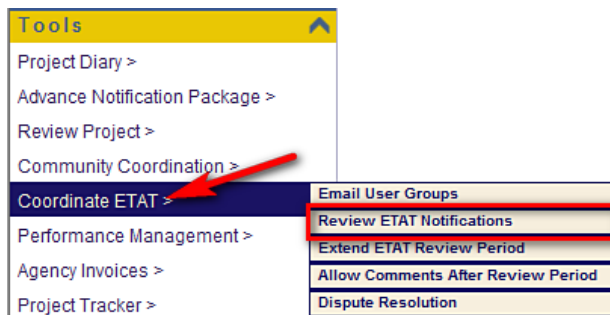
Send Notification

### 3.1.8.2 Track ETAT Notifications (New 11/30/2011)



The **Track ETAT Notifications** function in the Environmental Screening Tool (EST) **Tools** menu enables District ETDM Coordinators, Community Liaison Coordinators, and the State Clearinghouse to track notifications sent to Environmental Technical Advisory Team (ETAT) members and includes a list of the individuals who were sent the notifications. The **Track ETAT Notifications** function also enables users to forward the notice to additional people on their notification lists.

Using Track ETAT Notifications:

1. Select a project from the **Project Navigation Bar**.
2. On the **Tools** menu, point to **Coordinate ETAT**, and then click **Review ETAT Notifications**.



The **Track ETAT Notifications** window opens as a tabbed page, displaying the notifications sent to ETAT recipients for the selected project. There can be multiple notifications, with each notification containing a list of recipients and a **Forward** button.

**Tip!** Click the minus sign, , to collapse a notification section. Click the plus sign, , to expand a section.

Track ETAT Notifications

**Track ETAT Notifications**

# expand all # collapse all

#7741 SR 60 from Dover Road to SR 39

|                       |   |                          |                               |
|-----------------------|---|--------------------------|-------------------------------|
| District              | District 7                                  | Phase                    | Planning Screen               |
| County                | Hillsborough                                | From                     | Dover Road                    |
| Planning Organization | FDOT District 7                             | To                       | SR 39                         |
| Plan ID               | 01  | Financial Management No. |                               |
| Federal Involvement   | No federal involvement has been identified. |                          |                               |
| Contact Name / Phone  | Bob Smith (813) 555-5555                    | Contact Email            | stephanie_clemons@urscorp.com |

Notifications:

**Notice : ETAT Review Has Begun**

Date: 3/3/2006 10:29

From: Bob Smith

Body:

The ETAT Review period has begun for the following project(s):

Hillsborough County : 7741 SR 60 from Dover Road to SR 39 Alt#1

The following Water Management District(s) should review this project:

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

The review period starts today 3/2/2006, and will end 45 days from today on 4/16/2006.

NOTICE

MPO ETDM Coordinators and CLCs: Some projects may not

**Tip!** Click the toolbar icon on the window to:



Print a copy of the page.



Export the page to a **PDF** file.



Send feedback about the current page.



Access online **Help** for the current page.



Bookmark the page.



Add the page to your **My ETDM** preferences.

Below each **Notice** section is a **Recipients** section, listing the individuals who have received the ETAT notification. This section displays the number of recipients who were sent the ETAT review notification for the project, along with the recipients' **Name**, **Organization** name and **E-mail** address link.

| Recipients: 109 recipients |                                   |   |  |
|----------------------------|-----------------------------------|---|--|
| #                          | Name                              | Organization                              | E-mail   |
| 1                          | Stephanie Clemons                 | FL Department of Community Affairs        | <a href="mailto:stephanie_clemons@urscorp.com">stephanie_clemons@urscorp.com</a> |
| 2                          | Federal/Consistency Reviewer Only | FL Department of Environmental Protection | <a href="mailto:stephanie_clemons@urscorp.com">stephanie_clemons@urscorp.com</a> |
| 3                          | Becky Spain Schwarz               | FDOT District 7                           | <a href="mailto:stephanie_clemons@urscorp.com">stephanie_clemons@urscorp.com</a> |
| 4                          | Marcelo Besio                     | Martinez MPO                              | <a href="mailto:stephanie_clemons@urscorp.com">stephanie_clemons@urscorp.com</a> |

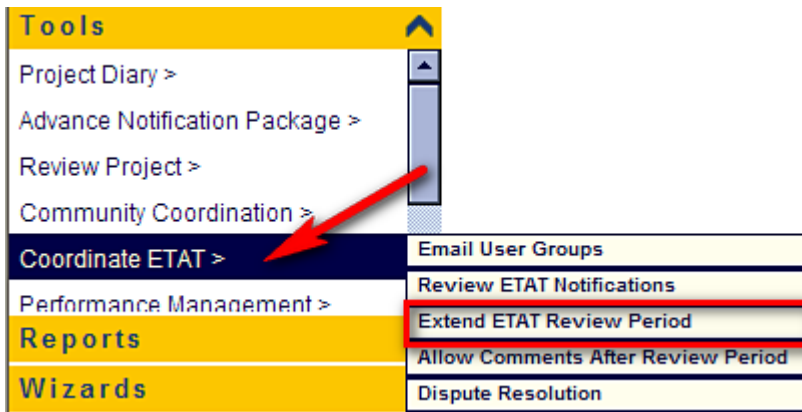
**3.** To forward the list of recipients, click the **Forward** button located beneath the selected list.

### 3.1.8.3 *Extend ETAT Review Period (New 11/30/2011)*

The **Extend ETAT Review Period** function in the **Tools** menu enables ETDM Coordinators to grant a 15-day extension for projects that are currently in ETAT Review.

Extending an ETAT Review Period:

1. Select a project from **Project Navigation Bar**.
2. Go to the **Tools** menu, point to **Coordinate ETAT**, and then click **Extend ETAT Review Period**.



The **Extend ETAT Review Period** page opens, displaying a section listing the ETAT review participants along with a comment text box for listing a justification for the extension.

| SR 78 Add Lanes       |                 |                          |  |
|-----------------------|-----------------|--------------------------|--|
| District              | District 1      | Phase                    | Programming Screen   |
| County                | Lee             | From                     | Del Prado Blvd   |
| Planning Organization | FDOT District 1 | To                       | Pondella Rd  |
| Plan ID               | FDOT2           | Financial Management No. |  |
| Federal Involvement   | Federal Permit  | Federal Action           |  |
| Contact Information   | Name: Stephanie | Phone: (850) 414-5334    | E-mail: <a href="mailto:stephanie@fdot.com">stephanie@fdot.com</a> |

**Who Requested This Extension?**

Use the Ctrl key to select multiple Requesters

- 1000 Friends of Florida
- Eyre, Jane
- Smith, John
- Advisory Council on Historic Preservation
- Clemons, Stephanie
- Apalachee Regional Planning Council
- Nihm, Tzu D.
- Central Florida Regional Planning Council
- Hall, Kathryn
- Charlotte County-Punta Gorda MPO

3. In the **Who Requested This Extension** field, click the name(s) of the individual(s) requesting an extension.

**Tip!** Press **Ctrl** + click to select multiple non-adjacent names from the list. Click **Shift** + click to select multiple adjacent names from the list.

4. In the **Comments Justifying the Extension\*\*** text box, you must enter a reason for granting an extension for the selected reviewers. You can type or cut and paste your comment(s) into the text box.
5. Click **Submit Form**.



**Who Requested This Extension?**

Use the Ctrl key to select multiple Requesters

- 1000 Friends of Florida
- Eyre, Jane
- Smith, John
- Advisory Council on Historic Preservation
- Clemons, Stephanie
- Apalachee Regional Planning Council
- Nihm, Tzu D.
- Central Florida Regional Planning Council
- Hall, Kathryn
- Charlotte County-Punta Gorda MPO

**Comments Justifying the Extension\*\***

Comments for justifying the extension are typed or cut and pasted here.

Submit Form

The **Extend ETAT Review Period** page refreshes and displays a confirmation message stating the extension has been granted along with the new review end date, and the list of reviewers and the justification is also shown.

### Extend ETAT Review Period



✓ Extension granted successfully. The new review end date is 12/18/2010.

**SR 78 Add Lanes**

|                       |  |                          |                    |
|-----------------------|--|--------------------------|--------------------|
| District              | District 1   | Phase                    | Programming Screen |
| County                | Lee  | From                     | Del Prado Blvd     |
| Planning Organization | FDOT District 1  | To                       | Pondella Rd        |
| Plan ID               | FDOT2  | Financial Management No. |                    |
| Federal Involvement   | Federal Permit   Federal Action  |                          |                    |
| Contact Information   | Name: Stephanie   Phone: (850) 414-5334   E-mail: <a href="mailto:stephanie.clemons@dot.state.fl.us">stephanie.clemons@dot.state.fl.us</a> |                          |                    |

**Who Requested This Extension?**

- 1000 Friends of Florida
- Eyre, Jane
- Advisory Council on Historic Preservation
- Clemons, Stephanie
- Central Florida Regional Planning Council
- Hall, Kathryn

**Comments**

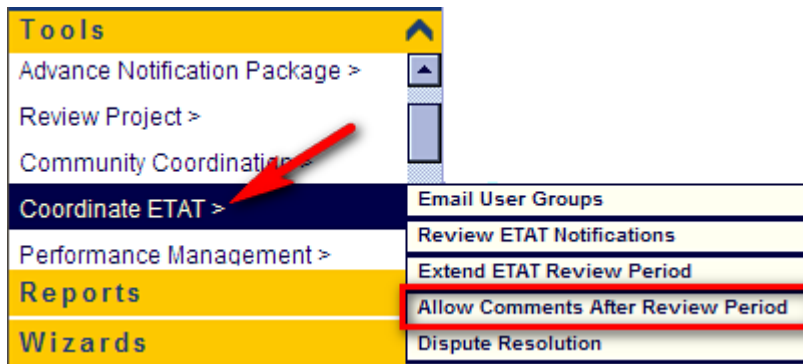
Comments for justifying the extension are typed or cut and pasted here.

#### 3.1.8.4 Allow Comments After Review Period (New 11/30/2011)

The **Allow Comments After Review Period** function in the **EST Tools** menu enables ETDM Coordinators to allow agencies to submit late reviews after a review period has ended. Comments collected while the user is in the overdue role are stored as draft comments until the extension period is over.

Allowing Comments After Review Period:

- 1.** Select the project from the **Project Navigation Bar**.
- 2.** Go to the **Tools** menu, point to **Coordinate ETAT**, and then click **Allow Comments After Review Period**.



The **Allow Comments After Review Period** page opens, displaying a **Select Users To Comment After Review Period** section with a **Search for Users** filter. The **Search for Users** filter is a drill-down feature that displays options based on previous selections.

Allow Comments After Review P...

**Allow Comments After Review Period**

|                       |   |                          |                 |
|-----------------------|---|--------------------------|-----------------|
| District              | District 7  | Phase                    | Planning Screen |
| County                | Pinellas  | From                     |                 |
| Planning Organization | FDOT District 7   | To                       |                 |
| Plan ID               |   | Financial Management No. |                 |
| Federal Involvement   | No federal involvement has been identified.   |                          |                 |
| Contact Information   | Name: Stephanie Clemons Phone: 850-402-6316 ext. 316 E-mail: <a href="mailto:stephanie_clemons@urscorp.com">stephanie_clemons@urscorp.com</a> |                          |                 |

**Select Users To Comment After Review Period**

**Search for Users**

District: - Select a District - go

**3.** Under **Search for Users**, do the following:

- Click the **District** arrow, and then click the name of the selected District.
- Click **go**. The **Organization** field displays.

**Search for Users**

District: FDOT District 7 go

Organization: - Select an Organization - go

- Click the **Organization** arrow, and then select the name of the selected Organization.
- Click **go**. The **User** field displays, showing the list of names for the selected organization.

**Search for Users**

District: FDOT District 7

Organization: Hillsborough County MPO

User:   
 @ Hillsborough County MPO  
 @ Hillsborough County MPO  
 @ Hillsborough County MPO

- Click the name(s) of the individual(s) who are granted an extension.

**Tip!** Click **Ctrl + click** to select non-adjacent options. Click **Shift + click** to select adjacent options.

User:   
 @ Hillsborough County MPO  
 @ Hillsborough County MPO  
 @ Hillsborough County MPO

- Click **Create Extensions**.

**Search for Users**

District: FDOT District 7

Organization: Hillsborough County MPO

User:   
 @ Hillsborough County MPO  
 @ Hillsborough County MPO  
 @ Hillsborough County MPO

The **Allow Comments After Review Period** page refreshes and displays a **Specify End Date** section, listing the project Alternative(s) and fields for entering the extension begin and end dates.

**Select Users To Comment After Review Period**



**Search for Users**




**Specify End Date**

| Alternative    | Agency Name             | User's Name                       | Extension Begin Date                         | Extension End Date                |
|----------------|-------------------------|-----------------------------------|--|-----------------------------------|
| Alternative #1 | Hillsborough County MPO | <input type="button" value="go"/> | 10/29/2010 <input type="button" value="go"/> | <input type="button" value="go"/> |

User Identity:  @ FDOT District 7

**Note:** An extension must be set for each project Alternative and user combination.

- In the **Extension Begin Date** field, type the extension begin date or click the calendar icon, , and select the date.
  - In the **Extension End Date** field, type the extension end date or click the calendar icon, , and select the date.
- Tip!** Use the **MM/DD/YYYY** date format.
- Click **Submit Extension Information**.

| Specify End Date   |                         |             |  |  |
|--|-------------------------|-------------|--|--|
| Alternative  | Agency Name             | User's Name | Extension Begin Date   | Extension End Date   |
| Alternative #1   | Hillsborough County MPO | [Redacted]  | 10/29/2010  | 11/03/2010  |
| User Identity [Redacted] @ FDOT District 7   |                         |             |  |  |
| <div style="border: 2px solid red; padding: 5px; display: inline-block;">Submit Extension Information</div>  |                         |             |  |  |

The EST displays a confirmation message stating the extension for the selected individual(s) has been granted.

**Extensions Successfully Granted**

Review period extensions have been successfully granted to the following people:

✓ [Redacted] - Alternative #1 until 11/03/2010 at midnight.

### 3.1.8.5 Dispute Resolution

When a project is flagged for a dispute during the Programming Screen, it does not move forward until the dispute is resolved. The purpose of this tool is to record events and actions associated with resolving the dispute. Such events may be meetings, emails, teleconferences, and other correspondences. The Track Dispute Resolution Activities tool opens a form that will be completed for a specific environmental resource issue. To access the form, select the project from the list and then click on the "Track Dispute Resolution Activities" option found under the "Coordinate ETAT Activities" heading in the Tools menu (main menu). Use the "Issue" pull-down menu to select the issue of dispute. In the "Description of Action" entry, record the event and actions associated with resolving the dispute. Click "Select a Date" and enter the date of the event from a pop-up calendar. If applicable, attach a document to the event. A document may be meeting minutes, sign-in sheet, memoranda, and other supporting information. This is optional. To attach a document, click "Browse" and add a document. When a document is added, the Save As name is defaulted to the document's file name. Change the Save As name as necessary. Use logical and recognizable file names. For example, "Meeting Minutes.pdf" is better than "mm.pdf." The ETDM document standard is Adobe Acrobat™ PDF as the document format. The tool can support other file formats, but please consider that users may not have the proper software to read the file correctly. A document that is in Word Perfect™ may not be useful to MS Word™ users. If it is necessary to attach a non-PDF file, state the file format in the File Description so that other users are aware of it. In File Description, include the document's title, author, agency, date, status (preliminary, draft, final, etc.), purpose and applicable remarks. Click "Submit" to commit the entry. Please note that only one document can be attached at a time. To attach multiple documents, repeat the process.

Track Dispute Resolution Activities

Track Dispute Resolution Activities

#5111 Widen Seminole Expressway, SR 417

|                       |  |                          |                    |
|-----------------------|--|--------------------------|--------------------|
| District              | District 5   | Phase                    | Programming Screen |
| County                | Seminole   | From                     | Aloma Ave.         |
| Planning Organization | Florida's Turnpike Enterprise  | To                       | I-4                |
| Plan ID               | 417545-1   | Financial Management No. |                    |
| Federal Involvement   | No federal involvement has been identified.  |                          |                    |
| Contact Information   | Name: Imran Ghani E-mail: <a href="mailto:teat-FTE-imran.ghani-ou5036@deynull.fla-etat.org">teat-FTE-imran.ghani-ou5036@deynull.fla-etat.org</a> |                          |                    |

Dispute Resolution Activities

Project Name: Widen Seminole Expressway, SR 417

Issue: -- Select an Issue --

Description of Action:

Attachment (pdf or jpg only):

Title of Attachment (if Applicable):

Description of Attachment (if Applicable):

SUBMIT

### 3.1.8.6 Manage ACE Review Events (Updated 11/07/2014)

If a project has been identified as an Alternative Corridor Evaluation (ACE) project, the project team develops and documents the analysis they will use to either replace the reviewed study area with more refined corridor alternatives or eliminate the already refined corridor alternatives in order to avoid and minimize potential impacts. The ACE methodology memorandum (MM) provides guidance on how to integrate local land use plans, public involvement and ETAT member commentary, and Planning phase analyses. It also highlights specific data, tools (e.g., Land Suitability Mapping and Corridor Analysis Tool), and timelines to govern corridor refinements.

The ETAT members have **30 days** to indicate within the EST their understanding of, and to comment on, the MM. Their commentary may necessitate updates to the MM before it is sent to the Lead Agency for review and acceptance. Once the Lead Agency accepts the MM, the ETDM Coordinator begins the process of applying the methodology to refine or eliminate corridor alternatives.

The team documents the application of the MM in the Alternative Corridor Evaluation Report (ACER). The ACER is a stand-alone document that provides support material and justification for replacing a study area with more refined corridor alternatives or for eliminating already existing corridor alternatives. Upon completion of the Draft ACER, an email is sent to notify recipients that the document is available for review. The review of the Draft ACER is optional. After the Draft ACER has been reviewed, the ETDM District Coordinator uploads the Final ACER to the EST as an attachment. The Final ACER becomes part of the summary report.

**Note:** The Final ACER and signed Class of Action must be completed before the Final Summary Report can be published.

ETDM Coordinators use the **Environmental Screening Tool (EST)** to manage the MM and ACER review process, performing the following tasks.

- Access the Manage ACE Review Events
- Schedule an Event
- Set up MM Reviews
- Set up Draft ACER Reviews

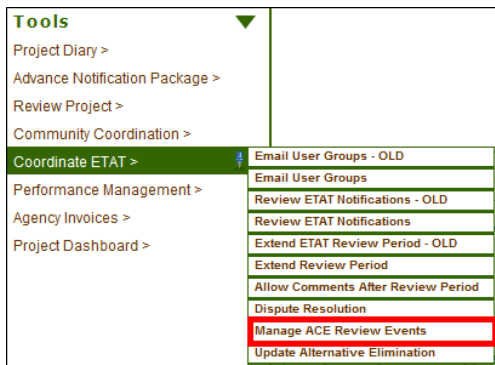
- Manage In-progress Reviews
- Extend Review Periods
- Grant Extensions to Specific Agencies
- Display and Respond to Comments
- Cancel a Review Period
- Export ACE Reviews
- Upload Final ACER

**Tip!** For additional information about the ACER process, see the ETDM Manual at <http://www.dot.state.fl.us/emo/pubs/etdm/etdmmanual.shtm>

### 3.1.8.6.1 Accessing the Manage ACE Review Events Page

After publishing the Preliminary Summary Report for the Planning and Programming Screens, you may initiate a review of the MM or the Draft ACER by following the steps listed below.

1. Select a project from the **Active Project** list.
2. On the **EST Tools** menu, click **Coordinate ETAT**, and then click **Manage ACE Review Events**.



The **Manage ACE Review Events** page opens, displaying a form for scheduling an event, selecting the type of event, and for setting up the draft notification.

**Manage ACE Review Events**

# 12941

District: District 3 Phase: Planning Screen Contact Information: Peggy Kelley (850) 415-9517 test.FD3.Peggy.Kelley-cv2642@dot.fl.gov

Create Progress

**Schedule Event**

Review Start Date: 09/08/2014 (Monday-today)

Duration: 30 days on 10/08/2014 (Wednesday)

**Specify Event Type**

Event Type: Draft ACER

**Draft Notification Email**

Email Subject: Begin Review of Draft ACER for ETDM Project #12941

Email Body: The Alternative Corridor Evaluation (ACE) process provides a consistent, documented method for corridor identification and evaluation - identifying reasonable alternatives for detailed NEPA analysis during the Project Development & Environment phase. Please begin your review of the Draft Alternative Corridor Evaluation Report (ACER):

ETDM #: 12941

PROJECT NAME:

FINANCIAL #: Not assigned at this time

FEDERAL INVOLVEMENT: No Federal Involvement

ACE PROJECT: Y

ALTERNATIVES: 1, 2

MODES: Not Assigned.

SIS: Y

DISTRICT: 3

COUNTY: Leon


PLANNING ORGANIZATION: FDOT District 3

SCREEN: Planning Screen

ETDM COORDINATOR: Peggy Kelley (850) 415-9517 test.FD3.Peggy.Kelley-cv2642@dot.fl.gov

### 3.1.8.6.2 Scheduling an Event

- Under **Schedule Event**, type the **Review Start Date** and **Duration** (number of days).

**Tip!** You can also select the review end date by clicking the calendar icon, , and then clicking the date. The **Duration** field will automatically display the number of days.

- In the **Specify Event Type** section, do one of the following:

- If this is an ETAT review, select **ETAT members**.
- If this is a Lead Agency review, select **Lead Agency**.
- If the notification is for a review of the ACER draft, **Draft ACER** will be shown as the default option. You will not need to take any action.

### 3.1.8.6.3 Setting Up a Notification for Reviewing an ACE MM

- Open the **Manage ACE Review Events** page. The page displays the **Create** screen.

**Manage ACE Review Events**

# 12941

District: District 3 Phase: Planning Screen Contact Information: Peggy Kelley (850) 415-9517 test.FD3.Peggy.Kelley-cv2642@dot.fl.gov

Create Progress

**Schedule Event**

Review Start Date: 09/08/2014 (Monday-today)

Duration: 30 days on 10/08/2014 (Wednesday)

**Specify Event Type**

Event Type: Draft ACER

**Draft Notification Email**

Email Subject: Begin Review of Draft ACER for ETDM Project #12941

Email Body: The Alternative Corridor Evaluation (ACE) process provides a consistent, documented method for corridor identification and evaluation - identifying reasonable alternatives for detailed NEPA analysis during the Project Development & Environment phase. Please begin your review of the Draft Alternative Corridor Evaluation Report (ACER):

ETDM #: 12941

PROJECT NAME:

FINANCIAL #: Not assigned at this time

FEDERAL INVOLVEMENT: No Federal Involvement

ACE PROJECT: Y

ALTERNATIVES: 1, 2

MODES: Not Assigned.

SIS: Y

DISTRICT: 3

COUNTY: Leon

PLANNING ORGANIZATION: FDOT District 3

SCREEN: Planning Screen

ETDM COORDINATOR: Peggy Kelley (850) 415-9517 test.FD3.Peggy.Kelley-cv2642@dot.fl.gov



**2.** Under **Draft Notification Email**, do the following :

- In the **Email Body** text box, type your contact information in the areas where **[Insert]** is shown.
- Click **Preview Email**.

**3.** Under **Attach Methodology Memorandum Files**, click the **Browse** button to locate and select the appropriate PDF document.

**4.** Type your password and click **Submit**.

**5.** A **Review Event Confirmation** box appears showing the scheduled review dates. Click **OK**.

### 3.1.8.6.4 Setting Up a Notification for Reviewing a Draft ACER

After completion of the MM review, the District Coordinator prepares a draft version of the ACER and sends it out for review through the EST.

1. Open the **Manage ACE Review Events** page.
2. Next to the **Specify Event Type** label is the default option **Draft ACER**. You do not need to take any action.

An email template is shown, containing standard wording and fields for entering information about the review of the Draft ACER.

**Note:** The Draft ACER review is optional. This is noted in the wording on the email that will be sent to the recipients.

3. In the **Email Body** text box, type your contact information in the areas where **[Insert]** is shown.
4. Click **Preview Email** to view the completed email as it will appear to the recipient.
5. Under **Draft ACER**, click the **Browse** button to upload a PDF of the ACER draft.
6. Under **Save and Submit**, click the **Submit** button.

A dialog box appears requesting confirmation.

7. Click **OK**.

### 3.1.8.6.5 Managing In-progress Reviews

After the MM Review and Draft ACER Review event notifications have been sent, you will be able to do the following:

- View ACE MM documents.
- View the ACER.
- Review agency comments.
- Extend or cancel a review period.
- Grant an extension to individual agencies.
- Export reviews to Excel or PDF.

1. Open the **Manage ACE Review Events** page. The **Progress** tabbed page will display.

The screenshot shows the 'Progress' tab of the 'Manage ACE Review Events' page. At the top, there's a 'Review Event' dropdown set to 'ACER (09/09/2014 - 09/11/2014)' and a 'Select' button. Below this is the 'Documents' section with a table:

| Document (PDF)           | Size (MB) | Description       |
|--------------------------|-----------|-------------------|
| projectEffects_14081.pdf | 0.19      | testing - damaged |

Below the documents is the 'Review Period' section showing the date range '09/09/2014 - 09/11/2014' and buttons for 'Extend Review Period' and 'Cancel Review'. To the right are buttons for 'Show Comments', 'Export to MS Excel', and 'Export to PDF'. The 'Reviews' section at the bottom is a table with columns: Agency, Reviewer, Review Date, Status, Expiration Date, and Extension.

| Agency   | Reviewer | Review Date | Status | Expiration Date | Extension       |
|--|----------|-------------|--------|-----------------|-----------------|
| 1000 Friends of Florida                            |          |             |        |                 | Grant Extension |
| Central Florida Regional Planning Council          |          |             |        |                 | Grant Extension |
| Charlotte County-Punta Gorda MPO                   |          |             |        |                 | Grant Extension |
| FDOT District 1                                    |          |             |        |                 | Grant Extension |
| FWS Central Office                                 |          |             |        |                 | Grant Extension |
| FL Department of Agriculture and Consumer Services |          |             |        |                 | Grant Extension |
| FL Department of Economic Opportunity              |          |             |        |                 | Grant Extension |
| FL Department of Environmental Protection          |          |             |        |                 | Grant Extension |
| FL Department of State                             |          |             |        |                 | Grant Extension |

The **Review Period** box displays the review event and dates.

This screenshot shows the 'Review Period' dropdown menu. The 'Review Event' is set to 'ETAT (08/03/2012 - 09/02/2012)'. The dropdown list shows several options:

- ETAT (08/03/2012 - 09/02/2012)
- ACER (09/10/2014 - 10/10/2014)
- Lead Agency (09/11/2012 - 09/12/2012)
- ETAT (08/03/2012 - 09/02/2012)
- ETAT (01/05/2012 - 02/06/2012)

The 'Select' button is highlighted with a red box.

2. Click the **Review Period** arrow to display the list and then click the appropriate selection.
3. Click **Select**.

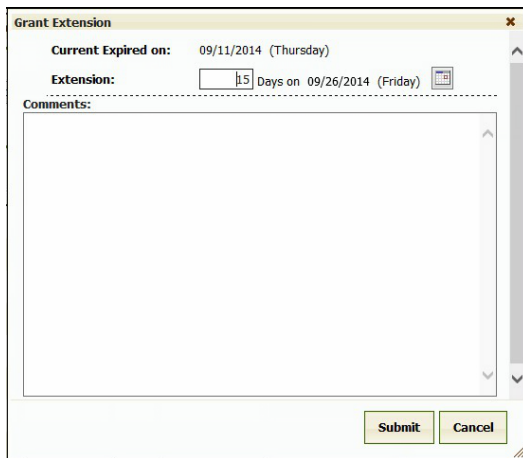
**Tip!** To display the list of agencies who have submitted comments, click **Show Comments**. For navigation details on viewing comments and entering responses, see the [Displaying and Responding to Comments](#) section of these instructions. For navigation steps on exporting to MS Excel or to a PDF, see the [Exporting ACE Reviews](#) section of these instructions.

### 3.1.8.6.6 Extending a Review Period

1. Under **Review Period**, click **Extend Review Period**.

This screenshot shows the 'Review Period' section with the date range '03/11/2013 - 03/12/2013'. Below the date range are two buttons: 'Extend Review Period' and 'Cancel Review'.


The **Grant Extension** dialog box appears.

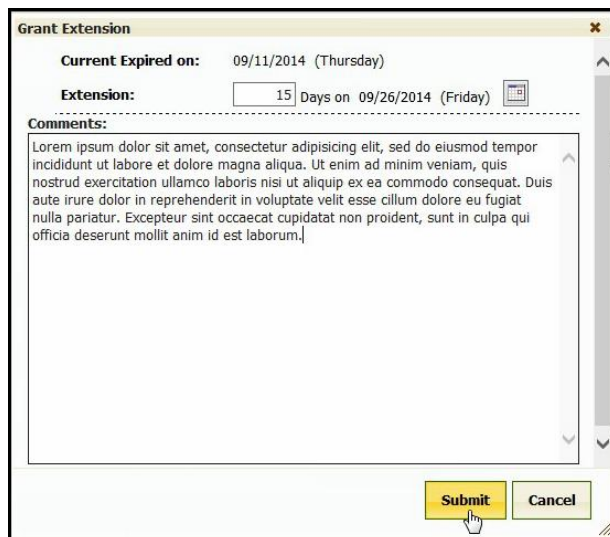


The dialog box is titled "Grant Extension". It contains the following fields:

- Current Expired on:** 09/11/2014 (Thursday)
- Extension:** A text box containing "15" followed by "Days on 09/26/2014 (Friday)". A calendar icon is to the right of the date.
- Comments:** A large text area with a vertical scrollbar.
- Buttons:** "Submit" and "Cancel" buttons at the bottom right.

2. In the **Grant Extension** dialog box, do the following:

- Type the number of days or select a date from the calendar icon .
- Enter your reason for the extension in the **Comments** text box.
- Click **Submit**.



This is the same "Grant Extension" dialog box as above, but the **Comments** text box now contains the following placeholder text:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

A mouse cursor is shown clicking the **Submit** button.

Recipients will receive an email notifying them of the extension. The email includes a link to the EST, as shown in the next illustration.

Please proceed to the **ACER Review** page (<https://stage-1.fla-etdm.org/est/OpenPage.nsf/027AcceReview.do?ID=12036>) in Environmental Screening Tool to review and comment on the ACER.

Review of the Draft ACER is considered optional.

**ETDM #:**  
**PROJECT NAME:** ACE Project with Eliminated Alternatives  
**FINANCIAL #:** Not assigned at this time  
**FEDERAL INVOLVEMENT:** Federal Funding  
**ACE PROJECT:** Y  
**ALTERNATIVES:** 1, 2, 4  
**MODES:** Roadway, Bikeway, Pedestrian  
**SS:** N  
**DISTRICT:** 1  
**COUNTY:** Collier  
**PLANNING ORGANIZATION:** FDOT District 1  
**SCREEN:** Planning Screen  
**REVIEW START:** Monday, 3/4/2013  
**REVIEW END:** Tuesday, 3/5/2013  
**ETDM COORDINATOR:**  
**PROJECT MANAGER:** None assigned at this time  
**LEAD AGENCY:** FHWA (proposed)  
**CLASS OF ACTION (COA):** Not determined at this time

If you have any technical questions, need assistance, or require additional training, contact any of the two resources listed below.

1) ETDM Help Desk at 850-414-5334 or email [help@fla-etdm.org](mailto:help@fla-etdm.org)  
 2) at (863) 519-2375 or email [michael.konkur@dot.state.fl.us](mailto:michael.konkur@dot.state.fl.us)

Thank you.

FDOT District 1


**Note:** Each time an action related to a review occurs (i.e., extensions, cancellations), recipients involved with the review event will receive an email with a link to the EST.

### 3.1.8.6.7 Granting Extensions to Specific Agencies

1. On the tabbed **Progress** page, click the **Review Event** arrow to select the review period you want to extend, and then click **Select**.
2. Under **Reviews**, click the **Grant Extension** button located on the Agency's row.

| Reviews  |          |             |        |                                 |  |
|--|----------|-------------|--------|---------------------------------|--|
| Agency   | Reviewer | Review Date | Status | Extension Start Date - End Date | Extension                                      |
| FL Department of Agriculture and Consumer Services |          |             |        | No extension requested          | <input type="button" value="Grant Extension"/> |
| FL Department of Economic Opportunity              |          |             |        | No extension requested          | <input type="button" value="Grant Extension"/> |

3. In the **Grant Extension to Name of Agency** dialog box, do the following:

- Type the number of days or click the calendar icon , to select a date.
- Enter your reason for the extension in the **Comments** text box.
- Click **Submit**.

The **Manage ACE Review Events/Progress** page refreshes and displays the extension date for the selected agency.

| Reviews  |          |             |        |                                 |  |
|--|----------|-------------|--------|---------------------------------|--|
| Agency   | Reviewer | Review Date | Status | Extension Start Date - End Date | Extension                                      |
| FL Department of Agriculture and Consumer Services |          |             |        | 09/06/2014 - 10/23/2014         | <input type="button" value="Grant Extension"/> |

### 3.1.8.6.8 Displaying and Responding to Comments

The District can issue a response to ETAT comments or a **Not Understood/Not Accepted** acknowledgment by doing the following:

1. On the tabbed **Progress** page, click the **Show Comments** button.

The screenshot shows the 'Progress' tab selected. Under the 'Documents' section, there is a table with columns: Document (PDF), Size (MB), and Description. A row is visible with 'projectEffects\_14081.pdf', '0.19', and 'testing - disregard'. Below this is the 'Review Period' section with dates '09/09/2014 - 09/11/2014' and buttons for 'Extend Review Period', 'Cancel Review', and 'Show Comments'. A red arrow points to the 'Show Comments' button.

The **Reviews** heading expands and displays any comments submitted by an agency.

The screenshot shows the 'Reviews' section expanded. It displays a review from 'Federal Highway Administration' reviewed by 'Linda Anderson on 09/09/2014'. The status is 'Final' with a 'Grant Extension' button. The comments section contains the text 'Lorem ipsum dolor sit amet.' and 'test final'. Below the comments is a 'Response:' label and a 'Respond to Comments' button, which is highlighted by a mouse cursor.

2. Click the **Respond to Comments** button.
3. Type your response in the **Comments** text box and then click **Submit**.

The screenshot shows a dialog box titled 'Response to Federal Highway Administration's Review'. It contains a 'Response:' label and a large text area with placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.' At the bottom are 'Submit' and 'Cancel' buttons, with a mouse cursor pointing at the 'Submit' button.

### 3.1.8.6.9 Cancelling a Review Period

1. On the tabbed **Progress** page, click the **Review Event** arrow and then click on the event you want to cancel.
2. Click **Select**.

3. Under **Review Period**, click **Cancel Review**.

4. In the **Cancel Review Event Confirmation** box, do the following:

- Enter your reason for cancelling the review in the **Comments** text box.
- Click **Submit**.

#### 3.1.8.6.10 Exporting ACE Reviews

You can export reviews to an Excel file or to a PDF document by doing the following:

1. On the tabbed **Progress** page, click the relevant button: **Export to MS Excel** or **Export to PDF**.

2. Follow the prompts for saving the file.

#### 3.1.8.6.11 Uploading the Final ACER

After the review period for the Draft ACER has completed, you will then be able to upload the Final ACER to the EST.

**Note:** Following the completed review of the Draft ACER, you will need to upload the Final ACER to the EST and re-publish the Summary Report. See the Summarize Results of ETAT Review Screen section of the EST User Handbook for instructions on re-publishing a summary report.

1. Open the **Manage ACE Review Events** page.



ACER **Completed**

The Draft ACER Review was completed.

**Next:**  
(1) Use this form to upload the Final ACER to EDMS.  
(2) Re-publish the summary report.

**Final ACER**

**Add Document**  
\*All fields are required.

**Name:**

**Description:**

**File:**

Following information needs to be entered before clicking the **Upload** button.

- Name is required.
- Description is required.
- File is required.

**User Identity:**

The **ACER** form displays.

2. Complete the required fields shown on the form.
3. Click the **Browse** button to locate and upload the Final ACER.
4. Click **Upload**.

ACER **Completed**

The Draft ACER Review was completed.

**Next:**  
(1) Use this form to upload the Final ACER to EDMS.  
(2) Re-publish the summary report.

**Final ACER**

Date ; Size ; Document ; Description ; Delete

**Add Document**  
\*All fields are required.

**Name:**

**Description:**

**File:**

**User Identity:**

The **Manage Ace Review Events** page refreshes and displays a link to the uploaded ACER.

ACER
Completed

The Draft ACER Review was completed.

**Next:**

- (1) Use this form to upload the Final ACER to EDMS.
- (2) Re-publish the summary report.

### Final ACER

| Date       | Size | Document             | Description                     | Delete |
|------------|------|----------------------|---------------------------------|--------|
| 11/05/2014 | 3 KB | Final ACER for 12694 | Details Eliminated Alternatives |        |

**Add Document**

\*All fields are required.

**Name:**

**Description:**

**File:**

**User Identity:**

**Tip!** To replace an uploaded document, click the under **Delete** and then follow the steps listed above for uploading the Final ACER.

### 3.1.8.7 Update Alternative Elimination (Updated 04/15/2013)

The process for eliminating Alternatives begins with the ETDM Coordinator or Project Manager using the **Update Project Status** form in the **Environmental Screening Tool (EST)** to flag one or more Alternatives for elimination along with a justification for eliminating an Alternative. Projects that have Federal Involvement must have active Lead Agency concurrence at the time of the Alternative elimination. (This does not apply to study areas, which can be eliminated without Lead Agency approval.) The EST incorporates features for Lead Agency and District coordination during the Alternative Elimination Review process.

**Note:** Although the EST treats study areas as a type of Alternative, they're not really viable project Alternatives. Study areas eventually become refined into one or more practicable project Alternatives, with more specific geometry, etc.

The following conditions must apply before beginning the Alternative Elimination Review process:

- The project is listed as having Federal Involvement.
- Only one potential Lead Agency has been selected to conduct the Alternative Elimination Review.
- The project is in one of the following **Project Status** stages:
  - **ETAT Review Complete**
  - **ACE MM Review** (if it is an Alternative Corridor Evaluation [ACE] project)
  - **ACE MM Review Complete** (if it is an ACE project)
  - **Dispute Resolution in Progress**

The following sections provide navigation steps for using the Update Alternative Elimination feature in the EST.

- Starting the Eliminated Alternative Review Process
- Cancelling an Eliminated Alternative Review

- Resubmitting an Alternative Elimination to the Lead Agency

### 3.1.8.7.1 Starting the Eliminated Alternative Review Process

- Select a project from the **Active Project** list.
- In the EST **Tools** menu, click **Project Diary**, click **Project Status**.

The screenshot shows the 'Tools' menu with 'Project Diary >' selected. A sub-menu is displayed with the following options: Create New Project, Project Description, Alternative Description, Preliminary Environmental Discussion (PED), Edit Project on Map, Segment Description, Project Phase (Planning, etc.), **Project Status (Editing, etc.)**, Attach Documents, Project Manager Information, Agency Roles in PD&E, Commitments and Responses, Permits, Technical Studies, Class of Action, and Project Schedule.

The **Update Project Status** page displays the project status form.

The screenshot shows the 'Update Project Status' form. At the top, it displays project information: '#13027 Fowler Ave. Extension', 'District: District 7', 'Phase: Planning Screen', 'Contact Information: Steve C. Love (813) 975-6410', and 'Email: FDOT-stcva.love@fdot.fl.gov'. Below this is a table with columns for various project milestones and an 'Eliminated' column. The table contains four rows of alternatives. Below the table is a section for 'Eliminated Alternative(s)' with a 'Justification for Setting the Status to "Eliminated" for the Selected Alternative:' text box. At the bottom, there is an 'Attach Support Document' section and a 'Sign and Submit' section with a 'User Identity: Ava Smith @ FDOT District 7' and buttons for 'Update Status(es)' and 'Reset Form'.

- In the **Eliminated** column, click the option button that corresponds to the Alternative you are eliminating.
- Under **Eliminated Alternatives**, type your comments supporting the elimination of the Alternative in the **Justification** text box.
- Click **Update Status(es)**.

The page refreshes and displays a confirmation message that states the Alternative elimination must be approved by the Lead Agency and that an email notification has been sent to the agency.

- Click the **Proposed** link that appears in the **Eliminated** column.

- In the **Tools** menu, click **Coordinate ETAT**, click **Update Alternative Elimination**.

|                                |                                       |
|--------------------------------|---------------------------------------|
| <b>Tools</b> ▲                 |                                       |
| Project Diary >                |                                       |
| Advance Notification Package > |                                       |
| Review Project >               |                                       |
| Community Coordination >       |                                       |
| <b>Coordinate ETAT &gt;</b>    | Email User Groups                     |
| Performance Management >       | Review ETAT Notifications             |
| Agency Invoices >              | Extend ETAT Review Period             |
| Project Dashboard >            | Allow Comments After Review Period    |
|                                | Dispute Resolution                    |
|                                | Manage Methodology Review Events      |
|                                | <b>Update Alternative Elimination</b> |

The **Update Alternative Elimination** page opens, displaying the status of the Lead Agency response.

**Alternative 1**

**Status**  
Waiting for Lead Agency response.

**Comments/Acknowledgment**  
**Coordinator Comments** by Ava Smith (FDOT District 7) on 03/16/2013  
 Type justification for eliminating Alternative here.

| Date       | Size   | Document               |
|------------|--------|------------------------|
| 03/16/2013 | 103 KB | <a href="#">63.pdf</a> |

**Edit**  
☐ Restore to "ACE MM Review Complete" and Do Not Eliminate

---

**Sign and Submit**  
 After clicking the Submit Comments button, your comments will be sent to the Lead Agency.

**User Identity:** Ava Smith @ FDOT District 7

### 3.1.8.7.2 Cancelling an Alternative Elimination Review

You can cancel an Alternative Elimination Review at any time before the Lead Agency accepts an Alternative elimination.



**Note:** Once the Lead Agency submits an **Accept** acknowledgment the Alternative Elimination Review is complete, with the Alternative showing as **Eliminated**. You will not be able to cancel a review after this point.

1. Select a project from the **Active Project** list.
2. In the EST **Tools** menu, click **Coordinate ETAT**, click **Update Alternative Elimination**.

|                                |   |
|--------------------------------|---|
| <b>Tools</b>                   |   |
| Project Diary >                |   |
| Advance Notification Package > |   |
| Review Project >               |   |
| Community Coordination >       |   |
| <b>Coordinate ETAT &gt;</b>    | <a href="#">Email User Groups</a><br><a href="#">Review ETAT Notifications</a><br><a href="#">Extend ETAT Review Period</a><br><a href="#">Allow Comments After Review Period</a><br><a href="#">Dispute Resolution</a><br><a href="#">Manage Methodology Review Events</a><br><a href="#">Update Alternative Elimination</a> |
| Performance Management >       |   |
| Agency Invoices >              |   |
| Project Dashboard >            |   |

The **Update Alternative Elimination** page displays the eliminated Alternative status.

- Under **Edit**, click the **Restore to** button. A **Comments** box appears

**Alternative 1**

**Status**  
Waiting for Lead Agency response.

**Comments/Acknowledgment**  
Coordinator Comments by Ava Smith (FDOT District 7) on 03/16/2013  
Type justification for eliminating Alternative here.

| Date       | Size   | Document               |
|------------|--------|------------------------|
| 03/16/2013 | 103 KB | <a href="#">63.pdf</a> |

**Edit**

☒ Restore to "ACE MM Reviv Complete" and Do Not Eliminate

**★Comments:**  
Type your comments in the text box below. Comments are required and must include sufficient justification for making this selection. The justification must have sufficient details to document the decision as well as information about the people and factors considered when making this determination.

**B** *I* U

- Type your comments in the text box, including details supporting your justification for cancelling the Alternative elimination review.
- Click **Submit Comments**.

**Sign and Submit**  
After clicking the **Submit Comments** button, your comments will be sent to the Lead Agency.

**User Identity:** Ava Smith @ FDOT District 7

The screen refreshes and displays the cancellation message under the respective Alternative heading.

### Alternative 1

**Status**

Alternative Elimination Review was cancelled.

**Comments/Acknowledgment**

**Coordinator Comments** by Ava Smith (FDOT District 7) on 03/16/2013  
Type justification for eliminating Alternative here.

