Appendix E

Information Systems Development Methodology

for the

Environmental Screening Tool

Appendix E

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Chapter 1 Overview (Updated 6/30/2010)

1.1 Introduction to Site

The Environmental Screening Tool (EST) supports agency participation and community involvement throughout Florida's Efficient Transportation Decision Making (ETDM) Process. This application provides tools to input and update information about transportation projects, perform standardized analyses, gather and report comments about potential project effects, and provide information to the public. It brings together information about a project and provides analytical and visualization tools that help synthesize and communicate that information. It is used throughout the ETDM Process to:

- Integrate data from multiple sources into an easy to use, standard format
- Analyze the effects of proposed projects on the human and natural environment
- Communicate information effectively among Environmental Technical Advisory Team (ETAT) representatives and make information available to the public
- Store and report results of the ETAT review effectively and efficiently
- Maintain project records, including commitments and responses, throughout the project life cycle

The EST is continually updated to provide additional information and tools in support of the ETDM Process. A list of EST functions is provided in Chapter 2.4 of the EST Handbook, and is also available in the application under EST Site Map.

The EST integrates Internet mapping technology, relational database management systems and geographic information systems (GIS). This integration was implemented using industry-standard platform-independent development tools such as Hyper Text Markup Language (HTML), Hibernate, Velocity, Java Script, and Extensible Markup Language (XML). The EST is deployed as a Web-based application in order to minimize system requirements on the users' desktop computers. The application is deployed at the University of Florida in conjunction with the Florida Geographic Data Library (FGDL). FGDL is a repository of GIS data gathered from federal, state, and local governments.

1.2 System Requirements

Hardware

Following are the *minimum* requirements for the end user’s desktop computer:

- 700 MHz, Intel Pentium III or equivalent AMD processor
- 3 gigabyte free disk space
- 1024 x 768 video card resolution
- 17-inch color monitor (19-inch monitor recommended)
- Access to the Internet (128 Kb connection or better)
- Access to color printer recommended, but not required
- 256 MB RAM

Software

The following software packages are required on the end user's desktop computer:

- Microsoft Windows 7, Vista, XP Professional or Home, Windows 2000, NT, 95, and 98
- Microsoft Internet Explorer (IE) 7 or higher (must run in compatibility mode if running IE 8 or 9), available for free download at:

  http://www.microsoft.com/windows/ie/default.asp

- Adobe Acrobat Reader, current version available for free download at:

  http://www.adobe.com/support/downloads/main.html

- Adobe SVG Viewer, version 3 or higher, available for free download at:

  http://www.adobe.com/support/downloads/main.html

1.3 Website Access

ETDM Coordinators and authorized MPO and FDOT District staff have read/write access to the Environmental Screening Tool so that they can update project information and respond to ETAT review comments. ETAT representatives have read/write access to provide comments about potential effects to environmental resources. Community Liaison Coordinators (CLCs) create community inventories and review projects for potential sociocultural effects using the Environmental Screening Tool. These users are authorized by FDOT's ETDM Coordinators and granted access by EST administration staff. Each user is given a unique username and password that grants permission to the servers and to the database. Each user is assigned a specific role according to their job duties which grants them write authority to specific portions of the database. These authorized users access the Environmental Screening Tool through a common Internet website at:

http://www.fla-etat.org

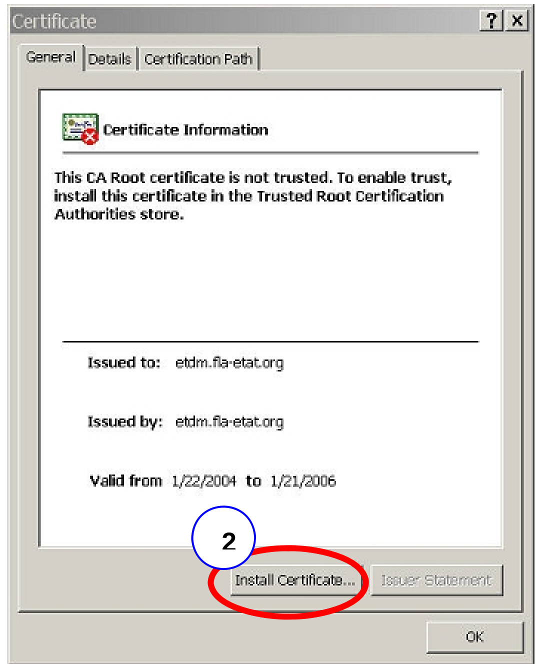
To enter the site, use Microsoft Internet Explorer version 7.0 or higher. The application may not function properly with other Internet browser software. Type the website address (above) in the address box at the top of the screen.

Security Certificate

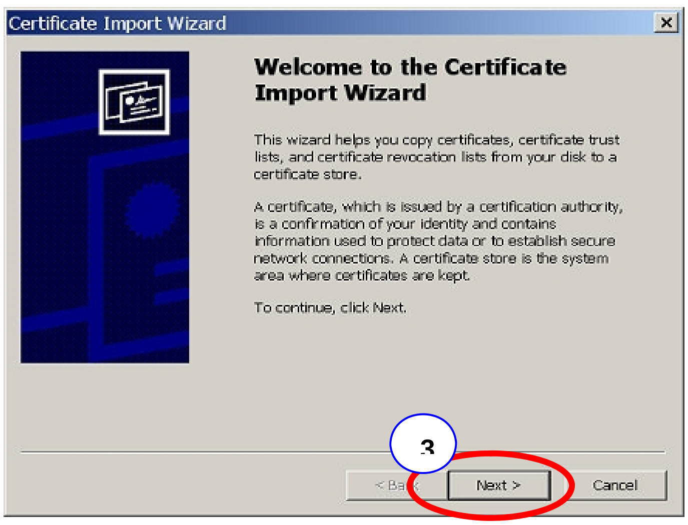
When the site is first accessed, a security alert may appear about the site security certificate. This warning is issued if the user profile does not recognize www-fla-etat.org site as a trusted site. The warning will appear each time you log on until you accept and install the certificate.

1. To install the certificate, first click on the button "View Certificate."

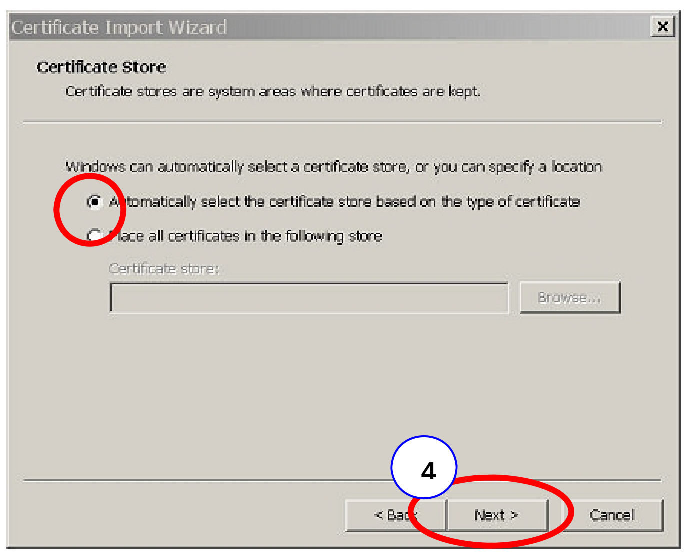
2. In the next window, click "Install Certificate."



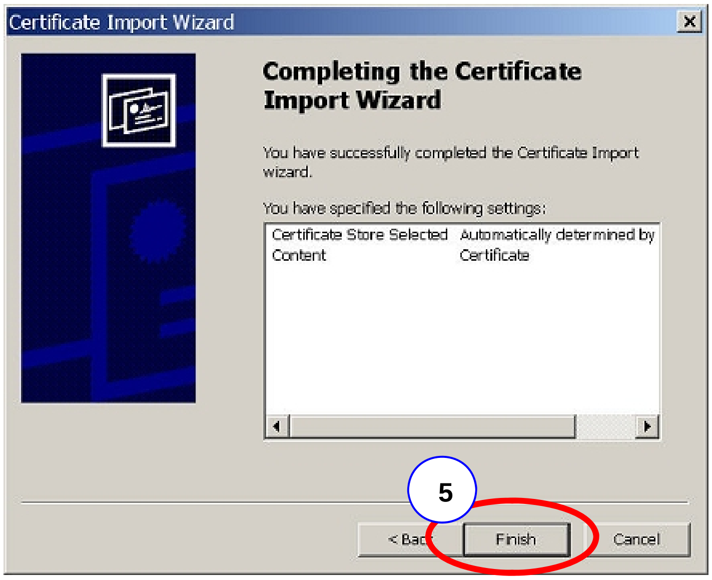
3. Click "Next" in the Certificate Import Wizard window.



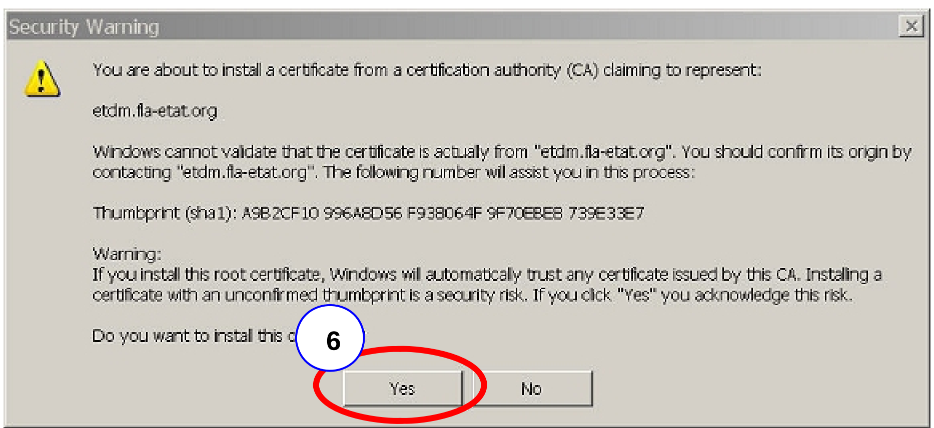
4. The next window specifies where the certificates are kept. Use the default value to allow Windows to automatically select a certificate store. Click "Next" to continue.



5. In the next window, click "Finish" to complete the certificate import process.



6. In the next security-warning window, click on "Yes" to confirm the validity of the site and install the certificate.



7. A message window will appear to confirm that the import was successful. Click "OK" to close the window.

8. After importing the certificate, click "OK" on the Certificate Information window. The window will close.

9. Click "Yes" to proceed from the initial security warning message. The window will close.

The certificate installation process only needs to be done one time. The next time you go to the EST website, the warning message will not appear.

For a description of the logon splash page, please proceed to Chapter 2 of the EST Handbook.

1.4 Background

The Environmental Screening Tool (EST) is a fundamental component of the ETDM Process. As such, its development occurred while the new business process was being defined. This produced a very flexible environment in which the process could be refined to take advantage of technology, and the technology could be easily adjusted as process details were defined. It also presented the application development team with the challenge of developing a complex application while the work process requirements were still evolving. The team addressed this challenge by designing for change and developing the application incrementally in a series of modules using an evolving prototype model for the development methodology. This is a life-cycle model in which the system is developed in increments so that it can be modified in response to customer feedback. Unlike other types of prototyping, the prototype code is not discarded; instead, it evolves into the code that is ultimately delivered. In the EST, the database design emphasizes flexibility so that the application can be easily adapted as the process is adjusted. Each of the initial modules was developed by starting with the basic requirements and adding complexity as the process was refined. This allowed frequent opportunities for the Steering Committee and potential users to review and respond to the application as it was being developed. The end result is a toolbox of customized applications that support the ETDM Process. Although the initial release of the EST was well received, it was anticipated that modification would be needed to reflect further refinement of the new business process after it had been used during the first year. Based on feedback from users during the first year of implementation, a new integrated design of the EST was developed to improve the graphical user interface, code maintainability, and user work flow. The new design also took advantage of technology advancements and upgrades made available since the conception of the project.

One primary objective of the new site organization was the integration of functionality. The original site organized functions by module. Each module supported specific process tasks such as project data input, ETAT review, or Sociocultural Effects evaluation. By developing the original application in modules, the development team was able to respond quickly to changes in part of the ETDM Process without affecting code developed to support other parts of the Process. However, as the Process evolved and people began using the application, the use of modules became somewhat problematic. Some functions were duplicated or slightly modified among modules. Users who had access to more than one module had trouble finding functionality among the various modules. The new site solved these problems by making all of the functions available in one integrated navigation system. The integrated navigation system is described in Chapter 2 of the EST Handbook.

1.5 Roles and Privileges (Updated 11/30/2011)

Only the functions needed by a user to perform ETDM task assignments appear in the EST main menu. This is determined by the roles and privileges assigned to the user when they are given access to the site. Users' roles are based on the tasks that they will perform. Privileges establish whether or not a user may add or modify records to specific parts of the database. The following matrix (**Table 1-1**) shows the functions available for each user role.

Note: The "Xs" in a row for an individual function indicate the user roles that have access to that function.

Table 1-1 EST Roles and Privileges Matrix

Functions			Roles																																											
			Admin	Advance Notification - Commenting Interested Party	Advance Notification - Other Interested Party	CEMO Community Resources Section Member	CEMO Liaison	CEMO Manager	Central LAP Administrator	Community Data Entry	District Environmental Administrator	District Invoice Reviewer	District LAP Administrator	ETAT Member	ETAT Member Primary	ETDM Coordinator Management Team	ETDM Data Entry	FDOT Community Liaison Coordinator	FDOT Community Liaison Coordinator Primary	FDOT ETDM Coordinator	FDOT ETDM Coordinator Primary	FHWA Class of Action Authority	FIHS Central Office	Federal Consistency - Commenting Interested Party	Federal Consistency - Other Interested Party	Federal Consistency Reviewer	Guest	Internal Document Review - Administrator	Internal Document Review - Commenter	Internal Document Review - Responder	Internal Document Review - Staff	Invoice Administrator	Invoice Contact	Invoice Reviewer	MPO Community Liaison Coordinator	MPO Community Liaison Coordinator Primary	MPO ETDM Coordinator	MPO ETDM Coordinator Primary	Partner Document Review - Administrator	Partner Document Review - Commenter	Partner Document Review - Responder	Partner Document Review - Staff	Pre-screen Data Entry	Primary Agency Invoice Submitter	Project Manager	Public	State Clearinghouse Coordinator
Menu	Sub-category	Name	Privileges																																											
Tools	Project Diary >	Create New Project	X				X	X								X	X			X	X		X														X	X							X		
Tools	Project Diary >	Project Description	X				X	X								X	X			X	X		X														X	X							X		
Tools	Project Diary >	Alternative Description	X				X	X								X	X			X	X		X														X	X							X		
Tools	Project Diary >	Draw Project on Map	X				X	X								X	X			X	X		X														X	X							X		
Tools	Project Diary >	Extract Project from State Highway System	X				X	X								X	X			X	X		X														X	X							X		
Tools	Project Diary >	Segment Description	X				X	X								X	X			X	X		X														X	X							X		
Tools	Project Diary >	Project Phase (Planning, etc.)	X				X	X								X				X	X																X	X							X		
Tools	Project Diary >	Project Status (Editing, etc.)	X				X	X								X				X	X		X														X	X							X		
Tools	Project Diary >	Attach Documents	X				X	X								X	X			X	X		X														X	X							X		
Tools	Project Diary >	Transportation Plan Summary	X				X	X								X	X			X	X		X														X	X							X		
Tools	Project Diary >	Project Manager Information	X				X	X								X				X	X		X														X	X							X		
Tools	Project Diary >	Lead Agency	X				X	X								X	X			X	X		X														X	X							X		
Tools	Project Diary >	Commitments and Responses	X				X	X								X				X	X		X														X	X							X		
Tools	Project Diary >	Permits	X				X	X								X				X	X		X														X	X							X		
Tools	Project Diary >	Technical Studies	X				X	X								X				X	X		X														X	X							X		
Tools	Project Diary >	Class of Action	X				X	X								X				X	X		X														X	X							X		
Tools	Project Diary >	Project Schedule	X					X								X				X	X																								X		
Tools	Advance Notification Package >	Edit AN Package	X													X				X	X																								X		
Tools	Advance Notification Package >	Transmittal List	X													X				X	X																								X		

Functions			Roles																																										
			Admin	Advance Notification - Commenting Interested Party	Advance Notification - Other Interested Party	CEMO Community Resources Section Member	CEMO Liaison	CEMO Manager	Central LAP Administrator	Community Data Entry	District Environmental Administrator	District Invoice Reviewer	District LAP Administrator	ETAT Member	ETAT Member Primary	ETDM Coordinator Management Team	ETDM Data Entry	FDOT Community Liaison Coordinator	FDOT Community Liaison Coordinator Primary	FDOT ETDM Coordinator	FDOT ETDM Coordinator Primary	FHWA Class of Action Authority	FIHS Central Office	Federal Consistency - Commenting Interested Party	Federal Consistency - Other Interested Party	Federal Consistency Reviewer	Guest	Internal Document Review - Administrator	Internal Document Review - Commenter	Internal Document Review - Responder	Internal Document Review - Staff	Invoice Administrator	Invoice Contact	Invoice Reviewer	MPO Community Liaison Coordinator	MPO Community Liaison Coordinator Primary	MPO ETDM Coordinator	MPO ETDM Coordinator Primary	Partner Document Review - Administrator	Partner Document Review - Commenter	Partner Document Review - Responder	Partner Document Review - Staff	Pre-screen Data Entry	Primary Agency Invoice Submitter	Project Manager	Public	State Clearinghouse Coordinator
Menu	Sub-category	Name	Privileges																																										
Tools	Advance Notification Package >	Upload Transmittal List	X													X				X	X																								X		
Tools	Mailing Labels > AN Package >	Avery 5160 - 2.625 " x 1" - 30/sheet (PDF)	X													X				X	X																								X		
Tools	Mailing Labels > AN Package >	Avery 5161 - 4" x 1" - 20/sheet (PDF)	X													X				X	X																								X		
Tools	Mailing Labels > AN Package >	Avery 5167 - 1.75" x 0.5" - 80/sheet (PDF)	X													X				X	X																								X		
Tools	Mailing Labels > AN Package >	Excel File	X													X				X	X																								X		
Tools	Review Project >	Advance Notification Package	X	X											X									X												X	X	X									
Tools	Review Project >	Purpose & Need Statement	X				X	X						X	X	X		X	X	X	X	X													X	X	X	X							X		X
Tools	Review Project >	Direct Effects	X				X	X						X	X	X		X	X	X	X	X													X	X	X	X							X		X
Tools	Review Project >	Secondary & Cumulative Effects	X				X	X						X	X	X		X	X	X	X	X													X	X	X	X							X		X
Tools	Review Project >	Federal Consistency Finding	X																							X																					
Tools	Review Project >	Class of Action Determination	X				X	X			X			X	X	X		X	X	X	X	X																							X		
Tools	Review Project >	Eliminated Alternatives	X				X	X								X	X			X	X		X														X	X							X		
Tools	Review Project >	Summary Reports	X				X	X								X				X	X																X	X							X		
Tools	Review Project >	Track State Clearinghouse Projects	X																																												X
Tools	Community Coordination >	Community Characteristics	X													X		X	X	X	X														X	X	X	X							X		

Functions			Roles																																												
			Admin	Advance Notification - Commenting Interested Party	Advance Notification - Other Interested Party	CEMO Community Resources Section Member	CEMO Liaison	CEMO Manager	Central LAP Administrator	Community Data Entry	District Environmental Administrator	District Invoice Reviewer	District LAP Administrator	ETAT Member	ETAT Member Primary	ETDM Coordinator Management Team	ETDM Data Entry	FDOT Community Liaison Coordinator	FDOT Community Liaison Coordinator Primary	FDOT ETDM Coordinator	FDOT ETDM Coordinator Primary	FHWA Class of Action Authority	FIHS Central Office	Federal Consistency - Commenting Interested Party	Federal Consistency - Other Interested Party	Federal Consistency Reviewer	Guest	Internal Document Review - Administrator	Internal Document Review - Commenter	Internal Document Review - Responder	Internal Document Review - Staff	Invoice Administrator	Invoice Contact	Invoice Reviewer	MPO Community Liaison Coordinator	MPO Community Liaison Coordinator Primary	MPO ETDM Coordinator	MPO ETDM Coordinator Primary	Partner Document Review - Administrator	Partner Document Review - Commenter	Partner Document Review - Responder	Partner Document Review - Staff	Pre-screen Data Entry	Primary Agency Invoice Submitter	Project Manager	Public	State Clearinghouse Coordinator
Menu	Sub-category	Name	Privileges																																												
Tools	Community Coordination >	Community-Desired Features	X				X	X								X		X	X	X	X														X	X	X	X							X		
Tools	Community Coordination >	Public Comments	X				X	X								X		X	X	X	X														X	X	X	X							X		
Tools	Coordinate ETAT >	Email User Groups	X				X	X						X	X	X	X	X	X	X	X	X	X												X	X		X							X		X
Tools	Coordinate ETAT >	Review ETAT Notifications	X																	X	X																										X
Tools	Coordinate ETAT >	Extend ETAT Review Period	X				X	X								X				X	X																X	X									
Tools	Coordinate ETAT >	Allow Comments After Review Period	X				X	X								X				X	X																X	X									
Tools	Coordinate ETAT >	Dispute Resolution	X				X	X								X				X	X																X	X									
Tools	Performance Management >	District Coordinator Survey	X																	X	X																										
Tools	Performance Management >	ETAT Survey	X												X																																
Tools	Performance Management >	Issue/Action Tracking	X					X																																							
Tools	Agency Invoices >	Reviewer Preference	X																	X	X																										
Tools	Agency Invoices >	Edit Expenses	X																													X												X			
Tools	Agency Invoices >	Log Agency Activity	X											X	X																	X												X			
Tools	Agency Invoices >	Upload Agency Activity Spreadsheet	X											X	X																	X												X			
Tools	Agency Invoices >	Manage Master Agreement/ Contract	X																													X															
Tools	Agency Invoices >	Advance Pay Request	X																													X												X			

Functions			Roles																																										
			Admin	Advance Notification - Commenting Interested Party	Advance Notification - Other Interested Party	CEMO Community Resources Section Member	CEMO Liaison	CEMO Manager	Central LAP Administrator	Community Data Entry	District Environmental Administrator	District Invoice Reviewer	District LAP Administrator	ETAT Member	ETAT Member Primary	ETDM Coordinator Management Team	ETDM Data Entry	FDOT Community Liaison Coordinator	FDOT Community Liaison Coordinator Primary	FDOT ETDM Coordinator	FDOT ETDM Coordinator Primary	FHWA Class of Action Authority	FIHS Central Office	Federal Consistency - Commenting Interested Party	Federal Consistency - Other Interested Party	Federal Consistency Reviewer	Guest	Internal Document Review - Administrator	Internal Document Review - Commenter	Internal Document Review - Responder	Internal Document Review - Staff	Invoice Administrator	Invoice Contact	Invoice Reviewer	MPO Community Liaison Coordinator	MPO Community Liaison Coordinator Primary	MPO ETDM Coordinator	MPO ETDM Coordinator Primary	Partner Document Review - Administrator	Partner Document Review - Commenter	Partner Document Review - Responder	Partner Document Review - Staff	Pre-screen Data Entry	Primary Agency Invoice Submitter	Project Manager	Public	State Clearinghouse Coordinator
Menu	Sub-category	Name	Privileges																																										
Tools	Agency Invoices >	Summarize Agency Activities	X																												X												X			
Tools	Agency Invoices >	Update Invoice Status	X																												X															
Tools	Agency Invoices >	Upload Receipts	X																												X												X			
Tools	Agency Invoices >	Upload Signatures	X																												X												X			
Tools	Agency Invoices >	Record Invoice Comments	X									X																			X		X													
Tools	Agency Invoices >	Assign Hours	X																																								X			
Tools	Agency Invoices >	Override Invoice Payments	X																												X															
Tools	Project Tracker >	Project Tasks	X	X	X	X	X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X					X	X	X	X	X	X	X					X	X	X	X	X
Tools	Project Tracker >	Task Groups	X					X												X	X																										
Tools	Project Tracker >	Average District Project Costs and Times	X					X												X	X																										
Tools	Project Tracker >	Track Projects	X					X								X				X	X																X	X							X		
Tools	Document Review >	Set Up Document Review	X																									X											X								
Tools	Document Review >	Review Document	X																									X	X	X	X								X	X	X	X					
Tools	Document Review >	Respond to Document Reviews	X																											X											X						
Tools	Cumulative Effects >	Create PARA	X																																												
Tools	Cumulative Effects >	Select PARA	X																																												
Tools	Cumulative Effects >	Add / Modify PARA Description	X																																												
Tools	Cumulative Effects >	Record Cumulative Effects Evaluation Results	X																																												

Menu	Sub-category	Name	Admin	Advance Notification - Commenting Interested Party	Advance Notification - Other Interested Party	CEMO Community Resources Section Member	CEMO Liaison	CEMO Manager	Central LAP Administrator	Community Data Entry	District Environmental Administrator	District Invoice Reviewer	District LAP Administrator	ETAT Member	ETAT Member Primary	ETDM Coordinator Management Team	ETDM Data Entry	FDOT Community Liaison Coordinator	FDOT Community Liaison Coordinator Primary	FDOT ETDM Coordinator	FDOT ETDM Coordinator Primary	FHWA Class of Action Authority	FIHS Central Office	Federal Consistency - Commenting Interested Party	Federal Consistency - Other Interested Party	Federal Consistency Reviewer	Guest	Internal Document Review - Administrator	Internal Document Review - Commenter	Internal Document Review - Responder	Internal Document Review - Staff	Invoice Administrator	Invoice Contact	Invoice Reviewer	MPO Community Liaison Coordinator	MPO Community Liaison Coordinator Primary	MPO ETDM Coordinator	MPO ETDM Coordinator Primary	Partner Document Review - Administrator	Partner Document Review - Commenter	Partner Document Review - Responder	Partner Document Review - Staff	Pre-screen Data Entry	Primary Agency Invoice Submitter	Project Manager	Public	State Clearinghouse Coordinator
Tools	Cumulative Effects >	Summarize Cumulative Effects Evaluations	X																																												
Reports	Project Diary >	Project Milestone Report	X				X	X			X			X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X		X
Reports	Project Diary >	Project Description	X	X			X	X			X			X	X	X	X	X	X	X	X	X	X	X		X									X	X	X	X							X		X
Reports	Project Diary >	Status of GIS Analysis	X				X	X			X					X	X	X	X	X	X	X	X												X	X	X	X							X		
Reports	Project Diary >	Transportation Plan Summary Report	X				X	X			X			X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X		X
Reports	Project Diary >	Supplemental Project Documents	X				X	X						X	X	X	X	X	X	X	X	X	X	X		X									X	X	X	X							X		X
Reports	Project Diary >	Project Managers	X				X	X						X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X		X
Reports	Project Diary >	Project Schedule	X					X								X				X	X																								X		
Reports	Project Diary >	Dispute Resolution Activity Log	X				X	X			X			X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X		X
Reports	Project Diary >	Permits	X				X	X			X			X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X		X
Reports	Project Diary >	Technical Studies	X				X	X			X			X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X		X
Reports	Project Diary >	Community-Desired Features	X				X	X			X			X	X	X	X	X	X	X	X	X	X												X	X	X	X							X		X
Reports	Project Diary >	Project Commitments / Responses	X				X	X			X			X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X		X
Reports	Advance Notification Package >	Advance Notification Package	X	X			X	X			X			X	X	X	X	X	X	X	X		X	X		X									X	X	X	X							X		X
Reports	Advance Notification Package >	Comments on Advance Notification Package	X	X			X	X			X			X	X	X	X	X	X	X	X	X	X	X		X									X	X	X	X							X		X
Reports	Advance Notification Package >	Transmittal List	X				X	X			X			X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X		X

Functions			Roles																																									
			Admin	Advance Notification - Commenting Interested Party	Advance Notification - Other Interested Party	CEMO Community Resources Section Member	CEMO Liaison	CEMO Manager	Central LAP Administrator	Community Data Entry	District Environmental Administrator	District Invoice Reviewer	District LAP Administrator	ETAT Member	ETAT Member Primary	ETDM Coordinator Management Team	ETDM Data Entry	FDOT Community Liaison Coordinator	FDOT Community Liaison Coordinator Primary	FDOT ETDM Coordinator	FDOT ETDM Coordinator Primary	FHWA Class of Action Authority	FIHS Central Office	Federal Consistency - Commenting Interested Party	Federal Consistency - Other Interested Party	Federal Consistency Reviewer	Guest	Internal Document Review - Administrator	Internal Document Review - Commenter	Internal Document Review - Responder	Internal Document Review - Staff	Invoice Administrator	Invoice Contact	Invoice Reviewer	MPO Community Liaison Coordinator	MPO Community Liaison Coordinator Primary	MPO ETDM Coordinator	MPO ETDM Coordinator Primary	Partner Document Review - Administrator	Partner Document Review - Commenter	Partner Document Review - Responder	Partner Document Review - Staff	Pre-screen Data Entry	Primary Agency Invoice Submitter	Project Manager	Public	State Clearinghouse Coordinator
Menu	Sub-category	Name	Privileges																																									
Reports	Project Effects >	Countywide GIS Summary	X																																									
Reports	Project Effects >	GIS Analysis Results	X				X	X						X	X	X	X	X	X	X	X	X	X	X		X									X	X	X	X							X		X
Reports	Project Effects >	GIS Analysis Summary	X				X	X						X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X		X
Reports	Project Effects >	Agency Comments - Project Effects	X				X	X						X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X		X
Reports	Project Effects >	Agency Comments - Purpose & Need	X				X	X			X			X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X		X
Reports	Project Effects >	Screening Summary Chart	X	X			X	X			X			X	X	X	X	X	X	X	X	X	X	X		X									X	X	X	X							X		X
Reports	Project Effects >	Summary Report	X	X			X	X			X			X	X	X	X	X	X	X	X	X	X	X		X									X	X	X	X							X		X
Reports	Project Effects >	Sociocultural Effects Evaluation Summary Report	X					X																																						
Reports	Project Effects >	Federal Consistency Findings	X											X	X									X	X	X																					X
Reports	Project Effects >	Track State Clearinghouse Projects Report	X				X	X						X	X	X				X	X					X											X	X									X
Reports	Project Effects >	Class of Action Determination	X				X	X						X	X	X		X	X	X	X	X	X			X									X	X	X	X							X	X	X
Reports	Project Effects >	Comments on Environmental Documents	X																																											
Reports	Project Effects >	Agency Comments - Ad Hoc Query	X																																											

Functions			Roles																																												
			Admin	Advance Notification - Commenting Interested Party	Advance Notification - Other Interested Party	CEMO Community Resources Section Member	CEMO Liaison	CEMO Manager	Central LAP Administrator	Community Data Entry	District Environmental Administrator	District Invoice Reviewer	District LAP Administrator	ETAT Member	ETAT Member Primary	ETDM Coordinator Management Team	ETDM Data Entry	FDOT Community Liaison Coordinator	FDOT Community Liaison Coordinator Primary	FDOT ETDM Coordinator	FDOT ETDM Coordinator Primary	FHWA Class of Action Authority	FIHS Central Office	Federal Consistency - Commenting Interested Party	Federal Consistency - Other Interested Party	Federal Consistency Reviewer	Guest	Internal Document Review - Administrator	Internal Document Review - Commenter	Internal Document Review - Responder	Internal Document Review - Staff	Invoice Administrator	Invoice Contact	Invoice Reviewer	MPO Community Liaison Coordinator	MPO Community Liaison Coordinator Primary	MPO ETDM Coordinator	MPO ETDM Coordinator Primary	Partner Document Review - Administrator	Partner Document Review - Commenter	Partner Document Review - Responder	Partner Document Review - Staff	Pre-screen Data Entry	Primary Agency Invoice Submitter	Project Manager	Public	State Clearinghouse Coordinator
Menu	Sub-category	Name	Privileges																																												
Reports	Project Effects >	GIS Analysis Results (All)	X																																												
Reports	Reminders >	Projects Flagged for Dispute	X				X	X						X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X		X
Reports	Reminders >	Projects in Dispute Resolution	X				X	X			X			X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X		X
Reports	Reminders >	Projects Awaiting ETDM QA/QC	X				X	X								X				X	X																X	X									
Reports	Reminders >	Un-published Summary Reports	X				X	X								X				X	X					X											X	X									
Reports	Reminders >	Projects Needing Republication	X				X	X								X				X	X					X											X	X									
Reports	Reminders >	Project Milestone Needs	X				X	X								X				X	X					X											X	X									
Reports	Agency Participation >	Agencies and Associated Resource Issues	X				X	X			X			X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X		X
Reports	Agency Participation >	Agency Review Overview	X	X	X		X	X			X			X	X	X	X	X	X	X	X	X	X	X		X	X					X	X	X	X	X	X	X					X	X	X		X
Reports	Agency Participation >	Agency Websites	X				X	X			X			X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X		X
Reports	Agency Participation >	ETAT Contact List	X				X	X			X			X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X	X	X
Reports	Agency Participation >	Projects Needing Class of Action Review	X				X	X			X			X	X	X				X	X	X	X														X	X							X		

Functions			Roles																																									
			Admin	Advance Notification - Commenting Interested Party	Advance Notification - Other Interested Party	CEMO Community Resources Section Member	CEMO Liaison	CEMO Manager	Central LAP Administrator	Community Data Entry	District Environmental Administrator	District Invoice Reviewer	District LAP Administrator	ETAT Member	ETAT Member Primary	ETDM Coordinator Management Team	ETDM Data Entry	FDOT Community Liaison Coordinator	FDOT Community Liaison Coordinator Primary	FDOT ETDM Coordinator	FDOT ETDM Coordinator Primary	FHWA Class of Action Authority	FIHS Central Office	Federal Consistency - Commenting Interested Party	Federal Consistency - Other Interested Party	Federal Consistency Reviewer	Guest	Internal Document Review - Administrator	Internal Document Review - Commenter	Internal Document Review - Responder	Internal Document Review - Staff	Invoice Administrator	Invoice Contact	Invoice Reviewer	MPO Community Liaison Coordinator	MPO Community Liaison Coordinator Primary	MPO ETDM Coordinator	MPO ETDM Coordinator Primary	Partner Document Review - Administrator	Partner Document Review - Commenter	Partner Document Review - Responder	Partner Document Review - Staff	Pre-screen Data Entry	Primary Agency Invoice Submitter	Project Manager	Public	State Clearinghouse Coordinator
Menu	Sub-category	Name	Privileges																																									
Reports	Agency Participation >	Projects Needing Federal Consistency Review	X																					X		X																				
Reports	Agency Participation >	Projects Needing Advance Notification Review	X	X																																										
Reports	Agency Participation >	Projects Needing Review	X				X	X						X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X		X
Reports	Agency Participation >	Track ETAT Notifications						X												X	X																								X		X
Reports	Community Coordination >	Community Characteristics Inventory					X	X						X	X	X	X	X	X	X	X	X	X												X	X	X	X							X		X
Reports	Community Coordination >	Mailing Labels					X	X			X			X	X	X	X	X	X	X	X	X	X												X	X	X	X							X		X
Reports	Community Coordination >	Public Comments Summary	X				X	X			X					X		X	X	X	X														X	X	X	X							X		
Reports	Performance Management > Surveys>	View Blank Survey	X					X																																							
Reports	Performance Management > Surveys >	ETAT Survey	X					X							X																																
Reports	Performance Management > Surveys >	ETAT Survey Results	X					X																																							
Reports	Performance Management > Surveys >	District ETDM Coordinator Survey	X					X												X	X																										

Functions			Roles																																												
			Admin	Advance Notification - Commenting Interested Party	Advance Notification - Other Interested Party	CEMO Community Resources Section Member	CEMO Liaison	CEMO Manager	Central LAP Administrator	Community Data Entry	District Environmental Administrator	District Invoice Reviewer	District LAP Administrator	ETAT Member	ETAT Member Primary	ETDM Coordinator Management Team	ETDM Data Entry	FDOT Community Liaison Coordinator	FDOT Community Liaison Coordinator Primary	FDOT ETDM Coordinator	FDOT ETDM Coordinator Primary	FHWA Class of Action Authority	FIHS Central Office	Federal Consistency - Commenting Interested Party	Federal Consistency - Other Interested Party	Federal Consistency Reviewer	Guest	Internal Document Review - Administrator	Internal Document Review - Commenter	Internal Document Review - Responder	Internal Document Review - Staff	Invoice Administrator	Invoice Contact	Invoice Reviewer	MPO Community Liaison Coordinator	MPO Community Liaison Coordinator Primary	MPO ETDM Coordinator	MPO ETDM Coordinator Primary	Partner Document Review - Administrator	Partner Document Review - Commenter	Partner Document Review - Responder	Partner Document Review - Staff	Pre-screen Data Entry	Primary Agency Invoice Submitter	Project Manager	Public	State Clearinghouse Coordinator
Menu	Sub-category	Name	Privileges																																											
Reports	Performance Management > Surveys >	District ETDM Coordinator Survey Results	X					X																																							
Reports	Performance Management > Surveys	Ad Hoc Survey Report 1	X																																												
Reports	Performance Management >Surveys	Ad Hoc Survey Report 2	X																																												
Reports	> Performance Management >Issue Tracking >	Details Report	X					X																																							
Reports	Performance Management >Issue Tracking >	Inbox	X					X																																							
Reports	Performance Management > Issue Tracking >	Summary Report	X					X																																							
Reports	Performance Management >Performance Monitoring >	Agency Annual Reports	X				X	X						X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X		X
Reports	Performance Management Performance> Monitoring >	Agency Feedback Report	X					X																																							
Reports	Performance Management> Performance Monitoring >	Agency Review Matrix	X					X																																							
Reports	Performance Management >Performance Monitoring >	Agency Review Report	X					X			X			X	X	X	X	X	X	X	X	X	X												X	X	X	X							X		

Functions			Roles																																										
			Admin	Advance Notification - Commenting Interested Party	Advance Notification - Other Interested Party	CEMO Community Resources Section Member	CEMO Liaison	CEMO Manager	Central LAP Administrator	Community Data Entry	District Environmental Administrator	District Invoice Reviewer	District LAP Administrator	ETAT Member	ETAT Member Primary	ETDM Coordinator Management Team	ETDM Data Entry	FDOT Community Liaison Coordinator	FDOT Community Liaison Coordinator Primary	FDOT ETDM Coordinator	FDOT ETDM Coordinator Primary	FHWA Class of Action Authority	FIHS Central Office	Federal Consistency - Commenting Interested Party	Federal Consistency - Other Interested Party	Federal Consistency Reviewer	Guest	Internal Document Review - Administrator	Internal Document Review - Commenter	Internal Document Review - Responder	Internal Document Review - Staff	Invoice Administrator	Invoice Contact	Invoice Reviewer	MPO Community Liaison Coordinator	MPO Community Liaison Coordinator Primary	MPO ETDM Coordinator	MPO ETDM Coordinator Primary	Partner Document Review - Administrator	Partner Document Review - Commenter	Partner Document Review - Responder	Partner Document Review - Staff	Pre-screen Data Entry	Primary Agency Invoice Submitter	Project Manager	Public	State Clearinghouse Coordinator
Menu	Sub-category	Name	Privileges																																										
Reports	Performance Management >Performance Monitoring >	Data Quality Assessment	X																																										
Reports	Performance Management >Performance Monitoring >	Environmental Documents Report	X					X																																					
Reports	Performance Management >Performance Monitoring >	ETAT Participation Report	X					X																																					
Reports	Performance Management >Performance Monitoring >	ETAT Review Status Report	X																																										
Reports	Performance Management >Performance Monitoring >	ETDM Scorecard	X					X																																					
Reports	Performance Management >Performance Monitoring >	Performance Measure Results	X					X																																					
Reports	Performance Management >Performance Monitoring >	SCE Evaluation Participation Report	X					X																																					
Reports	Performance Management >Performance Monitoring >	Summary Report Status Report	X																																										
Reports	Performance Management >Quality Assurance Review >	Class of Action Quality Assurance Report	X					X								X		X	X	X	X																										

Menu	Sub-category	Name	Admin	Advance Notification - Commenting Interested Party	Advance Notification - Other Interested Party	CEMO Community Resources Section Member	CEMO Liaison	CEMO Manager	Central LAP Administrator	Community Data Entry	District Environmental Administrator	District Invoice Reviewer	District LAP Administrator	ETAT Member	ETAT Member Primary	ETDM Coordinator Management Team	ETDM Data Entry	FDOT Community Liaison Coordinator	FDOT Community Liaison Coordinator Primary	FDOT ETDM Coordinator	FDOT ETDM Coordinator Primary	FHWA Class of Action Authority	FIHS Central Office	Federal Consistency - Commenting Interested Party	Federal Consistency - Other Interested Party	Federal Consistency Reviewer	Guest	Internal Document Review - Administrator	Internal Document Review - Commenter	Internal Document Review - Responder	Internal Document Review - Staff	Invoice Administrator	Invoice Contact	Invoice Reviewer	MPO Community Liaison Coordinator	MPO Community Liaison Coordinator Primary	MPO ETDM Coordinator	MPO ETDM Coordinator Primary	Partner Document Review - Administrator	Partner Document Review - Commenter	Partner Document Review - Responder	Partner Document Review - Staff	Pre-screen Data Entry	Primary Agency Invoice Submitter	Project Manager	Public	State Clearinghouse Coordinator
Functions			Roles																																												
Menu	Sub-category	Name	Privileges																																												
Reports	Performance Management >Quality Assurance Review >	Integrated Performance Management QA Report	X					X										X	X	X	X																										
Reports	Performance Management >Quality Assurance Review >	Summary of Public Comments Status Report	X					X								X		X	X	X	X																										
Reports	Performance Management >Quality Assurance Review >	Summary Report Status by Planning Org Report	X					X								X		X	X	X	X																										
Reports	Performance Management >Quality Assurance Review >	State Clearing-house Federal Audit Report	X					X																																							X
Reports	Invoicing Reports >	Advance Pay Request Log	X																													X		X										X			
Reports	Invoicing Reports >	Advance Pay Request Report	X																													X		X										X			
Reports	Invoicing Reports >	Agency Activity Report	X																													X		X										X			
Reports	Invoicing Reports >	District Invoice Reviewer Report	X																													X															
Reports	Invoicing Reports >	Invoice Comment Log	X																													X		X													
Reports	Invoicing Reports >	Invoice Tracking Report	X																													X		X										X			
Reports	Invoicing Reports >	MA/Contract History Reports	X																													X		X										X			
Reports	Invoicing Reports >	MA/Contract Summary Report	X																													X		X										X			

Roles

Functions			Admin	Advance Notification - Commenting Interested Party	Advance Notification - Other Interested Party	CEMO Community Resources Section Member	CEMO Liaison	CEMO Manager	Central LAP Administrator	Community Data Entry	District Environmental Administrator	District Invoice Reviewer	District LAP Administrator	ETAT Member	ETAT Member Primary	ETDM Coordinator Management Team	ETDM Data Entry	FDOT Community Liaison Coordinator	FDOT Community Liaison Coordinator Primary	FDOT ETDM Coordinator	FDOT ETDM Coordinator Primary	FHWA Class of Action Authority	FIHS Central Office	Federal Consistency - Commenting Interested Party	Federal Consistency - Other Interested Party	Federal Consistency Reviewer	Guest	Internal Document Review - Administrator	Internal Document Review - Commenter	Internal Document Review - Responder	Internal Document Review - Staff	Invoice Administrator	Invoice Contact	Invoice Reviewer	MPO Community Liaison Coordinator	MPO Community Liaison Coordinator Primary	MPO ETDM Coordinator	MPO ETDM Coordinator Primary	Partner Document Review - Administrator	Partner Document Review - Commenter	Partner Document Review - Responder	Partner Document Review - Staff	Pre-screen Data Entry	Primary Agency Invoice Submitter	Project Manager	Public	State Clearinghouse Coordinator
Menu	Sub-category	Name	Privileges																																											
Reports	Invoicing Reports >	Payment Tracking/ Invoice Report	X																												X		X										X			
Reports	Invoicing Reports >	Invoice	X																												X		X										X			
Reports	Invoicing Reports >	Agency Activity Log Report	X											X	X																X		X										X			
Reports	Invoicing Reports >	Schedule A-2	X																												X												X			
Reports	Invoicing Reports >	Invoice Payment Overrides	X																												X															
Reports	Project Tracker >	Average District Project Costs and Times	X				X	X						X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X		X
Reports	Project Tracker >	Project Tasks Status	X				X	X						X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X		X
Reports	Project Tracker >	Task Groups	X				X	X						X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X		X
Reports	Document Review >	Document Reviews and Responses	X																									X	X	X	X								X	X	X	X					
Reports	Cumulative Effects >	PARA Description Report	X																																												
Reports	Cumulative Effects >	Cumulative Effects Evaluation Report	X																																												
Reports	Cumulative Effects >	PARA Analysis Results	X																																												
Reports	Cumulative Effects >	ETAT Comments By PARA	X																																												
Reports	Cumulative Effects >	PARAs within Project Vicinity	X																																												
Reports	Cumulative Effects >	PARAs within County	X																																												

Functions			Roles																																										
			Admin	Advance Notification - Commenting Interested Party	Advance Notification - Other Interested Party	CEMO Community Resources Section Member	CEMO Liaison	CEMO Manager	Central LAP Administrator	Community Data Entry	District Environmental Administrator	District Invoice Reviewer	District LAP Administrator	ETAT Member	ETAT Member Primary	ETDM Coordinator Management Team	ETDM Data Entry	FDOT Community Liaison Coordinator	FDOT Community Liaison Coordinator Primary	FDOT ETDM Coordinator	FDOT ETDM Coordinator Primary	FHWA Class of Action Authority	FIHS Central Office	Federal Consistency - Commenting Interested Party	Federal Consistency - Other Interested Party	Federal Consistency Reviewer	Guest	Internal Document Review - Administrator	Internal Document Review - Commenter	Internal Document Review - Responder	Internal Document Review - Staff	Invoice Administrator	Invoice Contact	Invoice Reviewer	MPO Community Liaison Coordinator	MPO Community Liaison Coordinator Primary	MPO ETDM Coordinator	MPO ETDM Coordinator Primary	Partner Document Review - Administrator	Partner Document Review - Commenter	Partner Document Review - Responder	Partner Document Review - Staff	Pre-screen Data Entry	Primary Agency Invoice Submitter	Project Manager	Public	State Clearinghouse Coordinator
Menu	Sub-category	Name	Privileges																																										
Wizards		Perform ETAT Review	X				X	X						X	X	X		X	X	X	X	X													X	X	X	X									X
Wizards		Create ETDM Project	X				X	X								X	X			X	X		X														X	X							X		
Wizards		Generate Summary Report	X				X	X								X				X	X																X	X							X		
Wizards		Update ETDM Project	X				X	X								X	X			X	X		X														X	X							X		
Wizards		Set Up User Preferences	X				X	X						X	X	X	X	X	X	X	X	X	X			X		X	X	X	X				X	X	X	X							X		X
Wizards		Draft ETAT Notification	X				X	X								X				X	X																X	X									
Wizards		Prepare Invoice	X																													X												X			
Maps		View Interactive Maps	X	X			X	X			X			X	X	X	X	X	X	X	X	X	X	X		X									X	X	X	X							X		X
Maps	Edit Map Features >	Project Input	X				X	X								X	X			X	X		X														X	X							X		
Maps	Edit Map Features >	Community Input	X				X	X								X		X	X	X	X														X	X	X	X									
Maps		Print Hard Copy Maps	X				X	X			X			X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X		X
Maps		Print Potential Impact Assessment Maps	X				X	X			X			X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X		X
Maps		Hard Copy Map Queue	X																																												
Maps		Potential Impact Assessment Map Queue	X																																												
Account Settings		Change Password	X	X			X	X			X			X	X	X	X	X	X	X	X	X	X	X		X		X	X	X	X	X		X	X	X	X	X						X	X		X
Account Settings		Update Contact Information	X	X			X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X		X		X	X	X	X	X	X	X	X	X	X	X					X	X	X		X

Functions			Roles																																									
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Menu	Sub-category	Name	Privileges																																									
Account Settings		Customize My ETDM	X				X	X						X	X	X	X	X	X	X	X	X	X			X						X		X	X	X	X	X						X	X		X
Account Settings		My GIS Analysis Reports	X				X	X						X	X	X	X	X	X	X	X	X	X			X									X	X	X	X							X		X
Account Settings		Manage Saved Searches List	X				X	X						X	X	X	X	X	X	X	X	X	X			X						X		X	X	X	X	X						X	X		X
Account Settings		Manage Contact Lists					X	X						X	X	X	X	X	X	X	X	X	X			X		X	X	X	X	X		X	X	X	X	X						X	X		X
Account Settings		Manage Bookmarks	X				X	X						X	X	X	X	X	X	X	X	X	X			X		X	X	X	X	X		X	X	X	X	X						X	X		X
Account Settings		Manage My ETDM Dashboard	X				X	X						X	X	X	X	X	X	X	X	X	X			X		X	X	X	X	X		X	X	X	X	X						X	X		X
Account Settings		Customize Map Viewer	X				X	X						X	X	X	X	X	X	X	X	X	X			X						X		X	X	X	X	X						X	X		X
Account Settings		Change Notification Settings	X				X	X						X	X	X	X	X	X	X	X	X	X			X						X		X	X	X	X	X						X	X		X
Administration		Manage Users	X																																												
Administration	EDMS Tools / Reports >	View EDMS Queue	X																																												
Administration	EDMS Tools / Reports >	Generate Alternative Elimination Reports From Queue	X																																												
Administration	Developer Tools >	Bugzilla	X																																												
Administration	Developer Tools >	JavaDoc	X																																												
Administration	Developer Tools >	Subversion Web	X																																												
Administration	Developer Tools >	Color Palette	X																																												
Administration	ISDM Tools > Developer Tools >	Export Site Map Privileges Matrix to Excel	X																																												

Functions			Roles																																												
			Admin	Advance Notification - Commenting Interested Party	Advance Notification - Other Interested Party	CEMO Community Resources Section Member	CEMO Liaison	CEMO Manager	Central LAP Administrator	Community Data Entry	District Environmental Administrator	District Invoice Reviewer	District LAP Administrator	ETAT Member	ETAT Member Primary	ETDM Coordinator Management Team	ETDM Data Entry	FDOT Community Liaison Coordinator	FDOT Community Liaison Coordinator Primary	FDOT ETDM Coordinator	FDOT ETDM Coordinator Primary	FHWA Class of Action Authority	FIHS Central Office	Federal Consistency - Commenting Interested Party	Federal Consistency - Other Interested Party	Federal Consistency Reviewer	Guest	Internal Document Review - Administrator	Internal Document Review - Commenter	Internal Document Review - Responder	Internal Document Review - Staff	Invoice Administrator	Invoice Contact	Invoice Reviewer	MPO Community Liaison Coordinator	MPO Community Liaison Coordinator Primary	MPO ETDM Coordinator	MPO ETDM Coordinator Primary	Partner Document Review - Administrator	Partner Document Review - Commenter	Partner Document Review - Responder	Partner Document Review - Staff	Pre-screen Data Entry	Primary Agency Invoice Submitter	Project Manager	Public	State Clearinghouse Coordinator
Menu	Sub-category	Name	Privileges																																												
Administration	ISDM Tools > Developer Tools >	Generate Data Dictionary	X																																												
Administration	ISDM Tools > Developer Tools >	Get Data elements in the assembly and their structure	X																																												
Administration	ISDM Tools > Developer Tools >	Get Relationships among assemblies	X																																												
Administration	ISDM Tools > Developer Tools >	Populate All Data Elements and their Structure	X																																												
Administration	ISDM Tools > Developer Tools >	Populate All Relationships among assemblies	X																																												
Administration	E-mail tools >	Email Search	X																																												
Administration	E-mail tools >	Mass Emailer	X																																												
Administration	Test JSPs >	Performance Measures - Stakeholder Notification QA QC	X																																												
Administration	Test JSPs >	Document Include Tester	X																																												
Administration	Test JSPs >	ADA Guidelines	X																																												
Administration	Test JSPs >	Test Project Filter	X																																												
Administration	Test JSPs >	Test Jurisdictions	X																																												
Administration	Test JSPs >	Test Special Characters	X																																												

Menu	Sub-category	Name	Admin	Advance Notification - Commenting Interested Party	Advance Notification - Other Interested Party	CEMO Community Resources Section Member	CEMO Liaison	CEMO Manager	Central LAP Administrator	Community Data Entry	District Environmental Administrator	District Invoice Reviewer	District LAP Administrator	ETAT Member	ETAT Member Primary	ETDM Coordinator Management Team	ETDM Data Entry	FDOT Community Liaison Coordinator	FDOT Community Liaison Coordinator Primary	FDOT ETDM Coordinator	FDOT ETDM Coordinator Primary	FHWA Class of Action Authority	FIHS Central Office	Federal Consistency - Commenting Interested Party	Federal Consistency - Other Interested Party	Federal Consistency Reviewer	Guest	Internal Document Review - Administrator	Internal Document Review - Commenter	Internal Document Review - Responder	Internal Document Review - Staff	Invoice Administrator	Invoice Contact	Invoice Reviewer	MPO Community Liaison Coordinator	MPO Community Liaison Coordinator Primary	MPO ETDM Coordinator	MPO ETDM Coordinator Primary	Partner Document Review - Administrator	Partner Document Review - Commenter	Partner Document Review - Responder	Partner Document Review - Staff	Pre-screen Data Entry	Primary Agency Invoice Submitter	Project Manager	Public	State Clearinghouse Coordinator
Administration	Test JSPs >	Test Group Folders	X																																												
Administration		Under Construction	X																																												
Administration		Update What's New	X																																												
Administration		View Page Permissions	X																																												
Administration		View Active Sessions	X																																												
Administration		View User Prefs	X																																												
Administration		ETAT Reviews and Summaries	X																																												
Administration		View Comments	X																																												
Administration		ETDM Performance Measures	X																																												
Administration		ETDM Coordinator and CLC Feedback	X																																												
Administration		Agency Feedback Notifications	X																																												
Administration	Issue Tracking and Survey Tools >	Issue Tracking Admin Tool	X																																												
Administration	Issue Tracking and Survey Tools >	Create/Edit Survey	X																																												
Administration	Issue Tracking and Survey Tools >	Answer Survey	X																																												
Administration	Issue Tracking and Survey Tools >	View Survey	X																																												

Functions			Roles																																											
			Admin	Advance Notification - Commenting Interested Party	Advance Notification - Other Interested Party	CEMO Community Resources Section Member	CEMO Liaison	CEMO Manager	Central LAP Administrator	Community Data Entry	District Environmental Administrator	District Invoice Reviewer	District LAP Administrator	ETAT Member	ETAT Member Primary	ETDM Coordinator Management Team	ETDM Data Entry	FDOT Community Liaison Coordinator	FDOT Community Liaison Coordinator Primary	FDOT ETDM Coordinator	FDOT ETDM Coordinator Primary	FHWA Class of Action Authority	FIHS Central Office	Federal Consistency - Commenting Interested Party	Federal Consistency - Other Interested Party	Federal Consistency Reviewer	Guest	Internal Document Review - Administrator	Internal Document Review - Commenter	Internal Document Review - Responder	Internal Document Review - Staff	Invoice Administrator	Invoice Contact	Invoice Reviewer	MPO Community Liaison Coordinator	MPO Community Liaison Coordinator Primary	MPO ETDM Coordinator	MPO ETDM Coordinator Primary	Partner Document Review - Administrator	Partner Document Review - Commenter	Partner Document Review - Responder	Partner Document Review - Staff	Pre-screen Data Entry	Primary Agency Invoice Submitter	Project Manager	Public	State Clearinghouse Coordinator
Menu	Sub-category	Name	Privileges																																											
Administration	Interactive Map Viewer >	Output Interactive Map Viewer TOC to Excel or Database	X																																											
Administration	Interactive Map Viewer >	Export User Map Preferences Matrix to Excel	X																																											
		Quick Bookmark page	X				X	X			X			X	X	X	X	X	X	X	X	X	X			X		X	X	X	X				X	X	X	X							X		X
		Welcome Page for My ETDM	X				X	X			X			X	X	X	X	X	X	X	X	X	X			X		X	X	X	X				X	X	X	X							X		X
		My ETDM Dashboard	X				X	X			X			X	X	X	X	X	X	X	X	X	X			X		X	X	X	X				X	X	X	X							X		X
		save minireport visibility																																												
Blue box –links		FAQs	X	X			X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X		X		X	X	X	X	X		X	X	X	X	X	X	X	X	X		X	X		X
Blue box links		Tip Sheets	X	X			X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X		X		X	X	X	X	X		X	X	X	X	X	X	X	X	X		X	X		X
Blue box links		User Handbook	X	X			X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X		X		X	X	X	X	X		X	X	X	X	X	X	X	X	X		X	X		X
Blue box links		ETDM Glossary	X	X			X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X		X		X	X	X	X	X		X	X	X	X	X	X	X	X	X		X	X		X
Blue box links		ETDM Acronyms	X	X			X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X		X		X	X	X	X	X		X	X	X	X	X	X	X	X	X		X	X		X
Blue box links		ETDM Library	X	X			X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X		X		X	X	X	X	X		X	X	X	X	X	X	X	X	X		X	X		X
Blue box links		ETDM Calendar	X	X			X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X		X		X	X	X	X	X		X	X	X	X	X	X	X	X	X		X	X		X
Blue box links		ETDM Training	X	X			X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X		X		X	X	X	X	X		X	X	X	X	X	X	X	X	X		X	X		X
Blue box links		Training Videos	X	X			X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X		X		X	X	X	X	X		X	X	X	X	X	X	X	X	X		X	X		X
Blue box links		What's New	X	X			X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X		X		X	X	X	X	X		X	X	X	X	X	X	X	X	X		X	X		X
Blue box links		Site Map	X	X			X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X		X		X	X	X	X	X		X	X	X	X	X	X	X	X	X		X	X		X
Blue box links		About EST	X	X			X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X		X		X	X	X	X	X		X	X	X	X	X	X	X	X	X		X	X		X
Blue box links		Contacts	X	X			X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X		X		X	X	X	X	X		X	X	X	X	X	X	X	X	X		X	X		X
Blue box links		Public Site	X	X			X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X		X		X	X	X	X	X		X	X	X	X	X	X	X	X	X		X	X		X

Functions			Roles																																											
			Admin	Advance Notification - Commenting Interested Party	Advance Notification - Other Interested Party	CEMO Community Resources Section Member	CEMO Liaison	CEMO Manager	Central LAP Administrator	Community Data Entry	District Environmental Administrator	District Invoice Reviewer	District LAP Administrator	ETAT Member	ETAT Member Primary	ETDM Coordinator Management Team	ETDM Data Entry	FDOT Community Liaison Coordinator	FDOT Community Liaison Coordinator Primary	FDOT ETDM Coordinator	FDOT ETDM Coordinator Primary	FHWA Class of Action Authority	FIHS Central Office	Federal Consistency - Commenting Interested Party	Federal Consistency - Other Interested Party	Federal Consistency Reviewer	Guest	Internal Document Review - Administrator	Internal Document Review - Commenter	Internal Document Review - Responder	Internal Document Review - Staff	Invoice Administrator	Invoice Contact	Invoice Reviewer	MPO Community Liaison Coordinator	MPO Community Liaison Coordinator Primary	MPO ETDM Coordinator	MPO ETDM Coordinator Primary	Partner Document Review - Administrator	Partner Document Review - Commenter	Partner Document Review - Responder	Partner Document Review - Staff	Pre-screen Data Entry	Primary Agency Invoice Submitter	Project Manager	Public	State Clearinghouse Coordinator
Menu	Sub-category	Name	Privileges																																											
Blue box links		Get Adobe Acrobat Reader	X	X			X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X		X		X	X	X	X	X		X	X	X	X	X	X	X	X	X		X	X		X

Chapter 2 Navigation (Updated 11/30/2011)

The first window that appears on the Environmental Screening Tool (EST) website is a log-on splash page, which displays fields for logging on to the EST and links to other Web sources for additional information. After logging on to the site, the core navigation elements on the EST website include a top toolbar, Project Navigation bar, collapsible main menu, and accessible help and resource links. Navigation among multiple open pages is accomplished through the use of tabs and slide-out maps. Detailed descriptions of each of the navigation elements are provided in the following sections of this chapter:

- Section 2.1 – Log-on Splash Page
- Section 2.2 – Home Page
- Section 2.3 – Top Toolbar
    - 2.3.1 Top Toolbar Links
    - 2.3.2 Quick Search
- Section 2.4 – Project Navigation Bar
- Section 2.5 – Main Menu
- Section 2.6 – Links to Help and other resources
- Section 2.7 – Tabs
- Section 2.8 – Map Slide-out Bar
- Section 2.9 – Page Toolbar

2.1 Log-on Splash Page

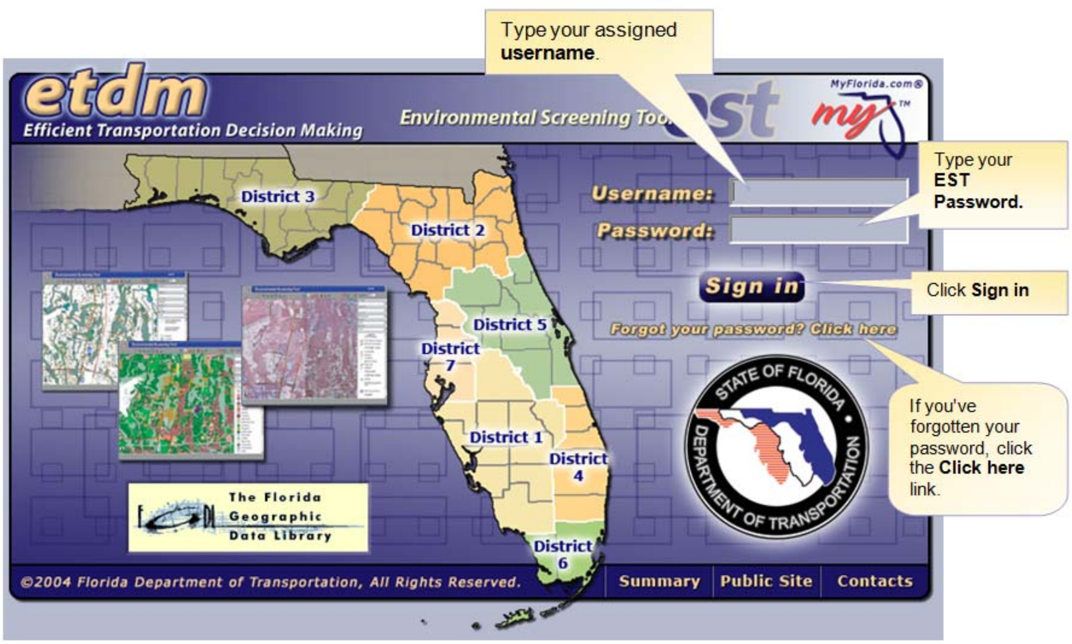
The Environmental Screening Tool (EST) is a secure application. The log-on window contains fields to log on to the EST, as well as several options to obtain more information:

- **Summary** – Displays a general overview of the Environmental Screening Tool
- **Public Site** – Opens a new browser window containing the Public Access site home page
- **Contacts** – Lists names, phone numbers, and email addresses of people to contact for more information
- **Florida Geographic Data Library** – Opens a new window containing the Florida Geographic Data Library (FGDL) home page
- **State of Florida Department of Transportation (FDOT)** – Click on the logo to open the FDOT home page
- **MyFlorida.com** – Click on the logo to open a new window containing the MyFlorida.com home page.

To log on to the EST, complete the three steps listed in below in the following sequence:

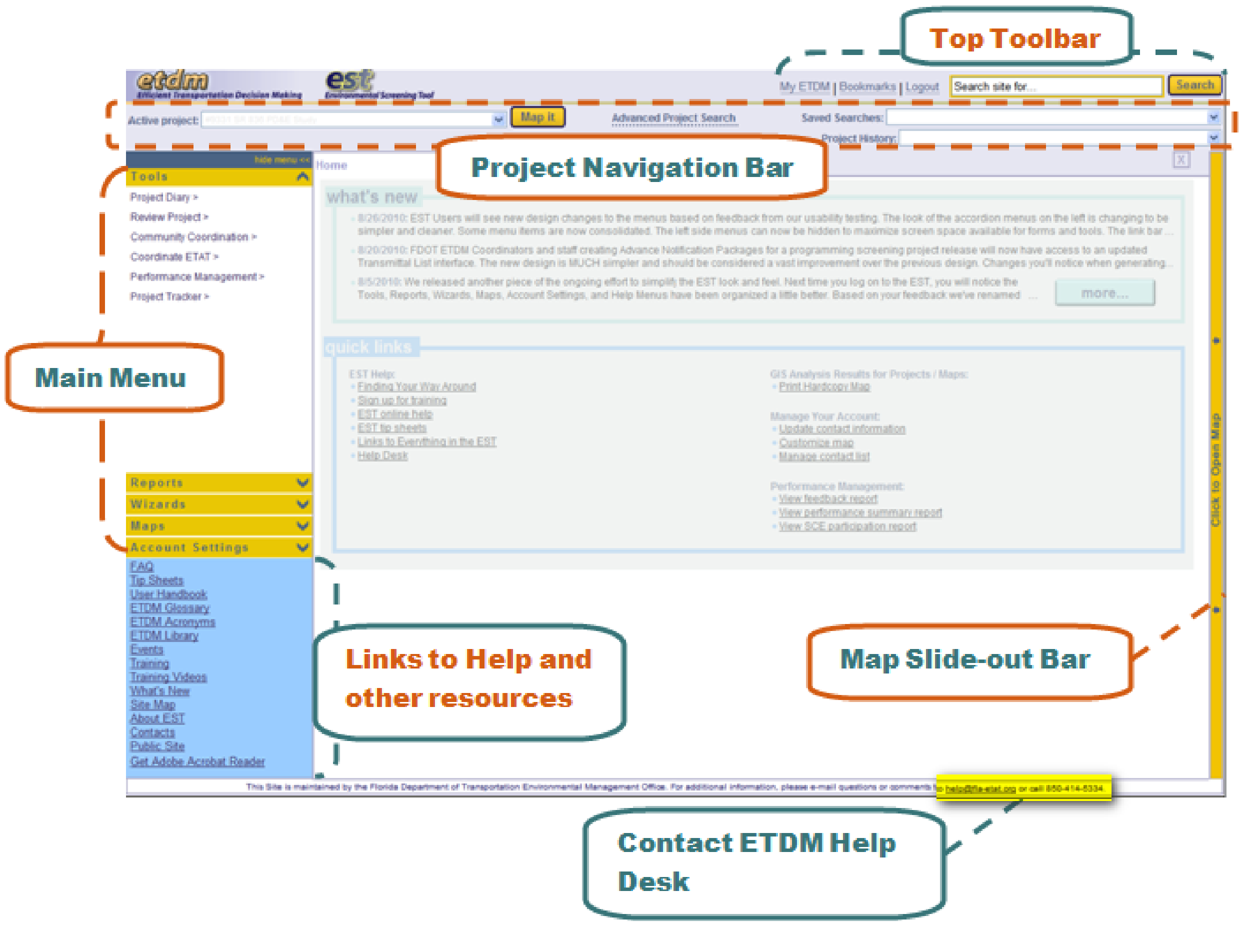
- In the **Username** field, type your assigned user name.
- In the **Password** field, type your EST password.
- Click **Sign In**.

Note: For security purposes, user accounts are locked after three consecutive login failures within a 15-minute time frame. If this occurs, contact the **Help Desk**.



The EST opens and displays the **Home** page along with the following core navigation elements of the EST website:

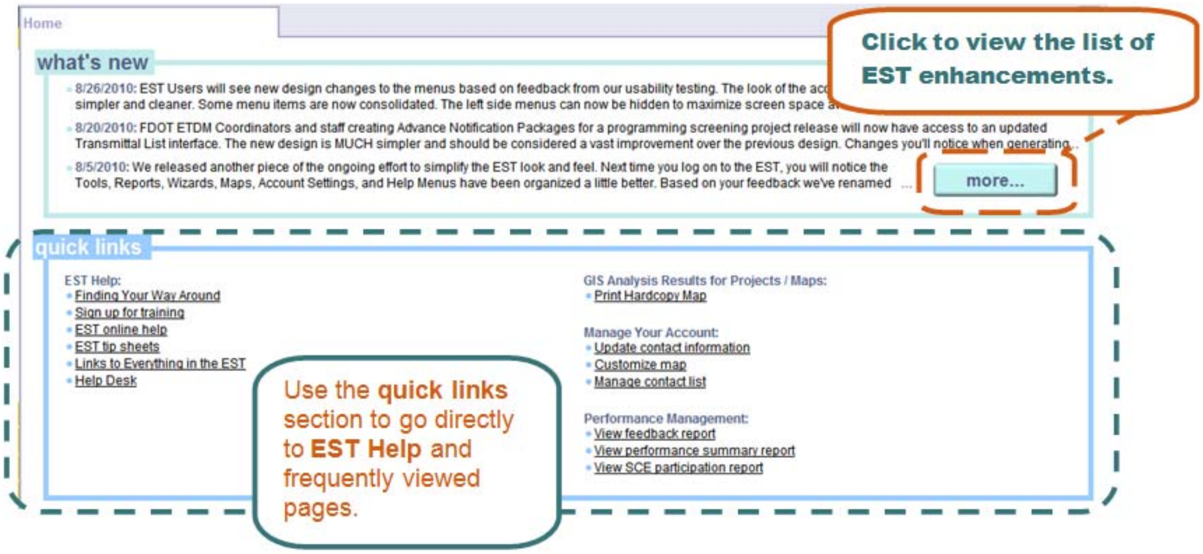
- Top toolbar
- Project Navigation bar
- Main menu
- Links to Help and other resources
- Map slide-out bar
- Contact ETDM Help Desk



2.2 Home Page *(New 8/30/2010)*

The **Home** page provides links and information that will help you navigate the EST website. The EST **Home** page displays the following sections:

- **what's new** – Provides the latest information about enhancements made to the EST. Click the **more…** button to view the full list of EST enhancements.
- **quick links** – Displays links to **Help** and frequently viewed pages



Tip! To open the **Home** page and keep the **Home** tab visible while you work in the EST, click the **etdm** or **est** links, , located at the top of the **EST** window.

2.3 Top Toolbar *(New 8/30/2010)*

The top toolbar of the EST helps you to quickly access EST pages and functions. You can use the top toolbar to:

- Set your page preferences using the **My ETDM** wizard.
- Add and select frequently visited pages using the **Bookmarks** list.
- Log out of the EST.
- Find specific information, forms, reports, or EST functions using the **Quick Search** feature.

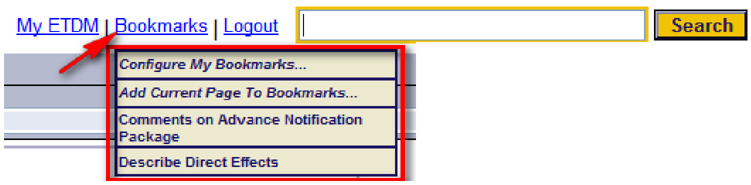
2.3.1 Top Toolbar Links

The links shown in the top toolbar of the EST are described below.

- **My ETDM** – The **My ETDM** link opens a wizard for selecting EST pages to become part of your preferences when accessing the EST. These pages are referred to as mini-reports. Once the initial preferences have been set up, clicking **My ETDM** returns you to the EST **Home** page, where the page or group of pages you selected will be displayed.

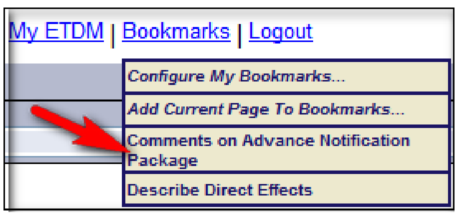
Note: See the **Set Up User Preferences** section of the **Wizards** chapter in the EST Handbook for details on setting page preferences, and see the **Customize My ETDM** section of the EST User Handbook for information on making changes to your My ETDM preferences.

- **Bookmarks** –Click **Bookmarks** to expand the menu.



This pull-down menu enables you to configure your bookmarks or add the current page to the **Bookmarks** list.

To open a page already included in your **Bookmarks** list, click the page link.



Tip! Alternatively, you can manage your bookmarks by clicking the **Manage Bookmarks** option in the **Account Settings** menu, which allows you to select or deselect one or more pages from a checklist of available pages. There is no limit to the number of pages you can bookmark.

- **Logout** – Click **Logout** to close the EST session.

Note: If the EST site is not used for more than 15 minutes (i.e., you have not clicked any of the functions or moved your mouse over an area of the EST window), it will automatically log you out.

2.3.2 Quick Search (*New 6/30/2010*)

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

Using the Quick Search Function:

1. In the **Search Site for** field, type your search query. For the next illustration, the search target is for the EST function Attach Document.

2. Click **Search** or press the **Enter** key.

The **Search Results** window opens, displaying the links related to your search query, along with a description of each link. Links are divided into the following categories.

- **Library Documents** – All documentation (e.g., tip sheets, ISDM, technical documentation) related to the search query is shown. Click the link to open the selected document.
- **Tools and Reports** – Displays the menu locations for the tools and reports related to your search query. Click the navigation link to go directly to the selected function.
- **Projects** – Lists all projects related to your search query (for the Attach Documents example, all projects that have documents attached to the project record would be listed). Click the ETDM number link to open the **Project Description** window for the selected project.
- **Contacts** – Shows the list of names from the **ETDM Contact List** matching the query. Click the individual's name to open the **Contact Details** page, which shows the contact's email address and EST role.

Note: Depending on your search query, the **Search Results** window will arrange the categories accordingly, with the listing most closely related to the query appearing first (e.g., if you search for an individual, the Contacts category would appear at or near the top of the list of categories).

3. Do one of the following:

- Click the link in the numbered list to open the document or access the page for the selected function.
- If your selection does not appear on the first **Search Results** page, do one of the following:
  - Go to the next page by clicking the page number link beside **Go to page**.
  - Click the **Browse all** link at the bottom of the category section.

Tip! You can check the number of results returned for your selected query at the top right of each category section.

2.4 Project Navigation Bar *(Updated 11/30/2011)*

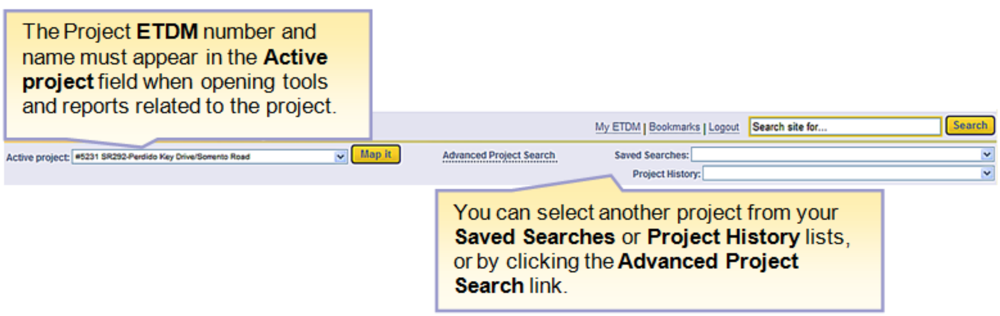
Immediately below the top toolbar, a series of tools are available for navigation. This navigation bar serves as the primary method for selecting Projects. The **Active project** field shows the project that is in active view with a list box containing a group of projects available for active display. The EST displays pages for information related to a selected Project when you select project-specific menu options. This provides the ability to move from section to section without having to repeatedly search for a Project.

Project Navigation Bar Components

- **Active project** – Displays the current project in active view. Click the **Active project** arrow to view the list of currently selected Projects. Click a Project name to select it as the active project.

  Note: The Project number and name must appear in the **Active project** field when working with tools and reports related to a project.

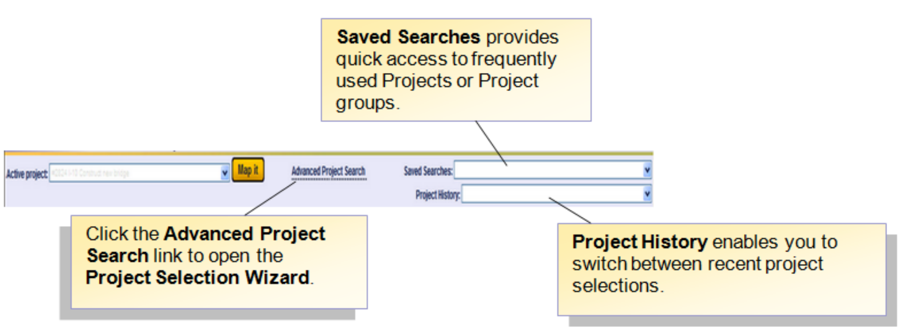
- **Map It** – Shows the project location in the **Map Viewer**



- **Advanced Project Search** – Opens a Project selection tool (referred to as the **Project Selection Wizard**) that enables you to search for and select individual or multiple Projects. This selection will be used to determine the starting point whenever you subsequently activate functions from the main menu. You may also choose to add the selection to the **Saved Searches** list.

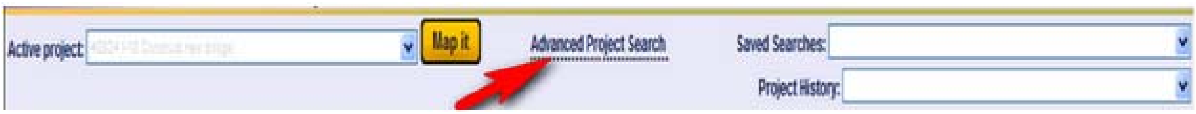
- **Saved Searches** – Displays a list of Projects you frequently use. You can add Projects to this list via the **Advanced Project Search** tool or **Project History** list.

- **Project History** – Displays the Projects most recently viewed, enabling you to quickly switch between current and recent Project selections.



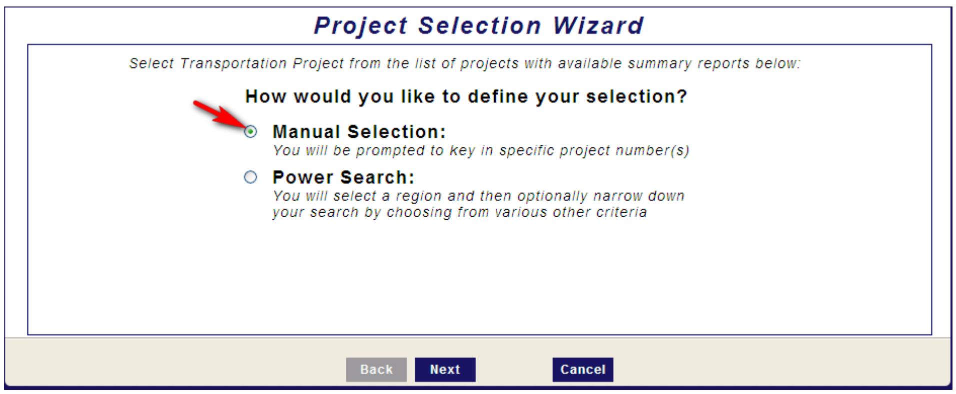
Using the Advanced Project Search Component:

1. To search for and select individual or multiple Projects using the **Project Selection Wizard**, click the **Advanced Project Search** button.

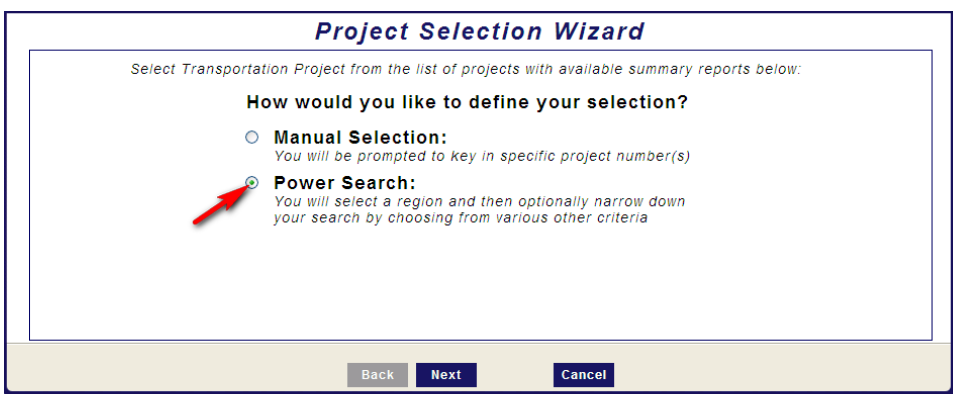


2. The **Project Selection Wizard** opens. Do one of the following:

- To select specific Project(s) based on project numbers(s) or project names(s), click the option button beside **Manual Selection** (See **Step 3**).



- To select a group of Projects based on a region and other criteria, click the option button beside **Power Search** (See Step 4).



3. For **Manual Selection**, do the following:

- To search for a specific Project, click the option button beside one of the following:
  - **Project Number**. The **Enter a Project Number** field appears.
  - **Project Name**. The **Enter a Project Name** field appears.
- Type the **Project Name** or the **Project Number**.

- Click **Add to Selection**. The Project is now added to your selection.

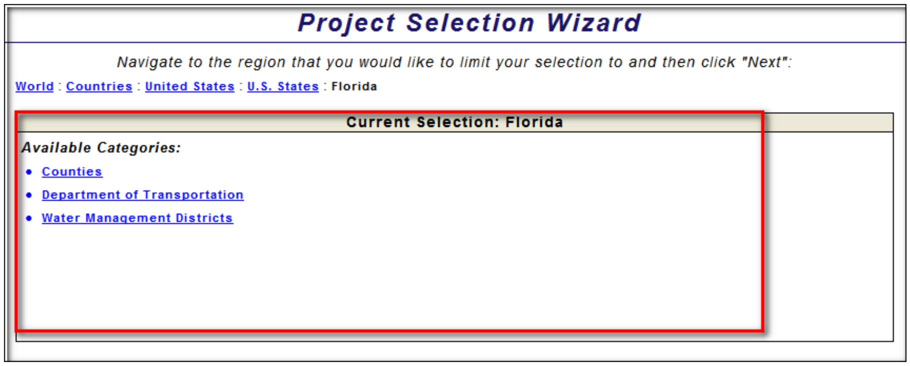
  Tip! Click remove to remove a Project from the selection list.

- Click **Next**.
- Under **Do you want to save this selection for future use?**, click the option button beside the appropriate selection – **Yes** or **No**.

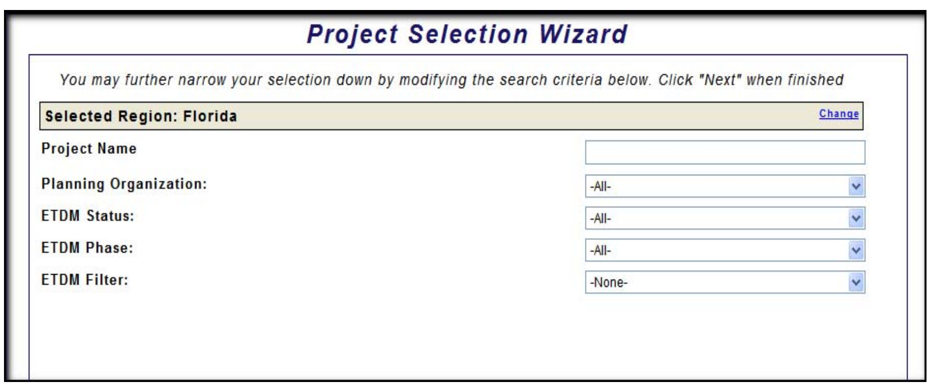
4. For **Power Search,** do the following:

- Click the option button beside **Power Search**, and then click **Next**.

The **Project Selection Wizard** displays the next step, enabling you to narrow your search criteria.

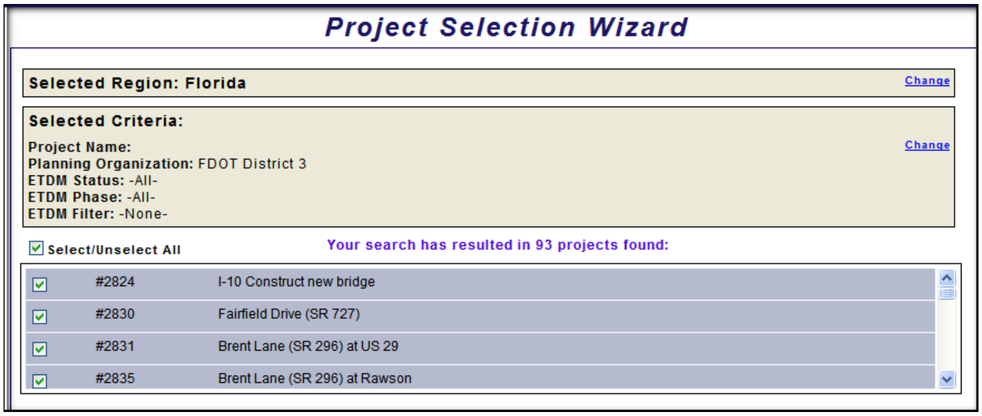


- Do one of the following:
    - Click one of the links listed under **Available Categories**, and then continue making your selections.
    - Click **Next** to bypass the category search filter and go to the next step (shown in the next illustration).

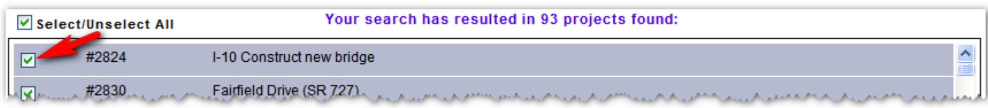


- To further narrow your search criteria, you can search by:
    - **Project Name**
    - **Planning Organization**
    - **ETDM Status**
    - **ETDM Phase**
    - **ETDM Filter**
- After you have entered your selection(s), click **Next**. The **Project Selection Wizard** displays your search results.

Tip! To change your selections, click the **Change** link beside the selection. The **Project Selection Wizard** returns you to the search filter, where you can change your search criteria.

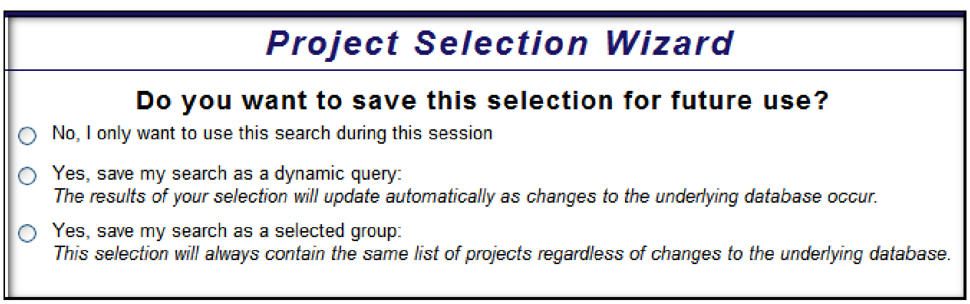


- Click a checked box beside the Project name(s) you do not want to include in your selection.

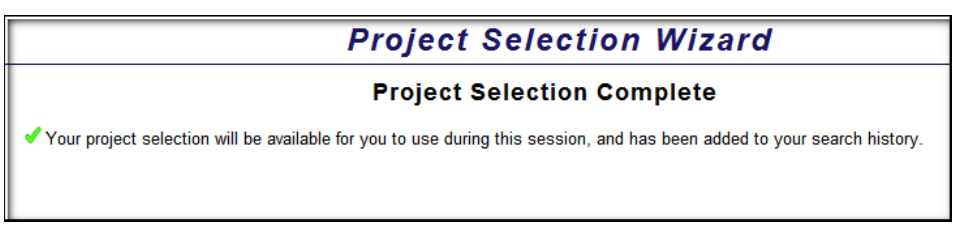


Tip! If your search results in a long list of Projects, and you are interested in limiting your selection to only one or a few Projects, click the **Select/Unselect All** check box to uncheck all the Project names, and then click the check box beside the Projects you want to include in your selection list.

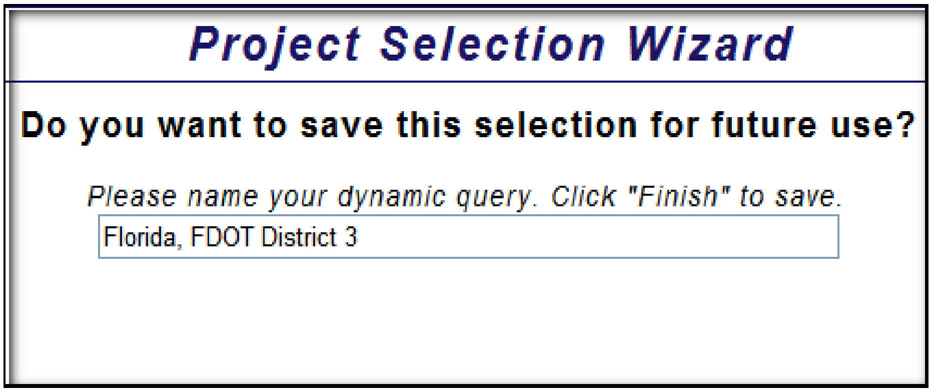
- Click **Next**. The **Project Selection Wizard** displays options for saving your selection.



- Under **Do you want to save this selection for future use?**, click the option button beside the appropriate response – one of the **Yes** options (to save your search results for future use) or **No** (to use the search results only during the current session).
- If you select **No**, the **Project Selection Wizard** automatically takes you to the **Project Selection Complete** step, which displays a confirmation stating your selection will only be available for the immediate session and in your **Project History** list.

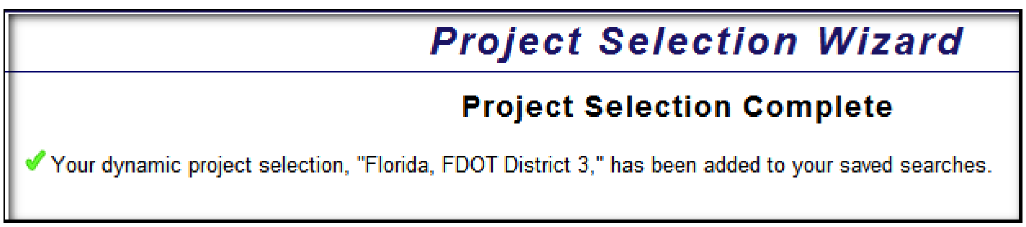


- If you select one of the **Yes** options, the **Project Selection Wizard** displays a text box showing the name of the dynamic query or selected group. The default name reflects the selected search criteria.



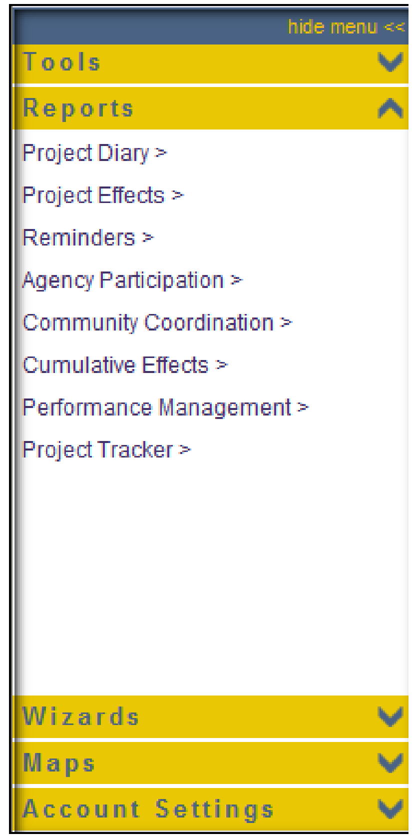
- Do one of the following:
    - To change the name of the dynamic query/selected group, type the new name in the **Please name your dynamic query** text box, and then click **Finish.**
    - To accept the default name, click **Finish**.

  The **Project Selection Wizard** displays **Project Selection Complete**, showing a confirmation that your selection has been added to your saved searches. For this illustration, the name for this query is Florida, FDOT District 3.



2.5 Main Menu *(Updated 11/30/2011)*

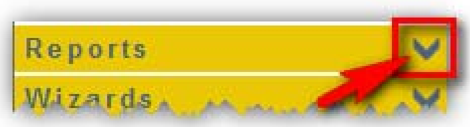
The EST main menu serves as the main access point to the functions that make up the EST website. The main menu is grouped into categories based on function type, with each category displaying a list of functions when expanded. The main menu categories are as follows:



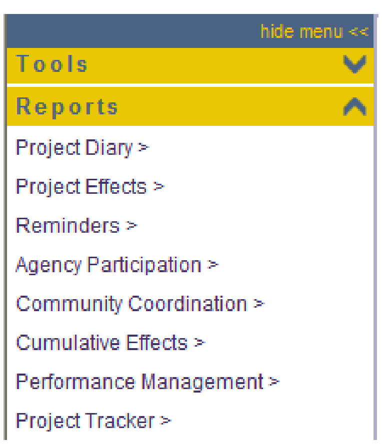
- **Tools –** forms for entering data
- **Reports –** includes standard reports and queries grouped in categories such as Project Diary and Project Effects
- **Wizards –** guides you through various complex functions, reports, and tasks
- **Maps –** the **Interactive Map** enables you to display information over a geographic location through a custom map and to dynamically interact with the online mapping application
- **Account Settings –** enables you to set user preferences, change your password, and other user-specific option management

Note: Not all menu functions appear to all users. Depending on your assigned role, you will only be able to view the menu functions accessible to the role.

1. To view all the functions listed under a category, click the arrow beside the category name. For this illustration, Reports is shown.



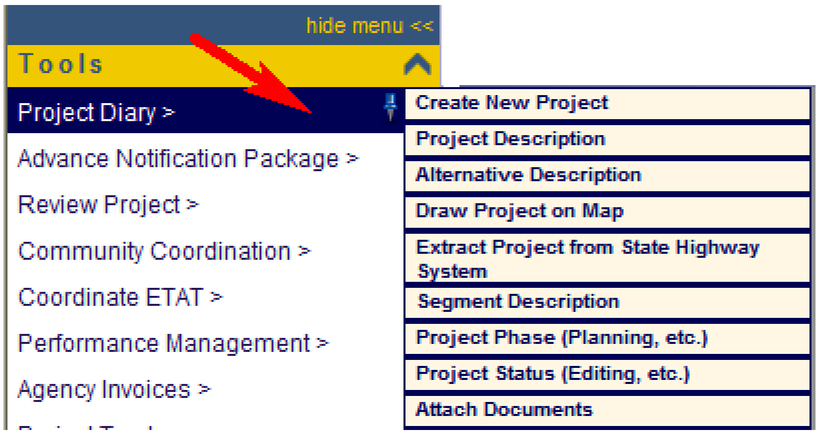
The category expands, displaying the list of functions.



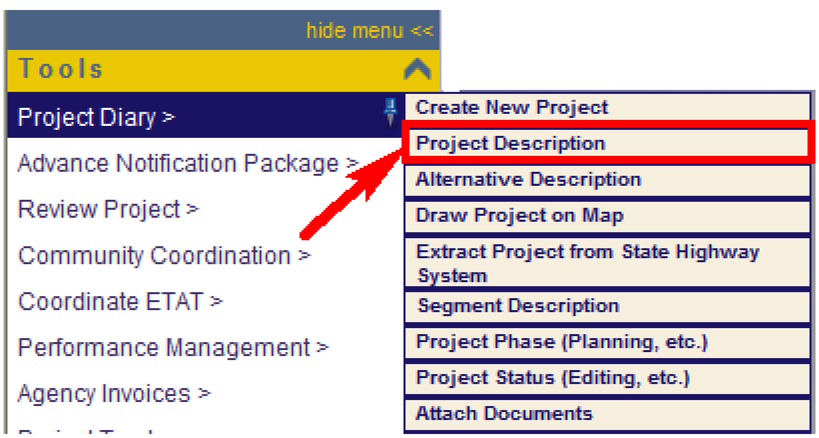
Tip! Click the up-arrow to collapse the category.

2. To view the submenu options related to a selected function, point to the function name.

Tip! Left-click on a function to pin the expanded submenu open. To collapse the submenu again, you can either click on one of the submenu options or left-click the pushpin.



3. Click the submenu option to open the page displaying the input form, report, maps, or user-specific action.



4. Click **hide menu** to collapse the main menu, giving you more screen space to work on a task. Click the **Click to open menu bar** to display the menu.

Tip! To further expand your screen work space, click the **F11** key. This expands the **EST** window by hiding the **Windows** toolbar. Click the **F11** key again to display the **Windows** toolbar.

Tools

The functions listed in the **Tools** menu are used primarily for data entry, which includes all input provided throughout the life cycle of a project. **Table 2-1** lists the options available in the **Tools** menu.

Table 2-1 EST Tool Options

Sub-category	Tool Name
Project Diary	
	Create New Project
	Project Description
	Alternative Description
	Draw Project on Map
	Extract Project from State Highway System
	Segment Description
	Project Phase (Planning, etc.)
	Project Status (Editing, etc.)
	Attach Documents
	Transportation Plan Summary
	Project Manager Information
	Lead Agency
	Commitments and Responses
	Permits
	Technical Studies
	Class of Action
	Project Schedule
Advance Notification Package	
	Edit AN Package
	Transmittal List
	Upload Transmittal List
	Mailing Labels
Review Project	
	Advance Notification Package
	Purpose & Need Statement
	Direct Effects
	Secondary & Cumulative Effects
	Federal Consistency Finding
	Class of Action Determination
	Eliminated Alternatives
	Summary Reports
	Track State Clearinghouse Projects

Sub-category	Tool Name
Community Coordination	
	Community Characteristics
	Community-Desired Features
	Public Comments
Coordinate ETAT	
	Email User Groups
	Review ETAT Notifications
	Extend ETAT Review Period
	Allow Comments After Review Period
	Dispute Resolution
Performance Management	
	District Coordinator Survey
	ETAT Survey
	Issue/Action Tracking
Agency Invoices	
	Reviewer Preference
	Edit Expenses
	Log Agency Activity
	Upload Agency Activity Spreadsheet
	Manage Master Agreement/Contract
	Advance Pay Request
	Summarize Agency Activities
	Update Invoice Status
	Upload Receipts
	Upload Signatures
	Record Invoice Comment
	Assign Hours
	Override Invoice Payments
Project Tracker	
	Project Tasks
	Task Groups
	Average District Project Costs and Times
	Track Projects
Document Review	
	Set Up Document Review
	Review Document
	Respond to Document Reviews

Reports

The **Reports** menu includes standard reports and queries, as listed in **Table 2-2**.

Table 2-2 EST Reports

Subcategory	Report Name
Project Diary	
	Project Milestone Report
	Project Description
	Status of GIS Analysis
	Transportation Plan Summary Report
	Supplemental Project Documents
	Project Managers
	Project Schedule
	Dispute Resolution Activity Log
	Permits
	Technical Studies
	Community-Desired Features
	Project Commitments/Responses
Advance Notification Package	
	Advance Notification Package
	Comments on Advance Notification Package
	Transmittal List
Project Effects	
	Countywide GIS Summary
	GIS Analysis Results
	GIS Analysis Summary
	Agency Comments – Project Effects
	Agency Comments – Purpose & Need
	Screening Summary Chart
	Summary Report
	Sociocultural Effects Evaluation Summary Report
	Federal Consistency Findings
	Track State Clearinghouse Projects Report
	Class of Action Determination
	Comments on Environmental Documents
	Agency Comments – Ad Hoc Query
	GIS Analysis Results (All)
Reminders	

Subcategory	Report Name
	Projects Flagged for Dispute
	Projects in Dispute Resolution
	Projects Awaiting ETDM QA/QC
	Un-published Summary Reports
	Projects Needing Republication
	Project Milestone Needs
Agency Participation	
	Agencies and Associated Resource Issues
	Agency Review Overview
	Agency Websites
	ETAT Contact List
	Projects Needing Class of Action Review
	Projects Needing Federal Consistency Review
	Projects Needing Advance Notification Review
	Projects Needing Review
	Track ETAT Notifications
Community Coordination	
	Community Characteristics Inventory Report
	Mailing Labels
	Public Comments Summary
Performance Management	
Surveys	View Blank Survey
	ETAT Survey
	ETAT Survey Results
	District ETDM Coordinator Survey
	District ETDM Coordinator Survey Results
	Ad Hoc Survey Report 1
	Ad Hoc Survey Report 2
Issue Tracking	Details Report
	Inbox
	Summary Report
Performance Monitoring	Agency Annual Reports
	Agency Feedback Report
	Agency Review Matrix
	Agency Review Report
	Data Quality Assessment
	Environmental Documents Report

Subcategory	Report Name
	ETAT Participation Report
	ETAT Review Status Report
	ETDM Scorecard
	Performance Measure Summary Report
	SCE Evaluation Participation Report
	Summary Report Status Report
Quality Assurance Review	Class of Action Quality Assurance Report
	Integrated Performance Management QA Report
	Summary of Public Comments Status Report
	Summary Report Status by Planning Org Report
	State Clearinghouse Federal Audit Report
Invoicing Reports	
	Advance Pay Request Log
	Advance Pay Request Report
	Agency Activity Report
	District Invoice Reviewer Report
	Invoice Comment Log
	Invoice Tracking Report
	MA/Contract History Reports
	MA/Contract Summary Report
	Payment Tracking/Invoice Report
	Invoice
	Agency Activity Log Report
	Schedule A-2
	Invoice Payment Overrides
Project Tracker	
	Average District Project Costs and Times
	Project Tasks Status
	Task Groups
Document Review	
	Document Reviews and Responses

Wizards

Used for more complex input and query functionality, the **Wizard** functions combine tools and reports to step a user through a sequential process. To open a **Wizard**, select one of the following options in the **Wizards** menu:

- **Perform ETAT Review**
- **Create ETDM Project**
- **Generate Summary Report**
- **Update ETDM Project**
- **Set Up User Preferences**
- **Draft ETAT Notification**
- **Prepare Invoice**

Maps

The **Maps** menu is used to access various types of maps, both interactive and hard copy. Selection of these options opens a search page where you can specify/update the criteria to be applied to the map.

- **View Interactive Maps**
- **Edit Map Features**
  - **Project Input**
  - **Community Input**
- **Print Hard Copy Maps**
- **Print Potential Impact Assessment Maps**
- **Hard Copy Map Queue**
- **Potential Impact Assessment Map Queue**

Account Settings

The **Account Settings** menu includes the following functions to set and manage user preferences:

- **Change Password**
- **Update Contact Information**
- **Customize My ETDM**
- **My GIS Analysis Reports**
- **Manage Saved Searches List**
- **Manage Contact Lists**

- **Manage Bookmarks**
- **Manage My ETDM Dashboard**
- **Customize Map Viewer**
- **Change Notification Settings**

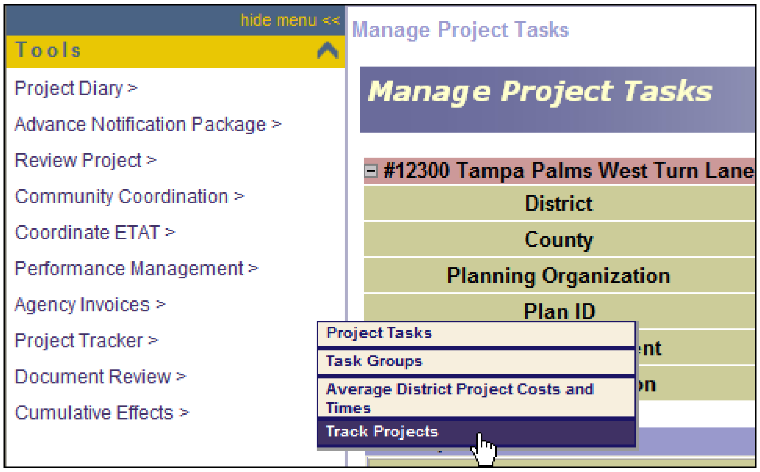
2.6 Links to Help and Other Resources (*New 8/30/2010)*

The options listed below the main menu provide links to Help and additional resources. Click a link for quick access to the following resources:

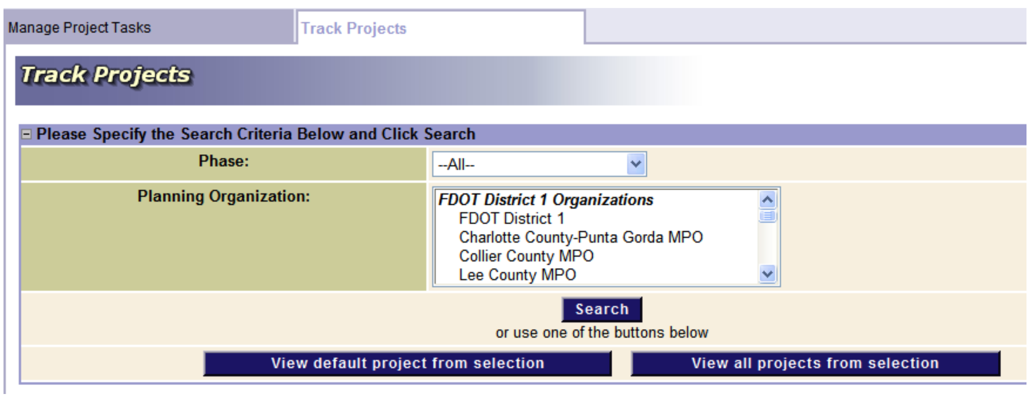
- **FAQ** – lists answers to common questions about the ETDM Process and the EST
- **Tip Sheets** – links to **ETDM Library** listing of EST tip sheets
- **User Handbook** – displays the online version of the EST User Handbook
- **ETDM Glossary** – opens the **ETDM Glossary** page
- **ETDM Acronyms** – opens the **ETDM Acronyms** page
- **ETDM Library** – opens the **ETDM Library** page
- **ETDM Calendar** – displays an interactive calendar that shows upcoming training sessions and events
- **ETDM Training** – links to training resources
- **Training Videos** – links to EST training videos
- **What's New** – displays the list of EST enhancements
- **Site Map** – displays an outline of the **EST website** with active links to each function
- **About EST** – describes the origin and purpose of the EST
- **Contacts** – lists **Help Desk** and agency contacts
- **Public Site** – enables read-only access to the ETDM database, serving as a source of information for the public concerning projects
- **Get Adobe Acrobat Reader** – opens Adobe website

2.7 Tabs *(Updated 8/30/2010)*

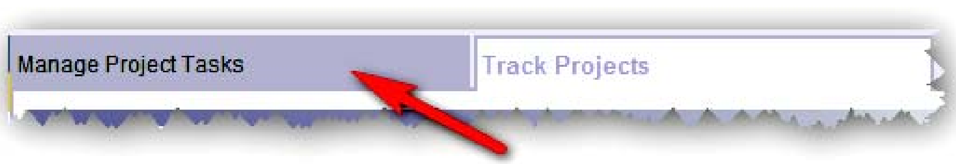
The EST opens each selected function or task as a tabbed page. By default, when you open a page for another task, the page automatically replaces the page that immediately preceded it. However, you can open multiple pages at the same time by **right-clicking** menu options. For example, as shown in the next illustration, right-clicking the Track Projects option will open the Track Projects page beside the current Manage Project Tasks screen.



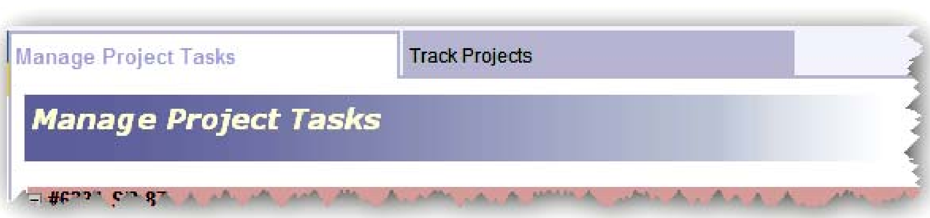
The page that was previously in the current screen remains active and available.



