



ODOT NEPA File Management and Documentation Guidance

Prepared by the Office of Environmental Services

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As part of fulfilling NEPA responsibilities, ODOT must retain project and general administrative files. To that end, every decision-making document **must** be included in the project files within EnviroNet. The Federal Highway Administration (FHWA) will perform an audit on all NEPA actions and project files to ensure all required documentation is present.

This guidance contains a listing of documents for multiple resource areas that are typically included in the project file. These are retained for general documentation purposes or are decision-making documents that are designated **Part of CE**. For projects with documents listed (or any document not listed that was part of the decision-making or administrative process), they must be **immediately** and permanently retained in EnviroNet. **Check-in/check-out should be utilized for all draft documents.** The original document is uploaded to the project file using one of the dropdown names listed below. The appropriate reviewer will check-out the document and save it to their local drive to add comments/revisions, as needed. The new document will then be checked-in to the project file under the same name. This action will overwrite the previous document and avoid versioning. The original user will check-out the document to address comments/revisions, and check-in the revised document under the same name. If the reviewer deems the document complete, they will edit the properties to make it final. The check-in/check-out function is designed to eliminate the need to have multiple draft versions of the same document. All replicate documents, if they exist, **must** be deleted from the project file.

Only final documents (and documents considered draft at time of approval [e.g. Design Plans]) **should be retained in both the EnviroNet project file and project files on the local drives.** Once an action for a resource area/technical document is approved, all draft documents are deleted. For example, once an Ecological Survey Report is approved, all draft versions must be removed from all project files.

The "Names" listed below are dropdown naming options in EnviroNet and any documents not listed below can be manually named within the "Name" dropdown. If the document is designated as "Part of CE", which indicates it will be included as part of the final approved environmental document, the protected PDF version of the approved environmental document will list it as an appendix; if the document is not designated as "Part of CE", the document is still required for the project file, but will not be part of the appendix. **ALWAYS use the drop-down options for naming.** Only manually name a document if a dropdown name is not applicable or if C-R-S is required for a project with multiple locations (**FOLLOW INSTRUCTIONS GIVEN**). For projects with multiple locations, select the document name first (choose from existing naming options), followed by a dash, and C-R-S (example: County Map - LIC SR 310 5.51). File names should not start with C-R-S, PID, date, etc. Overall, (with the exception of certain Ecological documents) PIDs should not be included in file names because they automatically appear in EnviroNet.

PLEASE NOTE: All of the documents listed below may not be applicable to your project.

- Numerical values or qualifiers can be added into a dropdown, *after* the text that appears in the dropdown (e.g. Coordination with ODNR **2** or Coordination with ODNR - **Mussel Survey**)
- Only those documents that aid in decision-making are designated Part of CE
- Reports, technical documents and general documentation **are not** designated Part of CE
- Only photos that aid in decision-making are designated as Part of CE
- All documentation is uploaded as a PDF (unless otherwise noted below)
- Convert email correspondence to PDF prior to upload (do not upload .msg files)

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**Highlighted sub-type names indicate new drop-down options or add-ons
 Strikethrough Sub Type names will be deleted as a drop-down option and will not be available for use**

Section	Type	Name (choose this as name of document)	Description of Document	Part of CE	Document Developer and/or Initial Uploader**	End/Finalizing User
Air	Coordination	Conformity Determination Approval - PM 2.5	Approval received from OEPA, USEPA, and FHWA that a project is not a project of air quality concern and is in conformity	Yes	OES Noise and Air UPLOAD AS ONE PDF	OES Noise and Air
		Conformity Determination Request - PM 2.5	Coordination with OEPA, USEPA, and FHWA, for projects in PM 2.5 nonattainment or maintenance areas that <i>do not</i> require a Hot Spot Analysis	Yes	OES Noise and Air	OES Noise and Air
		Coordination with OEPA - Qualitative MSAT	Correspondence requesting review and approval of MSAT report For multiple coordination, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. Coordination with OEPA 2 - Qualitative MSAT; Coordination with OEPA - Qualitative MSAT Re-Evaluation)	Yes	OES Noise and Air	OES Noise and Air
		Coordination with OEPA and USEPA - Quantitative MSAT	Correspondence requesting review and approval of MSAT report For multiple coordination, select dropdown and add appropriate numerical value into the dropdown (e.g. Coordination with	Yes	OES Noise and Air	OES Noise and Air

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	<i>OEPA and USEPA 2 - Quantitative MSAT)</i>			
Coordination with OEPA-USEPA-FHWA - PM 2.5	Correspondence for projects that <i>exceed</i> emissions thresholds and require a Hot Spot Analysis <i>For multiple coordination, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. Coordination with OEPA-USEPA-FHWA 2 - PM 2.5)</i>	Yes	OES Noise and Air	OES Noise and Air
Coordination with OES - PM 2.5	Correspondence requesting review and concurrence of the Hot Spot Analysis prior to agency submittal <i>For multiple coordination, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. Coordination with OES 2 - PM 2.5; Coordination with OES - PM 2.5 Updated)</i>	Yes	Consultant or District	District
District Determination - No Air Analysis Required	Confirmation made by District Environmental Staff that no potential for meaningful impacts will occur and the project qualifies as a C-listed CE or is exempt under 40 CFR 93.126	Yes	District	District

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	For multiple determinations, select dropdown and add appropriate numerical value into the dropdown (e.g. <i>District Determination 2 - No Air Analysis Required</i>)			
FHWA Approval - PM 2.5	Correspondence indicating approval of the Hot Spot Analysis	Yes	OES Noise and Air	OES Noise and Air
FHWA Comments - PM 2.5	Correspondence requesting more information, additional analysis, etc. For multiple comments, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>FHWA Comments 2 - PM 2.5</i>)	Yes	OES Noise and Air	OES Noise and Air
OEPA Acceptance - PM 2.5	Correspondence indicating acceptance of the Hot Spot Analysis	Yes	OES Noise and Air	OES Noise and Air
OEPA and USEPA Approval - Quantitative MSAT	Correspondence indicating approval of MSAT Report For multiple approvals, select dropdown and add appropriate numerical value into the dropdown (e.g. <i>OEPA and USEPA Approval 2 - Quantitative MSAT</i>)	Yes	OES Noise and Air	OES Noise and Air

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OEPA Approval - Qualitative MSAT	Correspondence indicating approval of MSAT Report For multiple approvals, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>OEPA Approval 2 - Qualitative MSAT</i> ; <i>OEPA Approval - Qualitative MSAT Re-Evaluation</i>)	Yes	OES Noise and Air	OES Noise and Air
OEPA Comments - PM 2.5	Correspondence requesting additional analysis, more information, etc. For multiple comments, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>OEPA Comments 2 - PM 2.5</i>)	Yes	OES Noise and Air	OES Noise and Air
OEPA Comments - Quantitative MSAT	Correspondence requesting additional analysis, more information, etc. For multiple comments, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>OEPA Comments 2 - Quantitative MSAT</i>)	Yes	OES Noise and Air	OES Noise and Air

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OES Approval - No Air Analysis Required	Correspondence indicating approval based on district inquiry or coordination submitted <i>For multiple approvals, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. OES Approval 2 - No Air Analysis Required)</i>	Yes	OES Noise and Air	OES Noise and Air
OES Concurrence - PM 2.5	Correspondence indicating concurrence with results of analysis	Yes	OES Noise and Air	OES Noise and Air
USEPA Acceptance - PM 2.5	Correspondence indicating acceptance of the PM 2.5 Hot Spot Analysis	Yes	OES Noise and Air	OES Noise and Air
USEPA Comments - PM 2.5	Correspondence requesting additional analysis, more information, etc. <i>For multiple comments, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. USEPA Comments 2 - PM 2.5)</i>	Yes	OES Noise and Air	OES Noise and Air
USEPA Comments - Quantitative MSAT	Correspondence requesting additional analysis, more information, etc. <i>For multiple comments, select dropdown and add appropriate numerical value into the</i>	Yes	OES Noise and Air	OES Noise and Air

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		dropdown (e.g. <i>USEPA Comments 2 - Quantitative MSAT</i>)			
Project Information	Air Quality Receptor Mapping - Hot Spot	Hot Spot Analysis locational mapping <i>Use check out/check in if mapping needs updated</i>	Yes	Consultant or District UPLOAD AS PDF DESIGNATE AS DRAFT	OES Noise and Air
	OES Scope Approval - Air	Correspondence indicating approval of Scoping Coordination Package	Yes	OES Noise and Air	OES Noise and Air
	PM 2.5 Information Coordination Package	Information/data package submitted to OES Noise and Air <i>If additional information requested, use check out/check in to update</i>	Yes	Consultant or District UPLOAD AS PDF DESIGNATE AS DRAFT	OES Noise and Air
	Project Related OES Decision - Air	Correspondence containing a decision related to an action needed and/or anticipated effect finding <i>For multiple decisions, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Project Related OES Decision 2 - Air</i>)</i>	Yes	OES Noise and Air	OES Noise and Air
	Scoping Coordination Package - Air	Submittal requesting approval on activities needed <i>If additional information requested, use check</i>	Yes	Consultant or District UPLOAD AS PDF DESIGNATE AS DRAFT	OES Noise and Air DESIGNATE AS FINAL UPON APPROVAL

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		out/check in to update the document			
Reports	PM 2.5 Hot Spot Analysis	For projects in non-attainment or maintenance areas, but thresholds for emissions are exceeded Use check out/check in to incorporate comments and/or revisions, and when converting to PDF	No	Consultant UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	OES Noise and Air CONVERT TO PDF DESIGNATE AS FINAL
	PM 2.5 Hot Spot Analysis - Appendices	MANUALLY NAME	No	Consultant UPLOAD AS PDF DESIGNATE AS DRAFT	District or System Admin DELETE AFTER MERGER
	Qualitative MSAT Analysis	For projects with Low Potential MSAT Effects Use check out/check in to incorporate comments and/or revisions, and when converting to PDF	No	Consultant, District or OES UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	OES Noise and Air CONVERT TO PDF DESIGNATE AS FINAL
	Qualitative MSAT Analysis - Appendices	MANUALLY NAME	No	Consultant UPLOAD AS PDF DESIGNATED AS DRAFT	District or System Admin DELETE AFTER MERGER
	Quantitative MSAT Analysis	Differentiates alternatives for projects with High Potential MSAT Effects Use check out/check in to incorporate comments and/or revisions, and when converting to PDF	No	Consultant, District or OES UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	OES Noise and Air CONVERT TO PDF DESIGNATE AS FINAL

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		Quantitative MSAT Analysis - Appendices	MANUALLY NAME	No	Consultant UPLOAD AS PDF DESIGNATED AS DRAFT	District or System Admin DELETE AFTER MERGER
Alternatives	Coordination	OES Acceptance - Alternatives Evaluation Report	Correspondence indicating acceptance	Yes	OES Policy	OES Policy
		OES Acceptance - Feasibility Study	Correspondence indicating acceptance	Yes	OES Policy	OES Policy
		OES Acceptance - Updated Alternatives Evaluation Report	Correspondence indicating acceptance <i>See report definition for when an update would occur</i>	Yes	OES Policy	OES Policy
		OES Acceptance - Updated Feasibility Study	Correspondence indicating acceptance <i>See report definition for when an update would occur</i>	Yes	OES Policy	OES Policy
	Project Information	Alternatives Evaluation Matrix	Illustrates evaluation criteria used to compare alternatives <i>If a change in scope and/or impacts occur that result in the removal or addition of criteria, use check-out/check-in to update</i>	Yes	Consultant or District UPLOAD AS PDF DESIGNATE AS DRAFT	District
		Alternatives Mapping	Preliminary mapping depicting alternative alignments <i>If a change in scope and/or impacts occur that revises or adds alternatives, use check-out/check-in to update</i>	Yes	Consultant or District UPLOAD AS PDF DESIGNATE AS DRAFT	District

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	Project Related OES Decision - Alternatives	Correspondence containing a decision related to an action needed For multiple decisions, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Project Related OES Decision 2 - Alternatives</i>)	Yes	OES Policy	OES Policy
	Traffic Data - Alternatives	Certified Traffic	Yes	Consultant or District	District
Reports	Alternatives Evaluation Report	Written report detailing results of analysis/study Use check out/check in to incorporate comments and/or revisions If AER is updated (either as a short report or memo to file), select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Alternatives Evaluation Report 2; Alternatives Evaluation Report - Updated</i>)	No	Consultant or District UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	District CONVERT TO PDF DESIGNATE AS FINAL
	Alternatives Evaluation Report - Appendices	MANUALLY NAME	No	Consultant or District UPLOAD AS PDF DESIGNATE AS DRAFT	District DELETE AFTER MERGER

