



# ODOT NEPA File Management and Documentation Guidance

Prepared by the Office of Environmental Services

Last Updated: 6/7/17

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 under one of the drop-down names listed below. The appropriate reviewer will check-out the document and save it to their local drive to add comments/revisions. 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 "Sub Types" listed below are drop-down naming options in EnviroNet and any documents not listed below are to be manually named. If the document is designated as "Part of CE" indicating that it will be included as part of the final approved environmental document, the protected word version of the approved environmental document will list it as an appendix; if the document is checked "No," the document is still required for the project file, but will not be part of the appendix. **Please use the drop-down options for naming.** Only manually name a document if a drop-down 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, use 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). Using the underscore following the document name will allow you to save documents with the same name for multiple locations. 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.

**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)**

## Contents

Air .....	3
Alternatives.....	6
Community Impacts .....	7
Cultural Resources .....	8
EA/EIS.....	12
Ecological .....	12
Environmental Commitments.....	15
Environmental Justice .....	15
ESA.....	16
General .....	18
Noise.....	20
Other Resources - Drinking Water .....	21
Other Resources - Farmlands .....	22
Permits - Floodplains.....	23
Permits - Landfills.....	24
Permits - Stormwater .....	24
Permits - Waterways.....	24
Public Involvement .....	27
Purpose and Need .....	29
Re-Evaluation.....	30
Section 4(f).....	30
Section 6(f).....	32
Common Project File Errors .....	34

**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	Sub Type <i>(choose this as name of document)</i>	Description of Document	Part of CE	Document Developer and/or Initial Uploader**	End/Finalizing User	
Air	Coordination	<b>Conformity Determination Approval - PM2.5</b>	Approval received from OEPA, USEPA, and FHWA that a project is not a project of air quality concern and is in transportation conformity	Yes	OES Noise and Air <b>COMBINE APPROVALS UPLOAD AS ONE PDF</b>	OES Noise and Air	
		<del>Conformation Determination Request</del>	<b>OPTION REMOVED</b>				
		<b>Conformity Determination Request - PM 2.5</b>	Coordination submitted by OES to OEPA, USEPA, and FHWA for projects in PM 2.5 nonattainment or maintenance areas that <b>do not</b> require a Hot Spot Analysis	Yes	OES Noise and Air	OES Noise and Air	
		<del>Coordination with FHWA - PM2.5</del>	<b>OPTION REMOVED</b>				
		Coordination with OEPA - Qualitative MSAT	Coordination submitted by OES to OEPA requesting review and approval of the MSAT Analysis Report <i>For multiple coordination, manually name: Coordination with OEPA 2 - Qualitative MSAT Use next appropriate numerical value for each additional coordination</i>	Yes	OES Noise and Air	OES Noise and Air	
		Coordination with OEPA and USEPA - Quantitative MSAT	Coordination submitted by OES to OEPA and USEPA requesting review and approval of the MSAT Analysis Report <i>For multiple coordination, manually name: Coordination with OEPA and USEPA 2 - Quantitative MSAT Use next appropriate numerical value for each additional coordination</i>	Yes	OES Noise and Air	OES Noise and Air	
		<b>Coordination with OEPA-USEPA-FHWA - PM 2.5</b>	Coordination submitted by OES to OEPA, USEPA, and FHWA, when a project <b>exceeds</b> emissions thresholds and requires a Hot Spot Analysis	Yes	OES Noise and Air	OES Noise and Air	
		<b>Coordination with OES - PM 2.5</b>	Coordination submitted to OES requesting review and concurrence of the results of the Hot Spot Analysis prior to agency submittal <i>For multiple coordination, manually name: Coordination with OES 2 - PM 2.5 Use next appropriate numerical value for each additional coordination</i>	Yes	Consultant or District	District	
		<del>Coordination with USEPA - PM2.5</del>	<b>OPTION REMOVED</b>				
		<b>District Determination - No Air Analysis Required</b>	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	
		FHWA Approval - PM 2.5	Correspondence from FHWA approving the results of the Hot Spot Analysis	Yes	OES Noise and Air	OES Noise and Air	
		<b>FHWA Comments - PM 2.5</b>	Correspondence from FHWA requesting more information, additional analysis, etc. <i>For multiple comments, manually name: FHWA Comments 2 - PM 2.5 Use next appropriate numerical value for each additional comment</i>	Yes	OES Noise and Air	OES Noise and Air	
		<del>FHWA Conformity Determination Letter</del>	<b>OPTION REMOVED</b>				
		<b>OEPA Acceptance - PM 2.5</b>	Correspondence from OEPA indicating acceptance of the Hot Spot Analysis	Yes	OES Noise and Air	OES Noise and Air	
		OEPA Approval - Qualitative MSAT	Approval received from OEPA <i>For multiple approvals, manually name: OEPA Approval 2 - Qualitative MSAT Use next appropriate numerical value for each additional approval</i>	Yes	OES Noise and Air	OES Noise and Air	
<b>OEPA Comments - PM 2.5</b>	Correspondence from OEPA requesting more information, additional analysis, etc. <i>For multiple comments, manually name: OEPA Comments 2 - PM 2.5 Use next appropriate numerical value for each additional comment</i>	Yes	OES Noise and Air	OES Noise and Air			

**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**

	OEPA Comments - Quantitative MSAT	Correspondence from OEPA requesting more information, additional analysis, etc. For multiple comments, manually name: <i>OEPA Comments 2 - Quantitative MSAT</i> Use next appropriate numerical value for each additional comment	Yes	OES Noise and Air	OES Noise and Air
	<b>OEPA and USEPA Approval - Quantitative MSAT</b>	Approval received from OEPA and USEPA For multiple approvals, manually name: <i>OEPA and USEPA Approval 2 - Quantitative MSAT</i> Use next appropriate numerical value for each additional approval	Yes	OES Noise and Air	OES Noise and Air
	<b>OES Approval - No Air Analysis Required</b>	Correspondence from OES based on district inquiry or coordination submitted For multiple approvals, manually name: <i>OES Approval 2 - No Air Analysis Required</i> Use next appropriate numerical value for each additional approval	Yes	OES Noise and Air	OES Noise and Air
	<del>OES Concurrence</del>	<b>OPTION REMOVED</b>			
	<b>OES Concurrence - PM 2.5</b>	Correspondence indicating concurrence with results of analysis	Yes	OES Noise and Air	OES Noise and Air
	<del>OES Scope Approval</del>	<b>SEE PROJECT INFORMATION</b>			
	<del>Scoping Coordination Package</del>	<b>SEE PROJECT INFORMATION</b>			
	<b>USEPA Acceptance - PM 2.5</b>	Correspondence from USEPA indicating acceptance of the PM2.5 Hot Spot Analysis	Yes	OES Noise and Air	OES Noise and Air
	<del>USEPA Approval - PM 2.5</del>	<b>OPTION REMOVED</b>			
	<b>USEPA Comments - PM 2.5</b>	Correspondence from USEPA requesting more information, additional analysis, etc. For multiple comments, manually name: <i>USEPA Comments 2 - PM 2.5</i> Use next appropriate numerical value for each additional comment	Yes	OES Noise and Air	OES Noise and Air
	USEPA Comments - Quantitative MSAT	Correspondence from USEPA requesting more information, additional analysis, etc. For multiple comments, manually name: <i>USEPA Comments 2 - Quantitative MSAT</i> Use next appropriate numerical value for each additional comment	Yes	OES Noise and Air	OES Noise and Air
Project Information	<del>Air Quality Receptor Mapping</del>	<b>OPTION REMOVED</b>			
	<b>Air Quality Receptor Mapping - Hot Spot</b>	Locational mapping related to Hot Spot Analysis Use check out/check in if mapping needs updated and highlight new receptors accordingly	Yes	Consultant or District <b>UPLOAD AS PDF DESIGNATE AS DRAFT</b>	OES Noise and Air
	<b>OES Scope Approval - Air</b>	Correspondence from OES indicating approval of Scoping Coordination Package	Yes	OES Noise and Air	OES Noise and Air
	<del>PM 2.5 Data Coordination Package</del>	<b>OPTION REMOVED</b>			

**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**

	<b>PM 2.5 Information Coordination Package</b>	Information/data regarding PM 2.5 that is submitted to OES Noise and Air If additional information requested, use check out/check in to update	Yes	Consultant or District <b>UPLOAD AS PDF DESIGNATE AS DRAFT</b>	OES Noise and Air
	<del>Project Related Correspondence Containing an OES Decision</del>	<b>OPTION REMOVED</b>			
	<b>Project Related OES Decision - Air</b>	Correspondence that contains a decision related to an action needed and/or anticipated effect finding or determination For multiple decisions, manually name: <i>Project Related OES Decision 2 - Air</i> Use next appropriate numerical value for each additional decision	Yes	OES Noise and Air	OES Noise and Air
	<b>Scoping Coordination Package - Air</b>	Submittal to OES requesting approval on activities needed If additional information requested, use check out/check in to update the document	Yes	Consultant or District <b>UPLOAD AS PDF DESIGNATE AS DRAFT</b>	OES Noise and Air
Reports	<del>FHWA Review Comments—PM2.5</del>	<b>SEE COORDINATION</b>			
	<del>OES Review Comments</del>	<b>OPTION REMOVED</b>			
	<del>OES Review Comments—MSAT</del>	Correspondence other than approval, such as request for more information, revisions needed, comments on content, etc. <b>DO NOT USE</b> <b>THIS OPTION WILL BE REMOVED IN A FUTURE RELEASE</b> <b>DO NOT UPLOAD</b> <b>COMMENTS/REVISIONS ARE MADE WITHIN A REPORT OR TECHNICAL DOCUMENT</b> <b>COMMENTS DO NOT CONTAIN A DECISION</b>			
	<del>OES Review Comments—PM 2.5</del>	<b>N/A</b>			
	PM 2.5 Hot Spot Analysis	Written report 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 <b>UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT</b>	OES Noise and Air <b>CONVERT TO PDF DESIGNATE AS FINAL</b>
	<b>PM 2.5 Hot Spot Analysis - Appendices</b>	<b>MANUALLY NAME</b>			
	Qualitative MSAT Analysis	Written report 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 <b>UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT</b>	OES Noise and Air <b>CONVERT TO PDF DESIGNATE AS FINAL</b>
	<b>Qualitative MSAT Analysis - Appendices</b>	<b>MANUALLY NAME</b>			
	Quantitative MSAT Analysis	Written report to differentiate 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 <b>UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT</b>	OES Noise and Air <b>CONVERT TO PDF DESIGNATE AS FINAL</b>
	<b>Quantitative MSAT Analysis - Appendices</b>	<b>MANUALLY NAME</b>			
	<del>USEPA Review Comments—PM2.5</del>	<b>SEE COORDINATION</b>			