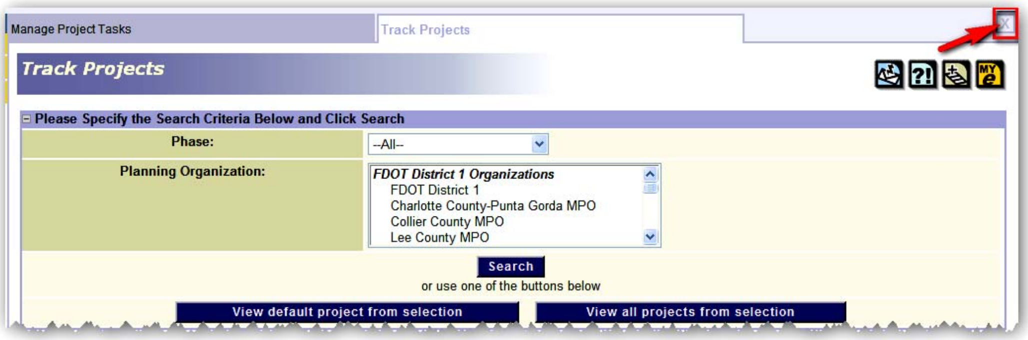
EST tabs work like folders in a filing cabinet, allowing you to switch between tasks by clicking the page tabs. To display a page, click the dark tab.



The EST displays the selected page in current view with a white tab. Dark tabs indicate pages that are active and available.



To close a page, click the X button.

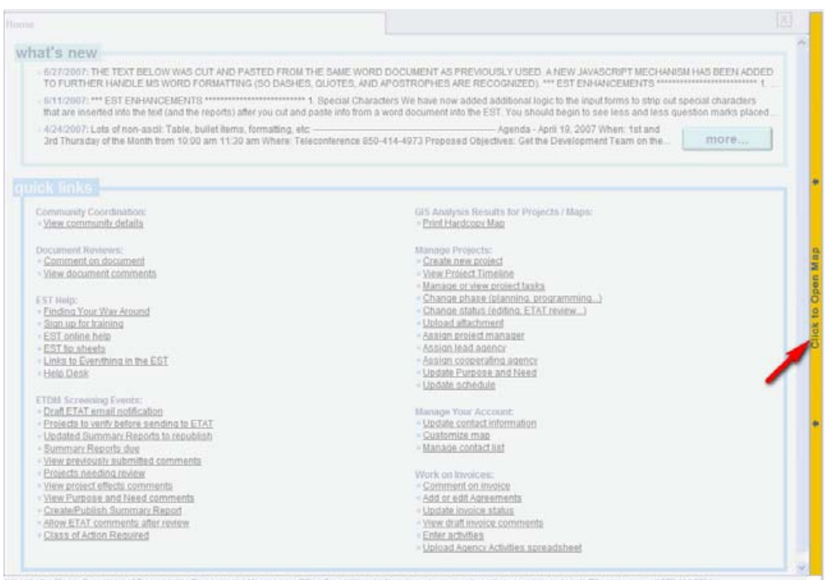


Note: Opening multiple EST pages can result in a confusing number of forms and delay page display time. To avoid encountering these types of problems, it is recommended you close pages that you are not working in.

2.8 Map Slide-out Bar

Maps are opened and moved out of the way by the use of a slide-out window. Click the **Click to Open Map** bar to open the window.

Tip! Click the **Click to Close Map** bar to close the map window.



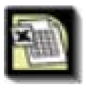
Maps retain the most recently used data selections and map extent unless you click the Map it button to refresh the map using new project selections.

2.9 Page Toolbar *(Updated 6/30/2010)*

The page toolbar found at the top of the EST pages provides links to the following functions:

The **Print** tool allows you to print the current page. Clicking this icon opens a printer dialogue box to your default printer.

The **Tip** tool provides a quick navigation reference for the current page.



The **Spreadsheet** tool allows you to print data (e.g., contact lists) as an Excel spreadsheet.

The **Video** tool opens a separate window, displaying links to training videos associated with the selected function. Click a video title to start the video.

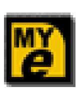
The **PDF** tool is used to export the current page to a PDF viewer, enabling you to save or print the PDF. Click the **Close PDF** button to close the viewer and return to the current page.

The **Feedback** tool enables you to open a comment form for sending feedback about the current page.

The **Help** tool opens the online version of the EST Handbook, providing a more detailed reference for navigating the current page.

The **Bookmark** tool enables you to add the current page to your bookmarks. Clicking the icon opens a dialogue bar, showing the **Bookmark Name**. By default, the name is the same as the current page. You can rename the bookmark by clicking the text box, and then typing the new bookmark name.

Click **add** to make the bookmark part of your user preferences, or click **cancel** to return to the current page.



The **My ETDM** tool is used to add the current page to your **My ETDM** preferences. The dialogue bar that opens includes a text box that can be used to rename the **My ETDM** page. (The default name is the same as the current page.)

Click **add** to make the page part of your **My ETDM** preferences, or click **cancel** to return to the current page

Chapter 3 Functions

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

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

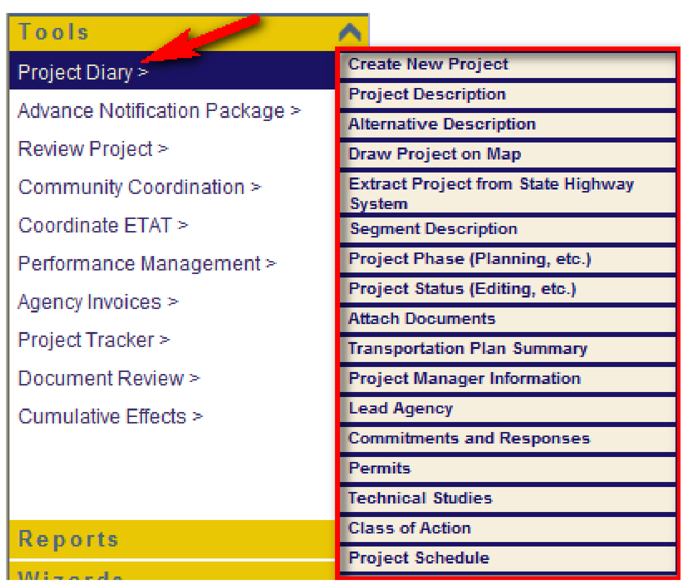
- **Tools** – Used primarily for data entry related functions
- **Reports** – Standard reports and queries which retrieve data from the database
- **Wizards** – Composed of tools and reports to step a user through a sequential process
- **Maps** – Opens the interactive maps for viewing or editing, and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

3.1 Tools (Updated 11/30/2011)

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

3.1.1 Project Diary (Updated 11/30/2011)

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



3.1.1.1 *Create New Project Record (Updated 04/30/2012)*

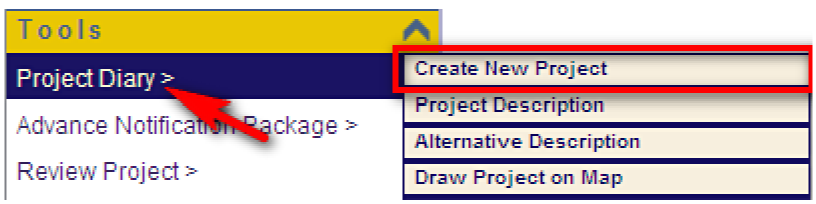
The **Create New Project Record** function in the Environmental Screening Tool (EST) **Tools** menu enables authorized users to do the following:

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

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

Creating a New Project Record:

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



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

Tip! Click on the toolbar icons to:

 View tip sheets for the current page.

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

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

Create New Project Record

Create New Project Record

Project Description

Project Name **	
Planning ID	
Local Agency Program (LAP) **	Unknown
Financial Management No.	*Ex: 01234567891*
Planning Organization	FDOT District 7
Counties ** **(Select all that apply)**	*District 1 Counties*: Charlotte, Collier, Desoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee. Selected counties: None
Beginning Location	
Ending Location	
Alternative Corridor Evaluation (ACE)	No
ETDM Phase	Planning Screen
Project Web Site	
Federal Involvement ** **(Check 'No Federal Involvement' OR all that apply)**	No Federal Involvement — *This project does not require a Federal Consistency Review (FCR) with the State Clearinghouse during the Programming Phase. This option is not available for LAP projects, which require an FCR.* *A transportation project is considered a federal action, and therefore must comply with **NEPA** when one of the following conditions applies:* Federal Funding — *Federal funds or assistance is or is expected to be used during any phase of project development or implementation.* Federal Action — *Federal approval of an action is required (e.g., change in Interstate access control, use of Interstate right-of-way).* Federal Permit — *Federal permit(s) is (are) required when based on consultation the federal permitting agency has determined that a DOT **NEPA** document is required to support the permit (e.g., U.S. Coast Guard Bridge permit, COE **Section 404** permit).* Maintain Federal Eligibility — *Federal funding or assistance eligibility is being maintained for subsequent phases.* Federal Permit Required without Programming Phase Federal Consistency Review — *Typically used for Turnpike projects. This project does not require a Federal Consistency Review (FCR) with the State Clearinghouse during the Programming Phase. This option is not available for LAP projects, which require an FCR.*

Purpose and Need

Project Description

Summarize / Modify Public Comments

Planning Consistency Status Expand this section	The *Planning Consistency Status* section replaces the Consistency section on projects created after 04/01/2012. As information becomes available, please complete the fields below to establish project consistency between approved LRTP and STIP/TIP. The information in this section is required by FHWA for NEPA approval. However, this section is optional in the EST and only those fields for which information is entered will appear on the summary report. For additional guidance, see http://www.dot.state.fl.us/planning/policy/metrosupport
Designate Exempted Agencies: (if applicable)	--Select Agency-- Add Exemption

Justification For Exemption

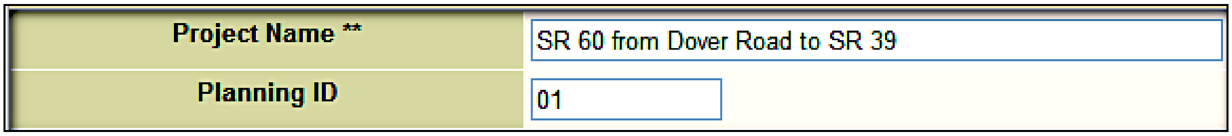
Agency Name	Justification**	
Federal Transit Administration	FTA has requested to be exempt from reviewing any non-transit projects.	remove

User Identity	Stephanie Clemons @ FDOT District 7

Submit Cancel

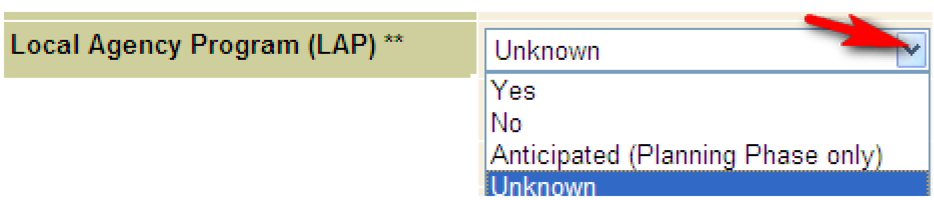
2. For the **Project Name**** and **Planning ID** fields enter the name of the project and the Planning ID number.

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



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

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

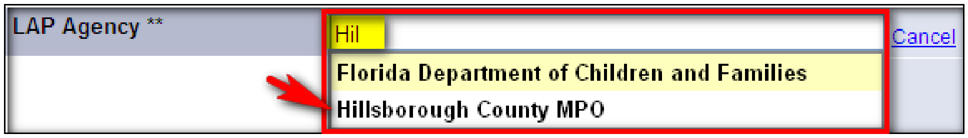


4. If you selected **Yes** or **Anticipated (Planning Phase only)** for the **Local Agency Program (LAP)** option, the **Update Project Description** form displays fields for adding LAP information. Do the following:

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

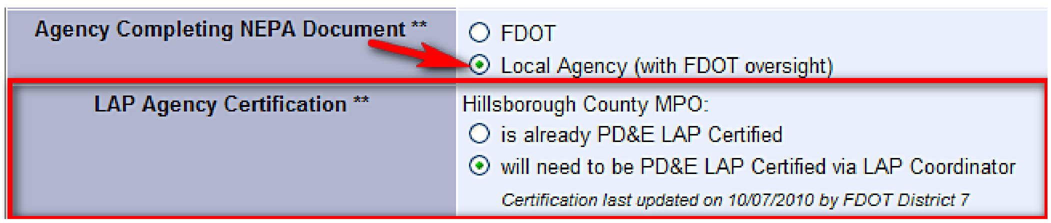
Tip! If the agency is already in the EST database, you need to type only the first three letters of the name. The EST automatically displays a list of names that match your text. Click the appropriate selection from the list.

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



- In the **Agency Completing NEPA Document**** field, do one of the following:
  - Click the **FDOT** option button if FDOT will be completing the National Environmental Policy Act (NEPA) document, and then go to Step 6 of these instructions.
  - Click the **Local Agency (with FDOT oversight)** option button if the local agency will be completing the NEPA document.

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



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

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

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

5. Add information for the remaining fields:

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

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

- **Beginning Location** – Type the project's beginning location.
- **Ending Location** – Type the project's ending location.

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

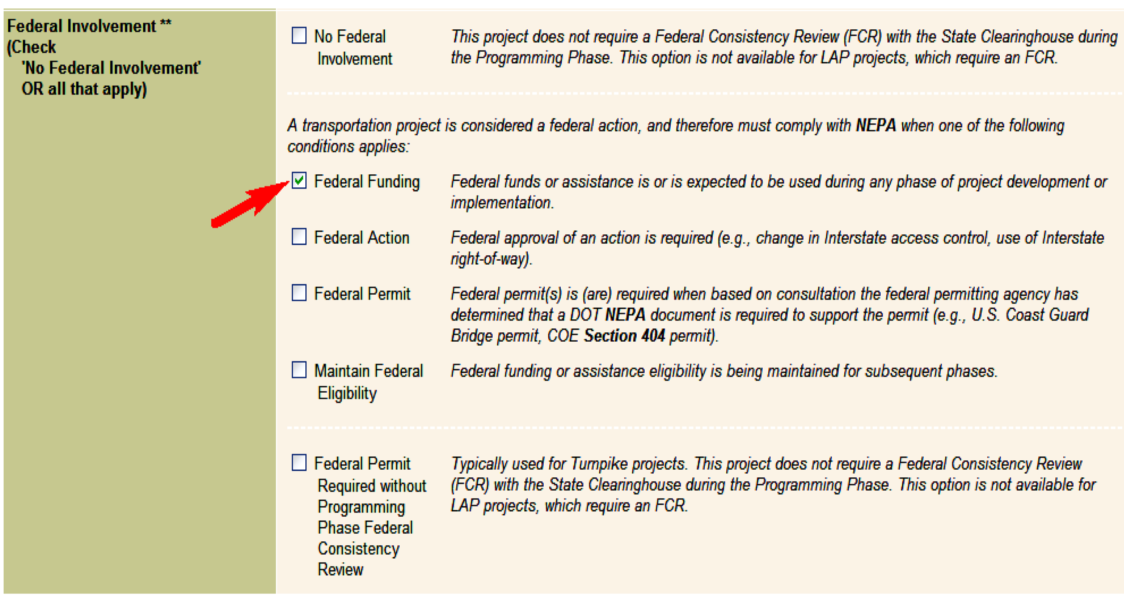
- **ETDM Phase** – Click the **Project Phase** link to open the **Update Project Phase** page, enabling you to change the project phase.

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

- **Project Web Site** – Type the URL to the project's website, if available. More than one URL can be entered, if needed.

- **Federal Involvement**** – Click the appropriate check box(es) to indicate the level of Federal Involvement (or No Federal Involvement) for the project. Descriptions for the various levels are provided beside each option listed on the screen.

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



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

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

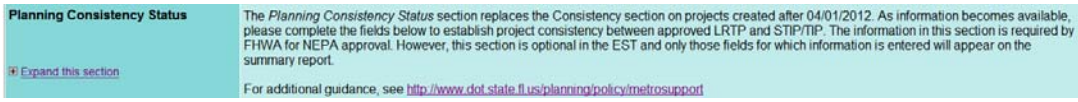
- **Project Description Summary** – Make edits, if any, to the Project Description Summary by typing or copying and pasting your changes in the text box.

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

- Click the **Summarize/Modify Public Comments** link to open the **Summarize/Modify Public Comments** page, enabling you to add or modify public comments regarding the project.

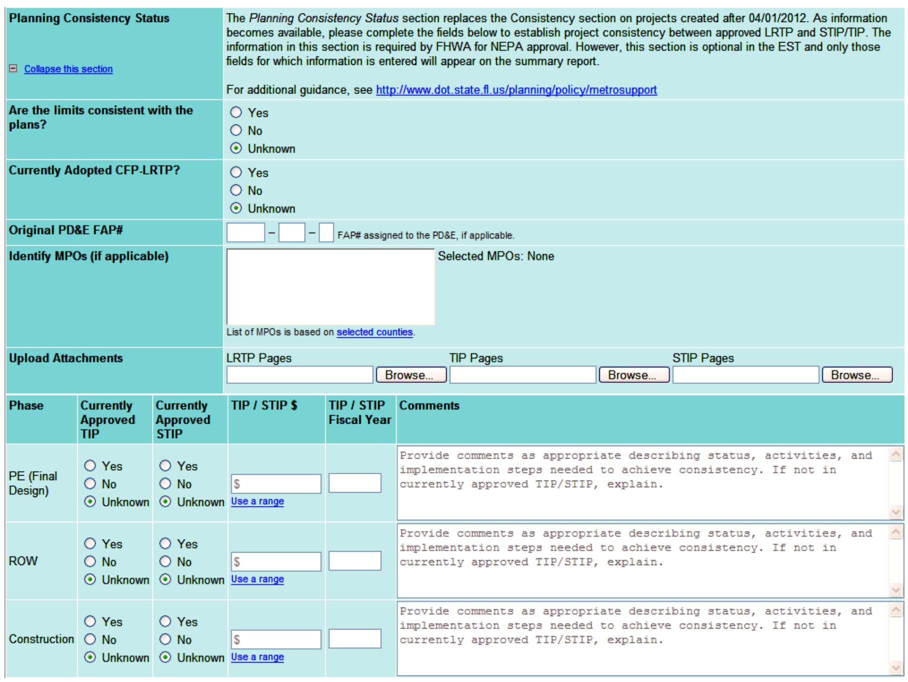
- **Planning Consistency Status** – This section provides an efficient means to enter and track planning consistency information that is required for NEPA approval.

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



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

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

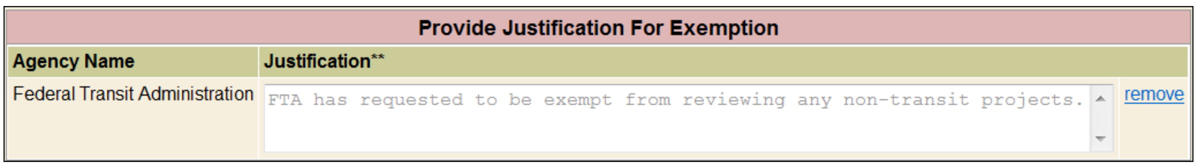


Note: Selecting **No** requires a written explanation. Type or copy and paste the explanation into the appropriate **Comments** text box. Instructions for what needs to be included in your explanation are displayed in light font within the **Comments** text boxes.

Tip! After clicking the **Submit** button, the **Upload Attachments** section will display document links to pages that have been attached for the associated transportation plan. Click the **Pages** link to open the document PDF, or click the **delete** link to remove the attachment. Click the **replace** link to make edits to or replace the existing document links.

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

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

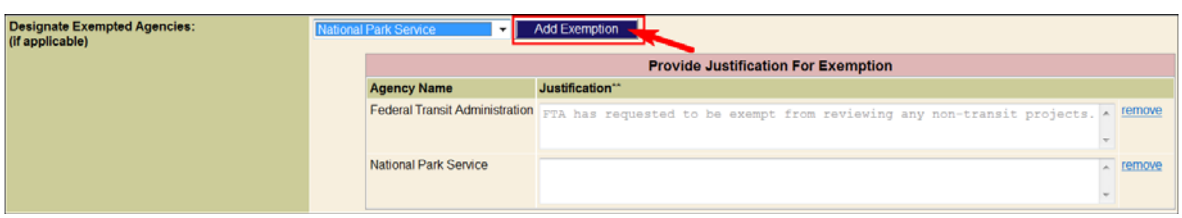


- Click the **Designate Exempted Agencies** arrow, , to expand the list of agencies that qualify for the exemption.

- Select the appropriate agency by clicking the agency name. Agencies that are qualified for exemption are noted as follows:

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

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



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

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

- Repeat the process for additional agencies.

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

7. Click **Submit**.

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

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

3.1.1.2 *Update Project Description (Updated 04/16/2012)*

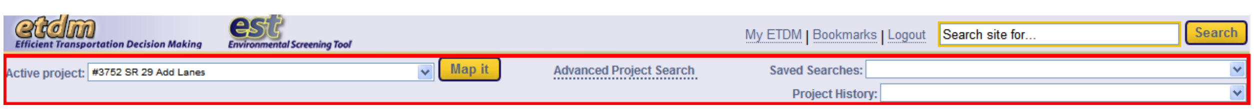
The **Update Project Description** function in the Environmental Screening Tool (EST) **Tools** menu enables users to do the following:

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

After the **Project Description** has been updated and submitted, the updated project information becomes part of the project reports.

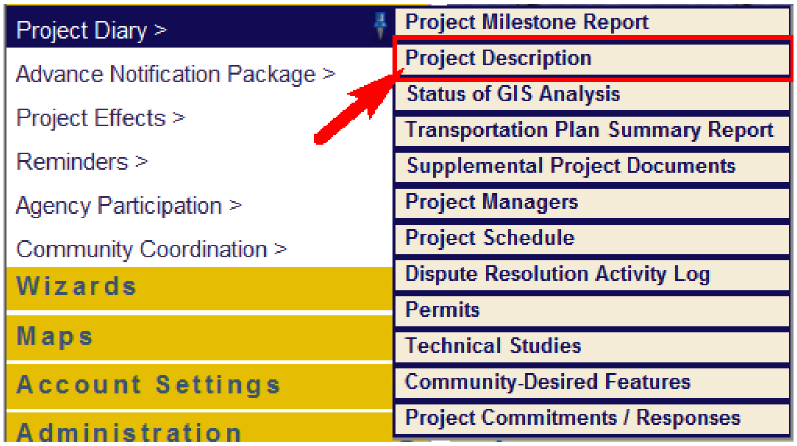
Updating the Project Description:

1. To update a project description, the project name should appear in the **Active project** field in the **Project Navigation Bar**.

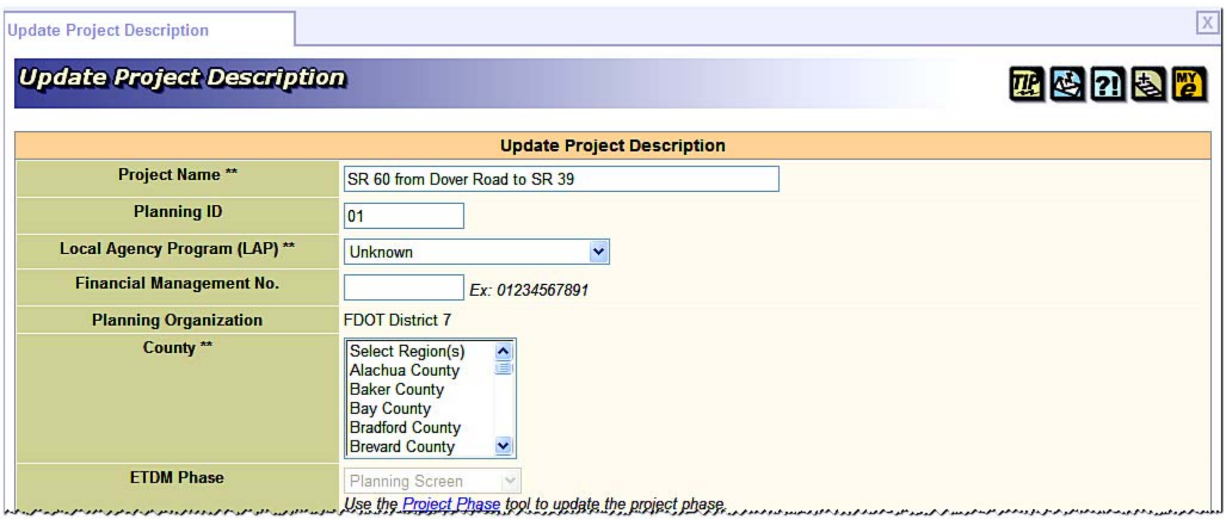


Note: See the Navigation chapter of the EST user handbook for instructions on using the **Project Navigation Bar**.

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



The **Update Project Description** page opens, displaying a page toolbar and a **Project Description** form.



Tip! Click on the toolbar icons to:

View tip sheets for the current page.

Send feedback about the current page.

Access online **Help**.

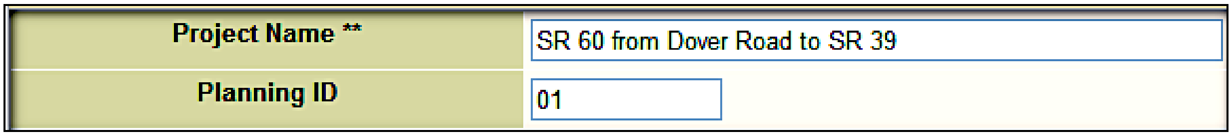
Bookmark the page.

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

For additional information about using the EST page toolbar buttons, refer to the Navigation chapter of the EST Handbook.

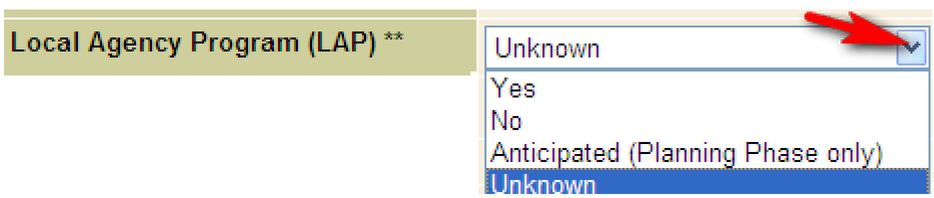
3. For **Project Name**** and **Planning ID** fields, make edits or add information, if needed.

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



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

- Leave **Unknown** as the default selection if the project's LAP status has not yet been determined. Go to Step 6.
- Click the drop-down arrow, , and then do one of the following:
  - Click **Yes** if the project is being contracted out by the FDOT to a local agency. Go to the next step.
  - Click **No** if the project is not being contracted out to a local agency. Go to Step 6.
  - Click **Anticipated (Planning Phase only)** if the project is in the process of being contracted out to a local agency. Go to the next step.

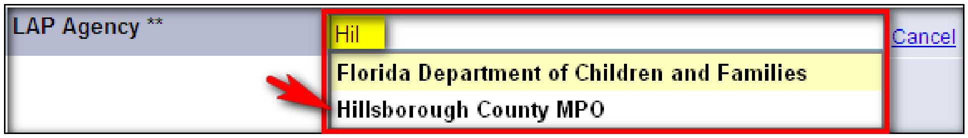


5. If you selected **Yes** or **Anticipated (Planning Phase only)** for the **Local Agency Program (LAP)** options, the **Update Project Description** form displays fields for adding LAP information. Do the following:

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

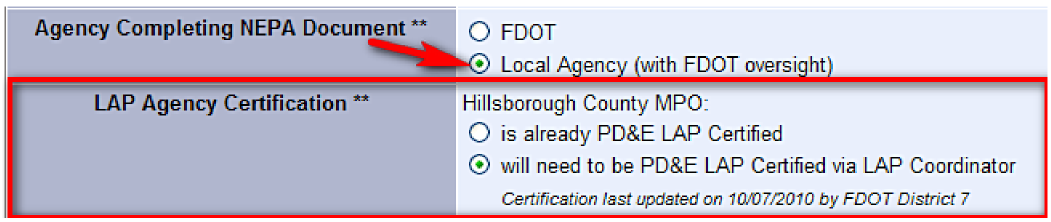
Tip! If the agency is already in the EST database, you need to type only the first three letters of the name. The EST automatically displays a list of names that match your text. Click the appropriate selection from the list.

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



- In the **Agency Completing NEPA Document** field, do one of the following:
  - Click the **FDOT** option button if FDOT will be completing the NEPA document, and then go to Step 6 of these instructions.
  - Click the **Local Agency (with FDOT oversight)** option button if the local agency will be completing the NEPA document.

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



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

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

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

6. Add or edit information for the remaining fields:

- **Financial Management No**. – Enter the Financial Management Number, if available.
- **Planning Organization** – **Select the Planning Organization that is sponsoring the project. (This applies to users authorized to update projects for more than one planning organization.)**
- **Counties**** – Use the **Counties** scroll bar to move down the list. Select one or multiple options by clicking the **county** name(s).

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

- **Beginning Location** – Make edits, if any, to the project's beginning location by typing your changes in the text box.

- **Ending Location** – Make edits, if any, to the project's ending location by typing your changes in the text box.

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

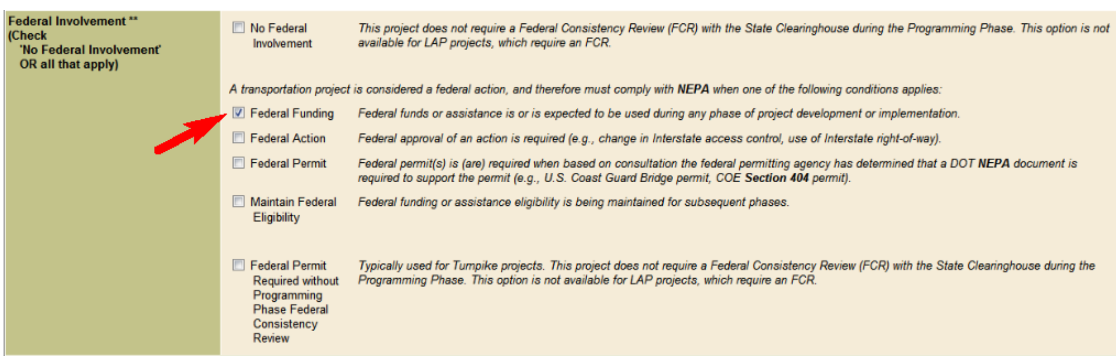
- **ETDM Phase** – Click the **Project Phase** link to open the **Update Project Phase** page, enabling you to change the project phase.

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

- **Project Web Site** – Type the URL to the project's website, if available. More than one URL can be entered, if needed.

- **Federal Involvement**** – Click the appropriate check box(es) to indicate the level of Federal Involvement (or No Federal Involvement) for the project. Descriptions for the various levels are provided beside each option listed on the screen.

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



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

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

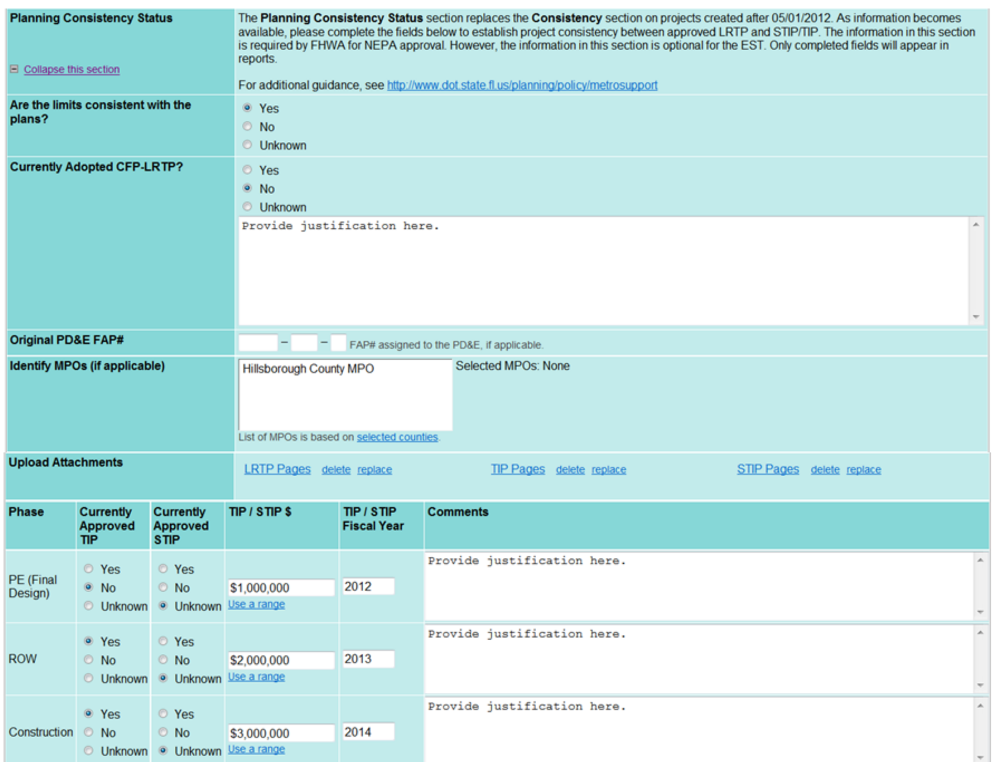
  Tip! To copy and paste text from another document, highlight the selected text and then click **Ctrl** + **C** on your keyboard to copy the information. Click **Ctrl** + **V** keys to paste the information in the text box.

- Click the **Summarize/Modify Public Comments** link to open the **Summarize/Modify Public Comments** page, enabling you to add or modify public comments regarding the project.

- **Planning Consistency Status** – This section provides an efficient means to enter, edit, and track project consistency information that is required for NEPA approval.

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

  - Do any of the following:
    - Select the appropriate response by clicking an option button (**Yes**, **No**, **Unknown**), or by entering or editing a field value.
    - Enter or edit justification text if the response is **No**.
    - Click a **Pages** link to view the attached documents.
      - Click the **delete** link to remove the attachment.
      - Click the **replace** link to replace the existing document(s).
    - Enter or make the appropriate changes to the **Comments** text boxes.



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

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

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

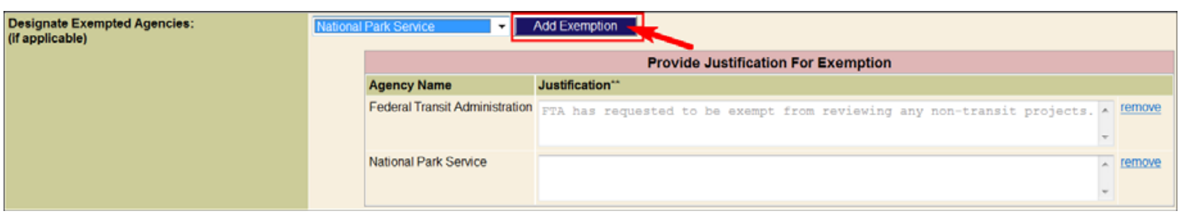
Note: The **Federal Transit Administration (FTA)** is exempted by default on all Planning Phase projects that do not contain a transit mode. However, if the project will contain a transit mode or if there is a reason the FTA needs to review the project, you can remove the FTA exemption by clicking the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

Provide Justification For Exemption		
Agency Name	**Justification****	
Federal Transit Administration	FTA has requested to be exempt from reviewing any non-transit projects.	remove

- Click the **Designate Exempted Agencies** arrow, , to expand the list of agencies that qualify for the exemption.

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

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



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

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

- Repeat the process for additional agencies.

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

8. Click **Submit**.

The **Update Project Description** page refreshes and displays the updated project information.

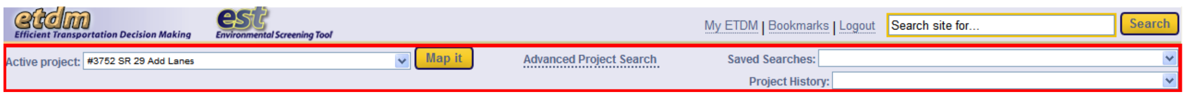
3.1.1.3 *Add/Update Alternative Description (New 06/30/2010)*

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

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

Updating Project Alternative Description Information:

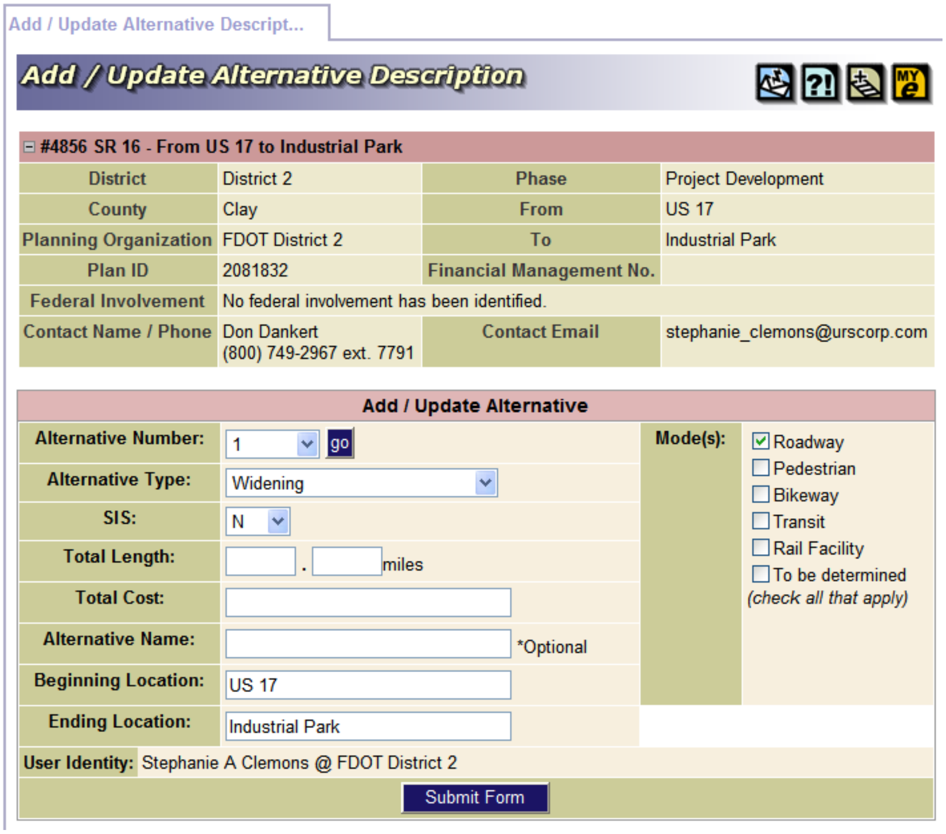
1. Select a project from the **Project Navigation Bar**.



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

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

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



Add / Update Alternative Descript...

Add / Update Alternative Description

⊟ #4856 SR 16 - From US 17 to Industrial Park

District	District 2	Phase	Project Development
County	Clay	From	US 17
Planning Organization	FDOT District 2	To	Industrial Park
Plan ID	2081832	Financial Management No.	
Federal Involvement	No federal involvement has been identified.		
Contact Name / Phone	Don Dankert (800) 749-2967 ext. 7791	Contact Email	stephanie_clemons@urscorp.com

Add / Update Alternative

Alternative Number:	1 go	Mode(s):	☑ Roadway ☐ Pedestrian ☐ Bikeway ☐ Transit ☐ Rail Facility ☐ To be determined *(check all that apply)*
Alternative Type:	Widening		
SIS:	N		
Total Length:	. miles		
Total Cost:			
Alternative Name:	*Optional		
Beginning Location:	US 17		
Ending Location:	Industrial Park		

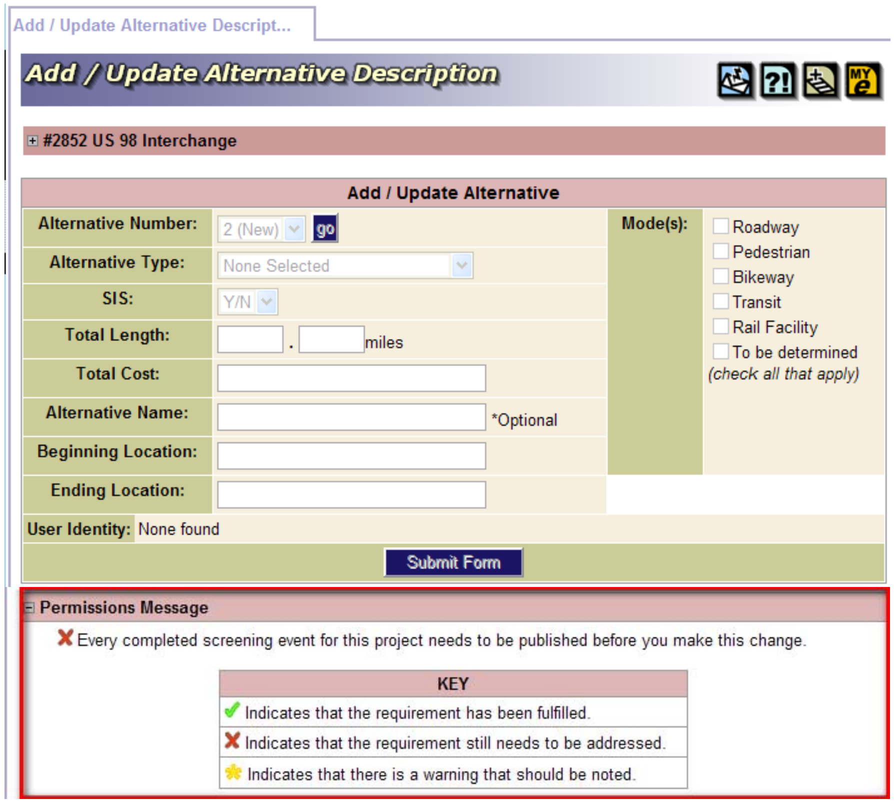
User Identity: Stephanie A Clemons @ FDOT District 2

Submit Form

Tip! Click on the toolbar icons to:

- Send feedback about the current page.
- Access online **Help**.
- Bookmark the page.
- Add the page to your **My ETDM** preferences.

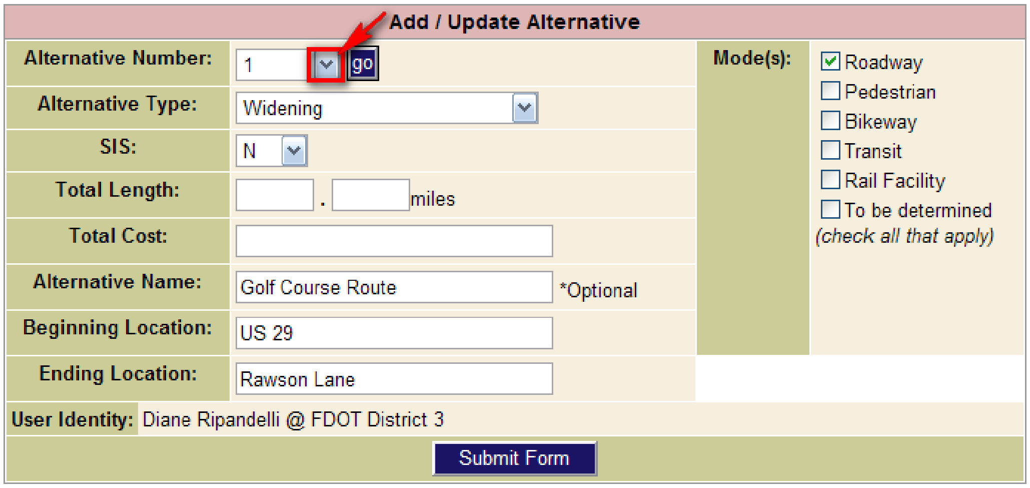
Note: If fields and buttons in **Add/Update Alternative section** are grayed out, it means the form is inactive. To view the reason for an inactive **Add/Update Alternative** form, check the **Permissions Message** section located at the bottom of the **Add/Update Description** window (as demonstrated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



The **Add/Update Alternative** section displays a form composed of the following fields:

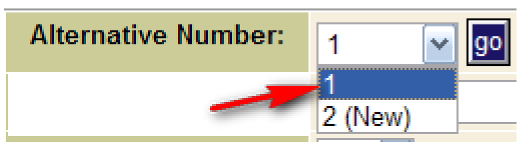
- **Alternative Number** – displays available Alternatives from an option list
- **Alternative Type** – displays a pre-populated list of Alternative types
- **SIS** – enables you to indicate if the Alternative is associated with a Strategic Intermodal System (SIS) Designation Change Request by selecting Yes (**Y**), No (**N**), or Yes and No(**Y/N**)
- **Total Length** – enables you to type the Total Length of the Alternative
- **Total Cost** – enables you to type the Total Cost of the Alternative
- **Alternative Name** – an optional field that enables you to type the Alternative's Name
- **Beginning Location** – contains the beginning location of the Alternative
- **Ending Location** – contains the ending location of the Alternative
- **Mode(s)** – a series of check boxes showing the available transportation modes included in the Alternative

3. In the **Alternative Number** field, click the drop-down arrow .

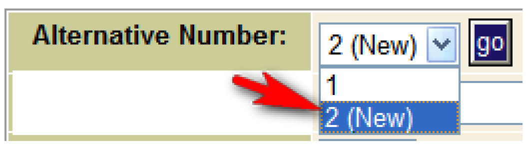


The field expands, displaying a list of existing Alternative numbers along with an *Alternative Number* **(New)**.

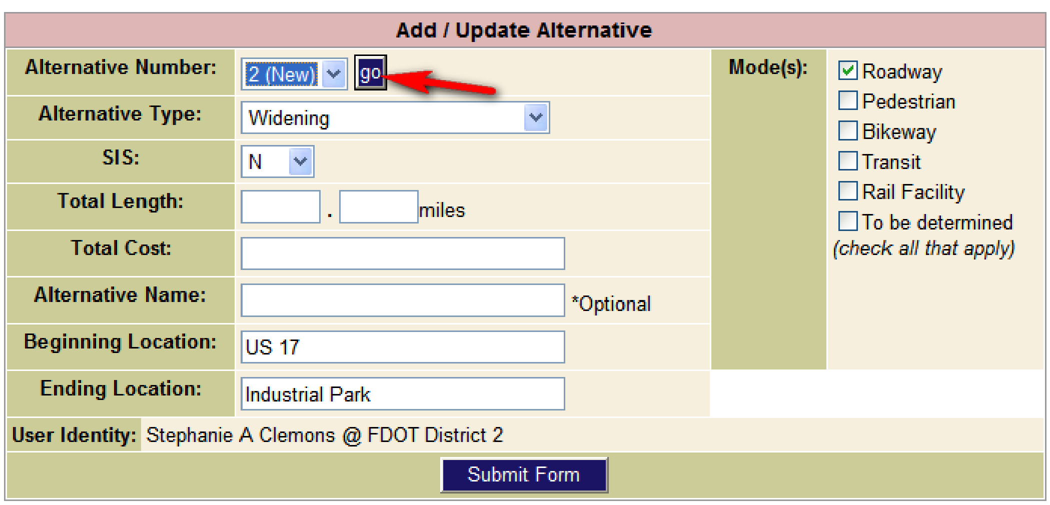
- Do one of the following:
  - If you are updating an existing Alternative, click *Alternative Number*.



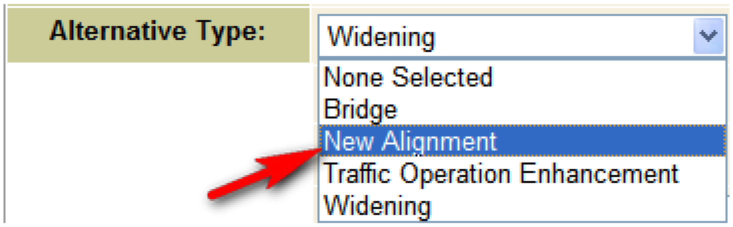
  - If you are adding a new Alternative to the list, click *Alternative Number* **(New)**.



4. Click **go**.

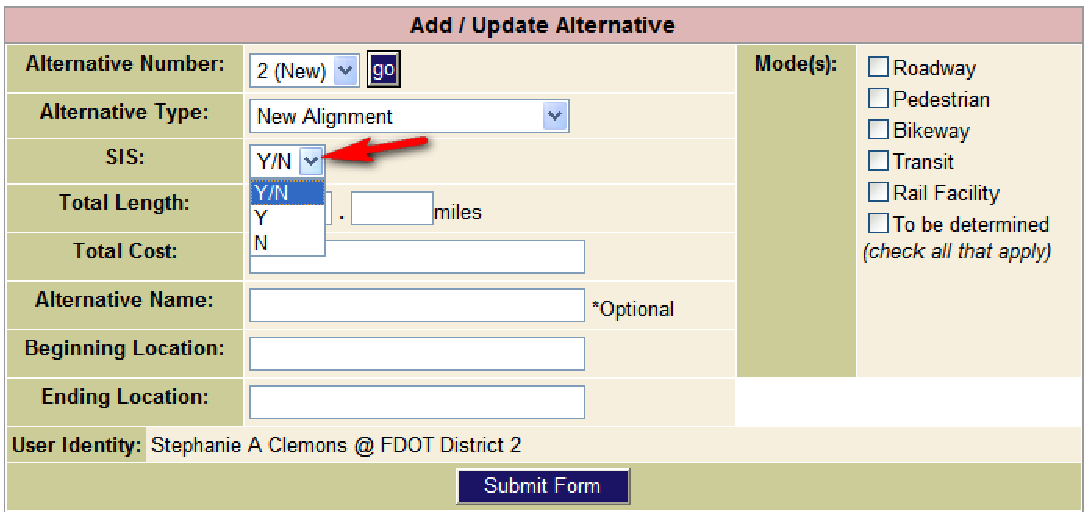


5. In the **Alternative Type** field, click the drop-down arrow and select the appropriate option.

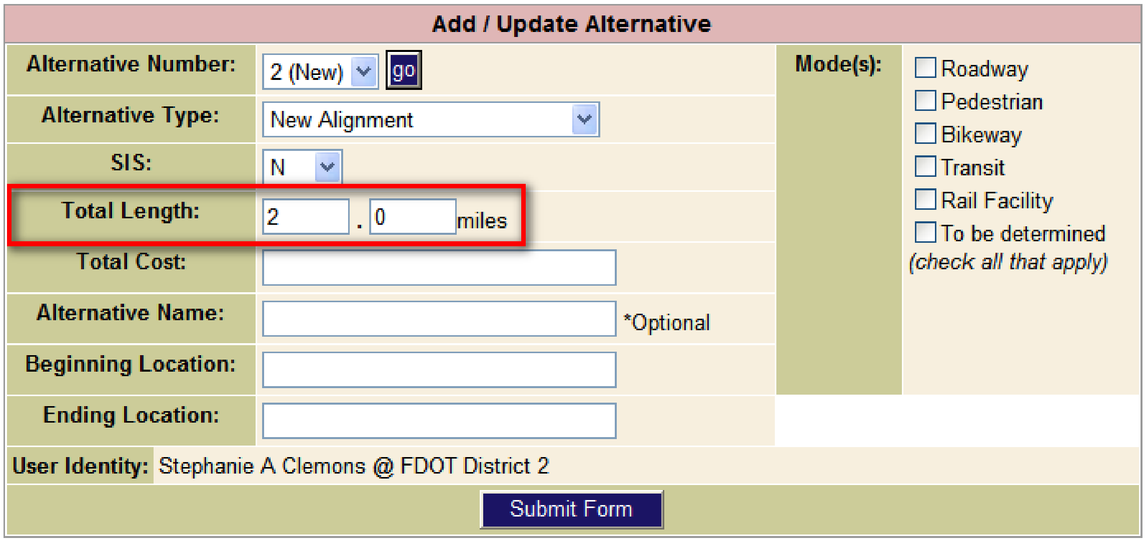


6. In the **SIS** field, indicate if the Alternative is part of a Strategic Intermodal System (SIS) project by clicking the drop-down arrow and selecting the appropriate response.

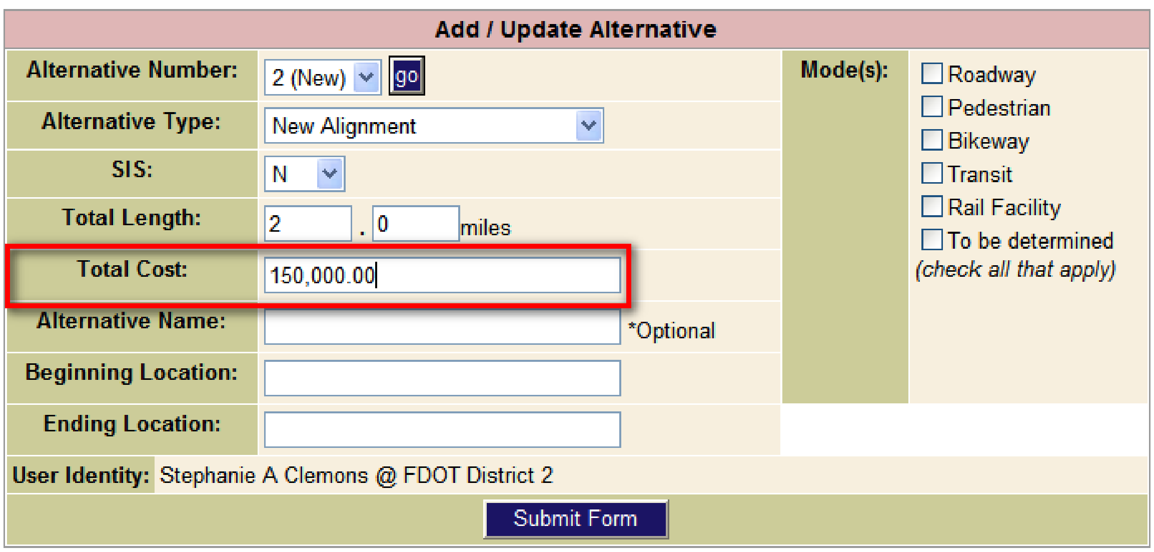
- **Y/N (Yes/No)**
- **Y (Yes)**
- **N (No)**



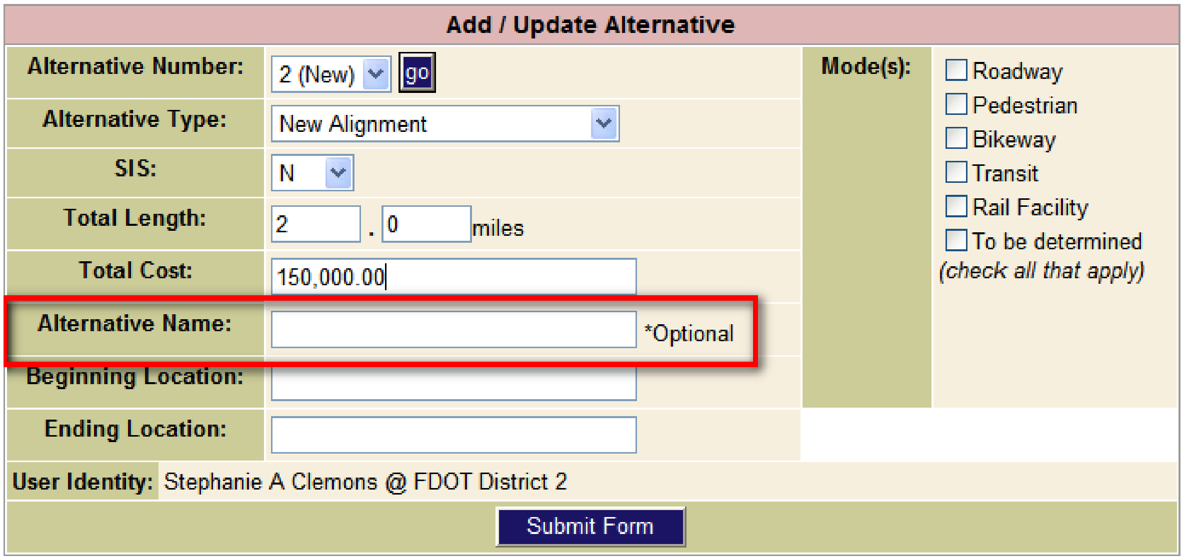
7. In the **Total Length** field, type the total length of the Alternative in miles.



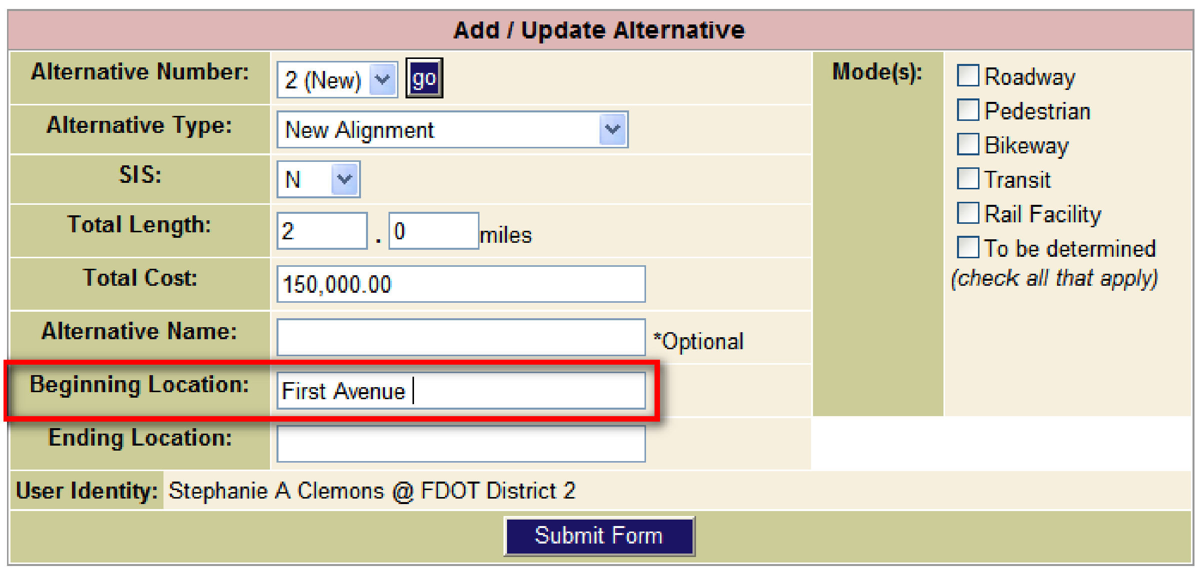
8. In the **Total Cost** field, type the Total Cost of the Alternative.



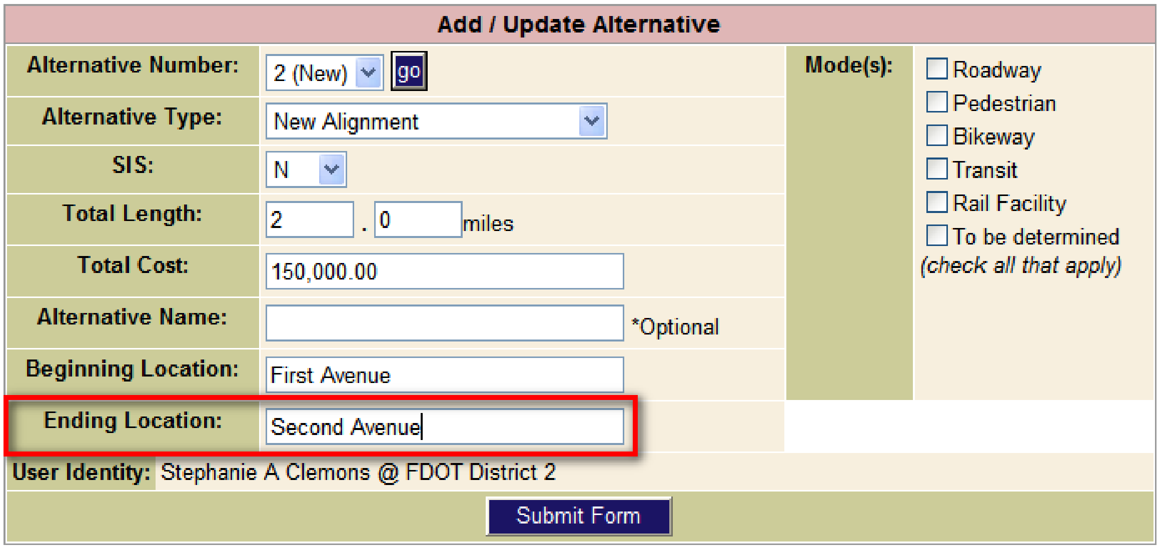
9. In the **Alternative Name** field, type the Alternative's Name.



10. In the **Beginning Location** field, type the Location identifier (e.g., Industrial Park) or street name where the Alternative begins.

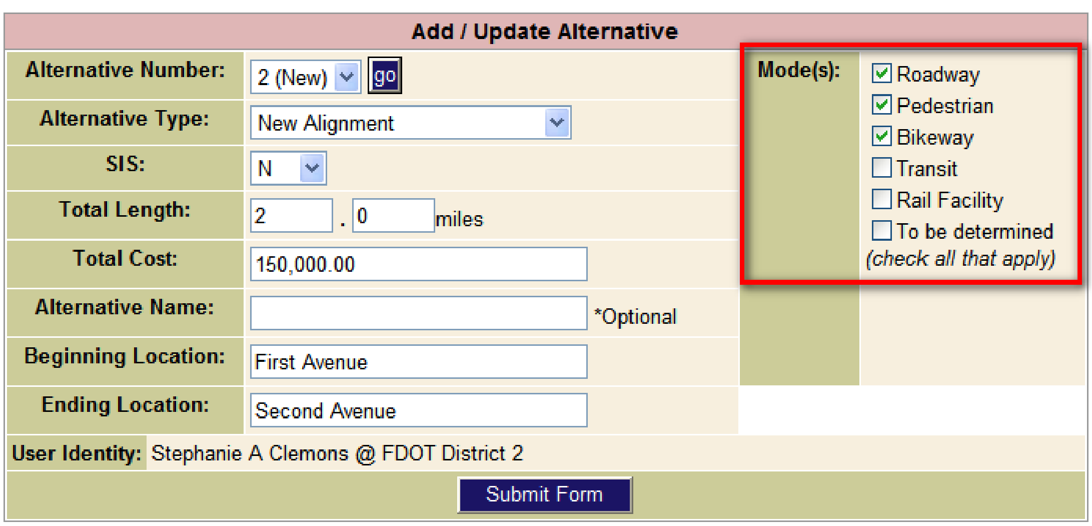


11. In the **Ending Location** field, type the Location identifier (e.g., Industrial Park) or street name where the Alternative ends**.**



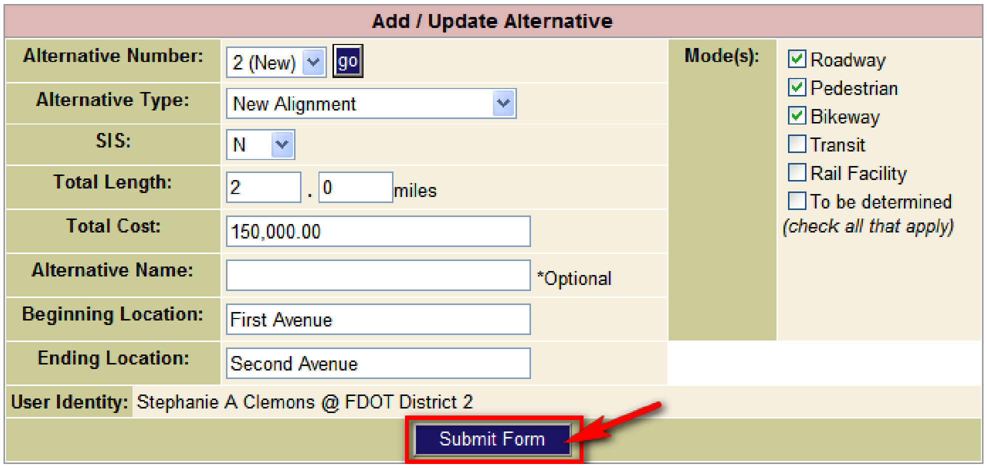
12. In the **Mode(s)** field, click the check box(es) beside the applicable option(s)**.**

- **Roadway**
- **Pedestrian**
- **Bikeway**
- **Transit**
- **Rail Facility**
- **To be determined**



Tip! Click the checked box(es) to deselect a Mode option(s).

13. Click **Submit Form.**



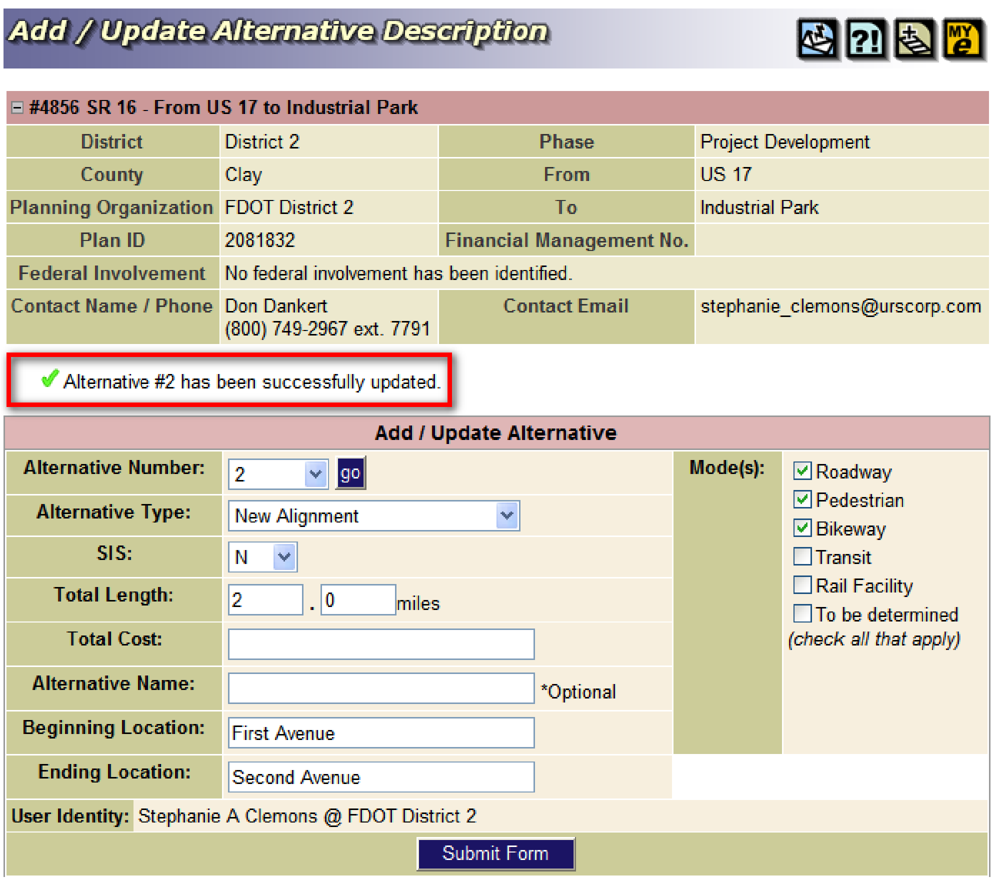
Add / Update Alternative

Alternative Number:	2 (New) go	Mode(s):	☑ Roadway ☑ Pedestrian ☑ Bikeway ☐ Transit ☐ Rail Facility ☐ To be determined (check all that apply)
Alternative Type:	New Alignment		
SIS:	N		
Total Length:	2 . 0 miles		
Total Cost:	150,000.00		
Alternative Name:	*Optional		
Beginning Location:	First Avenue		
Ending Location:	Second Avenue		

User Identity: Stephanie A Clemons @ FDOT District 2

Submit Form

A message appears stating the Alternative has been successfully updated.



Add / Update Alternative Description

#4856 SR 16 - From US 17 to Industrial Park

District	District 2	Phase	Project Development
County	Clay	From	US 17
Planning Organization	FDOT District 2	To	Industrial Park
Plan ID	2081832	Financial Management No.	
Federal Involvement	No federal involvement has been identified.		
Contact Name / Phone	Don Dankert (800) 749-2967 ext. 7791	Contact Email	stephanie_clemons@urscorp.com

✔ Alternative #2 has been successfully updated.

Add / Update Alternative

Alternative Number:	2 go	Mode(s):	☑ Roadway ☑ Pedestrian ☑ Bikeway ☐ Transit ☐ Rail Facility ☐ To be determined (check all that apply)
Alternative Type:	New Alignment		
SIS:	N		
Total Length:	2 . 0 miles		
Total Cost:			
Alternative Name:	*Optional		
Beginning Location:	First Avenue		
Ending Location:	Second Avenue		

User Identity: Stephanie A Clemons @ FDOT District 2

Submit Form

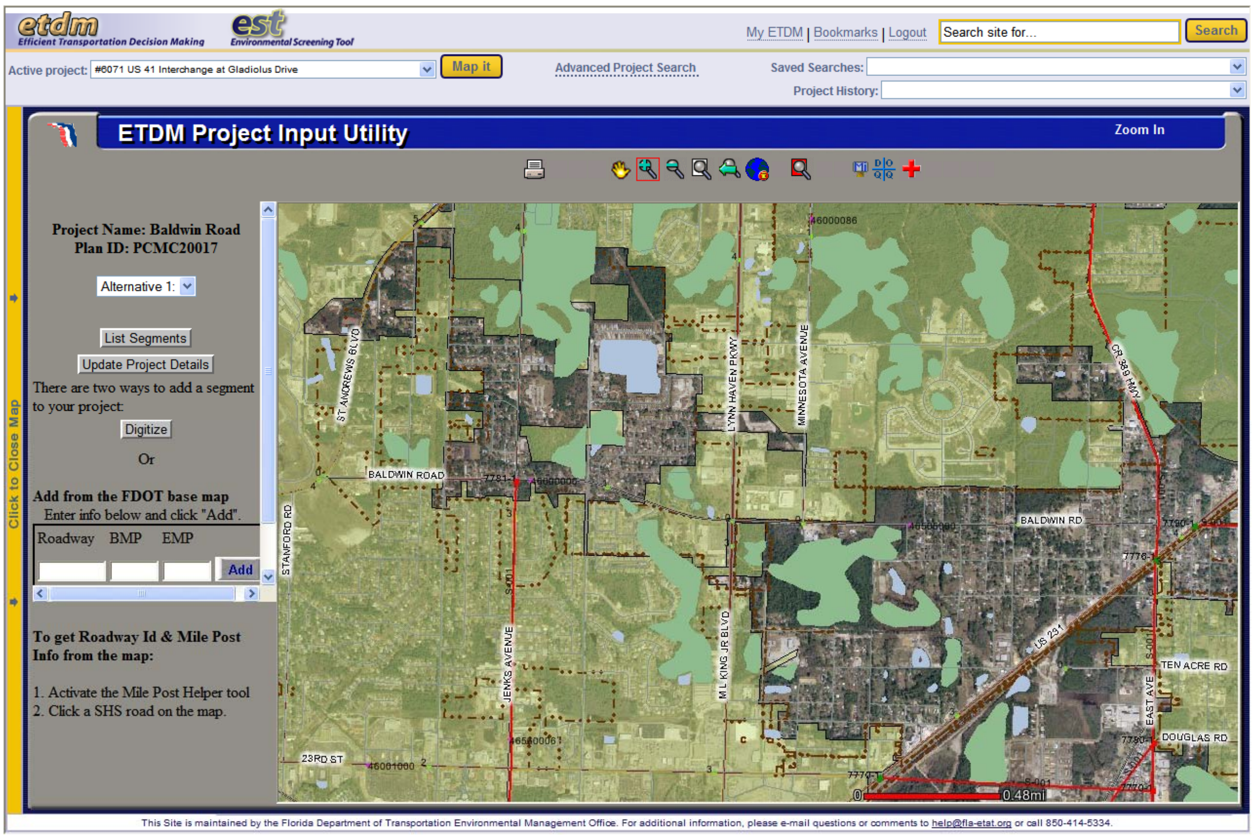
3.1.1.4 *Draw Project on Map (In Development)*

3.1.1.5 *Extract Project from State Highway System*

After adding a new project record to the database, the next step is creating the lines that will represent Alternative corridor(s) on the map. This tool enables users to copy roadway lines from the State Highway System base map into the EST database. Information describing the segments is automatically loaded from the base map database. To add a segment to the project from the base map, the following is needed:

- Roadway Identifier (Roadway ID)
- Beginning Milepost (BMP)
- Ending Milepost (EMP)

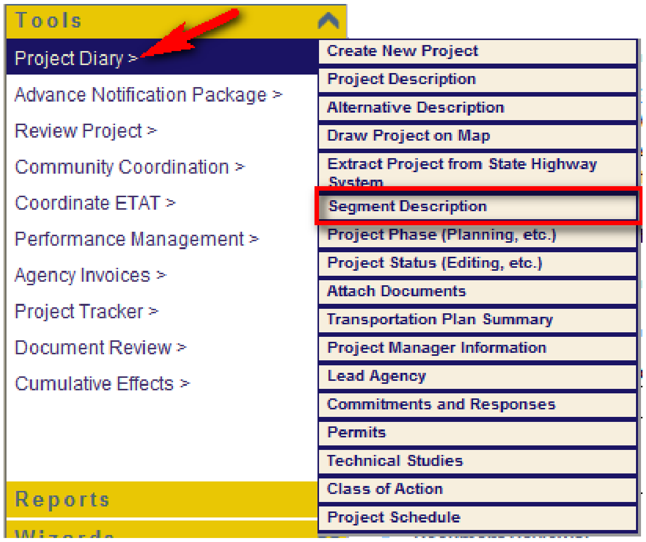
On this form, type the information in the fields.



3.1.1.6 *Update Segment Description*

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

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



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

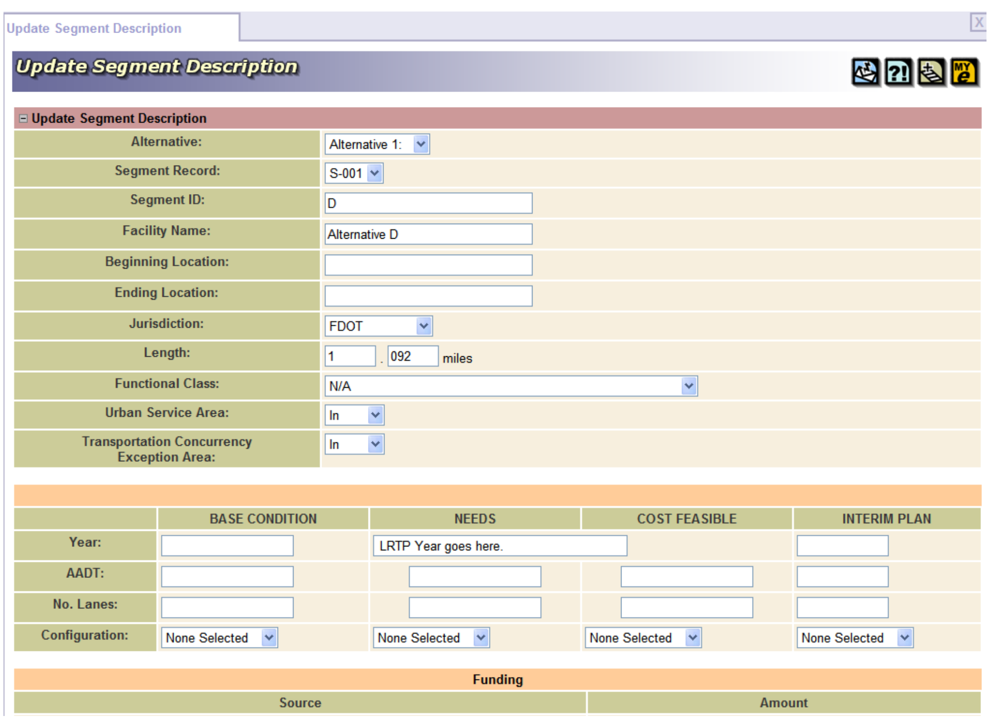


Table 3-1 Project Segment Description

Field Name	Description	Valid Values
Segment Record	Identifier automatically assigned to the segment by the computer and displayed on the map	
Segment ID	Identifier assigned to the project segment by the planning organization	
Facility Name	Name of project segment location (for example, street name)	
Beginning Location	Boundary location marking the beginning of the project segment	
Ending Location	Boundary location marking the end of the project segment	
Jurisdiction	Entity with maintenance responsibility	FDOT County City
Length	Length of planned project segment, in miles	
Functional Class	Functional class of roadway. Not applicable to projects where mode is not roadway.	RURAL: Principal Arterial – Interstate RURAL: Principal Arterial - Other RURAL: Minor Arterial RURAL: Major Collector RURAL: Minor Collector RURAL: Local URBAN: Principal Arterial - Interstate URBAN: Principal Arterial - Other Freeways and Expressways URBAN: Principal Arterial - Other URBAN: Minor Arterial URBAN: Collector URBAN: Local N/A
Transportation Concurrency Exception Area	Indicates whether or not the project segment is in a Transportation Concurrency Exception Area, if one exists within the county	In Out
BASE CONDITION		
Year	4-digit year of the existing roadway conditions	
AADT	Existing traffic volume	
No. Lanes	Total number of existing lanes on road	
Configuration	Existing lane configuration	Lanes Freeway Lanes Divided Lanes Undivided Lanes One-way
NEEDS ASSESSMENT		
Needs AADT	Traffic volume in Needs Assessment	
Needs No. Lanes	Number of lanes in Needs Assessment	
Needs Configuration	Lane configuration in Needs Assessment	Lanes Freeway

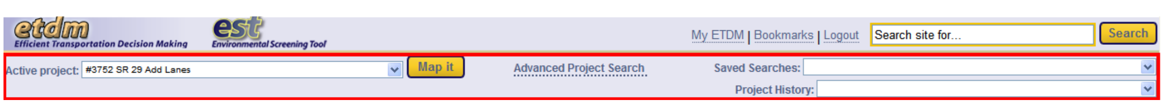
Field Name	Description	Valid Values
		Lanes Divided Lanes Undivided Lanes One-way
COST-FEASIBLE		
Plan Year	4-digit year of Cost Feasible horizon year. (For example, if the project is proposed for the 2025 LRTP, then the plan year would be 2025.)	
Plan AADT	Traffic volume for Cost Feasible horizon year	
Plan No. Lanes	Number of lanes for Cost Feasible horizon year	
Plan Configuration	Lane configuration for Cost Feasible horizon year	Freeway Divided Undivided One-way Transit
INTERIM PLAN		
Interim Year	4-digit year for Interim Plan	
Interim AADT	Planned traffic volume for Interim Plan	
Interim No. Lanes	Planned number of lanes for Interim Plan	
Interim Configuration	Planned lane configuration for Interim Plan	Lanes Freeway Lanes Divided Lanes Undivided Lanes One-way
FUNDING		
Source	Source of funding	Funding Source
Amount	Estimated segment cost in US dollars (Includes Project Development, Design, Right-of-Way Acquisition, Construction, and CEI.)	Funding Amount

3.1.1.7 *Update Project Phase (New 06/30/2010)*

The **Update Project Phase** function in the Environmental Screening Tool (EST) **Tools** menu enables the ETDM Coordinator to move a project and Alternative corridors through the phases of the ETDM Process.

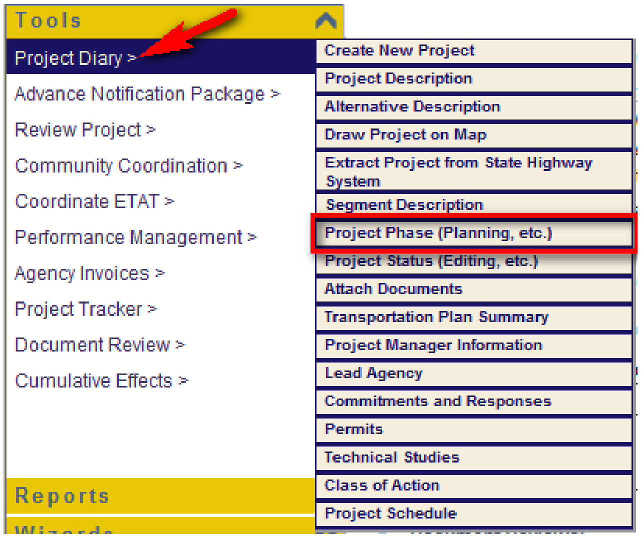
Updating a Project's Phase:

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

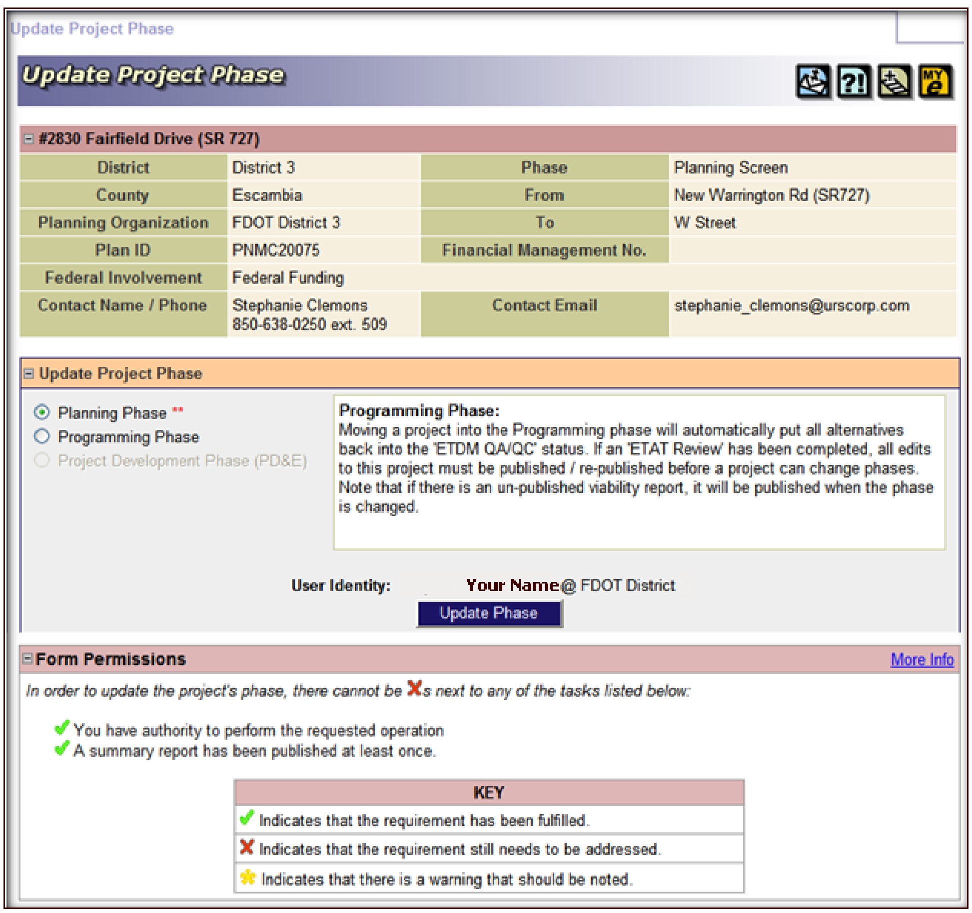


Note: You can use the default project that appears in the **Active project** box, select a project from your **Saved Searches** or **Project History** lists, or you can choose another project using **Advanced Project Search**. See the Navigation chapter of the EST Handbook for information on using the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

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



The **Update Project Phase** window opens as a tabbed page, displaying a page toolbar, project header, an **Update Project Phase** section, and a **Form Permissions** section.



Tip! Click on the toolbar icons to:

Send feedback about the current page.

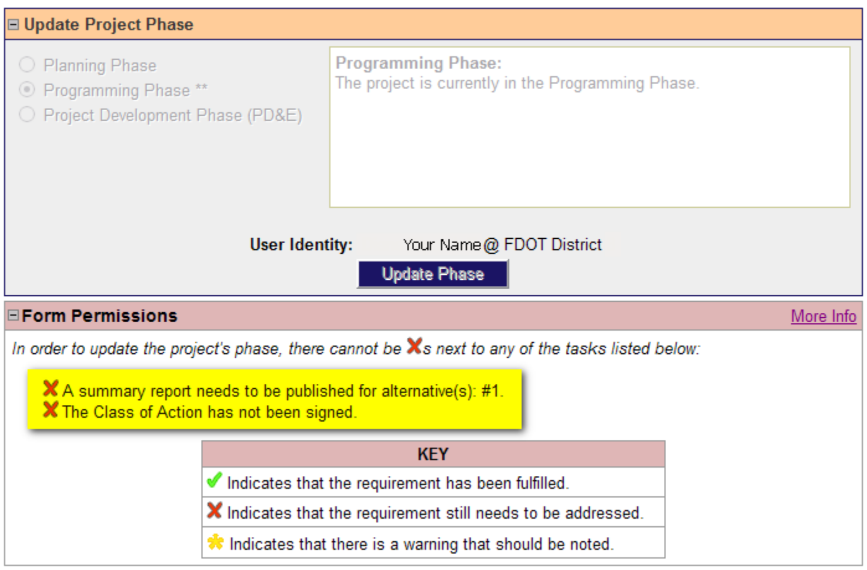
Access online **Help**.

Bookmark the page.

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

For additional information about using the EST page toolbar buttons, refer to the Navigation chapter of the EST Handbook.

The **Form Permissions** section lists whether or not the permission requirements or required tasks have been met. Any condition or reason listed next to an ✗ indicates a condition must be met before the project phase can be updated.

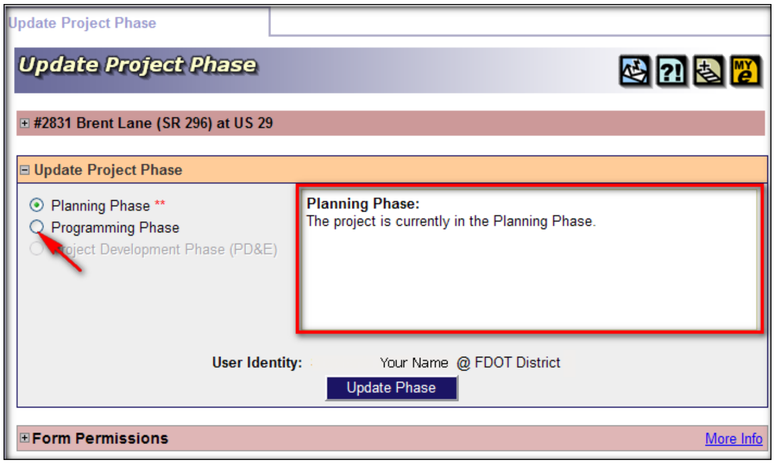


Tip! If the **Update Project Phase** form is grayed out (i.e., inactive) when you open the **Update Project Phase** window, check the **Form Permissions** section for the condition(s) or reason(s). Click the **More Info** link for additional details.

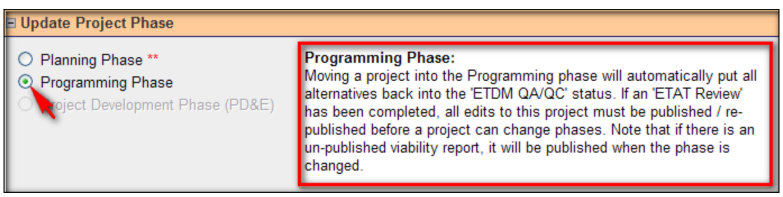
3. To update a project **Phase**, do the following:

- Click the option button, , beside the selected **Phase**.

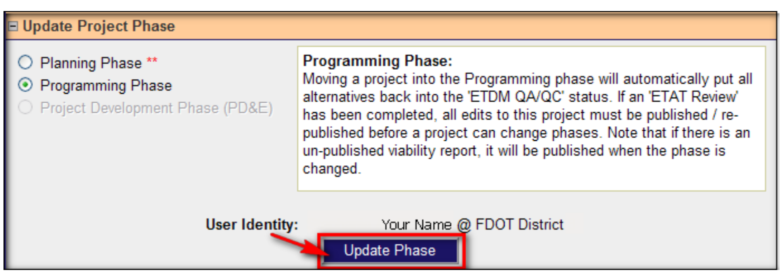
Note: Double red asterisks (**) indicate the project's current phase.



Tip! When you click a **Phase** option button, the EST displays a brief description of how your selection affects the project and its Alternative corridors.



- Click **Update Phase**.



The EST displays a message asking you to confirm the phase change.

Note: Clicking **OK** will submit the form, which means that the project's phase will be changed in the database and the Summary Report for the most recent screening event cannot be edited after the project phase is changed. If there is an unpublished Eliminated Alternatives Report, it will be automatically published, and edited Summary Reports will also be re-published.

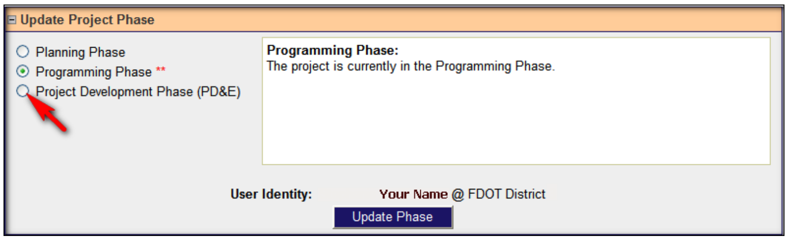
- Click **OK**.

Tip! Click **Cancel** to cancel the operation.

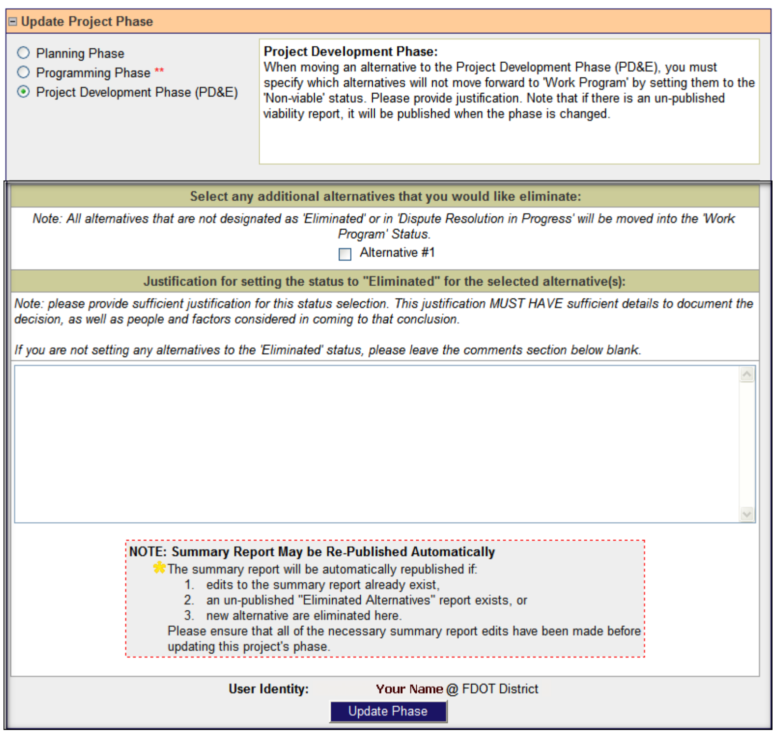
The **Update Project Phase** window refreshes and displays a **Form Confirmation** section, showing the project was successfully updated.

4. When updating a project from **Programming Phase** to **Project Development Phase (PD&E)** you must select Alternatives that will not be moving to Work Program status along with a justification for the eliminated Alternatives. Do the following:

- Click the option button, , beside **Project Development Phase (PD&E)**.

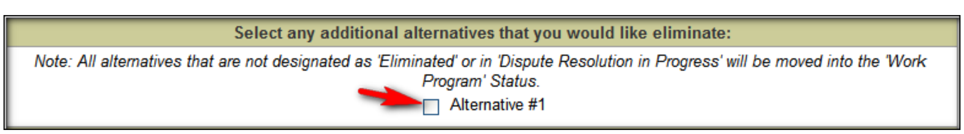


The **Update Project Phase** section expands, displaying a form for identifying eliminated project Alternatives.



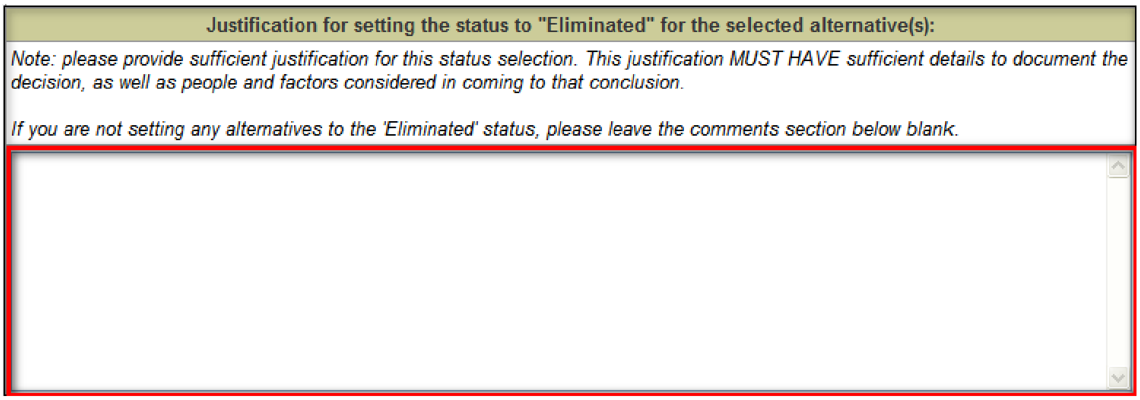
Note: If there is an un-published Eliminated Alternatives report, it will be published when the phase is changed.

- Under **Select any additional alternatives that you would like eliminated**, click the check box(es) beside the Alternative(s).

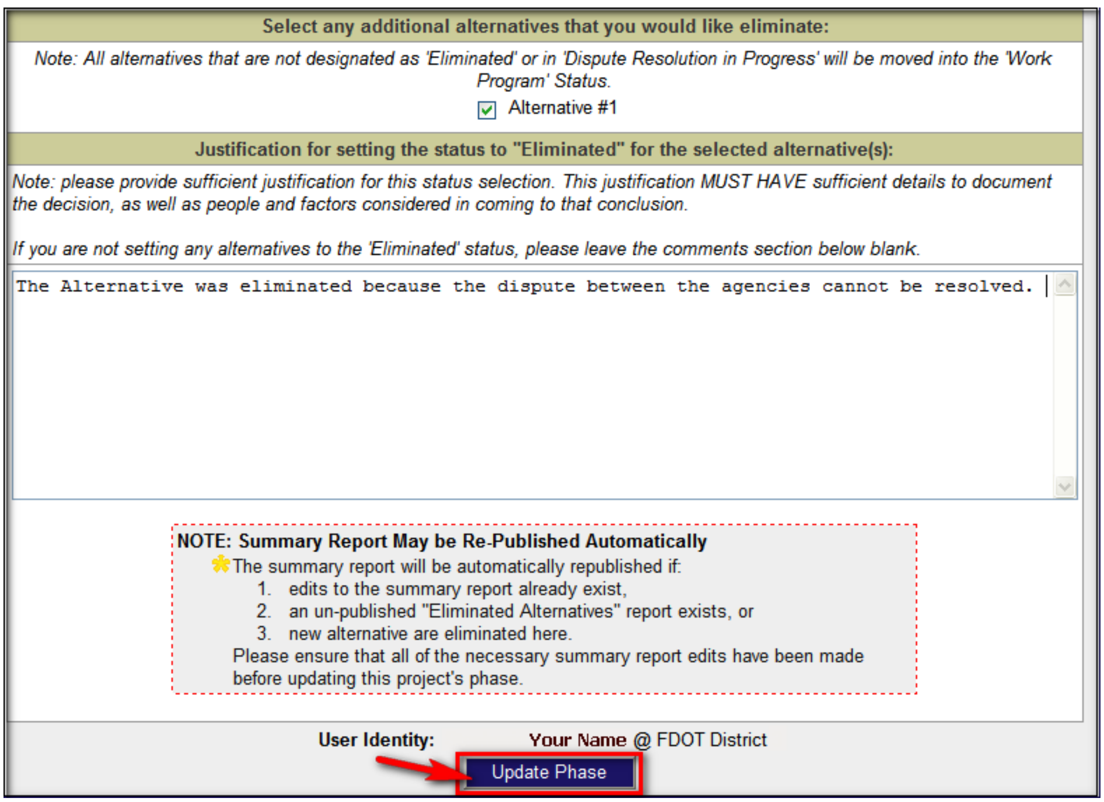


- Under **Justification for setting the status to "Eliminated" for the selected alternative(s)**, type or copy and paste your justification in the **comments** text box.

  Note: You must provide sufficient information justifying the elimination of the Alternative(s). Include determining factors and details describing how you arrived at your conclusion. If you are not eliminating Alternatives from the list, leave the **comments** text box blank.



- Click **Update Phase**.



The EST displays a confirmation message.

3.1.1.8 *Update Project Status (Updated 04/16/2008)*

This tool allows the ETDM Coordinator, Project Manager, or a member of the Coordinator Management Team to move a project and its Alternative corridors through the ETDM Process. Changes in the ETDM phase affect the entire project, and are changed using the **Update Project Phase** option. Within a phase, you may change the status of all, some, or just one of the Alternative corridors in a project. For example, if a determination is made that a project Alternative is "non-viable" or should be eliminated from further consideration, the ETDM Coordinator Primary can change the status of that project Alternative to "Eliminated." The ETDM Coordinator Primary can also use the **Update Project Status** tool to reactivate an eliminated Alternative.

The following status settings are available:

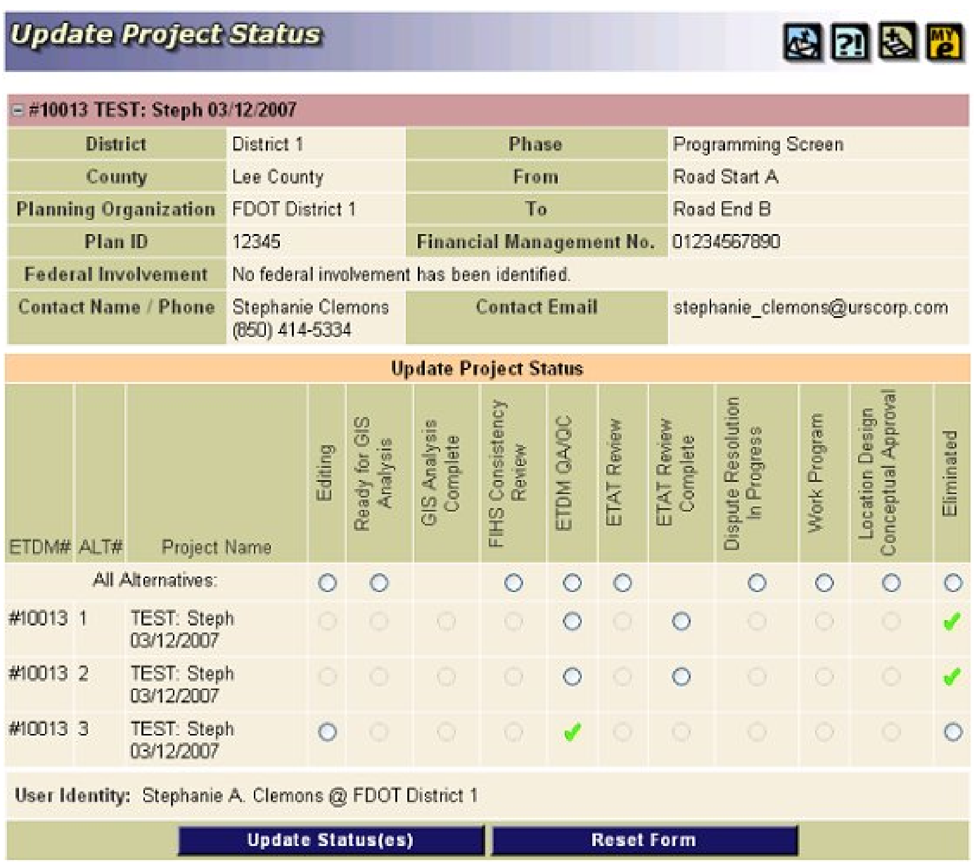
- *Editing:* Allows the database record to be edited. This is the default setting when a project is first created.
- *Ready for GIS Analysis:* Adds the Alternative to the queue for the GIS analysis program to run. Used after the segments have been added or modified. (See Section 3.4)
- *GIS Analysis Complete:* Set by the application after the GIS analysis program is complete.
- *FIHS Consistency Review:* Used by District staff to inform the FIHS Central Office that a FIHS project is ready for a consistency review.
- *ETDM QA/QC:* Used by data entry staff to inform the ETDM Coordinator that a project is ready for final review prior to releasing to the ETAT for review.

  Note: A clear representation of a project's extent and location is essential for an accurate ETAT review and commentary. Refer to the GIS Quality Review Checklist (Section 3.1.1.8.1) to verify the accuracy of the features that have been uploaded to the GIS Analysis database and the EST.

- *ETAT Review:* Used by the ETDM Coordinator to initiate a review of the project by the ETAT. Locks the record for editing until the review cycle is complete. When a project is in "ETAT Review," its status and phase cannot be changed until the 45-day review period is over. Once the 45-day review period has ended, the status will automatically be changed to "ETAT Review Complete." This will unlock the project and allow the ETDM Coordinator to once again set the status and phase. If any project has been assigned a status of "ETAT Review," a follow-up form will allow the ETDM Coordinator to email the concerned parties. The email addresses and list of updated projects are automatically filled in when the form loads. Only those ETAT members responsible for reviewing projects in the ETDM Coordinator's district are listed. All of the fields are editable, allowing the user to add email addresses and change the email text, subject, and from address.
- *ETAT Review Complete:* Automatically set by the application at the end of the review period.
- *Dispute Resolution in Progress:* Set by the ETDM Coordinator to flag projects that are in dispute resolution negotiations.
- *Work Program:* Set by the ETDM Coordinator at the end of the Programming Screen if the project is included in the Work Program.
- *Eliminated:* Set by the ETDM Coordinator at any time in the process if an Alternative is determined to be non-viable or should be eliminated from further consideration. Justification is required for changing the status of an Alternative to "Eliminated."

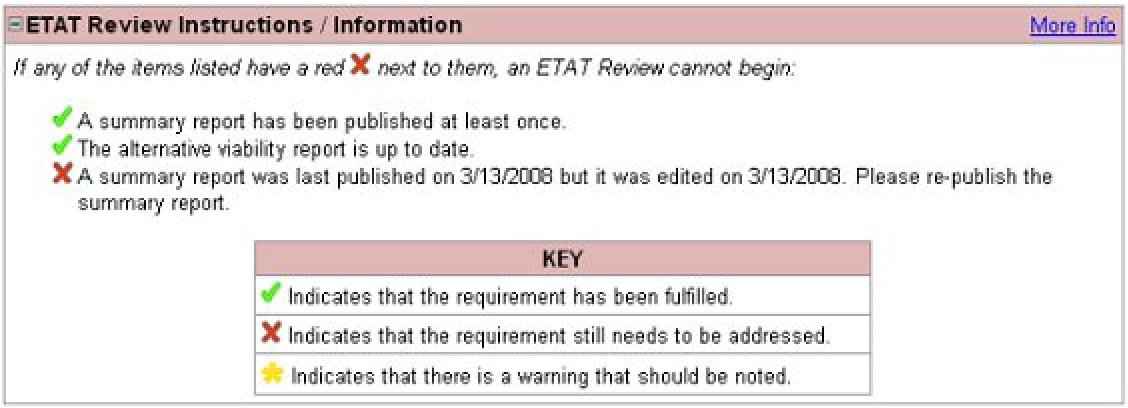
In the **Tools** menu, point to **Project Diary**, and then click **Project Status (Editing, etc.)**. The **Update Project Status** page opens.

Select the status by clicking the option button under the status name. To change the status for a project Alternative, use the option buttons in the row corresponding to the Alternative. To change the status of the entire project, use the option buttons in the row titled **All Alternatives**. To submit the status changes, click **Update Status(es)**. To reset the form to the previous status(es) without saving the changes, click **Reset Form**.



Explanations concerning the symbols used in the **Update Project Status** form are provided at the bottom of the form, as shown in the next illustration. This section of the form includes a **More Info** link, which can be used to access the **Project Milestone Needs** report for the selected project.

Note: The hard copy maps pertaining to a project Alternative are automatically generated when the Alternative's status is set to **GIS Analysis Complete**, **ETDM QA/QC**, or **ETAT Review**. The hard copy maps can then be accessed by selecting the project, then selecting **Print Hard Copy Maps** under the **Maps** heading.


ETAT Review Instructions / Information More Info

If any of the items listed have a red ✗ next to them, an ETAT Review cannot begin:

✓ A summary report has been published at least once.
✓ The alternative viability report is up to date.
✗ A summary report was last published on 3/13/2008 but it was edited on 3/13/2008. Please re-publish the summary report.

KEY
✓ Indicates that the requirement has been fulfilled.
✗ Indicates that the requirement still needs to be addressed.
✱ Indicates that there is a warning that should be noted.

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

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

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

3.1.1.8.1 GIS Data Quality Review Checklist

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

- Verify that the number of mapped Alternatives is equal to the number of Alternatives described in the **Project Description Report**.
- If the GIS features were loaded into the EST from another source, compare the version in the EST with the source to verify that all features loaded correctly.
- Confirm that mapped Alternative endpoints are consistent with the **From** and **To** locations described in the **Project Description Report**.
- Check the relationships among the map features representing your project (also known as "topology"):
    - Lines – Alternative segments are adjoined at their respective endpoints unless otherwise intended, and there are no duplicate lines representing the same feature

- Polygons – coincident borders of areas should not overlap, nor should there be gaps between the areas unless otherwise intended
- Points – only one point represents the feature unless otherwise intended

- Compare the location of project features to other features represented on the map:
  - Zoom to a scale of 1:5000 or less at the endpoint of an Alternative. This scale allows you to use the most detailed aerials available in the EST – 1-foot Resolution Digital Orthophoto Imagery (DOI).
  - Turn on map layers that will help confirm locational accuracy, such as the following:
    - DOI Aerials
    - Navteq Roads, railroads or other layers containing useful information for confirming feature locations
    - Layers showing resources you plan to avoid (schools, hospitals, parks, etc.)
  - Using the **Pan** tool, move along each project feature, looking to see if it is in the right place relative to other features on the map and consistent with the project description you provided. If the project is intended to avoid a sensitive resource in the area, confirm that the project does not intersect the resource. For example:
    - If an Alternative is intended to be within an existing road right-of-way, confirm that it is in fact within a few feet of a road.
    - If an Alternative is intended to avoid a particular park, turn on a layer like Florida Natural Areas Inventory's (FNAI's) Florida Managed Areas to confirm that the Alternative does not intersect the park boundary.
- Compare the value of the length field for a project Alternative against the total length value entered in the **Add/Update Alternative Description** form.

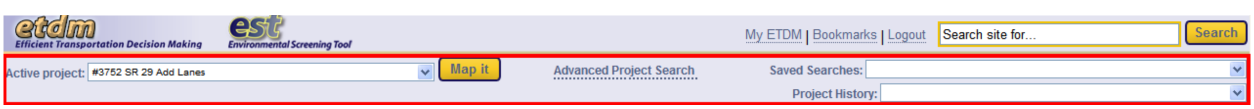
3.1.1.9 *Attach Documents (Updated 06/30/2010)*

The **Attach Documents** function in the Environmental Screening Tool (EST) **Tools** menu displays a form that enables you to attach documents to one or multiple projects.