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		Feasibility Study	Written report detailing results of analysis conducted Use check out/check in to incorporate comments and/or revisions If FS is updated (either as a short report or memo to file), select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Feasibility Study 2</i> ; <i>Feasibility Study - Updated</i>)	No	Consultant or District UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	Consultant or District CONVERT TO FINAL PDF
		Feasibility Study - Appendices	MANUALLY NAME	No	Consultant or District UPLOAD AS PDF DESIGNATE AS DRAFT	District DELETE AFTER MERGER
Community Impacts	Coordination	OES Approval - ICE Analysis	Correspondence indicating approval	Yes	OES Policy	OES Policy
	Project Information	Existing Land Use or Zoning Map	Developed by local governments or MPOs	Yes	Consultant, District or LPA	District
		Local Development Plan	Developed by local governments or MPOs	Yes	Consultant, District or LPA	District
		Planned Land Use Mapping	Developed by local governments or MPOs	Yes	Consultant, District or LPA	District

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		Project Related OES Decision - Community Impacts	Correspondence containing a decision related to an action needed and/or anticipated impact determination <i>For multiple decisions, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. Project Related OES Decision 2 - Community Impact)</i>	Yes	OES Policy	OES Policy
		Regional Development Plan	Developed by local governments or MPOs	Yes	Consultant, District or LPA	District
	Reports	Indirect and Cumulative Effect Analysis	Provides analysis on indirect and cumulative effects of projects designated as EA or EIS <i>Use check out/check in to incorporate comments, revisions, and when merging Final Analysis and Appendices</i>	No	Consultant or District UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	District CONVERT TO PDF DESIGNATED AS FINAL
		Indirect and Cumulative Effect Analysis - Appendices	MANUALLY NAME	No	Consultant or District UPLOAD AS PDF DESIGNATE AS DRAFT	District DELETE AFTER MERGER
Cultural Resources	Coordination	ACHP Comments	Correspondence specific to coordination received regarding Documentation for Consultation, etc. <i>For multiple comments, select dropdown and add appropriate numerical value or</i>	Yes	OES Cultural	OES Cultural

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			other qualifier into the dropdown (e.g. <i>ACHP Comments 2</i>)			
	ACHP Coordination	Correspondence related to coordination submitted For multiple coordination, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>ACHP Coordination 2</i>)		Yes	OES Cultural	OES Cultural
	ACHP e106 Notification	Notification email that ACHP is in receipt of submittal/coordination		Yes	OES Cultural	OES Cultural
	ACHP Response	Correspondence indicating ACHP is participating or declining to participate		Yes	OES Cultural	OES Cultural
	Consulting Party Application	Application requesting to be a consulting party For multiple applications, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Consulting Party Application 2</i> ; <i>Consulting Party Application - Hill</i>) • These may be batched into a single PDF, if appropriate		Yes	OES Cultural	OES Cultural

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Consulting Party Comment Response	Response provided to consulting party based on comments submitted For multiple responses, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Consulting Party Comment Response 2</i> ; <i>Consulting Party Comment Response - Davis</i>)	Yes	OES Cultural	OES Cultural
Consulting Party Comments	Comments received For multiple comments, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Consulting Party Comments 2</i> ; <i>Consulting Party Comments - Smith</i>). • These may be batched into a single PDF, if appropriate	Yes	OES Cultural	OES Cultural
Consulting Party Coordination	Correspondence that includes project information or other pertinent documentation requested or required For multiple coordination, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g.	Yes	OES Cultural	OES Cultural

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	<i>Consulting Party Coordination 2;</i> <i>Consulting Party Coordination - Jones)</i>			
Consulting Party Request Acknowledgement	Correspondence indicating application has been accepted For multiple acknowledgments, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Consulting Party Request Acknowledgement 2;</i> <i>Consulting Party Request Acknowledgement - Davis)</i> • These may be batched into a single PDF, if appropriate	Yes	OES Cultural	OES Cultural
Documentation for Consultation	Information packet submitted to the ACHP/SHPO/Consulting Parties for adverse effect findings	Yes	OES Cultural	OES Cultural
Executed MOA-MOU-PA	Executed MOA, MOU, or project specific PA	No	OES Cultural	OES Cultural
Minimal Potential to Cause Effects - A or B	Correspondence indicating appropriate effect finding in accordance with Section 106 PA For re-evaluations, select dropdown and add appropriate numerical value or	Yes	District or OES Cultural	District or OES Cultural

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	qualifier into the dropdown (e.g. <i>Minimal Potential to Cause Effects Re-Evaluation - A or B</i> ; <i>Minimal Potential to Cause Effects Re-Evaluation 2 - A or B</i>)			
MOA Stipulation Coordination	Section 106 formal coordination pursuant to MOA - Data Recovery Plan	No	District or OES Cultural	District or OES Cultural
OES Determination of Eligibility	Correspondence indicating if a resource is eligible for the NRHP and what additional studies/investigations is needed	Yes	OES Cultural	OES Cultural
OES Letter - MOA Signatories	Section 106 coordination circulating MOA for signature to signatories (email or letter)	Yes	OES Cultural	OES Cultural
OES Response to Agency Comments - Cultural	Correspondence based on comments/inquiry received For multiple responses, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>OES Response to Agency Comments 2 - Cultural</i>)	Yes	OES Cultural	OES Cultural

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<p>OES Scoping Guidance - Archaeology</p>	<p>Correspondence indicating results of literature review and direction as to the type of further studies and/or investigations needed, if any</p> <p>For additional guidance, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>OES Scoping Guidance 2 - Archaeology</i>; <i>OES Scoping Guidance Re-Evaluation - Archaeology</i>)</p>	<p>Yes</p>	<p>OES Cultural</p>	<p>OES Cultural</p>
<p>OES Scoping Guidance - History/Architecture</p>	<p>Correspondence indicating results of literature review and direction as to the type of further studies and/or investigations needed, if any</p> <p>For additional guidance, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>OES Scoping Guidance 2 - History Architecture</i>; <i>OES Scoping Guidance Re-Evaluation - History Architecture</i>)</p>	<p>Yes</p>	<p>OES Cultural</p>	<p>OES Cultural</p>
<p>OES Section 106 Effect Determination</p>	<p>Correspondence indicating appropriate effect finding based on project scope and impacts</p>	<p>Yes</p>	<p>OES Cultural</p>	<p>OES Cultural</p>

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OES Section 106 Effect Determination - Re-Evaluation	Correspondence indicating previous effect determination is still valid or provides appropriate effect finding based on a change in project scope and impacts <i>For multiple re-evaluations, select dropdown and add appropriate numerical value into the dropdown (e.g. OES Section 106 Effect Determination - Re-Evaluation 2)</i>	Yes	OES Cultural	OES Cultural
SHPO Comments	Correspondence based on coordination <i>For multiple comments, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. SHPO Comments 2; SHPO Comments - Re-Evaluation)</i>	Yes	OES Cultural or SHPO	OES Cultural or SHPO
SHPO Concurrence	Correspondence indicating concurrence on eligibility or effect finding	Yes	OES Cultural or SHPO	OES Cultural or SHPO
SHPO Concurrence - Re-Evaluation	Correspondence indicating concurrence regarding change in scope and/or project impacts <i>For multiple re-evaluations, select dropdown and add</i>	Yes	OES Cultural or SHPO	OES Cultural or SHPO

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	appropriate numerical value into the dropdown (e.g. <i>SHPO Concurrence - Re-Evaluation</i> 2)			
SHPO Coordination	Any correspondence to SHPO	Yes	OES Cultural	OES Cultural or SHPO
SHPO Coordination - Re-Evaluation	Any correspondence to SHPO regarding a change in scope and/or project impacts For multiple re-evaluations, select dropdown and add appropriate numerical value into the dropdown (e.g. <i>SHPO Concurrence - Re-Evaluation</i> 2)	Yes	OES Cultural	OES Cultural
SHPO Response	Correspondence responding to OES submittal or inquiry For multiple responses, select dropdown and add appropriate numerical value into the dropdown (e.g. <i>SHPO Response</i> 2)	Yes	OES Cultural or SHPO	OES Cultural or SHPO
State-Funded Project Coordination - OES	Correspondence documenting decision pursuant to State-Funded Agreement and ORC 149.53	Yes	OES Cultural	OES Cultural
State-Funded Project Coordination - OES Re-Evaluation	Correspondence documenting decision based on a change in scope and/or project impacts For multiple re-evaluations, select	Yes	OES Cultural	OES Cultural

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	dropdown and add appropriate numerical value into the dropdown (e.g. <i>State-Funded Project Coordination - OES Re-Evaluation 2</i>)			
State-Funded Project Coordination - SHPO	Formal correspondence with SHPO documenting decision pursuant to State-Funded Agreement and ORC 149.53	Yes	OES Cultural	OES Cultural
State-Funded Project Coordination - SHPO Re-Evaluation	Formal correspondence with SHPO based on a change in scope and/or project impacts For multiple re-evaluations, select dropdown and add appropriate numerical value into the dropdown (e.g. <i>State-Funded Project Coordination - SHPO Re-Evaluation 2</i>)	Yes	OES Cultural	OES Cultural
Tribal Comments	Comments received For multiple comments, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Tribal Comments 2</i> ; <i>Tribal Comments - INSERT TRIBE NAME</i>)	Yes	OES Cultural	OES Cultural

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	Tribal Consultation	Correspondence initiating consultation with a specific tribe or tribes in regards to project impacts in an area the tribe has an interest in and response to comments received from tribe For multiple consultation, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Tribal Consultation 2; Tribal Consultation - INSERT TRIBE NAME</i>)	Yes	OES Cultural	OES Cultural
	Tribal Response	Correspondence indicating tribe wishes to participate or declines participation For multiple responses, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Tribal Consultation 2; Tribal Consultation - INSERT TRIBE NAME</i>)	Yes	OES Cultural	OES Cultural
Project Information	Buckeye Assets Mapping	Database of historic bridges in Ohio	No	Consultant or District	District
	Consulting Party Meeting Minutes	Detailed minutes of the proceedings For multiple minutes, select dropdown and add appropriate numerical value or other qualifier into the	Yes	District or OES Cultural	District or OES Cultural

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		dropdown (e.g. <i>Consulting Party Meeting Minutes 2</i> ; <i>Consulting Party Meeting Minutes - June 2017</i>)			
Field Review Summary - Archaeology	Correspondence indicating results of field investigations and whether additional studies/investigations are warranted For multiple summaries, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Field Review Summary 2 - Archaeology</i> ; <i>Field Review Summary Re-Evaluation - Archaeology</i>)	Yes	OES Cultural	OES Cultural	
Field Review Summary - History Architecture	Correspondence indicating results of field investigations and whether additional studies/investigations are warranted For multiple summaries, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Field Review Summary - History Architecture Re-Evaluation</i> ; <i>Field Review Summary 2 - Archaeology</i>)	Yes	OES Cultural	OES Cultural	

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	Historic Bridge Survey Form	Documentation that includes detailed information regarding an historic bridge	Yes	OES Cultural	OES Cultural
	Photographs	View shed photos of the project area, resource specific, roadway, etc.	No	Consultant, District or OES Cultural	District or OES Cultural
	Project Related OES Decision - Cultural Resources	Correspondence containing a decision related to an action needed and/or anticipated effect finding <i>For multiple decisions, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. Project Related OES Decision 2 - Cultural Resources)</i>	Yes	OES Cultural	OES Cultural
	Project Study Area Map	Overall view of the study area for the project	Yes	Consultant or District	District
	Records Check	Data obtained using SHPO electronic database	Yes	Consultant or District	District
	Section 106 Scoping Request Form	Form used to scope a project - includes project description, maps, photos, records check	No	Consultant, District, or LPA UPLOAD AS PDF DESIGNATE AS DRAFT	OES Cultural DESIGNATE AS FINAL
	Site Specific Resource Mapping	Mapping that indicates location of a specific resource(s)	Yes	Consultant or District	District
Reports	Data Recovery Plan	Mitigation plan for NRHP eligible archaeological sites	No	Consultant UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	OES Cultural CONVERT TO PDF DESIGNATE AS FINAL

Highlighted sub-type names indicate new drop-down options or add-ons
Strikethrough Sub Type names will be deleted as a drop-down option and will not be available for use