**Coordinator Comments** by Ava Smith (FDOT District 7) on 03/17/2013  
Comments for restoring eliminated Alternative are entered here.

| Date       | Size   | Document               |
|------------|--------|------------------------|
| 03/16/2013 | 103 KB | <a href="#">63.pdf</a> |

### 3.1.8.7.3 Resubmitting an Alternative Elimination to the Lead Agency

If the Lead Agency does not accept the Alternative elimination, or if the Lead Agency needs additional information before issuing an acceptance, a status statement appears on the screen. You then have the option to restore and cancel the eliminated Alternative or resubmit the eliminated Alternative to the Lead Agency.

1. Select a project from the **Active Project** list.
2. In the EST **Tools** menu, click **Coordinate ETAT**, click **Update Alternative Elimination**.

**Tools** ▲

- Project Diary >
- Advance Notification Package >
- Review Project >
- Community Coordination >
- Coordinate ETAT >**
  - Email User Groups
  - Review ETAT Notifications
  - Extend ETAT Review Period
  - Allow Comments After Review Period
  - Dispute Resolution
  - Manage Methodology Review Events
  - Update Alternative Elimination**
- Performance Management >
- Agency Invoices >
- Project Dashboard >

The **Update Alternative Elimination** page displays the eliminated Alternative status.



**Alternative 1**

**Status**  
Alternative Elimination was not accepted.

**Comments/Acknowledgment**

**Coordinator Comments** by Ava Smith (FDOT District 7) on 03/16/2013  
Type justification for eliminating Alternative here.

**Coordinator Comments** by Ava Smith (FDOT District 7) on 03/17/2013  
Comments for restoring eliminated Alternative are entered here.

**Coordinator Comments** by Ava Smith (FDOT District 7) on 03/17/2013  
Justification for eliminating Alternative is entered here.

**Acknowledge:** *Not Accepted* by Syd Adams (Federal Highway Administration) on 03/17/2013  
Comments for selecting Not Accepted are entered here.

| Date       | Size   | Document               |
|------------|--------|------------------------|
| 03/16/2013 | 103 KB | <a href="#">63.pdf</a> |

- Under **Edit**, click the **Resubmit to Lead Agency** button. A **Comments** box appears.

**Edit**

☐ Restore to "ACE MM Review Complete" and Do Not Eliminate ☒ **Resubmit to Lead Agency**

**\*Response to Lead Comments:**  
Type your response to the Lead Agency's comments in the text box below. Comments are required and must include sufficient details. Attach any documents supporting your response using the Browse feature below. Documents must be in PDF format before they can be uploaded.

**Attach Documents**  
Attach one or more PDF documents

- In the **Response to Lead Comments** text box, type your response.
- Click the **Browse** button to upload and attach supporting documentation. Documents must be in PDF format before being uploaded.
- Click **Submit Comments**.

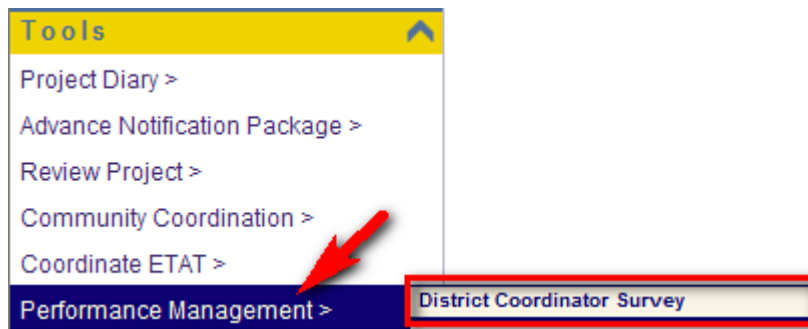
### 3.1.9 Performance Management (Updated 06/30/2010)

#### 3.1.9.1 Answer District ETDM Coordinator Survey (Updated 06/30/2010)

Biennially, District ETDM Coordinators complete a survey assessing the performance of participating agencies and the ETDM Process. ETDM Coordinators Primary provide a qualitative assessment of ETDM benefits; customer service; and the quality of information, coordination and communication.

Completing the District ETDM Coordinator Survey:





1. On the **Tools** menu, point to **Performance Management**, and then click **District Coordinator Survey**.



The **Answer District ETDM Coordinator Survey** window opens, displaying the survey and page toolbar.

Answer District ETDM Coordinato... View Survey

---

**Answer District ETDM Coordinator Survey**    

2010 District Survey (01/01/2008 - 12/31/2009)

FDOT District 7 SurveyDistrict1 SurveyDistrict1

This survey is intended to characterize your District's participation in the ETDM process from January 1, 2008 to December 31, 2009. Please ensure that ratings you select capture your District's experience in the ETDM Process in its entirety and for a specific project. In order to help improve both communication with our ETAT agencies and the ETDM process, should you select a rating of 'Fair' or 'Poor,' please add clarification in the form of written comments in the space provided. We look forward to getting your results and working with your District to improve Florida's ETDM Process.

[Show Blank Survey PDF](#)

1. In the box below, describe how your District is organized to carry out the ETDM Process.

2. Indicate the principal project managers for your District on ETDM projects.

☒ Kirk Bogen ☐ Ming Gao

☐ Jeffrey S. Novotny

Comments:

3. Please Indicate by Agency, the principal point of contact for ETDM.

| Agency | Contact  |
|--------|--|
| FDACS  | <input checked="" type="radio"/> Dennis Hardin<br><input type="radio"/> Keith Mousel<br><input type="radio"/> Charlie Pedersen<br><input type="radio"/> Michael Weston<br><input type="radio"/> Not Listed |

**Tip!** Click on the toolbar icons to:



Send feedback about the current page.



Access online **Help**.



Bookmark the page.



Add the page to your **My ETDM** preferences.

For additional information about using the EST page toolbar buttons, refer to Chapter 2.8 of the EST Handbook.

- 2.** To view, print, or copy the blank survey in PDF format, click **Show Blank Survey PDF**.

Answer District ETDM Coordinato...
View Survey

**Answer District ETDM Coordinator Survey**

2010 District Survey (01/01/2008 - 12/31/2009)

FDOT District 7
SurveyDistrict1 SurveyDistrict1

This survey is intended to characterize your District's participation in the ETDM process from January 1, 2008 to December 31, 2009. Please ensure that ratings you select capture your District's experience in the ETDM Process in its entirety and for a specific project. In order to help improve both communication with our ETAT agencies and the ETDM process, should you select a rating of 'Fair' or 'Poor,' please add clarification in the form of written comments in the space provided. We look forward to getting your results and working with your District to improve Florida's ETDM Process.

Show Blank Survey PDF

1. In the box below, describe how your District is organized to carry out the ETDM Process.
2. Indicate the principal project managers for your District on ETDM projects.  

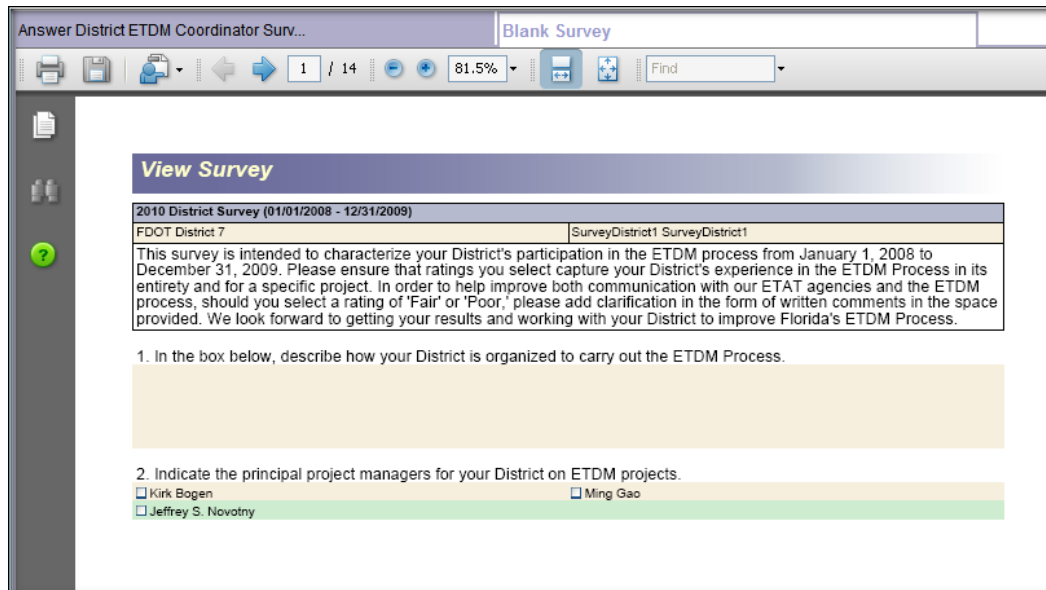
☒ Kirk Bogen  
☐ Jeffrey S. Novotny

☐ Ming Gao

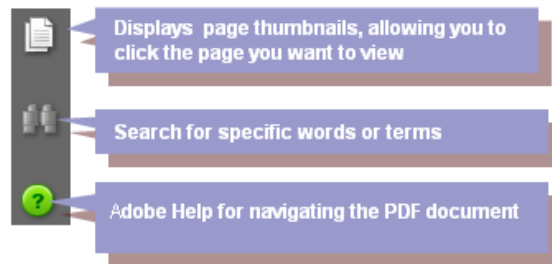
Comments:
3. Please Indicate by Agency, the principal point of contact for ETDM.  

|       | Contact  |
|-------|--|
| FDACS | <input checked="" type="radio"/> Dennis Hardin<br><input type="radio"/> Keith Mousel<br><input type="radio"/> Charlie Pedersen<br><input type="radio"/> Michael Weston<br><input type="radio"/> Not Listed |

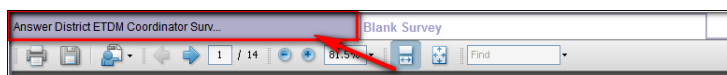
The PDF of the blank survey opens as a tabbed page.



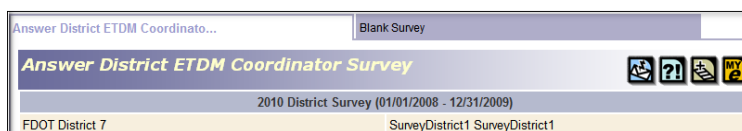
3. Click the navigation icons in the left column of the **Blank Survey** window to view the contents of the District ETDM Coordinator Survey.



**Tip!** You can switch between the **Blank Survey** PDF and the **Answer District ETDM Coordinator Survey** window by clicking the tabs at the top of the page. Click the dark-colored tab to display a window, as demonstrated below.



Once the window opens, the tab turns white.



The survey comprises 47 questions, with text boxes provided for additional comments.

4. In the **Answer District ETDM Coordinator Survey** window, respond to the survey questions by clicking the appropriate check boxes ☐ and option buttons ☐, and by typing your comments in the text boxes.

**Note:** You can select multiple responses in the sections that contain check boxes. However, you can only select one response in the sections with option buttons.

5. For questions requesting you to select a ranking, click the option button, ☐, below the selected ranking:

- **Excellent**
- **Very Good**
- **Good**
- **Fair**
- **Poor**
- **N/A**

| Excellent             | Very Good             | Good                             | Fair                  | Poor                  | N/A                   |
|-----------------------|-----------------------|----------------------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Comments:             |                       |                                  |                       |                       |                       |
| <div></div>           |                       |                                  |                       |                       |                       |

**Note:** If you click the **Fair** or **Poor** option button, please type a reason for your selection in the **Comments** text box.

Type any additional comments in the **Comments** text box.

| Excellent             | Very Good             | Good                             | Fair                  | Poor                  | N/A                   |
|-----------------------|-----------------------|----------------------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Comments:             |                       |                                  |                       |                       |                       |
| <div></div>           |                       |                                  |                       |                       |                       |

6. Once you have completed and reviewed the survey, select one of the following options located at the bottom of the **Answer District ETDM Coordinator Survey** window:

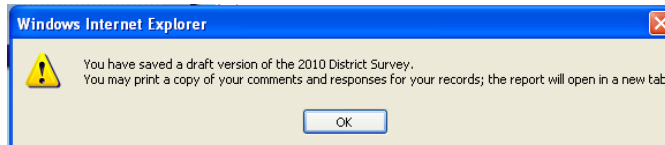
- Click **Save Draft** if you plan to make changes to the survey at a later time.
- Click **Finalize** if you do not plan to make any changes.

38: Please provide any other information or recommendations you feel will help improve the ETDM Process in Florida.

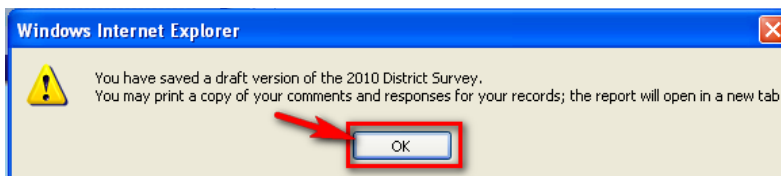
test

Please review your responses, and click the Save Draft button to save a draft version of the Survey, or Finalize to save a final version of the survey. After the survey has been saved, it will open in report form and you will be able to print a copy for your records.

Depending on your selection, a message appears stating you have either saved a draft or final version of the survey. The illustration below displays the message for a saved draft version.



**7.** Click **OK**.



The **View Survey** window opens as a tabbed page, displaying the completed survey and a page toolbar.

Answer District Survey
View Survey
View Survey

**View Survey**
PDF
Print
Help
Home
MY

2010 District Survey (01/01/2008 - 12/31/2009)

FDOT District 7
SurveyDistrict1 SurveyDistrict1

This survey is intended to characterize your District's participation in the ETDM process from January 1, 2008 to December 31, 2009. Please ensure that ratings you select capture your District's experience in the ETDM Process in its entirety and for a specific project. In order to help improve both communication with our ETAT agencies and the ETDM process, should you select a rating of 'Fair' or 'Poor,' please add clarification in the form of written comments in the space provided. We look forward to getting your results and working with your District to improve Florida's ETDM Process.

1. In the box below, describe how your District is organized to carry out the ETDM Process.

TEST

2. Indicate the principal project managers for your District on ETDM projects.

☒ Kirk Bogen ☐ Ming Gao

☐ Jeffrey S. Novotny

TEST

3. Please Indicate by Agency, the principal point of contact for ETDM.

|       | Contact   |
|-------|---|
| FDACS | <input checked="" type="checkbox"/> Dennis Hardin<br><input type="checkbox"/> Keith Mousel<br><input type="checkbox"/> Charlie Pedersen<br><input type="checkbox"/> Michael Weston<br><input type="checkbox"/> Not Listed                 |
| FDCA  | <input checked="" type="checkbox"/> Stephanie A. Clemons<br><input type="checkbox"/> Gary Donaldson<br><input type="checkbox"/> Diane Elizabeth Quigley<br><input type="checkbox"/> Not Listed  |
| FDEP  | <input checked="" type="checkbox"/> Stephanie A. Clemons<br><input type="checkbox"/> Diane Ripandelli<br><input type="checkbox"/> ETAT Member Primary Tester<br><input type="checkbox"/> ETAT Member Primary (All) Tester (All Districts) |

**Tip!** Click the toolbar icon on the **View Survey** window to:



Print a copy of the completed survey.



Export the completed survey to a **PDF** file.



Send feedback about the current page.



Access online **Help**.



Bookmark the page.



Add the page to your **My ETDM** preferences.

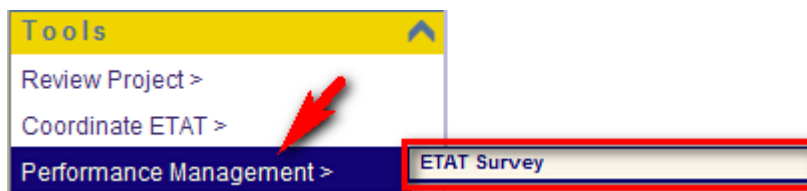
**Note:** For additional information about using the EST page toolbar buttons, refer to Chapter 2.8 of the EST Handbook.

### 3.1.9.2 Answer ETAT Survey (Updated 12/18/2009)

Biennially, ETAT members complete a survey to provide feedback on how the participating agencies view the management and administration of the ETDM Process, the quality of the working relationship between the agencies and FDOT, and recommended improvements or changes.

Completing the ETAT Survey:

1. On the **Tools** menu, point to **Performance Management**, and then click **ETAT Survey**.





The **Answer ETAT Survey** window opens as a tabbed page, displaying the survey and a page toolbar.

**Tip!** Click on the toolbar icons to:



Send feedback about the current page.



Access online **Help**.



Bookmark the page.

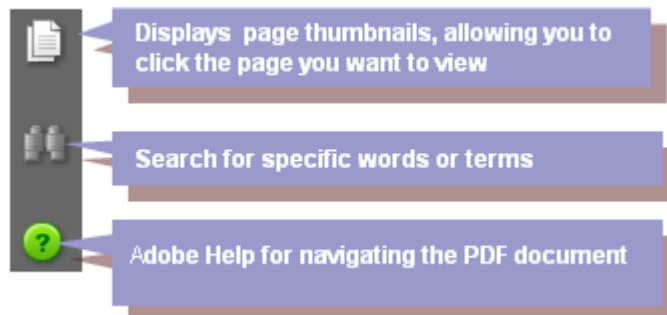


Add the page to your **My ETDM** preferences.

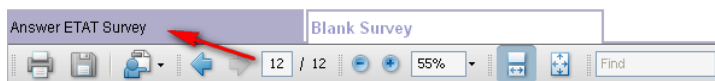
- 2.** To view, print, or copy the blank survey in PDF format, click **Show Blank Survey PDF**.

The PDF of the blank survey opens as a tabbed page.

3. Click the navigation icons in the left column of the **Blank Survey** window to view the contents of the **Answer ETAT Survey** PDF.



**Tip!** You can switch between the **Blank Survey** PDF and the **Answer ETAT Survey** window by clicking the tabs at the top of the page. Click the dark-colored tab to display a window, as demonstrated below.



The survey comprises 43 questions, with text boxes provided for additional comments.

4. In the **Answer ETAT Survey** window, respond to the survey questions by clicking the appropriate check boxes ☐ and option buttons ☐, and by typing your comments in the text boxes.

**Note:** You can select multiple responses in the sections that contain check boxes. However, you can only select one response in the sections with option buttons.

5. For questions requesting you to select a ranking, click the option button, , below the ranking:

- **Excellent**
- **Very Good**
- **Good**
- **Fair**
- **Poor**
- **N/A**

| Excellent             | Very Good             | Good                             | Fair                  | Poor                  | N/A                   |
|-----------------------|-----------------------|----------------------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Comments:             |                       |                                  |                       |                       |                       |
| <div></div>           |                       |                                  |                       |                       |                       |

**Note:** If you click the **Fair** or **Poor** option button, please type a reason for your selection in the **Comments** text box.

Type any additional comments in the **Comments** text box.

| Excellent             | Very Good             | Good                             | Fair                  | Poor                  | N/A                   |
|-----------------------|-----------------------|----------------------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Comments:             |                       |                                  |                       |                       |                       |
| <div></div>           |                       |                                  |                       |                       |                       |

6. Once you have completed and reviewed the survey, select one of the following options located at the bottom of the **Answer ETAT Survey** window:

- Click **Save Draft** if you plan to make changes to the survey at a later time.
- Click **Finalize** if you do not plan to make any changes.


38: Please provide any other information or recommendations you feel will help improve the ETDM Process in Florida.

test

Please review your responses, and click the Save Draft button to save a draft version of the Survey, or Finalize to save a final version of the survey. After the survey has been saved, it will open in report form and you will be able to print a copy for your records.

Depending on your selection, a message appears stating you have either saved a draft or final version of the survey. The next illustration displays the message for a saved draft version.

Windows Internet Explorer



You have saved a draft version of the 2010 Agency Survey.  
You may print a copy of your comments and responses for your records; the report will open in a new tab

OK

7. Click **OK**.

The **View Survey** window opens as a tabbed page, displaying the completed survey and a page toolbar.

**Tip!** Click the toolbar icon on the **View Survey** window to:



Print a copy of the completed survey.



Export the completed survey to a **PDF** file.



Send feedback about the current page.



Access online **Help**.



Bookmark the page.



Add the page to your **My ETDM** preferences.

For additional information about using the EST page toolbar buttons, refer to Chapter 2.8 of the EST Handbook.

### 3.1.9.3 *Issues Tracking Tool (New 07/31/2009)*

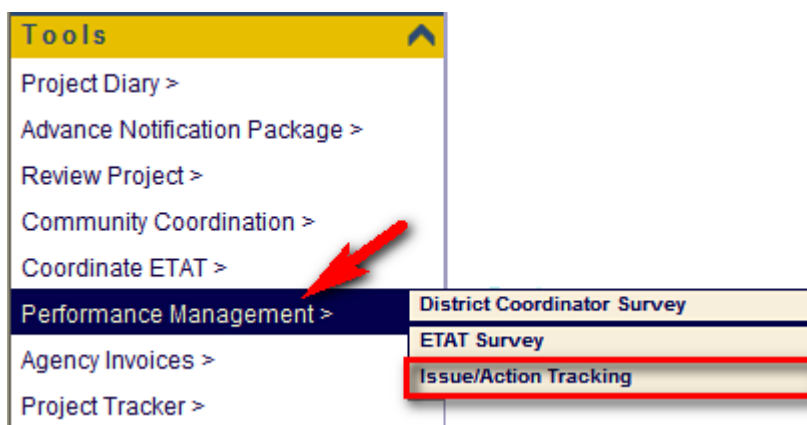
The **Issues Tracking Tool** function in the Environmental Screening Tool (EST) **Tools** menu enables Environmental Management Office (EMO) staff to record, assign, and track issues and concerns submitted by ETDM participants. Only ETDM issues related to policy and procedure are addressed.

After EMO personnel, Invoice Reviewers, or Invoice Administrators become aware of an issue, they forward the information to the Performance Management Coordinator. The Performance Management Coordinator inputs the issue into the Issue Tracker and assigns it to a category. The issue is then assigned to an EMO staff member who uses EST to notify the appropriate EMO personnel. EMO personnel address assigned issues according to their program area and ETDM role.

Issue resolutions are documented in the Issue Tracking Summary Report and the Issue Tracking Details Report and are reported in the semi-annual Agency Feedback Report.

Using the Issue Tracking Tool:

1. On the **Tools** menu, point to **Performance Management**, and then click **Issue/Action Tracking**.



The **Issues Tracking Tool** window opens as a tabbed page, displaying search filters and a page toolbar.

**Tip!** Click on the toolbar icons to:



Send feedback about the current page.



Access online **Help**.



Bookmark the page.



Add the page to your **My ETDM** preferences.

For additional information about using the EST page toolbar buttons, refer to Chapter 2.8 of the EST Handbook.

The **Issues Tracking Tool** window is divided into two sections—**Issues Tracking Query** and **Issues**--that enable you to search existing issues or enter a new issue.

**Note:** Before entering a new issue, it is recommended that you first conduct a search using the **Issue Tracking Query** to ensure the issue is not already in the EST.



2. To search for an issue, complete one or more fields under **Issues Tracking Query**. The fields are not required fields, so you have the option to enter as much information as you want into the search filter or you can leave all the fields blank.

**Note:** Leaving all the fields blank when you submit your query will result in the EST displaying all issues listed in the system.


| <b>Issues Tracking Tool</b>  |  |                |  |
|--|--|----------------|--|
| <div style="text-align: right;"> </div>  |  |                |  |
| <b>Issues Tracking Query</b>   |  |                |  |
| Issue ID   | <input type="text"/>                         | Assignment ID  | <input type="text"/>                         |
| Reporter   | <input type="text"/>                         | Assignee       | <input type="text"/>                         |
| Category   | <input type="text"/>                         | Status         | <input type="text"/>                         |
| Type   | <input type="text"/>                         |                |  |
| Priority   | <input type="text"/>                         |                |  |
| Resolution   | <input type="text"/>                         |                |  |
| Submission Date Range  | <input type="text"/> to <input type="text"/> | Due Date Range | <input type="text"/> to <input type="text"/> |
| Organization   | <input type="text"/>                         |                |  |
| Keywords   | <input type="text"/>                         |                |  |
| <input type="button" value="Submit Query"/> <input type="button" value="Clear Query"/> |  |                |  |


3. To narrow your search results, complete one or more of the following fields in the **Issues Tracking Query** search filter: The EST then displays the issues matching your search criteria.

- In the **Issue ID** field, type the identification number assigned to an issue.
- In the **Assignment ID** field, type the assignment ID.



- In the **Reporter** field, click the drop-down arrow . The field expands, displaying a pre-populated list of people who have reported issues. Do one of the following:
  - Select your name from the list if you want to view or edit issues you have previously reported.
  - Select another name to view all of the issues reported by the selected person.
- In the **Assignee** field, click the drop-down arrow , and then select the person assigned to take action on specific issues.


**Tip!** You can also select a name in the **Reporter** and **Assignee** fields by typing the first letter of the person's first name. Keep pressing the letter until the name you are seeking appears.

- In the **Category** field, click the drop-down arrow , and then select the issue category.


|                   |   |
|-------------------|---|
| <b>Category</b>   |  |
| <b>Type</b>       |   |
| <b>Priority</b>   |   |
| <b>Resolution</b> |   |


Agency Agreement  
 Technology  
 Performance Management  
 Contract Management  
 District Issue

- In the **Type** field, click the drop-down arrow  and select the issue type. The **Type** field populates with options related to the category you selected in the **Category** field.
- In the **Status** field, click the drop-down arrow , and then select the issue status.

|               |   |
|---------------|---|
| <b>Status</b> |  |
|               |   |
|               |   |
|               |   |

New  
 Normal  
 Re-Opened  
 Complete

- In the **Priority** field, click the drop-down arrow , and then select the issue priority.


|                              |   |
|------------------------------|---|
| <b>Priority</b>              |  |
| <b>Resolution</b>            |   |
| <b>Submission Date Range</b> |   |

Showstopper  
 High  
 Low  
 Medium  
 Enhancement

- In the **Resolution** field, click the drop-down arrow , and then select the issue's resolution type.





|                              |   |
|------------------------------|---|
| <b>Resolution</b>            | ▼   |
| <b>Submission Date Range</b> | Open<br>Closed - No Action Required<br>Closed - Fixed |

- In the **Submission Date Range** fields, type the date range when an issue was originally submitted.
- In the **Due Date Range** fields, type the date range for action item due dates associated with an issue.





**Tip!** When typing in dates, use the **mm/dd/yyyy** format. You can also click the calendar icon  and select the dates.

- In the **Keywords** field, type any words related to your search query.

**4.** Click **Submit Query**.

**Issues Tracking Tool**





Issues Tracking Query

|  |  |                |  |
|--|--|----------------|--|
| Issue ID   | <input type="text"/>   | Assignment ID  | <input type="text"/>   |
| Reporter   | <input type="text"/>   | Assignee       | <input type="text"/>   |
| Category   | <input type="text"/>   | Status         | <input type="text"/>   |
| Type   | <input type="text"/>   |                |  |
| Priority   | <input type="text"/>   |                |  |
| Resolution   | <input type="text"/>   |                |  |
| Submission Date Range  | <input type="text"/> <br>to<br><input type="text"/>  | Due Date Range | <input type="text"/> <br>to<br><input type="text"/>  |
| Keywords   | <input type="text"/>   |                |  |
| <input type="button" value="Submit Query"/> <input type="button" value="Clear Query"/> |  |                |  |

- 5.** In the **Issues** section, the **Select an Existing Issue or create a new Issue** field populates with the results based on your search criteria, as shown in the next illustration.



| Issues   |  |
|--|--|
| Select an Existing Issue or create a new Issue | 81: Project Release Schedule<br><input type="button" value="Load and Edit"/> <input type="button" value="Create New"/> |
| ID   | 0  |
| Title  |  |
| Category                                       | Agency Agreement   |
| Type   | Measures   |
| Description                                    |  |
| Priority                                       | Showstopper  |
| Resolution                                     | Open   |
| Reported by                                    | tester tester  |
| Submission Date                                | <input type="text"/> <input type="button" value="Calendar"/>   |
| <input type="button" value="Save"/>            |  |

6. To search for an issue, click the drop-down arrow  in the **Select an Existing Issue or create a new Issue** field.

| Issues   |  |
|--|--|
| Select an Existing Issue or create a new Issue | 81: Project Release Schedule<br><input type="button" value="Load and Edit"/> <input type="button" value="Create New"/> |
| ID   | 0  |
| Title  |  |
| Category                                       | Agency Agreement   |
| Type   | Measures   |
| Description                                    |  |
| Priority                                       | Showstopper  |
| Resolution                                     | Open   |
| Reported by                                    | tester tester  |
| Submission Date                                | <input type="text"/> <input type="button" value="Calendar"/>   |
| <input type="button" value="Save"/>            |  |





The field expands and displays a list of issues matching the search criteria you entered in the **Issues Tracking Query** section.

- Do the following:
  - If the issue you queried appears in the list, EST enables you to view and edit the issue information. Go to [Step 7](#) for directions on selecting, viewing, and editing an issue.

- If the issue you queried does not appear in the list of existing issues, do one of the following:
  - Under **Issues Tracking Query**, click **Clear Query**, and then enter the information related to the new issue (Repeat [Steps 2 to 4](#)).

Issues Tracking Tool

---

**Issues Tracking Tool**    

☐ **Issues Tracking Query**

|   |  |  |  |
|---|--|--|--|
| Issue ID                                    | <input type="text"/>                         | Assignment ID                              | <input type="text"/>                         |
| Reporter                                    | <input type="text"/>                         | Assignee                                   | <input type="text"/>                         |
| Category                                    | <input type="text"/>                         | Status                                     | <input type="text"/>                         |
| Type  | <input type="text"/>                         |  |  |
| Priority                                    | <input type="text"/>                         |  |  |
| Resolution                                  | <input type="text"/>                         |  |  |
| Submission Date Range                       | <input type="text"/> to <input type="text"/> | Due Date Range                             | <input type="text"/> to <input type="text"/> |
| Keywords                                    | <input type="text"/>                         |  |  |
| <input type="button" value="Submit Query"/> |  | <input type="button" value="Clear Query"/> |  |

- Create an issue by clicking **Create New**. Go to [Step 11](#) for directions on creating a new issue.

☐ **Issues**

|  |  |
|--|--|
| Select an Existing Issue or create a new Issue | <input type="text"/>   |
|  | <input type="button" value="Load and Edit"/> <input type="button" value="Create New"/> |
| ID   | <input type="text" value="0"/>   |
| Title  | <input type="text"/>   |
| Category                                       | Agency Agreement   |
| Type   | On-Line Invoicing  |
| Description                                    | <input type="text"/>   |
| Priority                                       | Showstopper  |
| Resolution                                     | Open   |
| Reported by                                    | Diane Ripandelli   |
| Submission Date                                | <input type="text"/>   |
| <input type="button" value="Save"/>            |  |

- 7.** Select an issue you want to view and edit.

[illegible]

- 8.** Click **Load and Edit**.

Select an Existing Issue or create a new Issue

81: Project Release Schedule

Load and Edit

Create New

The **Issues** section refreshes and expands, displaying the issue's details under the following sections:

- **Issues**
- **CC List and Agencies**
- **Action Items**

- 9.** Under **Issues**, edit the following fields, as needed.

- Title
- Category
- Type
- Description
- Priority
- Resolution
- Reported by
- Submission date

- 10.** To save your changes, click the **Save** button at the bottom of the screen (Go to [Step 12](#)).

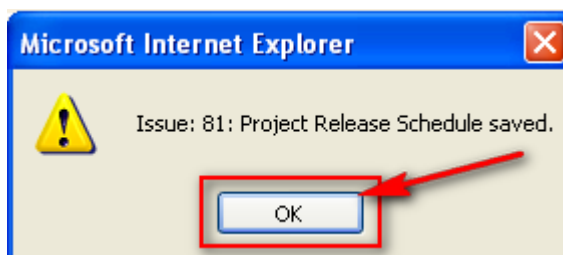
- 11.** After clicking **Create New**, complete the following fields:

- Title
- Category
- Type
- Description
- Priority
- Resolution
- Reported by
- Submission date

**12.** Click **Save**.

A message appears stating that the issue has been saved.

**13.** Click **OK**.



**14.** Under **CC List and Agencies**, you can add a person to an email notification list pertaining to a particular issue and add agencies to a notification list. The agencies that are added to the list will receive notifications pertaining to an issue, and the information will be documented in the semi-annual Agency Feedback Report.

- To add a person to the CC List, do the following:
  - Click the drop-down arrow  in the **Add to CC List** field.


The field populates with a list of EMO staff members.

- Click the name you want to add to the notification list.

- Click **Add to CC List**.

The selected name appears in the **Name** column of the CC List.



**Tip!** To remove a name from the **CC List**, click  beside the name in the **Name** column.


- To add an agency to the issue notification list, click the drop-down arrow  in the **Agencies** field, and do the following:

- Click the agency you want to add to the notification list.







- Click **Add Agency**.


The selected agency appears in the **Name** column of the **Agencies** field.

| Agencies: | Name  |
|-----------|---|
|           | National Marine Fisheries Service  |
|           | FDOT District 5                    |

**Tip!** To remove a name from the **Agencies** list, click the  beside the agency name in the **Name** column.

- 15.** Under **Action Items**, you can view, edit, update, or create issue action items.

| Action Items                                      |  |
|---|--|
| Select an Existing Assignment or create a new one | 81: Update Project Schedule <br><div> <input type="button" value="Load and Edit"/> <input type="button" value="Create New"/> </div> |
| ID  | <input type="text" value="0"/>   |
| Assign To:  | George Ballo    |
| Assignment Summary                                | <input type="text"/>   |
| Action Items                                      | <div><input type="text"/></div> <br>          |
| Due Date  | <input type="text"/>    |
| Select an Existing Status                         | New   |
|   | <input type="button" value="Assign"/>  |

- Do one of the following:
  - To view, edit, or update the details of an existing issue action item, click the drop-down arrow  in the **Select an Existing Assignment or create a new one** field, and select an assigned issue. Go to [Step 16](#) for directions on viewing, editing, or updating the details of an existing issue action item.

| Action Items                                      |   |
|---|---|
| Select an Existing Assignment or create a new one | 81: Update Project Schedule<br><div>Load and Edit</div> <div>Create New</div> |
| ID  | 0   |
| Assign To:  | George Ballo  |
| Assignment Summary                                |   |
| Action Items                                      |   |
| Due Date  |   |
| Select an Existing Status                         | New   |
|   | <div>Assign</div>   |

- To create a new action item, click **Create New**. Go to [Step 19](#) for directions on creating a new action item.

| Action Items                                      |   |
|---|---|
| Select an Existing Assignment or create a new one | 81: Update Project Schedule<br><div>Load and Edit</div> <div>Create New</div> |
| ID  | 0   |
| Assign To:  | George Ballo  |
| Assignment Summary                                |   |
| Action Items                                      |   |
| Due Date  |   |
| Select an Existing Status                         | New   |
|   | <div>Assign</div>   |

- 16.** After you have selected an existing issue from the list, click **Load and Edit**.

| Action Items                                      |   |
|---|---|
| Select an Existing Assignment or create a new one | 81: Update Project Schedule<br><div>Load and Edit</div> <div>Create New</div> |
| ID  | 0   |
| Assign To:  | George Ballo  |
| Assignment Summary                                |   |
| Action Items                                      |   |
| Due Date  |   |
| Select an Existing Status                         | New   |
|   | <div>Assign</div>   |



The **Action Items** section expands and displays the details of an issue assignment and a **Comments** section, allowing you to view, edit, and update the information.

| Action Items                                      |  |
|---|--|
| Select an Existing Assignment or create a new one | <div>81: Update Project Schedule</div> <div>Load and Edit   Create New</div>   |
| ID  | 81   |
| Assign To:  | George Ballo   |
| Assignment Summary                                | Update Project Schedule  |
| Action Items                                      | <div>The 2007 Estimated ETDM Project Release Schedule is now available. This year's schedule is available on the EST in the ETDM Library. Go to HELP-&gt;ETDM Library and then select the "Schedules" category and</div> |
| Due Date  | 07/31/2006   |
| Select an Existing Status                         | Normal   |
|   | Assign   |
| Comments  |  |
| Add New Comment                                   | <div></div> <div>Add Comment</div>   |
| Attach Document                                   | Attach document  |
| Comments for this Action Item                     | no comments  |

**17.** Edit and update the following fields, as necessary:

- **Assign To**
- **Assignment Summary**
- **Action Items**
- **Due Date**
- **Select an Existing Status**

**18.** To save your changes, click the **Assign** button at the bottom of the screen (see [Step 20](#)).

**19.** After clicking **Create New**, complete the following fields:

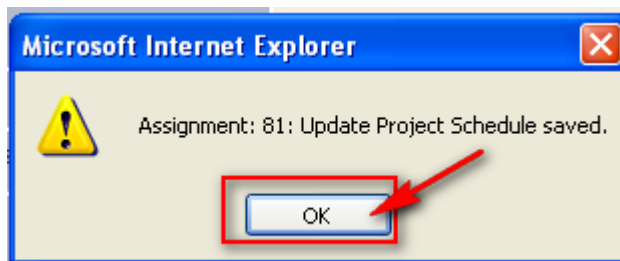
- **Assign To**
- **Assignment Summary**
- **Action Items**
- **Due Date**
- **Select an Existing Status**

- 20.** Click **Assign**.

| Action Items                                      |  |
|---|--|
| Select an Existing Assignment or create a new one | 81: Update Project Schedule<br><input type="button" value="Load and Edit"/> <input type="button" value="Create New"/>  |
| ID  | 81   |
| Assign To:  | George Ballo   |
| Assignment Summary                                | Update Project Schedule  |
| Action Items                                      | The 2007 Estimated ETDM Project Release Schedule is now available. This year's schedule is available on the EST in the ETDM Library. Go to HELP->ETDM Library and then select the "Schedules" category and |
| Due Date  | 07/31/2006   |
| Select an Existing Status                         | Normal   |
|   | <input type="button" value="Assign"/>  |

A message appears, stating that the issue has been saved.

- 21.** Click **OK**.



- 22.** Under **Comments**, you can add a comment by typing your comment in the **Add New Comment** field, and then click **Add Comment**.

| Comments        |   |
|-----------------|---|
| Add New Comment | Need to add more information to Schedule information. |
|                 | <input type="button" value="Add Comment"/>            |





- 23.** To attach a document, click **Attach Document**.

| Comments                      |  |
|-------------------------------|--|
| Add New Comment               | <input type="text"/><br><input type="button" value="Add Comment"/> |
| Attach Document               | <input type="button" value="Attach document"/>                     |
| Comments for this Action Item | no comments  |

The **Issues Tracking: Attach Document** window opens as a tabbed page.

| Issues Tracking: Attach Document               |   |
|--|---|
| Upload File                                    | <input type="text"/> <input type="button" value="Browse..."/> |
| Description                                    | <input type="text"/>  |
| Comment  | <input type="text"/>  |
| <input type="button" value="Attach Document"/> |   |

**Tip!** Click on the toolbar icons to:

-  Send feedback about the current page.
-  Access online **Help**.
-  Bookmark the page.
-  Add the page to your **My ETDM** preferences.

- 24.** In the **Upload File** field, click the **Browse** button to navigate to and select files for uploading.

| Issues Tracking: Attach Document  |   |
|---|---|
| Upload File   | <input type="text"/> <input type="button" value="Browse..."/> |
| Description   | <input type="text"/>  |
| Comment   | <input type="text"/>  |
| <input type="button" value="Attach Document"/> <input type="button" value="Back to Issue Tracking Tool"/> |   |

In the **Description** field, type the document description.

25. In the **Comment** field, type any comments related to the document.
26. Click **Attach Document**.

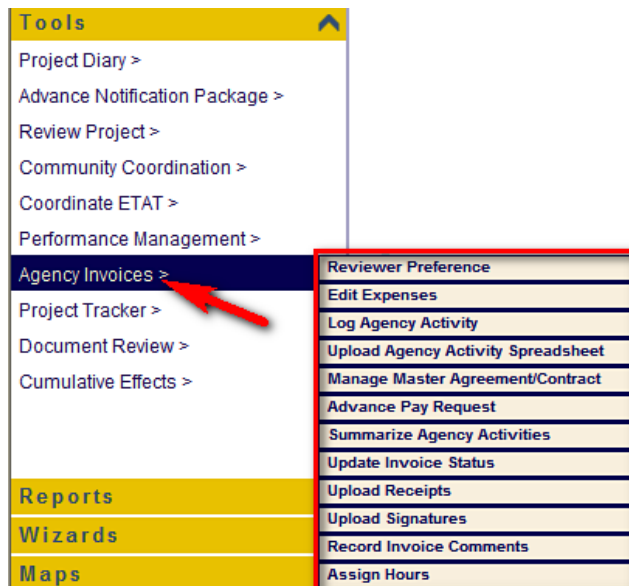
| Issues Tracking: Attach Document   |   |
|--|---|
| Upload File  | C:\EST User Documentation\Performance Management\Issue Tracking\Issue Tracking 3.3.6.2 images\Action It... <input data-bbox="1323 472 1404 493" type="button" value="Browse..."/> |
| Description  | Details for tracking issue.   |
| Comment  | Additional Comments   |
| <input data-bbox="503 619 706 661" type="button" value="Attach Document"/> <input data-bbox="722 619 1006 661" type="button" value="Back to Issue Tracking Tool"/> |   |

**Tip!** Click **Back to Issue Tracking Tool** to return to the **Issue Tracking Tool** window.

**Note:** Once you have made edits or created a new issue or action item, the changes or new issue will appear in the **Issue Tracking Details Report**, and the action item will appear in the assignee's **Issue Tracking Inbox**.

### 3.1.10 Agency Invoices (Updated 06/30/2010)

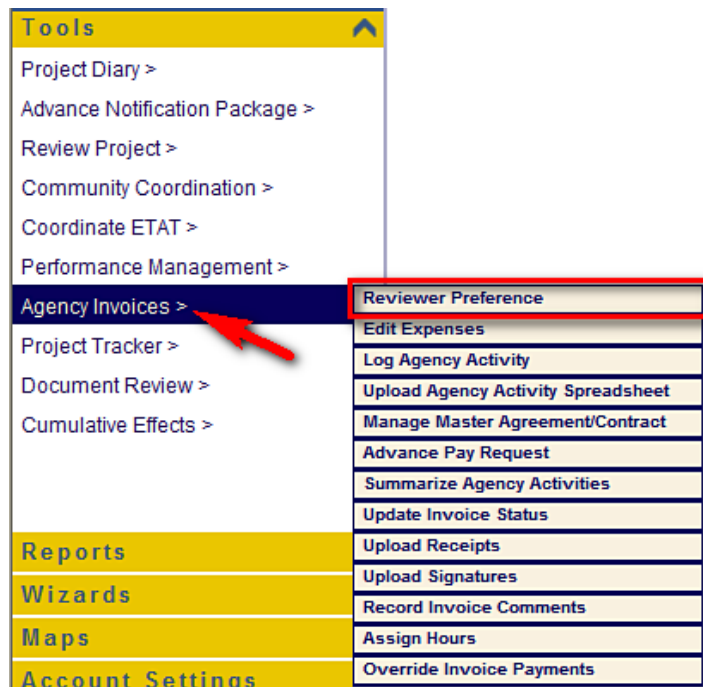
Invoicing tools are available under the **Agency Invoices** function in the **Tools** menu. These tools are used by the Invoice Administrator, Invoice Reviewers, Agency Invoice Submitters, and ETDM District Coordinators as part of the Agency On-line Invoicing System. Depending on the user's role, links to specific tools are provided. The menu options shown below are those available to Agency Invoice Submitters.



#### 3.1.10.1 Reviewer Preference (New 05/15/2008)

The District ETDM Coordinator uses the District Reviewer Preference tool to identify agencies for which the District wishes to review invoices. The tool presents the District ETDM Coordinator with a list of agencies that are members of that District's ETAT, and allows the District ETDM Coordinator to select agencies for which the District wishes to review invoices.

In the **Tools** menu, point to **Agency Invoices**, and then click **Reviewer Preference**.



The form opens and displays the FDOT District associated with the District ETDM Coordinator (District 3 in the example), and displays a list of ETAT agencies associated with the FDOT District (**Agencies not Reviewed**) and a list of previously selected agencies (**Agencies to be Reviewed**), if any.