You can attach documents to the current project or any of the projects within your jurisdiction. Attach a document by uploading it from your computer or by searching for documents in the EST.

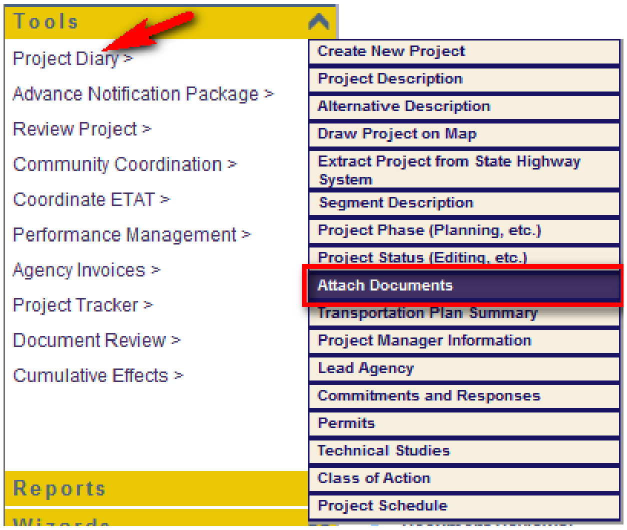
Attaching Documents:

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

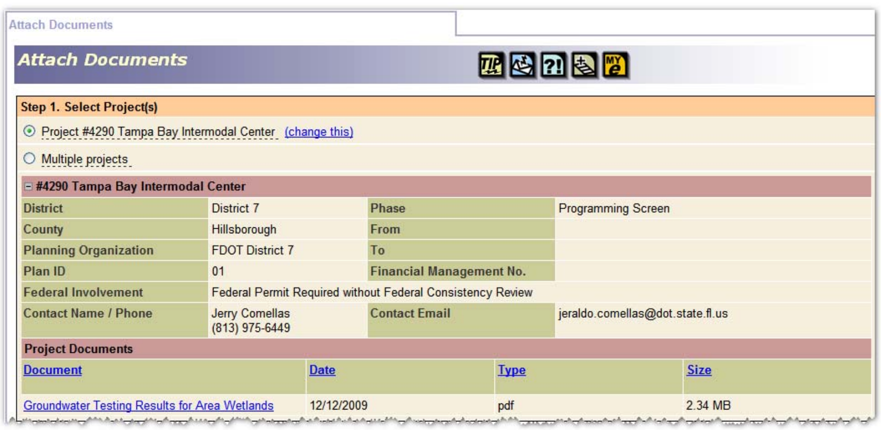


Note: You can use the default project that appears in the **Active project** box, select a project from your **Saved Searches** or **Project History** lists, or you can click the **Advanced Project Search** link to select another project. See the Navigation chapter of the EST Handbook for information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

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



The **Attach Documents** window opens as a tabbed page, displaying a page toolbar, a list of documents for the selected project, and sections showing the steps needed to attach documents to one or multiple projects.



Tip! Click on the toolbar icons to:


Open the **Tip Sheet** of the current page.


Send feedback about the current page.


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

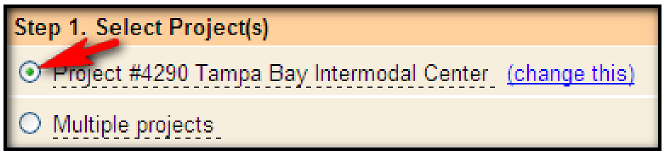

Bookmark the page.


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

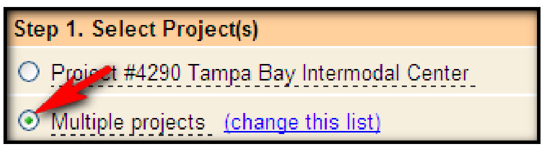
For additional information about using the EST page toolbar buttons, refer to Chapter 2.8 of the EST Handbook.

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

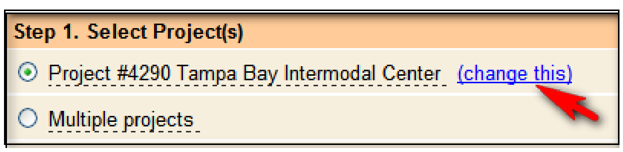
- To select only the default project (the same project that is shown in the **Default Project from Selection** field located in the **Project Navigation bar**), leave the option button as selected. The EST automatically defaults to this option. Go to **Step 2. Selecting Document(s)** on the form (See Step 5 of these instructions).



- To attach a document to multiple projects from your **Current Selection**, click the option button beside **Multiple projects**. Go to the next step of these instructions for navigation details on selecting multiple projects.



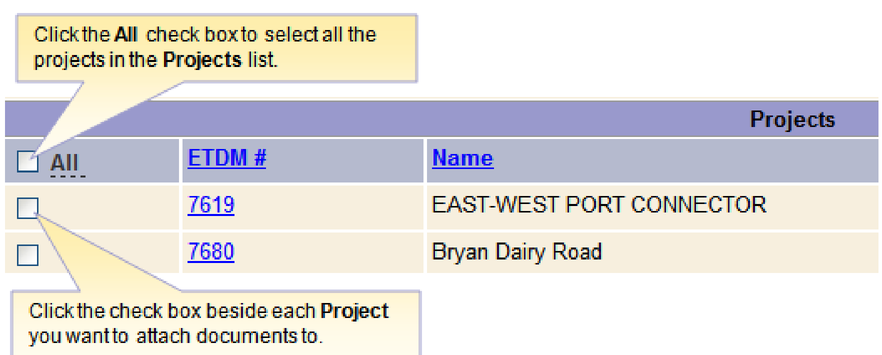
Tip! Click the **change this** link (for the single project option) or **change this list** link (for multiple projects) to select another project from your **Current Selection** list or choose another project with the **Project Selection Wizard**.



4. After clicking the **Multiple projects** option, the **Select Projects** section expands and displays a **Projects** table showing the projects listed in the **Current Selection**.

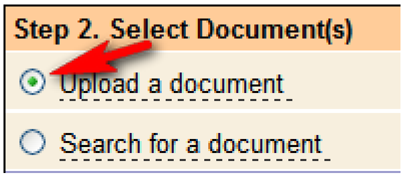
- Select projects by doing one of the following:
  - Click the check box on the project row for each project you want to attach a document(s) to.
  - Click the check box beside **All** to select all the projects in the list.

Tip! Click the ETDM number link in the **ETDM#** column to open the project description.

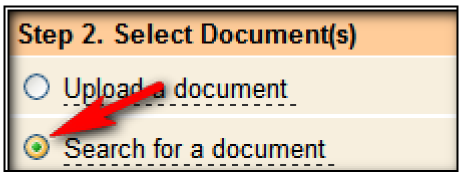


5. Under **Step 2. Select Document(s)**, do one of the following:

- To upload and attach a document, click the option button beside **Upload a document**. Go to Step 6 of these instructions for information on uploading and attaching documents.



- To search for and attach a document(s) in the EST database, click the **Search for a document** option button. Go to Step 7 of these instructions for information on searching for and attaching documents.



6. After clicking **Upload a document**, the section expands and displays a form for describing the document. Under **Describe new document**, enter the information into the following fields:

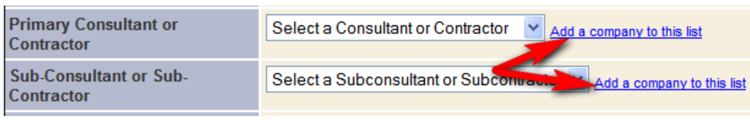
Note: Required fields are indicated by double asterisks (**) and are highlighted in yellow on the form.

- **Name** – Type the name of the document (up to 240 alphanumeric characters).
- **Description** – Type a brief description of the document (up to 254 alphanumeric characters).
- **Commitment** – Indicate whether the document is related to a project commitment (**Yes** or **No**).
- **State Highway System** – Indicate if the document is for a project on the State Highway System (**Yes**, **No**, **N/A**-Not Applicable).
- **Public Access** – Click the check box beside **Exempt from Public Record requests** if the document is not subject to public disclosure and, therefore, is not to be included in the Public Access Site.
- **Document Category** – Click the drop-down arrow, , to expand the field, and then make the appropriate selection by clicking on it.
- **Publication Date** – Type the date the document was published. Use the date format **mm/dd/yyyy**.
- **City** – Click the drop-down arrow, , to expand the field, and then make the appropriate selection by clicking on it.
- **Primary Consultant or Contractor –** Do one of the following:
  - Click the drop-down arrow, , to select a primary consultant or contractor from the list.

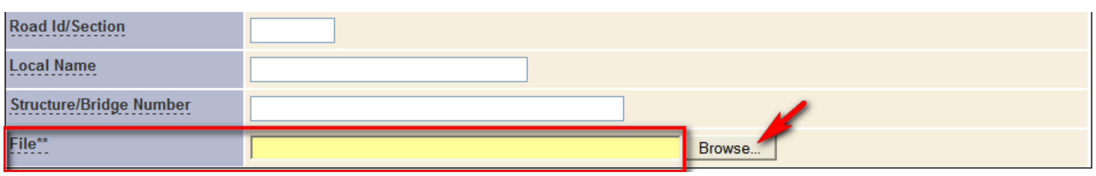
- Click the **Add** button to add a name to the list. The field expands, enabling you to type the name.

- **Sub-consultant or sub-contractor –** Do one of the following:
  - Click the drop-down arrow, , to select a sub-consultant or sub-contractor from the list.
  - Click the **Add** button to add a name to the list. The field expands, enabling you to type the name.

    Tip! Click the **Add a company to the list** link to add a company to the **Primary Consultant or Contractor** or **Sub-Consultant or Sub-Contractor list**.



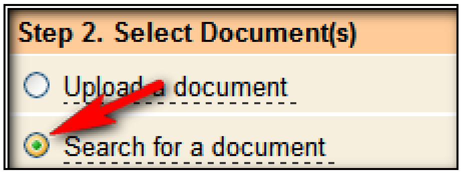
- **Permit Agency –** Click the drop-down arrow, , to expand the field, and then select the permit agency associated with the document.
- **Contract Number –** Type the contract number (up to 5 alphanumeric characters).
- **Invoice Number –** Type the invoice number (up to 8 alphanumeric characters).
- **Road Id/Section –** Type the Roadway Characteristics Inventory (RCI) Identification or sub-section number (8-digit number).
- **Local Name –** Type the locally assigned name of the road (up to 36 alphanumeric characters).
- **Structure/Bridge Number –** Type the structure or bridge number (up to 200 alphanumeric characters).
- To upload your document, click the **Browse** button next to the **File** field. Then navigate to and click the selected document on your computer.



The EST displays the document name in the **File** field.

- Go to Step 8 of these instructions to complete the process.

7. To search for a document in the EST database, click the **Search for a document** option button.



The section expands, displaying a search filter.

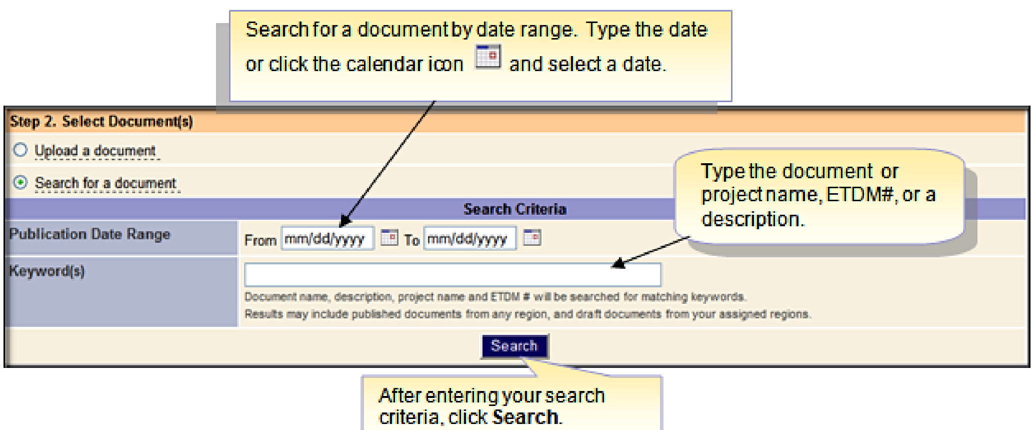
- Under **Search Criteria**, complete one or both of the following fields:
  - **Publication Date Range** – Type the date range in the **From** and **To** fields. Use the **mm/dd/yyyy** format for typing dates.

    Tip! You can also click the calendar icon, , to select a date.

  - **Keyword(s)** – Type all or part of the name of a document or the project number. You can also type a word related to the document or project.

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

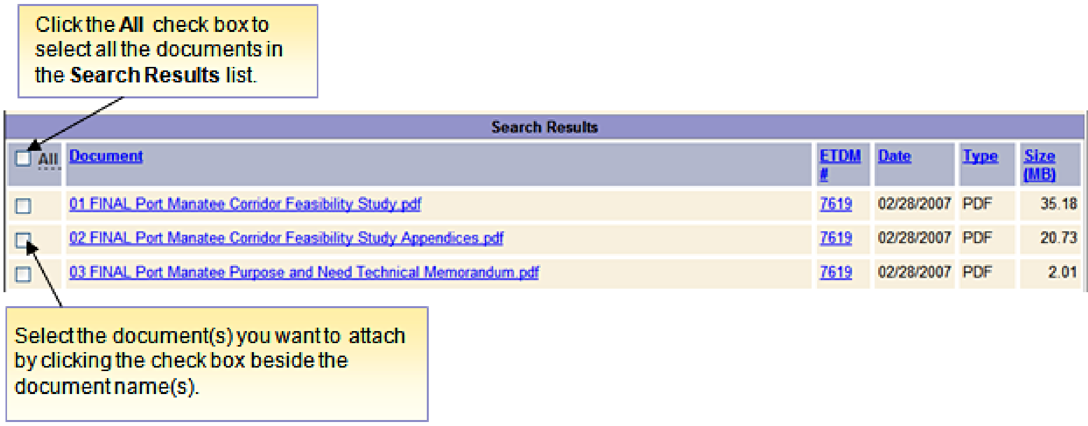
- Click **Search.**



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

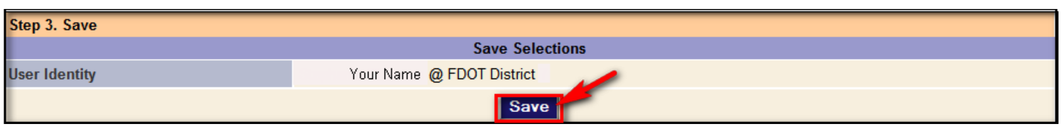
Note: Search results may include published documents from any region and un-published documents from your assigned regions.

- Under **Search Results**, select the document(s) by doing one of the following:
  - Click the check box on the document row for each document you want to attach.
  - Click the check box beside **All** to select all the documents in the **Search Results** list.



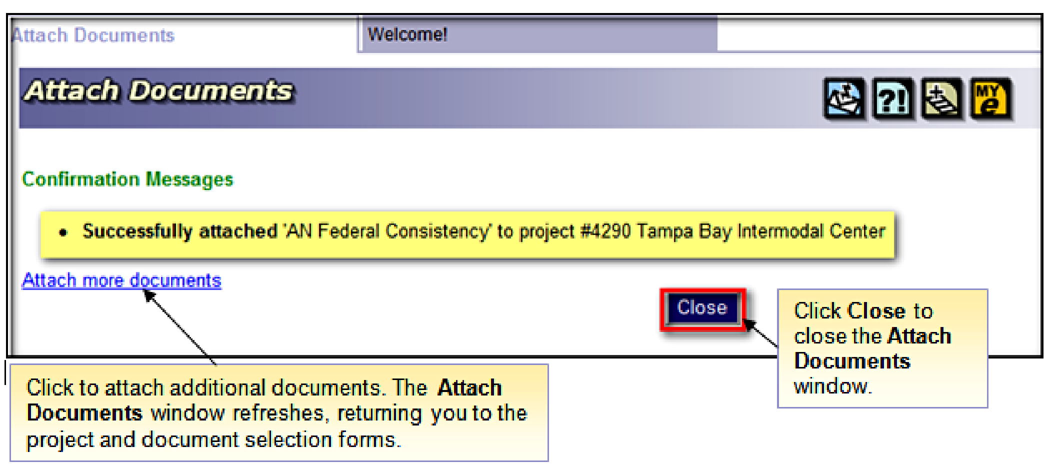
Tip! Click the document link in the **Document** column to open it. Click the number link in the **ETDM#** column to open the **Project Description** window.

8. Click **Save**.



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

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



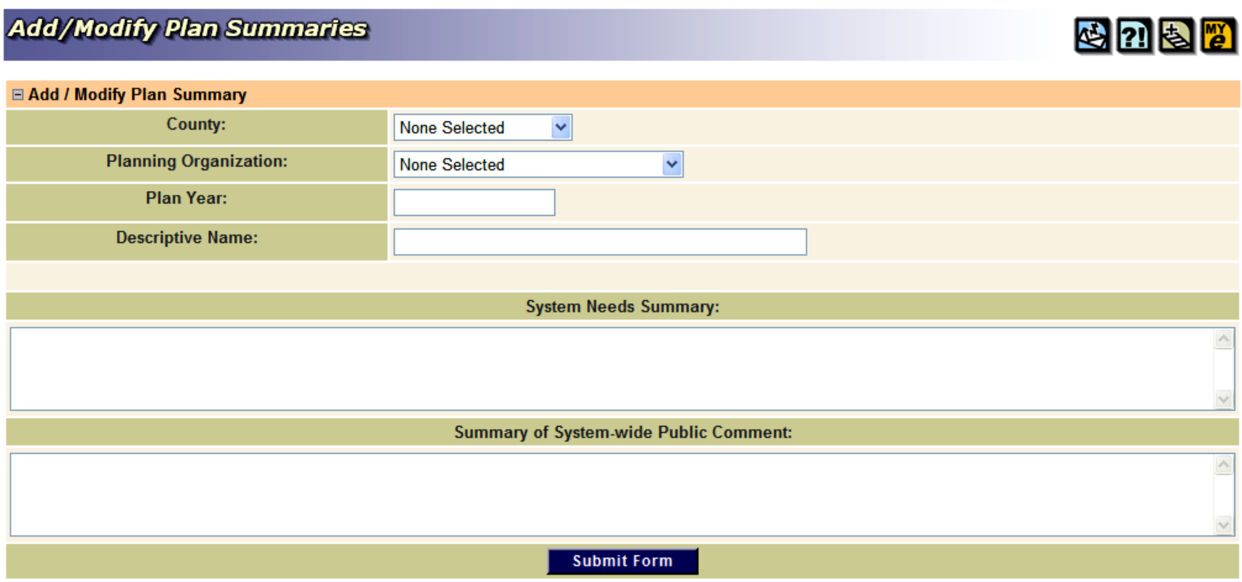
The attached documents will appear under **Project Documents** in the **Attach Documents** window.

Project Documents			
Document ↑	Date	Type	Size
AN Federal Consistency	04/19/2010	pdf	2.34 MB
AN Federal Consistency	04/19/2010	pdf	2.34 MB
Groundwater Testing Results for Area Wetlands	12/12/2009	pdf	2.34 MB
species information provided by FFWCC	05/03/2007	pdf	84 KB

Note: If you mistakenly upload a document, contact the EST Help Desk at help@fla-etat.org, and request the document be removed from the database.

3.1.1.10 *Add/Modify Plan Summaries*

This tool enables users to enter the system-wide needs summary and the summary of system-wide public comments to describe any proposed or adopted transportation plans which include projects in the ETDM process. To add system-wide needs summary and/or summary of system-wide comments, click on the Add/Modify Plan Summaries option found under the "Maintain Project Diary" heading in the Tools menu. Select a County and Planning Organization from the pull-down menus, then enter the Plan Year and a Descriptive Name. Use the text boxes to enter the System Needs Summary and/or Summary of System-wide Public Comments. Information can be typed directly in the text boxes, or copied and pasted from an existing document. Click "Submit Form" when finished.



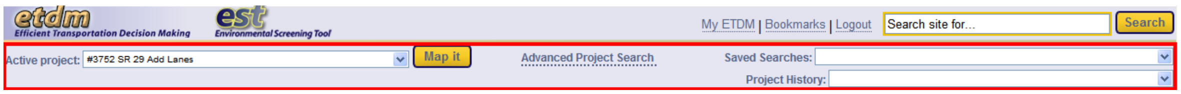
3.1.1.11 *Assign Project Managers (Updated 11/30/2011)*

The **Assign Project Managers** function in the Environmental Screening Tool (EST) **Tools** menu enables authorized users to assign one or multiple project managers to a project.

Users with the following roles are authorized to use the **Assign Project Managers** function in the EST: District ETDM Coordinators, District ETDM Coordinators – Primary, ETDM Coordinators Management Team, Environmental Management Office managers and liaisons, Metropolitan Planning Organization (MPO) Coordinators, MPO Coordinators – Primary, Federal Intrastate Highway System Central Office, and Project Managers.

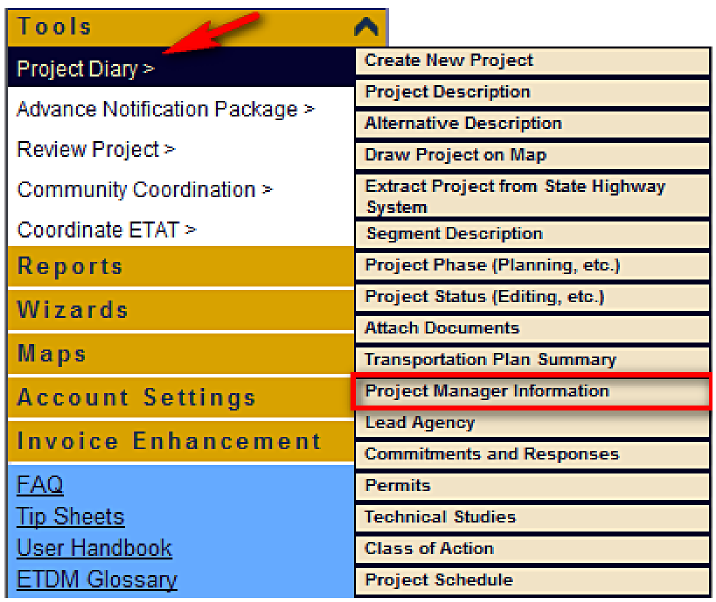
Assigning Project Managers to a Project:

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



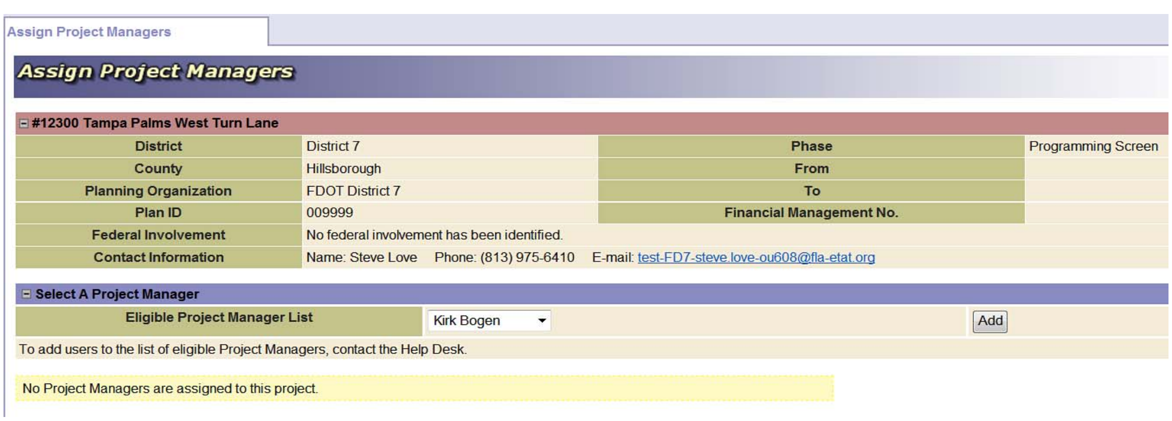
Note: You can use the default project that appears in the **Active project** box, select a project from your **Saved Searches** or **Project History** lists, or you can click the **Advanced Project Search** link to select another project. See the Navigation chapter of the EST Handbook for information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

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



The **Assign Project Managers** page opens, displaying a form that enables you to manage the assignment of project managers for the selected project.

Note: If you received a **Form Permissions** message with an ✘, you will not be able to access the Assign Project Managers form for the selected project. Contact the ETDM Help Desk at help@fla-etat.org.



Tip! Click on the toolbar icons to:

Send feedback about the current page.

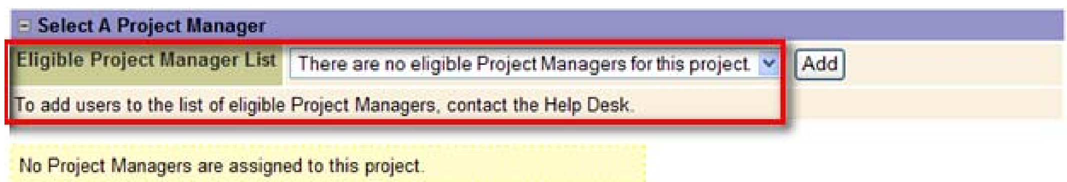
Access online **Help** for the current page.

Bookmark the page.

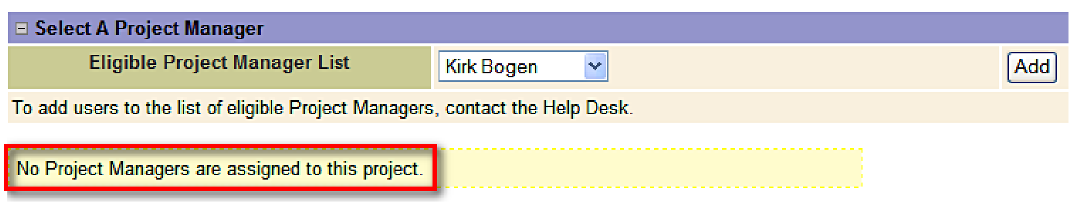
Add the page to your **My ETDM** preferences.

3. Under **Select A Project Manager**, one of the following screens will appear:

- If there are no eligible project managers for the project, the EST displays a statement in the **Eligible Project Manager List** field: "**There are no eligible Project Managers for this project**." You will need to contact the ETDM Help Desk if you receive this message.



- If there is a list of eligible project managers but a project manager(s) has not yet been assigned to the project, the EST displays a message stating, "**No Project Managers are assigned to this project.**" Go to Step 4 for instructions on assigning eligible project managers to a project.



- If one or multiple project managers have been assigned to the project, the EST displays the names in the **Current Project Managers** section.

  Tip! To remove a name from the **Current Project Managers** section, click the **X** beside the name.

4. Click the **Eligible Project Manager List** arrow to expand the pre-populated list of project managers who have been approved to work on the project, and then select the name by clicking it.

Note: The list shows only the names of project managers that have been approved to work on the project. To add a name to the list of project managers who are eligible to work on the project, you must contact the ETDM Help Desk at help@fla-etat.org.

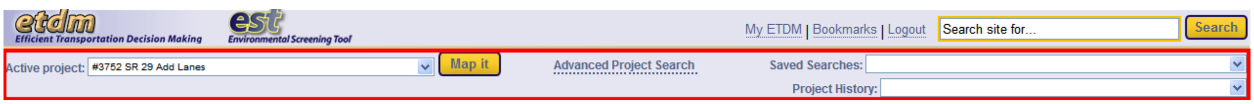
5. Click **Add**. The EST displays the **Current Project Managers** section along with the selected name and contact information.

3.1.1.12 *Update Potential Lead Agencies (New 06/30/2010)*

The **Update Potential Lead Agencies** function in the Environmental Screening Tool (EST) **Tools** menu enables the ETDM Coordinator to identify one or more Potential Lead Agencies for a project.

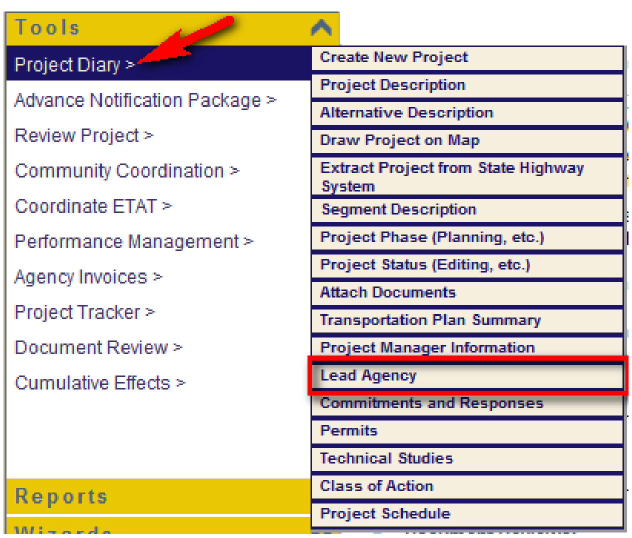
Updating Potential Lead Agencies:

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

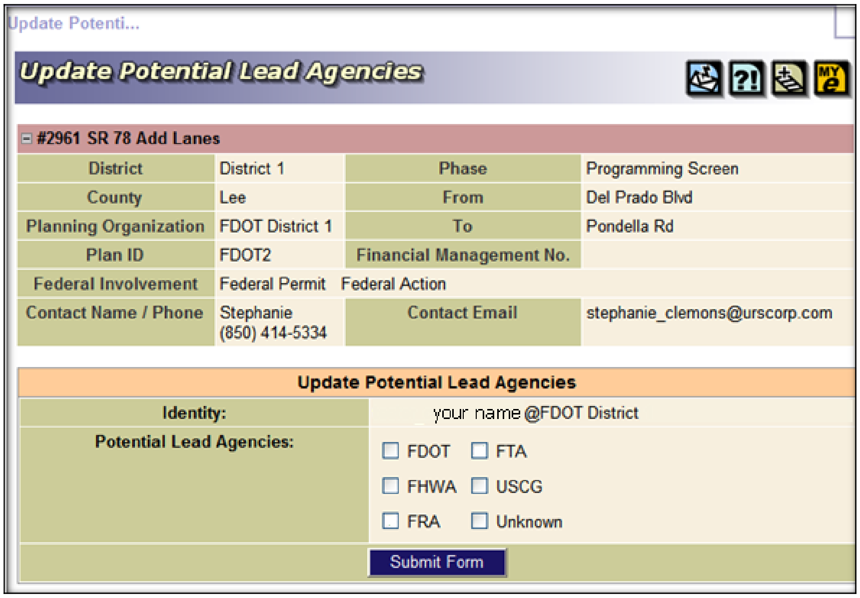


Note: You can use the default project that appears in the **Active project** box, select a project from your **Saved Searches** or **Project History** lists, or you can choose another project using **Advanced Project Search**. See the Navigation chapter of the EST Handbook for information on using the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

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



The **Update Potential Lead Agencies** window opens as a tabbed page, displaying a page toolbar, project header, and an **Update Potential Lead Agencies** form.


Update Potenti...

Update Potential Lead Agencies

#2961 SR 78 Add Lanes

District	District 1	Phase	Programming Screen
County	Lee	From	Del Prado Blvd
Planning Organization	FDOT District 1	To	Pondella Rd
Plan ID	FDOT2	Financial Management No.	
Federal Involvement	Federal Permit Federal Action		
Contact Name / Phone	Stephanie (850) 414-5334	Contact Email	stephanie_clemons@urscorp.com

Update Potential Lead Agencies	
Identity:	your name @FDOT District
Potential Lead Agencies:	☐ FDOT ☐ FTA ☐ FHWA ☐ USCG ☐ FRA ☐ Unknown
	Submit Form

Tip! Click on the toolbar icons to:

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

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

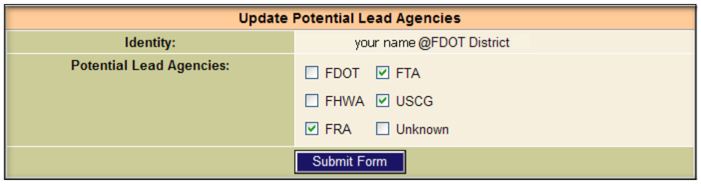
3. In the **Potential Lead Agencies** field, select the appropriate option(s) by doing the following:

- If the project has no federal involvement, click the check box beside **FDOT** (Florida Department of Transportation).

Update Potential Lead Agencies	
Identity:	your name @FDOT District
Potential Lead Agencies:	☑ FDOT ☐ FTA ☐ FHWA ☐ USCG ☐ FRA ☐ Unknown
	Submit Form

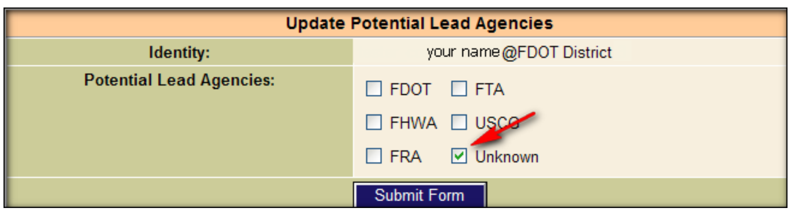
- If the project affects a federal area of interest (e.g., highways, rail, public transportation, waterways) click the check box(es) beside one or more of the following options:
    - **FHWA** (Federal Highway Administration) – If the project impacts a federal highway, the FHWA could become the lead agency.
    - **FTA** (Federal Transit Authority) – If the project significantly impacts an area's public transportation system, the FTA could become the lead agency.

- **USCG** (U.S. Coast Guard) – If the project significantly impacts an area's waterways, the USCG could become the lead agency.
- **FRA** (Federal Railway Authority) – If the project significantly impacts a railway system, the FRA could become the lead agency.

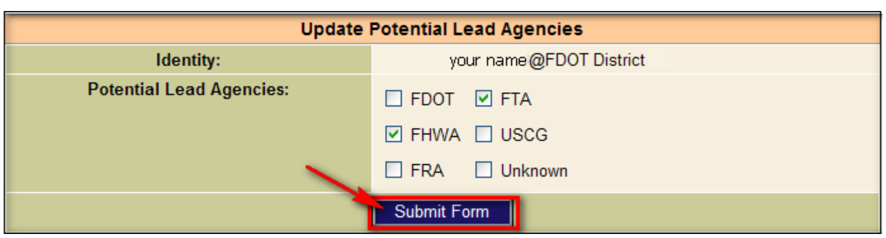


Note: During ETAT Review, all potential lead agencies must approve the Purpose and Need Statement for the project. During the Programming Phase, the selected lead agency must indicate whether or not it accepts the role of lead agency before the ETDM Coordinator can recommend a Class of Action for the project.

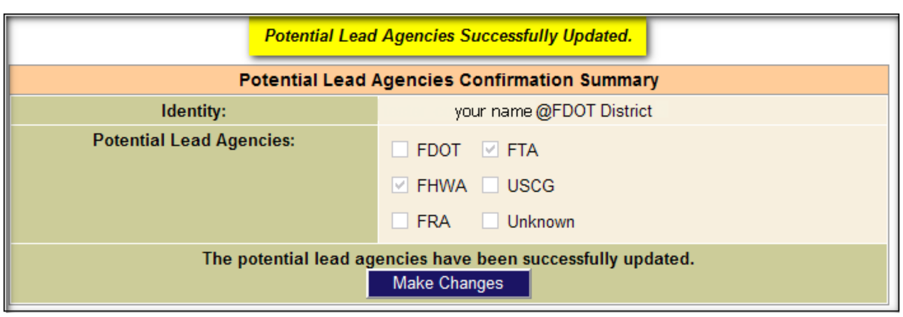
- If the project's federal involvement is not yet established or if the impacts on the transportation systems are not known, then click the check box beside **Unknown**.



4. Click **Submit Form**.



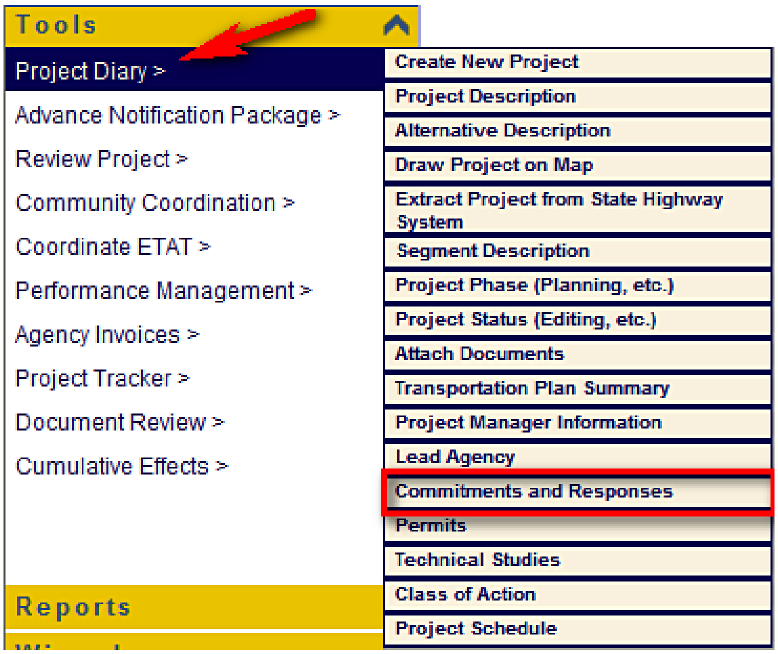
The EST displays a message stating the Potential Lead Agencies information has been successfully updated.



Tip! Click **Make Changes** to add an agency to the list of **Potential Lead Agencies** or to change an agency selection.

3.1.1.13 *Update Project Commitments/Responses*

This tool allows the ETDM Coordinator, Project Manager, ETDM Management Team user, or ETDM Data Entry user to add or modify commitments and/or responses made to the ETAT or public regarding the project. To update commitments and/or responses for a project, select a project from **the Project Navigation Bar**, and then go to the **Tools** menu, point to **Project Diary**, and click **Commitments and Responses**.



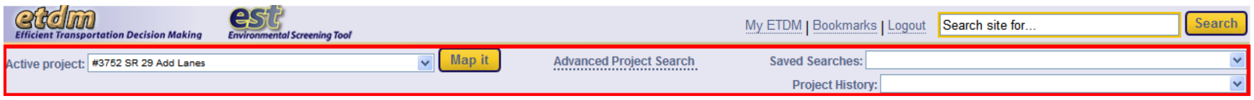
The **Update Project Commitments/Responses** page opens and displays a **General Project Commitments** section that shows any previously entered commitment descriptions. Add additional commitments in the **Add Project Commitment** text box. Type or copy and paste text into the box, and then click **Add Commitment**.

3.1.1.14 *Identify Required Permits (Updated 11/30/2011)*

The **Identify Required Permits** function in the Environmental Screening Tool (EST) **Tools** menu enables ETDM District Coordinators and Project Managers to identify permits required for a project and add information about specific permit conditions.

Identifying Required Permits:

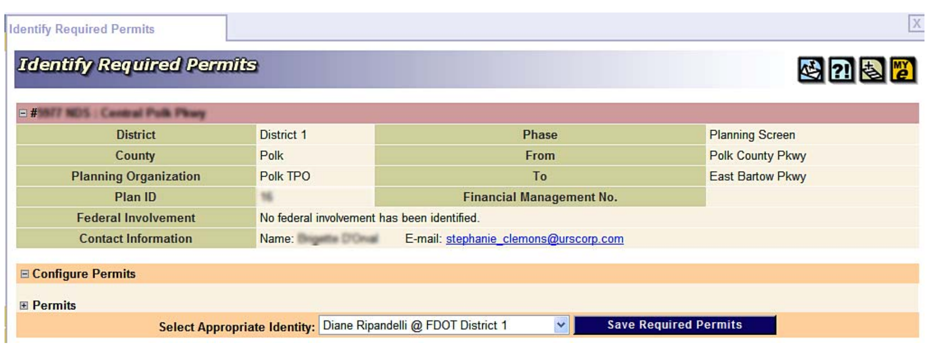
1. Select a project from the **Project Navigation Bar**.



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

2. Go to the **Tools** menu, point to **Project Diary**, and then click **Permits**.

The **Identify Required Permits** page opens, displaying a form that enables you to select permits required for a project.



Tip! Click on the toolbar icons to:

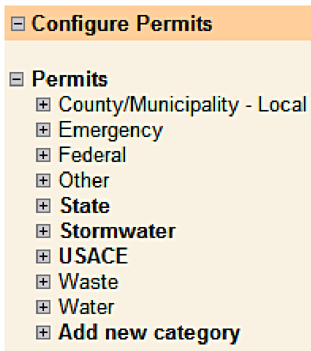
 Send feedback about the current page.

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

Bookmark the page.

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

3. Click the plus sign, , beside **Permits** to expand the list.

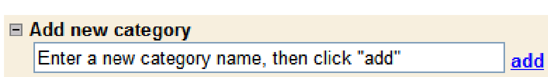


Tip! Bold categories indicate categories of permits that have been previously identified for the project.

4. Do one of the following:

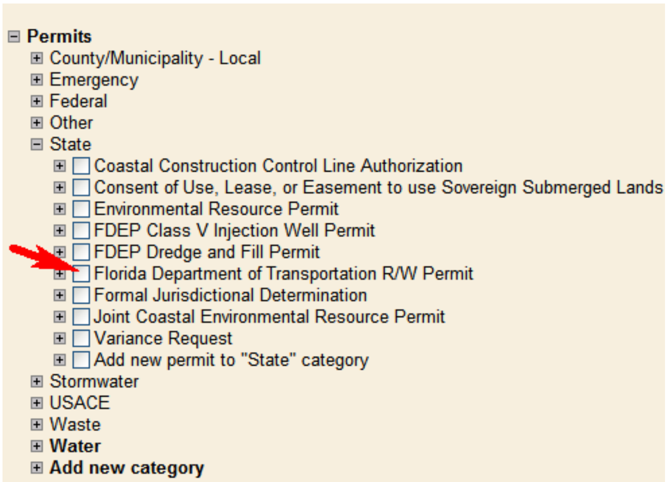
- Click the plus sign, , icon to expand an existing permit category. Go to Step 5.

- If a permit category is not listed, scroll to the **Add new category** field at the bottom of the **Identify Required Permits** page, and then do the following:
    - Type the category name.
    - Click **add**.



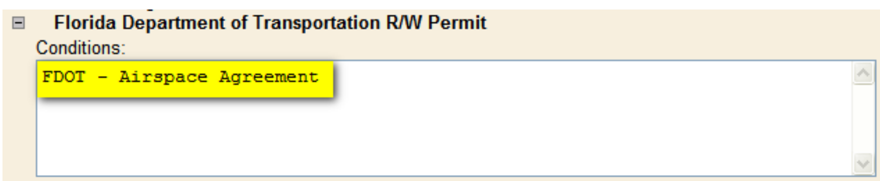
    - In the **Add new permit to "New" category** field, type the name of the permit and click **add**.
    - Repeat the above step for each permit associated with the new permit category.

5. Select the permit(s) required for the project by clicking the check box beside the permit name.

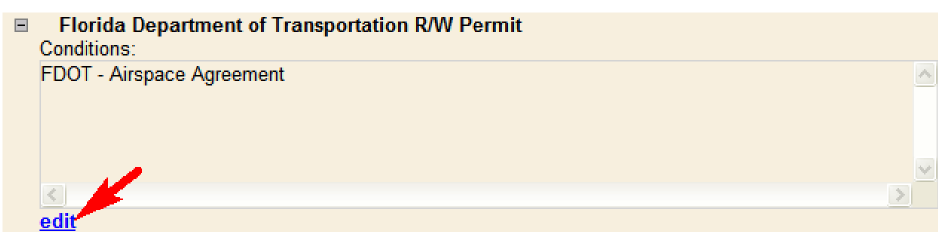


Tip! If a permit is not listed, click the **Add new permit** check box.

The EST automatically bolds the permit name and a **Conditions** text box appears below the selected permit, enabling you to add a condition required for the permit.



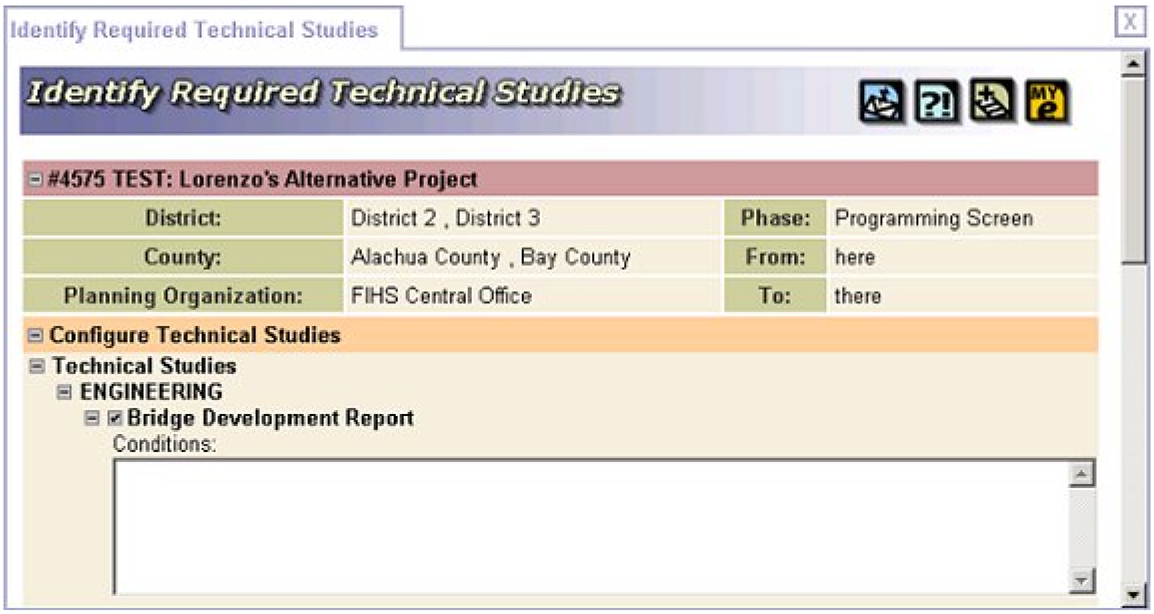
6. To make changes in a **Conditions** text box, click the **Edit** link. The text box becomes active, allowing you to add text or edit existing text.



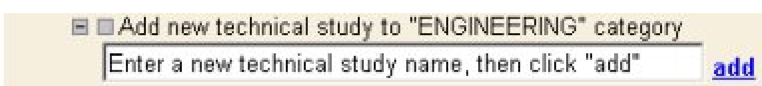
7. Click **Save Required Permits**.

3.1.1.15 *Identify Required Technical Studies*

This tool allows ETDM Coordinators or Project Managers to identify technical studies required for a project. To identify required technical studies for a project, select the project from the list and then click on the "Identify Required Technical Studies" option found under the "Maintain Project Diary" subcategory in the Tools menu (main menu). Select the required technical studies from the list by clicking on the name of the technical study. A checkmark will appear next to the technical study, and the name will be bolded. A text box also opens, where details about the required technical study can be added.



A technical study not appearing on the list may be added to a category by clicking "Add new technical study to category," entering the name of the technical study and then clicking "add."



A new category may be added by clicking "Add new category," entering the name of the category and then clicking "add." Click "Save Required Technical Studies" when finished.

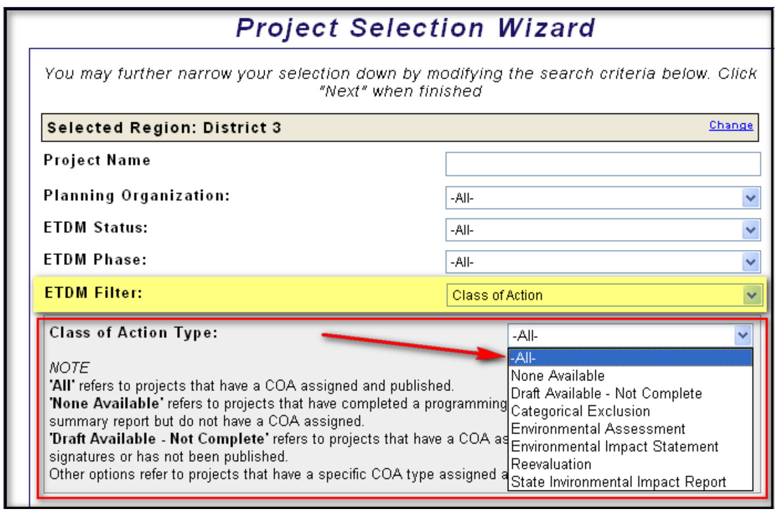
3.1.1.16 *Project Schedule Tool (New 07/31/2009)*

The **Project Schedule Tool** function in the Environmental Screening Tool (EST) **Tools** menu enables ETDM Coordinators and Project Managers to update events related to Project Development & Environment (PD&E) milestones and view previously recorded events for projects with assigned Class of Actions (COAs).

Updating a Project Schedule:

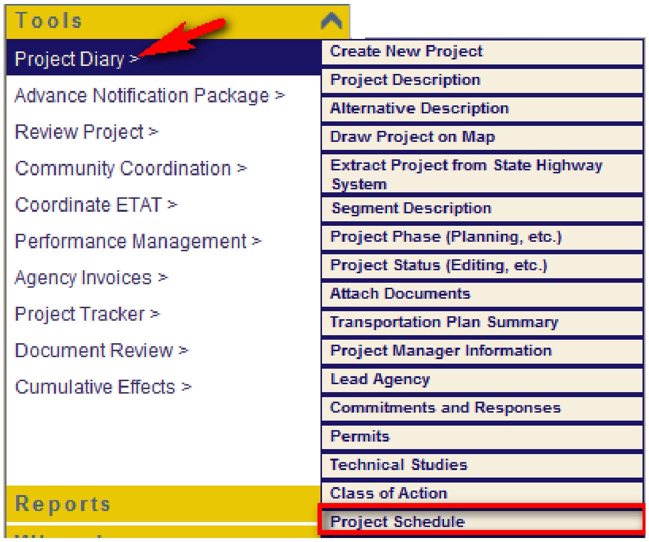
1. To update a project schedule, you must first select a project that has been assigned a COA. You can use the default project that appears in the **Active project** field in the **Project Navigation Bar** or you can click the **Advanced Project Search** link to select another project.

Tip! To search for projects with all or specific COAs, click the **Advanced Project Search** link in the **Project Navigation Bar**. In the **ETDM Filter** field, select **Class of Action**, and then select a variable from the **Class of Action Type** field.



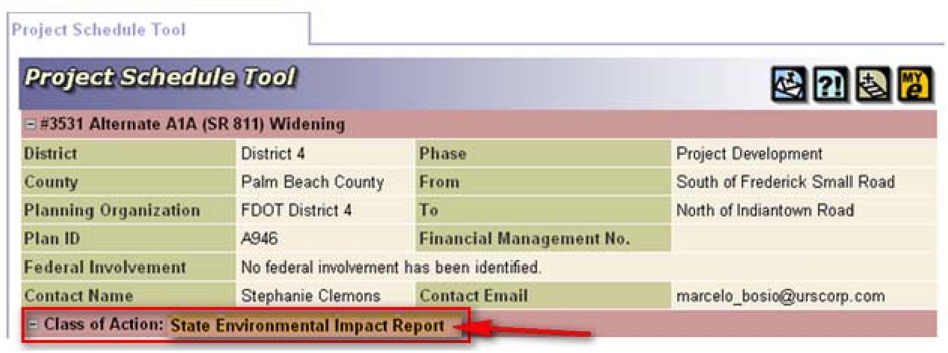
Note: See the Navigation chapter of the EST Handbook for information on using the **Project Navigation Bar**.

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



The **Project Schedule Tool** window opens as a tabbed page and displays a project header, page toolbar, and a **Class of Action:** *Type* section.

The project's COA appears in the section header, as shown in the next illustraton. (For this illustration, the COA is **State Environmental Impact Report.)**



Tip! Click on the toolbar icons to:

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

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

The **Class of Action:** *Type* section is composed of the following columns:

- **Event**
- **Actual Date**
- **Related Document**

Class of Action: State Environmental Impact Report		
Event	Actual Date	Related Document
Planning Screen Notification		
Planning Screen Summary Report Published		
Advance Notification	01/20/2005	View Live Report
Programming Screen Summary Report Published	05/05/2005	View Live Report
Class of Action Determination	12/01/2005	View Live Report

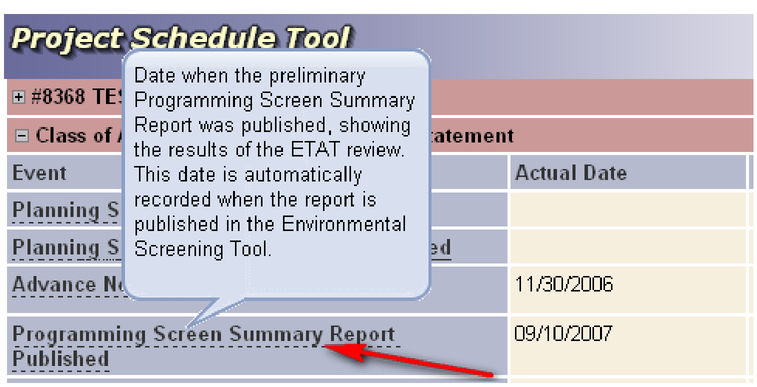
The EST displays pre-populated dates in the **Actual Date** column for the following events listed in the **Event** column:

- **Planning Screen Notification**
- **Planning Screen Summary Report Published**
- **Advance Notification**
- **Programming Screen Summary Report**
- **Class of Action Determination**

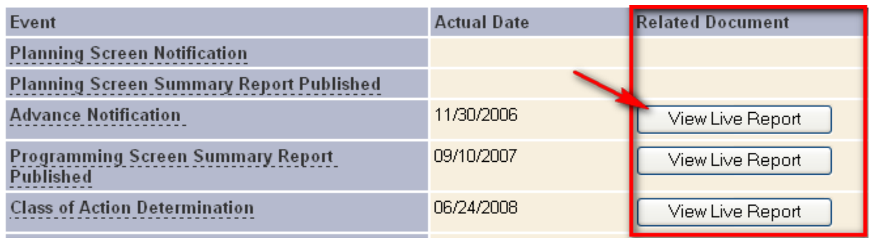
Note: These dates are automatically recorded when the events occur in the EST and cannot be edited in the **Class of Action:** *Type* section.

Class of Action: State Environmental Impact Report		
Event	Actual Date	Related Document
Planning Screen Notification		
Planning Screen Summary Report Published		
Advance Notification	01/20/2005	View Live Report
Programming Screen Summary Report Published	05/05/2005	View Live Report
Class of Action Determination	12/01/2005	View Live Report

Tip! To view a brief description of an event, place your mouse pointer on an underscored event listed in the **Event** column, as shown in the next illustration. A callout box appears with the event description.



3. To view the report details of an event, click the corresponding **View Live Report** button in the **Related Document** column. The document opens as a tabbed page in a read-only format.



The remaining events listed in the **Event** column in the **Class of Action:** *Type* section can be updated. The events will depend on the Class of Action type for the selected project. The EST displays a different list of PD&E events for each Class of Action type.

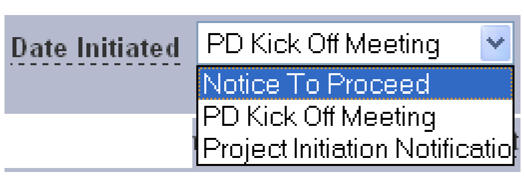
The following PD&E events are commonly listed in the **Event** column of the **Class of Action:** *Type* section in the **Update Project Schedule** window**:**

- **Date Initiated**
- **Estimated Number of Months to Complete PD&E**
- **Public Hearing**
- **Location Design Concept Acceptance (LDCA)**
- **Re-evaluation Complete**
- **100% Permit Issuance**

To demonstrate the process for navigating the **Update Project Schedule** window, only the PD&E events that are commonly listed in the **Class of Action:** *Type* section are illustrated below.

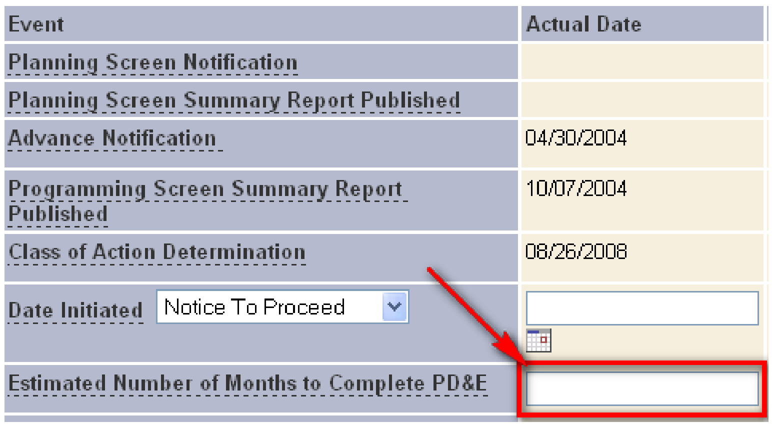
Note: The update process is the same for the specific events that are only associated with a project's COA type.

4. For the **Date Initiated** event, click the drop-down arrow in the **Date Initiated** field, and then select the action that started the PD&E phase. To continue the update process, follow Steps 10 through 12.



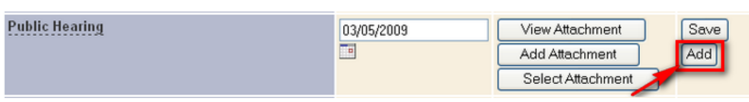
5. For **Estimated Number of Months to Complete PD&E**, type or edit the number of estimated months in the **Actual Date** column. To continue the update process, follow Steps 10 through 12.

Note: You must enter whole numbers when typing the number of estimated months.



For **Public Hearing**, type or edit the date the required public hearing was held prior to the LDCA in the **Actual Date** column.

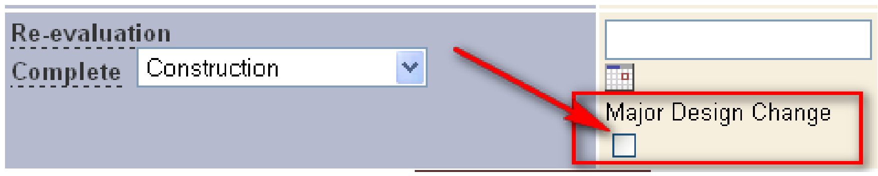
Tip! To add another public hearing event, click the **Add** button located in the **Public Hearing** row.



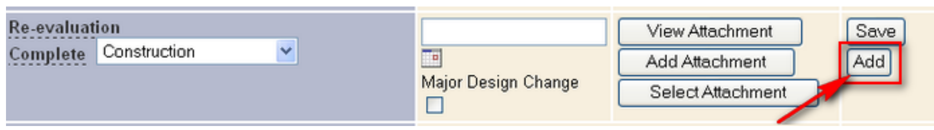
6. For **Location Design Concept Acceptance (LDCA)**, type the date the LDCA was granted by the lead agency in **the Actual Date** column. To continue the process, follow Steps 10 through 12.

7. For **Re-evaluation Complete,** click the drop-down arrow in the **Re-evaluation Complete** field and then select the type of re-evaluation that was completed.

- Do the following:
  - To indicate if a significant design change is needed, click the **Major Design Change** checkbox located beneath the date field in the **Actual Date** column.



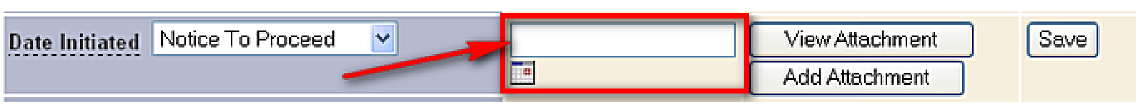
  - To add another **Re-evaluation Complete** field, click the **Add** button located in the **Re-evaluation Complete** row.



  - To continue the update process, follow [Steps 10 through 12](#).

8. For **100% Permit Issuance**, enter the date the permit was issued in the **Actual Date** field. To continue the update process, follow [Steps 10 through 12](#).

9. In the **Actual Date** column, type the date for the selected **Event**.



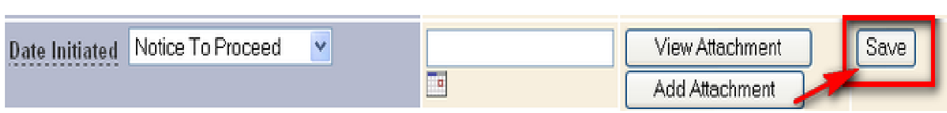
Tip! When typing dates, use the **mm/dd/yyyy** format. You can also click the calendar icon and select the dates.

Note: If you add or change data in any of the **Actual Date** column fields, you must enter a reason for your change in the **Comments** field located at the bottom of the **Class of Action:** *Type* section. You will not be able to save your information until you type a reason in the **Comments** field.

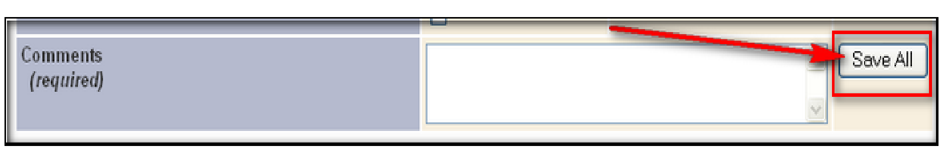
10. In the **Comments** field, enter your reason for adding or changing the data in the **Actual Date** column.

11. To save your information, do one of the following:

- Click the **Save** button located on the same row as the selected **Event**.



- Click the **Save All** button located at the bottom of the **Class of Action:** *Type* section beside the **Comments** field.



12. To view or add documents associated with an event in the **Event** column, click the following buttons in the **Related Documents** column:

Note: You must click **Save** before you can view or add related documents.

- To view an attachment, click **View Attachment**. If there are any attachments, the **View Attachment** window opens as a tabbed page. If no attachments are available, a message will appear stating there are no documents found for the selected event.
- To add an attachment not currently stored in EST, click **Add Attachment**. The **Attach Documents** window opens as a tabbed page.
- To select an attachment already stored in EST, click **Select Attachment**. The **Select Project Attachment** window opens as a tabbed page.

The information in the **Update Project Schedule** window appears in the **Project Schedule Report** function in the EST **Reports** menu.

3.1.2 Advance Notification Package (Updated 11/30/2011)

3.1.2.1 *Edit Advance Notification Package (Updated 11/30/2011)*

Preparation of an Advance Notification (AN) Package is required for ETDM projects before an ETDM Programming Screen can begin. A link to the AN Package is automatically included as part of the email notification sent by the ETDM Coordinator to the ETAT members to begin their Programming Screen review. This notification constitutes the Advance Notification and initiates the Federal Consistency Review if the project is federally funded or requires a federal permit or federal action. The AN Package provides a consistent, comprehensive project record to agencies and interested parties. It is a means of informing them of FDOT's intent to proceed with a project.

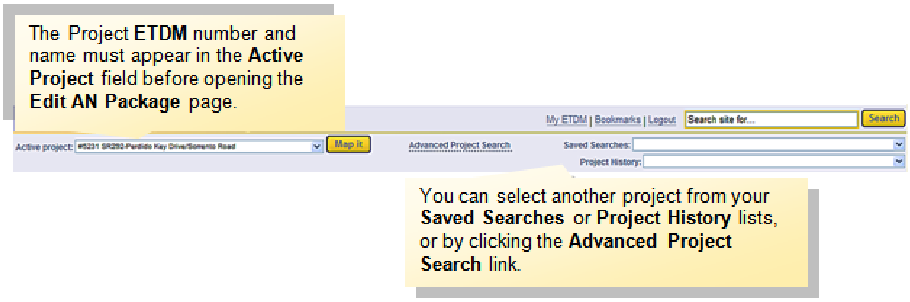
The AN Package is printable as a draft document for internal review and as a Final Published AN Package available to anyone. An abridged version of the AN Package (referred to as AN LIte) is also provided for the purpose of mailing hardcopies.

The **Edit Advance Notification Package** function in the Environmental Screening Tool (EST) **Tools** menu enables you to do the following:

- View published AN Packages, if applicable.
- Have the option to:
  - Prepare an AN Package that is created in the EST using the draft outline form to produce a system-generated package.
  - Supply a PDF of an AN Package that was prepared outside the EST.
- Preview, save, and print a draft copy of the AN Package for internal distribution and review before dissemination.
- Generate a final AN Package in PDF format.

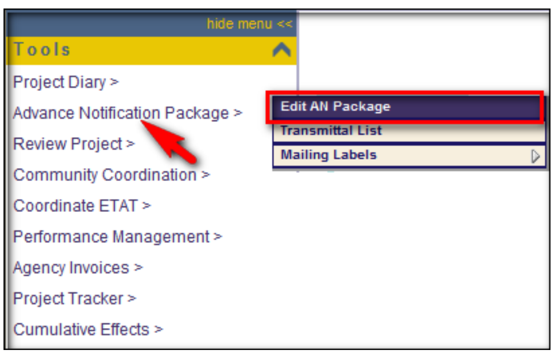
Preparing the AN Package:

1. To prepare an AN Package using the EST or to upload an AN Package prepared outside the EST, you must first select a project from the **Project Navigation Bar**. You can use the default project that appears in the **Active project** field in the **Project Navigation Bar** or you can select another project from the **Saved Searches** or **Project History** fields, or by selecting another project using the **Advanced Project Search** link.

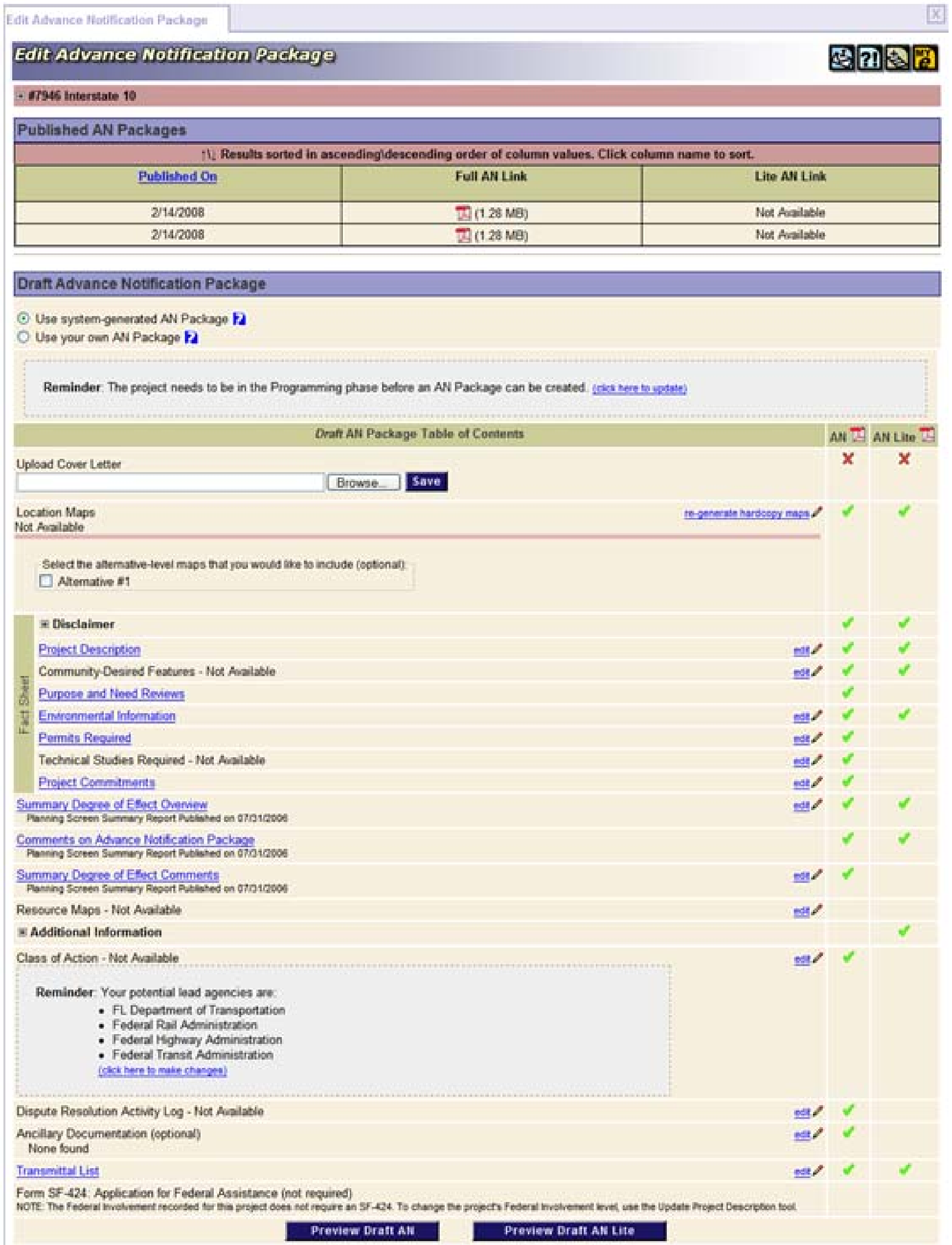


Tip! Use the **Search site for…** tool to quickly locate information in the EST.

2. On the **Tools** menu, point to **Advance Notification Package**, and then click **Edit AN Package**.



The **Edit Advance Notification Package** window opens, displaying a page toolbar and the Draft Advance Notification Package options. The EST defaults to the system-generated AN Package option.



Tip! Click on the toolbar icons to:

Send feedback about the current page.

Access online **Help**.

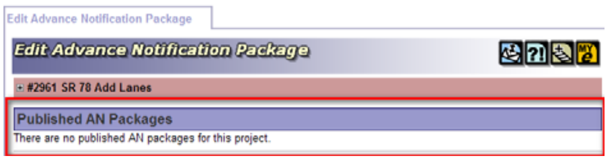
Bookmark the page.

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

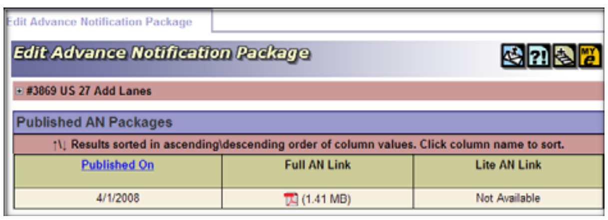
Published AN Packages

In the **Edit Advance Notification Package** window, the EST displays one of the following screens in the **Published AN Packages section**:

- If this is the first time an AN Package is being created for the selected project, the EST displays the statement **There are no published AN packages for this project**.



- If this is not the first time an AN Package has been created for the selected project (i.e., the project is being reprocessed through the Programming Screen), the EST displays a link to the PDF of the previously published AN Package.



Tip! Click the PDF icon, , in the **Full AN Link** column to view the published version of the complete AN Package. Click the PDF icon, , in the **Lite AN Link** column to view the published version of the abridged AN Package that is provided to hard copy recipients. The AN Lite is available for system-generated packages only.

Selecting a Draft AN Package Option

The **Draft Advance Notification** page provides you the option of using the **Draft AN Package** form to produce the system-generated AN Package or creating and uploading your own AN Package as a PDF.

1. Under **Draft Advance Notification Package**, select how you would like to produce your AN Package by clicking one of the following option buttons:

- **Use system-generated AN Package** – The EST generates the AN Package from the form you complete in **the Draft AN Package Table of Contents**. Go to Section 3.1.2.1.1 of these instructions for details on preparing the AN Package in the EST.

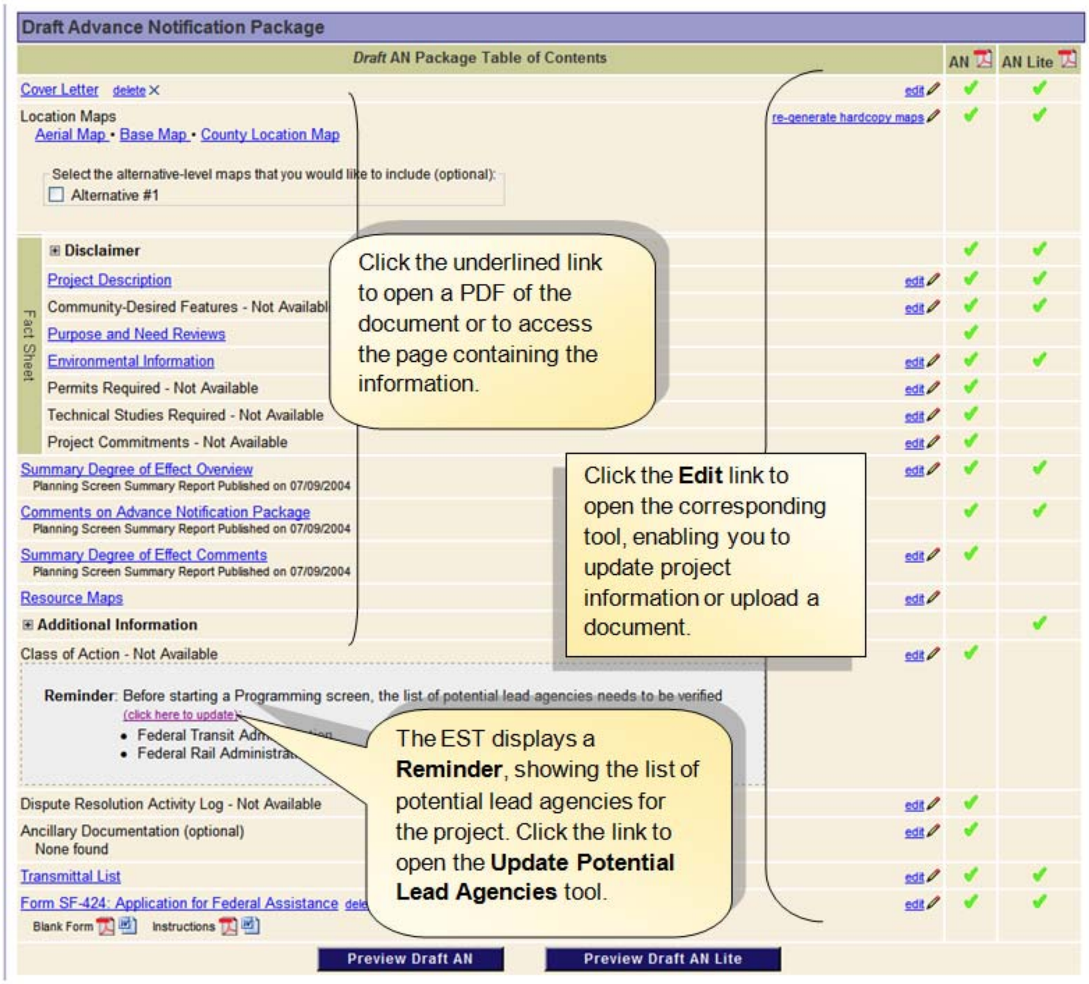
- **Use Your Own AN Package** – The AN Package is prepared outside of the EST and is then uploaded as a PDF. Go to Section 3.1.2.1.2 of these instructions for details on creating and uploading an AN Package.

Tip! Point your mouse to the question mark, , for a brief description of the option.

3.1.2.1.1 Preparing an AN Package in the EST

The Draft AN Package Table of Contents provides a checklist that helps guide you through the components of the AN Package to ensure data are updated and required information is included. It also indicates the items that are included in the AN Lite version of the AN Package.

1. Clicking the links in the **Draft AN Package Table of Contents** lets you view and, in some cases, edit the components of the AN Package.



The **Draft AN Package Table of Contents** enables you to:

- Upload, save, and edit a Cover Letter.
- Open a PDF of the project's Location Maps.
- Review and, if applicable, include updated project information and agency comments along with information related to **Degree of Effect**, **Class of Action**, and **Dispute Resolution**.
- Manage the Transmittal List for the AN Package.
- Upload a Form SF-424: Application for Federal Assistance, if needed.

Note: As you proceed through the **Draft AN Package Table of Contents**, use the checkmark and icons as guides. If the icon, appears in the **AN** or **AN Lite** columns, the EST will not publish the AN Package until the information has been created.

Cover Letter

The AN Package includes a cover letter that is distributed to all recipients of the AN Package. The cover letter should reference the project name, ETDM number, and, if available, the Financial Number. The letter will become part of the permanent project record.

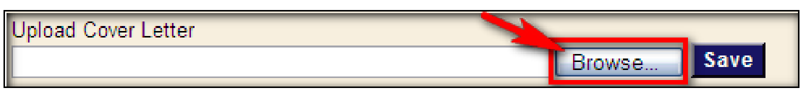
The **Cover Letter** component of the **Draft AN Package** section enables you to:

- Upload and save a cover letter PDF from a desktop computer to the AN Package. (See Step 2)
- Review and edit the cover letter. (See Step 3)

1. To upload the cover letter PDF from a desktop file, do the following:

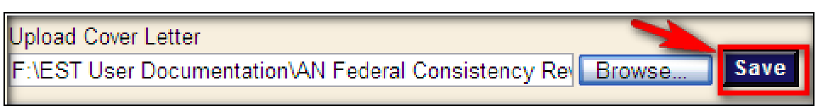
- Type the document path or click the **Browse** button to navigate to and select the cover letter.

Note: The cover letter must be in PDF format for it to be uploaded.

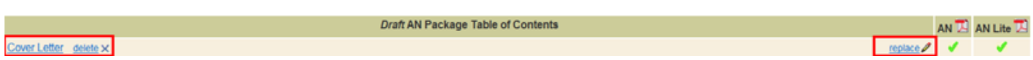


The document's name and path appear in the **Upload Cover Letter** field.

- Click **Save** to upload and save the cover letter.



The **Edit Advance Notification Package** window refreshes, displaying the **Cover Letter** link. The EST also shows green check marks in the **AN** and **AN Lite** columns, indicating the cover letter is now included in the AN Package.



Tip! Click delete beside the Cover Letter link in the Edit Advance Notification **Package** window to delete the current cover letter. Click replace to edit the cover letter.

2. To review and edit the cover letter, do the following:

- Click the **Cover Letter** link to open the cover letter. A PDF of the letter opens in a separate tabbed window.
- Make your edits to the cover letter document on your desktop, and then save it as a PDF.
- Click the replace link located on the **Cover Letter** row. The **Cover Letter** row expands, displaying **Browse**, **Save**, and **Cancel** buttons.
- In the **Cover Letter** field, type the document path, or click the **Browse** button to navigate to and select the revised cover letter.
- Click **Save** to upload and save the letter.

Online EST Handbook users: To return to the **Draft AN Package Table of Contents** links, click here.

Location Maps

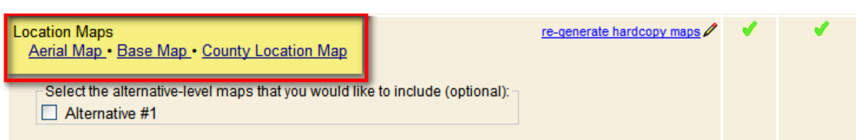
A series of three project Location Maps are provided in the AN Package: **Aerial Map**, **Base Map**, and **County Location Map**. Additional maps are generated to show details of the proposed Alternatives. All maps are automatically created from information in the EST when the GIS analysis routines are run; however, ETDM Coordinators can select the type of maps they want to include in the AN Package. The maps are combined with the rest of the information and distributed as a part of the AN Package via electronic or hard copy.

The **Location Maps** component enables you to:

- View available maps associated with the selected project. (Step 4)
- Include alternative-level maps in the AN Package. (Step 5)

Note: If the label **Not Available** appears, check the project status to ensure the project has completed GIS Analysis. To check the project's status, go to the **Tools** menu, point to **Maintain Project Diary**, and then click **Update Project Status**.

1. Under **Location Maps in the Draft AN Package Table of Contents**, click a map link to open a PDF of the map.

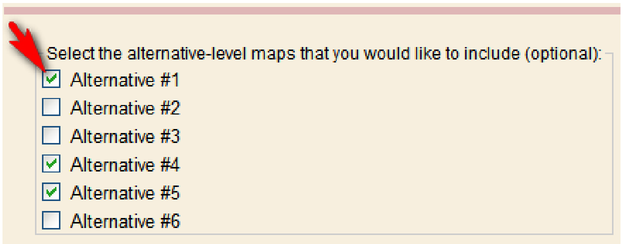


- Click the **Aerial Map** link to view a PDF of an aerial view of the project location. The **Project Aerial Map** window opens as a tabbed page, enabling you to view and print a hard copy of the map.
- Click the **Base Map** link to view an overview of the project area (e.g., major roads, water bodies and rivers, county boundaries, and FDOT District boundaries). The **Project Base Map** window opens as a tabbed page, enabling you to view and print a hard copy of the map.

- Click the **County Location Map** link to view the project location and county boundaries along with city limit boundaries within the county. The **Project County Location Map** window opens as a tabbed page, enabling you to view and print a hard copy of the map.

  Tip! A star icon, , appearing in the **AN Package** and **AN Package Lite** columns indicates the **Location Maps** are out of date. Click **re-generate hardcopy maps to update the project maps, including alternative(s).**

2. To include maps for specific project Alternatives, click the check box(es) beside the Alternative(s).



Project Information and Agency Comments

The **Draft AN Package Table of Contents** section displays available project information and agency comments (shown as active links) that have been assembled from the ETDM database. The information is organized as follows:

- Information generated from **Maintain Project Diary** tools:

  - **Project Description** – Includes a summary paragraph, including project limits information, proposed improvements (e.g., addition of lanes, bridges, ramps), specific data on Alternatives, and summary of public comments; and may include references to other associated projects, financial project numbers, and a description of previous coordination efforts.

  - **Community-Desired Features** – Lists features (e.g., sidewalks, bicycle paths) that are desired by potentially affected communities and have been identified through MPO and FDOT public involvement activities.

  - **Environmental Information** – Shows results of standard data analyses comparing the proposed location(s) of the project's Alternative(s) with the locations of various environmental resources as recorded in the ETDM GIS Analysis database, with results for various resources within 500 feet from the center of the planned corridor (can be re-run, but not edited directly).

  - **Permits Required** – Displays a list of permits that may be needed for the project, as shown in the List of Permits report.

  - **Technical Studies Required** – Displays a list of technical studies that may be needed for the project, as shown in the List of Technical Studies report.

  - **Project Commitments** – Displays general project commitments from the Project Commitments and Responses report.

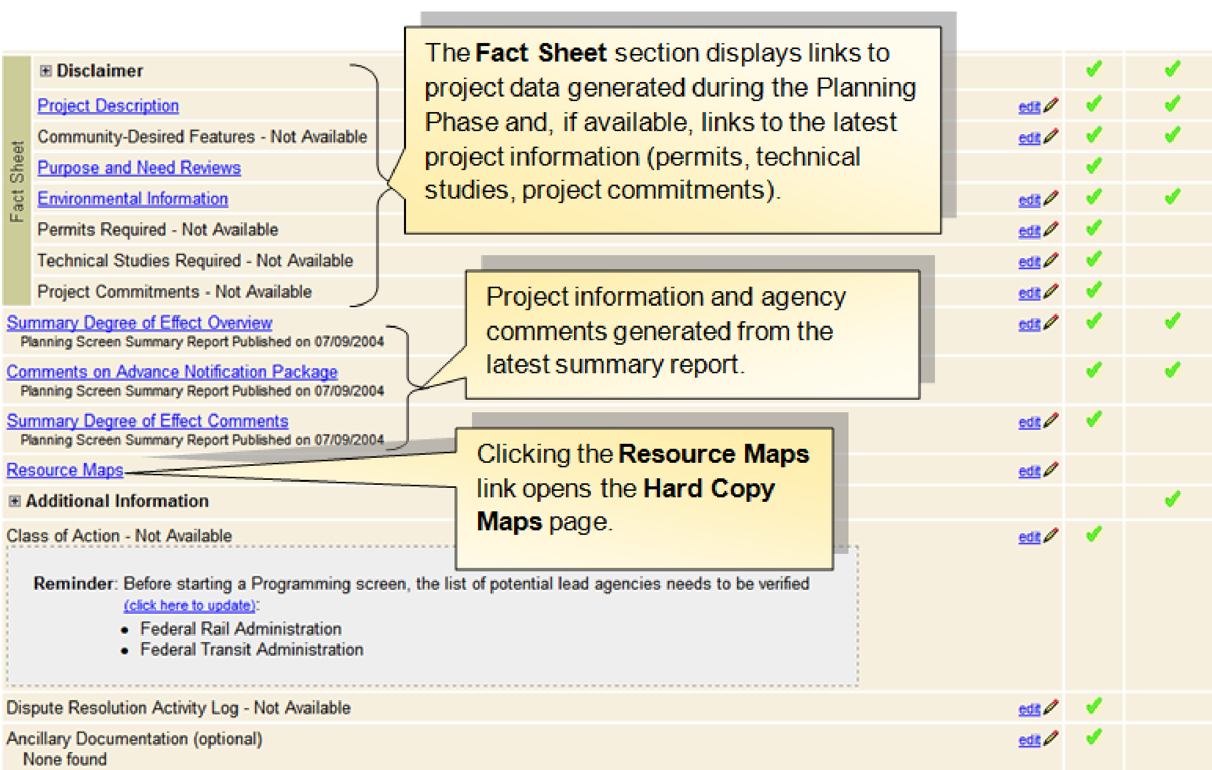
  - **Resource Maps** – Opens the Print Hard Copy Maps window, enabling you to view maps related to specific resource issues.

- Information based on the most recent Screening Summary Report (Planning or Programming):

- **Purpose and Need Reviews** – Displays the results of ETAT members' reviews and comments on the Purpose and Need Statement for the project (cannot be edited).
- **Summary Degree of Effect** – Displays the Screening Summary Chart report, showing an overview chart of the summary degree of effect assigned for specific issues for each project Alternative, as published in the most recent Screening Summary Report.
- **Comments on Advance Notification Package** – Displays a report of comments on the Advance Notification Package from Advance Notification–Commenting Interested Parties (only appears as an active link if the AN Package is being reprocessed).
- **Summary Degree of Effect Comments** – Displays an overview of ETAT reviews of project effects with links to individual comments, as published in the most recent Screening Summary Report.
- **Class of Action –** Displays the Class of Action from the most recent Programming Screen Summary Report; the **Class of Action** component will be available only for an AN Package that is being reprocessed.
- **Dispute Resolution Log** – Displays a log of any disputes listed in the most recent Summary Report.

Note: For information that has not yet been provided, the component is not active (i.e., not underlined), with the label **Not Available** listed beside it. This is common for components not yet completed because they are part of the Programming Screen or are not included.

Tip! Click the plus sign icon, ⊞, beside **Additional Information** to view additional text included in the AN Lite package. Click the minus sign icon, ⊟, to collapse it.



Tip! The **Reminder** notice displays the list of **Potential Lead Agencies for the project**. Be sure to check this list before sending the Programming Screen notification. Click the **click here to update** link to open the **Update Potential Lead Agencies** tool, where you can update the list.

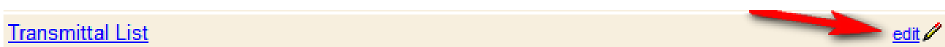
Online EST Handbook users: To return to the **Draft AN Package Table of Contents** links, click here.

Transmittal List

The **Transmittal List** link in the EST **Tools** menu enables you to directly open a list of local, regional, state and federal agencies receiving the AN Package. This list includes ETAT members; consistency reviewers; and other local, state, and federal agencies that need or have requested to be notified.

Note: The FDOT Environmental Management Office manages the list of mandatory recipients. The ETDM Coordinator and Project Managers can edit or remove contact information for their organization's list of project-specific recipients.

1. In the **Edit Advance Notification Package** window, click the edit link in the **Transmittal List** row of the **Draft AN Package Table of Contents** section.



The **Advance Notification Package Transmittal List** window opens, displaying a toolbar and the **AN Package Transmittal List**. Follow the navigation instructions in the Transmittal List section of the EST User Handbook for navigation instructions on adding, editing, and removing contact information.

Tip! For instructions on generating mailing labels and a spreadsheet of hard copy recipients, see the Mailing Labels section of the EST User Handbook.

Online EST Handbook users: To return to the **Draft AN Package Table of Contents** links, click here.

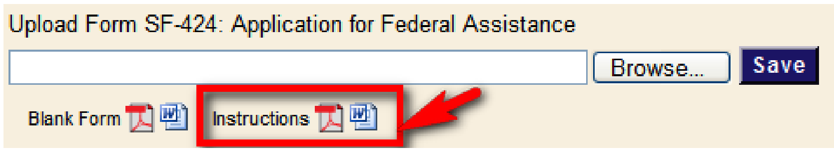
Form SF-424: Application for Federal Assistance

If the project requires Federal Consistency Review, you must include a completed federal-aid application form (Form SF-424) in the AN Package.

The **Form SF-424: Application for Federal Assistance** link in the **Draft AN Package Table of Contents** enables you to do the following:

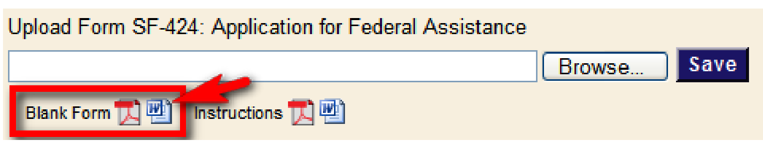
- Download or print FDOT's instructions for completing the SF-424 form (Step 7)
- Download a blank SF-424 form in PDF or Microsoft Word format (Step 8)
- Upload the completed SF-424 form to the Draft AN Package (Step 10)
- View the completed SF-424 form (Step 11)
- Replace the SF-424 form (Step 12)
- Change a project's Federal Involvement status (i.e., you can change a project's Federal Involvement status from No Federal Involvement to Federal Funding) (Step 13)

1. FDOT provides instructions to assist you in completing the SF-424 form. To open, print, or save the instructions for completing the SF-424 form, click one of the format icons beside **Instructions**:



- For opening the instructions PDF, click the PDF icon, . The **FDOT Instructions for Application for Federal Assistance** document opens as a PDF in a separate window.
- For opening the instructions as a Microsoft Word document, click the **Microsoft Word** icon, . A **File Download** dialog box appears, enabling you to **Save** the **SF-424 Form Instructions** to your desktop.

2. To open the blank SF-424 form, click one of the format icons beside **Blank Form**:



- Click the PDF icon, , to open the blank form in PDF format.
- Click the Microsoft Word icon, , to open the blank SF-424 form as a **Microsoft Word** document. A **File Download** dialog box appears, enabling you to **Save** the **Blank SF-424 Form** to your computer.

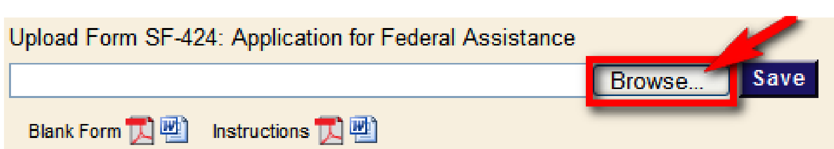
3. Complete the SF-424 form following the **FDOT Instructions for Application for Federal Assistance guidelines above for opening the instructions (Step 7).**

4. After you have completed the SF-424 form, do the following:

- If you completed the form as a **Microsoft Word** document, save it as a PDF.

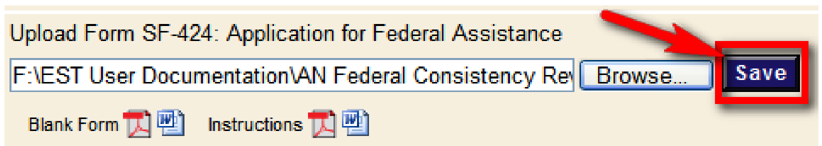
  Note: You must convert the SF-424 form to PDF before it can be uploaded and attached to the Draft AN Package. The EST will not attach a document that is saved in a format other than PDF.

- Type the document path or click the **Browse** button to navigate to the completed **Form SF-424** on your desktop**.**

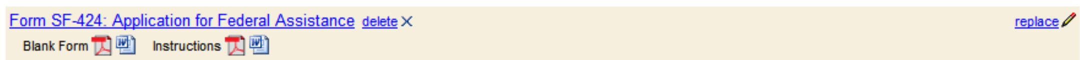
  

  The document's name and path appears in the **Form SF-424: Application for Federal Assistance** field.

- Click **Save** to upload and save the **Form SF-424**.

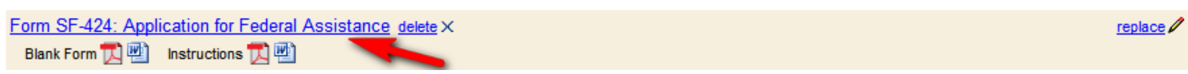


The **Edit Advance Notification Package** window refreshes, displaying the **Form SF-424: Application for Federal Assistance** link along with links for editing or deleting the form .



Tip! Click delete beside the **Form SF-424: Application for Federal Assistance** link in the Edit Advance Notification Package window to delete the current Form SF-424.

5. To view the completed Form SF-424, click directly on the **Form SF-424 Application for Federal Assistance** link.



The **Form SF-424 Application for Federal Assistance** PDF opens as a separate window.

6. To replace a completed **Form SF-424**, do the following:

- Make your edits in the version of the SF-424 form that was saved to your desktop file.
- Save the revised form as a PDF.
- In the **Edit Advance Notification Package/ Draft Table of Contents** window, click the replace link on the **Form SF-424: Application for Federal Assistance** row. The row expands, displaying a document path field along with **Browse** and **Save** buttons.
- Upload and save the document following the navigation process listed in Step 10.

7. You can change the project's **Federal Involvement status** by editing the **Project Description**.

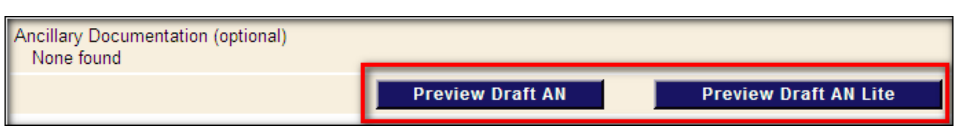
Note: To edit the **Project Description**, use the **Update Project Description** tool (See the Update Project Description section of the EST Handbook for navigation instructions).

Online EST Handbook users: To return to the **Draft AN Package Table of Contents** links, click here.

Save and Publish the AN Package

Once you have completed reviewing the AN Package and have included the required components, you can preview a PDF of the draft AN Package and print it for internal distribution before publishing the final document.

1. To preview, save, and print a draft of the AN Package, click the appropriate **Preview** button at the bottom of the **Edit AN Package** window.

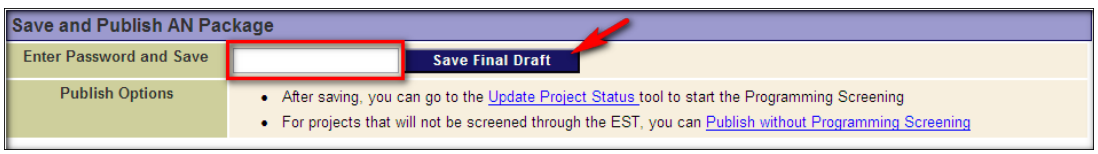


The PDF opens as a tabbed page, displaying the draft AN Package (full or Lite version).

2. Check each component listed in the **Draft AN Package Table of Contents** to ensure a appears in the **AN** and **AN Lite** columns for each component. If each component has a , you are ready to publish the final draft of the AN Package.

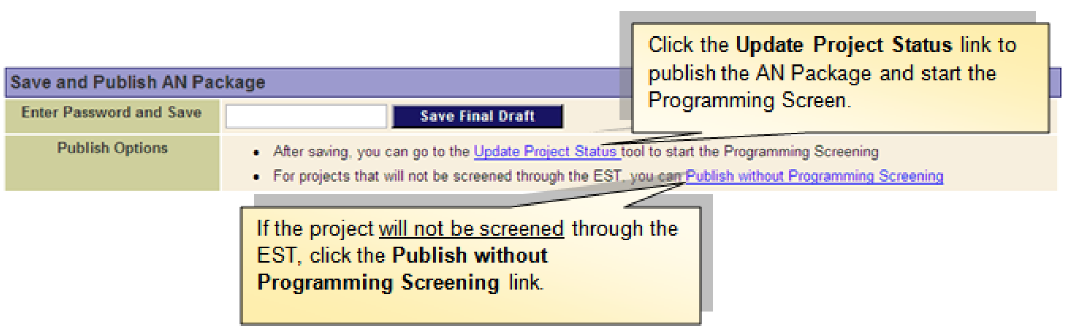
> ***Note***: If an icon appears in the **AN** or **AN Lite** columns, you will not be able to publish the AN Package until the information has been created. Check the **Form Validation** box, located at the bottom of the **Draft Advance Notification Package** window for details.

3. The **Save and Publish AN Package** section only appears if all components are included in the **Draft AN Package** (i.e., a check mark is shown in the **AN** and **AN Lite** columns). To save a final draft of the AN Package PDF for publishing, type your EST password in the **Enter Password and Save** field, and then click **Save Final Draft**.

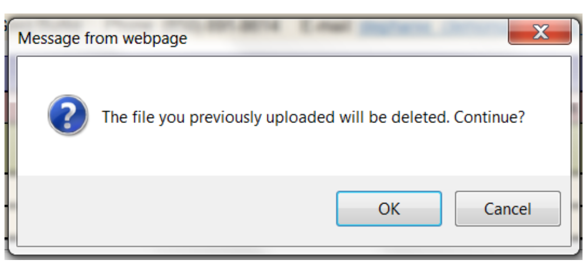


4. Next to **Publish Options**, do one of the following:

- To publish the AN Package and send the Programming Screen notification, click the **Update Project Status** link. The **Update Project Status** tool opens, enabling you to change the project status to **ETAT Review.**
- To publish the AN Package for projects that will not be screened through the EST (e.g., projects that are already in the Project Development and Environment [PD&E] Phase), click the **Publish without Programming Screening** link.

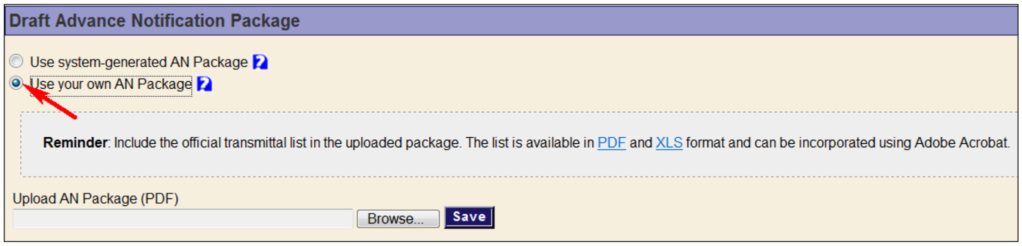


Note: If you change the AN Package option from **Use system-generated AN Package** to **Use your own AN Package**, the following message will appear:



3.1.2.1.2 Preparing an AN Package Outside the EST

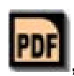
1. Click the **Use Your Own AN Package** option button.



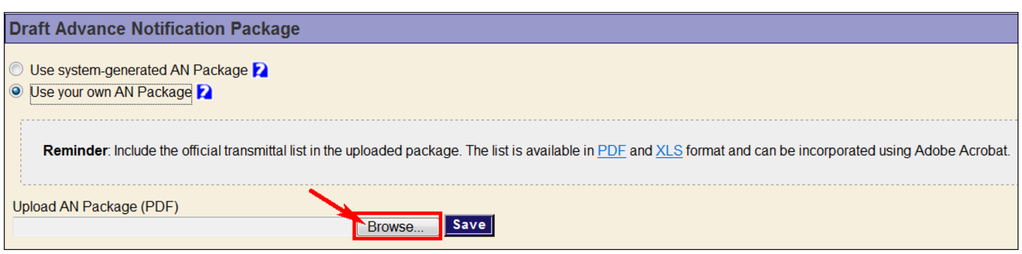
The **Edit Advance Notification Package** screen refreshes and displays a form for uploading the AN Package PDF.

Note: Be sure to include the official EST generated transmittal list with the uploaded AN Package. The list is available for download in PDF and XLS (Excel) format.

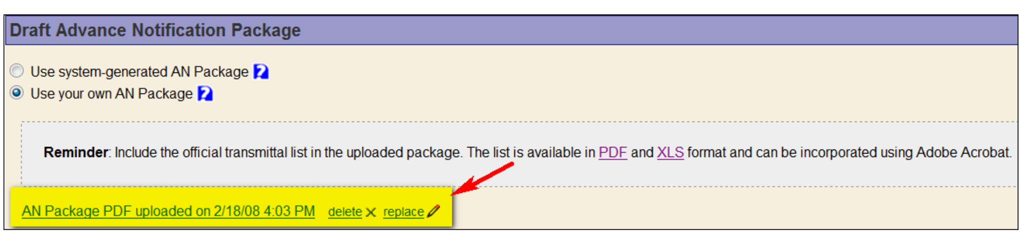
2. To download the EST generated transmittal list, do one of the following:

- Click on either the **PDF** or **XLS** link in the reminder message on the **Edit Advance Notification Package** page.
- In the **Tools** menu, point to **Advance Notification Package**, and then click **Transmittal List**.
- In the page toolbar, click the PDF icon, , to download a PDF of the list to your desktop or click the Excel icon, , to download the list as a spreadsheet.
- Use Adobe Acrobat to incorporate the list into the AN Package PDF.

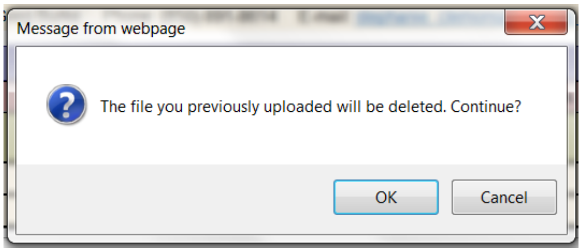
3. Click **Browse** or type the file path to the AN Package on your desktop.



4. Click **Save**. The **Edit Advance Notification Package** page refreshes and displays a confirmation that the upload was successful, along with links to view, delete, or replace the document.



Note: If you change the AN Package option from **Use your own AN Package** to **Use system-generated AN Package**, the following message will appear:



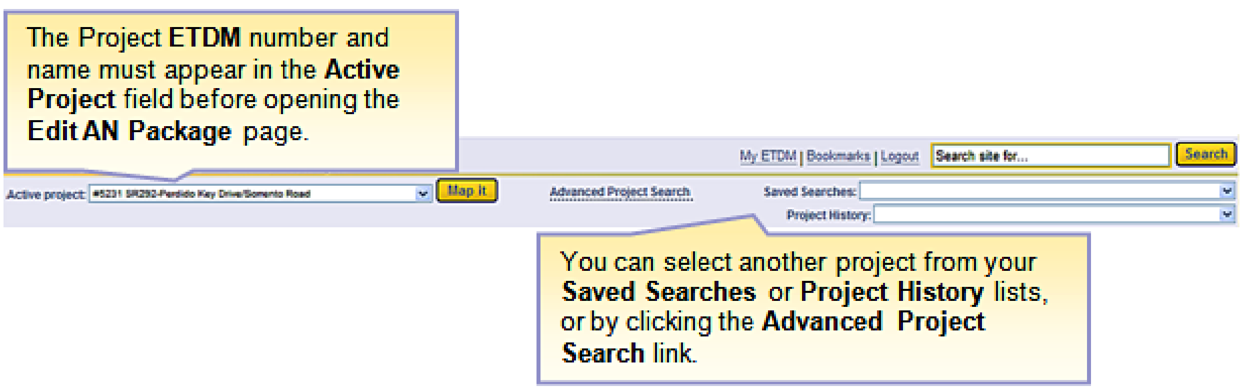
3.1.2.2 *Advance Notification Package – Transmittal List (New 11/30/2011)*

The **Transmittal List** link in the Environmental Screening Tool (EST) **Tools** menu enables you to directly open a list of local, regional, state and federal agencies receiving the Advance Notification (AN) Package. This list includes Environmental Technical Advisory Team (ETAT) members; consistency reviewers; and other local, state, and federal agencies that need or have requested to be notified.

Note: The FDOT Environmental Management Office (EMO) manages the list of mandatory recipients. ETDM Coordinators and Project Managers can add or remove project-specific names, and can edit contact information for their organization's list of mandatory and project-specific recipients.

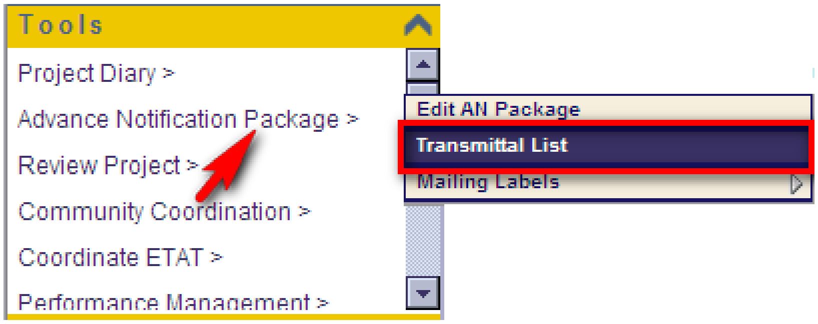
Using the AN Package Transmittal List Function:

1. To use the **Transmittal List** function for AN Package recipients, you must first select a project that is in the Programming Phase using the **Project Navigation Bar**.



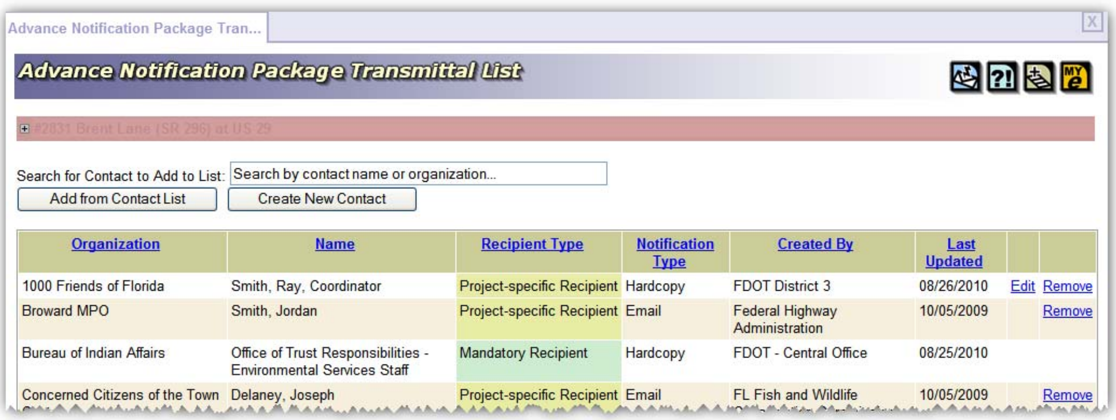
Tip! Use the **Search site for…** tool to quickly locate information in the EST.

2. In the **Tools** menu, point to **Advance Notification Package**, and then click **Transmittal List**.



Note: You can also access the **Transmittal List** in the **Edit Advance Notification Package** window. Click the  link in the **Transmittal List** row of the **Draft AN Package Table of Contents** section.

The **Advance Notification Package Transmittal List** window opens, displaying a page toolbar, search filter, and table containing a list of AN Package recipients.



Organization	Name	Recipient Type	Notification Type	Created By	Last Updated		
1000 Friends of Florida	Smith, Ray, Coordinator	Project-specific Recipient	Hardcopy	FDOT District 3	08/26/2010	Edit	Remove
Broward MPO	Smith, Jordan	Project-specific Recipient	Email	Federal Highway Administration	10/05/2009		Remove
Bureau of Indian Affairs	Office of Trust Responsibilities - Environmental Services Staff	Mandatory Recipient	Hardcopy	FDOT - Central Office	08/25/2010		
Concerned Citizens of the Town	Delaney, Joseph	Project-specific Recipient	Email	FL Fish and Wildlife	10/05/2009		Remove

Tip! Click the toolbar icon in the **Advance Notification Package Transmittal List** window to:

 Send feedback about the current page.