**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**

Alternatives	Coordination	OES Acceptance - Alternatives Evaluation Report	Correspondence from OES Policy that indicates results of AER accepted and the project can move forward in the PDP	Yes	OES Policy	OES Policy	
		<del>OES Approval - Alternatives Evaluation Report</del>	OPTION REMOVED				
		OES Acceptance - Feasibility Study	Correspondence from OES Policy that indicates results of FS accepted and the project can move forward in the PDP	Yes	OES Policy	OES Policy	
		<del>OES Approval - Feasibility Study</del>	OPTION REMOVED				
		OES Acceptance - Updated Alternatives Evaluation Report	Correspondence accepting the results of the updated AER <i>See report definition for when an update would occur</i>	Yes	OES Policy	OES Policy	
		OES Acceptance - Updated Feasibility Study	Correspondence accepting the results of the updated FS <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 new criteria added or removed, 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, update using check-out/check-in</i>	Yes	Consultant or District UPLOAD AS PDF DESIGNATE AS DRAFT	District	
		<del>Project Related Correspondence Containing an OES Decision</del>	OPTION REMOVED				
		Project Related OES Decision - Alternatives	Correspondence that contains a decision related to an action needed and/or anticipated effect finding or determination <i>For multiple decisions, manually name: Project Related OES Decision 2 - Alternatives</i> <i>Use next appropriate numerical value for each additional decision</i>	Yes	OES Policy	OES Policy	
		<del>Traffic Data</del>	OPTION REMOVED				
		Traffic Data - Alternatives	Certified Traffic	Yes	Consultant or District	District	
	Reports	Alternatives Evaluation Report	Written report detailing results of analysis/study <i>Use check out/check in to incorporate comments and/or revisions, and when merging Final AER and Appendices</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	
		Alternatives Evaluation Report - Updated	MANUALLY NAME Correspondence or short report (e.g. Memo-To-File) that includes updates made based on a change in scope and/or impacts	No	Consultant or District	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**

		Feasibility Study	Written report detailing results of analysis conducted Use check out/check in to incorporate comments and/or revisions, and when merging Final FS and Appendices	No	Consultant or District <b>UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT</b>	Consultant or District <b>CONVERT TO FINAL PDF</b>
		<b>Feasibility Study - Appendices</b>	<b>MANUALLY NAME</b>	No	Consultant or District <b>UPLOAD AS PDF DESIGNATE AS DRAFT</b>	District <b>DELETE AFTER MERGER</b>
		<b>Feasibility Study - Updated</b>	<b>MANUALLY NAME</b> Correspondence or short report (e.g. Memo-To-File) that includes updates made based on a change in scope and/or impacts	No	Consultant or District	District
		<del>OES Review Comments—AER</del>	<del>Correspondence other than approval, such as request for more information, revisions needed, comments on content, etc. <b>DO NOT USE THIS OPTION WILL BE REMOVED IN A FUTURE RELEASE DO NOT UPLOAD COMMENTS/REVISIONS ARE MADE WITHIN A REPORT OR TECHNICAL DOCUMENT COMMENTS DO NOT CONTAIN A DECISION</b></del>			
		<del>OES Review Comments—Feasibility Study</del>	<del>Correspondence other than approval, such as request for more information, revisions needed, comments on content, etc. <b>DO NOT USE THIS OPTION WILL BE REMOVED IN A FUTURE RELEASE DO NOT UPLOAD COMMENTS/REVISIONS ARE MADE WITHIN A REPORT OR TECHNICAL DOCUMENT COMMENTS DO NOT CONTAIN A DECISION</b></del>			
Community Impacts	Coordination	<del>OES Approval</del>	<b>OPTION REMOVED</b>			
		<b>OES Approval - ICE Analysis</b>	Correspondence from OES 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
		<del>Project Related Correspondence Containing an OES Decision</del>	<b>OPTION REMOVED</b>			
<b>Project Related OES Decision - Community Impacts</b>	Correspondence that contains a decision related to an action needed and/or anticipated effect finding or determination For multiple decisions, manually name: <i>Project Related OES Decision 2 - Community Impact</i> Use next appropriate numerical value for each additional decision	Yes	OES Policy	OES Policy		

**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**

		Regional Development Plan	Developed by local governments or MPOs	Yes	Consultant, District or LPA	District
Reports		Indirect and Cumulative Effect Analysis	Written Report that provides analysis on the indirect and cumulative effects of an EA or EIS project (may be needed on a D2 or D3 CE) Use check out/check in to incorporate comments and/or revisions, and when merging Final Analysis and Appendices	No	Consultant or District <b>UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT</b>	District <b>CONVERT TO PDF DESIGNATED AS FINAL</b>
		<b>Indirect and Cumulative Effect Analysis - Appendices</b>	<b>MANUALLY NAME</b>	No	Consultant or District <b>UPLOAD AS PDF DESIGNATE AS DRAFT</b>	District <b>DELETE AFTER MERGER</b>
		<del>OES Review Comments</del>	<b>OPTION REMOVED</b>			
		<del>OES Review Comments—ICE</del>	Correspondence other than approval, such as request for more information, revisions needed, comments on content, etc. <b>DO NOT USE THIS OPTION WILL BE REMOVED IN A FUTURE RELEASE DO NOT UPLOAD COMMENTS/REVISIONS ARE MADE WITHIN A REPORT OR TECHNICAL DOCUMENT COMMENTS DO NOT CONTAIN A DECISION</b>			
Cultural Resources	Coordination	<b>ACHP Comments</b>	Correspondence from ACHP specific to coordination received regarding Documentation for Consultation, etc. For multiple comments, manually name: <i>ACHP Comments 2</i> Use next appropriate numerical value for each additional comment	Yes	OES Cultural	OES Cultural
		<b>ACHP Coordination</b>	Coordination submitted by OES to ACHP For multiple coordination, manually name: <i>ACHP Coordination 2</i> Use next appropriate numerical value for each additional coordination	Yes	OES Cultural	OES Cultural
		<b>ACHP e106 Notification</b>	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 For multiple responses, manually name: <i>ACHP Response 2</i> Use next appropriate numerical value for each additional response	Yes	OES Cultural	OES Cultural
		<del>Consulting Parties Comments</del>	<b>OPTION REMOVED</b>			
		<b>Consulting Party Application</b>	Application submitted from individual or entity requesting to be a consulting party For multiple applications, manually name: <i>Consulting Party Application 2. These may be batched into a single PDF, if appropriate</i> Use next appropriate numerical value for each additional application	Yes	OES Cultural	OES Cultural
		<b>Consulting Party Comments</b>	Comments received For multiple comments, acceptable names include: <i>Consulting Party Comments 2</i> or <i>Consulting Party Comments - Davis</i> . These may be batched into a single PDF, if appropriate For numerical, use next appropriate value for each additional comment	Yes	OES Cultural	OES Cultural
		<b>Consulting Party Comment Response</b>	Response provided by OES to consulting party For multiple responses, acceptable names include: <i>Consulting Party Comment Response 2</i> or <i>Consulting Party Comment Response - Davis</i> For numerical, use next appropriate value for each additional response	Yes	OES Cultural	OES Cultural
		<b>Consulting Party Coordination</b>	Coordination from OES to consulting party that includes project information or other pertinent documentation that was requested or required	Yes	OES Cultural	OES Cultural



**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**

	For multiple coordination, acceptable names include: <i>Consulting Party Coordination 2</i> or <i>Consulting Party Coordination - Davis</i> For numerical, use next appropriate value for each additional coordination			
Consulting Party Request Acknowledgement	Correspondence from OES to consulting party that application has been accepted For multiple acknowledgements, acceptable names include: <i>Consulting Party Request Acknowledgement 2</i> or <i>Consulting Party Request Acknowledgement - Davis</i> . These may be batched into a single PDF, if appropriate. For numerical, use next appropriate value for each additional acknowledgement	Yes	OES Cultural	OES Cultural
<del>Coordination with ACHP</del>	OPTION REMOVED			
<del>Coordination with Consulting Parties</del>	OPTION REMOVED			
<del>Coordination with SHPO—Adverse Effect</del>	OPTION REMOVED			
<del>Coordination with SHPO—No Adverse Effect</del>	OPTION REMOVED			
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
<del>Minimal Potential to Cause Effects—A</del>	OPTION REMOVED			
Minimal Potential to Cause Effects - A or B	Correspondence that indicates appropriate effect finding in accordance with Section 106 PA	Yes	District or OES Cultural	District or OES Cultural
MOA Stipulation Coordination	Section 106 formal coordination pursuant to MOA - Data Recovery Plan	No	District or OES Cultural	District or OES Cultural
<del>OES Approval—Minimum Potential to Cause Effects—B</del>	OPTION REMOVED			
<del>OES Approval—No Historic Properties Affected</del>	OPTION REMOVED			
OES Determination of Eligibility	Correspondence from OES that indicates 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 from OES to agency based on comments/inquiry For multiple responses, manually name: <i>OES Response to Agency Comments 2 - Cultural</i>	Yes	OES Cultural	OES Cultural
OES Scoping Guidance - Archaeology	Correspondence that indicates results of literature review and provides direction as to the type of further studies/investigations needed, if any For multiple guidance (if re-evaluation required), manually name: <i>OES Scoping Guidance Re-Evaluation - Archaeology</i>	Yes	OES Cultural	OES Cultural
OES Scoping Guidance - History/Architecture	Correspondence that indicates results of literature review and provides direction as to the type of further studies/investigations needed, if any For multiple guidance (if re-evaluation required), manually name: <i>OES Scoping Guidance Re-Evaluation - History Architecture</i>	Yes	OES Cultural	OES Cultural
OES Section 106 Effect Determination	Correspondence that indicates appropriate effect finding based on project scope and impacts	Yes	OES Cultural	OES Cultural
OES Section 106 Effect Determination - Re-Evaluation	Correspondence that indicates previous effect determination is still valid or provides appropriate effect finding based on a change in project scope and impacts	Yes	OES Cultural	OES Cultural
<del>Response to Consulting Parties Comments</del>	OPTION REMOVED			
SHPO Comments	Correspondence based on coordination and/or submittals	Yes	OES Cultural or SHPO	OES Cultural or SHPO
<del>SHPO Concurrence—Adverse Effect</del>	OPTION REMOVED			
<del>SHPO Concurrence—No Adverse Effect</del>	OPTION REMOVED			
SHPO Concurrence	Correspondence from SHPO indicating concurrence (on eligibility or effect finding)	Yes	OES Cultural or SHPO	OES Cultural or SHPO