District Reviewer Preference

---

**District Reviewer Preference**

Select an Organization and Master Agreement/Contract

District: FDOT District 1 Select

Editing the Preference List for FDOT District 1.

|                          |                     |   |
|--------------------------|---------------------|---|
| Agencies not Reviewed:   | <span>Add</span>    | Advisory Council on Historic Preservation<br>FDOT District 2<br>FL Department of Agriculture and Consumer Services<br>FL Department of Community Affairs<br>FL Department of Environmental Protection<br>Federal Highway Administration<br>National Marine Fisheries Service<br>Northwest Florida Water Management District<br>Suwannee River Water Management District<br>US Army Corps of Engineers |
| Agencies to be Reviewed: | <span>Remove</span> | FL Fish and Wildlife Conservation Commission<br>US Fish and Wildlife Service<br>Federal Rail Administration<br>FDOT District 3  |

To add an agency to the District Reviewer Preference list, the District ETDM Coordinator highlights the agency name, and then clicks **Add**.

District Reviewer Preference

---

**District Reviewer Preference**

Select an Organization and Master Agreement/Contract

District: FDOT District 1 Select

Editing the Preference List for FDOT District 1.

|                          |                     |   |
|--------------------------|---------------------|---|
| Agencies not Reviewed:   | <span>Add</span>    | Advisory Council on Historic Preservation<br>FDOT District 2<br>FL Department of Agriculture and Consumer Services<br>FL Department of Community Affairs<br>FL Department of Environmental Protection<br>Federal Highway Administration<br>National Marine Fisheries Service<br>Northwest Florida Water Management District<br>Suwannee River Water Management District<br>US Army Corps of Engineers |
| Agencies to be Reviewed: | <span>Remove</span> | FL Fish and Wildlife Conservation Commission<br>US Fish and Wildlife Service<br>Federal Rail Administration<br>FDOT District 3  |

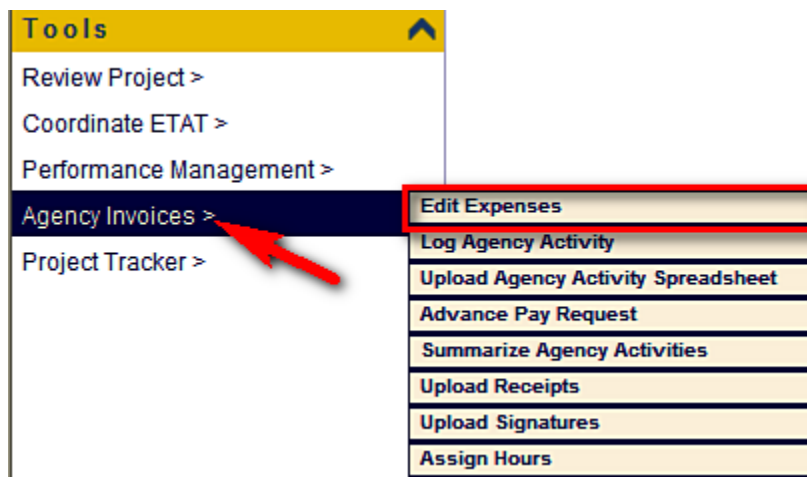
The agency name will be displayed in the **Agencies to be reviewed** field, as shown in the next illustration.

To remove an agency from the Preference List, the District ETDM Coordinator clicks on the name of the agency in the **Agencies to be Reviewed** field, and then clicks **Remove**.

### 3.1.10.2 *Edit Expenses (Updated 06/27/2008)*

The Agency Invoice Submitter uses the **Edit Expenses** tool to provide information needed to complete the schedules and summary sheet for an invoice. In an Advance Pay this would be called current reporting dates and in a Reimbursable it is the invoicing period.

In the **Tools** menu, point to **Agency Invoices**, and then click **Edit Expenses**.





The form that opens will be populated with information related to the user name used to log on to the EST. The form accessed using the **Edit Expenses** tool is the same form provided on the **Edit Expenses** screen of the **Prepare Invoice** wizard. In the example shown below, the user name for a Northwest Florida Water Management District Agency Invoice Submitter was used. (The information shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices.)

The Agency Invoice Submitter selects an agreement from the **Agreement** pull-down menu. If entering information about an unsubmitted invoice, the Agency Invoice Submitter selects an invoice from the **Invoice** pull-down menu, and then clicks the **Load** button. The form will be populated with information related to the selected invoice.

| Name and Job Class         | Hours Expended | Average Hourly Rate | Cost this Period |  |
|----------------------------|----------------|---------------------|------------------|--|
| Additional Overhead Amount | 0              | Total Cost          | \$0.00           |  |
|                            |                | Total w/Overhead    | \$0.00           |  |

If entering information for a new invoice, the Agency Invoice submitter enters the **Invoicing Period End date** by either typing in the date (in **mm/dd/yyyy** format) or selecting the date from a calendar by clicking the icon.

The next portion of the **Edit Expenses** form is used to enter or edit personnel costs for the invoicing period. The Agency Invoice Submitter clicks **Add Personnel** to begin completing or editing this part of the form.



If a previously saved draft invoice is being edited, the Agency Invoice Submitter clicks on the field that needs to be edited, and enters the new information. When information is being added for a new invoice, the Agency Invoice Submitter clicks **Add Personnel**, a line is added to the form where the person's name and job classification, number of hours worked during the invoicing period, average hourly rate, an additional overhead amount, or the overhead percentage are entered.

| Add/Remove Personnel       |                                |                     |                  |  |
|----------------------------|--------------------------------|---------------------|------------------|--|
| Name and Job Class         | Hours Expended                 | Average Hourly Rate | Cost this Period |  |
| Additional Overhead Amount | <input type="text" value="0"/> | Total Cost          | \$0.00           |  |
|                            |                                | Total w/Overhead    | \$0.00           | <input type="button" value="Add Personnel"/> |

As the Agency Invoice Submitter types each number, the **Cost this Period** is automatically calculated. The Invoice Submitter clicks **Add Personnel** to add additional personnel. Entries for personnel charges must have a unique identifier.

| Add/Remove Personnel       |                                |                                |                  |  |
|----------------------------|--------------------------------|--------------------------------|------------------|--|
| Name and Job Class         | Hours Expended                 | Average Hourly Rate            | Cost this Period |  |
| Miscellaneous              | <input type="text" value="0"/> | <input type="text" value="0"/> | \$0.00           | <input type="button" value="Remove"/>        |
| Additional Overhead Amount | <input type="text" value="0"/> | Total Cost                     | \$0.00           |  |
|                            |                                | Total w/Overhead               | \$0.00           | <input type="button" value="Add Personnel"/> |

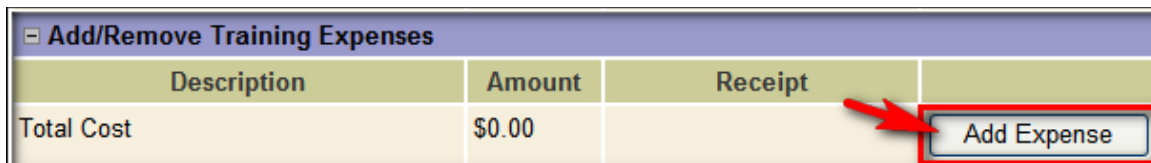
If entering a person and job class more than once, each Name and Job Class entry must include a unique identifier (for example AAI for the first entry, AAIb for the second entry, and so forth). The Agency Invoice Submitter should note that all fields must contain data, so if you add a line that is not going to be used, you must delete that line before finalizing and submitting the invoice. To delete a line, the Agency Invoice Submitter clicks the **Remove** button next to the line. The Agency Invoice Submitter also clicks the **Remove** button to delete personnel charges that were previously entered and are not to be included in the invoice (prior to finalizing and submitting the invoice).

Once the Agency Invoice Submitter completes the Personnel Expense portion of the form, the Agency Invoice Submitter moves on to the Travel Expenses portion of the form. The Travel Expenses portion of the form is used to enter or edit travel expenses for the invoicing period. If editing previously entered Travel Expenses, the Agency Invoice Submitter clicks on the field that needs to be edited, and enters the new information. If entering Travel Expenses for a new invoice, the Agency Invoice Submitter clicks the **Add Expense** button to begin. When the Agency Invoice Submitter clicks the **Add Expense** button, a line will be added to the form, as shown below, where a description of the travel expense and the amount are entered. Note that an image of the receipt for each travel expense amount must be uploaded into the database (using the **Upload Receipts** tool) before an invoice can be finalized and submitted. Instructions for uploading a receipt are discussed in [Section 3.1.7.9](#).

| Add/Remove Travel Expenses |                                |                           |  |
|----------------------------|--------------------------------|---------------------------|--|
| Description                | Amount                         | Receipt                   |  |
| <input type="text"/>       | <input type="text" value="0"/> | Not listed (pick later) ▼ | <input type="button" value="Remove"/>      |
| Total Cost                 | \$0.00                         |                           | <input type="button" value="Add Expense"/> |

The Agency Invoice Submitter clicks the **Add Expense** button again to add additional travel expenses. Note that entries in the travel expense Description field must be unique. If an employee has more than one travel expense for the invoice period, each entry must include a unique identifier (for example, Smith 01-04-06, Smith 02-01-06, and so forth). The Agency Invoice Submitter should note that all fields must contain data, so if you add a line that is not going to be used, you must delete that line before finalizing and submitting the invoice. To delete a line, the Agency Invoice Submitter clicks the **Remove** button next to the line. The Agency Invoice Submitter also clicks the **Remove** button to delete expenses that were previously entered and are not to be included in the invoice (prior to finalizing and submitting the invoice).

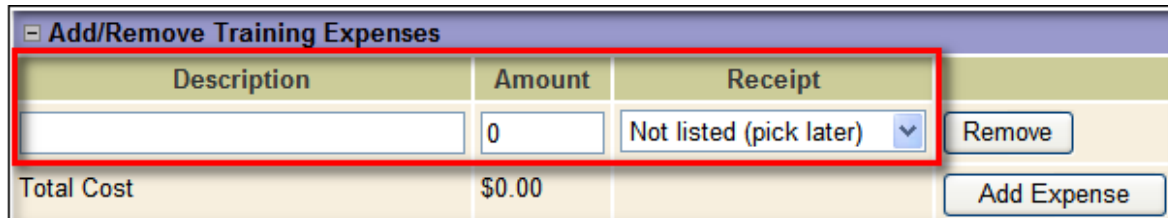
After the Agency Invoice Submitter completes the **Travel Expense** portion of the form, the Agency Invoice Submitter moves on to the **Training Expenses** portion of the form. The **Training Expenses** portion of the form is used to enter or edit training expenses for the invoicing period. If editing previously entered Training Expenses, the Agency Invoice Submitter clicks on the field that needs to be edited, and enters the new information. If entering Training Expenses for a new invoice, the Agency Invoice Submitter clicks the **Add Expense** button to begin this portion of the form.



| Description | Amount | Receipt |
|-------------|--------|---------|
| Total Cost  | \$0.00 |         |

**Add Expense**

When the Agency Invoice Submitter clicks the **Add Expense** button, a line will be added to the form, as shown in the next illustration, where a **Description** of the travel expense and the **Amount** are entered.



| Description | Amount | Receipt                   |
|-------------|--------|---------------------------|
|             | 0      | Not listed (pick later) ▼ |
| Total Cost  | \$0.00 |                           |

**Remove**  
**Add Expense**

Note that entries in the training expense **Description** field must be unique. If an employee has more than one training expense for the invoice period, each entry must include a unique identifier (for example, Smith 01-04-06, Smith 02-01-06, and so forth). The Agency Invoice Submitter should note that all fields must contain data, so if you add a line that is not going to be used, you must delete that line before finalizing and submitting the invoice. To delete a line, the Agency Invoice Submitter clicks the **Remove** button next to the line. The Agency Invoice Submitter also clicks the **Remove** button to delete expenses that were previously entered and are not to be included in the invoice (prior to finalizing and submitting the invoice).

The next portion of the **Edit Expenses** form is used to enter or edit other expenses for the invoicing period. If editing previously entered Other Expenses, the Agency Invoice Submitter clicks on the field that needs to be edited, and enters the new information. If entering Other Expenses for a new invoice, the Agency Invoice Submitter clicks the **Add Expense** button to begin this portion of the form. When the Agency Invoice Submitter clicks the **Add Expense** button, a line will be added to the form, as shown here, where a description of the expense and the amount are entered. The Agency Invoice Submitter should note that an image of the receipt for each expense amount must be uploaded into the database (using the **Upload Receipts** tool) before an invoice can be finalized and submitted. The Agency Invoice Submitter clicks the **Add Expense** button again to add additional expenses. Note that entries in the other expenses Description field must be unique. If an employee has more than one Other Expense for the invoice period, each entry must include a unique identifier (for example, Smith 01-04-06-Supplies, Smith 02-01-06-Supplies, and so forth).

The Agency Invoice Submitter should note that all fields must contain data, so if you add a line that is not going to be used, you must delete that line before finalizing and submitting the invoice. To delete a line, the Agency Invoice Submitter clicks the **Remove** button next to the line. The Agency Invoice Submitter also clicks the **Remove** button to delete expenses that were previously entered and are not to be included in the invoice (prior to finalizing and submitting the invoice). In the example shown, a description of the expense and amount would need to be entered before saving the draft invoice.

The final portion of the **Edit Expenses** form displays the total cost for the invoice being prepared. This total cost is automatically calculated based on the amounts entered for personnel, travel, training, and/or other expenses. A text box is also provided for adding additional notes. The Agency Invoice Submitter clicks **Save Draft**. (Note that the Agency Invoice Submitter can use the **Save Draft** button at any time when entering expenses. This allows the Agency Invoice Submitter to return to the invoice at a later time without having to re-enter expense information.) The draft invoice can be added to or changed at any point prior to submittal. After the Agency Invoice Submitter saves the draft invoice, the Agency Invoice Submitter can submit the invoice by clicking **Submit Draft Invoice for Review**. However, it should be noted that the other invoice components (summary of agency activities and uploaded receipts) should be entered into the database before submitting the invoice. [Section 3.1.7.7](#) describes how to summarize agency activities for the invoicing period.

The screenshot shows a web form titled "Totals" with a red header. Below the header, there is a row with "Total Cost For Entire Invoice" on the left and "\$4,264.96" on the right. Underneath this is a section labeled "Additional Notes:" followed by a large, empty text input box. At the bottom of the form, there are two buttons: "Save Draft" on the left and "Submit Draft Invoice for Review" on the right.

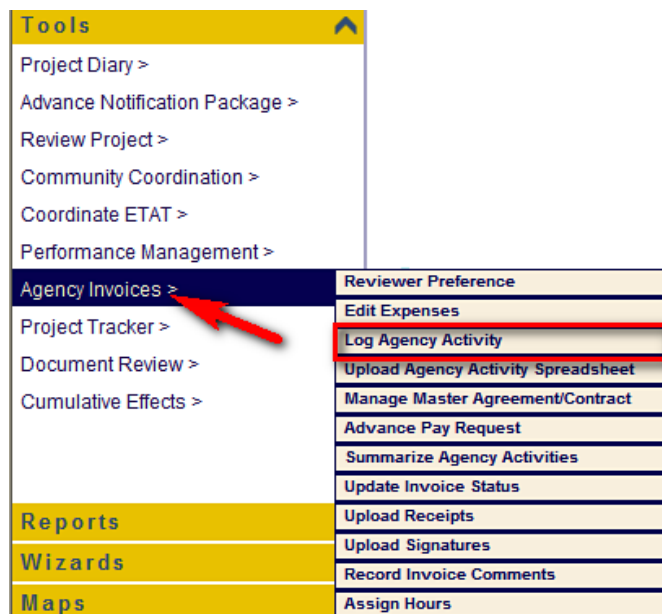
When the Invoice Submitter clicks the **Submit Draft Invoice for Review** button, the **View/Submit Invoice** screen opens. This screen displays the **Payment Tracking Report** for the invoice. The Payment Tracking Record includes a summary of the agreement information pertaining to the invoice, followed by the completed **Schedule A-1** (Salary Costs), **Schedule A-2** (Hours Assignments), **Schedule E-1** (Reimbursable Direct Expense – Travel), **Schedule E-2** (Reimbursable Direct Expense – Training), and **Schedule E-3** (Reimbursable Direct Expense – Other) forms, reflecting the information entered using the **Edit Expenses** tool. The screen also includes the **Agency Activity Report**, which includes information entered using the **Summarize Agency Activities** tool and the **Log Agency Activity** tool (if applicable). The **Summarize Agency Activities** tool and the **Log Agency Activity** tool are discussed in [Sections 3.1.7.7](#) and [3.1.7.3](#), respectively. The Invoice Submitter should note that the Agency Activity Report must be submitted prior to finalizing the draft invoice.

If the draft invoice is complete, the Agency Invoice Submitter enters the appropriate password, and then clicks **Submit Invoice**.

### 3.1.10.3 Log Agency Activity (Updated 06/27/2008)

The **Log Agency Activity** tool is used to provide details about agency activities that are not recorded in the EST. These may include activities such as meetings, technical support of non-ETDM projects, and permit coordination. The activities may be entered at any time by any of the agency ETAT representatives. Each agency activity is logged individually. The Agency Invoice Submitter also uses this tool to edit Activity Logs previously submitted via the EST.

In the **Tools** menu, point to **Agency Invoices**, and then click **Log Agency Activity**.



The form that opens comprises two sections: The first section contains pull-down menus for selecting an agency and selecting and loading an existing Activity Log. It also includes a button for clearing the form and creating a new Activity Log.

Log Agency Activity

---

**Log Agency Activity**

Select an agency and start a new or edit an existing Activity Log

|                    |   |             |
|--------------------|---|-------------|
| Agency             | Advisory Council on Historic Preservation | Select      |
| Load/Edit Existing | 848: Informal Coordination on 12/31/2000  | Load delete |
| Clear/Create New   | Editing a new Activity Log                |             |

**Agency Activity Log**


|   |   |               |                       |
|---|---|---------------|-----------------------|
| Date of Activity  |   | Activity Type | Informal Coordination |
| Work Program Phase  | Not Applicable  |               |                       |
| FDOT Districts<br>Clear Selection<br>Select All<br>FDOT District 1<br>FDOT District 2<br>FDOT District 3<br>FDOT District 4<br>FDOT District 5<br>FDOT District 6<br>FDOT District 7<br>Florida's Turnpike Enterprise | Counties<br>Clear Selection<br>Select All<br>Alachua County<br>Baker County<br>Bay County<br>Bradford County<br>Brevard County<br>Broward County<br>Calhoun County<br>Charlotte County<br>Citrus County |               |                       |

The Agency Invoice Submitter selects an agency using the **Agency** pull-down menu. The form will be populated with a list of Activity Logs using the EST. The Agency Invoice Submitter then selects an existing




Activity Log to be edited from the pull-down menu, or proceeds to the second portion of the form to add a new Activity Log.

To edit an existing Agency Activity Log, the Agency Invoice Submitter selects the Activity Log from the pull-down menu at the top of the form, then clicks the **Load** button. The form will be populated with information for the selected Activity Log. The Agency Invoice Submitter makes changes using the pull-down menus and textboxes, then clicks **Save**. The Agency Invoice Submitter can then use the **Clear/Create New** button to clear the form and select and edit another existing Activity Log or create a new Activity Log.

The Agency Invoice Submitter first enters the date of the activity by either typing in the date (in **mm/dd/yyyy** format) or selecting the date from a calendar. To select the date from a calendar, the Agency Invoice Submitter clicks the  icon.

The Agency Invoice Submitter then uses the pull-down menus to select **Activity Type**, **Work Program Phase**, **FDOT Districts**, and **Counties**.

| Agency Activity Log |  |               |  |
|---------------------|--|---------------|--|
| Date of Activity    | 01/01/2001    | Activity Type | Informal Coordination  |
| Work Program Phase  | Not Applicable   |               |  |
| FDOT Districts      | <div> <div>Clear Selection</div> <div>Select All</div> </div> <div> FDOT District 1<br/> FDOT District 2<br/> <b>FDOT District 3</b><br/> FDOT District 4<br/> FDOT District 5<br/> FDOT District 6<br/> FDOT District 7<br/> Florida's Turnpike Enterprise </div> | Counties      | <div> <div>Clear Selection</div> <div>Select All</div> </div> <div> Dixie County<br/> Duval County<br/> Escambia County<br/> Flagler County<br/> Franklin County<br/> Gadsden County<br/> Gilchrist County<br/> Glades County<br/> <b>Gulf County</b> </div> |

If the activity is related to an ETDM project, the Agency Invoice Submitter types the ETDM project number in the **Project/ETDM #** field.

|              |                        |      |
|--------------|------------------------|------|
| Project Type | ETDM (Click to toggle) |      |
| Project      | ETDM # 8031            | Name |

If the activity is not directly related to an ETDM project, click the **ETDM** button to toggle to **Non ETDM**.


|              |                        |
|--------------|------------------------|
| Project Type | ETDM (Click to toggle) |
|--------------|------------------------|

The EST displays the **Non ETDM** button. Type the project name in the **Project/Name** field.


|              |                            |
|--------------|----------------------------|
| Project Type | Non ETDM (Click to toggle) |
| Project      | Name                       |

In the **FDOT FM Number** field, type the FDOT Number.

|                |  |
|----------------|--|
| FDOT FM Number |  |
|----------------|--|

In the **ETAT Representative** field, click the drop-down arrow  and select the ETAT Representative who performed the activity.

**Note:** The list only displays active EST users within the agency. Click **Include Disabled Users** to include past users who are no longer active EST users in the agency.

**ETAT Representative**  

In the **Hours** field, enter the number of hours associated with the activity.

**Hours**  Work hours should be whole numbers or with decimals ( .25 = 1/4, .5 = 1/2)

Next, the Agency Invoice Submitter uses the **Activity Description** textbox to type in a brief text description of the activity being logged. The Agency Invoice Submitter uses the **Results or Anticipated Actions** textbox to describe any actions taken by FDOT or the agency as a result of the activity or any actions anticipated.

The Agency Invoice Submitter clicks the **Save** button to save the information entered.

**Activity Description**

**Results or Anticipated Actions**

### 3.1.10.4 Agency Activities: Batch Uploader (New 06/30/2010)

The **Agency Activities: Batch Uploader** function in the Environmental Screening Tool (EST) **Tools** menu displays a form that enables you to upload an Excel spreadsheet detailing agency activities that are not recorded in the EST. These may include activities such as meetings, technical support of non-ETDM projects, and permit coordination. The activities may be entered at any time by any of the agency Environmental Technical Advisory Team (ETAT) representatives.

You can enter multiple activities at one time, with the option to select and upload logged activities by date range.

Using the Agency Activities Batch Uploader:

1. On the **Tools** menu, point to **Agency Invoices**, and then click **Upload Agency**

**Tools**

- Project Diary >
- Advance Notification Package >
- Review Project >
- Community Coordination >
- Coordinate ETAT >
- Performance Management >
- Agency Invoices >**
- Project Tracker >
- Document Review >
- Cumulative Effects >

**Agency Invoices >**

- Reviewer Preference
- Edit Expenses
- Log Agency Activity
- Upload Agency Activity Spreadsheet**
- Manage Master Agreement/Contract
- Advance Pay Request
- Summarize Agency Activities
- Update Invoice Status
- Upload Receipts
- Upload Signatures
- Record Invoice Comments
- Assign Hours



## Activity Spreadsheet.

The **Agency Activities: Batch Uploader** window opens as a tabbed page, displaying a page toolbar, and a form for uploading the Agency Activity spreadsheet.

**Agency Activities: Batch Uploader**

Upload File

Agency

Filter Start Date

Filter End Date

**Validation**

- This uses the [batch upload spreadsheet](#) (Opens in a new window)
- The data must be in the first sheet of the Excel file.
- The first row of the sheet must contain the column names.
- The column names cannot be changed or deleted.
- Only activities that occurred between the filter start and end dates will be imported; you may leave either or both blank if you would rather import all events instead of filtering them.
- ETAT Member Name must be a valid ETAT member for the selected Agency (Has EST Account) and match one of the following patterns: "First Middle Last", "First MI Last", "First Last", "Last, First Middle", "Last, First MI", "Last, First"
- Activity Type must be in this list: [Administrative Tasks, Advance Notification, ETDM Project Review, Field Review, Formal Coordination, Geoplan Coordination, Help Desk Coordination, Informal Coordination, Meeting, Permitting Activities, Plan Development, Technical Assistance, Training]
- Project ID (ETDM #) should be given for ETDM projects. Project Name should be given for non-ETDM projects.
- FDOT FM Number is an optional field; if entered it must be exactly 11 digits.
- Counties and Districts must be comma separated
- Work Program Phase (column above called PHASE) must be in this list: [Administration, Bldg/Rdwy/Contract Maint, Capital, Construction, Contract Incentives, Design Build, Environmental, Local Advance Reimburse, Miscellaneous, Operations, P D & E, Planning, Preliminary Engineering, Railroad & Utilities, Research, Right of Way]
- Activity Date format = mm/dd/yyyy
- Work hours should be whole numbers or with decimals ( .25 = 1/4, .5 = 1/2)
- \*SPELLING MATTERS - especially on ETAT Member, Activity Type, County, FDOT District, and Phase

NOTE: You can add additional columns AFTER work hours that may help you track things internally for yourselves. Those columns will be ignored and not copied to the EST during upload. NOTE: This tool does not replace existing records; it appends them and will create duplicates if the same spreadsheet is imported multiple times.

**Tip!** Click on the toolbar icons to:



Send feedback about the current page.



Access online **Help**.



Bookmark the page.



Add the page to your **My ETDM** preferences.

For additional information about using the EST page toolbar buttons, refer to Chapter 2.8 of the EST Handbook.

2. Click the **batch upload spreadsheet** link to download a blank **Excel** spreadsheet from the EST database.

**Tip!** You can also download the spreadsheet from the ETDM Library.

**Agency Activities: Batch Uploader**

Upload File:  Browse...

Agency: Advisory Council on Historic Preservation

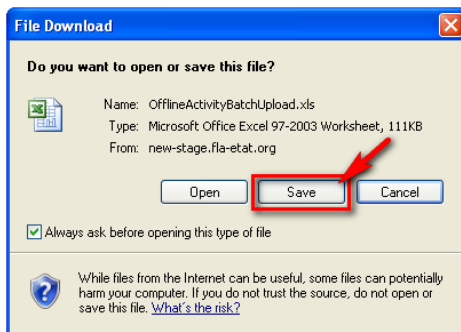
Filter Start Date:

Filter End Date:

Validation:

- This uses the [batch upload spreadsheet](#) (Opens in a new window)
- The data must be in the first sheet of the Excel file.
- The first row of the sheet must contain the column names.

3. A **File Download** dialog box appears asking you to **Open** or **Save** the spreadsheet. Click **Save** to download the spreadsheet to your computer.



4. Navigate to and click the saved file to open it. The spreadsheet opens as a separate **Microsoft Excel** window.
5. Check the **Validation** list on the **Agency Activities: Batch Uploader** window before logging the activities into the spreadsheet. The data must be correct and follow the format criteria detailed in the list.

Validation

Before uploading your Agency Activities spreadsheet, check the Validation list to ensure the spreadsheet meets the criteria for entering data.

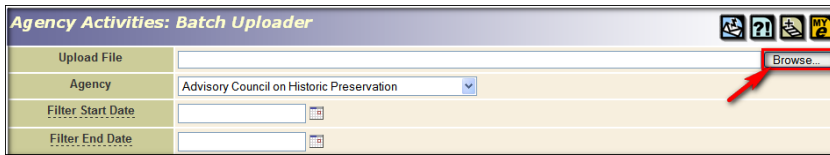
- This uses the [batch upload spreadsheet](#) (Opens in a new window)
- The data must be in the first sheet of the Excel file.
- The first row of the sheet must contain the column names.
- The column names cannot be changed or deleted.
- Only activities that occurred between the filter start and end dates will be imported; you may leave either or both blank if you would rather import all events instead of filtering them.
- ETAT Member Name must be a valid ETAT member for the selected Agency (Has EST Account) and match one of the following patterns: "First Middle Last", "First MI Last", "First Last", "Last, First Middle", "Last, First MI", "Last, First"
- Activity Type must be in this list: [Administrative Tasks, Advance Notification, ETDM Project Review, Field Review, Formal Coordination, Geospatial Coordination, Help Desk Coordination, Informal Coordination, Meeting, Permitting Activities, Plan Development, Technical Assistance, Training]
- Project ID (ETDM #) should be given for ETDM projects. Project Name should be given for non-ETDM projects.
- FDOT FM Number is an optional field; if entered it must be exactly 11 digits.
- Counties and Districts must be comma separated
- Work Program Phase (column above called PHASE) must be in this list: [Administration, Bldg/Rdwy/Contract Maint, Capital, Construction, Contract Incentives, Design Build, Environmental, Local Advance Reimburse, Miscellaneous, Operations, P D & E, Planning, Preliminary Engineering, Railroad & Utilities, Research, Right of Way]
- Activity Date format = mm/dd/yyyy
- Work hours should be whole numbers or with decimals (.25 = 1/4, .5 = 1/2)
- \*SPELLING MATTERS - especially on ETAT Member, Activity Type, County, FDOT District, and Phase

**Note:** The data must be in the first sheet of the **Excel** file. The first row of the spreadsheet must contain the column headings as they appear (see next illustration). These headings cannot be changed or deleted.


Agency Activity for March 2010.xls [Compatibility Mode]


| A           | B             | C      | D                                      | E      | F    |
|-------------|---------------|--------|--|--------|------|
| ETAT Member | Activity Type | ETDM # | Project Name (Non-ETDM FDOT FM Number) | County | FDOT |
|             |               |        |  |        |      |

6. After you have logged the information into the spreadsheet and saved the file on your computer, click the **Browse** button next to the **Upload File** field to navigate to and upload the spreadsheet.

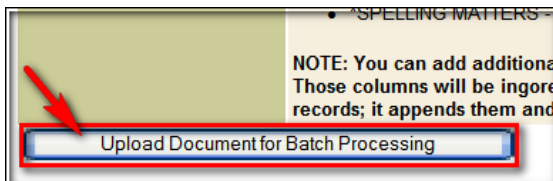


**7.** Do the following:

- In the **Agency** field, click the drop-down arrow, , and select the agency you are logging the activities for.
- In the **Filter Start Date** and **Filter End Date** fields, type the date range to select the activities to be uploaded.

**Tip!** Type the date using the **mm/dd/yyyy** format. You can also click the calendar icon, , and select a date. Only activities that occurred between the filter **Start** and **End** dates will be imported; you must leave one or both of these fields blank if you would rather import all events instead of filtering them.

**8.** Click **Upload Document for Batch Processing**.



The **Agency Activities: Batch Uploader** window refreshes and displays the activities that have been imported into the database.

Click the **Edit** button beside an entry you want to make changes to. When you click the **Edit** button, you will be redirected to the **Log Agency Activity** tool. The activity information will already be populated in the form.


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### Agency Activities: Batch Uploader

Unable to validate some rows; see below for specifics.

Upload File:  Browse...

Agency: US Fish and Wildlife Service

Filter Start Date: 03/01/2010

Filter End Date: 03/31/2010

Validation:

- This uses the [batch upload spreadsheet](#) (Opens in a new window)
- The data must be in the first sheet of the Excel file.
- The first row of the sheet must contain the column names.
- The column names cannot be changed or deleted.
- Only activities that occurred between the filter start and end dates will be imported; you may leave either or both blank if you would rather import all events instead of filtering them.
- ETAT Member Name must be a valid ETAT member for the selected Agency (Has EST Account) and match one of the following patterns: "First Middle Last", "First MI Last", "First Last", "Last, First Middle", "Last, First MI", "Last, First"
- Activity Type must be in this list: [Administrative Tasks, Advance Notification, ETDM Project Review, Field Review, Formal Coordination, Geoplan Coordination, Help Desk Coordination, Informal Coordination, Meeting, Permitting Activities, Plan Development, Technical Assistance, Training]
- Project ID (ETDM #) should be given for ETDM projects. Project Name should be given for non-ETDM projects.
- FDOT FM Number is an optional field; if entered it must be exactly 11 digits.
- Counties and Districts must be comma separated.
- Work Program Phase (column above called PHASE) must be in this list: [Administration, Brdg/Rdwy/Contract Maint, Capital, Construction, Contract Incentives, Design Build, Environmental, Local Advance Reimburse, Miscellaneous, Operations, P D & E, Planning, Preliminary Engineering, Railroad & Utilities, Research, Right of Way]
- Activity Date format = mm/dd/yyyy

Click to view a read-only version of the spreadsheet.

Table showing the spreadsheet row(s) containing the error(s). Errors are listed in the Validation Errors column.

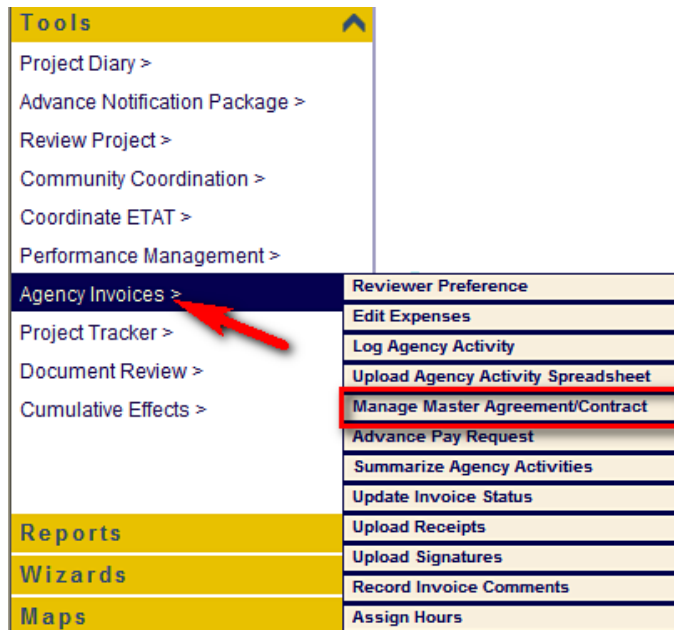
These entries failed validation. [View Excel](#)

| Activity Date | Activity Type       | ETAT Member | County       | FDOT District | Phase    | Activity Actions | Activity Description        | Work Hours | ETDM # | Project Name (Non-ETDM) | FDOT FM Number | Validation Errors   |
|---------------|---------------------|-------------|--------------|---------------|----------|------------------|-----------------------------|------------|--------|-------------------------|----------------|---|
| 03/10/2010    | ETDM Project Review | Brian Smith | Hillsborough | 7             | Research | Meeting          | Meeting to review materials | 205        | 496    | SR 5002                 |                | Error: ETAT Member "Brian Smith" does not exist or is not a member of US Fish and Wildlife Service. Project not found for ETDM #496 |

### 3.1.10.5 Manage Master Agreement/Contract (Updated 06/27/2008)

When a new agreement between FDOT and a participating agency is executed, the Invoice Administrator logs onto the EST and enters basic setup information into the database to describe the agreement. This information is then used on the forms and reports associated with the invoice package. In addition, if any changes are made to an existing agreement, the Invoice Administrator updates the database prior to the next invoicing cycle.






In the **Tools** menu, point to **Agency Invoices**, and then click **Master Agreement/Contract**.





The form that opens has two main functions: **Add/Remove Reviewers** and **Add/Edit Agreement**.

Manage Master Agreement/Contr...

**Manage Master Agreement/Contract**






Add/Remove Reviewers

Add/Edit Agreements

Agreement Loading

Organization

Existing Agreements (by Agreement or Contract Number and notice to proceed date)

Select an Organization First
Load

Initial Agreement Creation

Master Agreement/Contract Number

agreement number

Primary Invoice Submitter (EST User)

Select an Organization First

Remittance Contact(to Receive Payment)

Select an Organization First

Federal Project Number

Finance Number

Allow Advance Pay Requests
☐

Send Quarterly Reminders
☐

Contract Limits

Salary

0

Training

0

Travel

0

Other

0

Only use a Single Limit
☐

Notice to Proceed

End of Service

Agency Operating Agreement Renewal

Funding Agreement Renewal

Master Agreement Renewal

Last Change

Change notes

Initial entry

Include this comment in invoices: ☐

Clear Form

Save

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The **Add/Remove Reviewers** function is used to add or remove EST users who are responsible for reviewing draft invoices and submitting comments to the Invoice Administrator.


To add a reviewer, type the user's name (or portion of the name) in the text box under "Find a User to Add." The user's name and log-in identification will be extracted from the database and displayed, as shown in the next illustration.

Click on the user name/log-in identification, and then click **Add>**. The user will be added to the list of "Primary Reviewers." Click "Save" to add this change to the database. To remove a reviewer, click on the reviewer's name under "Primary Reviewers," then click "Remove Selected." When finished, click "Save."

To add an agreement or contract to the database, scroll down to the Add/Edit Master Agreement portion of the form. First, type in your agency name (or a portion of the name) in the "Organization" text box under "Agreement Loading." In the example shown below, "FL Department of State" was typed in. If there are existing agreements for your agency in the database, they will be listed in the "Existing Agreements" pull-down menu. Check this list to confirm that the agreement or contract you want to enter is not already in the database.

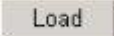

If the agreement to be entered is not listed, use the “Initial Agreement Creation” portion of the screen to enter information about the new agreement. First, type in the agreement or contract number, then select “agreement number” or “contract number” from the pull-down menu. Then select the Primary Invoice Submitter and Remittance Contact person for the agreement/contract from the pull-down menus. Type in the contract limits for salary, training, travel, and other expenses, or check the “Only use a Single Limit” check box and enter the single limit total.. If advance payments are authorized by the agreement, click the Allow Advance Pay Requests check box.







| Initial Agreement Creation             |  |
|--|--|
| Master Agreement/Contract Number       | <input type="text"/> agreement number <input type="button" value="v"/>   |
| Primary Invoice Submitter (EST User)   | Select an Organization First <input type="button" value="v"/>  |
| Remittance Contact(to Receive Payment) | Select an Organization First <input type="button" value="v"/>  |
| Federal Project Number                 | <input type="text"/>   |
| Finance Number                         | <input type="text"/>   |
| Allow Advance Pay Requests             | <input type="checkbox"/>   |
| Contract Limits                        | <div>Salary <input type="text" value="0"/></div> <div>Training <input type="text" value="0"/></div> <div>Travel <input type="text" value="0"/></div> <div>Other <input type="text" value="0"/></div> <div>Only use a Single Limit <input type="checkbox"/></div> |

To add the dates for Notice to Proceed, End of Service, Agency Operating Agreement Renewal, Funding Agreement Renewal, and Master Agreement Renewal, either enter the dates in dd/mm/yyyy format or click on the  icon to select the date from a calendar. When finished, click the “Save” button at the bottom of the form. The information will be added to the database. Any of the information can be revised (prior to clicking “Save”) by typing over the existing information or selecting different dates. Click the “Clear Form” button to remove all the information entered.



|   |  |
|---|--|
| Notice to Proceed   | <input type="text"/>  |
| End of Service  | <input type="text"/>  |
| Agency Operating Agreement Renewal  | <input type="text"/>  |
| Funding Agreement Renewal   | <input type="text"/>  |
| Master Agreement Renewal  | <input type="text"/>  |
| Last Change   |  |
| Change notes  | <input type="text" value="Initial entry"/>   |
| <input type="button" value="Clear Form"/> <input type="button" value="Save"/> |  |

To edit information for an agreement or contract already stored in the database, type in the organization name, select the agreement from the “Existing Agreements” pull-down menu, then click the  button. The information pertaining to the selected agreement will appear in the form, as shown below. Make changes by typing in the text boxes, or change the dates by typing in the new dates (in dd/mm/yyyy format) or by clicking on the  icon and selecting the new date from a calendar. Add an explanation of the changes made by typing in the “Change notes” text box, or you can copy and paste information for this field from an existing document.

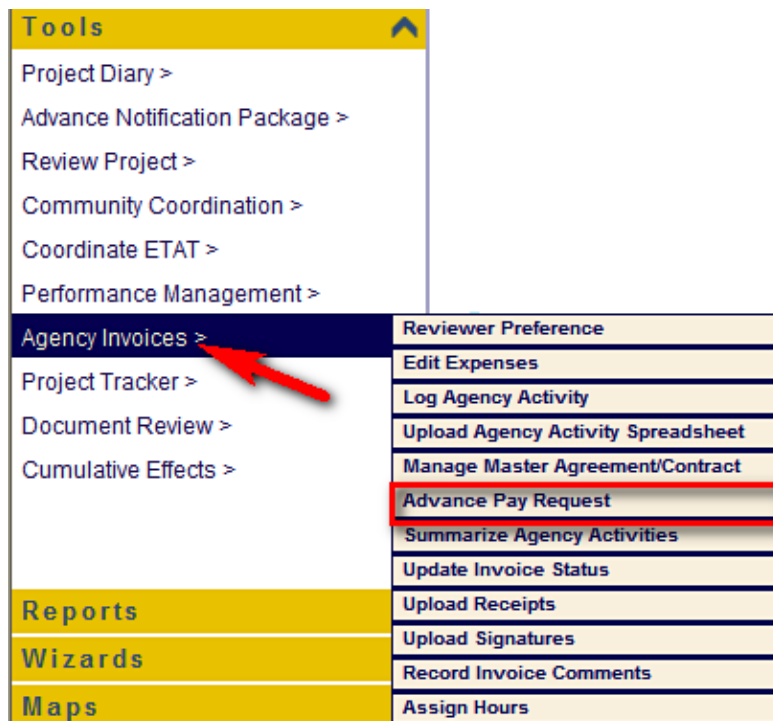
| Editing Agreement #1-082909            |   |
|--|---|
| Master Agreement/Contract Number       | 1-082909 <span>contract number</span>        |
| Primary Invoice Submitter (EST User)   | Stephanie A. Clemons (tester_nwfwmd)         |
| Remittance Contact(to Receive Payment) | Tester InvoiceSubmitterNWFWM (tester_pais1)  |
| Federal Project Number                 | 005   |
| Finance Number                         | 5678  |
| Allow Advance Pay Requests             | <input checked="" type="checkbox"/>   |
| Contract Limits                        | Total Limit <input type="text" value="100000"/><br>Only use a Single Limit <input checked="" type="checkbox"/>                  |
| Notice to Proceed                      | <input type="text" value="07/11/2003"/>     |
| End of Service                         | <input type="text" value="07/07/2008"/>    |
| Agency Operating Agreement Renewal     | <input type="text" value="07/08/2008"/>    |
| Funding Agreement Renewal              | <input type="text" value="07/08/2008"/>    |
| Master Agreement Renewal               | <input type="text" value="07/08/2008"/>    |
| Last Change                            | Reviewing the setup   |
| Change notes                           | <div><div></div></div>  |
| <div>Clear Form</div> <div>Save</div>  |   |

When finished, click the “Save” button at the bottom of the form. The revised information will be added to the database. The “Clear Form” button can be used to remove all the information at any time prior to clicking “Save.”

### 3.1.10.6 Prepare Advance Pay Request (Updated 06/27/2008)

Agencies that are authorized by their ETDM Agency Funding Agreement to receive advance payments can request those payments using the EST. The Agency Invoice Submitters within these agencies submit requests via the EST using the **Prepare Advance Pay Request** tool.

To use the **Prepare Advance Pay Request** tool, the Agency Invoice Submitter goes to the **Tools** menu, points to **Agency Invoices**, and then clicks **Advance Pay Request**.



The form that opens is divided into four sections: **Select an Organization, Master Agreement, and Invoice**; **Prepare Advance Pay Request**; **Compensation Elements**; and **Final Notes and Submitting**. The form will be populated with information related to the user name used to log on to the EST, and by default will display information for the last invoice viewed by that user. In the example shown below, the user name for a Northwest Florida Water Management District Agency Invoice Submitter was used. (The information shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices.)

**Prepare Advance Pay Request**

**Select an Organization, Master Agreement/Contract and Invoice.**

Agency: Northwest Florida Water Management District


Agreements: 1-082909 on 07/11/2003

Invoices: Invoice 3, ending on 08/29/2005

Currently editing Advance Pay Request #3

Invoicing Period Start(from previous invoice): 07/11/2003

Invoicing Period End: 08/29/2005

The Agency Invoice Submitter begins by either loading the invoice highlighted in the Invoices pull-down menu, or selecting another invoice. To select a different invoice, first select an agreement using the **Existing Agreements** pull-down menu. If the Agency Invoice Submitter is requesting an advance payment for an unsubmitted invoice, the Agency Invoice Submitter selects the invoice from the **Unsubmitted Invoices** pull-down menu, then clicks the **Load** button. The form will be populated with information related to the selected invoice. If the Advance Pay Request is associated with a new invoice, the Agency Invoice Submitter enters the **Invoicing Period End date** by either typing in the date (in mm/dd/yyyy format) or selects the date from a calendar by clicking the  icon, then clicks **Create New Invoice**.