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

 Bookmark the page.

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

The **AN Package Transmittal List** enables you to view a list of existing contacts who are designated to receive the AN Package. Recipients are listed in a table with information divided into the following columns:

- **Organization –** Displays the names of the organizations receiving the AN Package

- **Name –** Displays the name and title of the person receiving the AN Package

  Note: If a position title does not appear with a contact's name, it means the contact's position title has not been entered into the database. If the contact is project-specific and has been added by your organization, you can add the position title by using the **Edit** link (See Step 6).

- Recipient Type
  - **Mandatory –** Automatically added to all project transmittal lists according to jurisdiction. These contacts are maintained by the EMO
  - **Project Specific –** Only appears on a transmittal list when added by the ETDM Coordinator or Project Manager
- **Notification Type –** Displays the method of notification (email or hard copy)
- **Created By –** Displays the name of the organization that created the recipient record
- **Last Updated –** Displays the date the information for a contact was last updated

Tip! Click a column heading to sort the information in ascending or descending order.

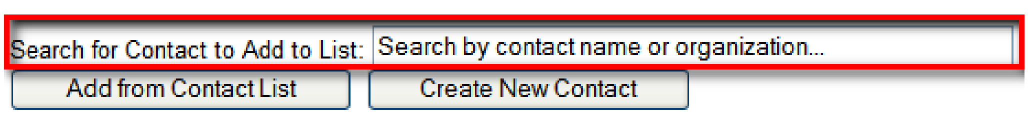
Note: Recipients listed with **Email** in the **Type** column will automatically receive the AN Package via email. Recipients listed with **Hardcopy** in the **Notification Type** column will need to be mailed the AN Lite Package once the project has been submitted for the Programming Screen ETAT Review.

See the following steps for instructions on managing the AN Package Transmittal List:

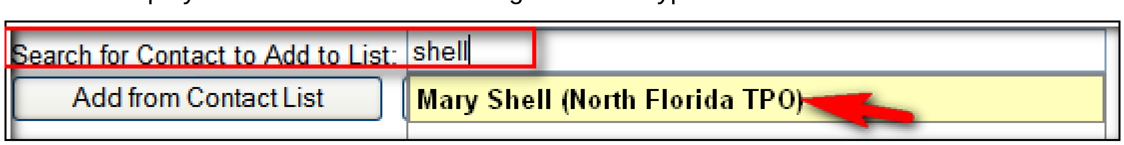
- Searching for contacts listed in the EST database and adding them to the list (Step 3)
- Adding recipients from existing contact lists (Step 4)
- Creating new contacts (not listed in the EST database or existing contact lists) (Step 5)
- Editing a recipient's information (Step 6)
- Removing a recipient's name from the list (Step 7)

3. To add a contact using the search filter, do the following:

- In the **Search for Contact to Add to List** field, type at least three letters of the contact's name, position title, or organization name.



The EST displays a list of contacts matching the name typed into the search filter.

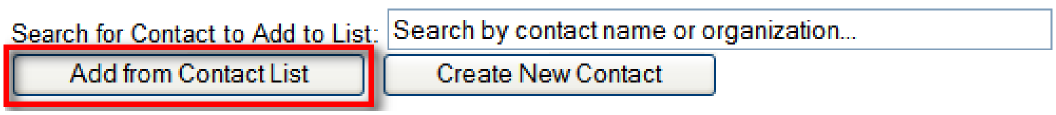


- Select the name by clicking it. The EST automatically adds the name to the top of the **AN Package Transmittal List**.

Tip! If the **Search** function does not locate a contact's name, you can add the contact to the EST database using the **Create New Contact** wizard (See Step 5 of these instructions).

4. To add a name from a selected contact list, do the following:

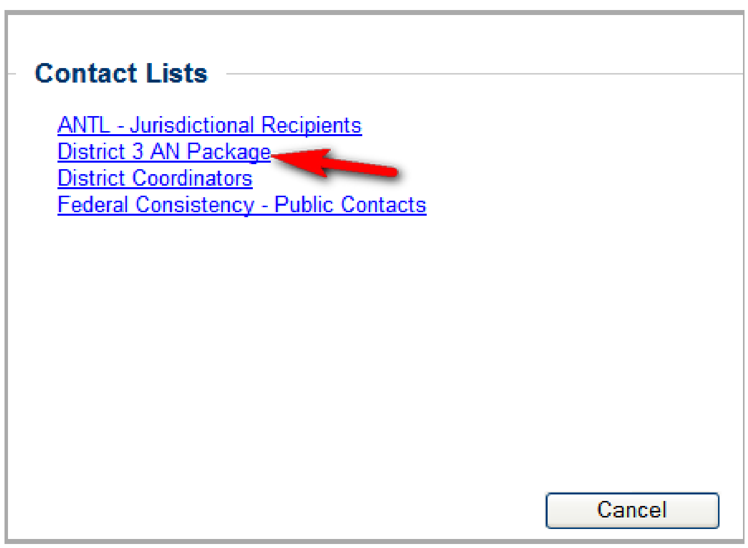
- Click the **Add from Contact List** button



The EST displays a wizard that guides you through the process for adding a recipient from an existing contact list.

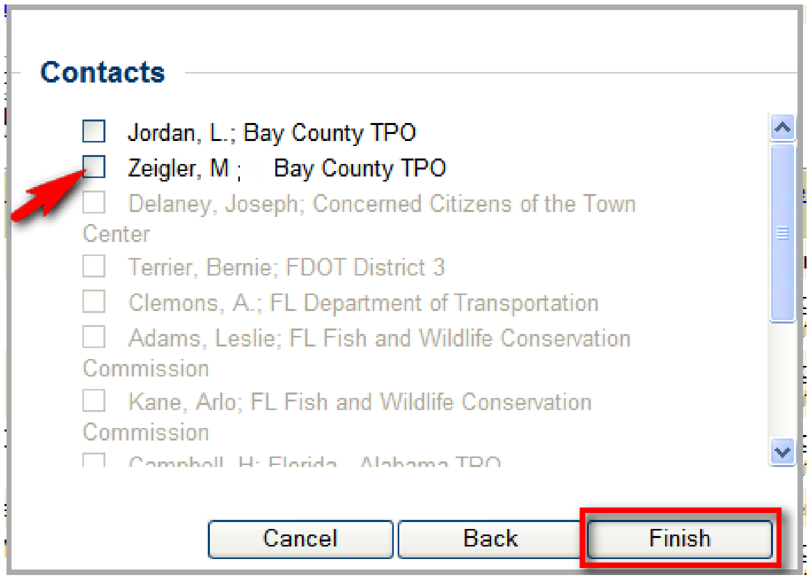
- Select the appropriate list by clicking the link.

Tip! To create a **Contact List**, use the **Manage Contact Lists** function located in the **Account Settings** menu.



Tip! Click **Cancel** to cancel the operation.

The EST displays the list of names for the selected contact list.



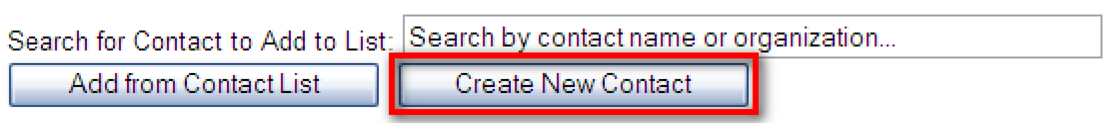
- Click the check box beside the name(s) you want to add to the **AN Transmittal List**.

  Note: Recipients already in the list will be displayed as unavailable options.

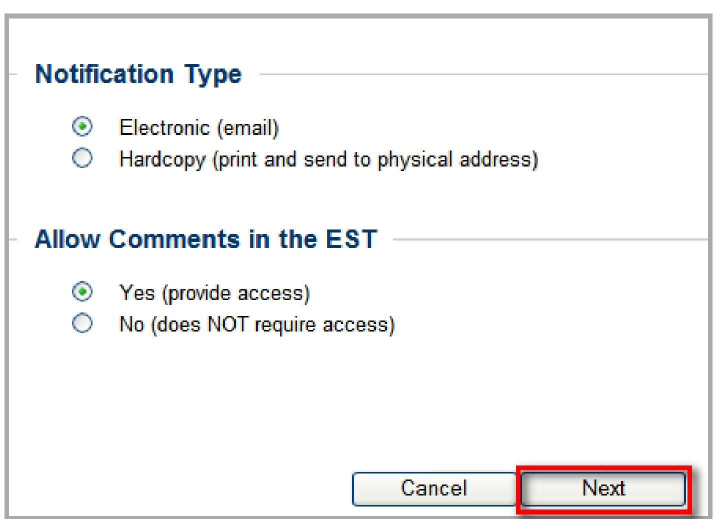
- Click **Finish**.

  The selected name automatically appears at the top of the **AN Package Transmittal List**.

5. To create a contact that does not currently exist in the EST database or another contact list, click **Create New Contact**.



The EST displays a wizard that guides you through the process for creating a contact who is not listed in the EST database or in an existing contact list.

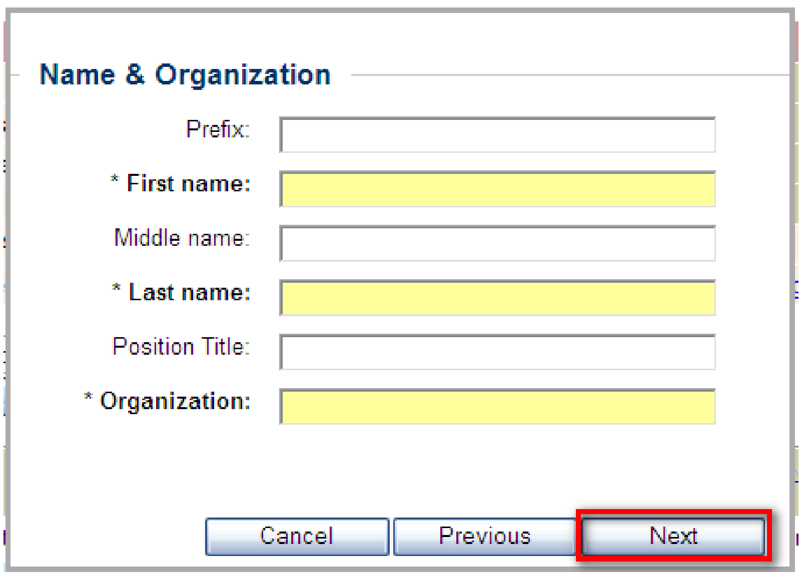


- Do the following:
  - Under **Notification Type**, click the option button beside one of the following:
    - **Electronic (email)** – if the recipient will receive an email notification along with a link to the AN Package
    - **Hardcopy** – if the recipient will receive a hard copy of the AN Package Lite via standard mail
  - Under **Allow Comments in the EST**, click the option button beside one of the following:
    - **Yes (provide access)** – enables you to grant EST access to the recipient, allowing the recipient to provide comments via the EST
    - **No (does NOT require access)** – if the recipient will only receive the AN Package for review but will not be commenting on it or if the recipient will be commenting on the AN Package via other means (e.g., letters, email, public hearings)

Note: Recipients granted access to the EST must receive notification via email. If you choose **Hardcopy** as the **Notification Type**, the **Yes (provide access)** option is disabled.

- Click **Next**.

The EST displays a **Name & Organization** form.



- Under **Name & Organization**, type the contact's information in the following fields:
  - **Prefix**
  - **First name*** (Required for recipients with EST Access)
  - **Middle name**
  - **Last name*** (Required for recipients with EST Access)
  - **Position Title** (Only required if **First name** and **Last name** fields are left blank for recipients who have not been granted EST access)

- **Organization*** (Required)

  Note: For recipients who have not been granted access to the EST, the **First name** and **Last name** fields or the **Position Title** field are required (.i.e**., Position Title** can be blank only if the **First name** and **Last name** fields are filled in; **First name** and **Last name** fields can be blank only if the **Position Title** field is filled in).

  Note: If the **Organization** you are searching for does not appear in the **Organization** list, contact the ETDM Help Desk at **help@fla-etat.org** to add it to the database.

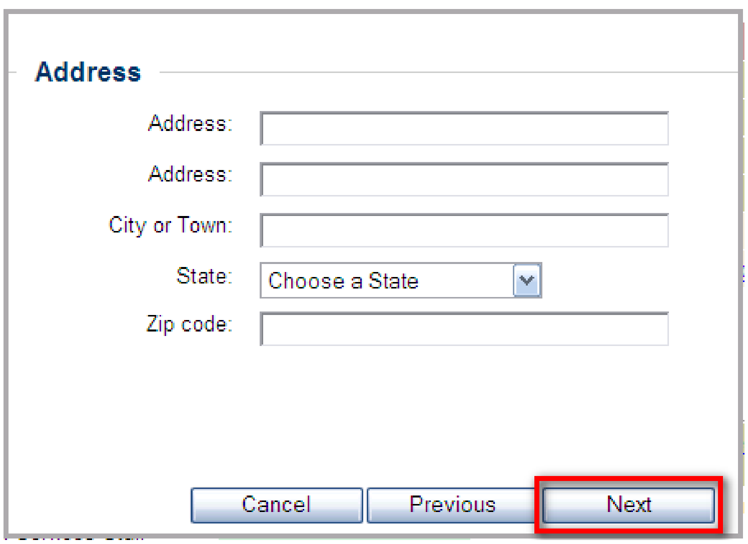
- Click **Next**.

  The EST displays a form for the contact's address.

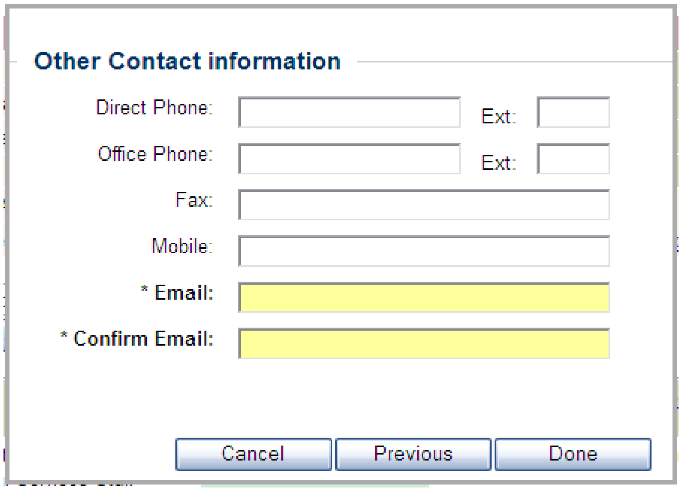
- Under **Address**, complete one or more of the following fields:
  - **Address**
  - **City or Town**
  - **State**
  - **Zip Code**

  Note: Address is required for hard copy recipients, optional for email recipients**.**

- Click **Next**.



The EST displays a form for the contact's **Other Contact Information**.



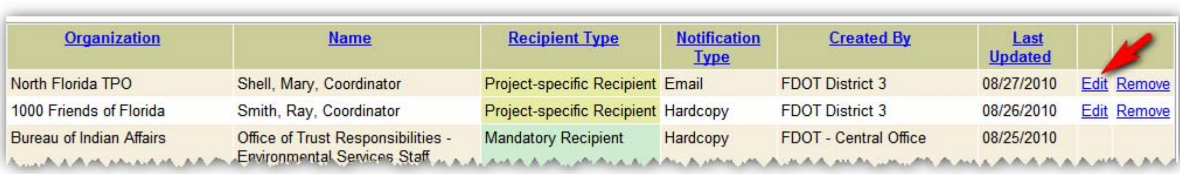
- Under **Other Contact Information**, complete the following fields:
  - **Direct Phone** and **Extension (Ext)**
  - **Office Phone** and **Ext.**
  - **Fax**
  - **Mobile**
  - **Email** (required for email recipients)
  - **Confirm Email** (required for email recipients)

  Note: The email address you type into the **Confirm Email** field must match the email address you typed in the **Email field**.

- Click **Done.**

  The EST automatically adds the contact name to the top of the **AN Package Transmittal List**.

6. To view a recipient's information for accuracy and make updates to the recipient's account, click the **Edit** link in the selected recipient's row.



Organization	Name	Recipient Type	Notification Type	Created By	Last Updated	
North Florida TPO	Shell, Mary, Coordinator	Project-specific Recipient	Email	FDOT District 3	08/27/2010	Edit Remove
1000 Friends of Florida	Smith, Ray, Coordinator	Project-specific Recipient	Hardcopy	FDOT District 3	08/26/2010	Edit Remove
Bureau of Indian Affairs	Office of Trust Responsibilities - Environmental Services Staff	Mandatory Recipient	Hardcopy	FDOT - Central Office	08/25/2010	

The **Advance Notification Package Transmittal List** window refreshes and displays the contact information wizard, enabling you to make the appropriate changes to the following fields:

- **Name & Organization**
- **Address**

- **Other Contact Information**

7. To remove a recipient from the Transmittal List, click the **Remove** link in the selected recipient's row.

Organization	Name	Recipient Type	Notification Type	Created By	Last Updated		
North Florida TPO	Shell, Mary, Coordinator	Project-specific Recipient	Email	FDOT District 3	08/27/2010	Edit	Remove
1000 Friends of Florida	Smith, Ray, Coordinator	Project-specific Recipient	Hardcopy	FDOT District 3	08/26/2010	Edit	Remove
Bureau of Indian Affairs	Office of Trust Responsibilities - Environmental Services Staff	Mandatory Recipient	Hardcopy	FDOT - Central Office	08/25/2010		

The EST automatically removes the recipient's name from the Transmittal List.

Organization	Name	Recipient Type	Notification Type	Created By	Last Updated		
North Florida TPO	Shell, Mary, Coordinator	Project-specific Recipient	Email	FDOT District 3	08/27/2010	Edit	Remove
Bureau of Indian Affairs	Office of Trust Responsibilities - Environmental Services Staff	Mandatory Recipient	Hardcopy	FDOT - Central Office	08/25/2010		

3.1.2.3 *Advance Notification Package – Transmittal List Batch Uploader (New 11/30/2011)*

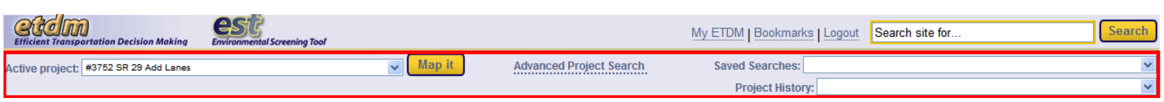
The **AN Transmittal List: Batch Uploader** function in the Environmental Screening Tool (EST) **Tools** menu enables District ETDM Coordinators to add additional non-mandatory recipients to the Advance Notification (AN) Package transmittal list using an Excel spreadsheet provided by the EST.

Recipients receiving the AN Package must have their contact information listed in the EST database. When you enter a recipient's contact information in the AN Package transmittal list spreadsheet, it must match the information listed in the EST database for it to be validated. Recipients listed in the uploaded spreadsheet who do not match records in the EST database are treated as new contacts.

Note: Changes to a recipient's contact information cannot be made using the transmittal list spreadsheet. To update contact information in the EST, go to **Account Settings** and then click **Update Contact Information**, or go to **help@fla-etat.org** for assistance in updating a recipient's contact information.

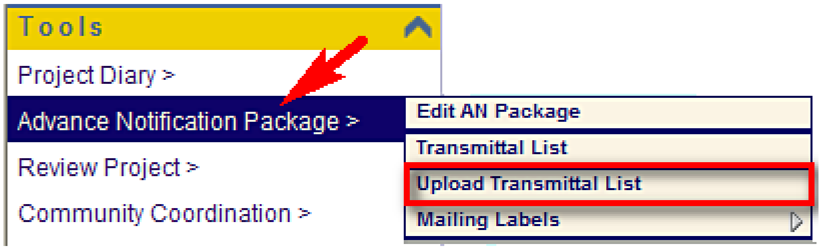
Using the AN Transmittal List Batch Uploader:

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

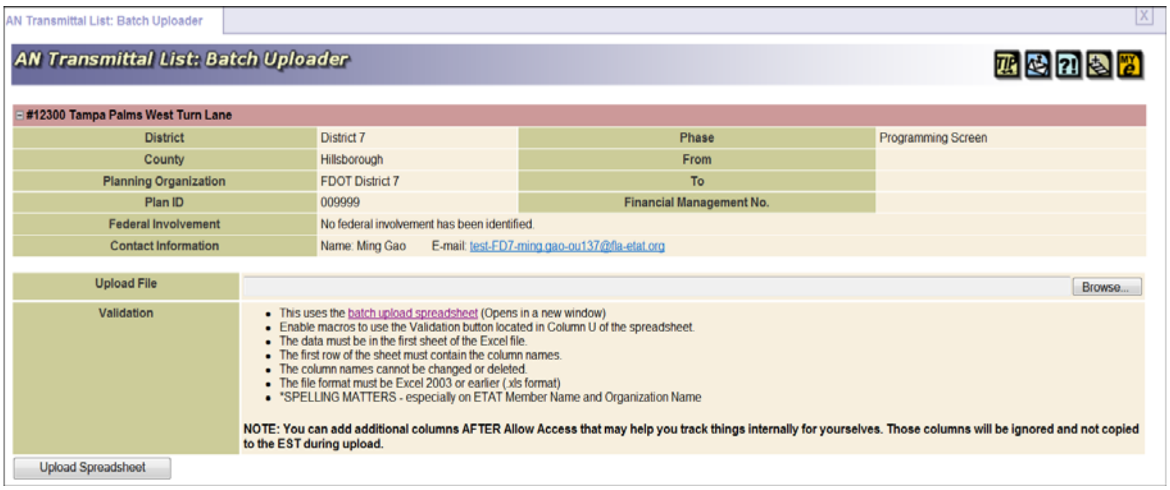


Note: You can use the default project that appears in the **Active project** box, select a project from your **Saved Searches** or **Project History** lists, or you can click the **Advanced Project Search** link to select another project. See the Navigation chapter of the EST Handbook for information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

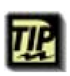
2. On the **Tools** menu, point to **Advance Notification Package**, and then click **Upload Transmittal List**.



The **Agency Activities: Batch Uploader** window opens as a tabbed page, displaying a page toolbar and a form for uploading additions to an Advance Notification Package transmittal list, including a link to a spreadsheet form to be used for those additions.



Tip! Click on the toolbar icons to:

 View the tip sheet for the current page.

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

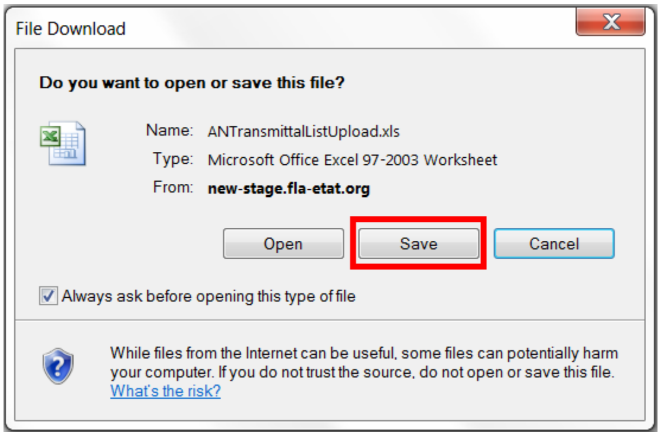
 Add the page to your **My ETDM** preferences.

3. Do one of the following:

- If you are starting a new spreadsheet, click the **batch upload spreadsheet** link to download a blank **Excel** spreadsheet from the EST database.
- If you have already downloaded an Excel spreadsheet from the EST database and are making edits to the transmittal list, go to Step 6 of these instructions.

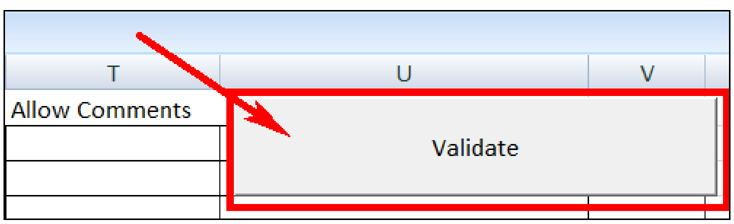
Tip! Refer to the information shown in the **Validation** section for guidance on the transmittal list spreadsheet requirements.

4. A **File Download** dialog box appears asking you to **Open** or **Save** the spreadsheet. Click **Save** to download the spreadsheet to your computer.

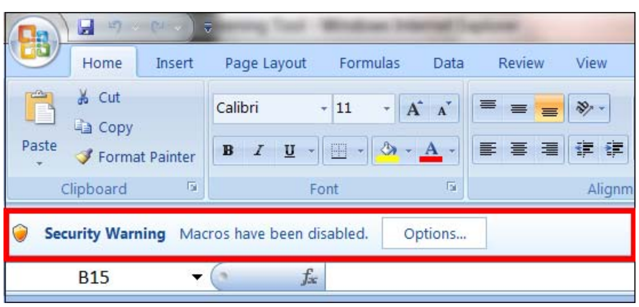


5. Navigate to and click the saved file to open it. The spreadsheet opens as a separate **Microsoft Excel** window.

6. After you have logged the information into the spreadsheet, click the **Validate** button located on the **Excel** spreadsheet to verify that all fields have been completed and that the information in the spreadsheet matches the information in the EST database. Required cells that have been left blank will display as shaded.



Note: If the **Validate** button does not work, it may have been blocked by your system's security program. Check the **Excel** message bar (located beneath the ribbon) for a **Security Warning** message (see next illustration).



Note: If you have received a security warning, you can enable the validation macro by doing the following:

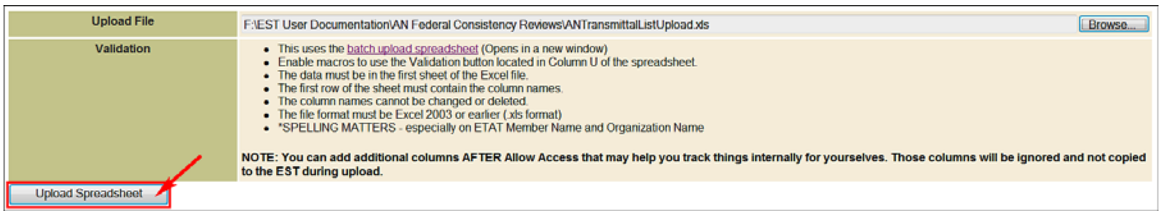
- Click **Options**. A security alert message will appear.
- In the **Security Alert – Macros** dialog box, click the **Enable this content** option button.

- Click **OK**.
- In the **Excel** spreadsheet, click the **Validate** button again.

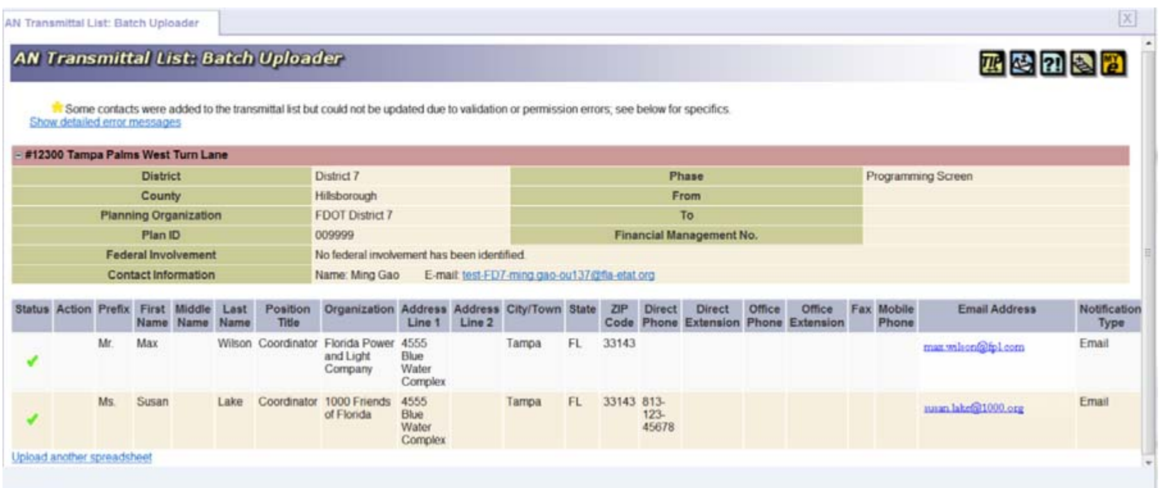
7. After you have completed the additions to the transmittal list in the Excel spreadsheet and saved it to your desktop, return to the **AN Transmittal List: Batch Uploader** screen in the EST.

8. In the **Upload File** field, upload the transmittal list by typing or copying and pasting the document path, or you can click the **Browse** button to navigate to the document's location on your desktop.

9. Click **Upload Spreadsheet**.



The **AN Transmittal List: Batch Uploader** screen refreshes and displays the list.



Tip! The **Status** column of the spreadsheet indicates whether a contact was validated (shown with a check mark) or not (shown with an). A star icon, , indicates the contact was added to the transmittal list but could not be updated in the database. Click the **Show detailed error messages** link to view the error messages.

10. Click the **Upload another spreadsheet** link to replace a transmittal list or to upload another list.

11. After the transmittal list has been validated and uploaded, the contacts that were added will appear in the official AN Package transmittal list that is generated by the EST database. Go to the **Tools** menu, point to **Advance Notification Package**, and then click **Transmittal List** to view the list containing the recently added contacts.

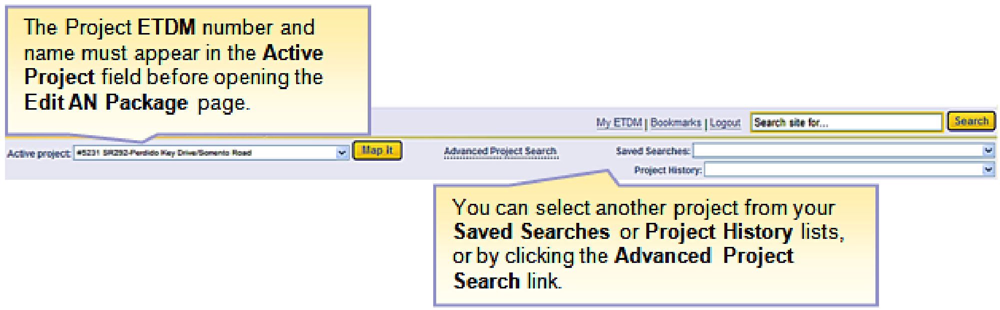
Note: If you have questions regarding contact permissions, contact the ETDM Help Desk at **help@fla-etat.org**.

3.1.2.4 *Advance Notification Package – Mailing Labels (New 11/30/2011)*

The **Mailing Labels** link in the Environmental Screening Tool (EST) **Tools** menu enables you to directly generate mailing labels or an Excel spreadsheet of hard copy recipients from the AN Transmittal List.

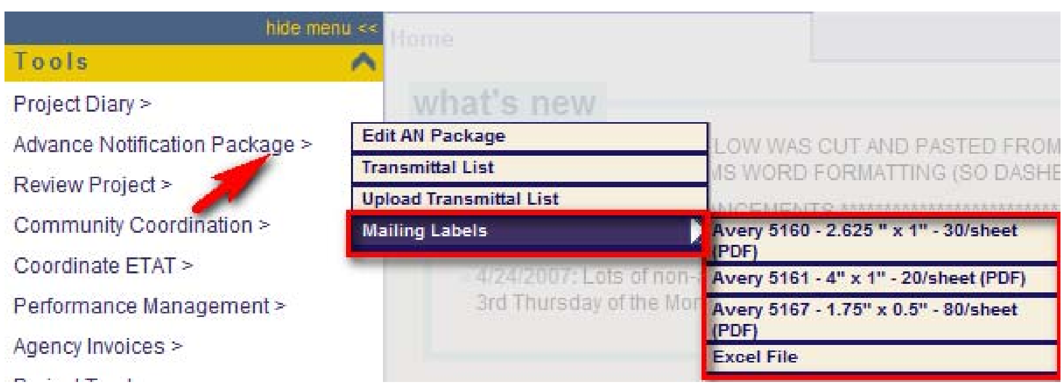
Using the Mailing Labels Function:

1. To use the **Mailing Labels** function for hard copy AN Package recipients, you must first select a project that is in the Programming Phase from the **Project Navigation Bar**.



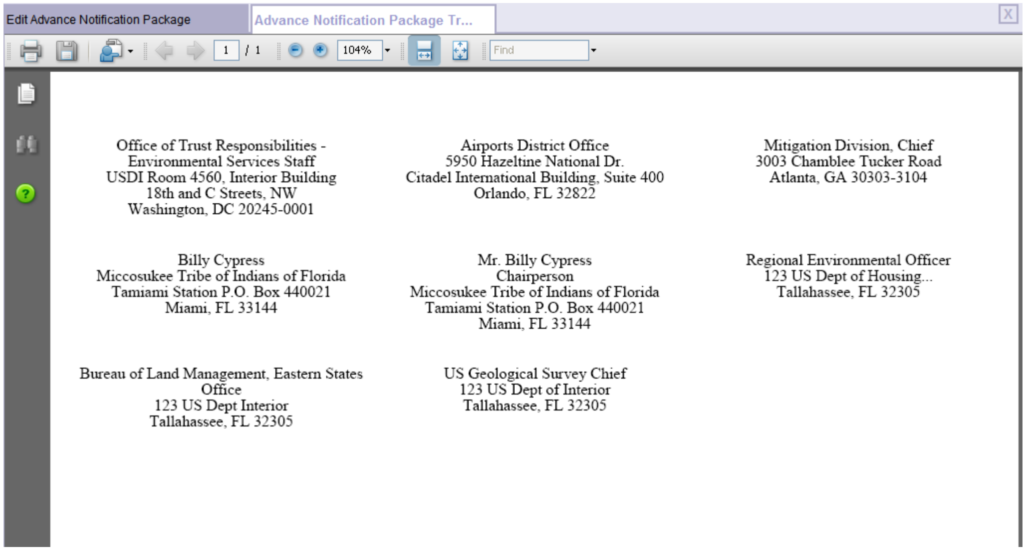
2. In the **Tools** menu, point to **Advance Notification Package**, select **Mailing Labels**, and then do one of the following:

- Select one of the available **Avery** label format PDFs.
- Click **Excel File** if you want to generate a spreadsheet of hard copy recipients to use in a label format not listed in the **Mailing Labels** submenu.

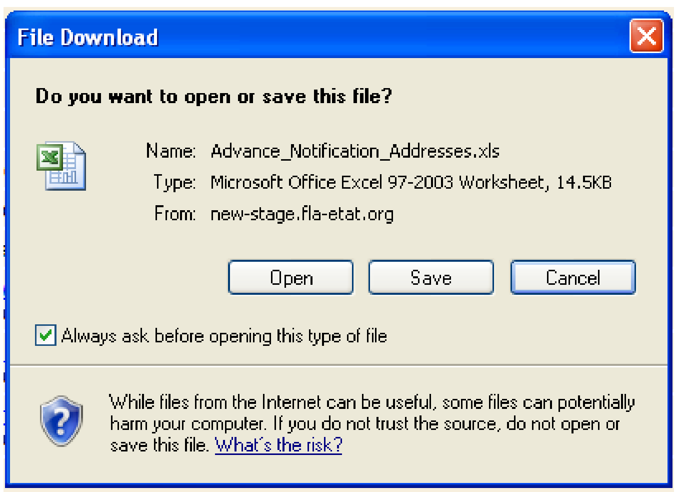


Do one of the following:

- If you selected one of the mailing label options, a PDF of the hard copy recipient list opens in a separate window, displaying the selected label formatting (**Avery 30/sheet**, **20/sheet**, or **80/sheet**). Click the print icon , on the PDF window to print the labels.



- If you selected **Excel,** a **File Download** box appears asking if you want to **Open** or **Save** this file. Select the appropriate option.



The list of hard copy recipients is generated as an **Excel** spreadsheet.

3.1.3 Review Project (Updated 11/30/2011)

3.1.3.1 *Comment on Advance Notification Package (Updated 11/30/2011)*

The **Comment on Advance Notification Package** function in the Environmental Screening Tool (EST) **Tools** menu enables Commenting Interested Parties to review the Advance Notification (AN) Package and record their comments. The AN Package provides a consistent, comprehensive project record to agencies and interested parties. It is a means of informing them of FDOT's intent to proceed with a project.

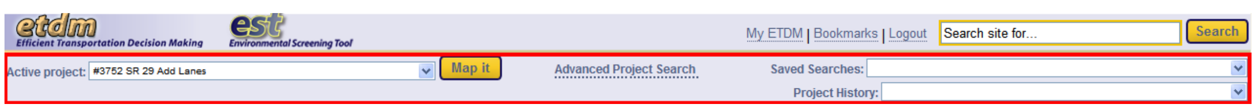
Commenting Interested Parties assigned to review the AN Package are usually regional planning council and local government personnel who are authorized by a State Clearinghouse Coordinator (Federal Consistency – Commenting Interested Parties) or District ETDM Coordinators and Project Managers (Advance Notification – Commenting Interested Parties) to access the secure EST. The tasks of Commenting Interested Parties are as follows:

- **Federal Consistency – Commenting Interested Parties** provide advisory comments, based upon such issues as consistency with the strategic regional policy plan or the local government comprehensive plan, or conflict with other known area activities.
- **Advance Notification – Commenting Interested Parties** review ETAT comments and submit additional comments, if warranted, on a project's effects.

Individuals assigned to a Commenting Interested Party role receive electronic notification from District ETDM Coordinators notifying them that the review process has started. Commenting Interested Parties have access to EST maps and standard reports about the project and resources, including confidential information such as locations of archaeological sites. They will also be able to view draft ETAT commentary and submit comments regarding federal consistency or project effects within 45 days of receiving notification.

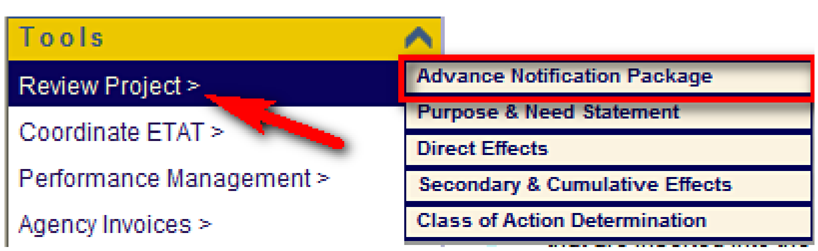
Commenting on the AN Package:

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



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

2. On the **Tools** menu, point to **Review Project**, and then click **Advance Notification Package**.



The **Comment on Advance Notification Package** window opens as a tabbed page, displaying a page toolbar, a **Reminder** section, information about the comment review period and the days remaining for the review, a link to the **Advanced Notification Package**, and a text box for comments.

Tip! Click on the toolbar icons to:

Send feedback about the current page.

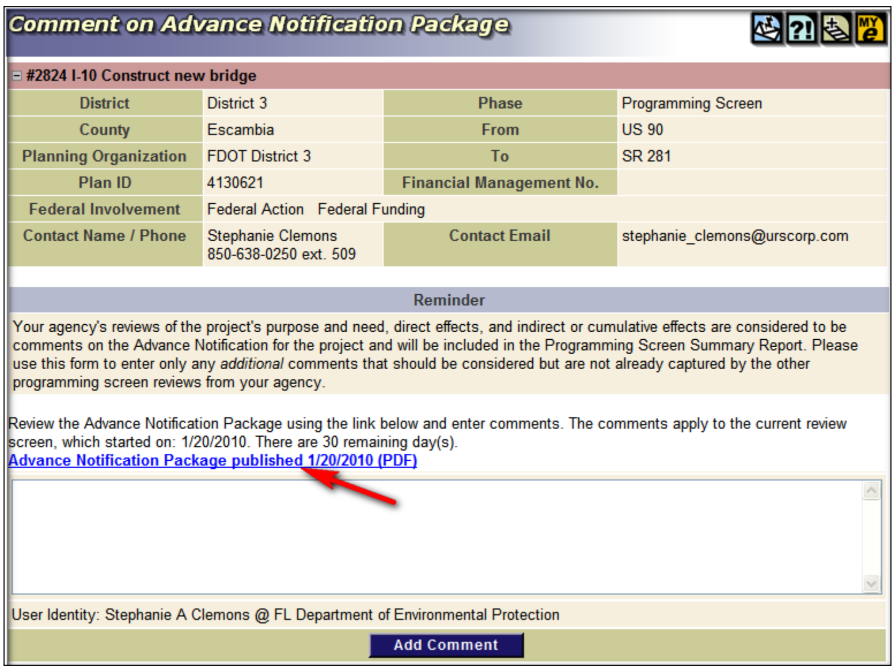
Access online **Help**.

Bookmark the page.

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

For additional information about using the EST page toolbar buttons, refer to Chapter 2.8 of the EST Handbook.

3. Click the **Advance Notification Package** link to view the Advance Notification Package PDF.



Comment on Advance Notification Package

#2824 I-10 Construct new bridge

District	District 3	Phase	Programming Screen
County	Escambia	From	US 90
Planning Organization	FDOT District 3	To	SR 281
Plan ID	4130621	Financial Management No.	
Federal Involvement	Federal Action Federal Funding		
Contact Name / Phone	Stephanie Clemons 850-638-0250 ext. 509	Contact Email	stephanie_clemons@urscorp.com

Reminder

Your agency's reviews of the project's purpose and need, direct effects, and indirect or cumulative effects are considered to be comments on the Advance Notification for the project and will be included in the Programming Screen Summary Report. Please use this form to enter only any *additional* comments that should be considered but are not already captured by the other programming screen reviews from your agency.

Review the Advance Notification Package using the link below and enter comments. The comments apply to the current review screen, which started on: 1/20/2010. There are 30 remaining day(s).

Advance Notification Package published 1/20/2010 (PDF)

User Identity: Stephanie A Clemons @ FL Department of Environmental Protection

Add Comment

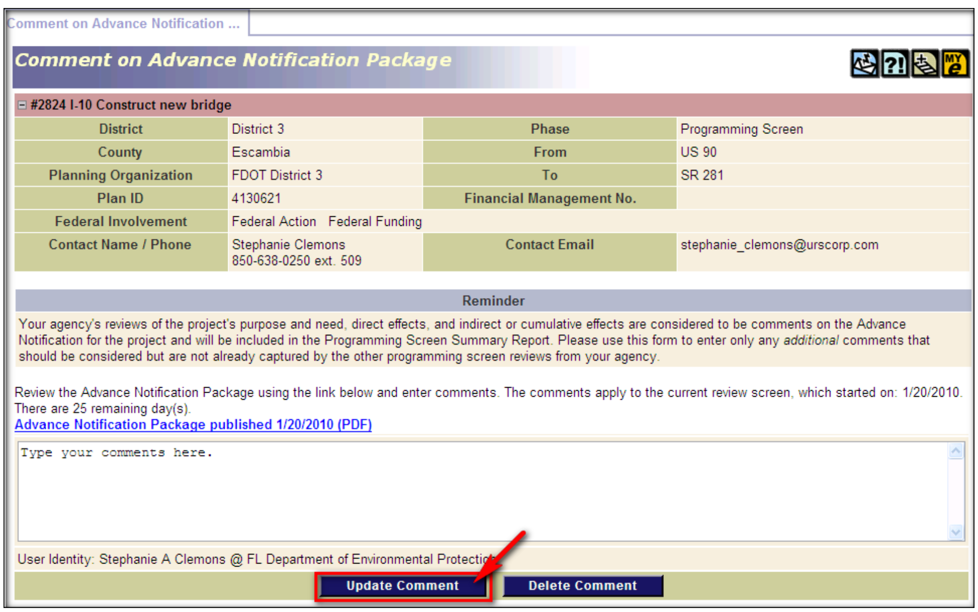
The **Advance Notification Package** window opens as tabbed page.

4. After reviewing the AN Package, click the **Comment on Advance Notification Package** tab to return to the form, and then type your comments in the text box.

5. Click **Add Comment.**

The **Comment on Advanced Notification Package** window refreshes, displaying a message stating your comments have been added along with an **Update Comment** button and a **Delete Comment** button.

6. To update your comments, type your changes in the text box, and then click **Update Comment**.



Tip! Click **Delete Comment** to clear the comment text box.

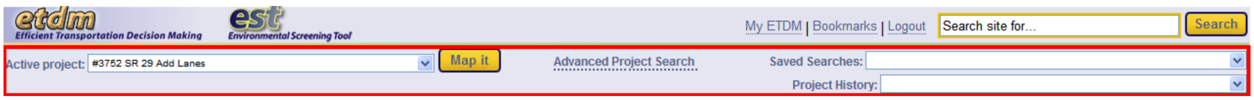
3.1.3.2 *Review Purpose and Need Statement (Updated 06/30/2010)*

The **Review Purpose and Need Statement** function in the Environmental Screening Tool (EST) **Tools** menu displays a project's Purpose and Need Statement and a form that enables Environmental Technical Advisory Team (ETAT) representatives to enter their responses and add comments on behalf of their agencies. ETAT representatives can also use this function to rank the quality of the information provided by the project sponsor.

The Lead Agency representative for the project records whether the statement is Acceptable or Not Acceptable. Other agencies acknowledge that the Purpose and Need Statement is Understood or Not Understood.

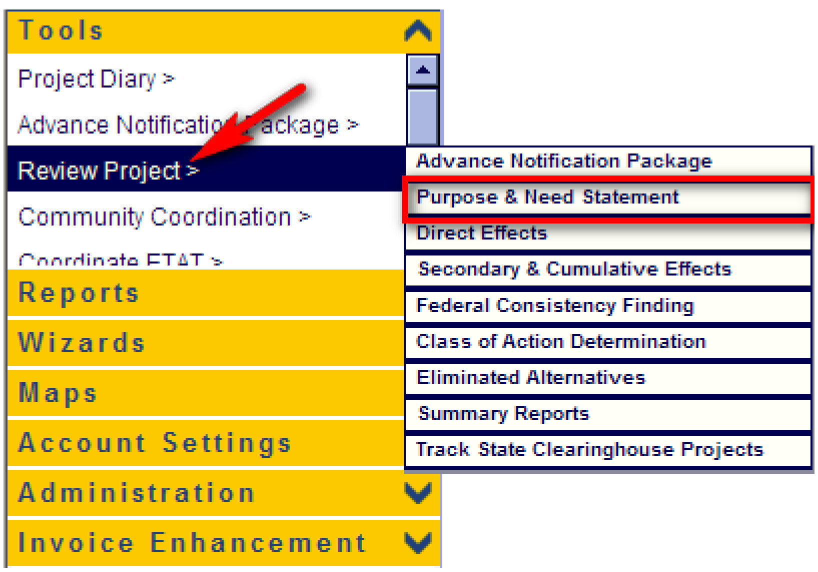
Reviewing and Responding to the Purpose and Need Statement:

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

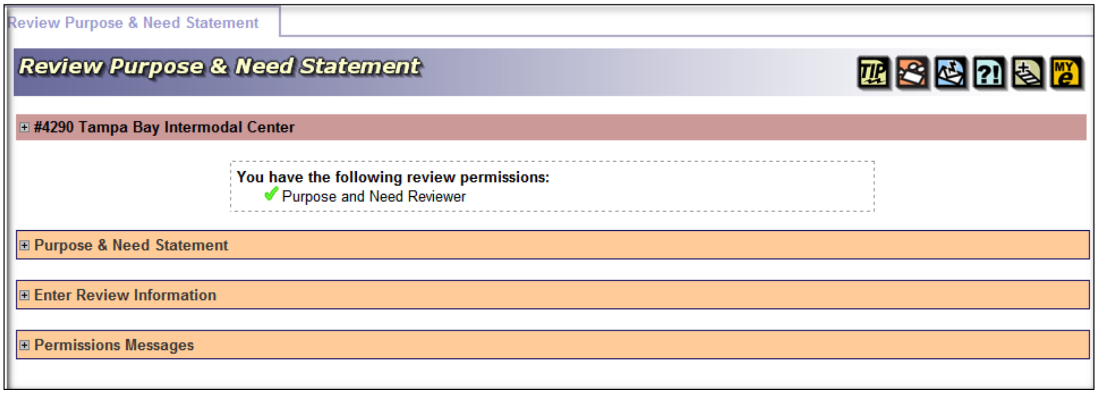


Note: You can use the default project that appears in the **Active project** box, select a project from your **Saved Searches** or **Project History** lists, or you can click the **Advanced Project Search** link to select another project. See the Navigation chapter of the EST Handbook for information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

2. On the **Tools** menu, point to **Review Project**, and then click **Purpose & Need Statement**.



The **Review Purpose and Need Statement** window opens as a tabbed page, displaying a page toolbar, a **Review Permission** message, **Purpose and Need** Statement, and a **Review** form.



Tip! Click on the toolbar icons to:

 Open the **Tip Sheet** for the current page.

 Open the **Training Video** for the current page.

 Send feedback about the current page.

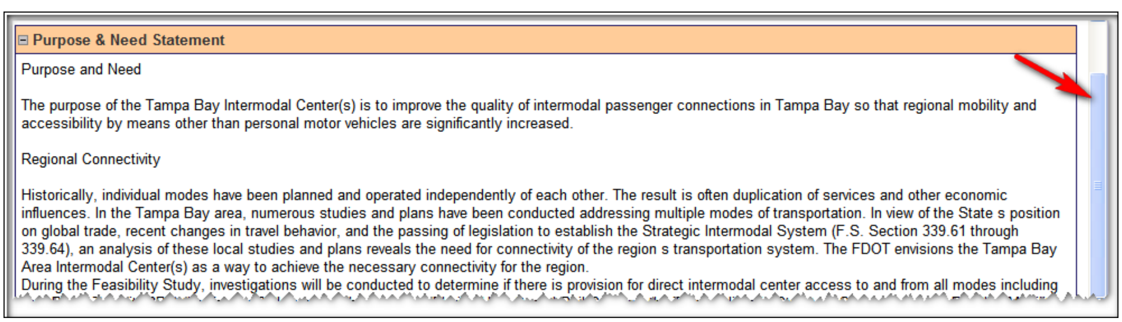
 Access online **Help**.

 Bookmark the page.

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

For additional information about using the EST page toolbar buttons, refer to Chapter 2.8 of the EST Handbook.

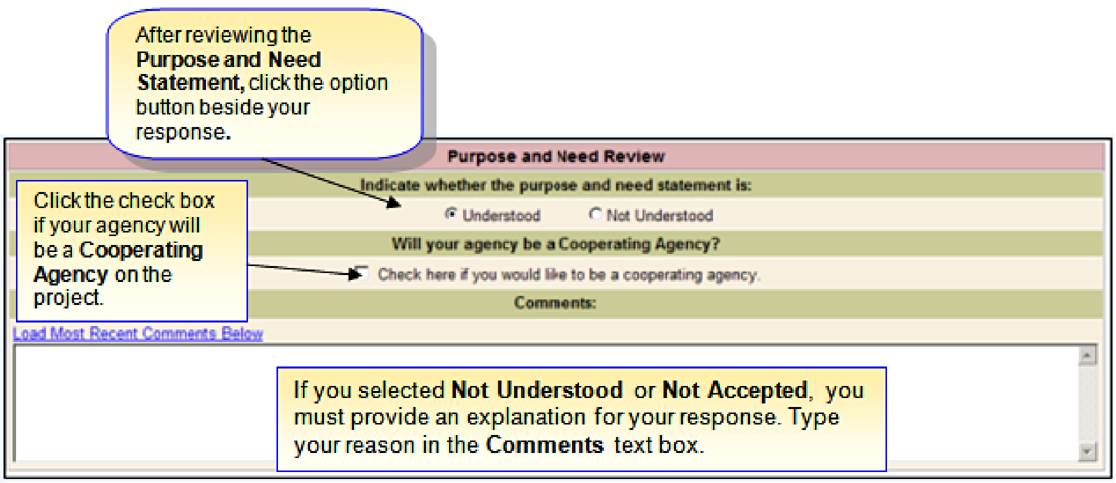
3. In the **Purpose and Need Statement** section, use the side scroll bar to move down the section and review the project's Purpose and Need Statement.



Tip! You can expand and collapse a section. Click the plus sign icon, ⊞, to expand the section. Click the minus sign icon, ⊟, to collapse it.

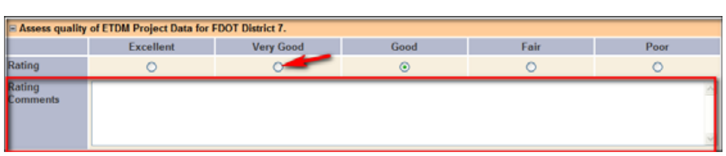
4. In the **Enter Review Information** section, do the following:

- Under **Purpose and Need Review**, do one of the following:
  - If you are representing the Lead Agency, click the option button beside the appropriate response:
    - **Accepted**
    - **Not Accepted**
  - If you are representing an agency that is not the lead agency, click the option button beside the appropriate response:
    - **Understood**
    - **Not Understood**



Note: If you click the **Not Understood** or **Not Accepted** option button, you must enter an explanation for your selection in the **Comments** text box. Please provide sufficient detail about your reason for selecting the **Not Understood** option. The more information you provide, the more efficiently the project sponsor can address the issue.

- Under **Assess quality of ETDM Project Data for FDOT District**, rank the quality of information provided by the project sponsor about this project by:
  - Clicking the option button below the appropriate ranking, as demonstrated in the next illustration.



Note: When assessing the data, consider the information provided in the **Purpose and Need Statement** and on the **Project Description Report**. Focus on project data only, not the resource data in the vicinity of the project. Resource data is provided by other agencies and is not the responsibility of the project sponsor.

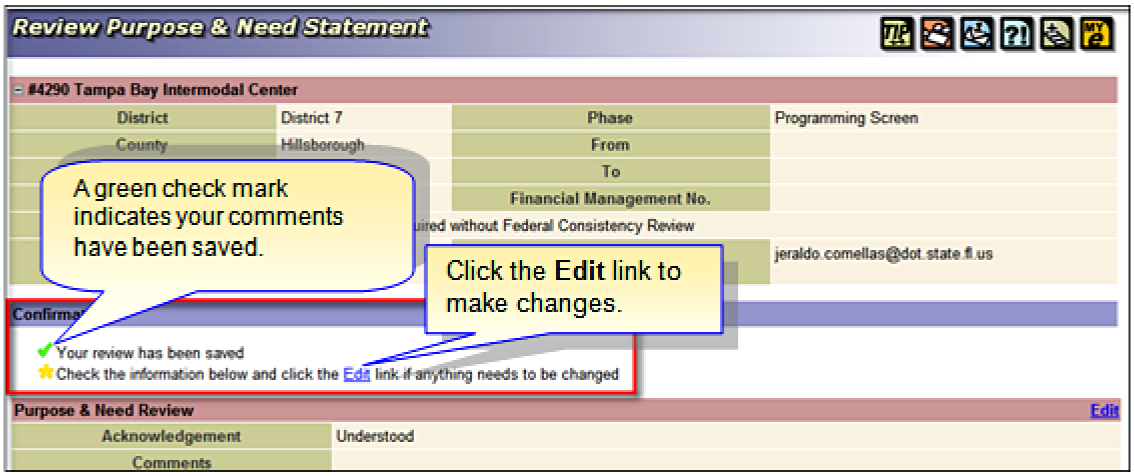
- Typing any additional comments in the **Rating Comments** text box.

  Note: If you clicked the option buttons beside **Fair** or **Poor**, you must provide a reason for your rating.

5. Under **Signature**, you will need to sign the form whether you selected **Understood** or **Not Understood**. Do the following:

- In the **Password** field, type your EST password. Typing the **Password** acts as your signature to the **Purpose and Need Statement**. By signing the form, you are certifying that your comments represent the official review from your agency.
- Click **Submit Form**.

The **Review Purpose and Need Statement** window refreshes, displaying a **Confirmation** message with a green check mark showing your comments have been saved along with your **Acknowledgement** and **Comments**.

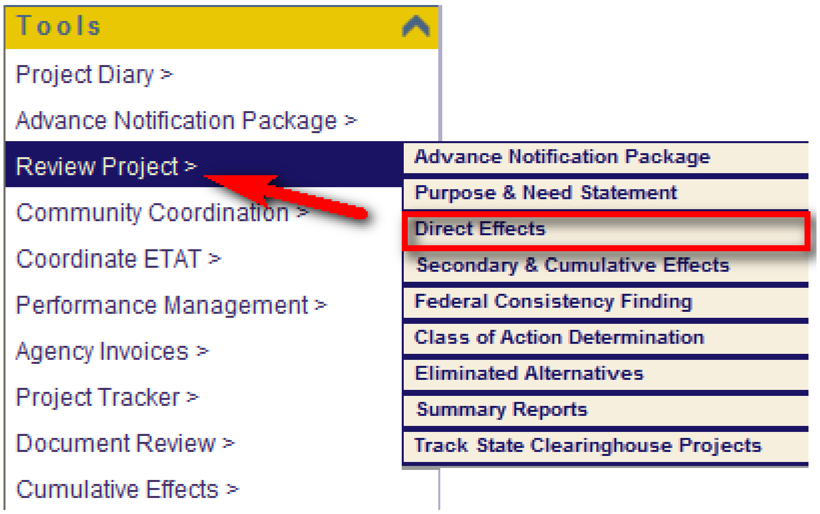


Tip! If you want to make changes to your review comments, click the **Edit** link.

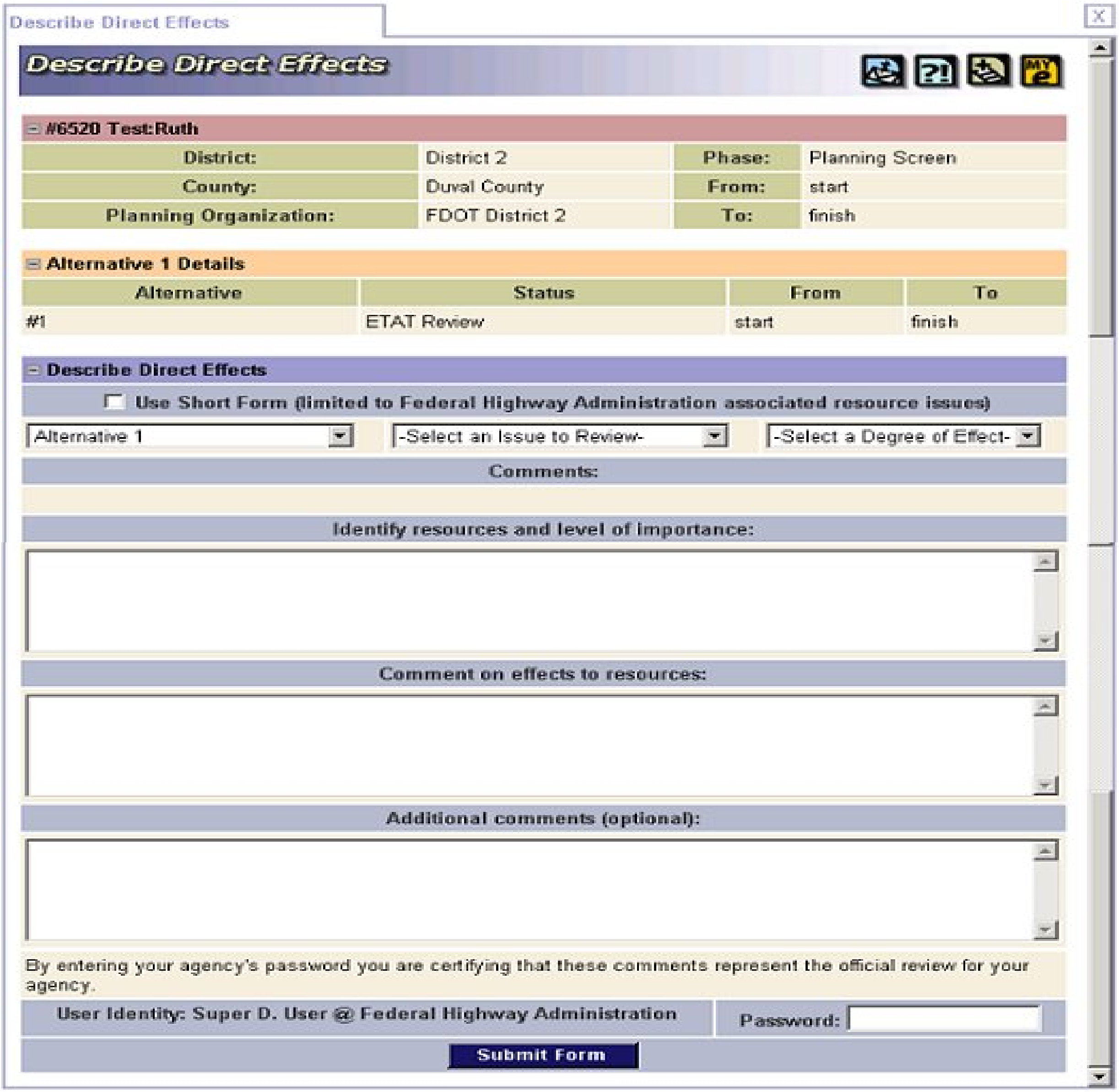
3.1.3.3 *Describe Direct Effects (Updated 12/01/2005)*

This tool opens a form for ETAT representatives to enter comments about potential direct effects of the project to resources, and assign a degree of effect. To use this tool, select the project and then click on the **Describe Direct Effects** option found under the Record Results of Project Review heading in the Tools menu.

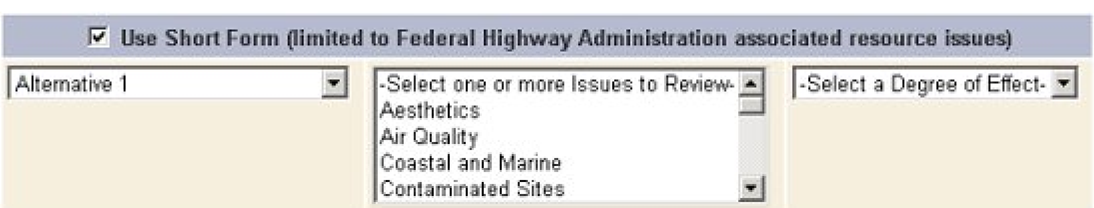
In the **Tools** menu, point to **Review Project**, and then click **Direct Effects**. The **Describe Direct Effects** page opens.



Select an Alternative, Issue and Degree of Effect from the drop-down menus. Then enter commentary under the **Identify resources and level of importance** and **Comment on effects to resources** headings. Add additional comments under the **Additional comments (optional)** heading, if desired. To record the information on the form as the official review for your agency, enter the agency's password and click **Submit Form**.



A **Short Form** option is also available, which limits the resource issues displayed to those associated with the user's organization. Click the check box next to **Use Short Form** to access this option. In the next illustration, the user organization is Federal Highway Administration.

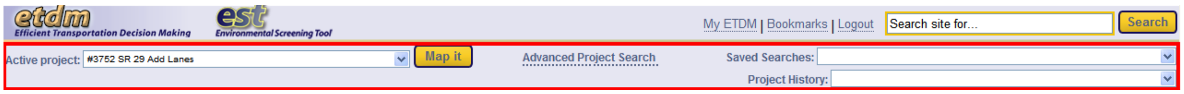


3.1.3.4 *Describe Secondary and Cumulative Effects (Updated 06/30/2010)*

The **Describe Secondary & Cumulative Effects** function in the Environmental Screening Tool (EST) **Tools** menu enables Environmental Technical Advisory Team (ETAT) members to enter comments about secondary (indirect) and cumulative effects a project may have on resources and to designate a degree of effect.

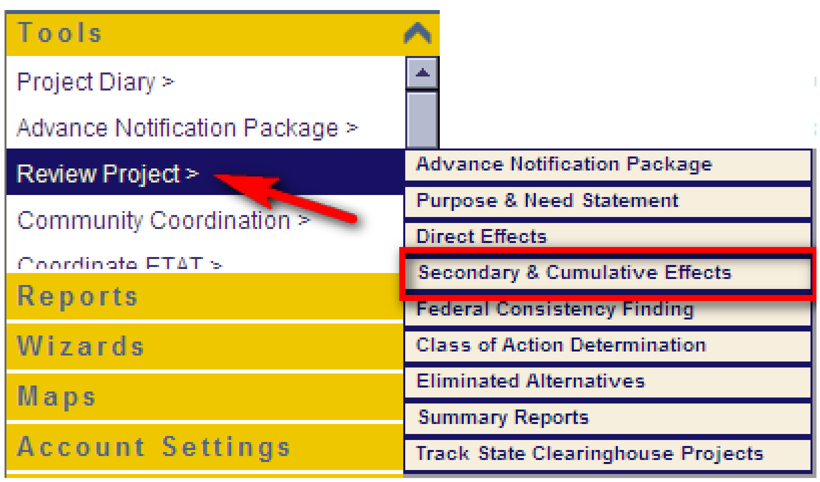
Using the Describe Secondary & Cumulative Effects Tool:

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



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

2. On the **Tools** menu, point to **Review Project**, and then click **Secondary & Cumulative Effects**.



The **Describe Secondary and Cumulative Effects** window opens as a tabbed page, displaying a page toolbar, project header, and **Alternative Details** section(s).

Describe Secondary and Cumula...

Describe Secondary and Cumulative Effects

⊟ #3231 Aviation Blvd

District	District 4	Phase	Programming Screen
County	Indian River	From	27th Avenue
Planning Organization	FDOT District 4	To	US 1
Plan ID	100	Financial Management No.	
Federal Involvement	No federal involvement has been identified.		
Contact Name	Stephanie Clemons	Contact Email	stephanie_clemons@urscorp.com

⊟ Alternative 1 Details

Alternative	Status	From	To
#1	ETAT Review		

Reminder

Reviews submitted here will be considered part of your agency's comments on the Advance Notification for this project. Additional comments on the Advance Notification that are not captured in your review of the project's purpose and need statement, direct effects, or indirect and cumulative effects can be submitted using the Comment on Advance Notification Package tool.

Describe Secondary and Cumulative Effects

Alternative 1 | -Select a Degree of Effect-

Review At-risk Resources

⊞ expand all ⊟ collapse all

⊞ Air Emissions

⊞ Archaeological and Historic Resources

⊞ Community

⊞ Fisheries

⊞ Land Use

⊞ Water Quality and Quantity

⊞ Wetlands

⊞ Wildlife and Habitat

Select a Coordination Document	-No Selection-
User Identity:	Stephanie A. Clemons @ FL Department of Community Affairs

By entering your agency's password you are certifying that these comments represent the official review for your agency.

Password: [ ] **Submit Form**

Tip! Click the toolbar icon on the **Describe Secondary and Cumulative Effects** window to:

 Print a copy of the current page.

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

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

Note: For additional information about using the EST page toolbar buttons, refer to Chapter 2.8 of the EST Handbook.

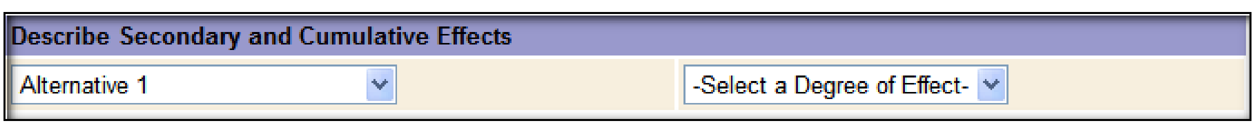
The **Alternative** *Number* **Details** section displays a table listing the status of the project's Alternative(s).

⊟ Alternative 1 Details			
Alternative	**Status**	**From**	**To**
#1	ETAT Review		

Tip! The EST displays a **Reminder** stating the reviews entered in the **Describe Secondary and Cumulative Effects** window will be included in your agency's comments on the Advance Notification for this project.

Reminder
Reviews submitted here will be considered part of your agency's comments on the Advance Notification for this project. Additional comments on the Advance Notification that are not captured in your review of the project's purpose and need statement, direct effects, or indirect and cumulative effects can be submitted using the Comment on Advance Notification Package tool.

3. Under **Describe Secondary and Cumulative Effects**, do the following:

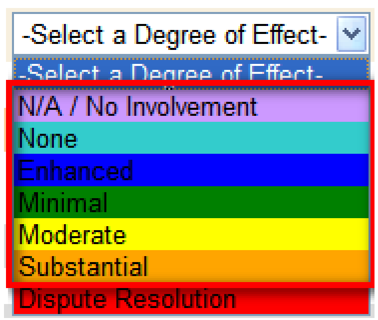


- If there is more than one project Alternative, click the drop-down arrow, , and then select the appropriate Alternative from the list by clicking on it.

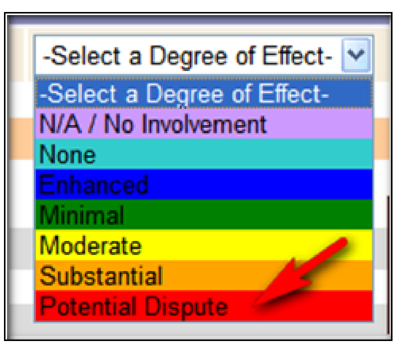
Tip! **Alternative 1** is always shown as the default. If there is only one project Alternative, you don't need to make any selections.

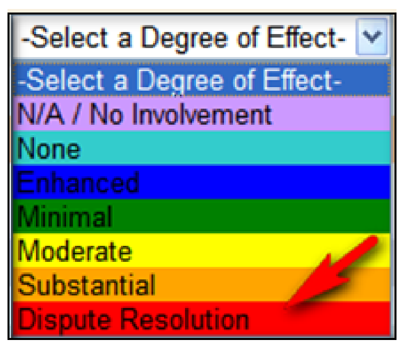
- In the **Select a Degree of Effect** field, click the drop-down arrow, , and do one of the following:

  - Select a **Degree of Effect** by clicking on one of the following options:
    - **N/A/ No Involvement (Not Applicable or No Involvement)**
    - **None**
    - **Enhanced**
    - **Minimal**
    - **Moderate**



  - Select **Potential Dispute** or **Dispute Resolution** if the Alternative poses a significant impact that could lead to a Potential Dispute, or a Dispute Resolution is needed in order for the project to move forward. Go to Step 5.

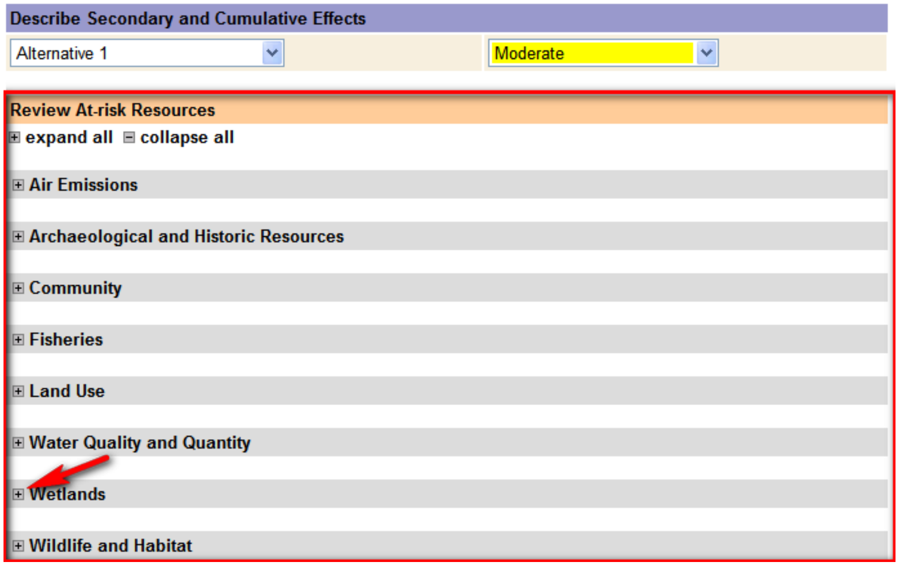




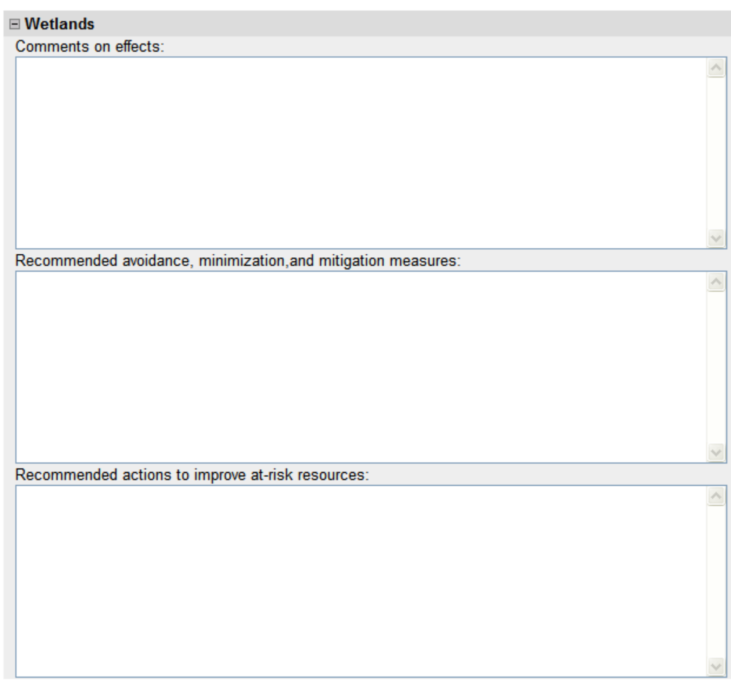
Tip! The **Describe Secondary and Cumulative Effects** form is similar to the form for entering a project's degree of direct effects. See Section 3.1.2.2 of the EST Handbook for instructions on using the **Describe Direct Effects** function.

4. Under **Review At-risk Resources**, expand the appropriate Resource area by clicking on the plus sign icon, . For this illustration, Wetlands is shown as the selected Resource.

Tip! Click the plus sign icon, , beside **expand all** to open all the comment and recommendation fields. Click the minus sign icon, , beside **collapse all** to close all the fields.



The section expands, displaying text boxes for adding comments and recommendations.

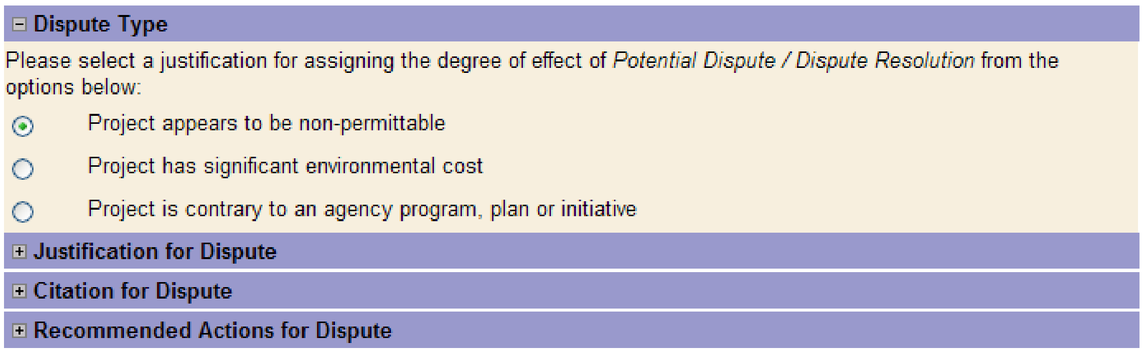


- Type your comments and recommendations into the following text boxes:
  - **Comments on effects**
  - **Recommended avoidance, minimization, and mitigation measures**
  - **Recommended actions to improve at-risk resources**

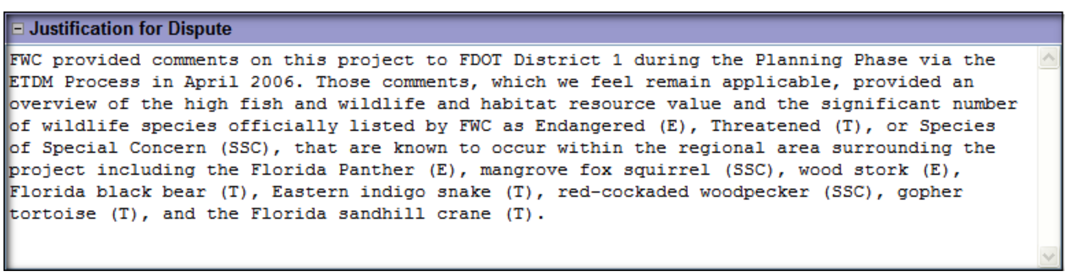
Tip! You can also copy text from another document (**CTRL+C**) and paste it into the text box (**CTRL+V**).

- Go to Step 6.

5. After selecting **Potential Dispute or Dispute Resolution** in the **Select a Degree of Effect list,** the **Describe Secondary and Cumulative Effects** window displays sections for adding dispute details.

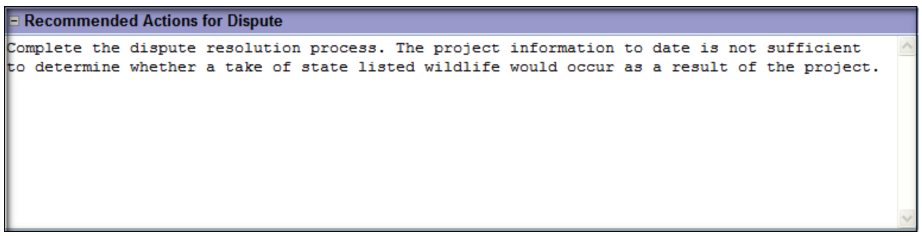


- Do the following:
  - Under **Dispute Type**, click the option button beside the applicable reason for the potential dispute.
    - **Project appears to be non-permittable**
    - **Project has significant environmental cost**
    - **Project is contrary to an agency program, plan or initiative**
  - In the **Justification for Dispute** text box, type your comments as shown in the next illustration.

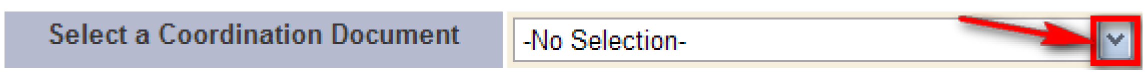


- In the **Citation for Dispute** text box, type or copy and paste the documentation reference (e.g., statute, citation, rule) that supports the justification for the dispute.

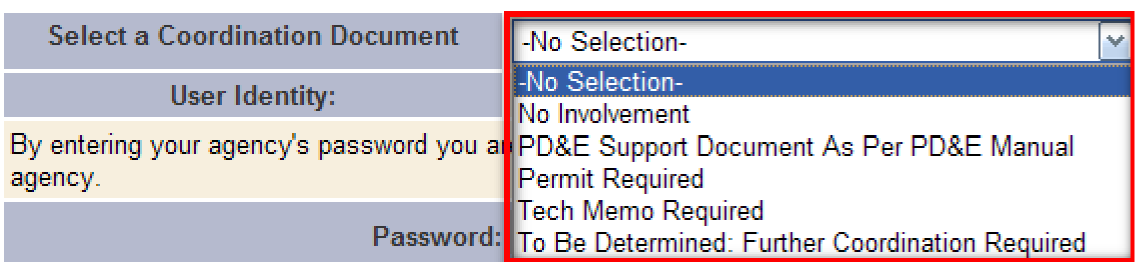
- In the **Recommended Actions for Dispute** text box, type your recommendation for resolving the dispute.



6. In the **Select a Coordination Document** field, click the drop-down arrow, .

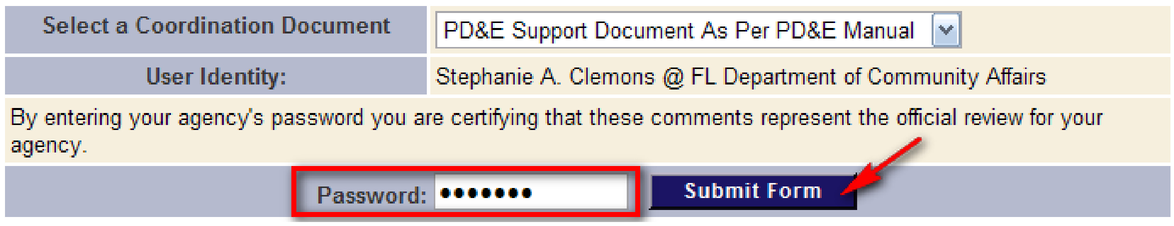


The field expands, displaying a pre-populated list of documents.



- Select one of the following:
  - **No Selection**
  - **No Involvement**
  - **PD&E Support Document As Per PD&E Manual**
  - **Permit Required**
  - **Tech Memo Required**
  - **To Be Determined: Further Coordination Required**

7. After you have selected the Degree of Effect and entered your comments and recommendations, complete the process by entering your agency's EST password into the **Password** field, and then clicking **Submit Form.**



The **Describe Secondary and Cumulative Effects** window refreshes and displays an Input received message along with the selected **Degree of Effect**, required **Coordination Document** (if any), and **Dispute Information** (if any), followed by comments on effects and recommendations for individual at-risk resources.

Tip! Click the **modify this review** link to make any edits to your comments and recommendations.

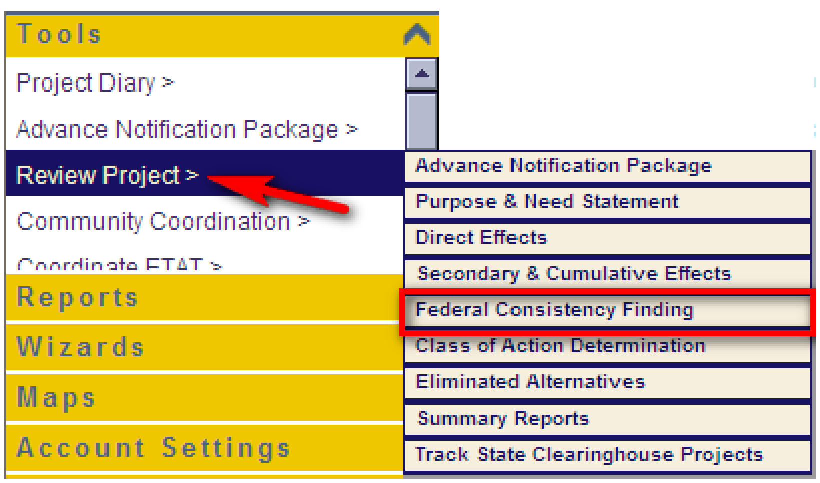
3.1.3.5 *Submit Federal Consistency Finding (Updated 02/23/2009)*

The **Submit Federal Consistency Finding** tool is used to record and submit agency findings concerning a project's consistency with the Florida Coastal Management Program. The submittal of a Federal Consistency finding applies only to projects that are federally funded or require a federal permit or federal action.

This tool is available to Federal Consistency Reviewers who are not also ETAT members and may also be used by Federal Consistency - Commenting Interested Parties for recording and submission of comments.

Federal Consistency Reviewers who are also ETAT members submit their agency's federal consistency finding using the **Purpose & Need Statement** tool, located in the **Review Project** category in the **Tools** menu.

To access the Federal **Consistency Findings** tool, first select the desired project, and then go to the **Tools** menu, point to **Review Project**, and then click **Federal Consistency Finding**, as shown in the next illustration.



Note: Federal Consistency Reviewers can also access this tool by clicking the project number in the **Projects Needing Federal Consistency Review** report, which will open a separate tabbed window that contains the form; and users with both Federal Consistency Reviewer and ETAT Reviewer roles can access the tool through the **Purpose & Need Review** form on the **Projects Needing Review** report.

The **Submit Federal Consistency Finding** page opens. At the top of the form is the project header, with information that identifies the selected project. This information includes the ETDM number and project name, the FDOT District(s) and county (or counties) where the project is located, the ETDM phase, from and to locations, the associated Planning Organization and Plan ID number, the Financial Management number, and contact information.

Submit Federal Consistency Finding

⊟ #3393 Yellow Bluff Rd

District	District 2	Phase	Programming Screen
County	Duval County	From	New Berlin Rd
Planning Organization	FDOT District 2	To	US 17
Plan ID		Financial Management No.	
Federal Involvement	Federal Action Federal Funding		
Contact Name / Phone	Don Dankert (800) 749-2967 ext. 7791	Contact Email	stephanie_clemons@urscorp.com

The project header is followed by the form used to record the Federal Consistency Finding. There are three possible findings:

- **Consistent**
- **Consistent, With Comments**
- **Inconsistent**

The definition for each finding appears next to the option, as shown in the next illustration.

Federal Consistency Finding:

State reviewers should note that if a finding of inconsistency is made, the finding must cite the section of the relevant statute under that agency's authority with which the project is inconsistent, and must identify actions that can be taken to resolve the conflict. Prior to actually issuing a finding of inconsistency, the reviewing agency should **immediately** notify the Clearinghouse of identified problems (phone 850-245-2161 or Suncom 205-2161).

Finding	Definition
○ Consistent	Based on the information contained in the Advance Notification and comments submitted by the reviewing agencies, the state has no objections to allocation of federal funds for the subject project and, therefore, the funding award is consistent with the Florida Coastal Management Program. State agency comments should be considered in developing the preliminary project design. For projects subject to coastal management consistency review that advance to the work program, the final review of the project's consistency with the Florida Coastal Management Program will be conducted during the environmental permitting review.
○ Consistent, With Comments	Although the final alignment and design details have not yet been determined, at this time the State of Florida has no objections to the project concept described in the Advance Notification and no objections to the allocation of federal funds for the necessary planning, preliminary design and environmental evaluation activities. Therefore, the funding award is consistent with the Florida Coastal Management Program. Specific comments and recommendations concerning the project concept have been submitted to the project sponsor through the Efficient Transportation Decision Making (ETDM) process. Specific objections to the project, if any, that have been identified during ETDM will be resolved through the ETDM conflict resolution (Part IV, AOA) process prior to the project advancing in the FDOT Five-Year Work Program for any purpose other than technical studies and preliminary design to resolve the objections. For projects subject to coastal management consistency review that advance to final design, right-of-way acquisition or construction, the final review of the project's consistency with the Florida Coastal Management Program will be conducted during the environmental permitting review.
○ Inconsistent	The project has been determined to be inconsistent with the Florida Coastal Management Program. Unless the objections are addressed and the project determined to be consistent, the project shall not proceed further in the programming and PD&E phases.

Comments:

By entering your agency's password you are certifying that these comments represent the official review of federal consistency from your agency for the Florida State Clearinghouse.

Identity: Tester FCRonly @ City of Jacksonville	Password:	Save

Click on the option button next to the applicable finding to select that option. Note that if "Inconsistent" is selected, you must cite (in the Comments textbox) the section of the relevant statute, under your agency's authority, with which the project is inconsistent, and you must identify actions that can be taken to resolve the conflict. Prior to issuing a finding of inconsistency, the reviewing agency should immediately notify the State Clearinghouse of identified problems.

Use the Comments textbox to type in required information and/or additional comments. Plain text without formatting can also be copied and pasted from another document.

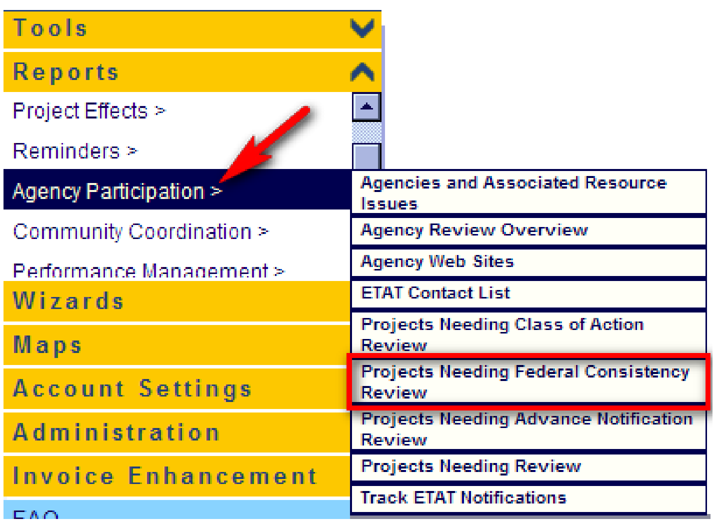
When finished, verify the identity information, enter your password, and then click Save.

Submit Federal Consistency Finding Header Tools

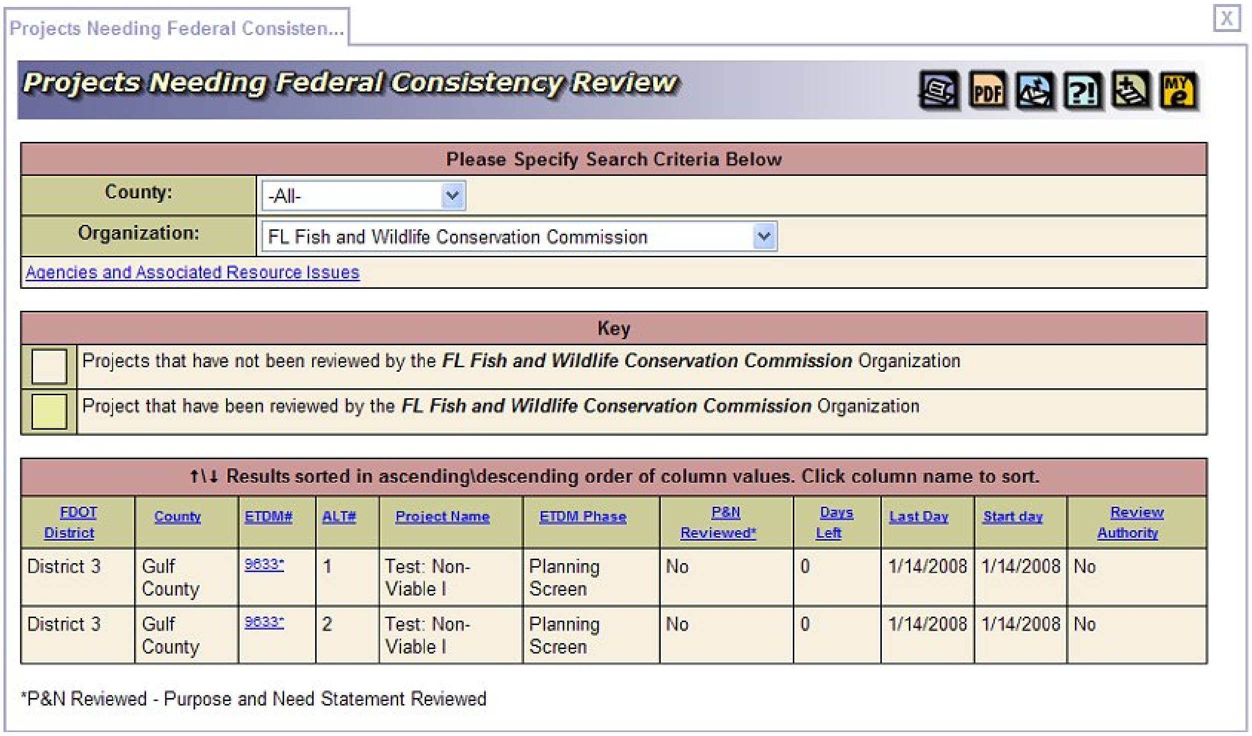
The toolbar above the project header provides quick access to commonly used functions. Use the button to provide feedback about the page to the ETDM Help desk. Click to access the On-line Help information for the Submit Federal Consistency Finding page. Use the button to bookmark the generated Submit Federal Consistency Finding page, or click to add it to your "My ETDM" pages.

Accessing Tool Through Projects Needing Federal Consistency Review Report

As noted above, Federal Consistency Reviewers may also access the **Federal Consistency Finding** tool through the **Projects Needing Federal Consistency Review** report. To access the **Projects Needing Federal Consistency Review** report, go to the **Reports** menu, point to **Agency Participation**, and then click **Projects Needing Federal Consistency Review**.



The **Projects Needing Federal Consistency Review** report contains the list of active projects that are currently in a review period that require Federal Consistency Review. To narrow the search results, select **County** and/or **Organization** search criteria.



Projects Needing Federal Consisten...

Projects Needing Federal Consistency Review

Please Specify Search Criteria Below	
County:	-All-
Organization:	FL Fish and Wildlife Conservation Commission

Agencies and Associated Resource Issues

Key	
	Projects that have not been reviewed by the ***FL Fish and Wildlife Conservation Commission*** Organization
	Project that have been reviewed by the ***FL Fish and Wildlife Conservation Commission*** Organization

↑\↓ Results sorted in ascending\descending order of column values. Click column name to sort.

FDOT District	County	ETDM#	ALT#	Project Name	ETDM Phase	P&N Reviewed*	Days Left	Last Day	Start day	Review Authority
District 3	Gulf County	9633*	1	Test: Non-Viable I	Planning Screen	No	0	1/14/2008	1/14/2008	No
District 3	Gulf County	9633*	2	Test: Non-Viable I	Planning Screen	No	0	1/14/2008	1/14/2008	No

*P&N Reviewed - Purpose and Need Statement Reviewed

Click on the ETDM Number of a project to open, in separate tabbed windows, the Submit Federal Consistency Finding tool and the reports to be used in conducting the Federal Consistency Review, as described below. Note: all reports are project-specific; by default, the information displayed in each window pertains to the project number selected from the Projects Needing Federal Consistency Review report by default.

- Submit Federal Consistency Finding – used to record and submit comments on federal consistency.
- Federal Consistency Findings report – displays the findings for a project (searchable by agency, project(s), and date range).
- Project Description - gives a detailed overview of a project, from the summary description and Purpose and Need Statement to the segment level details.
- GIS Analysis Results - displays the most recent results of the GIS Analysis routines for a project.
- Map Viewer – zooms to the project location and provides access to various resource maps

There is a Tab title for each tool and report. Click on the Tab title to navigate between the tools and reports.

On the right side of the screen, there is a Show/Hide Map bar. This bar toggles the display of the Interactive Map Viewer. To view the interactive Map Viewer over the tools and reports, click the Show/Hide Map bar; to hide the map and return to the forms and reports view, click the bar again. (Note that tips for using the Interactive Map Viewer are available by clicking "Help" on the upper left side of the map, and a detailed description of the Interactive Map Viewer is available in the EST Handbook in the ETDM Library.)

To close the tools and reports, click on the blue "X" X at the top right-hand side of each page (above the Page Tool Bar). This takes you back to the Projects Needing Federal Consistency Review Report.

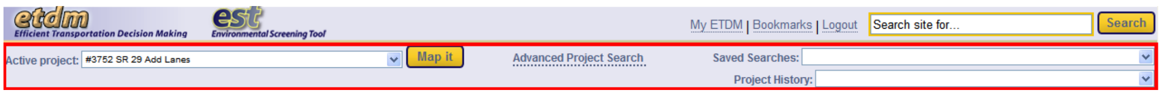
3.1.3.6 *Review Class of Action Determination (New 06/30/2010)*

The **Review Class of Action Determination** function in the Environmental Screening Tool (EST) **Tools** menu provides a form that enables a Lead Agency Environmental Technical Advisory Team (ETAT) member to review and approve (or disapprove) the Class of Action (COA) Determination recommended by the District ETDM Coordinator.

After the COA Determination has been signed by the District and Lead Agency, the COA is published in the Summary Report.

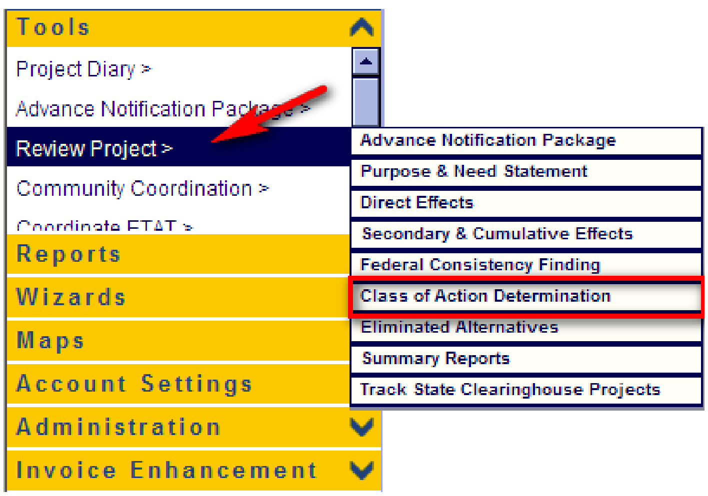
Reviewing the COA Determination:

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

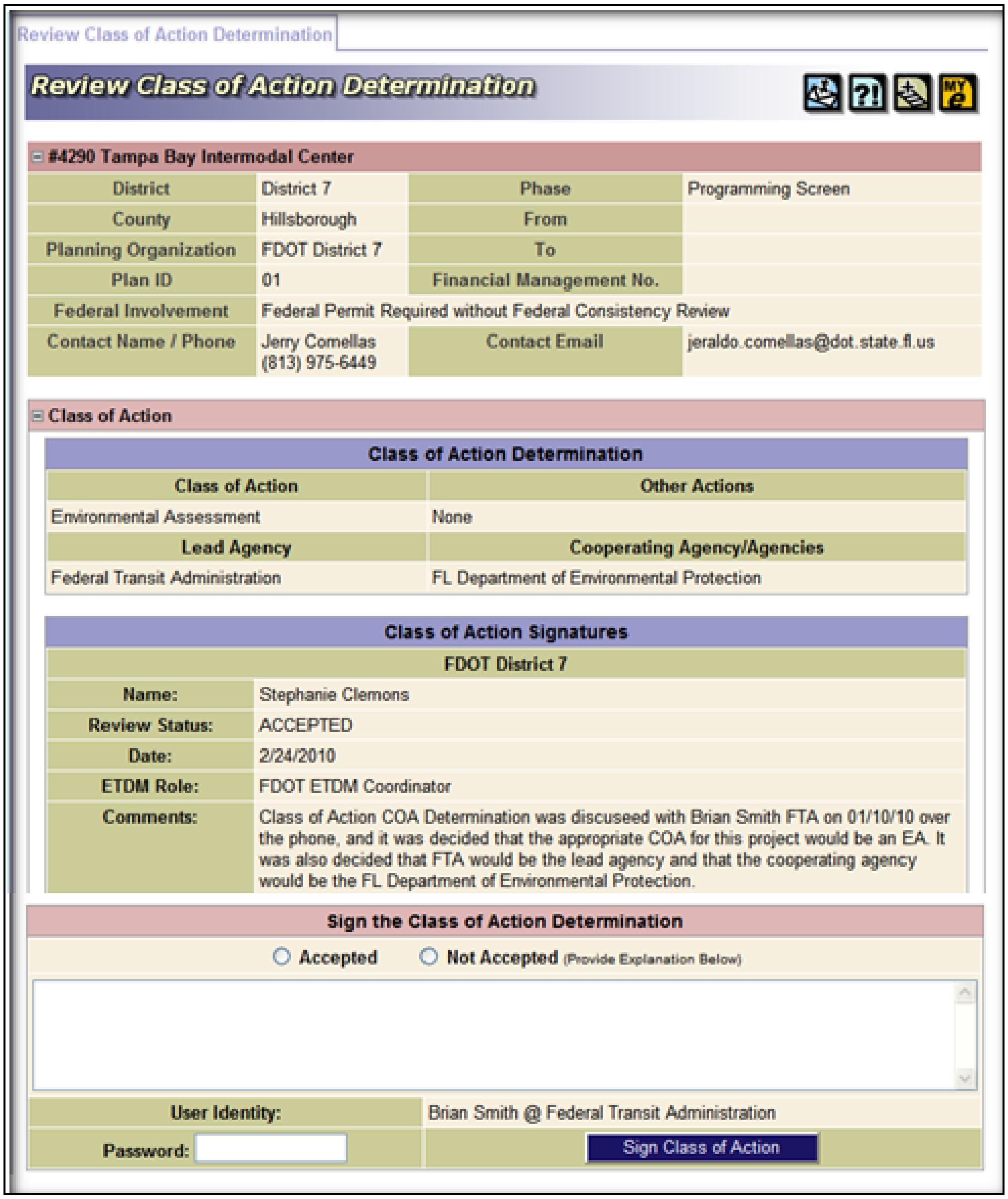


Note: You can use the default project that appears in the **Active project** box, select a project from your **Saved Searches** or **Project History** lists, or you can click the **Advanced Project Search** link to select another project. See the Navigation chapter of the EST Handbook for information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

2. On the **Tools** menu, point to **Review Project**, and then click **Class of Action Determination**.



The **Review Class of Action Determination** window opens as a tabbed page, displaying a page toolbar, **Class of Action Determination** section, and a signature form containing a comment text box.



Review Class of Action Determination

Review Class of Action Determination

#4290 Tampa Bay Intermodal Center

District	District 7	Phase	Programming Screen
County	Hillsborough	From	
Planning Organization	FDOT District 7	To	
Plan ID	01	Financial Management No.	
Federal Involvement	Federal Permit Required without Federal Consistency Review		
Contact Name / Phone	Jerry Comellas (813) 975-6449	Contact Email	jeraldo.comellas@dot.state.fl.us

Class of Action

Class of Action Determination	
Class of Action	**Other Actions**
Environmental Assessment	None
Lead Agency	**Cooperating Agency/Agencies**
Federal Transit Administration	FL Department of Environmental Protection

Class of Action Signatures	
FDOT District 7	
Name:	Stephanie Clemons
Review Status:	ACCEPTED
Date:	2/24/2010
ETDM Role:	FDOT ETDM Coordinator
Comments:	Class of Action COA Determination was discuseed with Brian Smith FTA on 01/10/10 over the phone, and it was decided that the appropriate COA for this project would be an EA. It was also decided that FTA would be the lead agency and that the cooperating agency would be the FL Department of Environmental Protection.

Sign the Class of Action Determination

Accepted   Not Accepted (Provide Explanation Below)

User Identity:	Brian Smith @ Federal Transit Administration
Password:	Sign Class of Action

Tip! Click on the toolbar icons to:

Send feedback about the current page.

Access online **Help**.

Bookmark the page.

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

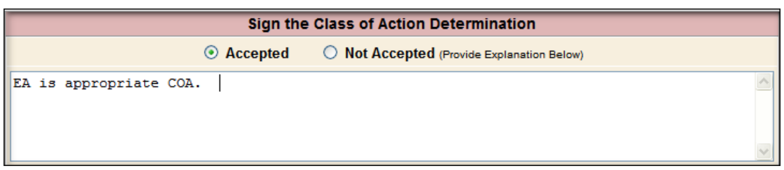
For additional information about using the EST page toolbar buttons, refer to Chapter 2.8 of the EST Handbook.

3. Under **Sign the Class of Action Determination**, select the option button beside one of the following responses:

- **Accepted**
- **Not Accepted**

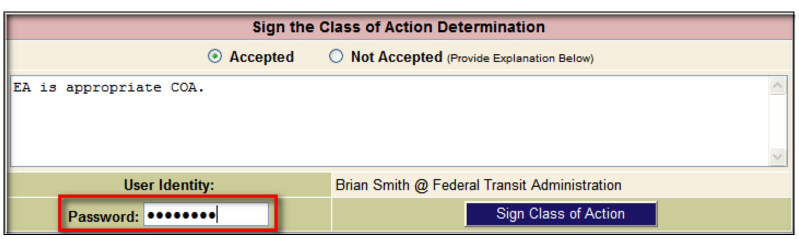
Note: Selecting **Not Accepted** requires an explanation. Type your reason for selecting **Not Accepted** in the text box.

4. Type your comment(s) in the text box (this is optional if you clicked the **Accepted** option button).

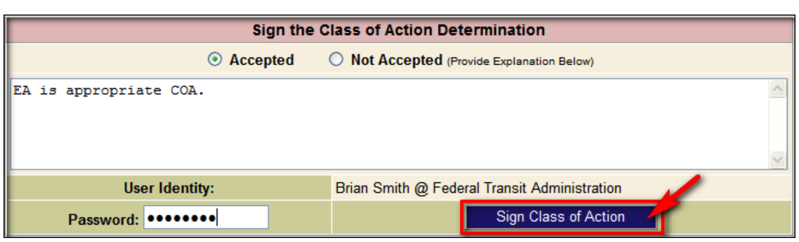


5. In the **Password** field, type your EST password.

Note: Typing the **Password** acts as your signature to the Class of Action Determination.



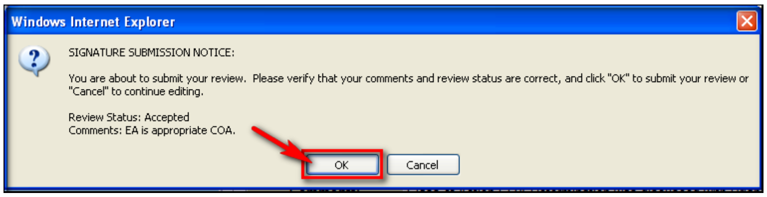
6. Click **Sign Class of Action**.



A message appears, displaying a **Signature Submission Notice**.

7. Click **OK**.

Tip! If you want to change your response or edit your comments, click **Cancel** to cancel the operation and return to the **Review Class of Action Determination** window.



The **Review Class of Action Determination** window refreshes, displaying a message that your signature has been saved to the database and a **Class of Action Signatures** section showing the:

- agency name
- agency representative's **Name**
- **Review Status**
- ***COA Signature* Date**
- **ETDM Role**
- **Comments**

Review Class of Action Determination

Review Class of Action Determination

#4290 Tampa Bay Intermodal Center

District	District 7	Phase	Programming Screen
County	Hillsborough	From	
Planning Organization	FDOT District 7	To	
Plan ID	01	Financial Management No.	
Federal Involvement	Federal Permit Required without Federal Consistency Review		
Contact Name / Phone	Jerry Comellas (813) 975-6449	Contact Email	jeraldo.comellas@dot.state.fl.us

Your signature was successfully saved to the database.

Class of Action

Class of Action Determination	
Class of Action	**Other Actions**
Environmental Assessment	None
Lead Agency	**Cooperating Agency/Agencies**
Federal Transit Administration	FL Department of Environmental Protection

Class of Action Signatures

FDOT District 7	
Name:	Stephanie Clemons
Review Status:	ACCEPTED
Date:	2/24/2010
ETDM Role:	FDOT ETDM Coordinator
Comments:	Class of Action COA Determination was discuseed with Brian Smith FTA on 01/10/10 over the phone, and it was decided that the appropriate COA for this project would be an EA. It was also decided that FTA would be the lead agency and that the cooperating agency would be the FL Department of Environmental Protection.

Federal Transit Administration	
Name:	Brian Smith
Review Status:	ACCEPTED
Date:	2/24/2010
ETDM Role:	Lead Agency ETAT Member
Comments:	EA is appropriate COA.

Sign the Class of Action Determination

Accepted   Not Accepted (Provide Explanation Below)

EA is appropriate COA.

User Identity:	Brian Smith @ Federal Transit Administration
Password:	Sign Class of Action

3.1.3.7 *Summarize and Publish Eliminated Alternatives Report (New 04/16/2008)*

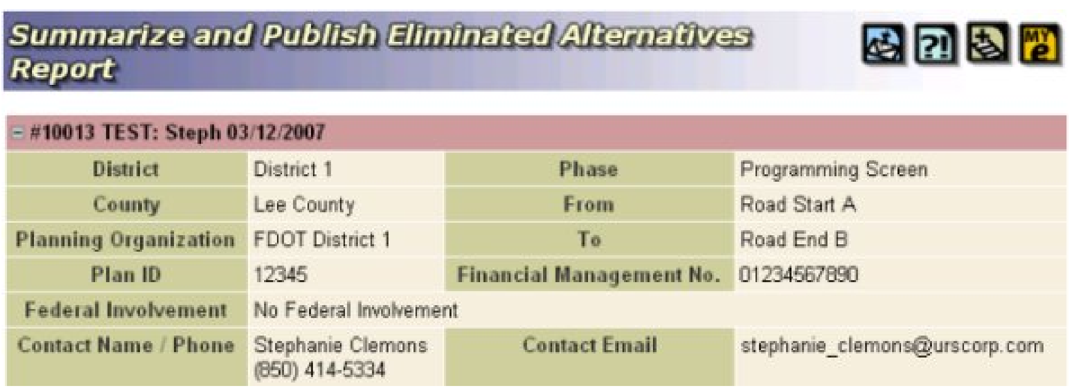
The Summarize and Publish Eliminated Alternatives Report tool is used by the FDOT ETDM Coordinator to publish an Eliminated Alternatives Report for a project, after changing the status of a project Alternative to “Eliminated” using the Update Project Status tool. Publishing this report documents that the status of an Alternative has been changed to “Eliminated” and makes the report available to the public. Once this report is published, the eliminated Alternative is hidden from future milestone reports, as well as draft reports. For example, the Project Description Report and the Summary Report will no longer show the full details of an eliminated Alternative.