**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**

	<b>SHPO Concurrence - Re-Evaluation</b>	Correspondence from SHPO indicating concurrence regarding change in scope and/or project impacts	Yes	OES Cultural or SHPO	OES Cultural or SHPO
	<b>SHPO Coordination</b>	Any correspondence to SHPO	Yes	OES Cultural	OES Cultural or SHPO
	<b>SHPO Coordination - Re-Evaluation</b>	Any correspondence to SHPO regarding a change in scope and/or project impacts	Yes	OES Cultural	OES Cultural
	<b>SHPO Response</b>	Correspondence from SHPO responding to OES	Yes	OES Cultural or SHPO	OES Cultural or SHPO
	<b>State-Funded Project Coordination - OES</b>	Correspondence documenting decision pursuant to State-Funded Agreement and ORC 149.53 completed under ORC 149.53 letter agreement.	Yes	OES Cultural	OES Cultural
	<b>State-Funded Project Coordination - OES Re-Evaluation</b>	Correspondence documenting decision pursuant to State-Funded Agreement and ORC 149.53, based on a change in scope and/or project impacts completed under ORC 149.53 letter agreement.	Yes	OES Cultural	OES Cultural
	<b>State-Funded Project Coordination - SHPO</b>	Correspondence indicating formal coordination with SHPO documenting decision pursuant to State-Funded Agreement and ORC 149.53	Yes	OES Cultural	OES Cultural
	<b>State-Funded Project Coordination - SHPO Re-Evaluation</b>	Correspondence indicating formal coordination with SHPO documenting decision pursuant to State-Funded Agreement and ORC 149.53, based on a change in scope and/or project impacts	Yes	OES Cultural	OES Cultural
	<b>Tribal Comments</b>	Comments received	Yes	OES Cultural	OES Cultural
	<del>THPO Consultation</del>	<b>OPTION REMOVED</b>			
	<b>Tribal Consultation</b>	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 <i>For multiple consultation, manually name: Tribal Consultation 2 or Tribal Consultation - (INSERT TRIBE NAME)</i> <i>For numerical, use next appropriate value for each additional consultation</i>	Yes	OES Cultural	OES Cultural
	<del>THPO Response</del>	<b>OPTION REMOVED</b>			
	<b>Tribal Response</b>	Correspondence that indicates tribe wishes to participate or declines participation <i>For multiple consultation, manually name: Tribal Consultation 2 or Tribal Consultation - (INSERT TRIBE NAME)</i> <i>For numerical, use next appropriate value for each additional consultation</i>	Yes	OES Cultural	OES Cultural
Project Information	Buckeye Assets Mapping	Database of historic bridges in Ohio	No	Consultant or District	District
	<del>Consulting Party Application</del>	<b>OPTION REMOVED</b>			
	<del>Consulting Party Request Acknowledgement</del>	<b>OPTION REMOVED</b>			
	<b>Consulting Party Meeting Minutes</b>				
	<del>Field Investigation Notes</del>	<b>OPTION REMOVED</b>			
	<b>Field Investigation Summary - Archaeology</b>	Correspondence or documentation that indicates results of field investigations and whether additional studies/investigations are warranted	Yes	OES Cultural	OES Cultural
	<b>Field Investigation Summary Re-Evaluation - Archaeology</b>	<b>MANUALLY NAME</b>	Yes	OES Cultural	OES Cultural
	<b>Field Investigation Summary - History/Architecture</b>	Correspondence or documentation that indicates results of field investigations and whether additional studies/investigations are warranted	Yes	OES Cultural	OES Cultural
	<b>Field Investigation Summary Re-Evaluation - History Arch.</b>	<b>MANUALLY NAME</b>	Yes	OES Cultural	OES Cultural
	Historic Bridge Survey Form	Documentation that includes detailed information regarding the historic bridge	Yes	OES Cultural	OES Cultural
	<del>Historic Covered Bridge Mapping</del>	<b>OPTION REMOVED</b>			
	Photographs	Viewshed photos of the project area, resource specific, roadway, etc.	No	Consultant, District or OES Cultural	District or OES Cultural
	<del>Project Related Correspondence Containing an OES Decision</del>	<b>OPTION REMOVED</b>			
	<b>Project Related OES Decision - Cultural Resources</b>	Correspondence that contains a decision related to an action needed and/or anticipated effect finding or determination <i>For multiple decisions, manually name: Project Related OES Decision 2 - Cultural Resources</i> <i>Use next appropriate numerical value for each additional decision</i>	Yes	OES Cultural	OES Cultural

**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 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	
	<del>Section 106 Request for Review</del>	<b>OPTION REMOVED</b>				
	Section 106 Scoping Request Form	Form used to scope a project - includes project description, maps, photos, records check	No	Consultant, District, or LPA <b>UPLOAD AS PDF DESIGNATE AS DRAFT</b>	OES Cultural <b>DESIGNATE AS FINAL</b>	
	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 <b>UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT</b>	OES Cultural <b>CONVERT TO PDF DESIGNATE AS FINAL</b>	
	<del>Determination of Effect</del>	<b>OPTION REMOVED</b>				
	Determination of Effects Report	Prepared for projects that received an Adverse Effect Finding Use check out/check in to incorporate comments and/or revisions, and when converting to PDF	No	Consultant or OES Cultural <b>UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT</b>	OES Cultural <b>CONVERT TO PDF DESIGNATE AS FINAL</b>	
	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	
	<del>OES Review Comments – Cultural</del>	Correspondence other than approval, such as request for more information, revisions needed, comments on content, etc. <b>DO NOT USE THIS OPTION WILL BE REMOVED IN A FUTURE RELEASE DO NOT UPLOAD COMMENTS/REVISIONS ARE MADE WITHIN A REPORT OR TECHNICAL DOCUMENT COMMENTS DO NOT CONTAIN A DECISION</b>				
	Phase I Archaeology	Documentation of efforts to identify archaeological 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 <b>UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT</b>	OES Cultural <b>CONVERT TO PDF MERGE APPENDICES DESIGNATE AS FINAL</b>	
	Phase I Archaeology - Appendices	<b>MANUALLY NAME</b>		No	Consultant <b>UPLOAD AS PDF DESIGNATE AS DRAFT</b>	District or SYSTEM ADMIN <b>DELETE AFTER MERGER</b>
	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 <b>UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT</b>	OES Cultural <b>CONVERT TO PDF MERGE APPENDICES DESIGNATE AS FINAL</b>	
	Phase I Cultural Resources Survey - Appendices	<b>MANUALLY NAME</b>		No	Consultant <b>UPLOAD AS PDF DESIGNATE AS DRAFT</b>	District or SYSTEM ADMIN <b>DELETE AFTER MERGER</b>
	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 <b>UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT</b>	District or OES Cultural <b>CONVERT TO PDF MERGE APPENDICES DESIGNATE AS FINAL</b>	
	Phase I History/Architecture - Appendices	<b>MANUALLY NAME</b>		No	Consultant <b>UPLOAD AS PDF DESIGNATE AS DRAFT</b>	District or SYSTEM ADMIN <b>DELETE AFTER MERGER</b>
	<del>Phase I Short</del>	<b>OPTION REMOVED</b>				
Phase II Archaeology	Documentation of detailed National Register evaluation of archaeological resources Use check out/check in to incorporate comments and/or revisions, and when converting to PDF	No	Consultant <b>UPLOAD AS WORD DOCUMENT</b>	District or OES Cultural <b>CONVERT TO PDF MERGE APPENDICES</b>		

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

				DESIGNATE AS DRAFT	DESIGNATE AS FINAL
	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 comments and/or revisions	No	Consultant or District UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	District or OES Cultural CONVERT TO PDF MERGE APPENDICES 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
EA/EIS	Coordination	Finding of No Significant Impact			
		Notice of Intent			
		Record of Decision			
	Document	Environmental Assessment			
		Environmental Impact Statement			
	Project Information	Legal Sufficiency Review - Comments			
		Statute of Limitations Notice			
Ecological	Coordination	Coordination with NPS	Correspondence from OES to National Park Service regarding project review and comment	Yes	OES Ecological
		Coordination with ODNR	Correspondence from OES to ODNR regarding project review and comment	Yes	OES Ecological
		Coordination with ODNR - Scenic River Field Review Form	Coordination submitted by OES or District to ODNR Scenic Rivers regarding project review and comment	Yes	District or OES Ecological
		Coordination with ODNR and USFWS	Coordination submitted by OES to ODNR and USFWS regarding project review and comment	Yes	OES Ecological
		Coordination with OEPA	Correspondence from OES to OEPA regarding project review and comment <i>If name used for another resource area, manually name Coordination with OEPA - Ecological; For multiple coordination, manually name: Coordination with OEPA 2 - Ecological</i> <i>If name not used, manually name: Coordination with OEPA 2</i> Use next appropriate numerical value for each additional coordination	Yes	OES Ecological
		Coordination with USACE	Correspondence from OES to USACE regarding project review and comment	Yes	OES Ecological
		Coordination with USEPA	Correspondence from OES to USEPA regarding project review and comment <i>If name used for another resource area, manually name Coordination with USEPA - Ecological; For multiple coordination, manually name: Coordination with USEPA 2 - Ecological</i> <i>If name not used, manually name: Coordination with USEPA 2</i>	Yes	OES Ecological

**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**

	Use next appropriate numerical value for each additional coordination				
Coordination with USFWS	Correspondence from OES to USFWS regarding project review and comment	Yes	OES Ecological	OES Ecological	
<del>Level 1 MOA Coordination</del>	<del>OPTION REMOVED</del>				
<del>Level 2 or 3 Coordination</del>	<del>OPTION REMOVED</del>				
NPS Comments	Project review or coordination comments received from NPS <b>If name used for another resource area</b> , manually name <i>NPS Comments - Ecological</i> ; For multiple comments, manually name: <i>NPS Comments 2 - Ecological</i> <b>If name not used</b> , manually name: <i>NPS Comments 2</i> Use next appropriate numerical value for each additional comment	Yes	OES Ecological	OES Ecological	
ODNR Comments	Project review or coordination comments received from ODNR <b>If name used for another resource area</b> , manually name <i>ODNR Comments - Ecological</i> ; For multiple comments, manually name: <i>ODNR Comments 2 - Ecological</i> <b>If name not used</b> , manually name: <i>ODNR Comments 2</i> Use next appropriate numerical value for each additional comment	Yes	OES Ecological	OES Ecological	
<b>ODOT Approval</b>	"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	Project review or coordination comments received from OEPA <b>If name used for another resource area</b> , manually name <i>OEPA Comments - Ecological</i> ; For multiple comments, manually name: <i>OEPA Comments 2 - Ecological</i> <b>If name not used</b> , manually name: <i>OEPA Comments 2</i> Use next appropriate numerical value for each additional comment	Yes	OES Ecological	OES Ecological	
<del>OES Approval</del>	<del>OPTION REMOVED</del>				
<b>OES Approval - No ODNR Notification</b>	Correspondence that project does not require notification to ODNR	Yes	OES Ecological	OES Ecological	
<b>OES Approval - No USFWS Notification</b>	Correspondence that project does not require notification to USFWS	Yes	OES Ecological	OES Ecological	
<b>OES Approval - No ODNR and USFWS Notification</b>	Correspondence that project does not require notification to ODNR and USFWS	Yes	OES Ecological	OES Ecological	
USACE Comments	Project review or coordination comments received from USACE <b>If name used for another resource area</b> , manually name <i>USACE Comments - Ecological</i> ; For multiple comments, manually name: <i>USACE Comments 2 - Ecological</i> <b>If name not used</b> , manually name: <i>USACE Comments 2</i> Use next appropriate numerical value for each additional comment	Yes	OES Ecological	OES Ecological	
USACE Jurisdictional Determination	Official JD from USACE	Yes	OES Ecological	OES Ecological	
USACE Preliminary Jurisdictional Determination	Preliminary JD from USACE	Yes	OES Ecological	OES Ecological	
USEPA Comments	Project review or coordination comments received from USEPA <b>If name used for another resource area</b> , manually name <i>USEPA Comments - Ecological</i> ; For multiple comments, manually name: <i>USEPA Comments 2 - Ecological</i> <b>If name not used</b> , manually name: <i>USEPA Comments 2</i> Use next appropriate numerical value for each additional comment	Yes	OES Ecological	OES Ecological	
USFWS Comments	Project review or coordination comments received from USFWS For multiple comments, manually name: <i>USFWS Comments 2</i>	Yes	OES Ecological	OES Ecological	
Project Information	<del>Ecological Review Form-- Documentation for an Ecologically Exempt Project</del>	<del>SEE REPORTS</del>			
	Field Investigation Notes	Observations/notes made during field investigations <b>If named used for another resource area</b> , manually name: <i>Field Investigation Notes - Ecological</i> ; For multiple notes, manually name: <i>Field Investigation Notes 2 - Ecological</i> <b>If name not used</b> , manually name: <i>Field Investigation Notes 2</i> Use next appropriate numerical value for each additional note	No	Consultant, District or OES Ecological	District or OES Ecological
	<b>ODOT Disposition of Agency Comments</b>	Comments to commitments included in agency review	No	District or OES Ecological	District or OES Ecological

