Pursuant to 23 U.S.C. 327 and a Memorandum of Understanding (MOU) dated December 11, 2015, and executed by the Federal Highway Administration (FHWA) and the Ohio Department of Transportation (ODOT), ODOT has assumed environmental review, consultation, and other actions required by applicable Federal environmental laws. Thus, ODOT acts as a federal agency in regards to the environmental review process. A training plan is one of the requirements of the MOU.

ODOT’s training plan includes processes to track training needs of all personnel (ODOT staff, consultants, agency partners, and Local Transportation Agencies). ODOT environmental staff (Central Office and District) are encouraged to complete all training courses offered by the Office of Environmental Services (OES) and are required to have all of OES’ environmental prequalification training. Consultants must successfully complete training classes to be pre-qualified in specific environmental areas and have specific experience required in each area. ODOT strongly recommends and encourages local government personnel to attend ODOT’s training programs as well.

GENERAL TRAINING
General OES training is currently offered in the below areas. Please note, the number of courses per year is subject to demand and OES discretion.

DISTRICT ENVIRONMENTAL COORDINATORS MEETING
Class Description: Subject-matter-experts from state and federal agencies will provide updates on changes in environmental processes and laws. Participants will be invited to ask questions and join in discussions.
Target Audience: ODOT District Environmental Coordinators and their staff
Duration: ½ Day
Number of Courses per year: 2-3
ENVIRONMENTAL UPDATE MEETING
Class Description: Subject-matter-experts from state and federal agencies will provide updates on changes in environmental processes and laws. Participants will be invited to ask questions and join in discussions.

Target Audience: ODOT Consultants, Local Public Agencies, Metropolitan Planning Organizations, and others who work with ODOT on environmental issues
Duration: One Day
Number of Meetings per year: 3-4

ENVIRONMENTAL SITE ASSESSMENT
Class Description: This course provides an overview of ODOT's Environmental Site Assessment Guidelines and its implementation as part of the National Environmental Policy Act (NEPA) process. This course is being updated for 2016.

Target Audience: ODOT Staff and Consultants, Local Public Agencies, Metropolitan Planning Organizations, Project Managers, and others who conduct environmental site assessments
Duration: One Day
Number of Courses per year: 2

PROJECT DEVELOPMENT PROCESS (PDP)
Class Description: This course provides a comprehensive view of the Ohio Department of Transportation’s Project Development Process (PDP) and will provide participants with an understanding of the decision elements of the PDP, the flexibility built into the PDP, and how to make project decisions within the PDP structure. This course takes into account lessons learned and changes in the law since the PDP was implemented.

Target Audience: ODOT Staff and Consultants, Local Public Agencies, Metropolitan Planning Organizations, Project Managers, and others who work with ODOT on projects
Duration: One Day
Number of Courses per year: 2

PUBLIC INVOLVEMENT
Class Description: This class is based on ODOT's 2014 Public Involvement Manual. It will provide an overview of public involvement as it relates to the National Environmental Policy Act (NEPA) process and ODOT’s Project Development Process. Discussion will also include why public involvement is necessary, public involvement requirements, and methods and best practices.

Target Audience: ODOT Staff and Consultants, Local Public Agencies, Metropolitan Planning Organizations, Project Managers, and others who work with the public on projects following ODOT's Project Development Process
Duration: One Day
Number of Courses per year: 2
PURPOSE & NEED
Class Description: This course will expand the knowledge and skills of front-line transportation practitioners in development and preparation of Purpose and Need (P&N) statements as part of planning and environmental documents to comply with the National Environmental Policy Act (NEPA). Well-justified P&N statements are critical to the development of legally defensible transportation projects. This course includes a case study component to allow participants to work through the development of a P&N Statement.
Target Audience: ODOT Staff and Consultants, Local Public Agencies, Metropolitan Planning Organizations, Project Managers, and others who prepare environmental documents
Duration: One Day
Course Size: 30 (Internal slots are limited)
Preferred Location: ODOT Central Office
Number of Courses per year: 2

TANK AND HAZARDOUS WASTE
Class Description: This class is considered an 8 hour refresher for those with Occupational Safety & Health Administration (OSHA) certification that need the annual refresher. This conference is also a module for sharing new information, policy changes, and updates on rules and regulations pertaining to the handling of materials and disposal of waste generated at ODOT facilities and construction projects.
Target Audience: ODOT Construction Engineers, Hazardous Waste Coordinators, Safety Personnel, Facilities Maintenance Staff, Mechanics, County Managers, and Transportation Managers, and others interested in obtaining knowledge of handling waste products
Duration: One Day
Number of Courses per year: 1