The Summarize and Publish Eliminated Alternatives Report tool is also used by the FDOT ETDM Coordinator to:

- Preview the "Eliminated Alternatives Report" that will be published
- Reactivate Alternatives that were previously eliminated
- Update the justification for an changing an Alternative’s status to “Eliminated”

The first section of the Summarize and Publish Eliminated Alternatives Report form is a project header with information that identifies the selected project. This information includes the ETDM number and project name, the FDOT District(s) and each county where the project is located, the ETDM phase, from and to locations, the associated Planning Organization and Plan ID number, the Financial Management number, and contact information.

Below the header information are instructions for using the form, a textbox for entering comments about the report that is being published, and a list of project Alternatives with a status of “Eliminated,” which includes additional information about each of those Alternatives.


Summarize and Publish Eliminated Alternatives Report

#10013 TEST: Steph 03/12/2007

District	District 1	Phase	Programming Screen
County	Lee County	From	Road Start A
Planning Organization	FDOT District 1	To	Road End B
Plan ID	12345	Financial Management No.	01234567890
Federal Involvement	No Federal Involvement		
Contact Name / Phone	Stephanie Clemons (850) 414-5334	Contact Email	stephanie_clemons@urscorp.com

Tip! Click on the toolbar icons to:

Send feedback about the current page.

Access online **Help**.

Bookmark the page.

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

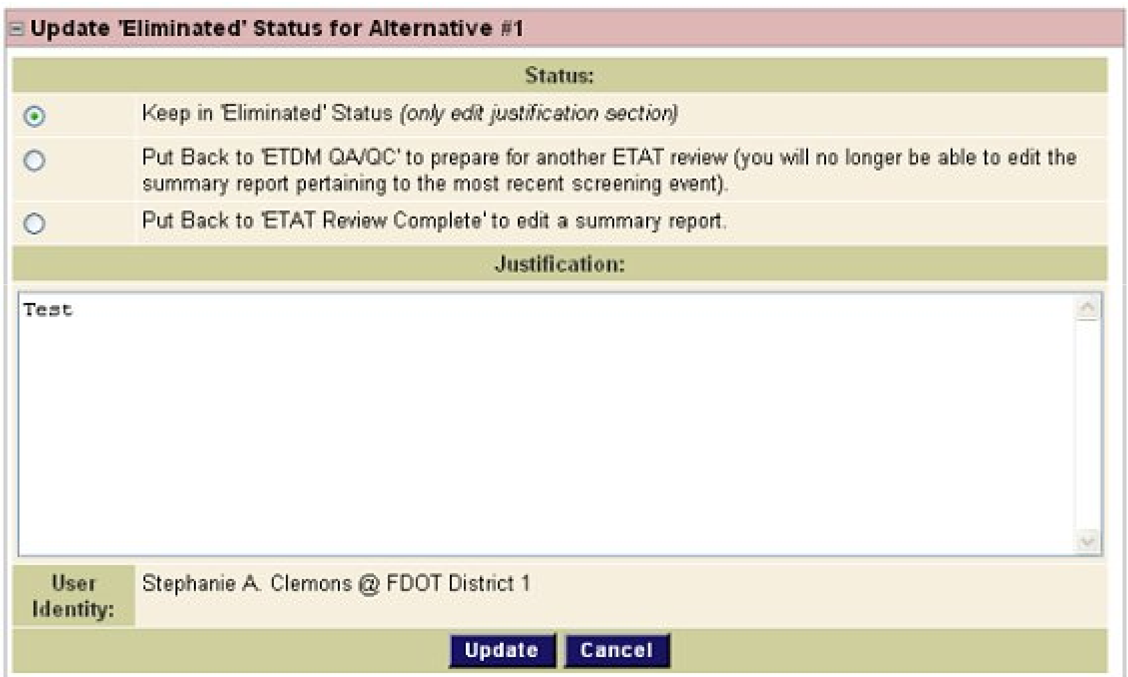
For additional information about using the EST page toolbar buttons, refer to Chapter 2.8 of the EST Handbook.

Clicking Preview PDF Before Publishing will open the PDF Viewer and display the Eliminated Alternatives Report that will be published. You can then use the PDF viewer tools to review, save, or print the Eliminated Alternatives Report. When finished, click **Close PDF** to return to the Summarize and Publish Eliminated Alternatives Report form.

If no changes need to be made concerning the eliminated Alternatives, click **Publish**.

Reactivating Alternatives or Updating a Justification

Clicking the edit tool next to an Alternative **Alternative #1** opens a form for reactivating Alternatives that were previously eliminated or updating the justification for changing an Alternative's status to "Eliminated." To reactivate an Alternative, click one of the radio buttons under "Status." To update a justification, use the textbox under "Justification" to make changes. Click "Update" to save your changes, or click "Cancel" to cancel the changes and return to the Summarize and Publish Eliminated Alternatives Report form.



Update 'Eliminated' Status for Alternative #1

Status:	
(selected)	Keep in 'Eliminated' Status *(only edit justification section)*
	Put Back to 'ETDM QA/QC' to prepare for another ETAT review (you will no longer be able to edit the summary report pertaining to the most recent screening event).
	Put Back to 'ETAT Review Complete' to edit a summary report.

Justification:

Test

User Identity:	Stephanie A. Clemons @ FDOT District 1

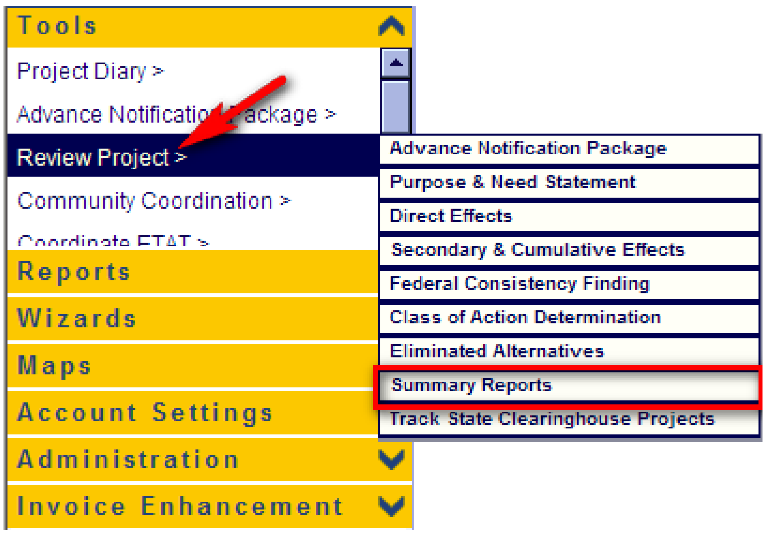
Update **Cancel**

3.1.3.8 *Summarize Results of ETAT Review Screen (Updated 03/03/2009)*

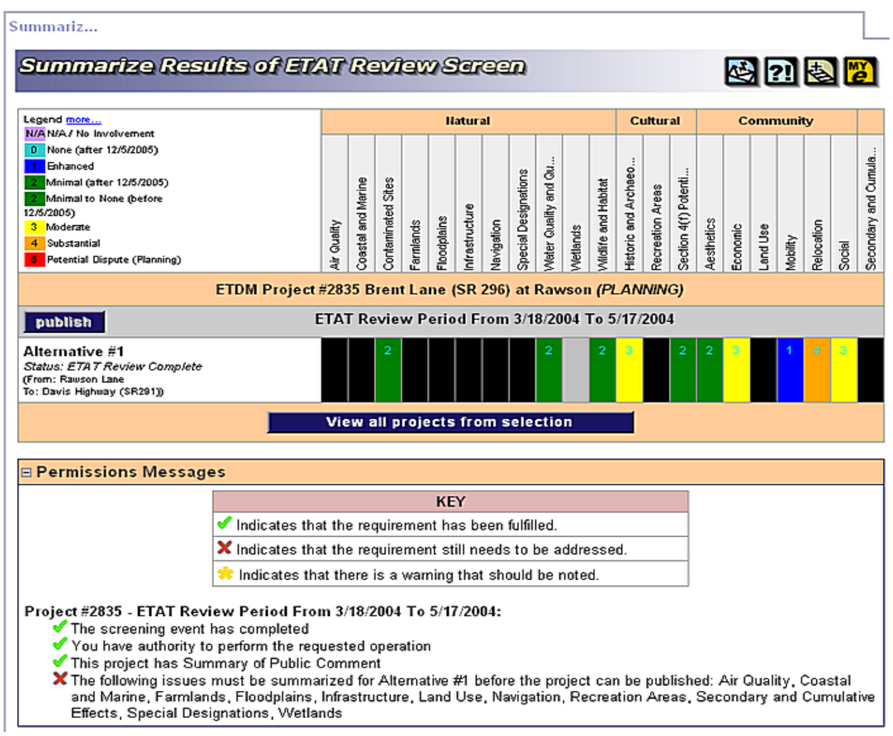
ETDM Coordinators use this tool to assign a summary degree of effect for resource issues in collaboration with the ETAT reviewers who submitted comments.

Viewing the Summarize Results of ETAT Review Screen:

1. In the **Tools** menu, point to **Review Project**, and then click **Summary Reports**.



The **Summarize Results of ETAT Review Screen** opens, displaying the page toolbar, Summary Degree of Effects table, and **Permission Messages.**



Tip! Click on the toolbar icons to:

Send feedback about the current page.

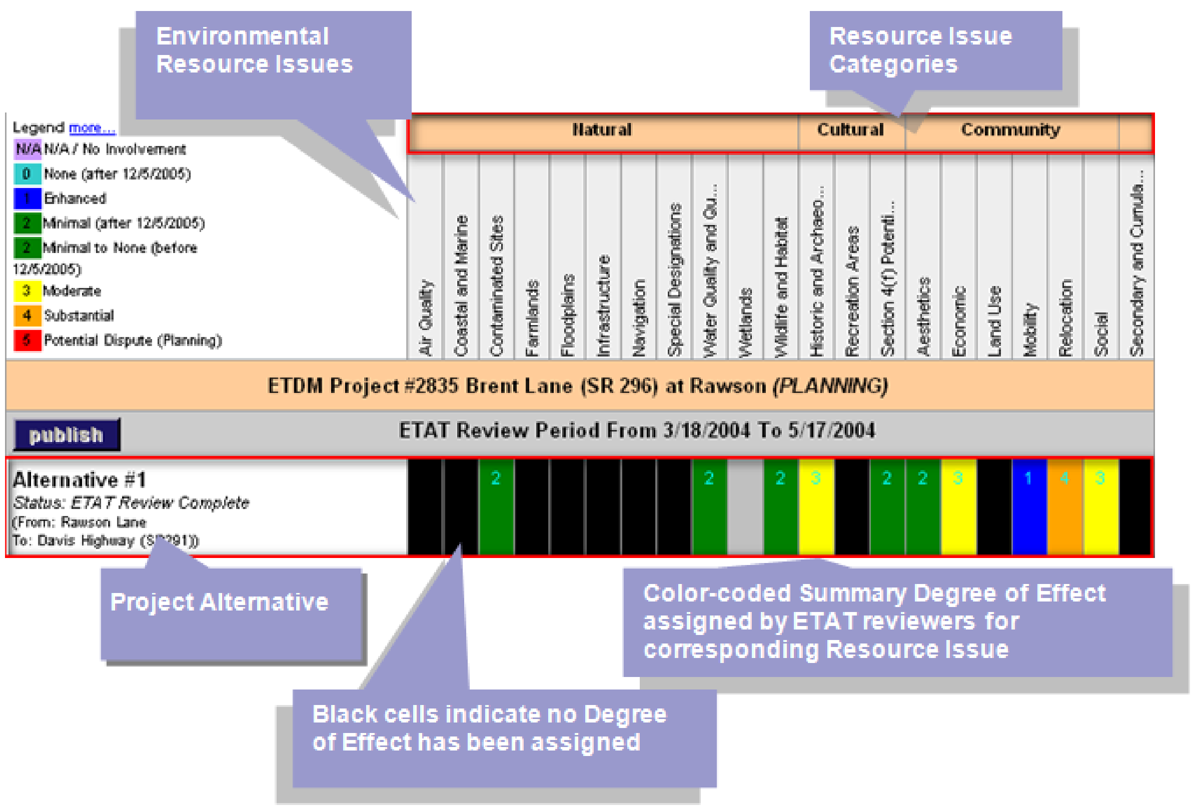
Access online **Help**.

Bookmark the page.

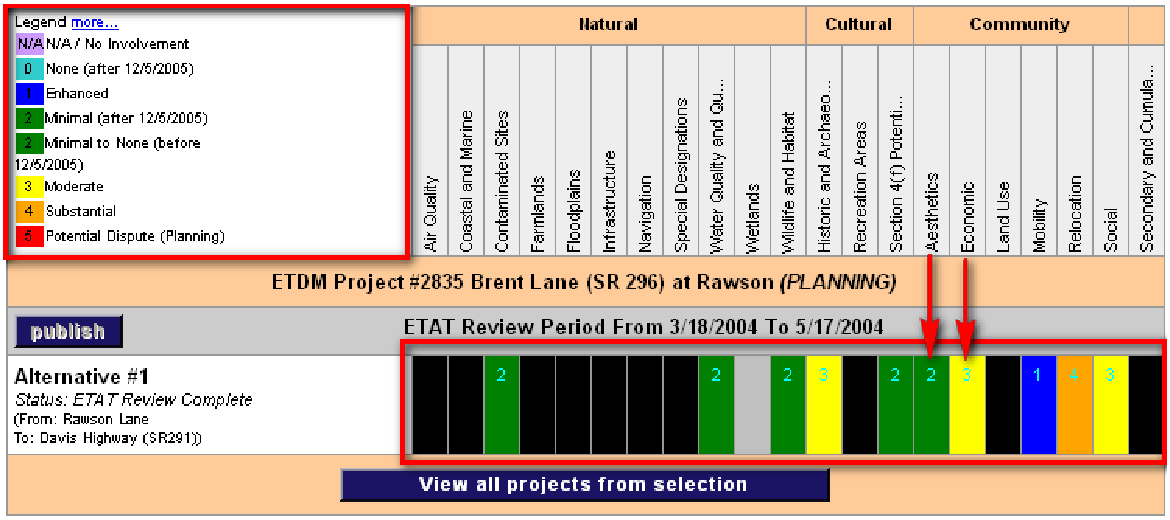
Add the page to your **My ETDM** preferences.

For additional information about using the EST page toolbar buttons, refer to Chapter 2.8 of the EST Handbook.

Each row of the table represents a project Alternative, and each column on the right-hand side represents a Resource Issue organized in **Natural**, **Cultural**, and **Community** categories, as illustrated below.

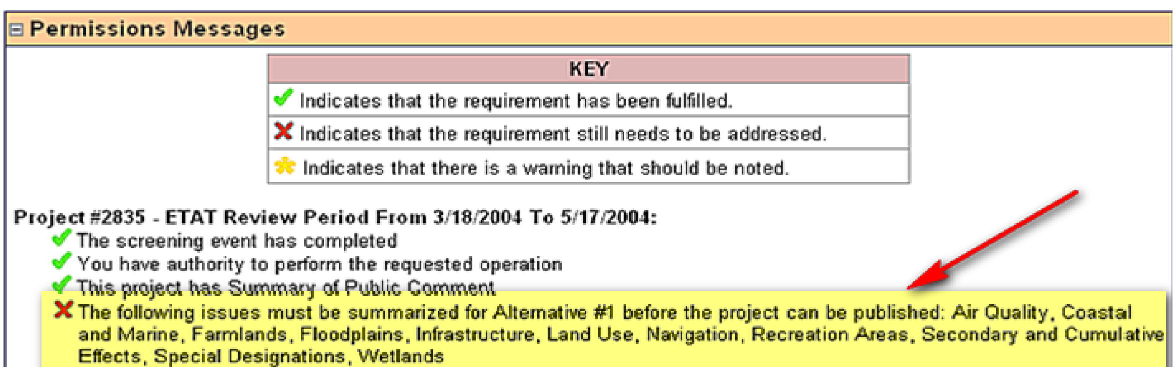


The intersection of a project row and issue column is a cell that represents the Summary Degree of Effect for a particular project and issue. For example, under **Community**, the Resource Issue—**Aesthetics**—has been given a Summary Degree of Effect of **Minimal** (color-coded green and labeled number 2); and the Resource Issue—**Economic**—has been given a Summary Degree of Effect of Moderate (color-coded yellow and labeled number 3).

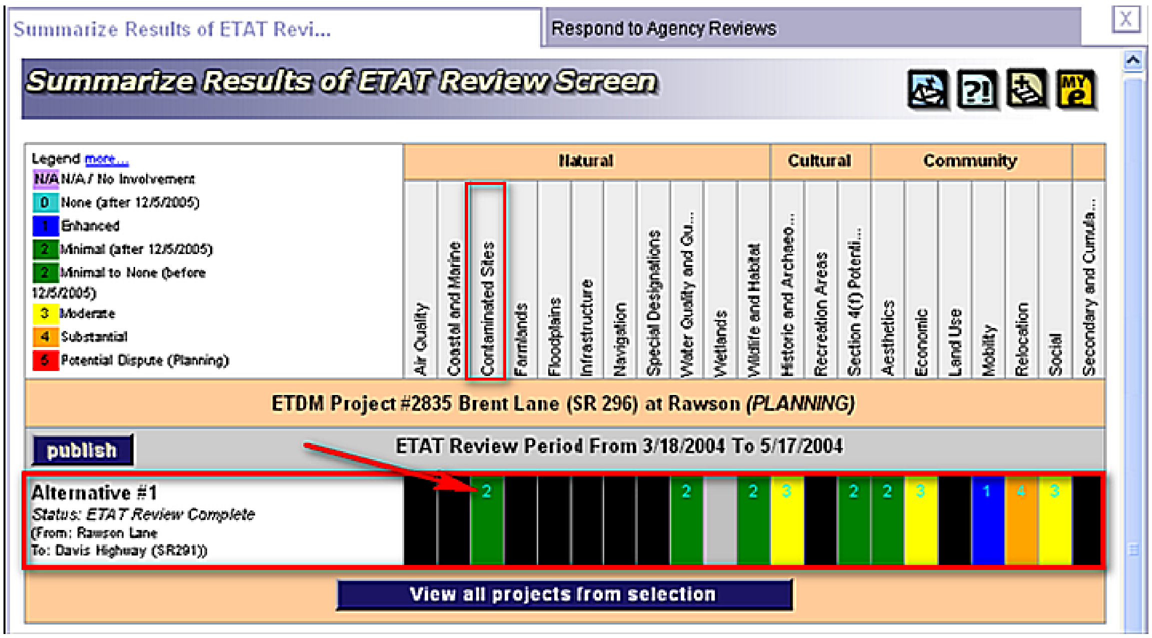


As shown in the legend, a number and color code are used to designate the summary Degree of Effect (for example, 1). To aid the ETDM Coordinator with assigning the summary degree of effect, certain cells may have been automatically filled in with a tentative summary degree of effect. Specifically, if all ETAT reviewers have assigned the same degree of effect to a project for a particular issue, the corresponding number and color will appear in the cell with the number appearing in cyan text (for example, 2).

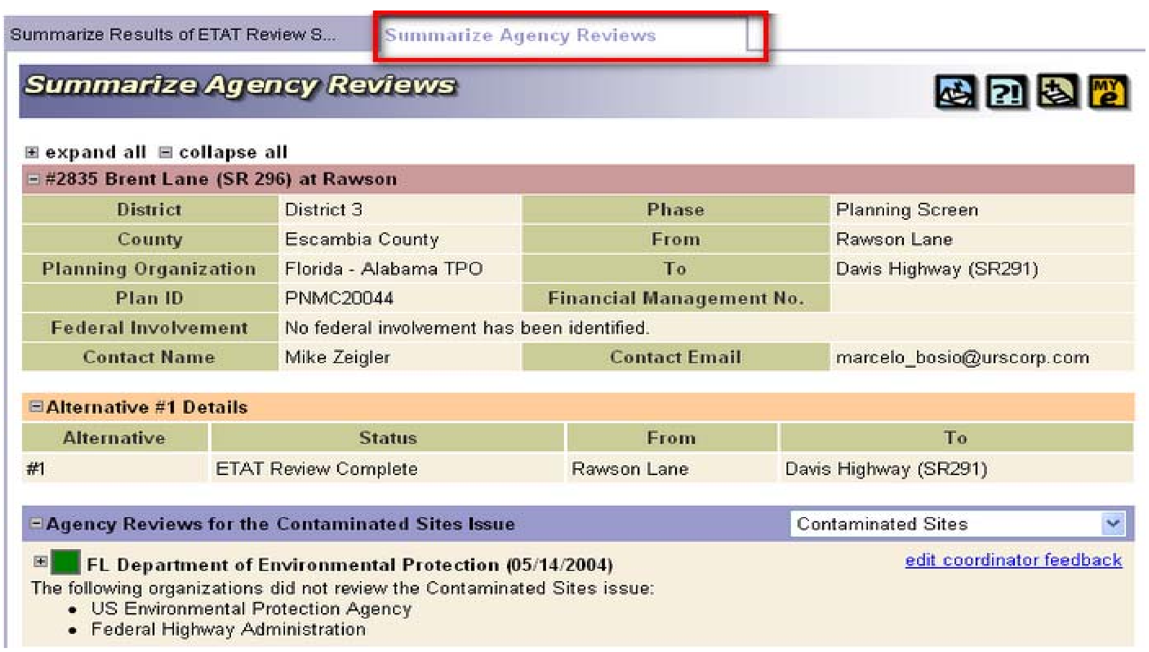
When no reviews have been submitted for an issue, the cell below the issue name is black (2). These issues must be summarized before they can be published. Under **Permission Messages**, a statement details the Resource Issues that must be assigned a Summary Degree of Effect before the project can be published.



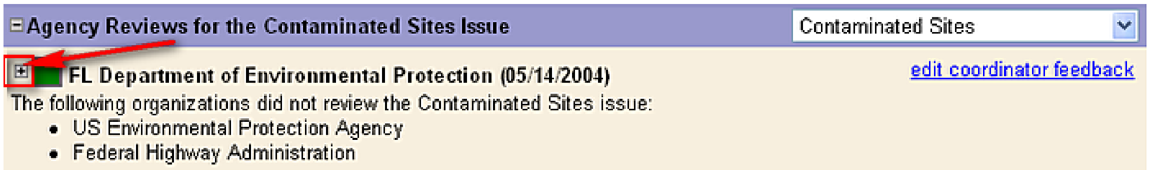
2. In the **Summarize Results of ETAT Review** window, click the **degree-of-effect cell** you want to review. For this illustration, a **Minimal** effect (green) cell (2) was selected for the Resource Issue—**Contaminated Sites**.



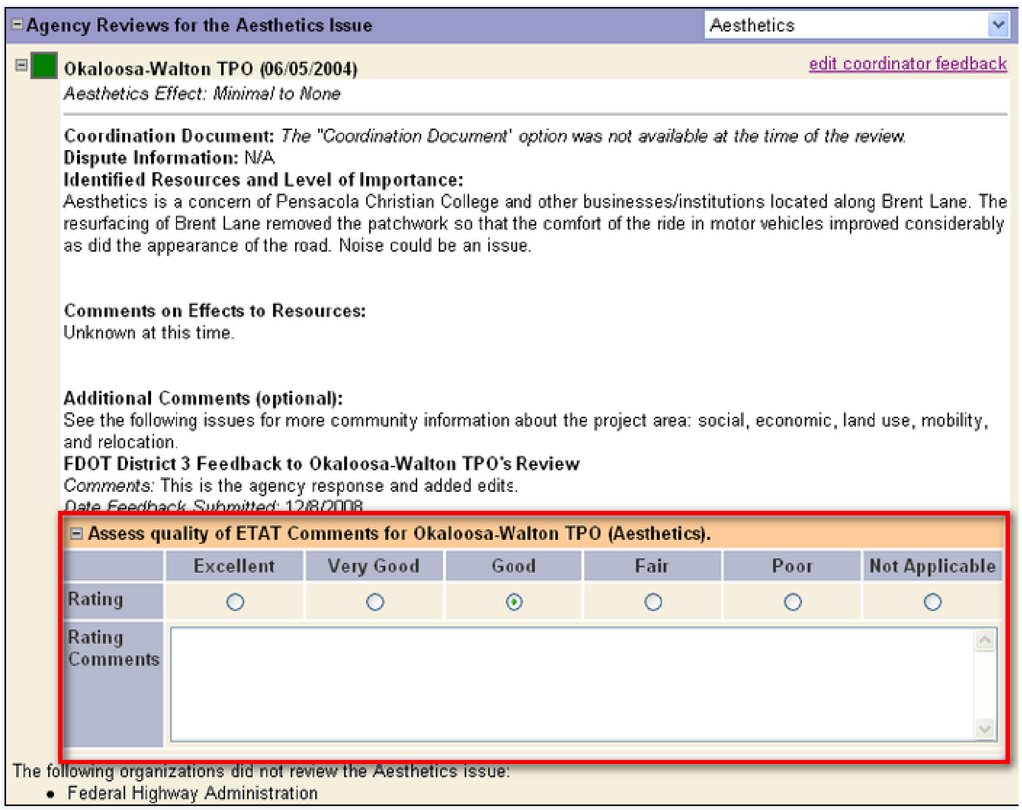
3. The **Summarize Agency Response** window opens as a tabbed page, displaying basic project information, **Alternative #1 Details**, and **Agency Reviews for the …Issue**.



Tip! To view the agency review details, click located next to the Summary Degree-of-Effect box .

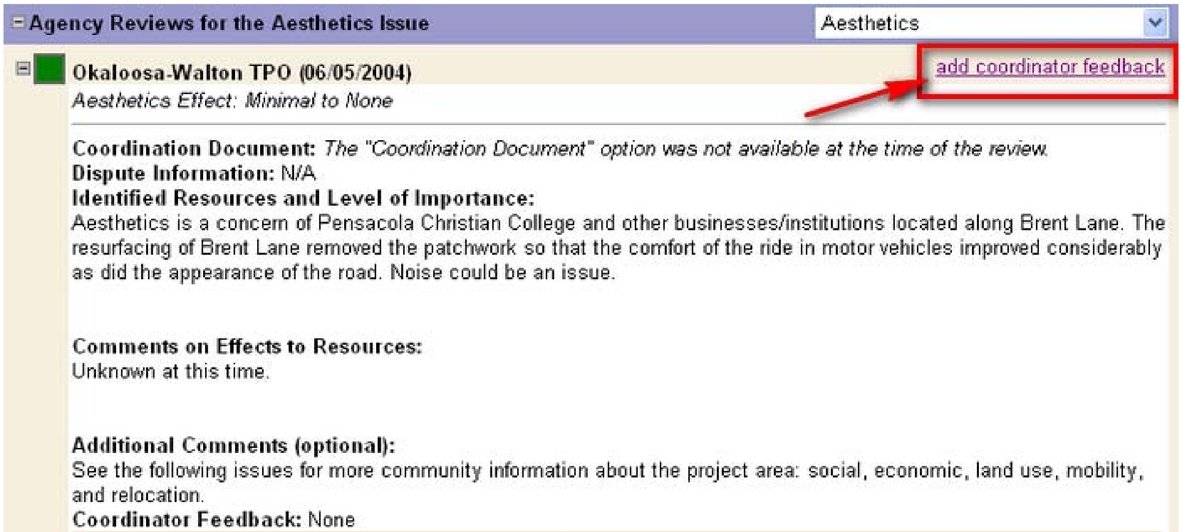


The section expands, displaying agency review details and the **Assess quality of ETAT Comments for…** section.

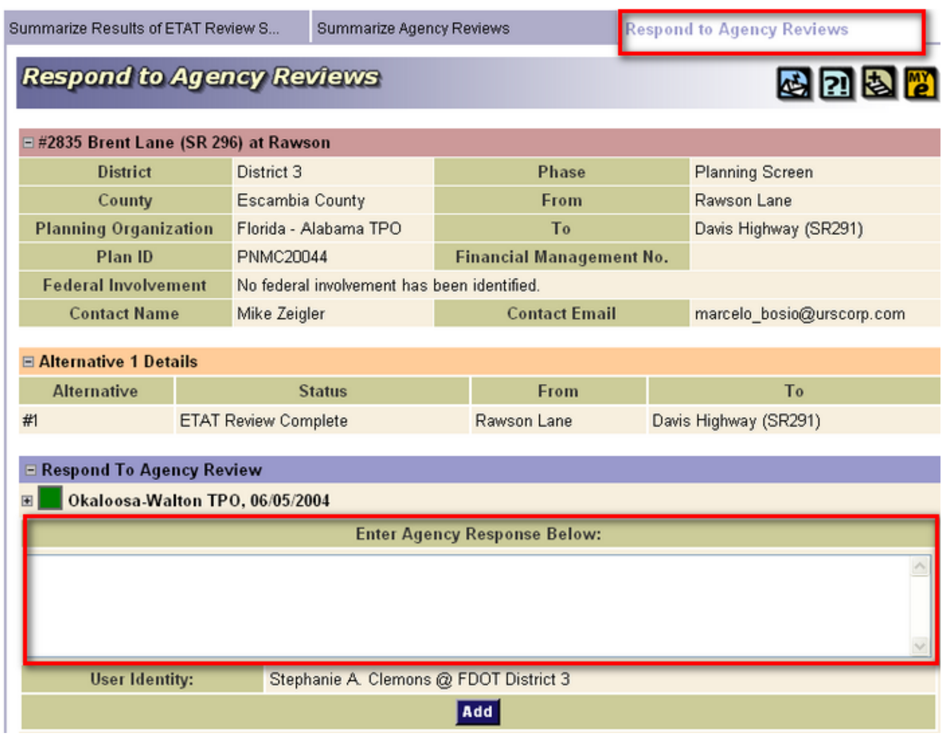


4. Under **Assess quality of ETAT Comments for ….,** complete the rating form following the same steps listed on the preceding page.

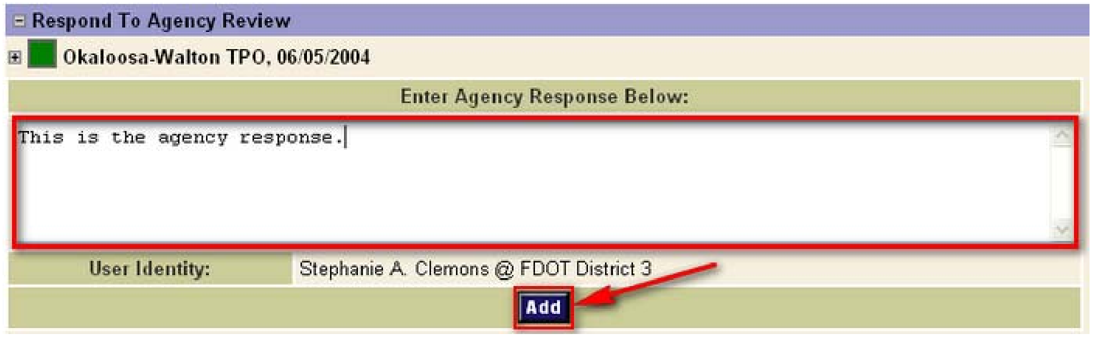
5. After you have assessed the quality of the ETAT comments, you can also provide feedback to the reviewing agency. Click **add coordinator feedback**.



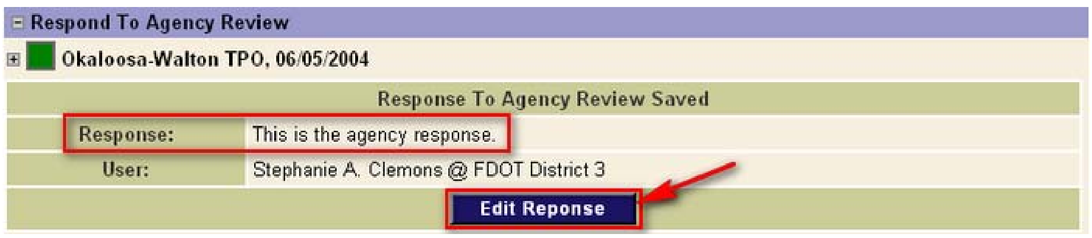
The **Respond to Agency Reviews** window opens as a tabbed page. Under **Respond to Agency Review**, type your comments in the **Enter Agency Response Below** text box.



6. After you enter your response, click **Add**.



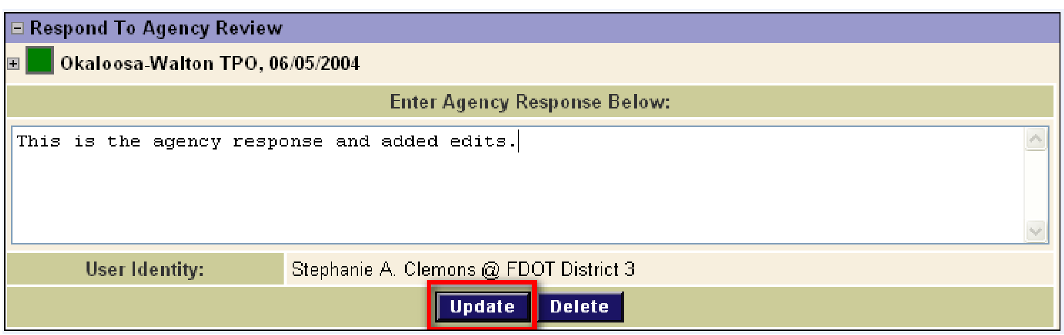
The window refreshes and displays your response. Click **Edit Response** to make changes to your response.



Your user identity is automatically included, as illustrated below

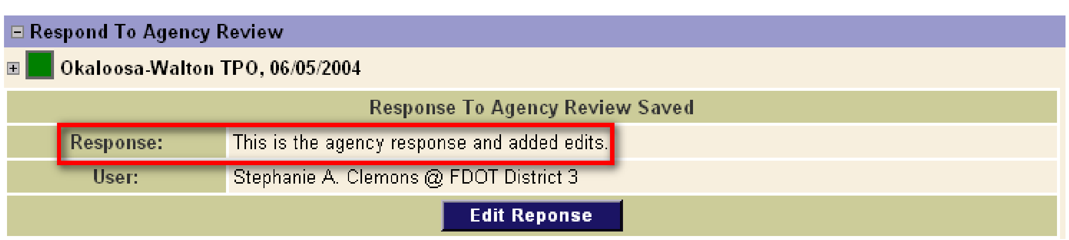
Note: If you work for multiple agencies, you must select your agency identification by clicking the drop-down arrow, and clicking the appropriate value from the list.

7. After you have made your edits, click **Update**.



Tip! Click **Delete** to completely erase your comments.

Your response is automatically saved.

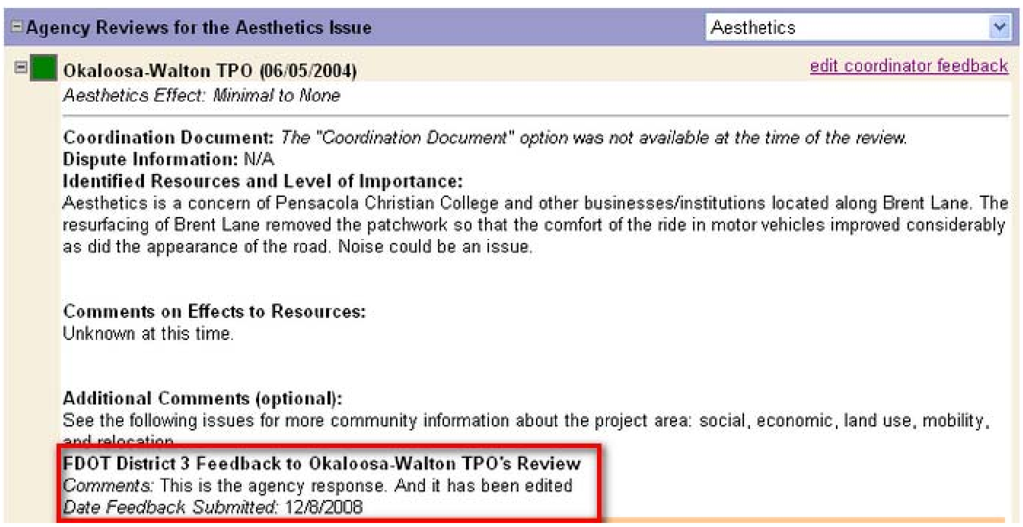


8. When you have finished entering your response, return to the **Summarize Agency Reviews** window by doing one of the following:

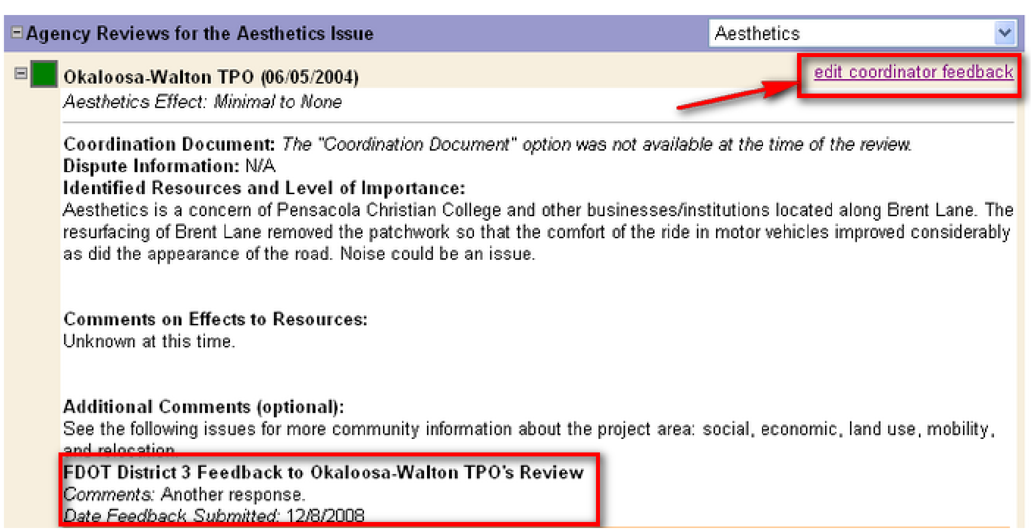
- Clicking the [X] located in the top right corner of the tabbed window. This will close the **Respond to Agency Review** window, making it inactive.
- Clicking the **Summarize Agency Reviews** tab, as illustrated below. This will keep the **Respond to Agency Review** window open and active.

The EST displays your comments and the date your feedback was submitted on the **Summarize Agency Reviews** window under **Agency Reviews for the…..Issue**.

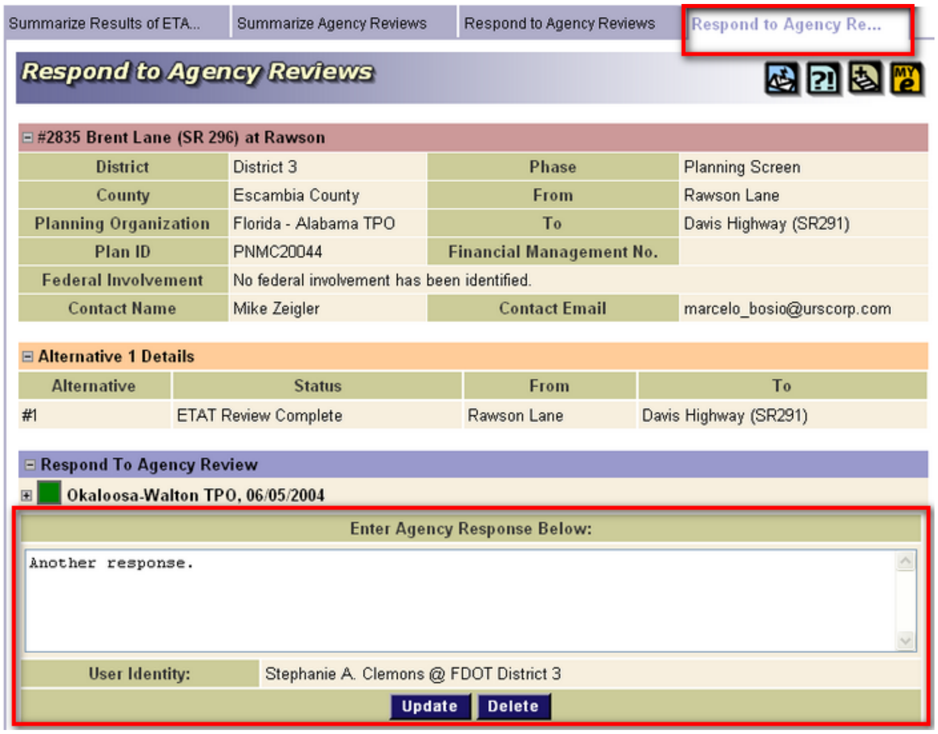
Note: You will need to refresh your browser to view your comments.



9. To delete or make changes to your comments, click **edit coordinator feedback**.



The EST returns you to the **Respond to Agency Review** window where you can change your response using the previous steps for adding, editing, or deleting comments.



Summarize Results of ETA... | Summarize Agency Reviews | Respond to Agency Reviews | Respond to Agency Re...

Respond to Agency Reviews

#2835 Brent Lane (SR 296) at Rawson

District	District 3	Phase	Planning Screen
County	Escambia County	From	Rawson Lane
Planning Organization	Florida - Alabama TPO	To	Davis Highway (SR291)
Plan ID	PNMC20044	Financial Management No.	
Federal Involvement	No federal involvement has been identified.		
Contact Name	Mike Zeigler	Contact Email	marcelo_bosio@urscorp.com

Alternative 1 Details

Alternative	Status	From	To
#1	ETAT Review Complete	Rawson Lane	Davis Highway (SR291)

Respond To Agency Review

Okaloosa-Walton TPO, 06/05/2004

Enter Agency Response Below:

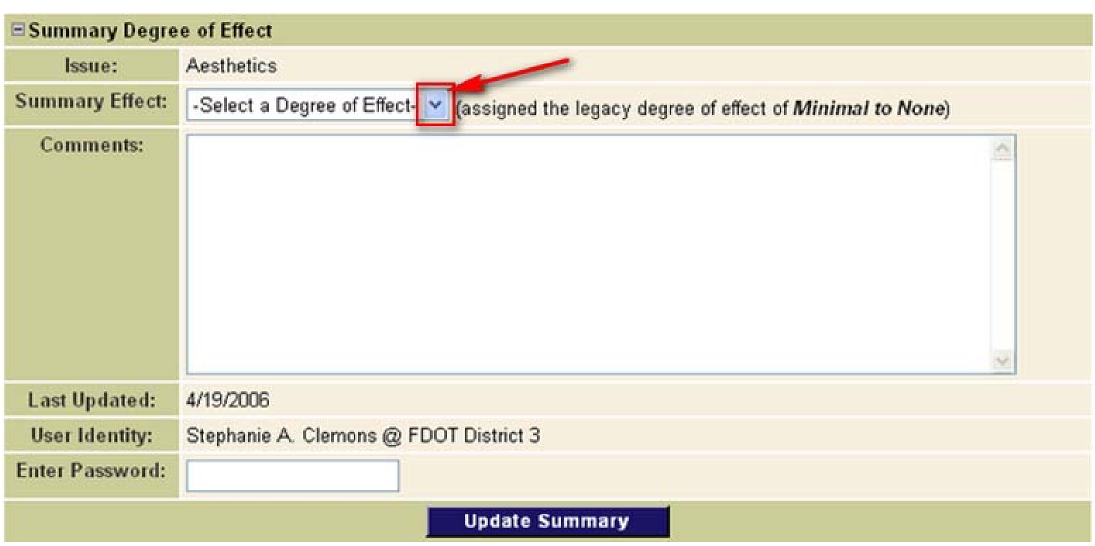
Another response.

User Identity: Stephanie A. Clemons @ FDOT District 3

Update Delete

Note: For each Alternative, the ETDM Coordinator assigns a summary degree of effect for the resource issue in collaboration with the ETAT reviewers who submitted comments.

10. To assign a Summary Degree of Effect for the selected Resource Issue, click the drop-down arrow in the **Summary Effect** field.

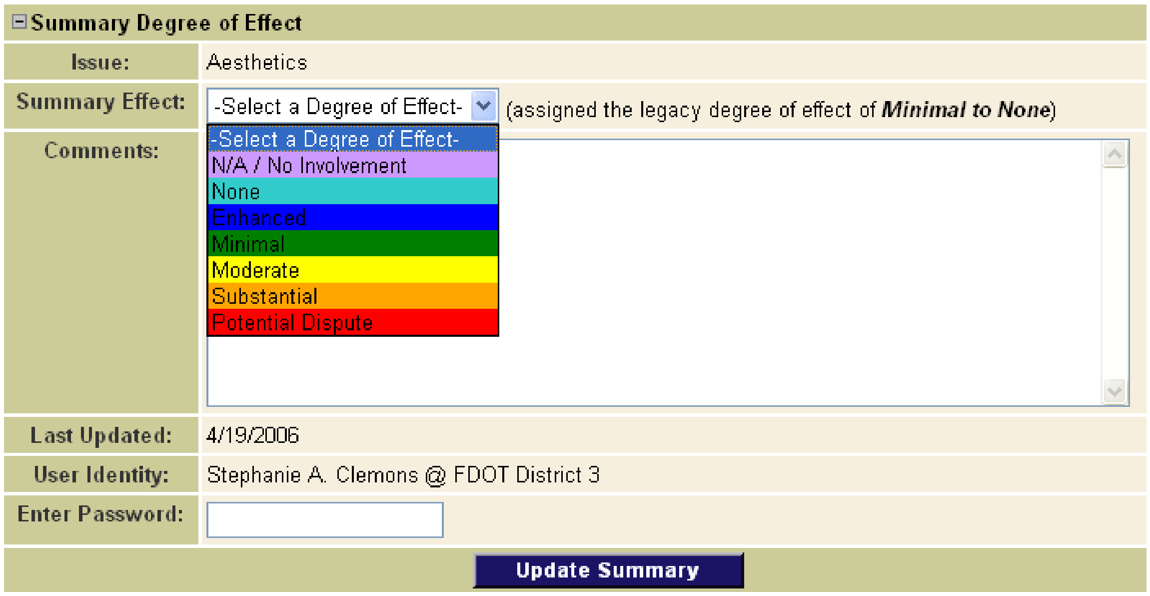


Summary Degree of Effect

Issue:	Aesthetics
Summary Effect:	-Select a Degree of Effect- (assigned the legacy degree of effect of *Minimal to None*)
Comments:	
Last Updated:	4/19/2006
User Identity:	Stephanie A. Clemons @ FDOT District 3
Enter Password:	

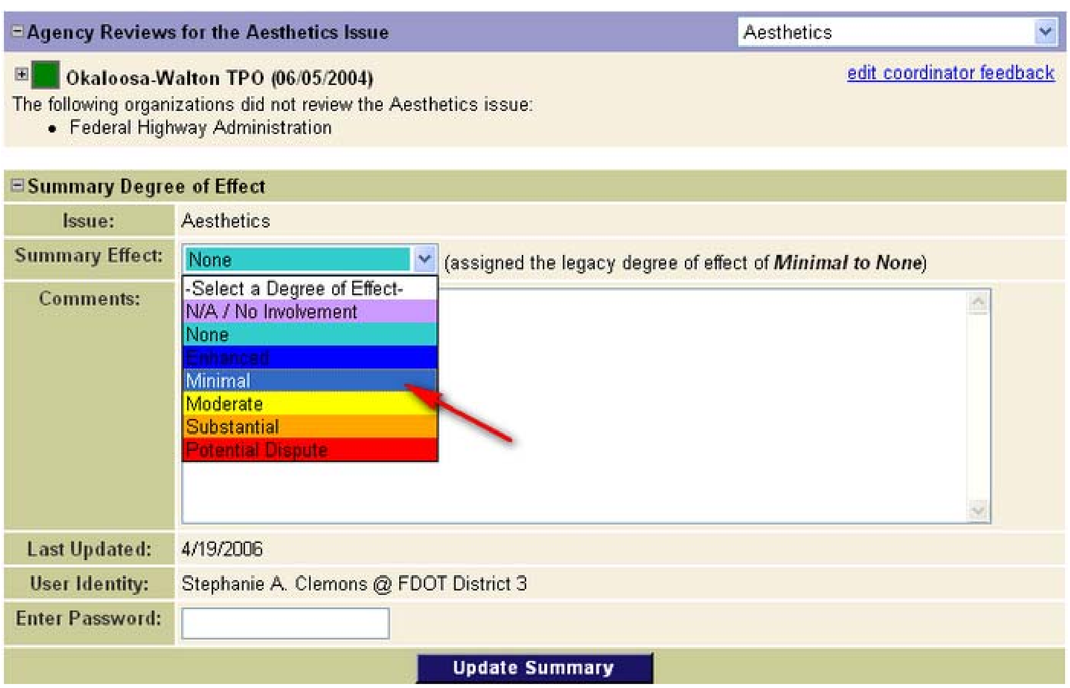
Update Summary

The field expands and displays the **Degrees of Effect**.

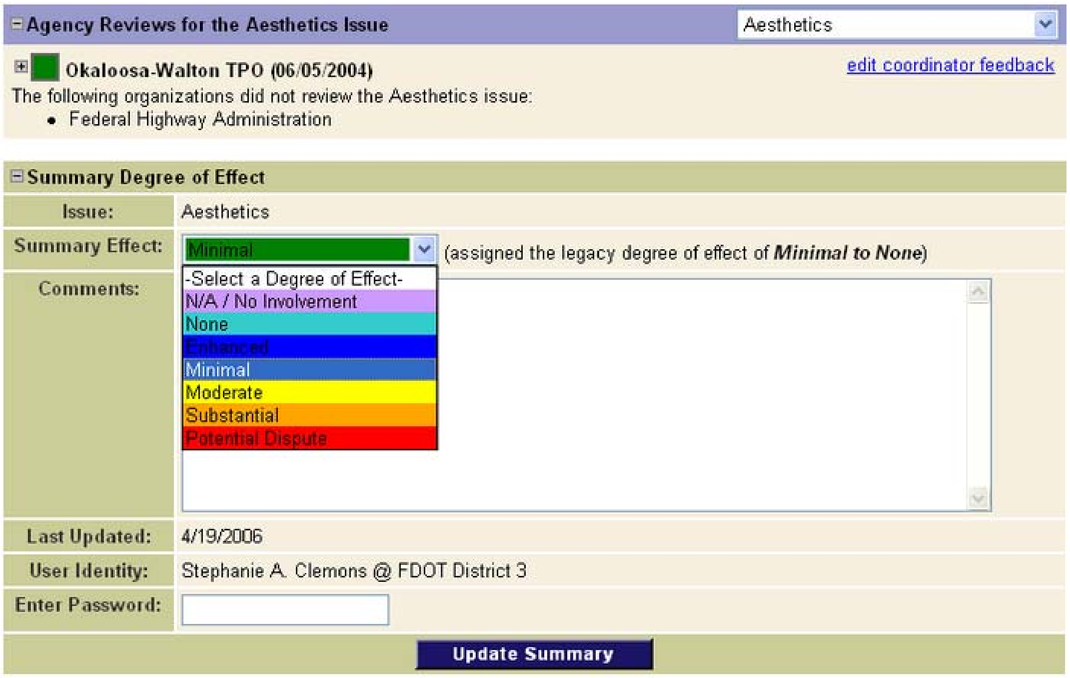


Tip! You can also assign a Degree of Effect to a Resource Issue using the **Generate Summary Report** function in the **Wizards** menu. See Chapter 3.2.3 of the EST Handbook for further information.

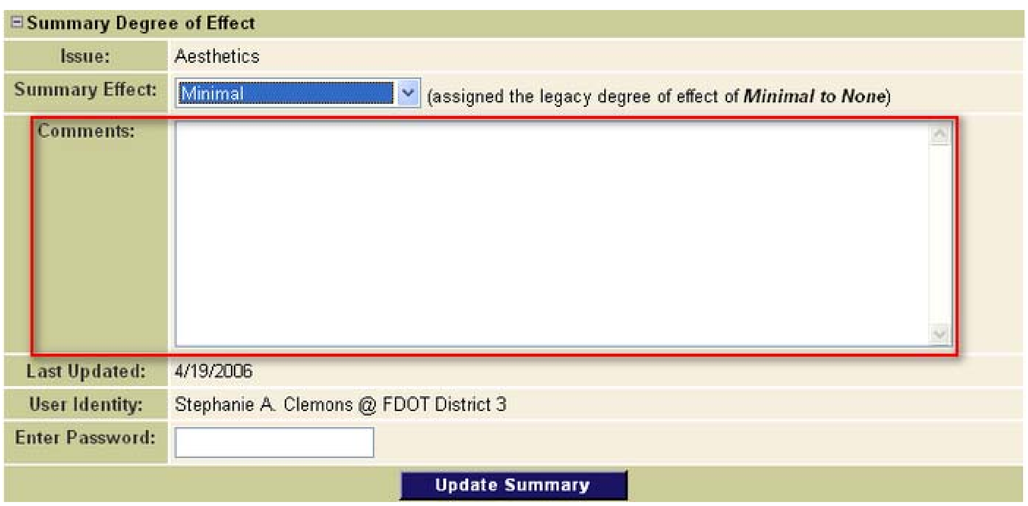
11. Select the **Degree of Effect**. For the next illustration, the selected degree of effect, **Minimal** (color-coded green), agrees with the selection made by the reviewing agency, **Okaloosa-Walton**



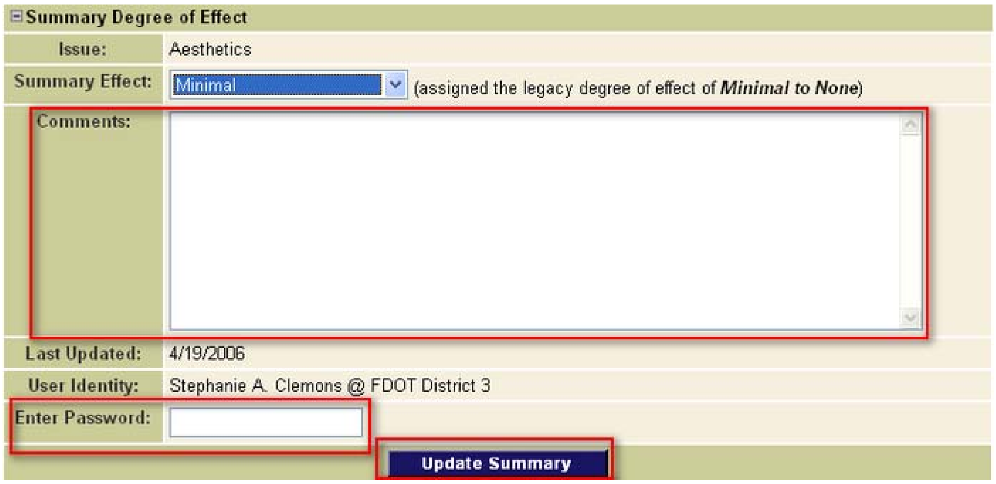
12. The selected degree of effect—**Minimal**—appears in the **Summary Effect** field.



13. In the **Comments** field, type your comments regarding your selection.

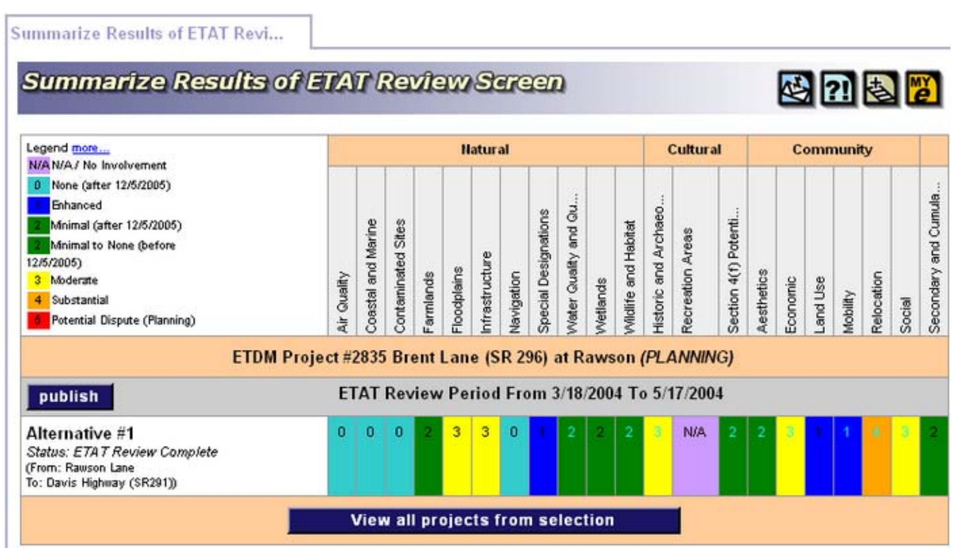


14. In the **Enter Password** field, enter your password, and then click **Update Summary**.



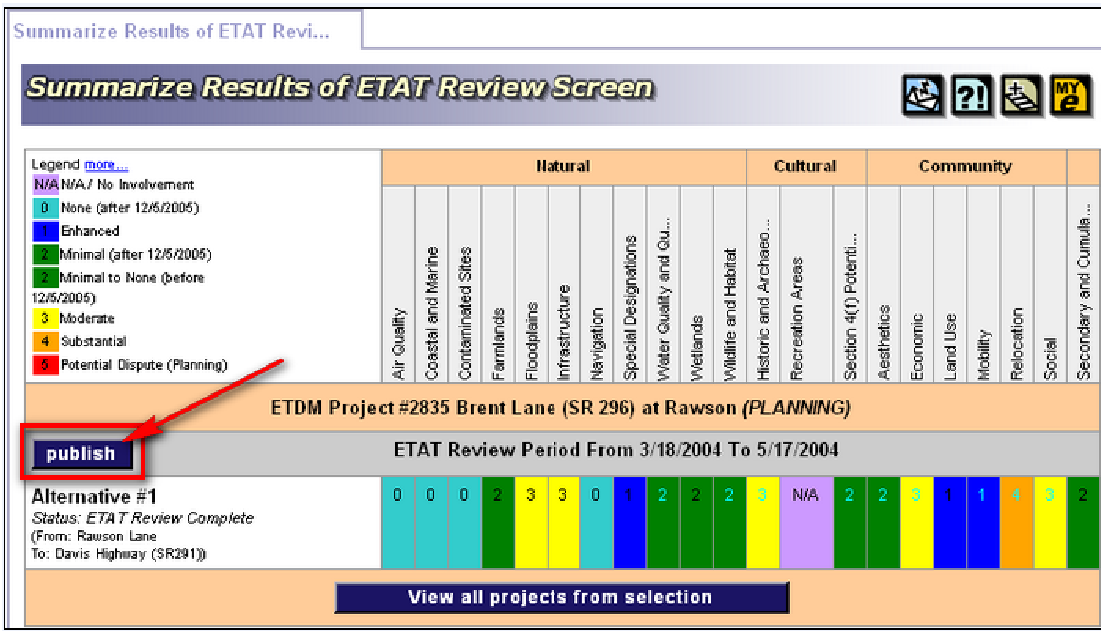
15. To complete your summary, return to the **Summarize Results of ETAT Review Screen** by clicking the window tab.

The **Summarize Results of ETAT Review Screen** window opens, displaying the Resource Issues and corresponding Summary Degree of Effect.



Note: Before publishing the project, the ETDM Coordinator must ensure all of the Resource Issues are assigned a Degree of Effect (i.e., no black-filled cells).

16. Click **Publish**. The report becomes available to ETAT members and the public.



3.1.3.9 *Track State Clearinghouse Projects (Updated 07/31/2009)*

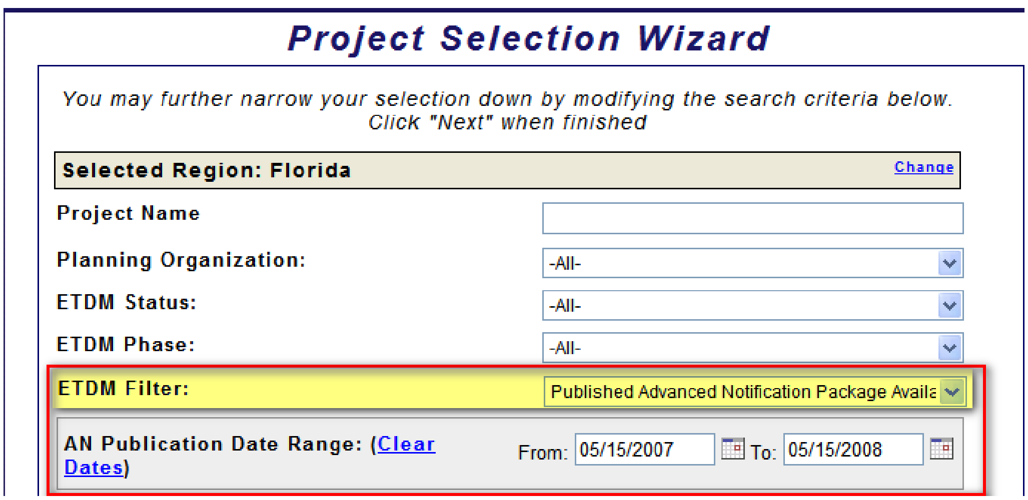
The **Track State Clearinghouse Projects** function in the Environmental Screening Tool (EST) **Tools** menu enables the State Clearinghouse Coordinator to track a project's Federal Consistency Review and to select a final Federal Consistency Determination.

Before selecting a Federal Consistency Determination, the State Clearinghouse Coordinator can view the comments and recommendations made by Florida Coastal Management Program (FCMP) member agencies regarding a project's consistency with FCMP statute authorities.

Tracking State Clearinghouse Projects:

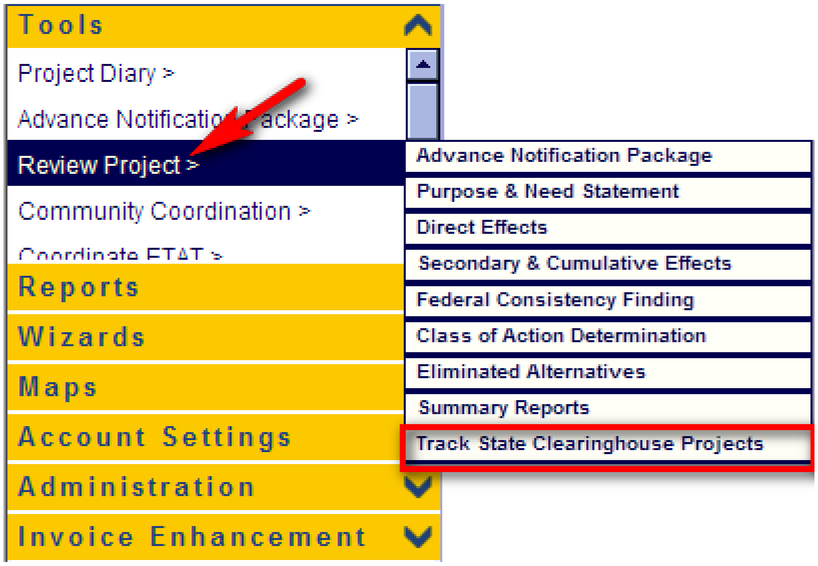
1. To track State Clearinghouse projects, you must first select a project that has a published Advance Notification (AN) Package. You can use the default project that appears in the **Active project** field in the **Project Navigation Bar** or you can select another project using the **Project Selection Wizard**.

Tip! To search for projects with a published Advance Notification Package, click the **Advanced Project Search** link in the **Project Navigation Bar**. In the **ETDM Filter** field, select **Published Advanced Notification Package Available**, and then type the dates in the **AN Publication Date Range** fields.

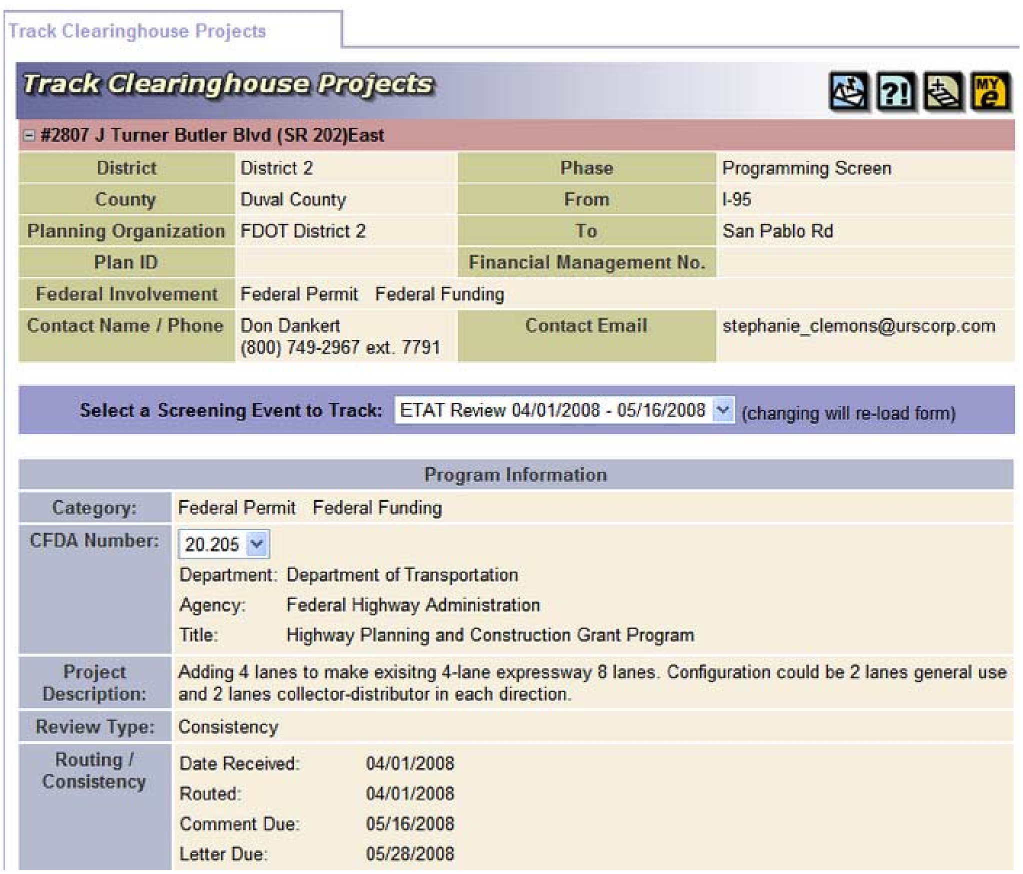


Note: See Navigation chapter of the EST Handbook for information on using the **Project Navigation Bar.**

2. On the **Tools** menu, point to **Review Project**, and then click **Track State Clearinghouse Projects**.



The **Track Clearinghouse Projects** window opens, displaying the form for the selected project along with a page toolbar. The next illustration shows the Project Header (for this example, ETDM project **#2807** is shown) and the top segment of the form.



Tip! Click on the toolbar icons to:

Send feedback about the current page.

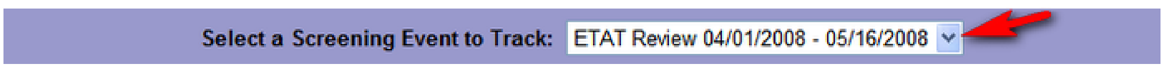
Access online **Help**.

Bookmark the page.

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

For additional information about using the EST page toolbar buttons, refer to Chapter 2.8 of the EST Handbook.

3. Click the drop-down arrow in the **Select a Screening Event to Track** field to view the screening events available for the selected project.



***Note*:** The EST displays the most recent screening event as the default. If you select another screening event from the list, the **Track Clearinghouse Projects** window will refresh and display the form that corresponds with the selected Screening Event.

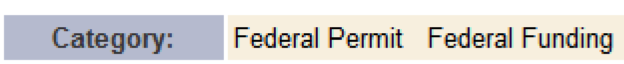
The **Program Information** section consists of a form that displays:

- Project information (See Steps 4 through 6 for subsection details)
- Agency review findings and comments (See Steps 7 and 8 for subsection details)
- The State Clearinghouse's Federal Consistency Determination (See Step 8 for subsection details)
- Project Close Information (See Step 9 for subsection details)

4. For project information related to the screening event selected in the **Select a Screening Event to Track** field, scroll down the **Program Information** section to view the following subsections:

- **Category**

This subsection displays the proposed Federal action.



- **CFDA Number**

This subsection displays the project's Catalog of Federal Domestic Assistance (CFDA) Number along with the Department name, Agency name, and program title. (To select or add another CFDA Number, see **Step 5** of this document.)

Note: Because the Track Clearinghouse Projects function is part of the EST, the Department will always be the Department of Transportation.

- **Project Description**

This subsection displays a brief description of the project.

Project Description:	Adding 4 lanes to make exisitng 4-lane expressway 8 lanes. Configuration could be 2 lanes general use and 2 lanes collector-distributor in each direction.

- **Review Type**

This subsection displays the type of review the project is undergoing.

Review Type:	Consistency

- **Routing/Consistency**

This subsection displays the routing history of the Federal Consistency Review for the selected project. You can add extension and revision dates along with comments. (To add extension and revision dates and comments, see **Step 6** of this document.)

Note: These fields are only for internal tracking by the State Clearinghouse and are not derived from any actual extensions granted to an agency in the ETDM database.

Routing / Consistency	Date Received:	04/01/2008
	Routed:	04/01/2008
	Comment Due:	05/16/2008
	Letter Due:	05/28/2008
	Extension Requested:	(mm/dd/yyyy)
	Revision Due 1:	(mm/dd/yyyy)
	Revision Due 2:	(mm/dd/yyyy)
	Consistency Notes:	

- **Applicant Information**

This subsection displays the name of the Planning Organization (Applicant), the Name of the Planning Organization's contact person, address, phone number, and contact email.

Applicant Information:	Applicant:	FDOT District 2
	Name:	Don Dankert
	Address:	Planning & Environmental Management Office
		1109 South Marion Avenue, MS 2007
	City:	Lake City
	State:	FL
	Zip:	32025
	Phone:	(800) 749-2967
	Email:	stephanie_clemons@urscorp.com

- **Type**

This subsection displays the type of Agency.

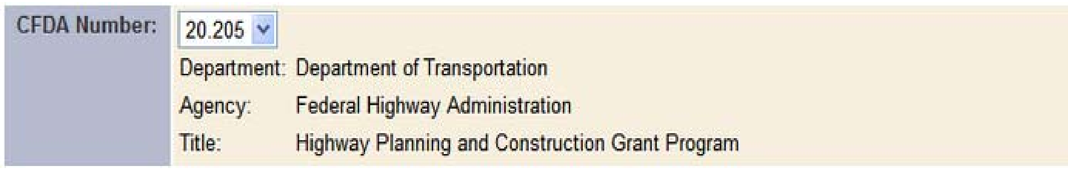
Type:	State Agency

- **Funding**

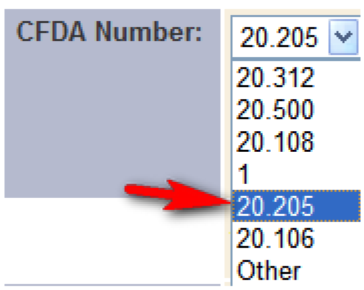
This subsection displays the funding source and amounts for each segment of the project.

Funding:	Segment	Funding Source	Amount
	Alternative 1		
	Segment #1	FDOT	$150,000

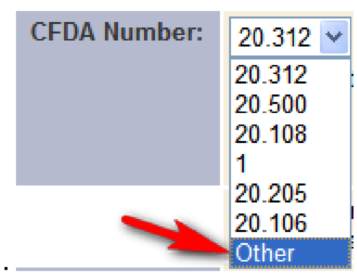
5. In the **CFDA Number** subsection, do one of the following:



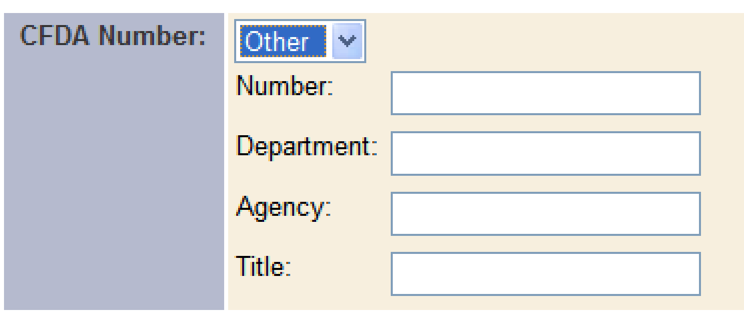
- If the CFDA Number is listed, click the drop-down arrow in the **CFDA Number** field, and then select the appropriate value from the list.



- To add a CFDA Number that is not already listed, click the drop-down arrow in the **CFDA Number** field, and then select **Other**.

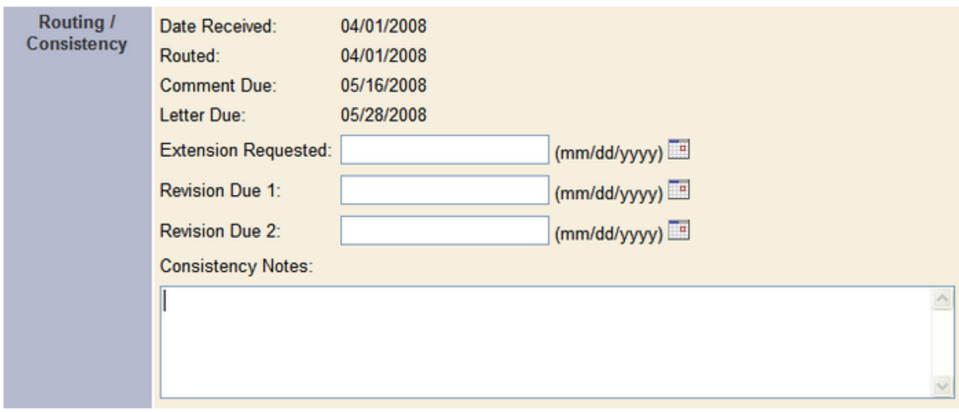


The **CFDA Number** subsection expands, displaying active fields for adding information.



- Do the following:
  - In the **Number f**ield, type the CFDA Number.
  - In the **Department** field, type the name of the Department.
  - In the **Agency** field, type the name of the Agency.
  - In the **Title** field, type the name of the program title.

6. In the **Routing/Consistency** subsection, enter dates regarding requested Federal Consistency Review extensions and revisions along with any additional comments.



- Do the following:
  - In the **Extension Requested** date field, type the date of the request for extension.
  - In the **Revision Due 1** date field, type the due date of the first revision.
  - In the **Revision Due 2** date field, type the due date of the second revision.

Tip! When typing dates, use the **mm/dd/yyyy** format. You can also click the calendar icon and select the dates.

  - In the **Consistency Notes** text box, type any comments regarding a requested extension and revisions.

7. For information regarding agency Federal consistency findings and AN reviews, scroll down the **Program Information** section to view the following subsections:

- Federal Consistency Findings

This subsection displays the review date and findings by FCMP member agencies, regional planning councils, and local governments tasked to perform a Federal Consistency Review for the selected project. Agency details, concerns, and recommendations are displayed in the next subsection—**Advance Notification/Federal Consistency Comments**.

Agency	Finding	Review Date
FL Fish and Wildlife Conservation Commission	Consistent, With Comments	4/2/2008

Agency	Finding	Review Date
Northwest Florida Water Management District	Consistent, With Comments	4/3/2008

- Advance Notification/Federal Consistency Comments

This subsection displays tables showing comments related to the AN/Federal Consistency Reviews conducted by FCMP member agencies, regional planning councils, and local governments. Each agency provides comments on the merits of the proposed project, addresses concerns, and makes recommendations. Agencies who have not yet provided their reviews are listed in the bottom half of the subsection, as shown in the next illustration.

Advance Notification / Federal Consistency Comments:

Agency	Comment Date
FL Department of Environmental Protection	5/14/2008
this is a test for today	

Agency	Comment Date
FDOT District 2	5/12/2008
These are test comments on the AN	

The following agencies were invited to review the AN for consistency, but no general AN comment has been received for the selected screening event:

- Advisory Council on Historic Preservation
- City of Jacksonville
- FL Department of Agriculture and Consumer Services

8. After reviewing the agency findings and comments regarding the project's Federal Consistency status, go to the **Federal Consistency Determination** subsection, and then select the Federal Consistency Determination that concurs with agency comments and findings.

- Do the following:
  - In the **Finding** column, click the option button next to one of the following:
    - **Consistent**
    - **Consistent With Comments**
    - **Inconsistent**
  - In the **Comments** text box, type any comments related to your **Finding** selection.

Tip! To ensure you are selecting the correct option in the **Finding** column, read the definition that applies to each option in the **Definition** column.

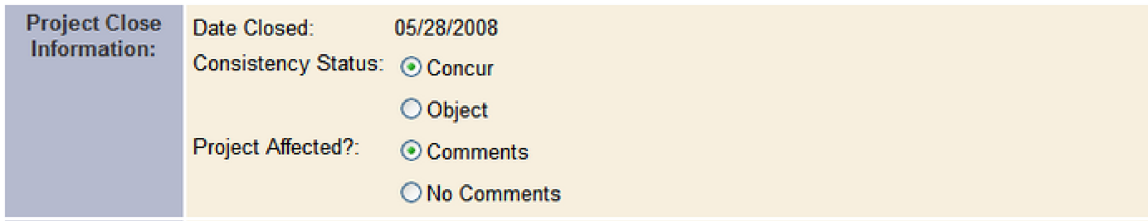
Federal Consistency Determination:

Finding	Definition
Consistent	Based on the information contained in the Advance Notification and comments submitted by the reviewing agencies, the state has no objections to allocation of federal funds for the subject project and, therefore, the funding award is consistent with the Florida Coastal Management Program. State agency comments should be considered in developing the preliminary project design. For projects subject to coastal management consistency review that advance to the work program, the final review of the project's consistency with the Florida Coastal Management Program will be conducted during the environmental permitting review.
Consistent, With Comments	Although the final alignment and design details have not yet been determined, at this time the State of Florida has no objections to the project concept described in the Advance Notification and no objections to the allocation of federal funds for the necessary planning, preliminary design and environmental evaluation activities. Therefore, the funding award is consistent with the Florida Coastal Management Program. Specific comments and recommendations concerning the project concept have been submitted to the project sponsor through the Efficient Transportation Decision Making (ETDM) process. Specific objections to the project, if any, that have been identified during ETDM will be resolved through the ETDM conflict resolution (Part IV, AOA) process prior to the project advancing in the FDOT Five-Year Work Program for any purpose other than technical studies and preliminary design to resolve the objections. For projects subject to coastal management consistency review that advance to final design, right-of-way acquisition or construction, the final review of the project's consistency with the Florida Coastal Management Program will be conducted during the environmental permitting review.
Inconsistent	The project has been determined to be inconsistent with the Florida Coastal Management Program. Unless the objections are addressed and the project determined to be consistent, the project shall not proceed further in the programming and PD&E phases.

Comments:

Please coordinate witht the SJRWMD on the required ERP permit.

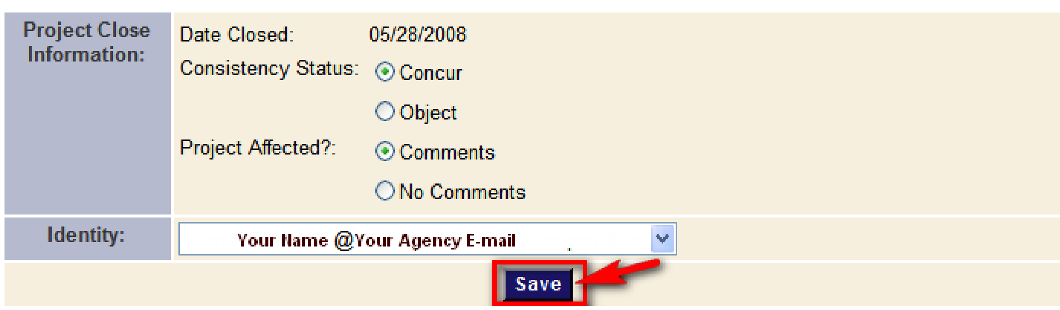
9. In the **Project Close Information** subsection, select the final consistency status by doing the following:



- Select an option button for **Consistency Status** to indicate one of the following:
  - **Concur**
  - **Object**
- Select an option button for **Project Affected?** to indicate one of the following:
  - **Comments**
  - **No Comments**

10. In the **Identity** subsection, click the drop-down arrow, and then select your name and agency email address from the list.

11. Click the **Save** button at the bottom of the **Track Clearinghouse Projects** window to save your information.



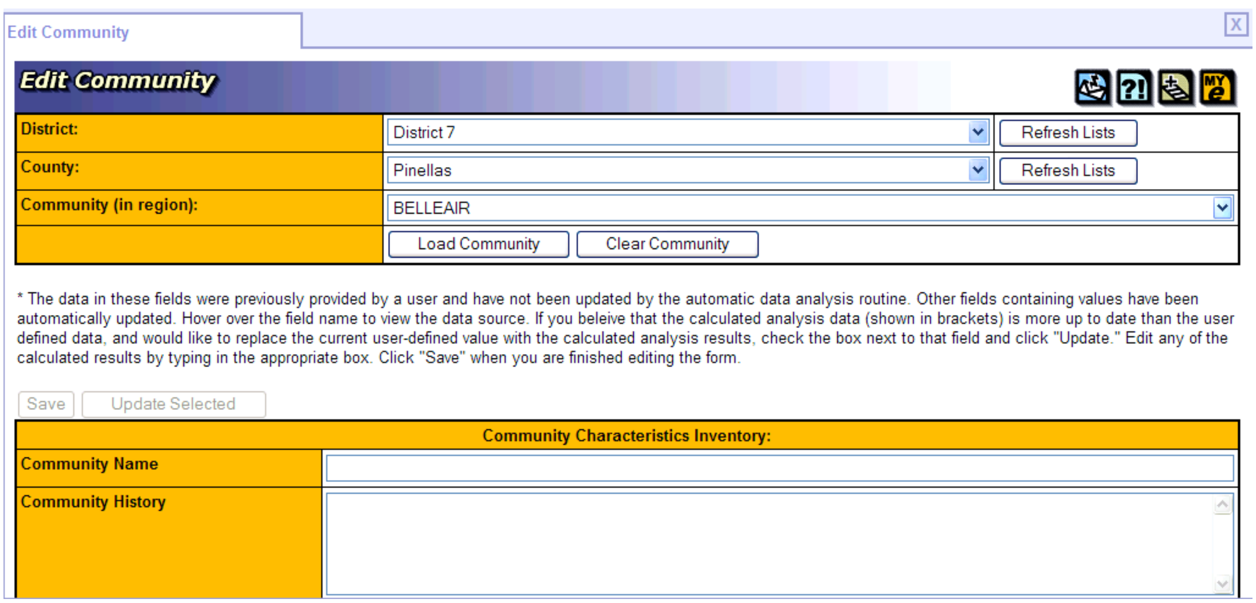
The EST displays a message in the top of the **Track Clearinghouse Projects** window, stating that the information has been saved.

3.1.4 Community Coordination (Updated 09/04/2008)

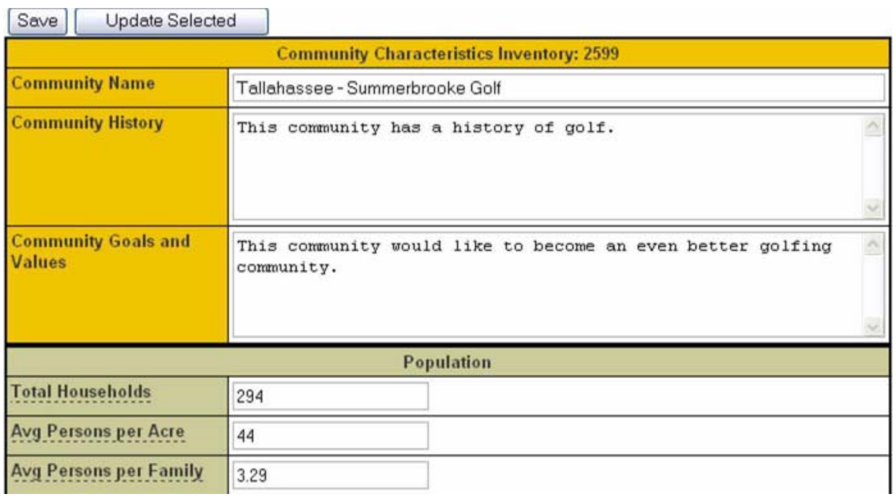
3.1.4.1 *Edit Community (Updated 09/04/2008)*

MPOs and Community Liaison Coordinators can add community boundaries and information to describe the communities by using the Edit Community tool. In the **Tools** menu, point to **Community Coordination**, and then click **Community Characteristics**.

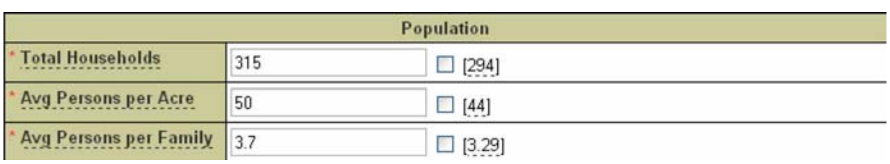
The **Edit Community** page opens, displaying a search filter at the top of the page.



If there is a default project selected, the tool will open up with the community information that is closest to the project. If there is not a default project selected, the form will be blank. To locate your community, select the District and then click on the Refresh Lists button in the district row. This will load all of the counties in the selected district. After you have selected the correct county, click on the Refresh Lists button in the county row. The 'Community' drop down list will is now populated with all communities that are in the district and county you selected. Once you have found the correct community, click the Load Community button to populate the form with the selected community data.



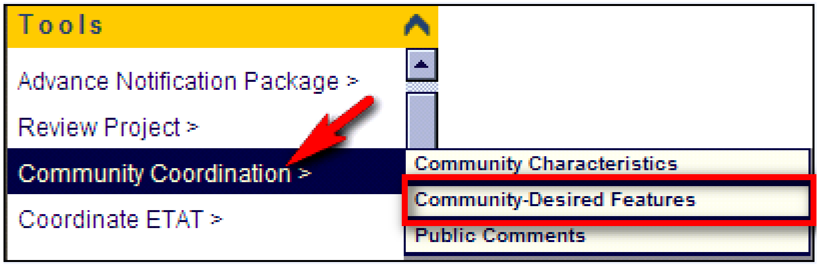
After you have updated the community, click the Save button at the top or bottom of the form to save the changes to the database.



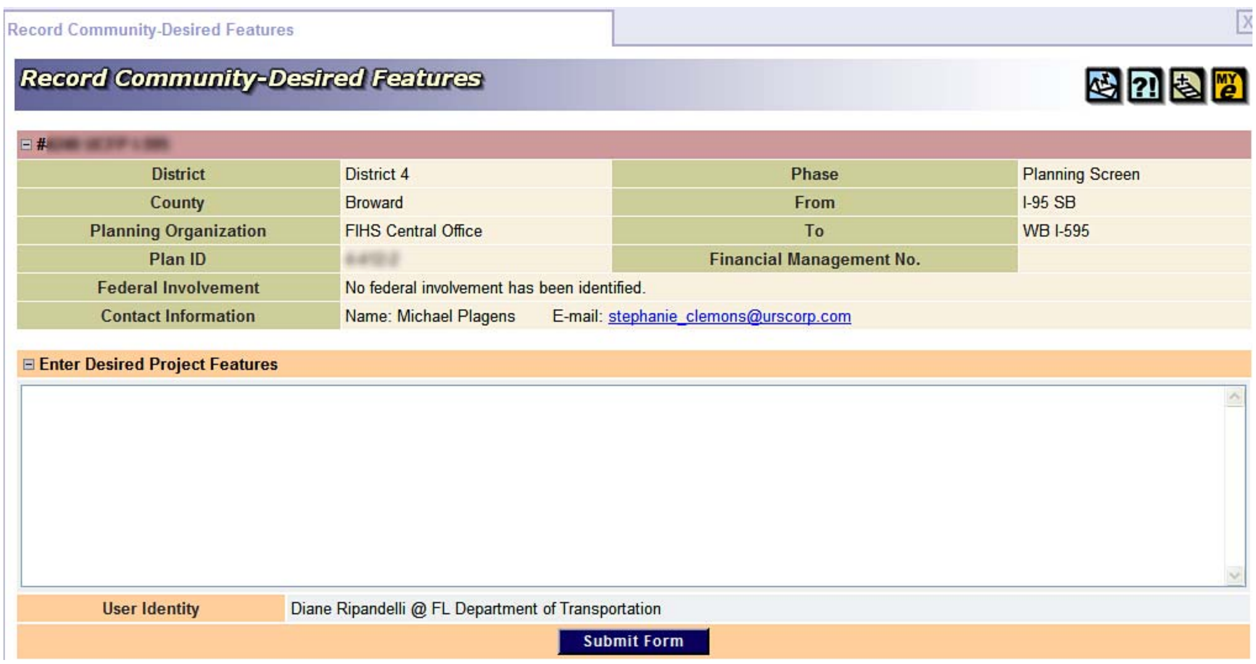
Note: An asterisk (*) next to a form field indicates the data in these fields were provided by a user and have not been updated by the automatic data analysis routine. If you believe that the data in brackets is more up to date than the user defined data, and would like to replace the current user-defined value with the calculated analysis results, check the box next to that field and click the Update Selected button. Edit any of the calculated results by typing in the appropriate box. Click the Save button when you are finished editing the form.

3.1.4.2 *Record Community-Desired Features (Updated 9/4/2008)*

This tool opens a form that is used by the MPOs and Community Liaison Coordinators to provide information about project features that are desired by the affected community. To use this tool, go to the **Tools** menu, point to **Community Coordination**, and then click **Community-Desired Features**.



The **Record Community-Desired Features** page opens.


Record Community-Desired Features

Record Community-Desired Features

[illegible]

District	District 4	Phase	Planning Screen
County	Broward	From	I-95 SB
Planning Organization	FIHS Central Office	To	WB I-595
Plan ID	[illegible]	Financial Management No.	
Federal Involvement	No federal involvement has been identified.		
Contact Information	Name: Michael Plagens E-mail: stephanie_clemons@urscorp.com		

Enter Desired Project Features

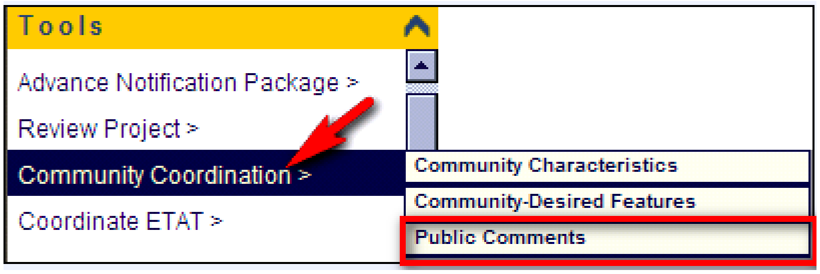
User Identity	Diane Ripandelli @ FL Department of Transportation

Submit Form

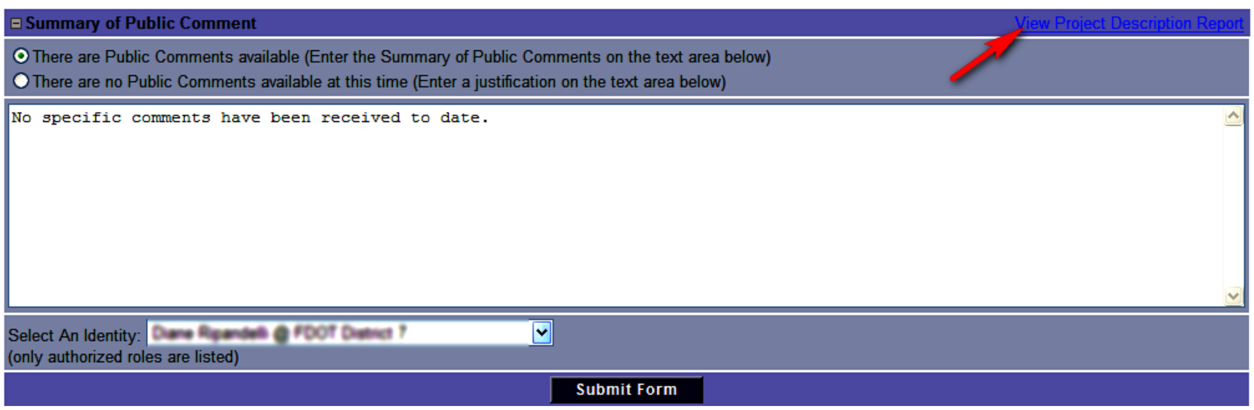
Use the box titled “Enter Desired Project Features” to enter the information. You can type the text into the box or copy and paste text from an existing document. Select the text to copy and right-click on the selected text. Select "Copy" from the pop-up menu. Place the mouse cursor on the form, in the box where you want to paste the text. Right-click in the box. Select "Paste" from the pop-up menu. (You can also use the **CRTL+C** keys to copy and the **CTRL+V** keys to paste). When finished, click “Submit Form” to save the information to the database.

3.1.4.3 *Summarize/Modify Public Comments (Updated 09/04/2008)*

This option on the **Tools** menu opens a form for the Community Liaison Coordinators to summarize the public comments received about a project. The information is stored as part of the project record in the database and appears on the Project Description Report. To use this tool, go to the **Tools** menu, point to **Community Coordination**, and then click **Public Comments**.



The **Summarize/Modify Public Comments** page opens, displaying a **Summary of Public Comment** section with a text box for typing a summary of public comments.

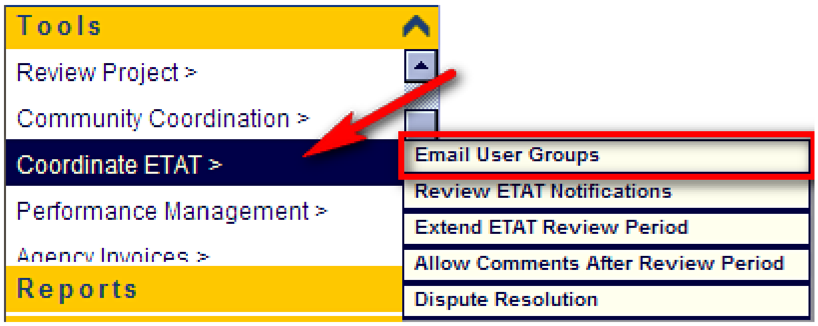


Previously submitted information can be viewed by clicking the **View Project Description Report** link. Return to the Summarize/Modify Public Comments form to modify or enter new information. You can type the text into the box or copy and paste text from an existing document. Select the text to copy and right-click on the selected text. Select "Copy" from the pop-up menu. Place the mouse cursor on the form, in the box where you want to paste the text. Right-click in the box. Select "Paste" from the pop-up menu. (You can also use the **CRTL+C** keys to copy and the **CTRL+V** keys to paste). When finished, click “Submit Form” to save the information to the database.

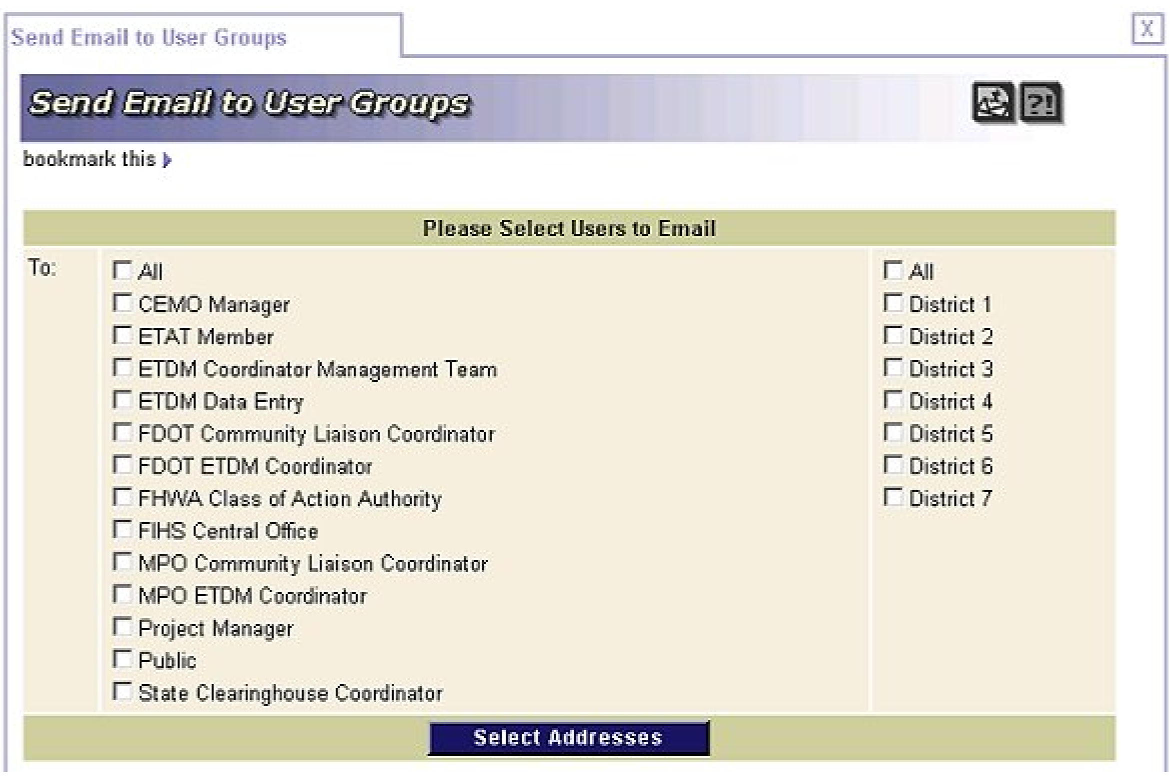
3.1.5 Coordinate ETAT (Updated 10/31/2011)

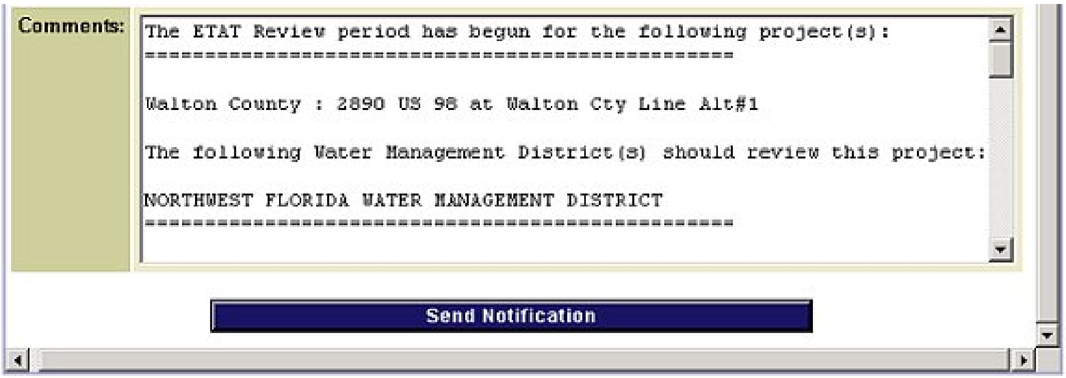
3.1.5.1 *Send Email to User Groups*

Use the **Send Email to User Groups** tool to correspond with other EST users. Go to the **Tools** menu, point to **Coordinate ETAT**, and then click **Email User Groups**.

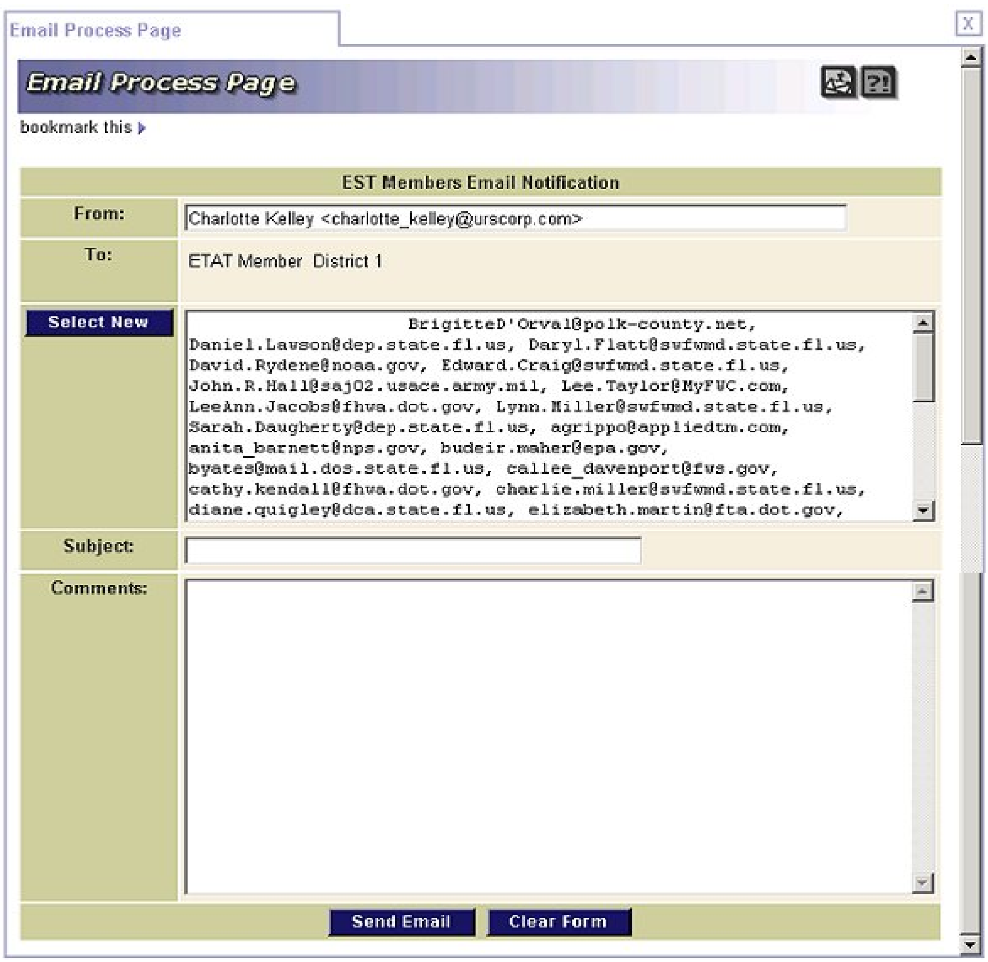


The tool opens an address book with two columns. The left-hand column lists the project user roles in each FDOT district, displayed in the right-hand column. To select the email recipient, click the empty checkboxes beside the project user role(s) and their district(s). (Click the checkbox again to unselect). After selecting email recipient(s), click "Select Addresses" to open the Email form (the Email Process Page).





On the Email Process Page (example shown below), enter the email subject and comments in the appropriate fields. Manually type in comments or copy and paste from an external document. To copy from a separate document, select the text, right-click on the highlighted text and choose "Copy" from the pop-up menu. To paste the text into the form, right-click in the appropriate summary box on the form and choose "Paste" from the pop-up menu. (The keyboard shortcuts CTRL-C to copy and CTRL-V to paste also work. Select source text, CTRL-C; click target area, CTRL-V.) To clear subject and comment without closing the email form, click "Clear Form." To send the email, click "Send Email." To change email recipient(s), click "Select New." The form will close and the window will return to the previous address book to allow selection of new recipients. Note that comments entered in the form will be cleared when "Select New" is clicked.



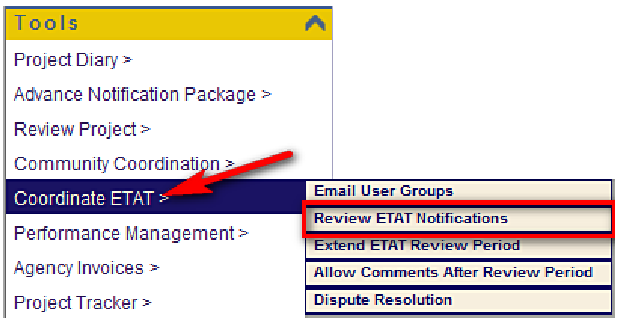
3.1.5.2 *Track ETAT Notifications (New 11/30/2011)*

The **Track ETAT Notifications** function in the Environmental Screening Tool (EST) **Tools** menu enables District ETDM Coordinators, Community Liaison Coordinators, and the State Clearinghouse to track notifications sent to Environmental Technical Advisory Team (ETAT) members and includes a list of the individuals who were sent the notifications. The **Track ETAT Notifications** function also enables users to forward the notice to additional people on their notification lists.

Using Track ETAT Notifications:

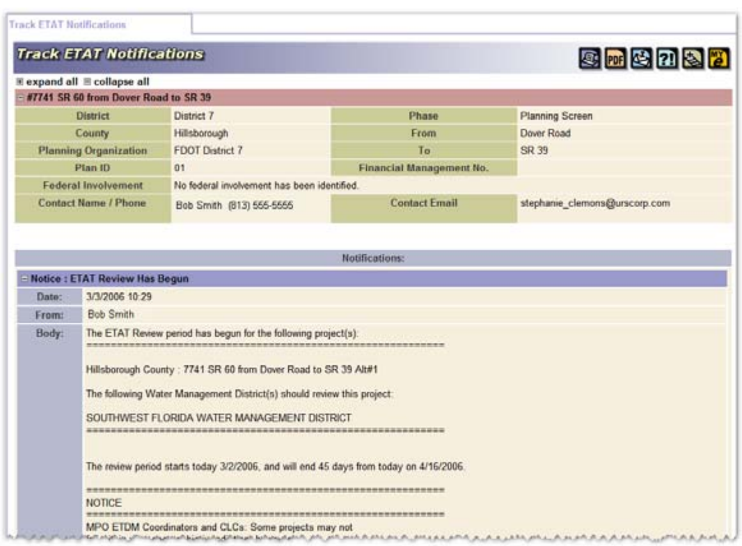
1. Select a project from the **Project Navigation Bar**.

2. On the **Tools** menu, point to **Coordinate ETAT**, and then click **Review ETAT Notifications**.



The **Track ETAT Notifications** window opens as a tabbed page, displaying the notifications sent to ETAT recipients for the selected project. There can be multiple notifications, with each notification containing a list of recipients and a **Forward** button.

Tip! Click the minus sign, ⊟, to collapse a notification section. Click the plus sign, ⊞, to expand a section.



Tip! Click the toolbar icon on the window to:

 Print a copy of the page.

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

 Send feedback about the current page.

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

 Bookmark the page.

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

Below each **Notice** section is a **Recipients** section, listing the individuals who have received the ETAT notification. This section displays the number of recipients who were sent the ETAT review notification for the project, along with the recipients' **Name**, **Organization** name and **E-mail** address link.