**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**

	<del>ODNR Scenic River Field Review Form</del>	SEE COORDINATION			
	<del>Project Related Correspondence Containing an OES Decision</del>	OPTION REMOVED			
	<b>Project Related OES Decision - Ecological</b>	Correspondence that contains a decision related to an action needed and/or anticipated effect finding or determination <i>For multiple decisions, manually name: Project Related OES Decision 2 - Ecological</i> <i>Use appropriate numerical value for each additional decision</i>	Yes	OES Ecological	OES Ecological
Reports	Biological Assessment	Prepared when a "May Affect, Likely to Adversely Affect" 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
	<del>Ecological Compliance Report</del>	NO LONGER USE OPTION WILL DISPLAY UNTIL REMOVED			
	<b>Ecological Review Form - Ecologically Exempt Project</b>	Completed for projects that are exempt from Ecological coordination	No	Consultant or District <b>UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT</b>	District or OES Ecological <b>CONVERT TO PDF DESIGNATE AS FINAL</b>
	<b>Ecological Survey Report - Non Notifying</b>	Written Report that includes the results of field investigations, but is not coordinate with agencies	No	Consultant or District <b>UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT</b>	District or OES Ecological <b>CONVERT TO PDF DESIGNATE AS FINAL</b>
	Level 1 Ecological Survey	Written Report that includes the results of field investigations	No	Consultant or District <b>UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT</b>	OES Ecological <b>CONVERT TO PDF DESIGNATE AS FINAL</b>
	Level 2 Ecological Survey	Written Report that includes the results of field investigations	No	Consultant or District <b>UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT</b>	OES Ecological <b>CONVERT TO PDF DESIGNATE AS FINAL</b>
	Level 3 Ecological Survey	Written Report that includes the results of field investigations	No	Consultant or District <b>UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT</b>	OES Ecological <b>CONVERT TO PDF DESIGNATE AS FINAL</b>
	Mussel Reconnaissance Survey	Mussel reconnaissance survey report/form	No	Consultant or District <b>UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT</b>	OES Ecological <b>CONVERT TO PDF DESIGNATE AS FINAL</b>
	Mussel Survey	Mussel survey report	No	Consultant or District <b>UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT</b>	OES Ecological <b>CONVERT TO PDF DESIGNATE AS FINAL</b>
	<del>OES Review Comments</del>	Correspondence other than approval, such as request for more information, revisions needed, comments on content, etc. <b>DO NOT USE THIS OPTION WILL BE REMOVED IN A FUTURE RELEASE DO NOT UPLOAD COMMENTS/REVISIONS ARE MADE WITHIN A REPORT OR TECHNICAL DOCUMENT COMMENTS DO NOT CONTAIN A DECISION</b>			
	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 <b>UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT</b>	OES Ecological <b>CONVERT TO PDF DESIGNATE AS FINAL</b>
	<b>Species Survey</b>	Prepared for any species other than mussels	No	Consultant, District	OES Ecological

**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**

					or OES Ecological		
Environmental Commitments	Project Information	ECTS Final Report	Report generated following the close-out of all environmental commitments.	No	District	District	
		Environmental Consultation Form	Indicates type of permits required and whether they have been obtained <b>ECF INTEGRATED INTO ENVIRONET UPLOAD PAPER VERSION IF OLD CE PROJECTS (E.G. CE 2) REQUIRE RE-EVALUATION</b>				
		Environmental Consultation Form for EA or EIS	Indicates type of permits required and whether they have been obtained <b>ECF TAB DISPLAYS WHEN APPROPRIATE PROJECT DETAILS DATE IS POPULATED</b>				
		General Plan Note	General commitments made	No	District	District	
		PCS Plan Note	Result of ESA Investigations and/or Commitments made	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	Result of commitments made	No	District	District	
		Sole Source Aquifer Plan Note	Result of coordination with USEPA or commitments made	No	District	District	
Environmental Justice	Coordination	<del>OES Approval</del>	<b>OPTION REMOVED</b>				
		<b>OES Approval - EJ Analysis Report</b>	Correspondence from OES indicating approval of the EJAR	Yes	OES Policy	OES Policy	
	Project Information	<del>Census Data</del>	<b>OPTION REMOVED</b>				
		Census Mapping	Mapping obtained via USEPA's EJSCREEN that includes minority and low income data <b>Create separate maps for minority and low-income, upload as one PDF</b>	Yes	Consultant or District <b>UPLOAD AS PDF DESIGNATE AS DRAFT</b>	District <b>DESIGNATE AS FINAL</b>	
		<b>Correspondence with Housing Authority</b>	Local Housing Authority; provide project awareness and seek comments/concerns related to potential impacts to Housing Authority properties <b>For multiple correspondence, manually name: <i>Correspondence with Housing Authority 2</i> Use next appropriate numerical value for each additional correspondence</b>	Yes	Consultant or District	District	
		<b>Correspondence with HUD</b>	Housing and Urban Development; provide project awareness and seek comments/concerns related to potential impacts to HUD properties <b>For multiple correspondence, manually name: <i>Correspondence with HUD 2</i> Use next appropriate numerical value for each additional correspondence</b>	Yes	Consultant or District	District	
		<b>District Determination - No EJ Impacts</b>	<b>MANUALLY NAME</b> Confirmation made by District Environmental Staff based on completion of EJ Documentation Form, that no impacts will occur and no further coordination is required for EJ or Title VI <b>For C2 Projects Only</b>	Yes	District	District	
		<b>EJ Documentation Form</b>	Documentation for C2 projects to illustrate no further analysis is required	Yes	Consultant or District	District	
		<b>Housing Authority Response</b>	Response based on correspondence received <b>For multiple responses, manually name: <i>Housing Authority Response 2</i> Use next appropriate numerical value for each additional response</b>	Yes	Consultant, District or LPA	District	
		<b>HUD Response</b>	Response based on correspondence received <b>For multiple response, manually name: <i>HUD Response 2</i> Use next appropriate numerical value for each additional response</b>	Yes	Consultant, District or LPA	District	
		<del>Project Related Correspondence Containing an OES Decision</del>	<b>OPTION REMOVED</b>				
		<b>Project Related OES Decision - Environmental Justice</b>	Correspondence that contains a decision related to an action needed and/or anticipated effect finding or determination <b>For multiple decisions, manually name: <i>Project Related OES Decision 2 - Environmental Justice</i> Use next appropriate numerical value for each additional decision</b>	Yes	OES Policy	OES Policy	
		Reports	EJ Analysis	Full written report submitted to OES Policy	No	Consultant or District <b>UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT</b>	OES Policy <b>CONVERT TO PDF MERGE APPENDICES DESIGNATE AS FINAL</b>
			<b>EJ Analysis - Appendices</b>	<b>MANUALLY NAME</b>	No	Consultant or District	OES Policy

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

				UPLOAD AS PDF DESIGNATE AS DRAFT	DELETE AFTER MERGER	
	EJ Analysis - Short	Completed as a letter/IOC when a full report is not needed (based on the context and intensity of the project) and is submitted to OES Policy	No	Consultant or District UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT	OES Policy CONVERT TO PDF MERGE APPENDICES DESIGNATE AS FINAL	
	<del>OES Review Comments - EJ</del>	Correspondence other than approval, such as request for more information, revisions needed, comments on content, etc. <b>DO NOT USE</b> <b>THIS OPTION WILL BE REMOVED IN A FUTURE RELEASE</b> <b>DO NOT UPLOAD</b> <b>COMMENTS/REVISIONS ARE MADE WITHIN A REPORT OR TECHNICAL DOCUMENT</b> <b>COMMENTS DO NOT CONTAIN A DECISION</b>				
ESA	Coordination	<del>BUSTR Comments</del>	OPTION REMOVED			
		BUSTR Response	Correspondence from BUSTR to OES based on inquiry or coordination request For multiple responses, manually name: <i>BUSTR Response 2</i> Use next appropriate numerical value for each additional response	Yes	OES ESA	OES ESA
		<del>Coordination with BUSTR</del>	OPTION REMOVED			
		Coordination with BUSTR - Remediation	Coordination submitted by OES to BUSTR regarding remediation and/or other coordination items For multiple coordination, manually name: <i>Coordination with BUSTR 2 - Remediation</i> Use next appropriate numerical value for each additional coordination	Yes	OES ESA	OES ESA
		Coordination with BUSTR - UST Removal	Coordination submitted by OES to BUSTR regarding UST removal and/or other coordination items For multiple coordination, manually name: <i>Coordination with BUSTR 2 - UST Removal</i> Use next appropriate numerical value for each additional coordination	Yes	OES ESA	OES ESA
		Coordination with OEPA	Coordination submitted by OES to OEPA regarding review/approval request or other items related to landfills, superfund sites, etc. <b>If name used for another resource area</b> , manually name <i>Coordination with OEPA - ESA</i> ; For multiple coordination, manually name: <i>Coordination with OEPA 2 - ESA</i> <b>If name not used</b> , manually name: <i>Coordination with OEPA 2</i> Use next appropriate numerical value for each additional coordination	Yes	OES ESA	OES ESA
		Coordination with USEPA	Correspondence submitted by OES to USEPA regarding review/approval or other items related to landfills, superfund sites, etc. <b>If name used for another resource area</b> , manually name <i>Coordination with USEPA - ESA</i> ; For multiple coordination, manually name: <i>Coordination with USEPA 2 - ESA</i> <b>If name not used</b> , manually name: <i>Coordination with USEPA 2</i> Use next appropriate numerical value for each additional coordination	Yes	OES ESA	OES ESA
		District Determination - No ESA Studies Required	Confirmation made by District Environmental Staff that no impacts will occur and no further coordination is required	Yes	District	District
		OEPA Comments	Comments received from agency regarding an OES inquiry or coordination submitted <b>If name used for another resource area</b> , manually name <i>OEPA Comments - ESA</i> ; For multiple comments, manually name: <i>OEPA Comments 2 - ESA</i> <b>If name not used</b> , manually name: <i>OEPA Comments 2</i> Use next appropriate numerical value for each additional comment	Yes	OES ESA	OES ESA
		OES Recommendations - Phase I	Correspondence from OES based on review of Phase I For multiple recommendations, manually name: <i>OES Recommendations 2 - Phase I</i> Use next appropriate numerical value for each additional recommendation	Yes	OES ESA	OES ESA
		OES Recommendations - Phase I Re-Evaluation	<b>MANUALLY NAME</b> Correspondence from OES based on a change in scope or impacts that required review of an updated Phase I For multiple re-evaluations, manually name: <i>OES Recommendations 2 - Phase I Re-Evaluation</i> Use next appropriate numerical value for each additional recommendation	Yes	OES ESA	OES ESA
		OES Recommendations - Phase II	Correspondence from OES based on results of Phase II For multiple recommendations, manually name: <i>OES Recommendations 2 - Phase II</i> Use next appropriate numerical value for each additional recommendation	Yes	OES ESA	OES ESA