PREQUALIFICATION TRAINING
The following OES training is required for consultants who wish to become prequalified (or renew their prequalification) to perform work for ODOT, for Local Public Agencies and Metropolitan Planning Organizations, and Project Managers who wish to perform work in these categories, and for all ODOT Environmental Staff:

CATEGORICAL EXCLUSION
Class Description: This is a two-day training course designed for consultants, local public agencies, and ODOT staff working on environmental documents for state and local transportation projects. The class focuses on ODOT’s Categorical Exclusion (CE) Process including regulatory requirements and preparation of Categorical Exclusions using the Online CE System. Subject matter experts also present on specific resource areas that must be considered under NEPA.
Target Audience: ODOT Staff and Consultants, Local Public Agencies, Metropolitan Planning Organizations, Project Managers, and others who wish to prepare and/or review Categorical Exclusions for ODOT projects.
Duration: Two Days
Number of Courses per year: 2

ECOLOGICAL SURVEYS
Class Description: This training is an overview of ecological documentation and coordination with an emphasis on the methods and techniques required for completion of ecological survey reports (ESRs) for ODOT projects.
Target Audience: ODOT Staff and Consultants, Local Public Agencies, Metropolitan Planning Organizations, Project Managers, and others who prepare ESRs.
Duration: One Day
Number of Courses per year: 2

MANAGING THE ENVIRONMENTAL AND PROJECT DEVELOPMENT PROCESS (NEPA)
Class Description: This is a one-week class designed to help Project Managers gain a better understanding of the various aspects of planning and project development and to guide them in making better National Environmental Policy Act (NEPA) process decisions when working on transportation projects. Consultants who want to become prequalified with ODOT to prepare Environmental Assessments (EAs) or Environmental Impact Statements (EISs) are required to take this class to meet prequalification requirements.
Target Audience: ODOT Staff and Consultants, Local Public Agencies, Metropolitan Planning Organizations, Project Managers, and others who work with ODOT on environmental issues
Duration: Five Days
Number of Courses per year: 3-4

SECTION 4(F) & 6(F)
Class Description: The purpose of this course is to provide an understanding of Section 4(f) of the Department of Transportation (DOT) Act of 1966 and how it applies to ODOT’s program. An overview of Section 6(f) of the Land and Water Conservation Fund Act is also included.
Target Audience: ODOT Staff and Consultants, Local Public Agencies, Metropolitan Planning Organizations, Project Managers, and others who may be required to prepare Section 4(f) and Section 6(f) documentation for environmental documents or would like a better understanding of these regulations and how they impact transportation projects.
Duration: One Day
Number of Courses per year: 2

SECTION 106
Class Description: This training course was developed to better inform and educate participants of the requirements of Section 106 of the National Historic Preservation Act of 1966, which requires federal agencies to take into account the effects of their actions on historic properties.
Target Audience: ODOT Staff and Consultants, Local Public Agencies, Metropolitan Planning Organizations, Project Managers, and others who are involved in cultural resources investigations
Duration: One Day
Number of Courses per year: 2

WATERWAY PERMITS
Class Description: Focusing on the Waterway Permits process, OES staff walk class attendees through the intricacies of waterway regulations, permit application development, coordination requirements and consultant prequalification. Topics include relevant environmental laws, application process, timelines, and the roles of the regulatory agencies in the process.
Target Audience: ODOT Staff and Consultants, Local Public Agencies, Metropolitan Planning Organizations, Project Managers, and others who prepare permit applications
Duration: One Day
Number of Courses per year: 2

ODOT requires that consultants take the one-week NEPA class every 10 years and the other prequalification classes every 5 years for the appropriate discipline in order to remain prequalified to work on ODOT projects. It is the responsibility of the consultant to sign up for ODOT’s training classes to retain their prequalification status. The below table outlines the course(s) required for each prequalification category.

<table>
<thead>
<tr>
<th>Prequalification Category</th>
<th>Required ODOT-OES Provided Training</th>
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<tbody>
<tr>
<td>Environmental Document Preparation – EA/EIS</td>
<td>NEPA, Categorical Exclusion</td>
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<tr>
<td>Environmental Document Preparation - CE</td>
<td>Categorical Exclusion</td>
</tr>
<tr>
<td>Environmental Document Preparation – 4(f)</td>
<td>Section 4(f)/6(f)</td>
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<tr>
<td>Ecological Surveys - All</td>
<td>Ecological</td>
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<td>Ecological Surveys - Aquatic</td>
<td>Ecological</td>
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<tr>
<td>Ecological Surveys - Terrestrial</td>
<td>Ecological</td>
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<tr>
<td>Ecological Surveys – Wetland Delineation</td>
<td>Ecological</td>
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<tr>
<td>Stream and Wetland Mitigation</td>
<td>n/a</td>
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<tr>
<td>Waterway Permits</td>
<td>Waterway Permits, Ecological</td>
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<tr>
<td>Noise Analysis &amp; Abatement Design</td>
<td>n/a</td>
</tr>
<tr>
<td>Air Quality Analysis</td>
<td>n/a</td>
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<tr>
<td>Archaeological Investigations</td>
<td>Section 106</td>
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<tr>
<td>History/Architectural Investigations</td>
<td>Section 106</td>
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<tr>
<td>ESA Screening, ESA Phase I &amp; II</td>
<td>n/a</td>
</tr>
<tr>
<td>ESA Remedial Design</td>
<td>n/a</td>
</tr>
</tbody>
</table>
ADDITIONAL TRAINING
In addition to the general OES training courses and the prequalification courses, ODOT assists in training for the Department’s County Manager Training Program (CMTP), Highway Technician (HT) Training Program, and Project Manager Training Program (PMTP). Below is a list of these courses:

CMTP – ENVIRONMENTAL ISSUES AND FACILITY TOUR
Class Description: This course is designed to provide the participant with business rules, regulations, and laws related to maintenance and construction projects, garage housekeeping issues, hazardous waste material handling, material storage, drainage, and storm water management, which are all encountered as part of county management.
Target Audience: ODOT County Managers
Duration: One Day
Number of Courses per year: 1-2

HT113 – REGULATED WASTE REMOVALS AND HAZWOPER AWARENESS
Class Description: This class emphasizes the proper methods of construction removal and disposal of regulated waste operations and the requirements of contract administration, including documentation. The intent of the course is to promote awareness of the hazards associated with removals, confined space entry, and the chemicals that are used in the workplace.
Target Audience: ODOT Highway Technicians
Duration: One Day
Number of Courses per year: 1-2

HT405 – ENVIRONMENTAL POLICY OVERVIEW
Class Description: An overview of environmental policies as they relate to construction activities.
Target Audience: ODOT Highway Technicians
Duration: One Day
Number of Courses per year: 1-2

PMTP – CATEGORICAL EXCLUSION
Class Description: This course goes through a sample project, while showing appropriate example text and placement of the text in a document.
Target Audience: ODOT Project Managers who will work with and direct environmental staff in delivering projects with environmental issues.
Duration: One Day
Number of Courses per year: 1
PMTP – ECOLOGICAL, WATERWAY PERMITS, STORMWATER MANAGEMENT, & ENVIRONMENTAL SITE ASSESSMENT

Class Description: This training is an overview of ecological, permit, and hydraulic issues that a project manager may be required to understand during the Project Development Process. Many times these issues are critical path items to completing a project and are often complex and require coordination with state and federal agencies. Project Managers will need to know how to maneuver through these issues while complying with state and federal regulations and balancing risk.

Target Audience: ODOT Project Managers who will work with and direct environmental staff in delivering projects with environmental issues

Duration: One Day

Number of Courses per year: 1

PMTP – ENVIRONMENTAL POLICY OVERVIEW

Class Description:  
Target Audience: ODOT Project Managers who will work with and direct environmental staff in delivering projects with environmental issues

Duration: One Day

Number of Courses per year: 1

PMTP – PUBLIC INVOLVEMENT

Class Description: This class is based on ODOT’s Public Involvement Manual. It will provide an overview of public involvement as it relates to the National Environmental Policy Act process and ODOT’s Project Development Process. Discussion will include why public involvement is necessary, public involvement requirements, and methods and best practices.

Target Audience: ODOT Project Managers who will work with and direct environmental staff in delivering projects with environmental issues

Duration: One Day

Number of Courses per year: 1

PMTP – PURPOSE & NEED

Class Description: This course will expand knowledge and skills of front-line transportation practitioners in development and preparation of Purpose and Need (P&N) Statements as part of planning and environmental documents for the fulfillment of complying with the National Environmental Policy Act (NEPA).

Target Audience: ODOT Project Managers who will work with and direct environmental staff in delivering projects with environmental issues

Duration: One Day

Number of Courses per year: 1

The Office of Environmental Services (OES) has notified all ODOT Environmental Staff of the training requirements, their individual status, and their training needs. OES
tracks attendance for all environmental training classes and maintains an attendance database. The database will be reviewed each year to ensure compliance with the prequalification training requirements. ODOT Environmental Staff who are within one year of exceeding the time limit for renewal will be notified of the need to register for the desired course during the following year via email.

Consulting firms are required to submit a prequalification renewal package every two years in order to perform work for ODOT, either as a prime consultant or a sub-consultant. Training attendance for consulting firms is verified during the prequalification renewal process. Additionally, notices and reminders are sent out regularly to ODOT staff, consultants, agency partners, and local transportation agencies via the OES Listserv.