Recipients: 109 recipients

#	Name	Organization	E-mail
1	Stephanie Clemons	FL Department of Community Affairs	stephanie_clemons@urscorp.com
2	FederalConistency ReviewerOnly	FL Department of Environmental Protection	stephanie_clemons@urscorp.com
3	Becky Spain Schwarz	FDOT District 7	stephanie_clemons@urscorp.com
4	[illegible]	[illegible]	[illegible]

3. To forward the list of recipients, click the **Forward** button located beneath the selected list.

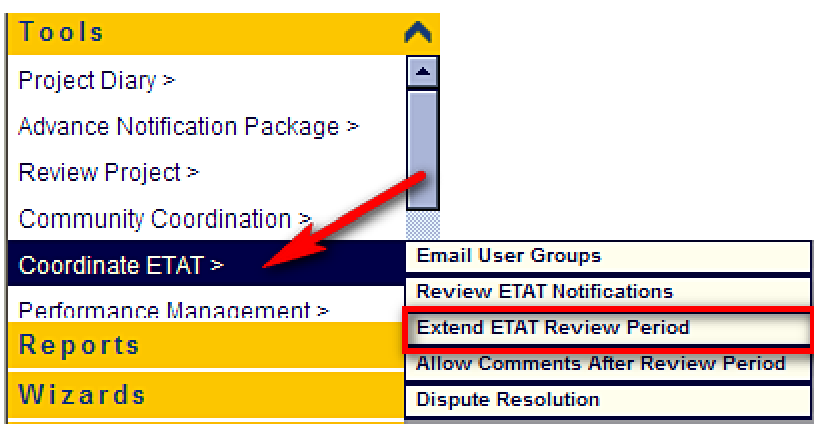
3.1.5.3 *Extend ETAT Review Period (New 11/30/2011)*

The **Extend ETAT Review Period** function in the **Tools** menu enables ETDM Coordinators to grant a 15-day extension for projects that are currently in ETAT Review.

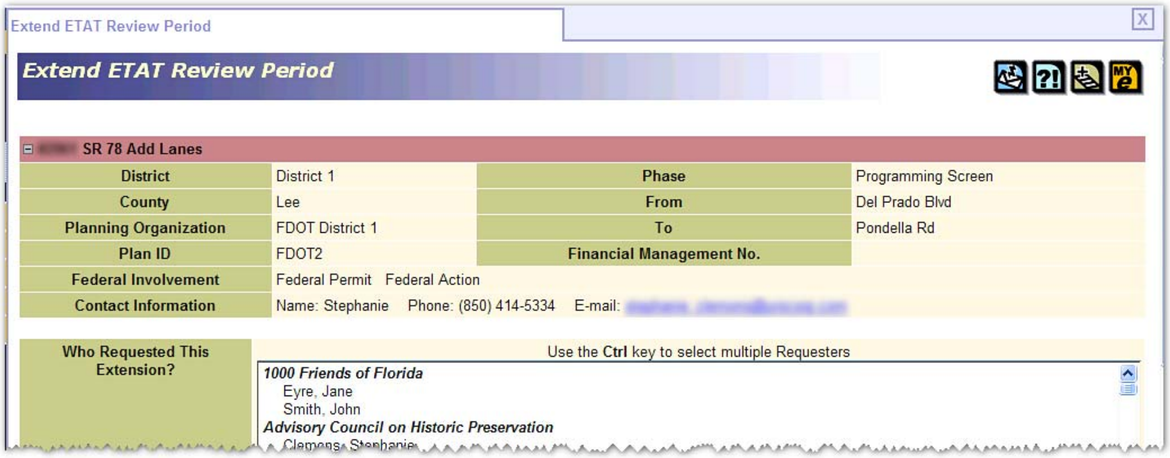
Extending an ETAT Review Period:

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

2. Go to the **Tools** menu, point to **Coordinate ETAT**, and then click **Extend ETAT Review Period**.

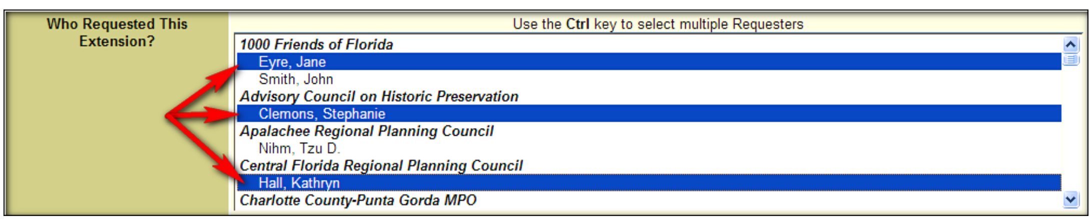


The **Extend ETAT Review Period** page opens, displaying a section listing the ETAT review participants along with a comment text box for listing a justification for the extension.



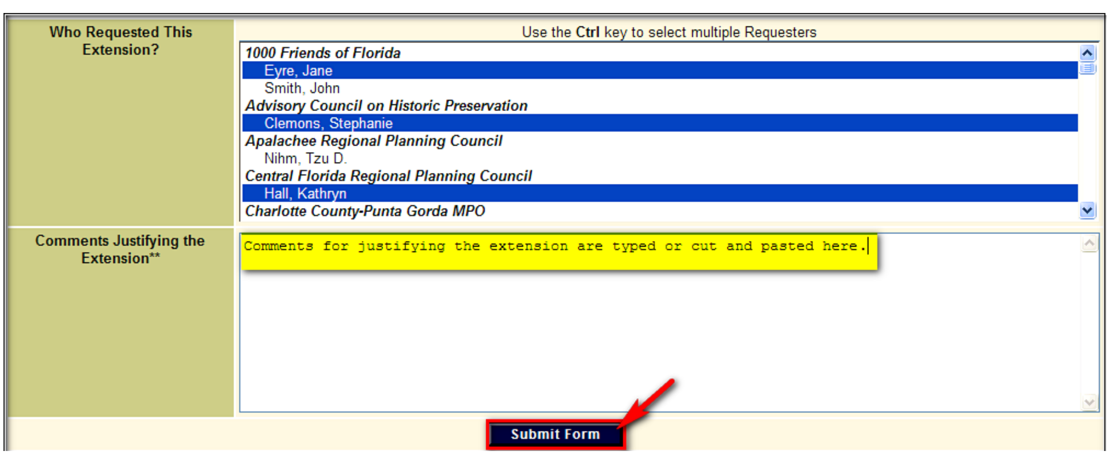
3. In the **Who Requested This Extension** field, click the name(s) of the individual(s) requesting an extension.

Tip! Press **Ctrl** + click to select multiple non-adjacent names from the list. Click **Shift** + click to select multiple adjacent names from the list.

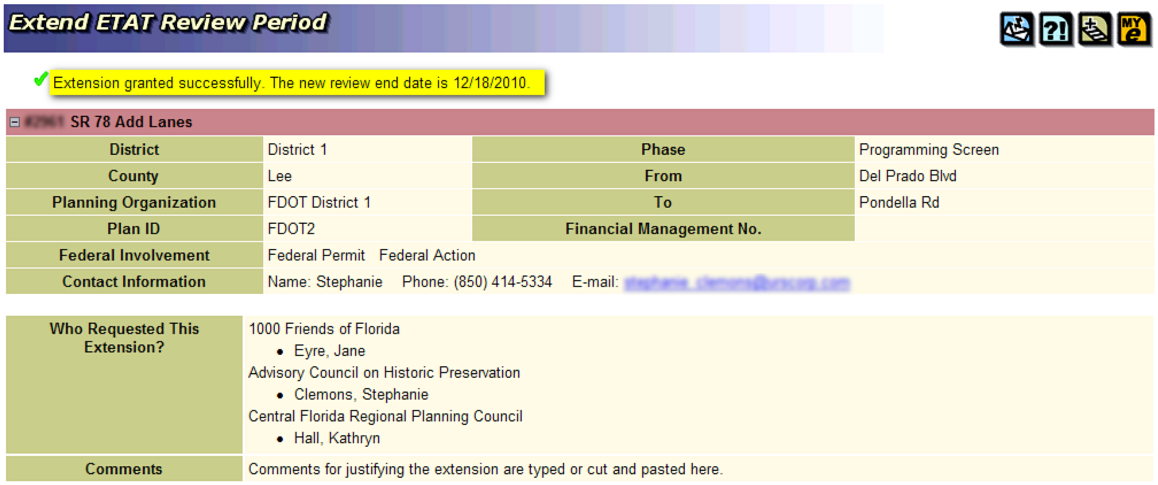


4. In the **Comments Justifying the Extension**** text box, you <u>must</u> enter a reason for granting an extension for the selected reviewers. You can type or cut and paste your comment(s) into the text box.

5. Click **Submit Form**.



The **Extend ETAT Review Period** page refreshes and displays a confirmation message stating the extension has been granted along with the new review end date, and the list of reviewers and the justification is also shown.



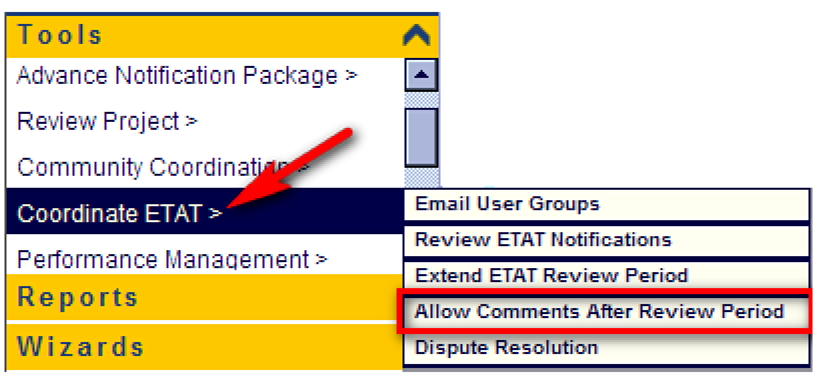
3.1.5.4 *Allow Comments After Review Period (New 11/30/2011)*

The **Allow Comments After Review Period** function in the EST **Tools** menu enables ETDM Coordinators to allow agencies to submit late reviews after a review period has ended. Comments collected while the user is in the overdue role are stored as draft comments until the extension period is over.

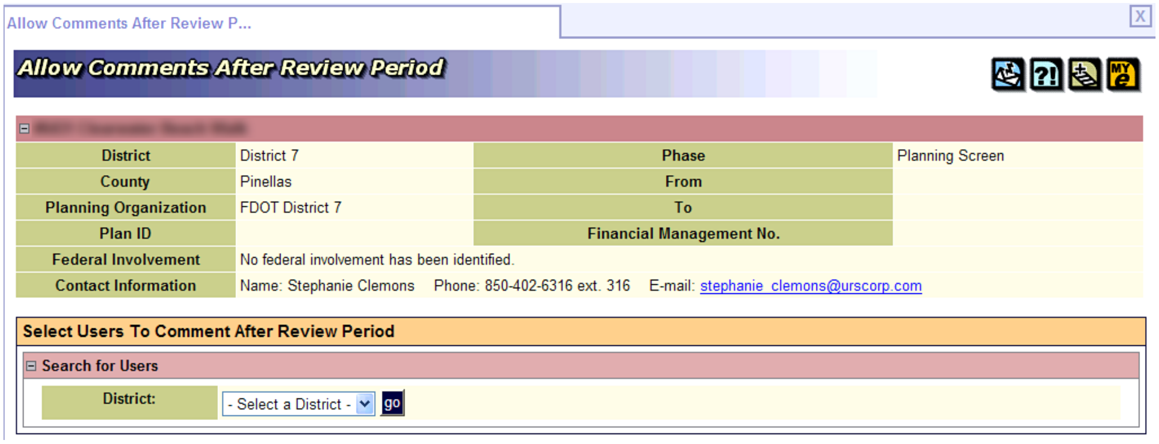
Allowing Comments After Review Period:

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

2. Go to the **Tools** menu, point to **Coordinate ETAT**, and then click **Allow Comments After Review Period**.

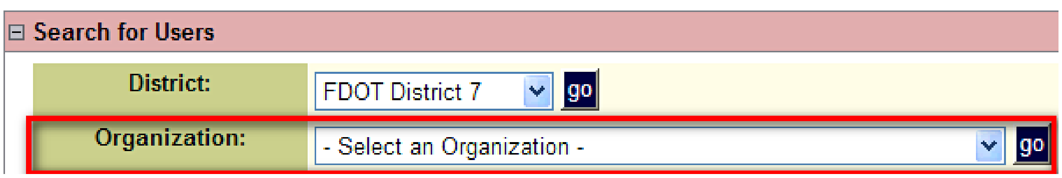


The **Allow Comments After Review Period** page opens, displaying a **Select Users To Comment After Review Period** section with a **Search for Users** filter. The **Search for Users** filter is a drill-down feature that displays options based on previous selections.

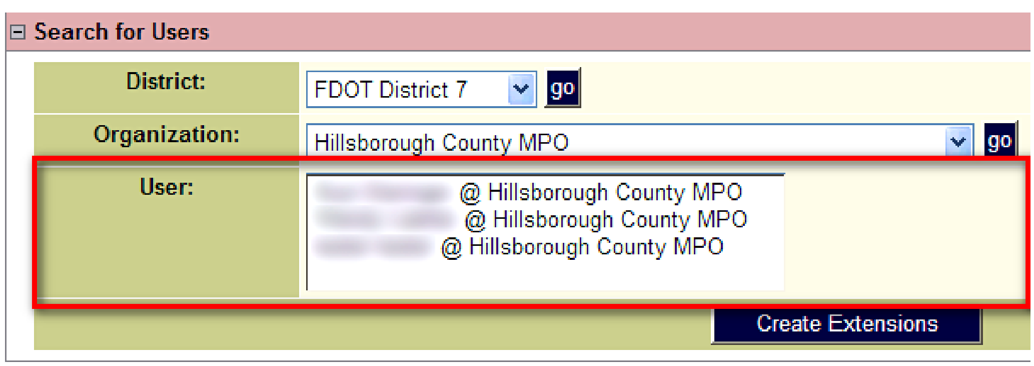


3. Under **Search for Users**, do the following:

- Click the **District** arrow, and then click the name of the selected District.
- Click **go**. The **Organization** field displays.

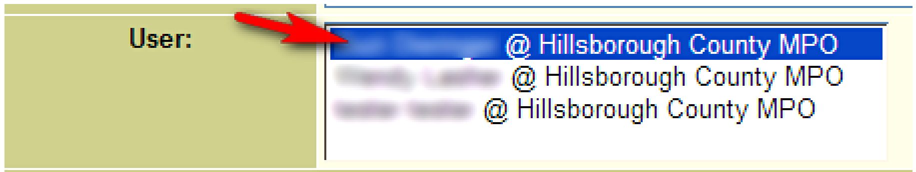


- Click the **Organization** arrow, and then select the name of the selected Organization.
- Click **go**. The **User** field displays, showing the list of names for the selected organization.

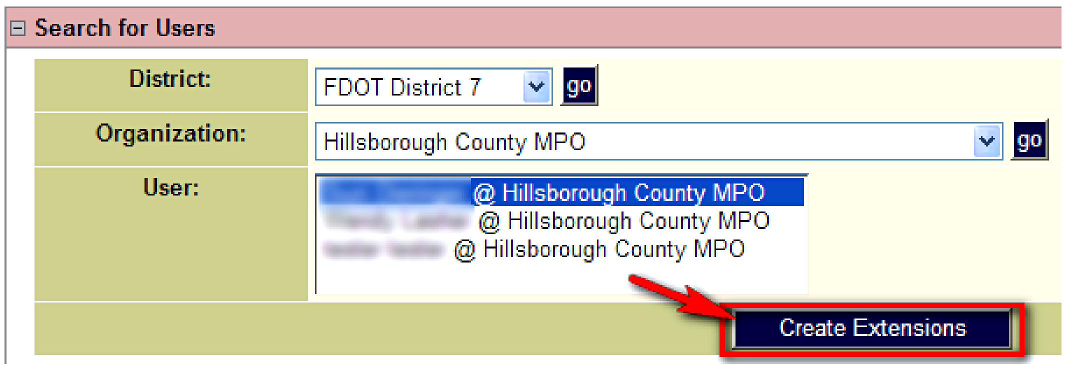


- Click the name(s) of the individual(s) who are granted an extension.

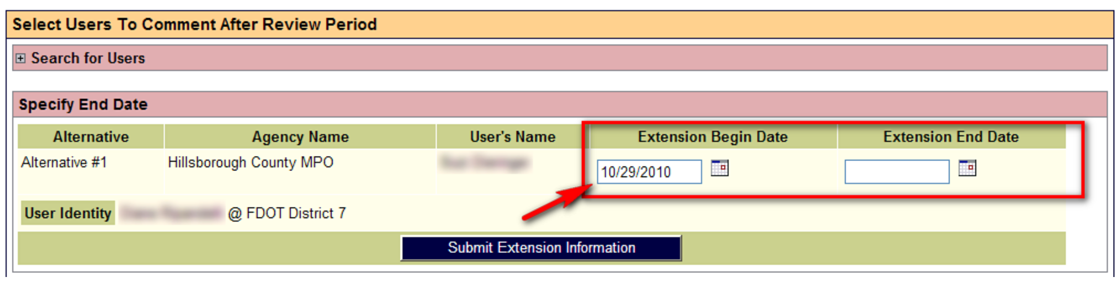
  Tip! Click **Ctrl** + **click** to select non-adjacent options. Click **Shift** + **click** to select adjacent options.



- Click **Create Extensions**.



The **Allow Comments After Review Period** page refreshes and displays a **Specify End Date** section, listing the project Alternative(s) and fields for entering the extension begin and end dates.



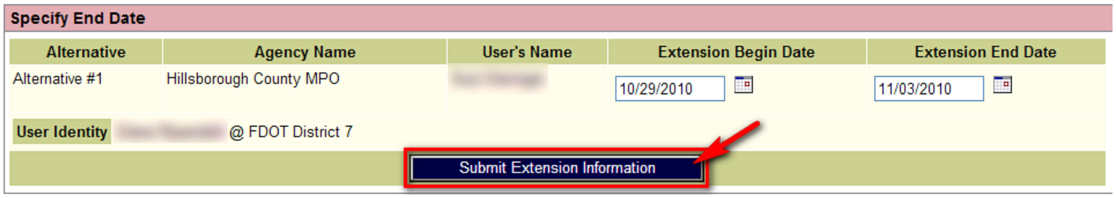
Note: An extension must be set for each project Alternative and user combination.

- In the **Extension Begin Date** field, type the extension begin date or click the calendar icon, ,and select the date.

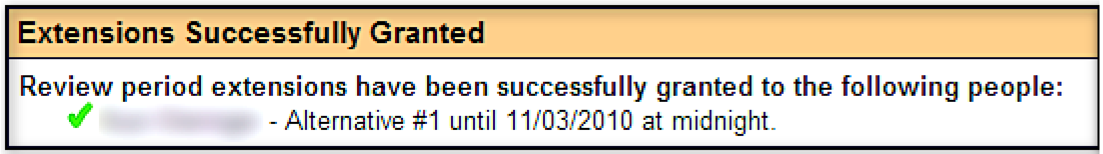
- In the **Extension End Date** field, type the extension end date or click the calendar icon, , and select the date.

  Tip! Use the **MM/DD/YYYY** date format.

- Click **Submit Extension** Information.

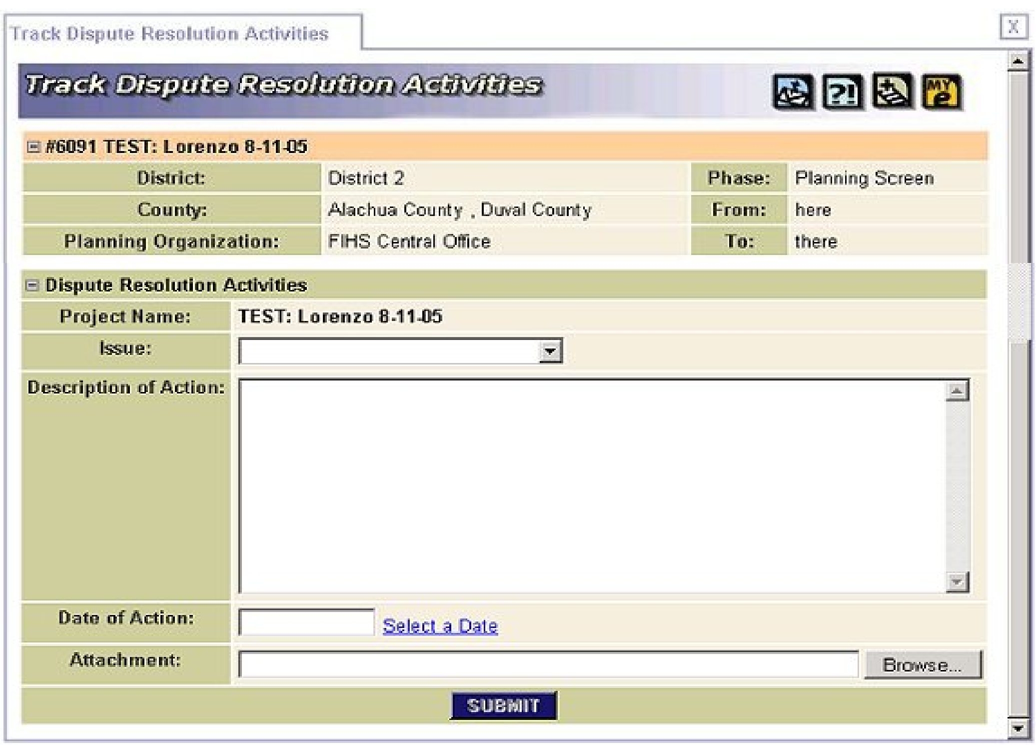


The EST displays a confirmation message stating the extension for the selected individual(s) has been granted.



3.1.5.5 *Track Dispute Resolution Activities*

When a project is flagged for a dispute during the Programming Screen, it does not move forward until the dispute is resolved. The purpose of this tool is to record events and actions associated with resolving the dispute. Such events may be meetings, emails, teleconferences, and other correspondences. The Track Dispute Resolution Activities tool opens a form that will be completed for a specific environmental resource issue. To access the form, select the project from the list and then click on the "Track Dispute Resolution Activities" option found under the "Coordinate ETAT Activities" heading in the Tools menu (main menu). Use the "Issue" pull-down menu to select the issue of dispute. In the "Description of Action" entry, record the event and actions associated with resolving the dispute. Click "Select a Date" and enter the date of the event from a pop-up calendar. If applicable, attach a document to the event. A document may be meeting minutes, sign-in sheet, memoranda, and other supporting information. This is optional. To attach a document, click "Browse" and add a document. When a document is added, the Save As name is defaulted to the document's file name. Change the Save As name as necessary. Use logical and recognizable file names. For example, "Meeting Minutes.pdf" is better than "mm.pdf." The ETDM document standard is Adobe Acrobat™ PDF as the document format. The tool can support other file formats, but please consider that users may not have the proper software to read the file correctly. A document that is in Word Perfect™ may not be useful to MS Word™ users. If it is necessary to attach a non-PDF file, state the file format in the File Description so that other users are aware of it. In File Description, include the document's title, author, agency, date, status (preliminary, draft, final, etc.), purpose and applicable remarks. Click "Submit" to commit the entry. Please note that only one document can



be attached at a time. To attach multiple documents, repeat the process.

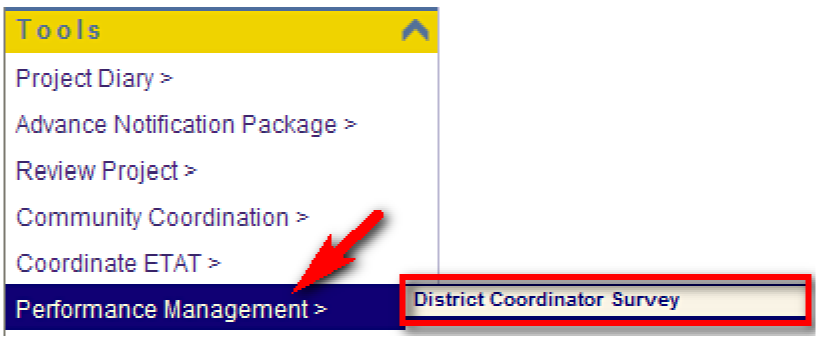
3.1.6 Performance Management (Updated 06/30/2010)

3.1.6.1 *Answer District ETDM Coordinator Survey (Updated 06/30/2010)*

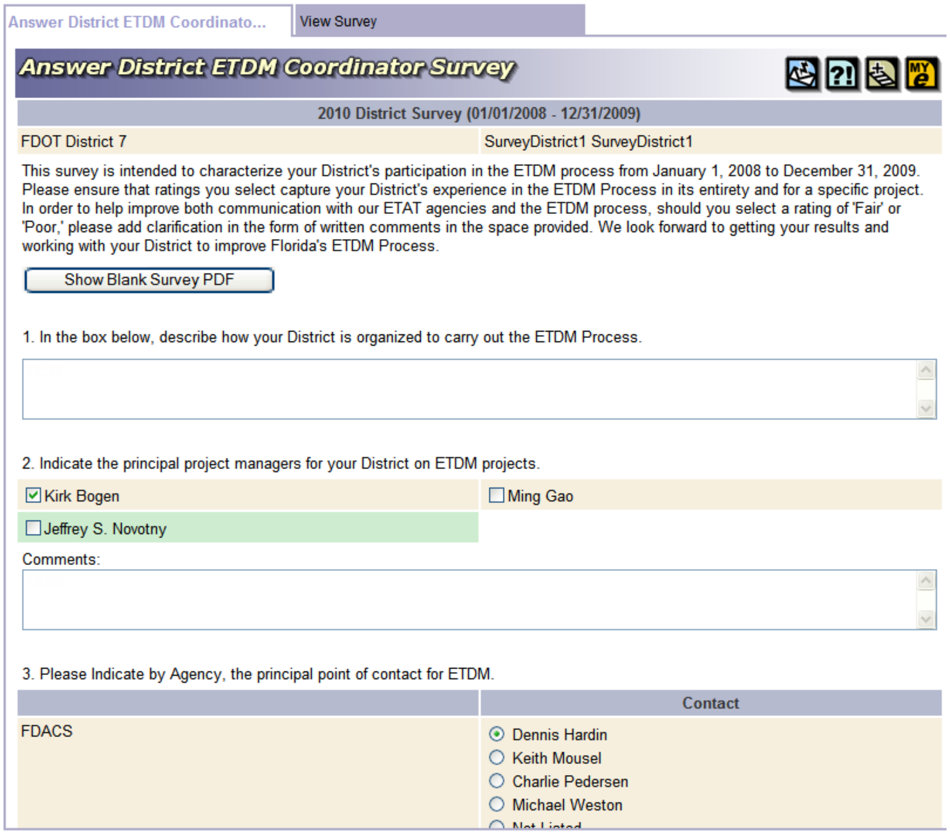
Biennially, District ETDM Coordinators complete a survey assessing the performance of participating agencies and the ETDM Process. ETDM Coordinators Primary provide a qualitative assessment of ETDM benefits; customer service; and the quality of information, coordination and communication.

Completing the District ETDM Coordinator Survey:

1. On the **Tools** menu, point to **Performance Management**, and then click **District Coordinator Survey**.



The **Answer District ETDM Coordinator Survey** window opens, displaying the survey and page toolbar.

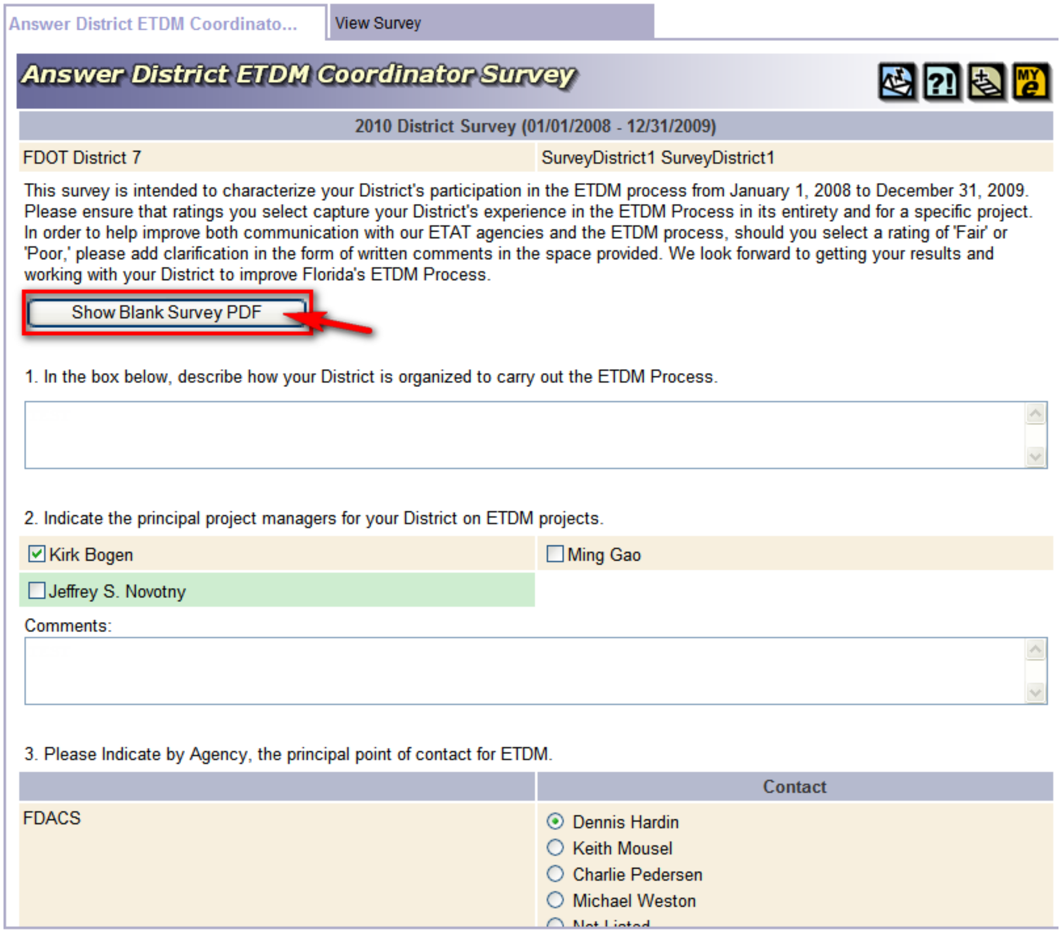


Tip! Click on the toolbar icons to:

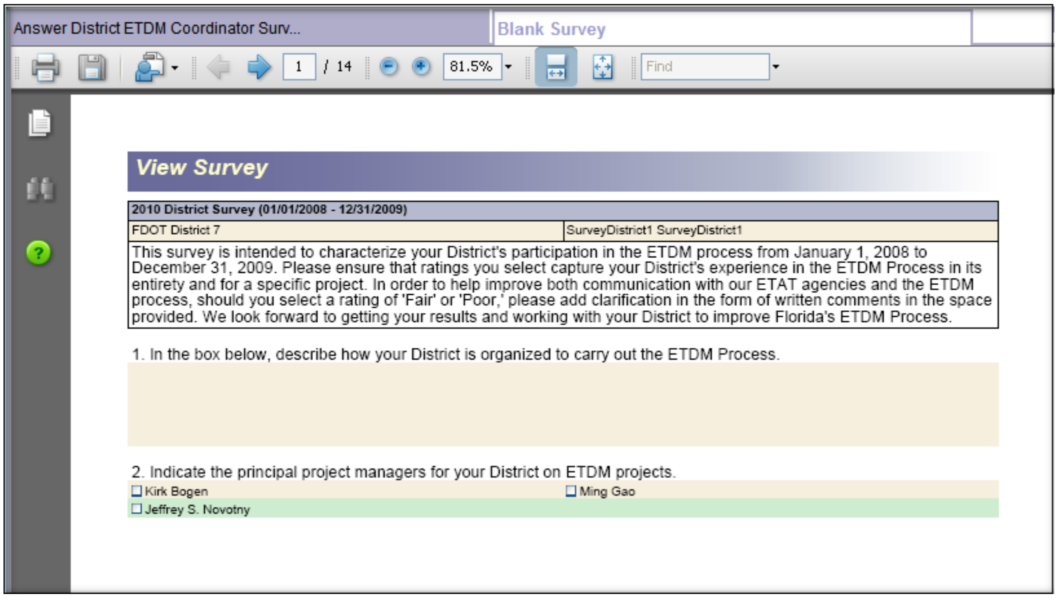
- Send feedback about the current page.
- Access online **Help**.
- Bookmark the page.
- Add the page to your **My ETDM** preferences.

For additional information about using the EST page toolbar buttons, refer to Chapter 2.8 of the EST Handbook.

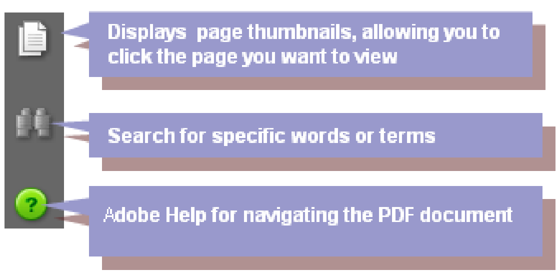
2. To view, print, or copy the blank survey in PDF format, click **Show Blank Survey PDF**.


Answer District ETDM Coordinato...
View Survey
Answer District ETDM Coordinator Survey
2010 District Survey (01/01/2008 - 12/31/2009)
FDOT District 7
SurveyDistrict1 SurveyDistrict1
This survey is intended to characterize your District's participation in the ETDM process from January 1, 2008 to December 31, 2009. Please ensure that ratings you select capture your District's experience in the ETDM Process in its entirety and for a specific project. In order to help improve both communication with our ETAT agencies and the ETDM process, should you select a rating of 'Fair' or 'Poor,' please add clarification in the form of written comments in the space provided. We look forward to getting your results and working with your District to improve Florida's ETDM Process.
Show Blank Survey PDF
1. In the box below, describe how your District is organized to carry out the ETDM Process.
2. Indicate the principal project managers for your District on ETDM projects.
Kirk Bogen
Ming Gao
Jeffrey S. Novotny
Comments:
3. Please Indicate by Agency, the principal point of contact for ETDM.
Contact
FDACS
Dennis Hardin
Keith Mousel
Charlie Pedersen
Michael Weston

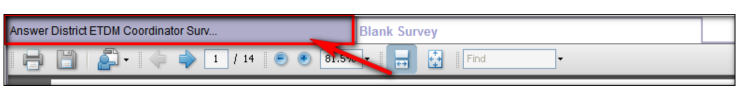
The PDF of the blank survey opens as a tabbed page.



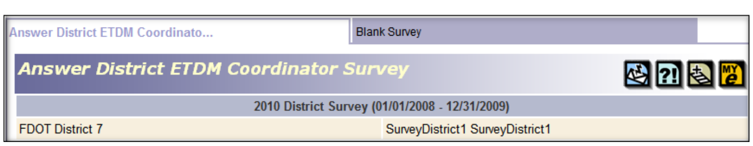
3. Click the navigation icons in the left column of the **Blank Survey** window to view the contents of the District ETDM Coordinator Survey.



Tip! You can switch between the **Blank Survey** PDF and the **Answer District ETDM Coordinator Survey** window by clicking the tabs at the top of the page. Click the dark-colored tab to display a window, as demonstrated below.



Once the window opens, the tab turns white.



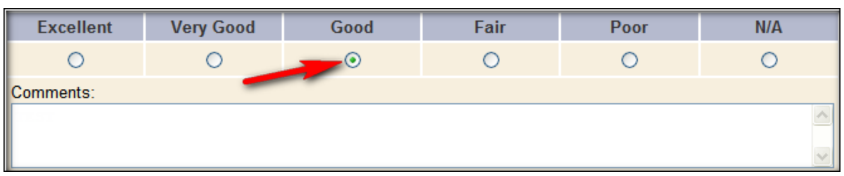
The survey comprises 47 questions, with text boxes provided for additional comments.

4. In the **Answer District ETDM Coordinator Survey** window, respond to the survey questions by clicking the appropriate check boxes and option buttons, and by typing your comments in the text boxes.

Note: You can select multiple responses in the sections that contain check boxes. However, you can only select one response in the sections with option buttons.

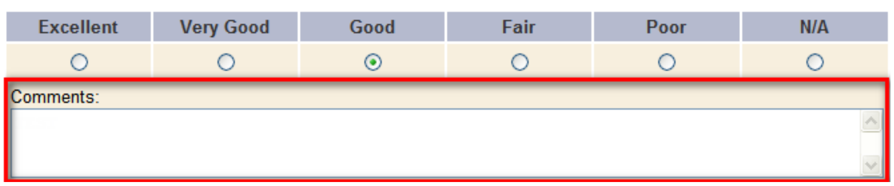
5. For questions requesting you to select a ranking, click the option button, below the selected ranking:

- **Excellent**
- **Very Good**
- **Good**
- **Fair**
- **Poor**
- **N/A**



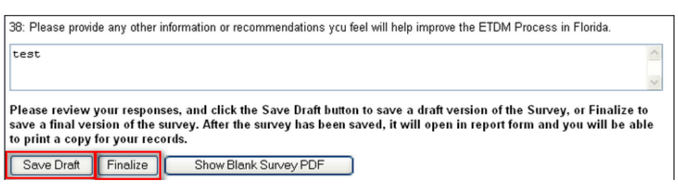
Note: If you click the **Fair** or **Poor option button**, please type a reason for your selection in the **Comments** text box.

Type any additional comments in the **Comments** text box.

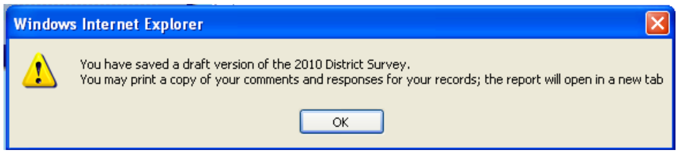


6. Once you have completed and reviewed the survey, select one of the following options located at the bottom of the **Answer District ETDM Coordinator Survey** window:

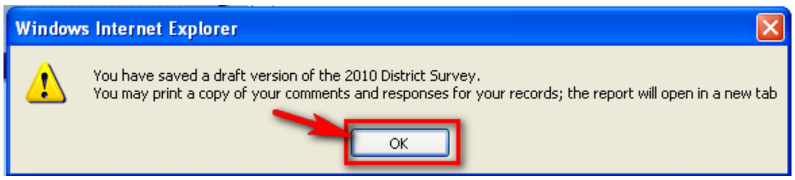
- Click **Save Draft** if you plan to make changes to the survey at a later time.
- Click **Finalize** if you do not plan to make any changes.



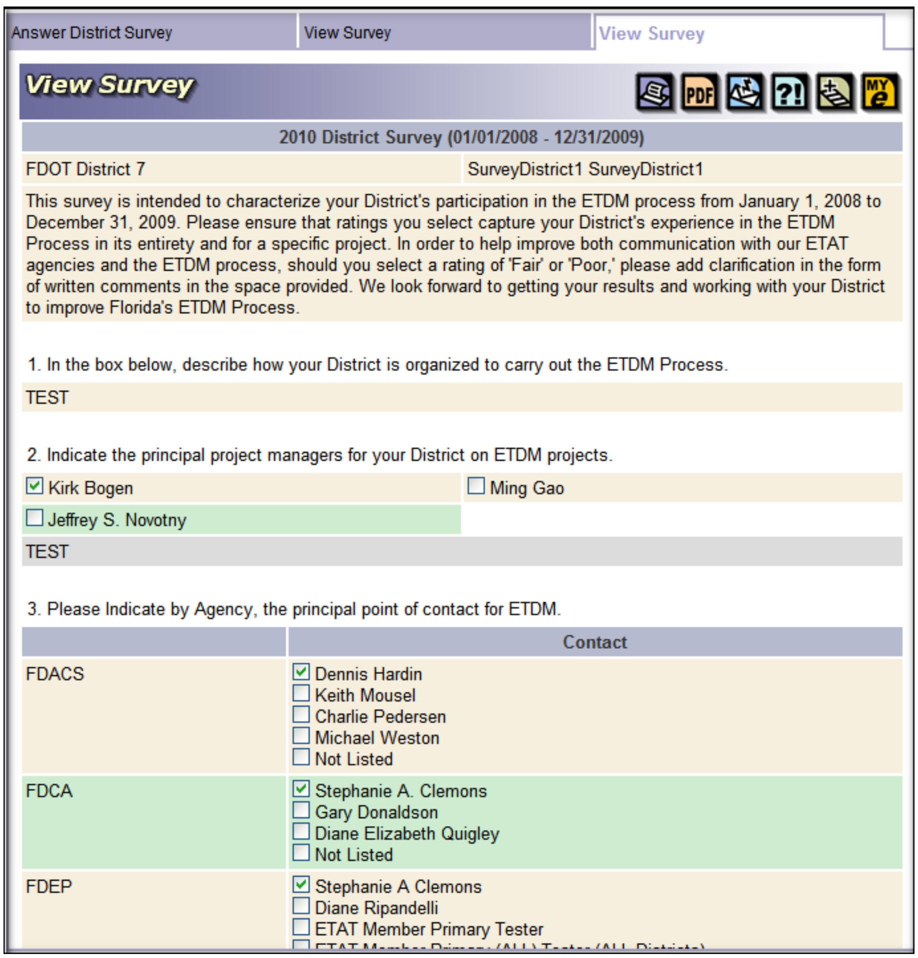
Depending on your selection, a message appears stating you have either saved a draft or final version of the survey. The illustration below displays the message for a saved draft version.



7. Click **OK**.



The **View Survey** window opens as a tabbed page, displaying the completed survey and a page toolbar.



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

 Print a copy of the completed survey.

 Export the completed survey to a **PDF** file.

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

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

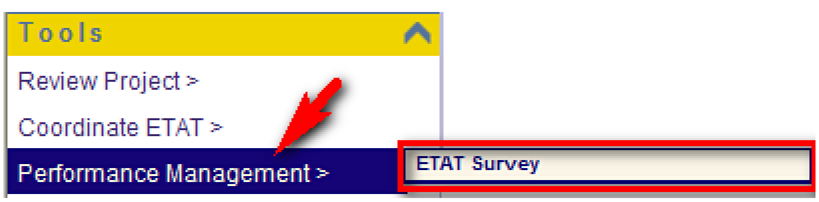
Note: For additional information about using the EST page toolbar buttons, refer to Chapter 2.8 of the EST Handbook.

3.1.6.2 *Answer ETAT Survey (Updated 12/18/2009)*

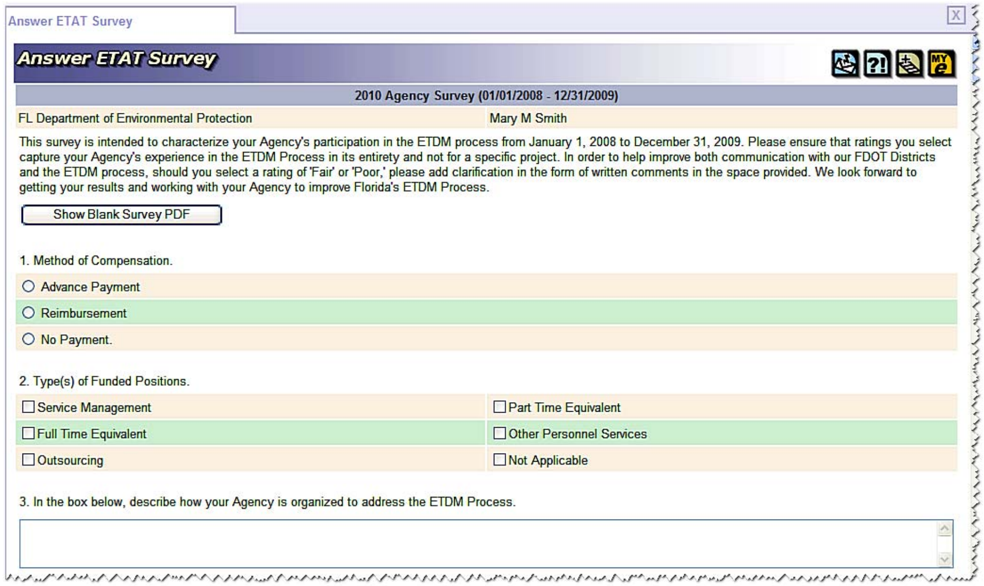
Biennially, ETAT members complete a survey to provide feedback on how the participating agencies view the management and administration of the ETDM Process, the quality of the working relationship between the agencies and FDOT, and recommended improvements or changes.

Completing the ETAT Survey:

1. On the **Tools** menu, point to **Performance Management**, and then click **ETAT Survey**.



The **Answer ETAT Survey** window opens as a tabbed page, displaying the survey and a page toolbar.



Tip! Click on the toolbar icons to:

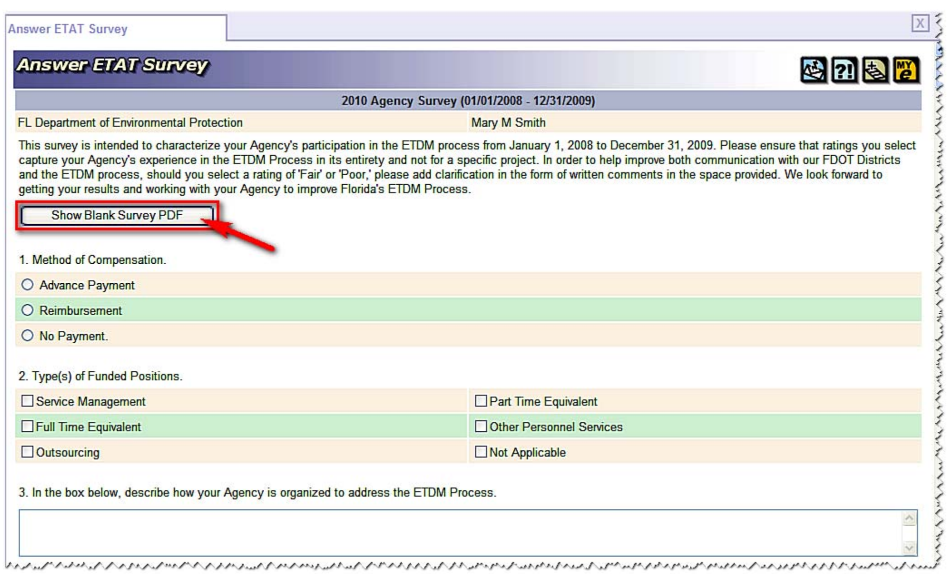

Send feedback about the current page.


Access online **Help**.


Bookmark the page.

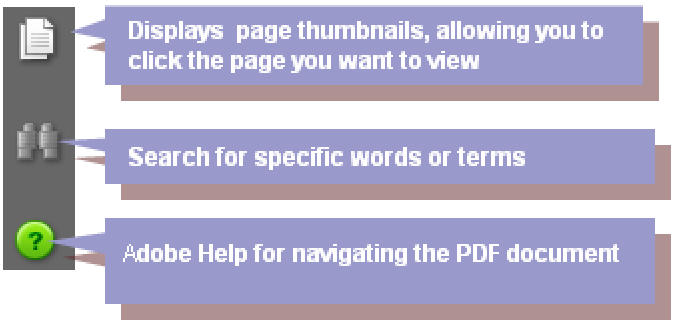

Add the page to your **My ETDM** preferences.

2. To view, print, or copy the blank survey in PDF format, click **Show Blank Survey PDF**.

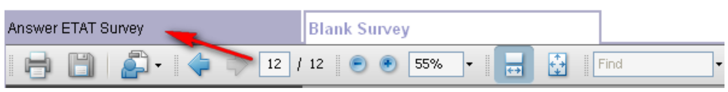


The PDF of the blank survey opens as a tabbed page.

3. Click the navigation icons in the left column of the **Blank Survey** window to view the contents of the **Answer ETAT Survey** PDF.



Tip! You can switch between the **Blank Survey** PDF and the **Answer ETAT Survey** window by clicking the tabs at the top of the page. Click the dark-colored tab to display a window, as demonstrated below.



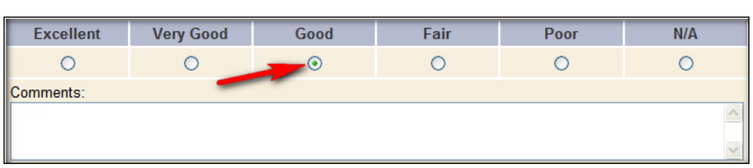
The survey comprises 43 questions, with text boxes provided for additional comments.

4. In the **Answer ETAT Survey** window, respond to the survey questions by clicking the appropriate check boxes and option buttons, and by typing your comments in the text boxes.

Note: You can select multiple responses in the sections that contain check boxes. However, you can only select one response in the sections with option buttons.

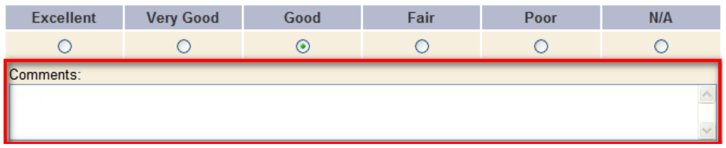
5. For questions requesting you to select a ranking, click the option button, , below the ranking:

- **Excellent**
- **Very Good**
- **Good**
- **Fair**
- **Poor**
- **N/A**



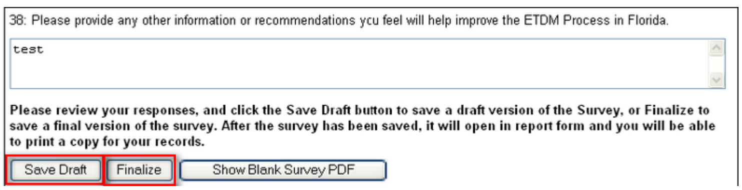
Note: If you click the **Fair** or **Poor option button**, please type a reason for your selection in the **Comments** text box.

Type any additional comments in the **Comments** text box.

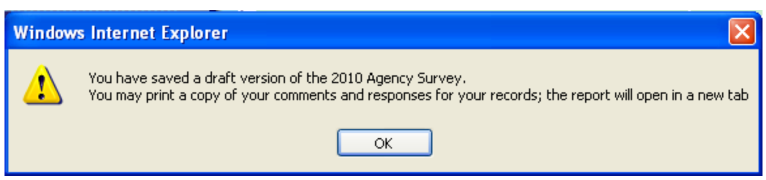


6. Once you have completed and reviewed the survey, select one of the following options located at the bottom of the **Answer ETAT Survey** window:

- Click **Save Draft** if you plan to make changes to the survey at a later time.
- Click **Finalize** if you do not plan to make any changes.



Depending on your selection, a message appears stating you have either saved a draft or final version of the survey. The next illustration displays the message for a saved draft version.



7. Click **OK**.

The **View Survey** window opens as a tabbed page, displaying the completed survey and a page toolbar.

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

 Print a copy of the completed survey.

 Export the completed survey to a **PDF** file.

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

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

For additional information about using the EST page toolbar buttons, refer to Chapter 2.8 of the EST Handbook.

3.1.6.3 *Issues Tracking Tool (New 07/31/2009)*

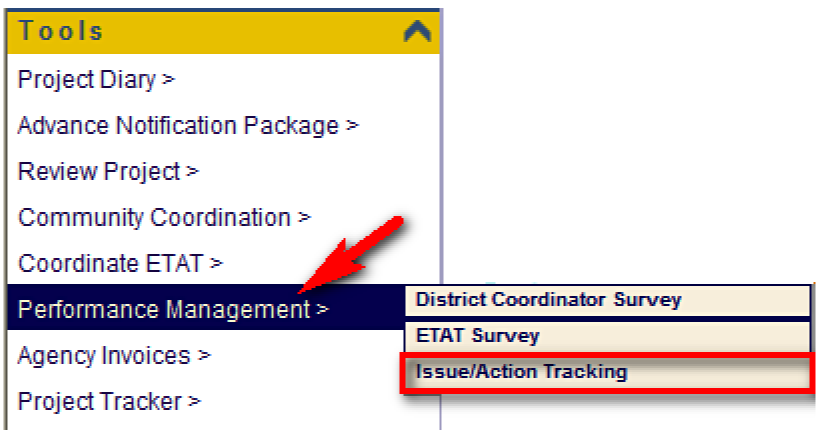
The **Issues Tracking Tool** function in the Environmental Screening Tool (EST) **Tools** menu enables Environmental Management Office (EMO) staff to record, assign, and track issues and concerns submitted by ETDM participants. Only ETDM issues related to policy and procedure are addressed.

After EMO personnel, Invoice Reviewers, or Invoice Administrators become aware of an issue, they forward the information to the Performance Management Coordinator. The Performance Management Coordinator inputs the issue into the Issue Tracker and assigns it to a category. The issue is then assigned to an EMO staff member who uses EST to notify the appropriate EMO personnel. EMO personnel address assigned issues according to their program area and ETDM role.

Issue resolutions are documented in the Issue Tracking Summary Report and the Issue Tracking Details Report and are reported in the semi-annual Agency Feedback Report.

Using the Issue Tracking Tool:

1. On the **Tools** menu, point to **Performance Management**, and then click **Issue/Action Tracking**.



The **Issues Tracking Tool** window opens as a tabbed page, displaying search filters and a page toolbar.

Tip! Click on the toolbar icons to:

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

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

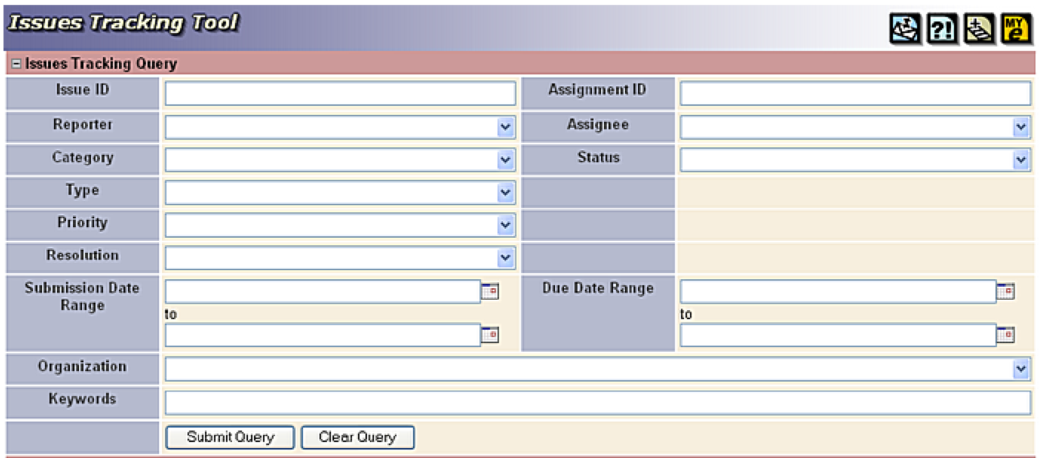
For additional information about using the EST page toolbar buttons, refer to Chapter 2.8 of the EST Handbook.

The **Issues Tracking Tool** window is divided into two sections—**Issues Tracking Query** and **Issues**--that enable you to search existing issues or enter a new issue.

Note: Before entering a new issue, it is recommended that you first conduct a search using the **Issue Tracking Query** to ensure the issue is not already in the EST.

2. To search for an issue, complete one or more fields under **Issues Tracking Query.** The fields are not required fields, so you have the option to enter as much information as you want into the search filter or you can leave all the fields blank.

Note: Leaving all the fields blank when you submit your query will result in the EST displaying all issues listed in the system.

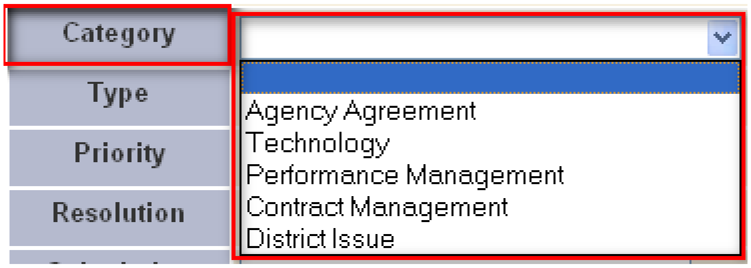


3. To narrow your search results, complete one or more of the following fields in the **Issues Tracking Query** search filter: The EST then displays the issues matching your search criteria.

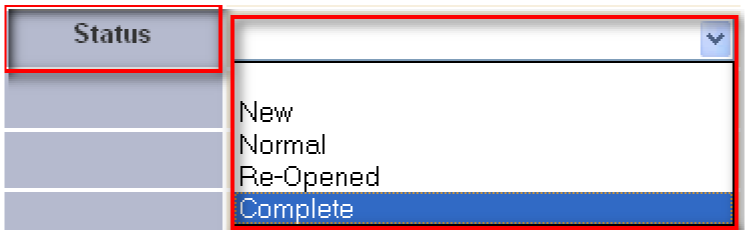
- In the **Issue ID** field, type the identification number assigned to an issue.
- In the **Assignment ID** field, type the assignment ID.
- In the **Reporter** field, click the drop-down arrow . The field expands, displaying a pre-populated list of people who have reported issues. Do one of the following:
  - Select your name from the list if you want to view or edit issues you have previously reported.
  - Select another name to view all of the issues reported by the selected person.
- In the **Assignee** field, click the drop-down arrow , and then select the person assigned to take action on specific issues.

Tip! You can also select a name in the **Reporter** and **Assignee** fields by typing the first letter of the person's first name. Keep pressing the letter until the name you are seeking appears.

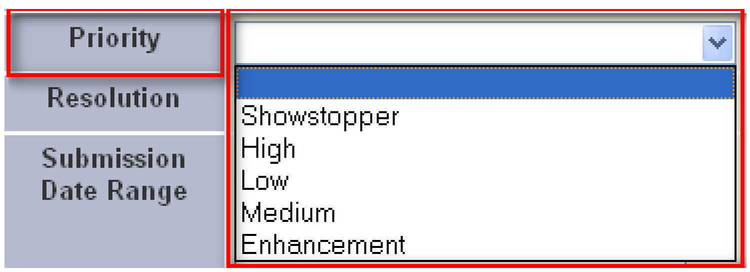
- In the **Category** field, click the drop-down arrow, and then select the issue category.



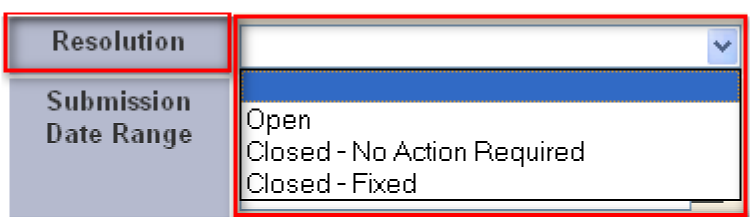
- In the **Type** field, click the drop-down arrow and select the issue type. The **Type** field populates with options related to the category you selected in the **Category** field.
- In the **Status** field, click the drop-down arrow, and then select the issue status.



- In the **Priority** field, click the drop-down arrow, and then select the issue priority**.**



- In the **Resolution** field, click the drop-down arrow, and then select the issue's resolution type.

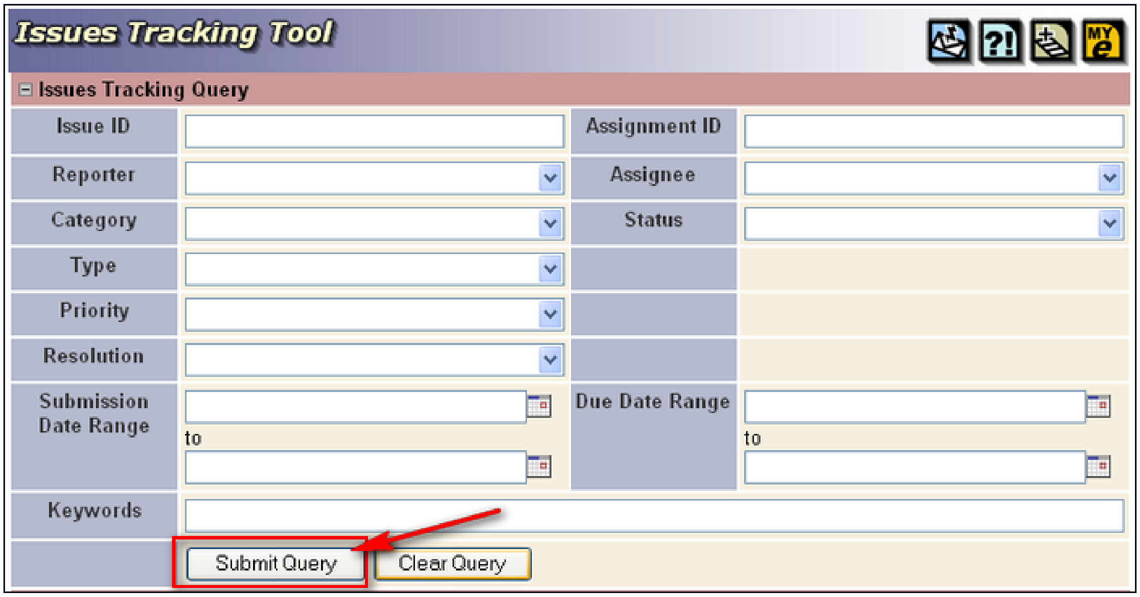


- In the **Submission Date Range** fields, type the date range when an issue was originally submitted.
- In the **Due Date Range** fields, type the date range for action item due dates associated with an issue.

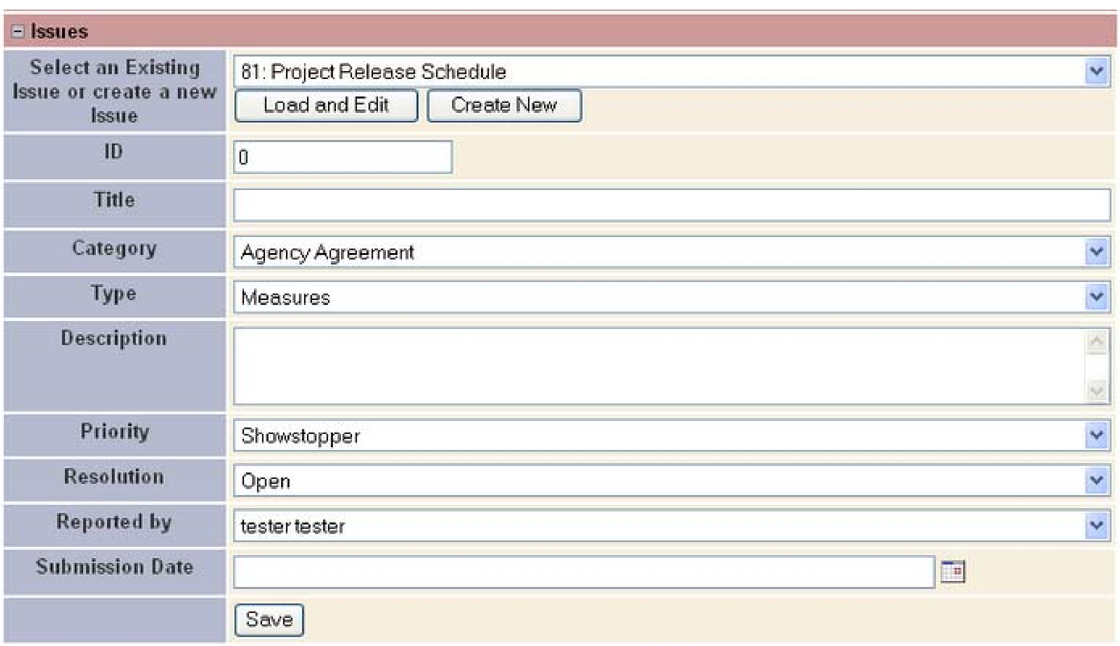
Tip! When typing in dates, use the **mm/dd/yyyy** format. You can also click the calendar icon and select the dates.

- In the **Keywords** field, type any words related to your search query.

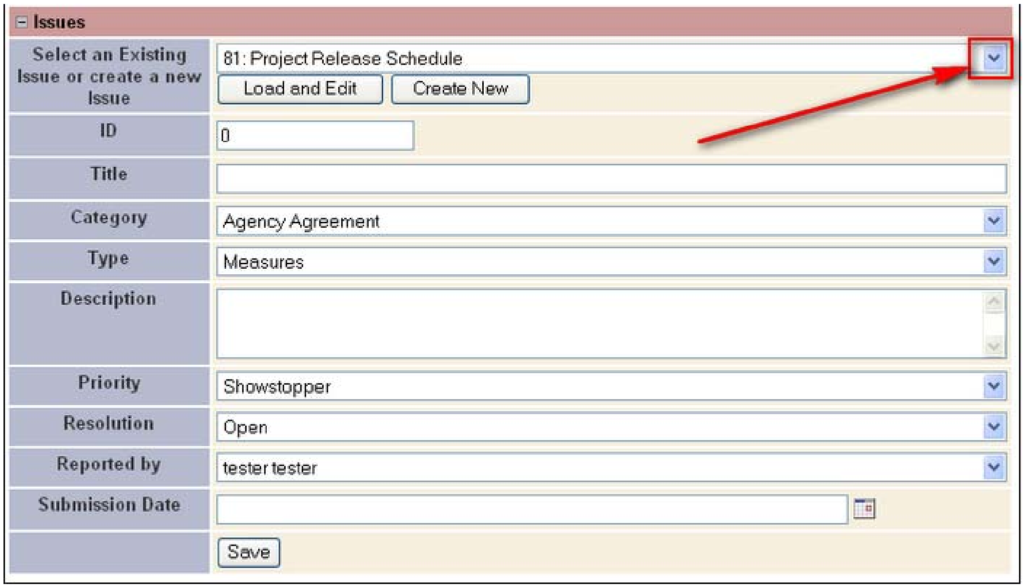
4. Click **Submit Query**.



5. In the **Issues** section, the **Select an Existing Issue or create a new Issue** field populates with the results based on your search criteria, as shown in the next illustration.

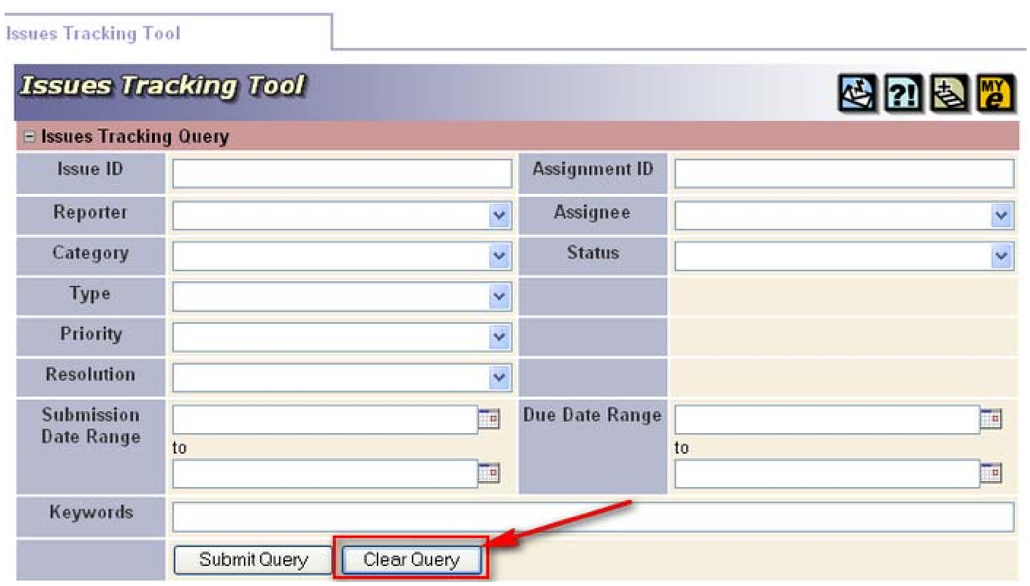


6. To search for an issue, click the drop-down arrow in the **Select an Existing Issue or create a new Issue** field.

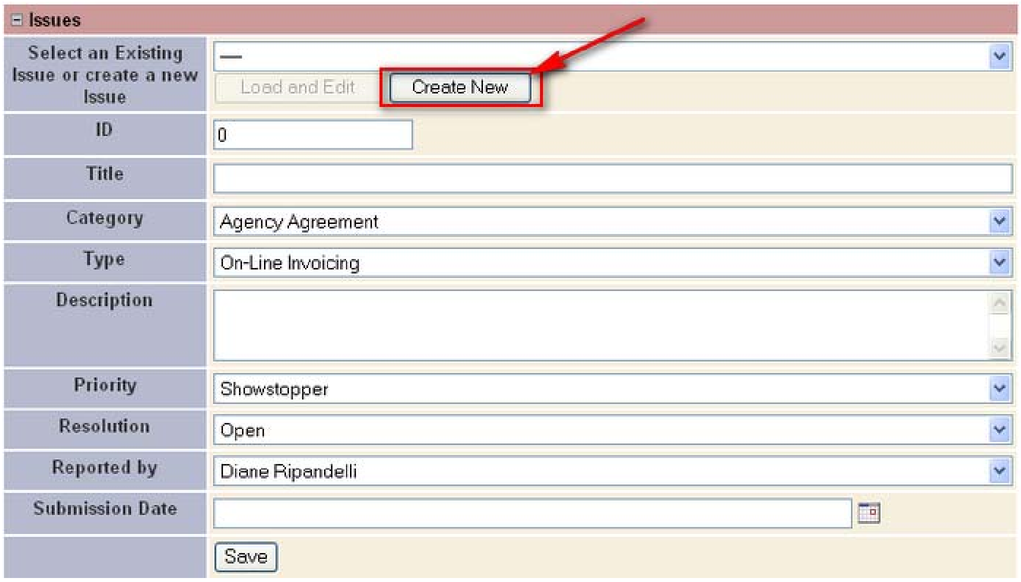


The field expands and displays a list of issues matching the search criteria you entered in the **Issues Tracking Query** section.

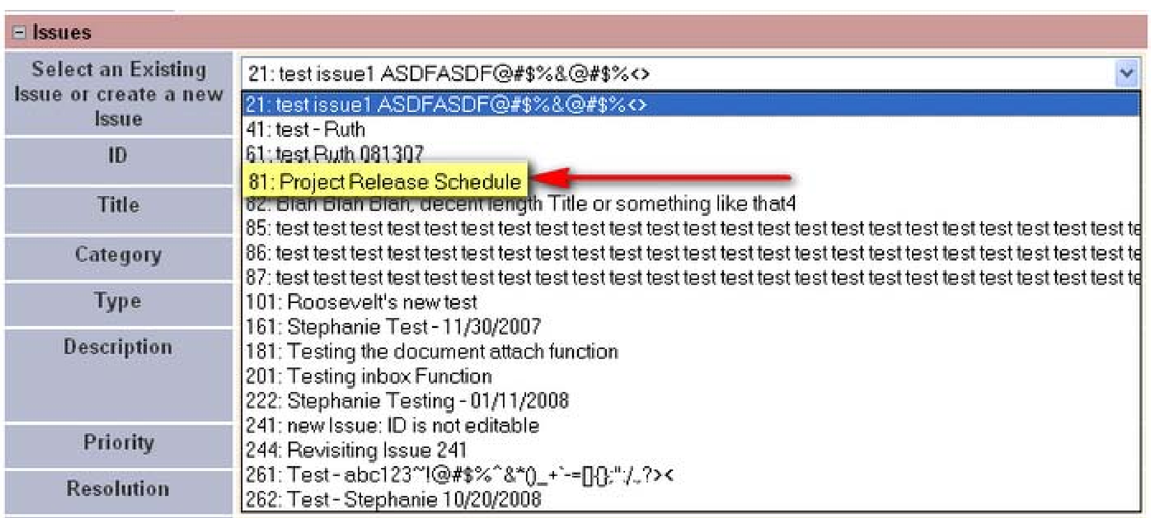
- Do the following:
  - If the issue you queried appears in the list, EST enables you to view and edit the issue information. Go to Step 7 for directions on selecting, viewing, and editing an issue.
  - If the issue you queried does not appear in the list of existing issues, do one of the following:
    - Under **Issues Tracking Query**, click **Clear Query**, and then enter the information related to the new issue (Repeat Steps 2 to 4).



- Create an issue by clicking **Create New**. Go to Step 11 for directions on creating a new issue.



7. Select an issue you want to view and edit.



8. Click **Load and Edit**.

The **Issues** section refreshes and expands, displaying the issue's details under the following sections:

- **Issues**
- **CC List and Agencies**
- **Action Items**

9. Under **Issues**, edit the following fields, as needed.

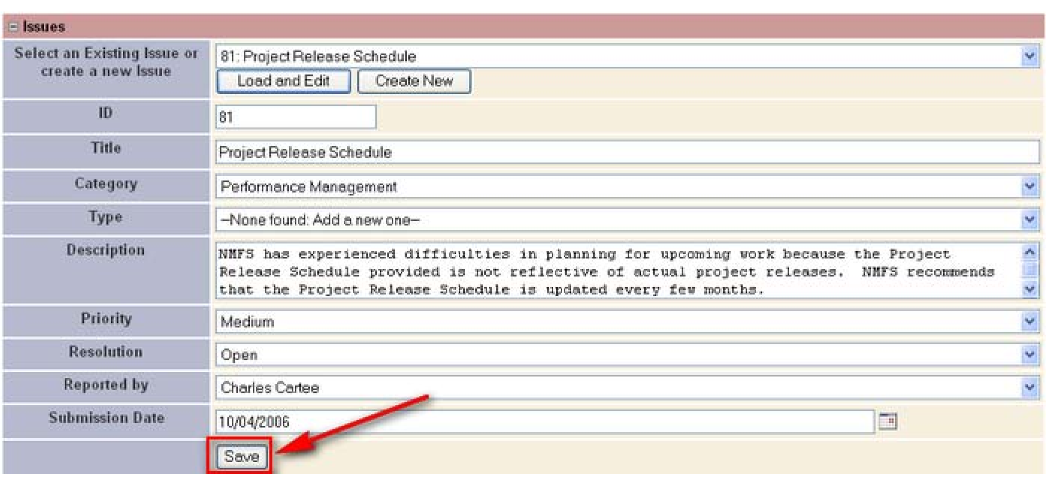
- **Title**
- **Category**
- **Type**
- **Description**
- **Priority**
- **Resolution**
- **Reported by**
- **Submission date**

10. To save your changes, click the **Save** button at the bottom of the screen (Go to Step 12).

11. After clicking **Create New**, complete the following fields:

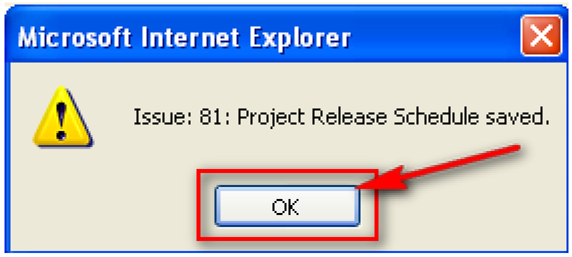
- **Title**
- **Category**
- **Type**
- **Description**
- **Priority**
- **Resolution**
- **Reported by**
- **Submission date**

12. Click **Save**.



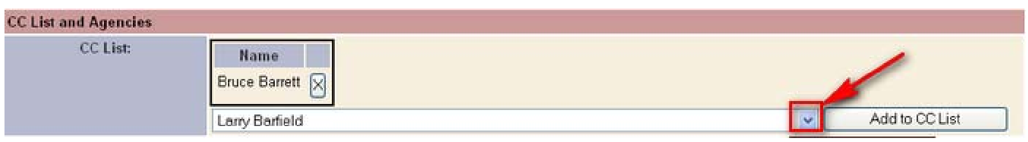
A message appears stating that the issue has been saved.

13. Click **OK**.



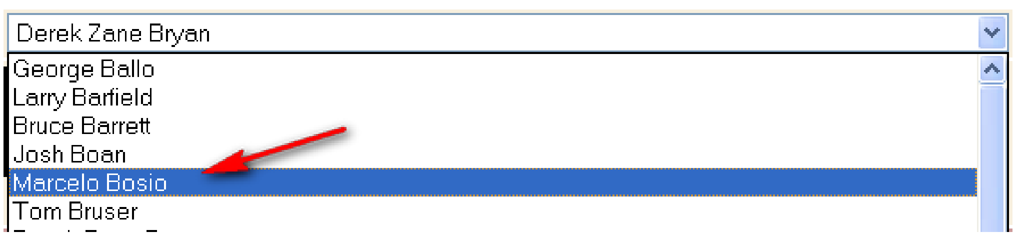
14. Under **CC List and Agencies**, you can add a person to an email notification list pertaining to a particular issue and add agencies to a notification list. The agencies that are added to the list will receive notifications pertaining to an issue, and the information will be documented in the semi-annual Agency Feedback Report.

- To add a person to the CC List, do the following:
  - Click the drop-down arrow in the **Add to CC List** field.



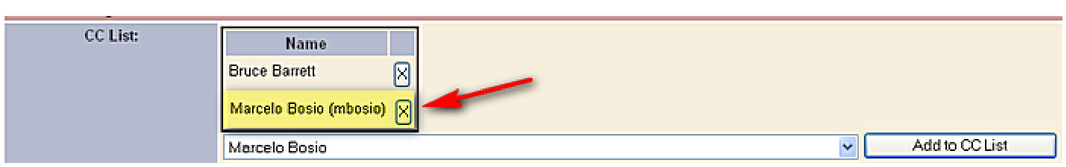
The field populates with a list of EMO staff members.

  - Click the name you want to add to the notification list.



  - Click **Add to CC List**.

The selected name appears in the **Name** column of the CC List.



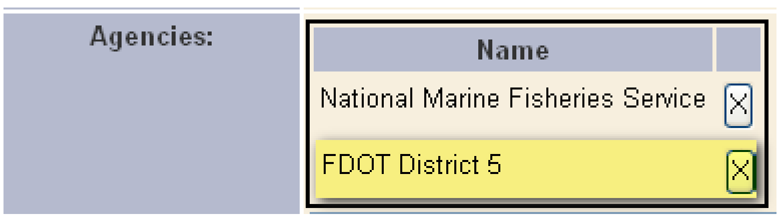
Tip! To remove a name from the **CC List**, click beside the name in the **Name** column.

- To add an agency to the issue notification list, click the drop-down arrow in the **Agencies** field, and do the following:

  - Click the agency you want to add to the notification list.

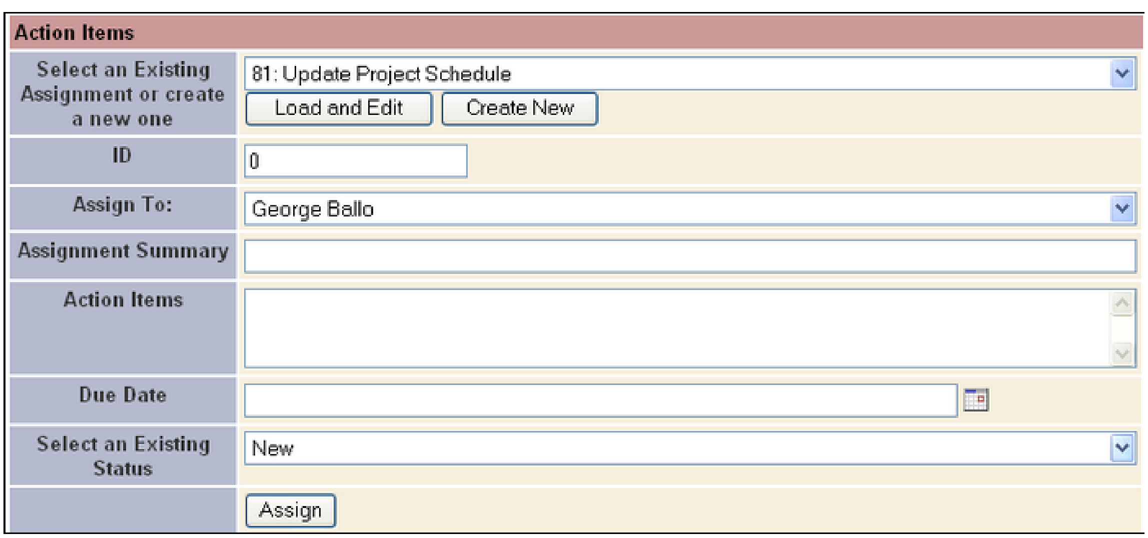
  - Click **Add Agency**.

The selected agency appears in the **Name** column of the **Agencies** field.

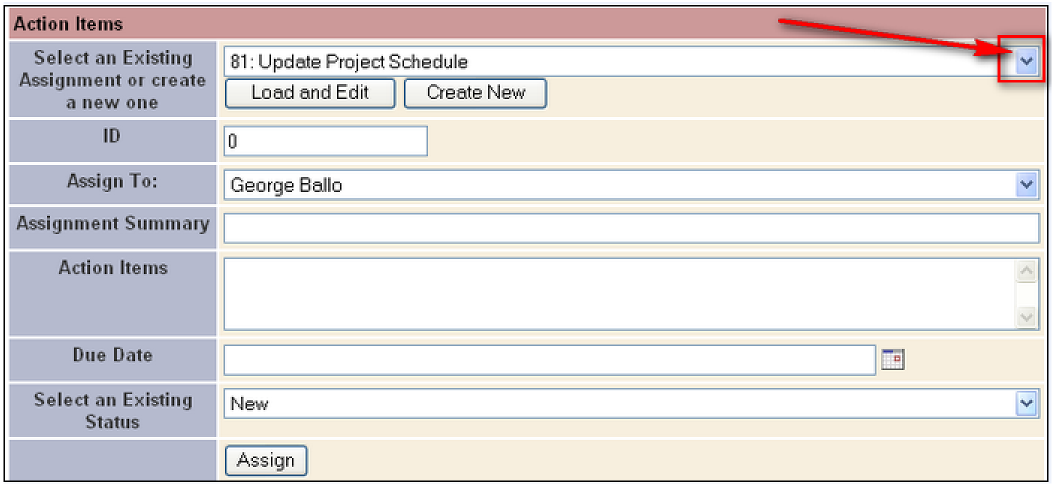


Tip! To remove a name from the **Agencies** list, click the beside the agency name in the **Name** column.

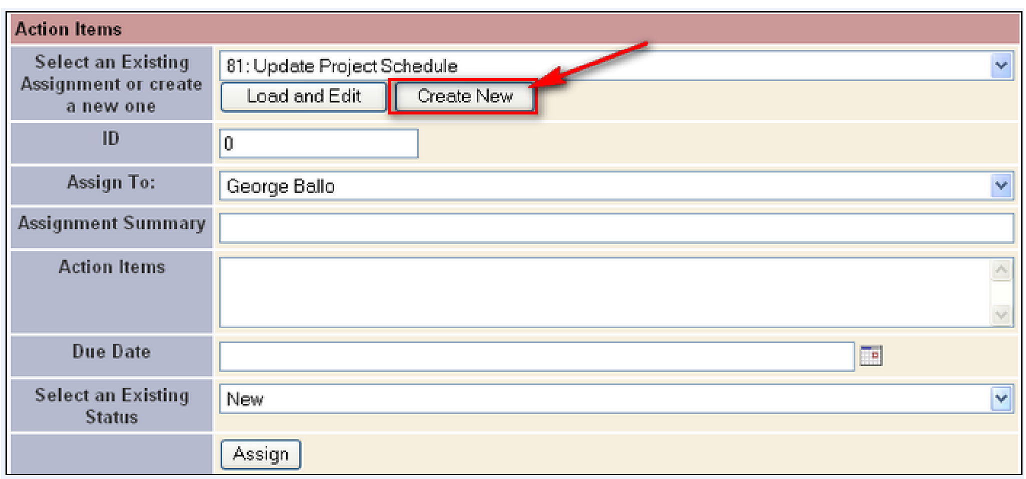
15. Under **Action Items**, you can view, edit, update, or create issue action items.



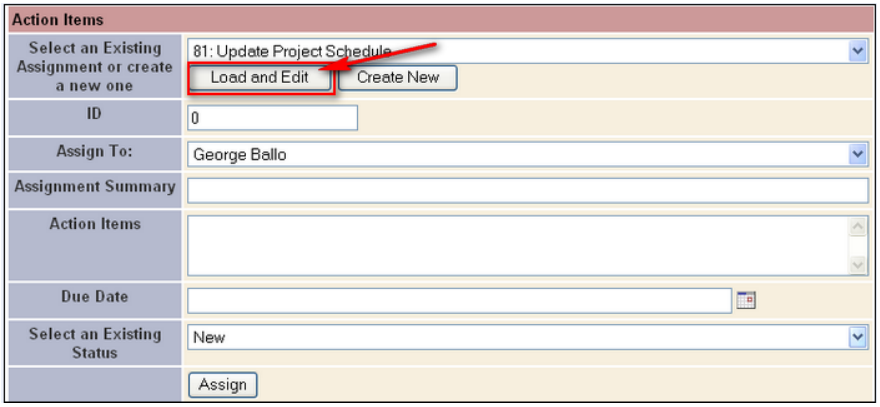
- Do one of the following:
  - To view, edit, or update the details of an existing issue action item, click the drop-down arrow in the **Select an Existing Assignment or create a new one** field, and select an assigned issue. Go to Step 16 for directions on viewing, editing, or updating the details of an existing issue action item.



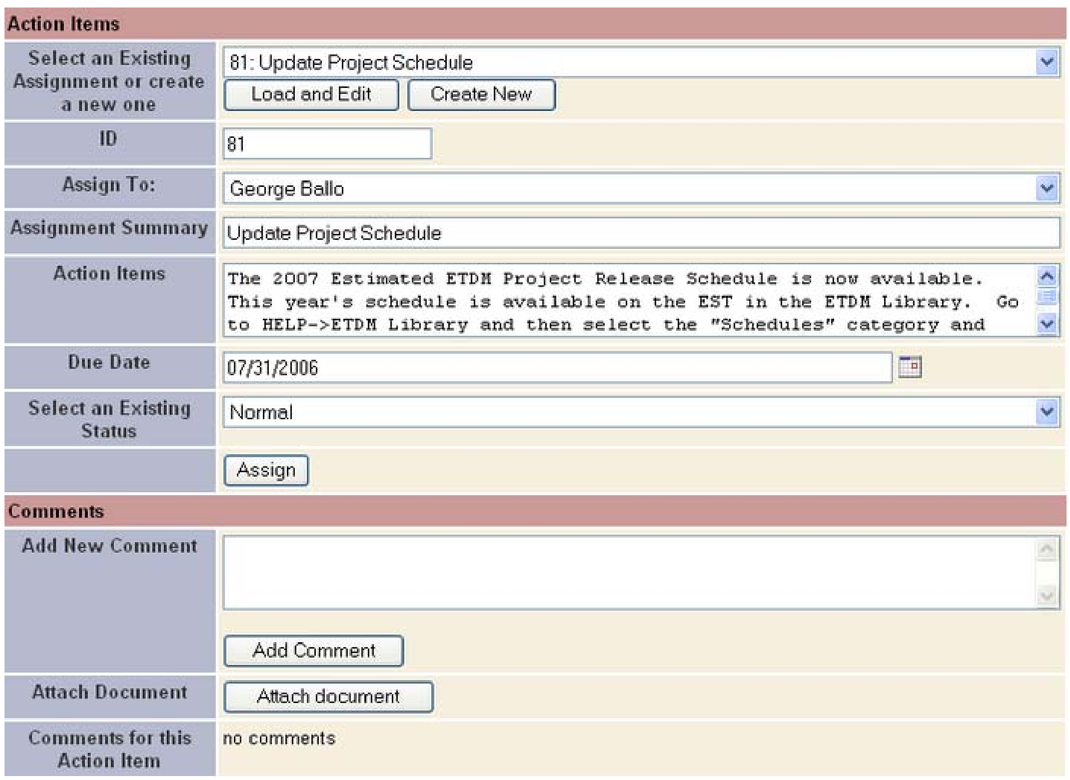
  - To create a new action item, click **Create New**. Go to Step 19 for directions on creating a new action item.



16. After you have selected an existing issue from the list, click **Load and Edit**.



The **Action Items** section expands and displays the details of an issue assignment and a **Comments** section, allowing you to view, edit, and update the information.



17. Edit and update the following fields, as necessary:

- **Assign To**
- **Assignment Summary**
- **Action Items**
- **Due Date**

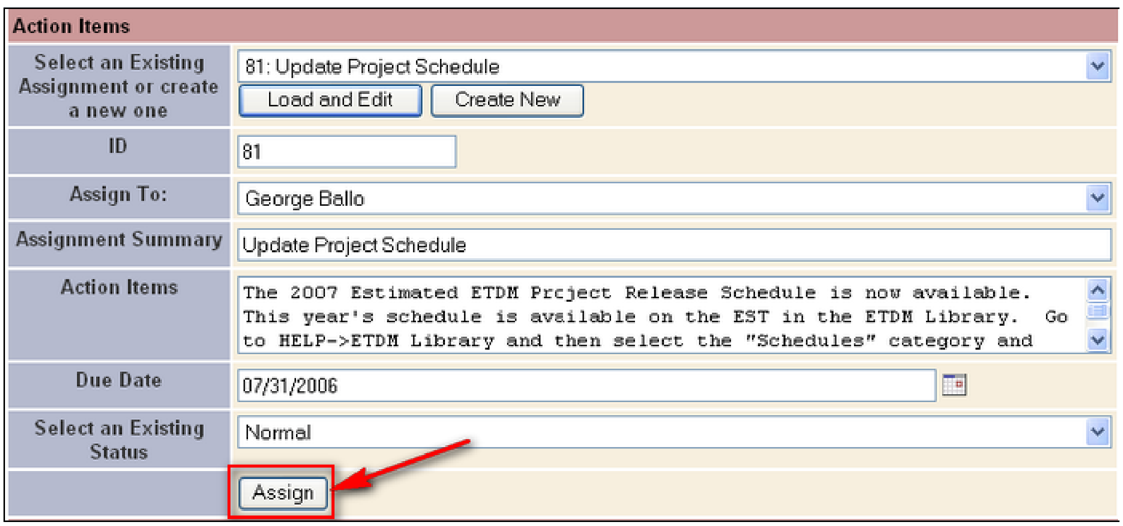
- **Select an Existing Status**

18. To save your changes, click the **Assign** button at the bottom of the screen (see Step 20).

19. After clicking **Create New**, complete the following fields:

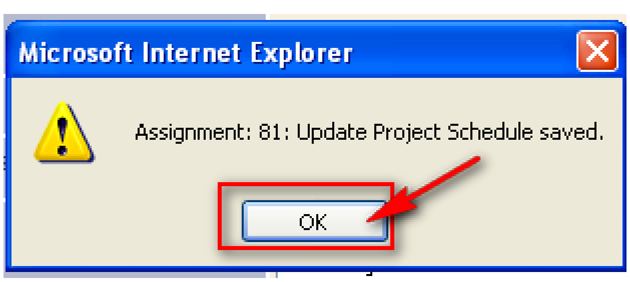
- **Assign To**
- **Assignment Summary**
- **Action Items**
- **Due Date**
- **Select an Existing Status**

20. Click **Assign**.

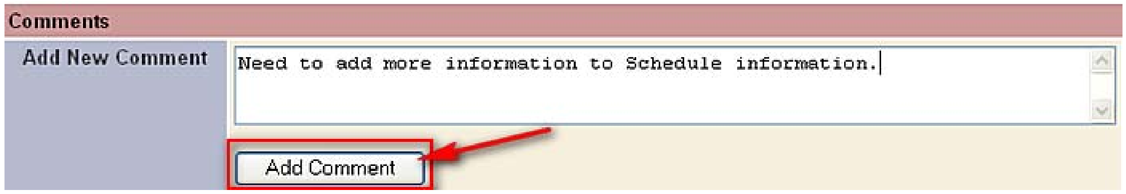


A message appears, stating that the issue has been saved.

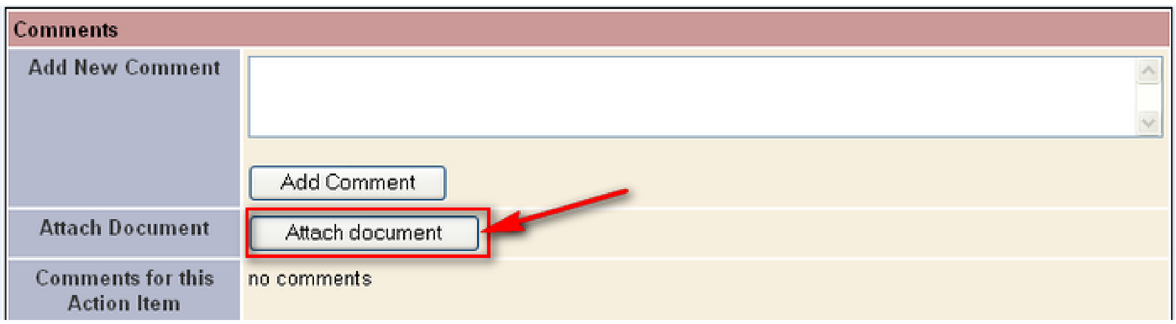
21. Click **OK**.



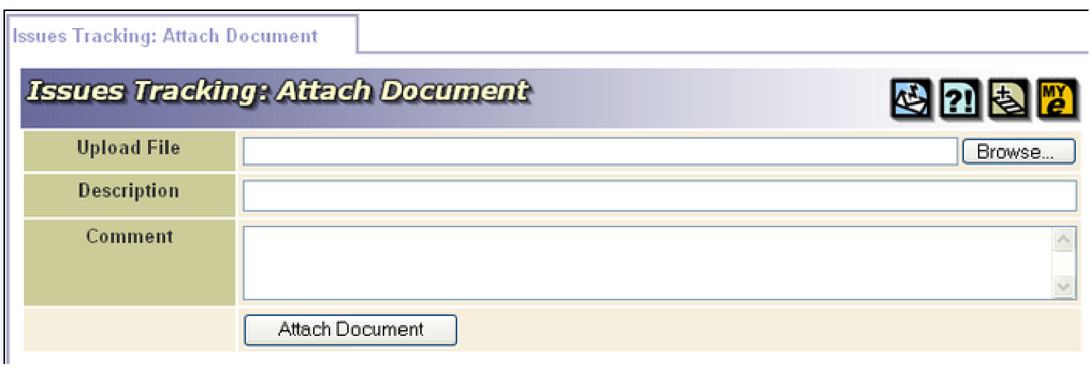
22. Under **Comments**, you can add a comment by typing your comment in the **Add New Comment** field, and then click **Add Comment**.



23. To attach a document, click **Attach Document.**



The **Issues Tracking: Attach Document** window opens as a tabbed page.



Tip! Click on the toolbar icons to:

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

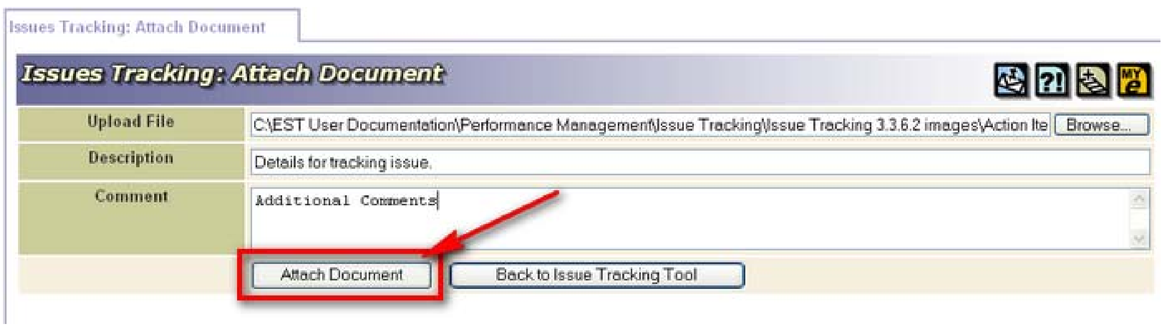
 Add the page to your **My ETDM** preferences.

24. In the **Upload File** field, click the **Browse** button to navigate to and select files for uploading.

In the **Description** field, type the document description.

25. In the **Comment** field, type any comments related to the document.

26. Click **Attach Document**.

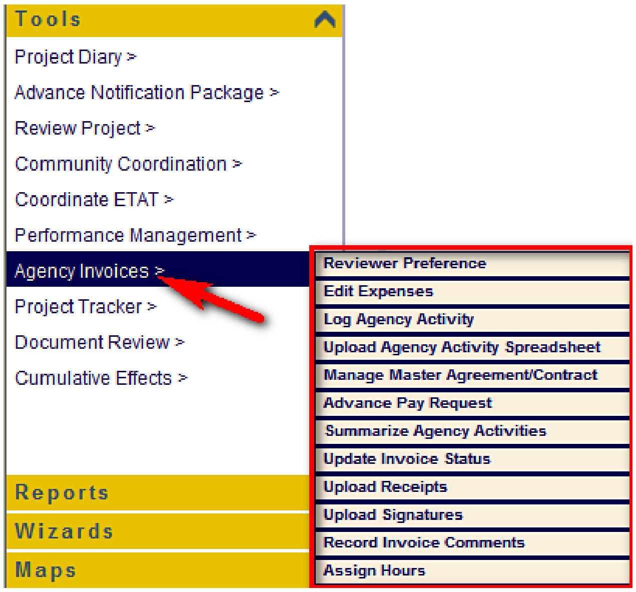


Tip! Click **Back to Issue Tracking Tool** to return to the **Issue Tracking Tool** window.

Note: Once you have made edits or created a new issue or action item, the changes or new issue will appear in the **Issue Tracking Details Report**, and the action item will appear in the assignee's **Issue Tracking Inbox**.

3.1.7 Agency Invoices (Updated 06/30/2010)

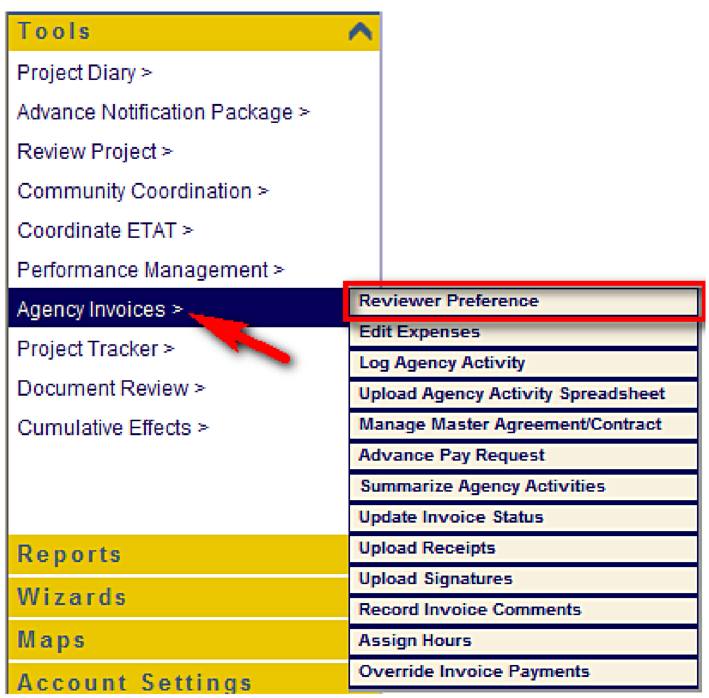
Invoicing tools are available under the **Agency Invoices** function in the **Tools** menu. These tools are used by the Invoice Administrator, Invoice Reviewers, Agency Invoice Submitters, and ETDM District Coordinators as part of the Agency On-line Invoicing System. Depending on the user's role, links to specific tools are provided. The menu options shown below are those available to Agency Invoice Submitters.



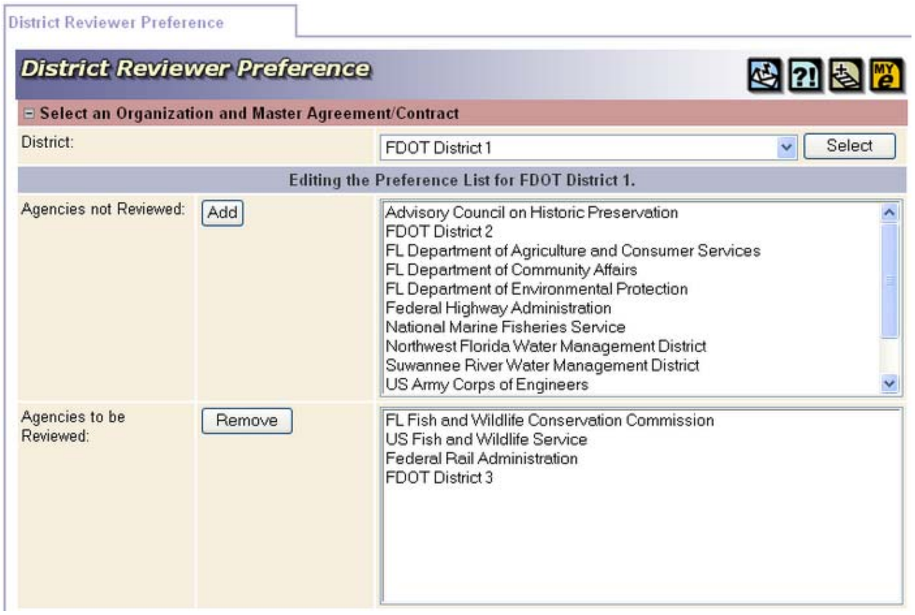
3.1.7.1 *District Reviewer Preference (New 05/15/2008)*

The District ETDM Coordinator uses the District Reviewer Preference tool to identify agencies for which the District wishes to review invoices. The tool presents the District ETDM Coordinator with a list of agencies that are members of that District's ETAT, and allows the District ETDM Coordinator to select agencies for which the District wishes to review invoices.

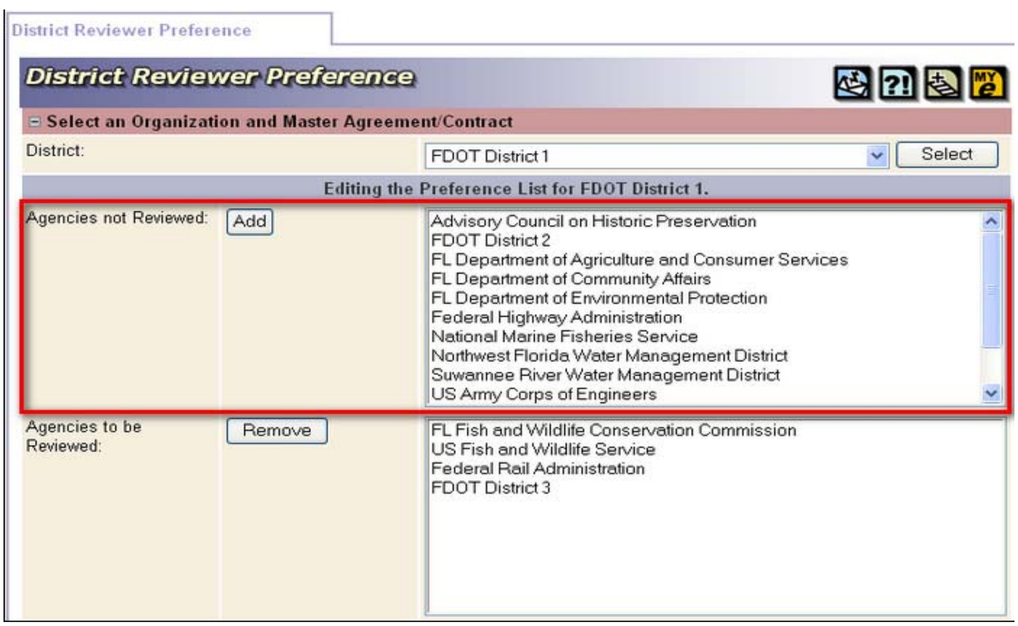
In the **Tools** menu, point to **Agency Invoices**, and then click **Reviewer Preference**.



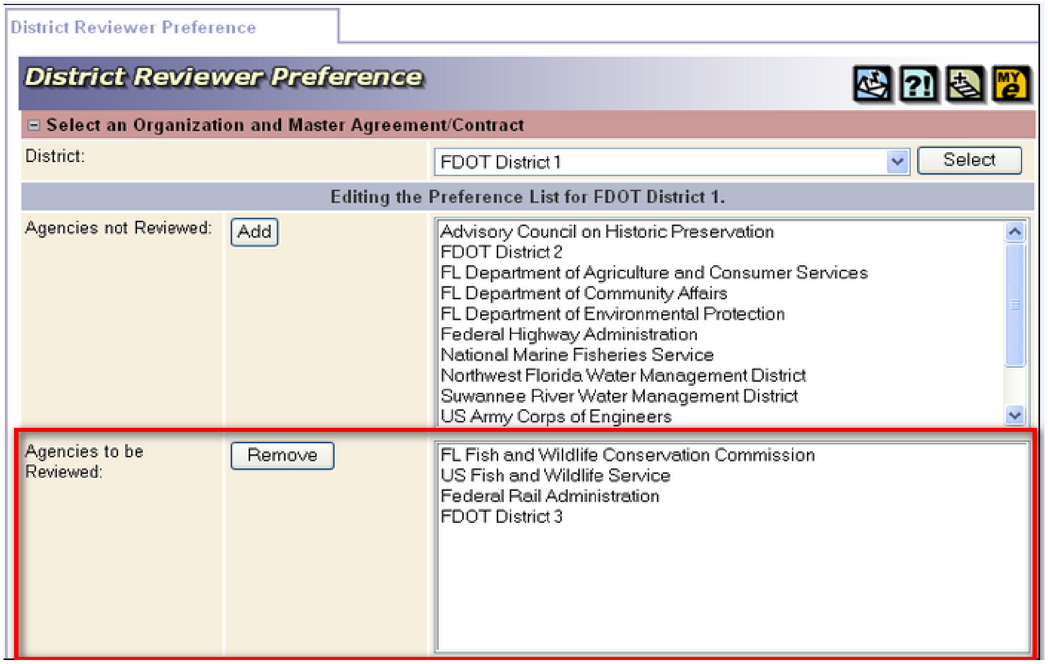
The form opens and displays the FDOT District associated with the District ETDM Coordinator (District 3 in the example), and displays a list of ETAT agencies associated with the FDOT District (**Agencies not Reviewed**) and a list of previously selected agencies (**Agencies to be Reviewed**), if any.



To add an agency to the District Reviewer Preference list, the District ETDM Coordinator highlights the agency name, and then clicks **Add**.



The agency name will be displayed in the **Agencies to be reviewed** field, as shown in the next illustration.

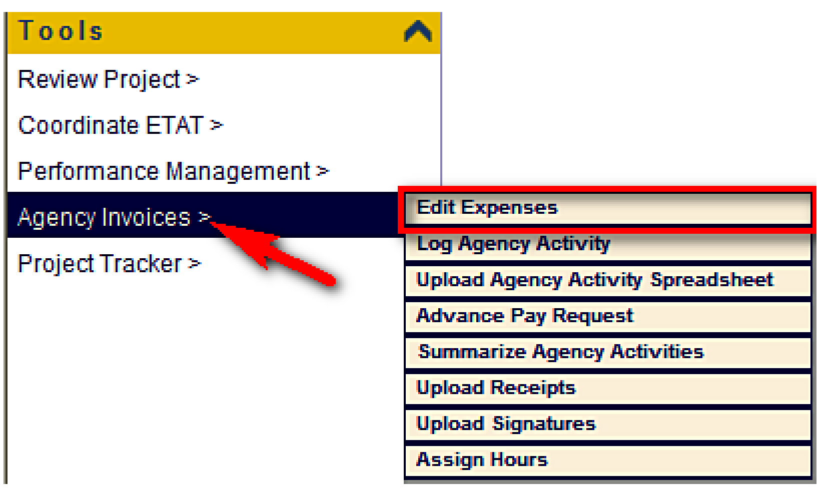


To remove an agency from the Preference List, the District ETDM Coordinator clicks on the name of the agency in the **Agencies to be Reviewed** field, and then clicks **Remove**.