Determination of Effects Report	Prepared for projects that received an Adverse Effect Finding <i>Use check out/check in to incorporate comments and/or revisions, and when converting to PDF</i>	No	Consultant or OES Cultural UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	OES Cultural CONVERT TO PDF DESIGNATE AS FINAL
Executive Summary	Summarizes Phase III Archaeological Data Recovery and is coordinated with SHPO	No	Consultant	OES Cultural
HABS	<i>(Historic American Building Survey)</i> Documentation of historic buildings/properties pursuant to NPS standards	No	Consultant or District	OES Cultural
HAER	<i>(Historic American Engineering Record)</i> Documentation of historic structures (bridges) pursuant to NPS standards	No	Consultant or District	OES Cultural
Phase I Archaeology	Documentation of efforts to identify archaeological resources which may be eligible for the National Register of Historic Places <i>Use check out/check in to incorporate comments and/or revisions, and when converting to PDF</i>	No	Consultant UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	OES Cultural CONVERT TO PDF MERGE APPENDICES DESIGNATE AS FINAL
Phase I Archaeology - Appendices	MANUALLY NAME	No	Consultant UPLOAD AS PDF DESIGNATE AS DRAFT	District or SYSTEM ADMIN DELETE AFTER MERGER

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Phase I Cultural Resources Survey	Documentation of efforts to identify archaeological and history/architecture resources which may be eligible for the National Register of Historic Places Use check out/check in to incorporate comments and/or revisions, and when converting to PDF	No	Consultant UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	OES Cultural CONVERT TO PDF MERGE APPENDICES DESIGNATE AS FINAL
Phase I Cultural Resources Survey - Appendices	MANUALLY NAME	No	Consultant UPLOAD AS PDF DESIGNATE AS DRAFT	District or SYSTEM ADMIN DELETE AFTER MERGER
Phase I History Architecture	Documentation of efforts to identify history-architecture resources which may be eligible for the National Register of Historic Places Use check out/check in to facilitate comments and/or revisions, and when converting to PDF	No	Consultant UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	District or OES Cultural CONVERT TO PDF MERGE APPENDICES DESIGNATE AS FINAL
Phase I History Architecture - Appendices	MANUALLY NAME	No	Consultant UPLOAD AS PDF DESIGNATE AS DRAFT	District or SYSTEM ADMIN DELETE AFTER MERGER
Phase II Archaeology	Documentation of detailed National Register evaluation of archaeological resources Use check out/check in to incorporate comments and/or	No	Consultant UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	District or OES Cultural CONVERT TO PDF MERGE APPENDICES DESIGNATE AS FINAL

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	revisions, and when converting to PDF			
Phase II Archaeology - Appendices	MANUALLY NAME	No	Consultant UPLOAD AS PDF DESIGNATE AS DRAFT	District or SYSTEM ADMIN DELETE AFTER MERGER
Phase II Cultural Resources Survey	Documentation of detailed National Register evaluation of history-architecture and archaeological resources Use check out/check in to incorporate comments and/or revisions, and when converting to PDF	No	Consultant UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	District or OES Cultural CONVERT TO PDF MERGE APPENDICES DESIGNATE AS FINAL
Phase II Cultural Resources Survey - Appendices	MANUALLY NAME	No	Consultant UPLOAD AS PDF DESIGNATE AS DRAFT	District or SYSTEM ADMIN DELETE AFTER MERGER
Phase II History Architecture	Documentation of detailed National Register evaluation of history-architecture resources Use check out/check in to incorporate comments and/or revisions, and when converting to PDF	No	Consultant UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	District or OES Cultural CONVERT TO PDF MERGE APPENDICES DESIGNATE AS FINAL
Phase II History Architecture - Appendices	MANUALLY NAME	No	Consultant UPLOAD AS PDF DESIGNATE AS DRAFT	District or SYSTEM ADMIN DELETE AFTER MERGER
Phase III Archaeology Data Recovery	Results of Phase III Archaeological data recovery Use check out/check in to incorporate	No	Consultant or District UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	District or OES Cultural CONVERT TO PDF MERGE APPENDICES

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			comments and/or revisions			DESIGNATE AS FINAL
		Phase III Archaeology Data Recovery - Appendices	MANUALLY NAME	No	Consultant UPLOAD AS PDF DESIGNATE AS DRAFT	District or SYSTEM ADMIN DELETE AFTER MERGER
Ecological	Coordination	Coordination with NPS	Correspondence requesting review and comment For multiple coordination, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Coordination with NPS 2; Coordination with NPS - Mussel Survey</i>)	Yes	OES Ecological	OES Ecological
		Coordination with ODNR	Correspondence requesting review and comment For multiple coordination, select dropdown and manually add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Coordination with ODNR 2; Coordination with ODNR - Mussel Survey</i>)	Yes	OES Ecological	OES Ecological
		Coordination with ODNR - Scenic River Field Review Form	Submitted to ODNR Scenic Rivers	Yes	District or OES Ecological	District or OES Ecological
		Coordination with ODNR and USFWS	Correspondence requesting review and comment For multiple coordination, select	Yes	OES Ecological	OES Ecological

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	dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Coordination with ODNR and USFWS 2</i>)			
Coordination with OEPA	<p>Correspondence requesting review and comment</p> <p><u>If used for another resource area</u>, select dropdown and add qualifier into the dropdown (e.g. <i>Coordination with OEPA - Ecological</i>); For multiple coordination, select dropdown and add appropriate numerical value and qualifier into the dropdown (e.g. <i>Coordination with OEPA 2 - Ecological</i>)</p> <p><u>If not used</u>, for multiple coordination select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Coordination with OEPA 2</i>)</p>	Yes	OES Ecological	OES Ecological

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<p>Coordination with USACE</p>	<p>Correspondence requesting review and comment</p> <p><u>If used for another resource area</u>, select dropdown and add qualifier into the dropdown (e.g. <i>Coordination with USACE - Ecological</i>); For multiple coordination, select dropdown and add appropriate numerical value and qualifier into the dropdown (e.g. <i>Coordination with USACE 2 - Ecological</i>)</p> <p><u>If not used</u>, for multiple coordination select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Coordination with USACE 2</i>)</p>	<p>Yes</p>	<p>OES Ecological</p>	<p>OES Ecological</p>
<p>Coordination with USEPA</p>	<p>Correspondence requesting review and comment</p> <p><u>If used for another resource area</u>, select dropdown and add qualifier into the dropdown (e.g. <i>Coordination with USEPA - Ecological</i>); For multiple coordination, select dropdown and add appropriate numerical value and</p>	<p>Yes</p>	<p>OES Ecological</p>	<p>OES Ecological</p>

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	<p>qualifier into the dropdown (e.g. <i>Coordination with USEPA 2 - Ecological</i>)</p> <p><u>If not used</u>, for multiple coordination, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Coordination with USEPA 2</i>)</p>			
Coordination with USFWS	Correspondence requesting review and comment	Yes	OES Ecological	OES Ecological
NPS Comments	<p>Correspondence regarding project review</p> <p><u>If used for another resource area</u>, select dropdown and add qualifier into the dropdown (e.g. <i>NPS Comments - Ecological</i>); For multiple comments, select dropdown and add appropriate numerical value and qualifier into the dropdown (e.g. <i>NPS Comments 2 - Ecological</i>)</p> <p><u>If not used</u>, for multiple comments, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>NPS Comments 2</i>)</p>	Yes	OES Ecological	OES Ecological

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ODNR Comments	Correspondence regarding project review <u>If used for another resource area</u> , select dropdown and add qualifier into the dropdown (e.g. <i>ODNR Comments - Ecological</i>); For multiple comments, select dropdown and add appropriate numerical value and qualifier into the dropdown (e.g. <i>ODNR Comments 2 - Ecological</i>) <u>If not used</u> , select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>ODNR Comments 2</i>)	Yes	OES Ecological	OES Ecological
ODNR Concurrence - Mussel Survey	MANUALLY NAME	Yes	OES Ecological	OES Ecological
ODOT Approval	"Catch-all" for any district or OES coordination with a particular agency or agencies	Yes	District or OES Ecological	District or OES Ecological
OEPA Comments	Correspondence regarding project review <u>If used for another resource area</u> , select dropdown and add qualifier into the dropdown (e.g. <i>OEPA Comments - Ecological</i>); For multiple comments, select dropdown and add appropriate	Yes	OES Ecological	OES Ecological

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	numerical value and qualifier into the dropdown (e.g. <i>OEPA Comments 2 - Ecological</i>) If not used , select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>OEPA Comments 2</i>)			
OES Approval - No ODNR and USFWS Notification	Correspondence that project does not require notification to ODNR or USFWS	Yes	OES Ecological	OES Ecological
OES Approval - No ODNR Notification	Correspondence that project does not require notification to ODNR	Yes	OES Ecological	OES Ecological
OES Approval - No USFWS Notification	Correspondence that project does not require notification USFWS	Yes	OES Ecological	OES Ecological
USACE Comments	Correspondence regarding project review If used for another resource area , select dropdown and add qualifier into the dropdown (e.g. <i>USACE Comments - Ecological</i>); For multiple comments, select dropdown and add appropriate numerical value and qualifier into the dropdown (e.g. <i>USACE Comments 2 - Ecological</i>) If not used , select dropdown and add	Yes	OES Ecological	OES Ecological

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	appropriate numerical value or other qualifier into the dropdown (e.g. <i>USACE Comments 2</i>)			
USACE Jurisdictional Determination	Correspondence indicating JD issued	Yes	OES Ecological	OES Ecological
USACE Preliminary Jurisdictional Determination	Correspondence indicating PJD issued	Yes	OES Ecological	OES Ecological
USEPA Comments	Correspondence regarding project review <u>If used for another resource area</u> , select dropdown and add qualifier into the dropdown (e.g. <i>USEPA Comments - Ecological</i>); For multiple comments, select dropdown and add appropriate numerical value and qualifier into the dropdown (e.g. <i>USEPA Comments 2 - Ecological</i>) <u>If not used</u> , select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>USEPA Comments 2</i>)	Yes	OES Ecological	OES Ecological
USFWS Comments	Correspondence regarding project review For multiple comments, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>USFWS Comments 2</i>)	Yes	OES Ecological	OES Ecological

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Project Information	Field Investigation Notes	<p>Observations/notes made during field investigations</p> <p>If used for another resource area, select dropdown and add qualifier into the dropdown (e.g. <i>Field Investigation Notes 1 - Ecological</i>); For multiple comments, select dropdown and add appropriate numerical value and qualifier into the dropdown (e.g. <i>Field Investigation Notes 2 - Ecological</i>)</p> <p>If not used, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Field Investigation Notes 2</i>)</p>	No	Consultant, District or OES Ecological	District or OES Ecological
	ODOT Disposition of Agency Comments	Response to commitments included as part of agency review	No	District or OES Ecological	District or OES Ecological
	Project Related OES Decision - Ecological	<p>Correspondence containing a decision related to an action needed and/or anticipated effect finding</p> <p>For multiple decisions, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Project</i></p>	Yes	OES Ecological	OES Ecological

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		<i>Related OES Decision 2 - Ecological)</i>			
	Wetland Finding	MANUALLY NAME Documentation that there are no practical alternatives to construction in wetlands on federal-aid projects that are implemented with oversight by ODOT	Yes	Consultant or District	Consultant or District
Reports	Biological Assessment	Prepared when a <i>May Affect, Likely to Adversely Affect</i> will occur to T&E species	Yes	Consultant or OES Ecological	OES Ecological
	Biological Opinion	Based on the BA, the USFWS provides a BO on whether a project is likely to jeopardized a listed species or destroy/adversely modify critical habitat	Yes	OES Ecological	OES Ecological
	Conservation or Mitigation Plan	Specific to a project	Yes	Consultant, District or OES Ecological	OES Ecological
	Ecological Review Form - Ecologically Exempt Project	Completed for projects that are exempt from coordination	No	Consultant or District UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	District or OES Ecological CONVERT TO PDF DESIGNATE AS FINAL
	Ecological Survey Report - Non Notifying	Written Report that includes the results of field investigations, but is not coordinated with agencies	No	Consultant or District UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	District or OES Ecological CONVERT TO PDF DESIGNATE AS FINAL
	Level 1 Ecological Survey	Written Report that includes the results of field investigations	No	Consultant or District UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	OES Ecological CONVERT TO PDF DESIGNATE AS FINAL
	Level 2 Ecological Survey	Written Report that includes the results of field investigations	No	Consultant or District UPLOAD AS WORD DOCUMENT	OES Ecological CONVERT TO PDF