The **Advance Payment Request** form that opens is automatically populated with information about the agreement. The Agency Invoice Submitter reviews the information shown in the **Prepare Advance Pay Request** portion of the form, and then proceeds to enter the compensation elements for the Advance Pay Request.

| Prepare Advance Pay Request (pre-populated data) |                                   |
|--|-----------------------------------|
| MA / Contract Number                             | 1-082909                          |
| Address:   | Address does not exist.           |
| Federal Project No:                              | 005                               |
| Financial No:                                    | 5678                              |
| Brief Task Description                           | See Attachment A (Project Report) |

The Agency Invoice Submitter enters the amounts for compensation elements (labor and expenses being requested), and other notes, if desired. The Agency Invoice Submitter presses the tab key after entering the labor and expenses amounts, and clicks **Save** when finished.



| Compensation Elements are as follows: |                             |        |
|---------------------------------------|-----------------------------|--------|
| Element Description                   | Method of Compensation      | Amount |
| Labor                                 | Direct Salary plus Overhead | 0      |
| Expenses                              | Actual Expenditures         | 0      |
| Amount of Advance Requested           |                             | \$0.00 |

**Final notes and submitting:**

Other notes

Total Advances to Date (including this one): \$1,754.00      Balance: \$98,246.00

By submittal of this advance pay Request, the above named Agency certifies that this is a reasonable estimate of the work to be performed as described in Attachment A (Project Report)

### 3.1.10.7 Summarize Agency Activities (Updated 06/27/2008)


The **Summarize Agency Activities** tool is used by the Agency Invoice Submitter to enter information about agency activities for an invoicing period. It is also used to edit information previously entered. In the **Tools** menu, point to **Agency Invoices**, and then click **Summarize Agency Activities**.

| Tools                          |   |
|--------------------------------|---|
| Project Diary >                |   |
| Advance Notification Package > |   |
| Review Project >               |   |
| Community Coordination >       |   |
| Coordinate ETAT >              |   |
| Performance Management >       |   |
| <b>Agency Invoices &gt;</b>    | <ul style="list-style-type: none"> <li>Reviewer Preference</li> <li>Edit Expenses</li> <li>Log Agency Activity</li> <li>Upload Agency Activity Spreadsheet</li> <li>Manage Master Agreement/Contract</li> <li>Advance Pay Request</li> <li><b>Summarize Agency Activities</b></li> <li>Update Invoice Status</li> </ul> |
| Project Tracker >              |   |
| Document Review >              |   |
| Cumulative Effects >           |   |
| <b>Reports</b>                 | <ul style="list-style-type: none"> <li>Upload Receipts</li> <li>Upload Signatures</li> <li>Record Invoice Comments</li> <li>Assign Hours</li> </ul>   |
| <b>Wizards</b>                 |   |
| <b>Maps</b>                    |   |

The form that opens will be populated with information related to the user name used to log on to the EST, and by default will display information for the last invoice viewed by that user. In the example shown below, the user name for a Northwest Florida Water Management District Agency Invoice Submitter was used. The information that is shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices.

| <b>Summarize Agency Activities</b>                          |  |     |  |
|---|--|---|--|
| <b>Select an Organization and Master Agreement/Contract</b> |  |   |  |
| Agency:   | Northwest Florida Water Management District  |   |  |
| Existing Agreements   | 1-082909 on 07/11/2003   |   |  |
| Load an unsubmitted invoice                                 | Invoice 3, Ending on 08/29/2005  | <input type="button" value="Load"/>   |  |
| Currently editing a new invoice.                            | <input type="button" value="Clear"/>   |   |  |
| Invoicing Period Start(from previous invoice)               | Invoicing Period End   |   |  |
|   | <input type="text"/>  |   |  |




Begin by either loading the invoice highlighted in the Invoices pull-down menu, or selecting another invoice. To select a different invoice, first select an agreement from the Existing Agreements pull-down menu. Then select an invoice from the "Load an unsubmitted invoice" pull-down menu, and click the Load button. The form will be populated with information related to the selected invoice. If entering information for a new invoice, enter the Invoicing Period End date by either typing in the date (in mm/dd/yyyy format) or selecting the date from a calendar by clicking the  icon. The new invoice number and ending date will be added to the Invoices pull-down menu. Select it, and then click the Load button.



The next portion of the form is used to enter or edit narrative about agency activities during the invoicing period, with separate sections for accomplishments made during the period, a summary of ETDM screening activities, and anticipated accomplishments for the next period, as shown in the example. Use the textboxes to enter a brief description of activities for each category, or edit the descriptions previously entered. Note that agencies authorized to receive Advance Payments can set a Reporting Period end date that is different from the Invoicing Period end date, by entering the date or using the calendar feature described above. The example shown below includes this option.

The first section is used to enter or edit information about accomplishments made during the invoicing (or reporting) period.

|   |  |
|---|--|
| <b>Accomplishments Made During Period</b>               |  |
| End of Reporting Period                                 | <input type="text"/>  |
| <b>Administrative or Supervision Tasks</b>              |  |
| <input type="text"/>                                    |  |
| <b>Coordination</b>                                     |  |
| <input type="text"/>                                    |  |
| <b>Performance Measures</b>                             |  |
| <input type="text"/>                                    |  |
| <b>Problems Encountered/Suggestions for Improvement</b> |  |
| <input type="text"/>                                    |  |

Following are guidelines for the information for each category under Accomplishments Made During Period:

- Administrative or Supervision Tasks – discuss management and/or supervision tasks performed during the period
- Coordination – discuss non-field interagency and FDOT coordination
- Performance Measures – discuss how the agency has performed on the Performance Measures outlined in the Agreement
- Problems Encountered/Suggestions for Improvement – provide information on any problems discovered or anticipated, and any proposed improvements that would facilitate the streamlining effort of the ETDM Process

Under Summary of ETDM Screening Activities, use the textboxes to describe any problems encountered using the EST and to add or edit any other comments.

**Summary of ETDM Screening Activities**

Problems or Issues Encountered using the Environmental Screening Tool

Other Comments

Under the Anticipated Accomplishments for Next Period, enter a brief description of anticipated activities for the next reporting period, and the number of anticipated hours and number of persons performing the anticipated activities. When finished, click the “Save Draft” button on the left side of the screen.

**Anticipated Accomplishments for Next Period**

Description of Activities

Review projects.

Total Staff Hours Anticipated: 80

Total Number of People Involved: 1

Save Draft Submit Draft Invoice for Review

A message will be displayed, confirming that the invoice has been saved.

After the draft invoice has been saved, it can be submitted for review by clicking the Submit Draft Invoice for Review button.







Clicking the Submit Draft Invoice for Review button opens the View/Submit Invoice screen, which will display the Payment Tracking Report for the invoice. The Payment Tracking Record includes a summary of the agreement information pertaining to the invoice, followed by the completed Schedule A-1 (Salary Costs), Schedule A-2 (Hours Assignment), Schedule E-1 (Reimbursable Direct Expense – Travel), Schedule E-2 (Reimbursable Direct Expense – Training), and Schedule E-3 (Reimbursable Direct Expense – Other) forms. The Payment Tracking Report also includes the Agency Activity Report, which displays the information entered using the Summarize Agency Activities tool and the Log Off-line Activity tool (if applicable). Note that the information for Schedules A-1, E-1, E-2, and E-3 must be entered using the Edit



Expenses tool or the Prepare Invoice wizard, and the Schedule A-2 information must be entered using the Assign Hours tool, prior to finalizing the invoice.

If the invoice is for an agency authorized to receive Advance Payments, an Advance Pay Request Report will also be displayed (preceding the Payment Tracking Record).


**View/Submit Invoice**

Enter your password to sign the Invoice and submit it

Password

By submittal of this invoice, the Agency certifies that all expenditures contained in this invoice represent actual project costs as reflected in our accounting records, and those expenditures are allowable, reasonable, necessary, and in accordance with the Funding Agreement.

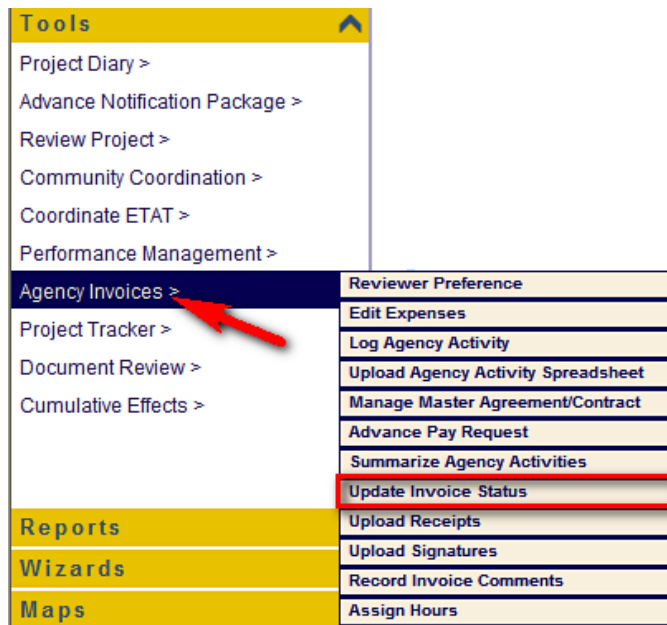
Portions of an example Payment Tracking Report are shown below. The information can be reviewed. If any changes need to be made, close the View/Submit Invoice window by clicking the  button in the upper right corner of the screen. You can then access the invoice using the Edit Expenses or Assign Hours tools, and make changes. If no changes or additions are needed, proceed with submitting the invoice by entering the Agency Invoice Submitter password, and then click the Submit Invoice button.

| Payment Tracking Report        |   |
|--------------------------------|---|
| Summary                        |   |
| Agency                         | Northwest Florida Water Management District |
| Address                        | Address does not exist.                     |
| Report Number                  | 3   |
| Federal Project                | 005   |
| MA Number                      | 1-082909                                    |
| Financial No                   | 5678  |
| Notice to Proceed Date         | 07/11/2003                                  |
| End of Service Date            | 07/07/2008                                  |
| AOA Renewal Date               | 07/08/2008                                  |
| FA Renewal Date                | 07/08/2008                                  |
| MA Renewal Date                | 07/08/2008                                  |
| Current Invoicing Period Dates | 07/11/2003 to 08/29/2005                    |

### 3.1.10.8 Update Invoice Status (Updated 07/08/2008)



The **Update Invoice Status** tool is used by the Invoice Administrator to authorize final invoices, and indicate when they have been processed.

1. In the **Tools** menu, point to **Agency Invoices**, and then click **Update Invoice Status**.



The Invoice Administrator begins by selecting an agency from the **Agency** pull-down menu. The form will be repopulated with lists of existing agreements and associated invoices for the selected agency. The Invoice Administrator selects an agreement from the **Agreements** pull-down menu, then selects the invoice from the **Invoice** pull-down menu. The current status of the invoice will be displayed in the **Status** field. The status will be **Draft**, **Final Authorized**, **Final Submitted** or **Processed**.

**Update Invoice Status**

**Select an Invoice**

Agency: Northwest Florida Water Management District

Agreements: 1-082909 on 07/11/2003

Invoice: Invoice 10, ending on: 03/28/2008

**Invoice #10**

Status: Draft

Comments to invoice submitter  
This is only available when rejecting the submitted invoice (updating to "Draft") or authorizing it (updating to "Final Authorized").  
This will be added to the notification that the invoice has been rejected/authorized.

Note: Updating the status to draft returns the invoice to an unsubmitted state.

The Invoice Administrator clicks the **View Invoice** button to view the invoice. The **Payment Tracking Record** for the invoice will open in a new window. After reviewing the invoice, the Invoice Administrator clicks the **Update Invoice Status** tab to return to the **Update Invoice Status** window.

2. In the **Update Invoice Status** window, click **Load**.

In the **Invoice #** section, the Invoice Administrator can update an invoice status and add comments.

3. To change the invoice status, do the following:
  - To send requested changes or an approval to the invoice submitter, type your comments in the **Comments to invoice submitter** field.


**Important:** Before entering your comments, you should ensure you are including comments from other reviewers. Open the **Invoice Comment Log** window to view the list of reviewers and comments for the selected invoice. To access the **Invoice Comment Log** window, go to the **EST Reports** menu, point to **Invoicing Reports**, and then click **Invoice Comment Log**.

Once you have accessed the **Invoice Comment Log**, print out the log to keep a hard copy record of the list of comments. This enables you to keep a record of previous reviewer comments that may be deleted and replaced by new comments.

Then return to the **Update Invoice Status** window, and type your comments in the **Comments to invoice submitter** field.



| Invoice #1  |                                |
|---|--------------------------------|
| Status  | Draft                          |
| Submission Date   | 03/24/2009                     |
| Comments to invoice submitter<br><i>This is only available when rejecting the submitted invoice (updating to "Draft") or authorizing it (updating to "Final Authorized").<br/>This will be added to the notification that the invoice has been rejected/authorized.</i> | Invoice looks good. No Changes |
| <input type="button" value="Update Status"/>  |                                |
| Note: Updating the status to draft returns the invoice to an unsubmitted state.   |                                |

- In the **Status** field, click the drop-down arrow  and select one of the following:
  - If changes need to be made to the current draft, click **Draft**.
  - If no changes need to be made to the current draft, and you have determined it's ready to be processed, click **Final Authorized**.
  - If the invoice has been processed, click **Processed**.

**Note:** You must add comments before selecting a status in the **Status** field.

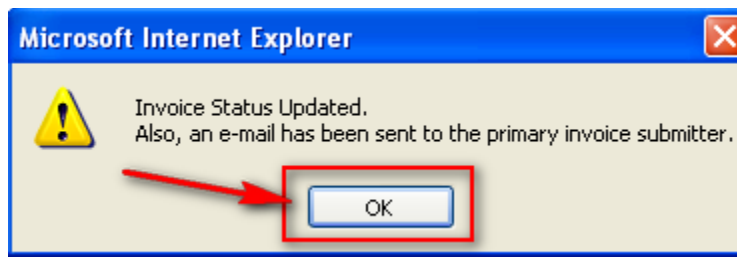
| Invoice #1  |   |
|---|---|
| Status  | Draft   |
| Submission Date   |   |
| Comments to invoice submitter<br><i>This is only available when rejecting the submitted invoice (updating to "Draft") or authorizing it (updating to "Final Authorized").<br/>This will be added to the notification that the invoice has been rejected/authorized.</i> | Draft<br>Final Authorized<br>Final Submitted<br>Processed |
| <input type="button" value="Update Status"/>  |   |
| Note: Updating the status to draft returns the invoice to an unsubmitted state.   |   |

**Note:** The **Final Submitted** option in the **Status** field only indicates an agency has submitted a final invoice. You cannot make any changes to an invoice status with this selection.

- Click **Update Status**.

| Invoice #1  |                  |
|---|------------------|
| Status  | Final Authorized |
| Submission Date   | 05/11/2007       |
| Comments to invoice submitter<br><i>This is only available when rejecting the submitted invoice (updating to "Draft") or authorizing it (updating to "Final Authorized").<br/>This will be added to the notification that the invoice has been rejected/authorized.</i> |                  |
| <input type="button" value="Update Status"/>  |                  |
| Note: Updating the status to draft returns the invoice to an unsubmitted state.   |                  |

A message appears stating the invoice has been updated and an email notification sent to the invoice submitter. Click **OK**.



Upon submittal of the **Final Authorized** invoice, the database automatically updates the invoice status to **Final Submitted**.

| Invoice #1  |   |
|---|---|
| Status  | Final Submitted   |
| Submission Date   | 05/11/2007  |
| Comments to invoice submitter<br><i>This is only available when rejecting the submitted invoice (updating to "Draft") or authorizing it (updating to "Final Authorized").<br/>This will be added to the notification that the invoice has been rejected/authorized.</i> |   |
| Update Status   | Note: Updating the status to draft returns the invoice to an unsubmitted state. |

**Note:** If changes need to be made to the draft invoice, the invoice will maintain its unsubmitted status.

**Tip!** To regenerate a **PDF** of the invoice, click **Regenerate PDF**, as illustrated below.

Update Invoice Status

**Update Invoice Status**

Select an Invoice

Agency: FDOT District 3

Agreements: testd3 3

Invoice: Invoice 1, ending on: 05/17/2007

Load Regenerate PDF View Invoice

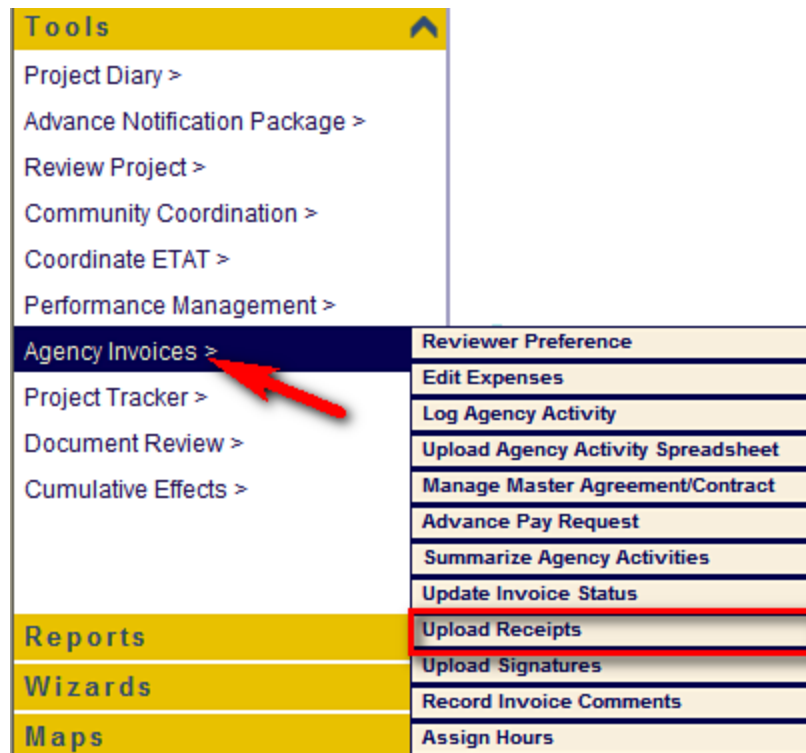


### 3.1.10.9 Upload Receipts (Updated 06/27/2008)

If a previously saved draft invoice is being edited, the Agency Invoice Submitter clicks the field that needs to be edited, and enters the new information. The Agency Invoice Submitter is required to provide scanned images of expense receipts as part of the invoice package.

In the **Tools** menu, point to **Agency Invoices**, and then click **Upload Receipts**.

**Note:** Scanned images of the documentation must be black and white, with a scanning density of 300 dots per inch (DPI).



The form that opens is divided into three sections. The Agency Invoice Submitter uses the first section to select an Agency, Existing Agreement, and Invoice. This section of the form will be populated with information related to the user name used to log on to the EST. In the example shown below, the user name for a Northwest Florida Water Management District Agency Invoice Submitter was used. (The information shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices.)

The Agency Invoice Submitter begins by selecting an agreement using the **Existing Agreements** pull-down menu. If the Agency Invoice Submitter is uploading a receipt for an unsubmitted invoice saved in the database, the Agency Invoice Submitter selects the invoice from the **Invoice** pull-down menu. If the receipt is not related to an unsubmitted invoice, the Agency Invoice Submitter proceeds to the **Upload File** portion of the form.

### Upload Receipts

**Select Invoice**

|                     |   |
|---------------------|---|
| Agency              | Northwest Florida Water Management District |
| Existing Agreements | 1-082909 on 07/11/2003                      |
| Invoice             | Invoice 3, Ending on 08/29/2005             |

**View/Delete Existing**

|              |                    |
|--------------|--------------------|
| Pick Receipt | Test Receipt 00406 |
|--------------|--------------------|

View and Confirmation Selected

**Upload File**

|             |   |
|-------------|---|
| Upload File | <input type="text"/> <div>Browse...</div> |
| Description | <input type="text"/>                      |

Upload and View Confirmation Page

NOTE: Receipts may be in BMP, GIF, JPG, PNG, or PDF format; Receipt pages must be uploaded one 8.5" x 11" page at a time, unless they are already in PDF Format  
NOTE: A scanning density of 300 dots per inch (DPI) is required, per State of Florida standards for Records Archiving.

The Agency Invoice Submitter uses the second section of the form to view and/or delete receipts that were previously uploaded. The Agency Invoice Submitter selects the receipt from the **Pick Receipt** pull-down menu. The PDF version of the receipt will be displayed in a new window, as shown below. To keep the receipt as part of the invoice package, the Agency Invoice Submitter clicks the **Yes – keep receipt** button. To delete the receipt, the Agency Invoice Submitter Clicks the **No – delete receipt** button.

### Confirm uploaded receipt

Confirm PDF

Does the receipt image load correctly and look okay?

Yes - keep receipt

No - delete receipt

Test Receipt for EST Prepare Invoice Wizard:

NWFWMD

Office Depot

July 14, 2006

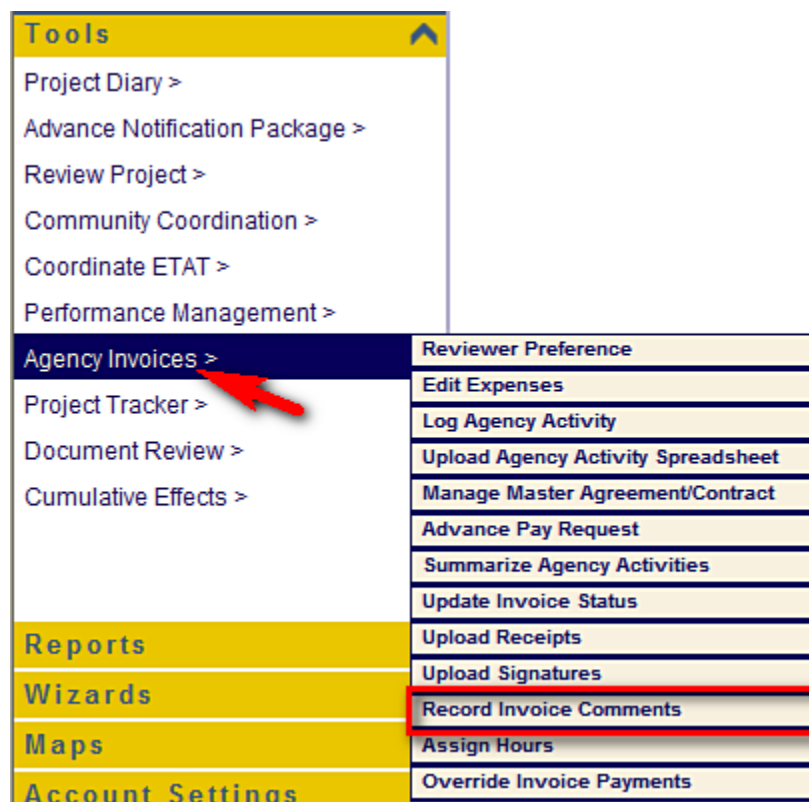
Supplies     \$20.00

The Agency Invoice Submitter uses the third section of the form to upload a receipt, as shown below. Receipts may be in BMP, GIF, JPG, PNG or PDF format, but the images must be black and white, with a scanning density of 300 dots per inch (DPI). If the receipt pages are in a format other than PDF, they must be uploaded one 8-1/2 x 11-inch page at a time. To upload images of receipts, the Agency Invoice Submitter uses the Browse button to locate and select the file containing the image that has previously been saved on the computer. The Agency Invoice Submitter adds a brief description of the receipt in the **Description** textbox, then clicks the **Upload and View Confirmation Page** button. The PDF version of the receipt will be displayed in a new window, as shown above. To keep the receipt as part of the invoice package, click the **Yes – keep receipt** button. To delete the receipt, click the **No – delete receipt** button.

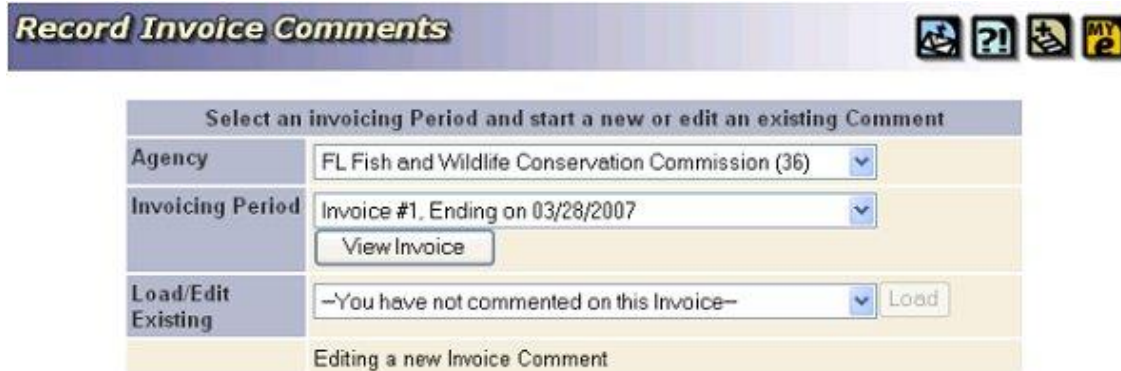
### 3.1.10.10 *Record Invoice Comments (Updated 05/15/2008)*

Once a draft invoice is submitted using the EST, the Invoice Administrator and Invoice Reviewers receive an email informing them that the draft invoice is ready for review. District Invoice Reviewers will receive emails only for invoices associated with agencies identified by the District ETDM Coordinator (using the District Review Preference tool). The notification email contains the agency name, agreement number, invoice number, and submittal date. The Invoice Administrator and Invoice Reviewers log on to the EST and review the submitted invoice for completeness and correctness using the Record Invoice Comments tool. The Invoice Administrator and Invoice Reviewers use the Record Invoice Comments tool to log comments about the invoice. The log includes the invoice number, name of the person submitting the comment, comment, and date submitted. During the commenting period, the Invoice Administrator and Invoice Reviewers may view other reviewers' comments, submit additional comments, and edit their own comments.

In the **Tools** menu, point to **Agency Invoices**, and then click **Record Invoice Comments**.



After the **Record Invoice Comments** form opens, the Invoice Reviewer selects the invoice from the **Invoicing Period** pull-down menu, then clicks **View Invoice**. The **Payment Tracking Record** for the selected invoice will open in a new window.



**Record Invoice Comments**

Select an invoicing Period and start a new or edit an existing Comment

|                    |   |   |
|--------------------|---|---|
| Agency             | FL Fish and Wildlife Conservation Commission (36) |   |
| Invoicing Period   | Invoice #1, Ending on 03/28/2007                  | <input type="button" value="View Invoice"/> |
| Load/Edit Existing | -You have not commented on this Invoice-          | <input type="button" value="Load"/>         |

Editing a new Invoice Comment

After reviewing the invoice, the Invoice Reviewer returns to the **Record Invoice Comments** form by clicking the **Record Invoice Comments** tab at the top of the screen.



Record Invoice Comments   

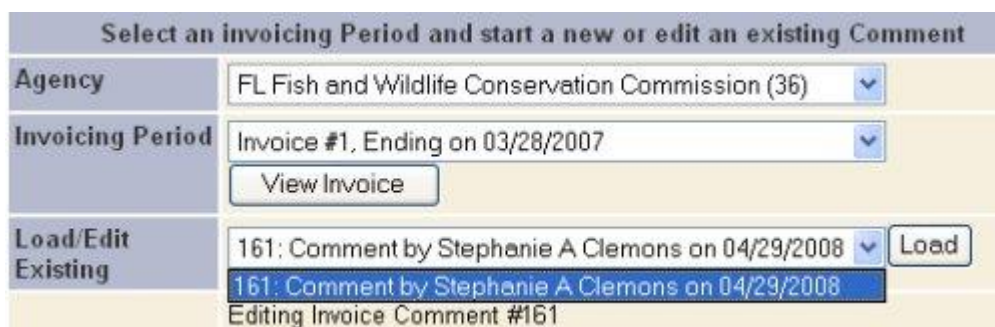
The Invoice Reviewer enters comments concerning the invoice in the **Comment** textbox, then clicks **Save** when finished.



Comments by Tester InvoiceReviewer

Comment

After clicking **Save**, a description of the comment will be displayed in the **Load/Edit Existing** field.



Select an invoicing Period and start a new or edit an existing Comment

|                    |   |   |
|--------------------|---|---|
| Agency             | FL Fish and Wildlife Conservation Commission (36) |   |
| Invoicing Period   | Invoice #1, Ending on 03/28/2007                  | <input type="button" value="View Invoice"/> |
| Load/Edit Existing | 161: Comment by Stephanie A Clemons on 04/29/2008 | <input type="button" value="Load"/>         |

Editing Invoice Comment #161

To edit a previously submitted comment, the Invoice Reviewer selects the comment from the **Load/Edit Existing** pull-down menu (note that the comment description will be highlighted in blue), then clicks the **Load** button.

The comment will be displayed in the **Comment** textbox, as shown below. After editing the comment text, the Invoice Reviewer clicks **Save**.

Comments by Diane Ripandelli

Comment

The invoice looks good. No changes.

Save

If other reviewers have submitted comments concerning the invoice, the comments will be displayed in the **Comments from other reviewers** field.

| Comments from other reviewers  |   |             |            |
|--|---|-------------|------------|
| Review by Stephanie A tester_invoiceAdmin Clemons made on 04/17/2008 |   |             |            |
| Reviewer Name  | Stephanie A tester_invoiceAdmin Clemons | Reviewed On | 04/17/2008 |
| Comment  | test - by charley                       |             |            |

#### 3.1.10.11 *Override Invoice Payments (In Development)*

#### 3.1.10.12 *Manage Scanned Agreements (In Development)*

### 3.1.11 Project Dashboard (New 03/31/2014) (Formerly Project Tracker)

#### 3.1.11.1 *Manage Project Tasks (New 07/31/2009)*

The **Manage Project Tasks** function in the Environmental Screening Tool (EST) **Tools** menu enables authorized users to manage tasks assigned to a project.

Users with the following assigned privileges can send the report to EDMS:

- Environmental Management Office (EMO) Managers
- Florida Department of Transportation (FDOT) Coordinators Primary
- FDOT Coordinators

For a list of roles authorized for using the Manage Project Tasks function, see **Table 1-1** in Chapter 1.5 of the EST Handbook.

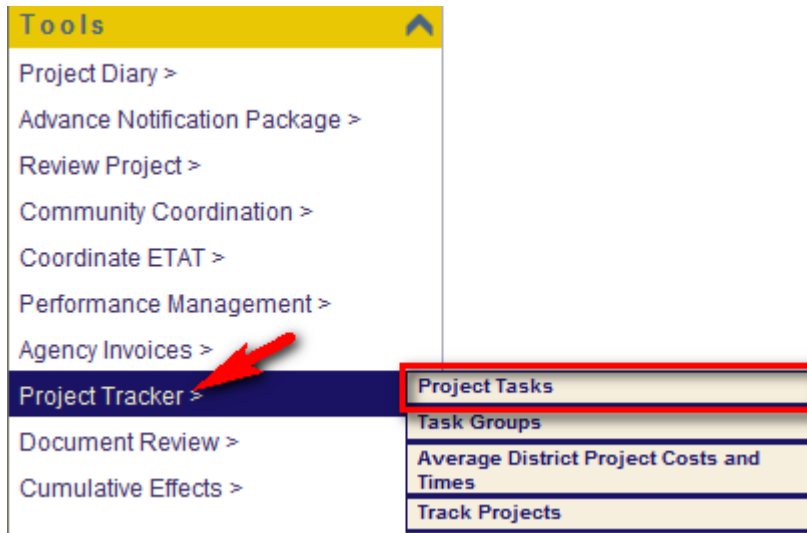
Using the Manage Project Tasks Tool:

1. Select a project from the **Project Navigation Bar**.

**Note:** You can use the default project that appears in the **Active project** box, select a project from your **Saved Searches** or **Project History** lists, or you can click the **Advanced Project Search** link to select another project. See the Navigation chapter of the EST Handbook for information on using the **Project Navigation Bar**.



- On the **Tools** menu, point to **Project Tracker**, and then click **Project Tasks**.



The **Manage Project Tasks** window opens as a tabbed page, displaying the details for the selected project and a page toolbar.

Manage Project Tasks

**Manage Project Tasks**

#10833 Wilson Boulevard Extension

|                       |   |               |                           |
|-----------------------|---|---------------|---------------------------|
| District              | District 1                                  | Phase         | Planning Screen           |
| County                | Collier County                              | From          | Start                     |
| Planning Organization | FDOT District 1                             | To            | End                       |
| Plan ID               | Financial Management No.                    |               |                           |
| Federal Involvement   | No federal involvement has been identified. |               |                           |
| Contact Name          | Stephanie Clemons                           | Contact Email | marcelo_bosio@urscorp.com |

**Groups and Tasks**

Groups

Select a Group

**Task Notification Email**

Please check recipients that you would like to include in the task notification email. The following table contains all those users that have been assigned to a task and there is an email in their contact information.

From: tester tester, FDOT District 1 <chris\_sands@urscorp.com>

| Name       | Organization | Task Group | Task | Email | Email Sent |
|------------|--------------|------------|------|-------|------------|
| Send Email |              |            |      |       |            |

**Tip!** Click on the toolbar icons to:



Send feedback about the current page.



Access online **Help**.



Bookmark the page.



Add the page to your **My ETDM** preferences.

- Under **Groups and Tasks**, click the drop-down  arrow in the **Groups** field, and then select a group from the list.

**Groups and Tasks**

**Groups**

Select a Group

Select a Group

Planning Screen - Pre-Screening Activities

Planning Screen - Screening Activities

Planning Screen - Post-Screening Activities

Programming Screen - Pre-Screening Activities

Programming Screen - Screening Activities

Programming Screen - Post-Screening Activities

Project Development - PD and E

Project Development - Post-PD and E

The **Groups and Tasks** section expands, displaying a table showing a list of tasks associated with the selected project.

| <b>Groups and Tasks</b>                    |  |                       |             |                |             |       |
|--|--|-----------------------|-------------|----------------|-------------|-------|
| <b>Groups</b>                              |  |                       |             |                |             |       |
| Planning Screen - Pre-Screening Activities |  |                       |             |                |             |       |
| Assigned                                   | Task                                     | Comments              | Target Date | Completed Date | Assigned To |       |
| <input checked="" type="checkbox"/>        | Conduct Field Review                     | There are no comments | None        | None           | None        | ↑ ↓ ✎ |
| <input checked="" type="checkbox"/>        | Conduct Public Outreach                  | There are no comments | None        | None           | None        | ↑ ↓ ✎ |
| <input checked="" type="checkbox"/>        | Develop purpose and need statement       | There are no comments | None        | None           | None        | ↑ ↓ ✎ |
| <input checked="" type="checkbox"/>        | Coordinate with MPO County               | There are no comments | None        | None           | None        | ↑ ↓ ✎ |
| <input type="checkbox"/>                   | Digitize/Enter Project into EST          | There are no comments | None        | None           | None        | ↑ ↓ ✎ |
| <input type="checkbox"/>                   | FDOT Review                              | There are no comments | None        | None           | None        | ↑ ↓ ✎ |
| <input type="checkbox"/>                   | MPO Review                               | There are no comments | None        | None           | None        | ↑ ↓ ✎ |
| <input type="checkbox"/>                   | Upload public comments                   | There are no comments | None        | None           | None        | ↑ ↓ ✎ |
| <input type="checkbox"/>                   | Upload Purpose and Need Statement to EST | There are no comments | None        | None           | None        | ↑ ↓ ✎ |

**Note:** Tasks that are grayed out are inactive because they have not been assigned to the selected project.



4. To assign a task, click the check box in the **Assigned** column. The EST activates the task and displays it in bold font.

| Groups and Tasks                       |   |                       |             |                |             |       |
|--|---|-----------------------|-------------|----------------|-------------|-------|
| Groups                                 |   |                       |             |                |             |       |
| Planning Screen - Screening Activities |   |                       |             |                |             |       |
| Assigned                               | Task  | Comments              | Target Date | Completed Date | Assigned To |       |
| <input checked="" type="checkbox"/>    | <b>Complete ETAT Review Period (List Date)</b>            | There are no comments | None        | None           | None        | ↑ ↓ ✎ |
| <input checked="" type="checkbox"/>    | <b>Develop SCE Evaluation</b>                             | There are no comments | None        | None           | None        | ↑ ↓ ✎ |
| <input type="checkbox"/>               | FDOT Review   | There are no comments | None        | None           | None        | ↑ ↓ ✎ |
| <input type="checkbox"/>               | FHWA Review/Sign-off on Purpose and Need Statement        | There are no comments | None        | None           | None        | ↑ ↓ ✎ |
| <input type="checkbox"/>               | Identify exempt ETAT members                              | There are no comments | None        | None           | None        | ↑ ↓ ✎ |
| <input type="checkbox"/>               | MPO Review  | There are no comments | None        | None           | None        | ↑ ↓ ✎ |
| <input type="checkbox"/>               | Release Project for Screening/Initiate ETAT Review Period | There are no comments | None        | None           | None        | ↑ ↓ ✎ |
| <input type="checkbox"/>               | Upload SCE Evaluation to EST                              | There are no comments | None        | None           | None        | ↑ ↓ ✎ |

5. To change the task priority, click the arrows in the far right column of the table. For example, in the next illustration, clicking the up arrow for the **Develop SCE Evaluation** task moves it above the **Complete ETAT Review Period (List Date)** task.

| Groups and Tasks                       |   |                       |             |                |             |       |
|--|---|-----------------------|-------------|----------------|-------------|-------|
| Groups                                 |   |                       |             |                |             |       |
| Planning Screen - Screening Activities |   |                       |             |                |             |       |
| Assigned                               | Task  | Comments              | Target Date | Completed Date | Assigned To |       |
| <input checked="" type="checkbox"/>    | <b>Complete ETAT Review Period (List Date)</b>            | There are no comments | None        | None           | None        | ↑ ↓ ✎ |
| <input checked="" type="checkbox"/>    | <b>Develop SCE Evaluation</b>                             | There are no comments | None        | None           | None        | ↑ ↓ ✎ |
| <input type="checkbox"/>               | FDOT Review   | There are no comments | None        | None           | None        | ↑ ↓ ✎ |
| <input type="checkbox"/>               | FHWA Review/Sign-off on Purpose and Need Statement        | There are no comments | None        | None           | None        | ↑ ↓ ✎ |
| <input type="checkbox"/>               | Identify exempt ETAT members                              | There are no comments | None        | None           | None        | ↑ ↓ ✎ |
| <input type="checkbox"/>               | MPO Review  | There are no comments | None        | None           | None        | ↑ ↓ ✎ |
| <input type="checkbox"/>               | Release Project for Screening/Initiate ETAT Review Period | There are no comments | None        | None           | None        | ↑ ↓ ✎ |
| <input type="checkbox"/>               | Upload SCE Evaluation to EST                              | There are no comments | None        | None           | None        | ↑ ↓ ✎ |

The task—**Develop SCE Evaluation**—is now displayed before **Complete ETAT Review Period (List Date)**, as shown in the next illustration.

| Groups and Tasks                       |   |                       |             |                |             |                                     |
|--|---|-----------------------|-------------|----------------|-------------|-------------------------------------|
| Groups                                 |   |                       |             |                |             |                                     |
| Planning Screen - Screening Activities |   |                       |             |                |             |                                     |
| Assigned                               | Task                                    | Comments              | Target Date | Completed Date | Assigned To |                                     |
| <input checked="" type="checkbox"/>    | Develop SCE Evaluation                  | There are no comments | None        | None           | None        | Task priority changed successfully. |
| <input checked="" type="checkbox"/>    | Complete ETAT Review Period (List Date) | There are no comments | None        | None           | None        |                                     |
| <input type="checkbox"/>               | FDOT Review                             | There are no comments | None        | None           | None        |                                     |

**Tip!** To remove an assigned task from the project, click the checked box in the **Assigned** column beside the **Task** name. The task row will become grayed out and all information related to the task will be removed.

6. Click the pencil icon in the table's far-right column to make edits to or add:

- Comments
- Target Date (the task start date)
- Completed Date (the date the task was completed)
- Assigned To

| Groups and Tasks                       |   |                       |             |                |             |                                     |
|--|---|-----------------------|-------------|----------------|-------------|-------------------------------------|
| Groups                                 |   |                       |             |                |             |                                     |
| Planning Screen - Screening Activities |   |                       |             |                |             |                                     |
| Assigned                               | Task                                    | Comments              | Target Date | Completed Date | Assigned To |                                     |
| <input checked="" type="checkbox"/>    | Develop SCE Evaluation                  | There are no comments | None        | None           | None        | Task priority changed successfully. |
| <input checked="" type="checkbox"/>    | Complete ETAT Review Period (List Date) | There are no comments | None        | None           | None        |                                     |
| <input type="checkbox"/>               | FDOT Review                             | There are no comments | None        | None           | None        |                                     |

The task row expands, displaying fields for editing or adding information and designating task assignees.

| Groups and Tasks                       |   |                       |             |                |             |               |
|--|---|-----------------------|-------------|----------------|-------------|---------------|
| Groups                                 |   |                       |             |                |             |               |
| Planning Screen - Screening Activities |   |                       |             |                |             |               |
| Assigned                               | Task                                    | Comments              | Target Date | Completed Date | Assigned To |               |
| <input checked="" type="checkbox"/>    | Develop SCE Evaluation                  | There are no comments |             |                |             | Assign Remove |
| <input checked="" type="checkbox"/>    | Complete ETAT Review Period (List Date) | There are no comments | None        | None           | None        |               |

- Do the following:
  - In the **Comments** column, type your comments in the text box.

| Assigned                            | Task                   | Comments            | Target Date | Completed Date | Assigned To |   |
|-------------------------------------|------------------------|---------------------|-------------|----------------|-------------|---|
| <input checked="" type="checkbox"/> | Develop SCE Evaluation | Need to develop SCE |             |                |             | <input type="text"/><br><input type="button" value="Assign"/> <input type="button" value="Remove"/> |

**Note:** Authorized users can only edit or delete their own comments. Only FDOT Coordinators and Project Managers can edit or delete other users' comments.

- In the **Target Date** column, type the task start date.

**Tip!** When typing dates, use the **mm/dd/yyyy** format. You can also click the calendar icon  and select the dates.

| Assigned                            | Task                   | Comments            | Target Date | Completed Date | Assigned To |   |
|-------------------------------------|------------------------|---------------------|-------------|----------------|-------------|---|
| <input checked="" type="checkbox"/> | Develop SCE Evaluation | Need to develop SCE | 04/13/2010  |                |             | <input type="text"/><br><input type="button" value="Assign"/> <input type="button" value="Remove"/> |











**Note:** Task assignees will enter the date the task was completed in the **Completed Date** field.

- In the **Assigned To** column, do the following:
  - Type the first three letters of the person's name in the text box, as shown in the next illustration.

|  |   |
|--|---|
| <input type="text"/><br><input type="text" value="Pet"/> | <input type="button" value="Assign"/> <input type="button" value="Remove"/> |
|--|---|


The EST automatically populates the field with a list of matching names and agencies.