**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**

	<b>OES Recommendations - Phase II Re-Evaluation</b>	<b>MANUALLY NAME</b> Correspondence from OES based on a change in scope or impacts that required review of an updated Phase II <i>For multiple re-evaluations, manually name: OES Recommendations 2 - Phase II Re-Evaluation</i> <i>Use next appropriate numerical value for each additional re-evaluation</i>	Yes	OES ESA	OES ESA
	OES Recommendations - Screening	Correspondence from OES based on results of Screening <i>For multiple recommendations, manually name: OES Recommendations 2 - Screening</i> <i>Use next appropriate numerical value for each additional recommendation</i>	Yes	OES ESA	OES ESA
	<b>OES Recommendations - Screening Re-Evaluation</b>	<b>MANUALLY NAME</b> Correspondence from OES based on a change in scope or impacts that required review of an updated Screening <i>For multiple re-evaluations, manually name: OES Recommendations 2 - Screening Re-Evaluation</i> <i>Use next appropriate numerical value for each additional re-evaluation</i>	Yes	OES ESA	OES ESA
	USEPA Comments	Comments received from agency regarding coordination submitted or OES inquiry <u>If name used for another resource area</u> , manually name <i>USEPA Comments - ESA</i> ; For multiple comments, manually name: <i>USEPA Comments 2 - ESA</i> <u>If name not used</u> , manually name: <i>USEPA Comments 2</i> <i>Use next appropriate numerical value for each additional comment</i>	Yes	OES ESA	OES ESA
Project Information	<b>BUSTR File Review</b>	Information obtained/requested from BUSTR	No	Consultant or District	OES ESA
	Field Investigation Notes	Observations/notes made during field investigations <u>If name used for another resource area</u> , manually name: <i>Field Investigation Notes - ESA</i> ; For multiple notes, manually name: <i>Field Investigation Notes 2 - ESA</i> <u>If name not used</u> , manually name: <i>Field Investigation Notes 2</i> <i>Use next appropriate numerical value for each additional note</i>	No	Consultant or District	District
	<del>General Photographs</del>	<b>OPTION REMOVED</b>			
	<b>OEPA Demolition and Renovation Notification Form</b>	Required for bridge replacements or other facility demolition, regardless if asbestos involved <i>For multiple forms, manually name: OEPA Demolition and Renovation Notification Form 2</i>	No	Consultant or District	District
	Photographs Related to Decision	Illustrates conditions of a particular site or area to assist in making a decision	Yes	Consultant or District	District
	<del>Project Related Correspondence Containing an OES Decision</del>	<b>OPTION REMOVED</b>			
	<b>Project Related OES Decision - ESA</b>	Correspondence that contains a decision related to an action needed and/or anticipated effect finding or determination <i>For multiple decisions, manually name: Project Related OES Decision 2 - ESA</i> <i>Use next appropriate numerical value for each additional decision</i>	Yes	OES ESA	OES ESA
	Property Owner Notification	Letter sent to advise owner access will be needed on property <i>For multiple notifications with different dates, acceptable names include: Property Owner Notification 2 and Property Owner Notification - ABX Steel</i>	Yes	Consultant or District	District
	<b>Screening Checklist</b>	Initial records check	Yes	Consultant or District	OES ESA
Reports	Asbestos Survey	Performed prior to the completion of Stage 3 plans and the demolition or renovation of a structure.	No	Consultant or District	District
	No ROW Screening	No ROW acquisition but deep excavation will occur. Restricted to identification of petroleum contaminated soils. Also used for minimal ROW and deep excavation for placement of poles for signal upgrades.	No	Consultant or District	District
	<del>OES Review Comments - Phase I</del>	<del>Correspondence other than approval, such as request for more information, revisions needed, comments on content, etc.</del> <b>DO NOT USE</b> <b>THIS OPTION WILL BE REMOVED IN A FUTURE RELEASE</b> <b>DO NOT UPLOAD</b> <b>COMMENTS/REVISIONS ARE MADE WITHIN A REPORT OR TECHNICAL DOCUMENT</b>			

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

		COMMENTS DO NOT CONTAIN A DECISION				
		<del>OES Review Comments – Phase II</del>	N/A			
		<del>OES Review Comments – Screening</del>	N/A			
	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 each site that warrants a Phase II ESA	No	Consultant	Consultant or 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	Consultant or District	
	Screening	Written report that identifies all parcels within a study area and provides sufficient information to develop a list of properties which require Phase I	No	Consultant or District	Consultant or District	
	Screening - Appendices	MANUALLY NAME	No	Consultant or District	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 or notification regarding MOT impacts, detours, etc. Might involve public services and facilities or general MOT notification activities	Yes	Consultant or District	District
		Correspondence with Emergency and Public Services	Correspondence notifying public services and entities (e.g. schools) of a planned project and provides preliminary information on anticipated impacts; provides entities a way to respond and provide input <i>For multiple correspondence, acceptable names include: Correspondence with Emergency and Public Services 2; Correspondence with Emergency and Public Services - EMS; Correspondence with Emergency and Public Services - Schools Use next appropriate numerical value for each additional correspondence</i>	Yes	Consultant or District	District
		Detour Mapping	Illustrates the detour route to be used by motorists	Yes	District	District
		<del>Detour Plan</del>	OPTION REMOVED			
	<del>Project Related Correspondence Containing an OES Decision</del>	OPTION REMOVED				
	Project Related OES Decision - MOT	Correspondence that contains a decision related to an action needed and/or anticipated effect finding or determination <i>If multiple decisions, manually name: Project Related OES Decision 2 - MOT</i>	Yes	OES Policy	OES Policy	
	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 report for all new interchanges added to the existing Interstate/Freeway 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	

**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**

	Interchange Operations Study	Required when revisions are made to an interchange that changes traffic patterns, but requires less analysis	No	Consultant or District	District
	<del>Planning Activities</del>	<b>OPTION REMOVED</b>			
	Planning Studies or Activities	Previously completed investigations/studies or other associated project planning activities completed by the MPO, ODOT or the LPA <i>For multiple studies or activities, manually name using the appropriate title of report (cannot exceed 60 character limit)</i>	No	Consultant or District	District
	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 that contains a decision related to an action needed and/or anticipated effect finding or determination <i>For multiple decisions, manually name: Project Related OES Decision 2 - PDP Use next appropriate numerical value for each additional decision</i>	Yes	OES Policy	OES Policy
	Safety Study	Previously completed investigations/studies associated with project planning <i>For multiple studies, acceptable names include: Safety Study 2; Safety Study - US 62 Corridor; Safety Study - MORPC; Safety Study - City of Cleveland</i>	No	Consultant or District	Consultant or District
	Traffic Study	Previously completed investigations/studies associated with project planning <i>For multiple studies, acceptable names include: Traffic Study 2; Traffic Study - City of Toledo</i>	No	Consultant or District	District
	Transportation Plan or Visioning Documents	Comprehensive/master plans prepared by local governments and/or MPO's <i>For multiple plans/documents, acceptable names include: Transportation Plan 2; Transportation Plan - TMACOG; Visioning Documents 2; Visioning Documents - City of Columbus</i>	No	Consultant or District	District
Project Information	Aerial Map	Mapping depicting project location/area (bird's eye view) <i>For multiple locations, manually name using appropriate C/R/S: Aerial Map - MOT IR 70 2.87</i>	Yes	Consultant or District	District
	County Map	Mapping depicting project location/area <i>For multiple locations, manually name using appropriate C/R/S: County Map - MOT IR 70 2.87</i>	Yes	Consultant or District	District
	Damage Survey Report	Prepared for declared emergency repair projects <i>If multiple DSR's, manually name using appropriate C/R/S: 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
	<del>OES Approval—IJS</del>	<b>OPTION REMOVED</b>			
	<del>OES Approval—IMS</del>	<b>OPTION REMOVED</b>			
	<del>OES Approval—IQS</del>	<b>OPTION REMOVED</b>			
	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 that contains a decision related to an action needed and/or anticipated effect finding or determination <i>For multiple decisions, manually name: Project Related OES Decision 2 - General Use appropriate numerical value for each additional decision</i>	Yes	OES Policy	OES Policy
	Project Scoping Form	Information gathered during field review of the project that assists in determining what NEPA studies/actions are needed	No	District	District
	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	A copy of the STIP that illustrates project is appropriately listed <i>If STIP updated, manually name: STIP Listing - Amended For multiple amendments, manually name: STIP Listing 2 - Amended</i>	No	Consultant or District	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**

		Use next appropriate numerical value for each additional listing				
	TIP Listing	A copy of the TIP that illustrates project is appropriately listed If the TIP is updated, manually name: <i>TIP Listing - Amended</i> For multiple amendments, manually name: <i>TIP Listing 2 - Amended</i> Use next appropriate numerical value for each additional listing	No	Consultant or District	District	
	USGS Quadrangle Topographical Map	Locational map depicting project area; can also be referenced to illustrate project is in an urbanized or non-urbanized area For multiple locations, manually name using appropriate C/R/S: <i>USGS Quadrangle Topographical Map - MOT IR 70 2.87</i>	Yes	Consultant or District	District	
ROW and Utility	Correspondence Related to Right-of-Way Coordination	Communication with property owner regarding ROW issues For multiple correspondence with different dates, manually name: <i>Correspondence Related to Right-of-Way Coordination 2</i> Use next appropriate numerical value for each additional correspondence	Yes	Consultant or District	District	
	Correspondence Related to Utility Coordination	Communication with utility owners regarding utility impacts/issues For multiple correspondence with different dates, manually name: <i>Correspondence Related to Utility Coordination 2</i> Use next appropriate numerical value for each additional correspondence	Yes	Consultant or District	District	
	<del>Project Related Correspondence Containing an OES Decision</del>	<del>OPTION REMOVED</del>				
	<b>Project Related OES Decision - ROW</b>	Correspondence that contains a decision related to an action needed and/or anticipated effect finding or determination For multiple decisions, manually name: <i>Project Related OES Decision 2 - ROW</i> Use next appropriate numerical value for each additional decision	Yes	OES Policy	OES Policy	
	<b>Project Related OES Decision - Utility</b>	Correspondence that contains a decision related to an action needed or anticipated effect finding or determination For multiple decisions, manually name: <i>Project Related OES Decision 2 - Utility</i> Use next appropriate numerical value for each additional decision	Yes	OES Policy	OES Policy	
	<del>RAP Survey</del>	<del>OPTION REMOVED</del>				
	<b>Relocation Conceptual Study</b>	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	
	<b>Relocation Assistance Survey Report</b>	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	
		Site Specific Resource Mapping	Identifies locations of specific resources related to utilities or ROW impacts	Yes	Consultant or District	District
Noise	Coordination	<b>District Determination - No Noise Analysis Required</b>	Confirmation made by District Environmental Staff that noise studies are not required based on project scope, setting, and/or plans	Yes	District	District
		<del>OES Approval</del>	<del>OPTION REMOVED</del>			
		<b>OES Approval - No Analysis Required</b>	Correspondence indicating no studies required based on inquiry from district or consultant	Yes	OES Noise and Air	OES Noise and Air
		<b>OES Approval - Noise Analysis</b>	Correspondence indicating approval of submitted report	Yes	OES Noise and Air	OES Noise and Air
		<del>OES Approval - Noise Barriers Not Feasible</del>	<del>Correspondence indicating approval of submitted report</del> <b>DO NOT USE</b> <b>OPTION WILL DISPLAY UNTIL REMOVED AS PART OF A FUTURE RELEASE</b>			
		<b>OES Approval - Noise Wall Preliminary Placement Plan</b>	Approval of Noise Wall Preliminary Placement Plan	Yes	OES Noise and Air	OES Noise and Air
		<del>OES Scope Approval</del>	<del>OPTION REMOVED</del>			
	<del>Scoping Coordination Package</del>	<del>OPTION REMOVED</del>				
	Project Information	<b>Application for Type II Noise Mitigation</b>	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
	<b>Noise Related Public Inquiry</b>	Inquiry received from stakeholder/public regarding noise barriers, noise issues, request for mitigation etc.	Yes	Consultant or District	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**