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				DESIGNATE AS DRAFT	DESIGNATE AS FINAL	
	Level 3 Ecological Survey	Written Report that includes the results of field investigations	No	Consultant or District UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	OES Ecological CONVERT TO PDF DESIGNATE AS FINAL	
	Mussel Reconnaissance Survey	Mussel reconnaissance survey report/form	No	Consultant or District UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	OES Ecological CONVERT TO PDF DESIGNATE AS FINAL	
	Mussel Survey	Mussel survey report	No	Consultant or District UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	OES Ecological CONVERT TO PDF DESIGNATE AS FINAL	
	Permit Compliance Report	Written report that provides a status on mitigation and monitoring efforts and that the conditions of the permit are being followed	No	Consultant, District or OES Ecological UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	OES Ecological CONVERT TO PDF DESIGNATE AS FINAL	
	Species Survey	Prepared for any species other than mussels	No	Consultant, District or OES Ecological	OES Ecological	
Environmental Commitments	Project Information	Construction RMR Test Results	MANUALLY NAME Test results from construction testing based from RMR plan notes	No	District	District
		Environmental Consultation Form	ECF INTEGRATED INTO ENVIRONET UPLOAD PAPER VERSION IF OLD CE PROJECTS (E.G. CE 2) REQUIRE RE-EVALUATION			
		Environmental Consultation Form for EA or EIS	ECF TAB DISPLAYS WHEN APPROPRIATE PROJECT DETAILS DATE IS POPULATED			

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		General Plan Note	General commitments	No	District	District
		PCS Plan Note	Commitment made based on results of ESA Investigations and consultation with OES	No	District	District
		Pre Con Meeting Notes or Minutes	Includes list of attendees and details proceedings of the meeting	No	District	District
		Residential Well Abandonment Plan Note	Based on project impacts and/or decision making process	No	District	District
		Sole Source Aquifer Plan Note	Result of coordination with USEPA or decision-making related to project impacts	No	District	District
ESA	Coordination	BUSTR Response	Correspondence based on OES inquiry or coordination <i>For multiple responses, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. BUSTR Response 2)</i>	Yes	OES ESA	OES ESA
		Coordination with BUSTR - Remediation	Correspondence regarding remediation and/or other coordination items <i>For multiple coordination, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. Coordination with BUSTR 2 - Remediation)</i>	Yes	OES ESA	OES ESA

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<p>Coordination with BUSTR - UST Removal</p>	<p>Correspondence regarding UST removal and/or other coordination items</p> <p>For multiple coordination, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Coordination with BUSTR 2 - UST Removal</i>)</p>	<p>Yes</p>	<p>OES ESA</p>	<p>OES ESA</p>
<p>Coordination with OEPA</p>	<p>Correspondence regarding review and approval request or other items related to landfills, superfund sites, etc.</p> <p><u>If used for another resource area</u>, select dropdown and add qualifier into the dropdown (e.g. <i>Coordination with OEPA - ESA</i>); For multiple coordination select dropdown and add appropriate numerical value and qualifier into the dropdown (e.g. <i>Coordination with OEPA 2 - ESA</i>)</p> <p><u>If not used</u>, for multiple coordination select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Coordination with OEPA 2</i>)</p>	<p>Yes</p>	<p>OES ESA</p>	<p>OES ESA</p>

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	Coordination with USEPA	<p>Correspondence to USEPA regarding review and approval or other items related to landfills, superfund sites, etc.</p> <p><u>If used for another resource area</u>, select dropdown and add qualifier into the dropdown (e.g. <i>Coordination with USEPA - ESA</i>); For multiple coordination, select dropdown and add appropriate numerical value and qualifier into the dropdown (e.g. <i>Coordination with USEPA 2 - Ecological</i>)</p> <p><u>If not used</u>, for multiple coordination select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Coordination with USEPA 2</i>)</p>	Yes	OES ESA	OES ESA
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		OEPA Comments	<p>Comments regarding inquiry or coordination submitted</p> <p>If used for another resource area, select dropdown and add qualifier into the dropdown (e.g. OEPA Comments - ESA); For multiple comments, select dropdown and add appropriate numerical value and qualifier into the dropdown (e.g. <i>OEPA Comments 2 - ESA</i>)</p> <p>If not used, for multiple comments select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>OEPA Comments 2</i>)</p>	Yes	OES ESA	OES ESA
		OES Recommendations - Phase I	<p>Correspondence based on review of Phase I</p> <p>For multiple recommendations, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>OES Recommendations 2 - Phase I</i>; <i>OES Recommendations - Phase I Re-Evaluation</i>)</p>	Yes	OES ESA	OES ESA

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	OES Recommendations - Phase II	Correspondence based on review of Phase II For multiple recommendations, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>OES Recommendations 2 - Phase II</i> ; <i>OES Recommendations - Phase II Re-Evaluation</i>)	Yes	OES ESA	OES ESA
	USEPA Comments	Comments regarding coordination submitted or OES inquiry <u>If used for another resource area</u> , select dropdown and add qualifier into the dropdown (e.g. <i>USEPA Comments - ESA</i>); For multiple comments, select dropdown and add appropriate numerical value and qualifier into the dropdown (e.g. <i>USEPA Comments 2 - ESA</i>) <u>If not used</u> , for multiple comments select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>USEPA Comments 2</i>)	Yes	OES ESA	OES ESA
Project Information	BUSTR File Review	Information obtained/requested from BUSTR	No	Consultant or District	OES ESA

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Environmental Database Search Results	Literature review efforts/activities	Yes	Consultant or District	District
Field Investigation Notes	<p>Observations/notes made during field investigations</p> <p>If used for another resource area, select dropdown and add qualifier into the dropdown (e.g. Field Investigation Notes - ESA); For multiple notes, select dropdown and add appropriate numerical value and qualifier into the dropdown (e.g. <i>Field Investigation Notes 2 - ESA</i>)</p> <p>If not used, for multiple notes select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Field Investigation Notes 2</i>)</p>	No	Consultant or District	District
OEPA Demolition and Renovation Notification Form	<p>Required for bridge replacements or other facility demolition, regardless if asbestos involved</p> <p>For multiple forms, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>OEPA Demolition and</i></p>	No	Consultant or District	District

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	<i>Renovation Notification Form 2</i>			
Photographs Related to Decision	Illustrates conditions of a particular site or area to assist in making a decision	Yes	Consultant or District	District
Project Related OES Decision - ESA	Correspondence containing a decision related to an action needed and/or anticipated determination <i>For multiple decisions, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. Project Related OES Decision 2 - ESA)</i>	Yes	OES ESA	OES ESA
Property Owner Notification	Letter sent to advise owner access will be needed on property <i>For multiple notifications, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. Property Owner Notification 2; Property Owner Notification - ABX Steel)</i>	Yes	Consultant or District	District

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Reports	Asbestos Survey	Performed prior to completion of Stage 3 plans and structure demolition or renovation For multiple surveys, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Asbestos Survey 2</i> ; <i>Asbestos Survey - ATB SR 11 1.11</i> ; <i>Asbestos Survey - Mingo Creek Bridge</i>)	No	Consultant or District	District
	Phase I	Written report that determines potential of encountering hazardous substances or petroleum products from a specific property	No	Consultant UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	Consultant or District CONVERT TO PDF MERGE APPENDICES DESIGNATE AS FINAL
	Phase I - Appendices	MANUALLY NAME	No	Consultant UPLOAD AS PDF DESIGNATE AS DRAFT	District DELETE AFTER MERGER
	Phase II	Written report that determines presence or absence of hazardous substances and/or petroleum products on suspect parcels identified in Phase I Phase II may serve to identify the nature and extent of contamination	No	Consultant UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	Consultant or District CONVERT TO PDF MERGE APPENDICES DESIGNATE AS FINAL
	Phase II - Appendices	MANUALLY NAME	No	Consultant UPLOAD AS PDF DESIGNATE AS DRAFT	District DELETE AFTER MERGER
	Phase II Work Plan	Documents specific recommendations for	No	Consultant	District or OES ESA

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			each site that warrants a Phase II ESA			
		Regulated Materials Review Form		No	Consultant or District	District
		Remediation Design	Prepared based on Phase II determination that acquisition of contaminated land parcel is needed; ensures contamination managed in a manner consistent with environmental regulations	No	Consultant	District or OES ESA
		Remote Environmental Property Form	Inventory of properties that are not adjacent to a project but still pose potential due care or liability issues to a project	No	Consultant or District	District or OES ESA
General	Bridge Design	Photographs	Illustrates bridge conditions or other pertinent related deficiencies, features, etc.	No	Consultant, District, or LPA	District
		Structure Type Study	Written report that provides analysis on structure alternatives leading to a decision on the preferred bridge type to construct	No	Consultant, District, or LPA	District
	Maintenance of Traffic	Correspondence Related to Notification Activities	Correspondence regarding construction impacts, detours, etc. Might involve public services and facilities or general MOT notification activities For multiple correspondence, select	Yes	Consultant or District	District

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		dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Correspondence Related to Notification Activities</i> 2)			
	Correspondence with Emergency and Public Services	Correspondence notifying public services and entities (e.g. fire, EMS, schools) of a planned project and provides preliminary information on anticipated impacts; provides entities a way to provide input For multiple correspondence, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Correspondence with Emergency and Public Services</i> 2; <i>Correspondence with Emergency and Public Services - EMS</i> ; <i>Correspondence with Emergency and Public Services - Schools</i>)	Yes	Consultant or District	District
	Detour Mapping	Illustrates detour route to be used by motorists	Yes	District	District
	Project Related OES Decision - MOT	Correspondence containing a decision related to an action needed For multiple decisions, select dropdown and	Yes	OES Policy	OES Policy

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		add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Project Related OES Decision</i> - MOT)			
PDP	FHWA Approval - IJS/IMS	Correspondence based on notification that CE has been approved	Yes	District	District
	FHWA Conditional Approval - IJS/IMS	Correspondence based on submittal of IJS/IMS	Yes	District	District
	Interchange Justification Study	Required for new interchanges added to existing Interstate System	No	Consultant or District	District
	Interchange Modification Study	Required when revisions are made to an existing interchange that changes traffic patterns and access points	No	Consultant or District	District
	Interchange Operations Study	Required when revisions are made to an interchange that changes traffic patterns, but requires less analysis	No	Consultant or District	District
	Planning Studies or Activities	Previously completed investigations/studies or other associated project planning activities completed by the MPO, ODOT or the LPA For multiple studies or activities, select dropdown and add appropriate numerical value or other qualifier into the dropdown	No	Consultant or District	District

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	<p><i>(e.g. Planning Studies or Activities 2)</i></p> <ul style="list-style-type: none"> • User has option to use the actual report title as the name in the dropdown 			
Project Initiation Package	Completed by District; focus on critical issues that can be identified with existing information from secondary sources and/or identified during a site visit	Yes	District	District
Project Related OES Decision - PDP	Correspondence containing a decision related to an action needed <p><i>For multiple decisions, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. Project Related OES Decision 2 - PDP)</i></p>	Yes	OES Policy	OES Policy
Safety Study	Previously completed investigations/studies associated with project planning <p><i>For multiple studies, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. Safety Study 2; Safety Study - US 62 Corridor; Safety Study - MORPC; Safety</i></p>	No	Consultant or District	Consultant or District

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		<i>Study - City of Cleveland</i>			
	Traffic Study	<p>MANUALLY NAME</p> <p>Previously completed investigations/studies associated with project planning</p> <p>For multiple studies, select dropdown and add appropriate numerical value and or other qualifier into the dropdown (e.g. <i>Traffic Study 2</i>; <i>Traffic Study - City of Toledo</i>)</p>	No	Consultant or District	District
	Transportation Plan or Visioning Documents	Comprehensive/master plans prepared by local governments and/or MPO's	No	Consultant or District	District
Project Information	Aerial Map	<p>Mapping depicting project location/area (bird's eye view)</p> <p>For projects with multiple locations, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Aerial Map 2</i>; <i>Aerial Map - MOT IR 70 2.87</i>)</p>	Yes	Consultant or District	District
	County Map	<p>Mapping depicting project location/area</p> <p>For projects with multiple locations, select dropdown and add appropriate numerical value or other qualifier into the</p>	Yes	Consultant or District	District