**Tip!** Click  to cancel the actions. All information related to the task will be removed.

| Assigned                            | Task                                    | Comments              | Target Date | Completed Date | Assigned To                                    |   |
|-------------------------------------|---|-----------------------|-------------|----------------|--|---|
| <input checked="" type="checkbox"/> | Develop SCE Evaluation                  | Need to develop SCE   | 04/13/2010  |                | <div>Pete Verbanac @ FDOT District 4</div>     |    |
| <input checked="" type="checkbox"/> | Complete ETAT Review Period (List Date) | There are no comments |             |                | <div>Peter D. Southall @ FDOT District 2</div> |    |
| <input type="checkbox"/>            | FDOT Review                             | There are no comments | None        | None           | <div>Peter Lawrence @ FDOT District 2</div>    |     |
| <input type="checkbox"/>            | FWHA Review/Sign-off on Purpose and     | There are no comments | None        | None           | <div>Peter McGilvray @ FDOT District 2</div>   |     |

- Select the person you want to designate as the task assignee from the prepopulated drop-down list.
- Click **Assign**. The designated task assignee's name now appears in the **Assigned To** column.

| Assigned                            | Task                   | Comments            | Target Date | Completed Date | Assigned To   |
|-------------------------------------|------------------------|---------------------|-------------|----------------|---|
| <input checked="" type="checkbox"/> | Develop SCE Evaluation | Need to develop SCE | 04/13/2010  |                | <div>Pete Verbanac @ FDOT District 4</div> <div>Chris Sands @ FDOT Dis</div> <div>Assign Remove</div> |

- Repeat the process to designate additional task assignees.
- Click  to save your information.


| Assigned                            | Task                   | Comments           | Target Date | Completed Date | Assigned To  |   |
|-------------------------------------|------------------------|--------------------|-------------|----------------|--|---|
| <input checked="" type="checkbox"/> | Develop SCE Evaluation | There are comments | 4/13/2010   |                | <div>Peter McGilvray @ FDOT District 2</div> <div>Chris Sands @ FDOT District 2</div> <div>Assign Remove</div> |    |

The EST now displays the task and designated assignees.

| Groups and Tasks                       |  |                       |             |                |  |                          |
|--|--|-----------------------|-------------|----------------|--|--------------------------|
| Groups                                 |  |                       |             |                |  |                          |
| Planning Screen - Screening Activities |  |                       |             |                |  |                          |
| Assigned                               | Task   | Comments              | Target Date | Completed Date | Assigned To  |                          |
| <input checked="" type="checkbox"/>    | Develop SCE Evaluation                             | There are comments    | 4/13/2010   | None           | <ul style="list-style-type: none"> <li>Peter McGilvray @ FDOT District 2</li> <li>Chris Sands @ FDOT District 2</li> </ul> | Task saved successfully. |
| <input checked="" type="checkbox"/>    | Complete ETAT Review Period (List Date)            | There are no comments | None        | None           | None   |                          |
| <input type="checkbox"/>               | FDOT Review  | There are no comments | None        | None           | None   |                          |
| <input type="checkbox"/>               | FHWA Review/Sign-off on Purpose and Need Statement | There are no comments | None        | None           | None   |                          |

**Tip!** To remove a designated task assignee, select the name from the **Assigned To** column, and then click the **Remove** button.

**7.** Under **Task Notification Email**, do the following:

- In the **From** field, click the drop-down arrow  and select the name of the person sending the Task Notification.
- In the **Task Notification Email** table, select the task assignee(s) you want to include in the task notification emails by clicking the check box next to the assignee's name.

**Note:** If you want to deselect a name from the list, click the checked box beside the assignee's name to remove the checkmark.

| Task Notification Email   |  |                 |  |                        |                                 |            |
|---|--|-----------------|--|------------------------|---------------------------------|------------|
| Please check recipients that you would like to include in the task notification email. The following table contains all those users that have been assigned to a task and there is an email in their contact information. |  |                 |  |                        |                                 |            |
| From:   | tester tester, FDOT District 1 <chris_sands@urscorp.com> |                 |  |                        |                                 |            |
|   | Name   | Organization    | Task Group                             | Task                   | Email                           | Email Sent |
| <input checked="" type="checkbox"/>   | Peter McGilvray  | FDOT District 2 | Planning Screen - Screening Activities | Develop SCE Evaluation | peter.mcgilvray@dot.state.fl.us | N          |
| <input checked="" type="checkbox"/>   | Chris Sands  | FDOT District 2 | Planning Screen - Screening Activities | Develop SCE Evaluation | chris_sands@urscorp.com         | N          |

**Send Email**

8. Click **Send Email**. The EST will send the task assignees a system email with the task information, including the:

- **ETDM Project Number**
- **ETDM Project Name**
- **Group**
- **Task**
- **Target Date**

**Note:** Task assignees only have write-access privileges for entering the Task **Completed Date**.

The information entered in the **Manage Project Tasks** window will appear in the **Project Tasks Status Report**.

See the Project Tasks Status Report section of the EST Handbook for instructions on navigating the **Project Tasks Status Report** window.

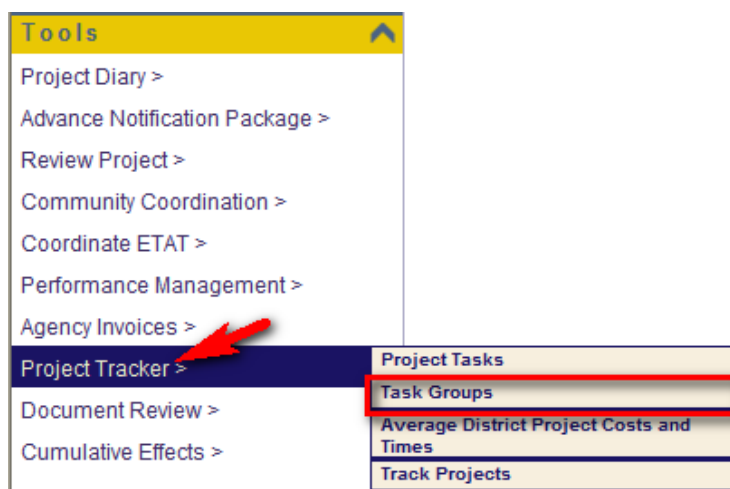
### 3.1.11.2 *Manage Task Groups (New 07/31/2009)*

The **Manage Task Groups** function in the Environmental Screening Tool (EST) **Tools** menu enables Environmental Management Office (EMO) Managers, Florida Department of Transportation (FDOT) ETDM Coordinators Primary, and FDOT ETDM Coordinators to manage tasks and groups by:

- Creating groups and assigning new and existing tasks
- Assigning or removing tasks from an existing group
- Removing groups
- Deleting tasks

Using the Manage Task Groups Tool:

1. On the **Tools** menu, point to **Project Tracker**, and then click **Task Groups**.



The **Manage Task Groups** window opens as a tabbed page, displaying a search filter and a page toolbar.

**Tip!** Click on the toolbar icons to:



Send feedback about the current page.



Access online **Help**.



Bookmark the page.



Add the page to your **My ETDM** preferences.



**2.** To create a group and assign tasks to it, do the following:

- Under **Groups and Tasks**, type the name of the new group in the **New Group Name** field, and then click **Save**. For the next illustration, the new group name is Bob's Group.

The screenshot shows the 'Manage Task Groups' window. Under the 'Groups and Tasks' section, there is a 'Groups' field with a dropdown menu. Below it, the 'New Group Name' field contains the text 'Bob's Group'. A red arrow points to the 'Save' button next to this field. Other visible elements include a 'Delete' button, a 'Task for selected Group' section with a 'Remove' button, a 'New Task Name' field with a 'Save & Assign' button, and an 'Existing Tasks' list with 'Assign Task(s)' and 'Delete Task' buttons.

The new group name—Bob's Group—now appears in the group list of the **Groups** field.

This screenshot shows the 'Groups and Tasks' section of the interface. The 'Groups' dropdown menu is open, displaying a list of groups. 'Bob's Group' is highlighted in blue, and a red arrow points to it. Other groups in the list include 'Planning Screen - Pre-Screening Activities', 'Planning Screen - Screening Activities', 'Planning Screen - Post-Screening Activities', 'Programming Screen - Pre-Screening Activities', 'Programming Screen - Screening Activities', 'Programming Screen - Post-Screening Activities', 'Project Development - PD and E', 'Project Development - Post-PD and E', and 'Party Planning Group'.

Once you have created a new group name, you can assign tasks to the group by:

- Assigning existing tasks (See [Step 3](#) for details)
- Creating and assigning new tasks (See [Step 4](#) for details)

**3.** To assign tasks that already exist in the database, do the following:

- Under **Existing Tasks**, select the task(s) from the list of options.

**Tip!** You can select multiple entries by pressing **SHIFT+click** for adjacent entries or **CTRL+click** for non-adjacent entries.

The screenshot shows the 'Groups and Tasks' interface. The 'Existing Tasks' list is highlighted with a red box. The tasks listed are: Complete ETAT Review Period (List Date), Conduct Field Review, Conduct Public Outreach, Coordinate with MPO County, and Coordinate with MPO/County. The 'Assign Task(s)' button is visible to the right of the list.

- Click **Assign Task(s)**.

The screenshot shows the 'Groups and Tasks' interface. A red arrow points to the 'Assign Task(s)' button. The 'Existing Tasks' list is still highlighted with a red box.

The selected tasks now appear in the **Task for Selected Group** field, and the EST displays a message that the Task(s) were successfully assigned.

The screenshot shows the 'Groups and Tasks' interface after assigning tasks. The 'Task for selected Group' field now contains: Agencies Commet on AN, Complete ETAT Review Period (List Date), and Coordinate with MPO County. The 'Existing Tasks' list is still highlighted with a red box. A green message 'Task(s) assigned successfully.' is displayed at the bottom right.

4. To create a new task and assign it to a group, do the following:

- Under **Task for selected Group**, type the task name in the **New Task Name** field. For the next illustration, the new task name Develop Documentation was created.

The screenshot shows the 'Groups and Tasks' interface. Under the 'Task for selected Group' section, the 'New Task Name' field is highlighted with a red box and contains the text 'Develop Documentation'. The 'Save & Assign' button is visible next to it. Other sections include 'Groups' with 'Bob's Group' selected, 'Existing Tasks' with a list of tasks, and a 'Task for selected Group' list with 'Agencies Commit on AN', 'Complete ETAT Review Period (List Date)', and 'Coordinate with MPO County'.

- Click **Save & Assign**.

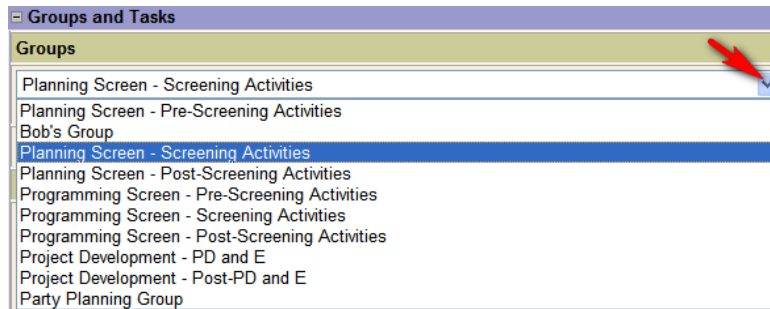
This screenshot is identical to the previous one, but a red arrow points to the 'Save & Assign' button, indicating the next step in the process. The 'New Task Name' field still contains 'Develop Documentation'.

The new task—Develop Documentation—now appears in the **Task for selected Group** field and in the **Existing Tasks** field, which means it can be assigned to other groups.

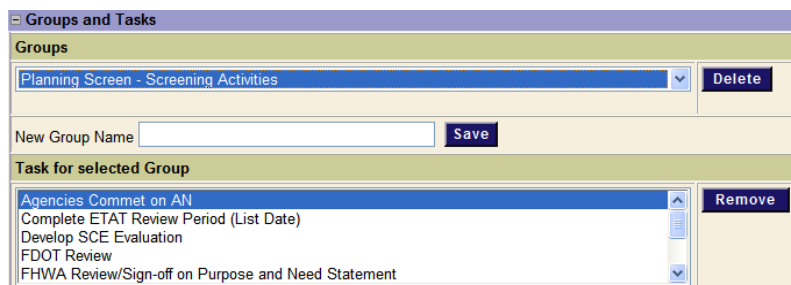
The screenshot shows the 'Groups and Tasks' interface after the task has been saved. The 'Develop Documentation' task is now listed in the 'Task for selected Group' section and also in the 'Existing Tasks' list. A red arrow points to 'Develop Documentation' in the 'Task for selected Group' list. The 'New Task Name' field is now empty.

**5.** To manage the tasks for an existing group, do the following:

- Click the drop-down arrow  in the **Groups** field, and then select a group from the list.

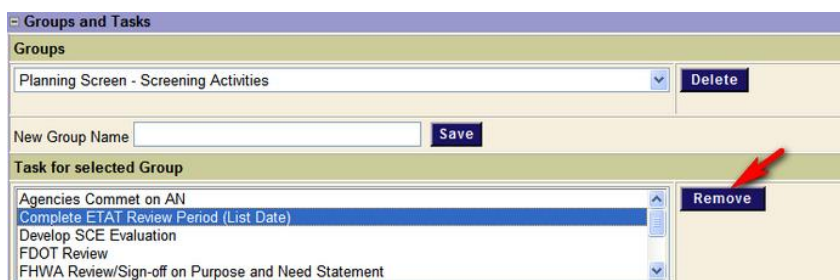


The group name now appears in the **Groups** field along with the list of tasks assigned to the group.



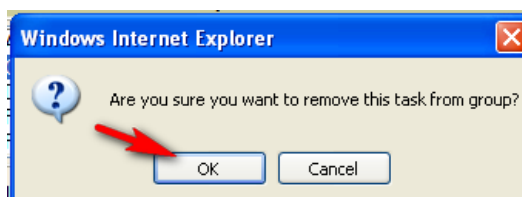
**6.** To remove tasks from a group or create a new task and assign it to the group, do the following:

- To remove an assigned task from a group, select the task from the **Task for selected Group** field, and then click **Remove**.



**Note:** A task can only be removed from a group if there are no other projects assigned to that task.

A message appears asking you to confirm the deletion. Click **OK**.



The task is removed from the list of tasks for the selected group.


**Note:** Tasks removed from the list in the **Task for a selected group** field are not deleted from the list of **Existing Tasks**.

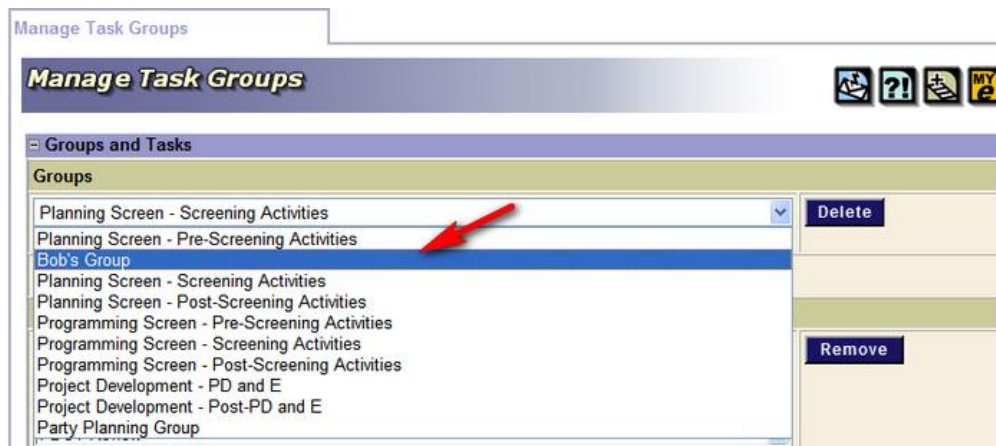
- To create a new task for an existing group, do the following:
  - Type the task name in the **New Task Name** field.

- Click **Save & Assign**.

The new task name appears in the **Task for selected Group** field.

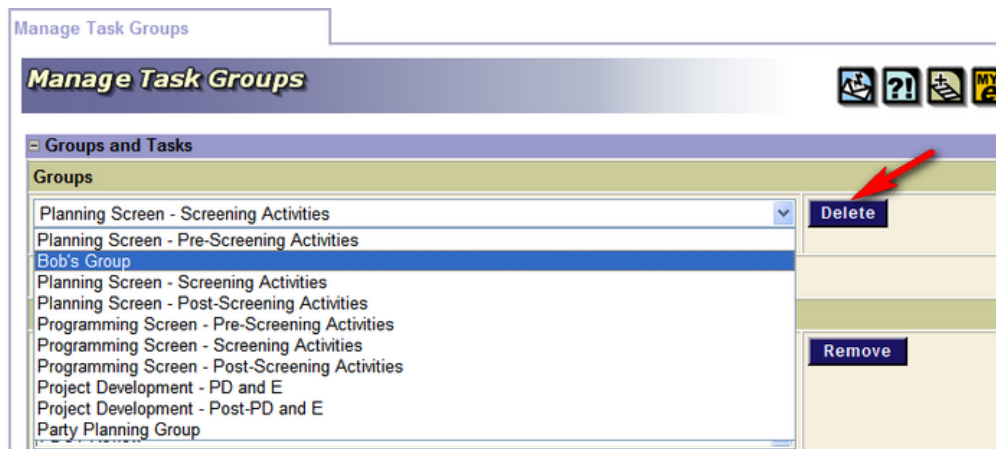
**7.** To delete a group from the list in the **Groups** field, do the following:

- Click the drop-down arrow  in the **Groups** field, and then select a group from the list. For the next illustration, the group Bob's Group was selected.

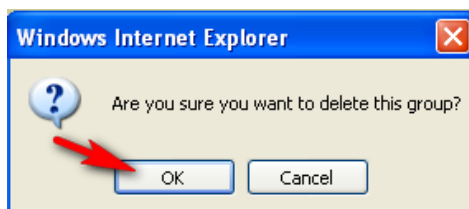


**Note:** A group cannot be deleted if there are other projects that have assigned tasks for that group.

- Click **Delete**.



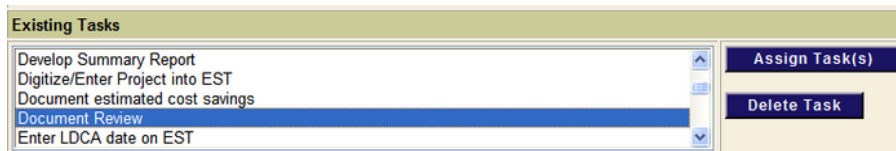
A message appears asking you to confirm the deletion. Click **OK**.



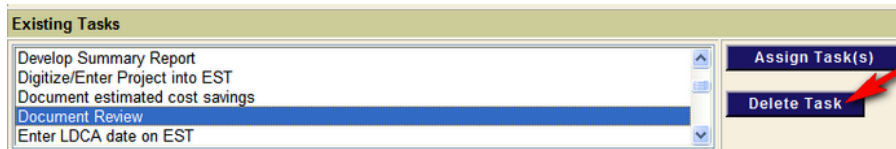
The group is removed from the list of in the **Groups** field.

**8.** To delete tasks from the **Existing Tasks** list, do the following:

- Click the drop-down arrow  in the **Existing Tasks** field, and then select a task from the list. For the next illustration, the task Document Review was selected.



- Click **Delete Task**.



**Note:** A task cannot be deleted if it is still assigned to another group or project.

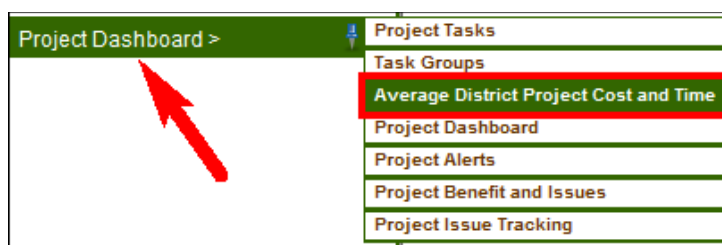
### 3.1.11.3 Average District Project Costs and Times (New 02/22/2014)

The **Average District Project Cost and Time** feature in the EST Dashboard menu enables District ETDM Coordinators Primary, ETDM Coordinators, and ETDM Coordinator Management Team to enter and update project costs and times for a District's PD&E studies. This feature allows users to perform the following actions:

- Accessing the Average Project Cost and Time page
- Searching by District and Fiscal Year
- Entering Average District Project Costs and Times
- Removing a Cost Category Row

#### 3.1.11.3.1 Accessing the Average District Project Cost and Time Page

- In the Tools menus, point to Project Dashboard, and then click Average District Project Cost and Time.



The **Average District Project Cost and Time** page opens and displays a search form.



2. Go to Step 1 of the next section, [Searching by District and Fiscal Year](#).

### 3.1.11.3.2 Searching by District and Fiscal Year

The search feature on the Average District Project Cost and Time page allows you to search for project cost and time information by District (if you have jurisdiction over multiple districts) and by fiscal year.

1. For **Districts**, do the following:
  - *If only one District is in your jurisdiction* — The District name will appear on the screen as the default selection. No action is required.
  - *If you have jurisdiction over multiple Districts* — Click the **Districts** arrow and select the appropriate value.
2. Click the **Fiscal Year** arrow and then select the appropriate value.
3. Click **Search**.

The page displays a form for entering the cost and time information.

**Average District Project Cost and Time**

Please Specify the Search Criteria Below and Click Search

Districts:  Fiscal Year:

---

**FDOT District 7 Average District Project Cost and Time for PD&E Studies in 2011/2012**

**Average District Project Cost**

| Cost Category | Amount CE (\$) | Amount EA (\$) | Amount EIS (\$) | Amount SEIR (\$) |   |
|---------------|----------------|----------------|-----------------|------------------|---|
| Total Cost    | \$0.00         | \$0.00         | \$0.00          | \$0.00           | <input type="button" value="Add Cost"/> |

Enter New Cost Category

**Average District Project Time**

|                                    | CE                   | EA                   | EIS                  | SEIR                 |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|
| Number of Projects Analyzed        | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Average Months to Process Document | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

- Go to Step 1 of the next section, [Entering Average District Project Costs and Times](#).

### 3.1.11.3.3 Entering Average District Project Costs and Times

This section provides steps for entering costs and times for a project.

#### 3.1.11.3.3.1 Entering Average District Project Costs

- Click Add Cost.

**FDOT District 7 Average District Project Cost and Time for PD&E Studies in 2011/2012**

**Average District Project Cost**

| Cost Category | Amount CE (\$) | Amount EA (\$) | Amount EIS (\$) | Amount SEIR (\$) |   |
|---------------|----------------|----------------|-----------------|------------------|---|
| Total Cost    | \$0.00         | \$0.00         | \$0.00          | \$0.00           | <input type="button" value="Add Cost"/> |

Enter New Cost Category

Click to add a cost category.

The **Cost Category** column displays a list box.

- Click the **Select Cost Category** arrow to display the list of available cost categories. Do one of the following:
  - If a cost category appears on the list – Go to Step 3 of these instructions.
  - If the cost category does not appear on the list – Go to Step 4 of these instructions.
- Choose the appropriate category by clicking on it. Go to Step 5 of these instructions.

**FDOT District 7 Average District Project Cost and Time for PD&E Studies in 2011/2012**

**Average District Project Cost**

| Cost Category | Amount CE | Amount EA | Amount EIS | Amount SEIR |   |
|---------------|-----------|-----------|------------|-------------|---|
| Air Quality   | 0         | 0         | 0          | 0           | <input type="button" value="Remove"/>   |
| Total Cost    |           |           |            |             | <input type="button" value="Add Cost"/> |

Enter New Cost Category

- To add a **New Cost Category**, do the following:
  - Beside **Enter New Cost Category**, click the **Add** button.

FDOT District 7 Average District Project Cost and Time for PD&E Studies in 2011/2012

**Average District Project Cost**

| Cost Category            | Amount CE | Amount EA | Amount EIS | Amount SEIR |          |
|--------------------------|-----------|-----------|------------|-------------|----------|
| --Select Cost Category-- | 0         | 0         | 0          | 0           | Remove   |
| <b>Total Cost</b>        |           |           |            |             | Add Cost |
| Enter New Cost Category  | Add       |           |            |             |          |

- Type the name of the new cost category.
- Click **Add**.

FDOT District 7 Average District Project Cost and Time for PD&E Studies in 2011/2012

**Average District Project Cost**

| Cost Category            | Amount CE | Amount EA | Amount EIS | Amount SEIR |          |
|--------------------------|-----------|-----------|------------|-------------|----------|
| --Select Cost Category-- | 0         | 0         | 0          | 0           | Remove   |
| <b>Total Cost</b>        |           |           |            |             | Add Cost |
| Enter New Cost Category  | Add       |           |            |             |          |

Click to save new cost category.

The new category will appear in the **Cost Category** column.

**Note:** The added **Cost Category** that you enter will appear on the list for other Districts.

FDOT District 7 Average District Project Cost and Time for PD&E Studies in 2011/2012

**Average District Project Cost**

| Cost Category           | Amount CE | Amount EA | Amount EIS | Amount SEIR |          |
|-------------------------|-----------|-----------|------------|-------------|----------|
| Overland Bridge         | 0         | 0         | 0          | 0           | Remove   |
| <b>Total Cost</b>       |           |           |            |             | Add Cost |
| Enter New Cost Category | Add       |           |            |             |          |

- Type the dollar **Amount** in the box under the appropriate column heading. The form automatically updates the **Total Cost** for each column.
  - CE** – Categorical Exclusion
  - EA** – Environmental Assessment
  - EIS** – Environmental Impact Statement
  - SEIR** – State Environmental Impact Report
- Do one of the following:
  - To add another item – Click **Add Cost** and repeat Steps 1 – 5 of these instructions.
  - To submit the information – Click **Submit**.

**Average District Project Cost and Time**  
Cost Category saved successfully.

Please Specify the Search Criteria Below and Click Search  
Districts:  Fiscal Year:

**FDOT District 7 Average District Project Cost and Time for PD&E Studies in 2011/2012**

**Average District Project Cost**

| Cost Category                                | Amount CE (\$)                    | Amount EA (\$)                    | Amount EIS (\$)                   | Amount SEIR (\$)                  |   |
|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|---|
| <input type="text" value="Overland Bridge"/> | <input type="text" value="4000"/> | <input type="text" value="5000"/> | <input type="text" value="4000"/> | <input type="text" value="4000"/> | <input type="button" value="Remove"/>   |
| <b>Total Cost</b>                            | <b>\$4,000.00</b>                 | <b>\$5,000.00</b>                 | <b>\$4,000.00</b>                 | <b>\$4,000.00</b>                 | <input type="button" value="Add Cost"/> |

Enter New Cost Category

**Average District Project Time**

|   | CE                   | EA                   | EIS                  | SEIR                 |
|---|----------------------|----------------------|----------------------|----------------------|
| <b>Number of Projects Analyzed</b>        | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <b>Average Months to Process Document</b> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

### 3.1.11.3.2 Entering Average District Project Times

1. On the **Number of Projects Analyzed** row, type the number of projects for the appropriate column heading.
2. On the **Average Months to Process Document** row, type the number of months for the appropriate column heading.

**Average District Project Time**

|   | CE                             | EA                             | EIS                            | SEIR                 |
|---|--------------------------------|--------------------------------|--------------------------------|----------------------|
| <b>Number of Projects Analyzed</b>        | <input type="text" value="4"/> | <input type="text" value="4"/> | <input type="text" value="4"/> | <input type="text"/> |
| <b>Average Months to Process Document</b> | <input type="text" value="4"/> | <input type="text" value="5"/> | <input type="text" value="2"/> | <input type="text"/> |

3. Click **Submit**.

### 3.1.11.3.4 Removing a Cost Category Row

1. To remove a **Cost Category** row, click the **Remove** button.

**FDOT District 7 Average District Project Cost and Time for PD&E Studies in 2011/2012**

**Average District Project Cost**

| Cost Category                                | Amount CE                      | Amount EA                      | Amount EIS                     | Amount SEIR                    |                                       |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---------------------------------------|
| <input type="text" value="Overland Bridge"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="button" value="Remove"/> |

A message appears requesting confirmation.

2. Click **OK**.
3. Click **Submit**.

### 3.1.12 Project Dashboard (New 03/31/2014)

The EST Project Dashboard tool allows you to track projects and make updates as the project moves through the ETDM process. The dashboard gives you a tabular and graphical view of projects and provides a comprehensive view of project summary data, which allows you to view project milestones, evaluate project data, and update project information without having to access multiple forms and reports. Because the Project Dashboard is integrated with other EST forms, the information entered into the EST database is automatically updated, providing you with an up-to-date view of a project's status. The next illustration provides an introductory overview of the main components of the Project Dashboard screen.

**Project Records List**  
Displays project records from your jurisdiction. Select the projects from the list and click the **Summarize** button.

**Summary List**  
After clicking the **Summarize** button, the **Summary** list displays.

**EDMS Integration**  
Allows District Coordinators Primary to upload Excel files to the EDMS library.

**Project Summary**  
Displays a comparative view of District projects by category. Click a tab heading to display the data for the category.

**Project Details**  
Displays project information. Click a tab heading to display the data for the category.

These instructions provide guidance for performing the following actions:

- Accessing the Project Dashboard
- Using the Project Dashboard's Record Table
  - Using the Advanced Search Tool
  - Selecting Records
  - Managing Columns
- Displaying the Summary List
- Displaying Project Summary Information
- Viewing and Editing Project Details
  - Viewing General Project Information

- Editing Project Information
- Editing Project-Specific Contracts
- Updating the Project Manager List
- Updating the Project Schedule
- Viewing Project Alerts
- Adding and Editing Benefits and Issues
- Updating Issue Tracker
- Updating Project Consistency
- Exporting Project Records to Excel
- EDMS Integration
  - Generating an Excel File
  - Uploading a File to the EDMS Library
  - Deleting and Replacing an EDMS file

#### 3.1.12.1.1 Accessing the Project Dashboard

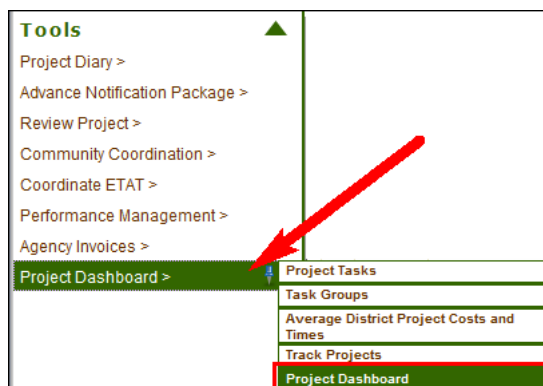
The projects displayed on the project dashboard screen are based on one or a group of projects that you have stored in either your **Saved Searches** or **Project History**, or searches made using the **Advanced Search** tool.

**Note:** See the Navigation chapter of this handbook for instructions on searching for and selecting projects.

1. Select an **Active project** or group of projects from the project navigation bar.



2. On the **Tools** menu, click **Project Dashboard**.



The **Project Dashboard** page opens and displays a table listing the project records from your selection.

**Tip!** Click the toolbar icon to:



Export the current page to **Excel**.



Send feedback about the current page.



Access online **Help**.



Bookmark the page.



Add the page to your **My ETDM** preferences.

### 3.1.12.1.2 Using the Project Record Grid

At the top of the **Project Dashboard** page is the project record grid, which displays the project record for a single project or project group. The table works like a spreadsheet, providing you with the tools to perform functions such as changing the order of the column headings, filtering the column information, and sorting columns in ascending or descending order. You can further refine a project group by using the filter option.

**Tip!** For more information on using the Project Dashboard tool, see the Project Dashboard training video located in the Help menu.

Selected project or project group is shown as the **Active project**.

Selected project or project group name is shown at the top of the project record table.

The table displays a list of the project records from your selection.

| Project Name  | FID Number | District   | County                 | Phase              | Class of Action            | Planning Organization         | LRP | Lead Agency                     |
|---|------------|------------|------------------------|--------------------|----------------------------|-------------------------------|-----|---------------------------------|
| 101000 East West Road & USF Loop Road                 | 4210000001 | District 1 | Polk                   | Programming Screen | Categorical Exclusion      | FDOT District 1               | U   | Federal Highway Administration  |
| 101000 SR 205/201/CR 1200 Realignment                 | 4210000001 | District 3 | Volusia                | Programming Screen | State Environmental Impact | FDOT District 3               | U   | FL Department of Transportation |
| 101040 I-95 Overhead Bridge                           | 2110000001 | District 2 | Duval                  | Programming Screen | Categorical Exclusion      | FDOT District 2               | U   | Federal Highway Administration  |
| 101010 Corporate Parkway                              |            | District 5 | Flagler                | Programming Screen | Categorical Exclusion      | FDOT District 5               | U   | Federal Highway Administration  |
| 101030 SR 170th Interchange at HFT                    |            | District 6 | Manatee                | Programming Screen | Environmental Assessment   | Florida's Turnpike Enterprise | U   | FL Department of Transportation |
| 101040 HFT Moving from SR 835 to East of SR 170th Ave | 4210000001 | District 4 | Citrus/DeSoto/Maricopa | Programming Screen | State Environmental Impact | Florida's Turnpike Enterprise | U   | FL Department of Transportation |

The project record table also provides tools that allow you to perform the following actions:

- Filter the project list.
- Select one or multiple projects from a group of projects.
- Display projects by category.
- Search for projects using the **Find Projects** tool.
- Remove/add columns.

An overview of the dashboard's table components is provided in the next illustrations.



**Shows All** displays all records in the list. **Show Selected** displays only the records with marked check boxes.

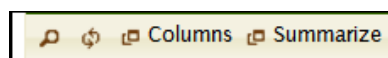
Hide/Display Table

Dashboard table tools

Dashboard table navigation

List results by column category

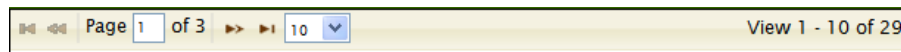
- Use the dashboard's table tools to narrow your search results, refresh the results list, remove/insert columns, and display a summary of the selected projects. Click the appropriate tool symbol to perform the desired function.




**Table 3-1 Project Dashboard Table Tools**

|  |   |
|--|---|
|  | Advanced find tool. Allows you to search for and manage the records to display on the grid. |
|  | Refresh the search results list.  |
|  | Hide/Insert columns.  |
|  | Summarize selected records.   |

- Use the dashboard's navigation bar to view the total number of results returned from a search query and to change the number of results displayed in the view.



**Table 3-2 Project Dashboard Table Navigation**


|  |  |
|--|--|
|  | Shows number of results in the current view out of total number of results.  |
|  | Shows current page location out of total number of pages. Type a page number in the text box to go to a specific page.   |
|  | Select the number of results to display. Click the drop-down arrow,  , and then select a value from the list. |
|  | Go back to page 1.   |
|  | Go to last page.   |
|  | Go back one page.  |
|  | Go ahead one page.   |

**Tip!** Click **Hide <<** to expand the **Project Dashboard** page view.



### 3.1.12.1.3 Using the Advanced Search Tool

The advanced search tool displays a dialog box in Boolean format. This tool allows you to filter project records and is especially helpful if you have a large number of records and want to narrow the list to a specified group.

- On the grid toolbar, click the magnifying glass icon, .

**Project Dashboard**

Use this table to refine your search and select projects. To locate specific projects, type a keyword under any of the column headings and then click **Enter**. You can sort the results by clicking on a column heading. Click **Summarize** to display the information.

Show All Projects from Florida, FDOT District 1

| ETDM | Project Name      | FH Number | District   | County  | Phase               | Class of Action       | Planning Organization | LAP | Lead Agency                    |
|------|-------------------|-----------|------------|---------|---------------------|-----------------------|-----------------------|-----|--------------------------------|
| 3051 | US 17 Add Lanes   |           | District 1 | Hardee  | Project Development | Categorical Exclusion | FDOT District 1       | U   | Federal Highway Administration |
| 3090 | US 17 Add Lanes   |           | District 1 | DeSoto  | Planning Screen     |                       | FDOT District 1       | U   | Federal Highway Administration |
| 2    | Beaver St (US 90) |           | District 2 | Alachua | Planning Screen     | Draft                 | FDOT District 1       | U   | Federal Highway Administration |

Columns Summarize Page 86 of 86 View 851 - 853 of 853

A dialog box appears, displaying search fields.

**Search...**

AND +

ETDM equal

Reset Find

- Narrow your search by selecting the appropriate operators that appear for the fields provided.
- Each time you want to add a condition to the search query, click the plus sign beside the **AND/OR** field. This will display another row of search field operators.

**Note:** The **Advanced Search** feature is not case sensitive.

**Search...**

AND +

Project Name does not contain ucfp

Phase not equal Planning Screen

Class of Action contains categorical ex

Reset Find

**Tip!** Click **Reset** to clear the fields.

- When you have completed your search query, click **Find**.

**Search...**

AND +

Project Name does not contain ucfp

Phase not equal Planning Screen

Class of Action contains categorical ex

Reset Find

The project record grid refreshes and displays the list as specified in the Advanced Search.

| ETDM                     | Project Name                                     | FM Number | District   | County       | Phase              | Class of Action       | Planning Organization | LAP | Lead Agency                    |
|--------------------------|--|-----------|------------|--------------|--------------------|-----------------------|-----------------------|-----|--------------------------------|
|                          |  |           |            |              | Any                |                       |                       |     |                                |
| <input type="checkbox"/> | 11940 SR 618 Widening                            |           | District 7 | Hillsborough | Programming Screen | Categorical Exclusion | FDOT District 7       | U   | Federal Highway Administration |
| <input type="checkbox"/> | 11280 North Cattleman Road                       |           | District 1 | Sarasota     | Programming Screen | Categorical Exclusion | FDOT District 1       | U   | Federal Highway Administration |
| <input type="checkbox"/> | 10400 Old Kings Drive (Old Kings Road Extension) | 4159621   | District 5 | Flagler      | Programming Screen | Categorical Exclusion | FDOT District 5       | U   | Federal Highway Administration |
| <input type="checkbox"/> | 8287 CR 901/Vanderbilt Dr Bridge Replacement     |           | District 1 | Collier      | Programming Screen | Categorical Exclusion | FDOT District 1       | U   | Federal Highway Administration |
| <input type="checkbox"/> | 3115 Old Kings Road Widening                     | 4159641   | District 5 | Flagler      | Programming Screen | Categorical Exclusion | FDOT District 5       | U   | Federal Highway Administration |

### 3.1.12.1.4 Selecting Records

You can select one, multiple, or all records.

- **To summarize all projects shown in the list** – Click the check box at the top of the check box column. All project rows will be checked and highlighted.

**Project Dashboard**

Instruction: Use this search filter to refine your search and select projects. Click Summarize to display the information.

Show All Projects from Florida, Projects w/ Summary Reports, From: 08/28/2008 To: 08/28/2012

| ETDM                                | Project Name  | FM Number | District   | County       | Phase              | Class of Action | Planning Organization | LAP | Lead Agency |
|-------------------------------------|---|-----------|------------|--------------|--------------------|-----------------|-----------------------|-----|-------------|
| <input checked="" type="checkbox"/> |   |           |            |              | Any                |                 |                       |     |             |
| <input checked="" type="checkbox"/> | 10700 Burgess Road Realignment                      |           | District 3 | Escambia     | Planning Screen    |                 | Florida - Alabama TPA | U   |             |
| <input checked="" type="checkbox"/> | 8207 Fletcher Avenue                                |           | District 7 | Hillsborough | Planning Screen    |                 | Hillsborough County   | U   |             |
| <input checked="" type="checkbox"/> | 11300 Golden Glades Interchange System Improvements |           | District 6 | Miami-Dade   | Planning Screen    |                 | FDOT District 6       | U   |             |
| <input checked="" type="checkbox"/> | 11401 I-95 Northbound Connector (FDOT42)            |           | District 6 | Miami-Dade   | Planning Screen    |                 | FDOT District 6       | U   |             |
| <input checked="" type="checkbox"/> | 8507 JTA Bus Rapid Transit Lines                    |           | District 2 | Duval        | Planning Screen    |                 | FDOT District 2       | U   |             |
| <input checked="" type="checkbox"/> | 6929 Moccasin Wallow Rd                             |           | District 1 | Manatee      | Programming Screen |                 | FDOT District 1       | N   |             |
| <input checked="" type="checkbox"/> | 6217 NDS SR 173 (Blue Angel Blvd)                   |           | District 3 | Escambia     | Planning Screen    |                 | Florida - Alabama TPA | U   |             |

- **To summarize one or multiple projects from the list** – Click the check box beside the record. The row will become highlighted. After making your selections, click **Show Selected**.

**Project Dashboard**

Instruction: Use this search filter to refine your search and select projects. Click Summarize to display the information.

Show All Projects from Florida, Projects w/ Summary Reports, From: 08/28/2008 To: 08/28/2012

| ETDM                                | Project Name                   | FM Number | District   | County       | Phase           | Class of Action | Planning Organization | LAP | Lead Agency |
|-------------------------------------|--------------------------------|-----------|------------|--------------|-----------------|-----------------|-----------------------|-----|-------------|
| <input type="checkbox"/>            |                                |           |            |              | Any             |                 |                       |     |             |
| <input type="checkbox"/>            | 10700 Burgess Road Realignment |           | District 3 | Escambia     | Planning Screen |                 | Florida - Alabama TPA | U   |             |
| <input checked="" type="checkbox"/> | 8207 Fletcher Avenue           |           | District 7 | Hillsborough | Planning Screen |                 | Hillsborough County   | U   |             |

**Tip!** When selecting records, you can also use the standard keyboard functions **Shift + Ctrl + Click**.

**Project Dashboard**

Instruction: Use this search filter to refine your search and select projects. Click Summarize to display the information.

Show All Projects from Florida, Projects w/ Summary Reports, From: 08/28/2008 To: 08/28/2012

Show Selected

| ETDM                                | Project Name  | FM Number | District   | County       | Phase              | Class of Action | Planning Organization | LAP | Lead Agency |
|-------------------------------------|---|-----------|------------|--------------|--------------------|-----------------|-----------------------|-----|-------------|
| <input type="checkbox"/>            | 10700 Burgess Road Realignment                      |           | District 3 | Escambia     | Planning Screen    |                 | Florida - Alabama TPA | U   |             |
| <input checked="" type="checkbox"/> | 8207 Fletcher Avenue                                |           | District 7 | Hillsborough | Planning Screen    |                 | Hillsborough County   | U   |             |
| <input type="checkbox"/>            | 11300 Golden Glades Interchange System Improvements |           | District 6 | Miami-Dade   | Planning Screen    |                 | FDOT District 6       | U   |             |
| <input checked="" type="checkbox"/> | 11401 I-95 Northbound Connector (FDOT42)            |           | District 6 | Miami-Dade   | Planning Screen    |                 | FDOT District 6       | U   |             |
| <input type="checkbox"/>            | 8507 JTA Bus Rapid Transit Lines                    |           | District 2 | Duval        | Planning Screen    |                 | FDOT District 2       | U   |             |
| <input checked="" type="checkbox"/> | 6929 Moccasin Wallow Rd                             |           | District 1 | Manatee      | Programming Screen |                 | FDOT District 1       | N   |             |
| <input type="checkbox"/>            | 6217 NDS SR 173 (Blue Angel Blvd)                   |           | District 3 | Escambia     | Planning Screen    |                 | Florida - Alabama TPA | U   |             |

The results list displays only the selected projects.

**Project Dashboard**

Instruction: Use this search filter to refine your search and select projects. Click Summarize to display the information.

Show Selected ☐ Projects from Florida, Projects w/ Summary Reports, From: 08/28/2008 To: 08/28/2012

| <input type="checkbox"/>            | ETDM  | Project Name                       | FM Number | District   | County       | Phase             | Class of Action | Planning Organiz     | LAP | Lead Agency |
|-------------------------------------|-------|------------------------------------|-----------|------------|--------------|-------------------|-----------------|----------------------|-----|-------------|
| <input checked="" type="checkbox"/> | 8207  | Fletcher Avenue                    |           | District 7 | Hillsborough | Planning Screen   |                 | Hillsborough Count U |     |             |
| <input checked="" type="checkbox"/> | 11401 | I-95 Northbound Connector (FDOT42) |           | District 6 | Miami-Dade   | Planning Screen   |                 | FDOT District 6      | U   |             |
| <input checked="" type="checkbox"/> | 6929  | Moccasin Wallow Rd                 |           | District 1 | Manatee      | Programming Scree |                 | FDOT District 1      | N   |             |

**Tip!** Click the refresh icon, , to update a view.

### 3.1.12.1.5 Managing Columns

The following is an overview for managing the columns in the record table.

#### Sorting Columns

Click a column heading to sort the column in ascending or descending order.

#### Filtering Columns

You can display the list according to column (e.g., ETDM number, Project Name, Phase). Each column shown in the table includes a text box or, as in the Phase column, a list box. You can further refine your list to display projects by column item (e.g., list projects that have the Class of Action of Categorical Exclusion, list projects that are shown as LAP).

| ETDM                 | Project Name         | FM Number            | District             | County               | Phase | Class of Action      | Planning Organ       | LAP                  | Lead Agency          |
|----------------------|----------------------|----------------------|----------------------|----------------------|-------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Any   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

1. In the text box, type all or part of the word or number related to the column heading.
2. Type the **keyword** or **number**, or select a **Phase**.

| <input type="checkbox"/> | ETDM | Project Name                              | FM Number | District   | County    | Phase             | Class of Action       | Planning   | LAP | Lead Agency     |
|--------------------------|------|---|-----------|------------|-----------|-------------------|-----------------------|------------|-----|-----------------|
| <input type="checkbox"/> |      |   |           |            |           | Any               | Assess                |            |     |                 |
| <input type="checkbox"/> | 2961 | SR 78 Add Lanes                           |           | District 1 | Lee       | Programming Scree | Environmental Assessm | FDOT Dis N |     | Federal Highway |
| <input type="checkbox"/> | 3054 | SR 70 Add Lanes                           |           | District 1 | Highlands | Programming Scree | Environmental Assessm | FDOT Dis U |     | Federal Highway |
| <input type="checkbox"/> | 3254 | US 41 Add Lanes                           |           | District 1 | Collier   | Programming Scree | Environmental Assessm | FDOT Dis U |     | Federal Highway |
| <input type="checkbox"/> | 9515 | TEST - StephProg(NoLead) - 09/17 12345678 |           | District 3 | Walton    | Programming Scree | Environmental Assessm | FDOT Dis U |     | Federal Highway |

3. Press **Enter**. Only the matching records will be displayed. The following illustrations show examples for using the column filter for each category.