		For multiple inquiries, acceptable names include: <i>Noise Related Public Inquiry 2; Noise Related Public Inquiry - Holiday Inn; Noise Related Public Inquiry - Maple Road Resident</i>			
	Noise Sensitive Area Mapping	Identifies NSA 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	Approval of the Scoping Coordination Package	Yes	OES Noise and Air	OES Noise and Air
	Project Related OES Decision - Noise	Correspondence that contains a decision related to an action needed or anticipated effect finding or determination <i>If multiple decisions, manually name: Project Related OES Decision 2 - Noise</i> <i>Use next appropriate numerical value for each additional decision</i>	Yes	OES Noise and Air	OES Noise and Air
	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 that determines 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>Report designated final once all comments (if any) are addressed</i>	No	Consultant <b>UPLOAD AS WORD DOCUMENT</b> <b>DESIGNATE AS DRAFT</b>	Consultant or District <b>Convert to PDF</b> <b>Merge Appendices</b> <b>Designate as FINAL</b>
	Noise Analysis - Appendices	<b>MANUALLY NAME</b>	No	Consultant <b>UPLOAD AS PDF</b> <b>DESIGNATE AS DRAFT</b>	District or SYSTEM ADMIN <b>DELETE AFTER MERGER</b>
	Noise Analysis - Updated	<b>MANUALLY NAME</b> If a change in scope and/or impacts require additional analysis <i>Use check out/check in to incorporate comments or revisions</i> <i>Report designated final once all comments (if any) are addressed</i> <i>For multiple updates, manually name: Noise Analysis 2 - Updated</i>	No	Consultant <b>Upload as Word Document</b> <b>Designate as DRAFT</b>	Consultant or District <b>Convert to PDF</b> <b>Merge Appendices</b> <b>Designate as FINAL</b>
	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
	Other Resources	Drinking Water	Coordination with OEPA	Yes	OES Policy
Coordination with USEPA			Yes	OES Policy	OES Policy
District Determination - No Drinking Water Resource Impacts			Yes	District	District
Field Investigation Notes			No	Consultant or District	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**

	<b>If name used for another resource area</b> , manually name: <i>Field Investigation Notes - Drinking Water</i> ; For multiple notes, manually name: <i>Field Investigation Notes 2 - Drinking Water</i> <b>If name not used</b> , manually name: <i>Field Investigation Notes 2</i> Use next appropriate numerical value for each additional note			
Non-Community Water System Coordination	Correspondence requesting review and approval	Yes	Consultant or District	District
OEPA Approval	Correspondence from OEPA indicating approval based on coordination submitted	Yes	OES Policy	OES Policy
OEPA Comments	Correspondence from OEPA requesting more information or other related drinking water issue <b>If name used for another resource area</b> , manually name <i>OEPA Comments - Drinking Water</i> ; For multiple comments, manually name: <i>OEPA Comments 2 - Drinking Water</i> <b>If name not used</b> , manually name: <i>OEPA Comments 2</i> Use next appropriate numerical value for each additional comment	Yes	OES Policy	OES Policy
<del>OES Approval</del>	<del>OPTION REMOVED</del>			
OES Approval -Drinking Water	Correspondence from OES based on inquiry or coordination received	Yes	OES Policy	OES Policy
<del>Project Related Correspondence Containing an OES Decision</del>	<del>OPTION REMOVED</del>			
Project Related OES Decision - Drinking Water	Correspondence that contains a decision related to an action needed or anticipated effect finding or determination For multiple decisions, manually name: <i>Project Related OES Decision 2 - Drinking Water</i> Use next appropriate numerical value for each additional decision	Yes	OES Policy	OES Policy
Residential Well Owner Notification	Correspondence to property owner regarding project impacts to well or removal For multiple notifications with different dates, manually name: <i>Residential Well Owner Notification 2</i> Use appropriate numerical value for each additional notification	Yes	Consultant or District	District
<del>Secondary Source Review</del>	<del>OPTION REMOVED</del>			
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	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
USEPA Approval	Correspondence from USEPA indicating approval based on coordination submitted	Yes	OES Policy	OES Policy
USEPA Comments	Correspondence from USEPA requesting more information or other related drinking water issue	Yes	OES Policy	OES Policy
Water Source Protection Area Map	Mapping and data obtained from OEPA	Yes	Consultant or District	District
Well Log Data	Mapping and data obtained from ODNR to assist in the identification of water wells within and/or adjacent to a project area	Yes	Consultant or District	District
Farmlands	Agricultural Security Area <a href="#">List</a> List of counties protected under the program <b>Upload only if county project is in is listed</b>	No	Consultant or District	District
	Coordination with Farmland Preservation Office	Yes	OES Policy	OES Policy
	Coordination with NRCS	Yes	OES Policy	OES Policy
	<b>Coordination with OES</b>	Yes	District	District
	<b>District Determination - Meets Farmland MOU</b>	Yes	District	District
	Farmland Preservation Office Approval	Yes	OES Policy	OES Policy
	Farmland Preservation Office Comments	Yes	OES Policy	OES Policy
	FCIR Form	Yes	Consultant or District <b>UPLOAD AS PDF DESIGNATE AS DRAFT</b>	NRCS or OES Policy

**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**

		Field Investigation Notes	Observations/notes made during field investigations <b>If name used for another resource area</b> , manually name: <i>Field Investigation Notes - Farmland</i> ; For multiple notes, manually name: <i>Field Investigation Notes 2 - Farmland</i> <b>If name not used</b> , manually name: <i>Field Investigation Notes 2</i> Use next appropriate numerical value for each additional note	Yes	Consultant or District	District
		Hydric Soil Mapping	Mapping obtained from NRCS website	No	Consultant or District	District
		NRCS Approval	Correspondence from agency concerning FCIR approval	Yes	NRCS or OES Policy	NRCS or OES Policy
		NRCS Comments	Correspondence from NRCS requesting more information or other related farmland issue	Yes	NRCS or OES Policy	NRCS or OES Policy
		<del>OES Approval</del>	<b>OPTION REMOVED</b>			
		OES Approval - Farmlands	Correspondence from OES that impacts to farmland will not occur and/or no further coordination required	Yes	OES Policy	OES Policy
		Ohio Farmland Preservation <a href="#">Map</a>	Map of counties that have agricultural easements and security areas Upload only if county project is in is listed	No	Consultant or District	District
		<del>Project Related Correspondence Containing an OES Decision</del>	<b>OPTION REMOVED</b>			
		Project Related OES Decision - Farmland	Correspondence that contains a decision related to an action needed or anticipated effect finding or determination For multiple decisions, manually name: <i>Project Related OES Decision 2 - Farmland</i> Use appropriate numerical value for each additional decision	Yes	OES Policy	OES Policy
		<del>Secondary Source Review</del>	<b>OPTION REMOVED</b>			
		Site Specific Resource Mapping	Mapping that identifies farmland other than USGS or Census Bureau Maps For updates, use check out/check in and highlight new information accordingly	Yes	Consultant or District <b>DESIGNATE AS DRAFT</b>	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 thresholds and no further coordination required	Yes	District	District
		FEMA FIRM	Flood Insurance Rate Mapping (FIRM) that includes statistical information such as data for river flow, storm tides, hydrologic/hydraulic analyses and rainfall and topographic surveys	Yes	Consultant or District	District
		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
		<del>Project Related Correspondence Containing an OES Decision</del>	<b>OPTION REMOVED</b>			
				Project Related OES Decision - Floodplains	Correspondence that contains a decision related to an action needed or anticipated effect finding or determination For multiple decisions, manually name: <i>Project Related OES Decision 2 - Floodplains</i>	Yes

**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**

		Use next appropriate numerical value for each additional decision			
	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 Map	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 to OEPA <b>If name used for another resource area</b> , manually name: <i>Coordination with OEPA - Landfills</i> ; For multiple coordination, manually name: <i>Coordination with OEPA 2 - Landfills</i> <b>If name not used</b> , manually name: <i>Coordination with OEPA 2</i> Use next appropriate numerical value for each additional coordination	Yes	OES ESA	OES ESA
	<del>Project Related Correspondence Containing an OES Decision</del>	<b>OPTION REMOVED</b>			
	<b>Project Related OES Decision - Landfills</b>	Correspondence that contains a decision related to an action needed or anticipated effect finding or determination For multiple decisions, manually name: <i>Project Related OES Decision 2 -Landfills</i> Use next appropriate numerical value for each additional decision	Yes	OES ESA	OES ESA
	<b>OEPA Director's Authorization</b>	Correspondence that the proposed project will not result in violation of applicable laws or regulations	Yes	OES ESA	OES ESA
	Rule 13 Permit	2713 Landfill Permit	No	OES ESA	OES ESA
Stormwater	General NPDES Permit Application	Obtained when a project involves over one acre of earth disturbance activities - General permits are used to cover discharges that will have a minimal effect on the environment.	No	Consultant, District or LPA	District
	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
	<del>Project Related Correspondence Containing an OES Decision</del>	<b>OPTION REMOVED</b>			
	<b>Project Related OES Decision - Stormwater</b>	Correspondence that contains a decision related to an action needed or anticipated effect finding or determination For multiple decisions, manually name: <i>Project Related OES Decision 2 - Stormwater</i> Use next appropriate numerical value for each additional decision	Yes	OES Policy	OES Policy
	Site Specific Plan Sheets	Plan Sheets indicating 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	<b>404 Completion Certification</b>	Signed certification provided by the ODOT Construction Project Manager upon project completion	No	District	District
	<b>404-401 Individual Permit Application</b>	Combined application for an Individual 404 and 401 Permit	No	Consultant or District <b>UPLOAD AS PDF DESIGNATE AS DRAFT</b>	OES Waterways Permit Unit <b>UPLOAD FINAL APPLICATION SENT TO USACE AND OEPA</b>
	<del>408 Permit Application</del>	Submitted to the USACE when a non-Corps entity proposes to alter, occupy or use a USACE-owned civil works projects <b>DO NOT USE</b> <b>OPTION WILL BE RENAMED IN A FUTURE RELEASE</b> <b>IN THE INTERIM MANUALLY NAME: 408 APPLICATION</b>	No	Consultant or District <b>UPLOAD AS PDF DESIGNATE AS DRAFT</b>	OES Waterways Permit Unit <b>UPLOAD FINAL APPLICATION SUBMITTED TO USACE</b>
	Coordination with OEPA	Coordination from ODOT to OEPA prior to submitting application <b>If name used for another resource area</b> , manually name: <i>Coordination with OEPA - Waterway Permits</i> ; For multiple coordination, manually name: <i>Coordination with OEPA 2 - Waterway Permits</i> <b>If name not used</b> , manually name <i>Coordination with OEPA 2</i>	No	OES Waterway Permits Unit	OES Waterway Permits Unit