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	dropdown (e.g. <i>County Map 2; County Map 1</i> - <i>MOT IR 70 2.87</i>)			
Damage Survey Report	Prepared for declared emergency repair projects For multiple DSRs, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Damage Survey Report 2; Damage Survey Report - MOT IR 70 2.75</i>)	Yes	District	District
Final Right of Way Plans	Final project plans	Yes	District	District
General Photographs	Project related; overview/landscape	No	District	District
Photographs Used to Make Decisions	Specific to an environmental resource or other project related issue	Yes	Consultant or District	District
Project Related OES Decision - General	Correspondence containing a decision related to an action needed For multiple decisions, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Project Related OES Decision 2 - General</i>)	Yes	OES Policy	OES Policy
Project Scoping Form	Information gathered during field review of the project that assists in determining what	No	District	District

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	NEPA studies/actions are needed			
Project Study Area Map	Illustrates overall study area	Yes	Consultant or District	District
Right of Way Plan Sheets	Preliminary plans	No	District	District
Schematic Plan	Preliminary; used for early planning, etc.	No	District	District
Stage 1 Design	Design Plans	No	District	District
Stage 2 Design	Design Plans	No	District	District
Stage 3 Design	Design Plans	No	District	District
STIP Listing	STIP reference that illustrates project is appropriately listed For updated STIP, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>STIP Listing 2</i> ; <i>STIP Listing - Amended</i>)	No	Consultant or District	District
TIP Listing	TIP reference that illustrates project is appropriately listed For updated TIP, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>TIP Listing 2</i> ; <i>TIP Listing - Amended</i>)	No	Consultant or District	District
USGS Quadrangle Topographical Map	Locational map depicting project area; can be referenced to illustrate project is in an urbanized or non-urbanized area	Yes	Consultant or District	District

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		For projects with multiple locations, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>USGS Quadrangle Topographical Map 2</i> ; <i>USGS Quadrangle Topographical Map - MOT IR 70 2.87</i>)			
ROW and Utility	Correspondence Related to Right-of-Way Coordination	Communication with property owner regarding ROW issues For multiple correspondence, manually name: <i>Correspondence Related to Right-of-Way Coordination 2</i>	Yes	Consultant or District	District
	Correspondence Related to Utility Coordination	Communication with utility owners regarding utility impacts/issues For multiple correspondence, select dropdown and add appropriate numerical value (e.g. <i>Correspondence Related to Utility Coordination 2</i>)	Yes	Consultant or District	District
	Project Related OES Decision - ROW	Correspondence containing a decision related to an action needed For multiple decisions, select dropdown and add the appropriate numerical value or	Yes	OES Policy	OES Policy

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	other qualifier into the dropdown (e.g. <i>Project Related OES Decision 2 - ROW</i>)			
Project Related OES Decision - Utility	Correspondence containing a decision related to an action needed For multiple decisions, select dropdown and add appropriate numerical value into the dropdown (e.g. <i>Project Related OES Decision 2 - Utility</i>)	Yes	OES Policy	OES Policy
Relocation Assistance Survey Report	Pre-acquisition survey that is a requirement for all projects that will cause displacements The purpose is to identify those parcels that have specific challenges which may demand significant time in the relocation process	No	Consultant or District	District
Relocation Conceptual Study	Written report that addresses the relocation scope and complexity of the project The study must recognize anticipated relocation problems and identify possible solutions	No	Consultant or District	District
Site Specific Resource Mapping	Identifies locations of specific resources related to utilities or ROW impacts	Yes	Consultant or District	District

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		Utility Contact List	List of utilities within project area	No	Consultant or District	District	
Noise	Coordination	District Determination - No Noise Analysis Required	Confirmation made by District Environmental Staff that noise studies are not required based on project scope, setting, and/or plans	Yes	District	District	
		OES Approval - No Analysis Required	Correspondence indicating no studies required based on inquiry from district or consultant	Yes	OES Noise and Air	OES Noise and Air	
		OES Approval - Noise Analysis	Correspondence indicating approval of submitted report	Yes	OES Noise and Air	OES Noise and Air	
		OES Approval - Noise Barriers Not Feasible	DO NOT USE OPTION WILL DISPLAY UNTIL REMOVED AS PART OF A FUTURE RELEASE				
		OES Approval - Noise Scope	DO NOT USE SEE PROJECT INFORMATION OPTION WILL DISPLAY UNTIL REMOVED AS PART OF A FUTURE RELEASE				
		OES Approval - Noise Wall Preliminary Placement Plan	Correspondence indicating approval of submitted plan	Yes	OES Noise and Air	OES Noise and Air	
	Project Information	Application for Type II Noise Mitigation	Application and petition for residents and/or communities that desire a noise barrier for Type II noise mitigation	No	Consultant, District, or LPA	OES Noise and Air	

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Noise Related Public Inquiry	Inquiry received from stakeholders and/or the public regarding noise barriers, noise issues, request for mitigation etc. <i>For multiple inquires, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. Noise Related Public Inquiry 2; Noise Related Public Inquiry - Holiday Inn; Noise Related Public Inquiry - Maple Road Resident; Noise Related Public Inquiry - Mayor)</i>	Yes	Consultant or District	District
Noise Sensitive Area Mapping	Identifies receptors	Yes	Consultant or District	District
Noise Study Area Mapping	Identifies impacted or potentially impacted areas for noise	Yes	Consultant or District	District
OES Scope Approval - Noise	Correspondence indicating approval of the submitted Scoping Coordination Package	Yes	OES Noise and Air	OES Noise and Air
Project Related OES Decision - Noise	Correspondence containing a decision related to an action needed or anticipated effect finding or determination <i>For multiple decisions, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. Project)</i>	Yes	OES Noise and Air	OES Noise and Air

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		<i>Related OES Decision 2 - Noise)</i>			
	Scoping Coordination Package - Noise	Submittal to OES requesting approval on studies or actions needed	Yes	Consultant or District	OES Noise and Air
Reports	Equivalent Receptor Calculation	Formula to determine the effectiveness of a noise wall	No	Consultant	OES Noise and Air
	Noise Analysis	Written report that presents analysis of noise levels at receptors within Noise Sensitive Areas for Feasible Alternatives or the Preferred Alternative <i>Use check out/check in to incorporate comments or revisions</i> <i>• Designate as FINAL once all comments addressed</i>	No	Consultant UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	Consultant or District CONVERT TO PDF MERGE APPENDICES DESIGNATE AS FINAL
	Noise Analysis - Appendices	MANUALLY NAME	No	Consultant UPLOAD AS PDF DESIGNATE AS DRAFT	District or SYSTEM ADMIN DELETE AFTER MERGER
	Noise Analysis - Updated	MANUALLY NAME If a change in scope and/or impacts require additional analysis <i>Use check out/check in to incorporate comments or revisions</i> <i>• Designate as FINAL once all comments are addressed</i> <i>For multiple updates, manually name: Noise Analysis 2 - Updated</i>	No	Consultant UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	Consultant or District CONVERT TO PDF MERGE APPENDICES DESIGNATE AS FINAL

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	Noise Barrier Design Table	Barrier design information that includes mitigation design and finalized cost estimate for noise abatement	No	Consultant	OES Noise and Air
	Noise Measurement Plan	Provides location and number of noise measurements proposed for a project, prior to performing any field work	No	Consultant	OES Air and Noise
	Noise Public Involvement Summary Report	Written report that includes the results of noise specific PI	No	Consultant or District	OES Air and Noise
	Noise Wall Construction Plans Stage 1	Indicates location of noise wall and other design items	No	Consultant or District	OES Air and Noise
	Noise Wall Construction Plans Stage 2	Indicates location of noise wall and other design items	No	Consultant or District	OES Air and Noise
	Noise Wall Construction Plans Stage 3	Indicates location of noise wall and other design items	No	Consultant or District	OES Air and Noise
	Noise Wall Preliminary Placement Plan	Plan that illustrates where noise wall is proposed to be installed	No	Consultant or District	OES Air and Noise

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Other Resources	Drinking Water	Coordination with OEPA	<p>Correspondence regarding impacts to drinking water resources</p> <p><u>If used for another resource area</u>, select dropdown and add qualifier into the dropdown (e.g. <i>Coordination with OEPA - Drinking Water</i>); For multiple coordination, select dropdown and add appropriate numerical value and qualifier into the dropdown (e.g. <i>Coordination with OEPA 2 - Drinking Water</i>)</p> <p><u>If not used</u>, for multiple coordination select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Coordination with OEPA 2</i>)</p>	Yes	OES Policy	OES Policy
		Coordination with USEPA	<p>Correspondence to USEPA regarding impacts to drinking water resources</p> <p><u>If used for another resource area</u>, select dropdown and add qualifier into the dropdown (e.g. <i>Coordination with USEPA - Drinking</i></p>	Yes	OES Policy	OES Policy

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	<p><i>Water</i>); For multiple coordination, select dropdown and add appropriate numerical value and qualifier into the dropdown (e.g. <i>Coordination with USEPA 2 - Drinking Water</i>)</p> <p><u>If not used</u>, manually name: <i>Coordination with USEPA 2</i></p>			
District Determination - No Drinking Water Resource Impacts	Confirmation made by District Environmental Staff that no impacts to drinking water resources will occur based on project scope, setting, and/or plans	Yes	District	District
Field Investigation Notes	<p>Observations/notes made during field investigations</p> <p><u>If used for another resource area</u>, select dropdown and add appropriate qualifier into the dropdown (e.g. <i>Field Investigation Notes - Drinking Water</i>); For multiple notes, select dropdown and add appropriate numerical value and qualifier into the dropdown (e.g. <i>Field Investigation Notes 2 - Drinking Water</i>)</p> <p><u>If not used</u>, for multiple notes select dropdown and add appropriate numerical value or other</p>	No	Consultant or District	District

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	qualifier into the dropdown (e.g. <i>Field Investigation Notes 2</i>)			
Non-Community Water System Coordination	Correspondence requesting review and approval	Yes	Consultant or District	District
OEPA Approval	Correspondence indicating approval based on coordination submitted	Yes	OES Policy	OES Policy
OEPA Comments	Correspondence requesting more information or related to a drinking water issue <u>If used for another resource area</u> , select dropdown and add qualifier into the dropdown (e.g. <i>OEPA Comments - Drinking Water</i>); For multiple comments, select dropdown and add appropriate numerical value and qualifier into dropdown (e.g. <i>OEPA Comments 2 - Drinking Water</i>) <u>If not used</u> , for multiple comments select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>OEPA Comments 2</i>)	Yes	OES Policy	OES Policy
OES Approval - Drinking Water	Correspondence indicating approval based on inquiry or coordination received	Yes	OES Policy	OES Policy

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Project Related OES Decision - Drinking Water	Correspondence containing a decision related to an action needed or anticipated effect finding or determination <i>For multiple decisions, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. Project Related OES Decision 2 - Drinking Water)</i>	Yes	OES Policy	OES Policy
Residential Well Owner Notification	Correspondence with property owner regarding project impacts or removal <i>For multiple notifications, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. Residential Well Owner Notification 2; Residential Well Owner Notification - Smith)</i>	Yes	Consultant or District	District
Site Specific Resource Mapping	Mapping that identifies specific resources within or adjacent to the project area	Yes	Consultant or District	District
Sole Source Aquifer Mapping	Mapping that identifies resource in relation to project area	Yes	Consultant or District	District
Transient Non-Community Water System Coordination	Correspondence requesting review and approval	Yes	Consultant or District	District

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		USEPA Approval	Correspondence from agency indicating approval based on coordination submitted	Yes	OES Policy	OES Policy
		USEPA Comments	Correspondence from agency requesting more information or related to a drinking water issue	Yes	OES Policy	OES Policy
		Water Source Protection Area Map	Mapping obtained from OEPA	Yes	Consultant or District	District
		Well Log Data	Mapping and data obtained from ODNR to assist in the identification of wells within and/or adjacent to project area	Yes	Consultant or District	District
Other Resources	Farmlands	Agricultural Security Area List	List of counties protected under the program Upload only if county project is in is listed	No	Consultant or District	District
		Census Bureau Urbanized Area Map	MANUALLY NAME	Yes	Consultant or District	District
		Coordination with Farmland Preservation Office	Only if thresholds of ORC 929.05 are exceeded or unusual circumstances exist	Yes	OES Policy	OES Policy
		Coordination with NRCS	Notification that review and approval of FCIR Package is requested	Yes	OES Policy	OES Policy
		Coordination with OES	Correspondence requesting NRCS coordination and/or OES approval that coordination not required	Yes	District	District