**Note:** To reset the grid, clear the filter box and click **Enter**.

#### Changing Column Order

You can change the order of the table columns. To move a column location, do any of the following:

- Place the mouse pointer on the column header and then drag the column header to the desired location.

Use this table to refine your search and select projects. Click

Show All ☐ Projects from Florida, FDOT District 7

| <input type="checkbox"/> | ETDM                 | Project Name         | FM Number            | District             |
|--------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/>     | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Use this table to refine your search and select projects. Click **Summarize** at the bottom of the table to display the information.

Show All Projects from Florida, FDOT District 7

| <input type="checkbox"/> ETDM | FM Number | District | County | Project Name | Phase | Class of Action | Planning Organiz | LAP | Lead Agency |
|-------------------------------|-----------|----------|--------|--------------|-------|-----------------|------------------|-----|-------------|
|                               |           |          |        |              | Any   |                 |                  |     |             |

- Use the **Columns** feature:
  - Click the **Columns** button at the bottom of the records table.
  - In the **Select Columns** box, click and drag the column name up or down the list to the desired location.

### Changing Column Width

Position the mouse pointer on the column line until the directional arrows appear. Left-click on a directional arrow and drag it to the desired width.

| County       | Project Name          |
|--------------|-----------------------|
| Hillsborough | Fowler Ave. Extension |

### Hiding/Displaying Columns

In addition to adjusting the height and width of the table columns, you can also display and hide selected columns.

1. Click the **Columns** button.

| <input type="checkbox"/> ETDM  | Project Name                 |
|--------------------------------|------------------------------|
| <input type="checkbox"/> 13027 | Fowler Ave. Extension        |
| <input type="checkbox"/> 12556 | I-275 from Sunshine Skyway E |
| <input type="checkbox"/> 12541 | Downtown Tampa to Brandor    |
| <input type="checkbox"/> 12540 | Westshore-TIA to Linebaugh   |

Columns Summarize

Hide/Insert columns

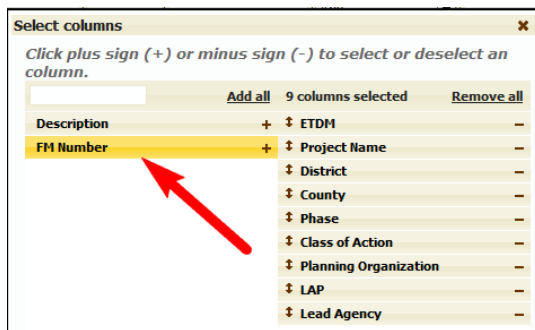
The **Select columns** form opens and shows the columns included in the current records table. Columns that have been hidden are listed on the left. Columns that are currently displayed in the records table are listed on the right.

**Tip!** To quickly locate a column, type the column name into the box at the top of the **Select columns** form.

- To hide a column, click the minus sign symbol  beside the column name. For this illustration, FM Number is shown as selected.

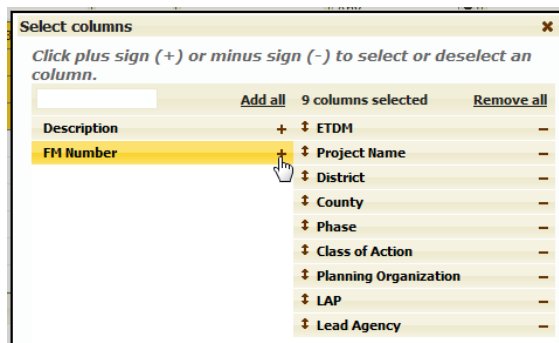
The selected column appears on the hide list, which is located on the left side of the form.





**Tip!** Hide additional columns by repeating the steps listed above, or click **Remove all** to hide all columns.

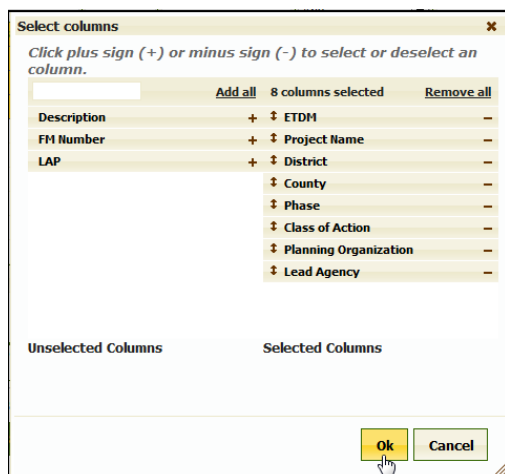
- To add a column, click the plus sign symbol, **+**, beside the column name.



The selected column appears in the list of columns that will be displayed in the records table.

**Tip!** Click **Add all** to insert all of the columns. Click **Remove all** to hide all columns.

## 2. Click **Ok**.



The records table displays the changes.

### 3.1.12.1.6 Displaying the Summary List

Projects selected from the project dashboard's search tool are grouped under a **Summary #** heading on the list. As you perform additional project searches, each group of projects will be listed under a separate **Summary #** list, providing easy navigation between summaries.

**Note:** Project summaries are shown on the **Summary** list throughout your session on the Project Dashboard page.

1. To display the summary information, click **Summarize**.

The screenshot shows the 'Project Dashboard' page. At the top, there's a header 'Project Dashboard' and a sub-header 'Project Dashboard'. Below this, a message says 'Use this table to refine your search and select projects. To locate specific project display the information.' There's a dropdown menu set to 'Show All' and a filter 'Projects from Florida, FDOT District 7'. A table lists projects with columns for 'ETDM', 'Project Name', and 'FM Number'. The first three projects are highlighted in yellow: 13027 Fowler Ave. Extension, 13026 Fletcher Ave widening, and 12556 I-275 from Sunshine Skyway Bridge to Gandy Boulevard. Below the table, there are icons for 'Columns' and 'Summarize'. A red arrow points to the 'Summarize' button, and a mouse cursor is hovering over it.

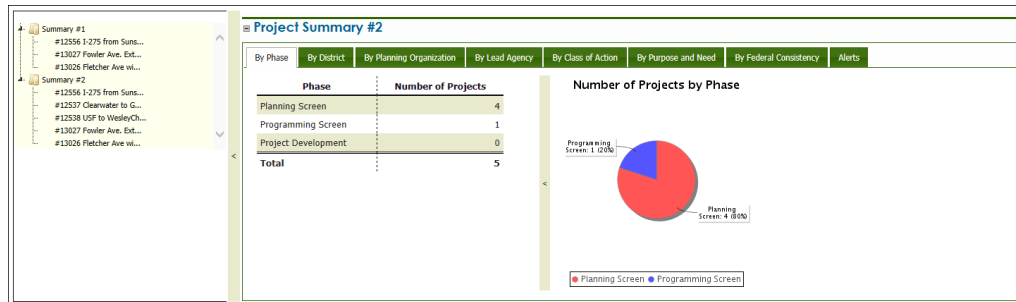
The **Project Dashboard** page expands and displays a **Summary #** list, which contains a list of the projects selected from the dashboard search.

The screenshot shows the 'Project Summary' page. It displays a list of projects with columns for 'Project Name', 'FM Number', 'District', 'County', 'Phase', 'Class of Action', 'Planning Organization', 'LAP', and 'Lead Agency'. The first three projects are highlighted in yellow. Below the list, there's a 'Project Summary' section with a 'By Phase' filter. It shows a table with 'Phase' and 'Number of Projects' for 'Planning Screen' (2), 'Programming Screen' (1), and 'Project Development' (0). A pie chart shows the distribution of projects by phase, with 'Planning Screen' (2) and 'Programming Screen' (1) represented. A legend at the bottom indicates 'Planning Screen' in blue and 'Programming Screen' in red.

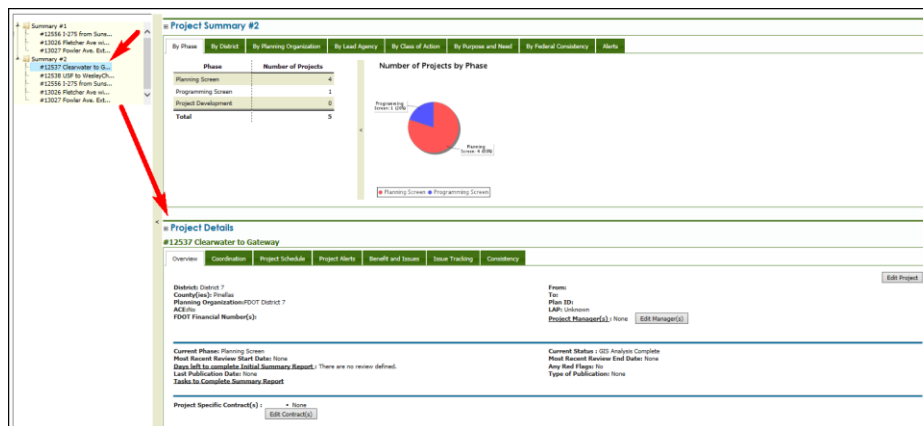
2. Click the **Summary** icon or project name to display more details for the projects shown on the list. For this illustration, Summary #2 is shown as the chosen selection.



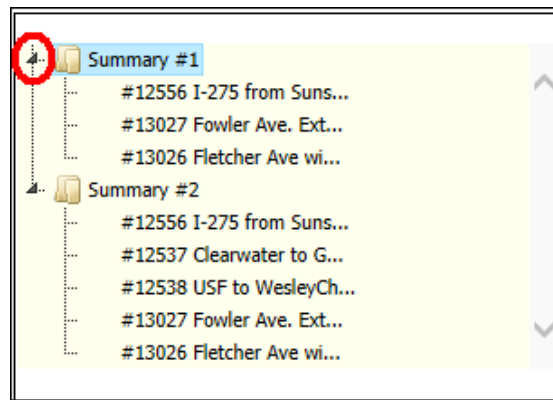
The **Project Summary #** displays the descriptive data for the selection.



- To switch to another project, click the project name. The **Project Summary** will refresh and display the information for the selected project.



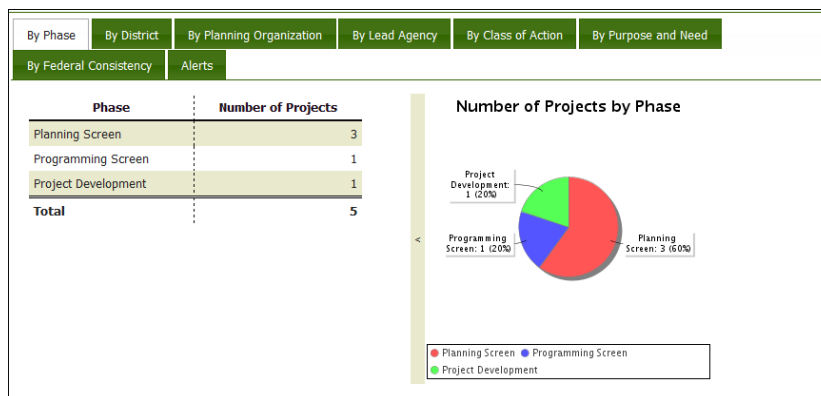
**Tip!** You can collapse and expand a **Summary** list by clicking the arrow next to the **Summary** # icon.



3. To add another summary, return to the project dashboard search tool and make your selections. (See the [Selecting Records](#) section of these instructions.)

#### 3.1.12.1.7 Displaying Project Summary Information

The **Project Summary** section provides an overview of project information, which is displayed in tabular and graphical formats. Information is organized by the following categories: **Phase**, **District**, **Planning Organization**, **Lead Agency**, **Class of Action**, **Purpose and Need**, **Federal Consistency**, and **Alerts**. Click a tab to display the category information.





1. Click a tab to view the descriptive data for a category:
  - **By Phase** – Displays the number of projects in a Planning Screen, Programming Screen, and in Project Development.
  - **By District** – Lists the number of projects in a district.
  - **By Planning Organization** – Displays number of projects by planning organization.
  - **By Lead Agency** – Lists Lead Agencies and number of projects assigned to each agency.
  - **By Class of Action** – Displays types of COAs and indicates if No COA has been assigned. Lists number of projects assigned a respective COA. The information does not include projects that are in planning screen.

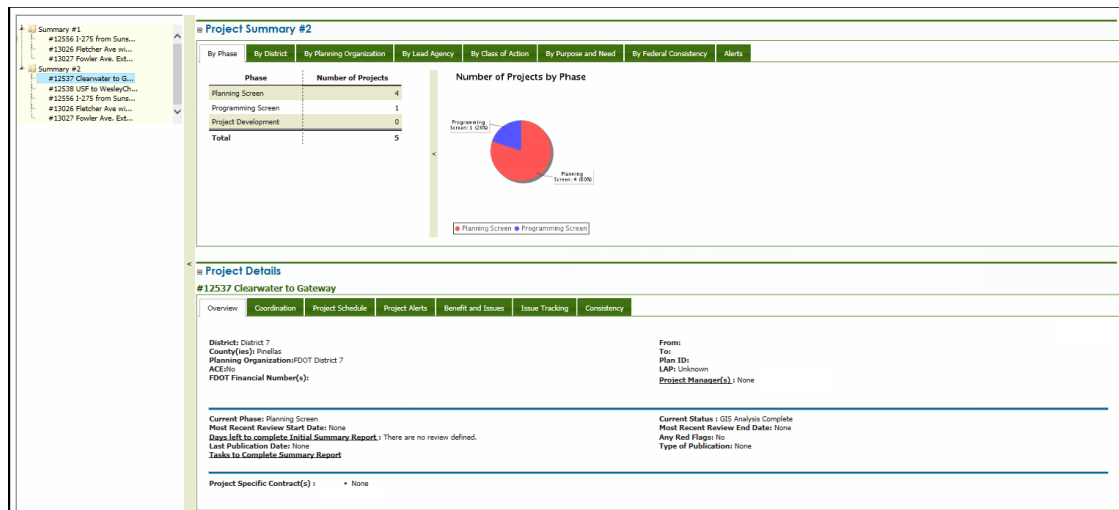
- **By Purpose and Need** – Shows the number of P&N responses for completed project reviews. Information is broken down by response (e.g., Understood) and whether the P&N has been reviewed by assigned reviewing agencies and the Lead Agency.
- **By Federal Consistency** – Lists the number of projects by Federal Consistency Required, Federal Consistency Not Required, and Federal Consistency Status Unknown.
- **Alerts** – Displays alerts for the projects displayed on the summary list. See the [Viewing Project Alerts](#) section of these instructions for further information.

### 3.1.12.1.8 Viewing and Editing Project Details

The **Project Details** section displays project-specific data, including general project information, project agency coordination, screening information, and schedule information. You can edit the project information for projects within your jurisdiction.

1. Click the project name to display the **Project Details** section (see the previous section)

**Tip!** You can expand and collapse page sections to increase the viewing area. Click the minus symbol, , to collapse a section. Click the plus sign symbol, , to expand it.



2. To view information for a particular category, click the respective tab. The **Project Details** section includes the following categories:

- **Overview** – Displays general project details in addition to providing links that allow you to update project information.
- **Coordination** – Provides an overview of a project's agency coordination.
- **Previous Screenings** – Displays dates of previous screenings and dates of summary report publication.

**Note:** The **Previous Screenings** tab only displays if the project has completed a screening.

- **Project Schedule** – Displays a project's Class of Action, milestones, scheduled due dates, and change history, and provides links to the associated report.
- **Project Alerts** – Displays active alerts and required actions for a project.
- **Benefit and Issues** – Provides examples of a project's cost and time savings (in dollars and months, respectively) and examples of cost and time increases (i.e., Issues).
- **Issue Tracking** – Displays issues and concerns submitted by ETDM participants pertaining to policies and procedures.
- **Consistency** – Shows the planning consistency status and additional consistency information.

### 3.1.12.1.9 Viewing General Project Information

After selecting a project from the summary list, the **Overview** tab displays by default, the **Overview** tab displays the project's name, location, and current phase, along with status information. Depending on your EST user role, there are a couple of ways to add or change project information:

- Click a link to open the corresponding EST page as a separate tab.

The screenshot shows the 'Overview' tab of the ETDM interface. It contains project details such as District, County, Planning Organization, and Current Phase. Callouts with red arrows point to specific links: 'Click to open the Summary Report page.' points to 'Tasks to Complete Summary Report'; 'Click to open the Assign Project Managers page.' points to 'Project Manager(s)'; and 'Click to open the Summarize Results of ETAT Review Screen.' points to 'Summarize Results of ETAT Review Screen'.

- Click an **Edit** button shown on the **Overview** section to open the wizard dialog box within the current screen.

**Note:** Edit buttons are displayed only for users with District Coordinator or Project Manager roles.

**Project Details**  
#12673 Bruce B. Downs

Overview Coordination Project Schedule Project Alerts Benefit and Issues Issue Tracking Consistency

District: District 7  
County(ies): Hillsborough  
Planning Organization: FDOT District 7  
ACE: Yes  
FDOT Financial Number(s):

From: Fowler Ave.  
To: 1-75  
Plan ID: 09876  
LAP: No  
Project Manager(s): None Edit Manager(s)

Current Phase: Planning Screen  
Most Recent Review Start Date: None  
Days left to complete Initial Summary Report: There are no review defined.  
Last Publication Date: None  
Tasks to Complete Summary Report

Current Status: GIS Analysis Complete  
Most Recent Review End Date: None  
Any Red Flags: No  
Type of Publication: None

Project Specific Contract(s): • None Edit Contract(s)

Edit Project

### 3.1.12.1.10 Editing Project Information

ETDM Coordinators and Project Managers can use the Project Dashboard to update information for projects within their jurisdiction. Data submitted through the EST's Project Dashboard also appear on related EST tools and reports pages. The forms displayed on the Project Dashboard work the same way as the corresponding tool.

1. Select a project from the summary list (as shown in the [Displaying the Summary List](#) section of these instructions).
2. In the Project Details section, click Edit Project.

**Project Details**  
#12537 Clearwater to Gateway

Overview Coordination Project Schedule Project Alerts Benefit and Issues Issue Tracking

District: District 7  
County(ies): Pinellas  
Planning Organization: FDOT District 7  
ACE: No  
FDOT Financial Number(s):

From:  
To:  
Plan ID:  
LAP: Unknown  
Project Manager(s): None Edit Manager(s)

Current Phase: Planning Screen  
Most Recent Review Start Date: None  
Days left to complete Initial Summary Report: There are no review defined.  
Last Publication Date: None  
Tasks to Complete Summary Report

Current Status: GIS Analysis Complete  
Most Recent Review End Date: None  
Any Red Flags: No  
Type of Publication: None

Project Specific Contract(s): • None Edit Contract(s)

Edit Project

The **Update Project Record** wizard opens as a dialog box. The **Update Project Record** dialog box is organized by tabs and works the same way as the **Update ETDM Project** wizard that is found on the EST main menu.



Click a link on the top navigation bar to add project, alternative, and segment information.

Click a green tab to display the form.

**Tip!** Click and drag the bottom right-hand corner of the dialog box to display the complete form.

- Type the information into the appropriate fields.

**Tip!** To move to another section, click the section tab or use the **Next** or **Back** buttons.

- After you make a change, the page refreshes and displays the updated information.

**Note:** A red asterisk shown on a tab heading indicates required fields that need to be complete.

- After entering the information in the **Update Project Record** wizard, click **Save**.

### Submit

**User Identity:** Ava Smith @ FDOT District 7

**The following items are required:**

✗ Public comments is required.

**Save**

**Permissions**

✓ You have authority to perform the requested operation

### 3.1.12.1.11 Editing Project-Specific Contracts

Users that have the authority to make edits to contracts have access to the **Edit Contract(s)** feature on the **Project Dashboard** page.

- Click the **Overview** tab.
- Click Edit Contract(s).

Overview

Coordination

Project Schedule

Project Alerts

Benefit and Issues

**District:** District 7  
**County(ies):** Hillsborough  
**Planning Organization:** FDOT District 7  
**ACE:** Yes  
**FDOT Financial Number(s):**

---

**Current Phase:** Planning Screen  
**Most Recent Review Start Date:** None  
**Days left to complete Initial Summary Report :** There are no review defined.  
**Last Publication Date:** None  
**Tasks to Complete Summary Report**

---

**Project Specific Contract(s) :** • None

Edit Contract(s)

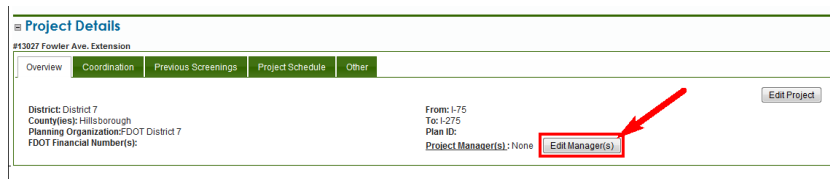
The **Edit Project Specific Contract(s)** dialog box opens.

- Under **Add New Contracts**, type the new contract number.
- Click **Save**.
- To add more than one contract number to the list, click **Add** and repeat **Steps 3 and 4** listed above.
- Click **Exit**.

### 3.1.12.1.12 Updating the Project Manager List

The Project Dashboard allows you to assign a project manager or add other project managers to the project.

1. Click Edit Manager(s).



**Project Details**  
#13027 Fowler Ave. Extension

Overview | Coordination | Previous Screenings | Project Schedule | Other

District: District 7  
County(ies): Hillsborough  
Planning Organization: FDOT District 7  
FDOT Financial Number(s):

From: I-75  
To: I-275  
Plan ID:  
Project Manager(s): None

[Edit Project](#)  
[Edit Manager\(s\)](#)

The **Assign Project Managers** dialog box opens, displaying the name(s) and contact information for current project managers, along with a list box containing the names of eligible project managers. You can use this form to add a project manager to the current project or remove the current project manager's name.

2. To add a project manager, do the following:

- Under **Select A Project Manager**, click the **Eligible Project Manager List** arrow, and then select a name by clicking on it.
- Click **Add**.

**Note:** To add a name to the list of eligible project managers, contact the **ETDM Help Desk**.

The project manager's name and contact information appears under the **Current Project Managers** header.

- To select another name, repeat Steps 1 and 2 of these instructions.
- To delete a name from the **Current Project Managers** list, click the **X** beside the name.

3. Click **Done**.

The **Project Details** section refreshes and displays the updated information on the **Overview** header.

### 3.1.12.1.13 Updating the Project Schedule

The **Project Schedule** displays events related to Project Development and Environment (PD&E) milestones and allows you to view previously recorded events for projects with assigned Classes of Action (COAs). ETDM Coordinators and Project Managers can use the Project Dashboard to make edits. Edits made on the dashboard will display on the corresponding **Project Schedule Tool** page.

**Tip!** See the Project Schedule Tool section of the EST User Handbook for navigation details.

1. In the **Project Details** section, click the **Project Schedule** tab.
2. To view related documents, click a **View Report** button under **Project Schedule Milestones**. The page associated with the related report opens as a separate tabbed window.
3. To update the project schedule, click **Edit**.

### 3.1.12.1.14 Viewing Project Alerts

The **Project Alerts** tab of the **Project Dashboard** works the same way as the **Project Alerts** page except it only loads the alerts for the projects you are summarizing.

**Tip!** By default, the EST displays alerts from the last 60 days.

**1.** Click the **Project Alerts** tab.

| Alerts |                                |                         |  |          |              |   |                         |
|--------|--------------------------------|-------------------------|--|----------|--------------|---|-------------------------|
| ETDM # | Project                        | Alert Type              | Alert Description                      | Due Date | Days Overdue | Action                                  | Dismiss                 |
| 6851   | SR 209 / US 301 Baldwin Bypass | Summary Report Required | A summary report needs to be published |          |              | <a href="#">Generate Summary Report</a> | <a href="#">Dismiss</a> |
| 3414   | WOODVILLE HWY                  | Summary Report Required | A summary report needs to be published |          |              | <a href="#">Generate Summary Report</a> | <a href="#">Dismiss</a> |

| Dismissed Alerts |                 |                         |  |            |              |   |                         |
|------------------|-----------------|-------------------------|--|------------|--------------|---|-------------------------|
| ETDM #           | Project         | Alert Type              | Alert Description                      | Due Date   | Days Overdue | Action                                  | Restore                 |
| 3752             | SR 29 Add Lanes | Summary Report Required | A summary report needs to be published | 03/03/2014 |              | <a href="#">Generate Summary Report</a> | <a href="#">Restore</a> |

**2.** Click the link in the **Action** column to open the EST page for completing the action for the corresponding ETDM number.

- After completing an action for an alert, the database removes the alert from the list. The alert will no longer appear after the screen is refreshed.
- To remove an alert from your current view (e.g., an alert that does not require specific action from you), click the **Dismiss** button.

**Tip!** To restore a dismissed alert to an active alert, click the **Restore** button beside the corresponding ETDM number.

**Note:** Additional details for viewing and managing alert messages are covered in the Project Alerts section of the EST User Handbook.

### 3.1.12.1.15 Adding and Editing Benefits and Issues

The **Benefits and Issues** tabbed page in the **Project Details** section displays estimated cost savings and increases for a selected project. FDOT ETDM District Coordinators, FDOT ETDM District Coordinators Primary, and members of the ETDM Coordinator Management Team can add and edit estimated cost information for projects within their jurisdictions.

**1.** In the Project Details section, click the Benefits and Issues tab.

|          |              |                     |                  |                |                           |                |
|----------|--------------|---------------------|------------------|----------------|---------------------------|----------------|
| Overview | Coordination | Previous Screenings | Project Schedule | Project Alerts | <b>Benefit and Issues</b> | Issue Tracking |
|----------|--------------|---------------------|------------------|----------------|---------------------------|----------------|

|  |  |  |  |
|--|--|--|--|
| <b>District:</b> District 7<br><b>County(ies):</b> Hillsborough<br><b>Planning Organization:</b> FDOT District 7<br><b>ACE:</b> No<br><b>FDOT Financial Number(s):</b> 12345675201   |  | <b>From:</b> Parsons Ave<br><b>To:</b> Valrico Road<br><b>Plan ID:</b><br><b>LAP:</b> Unknown<br><b>Project Manager(s):</b> None                             |  |
| <b>Current Phase:</b> Programming Screen<br><b>Most Recent Review Start Date:</b> 4/3/2009<br><b>Days left to complete Initial Summary Report:</b> Overdue - 1038<br><b>Last Publication Date:</b> None<br><b>Tasks to Complete Summary Report</b> |  | <b>Current Status:</b> ETAT Review Complete<br><b>Most Recent Review End Date:</b> 5/18/2009<br><b>Any Red Flags:</b> No<br><b>Type of Publication:</b> None |  |
| <b>Project Specific Contract(s):</b> • None<br><a href="#">Edit Contract(s)</a>  |  |  |  |

The panel displays a **Benefits** tab and an **Issues** tab, respectively. Information pertaining to each category will be displayed.

2. On the **Benefit** or **Issues** tab, click the **Edit** button.

3. To add or edit, do the following:

- Click **Edit**.
- Enter the information in the fields provided.
- Under Specific Examples of Benefits/Issues, do the following:
  - If Specific Examples are shown on the list – Click the check box beside the selected example.
  - If a Specific Example is not shown on the list – Do the following:
    - Under **Enter New Example of Benefit/Issues**, type the example in the text box.
    - Click **Add**.
- Click **Save**.

### 3.1.12.1.16 Updating Issue Tracker

The **Issue Tracking** tab on the **Project Dashboard** screen displays comments for agency-related project issues and allows you to communicate about a particular issue with other members of the project team.

1. Click the **Issue Tracking** tab.

2. Click the **Edit** button.
3. On the **Issue Tracking** form, do any of the following:
  - To add new comments:
    - Click the **Add New Comments** button.
    - Enter the comment in the appropriate text box.
    - Click **Save**.
    - Repeat the previous steps for each new comment.
  - To edit existing comments:
    - Make the appropriate text edits.
    - Click **Save**.
  - To delete a comment:
    - Click the **Delete** button located immediately above the comments.
    - A message appears asking you to confirm the deletion. Click **OK**.

The screenshot shows the 'Issue Tracking' form with the 'Consistency' sub-tab selected. It features two identical comment sections. Each section has a 'Delete' button, a 'Cancel' button, and three text input fields labeled 'Special Issues to Track', 'Additional Detail Specific to Agencies', and 'Status / Comments'. At the bottom of the form are 'Add New Comments' and 'Save' buttons.

### 3.1.12.1.17 Updating Project Consistency

The **Consistency** tab on the **Project Dashboard** screen displays a project's consistency information and allows authorized users to update the information.

1. Click the **Consistency** tab.

2. To make edits, click the **Edit** button.

The **Update Project** wizard opens and displays a form for adding information or for making edits.

3. Follow the instructions and steps in the wizard for completing the consistency information.

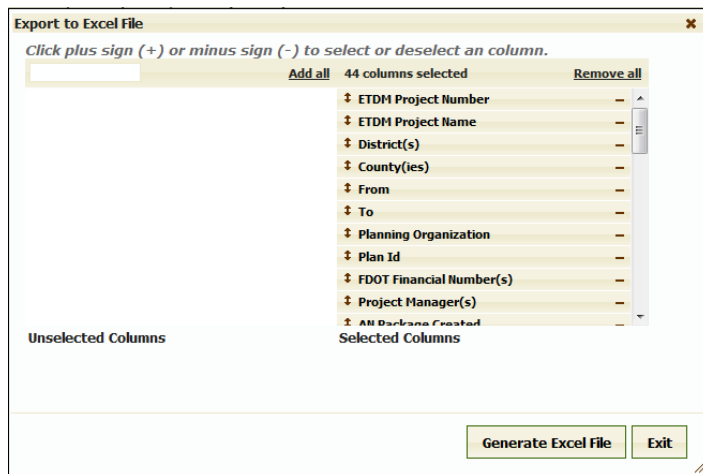
### 3.1.12.1.18 Exporting Project Records to Excel

You can export the records displayed on the records grid to Excel. The export tool allows you to manage the information you want to display on the Excel spreadsheet (e.g., ordering column headings, removing columns).


1. Click the **Excel** button on the page toolbar.

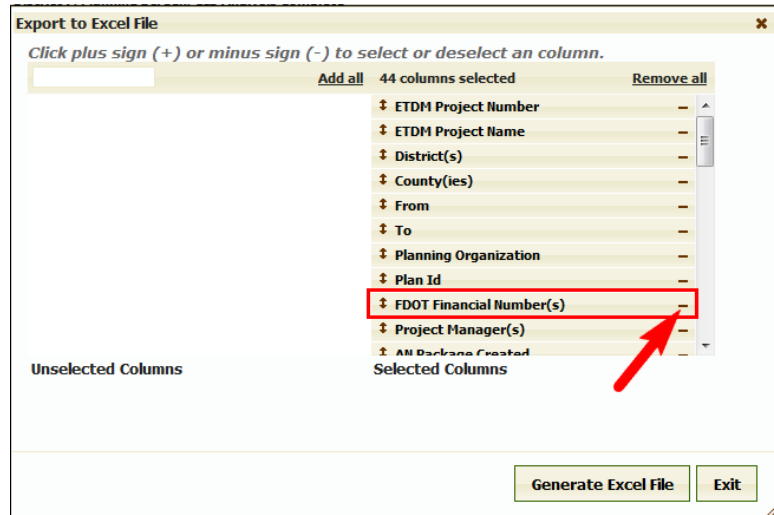
By default, the **Project Dashboard** page displays a column export section where you can select the columns you want displayed on the spreadsheet.





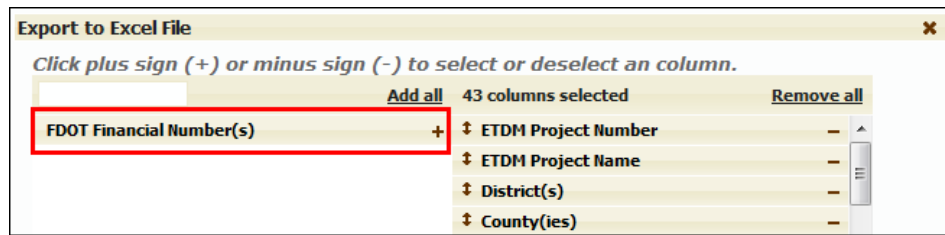
**2.** Do one of the following:

- If you want all **Selected Columns** displayed on the Excel spreadsheet, then go to Step 3 of these instructions.
- If you want the Excel spreadsheet to show only a selected group of columns, you can use the **Export to Excel File** dialog box to indicate which columns to hide by doing the following:
  - Click the minus sign icon  beside the column heading name, or select **Remove all**.

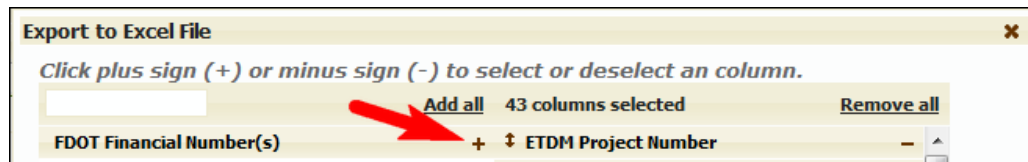


**Tip!** If you only want to display one or two columns on the Excel spreadsheet, you can expedite the process by clicking the **Remove all** link. This will save you from having to click the minus sign beside each of the column headings on the list of **Selected Columns**. Then, in the **Unselected Columns** list, click the plus sign beside the columns you want to display on the spreadsheet.

The columns you have deselected (i.e., the columns you do not want to display on the Excel spreadsheet) will appear on the left.



- To reset a hidden column back to the selected list, click the plus sign or click the **Add all** link.

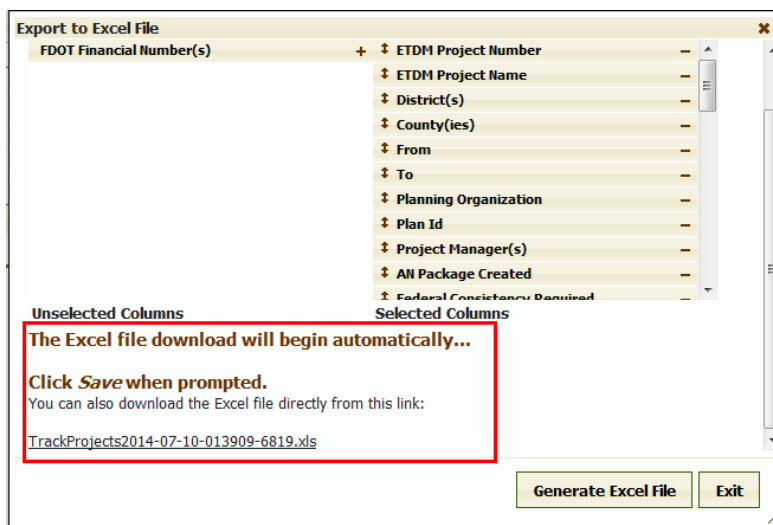


**Tip!** You can also reorder the columns by clicking and dragging the column to another location.

### 3. Click Generate Excel File.

The page displays a message showing the download progress, along with a link for downloading the Excel document directly to your desktop.

**Note:** You will also receive an email containing a download link.



### 4. Follow the steps for saving the file to your desktop.

#### 3.1.12.1.19 EDMS Integration

The Electronic Document Management System (EDMS) section allows authorized users to upload information from the Project Dashboard to the EDMS library. Documents are generated in an Excel format. Reports that you have previously uploaded are listed in a file queue located at the bottom of the section.

**Note:** This section only displays for users with an FDOT ETDM Coordinator Primary role.

Project Dashboard

**Project Dashboard**

Use this table to refine your search and select projects. To locate specific projects, type a keyword under any of the column headings and then click **Enter**. You can sort the results by clicking on a heading. Click **Summarize** to display the information.

Show All Projects from Florida, FDOT District 7

| ETDM                     | Project Name   | FY Number | District   | County                | Phase              | Class of Action | Planning Organization | LAP | Le |
|--------------------------|--|-----------|------------|-----------------------|--------------------|-----------------|-----------------------|-----|----|
| <input type="checkbox"/> | 13907 Len test for raster                                  |           | District 7 | Hillsborough/Pasco    | Planning Screen    |                 | FDOT District 7       | N   |    |
| <input type="checkbox"/> | 13827 Fowler Ave. Extension                                |           | District 7 | Hillsborough          | Programming Screen |                 | FDOT District 7       | N   |    |
| <input type="checkbox"/> | 13826 Fletcher Ave widening                                |           | District 7 | Hillsborough          | Planning Screen    |                 | FDOT District 7       | U   |    |
| <input type="checkbox"/> | 12556 I-275 from Sunshine Skyway Bridge to Gandy Boulevard |           | District 7 | Pinellas              | Planning Screen    |                 | FDOT District 7       | U   |    |
| <input type="checkbox"/> | 12541 Downtown Tampa to Brandon                            |           | District 7 | Hillsborough          | Planning Screen    |                 | FDOT District 7       | U   |    |
| <input type="checkbox"/> | 12540 Westshore-TIA to Linebaugh                           |           | District 7 | Hillsborough/Pinellas | Planning Screen    |                 | FDOT District 7       | U   |    |
| <input type="checkbox"/> | 12539 Howard Frankland Bridge                              |           | District 7 | Hillsborough/Pinellas | Planning Screen    |                 | FDOT District 7       | U   |    |
| <input type="checkbox"/> | 12538 USF to Wesley Chapel-Wiregrass                       |           | District 7 | Hillsborough/Pasco    | Planning Screen    |                 | FDOT District 7       | U   |    |
| <input type="checkbox"/> | 12537 Clearwater to Gateway                                |           | District 7 | Pinellas              | Planning Screen    |                 | FDOT District 7       | U   |    |
| <input type="checkbox"/> | 12536 Gateway to St. Pete                                  |           | District 7 | Pinellas              | Planning Screen    |                 | FDOT District 7       | U   |    |

Columns Summarize Page 1 of 4

**EDMS Integration**

You have an [excel file](#) generated on 12/13/2013 at 08:42 that has not been add to EDMS queue, would you like to add it to EDMS? ☒ Yes ☐ No

[Generate Excel File](#)

\* Enter File Description:

[Send Excel file to EDMS](#)

The following list displays the Excel files you have sent to EDMS:

| Document Name   | Size (MB) | Description                                   | EDMS Date |
|---|-----------|---|-----------|
| <a href="#">TrackProjects-EDMS-2013-12-11-064638-6895.xls</a> | 0.11      | 123 TrackProjects-EDMS-2013-12-11-064638-6895 | Pending   |

**Tip!** Click the **excel file** link to open a previously generated file in Excel, where you can make edits. Click either the **Yes** or **No** option to indicate if you want to **add the file to the EDMS library**.

### 3.1.12.1.20 Generating an Excel File

1. Click **Generate Excel File**.

**EDMS Integration**

You have an [excel file](#) generated on 12/13/2013 at 08:42 that has not been add to EDMS queue, would you like to add it to EDMS? ☒ Yes ☐ No

[Generate Excel File](#)

The following list displays the Excel files you have sent to EDMS:

| Document Name   | Size (MB) | Description                                   | EDMS Date | Delete            |
|---|-----------|---|-----------|-------------------|
| <a href="#">TrackProjects-EDMS-2013-12-11-064638-6895.xls</a> | 0.11      | 123 TrackProjects-EDMS-2013-12-11-064638-6895 | Pending   | <a href="#">X</a> |

A message appears alerting you that the file is generating and an email will be sent when it is ready. A link to the file will be included in the email.

2. Click **OK**.

### 3.1.12.1.21 Uploading a File to the EDMS Library

After a file has been generated, you will see a message under the **EDMS Integration** heading stating that an **Excel file has been generated**.

1. Indicate whether you want to upload the file to EDMS by clicking the appropriate option button **Yes** or **No**.

**EDMS Integration**

You have an [excel file](#) generated on 12/13/2013 at 08:42 that has not been add to EDMS queue, would you like to add it to EDMS? ☒ Yes ☐ No

[Generate Excel File](#)

We will send an email to you when the excel file is ready.

\* Enter file Description:

[Send Excel file to EDMS](#)

The following list displays the Excel files you have sent to EDMS:


| Document Name   | Size (MB) | Description                                   | EDMS Date | Delete            |
|---|-----------|---|-----------|-------------------|
| <a href="#">TrackProjects-EDMS-2013-12-11-064638-6895.xls</a> | 0.11      | 123 TrackProjects-EDMS-2013-12-11-064638-6895 | Pending   | <a href="#">X</a> |

2. If you want to **upload the file to the EDMS library** and you have selected the **Yes** option from Step 1, do the following:










- In the **Enter File Description** box, type the name of the file.
- Click **Send Excel file to EDMS**.

### 3.1.12.1.22 Deleting and Replacing an EDMS File

You can delete and replace EDMS files by doing the following:

1. Under **EDMS Integration**, select the **Document Name** you would like to remove from the **Excel file** queue.
2. Click the delete symbol, , located on the file row.

The following list displays the Excel files you have sent to EDMS:

| Document Name                           | Size (MB) | Description  | EDMS Date | Delete  |
|---|-----------|--|-----------|---|
| <a href="#">D2-DistrictResponse.pdf</a> | 0.04      | 123 Performance Survey - FDOT 2 - District Responses | Pending   |    |
| <a href="#">D4-DistrictResponse.pdf</a> | 0.03      | 123 Performance Survey - FDOT 4 - District Responses | Pending   |    |
| <a href="#">D6-DistrictResponse.pdf</a> | 0.04      | 123 Performance Survey - FDOT 6 - District Responses | Pending   |    |
| <a href="#">D5-AgencyResponse.pdf</a>   | 0.06      | 123 Performance Survey - FDOT 5 - Agency Responses   | Pending   |    |
| <a href="#">D6-AgencyResponse.pdf</a>   | 0.28      | 123 Performance Survey - FDOT 6 - Agency Responses   | Pending   |   |
| <a href="#">D7-AgencyResponse.pdf</a>   | 0.28      | 123 Performance Survey - FDOT 7 - Agency Responses   | Pending   |  |
| <a href="#">D1-AgencyResponse35.pdf</a> | 0.06      | 123 Performance Survey - FDOT 1 - Agency Responses   | Pending   |  |
| <a href="#">D2-AgencyResponse.pdf</a>   | 0.28      | 123 Performance Survey - FDOT 2 - Agency Responses   | Pending   |  |
| <a href="#">D4-AgencyResponse.pdf</a>   | 0.06      | 123 Performance Survey - FDOT 4 - Agency Responses   | Pending   |  |

A message appears and asks you for confirmation to remove the file from the EDMS queue.

3. Click **OK**.

The table will refresh and show the deleted file as removed.

4. To replace a file, follow the steps listed in the sections above, [Generating an Excel File](#) and [Uploading an Excel File to the EDMS Library](#).

### 3.1.12.2 Project Alerts (New 09/12/2014)

The EST **Project Alerts** feature monitors and notifies you of required actions for projects in your jurisdiction. Alerts are triggered by two types of events: (1.) when an action needs to occur in order for another action to happen, and when (2.) a timed event is set to expire. The EST displays alerts that have been received during the last 60 days.

**Note:** See the [Alert Types and Descriptions](#) at the end of these instructions as a reference for the types of alert messages and descriptions.

This section provides navigation steps for performing the following actions:

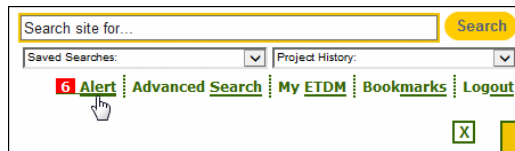
- Displaying new alerts
- Accessing the Project Alerts page through the EST menu

- Searching for alerts
- Viewing active alerts
- Dismissing and restoring alerts

### 3.1.12.2.1 Displaying New Alerts

New alerts are shown at the top of the EST window (on the EST project navigation bar) as a red box containing a number. The number represents unread alerts.