**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**

		Use next appropriate numerical value for each additional coordination			
Coordination with USACE	Correspondence between ODOT and USACE prior to submitting application <b>If name used for another resource area</b> , manually name: <i>Coordination with USACE - Waterway Permits</i> ; For multiple coordination, manually name: <i>Coordination with USACE 2 - Waterway Permits</i> <b>If name not used</b> , manually name: <i>Coordination with USACE 2</i> Use next appropriate numerical value for each additional coordination	No	OES Waterway Permits Unit	OES Waterway Permits Unit	
Coordination with USCG	Correspondence between ODOT and USCG prior to submitting application For multiple coordination, manually name <i>Coordination with USCG 2</i>	No	OES Waterway Permits Unit	OES Waterway Permits Unit	
<del>Individual 401 Application</del>	<b>OPTION REMOVED</b>				
<del>Individual 404 Application</del>	<b>OPTION REMOVED</b>				
Isolated Wetland Permit Application	Application prepared and submitted to OEPA	No	Consultant or District <b>UPLOAD AS PDF DESIGNATE AS DRAFT</b>	OES Waterway Permits Unit <b>UPLOAD FINAL SIGNED APPLICATION SUBMITTED TO OEPA</b>	
Isolated Wetland Permit	Approval from OEPA	No	OES Waterway Permits Unit	OES Waterway Permits Unit	
Mitigation Plan	Approved Mitigation Plan	No	Consultant or District	OES Waterway Permits Unit	
Modification - [document name]	<b>MANUALLY NAME</b> Permit modification request for any waterway permit Manually name using the type of permit: <i>Modification - RGP B</i>	No	Consultant, District or OES Waterway Permits Unit	OES Waterway Permits Unit	
<del>Nationwide Permit Application</del>	<b>OPTION REMOVED</b>				
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	
OEPA Approval - 401	401 Water Quality Certification approval from OEPA	No	OES Waterway Permits Unit	OES Waterway Permits Unit	
OEPA Comments	Comments from OEPA in the form of an official email or letter after submitting application <b>If name used for another resource area</b> , manually name <i>OEPA Comments - Waterway Permits</i> ; For multiple comments, manually name: <i>OEPA Comments 2 - Waterway Permits</i> <b>If name not used</b> , manually name: <i>OEPA Comments 2</i> Use next appropriate numerical value for each additional comment	No	OES Waterway Permits Unit	OES Waterway Permits Unit	
OEPA Director's Authorization Request	Letter/application submitted to OEPA requesting a Director's Authorization	No	OES Waterway Permits Unit	OES Waterway Permits Unit	
<del>OES Approval</del>	<b>OPTION REMOVED</b>				
OES Permit Determination	Correspondence from OES that indicates the appropriate permit required for the project	No	OES Waterway Permits Unit	OES Waterway Permits Unit <b>UPLOAD AS PDF DESIGNATE AS FINAL</b>	
PCN - Individual 401 Permit Application	Combined Section 404 and Individual 401 application	No	Consultant or District <b>UPLOAD AS PDF DESIGNATE AS DRAFT</b>	OES Waterway Permits Unit <b>Uploads final application submitted to USACE/OEPA</b>	
<del>Permit Compliance Report</del>	<b>OPTION REMOVED</b>				
Permit Determination Request	Permit Determination Request form Use Check out/Check in if revisions are required	No	Consultant or District <b>UPLOAD AS PDF</b>	OES Waterway Permits Unit	

**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**

				DESIGNATE AS DRAFT	Designate as FINAL when Permit Determination uploaded
<del>Pre-Activity Notification</del>	OPTION REMOVED				
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
<del>Project Related Correspondence Containing and OES Decision</del>	OPTION REMOVED				
Project Related OES Decision - Waterway Permits	Correspondence that contains a decision related to an action needed and/or anticipated effect finding or determination For multiple decisions, manually name: <i>Project Related OES Decision 2 - Waterway Permits</i> Use next appropriate numerical value for each additional decision	Yes	OES Waterway Permits Unit		OES Waterway Permits Unit
Public Notice	Final Public Notice from the USACE or the 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
<del>Regional General Permit A</del>	OPTION REMOVED				
<del>Regional General Permit B</del>	OPTION REMOVED				
Regional General Permit	RGP Public Notice with General and OEPA conditions	No	OES Waterway Permits Unit		OES Waterway Permits Unit
Section 10 Permit Application	Application submitted to the USACE	No	Consultant or District	Upload as PDF Designate as DRAFT	OES Waterway Permits Unit
Special Provisions	Special Provisions Package	No	OES Waterway Permits Unit		OES Waterway Permits Unit
<del>USACE 404 Approval</del>	OPTION REMOVED				
USACE Approval - Section 10	Agency approval	No	OES Waterway Permits Unit		OES Waterway Permits Unit
USACE Approval - Section 404	Agency approval	No	OES Waterway Permits Unit		OES Waterway Permits Unit
USACE Approval - Section 408	Agency approval	No	OES Waterway Permits Unit		OES Waterway Permits Unit
USACE Comments	Correspondence from USACE in the form of an official email or letter following submittal of permit application	No	OES Waterway Permits Unit		OES Waterway Permits Unit
USACE Comments - Notice of Non-Compliance	Letter from USACE documenting non-compliance with permit	No	OES Waterway Permits Unit		OES Waterway Permits Unit
USACE Comments - Notice of Violation	Letter from USACE 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 to request a waiver from the USACE in conjunction with the PCN	No	OES Waterway Permits Unit		OES Waterway Permits Unit
<del>USCG Section 10 Approval</del>	OPTION REMOVED				
USCG Approval - Section 9	Authorization received from USCG 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

**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**

		USCG Comments	Correspondence from the USCG 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
		<del>USCG Permit Application</del>	OPTION REMOVED			
		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
Public Involvement	Project Information	Correspondence with Stakeholders	General or project specific correspondence that could include requesting assistance to engage/identify EJ Populations, Title VI compliance, project issues, community concerns, change in project approach, project status, etc. <i>Does not include correspondence related to meeting notifications, stakeholder comments, etc.</i> <i>For multiple correspondence, acceptable names include: Correspondence with Stakeholders 2; Correspondence with Stakeholders - Mayor; Correspondence with Stakeholders - EJ; Correspondence with Stakeholders - Project Concerns</i>	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
		News Article	Media publication (e.g. newspaper, radio, magazine) that discusses project issues, results of public meetings, etc. <i>For multiple articles, acceptable names include: News Article 2; News Article - Columbus Dispatch; News Article - January 2017</i>	Yes	Consultant, District or LPA	District
		<del>Notification Mailing List</del>	OPTION REMOVED			
		OES Approval - Public Involvement Plan	Correspondence from OES that indicates PI Plan is approved for all D2 and D3 projects	Yes	OES Policy	OES Policy
		Press Release	Notification of public meeting, project status update, etc, that is issued to media outlets <i>For multiple press releases, acceptable names include: Press Release 2; Press Release - October 2016; Press Release - Meeting Notification</i>	Yes	Consultant, District or LPA	District
		Project Newsletter	Method of notification that provides updates, news, etc. to the public, stakeholders, and other interested parties <i>For multiple newsletters, acceptable names include: Project Newsletter 2; Project Newsletter - June 2016</i>	Yes	Consultant, District or LPA	District
		Project Related OES Decision - Public Involvement	Correspondence that contains a decision related to an action needed and/or anticipated effect finding or determination <i>For multiple decisions, manually name: Project Related OES Decision 2 - Public Involvement</i> <i>Use next appropriate numerical value for each additional decision</i>	Yes	OES Policy	OES Policy
		Property Owner Notification Letter	Correspondence sent to property owners that will be impacted by a project that includes project details (e.g. project description), and contact information <i>Letters with same date can be batched and uploaded as one PDF</i> <i>User can also upload one letter and include a list of mailing addresses</i>	Yes	Consultant, District or LPA	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**

	For letters with different dates, acceptable names include: <i>Property Owner Notification 2; Property Owner Notification - June 2017</i>			
Public Comments Received	Comments submitted during a public meeting or public hearing and/or other means (e.g. email, letter, etc.) <b>Comments can be batched as separate PDFs (e.g. Comment forms from public meeting)</b> For comments received via other means (e.g. email), upload initial comment received as <b>DRAFT PDF and upload subsequent comments using check out/check in</b>	Yes	Consultant, District or LPA <b>UPLOAD AS PDF DESIGNATE AS DRAFT</b>	District <b>DESIGNATE AS FINAL</b>
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
<b>Public Hearing Presentation</b>	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 <b>UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT</b>	District
Public Meeting Exhibits	PDF version of large display boards used	Yes	Consultant, District or LPA	District
Public Meeting Handouts	Materials provided	Yes	Consultant, District or LPA	District
Public Meeting Notification	Can be in the form of a flyer, brochure, letter, PSA text, webpage posting, etc. For multiple notifications, acceptable names include: <i>Public Meeting Notification 2; Public Meeting Notification - October 2016; Public Meeting Notification - Flyer</i>	Yes	Consultant, District or LPA	District
<b>Public Meeting Presentation</b>	PowerPoint or other type presentation given at a public meeting	Yes	Consultant, District or LPA	District
Public Meeting Sign In Sheet	List of attendees For multiple sign-in sheets, acceptable names include: <i>Public Meeting Sign In Sheet 2; Public Meeting Sign In Sheet - October 2016</i>	Yes	Consultant, District or LPA	District
<b>Public Notification Mailing List</b>	Addresses used to mail information (non-stakeholders) If list requires updates, such as new addresses, correction of existing addresses or phone numbers, highlight information and use check out/check in to replace	Yes	Consultant, District or LPA	District
Response to Public Comments	Response from district or project sponsor to public comments received <b>May be batched as a single PDF, as appropriate (e.g. All responses to comments from public meeting)</b> For multiple responses, acceptable names include: <i>Response to Public Comments 2; Response to Public Comments - June Public Meeting; Response to Public Comments - Email</i>	Yes	Consultant, District or LPA	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**

		Response to Stakeholder Comments	Response from district or project sponsor to comments received <b>May be batched as a single PDF, as appropriate (e.g. All responses to comments from stakeholder meeting)</b> For multiple responses, acceptable names include: <i>Response to Stakeholder Comments 2; Response to Stakeholder Comments - June Stakeholder Meeting; Response to Stakeholder Comments - Email</i>	Yes	Consultant, District or LPA	District
		<b>Right-of-Entry Letter</b>	<b>MANUALLY NAME</b> Notification to property owners when access is required to complete survey and/or studies, and includes right-of-entry language <b>Letters with same date can be batched and uploaded as one PDF</b> <b>User can also upload one letter and include a list of mailing addresses</b> For letters with different dates, manually name: <i>Right-of-Entry Letter 2</i>	Yes	Consultant, District or LPA	District
		Stakeholder Comments	Comments received during stakeholder meetings, advisory committees, email, or telephone For multiple comments, acceptable names include: <i>Stakeholder Comments 2; Stakeholder Comments - Mayor of Columbus; Stakeholder Comments - Davis Industries</i> For numerical, use the next appropriate value	Yes	Consultant, District or LPA	District
		<b>Stakeholder Contact List</b>	Listing of stakeholders that includes addresses, phone number and designated representative (as appropriate) For changes made, such as adding new stakeholders or address corrections, highlight new information and use check-out/check in to update	Yes	Consultant, District or LPA <b>DESIGNATE AS DRAFT</b>	District
		Stakeholder Meeting Minutes or Notes	Detailed minutes of the proceedings	Yes	Consultant, District or LPA	District
		Stakeholder Notification	Correspondence that informs stakeholders of upcoming stakeholder or public meetings (e.g. flyer, letter, email, PSA text, etc.) For multiple notifications with different dates, manually name: <i>Stakeholder Notification 2</i> Use next appropriate numerical value for each additional notification	Yes	Consultant, District, or LPA	District
Purpose and Need	Coordination	<b>OES Acceptance - Purpose and Need</b>	Correspondence from OES indicating acceptance of the P&N and that the project can move forward in the project development process	Yes	OES Policy	OES Policy
		<del>OES Approval</del>	<b>OPTION REMOVED</b>			
	Existing and Future Conditions	Bridge Condition Rating	Quantified data and/or other related information	No	Consultant or District	District
		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
<del>Project Related Correspondence Containing an OES Decision</del>		<b>OPTION REMOVED</b>				