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District Determination - Meets Farmland MOU	Confirmation made by District Environmental Staff that proposed project does not exceed MOU thresholds and no further coordination required	Yes	District	District
Farmland Preservation Office Approval	Only if thresholds of ORC 929.05 are exceeded or unusual circumstances exist	Yes	OES Policy	OES Policy
Farmland Preservation Office Comments	Correspondence from agency requesting more information or other related farmland issue	Yes	OES Policy	OES Policy
FCIR Form	Farmland Conversion Impacting Rating (FCIR) Form completed when Farmland MOU thresholds exceeded	Yes	Consultant or District UPLOAD AS PDF DESIGNATE AS DRAFT	NRCS or OES Policy
Field Investigation Notes	Observations/notes made during field investigations <u>If used for another resource area</u>, select dropdown and add qualifier into the dropdown (e.g. <i>Field Investigation Notes - Farmlands</i>); For multiple notes, select dropdown and add appropriate numerical value and qualifier into the dropdown (e.g. <i>Field Investigation Notes 2 - Farmlands</i>) <u>If not used</u>, for multiple notes select dropdown and add appropriate	Yes	Consultant or District	District

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	numerical value or other qualifier into the dropdown (e.g. <i>Field Investigation Notes 2</i>)			
Hydric Soil Mapping	Mapping obtained from NRCS website	No	Consultant or District	District
NRCS Approval	Correspondence indicating approval of FCIR or other farmland related issue	Yes	NRCS or OES Policy	NRCS or OES Policy
NRCS Comments	Correspondence requesting more information or other related farmland issue	Yes	NRCS or OES Policy	NRCS or OES Policy
OES Approval - Farmlands	Correspondence indicating no impacts to farmlands will occur and no further coordination required	Yes	OES Policy	OES Policy
Ohio Farmland Preservation Map	Map of counties that have agricultural easements and security areas <ul style="list-style-type: none"> • Upload only if county project is in is listed 	No	Consultant or District	District
Project Related OES Decision - Farmlands	Correspondence containing a decision related to an action needed For multiple decisions, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Project Related OES Decision 2 - Farmlands</i>)	Yes	OES Policy	OES Policy

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		Site Specific Resource Mapping	Mapping other than USGS or Census Bureau Urbanized Area Maps For updates, use check out/check in and highlight new information accordingly	Yes	Consultant or District DESIGNATE AS DRAFT	District
Permits	Floodplains	Alternatives to Locating in Floodplain	Documentation that identifies and evaluates practicable alternatives to locating in the floodplain	Yes	Consultant or District	District
		Carrying Capacity Maintained Calculations	Hydraulic calculations	No	Consultant or District	District
		Coordination with Local Floodplain Administrator	Correspondence requesting permit authorization or that a permit is not required	Yes	Consultant or District	District
		Correspondence with Local Floodplain Administrator	Correspondence requesting local standards or to notify that impacts will occur	Yes	Consultant or District	District
		District Determination - No Floodplain Impacts	Confirmation made by District Environmental Staff that proposed project does not exceed existing floodplain guidance and regulations and no further coordination is required	Yes	District	District
		FEMA FIRM	Flood Insurance Rate Mapping (FIRM) that includes statistical information such as river flow data, storm tide, hydrologic/hydraulic analyses and rainfall and topographic surveys	Yes	Consultant or District	District

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Floodplain Impacts	Description of impacts	Yes	Consultant or District	District
Hydrologic and Hydraulic Calculations	Demonstrates carrying capacity of the body of water, if applicable, in accordance with NFIP Analysis	No	Consultant or District	District
Letter of Compliance - ODOT Form LD-51	Correspondence to Local Floodplain Coordinator that project is in compliance with all federal, state, and local floodplain standards	Yes	Consultant or District	District
Local Floodplain Administrator Approval	Approval received in regards to permit authorization or project meets local standards, etc.	Yes	Consultant or District	District
Local Floodplain Administrator Response	Correspondence with comments in regards to coordination and/or project impacts	Yes	Consultant or District	District
Mitigation Measures	Based on impacts and results of coordination with Local Floodplain Administrator	Yes	Consultant or District	District
No Rise Certification - ODOT Form LD-50	Certified analysis that no increase in Base Flood Elevation, floodway elevation, or floodway widths will occur	Yes	Consultant or District	District

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	Project Related OES Decision - Floodplains	Correspondence containing a decision related to an action needed or anticipated effect determination For multiple decisions, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Project Related OES Decision 2 - Floodplains</i>)	Yes	OES Policy	OES Policy
	Re-Evaluation of Alternative	Based on a change in scope and/or project impacts	Yes	Consultant or District	District
	Site Specific Plan Sheets	Plan sheets that illustrate area of impacts within the floodplain	Yes	Consultant or District	District
	Site Specific Resource Mapping	Mapping other than FEMA FIRM	Yes	Consultant or District	District
	Statement of Findings	Summary of floodplain impacts/eight-step process	Yes	Consultant or District	District
	Variance Requests	Variance from local floodplain regulations	Yes	District	District
Landfills	Coordination with OEPA	Correspondence regarding impacts or other related issues If used for another resource area, select dropdown and add qualifier into the dropdown (e.g. <i>Coordination with OEPA - Landfills</i>); For multiple coordination, select dropdown and add	Yes	OES ESA	OES ESA

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		appropriate numerical value and qualifier into the dropdown (e.g. <i>Coordination with OEPA 2 - Landfills</i>) <i>If not used</i> , for multiple coordination select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Coordination with OEPA 2</i>)			
	OEPA Director's Authorization	Correspondence indicating a project will not result in violation of applicable laws or regulations	Yes	OES ESA	OES ESA
	Project Related OES Decision - Landfills	Correspondence containing a decision related to an action needed <i>For multiple decisions, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Project Related OES Decision 2 - Landfills</i>)</i>	Yes	OES ESA	OES ESA
	Rule 13 Permit	2713 Landfill Permit	No	OES ESA	OES ESA
Stormwater	<i>Coordination with OEPA - Notice of Intent</i>	MANUALLY NAME	No	Consultant, District, or LPA	District
	General NPDES Permit Application	Obtained for projects that involve over one acre of earth disturbance activities and that will cover discharges that will have	No	Consultant, District or LPA	District

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		a minimal effect on the environment			
	Individual NPDES Permit Application	An individual permit is based on the facility's operations, type and amount of discharge	No	Consultant, District or LPA	District
	OEPA Approval - General NPDES Permit	MANUALLY NAME	No	Consultant, District, or LPA	District
	OEPA Approval - Individual NPDES Permit	MANUALLY NAME	No	Consultant, District, or LPA	District
	OEPA Approval - Notice of Intent	MANUALLY NAME	No	Consultant, District, or LPA	District
	Project Related OES Decision - Stormwater	Correspondence containing a decision related to an action needed <i>For multiple decisions, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. Project Related OES Decision 2 - Stormwater)</i>	Yes	OES	OES
	Site Specific Plan Sheets	Indicates specific impacts to stormwater outfalls and/or location of BMPs	Yes	Consultant, District or LPA	District
	Site Specific Resource Map	Resource map indicating stormwater facilities/areas	Yes	Consultant, District or LPA	District
	Waterways	Coordination with OEPA <u>If used for another resource area, select dropdown and add qualifier into the</u>	No	OES Waterway Permits Unit	OES Waterway Permits Unit

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		<p>dropdown (e.g. <i>Coordination with OEPA - Waterway Permits</i>); For multiple coordination, select dropdown and add appropriate numerical value and qualifier into the dropdown (e.g. <i>Coordination with OEPA 2 - Waterway Permits</i>) <u>If not used</u>, for multiple coordination, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Coordination with OEPA 2</i>)</p>			
	Coordination with USACE	<p>Correspondence prior to submitting application <u>If used for another resource area</u>, select dropdown and add qualifier into the dropdown (e.g. <i>Coordination with USACE - Waterway Permits</i>); For multiple coordination, select dropdown and add appropriate numerical value and qualifier into the dropdown (e.g. <i>Coordination with USACE 2 - Waterway Permits</i>) <u>If not used</u>, for multiple coordination select dropdown and add</p>	No	OES Waterway Permits Unit	OES Waterway Permits Unit

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			appropriate numerical value or other qualifier into the dropdown (e.g. <i>Coordination with USACE 2</i>)			
	Coordination with USCG	Correspondence prior to submitting application For multiple coordination, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Coordination with USCG 2</i>)	No	OES Waterway Permits Unit	OES Waterway Permits Unit	
	Isolated Wetland Permit	Approval from OEPA	No	OES Waterway Permits Unit	OES Waterway Permits Unit	
	Isolated Wetland Permit Application	Application prepared and submitted to OEPA Use Check Out/Check In for Final Document	No	Consultant or District UPLOAD AS PDF DESIGNATE AS DRAFT	OES Waterway Permits Unit UPLOAD FINAL SIGNED APPLICATION SUBMITTED TO OEPA	
	Mitigation Plan	Approved plan	No	Consultant or District	OES Waterway Permits Unit	
	Modification - [document name]	MANUALLY NAME Permit modification request for any waterway permit Add into the name field dropdown using the type of permit: (e.g. <i>Modification - Regional General Permit B</i>)	No	Consultant, District or OES Waterway Permits Unit	OES Waterway Permits Unit	
	Nationwide Permit	Public Notice document for the Nationwide Permit - contains regional, general, and OEPA 401 WQC conditions	No	OES Waterway Permits Unit	OES Waterway Permits Unit	

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		OEPA Approval - 401	401 Water Quality Certification approval from OEPA	No	OES Waterway Permits Unit	OES Waterway Permits Unit
		OEPA Comments	Correspondence (email or official letter) after application submitted <u>If used for another resource area</u> , select dropdown and add qualifier into the dropdown (e.g. <i>OEPA Comments - Waterway Permits</i>); For multiple comments, select dropdown and add appropriate numerical value and qualifier into the dropdown (e.g. <i>OEPA Comments 2 - Waterway Permits</i>) <u>If not used</u> , for multiple comments select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>OEPA Comments 2</i>)	No	OES Waterway Permits Unit	OES Waterway Permits Unit
		OEPA Director's Authorization Request	Correspondence (official letter/application) to agency requesting a Director's Authorization	No	OES Waterway Permits Unit	OES Waterway Permits Unit
		OES Permit Determination	Correspondence indicating the appropriate permit required For multiple determinations, select dropdown and add appropriate numerical value or other qualifier	No	OES Waterway Permits Unit	OES Waterway Permits Unit UPLOAD AS PDF DESIGNATE AS FINAL

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			into the dropdown (e.g. <i>OES Permit Determination 2</i> ; <i>OES Permit Determination - Updated</i>)			
	PCN - Individual 401 Permit Application	Combined Section 404 and Individual 401 application	No	Consultant or District UPLOAD AS PDF DESIGNATE AS DRAFT	OES Waterway Permits Unit UPLOAD FINAL APPLICATION SUBMITTED TO USACE/OEPA	
	Permit Determination Request	Submitted to OES Waterway Permits Unit	No	Consultant or District UPLOAD AS PDF DESIGNATE AS DRAFT	OES Waterway Permits Unit DESIGNATES AS FINAL WHEN PERMIT DETERMINATION UPLOADED	
	Permit Determination Request - Updated	Submitted when a change in scope occurs or other factors require updates	No	Consultant or District UPLOAD AS PDF DESIGNATE AS DRAFT	OES Waterway Permits Unit DESIGNATE AS FINAL WHEN PERMIT DETERMINATION UPLOADED	
	Pre-Construction Notification	Application for project falling under the RGP or NWP, but requiring notification to the USACE	No	Consultant or District UPLOAD AS PDF DESIGNATE AS DRAFT	OES Waterway Permits Unit UPLOADS FINAL <u>SIGNED</u> APPLICATION SENT TO USACE	
	Project Related OES Decision - Waterway Permits	Correspondence containing a decision related to an action needed and/or anticipated permit determination <i>For multiple decisions, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Project Related OES Decision 2 - Waterway Permits</i>)</i>	Yes	OES Waterway Permits Unit	OES Waterway Permits Unit	