3.1.7.2 *Edit Expenses (Updated 06/27/2008)*

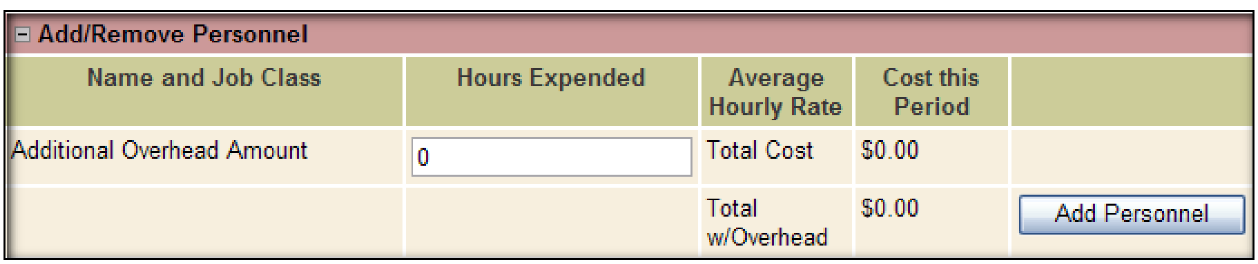
The Agency Invoice Submitter uses the **Edit Expenses** tool to provide information needed to complete the schedules and summary sheet for an invoice. In an Advance Pay this would be called current reporting dates and in a Reimbursable it is the invoicing period.

In the **Tools** menu, point to **Agency Invoices**, and then click **Edit Expenses**.



The form that opens will be populated with information related to the user name used to log on to the EST. The form accessed using the **Edit Expenses** tool is the same form provided on the **Edit Expenses** screen of the **Prepare Invoice** wizard. In the example shown below, the user name for a Northwest Florida Water Management District Agency Invoice Submitter was used. (The information shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices.)

The Agency Invoice Submitter selects an agreement from the **Agreement** pull-down menu. If entering information about an unsubmitted invoice, the Agency Invoice Submitter selects an invoice from the **Invoice** pull-down menu, and then clicks the **Load** button. The form will be populated with information related to the selected invoice.



If entering information for a new invoice, the Agency Invoice submitter enters the **Invoicing Period End date** by either typing in the date (in **mm/dd/yyyy** format) or selecting the date from a calendar by clicking the icon.

The next portion of the **Edit Expenses** form is used to enter or edit personnel costs for the invoicing period. The Agency Invoice Submitter clicks **Add Personnel** to begin completing or editing this part of the form.

If a previously saved draft invoice is being edited, the Agency Invoice Submitter clicks on the field that needs to be edited, and enters the new information. When information is being added for a new invoice, the Agency Invoice Submitter clicks **Add Personnel**, a line is added to the form where the person's name and job classification, number of hours worked during the invoicing period, average hourly rate, an additional overhead amount, or the overhead percentage are entered.

⊟ Add/Remove Personnel				
Name and Job Class	Hours Expended	Average Hourly Rate	Cost this Period	
Additional Overhead Amount	0	Total Cost	$0.00	
		Total w/Overhead	$0.00	Add Personnel

As the Agency Invoice Submitter types each number, the **Cost this Period** is automatically calculated. The Invoice Submitter clicks **Add Personnel** to add additional personnel. Entries for personnel charges must have a unique identifier.

⊟ Add/Remove Personnel				
Name and Job Class	Hours Expended	Average Hourly Rate	Cost this Period	
Miscellaneous	0	0	$0.00	Remove
Additional Overhead Amount	0	Total Cost	$0.00	
		Total w/Overhead	$0.00	Add Personnel

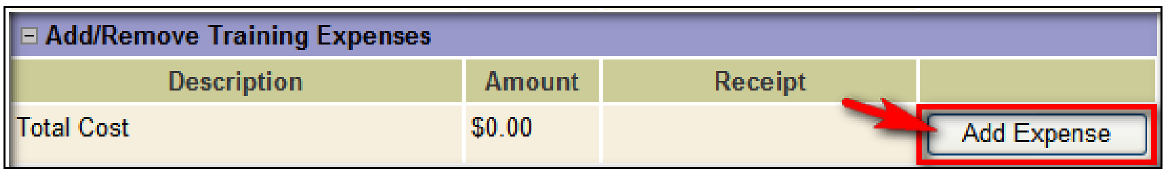
If entering a person and job class more than once, each Name and Job Class entry must include a unique identifier (for example AAI for the first entry, AAIb for the second entry, and so forth). The Agency Invoice Submitter should note that all fields must contain data, so if you add a line that is not going to be used, you must delete that line before finalizing and submitting the invoice. To delete a line, the Agency Invoice Submitter clicks the **Remove** button next to the line. The Agency Invoice Submitter also clicks the **Remove** button to delete personnel charges that were previously entered and are not to be included in the invoice (prior to finalizing and submitting the invoice).

Once the Agency Invoice Submitter completes the Personnel Expense portion of the form, the Agency Invoice Submitter moves on to the Travel Expenses portion of the form. The Travel Expenses portion of the form is used to enter or edit travel expenses for the invoicing period. If editing previously entered Travel Expenses, the Agency Invoice Submitter clicks on the field that needs to be edited, and enters the new information. If entering Travel Expenses for a new invoice, the Agency Invoice Submitter clicks the **Add Expense** button to begin. When the Agency Invoice Submitter clicks the **Add Expense** button, a line will be added to the form, as shown below, where a description of the travel expense and the amount are entered. Note that an image of the receipt for each travel expense amount must be uploaded into the database (using the **Upload Receipts** tool) before an invoice can be finalized and submitted. Instructions for uploading a receipt are discussed in Section 3.1.7.9.

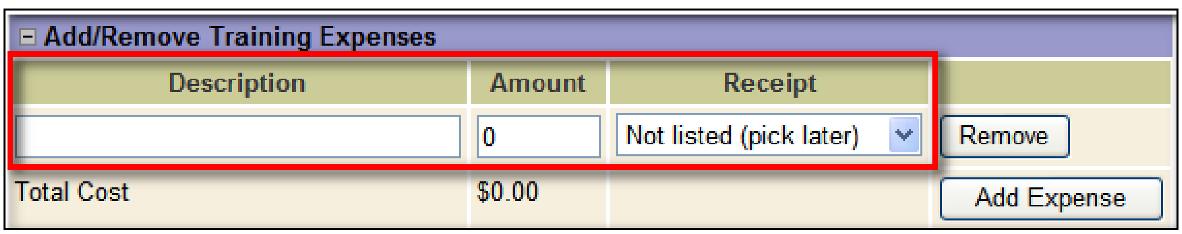
⊟ Add/Remove Travel Expenses			
Description	Amount	Receipt	
	0	Not listed (pick later)	Remove
Total Cost	$0.00		Add Expense

The Agency Invoice Submitter clicks the **Add Expense** button again to add additional travel expenses. Note that entries in the travel expense Description field must be unique. If an employee has more than one travel expense for the invoice period, each entry must include a unique identifier (for example, Smith 01-04-06, Smith 02-01-06, and so forth). The Agency Invoice Submitter should note that all fields must contain data, so if you add a line that is not going to be used, you must delete that line before finalizing and submitting the invoice. To delete a line, the Agency Invoice Submitter clicks the **Remove** button next to the line. The Agency Invoice Submitter also clicks the **Remove** button to delete expenses that were previously entered and are not to be included in the invoice (prior to finalizing and submitting the invoice).

After the Agency Invoice Submitter completes the **Travel Expense** portion of the form, the Agency Invoice Submitter moves on to the **Training Expenses** portion of the form. The **Training Expenses** portion of the form is used to enter or edit training expenses for the invoicing period. If editing previously entered Training Expenses, the Agency Invoice Submitter clicks on the field that needs to be edited, and enters the new information. If entering Training Expenses for a new invoice, the Agency Invoice Submitter clicks the **Add Expense** button to begin this portion of the form.



When the Agency Invoice Submitter clicks the **Add Expense** button, a line will be added to the form, as shown in the next illustration, where a **Description** of the travel expense and the **Amount** are entered.

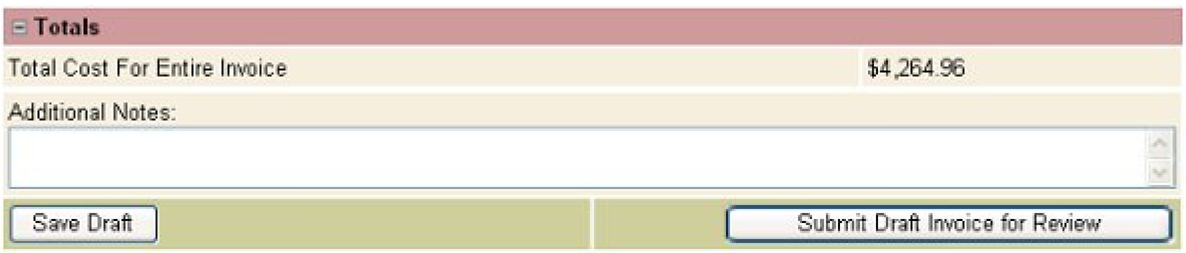


Note that entries in the training expense **Description** field must be unique. If an employee has more than one training expense for the invoice period, each entry must include a unique identifier (for example, Smith 01-04-06, Smith 02-01-06, and so forth). The Agency Invoice Submitter should note that all fields must contain data, so if you add a line that is not going to be used, you must delete that line before finalizing and submitting the invoice. To delete a line, the Agency Invoice Submitter clicks the **Remove** button next to the line. The Agency Invoice Submitter also clicks the **Remove** button to delete expenses that were previously entered and are not to be included in the invoice (prior to finalizing and submitting the invoice).

The next portion of the **Edit Expenses** form is used to enter or edit other expenses for the invoicing period. If editing previously entered Other Expenses, the Agency Invoice Submitter clicks on the field that needs to be edited, and enters the new information. If entering Other Expenses for a new invoice, the Agency Invoice Submitter clicks the **Add Expense** button to begin this portion of the form. When the Agency Invoice Submitter clicks the **Add Expense** button, a line will be added to the form, as shown here, where a description of the expense and the amount are entered. The Agency Invoice Submitter should note that an image of the receipt for each expense amount must be uploaded into the database (using the **Upload Receipts** tool) before an invoice can be finalized and submitted. The Agency Invoice Submitter clicks the **Add Expense button** again to add additional expenses. Note that entries in the other expenses Description field must be unique. If an employee has more than one Other Expense for the invoice period, each entry must include a unique identifier (for example, Smith 01-04-06-Supplies, Smith 02-01-06-Supplies, and so forth).

The Agency Invoice Submitter should note that all fields must contain data, so if you add a line that is not going to be used, you must delete that line before finalizing and submitting the invoice. To delete a line, the Agency Invoice Submitter clicks the **Remove** button next to the line. The Agency Invoice Submitter also clicks the **Remove** button to delete expenses that were previously entered and are not to be included in the invoice (prior to finalizing and submitting the invoice). In the example shown, a description of the expense and amount would need to be entered before saving the draft invoice.

The final portion of the **Edit Expenses** form displays the total cost for the invoice being prepared. This total cost is automatically calculated based on the amounts entered for personnel, travel, training, and/or other expenses. A text box is also provided for adding additional notes. The Agency Invoice Submitter clicks **Save Draft**. (Note that the Agency Invoice Submitter can use the **Save Draft** button at any time when entering expenses. This allows the Agency Invoice Submitter to return to the invoice at a later time without having to re-enter expense information.) The draft invoice can be added to or changed at any point prior to submittal. After the Agency Invoice Submitter saves the draft invoice, the Agency Invoice Submitter can submit the invoice by clicking **Submit Draft Invoice for Review.** However, it should be noted that the other invoice components (summary of agency activities and uploaded receipts) should be entered into the database before submitting the invoice. Section 3.1.7.7 describes how to summarize agency activities for the invoicing period.



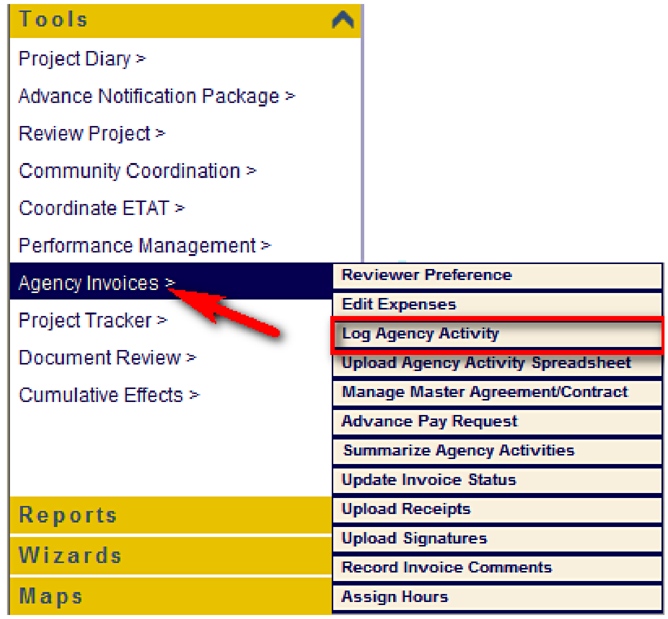
When the Invoice Submitter clicks the **Submit Draft Invoice for Review** button, the **View/Submit Invoice** screen opens. This screen displays the **Payment Tracking Report** for the invoice. The Payment Tracking Record includes a summary of the agreement information pertaining to the invoice, followed by the completed **Schedule A-1** (Salary Costs), **Schedule A-2** (Hours Assignments), **Schedule E-1** (Reimbursable Direct Expense – Travel), **Schedule E-2** (Reimbursable Direct Expense – Training), and **Schedule E-3** (Reimbursable Direct Expense – Other) forms, reflecting the information entered using the **Edit Expenses** tool. The screen also includes the **Agency Activity Report**, which includes information entered using the **Summarize Agency Activities** tool and the **Log Agency Activity** tool (if applicable). The **Summarize Agency Activities** tool and the **Log Agency Activity** tool are discussed in Sections 3.1.7.7 and 3.1.7.3, respectively. The Invoice Submitter should note that the Agency Activity Report must be submitted prior to finalizing the draft invoice.

If the draft invoice is complete, the Agency Invoice Submitter enters the appropriate password, and then clicks **Submit Invoice.**

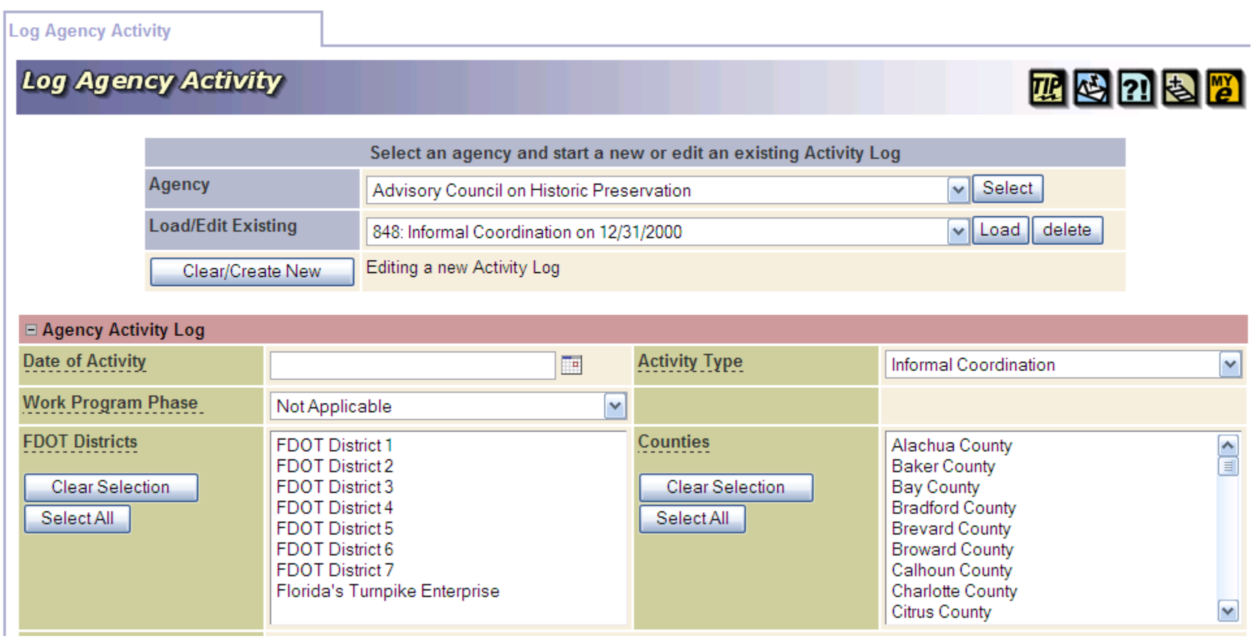
3.1.7.3 *Log Agency Activity (Updated 06/27/2008)*

The **Log Agency Activity** tool is used to provide details about agency activities that are not recorded in the EST. These may include activities such as meetings, technical support of non-ETDM projects, and permit coordination. The activities may be entered at any time by any of the agency ETAT representatives. Each agency activity is logged individually. The Agency Invoice Submitter also uses this tool to edit Activity Logs previously submitted via the EST.

In the **Tools** menu, point to **Agency Invoices**, and then click **Log Agency Activity**.



The form that opens comprises two sections: The first section contains pull-down menus for selecting an agency and selecting and loading an existing Activity Log. It also includes a button for clearing the form and creating a new Activity Log.

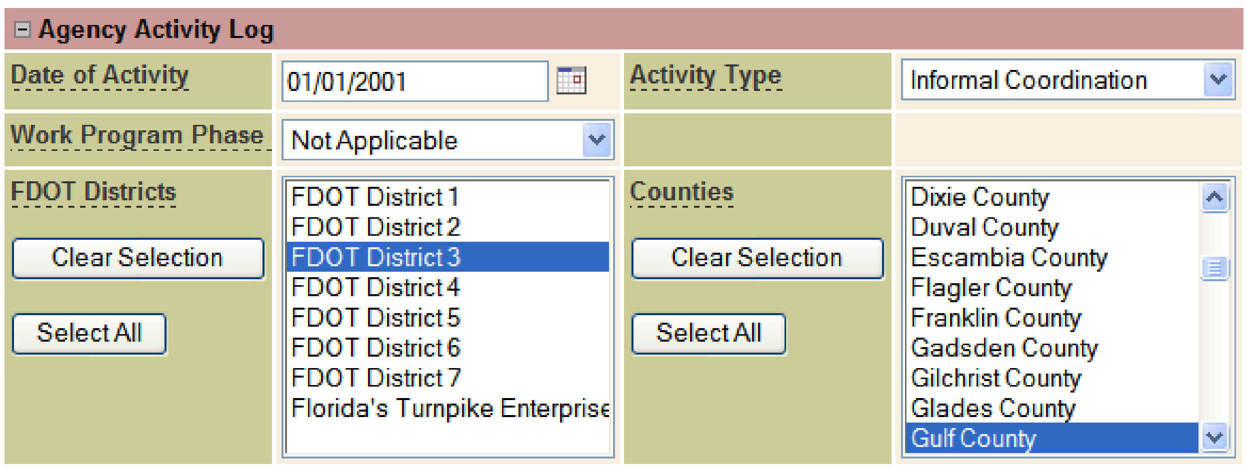


The Agency Invoice Submitter selects an agency using the **Agency** pull-down menu. The form will be populated with a list of Activity Logs using the EST. The Agency Invoice Submitter then selects an existing Activity Log to be edited from the pull-down menu, or proceeds to the second portion of the form to add a new Activity Log.

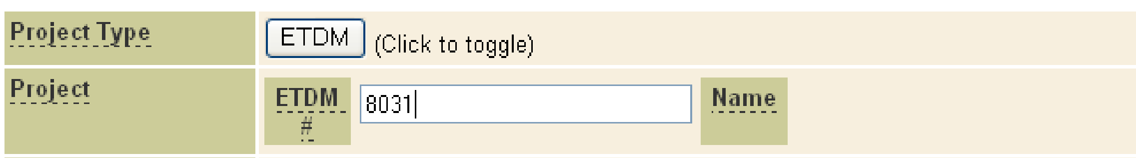
To edit an existing Agency Activity Log, the Agency Invoice Submitter selects the Activity Log from the pull-down menu at the top of the form, then clicks the **Load** button. The form will be populated with information for the selected Activity Log. The Agency Invoice Submitter makes changes using the pull-down menus and textboxes, then clicks **Save**. The Agency Invoice Submitter can then use the **Clear/Create New** button to clear the form and select and edit another existing Activity Log or create a new Activity Log.

The Agency Invoice Submitter first enters the date of the activity by either typing in the date (in **mm/dd/yyyy** format) or selecting the date from a calendar. To select the date from a calendar, the Agency Invoice Submitter clicks the icon.

The Agency Invoice Submitter then uses the pull-down menus to select **Activity Type**, **Work Program Phase**, **FDOT Districts**, and **Counties**.

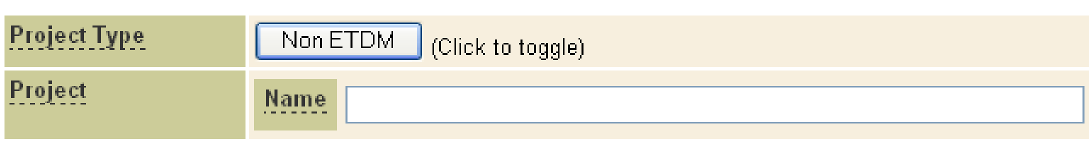


If the activity is related to an ETDM project, the Agency Invoice Submitter types the ETDM project number in the **Project/ETDM** # field.

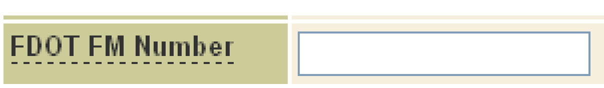


If the activity is not directly related to an ETDM project, click the **ETDM** button to toggle to **Non ETDM**.

The EST displays the **Non ETDM** button. Type the project name in the **Project/Name** field.

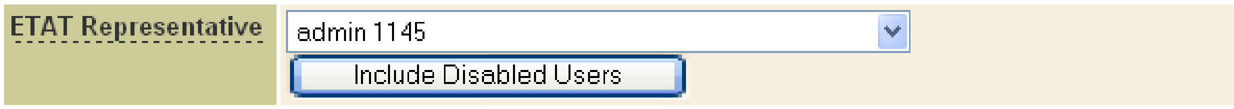


In the **FDOT FM Number** field, type the FDOT Number.

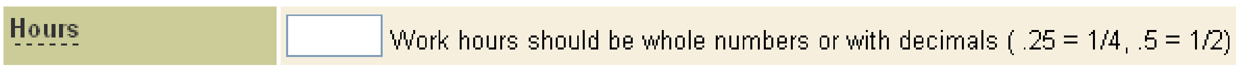


In the **ETAT Representative** field, click the drop-down arrow and select the ETAT Representative who performed the activity.

Note: The list only displays active EST users within the agency. Click **Include Disabled Users** to include past users who are no longer active EST users in the agency.



In the **Hours** field, enter the number of hours associated with the activity.



Next, the Agency Invoice Submitter uses the **Activity Description** textbox to type in a brief text description of the activity being logged. The Agency Invoice Submitter uses the **Results or Anticipated Actions** textbox to describe any actions taken by FDOT or the agency as a result of the activity or any actions anticipated.

The Agency Invoice Submitter clicks the **Save** button to save the information entered.

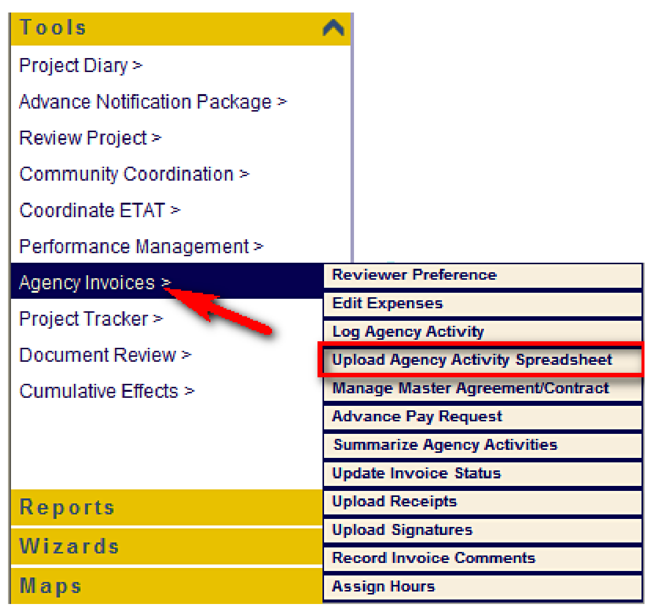
3.1.7.4 *Agency Activities: Batch Uploader (New 06/30/2010)*

The **Agency Activities: Batch Uploader** function in the Environmental Screening Tool (EST) **Tools** menu displays a form that enables you to upload an Excel spreadsheet detailing agency activities that are not recorded in the EST. These may include activities such as meetings, technical support of non-ETDM projects, and permit coordination. The activities may be entered at any time by any of the agency Environmental Technical Advisory Team (ETAT) representatives.

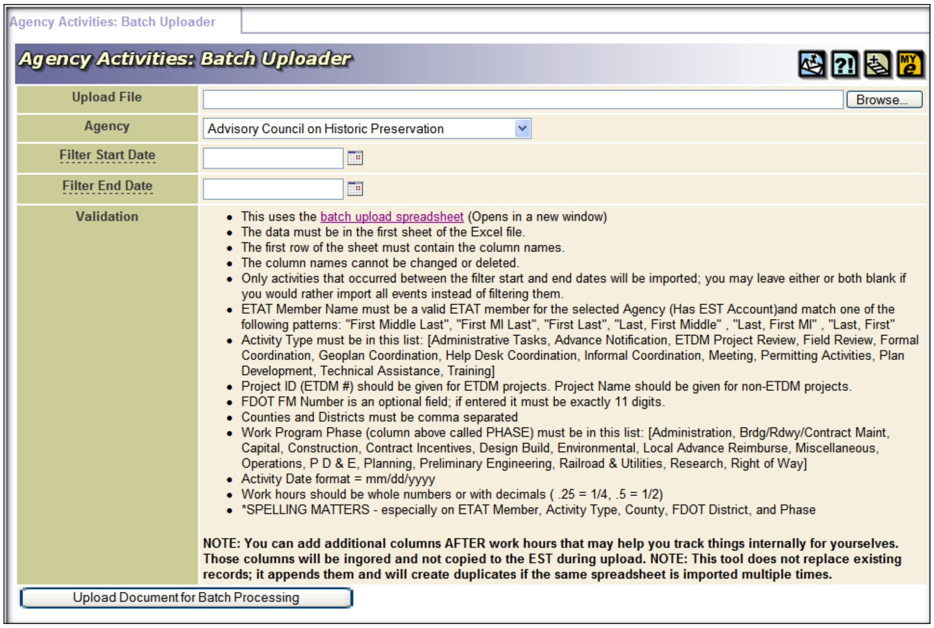
You can enter multiple activities at one time, with the option to select and upload logged activities by date range.

Using the Agency Activities Batch Uploader:

1. On the **Tools** menu, point to **Agency Invoices**, and then click **Upload Agency Activity Spreadsheet**.



The **Agency Activities: Batch Uploader** window opens as a tabbed page, displaying a page toolbar, and a form for uploading the Agency Activity spreadsheet.



Tip! Click on the toolbar icons to:

Send feedback about the current page.

Access online **Help**.

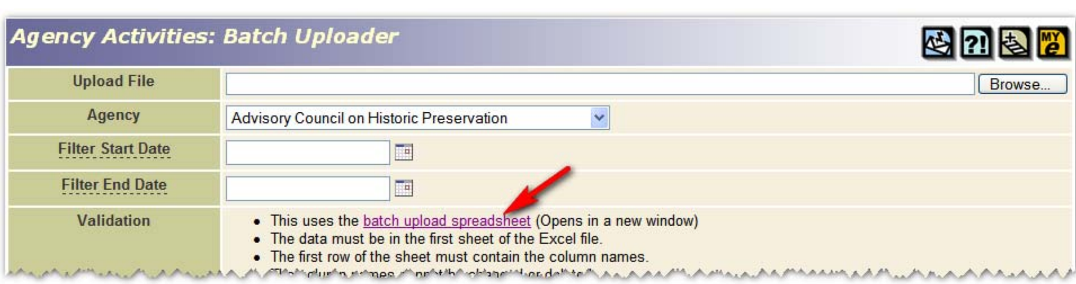
Bookmark the page.

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

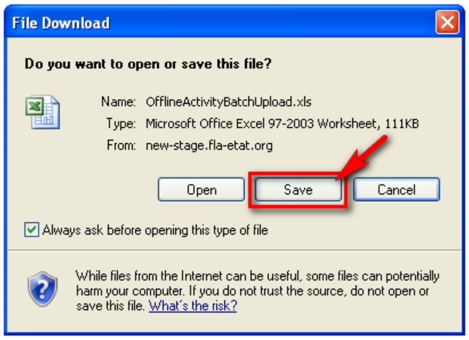
For additional information about using the EST page toolbar buttons, refer to Chapter 2.8 of the EST Handbook.

2. Click the **batch upload spreadsheet** link to download a blank **Excel** spreadsheet from the EST database.

Tip! You can also download the spreadsheet from the ETDM Library.

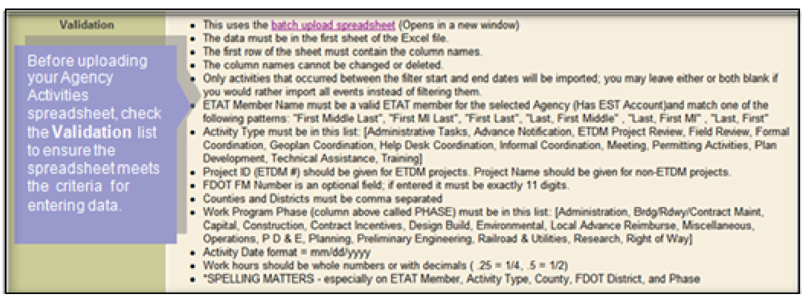


3. A **File Download** dialog box appears asking you to **Open** or **Save** the spreadsheet. Click **Save** to download the spreadsheet to your computer.

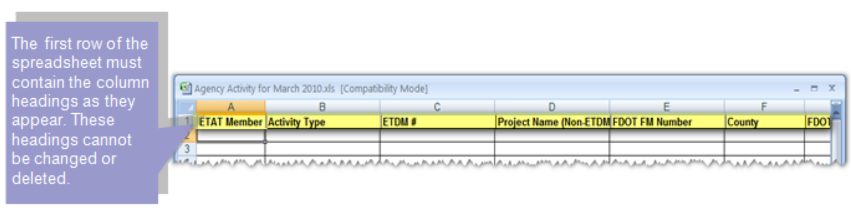


4. Navigate to and click the saved file to open it. The spreadsheet opens as a separate **Microsoft Excel** window.

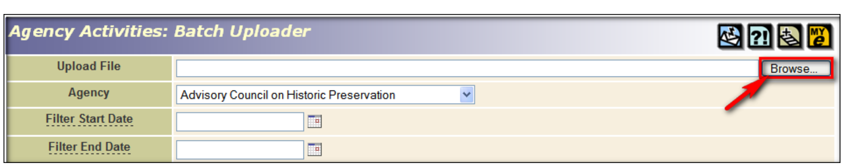
5. Check the **Validation** list on the **Agency Activities: Batch Uploader** window before logging the activities into the spreadsheet. The data must be correct and follow the format criteria detailed in the list.



Note: The data must be in the first sheet of the **Excel** file. The first row of the spreadsheet must contain the column headings as they appear (see next illustration). These headings cannot be changed or deleted.



6. After you have logged the information into the spreadsheet and saved the file on your computer, click the **Browse** button next to the **Upload File** field to navigate to and upload the spreadsheet.

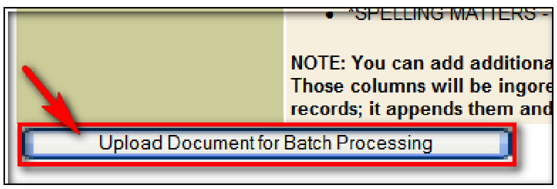


7. Do the following:

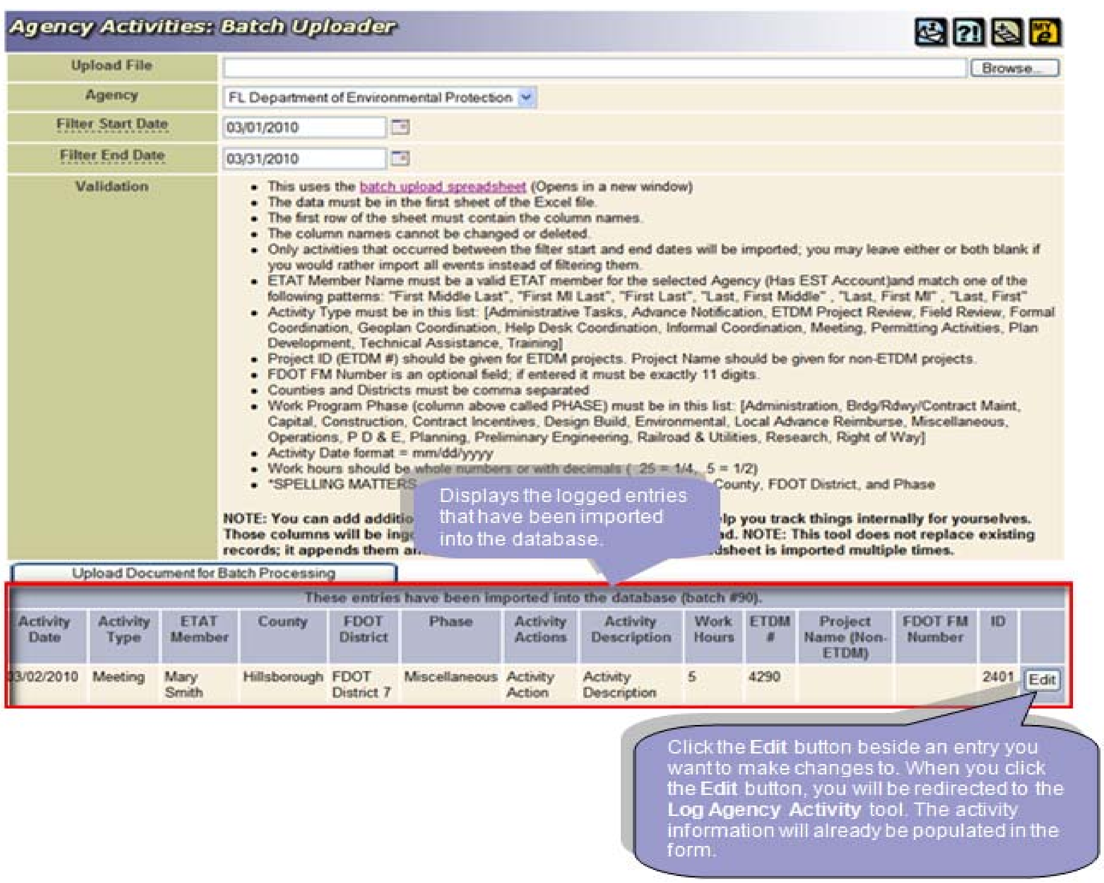
- In the **Agency** field, click the drop-down arrow, , and select the agency you are logging the activities for.
- In the **Filter Start Date** and **Filter End Date** fields, type the date range to select the activities to be uploaded.

Tip! Type the date using the **mm/dd/yyyy** format. You can also click the calendar icon, , and select a date. Only activities that occurred between the filter **Start** and **End** dates will be imported; you must leave one or both of these fields blank if you would rather import all events instead of filtering them.

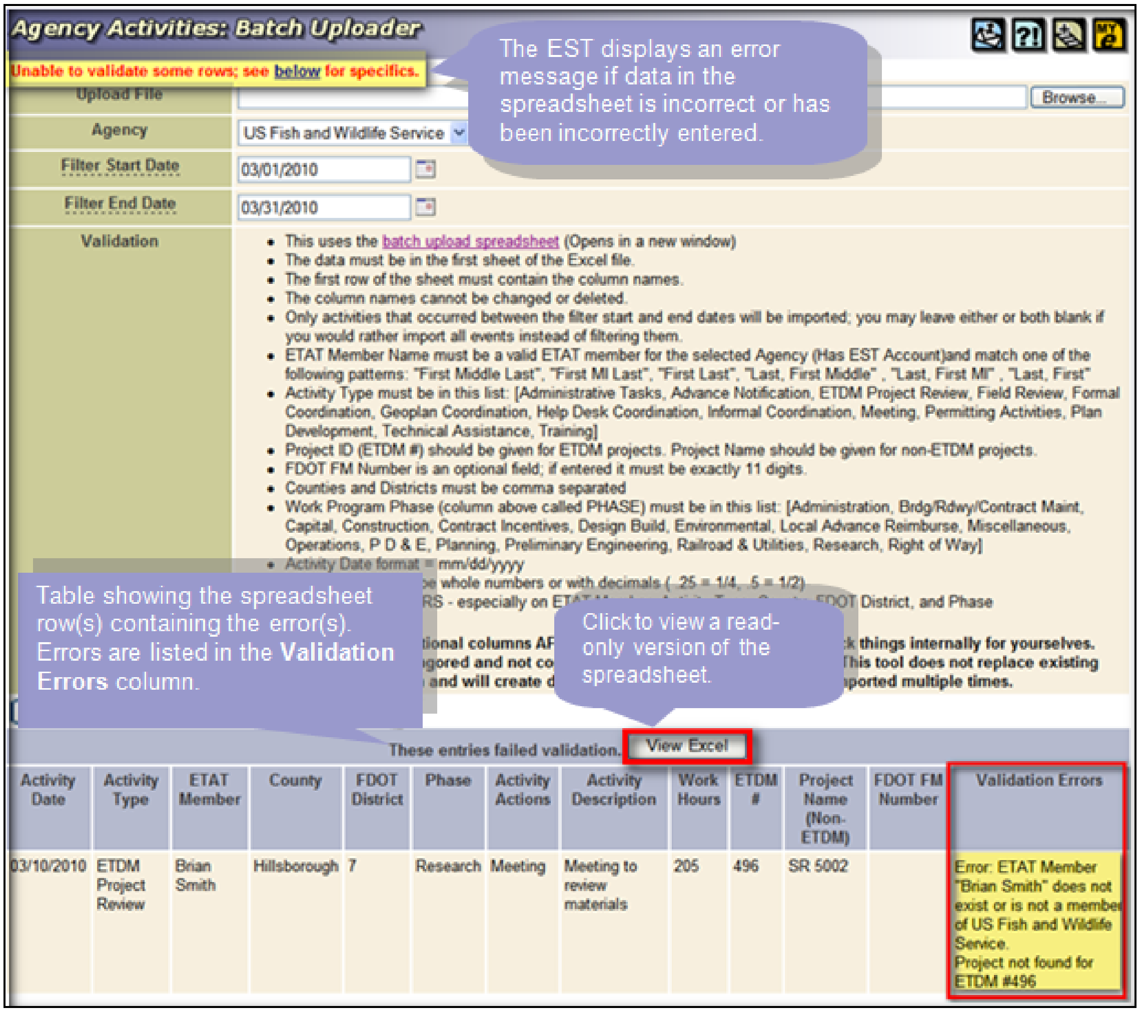
8. Click **Upload Document for Batch Processing**.



The **Agency Activities: Batch Uploader** window refreshes and displays the activities that have been imported into the database.



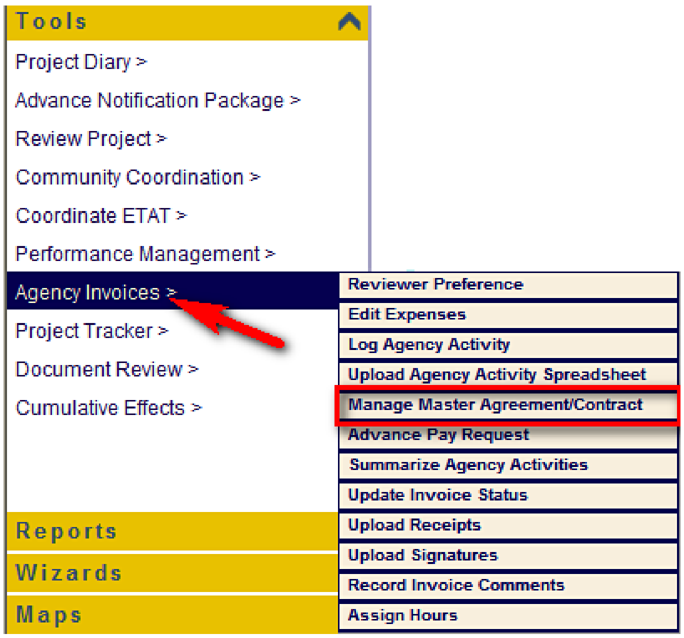
Note: If there is incorrect data or if data has been logged incorrectly, the EST will display a validation error message, along with the errors, and a **View Excel** button to access a read-only view of the entire spreadsheet. The next illustration displays the **Agency Activities Batch Uploader** window with an error message.



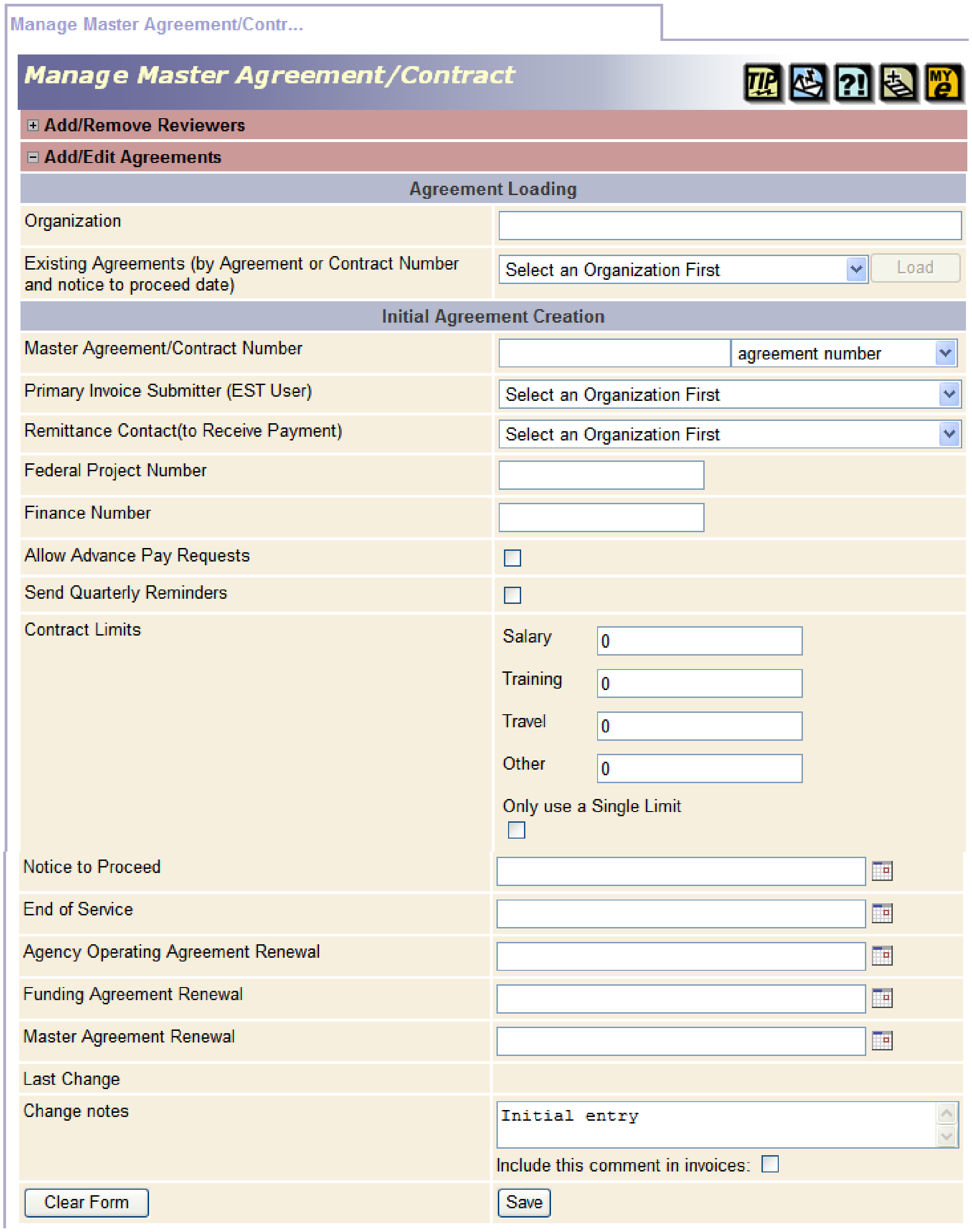
3.1.7.5 *Manage Master Agreement/Contract (Updated 06/27/2008)*

When a new agreement between FDOT and a participating agency is executed, the Invoice Administrator logs onto the EST and enters basic setup information into the database to describe the agreement. This information is then used on the forms and reports associated with the invoice package. In addition, if any changes are made to an existing agreement, the Invoice Administrator updates the database prior to the next invoicing cycle.

In the **Tools** menu, point to **Agency Invoices**, and then click **Master Agreement/Contract**.



The form that opens has two main functions: **Add/Remove Reviewers** and **Add/Edit Agreement**.



Manage Master Agreement/Contr...

Manage Master Agreement/Contract

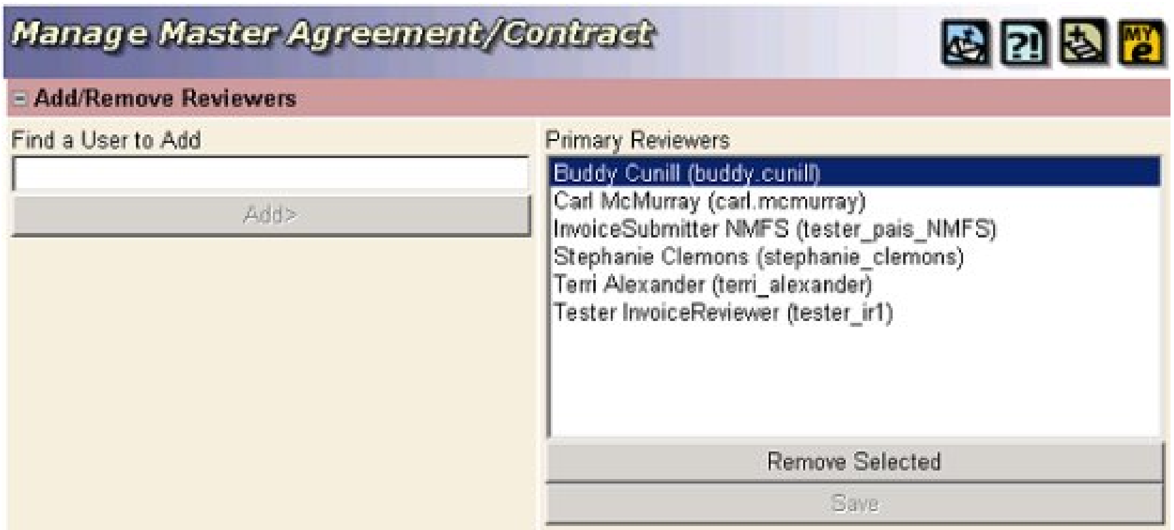
⊞ Add/Remove Reviewers

⊟ Add/Edit Agreements

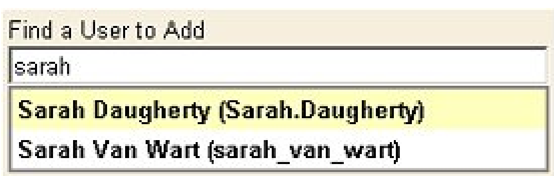
Agreement Loading	
Organization	
Existing Agreements (by Agreement or Contract Number and notice to proceed date)	Select an Organization First · Load

Initial Agreement Creation	
Master Agreement/Contract Number	agreement number
Primary Invoice Submitter (EST User)	Select an Organization First
Remittance Contact(to Receive Payment)	Select an Organization First
Federal Project Number	
Finance Number	
Allow Advance Pay Requests	☐
Send Quarterly Reminders	☐
Contract Limits	Salary 0 Training 0 Travel 0 Other 0 Only use a Single Limit ☐
Notice to Proceed	
End of Service	
Agency Operating Agreement Renewal	
Funding Agreement Renewal	
Master Agreement Renewal	
Last Change	
Change notes	Initial entry Include this comment in invoices: ☐
Clear Form	Save

The **Add/Remove Reviewers** function is used to add or remove EST users who are responsible for reviewing draft invoices and submitting comments to the Invoice Administrator.



To add a reviewer, type the user's name (or portion of the name) in the text box under "Find a User to Add." The user's name and log-in identification will be extracted from the database and displayed, as shown in the next illustration.

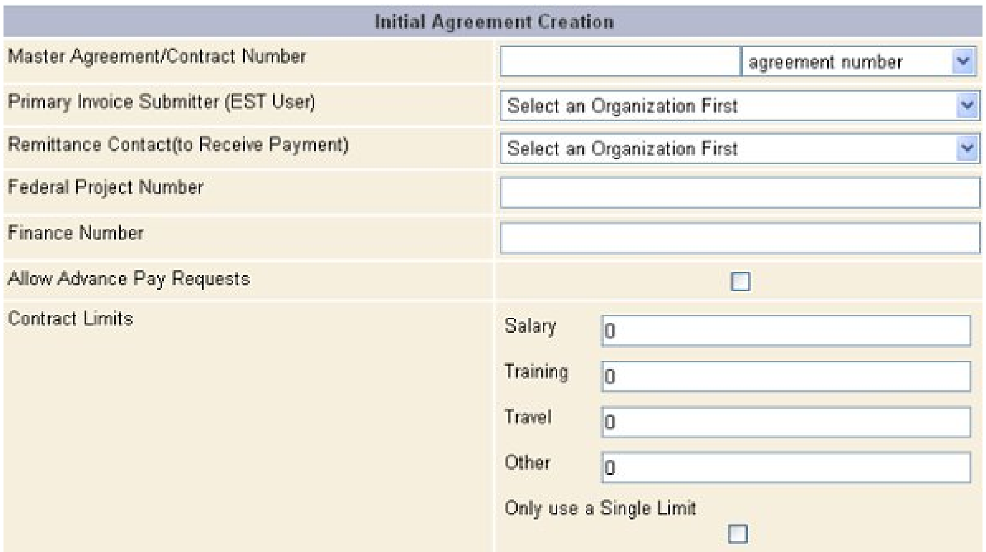


Click on the user name/log-in identification, and then click 

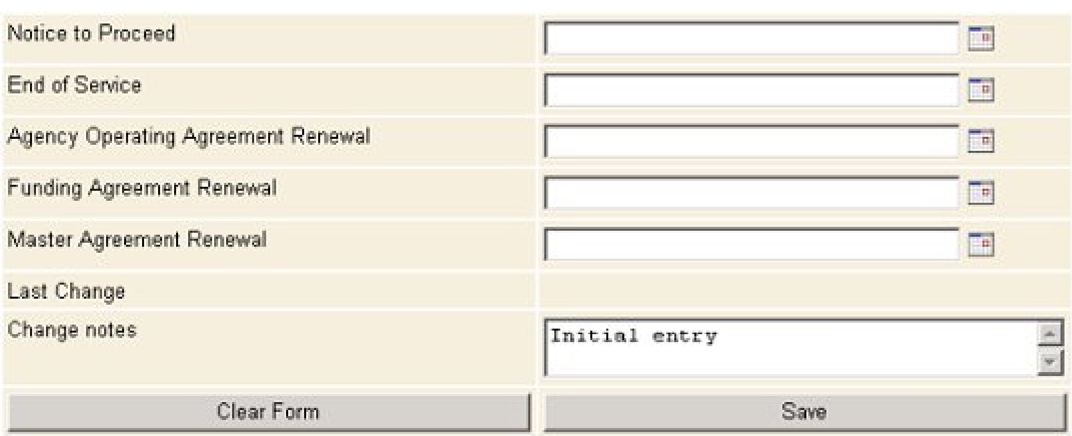
. The user will be added to the list of "Primary Reviewers." Click "Save" to add this change to the database. To remove a reviewer, click on the reviewer's name under "Primary Reviewers," then click "Remove Selected." When finished, click "Save."

To add an agreement or contract to the database, scroll down to the Add/Edit Master Agreement portion of the form. First, type in your agency name (or a portion of the name) in the "Organization" text box under "Agreement Loading." In the example shown below, "FL Department of State" was typed in. If there are existing agreements for your agency in the database, they will be listed in the "Existing Agreements" pull-down menu. Check this list to confirm that the agreement or contract you want to enter is not already in the database.

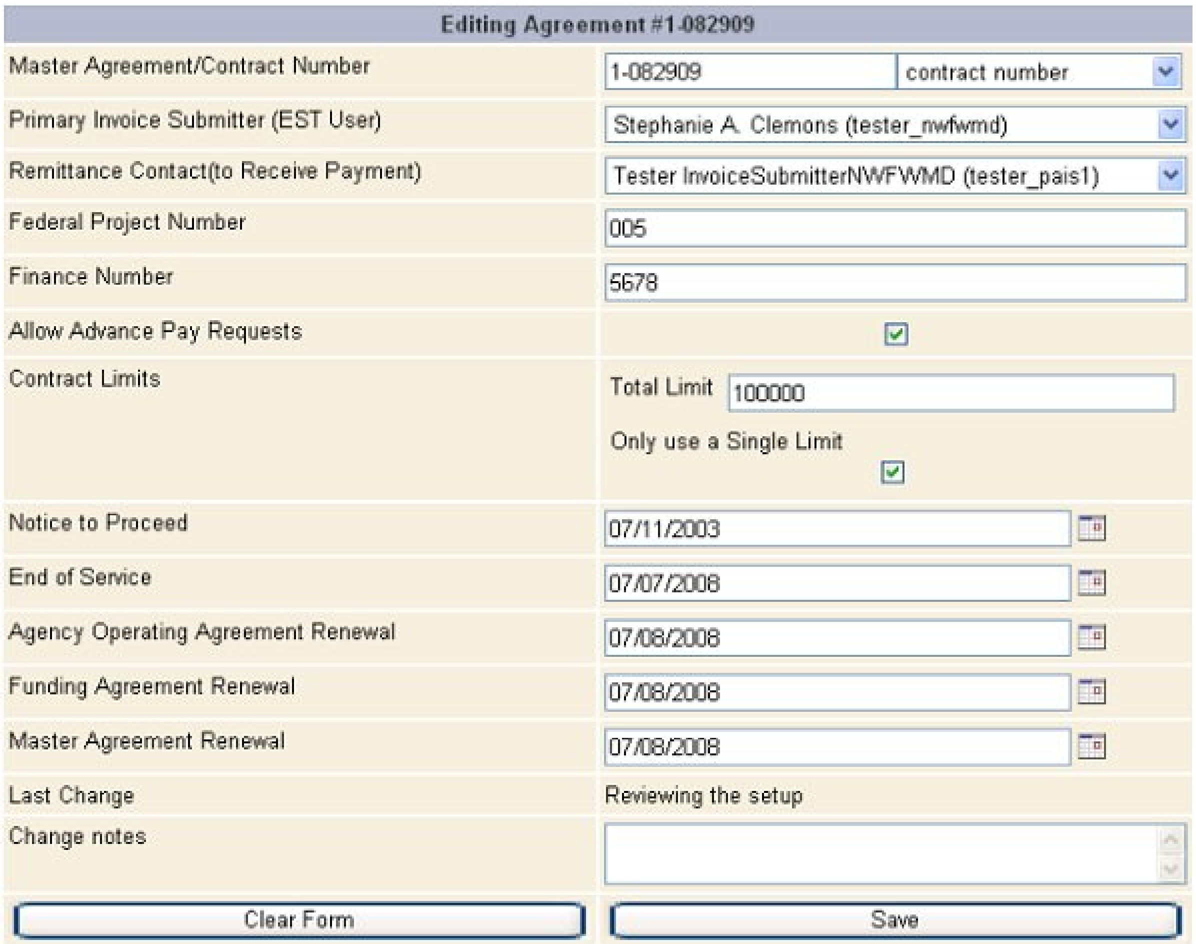
If the agreement to be entered is not listed, use the “Initial Agreement Creation” portion of the screen to enter information about the new agreement. First, type in the agreement or contract number, then select “agreement number” or “contract number” from the pull-down menu. Then select the Primary Invoice Submitter and Remittance Contact person for the agreement/contract from the pull-down menus. Type in the contract limits for salary, training, travel, and other expenses, or check the “Only use a Single Limit” check box and enter the single limit total.. If advance payments are authorized by the agreement, click the Allow Advance Pay Requests check box.



To add the dates for Notice to Proceed, End of Service, Agency Operating Agreement Renewal, Funding Agreement Renewal, and Master Agreement Renewal, either enter the dates in dd/mm/yyyy format or click on the icon to select the date from a calendar. When finished, click the “Save” button at the bottom of the form. The information will be added to the database. Any of the information can be revised (prior to clicking “Save”) by typing over the existing information or selecting different dates. Click the “Clear Form” button to remove all the information entered.



To edit information for an agreement or contract already stored in the database, type in the organization name, select the agreement from the "Existing Agreements" pull-down menu, then click the Load button. The information pertaining to the selected agreement will appear in the form, as shown below. Make changes by typing in the text boxes, or change the dates by typing in the new dates (in dd/mm/yyyy format) or by clicking on the icon and selecting the new date from a calendar. Add an explanation of the changes made by typing in the "Change notes" text box, or you can copy and paste information for this field from an existing document.



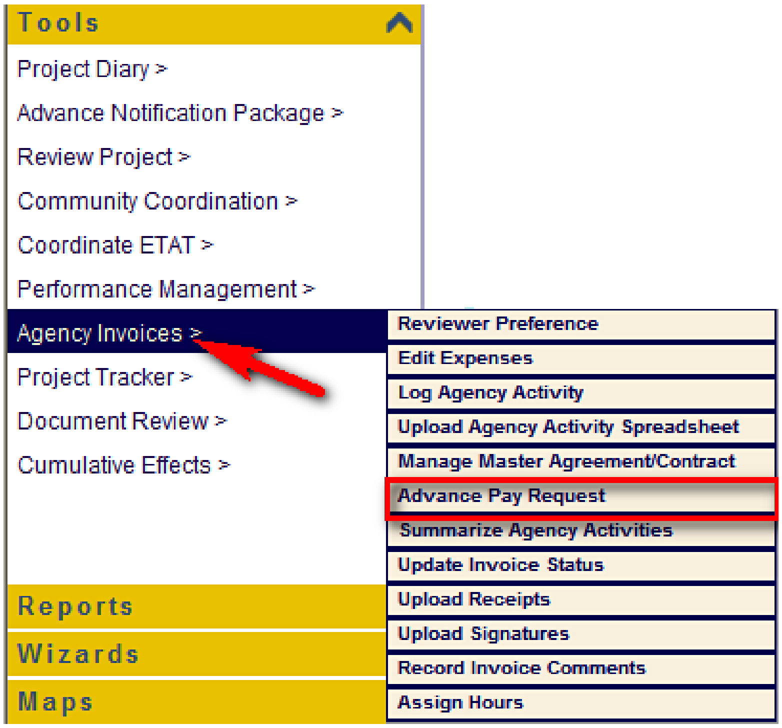
Editing Agreement #1-082909	
Master Agreement/Contract Number	1-082909 contract number
Primary Invoice Submitter (EST User)	Stephanie A. Clemons (tester_nwfwmd)
Remittance Contact(to Receive Payment)	Tester InvoiceSubmitterNWFWMD (tester_pais1)
Federal Project Number	005
Finance Number	5678
Allow Advance Pay Requests	☑
Contract Limits	Total Limit 100000 Only use a Single Limit ☑
Notice to Proceed	07/11/2003
End of Service	07/07/2008
Agency Operating Agreement Renewal	07/08/2008
Funding Agreement Renewal	07/08/2008
Master Agreement Renewal	07/08/2008
Last Change	Reviewing the setup
Change notes	
Clear Form	Save

When finished, click the "Save" button at the bottom of the form. The revised information will be added to the database. The "Clear Form" button can be used to remove all the information at any time prior to clicking "Save."

3.1.7.6 *Prepare Advance Pay Request (Updated 06/27/2008)*

Agencies that are authorized by their ETDM Agency Funding Agreement to receive advance payments can request those payments using the EST. The Agency Invoice Submitters within these agencies submit requests via the EST using the **Prepare Advance Pay Request** tool.

To use the **Prepare Advance Pay Request** tool, the Agency Invoice Submitter goes to the **Tools** menu, points to **Agency Invoices**, and then clicks **Advance Pay Request**.



The form that opens is divided into four sections: **Select an Organization, Master Agreement, and Invoice**; **Prepare Advance Pay Request**; **Compensation Elements**; and **Final Notes and Submitting**. The form will be populated with information related to the user name used to log on to the EST, and by default will display information for the last invoice viewed by that user. In the example shown below, the user name for a Northwest Florida Water Management District Agency Invoice Submitter was used. (The information shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices.)

The Agency Invoice Submitter begins by either loading the invoice highlighted in the Invoices pull-down menu, or selecting another invoice. To select a different invoice, first select an agreement using the **Existing Agreements** pull-down menu. If the Agency Invoice Submitter is requesting an advance payment for an unsubmitted invoice, the Agency Invoice Submitter selects the invoice from the **Unsubmitted Invoices** pull-down menu, then clicks the **Load** button. The form will be populated with information related to the selected invoice. If the Advance Pay Request is associated with a new invoice, the Agency Invoice Submitter enters the **Invoicing Period End date** by either typing in the date (in **mm/dd/yyyy** format) or selects the date from a calendar by clicking the icon, then clicks **Create New Invoice**.

The **Advance Payment Request** form that opens is automatically populated with information about the agreement. The Agency Invoice Submitter reviews the information shown in the **Prepare Advance Pay Request** portion of the form, and then proceeds to enter the compensation elements for the Advance Pay Request.

⊟ Prepare Advance Pay Request (pre-populated data)	
MA / Contract Number	1-082909
Address:	Address does not exist.
Federal Project No:	005
Financial No:	5678
Brief Task Description	See Attachment A (Project Report)

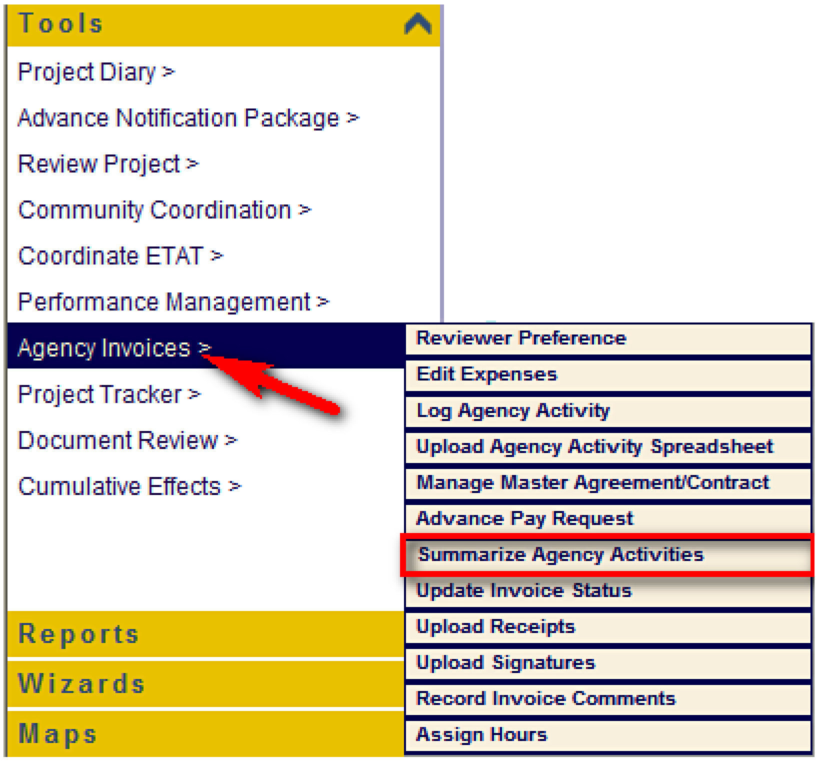
The Agency Invoice Submitter enters the amounts for compensation elements (labor and expenses being requested), and other notes, if desired. The Agency Invoice Submitter presses the tab key after entering the labor and expenses amounts, and clicks **Save** when finished.

⊟ Compensation Elements are as follows:		
Element Description	**Method of Compensation**	**Amount**
Labor	Direct Salary plus Overhead	0
Expenses	Actual Expenditures	0
	Amount of Advance Requested	$0.00

⊟ Final notes and submitting:	
Other notes	
Total Advances to Date (including this one): $1,754.00	Balance: $98,246.00
By submittal of this advance pay Request, the above named Agency certifiees that this is a reasonable estimate of the work to be performed as described in Attachment A (Project Report)	
	Save

3.1.7.7 *Summarize Agency Activities (Updated 06/27/2008)*

The **Summarize Agency Activities** tool is used by the Agency Invoice Submitter to enter information about agency activities for an invoicing period. It is also used to edit information previously entered. In the **Tools** menu, point to **Agency Invoices**, and then click **Summarize Agency Activities**.

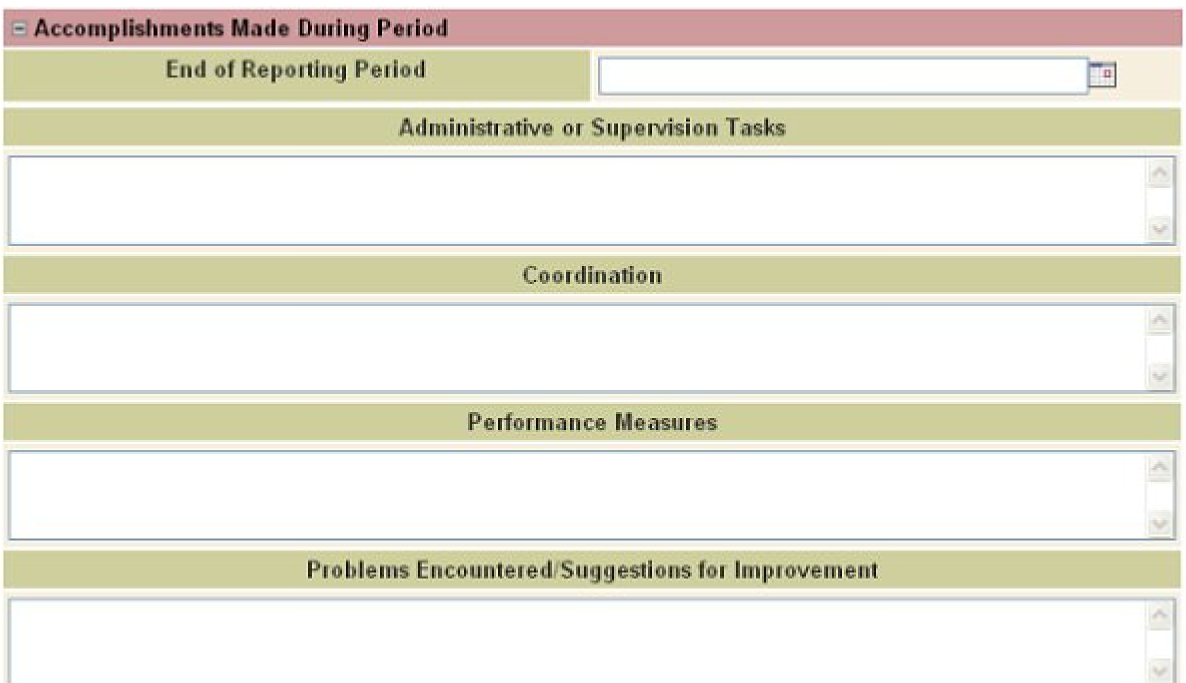


The form that opens will be populated with information related to the user name used to log on to the EST, and by default will display information for the last invoice viewed by that user. In the example shown below, the user name for a Northwest Florida Water Management District Agency Invoice Submitter was used. The information that is shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices.

Begin by either loading the invoice highlighted in the Invoices pull-down menu, or selecting another invoice. To select a different invoice, first select an agreement from the Existing Agreements pull-down menu. Then select an invoice from the "Load an unsubmitted invoice" pull-down menu, and click the Load button. The form will be populated with information related to the selected invoice. If entering information for a new invoice, enter the Invoicing Period End date by either typing in the date (in mm/dd/yyyy format) or selecting the date from a calendar by clicking the  icon. The new invoice number and ending date will be added to the Invoices pull-down menu. Select it, and then click the Load button.

The next portion of the form is used to enter or edit narrative about agency activities during the invoicing period, with separate sections for accomplishments made during the period, a summary of ETDM screening activities, and anticipated accomplishments for the next period, as shown in the example. Use the textboxes to enter a brief description of activities for each category, or edit the descriptions previously entered. Note that agencies authorized to receive Advance Payments can set a Reporting Period end date that is different from the Invoicing Period end date, by entering the date or using the calendar feature described above. The example shown below includes this option.

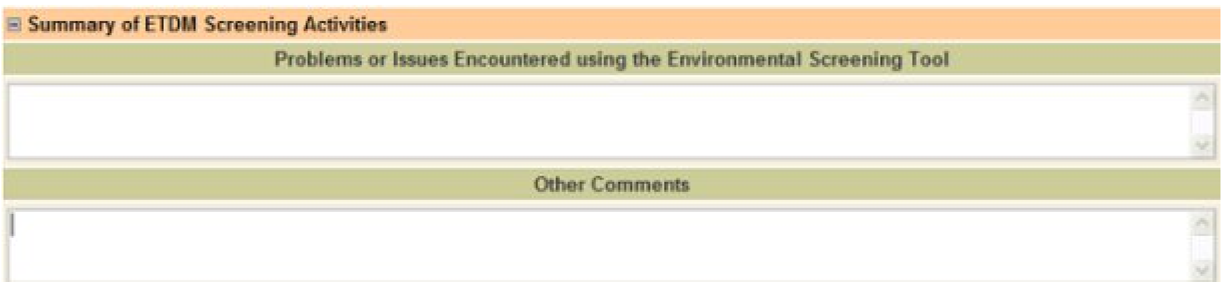
The first section is used to enter or edit information about accomplishments made during the invoicing (or reporting) period.



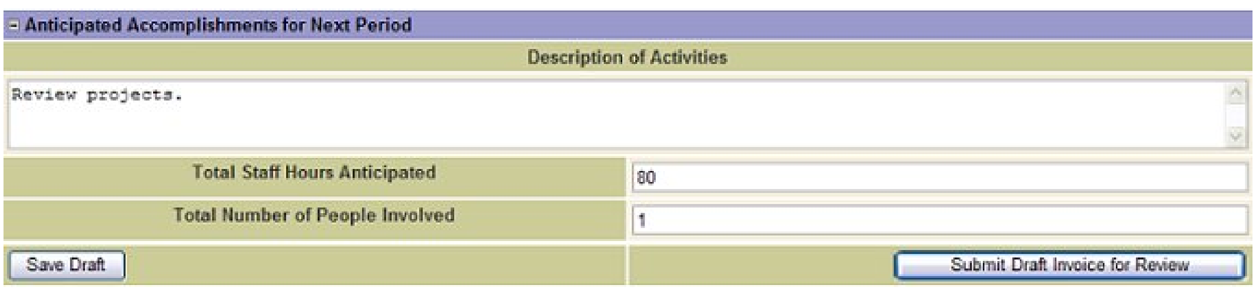
Following are guidelines for the information for each category under Accomplishments Made During Period:

- Administrative or Supervision Tasks – discuss management and/or supervision tasks performed during the period
- Coordination – discuss non-field interagency and FDOT coordination
- Performance Measures – discuss how the agency has performed on the Performance Measures outlined in the Agreement
- Problems Encountered/Suggestions for Improvement – provide information on any problems discovered or anticipated, and any proposed improvements that would facilitate the streamlining effort of the ETDM Process

Under Summary of ETDM Screening Activities, use the textboxes to describe any problems encountered using the EST and to add or edit any other comments.



Under the Anticipated Accomplishments for Next Period, enter a brief description of anticipated activities for the next reporting period, and the number of anticipated hours and number of persons performing the anticipated activities. When finished, click the “Save Draft” button on the left side of the screen.



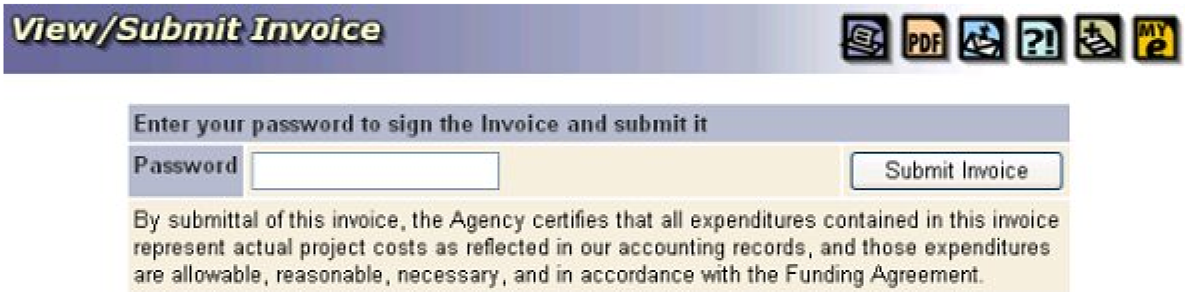
A message will be displayed, confirming that the invoice has been saved.

After the draft invoice has been saved, it can be submitted for review by clicking the Submit Draft Invoice for Review button.

Clicking the Submit Draft Invoice for Review button opens the View/Submit Invoice screen, which will display the Payment Tracking Report for the invoice. The Payment Tracking Record includes a summary of the agreement information pertaining to the invoice, followed by the completed Schedule A-1 (Salary Costs), Schedule A-2 (Hours Assignment), Schedule E-1 (Reimbursable Direct Expense – Travel), Schedule E-2 (Reimbursable Direct Expense – Training), and Schedule E-3 (Reimbursable Direct Expense – Other) forms. The Payment Tracking Report also includes the Agency Activity Report, which displays the information entered using the Summarize Agency Activities tool and the Log Off-line Activity tool (if applicable). Note that the information for Schedules A-1, E-1, E-2, and E-3 must be entered using the Edit

Expenses tool or the Prepare Invoice wizard, and the Schedule A-2 information must be entered using the Assign Hours tool, prior to finalizing the invoice.

If the invoice is for an agency authorized to receive Advance Payments, an Advance Pay Request Report will also be displayed (preceding the Payment Tracking Record).



Portions of an example Payment Tracking Report are shown below. The information can be reviewed. If any changes need to be made, close the View/Submit Invoice window by clicking the X button in the upper right corner of the screen. You can then access the invoice using the Edit Expenses or Assign Hours tools, and make changes. If no changes or additions are needed, proceed with submitting the invoice by entering the Agency Invoice Submitter password, and then click the Submit Invoice button.

Payment Tracking Report

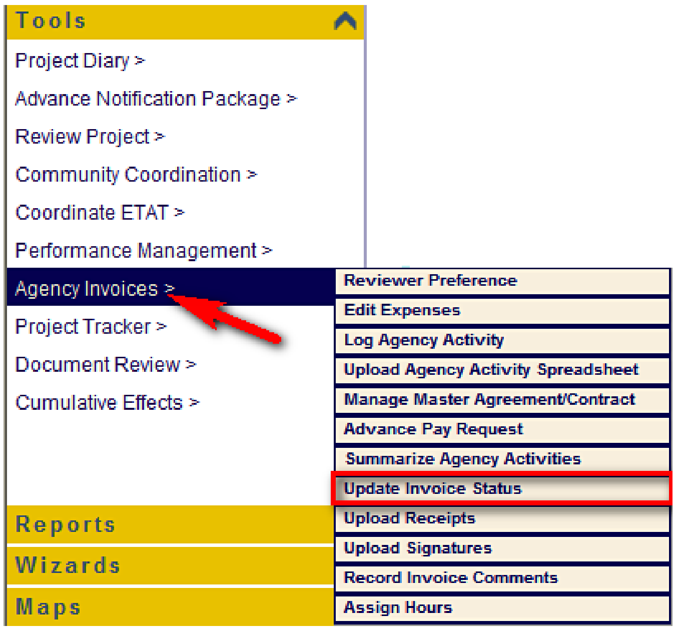
Summary

Agency	Northwest Florida Water Management District
Address	Address does not exist.
Report Number	3
Federal Project	005
MA Number	1-082909
Financial No	5678
Notice to Proceed Date	07/11/2003
End of Service Date	07/07/2008
AOA Renewal Date	07/08/2008
FA Renewal Date	07/08/2008
MA Renewal Date	07/08/2008
Current Invoicing Period Dates	07/11/2003 to 08/29/2005

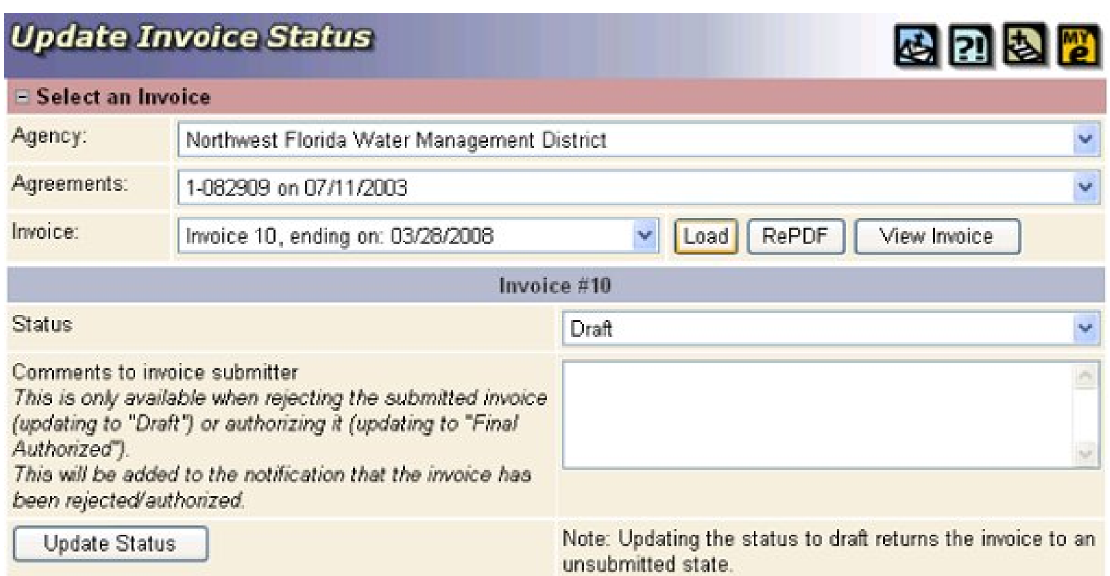
3.1.7.8 *Update Invoice Status (Updated 07/08/2008)*

The **Update Invoice Status** tool is used by the Invoice Administrator to authorize final invoices, and indicate when they have been processed.

1. In the **Tools** menu, point to **Agency Invoices**, and then click **Update Invoice Status**.



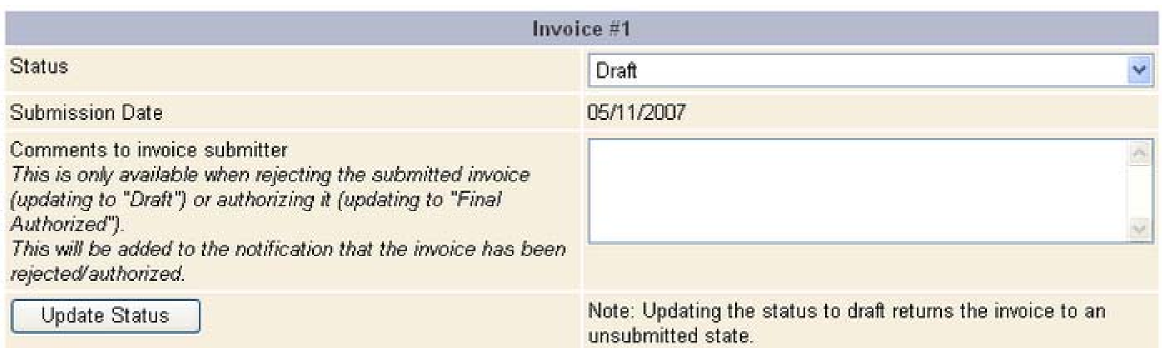
The Invoice Administrator begins by selecting an agency from the **Agency** pull-down menu. The form will be repopulated with lists of existing agreements and associated invoices for the selected agency. The Invoice Administrator selects an agreement from the **Agreements** pull-down menu, then selects the invoice from the **Invoice** pull-down menu. The current status of the invoice will be displayed in the **Status** field. The status will be **Draft**, **Final Authorized**, **Final Submitted** or **Processed**.



The Invoice Administrator clicks the **View Invoice** button to view the invoice. The **Payment Tracking Record** for the invoice will open in a new window. After reviewing the invoice, the Invoice Administrator clicks the **Update Invoice Status** tab to return to the **Update Invoice Status** window.

2. In the **Update Invoice Status** window, click **Load**.

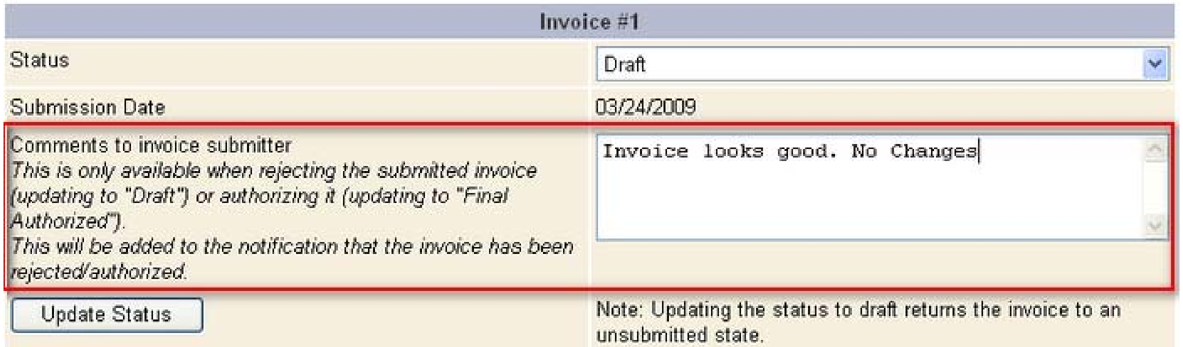
In the **Invoice #** section, the Invoice Administrator can update an invoice status and add comments.



3. To change the invoice status, do the following:

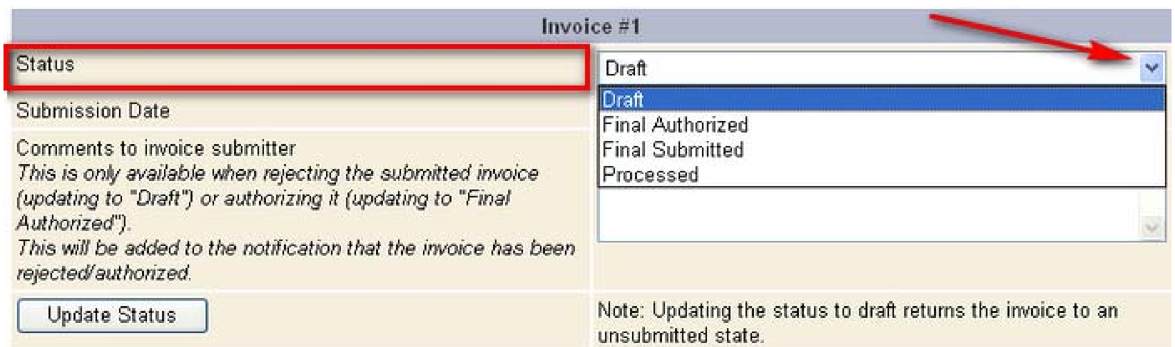
- To send requested changes or an approval to the invoice submitter, type your comments in the **Comments to invoice submitter** field.

> ***Important***: Before entering your comments, you should ensure you are including comments from other reviewers. Open the **Invoice Comment Log** window to view the list of reviewers and comments for the selected invoice. To access the **Invoice Comment Log** window, go to the EST **Reports** menu, point to **Invoicing Reports**, and then click **Invoice Comment Log**.
>
> Once you have accessed the **Invoice Comment Log**, print out the log to keep a hard copy record of the list of comments. This enables you to keep a record of previous reviewer comments that may be deleted and replaced by new comments.
>
> Then return to the **Update Invoice Status** window, and type your comments in the **Comments to invoice submitter** field.



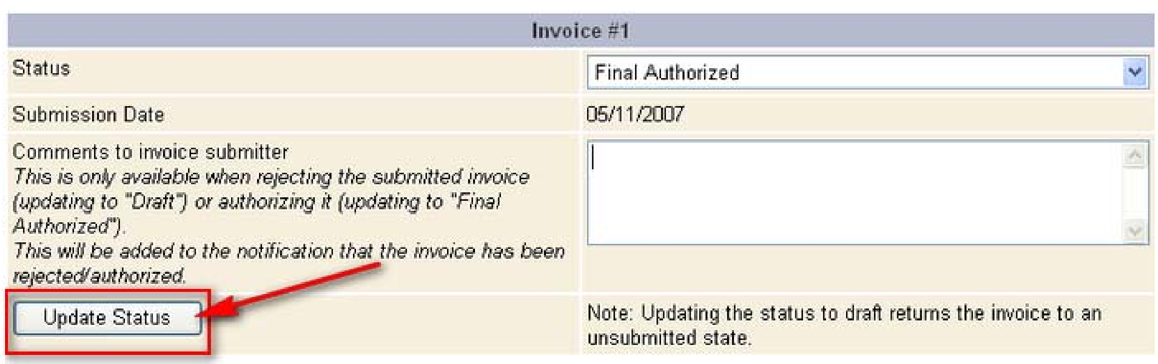
- In the **Status** field, click the drop-down arrow and select one of the following:
  - If changes need to be made to the current draft, click **Draft**.
  - If no changes need to be made to the current draft, and you have determined it's ready to be processed, click **Final Authorized**.
  - If the invoice has been processed, click **Processed**.

Note: You must add comments before selecting a status in the **Status** field.

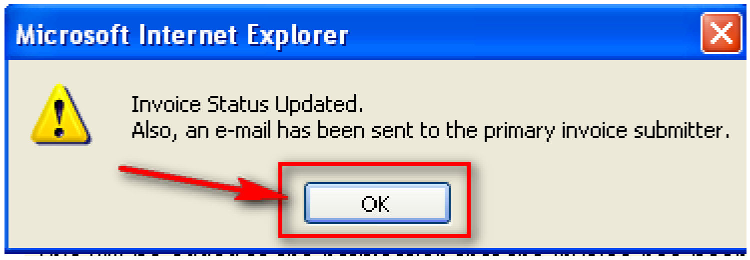


Note: The **Final Submitted** option in the **Status** field only indicates an agency has submitted a final invoice. You cannot make any changes to an invoice status with this selection.

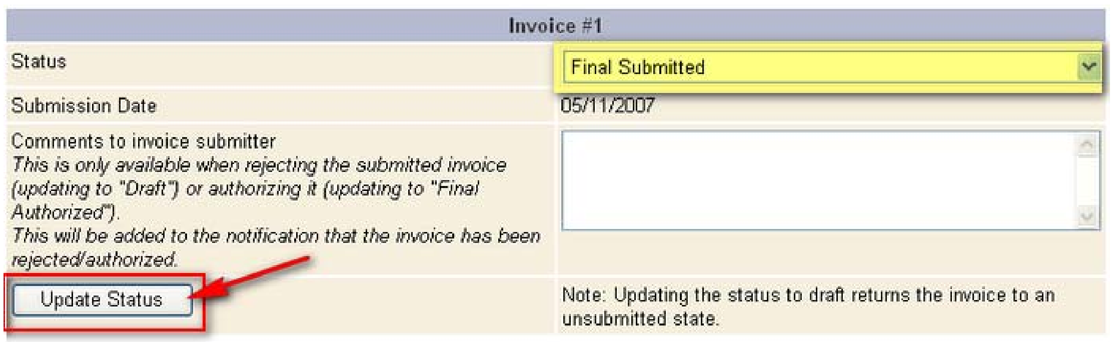
- Click Update Status.



A message appears stating the invoice has been updated and an email notification sent to the invoice submitter. Click **OK**.



Upon submittal of the **Final Authorized** invoice, the database automatically updates the invoice status to **Final Submitted**.



Note: If changes need to be made to the draft invoice, the invoice will maintain its unsubmitted status.

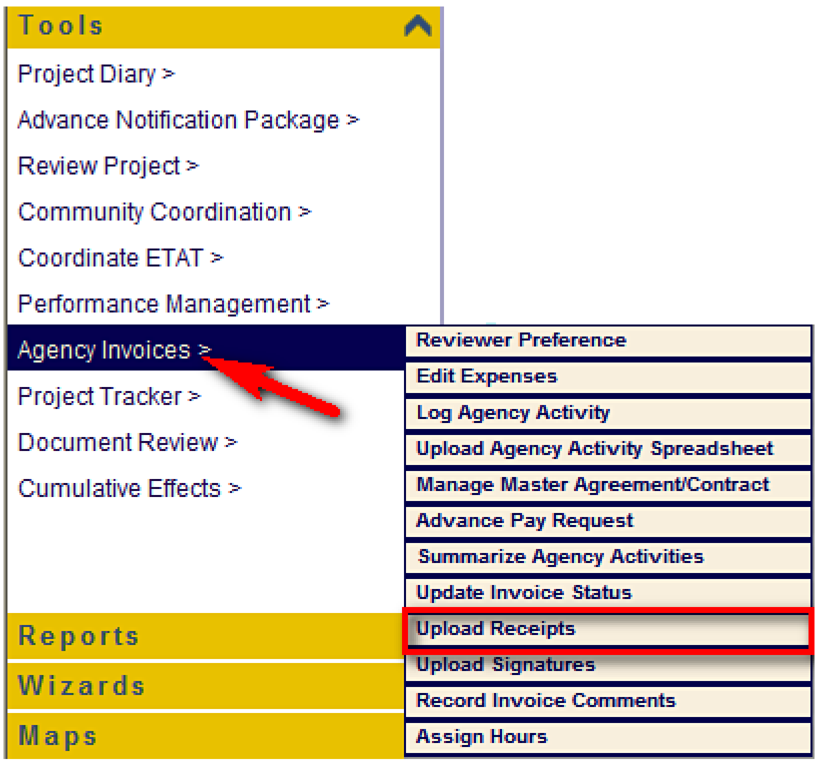
Tip! To regenerate a **PDF** of the invoice, click **Regenerate PDF**, as illustrated below.

3.1.7.9 *Upload Receipts (Updated 06/27/2008)*

If a previously saved draft invoice is being edited, the Agency Invoice Submitter clicks the field that needs to be edited, and enters the new information. The Agency Invoice Submitter is required to provide scanned images of expense receipts as part of the invoice package.

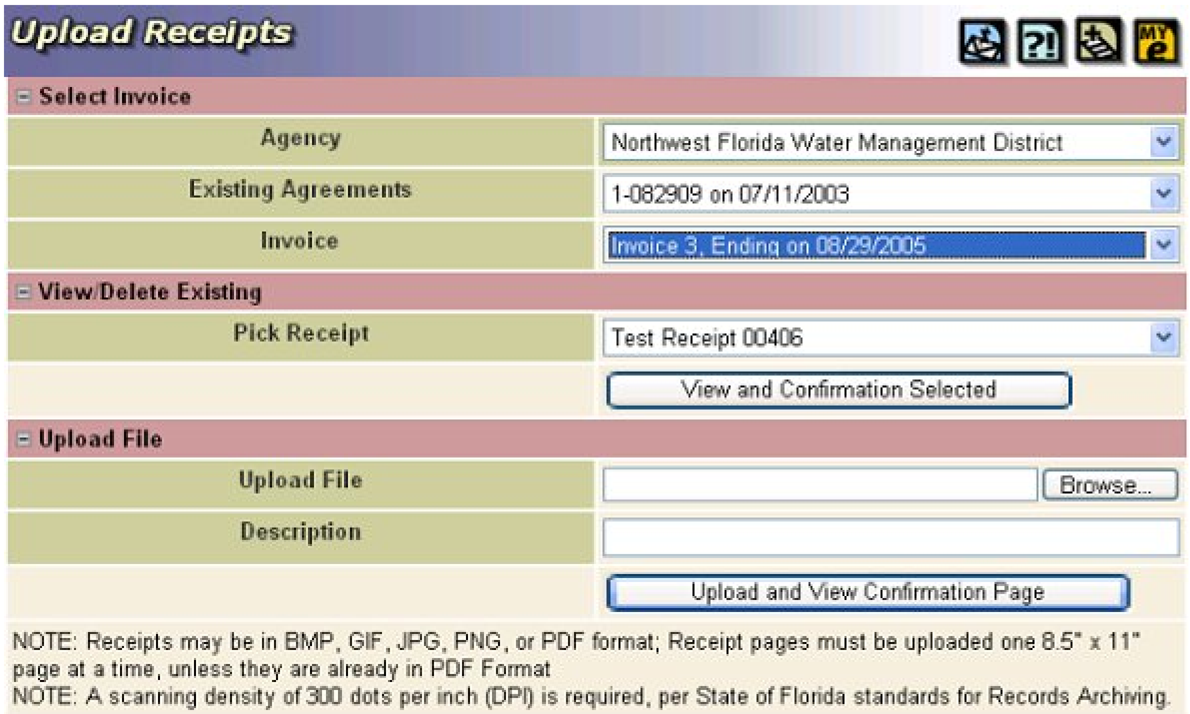
In the **Tools** menu, point to **Agency Invoices**, and then click **Upload Receipts**.

Note: Scanned images of the documentation must be black and white, with a scanning density of 300 dots per inch (DPI).

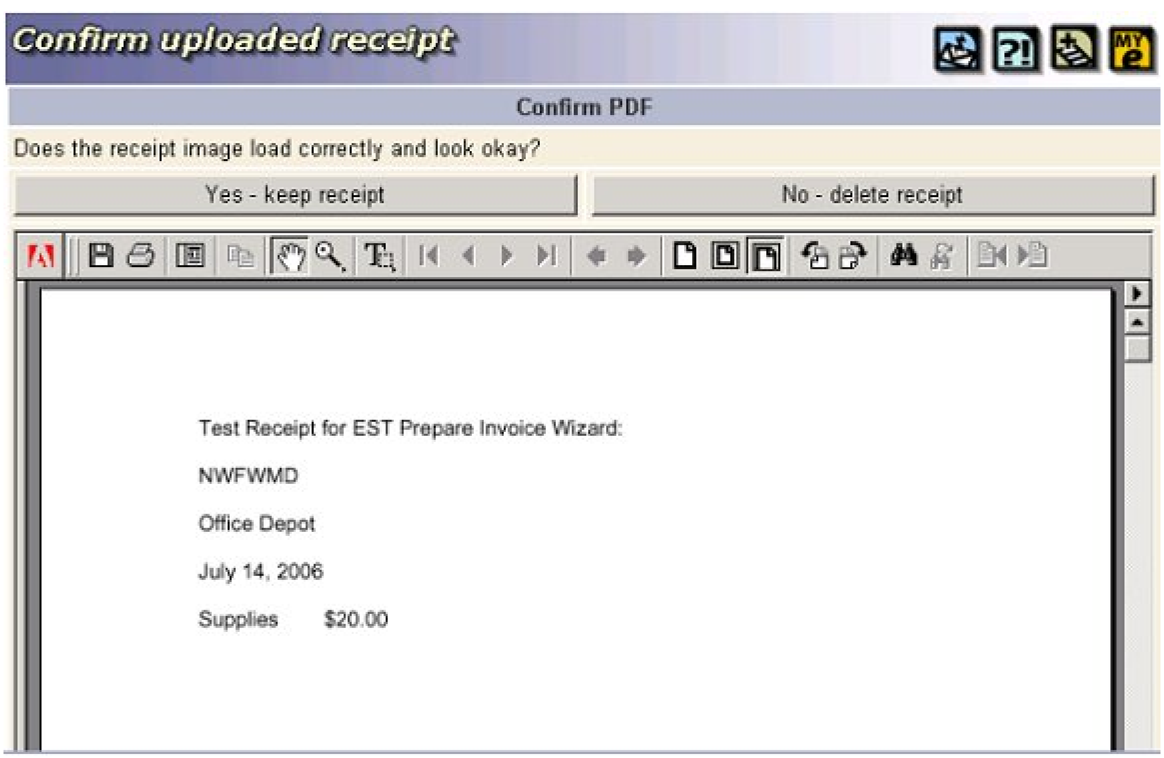


The form that opens is divided into three sections. The Agency Invoice Submitter uses the first section to select an Agency, Existing Agreement, and Invoice. This section of the form will be populated with information related to the user name used to log on to the EST. In the example shown below, the user name for a Northwest Florida Water Management District Agency Invoice Submitter was used. (The information shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices.)

The Agency Invoice Submitter begins by selecting an agreement using the **Existing Agreements** pull-down menu. If the Agency Invoice Submitter is uploading a receipt for an unsubmitted invoice saved in the database, the Agency Invoice Submitter selects the invoice from the **Invoice** pull-down menu. If the receipt is not related to an unsubmitted invoice, the Agency Invoice Submitter proceeds to the **Upload File** portion of the form.



The Agency Invoice Submitter uses the second section of the form to view and/or delete receipts that were previously uploaded. The Agency Invoice Submitter selects the receipt from the **Pick Receipt** pull-down menu. The PDF version of the receipt will be displayed in a new window, as shown below. To keep the receipt as part of the invoice package, the Agency Invoice Submitter clicks the **Yes – keep receipt** button. To delete the receipt, the Agency Invoice Submitter Clicks the **No – delete receipt** button.

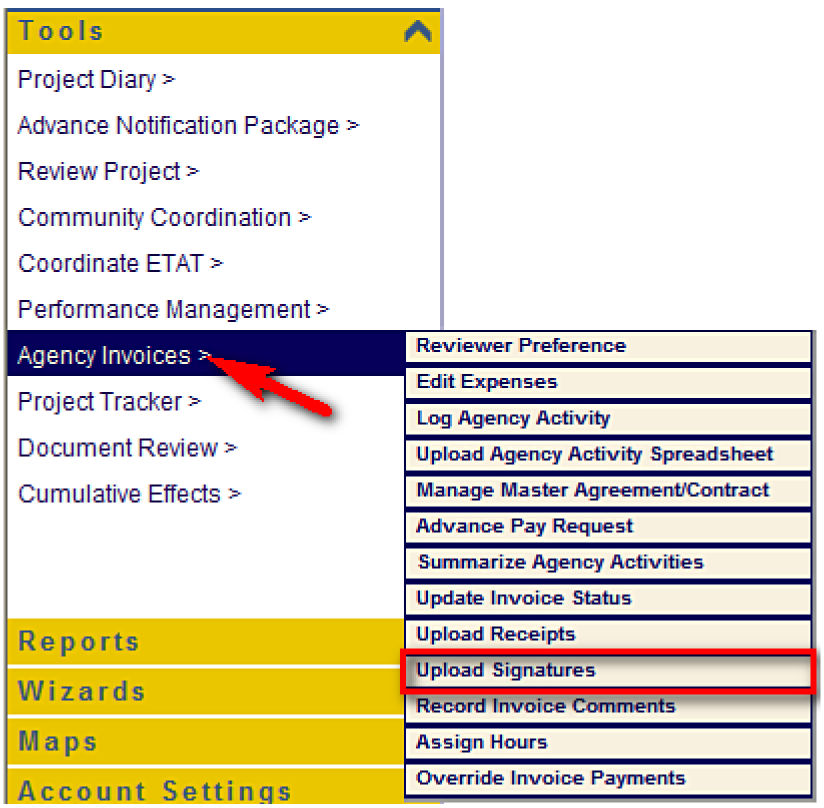


The Agency Invoice Submitter uses the third section of the form to upload a receipt, as shown below. Receipts may be in BMP, GIF, JPG, PNG or PDF format, but the images must be black and white, with a scanning density of 300 dots per inch (DPI). If the receipt pages are in a format other than PDF, they must be uploaded one 8-1/2 x 11-inch page at a time. To upload images of receipts, the Agency Invoice Submitter uses the Browse button to locate and select the file containing the image that has previously been saved on the computer. The Agency Invoice Submitter adds a brief description of the receipt in the **Description** textbox, then clicks the **Upload and View Confirmation Page** button. The PDF version of the receipt will be displayed in a new window, as shown above. To keep the receipt as part of the invoice package, click the **Yes – keep receipt** button. To delete the receipt, click the **No – delete receipt** button.

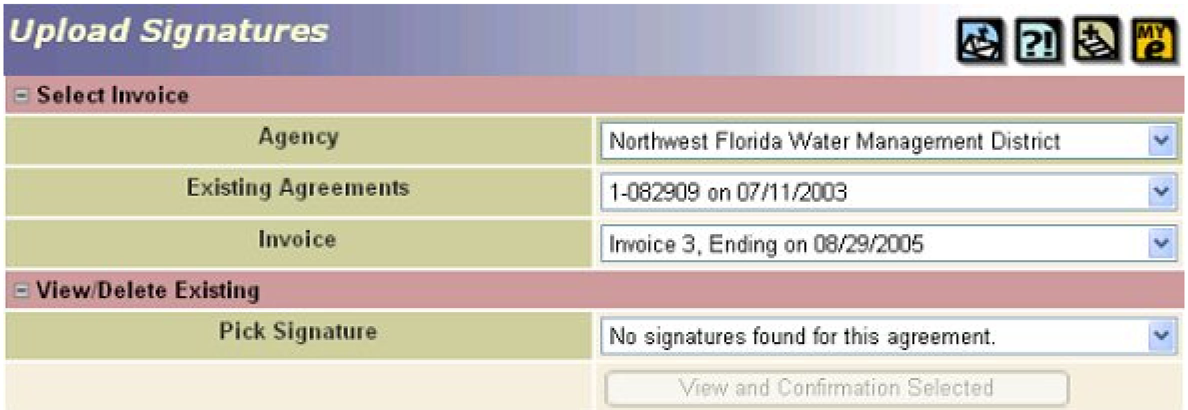
3.1.7.10 *Upload Signatures (New 07/08/2008)*

The **Upload Signatures** tool is used by the Agency Invoice Submitter to add an electronic signature of an agency-designated person approving submittal of a final invoice.

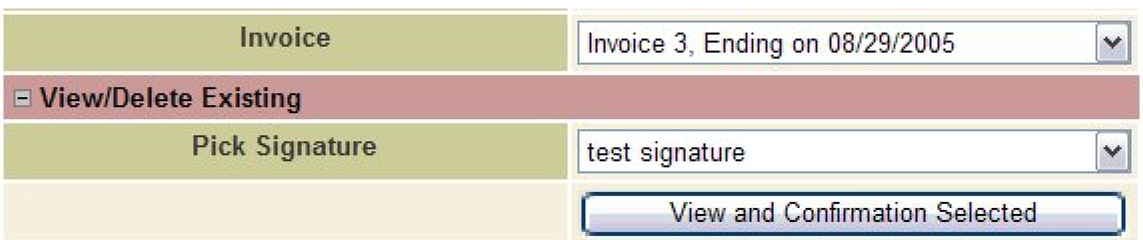
In the **Tools** menu, point to **Agency Invoices**, and then click **Upload Signatures**.



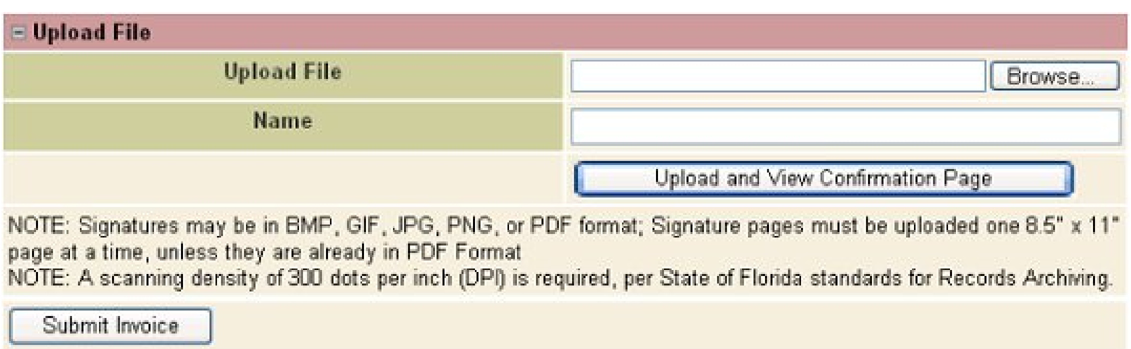
To add an approval signature to a final invoice, the Agency Invoice Submitter first selects their agency and an existing agreement from the pull-down menus. A list of invoices associated with the selected agreement will be displayed in the Invoice pull-down menu. The Agency Invoice Submitter then selects an invoice.



If the invoice approver's signature has been previously uploaded to the database and associated with the selected invoice, the Agency Invoice Submitter can pick the signature from the **Pick Signature** pull-down menu.



To add an electronic signature to the database, the Agency Invoice Submitter uses the **Browse** button to locate and select the file containing the image of the signature that was previously saved on their computer. Electronic signatures may be in BMP, GIF, JPG, PNG or PDF format, but the images must be black and white, with a scanning density of 300 dots per inch (DPI). If signature pages are in a format other than PDF, they must be uploaded one 8-1/2 x 11-inch page at a time. Tab to the **Name** textbox and type in the person's name associated with the electronic signature. Then click the **Upload and View Confirmation Page** button.

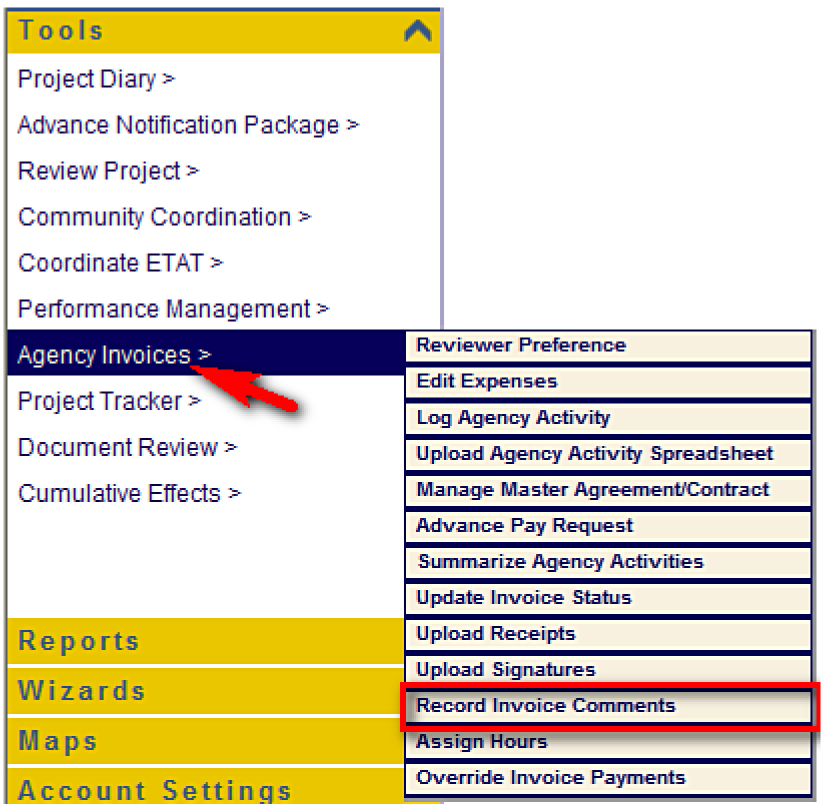


The PDF version of the signature will be displayed in a new window. To keep the signature as part of the invoice package, click the **Yes – keep signature** button. To delete the signature, click the **No – delete signature** button.