5. Click the **Alerts** link to display the **Project Alerts** page.



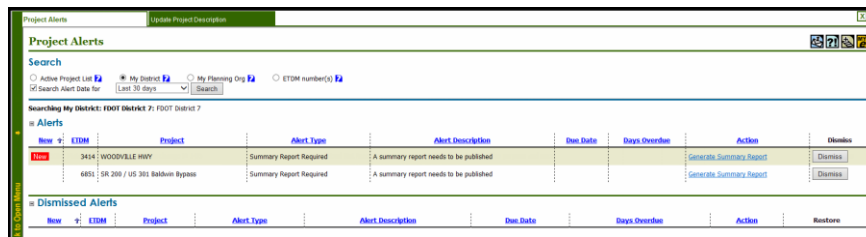
**Tip!** Right-click to display the alerts on a separate tabbed page (i.e., the page you have in active display will remain open, with the **Project Alerts** page opening on a separate page).

Right-click on the Alerts link to open the Project Alerts page on a separate tab.

| District   | ETDM  | Project   | Alert Date | Alert Type                           | Alert Description  | Action                   | Date | Days Overdue | Dismiss |
|------------|-------|---|------------|--------------------------------------|--|--------------------------|------|--------------|---------|
| District 7 | 3108  | SR 54 FROM SUNCOAST PARKWAY TO US 41                  | 07/17/2014 | Summary Report Republishing Required | A summary report needs to be republished because edits have been made. | Republish Summary Report |      |              | Dismiss |
| District 7 | 12356 | I-275 from Sunshine Skyway Bridge to Gandy Boulevard  | 07/17/2014 | Summary Report Republishing Required | A summary report needs to be republished because edits have been made. | Republish Summary Report |      |              | Dismiss |
| District 3 | 12992 | Participating and Cooperating Invitation Test Project | 08/22/2014 | Summary Report Republishing Required | A summary report needs to be republished because edits have been made. | Republish Summary Report |      |              | Dismiss |
| District 3 | 6231  | SR 87   | 07/23/2014 | Summary Report Republishing Required | A summary report needs to be republished because edits have been made. | Republish Summary Report |      |              | Dismiss |

**Note:** After left-clicking the alerts link, the alert number returns to zero.

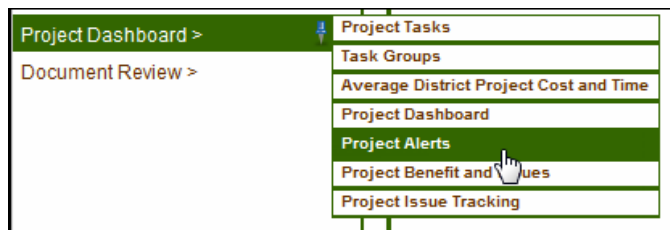
The **Project Alerts** page opens and displays the **New** alert as a red box under the **Alerts** heading.



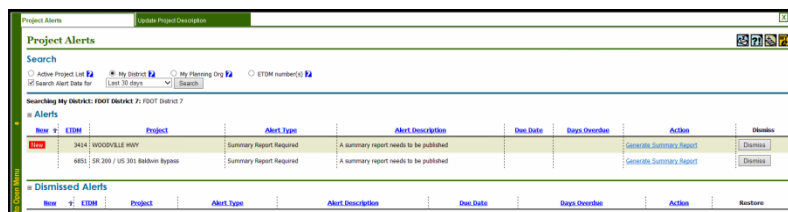
6. For steps on viewing and dismissing alerts, go to the [Viewing Active Alerts](#) and [Dismissing and Restoring Alerts](#) sections of these instructions.

### 3.1.12.2.2 Accessing the Project Alerts Page through the EST Menu

1. On the **Tools** menu, point to **Project Dashboard**, and then click **Project Alerts**.



The **Project Alerts** page opens and displays a search filter, active alerts, and dismissed alerts.



2. Go to Step 1 of the [Searching for Alerts](#) section of these instructions.

### 3.1.12.2.3 Searching for Alerts

The **Project Alerts** page allows you to search for active project alerts. You can search by clicking one of the option buttons shown at the top of the page, or by selecting a time frame.

**Note:** By default, the **My Planning Org** option will be shown as selected, but you can change a category type by clicking the relevant option button.

**Project Alerts**

**Search**

☐ Active Project List [?](#)
☐ My Districts [?](#)
☒ My Planning Org [?](#)
☐ ETDM number(s) [?](#)

☒ Search Alert Date for [?](#)
☐ My Projects only [?](#)

---

Searching My Planning Org: FL Department of Transportation, FDOT District 2, FDOT District 1  
 Date Range: 07/06/2014 - 09/04/2014  
 My Projects only: No

**Alerts**

| District   | ETDM  | Project                                | Alert Date | Alert Type                            | Alert Description   | Action  | Due Date | Days Overdue | Dismiss                 |
|------------|-------|--|------------|---------------------------------------|---|---|----------|--------------|-------------------------|
| District 2 | 9027  | SE 144th Avenue Extension              | 08/04/2014 | Summary Report Republication Required | A summary report needs to be republished because edits have been made.          | <a href="#">Republish Summary Report</a>              |          |              | <a href="#">Dismiss</a> |
| District 2 | 6694  | NW 23rd Ave - NW 98th St to NW 55th St | 08/12/2014 | Summary Report Republication Required | A summary report needs to be republished because edits have been made.          | <a href="#">Republish Summary Report</a>              |          |              | <a href="#">Dismiss</a> |
| District 2 | 2803  | Beaver St (US 90)                      | 08/27/2014 | Summary Report Republication Required | A summary report needs to be republished because edits have been made.          | <a href="#">Republish Summary Report</a>              |          |              | <a href="#">Dismiss</a> |
| District 2 | 13083 | auto test project                      | 07/13/2014 | No Response to AN Comments            | No responses have been entered for comments received in AN Review event         | <a href="#">Respond to AN Comments</a>                |          |              | <a href="#">Dismiss</a> |
| District 2 | 13083 | auto test project                      | 07/13/2014 | Summary Report Republication Required | A summary report needs to be republished because AN Review event was completed. | <a href="#">Republish Summary Report</a>              |          |              | <a href="#">Dismiss</a> |
| District 1 | 3052  | US 27 Add Lanes                        | 09/03/2014 | Purpose and Need Accepted             | FDWA accepted the purpose and need  | <a href="#">Review FDWA purpose and need response</a> |          |              | <a href="#">Dismiss</a> |
| District 1 | 13707 | auto test project                      | 08/22/2014 | Summary Report Republication Required | A summary report needs to be republished because edits have been made.          | <a href="#">Republish Summary Report</a>              |          |              | <a href="#">Dismiss</a> |

**Dismissed Alerts**

No dismissed alerts found for the selected search criteria.

1. Click an option button to make one of the following selections:

- **Active Project List** – Displays only project alerts for projects from the **Active Project List** (found on the EST project navigation bar, located on the top right side of the EST window).
- **My District** – Displays only project alerts for the District for which you have jurisdiction.
- **My Planning Org** – Displays project alerts for your planning organization.
- **ETDM number(s)** – Displays project alerts for selected project(s).
- **My Projects only** – Only displays alerts for projects you are assigned to manage.

**Note:** This option is only available to project managers and user roles with project manager privileges.

**Project Alerts**

**Search**

☐ Active Project List [?](#)
☐ My Districts [?](#)
☒ My Planning Org [?](#)
☐ ETDM number(s) [?](#)

☒ Search Alert Date for [?](#)
☐ My Projects only [?](#)

2. To search by time, do one of the following:

- Click one of the options from the drop-down list.

**Note:** The default date range is 60 days.

- Click the **Search Alert Date for** check box to select another date range from the preformatted dates, or click **Custom Date Range** to enter a date range.

**Search**

☐ Active Project List [?](#)
☒ My District [?](#)
☐ My Planning Org [?](#)
☐ ETDM number(s) [?](#)

☒ Search Alert Date for [?](#)
☐ My Projects only [?](#)

3. Click **Search**.

4. Go to Step 1 of the [Viewing Active Alerts](#) section of these instructions.



### 3.1.12.2.4 Viewing Active Alerts

1. In the **Action** column, click the link on the **ETDM** number row.

| Alerts |                                |                         |  |          |              |   |                         |
|--------|--------------------------------|-------------------------|--|----------|--------------|---|-------------------------|
| ETDM   | Project                        | Alert Type              | Alert Description                      | Due Date | Days Overdue | Action                                  | Dismiss                 |
| 6853   | SR 280 / US 301 Baldwin Bypass | Summary Report Required | A summary report needs to be published |          |              | <a href="#">Generate Summary Report</a> | <a href="#">Dismiss</a> |
| 3414   | WOODVILLE HWY                  | Summary Report Required | A summary report needs to be published |          |              | <a href="#">Generate Summary Report</a> | <a href="#">Dismiss</a> |

The EST page for the selected link opens and displays the information that needs to be updated, along with the appropriate form.

**Tip!** You can sort the list within a column category by clicking the column heading. Click the heading to sort the information in ascending order. Click the heading again to sort in descending order.

After an action has been completed, the EST will remove the alert from the active alerts list. The entry removal will be apparent the next time you access the list.

### 3.1.12.2.5 Dismissing and Restoring Alerts

The **Alerts** feature in the EST allows you to dismiss an alert from the active alerts list (e.g., the alert does not apply to your job duties). Alerts on the **Active Alerts** or the **Dismissed Alerts** lists will be removed by the system if the alert no longer applies (e.g., alerts where there are only 5 days remaining).

**Note:** To confirm an alert has been removed, reload or refresh the page.

**Tip!** You can restore a dismissed alert to the active alerts list by following the instructions in Step 2 below.

1. To dismiss an active alert, click the **Dismiss** button on the **ETDM** row.

| Project Alerts  |                                |                         |  |            |              |   |                         |
|---|--------------------------------|-------------------------|--|------------|--------------|---|-------------------------|
| Search  |                                |                         |  |            |              |   |                         |
| <input type="radio"/> Active Project List <input checked="" type="radio"/> My District <input type="radio"/> My Planning Org <input type="radio"/> ETDM number(s) |                                |                         |  |            |              |   |                         |
| <input checked="" type="checkbox"/> Search Alert Date for: Last 60 days <input type="button" value="Search"/>   |                                |                         |  |            |              |   |                         |
| Searching My District: FOOT District 1: FOOT District 1   |                                |                         |  |            |              |   |                         |
| Alerts  |                                |                         |  |            |              |   |                         |
| ETDM  | Project                        | Alert Type              | Alert Description                      | Due Date   | Days Overdue | Action                                  | Dismiss                 |
| 6853  | SR 280 / US 301 Baldwin Bypass | Summary Report Required | A summary report needs to be published |            |              | <a href="#">Generate Summary Report</a> | <a href="#">Dismiss</a> |
| 3414  | WOODVILLE HWY                  | Summary Report Required | A summary report needs to be published |            |              | <a href="#">Generate Summary Report</a> | <a href="#">Dismiss</a> |
| Dismissed Alerts  |                                |                         |  |            |              |   |                         |
| ETDM  | Project                        | Alert Type              | Alert Description                      | Due Date   | Days Overdue | Action                                  | Dismiss                 |
| 3752  | SR 29 Add Lanes                | Summary Report Required | A summary report needs to be published | 03/03/2014 |              | <a href="#">Generate Summary Report</a> | <a href="#">Dismiss</a> |

2. To restore a dismissed alert to active status, click the **Restore** button on the **ETDM** row under **Dismissed Alerts**.

| Project Alerts  |                                |                         |  |            |              |   |                         |
|---|--------------------------------|-------------------------|--|------------|--------------|---|-------------------------|
| Search  |                                |                         |  |            |              |   |                         |
| <input type="radio"/> Active Project List <input checked="" type="radio"/> My District <input type="radio"/> My Planning Org <input type="radio"/> ETDM number(s) |                                |                         |  |            |              |   |                         |
| <input checked="" type="checkbox"/> Search Alert Date for: Last 60 days <input type="button" value="Search"/>   |                                |                         |  |            |              |   |                         |
| Searching My District: FOOT District 1: FOOT District 1   |                                |                         |  |            |              |   |                         |
| Alerts  |                                |                         |  |            |              |   |                         |
| ETDM  | Project                        | Alert Type              | Alert Description                      | Due Date   | Days Overdue | Action                                  | Dismiss                 |
| 6853  | SR 280 / US 301 Baldwin Bypass | Summary Report Required | A summary report needs to be published |            |              | <a href="#">Generate Summary Report</a> | <a href="#">Dismiss</a> |
| 3414  | WOODVILLE HWY                  | Summary Report Required | A summary report needs to be published |            |              | <a href="#">Generate Summary Report</a> | <a href="#">Dismiss</a> |
| Dismissed Alerts  |                                |                         |  |            |              |   |                         |
| ETDM  | Project                        | Alert Type              | Alert Description                      | Due Date   | Days Overdue | Action                                  | Dismiss                 |
| 3752  | SR 29 Add Lanes                | Summary Report Required | A summary report needs to be published | 03/03/2014 |              | <a href="#">Generate Summary Report</a> | <a href="#">Dismiss</a> |

### 3.1.12.2.6 Alert Types and Descriptions

The following table lists the different alert types and their descriptions:

**Note:** Alert types and descriptions are frequently updated. The following list shows only the alert types and descriptions that were available at the time of this documentation.

### Alert Types and Descriptions

| Alert Type   | Alert Description   |
|--|---|
| No ACE MM Response from Lead                         | [Lead Agency] has not submitted an ACE Methodology Memorandum review  |
| 5 Day Warning - No Project Effects Response          | Project review ends in 5 days or less and the following ETAT members have not submitted a degree of effect and/or comments about project effects: [list orgs] |
| Class of Action - Approved/Not Approved              | [Lead agency] has [approved/not approved] the proposed Class of Action  |
| Elevated Degree of Effect                            | Degree of Effect of dispute or substantial [List alt, agency, issue, DOE]   |
| Lead Action Needed for Participating/Cooperating     | Outstanding participating/cooperating agencies requests from FDOT to [lead]   |
| Participating/Cooperating Agency Request Outstanding | Outstanding participating/cooperating Agency Requests to FDOT: [list orgs]  |
| ETAT Member Primary has Changed                      | The ETAT Member Primary has changed for: [list orgs]  |
| Reviews Posted in last 5 days                        | The following ETAT members have submitted project effects comments within last 5 days: [list orgs]  |
| No Purpose and Need Response from Lead               | [Lead agency] has not submitted a purpose and need response   |
| Summary Report Required                              | A summary report needs to be published  |
| No Lead Agency                                       | No Lead Agency identified for this project  |
| 5 Day Warning - No Purpose and Need Response         | Project review ends in 5 days or less and the following ETAT members have not responded about the purpose and need: [list orgs]                               |
| 5 Day Warning - No Class of Action Response          | [Lead Agency] has not responded to proposed COA and there are only 5 days or less remaining   |
| 5 Day Warning - No ACE MM Response                   | The following ETAT members have not commented   |

| Alert Type   | Alert Description   |
|--|---|
|  | on an ACE MM review with only 5 days or less remaining: [list orgs]   |
| Document Review Requires Comment                                   | The following ETAT members have not commented on [document review event]:[list orgs]                                    |
| 5 Day Warning - Participating/Cooperating Invitations Response Due | Outstanding invitations for Participating/Cooperating agencies with 5 days or less remaining in invitation: [list orgs] |
| Purpose and Need Not Accepted                                      | [Lead Agency] did not accept the purpose and need   |
| Purpose and Need Not Understood                                    | [ETAT] submitted a "Not Understood" on the purpose and need   |
| Purpose and Need Accepted  | [Lead Agency] accepted the purpose and need   |
| First Review Posted  | The first review for this project has been posted by: [ETAT member org]   |
| No Alternative Elimination Review from Lead Agency                 | [Lead Agency] has not submitted Alternatives Elimination review   |

### 3.1.12.3 *Project Benefits and Issues (In Development)*

### 3.1.12.4 *Project Issue Tracking (In Development)*

## 3.1.13 Document Review (Updated 12/30/2015)

### 3.1.13.1 *Manage Document Review Events (Updated 09/30/2015)*

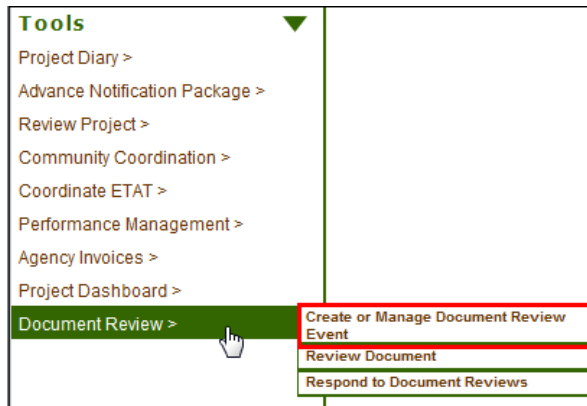
The **Manage Document Review Events** tool in the EST allows you to set up and manage a document review. Use this tool to do the following actions:

- Create a document review.
- Select the document review participants.
- Attach one or multiple documents.
- Modify the notification email template.
- Edit an existing review event.

- Allow comments after a review event has ended.

### 3.1.13.2 Accessing the Manage Document Review Events Page

On the **Tools** menu, move your mouse pointer to **Document Review**, and click **Create or Manage Document Review Event**.



The **Manage Document Review Events** screen displays a form for setting up the type of action you want to take—setting up a new event or editing an existing event. The form is a drill-down process that displays questions that are based on your responses. The first question to appear asks **Are you creating a new event, or editing an existing event?** Click the option button beside the appropriate response.

- **New**
- **Existing**

A screenshot of the 'Manage Document Review Events' form. The form has a header with the 'etdm' logo and the text 'Environmental Screening Tool'. Below the header, the title 'Manage Document Review Events' is displayed. A message states: 'Please answer the following questions to help us provide you with the appropriate content.' The first question is 'Are you creating a new event, or editing an existing event?'. Below this question are two radio button options: 'New' and 'Existing'. The 'New' option is selected, indicated by a red circle around it. At the bottom of the form, a footer note states: 'This Site is maintained by the Florida Department of Transportation Environmental Management Office. For additional information, please e-mail questions or comments to [help@fla-stat.org](mailto:help@fla-stat.org) or call 850-414-5334.'

Your response determines the questions that will appear. For this instruction guide, the sequence for creating a new event will be described in the next section, which will then be followed by a section on editing an existing event.

### 3.1.13.3 Creating a New Document Review Event

When you are disseminating a document for a first-time review, you will direct the EST to establish it as a new document review event. This will direct the EST to construct the appropriate questions that will guide you through the process of setting up the review. The preliminary step for creating a new event requires your response to questions pertaining to the following information:

- **Managing Organization** – Where the document originated

- **Name of the review event** – Can be the name of a single document or a name for a batch of documents
- **Projects associated with document** – Lists ETDM projects associated with the document being reviewed
- **Primary audience** – Individuals or agencies reviewing the document

1. To create a new event, click the **New** button.

**Manage Document Review Events**

Please answer the following questions to help us provide you with the appropriate content.

Are you creating a new event, or editing an existing event?

☒ New  
☐ Existing

What is the Managing Organization for this Event?

FDOT District 7

What do you want to call this event?

After you click the **New** button, a sequence of prompts will appear to guide you through the process of setting up the components of a new review event.

2. Respond to each question prompt by either selecting the appropriate option from a drop-down list or typing your response into a text field.

**etdm**  
Environmental Screening Tool

Update Contact Info | Change Password | Logout

**Manage Document Review Events**

Please answer the following questions to help us provide you with the appropriate content.

Are you creating a new event, or editing an existing event?

☒ New  
☐ Existing

What is the Managing Organization for this Event?

FDOT District 7

What do you want to call this event?

Lorem ipsum dolor

Is this document related to an ETDM project?

☒ Yes  
☐ No

Select an ETDM Project: Foeller

Who is the primary audience for this document?

☒ SEMO Manager  
☐ SIS Central Office  
☐ FDOT ETDM Coordinator  
☐ FDOT ETDM Coordinator Primary  
☐ District Environmental Administrator  
☐ FDOT Community Liaison Coordinator  
☐ FDOT Community Liaison Coordinator Primary  
☐ Project Manager  
☐ ETAT  
☐ Other (let me choose individuals)

Preview Audience

Next

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3. If you clicked **Yes** under **Is this document related to an ETDM Project?**, the screen will display the **Select an ETDM Project** field, type the **ETDM project number** or name into the field or select from the options matching your keyword.

**Tip!** When typing text related to information that is already stored in the ETDM database, you only need to type a keyword, or part of a word. The EST autocomplete displays a list of items matching the first few letters or numbers you typed. You can then click on the item to select it.

**Manage Document Review Events**

*Please answer the following questions to help us provide you with the appropriate*

Are you creating a new event, or editing an existing event?

☒ New  
☐ Existing

What is the Managing Organization for this Event?  
FDOT District 7

What do you want to call this event?  
Lorem ipsum dolor

Is this document related to an ETDM project?

☒ Yes  
☐ No

Select an ETDM Project:  X

- 11444 - NDS: SR 739 (Metro-Fowler Connector)
- 12627 - Fowler - Esser Test 2
- 12138 - NDS: Metro / Fowler Connector
- 12141 - NDS: Fowler Ave

The project name appears. Repeat this step to add another ETDM project to the list.

**Tip!** To remove a project from the document review, click the red **X** beside the project's name.

Is this document related to an ETDM project?

☒ Yes  
☐ No

Select an ETDM Project:

- 11444 - NDS: SR 739 (Metro-Fowler Connector) X
- 12138 - NDS: Metro / Fowler Connector X

### 3.1.13.3.1 Selecting the Primary Audience

When creating a new document review event, you will be prompted to select the review participants. The primary audience for the review consists of the decision-making bodies who are the direct recipients of a document (or batch of documents) and who will be participating in the review as commenters. This section instructs the EST on how to configure the email notification that will be sent for the event. The list that displays on the screen shows the following options:

- SEMO Manager
- SIS Central Office
- FDOT ETDM Coordinator
- FDOT ETDM Coordinator Primary
- District Environmental Administrator
- FDOT Community Liaison Coordinator
- FDOT Community Liaison Coordinator Primary
- Project Manager

- [ETAT](#) – You will have the option to select all ETAT recipients statewide or from specific Districts, or you can choose specific organizations.
- [Other \(let me choose individuals\)](#) – Use this option if you want to select specific individuals as the primary audience.

1. To select the primary audience for the document review event, click the appropriate check box. (See the next two steps for guidance on selecting ETAT and individuals).

**Who is the primary audience for this document?**

☒ SEMO Manager  
☒ SIS Central Office  
☒ FDOT ETDM Coordinator  
☒ FDOT ETDM Coordinator Primary  
☒ District Environmental Administrator  
☒ FDOT Community Liaison Coordinator  
☒ FDOT Community Liaison Coordinator Primary  
☒ Project Manager  
☐ ETAT  
☐ Other (let me choose individuals)

[Preview Audience](#)

2. To add **ETAT** participants, do the following:

- Click the **ETAT** check box.

**Who is the primary audience for this document?**

☐ SEMO Manager  
☐ SIS Central Office  
☐ FDOT ETDM Coordinator  
☐ FDOT ETDM Coordinator Primary  
☐ District Environmental Administrator  
☐ FDOT Community Liaison Coordinator  
☐ FDOT Community Liaison Coordinator Primary  
☐ Project Manager  
☒ **ETAT**  
☐ All ETAT  
☒ Specific Agencies  
☒ Lead Agencies  
☐ Cooperating Agencies  
☐ Participating Agencies  
☐ Other (let me choose agencies)  
☐ Other (let me choose individuals)

The screen displays additional prompts that allow you to choose **All ETAT** participants or **Specific Agencies** as the document recipients.

- To send a document to all ETAT participants – Click the **All ETAT** button. The section expands and displays a **Choose Districts** option.
  - Do one of the following:
    - Click **Statewide** to select ETAT members from all Districts.



- Click **Specific Districts** and then click the check box beside one or more **Districts**.

**Who is the primary audience for this document?**

☐ SEMO Manager  
☐ SIS Central Office  
☐ FDOT ETDM Coordinator  
☐ FDOT ETDM Coordinator Primary  
☐ District Environmental Administrator  
☐ FDOT Community Liaison Coordinator  
☐ FDOT Community Liaison Coordinator Primary  
☐ Project Manager  
☒ **ETAT**  
☒ **All ETAT**  
☐ Specific Agencies  
☐ Other (let me choose individuals)  
**Choose Districts**  
☒ **Statewide**  
☐ Specific Districts

- To send a document to selected agencies – Click the **Specific Agencies** button. This will display a list of agency roles that you can select from, or you can enter the name of a specific agency. Select any of the following:
  - Click the check box beside an agency role (**Lead**, **Cooperating**, or **Participating**) to make your selection.
  - Click **Other (let me choose agencies)** to select or enter a specific agency name.
    - In the **Search for an agency** field, type part of the agency's name. A list of agencies matching your entry will display.
    - Click on the agency name. The screen displays the agency name. Repeat this step for each agency name you want to add.

**Who is the primary audience for this document?**

☒ SEMO Manager  
☐ SIS Central Office  
☐ FDOT ETDM Coordinator  
☐ FDOT ETDM Coordinator Primary  
☐ District Environmental Administrator  
☐ FDOT Community Liaison Coordinator  
☐ FDOT Community Liaison Coordinator Primary  
☐ Project Manager  
☒ ETAT  
☐ All ETAT  
☒ Specific Agencies  
☐ Lead Agencies  
☐ Cooperating Agencies  
☐ Participating Agencies  
☒ Other (let me choose agencies)  
 Search for an agency   
 Name  
 FL Department of Environmental Protection   
 FL Fish and Wildlife Conservation Commission

**Tip!** To remove an agency from the list, click the **Remove** button beside the agency's name.

3. To select a specific individual, click the **Other (let me choose individuals)** check box.

**Who is the primary audience for this document?**

☐ SEMO Manager  
☐ SIS Central Office  
☐ FDOT ETDM Coordinator  
☐ FDOT ETDM Coordinator Primary  
☐ District Environmental Administrator  
☐ FDOT Community Liaison Coordinator  
☐ FDOT Community Liaison Coordinator Primary  
☐ Project Manager  
☒ ETAT

☐ All ETAT  
☒ Specific Agencies

☐ Lead Agencies  
☐ Cooperating Agencies  
☐ Participating Agencies  
☒ Other (let me choose agencies)

Search for an agency

| Name   |                                       |
|--|---------------------------------------|
| FL Department of Environmental Protection    | <input type="button" value="Remove"/> |
| FL Fish and Wildlife Conservation Commission | <input type="button" value="Remove"/> |

☒ Other (let me choose individuals)

\* Search for recipient

Or select from your contact lists

The screen displays search options that allow you to either type the recipient's name into a text box, or you can select names from your personal ETDM contact lists.

**Who is the primary audience for this document?**

☐ SEMO Manager  
☐ SIS Central Office  
☐ FDOT ETDM Coordinator  
☐ FDOT ETDM Coordinator Primary  
☐ District Environmental Administrator  
☐ FDOT Community Liaison Coordinator  
☐ FDOT Community Liaison Coordinator Primary  
☐ Project Manager  
☒ ETAT

☐ All ETAT  
☒ Specific Agencies

☐ Lead Agencies  
☐ Cooperating Agencies  
☐ Participating Agencies  
☒ Other (let me choose agencies)

Search for an agency

| Name   |                                       |
|--|---------------------------------------|
| FL Department of Environmental Protection    | <input type="button" value="Remove"/> |
| FL Fish and Wildlife Conservation Commission | <input type="button" value="Remove"/> |

☒ Other (let me choose individuals)

\* Search for recipient

Or select from your contact lists

- To **Search for recipient** – Type the recipient's name into the text box, as shown in the next illustration, and then click **Enter**.

**Note:** If the recipient's name is already in the EST database, an autocomplete list will display.

☒ Other (let me choose individuals)

\* Search for recipient

Or select from your contact lists

Eli Teal (FL Department of Environmental Protection)

Ivy Teal (National Park Service)

- **Adding a recipient not found in the database** – If the name you type into the **Search for recipient** text box is not in the EST database, the screen displays a **No match found** message, as demonstrated in the next illustration.

☒ **Other (let me choose individuals)**

\* **Search for recipient** Elmore Rowan × No match found **Add New**

Or select from your contact lists Select a contact list ▼ Add

You can add a name to the EST database by doing the following:

- Click the **Add New** button.

☒ **Other (let me choose individuals)**

\* **Search for recipient** Elmore Rowan × No match found **Add New**

Or select from your contact lists Select a contact list ▼ Add

The **Add New Contact** dialog box displays a form for the contact's information.

**Add New Contact** [X]

**Name & Organization**

Prefix  
[ ]

\*First name  
[ ]

Middle name:  
[ ]

\*Last name:  
[ ]

Position Title:  
[ ]

\*Organization:  
[ ]

\*Email:  
[ ]

Next->

- Complete the fields displayed on the screen. Fields showing an asterisk, \*, are required information.
- Click **Next** after you complete the fields for the respective information.

**Note:** If you're entering a new contact whose email address matches the email address of another name, the **Possible Match Found** message will display. This may indicate the contact you have added is already in the database under a different spelling of the name. You can either click the **Use my entry** button to use the information you entered into the form, click the button beside a **name** shown on the possible matches list, or click **Previous** to return to the form to make corrections.

- After completing the fields on the **Add New Contact** form, click **Save**.

The name of the new contact appears on the screen as being a member of the primary audience for the document review event.

4. Click **Preview Audience** to review the names associated with a selected role.

The screen refreshes and displays a list of names associated with the roles that were selected.

|   |            |
|---|------------|
| Ballo, George (FL Department of Transportation)         | Role-based |
| McKinney, Megan (FDOT District 1)                       | Role-based |
| Ennemoser, Rusty (FDOT District 3)                      | Role-based |
| Lapkowski, Annette (FIHS Central Office)                | Role-based |
| Nielsen, Pam (FDOT District 3)                          | Role-based |
| Garcia, Felix (FIHS Central Office)                     | Role-based |
| Konikoff, Mike (FDOT District 1)                        | Role-based |
| tester, tester (FL Department of Transportation)        | Role-based |
| Beardsley, Karen (FDOT District 1)                      | Role-based |
| Ripandelli, Diane (FDOT District 1)                     | Role-based |
| ashwini, Ashwini (Gainesville MTPD)                     | Role-based |
| Carlton, Lori (FDOT District 1)                         | Role-based |
| Stettner, Alison C. (Florida's Turnpike Enterprise)     | Role-based |
| Sands, Chris (FDOT District 1)                          | Role-based |
| Clemons, Stephanie A. (FL Department of Transportation) | Role-based |
| Eli Teal (FL Department of Environmental Protection)    | Remove     |

ok

**Note:** The names shown along with the associated roles are generated from the EST database, and they cannot be removed from the list. However, a **Remove** button will be displayed for names that you have added. In this case, you can click the **Remove** button located next to the name, as shown in the next illustration.

**5.** Click **ok**.

|   |            |
|---|------------|
| Roaza, Ruth M. (FDOT District 2)                        | Role-based |
| Ballo, George (FL Department of Transportation)         | Role-based |
| McKinney, Megan (FDOT District 1)                       | Role-based |
| Ennemoser, Rusty (FDOT District 3)                      | Role-based |
| Lapkowski, Annette (FIHS Central Office)                | Role-based |
| Nielsen, Pam (FDOT District 3)                          | Role-based |
| Garcia, Felix (FIHS Central Office)                     | Role-based |
| Konikoff, Mike (FDOT District 1)                        | Role-based |
| tester, tester (FL Department of Transportation)        | Role-based |
| Beardsley, Karen (FDOT District 1)                      | Role-based |
| Ripandelli, Diane (FDOT District 1)                     | Role-based |
| ashwini, Ashwini (Gainesville MTPD)                     | Role-based |
| Carlton, Lori (FDOT District 1)                         | Role-based |
| Stettner, Alison C. (Florida's Turnpike Enterprise)     | Role-based |
| Sands, Chris (FDOT District 1)                          | Role-based |
| Clemons, Stephanie A. (FL Department of Transportation) | Role-based |

ok

**6.** After you have entered your responses to all of the prompts displayed on the page, click **Next**.

### 3.1.13.3.2 Entering Event and Document Details

After you enter the event's preliminary information, the next step in creating a new document event is to record the details about the event and the document to be reviewed. Forms for entering review details are displayed as tabbed sections that guide you through the document review setup process.

**Note:** Tabs showing a red asterisk, \*, indicate required fields that must be completed before a document review event can be created. Tabs showing a white dot indicate optional information that has not yet been addressed. When you click a tab displaying a white dot, the dot will disappear whether you complete the respective form or not.

- **Details (Required)** – Contains required fields for the event details, including description, the review start date, number of days for the review, and whether the document is related to ETDM projects or other document review events.

**Tip!** You can set up a document review event in advance of the review start date by clicking the **Review Start Date** field and then selecting a date on the **calendar** tool. The notification email will automatically be sent to recipients on the scheduled date.

- **Document Details (Required)** – Displays a link for attaching documents, fields for describing the document being reviewed, and an option for indicating whether the document contains line numbers.
- **Audience** – Lists the individuals and agencies that were selected as the primary audience. You can make edits to the list by using the **Edit** button located on the tab.
- **Staff** – Allows you to add individuals within your organization access to documents and permits them to make comments. Staff members who will be reviewing documents and adding comments must first be



assigned an **Internal Document Review - Staff** role within the EST. Staff comments can only be viewed by administrators within the organization.

- **Responders** – Allows you to add names of individuals from your organization who are assigned to respond to reviewing organizations' comments after a document review event period ends. Individuals tasked with responding to review comments must first be assigned an **Internal Document Review - Responder** role within the EST,
- **Prepare Notification** – Displays the email template that will be sent to document recipients to inform them that a document review event has started. The system automatically inserts the event information that was entered during the setup process (e.g., document name, review start and end dates).
- **Restricted** – Indicate if the reviews and responses recorded the document review event will be open to non-participants (i.e., other EST users not participating in the document review event and/or the public):
  - Click **Yes** if the document review is only available to participants of a document review event (reviewer, staff, responders, members of the organization that created the event) along with EST administrators and State Environmental Management Office Managers. This means the Document Reviews and Responses report that is produced will not be available for viewing to non-participants (i.e., other EST users and members of the public).
  - If the information from the document review event will be open for public access and other EST users, click **No**.

The screenshot shows the 'Manage Document Review Events' form in the etdm system. The 'Details' tab is selected. Fields include 'Event Name' (text), 'Event Description' (rich text), 'Restricted' (radio buttons for Yes/No), 'Review Start Date' (calendar), 'Review Duration' (text with 'calendar days' label), 'Related to Other Document Review Events?' (radio buttons), 'Related to ETDM Project?' (radio buttons), and 'Related ETDM Projects' (text). A 'Submit' section at the bottom displays error messages: 'You must fix the following errors before you can save a draft review event' (Event Description is required, Start Date is required, You must save or cancel the current document before you can save the event.) and 'You must fix the following errors before you can save a final review event' (You must attach at least one document).

**Tip!** At the bottom of the screen is a **Submit** section that contains messages showing you the steps that must be completed before you can submit your information.

This is a close-up of the 'Submit' section. It contains two columns of error messages. The left column, titled 'You must fix the following errors before you can save a draft review event', lists: 'Event Description is required', 'Start Date is required', and 'You must save or cancel the current document before you can save the event.' The right column, titled 'You must fix the following errors before you can save a final review event', lists: 'You must attach at least one document'. Below the errors are 'Save Draft' and 'Cancel Draft' buttons.

1. On the **Details** form, enter information about the document event into the fields provided.

**Note:** Indicate if editing is restricted by clicking the appropriate response beside **Restricted** (click **Yes** to restrict editing; click **No** if document edits are allowed).

**2.** Click the **Document Details** tab to display the form and then do the following:

- Click the **Browse** button to navigate to and upload the document.
- Enter the document's **Name**, **Description**, and **Type**.
- Indicate if **Line Numbers Available** is applicable for the document by clicking **Yes** or **No**.
- Click **Save Document**.

The screenshot shows the 'Manage Document Review Events' interface with the 'Document Details' tab selected. The form contains the following elements:

- Document File:** A text field with a 'Browse...' button next to it.
- Document Name:** A text field containing 'Lorem ipsum dolor sit amet'.
- Document Description:** A rich text editor area containing placeholder text.
- Document Type:** A dropdown menu.
- Line Numbers Available:** Radio buttons for 'Yes' and 'No'.
- Buttons:** 'Save Document' and 'Cancel' at the bottom.

The screen displays your uploaded document information, along with buttons for editing, deleting, and adding additional documents.

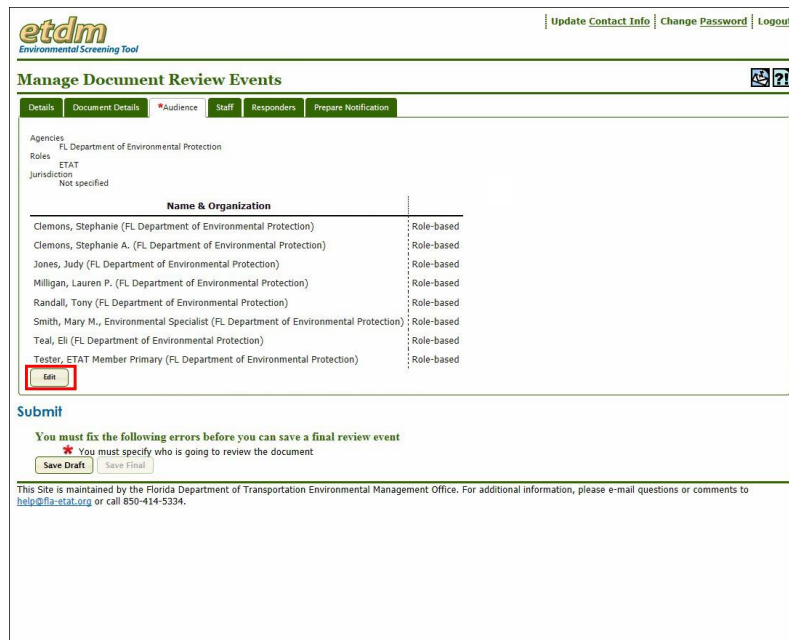
This screenshot shows the same interface but with a list of documents displayed. The table has the following structure:

| Document (PDF)   | Size | Document Type  | Line Numbers Available | Description   |
|--|------|----------------|------------------------|---|
| <input checked="" type="checkbox"/> Lorem ipsum dolor sit amet |      | Pond Site Memo | N                      | Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. |

Below the table is an 'Add Document' button. At the bottom of the form are 'Save Draft' and 'Save Final' buttons.

**3.** To view the list of recipients that was created for the document review event's primary audience, click the **Audience** tab.

- To make changes to the list, click the **Edit** button located at the bottom of the list.



**etdm**  
Environmental Screening Tool

Update Contact Info | Change Password | Logout

### Manage Document Review Events

Details | Document Details | **Audience** | Staff | Responders | Prepare Notification

Agencies  
FL Department of Environmental Protection

Roles  
ETAT

Jurisdiction  
Not specified

| Name & Organization  | Role-based |
|--|------------|
| Clemons, Stephanie (FL Department of Environmental Protection)                       | Role-based |
| Clemons, Stephanie A. (FL Department of Environmental Protection)                    | Role-based |
| Jones, Judy (FL Department of Environmental Protection)                              | Role-based |
| Milligan, Lauren P. (FL Department of Environmental Protection)                      | Role-based |
| Randall, Tony (FL Department of Environmental Protection)                            | Role-based |
| Smith, Mary M., Environmental Specialist (FL Department of Environmental Protection) | Role-based |
| Teal, Eli (FL Department of Environmental Protection)                                | Role-based |
| Tester, ETAT Member Primary (FL Department of Environmental Protection)              | Role-based |

**Edit**

**Submit**

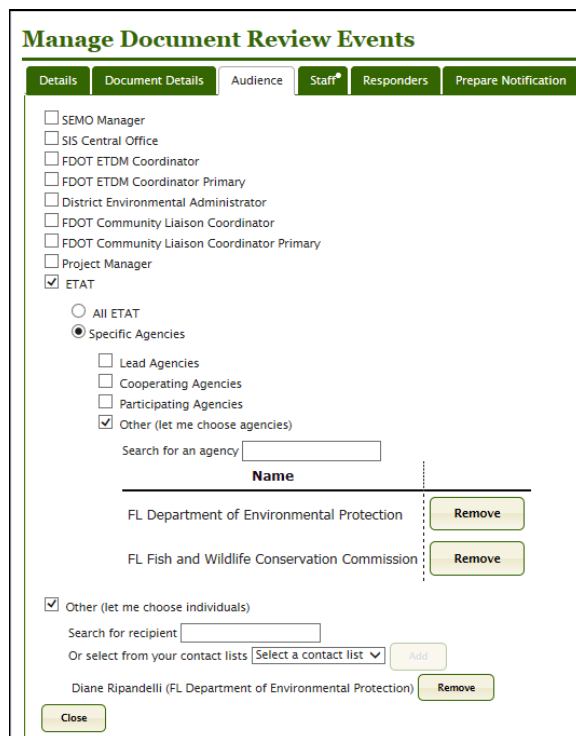
**You must fix the following errors before you can save a final review event**

**★** You must specify who is going to review the document.

**Save Draft** **Save Final**

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The page displays the primary audience selection form.



### Manage Document Review Events

Details | Document Details | Audience | **Staff** | Responders | Prepare Notification

☐ SEMO Manager

☐ SIS Central Office

☐ FDOT ETDM Coordinator

☐ FDOT ETDM Coordinator Primary

☐ District Environmental Administrator

☐ FDOT Community Liaison Coordinator

☐ FDOT Community Liaison Coordinator Primary

☐ Project Manager

☒ ETAT

☐ All ETAT

☒ Specific Agencies

☐ Lead Agencies

☐ Cooperating Agencies

☐ Participating Agencies

☒ Other (let me choose agencies)

Search for an agency

| Name   |               |
|--|---------------|
| FL Department of Environmental Protection    | <b>Remove</b> |
| FL Fish and Wildlife Conservation Commission | <b>Remove</b> |

☒ Other (let me choose individuals)

Search for recipient

Or select from your contact lists **Select a contact list**

|  |               |
|--|---------------|
| Diane Ripandelli (FL Department of Environmental Protection) | <b>Remove</b> |
|--|---------------|

**Close**

- Make the appropriate changes following the steps shown in the [Selecting the Primary Audience](#) section of these instructions.
- Click **Close**.

4. Add staff members and responders to the document review by clicking the respective tab and then typing an individual's name into the **Search for** box provided, or select names from your ETDM personal contact list.

**etdm**  
Environmental Screening Tool

### Manage Document Review Events

Details | Document Details | Audience | **Staff** | Responders | Prepare Notification

Search for Staff

Or select from your contact lists Select a contact list ▼ Add

**Submit**

Save Draft Save Final

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5. Set up the **email notification** template by completing the available fields:

- **Email Notification CC**
- **Email Notification Body (Top and Bottom)**

**Note:** The date and other event details are automatically entered by the system based on the information that was provided on the document review event information forms.

### Manage Document Review Events

Details | Document Details | Audience | Staff | Responders | **Prepare Notification**

E-mail Notification To: Notification will be sent to selected Recipients, Responders, and Staff.  
 Search for CCs

E-mail Notification CC: Or select from your contact lists Select a contact list ▼ Add

E-mail Notification Subject: Select Documents (presses two digits for EVENT\_NAME)

E-mail Notification Body (Top):

**B I U**

A Document Review event has begun on the Environmental Screening Tool (EST).

EVENT DETAILS:

|                               |                     |
|-------------------------------|---------------------|
| Event Name                    | {EVENT_NAME}        |
| Event Description             | {EVENT_DESCRIPTION} |
| Restricted                    | {RESTRICTED}        |
| Related Document Review Event | {RELATED_OR_EVENTS} |
| Or                            |                     |
| Related ETDM Projects         | {RELATED_PROJECTS}  |

The review period starts today, {START\_DATE} and will end in {REVIEW\_DURATION} calendar days on {END\_DATE}.

E-mail Notification Body (Middle):

Click the link below to access the document review form:  
[https://preprod-etdm.fia-etdm.org/etdm/preparePage=documentReview/2020/documentReviewTool.do?eventId={EVENT\\_ID}](https://preprod-etdm.fia-etdm.org/etdm/preparePage=documentReview/2020/documentReviewTool.do?eventId={EVENT_ID})

INSTRUCTIONS FOR REVIEWING AND PROVIDING COMMENTS ON DOCUMENTS:  
 The link above will take you to an online document review tool which will provide you access to the specific documents and a tool which will capture your comments for consideration. {LOCATION\_INSTRUCTIONS} Here is a link that shows you how to use the comment form:  
[https://www.fia-etdm.org/etdm/preparePage=documentReview/2020/documentReviewTool.do?eventId={EVENT\\_ID}](https://www.fia-etdm.org/etdm/preparePage=documentReview/2020/documentReviewTool.do?eventId={EVENT_ID})

Additionally, we have a fully staffed Help Desk capable of answering questions regarding the access and use of the document review tool. Email: [help@fia-etdm.org](mailto:help@fia-etdm.org) and phone: 850-414-5334.

