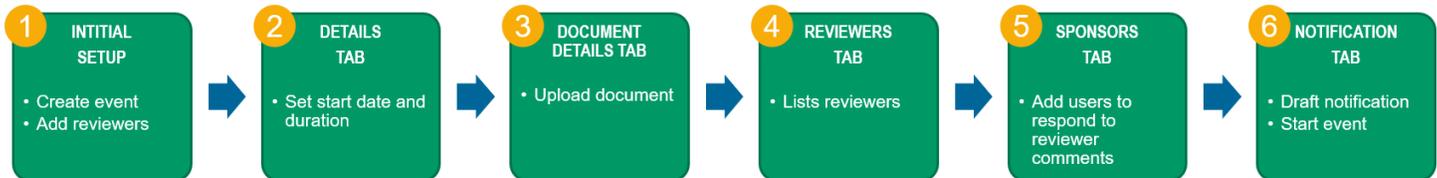


OVERVIEW

The *Document Review Module* in the Environmental Screening Tool (EST) provides the opportunity for the District to upload and distribute Natural Resource Evaluations (NREs) for review to the Florida Fish and Wildlife Conservation Commission (FWC) or other applicable NRE review agencies. The graphic below provides a brief overview of the steps to setup an NRE review and details on each step are provided in this document.



Begin by accessing the *Document Review Module* from the left-hand menu of the EST by clicking **Document Review** followed by **Manage Document Review Events**.

1. INITIAL SETUP

- a) Create new event – New
- b) Event Name – [FM Number] [Project Name] NRE Review
- c) Is the document Related to an Efficient Transportation Decision Making (ETDM) project? Select *Yes* or *No* – if *Yes*, enter the ETDM number.
- d) Indicate *Primary Audience* (reviewers)

- 1) Event is related to ETDM project: Check ETAT ► Specific Agencies ► Other (let me choose agencies) ► Select FWC from the dropdown
- OR**
- 2) Event is not related to ETDM project: Check ETAT ► Specific Agencies ► Select FWC from the dropdown ► Choose between Statewide or a specific District(s)

- e) *Preview Audience* to ensure the intended recipients are selected and click *Next*.

2. DETAILS TAB

- a) Event Description – Natural Resource Evaluation for [Project Name]
- b) Select the Review Start Date
- c) Ensure the duration is 30 days
- d) *Save Draft* then select the *Document Details Tab* at the top of the page

3. DOCUMENT DETAILS TAB

- a) Click *Add Document* and upload the **NRE** from your files.
 - 1) Add the document name (the NRE title) and a short description.
 - 2) Type – Select the applicable “Natural Resource Evaluation” either *Federal* or *State*
 - 3) Purpose – For review and comment
 - 4) Line Numbers Available – No
 - 5) Click *Add Document*
- b) Click *Add Document* and upload the **Transmittal Letter** from your files.
 - 1) Add the document name (FWC Transmittal Letter) and a short description (FWC Transmittal Letter for NRE.).
 - 2) Type – Select “Other”
 - 3) Purpose – For reference only
 - 4) Click *Add Document*
- c) *Save Draft* then select the *Reviewers Tab* at the top of the page

This screenshot shows the 'Add Document' form for an NRE. The fields are:

- File:** SampleNRE.pdf
- Name:** Natural Resources Evaluation for FM# 123456-7 Tom Roberts to He (a1)
- Description:** Natural Resources Evaluation for FM# 123456-7 Tom Roberts to Helen Guard
- Type:** Natural Resource Evaluation (Federal Projects) (a2)
- Purpose:** For review and comment (a3)
- Line Numbers Available:** No (a4)
- Buttons:** Add Document (a5), Cancel

This screenshot shows the 'Add Document' form for a Transmittal Letter. The fields are:

- File:** SampleTransmittalLetter.pdf
- Name:** FWC Transmittal Letter (b1)
- Description:** FWC Transmittal Letter for NRE.
- Type:** Other (b2)
- Purpose:** For reference only (b3)
- Buttons:** Add Document (b4), Cancel

4. REVIEWERS TAB

- a) Agency Reviewers – Lists current reviewers for the event
 - 1) *Note:* The FWC group email address is automatically included when FWC is a reviewing agency.
- b) Edit – If needed, change the reviewers
- c) Do not add any *Agency Support Staff*
- d) *Save Draft* and then select the *Sponsors Tab* at the top of the page

This screenshot shows the 'Agency Reviewers' tab. It lists:

- Agencies:** FL Fish and Wildlife Conservation Commission (FWC) (a)
- Roles:** ETAT
- Jurisdiction:** Jurisdiction of 14748 - Demonstration Project: NRE Reviews for FWC
- Name & Organization:** Sanders, Scott (FL Fish and Wildlife Conservation Commission), Consultant, ETAT (FL Fish and Wildlife Conservation Commission), Hight, Jason, Program Administrator (FL Fish and Wildlife Conservation Commission), Goff, Jennifer, Director, Conservation Planning Services (FL Fish and Wildlife Conservation Commission)
- Buttons:** Edit (b)

5. SPONSORS TAB

- a) Responders – Add any applicable responders
 - Must be within your organization and may include the Project Manager (PM), Efficient Transportation Decision Making (ETDM) Coordinator, or other support staff].
 - Review event creator is automatically a responder but not listed – *Do not add yourself.*
- b) Review Confirmation Recipients – Add any support staff that would like to receive notices when FWC submits a review.
- c) *Save Draft* and then select the *Notification Tab* at the top of the screen

This screenshot shows two tabs:

- Responders:** Search for Responder (a). Sherry Alaghemand (FDOT District 3) (b)
- Review Confirmation Recipients:** Search for Review Confirmation Recipient (b). Brandon Bruner (FDOT District 3) (b)

6. NOTIFICATION TAB

- Additional Email Addresses – Add any additional recipients that would like to receive the document review start notification.
- Enter additional information in the *Body (Top)* text area – If needed, additional information can be included in this section of the notification.
- Select *Preview* to view the notification before sending
- Check *Ready for Review* and *Submit* (start) the review event

Additional Email Addresses (Comma ',' separated)

SampleEmailAddress@devnull.flia-etat.org

Subject Notice: Document Review has begun for [[EVENT_NAME]]

Body (Top)
A Document Review event has begun on the Environmental Screening Tool (EST).
If needed, additional information can be included in this section of the notification.

Body (Bottom)
Thank you,
Victoria White
ETDM Coordinator
FDOT District 3
(850) 330-1455
vri.white@devnull.flia-etat.org

Preview Reset

Submit
 Ready for Review
Submit

RESPOND TO DOCUMENT REVIEWS

After an FWC NRE review event has ended, you may provide your response to official review comments from FWC. Begin by accessing a finished event from the left-hand menu of the EST by clicking **Document Review** followed by **Respond to Document Reviews**. Click an Event Name and the **Respond to Document Reviews** page will open.

- Official Reviews section – Contains review information and comments
- Click *Add Response*, enter your response, and click **Save**
- Repeat as needed for remaining comments

Official Reviews

FL Fish and Wildlife Conservation Commission

Reviewer	Review Date	Global	Line	Section(s)	Page(s)	Paragraph(s)
Scott Sanden	10/01/2024	No	NA	3	5	2

Comments:
These are sample reviewer comments from FWC. These are not real comments and are intended for demonstration purposes only.
Reviewer Document: [SampleReviewerDocumentFromFWC.pdf](#)

Add Response