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	Public Notice	Final Public Notice from the USACE or OEPA	No	OES Waterway Permits Unit	OES Waterway Permits Unit
	Public Notice - Comment and Responses	All public comments to a Public Notice and ODOT's responses combined into one document	No	OES Waterway Permits Unit	OES Waterway Permits Unit
	Regional General Permit	RGP Public Notice with General and OEPA conditions	No	OES Waterway Permits Unit	OES Waterway Permits Unit
	Section 10 Permit Application	Submitted to USACE	No	Consultant or District UPLOAD AS PDF DESIGNATE AS DRAFT	OES Waterway Permits Unit
	Section 404 Completion Certification	Signed certification provided by the ODOT Construction Project Manager upon project completion	No	District	District
	Section 404-401 Individual Permit Application	Combined application submitted to USACE for an Individual Section 404 and 401 Permit	No	Consultant or District UPLOAD AS PDF DESIGNATE AS DRAFT	OES Waterways Permit Unit UPLOAD FINAL APPLICATION SENT TO USACE AND OEPA
	Section 408 Application	Submitted to USACE when a non-Corps entity proposes to alter, occupy or use a USACE-owned civil works projects	No	Consultant or District UPLOAD AS PDF DESIGNATE AS DRAFT	OES Waterways Permit Unit UPLOAD FINAL APPLICATION SUBMITTED TO USACE
	Special Provisions		No	OES Waterways Permit Unit	OES Waterways Permit Unit
	USACE Approval - Section 10	Correspondence indicating approval	No	OES Waterway Permits Unit	OES Waterway Permits Unit
	USACE Approval - Section 404	Correspondence indicating approval	No	OES Waterway Permits Unit	OES Waterway Permits Unit
	USACE Approval - Section 408	Correspondence indicating approval	No	OES Waterway Permits Unit	OES Waterway Permits Unit

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		USACE Comments	Correspondence following submittal of permit application	No	OES Waterway Permits Unit	OES Waterway Permits Unit
		USACE Comments - Notice of Non-Compliance	Correspondence (official letter) documenting non-compliance with permit	No	OES Waterway Permits Unit	OES Waterway Permits Unit
		USACE Comments - Notice of Violation	Correspondence (official letter) documenting a violation	No	OES Waterway Permits Unit	OES Waterway Permits Unit
		USACE Comments - Response	Responses to Notice of Non-Compliance and Notice of Violation	No	OES Waterway Permits Unit	OES Waterway Permits Unit
		USACE Waiver Request	Letter requesting a waiver from the agency in conjunction with the PCN	No	OES Waterway Permits Unit	OES Waterway Permits Unit
		USCG Approval - Section 9	Authorization received for a Section 9 Permit or when no Section 9 Permit is required, but the USCG is taking jurisdiction and provides conditions	No	OES Waterway Permits Unit	OES Waterway Permits Unit
		USCG Comments	Correspondence following submittal of permit application or Section 9 Determination request where the USCG is not taking jurisdiction	No	OES Waterway Permits Unit	OES Waterway Permits Unit
		USCG Section 9 Permit Application	Prepared application submitted to the USCG	No	Consultant or District UPLOAD AS PDF DESIGNATE AS DRAFT	OES Waterway Permits Unit

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Public Involvement	Project Information	Correspondence with Stakeholders	<p>General information or project specific requests such as needing assistance to identify Underserved Populations, ensure Title VI compliance, identification of project issues and community concerns, change in project status, etc.</p> <ul style="list-style-type: none"> • This is not correspondence related to meeting notifications, stakeholder comments, etc. <p>For multiple correspondence, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Correspondence with Stakeholders 2</i>; <i>Correspondence with Stakeholders - Mayor</i>; <i>Correspondence with Stakeholders - Project Concerns</i>)</p>	Yes	Consultant, District, or LPA	District
		Detour Notification Plan	Written plan that details how and when closures/detours will be implemented and communication methods needed	Yes	Consultant, District or LPA DESIGNATE AS DRAFT	District

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News Article	Media publication (e.g. newspaper, radio, magazine) that discusses project issues, public meetings, project awareness etc. For multiple articles, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>News Article 2</i> ; <i>News Article - Columbus Dispatch</i> ; <i>News Article - January 2017</i>)	Yes	Consultant, District or LPA	District
OES Approval - Public Involvement Plan	Correspondence indicating approval of PI Plan for D2 or D3 projects	Yes	OES Policy	OES Policy
Press Release	Notification of public meeting, project status update, etc., that is issued to media outlets For multiple press releases, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Press Release 2</i> ; <i>Press Release - October 2016</i>)	Yes	Consultant, District or LPA	District

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Project Newsletter	<p>Method of notification to provide project updates to the public, stakeholders, and other interested parties</p> <p>For multiple newsletters, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Project Newsletter 2</i>; <i>Project Newsletter - June 2016</i>)</p>	Yes	Consultant, District or LPA	District
Project Related OES Decision - Public Involvement	<p>Correspondence containing a decision related to an action needed</p> <p>For multiple decisions, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Project Related OES Decision 2 - Public Involvement</i>)</p>	Yes	OES Policy	OES Policy

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Property Owner Notification Letter	<p>Correspondence to property owners impacted by a project that includes project details (e.g. project description) and contact information</p> <ul style="list-style-type: none"> • Letters with same date can be batched and uploaded as one PDF • User can also upload one letter and include a list of mailing addresses <p>For letters with different dates, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Property Owner Notification 2</i>; <i>Property Owner Notification June 2017</i>; <i>Property Owner Notification Smith</i>)</p>	Yes	Consultant, District or LPA	District
Public Comments Received	<p>Comments submitted during a public meeting or hearing and/or by other means (e.g. email, letter, etc.)</p> <ul style="list-style-type: none"> • Comments can be batched and uploaded as separate PDFs (e.g. Comments received from public meetings) 	Yes	Consultant, District or LPA UPLOAD AS PDF DESIGNATE AS DRAFT IF EMAIL, CONVERT TO PDF	District DESIGNATE AS FINAL

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	For comments received via other means (e.g. email), upload initial comment received as DRAFT PDF and upload subsequent comments using check out/check in			
Public Hearing Exhibits	PDF version of large display boards used	Yes	Consultant, District or LPA	District
Public Hearing Handouts	Materials provided at the Hearing	Yes	Consultant, District or LPA	District
Public Hearing Notification	Legal Notification associated with EA or EIS projects For multiple notifications, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Public Hearing Notification 2</i> ; <i>Public Hearing Notification - October 2016</i> ; <i>Public Hearing Notification - Flyer</i>)	Yes	Consultant or District	Consultant or District
Public Hearing Presentation	PowerPoint or other type presentation	Yes	Consultant, District or LPA	District
Public Hearing Sign In Sheet	List of attendees	Yes	Consultant, District or LPA	District
Public Involvement Plan	Written plan that outlines PI strategy Use check-out/check-in to incorporate comments, revisions, updates	Yes	Consultant or District UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	District

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Public Meeting Exhibits	PDF version of display boards used	Yes	Consultant, District or LPA	District
Public Meeting Handouts	Materials provided	Yes	Consultant, District or LPA	District
Public Meeting Notification	Notification in the form of a flyer, brochure, letter, PSA, webpage posting, etc. For multiple notifications, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Public Meeting Notification 2</i> ; <i>Public Meeting Notification - October 2016</i> ; <i>Public Meeting Notification - Flyer</i>)	Yes	Consultant, District or LPA	District
Public Meeting Presentation	PowerPoint or other type presentation given at a public meeting For multiple presentations, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Public Meeting Presentation 2</i> ; <i>Public Meeting Presentation - October 2017</i>)	Yes	Consultant, District or LPA	District
Public Meeting Sign In Sheet	List of attendees For multiple sign-in sheets, select dropdown and add appropriate numerical value or other qualifier	Yes	Consultant, District or LPA	District

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	into the dropdown (e.g. <i>Public Meeting Sign In Sheet 2</i> ; <i>Public Meeting Sign In Sheet - October 2016</i>)			
Public Notification Mailing List	Addresses used to mail information (non-stakeholders) If list requires updates, such as new addresses, correction of existing addresses or phone numbers, use check out/check in to replace	Yes	Consultant, District or LPA UPLOAD AS PDF DESIGNATE AS DRAFT	District
Response to Public Comments	Correspondence from district or project sponsor based on public comments received <ul style="list-style-type: none"> • Can be batched as a single PDF, as appropriate (e.g. responses to comments received from public meeting) For multiple responses, select dropdown and add appropriate numerical value or other qualifier (e.g. <i>Response to Public Comments 2</i> ; <i>Response to Public Comments - June Public Meeting</i> ; <i>Response to Public Comments - Email</i>)	Yes	Consultant, District or LPA	District

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Response to Stakeholder Comments	<p>Response from district or project sponsor to comments received</p> <ul style="list-style-type: none"> • Can be batched as a single PDF, as appropriate (e.g. responses to comments received from stakeholder meeting) <p>For multiple responses, select dropdown and add appropriate numerical value or other qualifier (e.g. <i>Response to Stakeholder Comments 2</i>; <i>Response to Stakeholder Comments - June Stakeholder Meeting</i>; <i>Response to Stakeholder Comments - Email</i>)</p>	Yes	Consultant, District or LPA	District
Right-of-Entry Letter	<p>MANUALLY NAME</p> <p>Notification to property owners when access is required to complete survey and/or studies, and includes right-of-entry language</p> <ul style="list-style-type: none"> • Letters with same date can be batched and uploaded as one PDF • User can also upload one letter and include a list of mailing addresses 	Yes	Consultant, District or LPA	District

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	For letters with different dates, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Right-of-Entry Letter 2</i> ; <i>Right-of-Entry Letter June 2017</i> ; <i>Right-of-Entry Letter - Jones</i>)			
Stakeholder Comments	Comments received during stakeholder meetings, advisory committees, email, or telephone For multiple comments, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Stakeholder Comments 2</i> ; <i>Stakeholder Comments - Mayor of Columbus</i> ; <i>Stakeholder Comments - Davis Industries</i>)	Yes	Consultant, District or LPA	District
Stakeholder Contact List	List of stakeholders that includes address, phone number and designated representative (as appropriate) For changes made, such as adding new stakeholders or address corrections, use check-out/check in to update	Yes	Consultant, District or LPA UPLOAD AS PDF DESIGNATE AS DRAFT	District

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		Stakeholder Meeting Minutes or Notes	Detailed minutes of the proceedings For multiple minutes, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Stakeholder Meeting Minutes or Notes 2</i> ; <i>Stakeholder Meeting Minutes or Notes - June 2017</i>)	Yes	Consultant, District or LPA	District
		Stakeholder Notification	Correspondence informing stakeholders of upcoming stakeholder and/or public meetings (e.g. flyer, letter, email, PSA text, etc.) For multiple notifications, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Stakeholder Notification 2</i> ; <i>Stakeholder Notification - COTA</i>)	Yes	Consultant, District, or LPA	District
Purpose and Need	Coordination	OES Acceptance - Purpose and Need	Correspondence indicating acceptance	Yes	OES Policy	OES Policy
		District Acceptance - Purpose and Need	MANUALLY NAME Correspondence indicating acceptance	Yes	District	District
	Existing and Future Conditions	Bridge Condition Rating	Quantified data and/or other related information	No	Consultant or District	District

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	Crash Data	Quantified data and/or other crash related information	No	Consultant or District	District
	Level of Service Data	Quantified data and/or other LOS related information	No	Consultant or District	District
	Pavement Condition Rating	Quantified data and/or other PCR related information	No	Consultant or District	District
	Roadway Geometrics Data	Quantified data and/or other geometric related information	No	Consultant or District	District
	Traffic Data	Quantified data and/or other traffic related information; this is not certified traffic	No	Consultant or District	District
Project Information	Graphics or Tables	Documentation related to data pertinent to developing a project's P&N	No	Consultant or District	District
	Legislative Mandate	Documentation that indicates project was identified as high priority based on local, state legislature, governor or congressional directive	No	Consultant or District	District
	Project Related OES Decision - Purpose and Need	Correspondence containing a decision related to an action needed <i>For multiple decisions, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. Project Related OES Decision 2 - Purpose and Need)</i>	Yes	OES Policy	OES Policy

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Re-Evaluation	Environmental Document	CE Administrative	For projects approved under old CE Designations (e.g. CE1) OR for projects not originally created in EnviroNet (upload as "paper" re-evaluation)	No	District or OES Policy	District or OES Policy
		CE Full	For projects approved under old CE Designations (e.g. CE1) OR for projects not originally created in EnviroNet (upload as "paper" re-evaluation)	No	District or OES Policy	District or OES Policy
		CE Supplemental	For projects approved under old CE Designations (e.g. CE1) OR for projects not originally created in EnviroNet (upload as "paper" re-evaluation)	No	District or OES Policy	District or OES Policy
		EA Administrative	For projects approved under the old EA/EIS designation OR for projects not originally created in EnviroNet (upload as "paper" re-evaluation)	No	District or OES Policy	District or OES Policy
		EA Full	For projects approved under the old EA/EIS designation OR for projects not originally created in EnviroNet (upload as "paper" re-evaluation)	No	District or OES Policy	District or OES Policy
		EA Supplemental	For projects approved under the old EA/EIS designation OR for projects not originally	No	District or OES Policy	District or OES Policy