**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**

		<b>Project Related OES Decision - Purpose and Need</b>	Correspondence that contains a decision related to an action needed <i>For multiple decisions, manually name: Project Related OES Decision 2 - Purpose and Need</i> <i>Use next appropriate numerical value for each additional decision</i>	Yes	OES Policy	OES Policy
Re-Evaluation	Environmental Document	CE Administrative	For re-evaluations done as "paper"; This option is for projects approved under old CE Designations (e.g. CE1) or for projects not originally created in EnviroNet	No	District or OES Policy	District or OES Policy
		CE Full	Use if re-evaluation was done as "paper"; This option is for projects approved under the old CE Designations (e.g. Exempt, CE1, etc.) or for projects that did not originally exist in EnviroNet	No	District or OES Policy	District or OES Policy
		CE Supplemental	Use if re-evaluation was done as "paper"; This option is for projects approved under the old CE Designations (e.g. Exempt, CE1, etc.) or for projects that did not originally exist in EnviroNet	No	District or OES Policy	District or OES Policy
		EA Administrative	Use if re-evaluation was done as "paper"; This option is for projects approved under the old CE Designations (e.g. Exempt, CE1, etc.) or for projects that did not originally exist in EnviroNet	No	District or OES Policy	District or OES Policy
		EA Full	Use if re-evaluation was done as "paper"; This option is for projects approved under the old CE Designations (e.g. Exempt, CE1, etc.) or for projects that did not originally exist in EnviroNet	No	District or OES Policy	District or OES Policy
		EA Supplemental	Use if re-evaluation was done as "paper"; This option is for projects approved under the old CE Designations (e.g. Exempt, CE1, etc.) or for projects that did not originally exist in EnviroNet	No	District or OES Policy	District or OES Policy
		EIS Administrative	Use if re-evaluation was done as "paper"; This option is for projects approved under the old CE Designations (e.g. Exempt, CE1, etc.) or for projects that did not originally exist in EnviroNet	No	District or OES Policy	District or OES Policy
		EIS Full	Use if re-evaluation was done as "paper"; This option is for projects approved under the old CE Designations (e.g. Exempt, CE1, etc.) or for projects that did not originally exist in EnviroNet	No	District or OES Policy	District or OES Policy
		EIS Supplemental	Use if re-evaluation was done as "paper"; This option is for projects approved under the old CE Designations (e.g. Exempt, CE1, etc.) or for projects that did not originally exist in EnviroNet	No	District or OES Policy	District or OES Policy
Section 4(f)	Coordination	<b>Cultural Resources 4(f) Re-Evaluation Request</b>	Correspondence requesting a re-evaluation based on a change in scope and/or impacts that require validation of previous determination or issuance of a lower or higher level of determination <i>For multiple requests, manually name: Cultural Resources 4f Re-Evaluation Request 2</i> <i>Use next appropriate numerical value for each additional request</i>	Yes	Consultant or District	District
		<b>District Determination - No 4(f)</b>	Confirmation made by District Environmental Staff that 4(f) properties are not present or properties subject to 4(f) are not impacted based on project scope and plans	Yes	District	District
		<del>Individual Approval</del>	<b>OPTION REMOVED</b>			
		<b>OES Cultural Resources 4(f) Determination</b>	Correspondence from OES Cultural that indicates appropriate determination level based on Section 106 Effect Finding <i>For multiple determinations, manually name: OES Cultural Resources 4(f) Determination 2</i> <i>Use next appropriate numerical value for each additional determination</i>	Yes	OES Cultural Resources	OES Cultural Resources
		<b>OES Cultural Resources 4(f) Determination - Re-Evaluation</b>	Correspondence from OES Cultural based on re-evaluation request that indicates original determination still valid or a lower or higher level of determination was issued, as appropriate <i>For multiple re-evaluations, manually name: OES Cultural Resources 4f Determination 2 - Re-Evaluation</i> <i>Use next appropriate numerical value for each additional re-evaluation</i>	Yes	OES Cultural Resources	OES Cultural Resources
		<b>OES Recreational 4(f) Determination</b>	Correspondence from OES Policy that provides approval of the appropriate determination level based on impacts to the Section 4(f) property <i>For multiple determinations, manually name: OES Recreational 4f Determination 2</i> <i>Use next appropriate numerical value for each additional determination</i>	Yes	OES Policy	OES Policy

**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**

	<b>OES Recreational 4(f) Determination - Re-Evaluation</b>	Correspondence from OES Policy based on re-evaluation request that indicates original determination still valid or a lower or higher level of determination was issued, as appropriate <i>For multiple determinations, manually name: OES Recreational 4f Determination 2 - Re-Evaluation</i> <i>Use next appropriate numerical value for each additional re-evaluation</i>	Yes	OES Policy	OES Policy
	<del>OES Recreational Determination—de-minimis</del>	OPTION REMOVED			
	<del>OES Recreational Determination—Exception</del>	OPTION REMOVED			
	<del>OES Recreational Determination—Individual</del>	OPTION REMOVED			
	<del>OES Recreational Determination—No Use</del>	OPTION REMOVED			
	<del>OES Recreational Determination—Programmatic Evaluation</del>	OPTION REMOVED			
	<del>OES Section 106 Determination—de-minimis</del>	OPTION REMOVED			
	<del>OES Section 106 Determination—Exception</del>	OPTION REMOVED			
	<del>Section 106 4f Determination—Individual</del>	OPTION REMOVED			
	<del>OES Section 106 Determination—No Use</del>	OPTION REMOVED			
	<del>OES Section 106 Determination—Programmatic Evaluation</del>	OPTION REMOVED			
	<b>Recreational 4(f) Re-Evaluation Request</b>	Correspondence requesting a re-evaluation based on a change in scope and/or impacts that require validation of previous determination or a lower or higher level of determination <i>For multiple requests, manually name: Recreational 4f Re-Evaluation Request 2</i> <i>Use next appropriate numerical value for each additional request</i>	Yes	District	District
Project Information	<del>Correspondence with OWJ</del>	OPTION REMOVED			
	<del>Project Related Correspondence Containing an OES Decision</del>	OPTION REMOVED			
	<b>Project Related OES Decision - Section 4(f)</b>	Correspondence that contains a decision related to an action needed and/or anticipated effect finding or determination <i>For multiple decisions, manually name: Project Related OES Decision 2 - Section 4f</i> <i>Use next appropriate numerical value for each additional decision</i>	Yes	OES Policy or Cultural	OES Policy or Cultural
	<del>Site Specific Property Map</del>	OPTION REMOVED			
Reports	Determination Request Form for Recreational Properties	Submitted to OES Policy that includes information needed for OES to issue the appropriate 4(f) Determination <b>OES Policy merges DRF and Appendices</b>	No	Consultant or District <b>UPLOAD AS WORD DOCUMENT DESIGNATE AS DRAFT</b>	OES Policy <b>CONVERT TO PDF DESIGNATE AS FINAL</b>
	<b>Determination Request Form - Appendices</b>	<b>MANUALLY NAME</b>	No	Consultant or District <b>UPLOAD AS PDF DESIGNATE AS DRAFT</b>	OES Policy <b>DELETE AFTER MERGER</b>

**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**

		<del>Draft Individual</del>	OPTION REMOVED		
		<del>Final Individual</del>	OPTION REMOVED		
		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	Coordination submitted by OES to ODNR requesting review and approval	Yes	OES Policy OES Policy
		Coordination with ODNR and NPS - Conversion	Coordination submitted by OES to ODNR and NPS requesting review and approval	Yes	OES Policy OES Policy
		<b>District Determination - No 6(f)</b>	Confirmation made by District Environmental Staff that 6(f) properties were not identified and/or will not be impacted based on project scope and plans	Yes	District District
		NPS Approval - Conversion	Approval from agency that conversion requirements were met and existing regulations have been satisfied	Yes	ODNR or OES Policy ODNR or OES Policy
		NPS Comments	Comments from agency requesting additional information, follow-up on previous project correspondence, and/or requests an action or includes a decision that is other than approval <i>If name used for another resource area, manually name: NPS Comments - Section 6f; For multiple comments, manually name: NPS Comments 2 - Section 6f If name not used, manually name: NPS Comments 2 Use next appropriate numerical value for each additional comment</i>	Yes	ODNR or OES Policy ODNR or OES Policy
		<b>NPS Preliminary Approval - Replacement Property</b>	Preliminary approval received from agency regarding replacement property for a small conversion	Yes	ODNR or OES Policy ODNR or OES Policy
		<b>OES Approval - Maintenance</b>	Approval from OES that a project qualifies as maintenance in accordance with Section 6(f) PA and existing regulations	Yes	OES Policy OES Policy
		<b>OES Approval - 6f Re-Evaluation</b>	<b>MANUALLY NAME</b> Approval from OES based on a change in scope or impacts that original approval is valid or a lower or higher level of determination was made, in accordance with existing regulations and the Section 6(f) PA <i>For multiple re-evaluations, manually name: OES Approval 2 - 6f Re-Evaluation Use next appropriate numerical value for each additional re-evaluation</i>	Yes	OES Policy OES Policy
		<b>OES Determination - No 6(f)</b>	Confirmation made by OES Policy Staff that 6(f) properties were not identified and/or not impacted based on project scope and plans	Yes	OES Policy OES Policy
			ODNR Approval - Temporary Non-Conforming Use	Approval from ODNR that project meets existing regulations and Section 6(f) PA	Yes
	ODNR Comments	Correspondence from agency requesting additional information, follow-up on previous project correspondence, or contains a decision that is other than an approval <i>If name used for another resource area, manually name: ODNR Comments - Section 6f; For multiple comments, manually name: ODNR Comments 2 - Section 6f If name not used, manually name: ODNR Comments 2 Use next appropriate numerical value for each additional comment</i>	Yes	ODNR or OES Policy ODNR or OES Policy	
	Project Information	<b>Appraisal</b>	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



**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**

	<del>Boundary Map</del>	OPTION REMOVED			Part of Determination Request Form	
	Informal Consultation with ODNR	Correspondence from OES to ODNR regarding 6(f) boundary questions, type of determination anticipated or other project related questions/issues, etc. <i>For multiple consultations, manually name: Informal Consultation with ODNR 2</i> <i>Use next appropriate numerical value for each additional consultation</i>	No	OES Policy	OES Policy	
	LWCF Grant Listing	List of properties maintained by NPS that indicates if property received LWCF <i>For multiple counties, manually name: LWCF Grant Listing - Wood County</i>	No	Consultant or District	District	
	ODNR Informal Consultation Response	Response from ODNR to OES based on inquiry or request <i>For multiple responses, manually name: ODNR Informal Consultation Response 2</i> <i>Use next appropriate numerical value for each additional response</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 that contains a decision related to an action needed and/or anticipated effect finding or determination <i>For multiple decisions, manually name: Project Related OES Decision 2 - Section 6f</i> <i>Use next appropriate numerical value for each additional decision</i>	Yes	OES Policy	OES Policy	
	Waiver Valuation	Documentation that illustrates process used to determine an appraisal is not required	No	Consultant or District	District	
Reports	<del>Conversion</del>	OPTION REMOVED			Part of Determination Request Form	

\*\*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.

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