E-mail Notification Body (Bottom):

**B I U**

Thank you,  
 Ava Smith  
 FDOT District 7  
 22222222  
[diane.ripandelli@aecom.com](mailto:diane.ripandelli@aecom.com)

Preview Load Template

6. Click the **Preview** button to display a print version of the email.

A **Notification Preview** box displays the email draft.

**7.** Click **Load Template**.

**8.** Under **Submit**, do one of the following:

- 

E-mail Notification Body (Bottom)

Thank you,  
Ava Smith  
FDOT District 7  
22222222  
diane.ripandelli@aecom.com

Submit

Save Draft Save Final

Depending on your previous action, one of the following messages appears:

- If you clicked **Save Draft** (i.e., you are not sending the notification email to begin the document review event), the screen displays the message shown in the next illustration.

**Tip!** Under **Event Saved**, a link appears for making changes to the review event. Click on the **click here** link to return to the document review setup form.

etdm  
Environmental Screening Tool

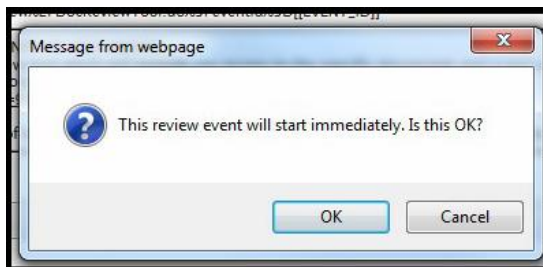
Manage Document Review Events

Event Saved

If you would like to make changes to the review event, click here.

This Site is maintained by the Florida Department of Transportation Environmental Management Office. For additional information, please e-mail questions or comments to [help@fla-etdm.org](mailto:help@fla-etdm.org) or call 850-414-5334.

- If you clicked **Save Final** (i.e., you are sending the notification email and starting the document review event on the same day), the screen displays the message shown in the next illustration. Click **OK** to confirm.



### 3.1.13.4 Editing an Existing Event

When you save a review event as a draft, you can return to it at a later time to make changes. To make changes to an existing event, do the following:

1. Under the prompt **Are you creating a new event, or editing an existing event?**, click **Existing**.

**etdm**  
Environmental Screening Tool

---

### Manage Document Review Events

---

Please answer the following questions to help us provide you with the appropriate content.

Are you creating a new event, or editing an existing event?

☐ New  
☒ Existing

The screen displays a search tool, with fields that allow you to search for an event by **Keyword(s)**, **Event Start Date Range**, or by **Organization**.

**etdm**  
Environmental Screening Tool

---

### Manage Document Review Events

---

Please answer the following questions to help us provide you with the appropriate content.

Are you creating a new event, or editing an existing event?

☐ New  
☒ Existing

**Search for Existing Event**

**Keyword(s):**

**Event Start Date Range:**  to

**Organization:**  ▼

2. Enter the appropriate search information.
3. Click **Search**.

**etdm**  
Environmental Screening Tool

---

### Manage Document Review Events

---

Please answer the following questions to help us provide you with the appropriate content.

Are you creating a new event, or editing an existing event?

☐ New  
☒ Existing

**Search for Existing Event**

**Keyword(s):**

**Event Start Date Range:**  to

**Organization:**  ▼

The screen displays a list of review events.



### Manage Document Review Events

Please answer the following questions to help us provide you with the appropriate content.

Are you creating a new event, or editing an existing event?

☐ New  
☒ Existing

**Search for Existing Event**

Keyword(s):

Event Start Date Range:  to

Organization:

| Event Name                        | Start Date | End Date   | Organization    |
|-----------------------------------|------------|------------|-----------------|
| <a href="#">Lorem ipsum dolor</a> | 08/31/2015 | 09/30/2015 | FDOT District 7 |

4. Under **Event Name**, click the link to the event you want to open.

### Manage Document Review Events

Please answer the following questions to help us provide you with the appropriate content.

Are you creating a new event, or editing an existing event?

☐ New  
☒ Existing

**Search for Existing Event**

Keyword(s):

Event Start Date Range:  to

Organization:

| Event Name                        | Start Date | End Date   | Organization    |
|-----------------------------------|------------|------------|-----------------|
| <a href="#">Lorem ipsum dolor</a> | 08/31/2015 | 09/30/2015 | FDOT District 7 |

The **Manage Document Review Events** page displays the tabbed event's **Details** form.

### etdm Environmental Screening Tool

#### Manage Document Review Events

Details | Document Details | Audience | Staff | Responders | Report Notification

Event Name:

Event Description: 

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Restricted: ☒ Yes ☐ No

Review Start Date:  Monday—7 days ago

Review Duration:  calendar days, ending on Wednesday, 09/30/2015

Related to Other Document Review Events? ☐ Yes ☒ No

Related to ETDM Project? ☐ Yes ☒ No

You must fix the following errors before you can save a draft review event

☒ Start Date cannot be in the past

5. Make any changes, where appropriate.
6. Under **Submit**, click either **Save Draft** or **Save Final**.

### 3.1.13.5 Extending or Cancelling an Active Document Review Event

After a document review has started, you can extend the end date or cancel the review altogether.

**Note:** After an event has past its scheduled end date, it will be labeled as completed. You will not be able to cancel or extend the end date for a completed event.

1. Access the **Manage Document Review Events** page by following the steps listed in the first section of these instructions.
2. On the **Manage Document Review Events** page, under the prompt **Are you creating a new event, or editing an existing event?**, click **Existing**.

The screen displays the following message.

3. Do one of the following:
  - To extend the review period - Type the revised date into the **End Date** field, or click on the date to select the revised date on the calendar tool, and then click **Save**.

- To cancel a document review event – Click **Cancel Event**.

### 3.1.13.6 Allowing Comments after a Review Event Has Ended

If an organization or individual participating in a document review event needs added time to review event materials and provide comments, you can grant an extension after a document review event has ended. However, you must provide a justification for granting an extension.

**Note:** Granting an extension to an organization or individual will overwrite any existing extensions that have been granted to members within the same organization.

To grant an extension to an organization or individual, do the following:

1. Access the **Manage Document Review Events** page by following the steps listed in the first section of these instructions.
2. On the **Manage Document Review Events** page, under the prompt **Are you creating a new event, or editing an existing event?**, click **Existing**.

The screen displays the following message that the event has ended along with a link for displaying the form for granting extensions.

3. Click the link.

The page expands and displays the **Event Documents** list and an **Allow Comments after Review Period** section.

**etdm**  
Environmental Screening Tool

[Update Contact Info](#)

---

**Manage Document Review Events**

This document review event is completed. If you would like to allow comment after review period, [click here](#).

**Document Review Extension**

---

**Event Details**

Event: Tampa Pond  
Managing Organization: FDOT District 7  
Start Date: 09/15/2015  
End Date: 09/16/2015  
Description:  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Related Document Review Event(s): [Lorem 3 - Tampa Pond at 1-73](#)  
Related ETDM Project(s): [E13027 - Fowler Ave. Extension](#)

---

**Event Documents**

| Document (PDF)                             | Size | Document Type            | Line Numbers Available | Description   |
|--|------|--------------------------|------------------------|---|
| <a href="#">Draft.ACIS</a>                 | 3 KB | Corridor Report          | No                     | Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. |
| <a href="#">Lorem ipsum dolor sit amet</a> | 3 KB | Environmental Assessment | No                     | Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. |

---

**Allow Comments after Review Period**

Grant extension to ☒ Organization ☐ Individual

**Reviewing Organization**  
Organizations showing a asterisk indicate existing extensions that have been granted to individuals. Granting extensions to document review participants within the same organization will overwrite an individual's existing extension.

| Organization                                 | Start Date | End Date | Justification | Extension                       |
|--|------------|----------|---------------|---------------------------------|
| FL Department of Environmental Protection    |            |          |               | <a href="#">Grant Extension</a> |
| FL Fish and Wildlife Conservation Commission |            |          |               | <a href="#">Grant Extension</a> |
| US Environmental Protection Agency           |            |          |               | <a href="#">Grant Extension</a> |
| US Fish and Wildlife Service                 |            |          |               | <a href="#">Grant Extension</a> |

4. Under **Allow Comments after Review Period**, do one of the following:
  - To grant an extension to an organization – Click the **Organization** button.
  - To grant an extension to an individual – Click the **Individual** button.
5. Based on your selection, a list of names will appear. For this illustration, a list of organizations is being shown as selected. (The process for granting extensions to organizations and individuals is the same.)

**Allow Comments after Review Period**

Grant extension to ☒ Organization ☐ Individual

**Reviewing Organization**  
Organizations showing a asterisk indicate existing extensions that have been granted to individuals. Granting extensions to document review participants within the same organization will overwrite an individual's existing extension.

| Organization                                 | Start Date | End Date | Justification | Extension                       |
|--|------------|----------|---------------|---------------------------------|
| FL Department of Environmental Protection    |            |          |               | <a href="#">Grant Extension</a> |
| FL Fish and Wildlife Conservation Commission |            |          |               | <a href="#">Grant Extension</a> |
| US Environmental Protection Agency           |            |          |               | <a href="#">Grant Extension</a> |
| US Fish and Wildlife Service                 |            |          |               | <a href="#">Grant Extension</a> |

6. Click the **Grant Extension** button for the selected **Organization/User Name**.

**Allow Comments after Review Period**

Grant extension to ☒ Organization ☐ Individual


**Reviewing Organization**  
Organizations showing a asterisk indicate existing extensions that have been granted to individuals. Granting extensions to document review participants within the same organization will overwrite an individual's existing extension.

| Organization                                 | Start Date | End Date | Justification | Extension                       |
|--|------------|----------|---------------|---------------------------------|
| FL Department of Environmental Protection    |            |          |               | <a href="#">Grant Extension</a> |
| FL Fish and Wildlife Conservation Commission |            |          |               | <a href="#">Grant Extension</a> |

A **Grant Extension** dialog box appears.

- In the **Justification** text box, type a justification for the extension.

**Note:** A justification is required.

- Type or select an **End Date** on the calendar tool, .
- Click **Submit**.

The page refreshes and displays the extension details.

**Allow Comments after Review Period**

Grant extension to ☒ Organization ☐ Individual

**Reviewing Organization**  
Organizations showing an asterisk indicate existing extensions that have been granted to individuals. Grant extension.

| Organization                                 | Start Date | End Date   | Justification               | Extension                                      |
|--|------------|------------|-----------------------------|--|
| FL Department of Environmental Protection    | 11/09/2015 | 11/17/2015 | Lorem ipsum dolor sit amet. | <input type="button" value="Grant Extension"/> |
| FL Fish and Wildlife Conservation Commission |            |            |                             | <input type="button" value="Grant Extension"/> |
| US Environmental Protection Agency           |            |            |                             | <input type="button" value="Grant Extension"/> |
| US Fish and Wildlife Service                 |            |            |                             | <input type="button" value="Grant Extension"/> |

### 3.1.13.7 Review Documents (Updated 09/30/2015)

The EST's **Review Document** tool allows document review participants to examine event documents and related information. During a document review period, participants who have commenter privileges can make changes and record their remarks in the text box provided on the **Review Document** page. These instructions guide you through the following actions:

- Access the Review Document page.
- Select a document review event.
- View related review events and ETDM projects.
- Display attached documents.
- View comments from other participants.
- Enter document review comments and attach supporting documents.
- Search for document reviews and responses.
- Download and print document reviews and responses.

#### 3.1.13.7.1 Access the Review Document Page

There are a couple of ways to access the **Review Document** page.

- An **email notification** alerting you to the start of a new document review event will contain a link to the **Review Document** tool in the EST, as shown in the next illustration. Click the link to open the tool.

The review period starts today, {START\_DATE} and will end in {REVIEW\_DURATION} calendar days on {END\_DATE}.

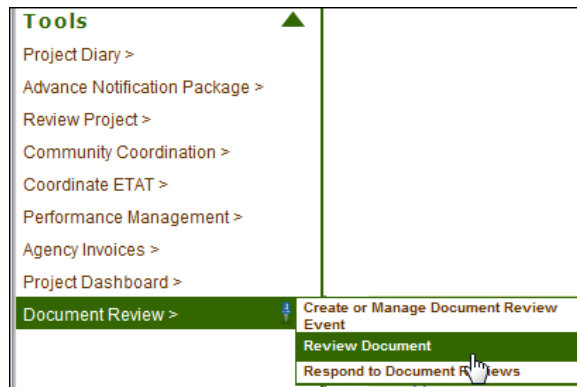
E-mail Notification Body (Middle)

Click the link below to access the document review form:  
[https://dev-4-fla-etdm.org/est/openPage=documentReview%2FDocReviewTool.do%3FeventID={EVENT\\_ID}](https://dev-4-fla-etdm.org/est/openPage=documentReview%2FDocReviewTool.do%3FeventID={EVENT_ID})

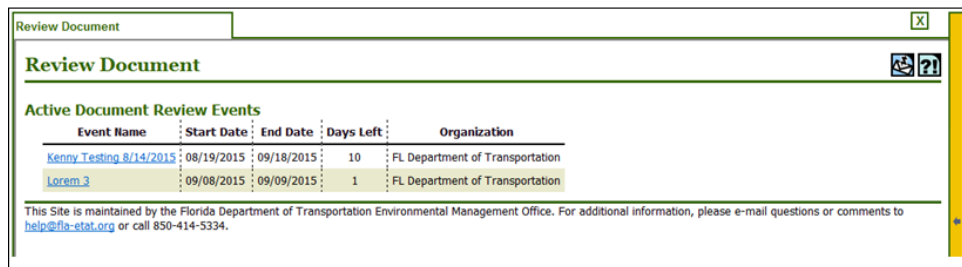
INSTRUCTIONS FOR REVIEWING AND PROVIDING COMMENTS ON DOCUMENTS:  
 The link above will take you to an online document review tool which will provide you access to the specific documents and a tool which will capture your comments for consideration. {LOCATION\_INSTRUCTIONS} Here is a link that shows you how to use the comment form:  
<https://www.flh-est.org/est/sectest/sectestViewer?docID=9033>

Additionally, we have a fully staffed Help Desk capable of answering questions regarding the access and use of the document review tool. Email: [help@fla-etdm.org](mailto:help@fla-etdm.org) and phone: 850-414-5334.

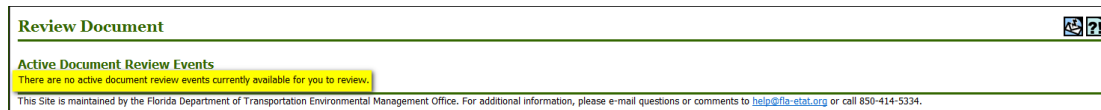
- To access the **Review Document** page from the EST **Tools** menu, point your mouse to **Document Review**, and then click **Review Document**.



The **Review Document** screen opens and displays a list of documents to be reviewed, along with the start and end dates.

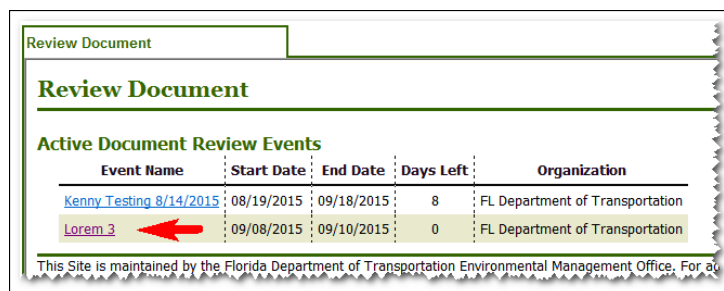


**Note:** If no document review events are shown, the screen will display a message, as shown in the next illustration.



### 3.1.13.7.2 Select a Document Review Event

If you are participating in multiple document review events, you will see a list of event names, along with the start and end dates for each event. Click an **Event Name** link to begin your review.



The **Review Document** page refreshes and displays the document review event details, along with a link to the documents that require a review, a section for entering your comments, and a list of reviewer comments.



Active projects: [1018 SR 64 FROM SUNCOAST Parkway TO 75] [Map]

Search site for: [ ] [Search]

etdm  
Environmental Screening Tool

Event Details

Event: Tampa Ford at 75  
Start Date: 08/10/2015  
End Date: 09/22/2015  
Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Related Document Review Event(s): [Tampa Ford](#)  
Related ETDM Project(s): [#13027 - Fowler Ave. Extension](#)

| Document (PDF)                             | Size | Document Type   | Line Numbers Available | Description   |
|--|------|-----------------|------------------------|---|
| <a href="#">ACE MM</a>                     | 3 KB | Corridor Report | No                     | Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.  |
| <a href="#">Lorem ipsum dolor sit amet</a> | 3 KB | Ford Site Memo  | No                     | Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. |

Identify  
Review the document as: [Ace Smith @ FDOT District 7](#)

Identify  
Review the document as: [Ace Smith @ FDOT District 7](#)

Review

Submit Review [Submit Document](#)

\*Required fields are marked with an asterisk.

Document: [ACE MM](#)

Location: Section(s)  Page(s)  Paragraph(s)  Global ☐

\*Location Comments:

[View Example](#) [Cancel](#)

\* Location comment is required.  
\* Sections, Pages, and Paragraphs are required when comments are not global.

Document Reviews

[ACE MM](#)  
Official Reviews  
There are no official reviews available.

Staff Reviews  
There are no staff reviews available.

### 3.1.13.7.3 View Related Review Events and ETDM Projects

You can view additional information related to the document review by clicking the links to related document review events and ETDM projects.

- To view **Related Document Review Event(s)**, click the link to the event name.

Event Details

Event: Lorem 3  
Start Date: 09/08/2015  
End Date: 09/10/2015  
Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Related Document Review Event(s): [Lorem 4](#)  
Related ETDM Project(s): [#13027 - Fowler Ave. Extension](#)

The **Document Reviews and Responses** page will display a read-only version of the related review event's information, with a link to the attached documents.

Document Reviews and Responses

[Back to Search Panel](#)

### Event Details

**Event:** Lorem 4  
**Start Date:** 09/10/2015  
**End Date:** 09/11/2015  
**Description:**  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**Related Document Review Event(s):** [Lorem 3](#)  
**Related ETDM Project(s):** [#13027 - Fowler Ave. Extension](#)

### Event Documents

| Document (PDF)                             | Size | Document Type               | Line Numbers Available | Description   |
|--|------|-----------------------------|------------------------|---|
| <a href="#">Lorem ipsum dolor sit amet</a> | 3 KB | Document for Partner Review | No                     | Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. |

### Document Reviews

☒ Show staff comments for my organizations.

**Official Reviews**  
 No data found.

**Staff Comments**  
 No data found.

- To view **Related ETDM Project(s)** – Click the link for the ETDM project name. The EST Public Site will open, allowing you to search for the project.

### 3.1.13.7.4 Display Attached Documents

Under **Event Documents** you will see a list of the documents that require a review for the event. In the **Document (PDF)** column, click the document name to open it. The document will display on a separate tabbed page.

### Event Details

**Event:** Lorem 4  
**Start Date:** 09/10/2015  
**End Date:** 09/11/2015  
**Description:**  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**Related Document Review Event(s):** [Lorem 3](#)  
**Related ETDM Project(s):** [#13027 - Fowler Ave. Extension](#)

### Event Documents

| Document (PDF)                             | Size | Document Type               | Line Numbers Available | Description   |
|--|------|-----------------------------|------------------------|---|
| <a href="#">Final ACER for 12694</a>       | 3 KB | Document for Partner Review | No                     | Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum ACER.   |
| <a href="#">Lorem ipsum dolor sit amet</a> | 3 KB | Document for Partner Review | No                     | Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. |

### 3.1.13.7.5 View Comments Made by Other Reviewers

At the bottom of the **Review Document** screen is the **Document Reviews** section, which displays comments made by other participants during the document review. The next illustration shows two documents that have been reviewed. A list of **Official Reviews** displays the location of the comments within the document (e.g., line numbers; section(s), page(s), and paragraph(s); or global) along with the **Reviewing Organization** name and the respective **Comments**.


If you are from the managing organization that set up the document review event and you have assigned staff members from your organization to review the document, you will find their comments under the **Staff Reviews** subhead.

Name of the document being reviewed. If there are multiple documents attached to a review event, review comments for each document are listed beneath the document's name.


**Document Reviews**

**ACE MM**

**Official Reviews**


| Section (s)   | Page (s) | Paragraph (s) | Global | Reviewing Organization          | Comments   |
|---|----------|---------------|--------|---------------------------------|--|
|  |          |               | Yes    | FL Department of Transportation | Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. |

**Staff Reviews**

| Section (s)   | Page (s) | Paragraph (s) | Global | Reviewing Organization          | Comments   |
|---|----------|---------------|--------|---------------------------------|--|
|  |          |               | Yes    | FL Department of Transportation | Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat |

**Lorem ipsum dolor sit amet**

**Official Reviews**

| Section (s)   | Page (s) | Paragraph (s) | Global | Reviewing Organization | Comments                        |  |
|---|----------|---------------|--------|------------------------|---------------------------------|--|
|  | 1        | 1             | 3      | No                     | FL Department of Transportation | Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. |


**Staff Reviews**

There are no staff reviews available.


**Document Reviews**

**ACE MM**

**Official Reviews**


| Section (s)   | Page (s) | Paragraph (s) | Global | Reviewing Organization          | Comments   |
|---|----------|---------------|--------|---------------------------------|--|
|  |          |               | Yes    | FL Department of Transportation | Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. |

**Staff Reviews**

| Section (s)   | Page (s) | Paragraph (s) | Global | Reviewing Organization          | Comments   |
|---|----------|---------------|--------|---------------------------------|--|
|  |          |               | Yes    | FL Department of Transportation | Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat |

**Lorem ipsum dolor sit amet**

**Official Reviews**

| Section (s)   | Page (s) | Paragraph (s) | Global | Reviewing Organization | Comments                        |  |
|---|----------|---------------|--------|------------------------|---------------------------------|--|
|  | 1        | 1             | 3      | No                     | FL Department of Transportation | Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. |

**Staff Reviews**

There are no staff reviews available.

**Staff Reviews** are only visible to members of the organization who set up the document review event. Other organizations who are participating in a document review will not see staff reviews.

### 3.1.13.7.6 Enter Document Review Comments

The **Review Document** tool captures any comments you want to add regarding a document's content.

1. By default the name of the attached document will appear in the **Document** field. When multiple documents are included in a review event, click the drop-down arrow and click on the appropriate document name to select it.

2. Identify which part of the document you are commenting on by doing the following:
  - If the document has numbered lines, type the line number(s) that your comments apply to.
  - If the document does not have numbered lines, type in the **Section(s)**, **Page(s)**, or **Paragraph(s)** numbers into the respective fields.
  - If your comments apply to the entire document, click the **Global** check box.
3. Type your comments for the selected location into the **Location Comments** text box.
4. If you have supporting documents that you would like to attach to your review, do the following:
  - Click the **Submit Documents** tab.

The **Review** form displays the **Attach Document** tool.

| Document (PDF) | Size | Description |
|----------------|------|-------------|
| + Add Document |      |             |

- Click the **Add Document** button.

The screenshot shows the 'Review' tab with the 'Submit Documents' sub-tab selected. Below the sub-tab is a table with three columns: 'Document (PDF)', 'Size', and 'Description'. A yellow button with a plus sign and the text '+ Add Document' is located below the table.

The file upload form displays.

The screenshot shows the file upload form. It has three main input areas: 'Document File' with a 'Browse...' button, 'Document Name' with a text box, and 'Document Description' with a rich text editor. Red asterisks are placed next to each of these labels to indicate they are required. At the bottom left, there are 'Save Document' and 'Cancel' buttons. Red error messages are visible at the bottom: 'Document File is required', 'Document Name is required', and 'Document Description is required'.

- Follow the standard procedure for uploading a document from your desktop.

**Note:** Documents must be in **PDF** format.



- Complete the required fields (noted by a red asterisk <sup>\*</sup>) shown on the form.

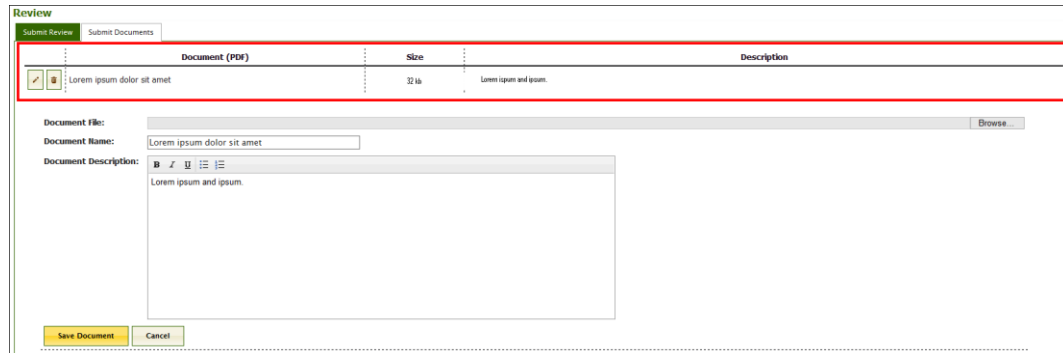
**Note:** To attach multiple documents to your review, repeat these steps for each document you are attaching.

- Click **Save Document**.

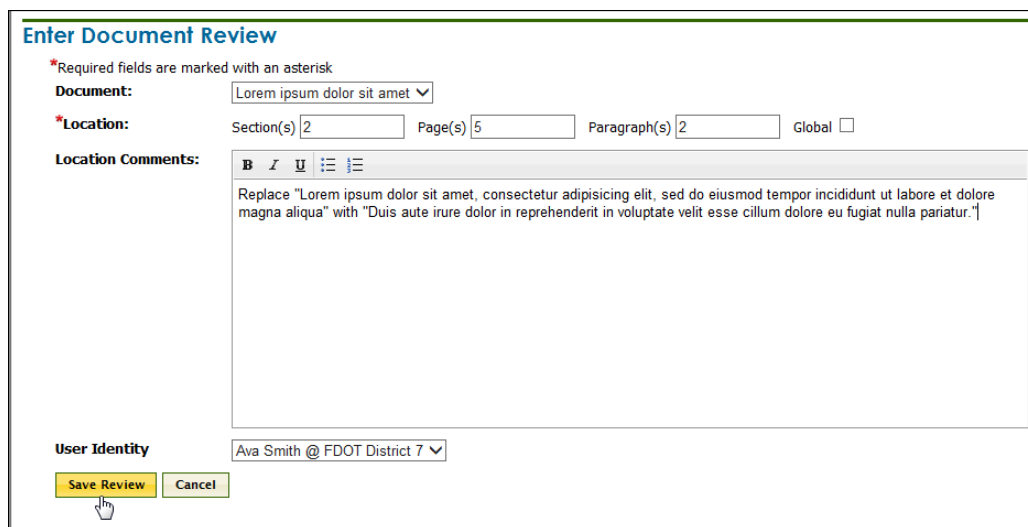
The screenshot shows the 'Review' tab with the 'Submit Documents' sub-tab. The form is now filled out: 'Document File' contains 'F:\References\Lorem ipsum dolor sit amet.pdf', 'Document Name' contains 'Lorem ipsum dolor sit amet', and 'Document Description' contains 'Lorem ipsum and ipsum.' The 'Save Document' button is highlighted with a mouse cursor.

The screen displays the document name, size, and description along with buttons for making edits or for removing the document:





**Tip!** Click the pencil icon, , to put the form into editing mode, which allows you to revise or make changes to the document description or replace the document. Click the trash can icon, , to completely remove the attached document.



**5. Click Save Review.**





The screen displays your comments under **Document Reviews**. You can then make text changes or remove any review comments.


| Document Reviews  |             |          |               |        |                                 |  |
|---|-------------|----------|---------------|--------|---------------------------------|--|
| Lorem ipsum dolor sit amet  |             |          |               |        |                                 |  |
| Official Reviews  |             |          |               |        |                                 |  |
|   | Section (s) | Page (s) | Paragraph (s) | Global | Reviewing Organization          | Comments   |
|   |             |          |               | Yes    | FL Department of Transportation | Replace ipsum dolor sit amet with Ut enim ad minim veniam.   |
|   |             |          |               | Yes    | FL Department of Transportation | magna aliqua. Udt enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. |

### 3.1.13.7.7 Edit Your Comments

After you save your review comments, you can make changes using the edit feature located beside each comment.

**Note:** You can only make changes when a document review event is in active status, which is the time period between the start and end dates.

| Document Reviews  |             |          |               |        |                                 |  |
|---|-------------|----------|---------------|--------|---------------------------------|--|
| Lorem ipsum dolor sit amet  |             |          |               |        |                                 |  |
| Official Reviews  |             |          |               |        |                                 |  |
|   | Section (s) | Page (s) | Paragraph (s) | Global | Reviewing Organization          | Comments   |
|  |             |          |               | Yes    | FL Department of Transportation | Replace ipsum dolor sit amet with Ut enim ad minim veniam.   |
|  |             |          |               | Yes    | FL Department of Transportation | magna aliqua. Udt enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. |

1. Click the pencil icon, , to start the edit mode. This will place your comments back into the **Location Comments** text box, which is now active.

Enter Document Review

\*Required fields are marked with an asterisk

Document:



Location:    ☒ Global

Location Comments: 

**B** *I* U **BB**


Replace ipsum dolor sit amet with Ut enim ad minim veniam.



User Identity:

| Document Reviews  |             |          |               |        |                                 |  |
|---|-------------|----------|---------------|--------|---------------------------------|--|
| Lorem ipsum dolor sit amet  |             |          |               |        |                                 |  |
| Official Reviews  |             |          |               |        |                                 |  |
|   | Section (s) | Page (s) | Paragraph (s) | Global | Reviewing Organization          | Comments   |
|  |             |          |               | Yes    | FL Department of Transportation | Replace ipsum dolor sit amet with Ut enim ad minim veniam.   |
|  |             |          |               | Yes    | FL Department of Transportation | magna aliqua. Udt enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. |

2. Type your changes into the **Location Comments** text box.
3. Click **Save Review**.

### 3.1.13.7.8 Delete Review Comments

You can remove a review comment using the delete tool. Click the trash can icon, , located on the row of the comment you wish to remove.

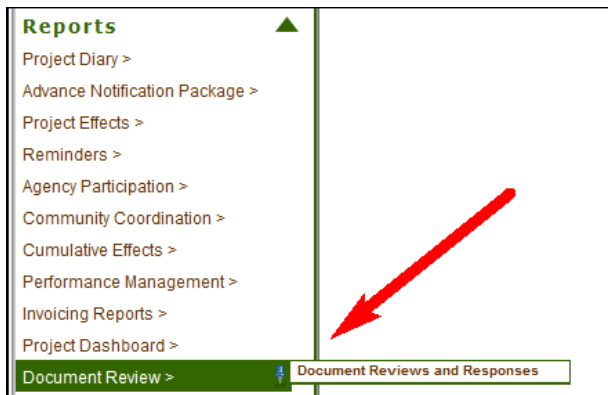
| Document Reviews  |             |          |               |        |                                 |  |
|---|-------------|----------|---------------|--------|---------------------------------|--|
| Lorem ipsum dolor sit amet  |             |          |               |        |                                 |  |
| Official Reviews  |             |          |               |        |                                 |  |
|   | Section (s) | Page (s) | Paragraph (s) | Global | Reviewing Organization          | Comments   |
|  |             |          |               | Yes    | FL Department of Transportation | Replace ipsum dolor sit amet with Ut enim ad minim veniam.   |
|  |             |          |               | Yes    | FL Department of Transportation | magna aliqua. Udt enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. |

### 3.1.13.7.9 Search for Document Reviews and Responses

You can view the reviews and responses from other document review events by using the **Document Reviews and Responses** feature located in the EST's **Reports** menu.



1. On the EST **Reports** menu, point to **Document Review**, and then click **Document Reviews and Responses**.



The **Document Reviews and Responses** page displays a search panel.

### Document Reviews and Responses

#### Search for a Document Review Event

**Keyword(s):**

**Event Start Date Range:**  to

**Organization:**  ▼

2. Enter your search criteria into any of the fields displayed on the screen.
3. Click **Search**.

### Document Reviews and Responses

#### Search for a Document Review Event

**Keyword(s):**  ✕

**Event Start Date Range:**  to

**Organization:**  ▼

The screen refreshes and displays a list of document review events that match your selected criteria.

### Document Reviews and Responses

**Search for a Document Review Event**

Keyword(s):

Event Start Date Range:  to

Organization:

| Event Name  | Start Date | End Date   | Organization                    |
|---|------------|------------|---------------------------------|
| <a href="#">FDOT 3 - Fish and Wildlife Review</a>         | 08/18/2015 | 09/17/2015 | FDOT District 3                 |
| <a href="#">FDOT 3 Fish and Wildlife - Needs Approval</a> | 08/14/2015 | 08/19/2015 | FDOT District 3                 |
| <a href="#">FDOT 5 - Fish</a>                             | 08/20/2015 | 09/19/2015 | FDOT District 5                 |
| <a href="#">FDOT 5 - Fish &amp; Wildlife Review</a>       | 08/18/2015 | 08/19/2015 | FDOT District 5                 |
| <a href="#">FDOT Coordinator Grouping - No Approval</a>   | 08/13/2015 | 08/14/2015 | FL Department of Transportation |
| <a href="#">FDOT ETDM Coordinator Meeting</a>             | 08/14/2015 | 08/15/2015 | FL Department of Transportation |
| <a href="#">FDOT Wildlife</a>                             | 08/14/2015 | 08/15/2015 | FDOT District 3                 |
| <a href="#">Fish and Friends - Needs Approval</a>         | 08/12/2015 | 08/14/2015 | FDOT District 3                 |
| <a href="#">Kennv testing 3</a>                           | 08/19/2015 | 09/18/2015 | FL Department of Transportation |
| <a href="#">Lorem 4</a>                                   | TBD        | TBD        | FL Department of Transportation |
| <a href="#">Lorem 4</a>                                   | 09/10/2015 | 09/11/2015 | FDOT District 7                 |
| <a href="#">Stephanie - Review Tool 07/01/30</a>          | 07/02/2015 | 08/01/2015 | FDOT District 2                 |

4. Click on the **Event Name** link to display the event details, along with the reviews and responses from event participants.

**Tip!** You can also click the **Back to Search Panel** link that is located on the top left corner of a **Document Reviews and Responses** page for a selected event, as shown in the next illustration.

### Document Reviews and Responses

[Back to Search Panel](#)

**Event Details**

Event: Lorem 4  
Start Date: 09/10/2015  
End Date: 09/11/2015  
Description:  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Related Document Review Event(s): [Lorem 3](#)  
Related ETDM Project(s): [#13027 - Foster Ave. Extension](#)

| Document (PDF)                             | Size | Document Type               | Line Numbers Available | Description   |
|--|------|-----------------------------|------------------------|---|
| <a href="#">Final ACER for 12694</a>       | 3 KB | Document for Partner Review | No                     | Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum ACER.   |
| <a href="#">Lorem ipsum dolor sit amet</a> | 3 KB | Document for Partner Review | No                     | Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. |

**Document Reviews**

☐ Show staff comments for my organizations.

Final ACER for 12694  
Official Reviews  
No data found.  
Lorem ipsum dolor sit amet  
Official Reviews  
No data found.

### 3.1.13.7.10 Download and Print Document Reviews and Responses


You can save or print a PDF of the reviews and responses for a document review event by clicking the **PDF** icon located on the page toolbar.

### Document Reviews and Responses

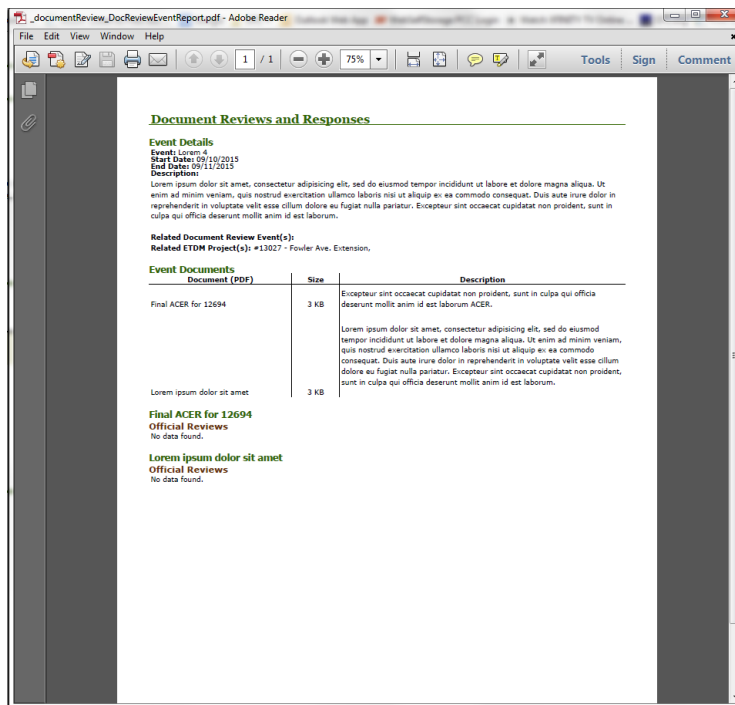
[Back to Search Panel](#)

**Event Details**

Event: Lorem 4  
Start Date: 09/10/2015  
End Date: 09/11/2015  
Description:  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.



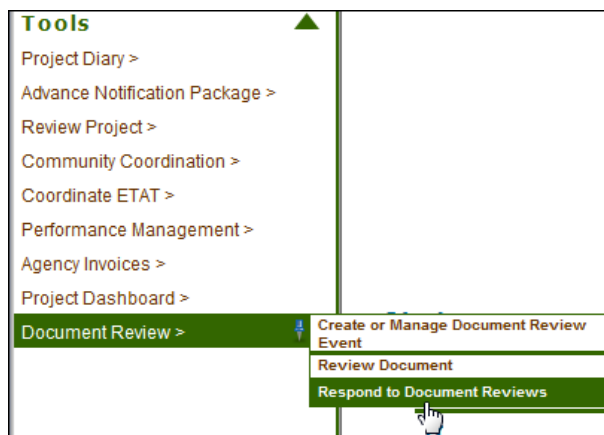
The screen displays a **PDF** version of the **Document Reviews and Responses** page, where you can follow the standard process for saving or printing a PDF document.



### 3.1.13.8 Respond to Document Reviews

The **Respond to Document Reviews** tool allows authorized individuals to respond to comments made by agency officials and staff during a document review event.

1. To access the **Respond to Document Reviews** page, go to the **EST Tools** menu, point your mouse to **Document Review**, and then click **Respond to Document Reviews**.



The **Respond to Document Reviews** screen opens and displays a list of **Document Review** events.

Respond to Document Reviews

## Respond to Document Reviews

### Respond to Document Reviews

| Event Name                | Start Date | End Date   | Organization                    |
|---------------------------|------------|------------|---------------------------------|
| <a href="#">Blue Lake</a> | 09/25/2015 | 09/28/2015 | FL Department of Transportation |
| <a href="#">Blue Lake</a> | 09/28/2015 | 09/29/2015 | FL Department of Transportation |
| <a href="#">Lorem 3</a>   | 09/08/2015 | 09/10/2015 | FL Department of Transportation |

Click the document review event name to select it.

Respond to Document Reviews

## Respond to Document Reviews

### Event Details

Event: Lorem 3  
 Managing Organization: FL Department of Transportation  
 Start Date: 09/08/2015  
 End Date: 09/10/2015  
 Description:  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Related Document Review Event(s): [Tampa Pond](#), [Lorem 4](#)  
 Related ETDM Project(s): [#13027 - Fowler Ave. Extension](#)

### Event Documents

| Document (PDF)                             | Size | Type                                | Line Numbers Available | Description   |
|--|------|-------------------------------------|------------------------|---|
| <a href="#">Lorem ipsum dolor sit amet</a> | 3 KB | Design Traffic Technical Memorandum | No                     | Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. |

Details for the document review event along with links to associated documents are displayed.

- Under the **Official Reviews** section, click the appropriate check box located in the **Select or Delete** column to indicate the review you are responding to.

### Official Reviews

Lorem ipsum dolor sit amet

| Select or Delete            | Section (s) | Page (s) | Paragraph (s) | Global | Reviewing Organization          | Comments   | Review Documents | Response      | Responding Organization |
|-----------------------------|-------------|----------|---------------|--------|---------------------------------|--|------------------|---------------|-------------------------|
| <input type="checkbox"/> or |             |          |               | Yes    | FL Department of Transportation | magna aliqua. Udt enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. |                  | Not Available | Not Available           |
| <input type="checkbox"/> or |             |          |               | Yes    | FL Department of Transportation | Replace ipsum dolor sit amet with Ut enim ad minim veniam.   |                  | Not Available | Not Available           |

- Type your comments in the **Response** text box.  
**Note:** The **Response** text box is a required field.

|   |  |  |     |                                 |   |               |               |
|---|--|--|-----|---------------------------------|---|---------------|---------------|
| <input checked="" type="checkbox"/> or <input type="checkbox"/> |  |  | Yes | FL Department of Transportation | irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. | Not Available | Not Available |
| <input type="checkbox"/> or <input type="checkbox"/>            |  |  | Yes | FL Department of Transportation | Replace ipsum dolor sit amet with Ut enim ad minim veniam.  | Not Available | Not Available |

**Enter Response to Document Review**

\*Required fields are marked with an asterisk

\*Response:

**4. Click Save Response.**

**Enter Response to Document Review**

\*Required fields are marked with an asterisk

Response:

After click the check box beside the comment you want to respond to, type your response here.

User Identity: Diane Ripandelli @ FL Department of Transportation

**Save Response**


The page refreshes and displays your comments in the **Response** column.

| Official Reviews                                     |             |          |               |        |                                 |  |                  |   |                                 |
|--|-------------|----------|---------------|--------|---------------------------------|--|------------------|---|---------------------------------|
| Lorem ipsum dolor sit amet                           |             |          |               |        |                                 |  |                  |   |                                 |
| Select or Delete                                     | Section (s) | Page (s) | Paragraph (s) | Global | Reviewing Organization          | Comments   | Review Documents | Response  | Responding Organization         |
| <input type="checkbox"/> or <input type="checkbox"/> |             |          |               | Yes    | FL Department of Transportation | magna aliqua. Udt enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. |                  | After click the check box beside the comment you want to respond to, type your response here. | FL Department of Transportation |
| <input type="checkbox"/> or <input type="checkbox"/> |             |          |               | Yes    | FL Department of Transportation | Replace ipsum dolor sit amet with Ut enim ad minim veniam.   |                  | Not Available   | Not Available                   |

### 3.1.13.8.1 Deleting a Response


Let's say you discovered a typo in a response you just saved. You can delete the response and replace it with a new one by doing the following:

1. Under **Select or Delete**, click the trash can icon. For this illustration, a typo will be corrected.


| Official Reviews  |             |          |               |        |                                 |   |                  |   |                                 |
|---|-------------|----------|---------------|--------|---------------------------------|---|------------------|---|---------------------------------|
| Lorem ipsum dolor sit amet  |             |          |               |        |                                 |   |                  |   |                                 |
| Select or Delete  | Section (s) | Page (s) | Paragraph (s) | Global | Reviewing Organization          | Comments  | Review Documents | Response  | Responding Organization         |
| <input type="checkbox"/> or  |             |          |               | Yes    | FL Department of Transportation | magna aliqua. Udt enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non |                  | After click the check box beside the comment you want to respond to, type your response here. | FL Department of Transportation |

A message appears asking for confirmation from you to delete the response.

Respond to Document Reviews

| Official Reviews  |             |          |               |        |                                 |   |                  |   |                                 |
|---|-------------|----------|---------------|--------|---------------------------------|---|------------------|---|---------------------------------|
| Lorem ipsum dolor sit amet  |             |          |               |        |                                 |   |                  |   |                                 |
| Select or Delete  | Section (s) | Page (s) | Paragraph (s) | Global | Reviewing Organization          | Comments  | Review Documents | Response  | Responding Organization         |
| <input type="checkbox"/> or  |             |          |               | Yes    | FL Department of Transportation | magna aliqua. Udt enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non |                  | After click the check box beside the comment you want to respond to, type your response here. | FL Department of Transportation |

Message from webpage

 Are you sure you want to delete the response for this review?

OK Cancel

2. Click **OK**. The response will be removed.