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			created in EnviroNet (upload as "paper" re-evaluation)			
		EIS Administrative	For projects approved under the old EA/EIS designation OR for projects not originally created in EnviroNet (upload as "paper" re-evaluation)	No	District or OES Policy	District or OES Policy
		EIS Full	For projects approved under the old EA/EIS designation OR for projects not originally created in EnviroNet (upload as "paper" re-evaluation)	No	District or OES Policy	District or OES Policy
		EIS Supplemental	For projects approved under the old EA/EIS designation OR for projects not originally created in EnviroNet (upload as "paper" re-evaluation)	No	District or OES Policy	District or OES Policy
Section 4(f)	Coordination	District Determination - No 4(f)	Confirmation made by District Environmental Staff that 4(f) properties not present or properties subject to 4(f) not impacted based on project scope/plans	Yes	District	District
		OES Cultural Resources 4(f) Determination	Correspondence indicating appropriate determination level based on Section 106 Effect Finding For multiple determinations, select dropdown and add appropriate numerical	Yes	OES Cultural Resources	OES Cultural Resources

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	<p>value or other qualifier into the dropdown (e.g. <i>OES Cultural Resources 4(f) Determination 2</i>; <i>OES Cultural Resources 4(f) Determination 1</i>; <i>Grant Home</i>)</p>			
OES Cultural Resources 4(f) Determination - Re-Evaluation	<p>Correspondence indicating original determination still valid or level of determination was lowered or elevated</p> <p>For multiple re-evaluations, select dropdown and add appropriate numerical value into the dropdown (e.g. <i>OES Cultural Resources 4(f) Determination 2</i> - Re-Evaluation)</p>	Yes	OES Cultural Resources	OES Cultural Resources
OES Recreational 4(f) Determination	<p>Correspondence indicating appropriate determination level based on impacts</p> <p>For multiple determinations, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>OES Recreational 4(f) Determination 2</i>; <i>OES Recreational 4(f) Determination 1</i>; <i>Swanson Park</i>)</p>	Yes	OES Policy	OES Policy

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	OES Recreational 4(f) Determination - Re-Evaluation	Correspondence indicating original determination still valid or level of determination was lowered or elevated <i>For multiple re-evaluations, select dropdown and add appropriate numerical value into the dropdown (e.g. OES Recreational 4f Determination 2 - Re-Evaluation)</i>	Yes	OES Policy	OES Policy
	Recreational 4(f) Re-Evaluation Request	Correspondence indicating change in scope/impacts that require validation of previous determination or a lower or higher level of determination <i>For multiple requests, select dropdown and add appropriate numerical value into the dropdown (e.g. Recreational 4f Re-Evaluation Request 2)</i>	Yes	District	District
Project Information	Project Related OES Decision - Section 4(f)	Correspondence containing a decision related to an action needed and/or anticipated determination <i>For multiple decisions, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. Project</i>	Yes	OES Policy or Cultural	OES Policy or Cultural

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		<i>Related OES Decision 2 - Section 4(f)</i>				
Reports	Determination Request Form for Recreational Properties	Package of information needed for OES Policy to issue the appropriate 4(f) Determination	No	Consultant or District UPLOAD AS WORD DOCUMENT	OES Policy	
	Determination Request Form - Appendices	MANUALLY NAME OES POLICY MERGES DRF AND APPENDICES	No	Consultant or District UPLOAD AS PDF DESIGNATE AS DRAFT	OES Policy DELETES AFTER MERGER	
	Individual - Draft	Written report	No	Consultant or District	OES Policy or Cultural	
	Individual - Final	Written report	No	Consultant or District	OES Policy or Cultural	
Section 6(f)	Coordination	Coordination with ODNR - Temporary Non-Conforming Use	Correspondence requesting review and approval	Yes	OES Policy	OES Policy
		Coordination with ODNR and NPS - Conversion	Correspondence requesting review and approval	Yes	OES Policy	OES Policy
		District Determination - No 6(f)	Confirmation made by District Environmental Staff that no 6(f) properties were identified or if identified will not be impacted based on project scope and plans	Yes	District	District
		NPS Approval - Conversion	Correspondence indicating conversion requirements met in accordance with the Section 6(f) PA and existing regulations	Yes	ODNR or OES Policy	ODNR or OES Policy

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NPS Comments	<p>Correspondence requesting additional information, follow-up on previous correspondence, etc.</p> <p>If used for another resource area, select dropdown and add qualifier into the dropdown (e.g. <i>NPS Comments - Section 6(f)</i>); For multiple comments, select dropdown and add appropriate numerical value and qualifier into the dropdown (e.g. <i>NPS Comments 2 - Section 6(f)</i>)</p> <p>If not used, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>NPS Comments 2</i>)</p>	Yes	ODNR or OES Policy	ODNR or OES Policy
NPS Preliminary Approval - Replacement Property	Preliminary approval regarding replacement property for a small conversion	Yes	ODNR or OES Policy	ODNR or OES Policy
ODNR Approval - Temporary Non-Conforming Use	Correspondence indicating appropriate determination level in accordance with the Section 6(f) PA and existing regulations	Yes	ODNR or OES Policy	ODNR or OES Policy

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ODNR Comments	<p>Correspondence requesting additional information, follow-up on previous correspondence, etc.</p> <p>If used for another resource area, select dropdown and add qualifier into the dropdown (e.g. <i>ODNR Comments - Section 6(f)</i>); For multiple comments, select dropdown and add appropriate numerical value and qualifier into the dropdown (e.g. <i>ODNR Comments 2 - Section 6(f)</i>)</p> <p>If not used, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>ODNR Comments 2</i>)</p>	Yes	ODNR or OES Policy	ODNR or OES Policy
OES Approval - Maintenance	Correspondence indicating a project qualifies as maintenance in accordance with Section 6(f) PA and existing regulations	Yes	OES Policy	OES Policy
OES Approval - 6(f) Re-Evaluation	<p>MANUALLY NAME</p> <p>Correspondence indicating original approval is valid or impacts based on the change in scope have lowered or elevated the level of determination in accordance with the</p>	Yes	OES Policy	OES Policy

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		Section 6(f) PA and existing regulations For multiple re-evaluations, select dropdown and add appropriate numerical value into the name dropdown (e.g. <i>OES Approval 2 - 6(f) Re-Evaluation</i>)			
	OES Determination - No 6(f)	Correspondence indicating no impacts will occur to identified 6(f) property based on project scope and plans	Yes	OES Policy	OES Policy
Project Information	Appraisal	Prepared by a pre-qualified individual that includes the estimated value of the property being converted and the replacement property	No	Consultant, District or LPA	District
	Informal Consultation with ODNR	Correspondence regarding 6(f) boundary questions, type of determination anticipated or other project related questions/issues, etc. For multiple consultation, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Informal Consultation with ODNR 2</i>)	No	OES Policy	OES Policy

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LWCF Grant Listing	List of properties maintained by NPS that indicates if property received LWCF For multiple counties, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>LWCF Grant Listing 2</i> ; <i>LWCF Grant Listing - Wood County</i>)	No	Consultant or District	District
ODNR Informal Consultation Response	Response based on inquiry or request received For multiple responses, select dropdown and add appropriate numerical value into the dropdown (e.g. <i>ODNR Informal Consultation Response 2</i>)	No <i>Yes if a decision is made</i>	ODNR or OES Policy	ODNR or OES Policy
Project Related OES Decision - Section 6(f)	Correspondence containing a decision related to an action needed and/or anticipated effect determination For multiple decisions, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Project Related OES Decision 2 - Section 6(f)</i>)	Yes	OES Policy	OES Policy
Waiver Valuation	Documentation that illustrates process used	No	Consultant or District	District

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			to determine an appraisal is not required			
Underserved Populations	Coordination	OES Approval - Underserved Populations Impact Analysis Report	Correspondence indicating approval	Yes	OES Policy	OES Policy
	Project Information	Census Mapping	ODOT TIMS mapping that includes Minority, Low Income, Limited English Proficiency (LEP), and Older Adult data	Yes	Consultant or District UPLOAD AS PDF DESIGNATE AS DRAFT	District or OES Policy
		Correspondence with Housing Authority	Correspondence that provides project information and solicits comments/concerns related to potential impacts to Housing Authority properties <i>For multiple correspondence, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. Correspondence with Housing Authority 2)</i>	Yes	Consultant or District IF EMAIL, CONVERT TO PDF	District
		Correspondence with HUD	<i>(Housing and Urban Development)</i> Correspondence that provides project information and solicits comments/concerns related to potential impacts to HUD properties <i>For multiple correspondence, select dropdown and add</i>	Yes	Consultant or District IF EMAIL, CONVERT TO PDF	District

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Strikethrough Sub Type names will be deleted as a drop-down option and will not be available for use

	appropriate numerical value or other qualifier into the dropdown (e.g. <i>Correspondence with HUD 2</i>)			
District Determination - No Impacts to Underserved Populations	MANUALLY NAME Confirmation made by District Environmental Staff based on completion of Underserved Populations Documentation Form that no impacts are anticipated and no further coordination is required For C2 Projects Only	Yes	District	District
Housing Authority Response	Response based on correspondence received For multiple responses, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>Housing Authority Response 2</i>)	Yes	Consultant, District or LPA IF EMAIL, CONVERT TO PDF	District
HUD Response	Response based on correspondence received For multiple responses, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. <i>HUD Response 2</i>)	Yes	Consultant, District or LPA IF EMAIL, CONVERT TO PDF	District

Highlighted sub-type names indicate new drop-down options or add-ons
Strikethrough Sub Type names will be deleted as a drop-down option and will not be available for use

	Project Related OES Decision	Correspondence containing a decision related to an action needed and/or anticipated effect finding or determination <i>For multiple decisions, select dropdown and add appropriate numerical value or other qualifier into the dropdown (e.g. Project Related OES Decision 2)</i>	Yes	OES Policy	OES Policy
	Underserved Populations Documentation Form	Documentation for C2 projects to illustrate no further analysis required	Yes	Consultant or District UPLOAD AS PDF DESIGNATE AS DRAFT	District
Reports	Underserved Populations Impact Analysis	Full written report submitted to OES Policy	No	Consultant or District UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	OES Policy CONVERT TO PDF DESIGNATE AS FINAL
	Underserved Populations Impact Analysis - Short	Submitted to OES Policy as a letter/IOC when a full report is not needed (based on context and intensity of the project)	No	Consultant or District UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	OES Policy CONVERT TO PDF DESIGNATE AS FINAL

**The check-in/check-out process described above shall be utilized to review documents that are uploaded by the District/consultant and finalized by OES. If multiple users are listed as the "Initial Uploader," whoever prepared the document should upload the document.

Highlighted sub-type names indicate new drop-down options or add-ons
Strikethrough Sub Type names will be deleted as a drop-down option and will not be available for use

* Will be "Yes" if the Purpose and Need for the project is based primarily on economic development.

EA/EIS	Finding of No Significant Impact Notice of Intent Record of Decision Environmental Assessment Environmental Impact Statement Legal Sufficiency Review - Comments Legal Sufficiency Review - Final
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Common Project File Errors

Below is a list of corrections for common Project File errors and/or documents that do not need to be included:

- All documentation (unless otherwise stated) is uploaded as PDF documents
- DRAFT Word Documents are converted to PDF
- Permit Determination Requests should be uploaded as Final
- Files should be uploaded to the correct section
 - Ex: Project Description should not be part of Cultural Resources
 - Ex: LWCF Maps should not be part of Coordination
- Files containing different information should have different names; if one is a draft it should be deleted once final is uploaded
 - Ex: Two Request for Reviews, one as a word document and another as a PDF with different information should either have different names or the draft should be deleted
- Multiple draft and final copies of the same document should only contain one final version
- Two copies of the same letter do not need to be uploaded
 - Ex: In a situation where two of the same OES-SHPO coordination letters are in the file but one letter has only an OES signature and the second letter has both OES and SHPO signatures, only the letter with both signatures is necessary
- Documents should be properly labeled
 - Ex: Coordination with National Parks Service should not be labeled "FHWA Coordination"
- Emails not related to decision or direction documents are not needed in the project file
 - Ex: emails setting up meeting times
 - Ex: emails not used for making a decision