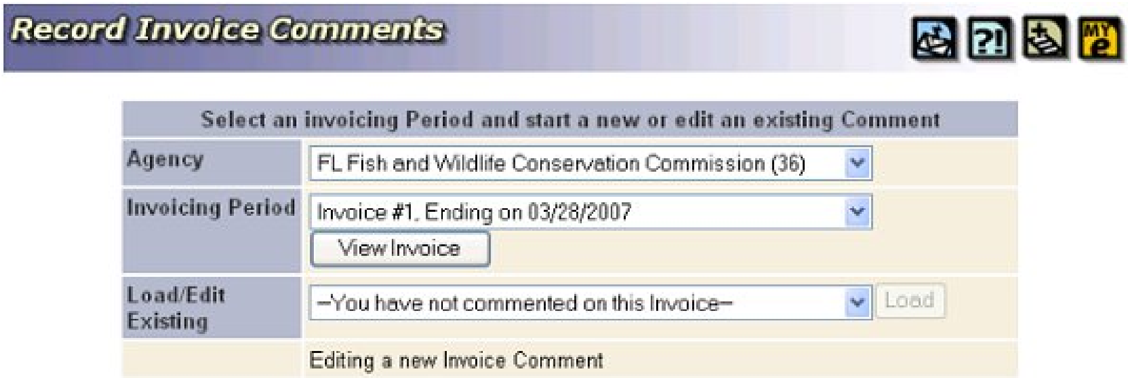
3.1.7.11 *Record Invoice Comments (Updated 05/15/2008)*

Once a draft invoice is submitted using the EST, the Invoice Administrator and Invoice Reviewers receive an email informing them that the draft invoice is ready for review. District Invoice Reviewers will receive emails only for invoices associated with agencies identified by the District ETDM Coordinator (using the District Review Preference tool). The notification email contains the agency name, agreement number, invoice number, and submittal date. The Invoice Administrator and Invoice Reviewers log on to the EST and review the submitted invoice for completeness and correctness using the Record Invoice Comments tool. The Invoice Administrator and Invoice Reviewers use the Record Invoice Comments tool to log comments about the invoice. The log includes the invoice number, name of the person submitting the comment, comment, and date submitted. During the commenting period, the Invoice Administrator and Invoice Reviewers may view other reviewers' comments, submit additional comments, and edit their own comments.

In the **Tools** menu, point to **Agency Invoices**, and then click **Record Invoice Comments**.



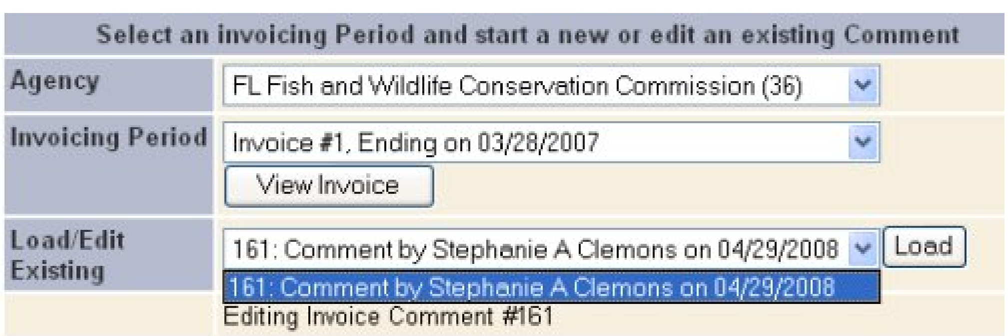
After the **Record Invoice Comments** form opens, the Invoice Reviewer selects the invoice from the **Invoicing Period** pull-down menu, then clicks **View Invoice**. The **Payment Tracking Record** for the selected invoice will open in a new window.



After reviewing the invoice, the Invoice Reviewer returns to the **Record Invoice Comments** form by clicking the **Record Invoice Comments** tab at the top of the screen.

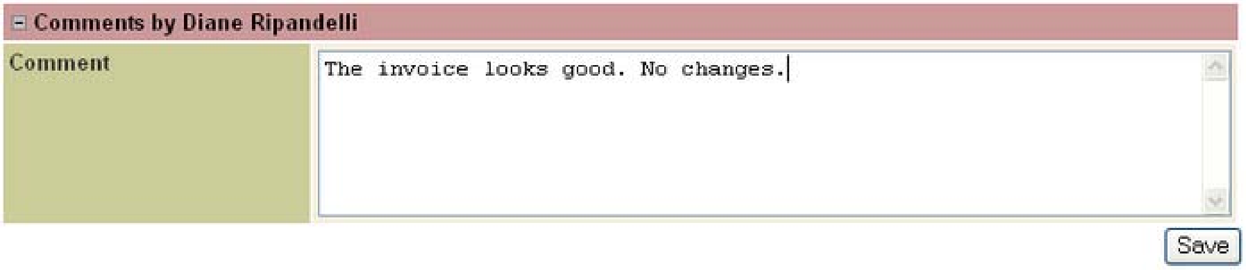
The Invoice Reviewer enters comments concerning the invoice in the **Comment** textbox, then clicks **Save** when finished.

After clicking **Save**, a description of the comment will be displayed in the **Load/Edit Existing** field.

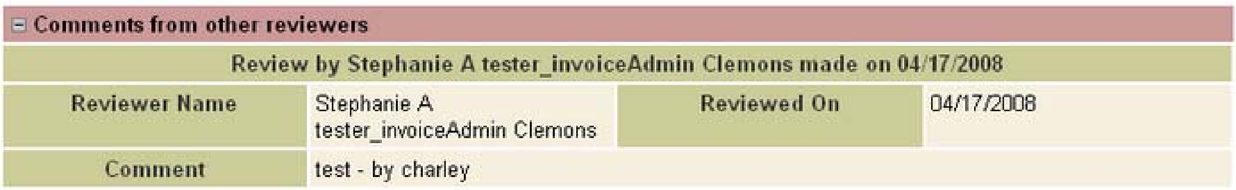


To edit a previously submitted comment, the Invoice Reviewer selects the comment from the **Load/Edit Existing** pull-down menu (note that the comment description will be highlighted in blue), then clicks the **Load** button.

The comment will be displayed in the **Comment** textbox, as shown below. After editing the comment text, the Invoice Reviewer clicks **Save**.



If other reviewers have submitted comments concerning the invoice, the comments will be displayed in the **Comments from other reviewers** field.

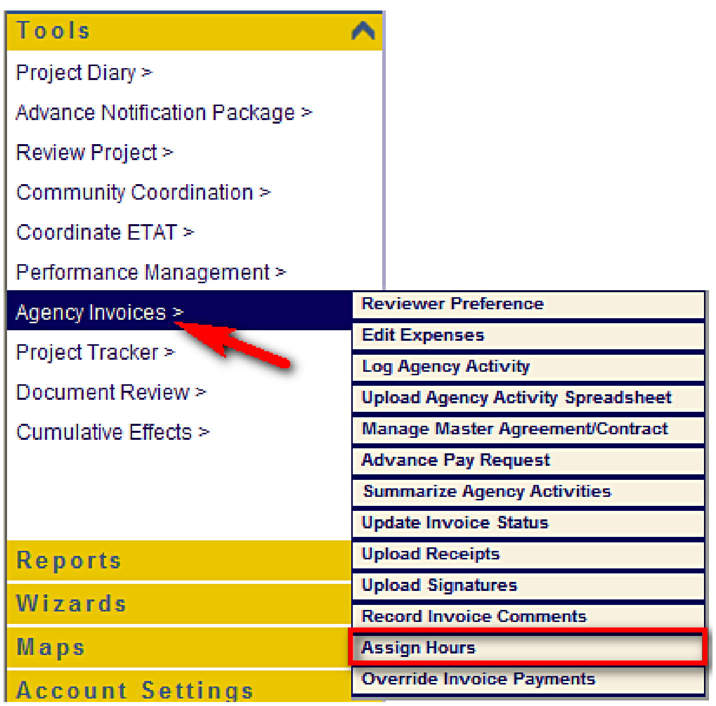


3.1.7.12 *Assign Hours (New 05/15/2008)*

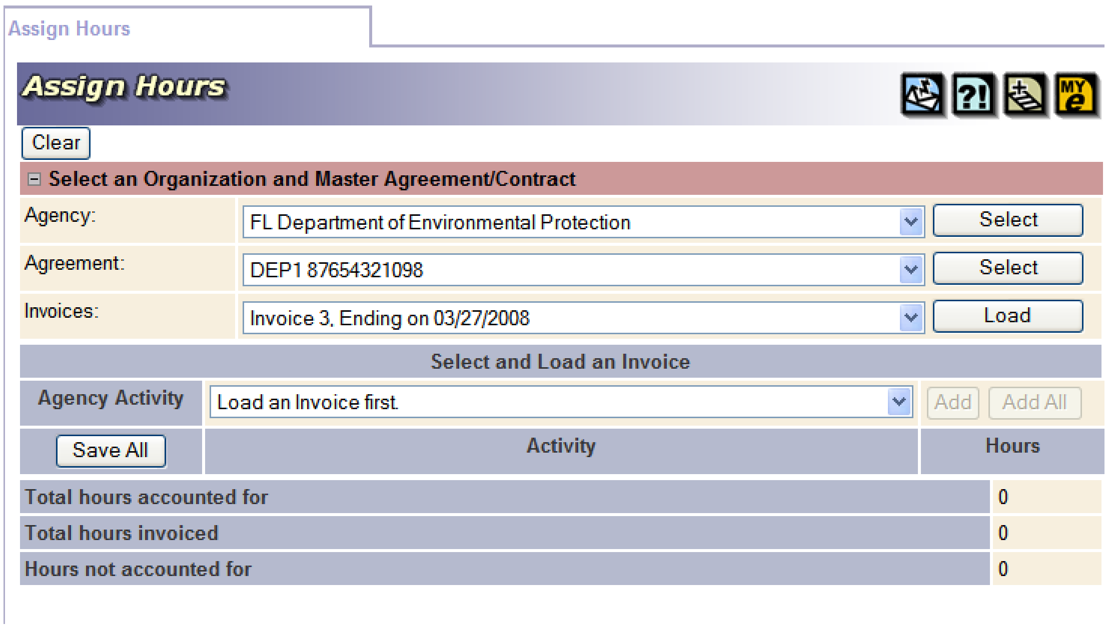
The **Assign Hours** tool provides a list of the ETDM projects reviewed during an invoicing period and activities from the Agency Activity Log for that invoicing period. The Agency Invoice Submitter uses the **Assign Hours** tool to assign hours for each project or activity, or update hours previously assigned in the Agency Activity Log. The total hours assigned will be reflected on Schedule A-2, which is part of the Invoice Package.

In the **Tools** menu, point to **Agency Invoices**, and then click **Assign Hours**.

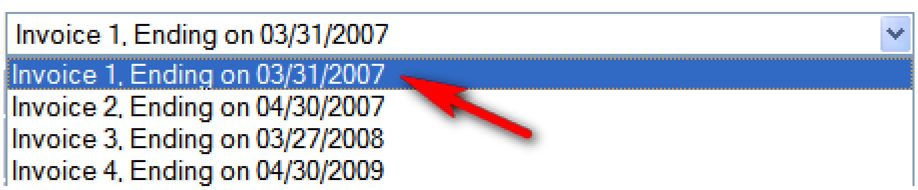
> ***Tip!*** The **Assign Hours** function can also be accessed through the **Prepare Invoice Wizard**, where it appears after the **Agency Activity Log** step.



When the form opens, it will include information for the Agency Invoice Submitter's agency. To assign hours to the projects and activities listed, the Agency Invoice Submitter first selects an agreement from the **Agreement** pull-down menu. This is accomplished by clicking on the name of the agreement (which will then be highlighted in blue), then pressing the **Select** button. The **Invoices** field will be populated with a list of invoices associated with the selected agreement. Next, the Agency Invoice Submitter selects an invoice from the **Invoices** pull-down menu and presses the **Load** button.



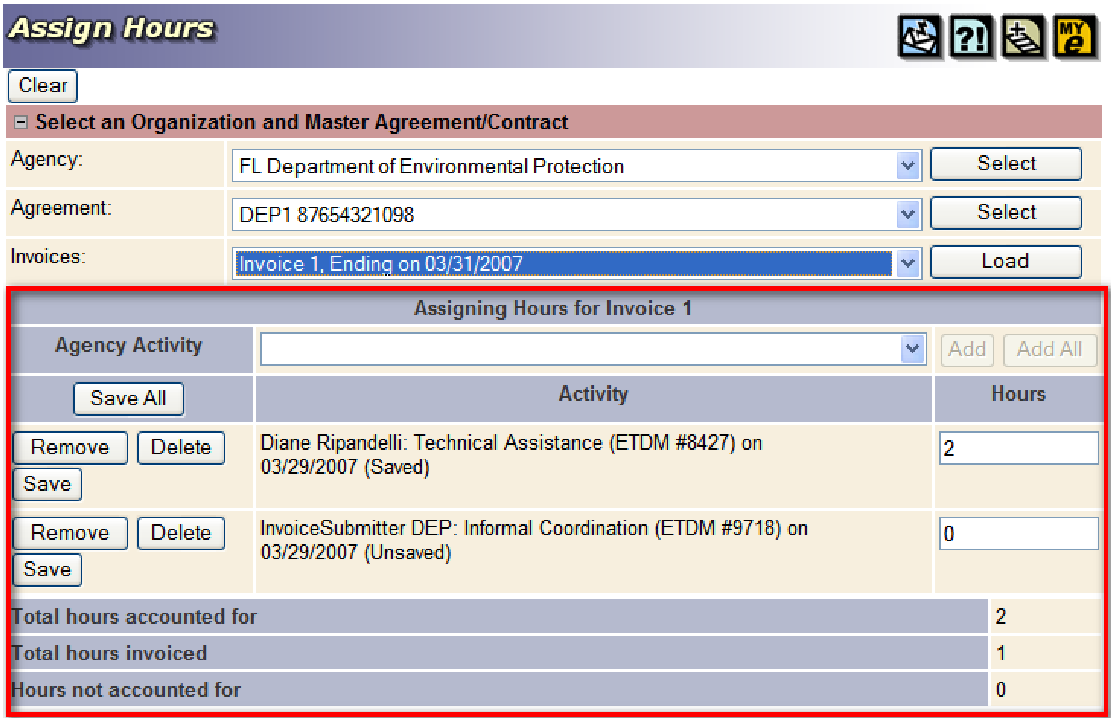
The next illustration shows a list of invoices, with Invoice 1 highlighted.



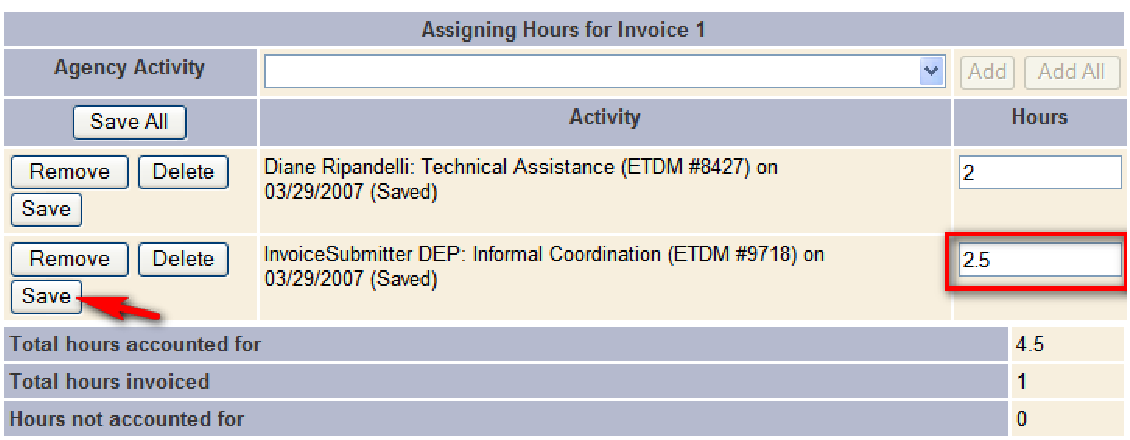
After clicking **Load** the information for the selected agreement and invoice will be displayed.

Tip! Click **Clear** to return the form to its default display.

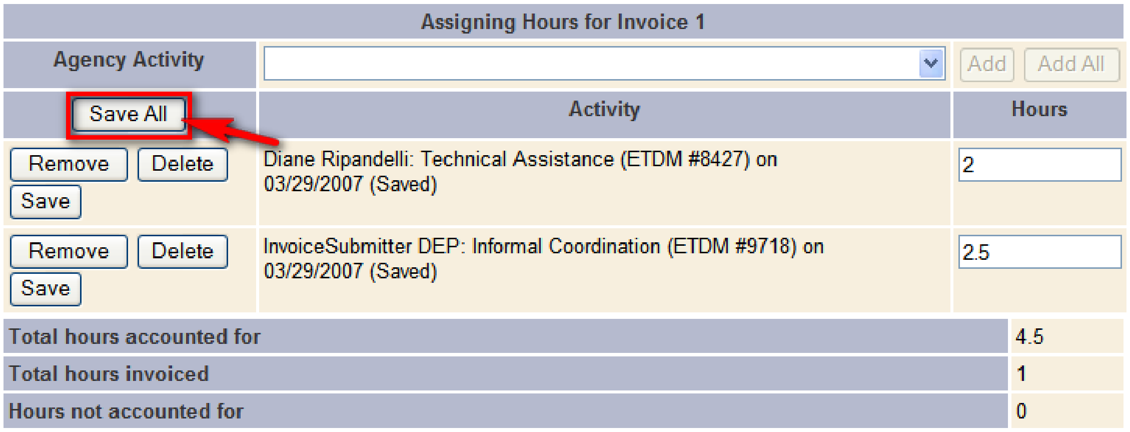
The next illustration displays the information for a selected agreement (DEP1 87654321098) and invoice (Invoice 1, Ending on 03/31/2007). This information is for demonstration purposes only and does not reflect an actual agreement or invoice.



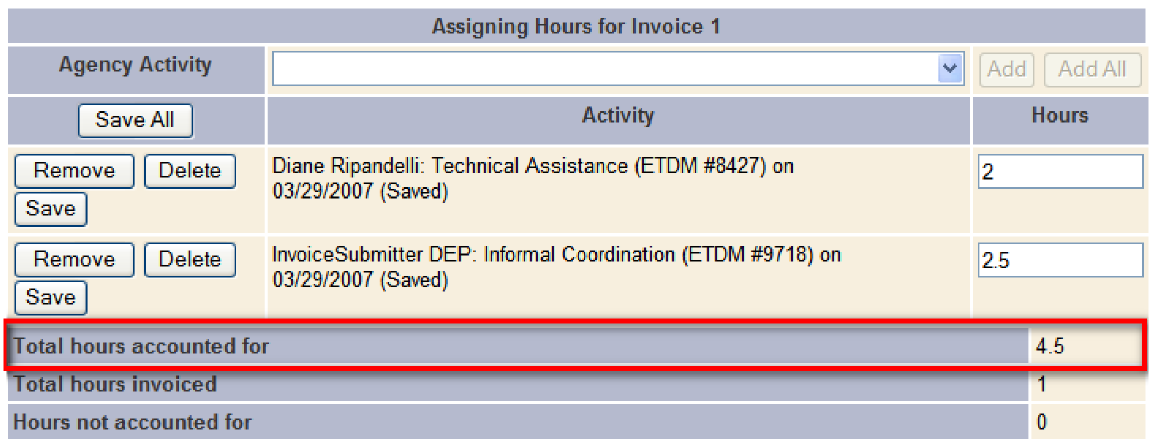
To assign hours for a project or activity, the Agency Invoice Submitter enters the number of hours in the **Hours** field to the right of the activity, then clicks **Save**.



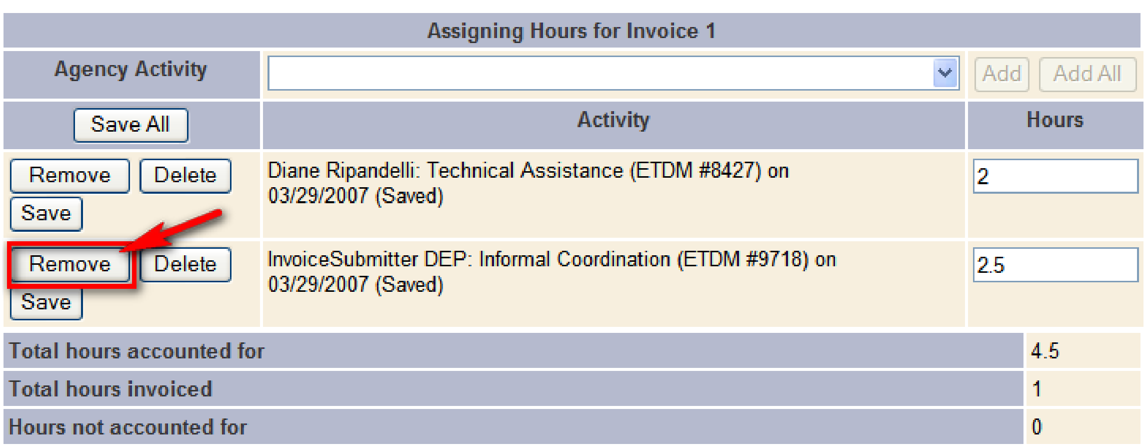
If assigning hours for more than one activity, the Agency Invoice Submitter enters the number of hours for each activity, then clicks the **Save All** button at the top left side of the table.



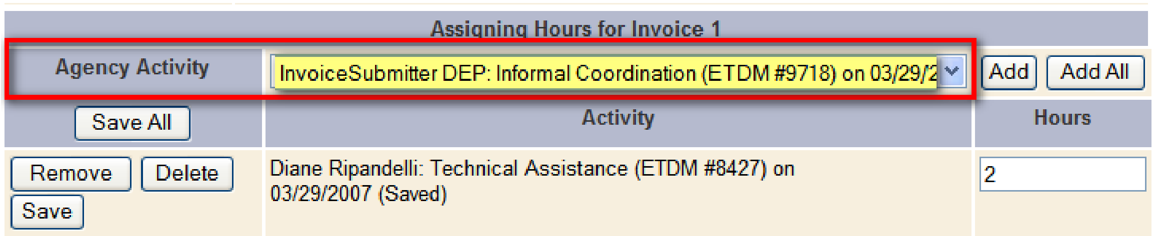
Note that as hours for an activity are entered, the **Total hours accounted for** field at the bottom of the table will automatically change to reflect the total number of hours assigned for the listed activities.



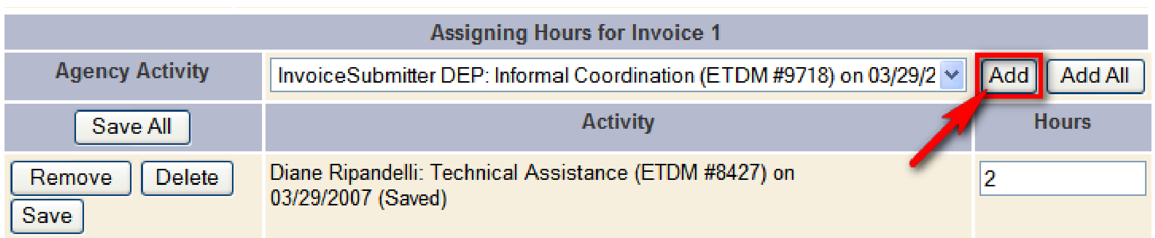
The Agency Invoice Submitter uses the **Remove** button to remove an activity from the table.



The activity (and associated hours) will be moved from the **Assigning Hours for** *Invoice Name* table to the **Agency Activity** drop-down list above the table.

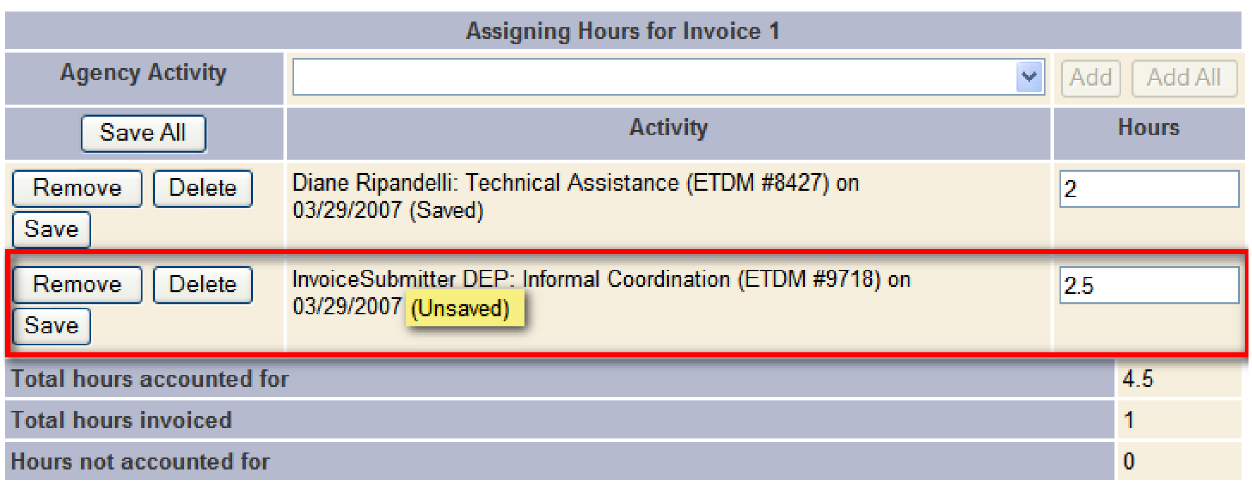


To move an activity from the **Agency Activity** drop-down list back to the **Assigning Hours for** *Invoice Name* table, the Agency Invoice Submitter clicks the drop-down arrow in the **Agency Activity** field, selects the activity from the list, and then clicks **Add**.

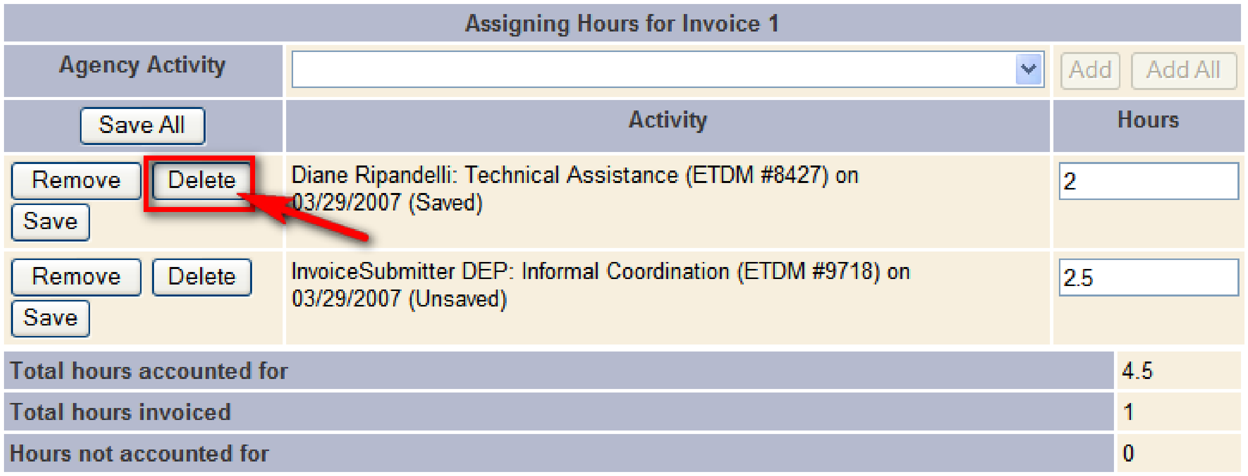


Tip! Click **Add All** to move all invoices from the **Agency Activity** drop-down list to the **Assigning Hours for** *Invoice Name* table.

The activity will be added back into the table, but marked as **Unsaved**. The Agency Invoice Submitter must reassign hours to the activity and click **Save** to retain it.



To delete an activity from the invoice, the Agency Invoice Submitter clicks **Delete**.



Note: Clicking **Delete** removes the activity from the database. If the activity is deleted by mistake, the Agency Invoice Submitter will have to re-enter it using the **Log Agency Activity** tool.

3.1.7.13 *Override Invoice Payments (In Development)*

3.1.8 Project Tracker (New 07/31/2009)

3.1.8.1 *Manage Project Tasks (New 07/31/2009)*

The **Manage Project Tasks** function in the Environmental Screening Tool (EST) **Tools** menu enables authorized users to manage tasks assigned to a project.

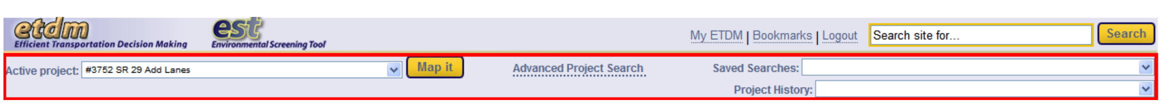
Users with the following assigned privileges can send the report to EDMS:

- Environmental Management Office (EMO) Managers
- Florida Department of Transportation (FDOT) Coordinators Primary
- FDOT Coordinators

For a list of roles authorized for using the Manage Project Tasks function, see **Table 1-1** in Chapter 1.5 of the EST Handbook.

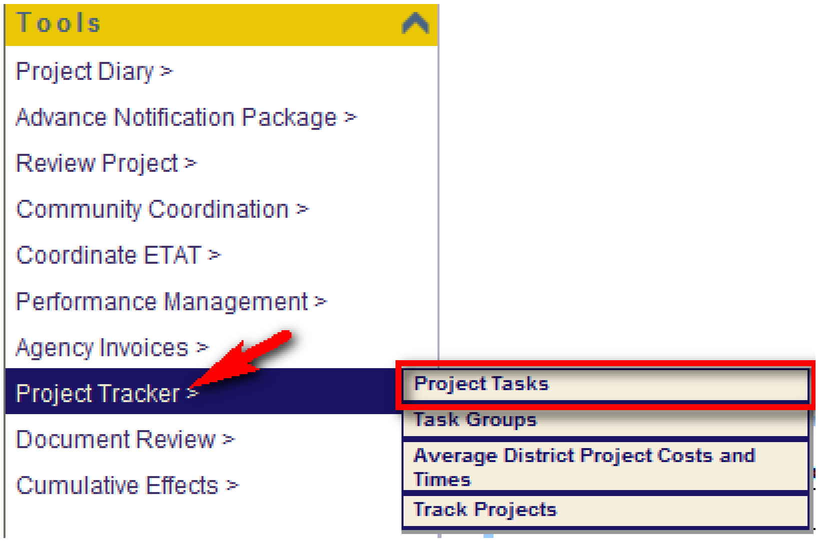
Using the Manage Project Tasks Tool:

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

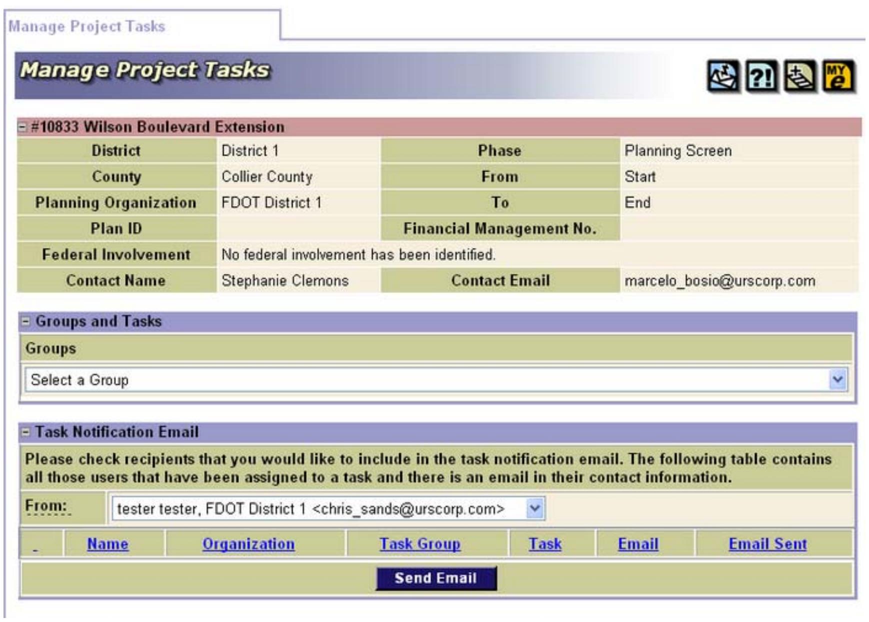


Note: You can use the default project that appears in the **Active project** box, select a project from your **Saved Searches** or **Project History** lists, or you can click the **Advanced Project Search** link to select another project. See the Navigation chapter of the EST Handbook for information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

2. On the **Tools** menu, point to **Project Tracker**, and then click **Project Tasks**.



The **Manage Project Tasks** window opens as a tabbed page, displaying the details for the selected project and a page toolbar.



Tip! Click on the toolbar icons to:

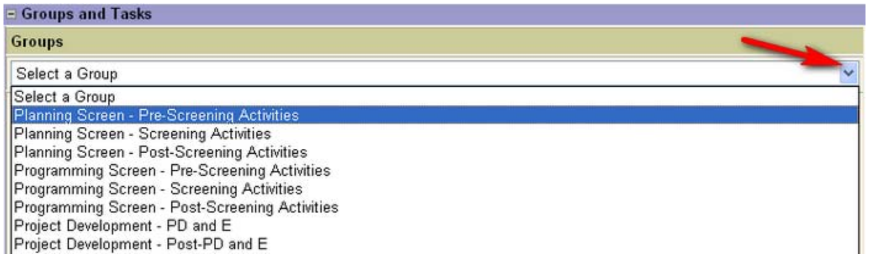
 Send feedback about the current page.

 Access online **Help**.

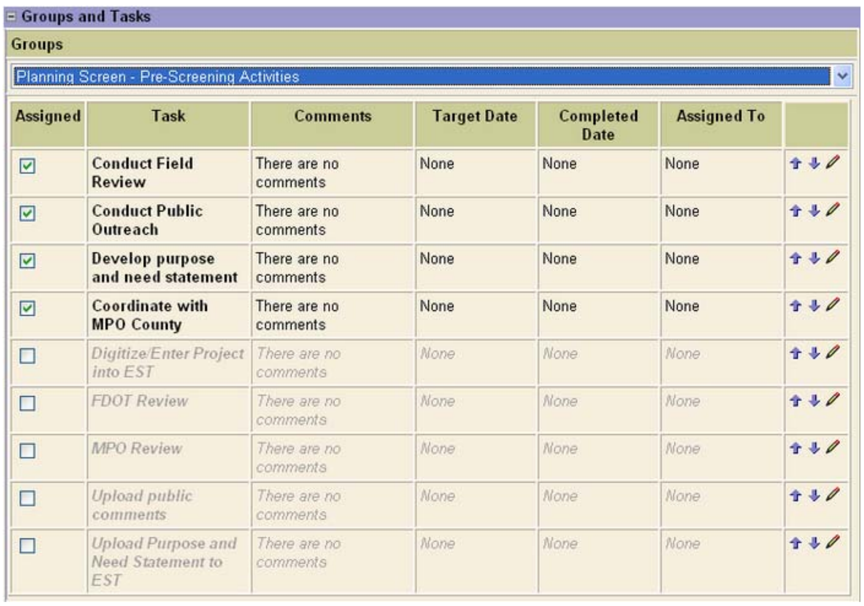
 Bookmark the page.

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

3. Under **Groups and Tasks**, click the drop-down arrow in the **Groups** field, and then select a group from the list.



The **Groups and Tasks** section expands, displaying a table showing a list of tasks associated with the selected project.



Assigned	Task	Comments	Target Date	Completed Date	Assigned To	
☑	Conduct Field Review	There are no comments	None	None	None	
☑	Conduct Public Outreach	There are no comments	None	None	None	
☑	Develop purpose and need statement	There are no comments	None	None	None	
☑	Coordinate with MPO County	There are no comments	None	None	None	
☐	Digitize/Enter Project into EST	There are no comments	None	None	None	
☐	FDOT Review	There are no comments	None	None	None	
☐	MPO Review	There are no comments	None	None	None	
☐	Upload public comments	There are no comments	None	None	None	
☐	Upload Purpose and Need Statement to EST	There are no comments	None	None	None	

Note: Tasks that are grayed out are inactive because they have not been assigned to the selected project.

4. To assign a task, click the check box in the **Assigned** column. The EST activates the task and displays it in bold font.

Groups and Tasks

Groups

Planning Screen - Screening Activities

Assigned	Task	Comments	Target Date	Completed Date	Assigned To	
☑	**Complete ETAT Review Period (List Date)**	There are no comments	None	None	None	↑ ↓ ✎
☑	**Develop SCE Evaluation**	There are no comments	None	None	None	↑ ↓ ✎
☐	*FDOT Review*	There are no comments	None	None	None	↑ ↓ ✎
☐	*FHWA Review/Sign-off on Purpose and Need Statement*	There are no comments	None	None	None	↑ ↓ ✎
☐	*Identify exempt ETAT members*	There are no comments	None	None	None	↑ ↓ ✎
☐	*MPO Review*	There are no comments	None	None	None	↑ ↓ ✎
☐	*Release Project for Screening/Initiate ETAT Review Period*	There are no comments	None	None	None	↑ ↓ ✎
☐	*Upload SCE Evaluation to EST*	There are no comments	None	None	None	↑ ↓ ✎

5. To change the task priority, click the arrows in the far right column of the table. For example, in the next illustration, clicking the up arrow for the **Develop SCE Evaluation** task moves it above the **Complete ETAT Review Period (List Date)** task.

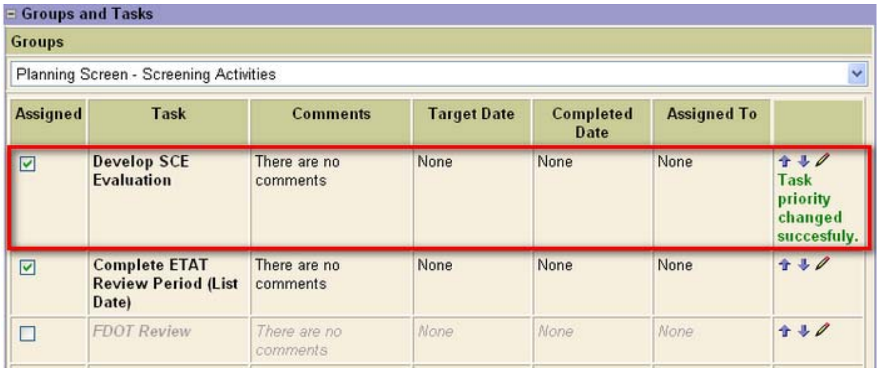
Groups and Tasks

Groups

Planning Screen - Screening Activities

Assigned	Task	Comments	Target Date	Completed Date	Assigned To	
☑	**Complete ETAT Review Period (List Date)**	There are no comments	None	None	None	↑ ↓ ✎
☑	**Develop SCE Evaluation**	There are no comments	None	None	None	↑ ↓ ✎
☐	*FDOT Review*	There are no comments	None	None	None	↑ ↓ ✎
☐	*FHWA Review/Sign-off on Purpose and Need Statement*	There are no comments	None	None	None	↑ ↓ ✎
☐	*Identify exempt ETAT members*	There are no comments	None	None	None	↑ ↓ ✎
☐	*MPO Review*	There are no comments	None	None	None	↑ ↓ ✎
☐	*Release Project for Screening/Initiate ETAT Review Period*	There are no comments	None	None	None	↑ ↓ ✎
☐	*Upload SCE Evaluation to EST*	There are no comments	None	None	None	↑ ↓ ✎

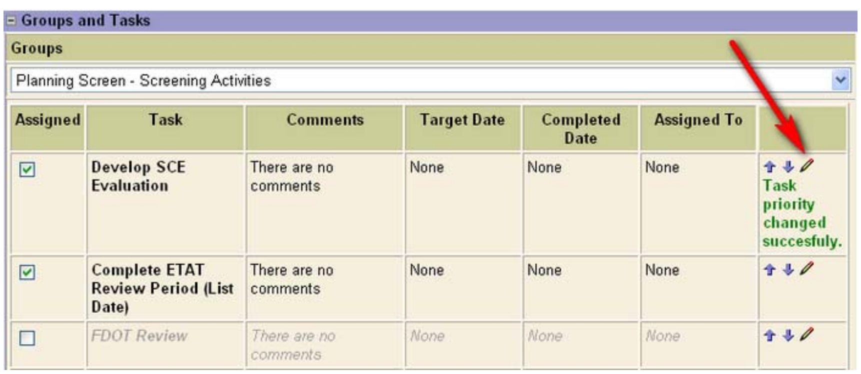
The task—**Develop SCE Evaluation**—is now displayed before **Complete ETAT Review Period (List Date)**, as shown in the next illustration.



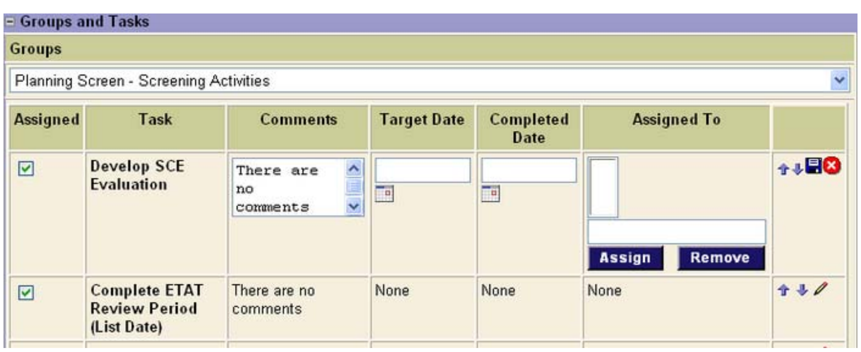
Tip! To remove an assigned task from the project, click the checked box in the **Assigned** column beside the **Task** name. The task row will become grayed out and all information related to the task will be removed.

6. Click the pencil icon in the table's far-right column to make edits to or add:

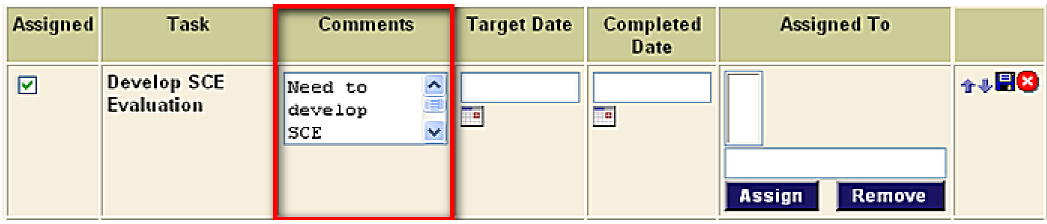
- Comments
- Target Date (the task start date)
- Completed Date (the date the task was completed)
- Assigned To



The task row expands, displaying fields for editing or adding information and designating task assignees.



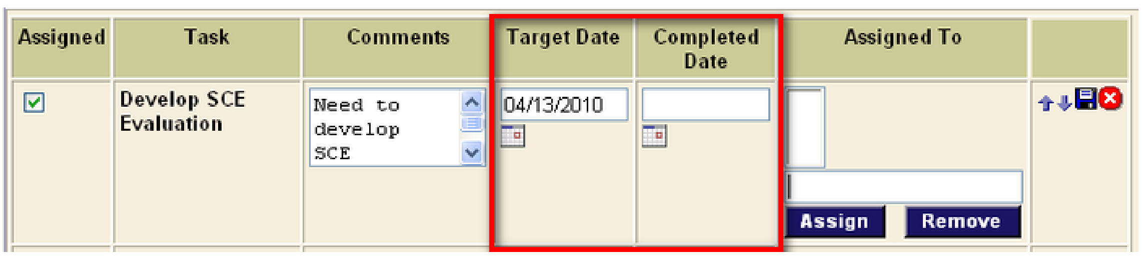
- Do the following:
  - In the **Comments** column, type your comments in the text box.



Note: Authorized users can only edit or delete their own comments. Only FDOT Coordinators and Project Managers can edit or delete other users' comments.

  - In the **Target Date** column, type the task start date.

Tip! When typing dates, use the **mm/dd/yyyy** format. You can also click the calendar icon and select the dates.

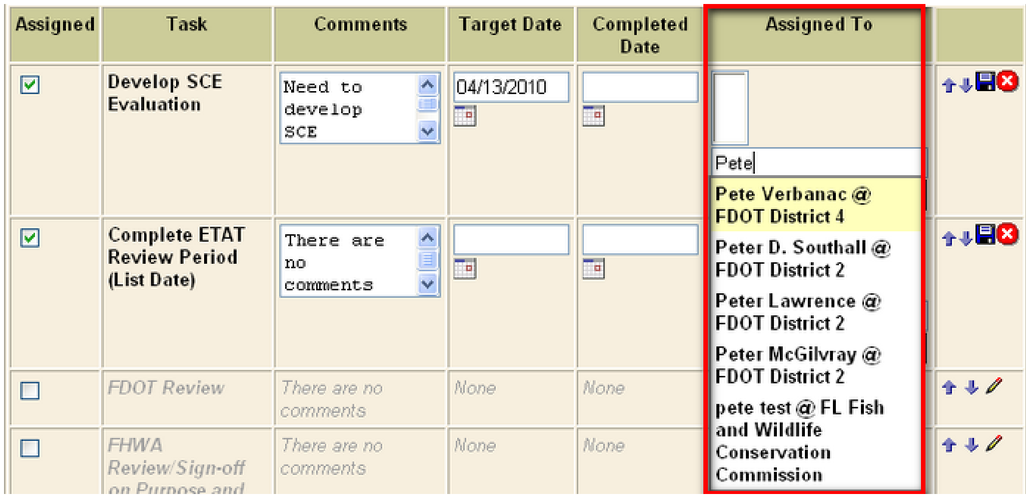


Note: Task assignees will enter the date the task was completed in the **Completed Date** field.

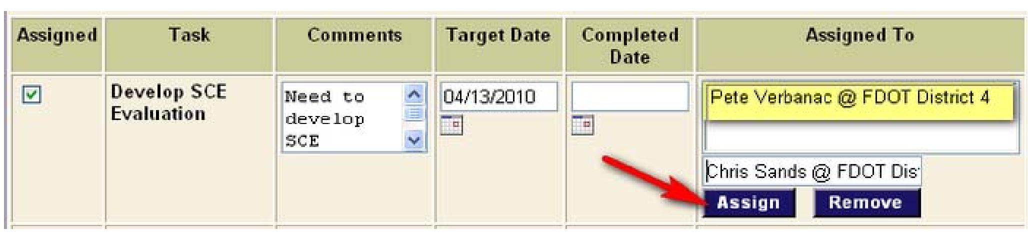
  - In the **Assigned To** column, do the following:
    - Type the first three letters of the person's name in the text box, as shown in the next illustration.

The EST automatically populates the field with a list of matching names and agencies.

Tip! Click ⊗ to cancel the actions. All information related to the task will be removed.

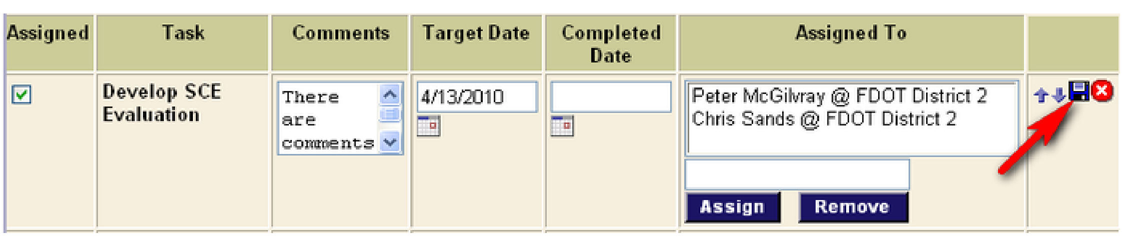


- Select the person you want to designate as the task assignee from the prepopulated drop-down list.
- Click **Assign**. The designated task assignee's name now appears in the **Assigned To** column.



- Repeat the process to designate additional task assignees.

- Click 💾 to save your information.



The EST now displays the task and designated assignees.

Groups and Tasks

Groups

Planning Screen - Screening Activities

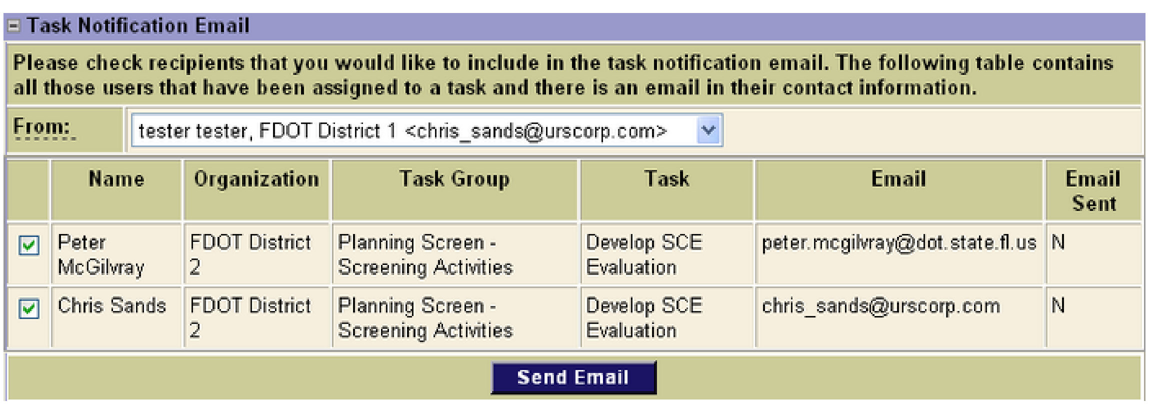
Assigned	Task	Comments	Target Date	Completed Date	Assigned To	
☑	Develop SCE Evaluation	There are comments	4/13/2010	None	• Peter McGilvray @ FDOT District 2 • Chris Sands @ FDOT District 2	Task saved succesfuly.
☑	Complete ETAT Review Period (List Date)	There are no comments	None	None	None	
☐	FDOT Review	There are no comments	None	None	None	
☐	FHWA Review/Sign-off on Purpose and Need Statement	There are no comments	None	None	None	

Tip! To remove a designated task assignee, select the name from the **Assigned To** column, and then click the **Remove** button.

7. Under **Task Notification Email**, do the following:

- In the **From** field, click the drop-down arrow and select the name of the person sending the Task Notification.
- In the **Task Notification Email** table, select the task assignee(s) you want to include in the task notification emails by clicking the check box next to the assignee's name.

Note: If you want to deselect a name from the list, click the checked box beside the assignee's name to remove the checkmark.



Task Notification Email

Please check recipients that you would like to include in the task notification email. The following table contains all those users that have been assigned to a task and there is an email in their contact information.

From: tester tester, FDOT District 1 <chris_sands@urscorp.com>

	Name	Organization	Task Group	Task	Email	Email Sent
☑	Peter McGilvray	FDOT District 2	Planning Screen - Screening Activities	Develop SCE Evaluation	peter.mcgilvray@dot.state.fl.us	N
☑	Chris Sands	FDOT District 2	Planning Screen - Screening Activities	Develop SCE Evaluation	chris_sands@urscorp.com	N

Send Email

8. Click **Send Email**. The EST will send the task assignees a system email with the task information, including the:

- **ETDM Project Number**
- **ETDM Project Name**
- **Group**
- **Task**
- **Target Date**

Note: Task assignees only have write-access privileges for entering the Task **Completed Date**.

The information entered in the **Manage Project Tasks** window will appear in the **Project Tasks Status Report**.

See the Project Tasks Status Report section of the EST Handbook for instructions on navigating the **Project Tasks Status Report** window.

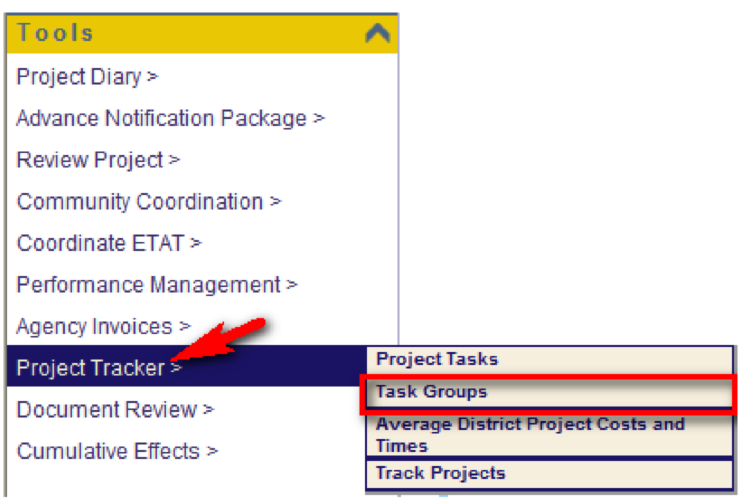
3.1.8.2 *Manage Task Groups (New 07/31/2009)*

The **Manage Task Groups** function in the Environmental Screening Tool (EST) **Tools** menu enables Environmental Management Office (EMO) Managers, Florida Department of Transportation (FDOT) ETDM Coordinators Primary, and FDOT ETDM Coordinators to manage tasks and groups by:

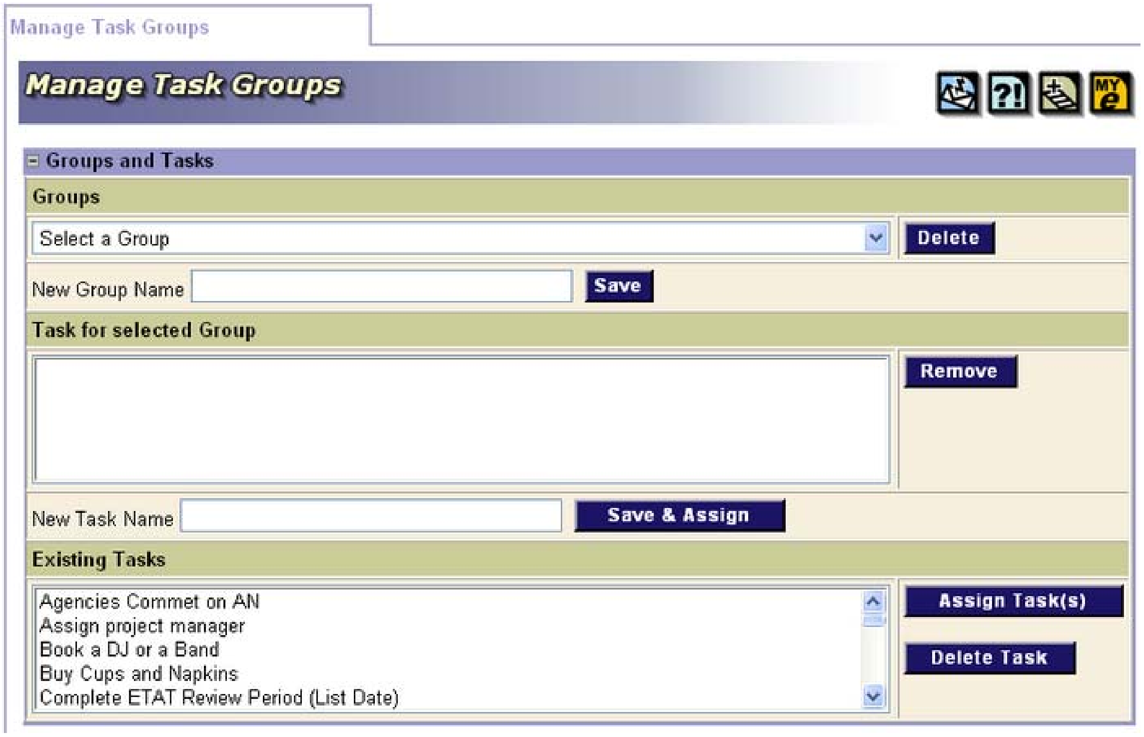
- Creating groups and assigning new and existing tasks
- Assigning or removing tasks from an existing group
- Removing groups
- Deleting tasks

Using the Manage Task Groups Tool:

1. On the **Tools** menu, point to **Project Tracker**, and then click **Task Groups**.



The **Manage Task Groups** window opens as a tabbed page, displaying a search filter and a page toolbar.



Tip! Click on the toolbar icons to:

 Send feedback about the current page.

 Access online **Help**.

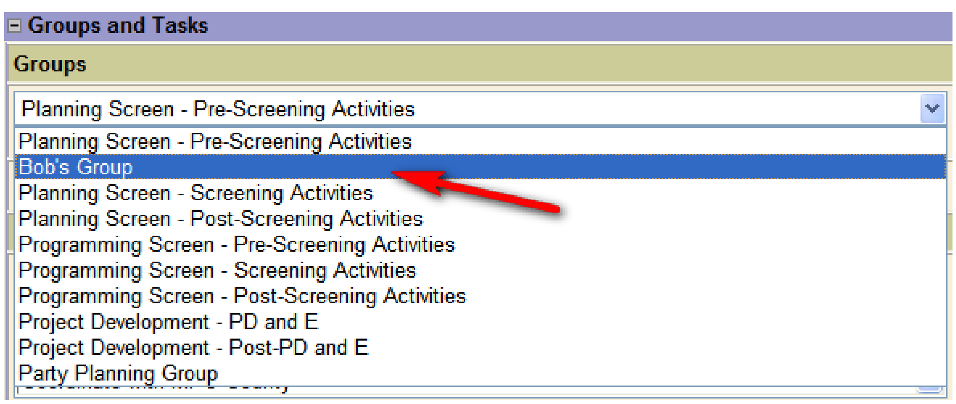
 Bookmark the page.

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

2. To create a group and assign tasks to it, do the following:

- Under **Groups and Tasks**, type the name of the new group in the **New Group Name** field, and then click **Save**. For the next illustration, the new group name is Bob's Group.

The new group name—Bob's Group—now appears in the group list of the **Groups** field.



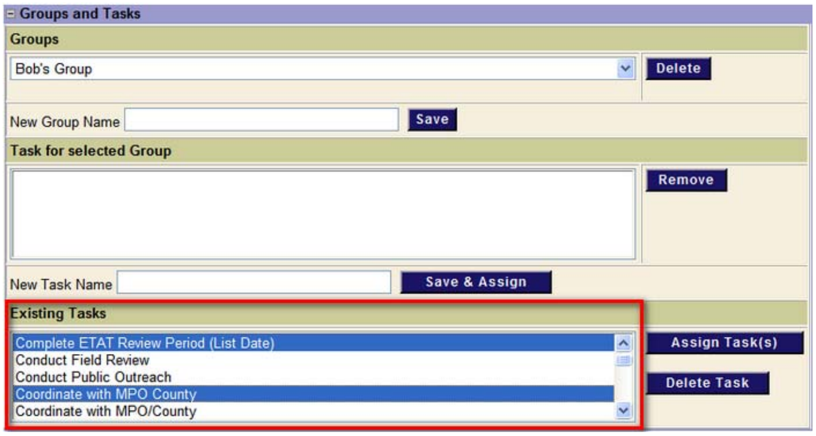
Once you have created a new group name, you can assign tasks to the group by:

- Assigning existing tasks (See Step 3 for details)
- Creating and assigning new tasks (See Step 4 for details)

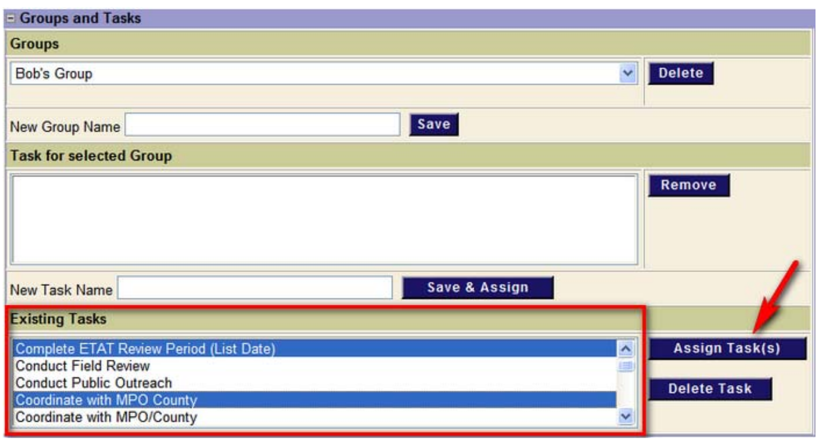
3. To assign tasks that already exist in the database, do the following:

- Under **Existing Tasks**, select the task(s) from the list of options.

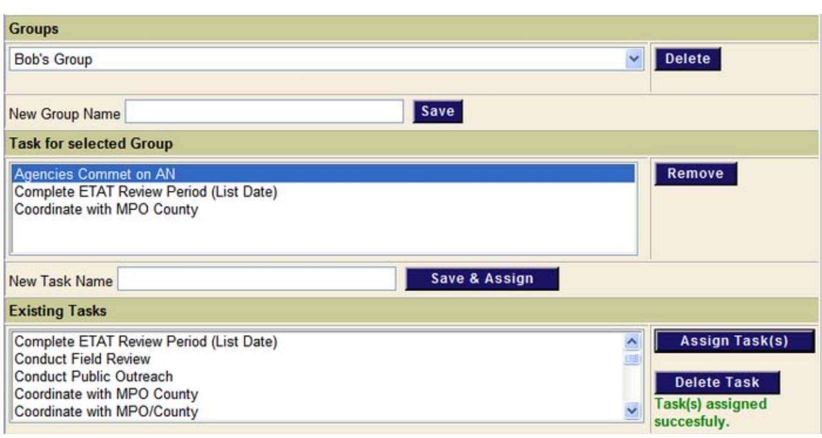
Tip! You can select multiple entries by pressing **SHIFT+click** for adjacent entries or **CTRL+click** for non-adjacent entries.



- Click Assign Task(s).

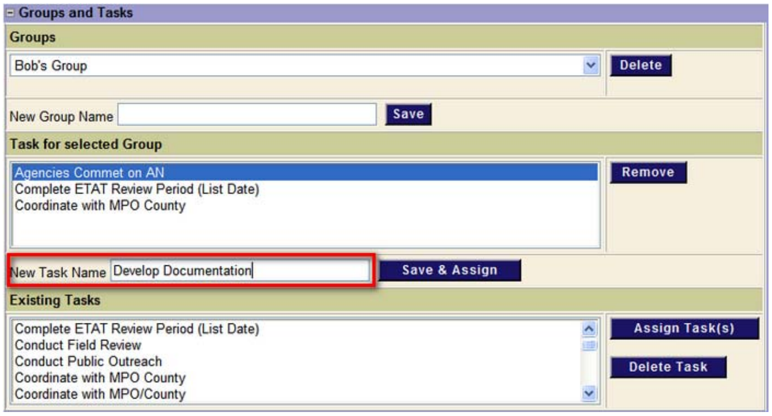


The selected tasks now appear in the **Task for Selected Group** field, and the EST displays a message that the Task(s) were successfully assigned.

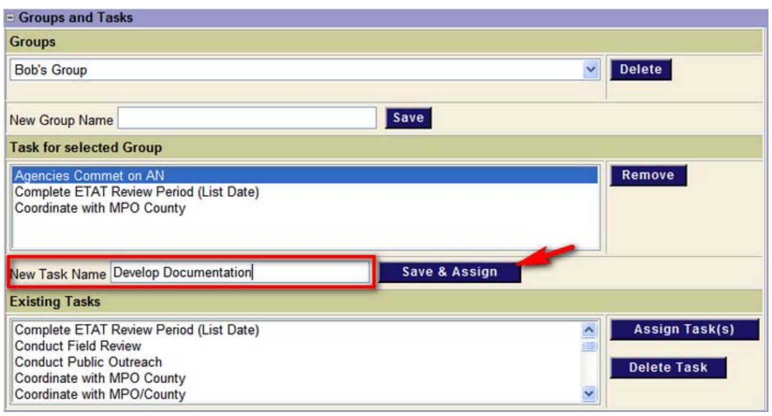


4. To create a new task and assign it to a group, do the following:

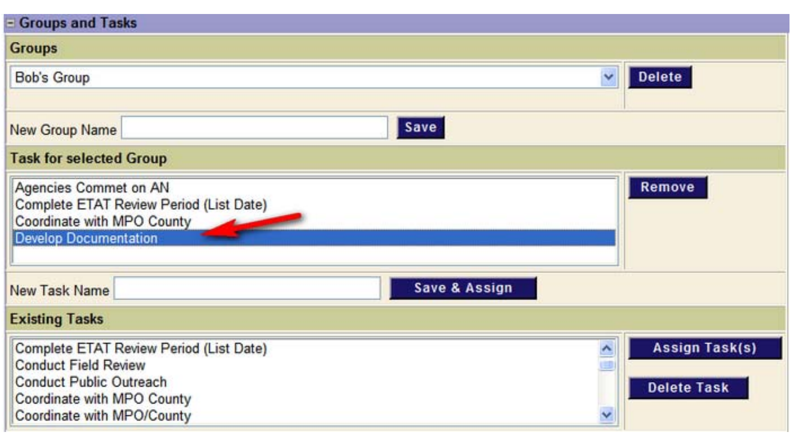
- Under **Task for selected Group**, type the task name in the **New Task Name** field. For the next illustration, the new task name Develop Documentation was created.



- Click Save & Assign.

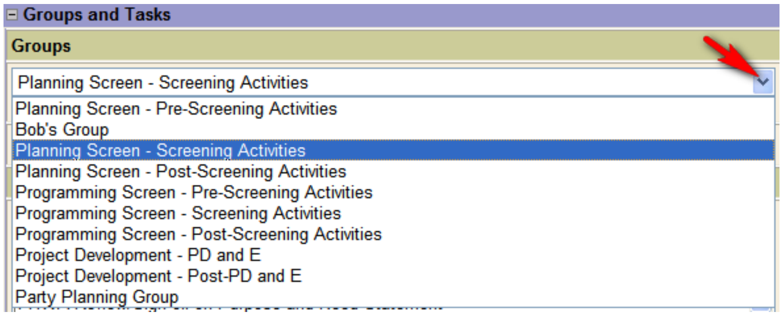


The new task—Develop Documentation—now appears in the **Task for selected Group** field and in the **Existing Tasks** field, which means it can be assigned to other groups.

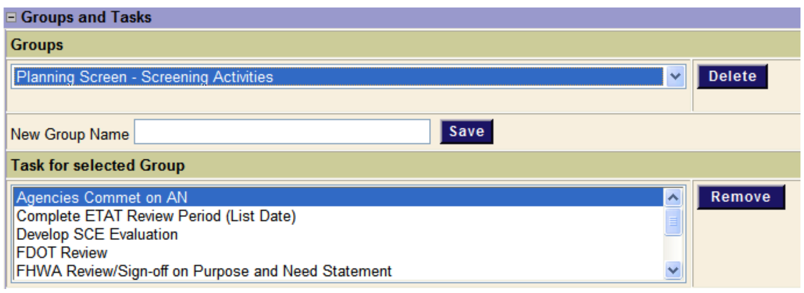


5. To manage the tasks for an existing group, do the following:

- Click the drop-down arrow in the **Groups** field, and then select a group from the list.

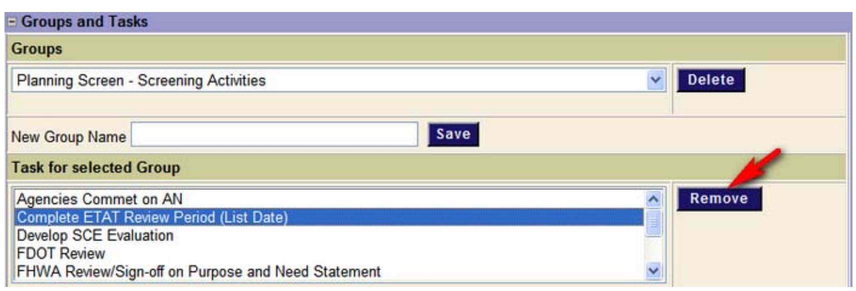


The group name now appears in the **Groups** field along with the list of tasks assigned to the group.



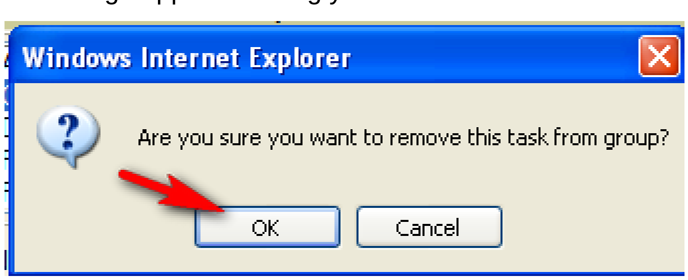
6. To remove tasks from a group or create a new task and assign it to the group, do the following:

- To remove an assigned task from a group, select the task from the **Task for selected Group** field, and then click **Remove**.



Note: A task can only be removed from a group if there are no other projects assigned to that task.

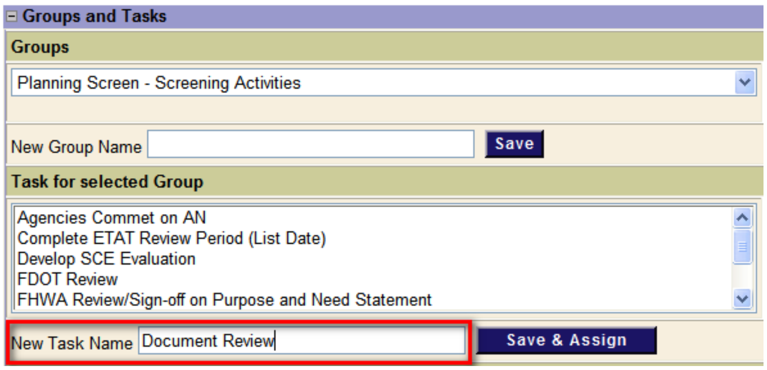
A message appears asking you to confirm the deletion. Click **OK**.



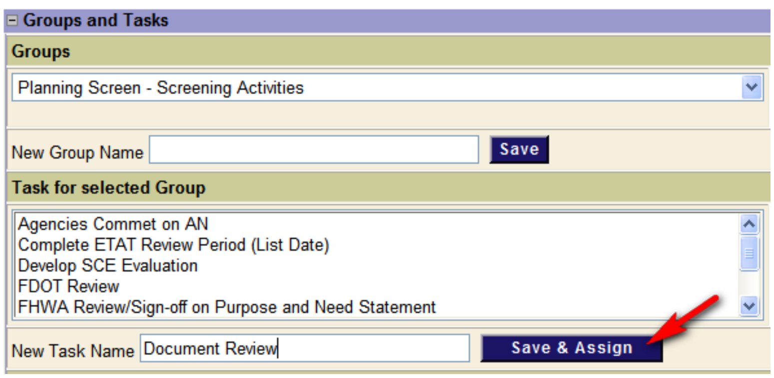
The task is removed from the list of tasks for the selected group.

Note: Tasks removed from the list in the **Task for a selected group** field are not deleted from the list of **Existing Tasks**.

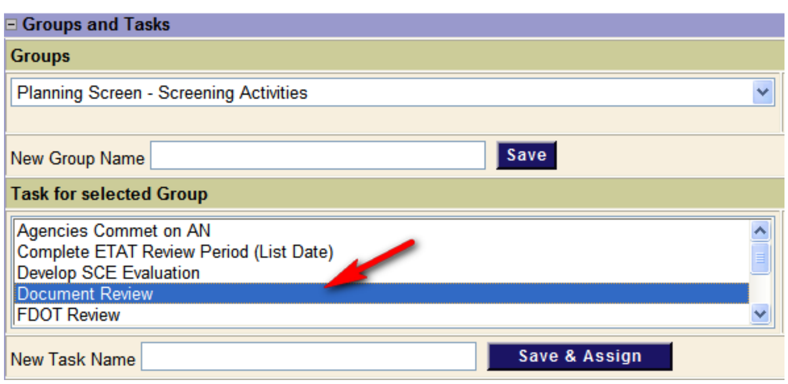
- To create a new task for an existing group, do the following:
  - Type the task name in the **New Task Name** field.



  - Click **Save & Assign**.

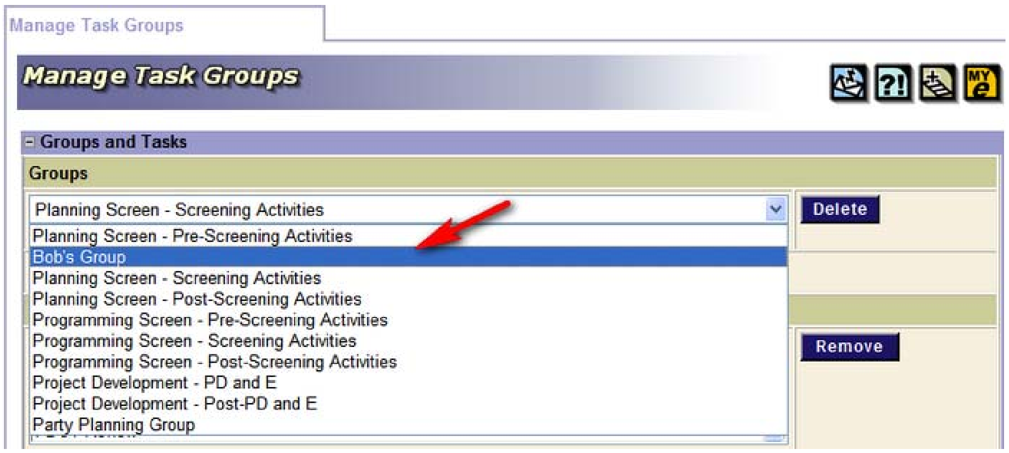


The new task name appears in the **Task for selected Group** field.



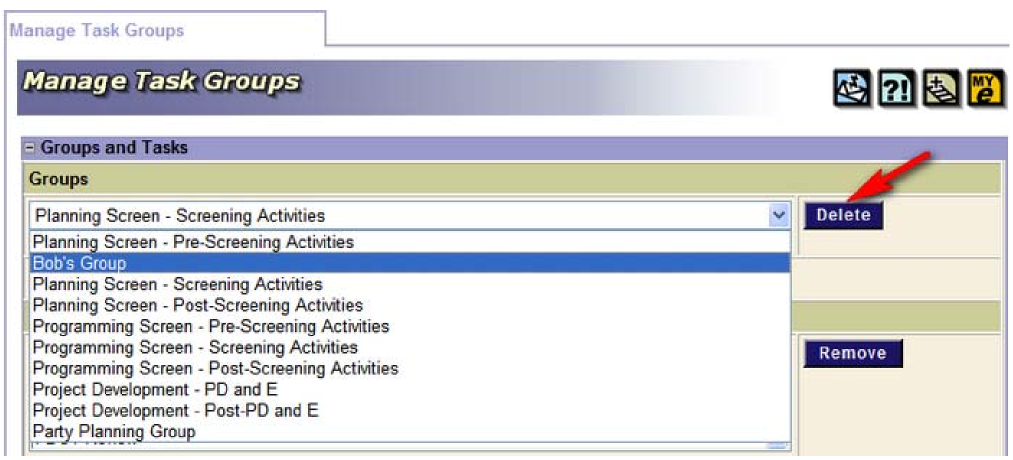
7. To delete a group from the list in the **Groups** field, do the following:

- Click the drop-down arrow  in the **Groups** field, and then select a group from the list. For the next illustration, the group Bob's Group was selected.

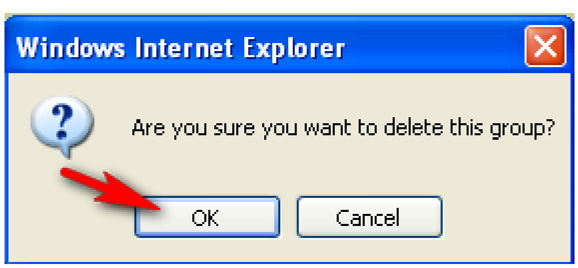


Note: A group cannot be deleted if there are other projects that have assigned tasks for that group.

- Click **Delete**.



A message appears asking you to confirm the deletion. Click **OK**.

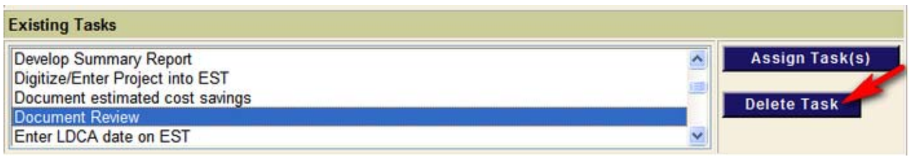


The group is removed from the list of in the **Groups** field.

8. To delete tasks from the **Existing Tasks** list, do the following:

- Click the drop-down arrow  in the **Existing Tasks** field, and then select a task from the list. For the next illustration, the task Document Review was selected.

- Click **Delete Task**.



Note: A task cannot be deleted if it is still assigned to another group or project.

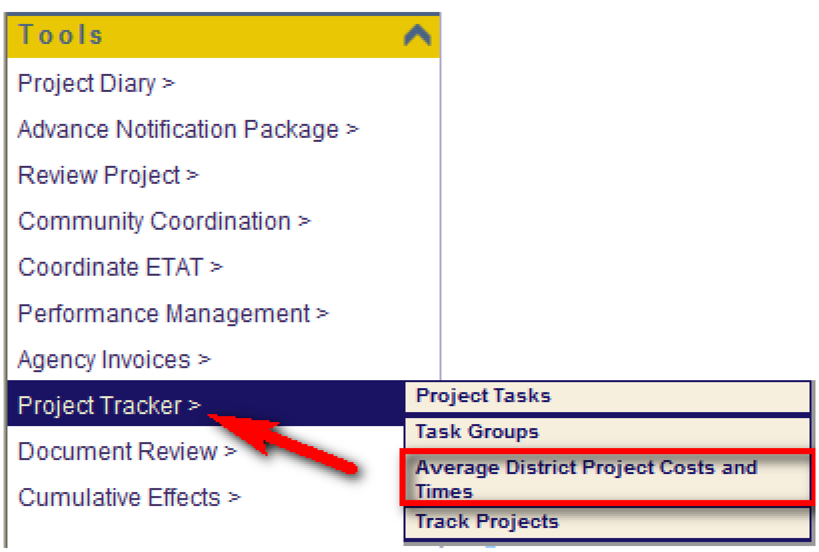
3.1.8.3 *Average District Project Costs and Times (New 07/31/2009)*

The **Average District Project Costs and Times** function in the Environmental Screening Tool (EST) **Tools** menu enables ETDM Coordinators Primary and ETDM Coordinators to enter Florida Department of Transportation (FDOT) Average Project Costs for PD&E Studies for the District(s) to which they are assigned (e.g., an ETDM Coordinator for District 3 can only update District 3 information).

The information can be edited by an FDOT Manager, ETDM Coordinator, and Environmental Management Office (EMO) Manager.

Using the Record Average District Project Costs and Times Tool:

1. On the **Tools** menu, point to **Project Tracker**, and then click **Average District Project Costs and Times**.



The **Average District Project Costs and Times** window opens as a tabbed page, displaying a search filter and a page toolbar.

Tip! Click on the toolbar icons to:

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

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

For additional information about using the EST page toolbar buttons, refer to Chapter 2.8 of the EST Handbook.

2. In the **Districts** field, click the drop-down arrow , and then select a District from the list.

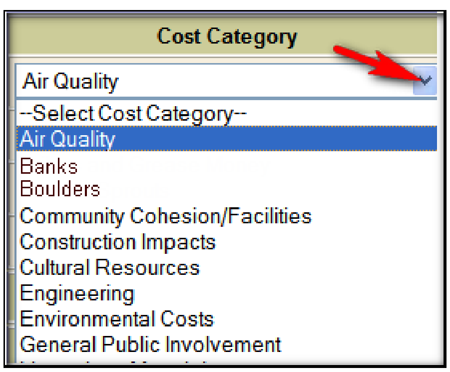
Note: Only the Districts to which you are assigned will appear in the **Districts** field.

3. Click **Search**.

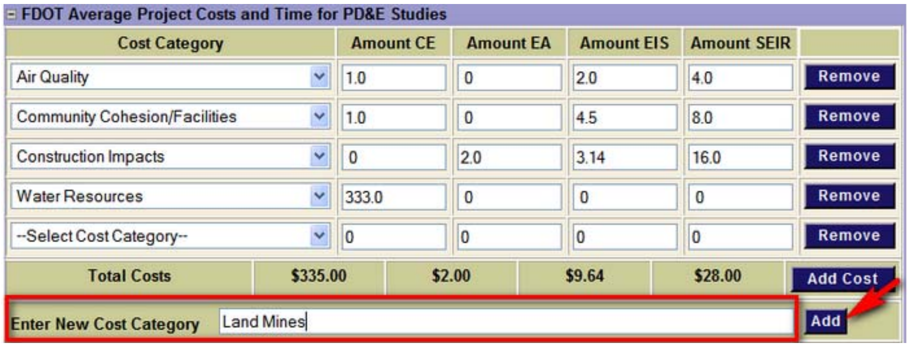
The **Average District Project Costs and Times** window refreshes and expands, displaying the **FDOT Average Project Costs and Time for PD&E Studies** form.

4. In the **Cost Category** column, do one of the following:

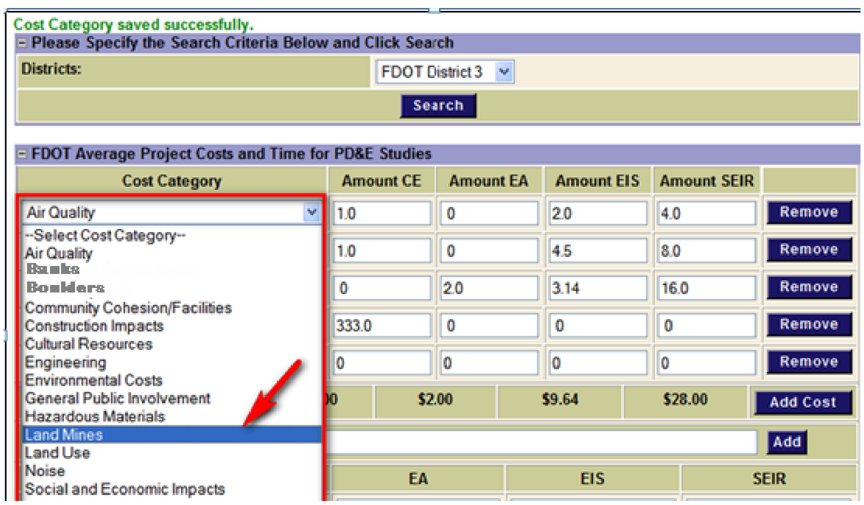
- To select another category, click the drop-down arrow in one of the fields in the **Cost Category** column, and then select a category from the list.



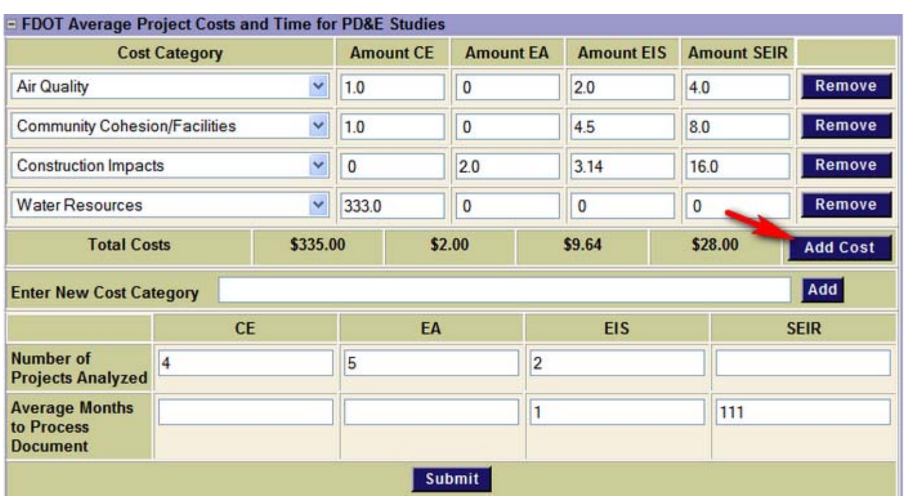
- If a category is not already listed, you can add another category to the prepopulated list of categories by typing the name of the category in the **Enter New Cost Category** field, and then clicking **Add**.



The new category now appears in the prepopulated **Cost Category** list.



- To add another row to the **Cost Category** column, click **Add Cost**.



The EST displays another row of active fields for entering information.

FDOT Average Project Costs and Time for PD&E Studies					
Cost Category	Amount CE	Amount EA	Amount EIS	Amount SEIR	
Air Quality	1.0	0	2.0	4.0	Remove
Community Cohesion/Facilities	1.0	0	4.5	8.0	Remove
Construction Impacts	0	2.0	3.14	16.0	Remove
Water Resources	333.0	0	0	0	Remove
--Select Cost Category--	0	0	0	0	Remove
Total Costs	$335.00	$2.00	$9.64	$28.00	Add Cost

Tip! To remove a row, click the **Remove** button beside the selected row.

5. Once you have selected your Cost Categories, do the following:

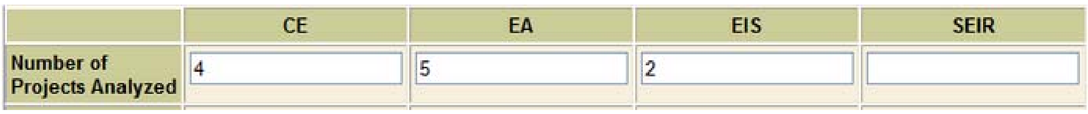
- In the **Amount CE** column, enter the amount for Categorical Exclusion (CE) for each corresponding **Cost Category**.
- In the **Amount EA** column, enter the amount for Environmental Assessment (EA) for each corresponding **Cost Category**.
- In the **Amount EIS** column, enter the amount for Environmental Impact Statement (EIS) for each corresponding **Cost Category**.
- In the **Amount SEIR** column, enter the amount for State Environmental Impact Report (SEIR) for each corresponding **Cost Category**.

FDOT Average Project Costs and Time for PD&E Studies					
Cost Category	Amount CE	Amount EA	Amount EIS	Amount SEIR	
Air Quality	200.00	300.00	100.00	250.00	Remove
Community Cohesion/Facilities	1.0	0	4.5	8.0	Remove
Construction Impacts	0	2.0	3.14	16.0	Remove
Water Resources	333.0	0	0	0	Remove
--Select Cost Category--	0	0	0	0	Remove
Total Costs	$534.00	$302.00	$107.64	$274.00	Add Cost

Note: The EST automatically updates the **Total Costs** each time an amount changes in the **Amount** columns.

6. In the **Number of Projects Analyzed** fields, enter the number of projects analyzed for:

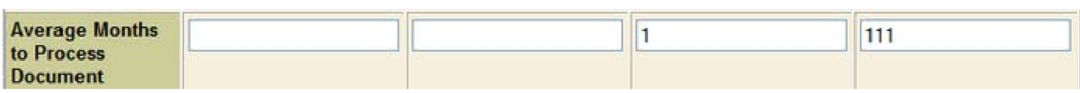
- **CE**
- **EA**
- **EIS**
- **SEIR**



	CE	EA	EIS	SEIR
Number of Projects Analyzed	4	5	2	

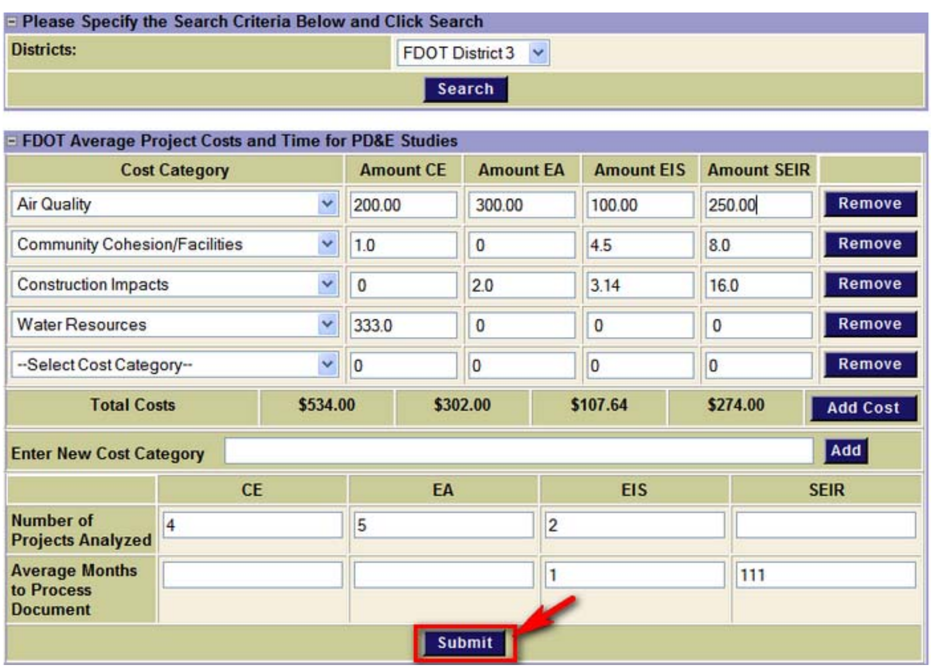
7. In the **Average Months to Process Document**, enter the number of months to process the document for:

- **CE**
- **EA**
- **EIS**
- **SEIR**



Average Months to Process Document			1	111

8. Click **Submit**.



Please Specify the Search Criteria Below and Click Search

Districts:	FDOT District 3
	Search

FDOT Average Project Costs and Time for PD&E Studies

Cost Category	Amount CE	Amount EA	Amount EIS	Amount SEIR	
Air Quality	200.00	300.00	100.00	250.00	Remove
Community Cohesion/Facilities	1.0	0	4.5	8.0	Remove
Construction Impacts	0	2.0	3.14	16.0	Remove
Water Resources	333.0	0	0	0	Remove
--Select Cost Category--	0	0	0	0	Remove
Total Costs	$534.00	$302.00	$107.64	$274.00	Add Cost

Enter New Cost Category | Add

	CE	EA	EIS	SEIR
Number of Projects Analyzed	4	5	2	
Average Months to Process Document			1	111

Submit

3.1.8.4 *Track Projects (New 07/31/2009)*

The **Track Projects** function in the Environmental Screening Tool (EST) **Tools** menu enables authorized users to view the status details of selected projects.

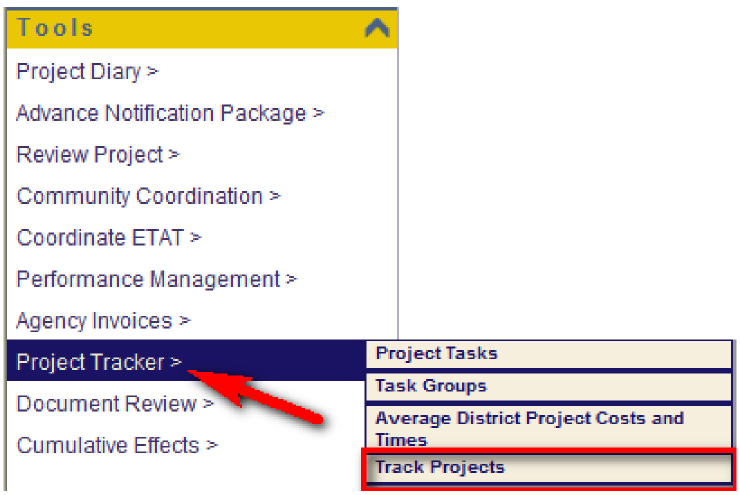
Florida Department of Transportation (FDOT) ETDM Coordinators, ETDM Coordinators Primary, ETDM Management, and Metropolitan Planning Organization (MPO) ETDM Coordinators Management Team have write-access privileges to edit or add information to projects within their organization's jurisdiction. Project Managers have write-access privileges only for projects to which they are assigned.

Environmental Management Office (EMO) Managers have read-only access privileges.

All authorized users can retrieve the PDF version or spreadsheet file of the Track Projects report. For a list of EST user roles and privileges, refer to **Table 1-1** in Chapter 1.5 of the EST Handbook.

Using the Track Projects Tool:

1. On the **Tools** menu, point to **Project Tracker**, and then click **Track Projects**.



The **Track Projects** window opens as a tabbed page, displaying a search filter and a page toolbar.

Tip! Click on the toolbar icons to:

Send feedback about the current page.

Access online **Help**.

Bookmark the page.

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

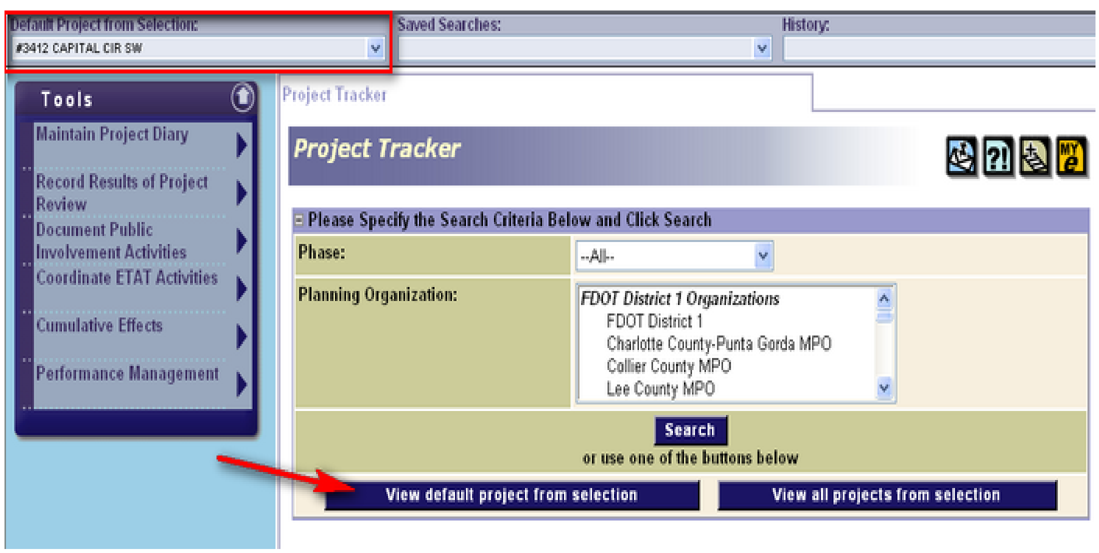
The search function in EST enables users to track one or more selected projects from the **Project Navigation Bar** or to search for projects using the search filter in the **Track Projects** window. The differences between the two search functions are as follows:

- Searching for and selecting projects using the **Project Navigation Bar** enables users to narrow their search criteria (e.g., Class of Action [COA], AN Federal Consistency Reviews).
- The search filter in the **Track Projects** window only enables users to perform a broader search (e.g., by district and organization).

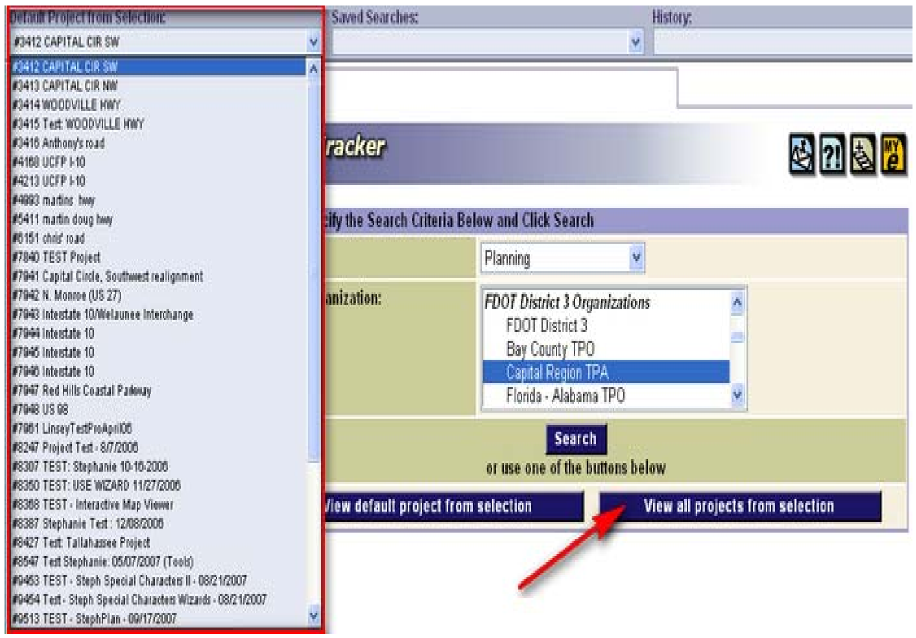
Tip! For additional information on using the Project Navigation Bar, see Chapter 2.3 of the EST Handbook.

2. To select one or multiple projects from the **Project Navigation Bar**, do one of the following:

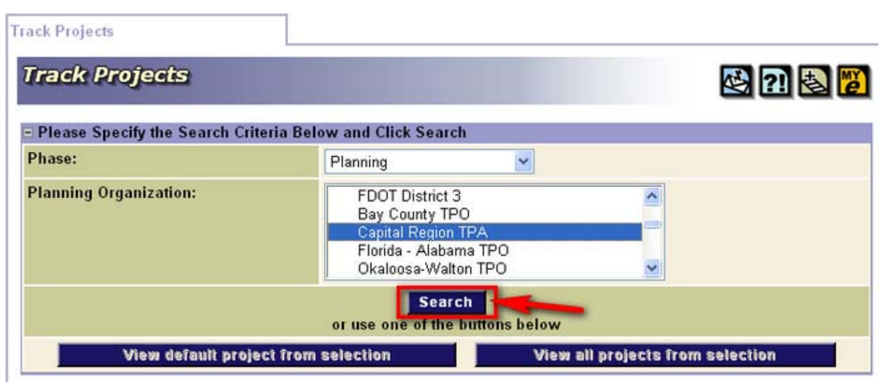
- To track one project, click **View default project from selection**.



- To track all selected projects listed in the **Project Navigation Bar**, click **View all projects from selection**.



3. To search for projects using the search filter in the **Track Projects** window, do the following:

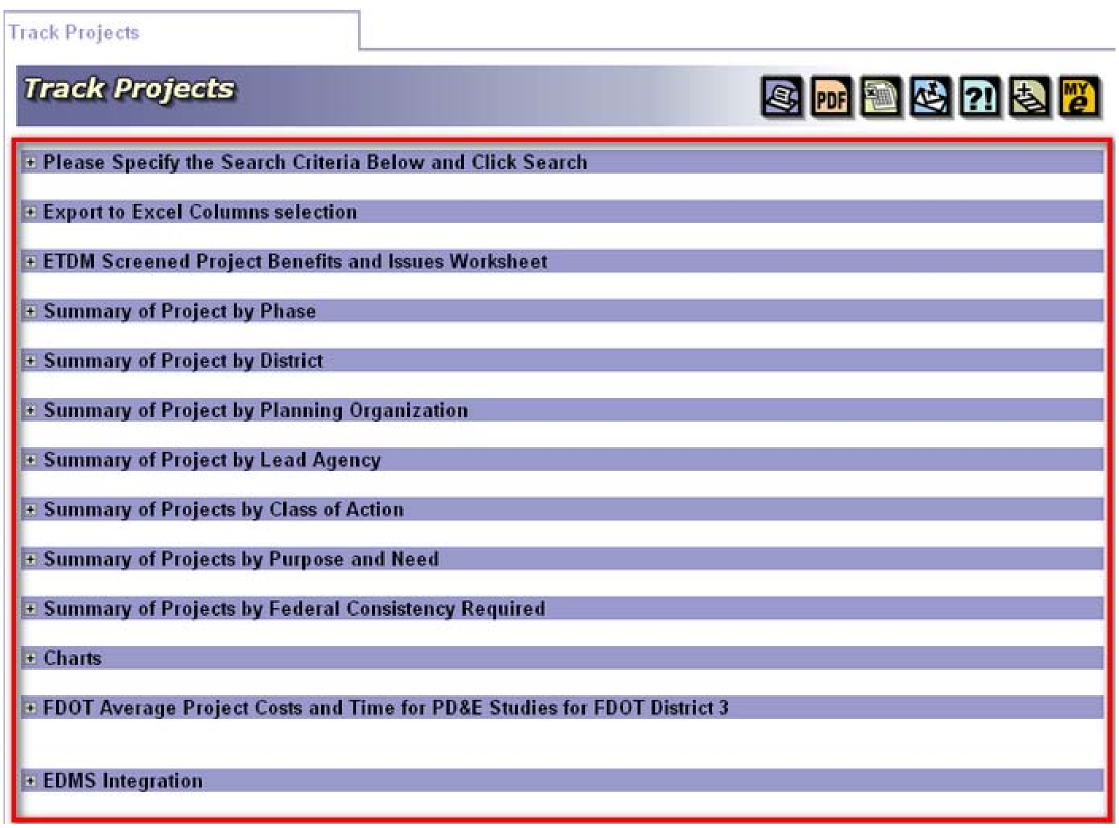


- In the **Phase** field, do one of the following:
  - To view projects in all phases, accept the default **–All-.**
  - To view projects in a specific phase, click the drop-down arrow, and then select a project phase.
- In the **Planning Organization** field, click the drop-down arrow, and then select one or multiple planning organizations.
- Click **Search**.

Tip! You can select multiple entries by using **SHIFT + click** for adjacent entries or **CTRL + click** for non-adjacent entries.

4. After entering your search criteria or making your project selection, the **Track Projects** window refreshes and expands, displaying an expanded page toolbar and the following sections:

- **Export to Excel Column Selection**
- **ETDM Screened Project Benefits and Issues Worksheet**
- **Summary of Project by Phase**
- **Summary of Project by District**
- **Summary of Project by Planning Organization**
- **Summary of Project by Lead Agency**
- **Summary of Projects by Class of Action**
- **Summary of Projects by Purpose and Need**
- **Summary of Projects by Federal Consistency Required**
- **Charts**
- **FDOT Average Project Costs and Time for PD&E Studies for FDOT Selected District**
- **EDMS Integration**



Tip! Click the toolbar icon in the **Track Projects** window to:

Print a copy of the current page.

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

Export the current page to **Excel.**

Send feedback about the current page.

Access online **Help**.

Bookmark the page.

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

5. Under **Export to Excel Columns selection**, you have the option to include or exclude data columns appearing on the Excel spreadsheet.

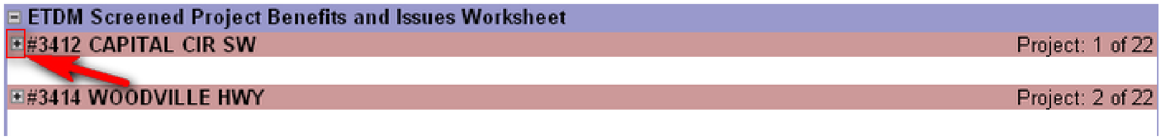
Note: The boxes default to checked. You need to click the box to remove the checkmark.

Export to Excel Columns selection

Exclude column when you export to excel by unchecking them			
☑ ETDM Project Number	☑ ETDM Project Name	☑ District(s)	☑ County(ies)
☑ From	☑ To	☑ Planning Organization	☑ Plan Id
☑ FDOT Financial Number (s)	☑ Project Manager(s)	☑ AN Package Created	☑ Federal Consistency Required
☑ Consistent w/Comp Plan	☑ Project Consistent Received	☑ Lead Agency	☑ Cooperating Agencies Assigned
☑ Purpose and Need Accepted	☑ P&N Date Accepted	☑ COA Type	☑ COA Submission Date
☑ COA Determination Date	☑ Current Phase	☑ Current Status	☑ Most Recent Review Start Date
☑ Most Recent Review End Date	☑ Days left to complete Initial Summary Report	☑ Any Red Flags	☑ Last Publication Date
☑ Type of Publication	☑ Include Previous Project Screening Events	☑ Special Issues to Track	☑ Additional Detail Specific Agencies
☑ Status/ Comments	Other Comments All	☑ Estimated Cost Saving ($)	☑ Estimated Time Saving (months)
☑ Specific Examples of Benefits	☑ Estimated Cost Increases ($)	☑ Estimated Time Increases (months)	☑ Specific Examples of Issues
☑ Contracts			

6. Click the Excel icon, , located on the page toolbar to export the project information to an Excel spreadsheet.

7. In the **ETDM Screened Project Benefits and Issues Worksheet** section, you can view project details by clicking ⊞ beside the project to expand the section.



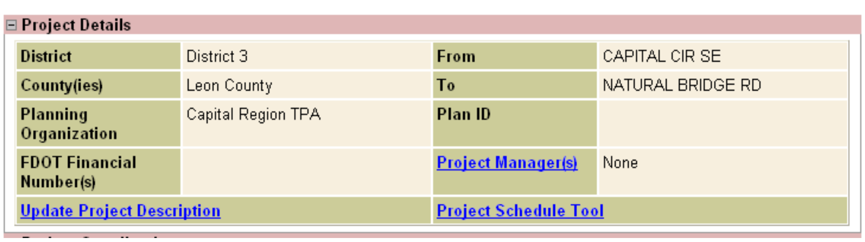
Tip! Click ⊟ to collapse the section.

The EST displays the detailed project information, which is divided into the following sections:

- **Project Details**
- **Project Coordination**
- **Summary Report**
- **Previous Project Screening**
- **Project Specific Comments or Issues**
- **Project Specific Benefits and Cost or Time Saving**
- **Project Specific Issues or Additional Costs**
- **Project Specific Contracts**

Note: Authorized users with write-access privileges can edit all the sections except **Previous Project Screening**, which is a read-only section.

8. To update the **Project Details** section, do the following:



Project Details

District	District 3	From	CAPITAL CIR SE
County(ies)	Leon County	To	NATURAL BRIDGE RD
Planning Organization	Capital Region TPA	Plan ID	
FDOT Financial Number(s)		Project Manager(s)	None
Update Project Description		Project Schedule Tool	

- To add, delete, or change project manager information, click the **Project Manager(s)** link. The **Assign Project Manager** window opens as a tabbed page.
- To update the project description, click the **Update Project Description** link. The **Update Project Description** window opens as a tabbed page.
- To view the project schedule details, click the **Project Schedule Tool** link. The **Project Schedule Tool** window opens as a tabbed page in a read-only format.

9. To update the **Project Coordination** section, do the following:

⊟ Project Coordination

AN Package Created	None	Consistent w/Comp Plan	Yes
Federal Consistency Required	Unknown	Project Consistent Received	None
Lead Agency	None	Cooperating Agencies Assigned	None
Purpose and Need Accepted	Not reviewed yet	Date Accepted	None
COA Type	None	COA Submission Date	None
COA Determination Date	None		

- To assign a lead agency for the project, click the **Lead Agency** link. The **Class of Action** window opens as a tabbed page.
- To assign or change agencies that are Cooperating Agencies for the project, click the **Cooperating Agencies Assigned** link. The **Class of Action** window opens as a tabbed page.
- To modify a COA, click the **COA Type** link. The **Add/Modify Class of Action** window opens as a tabbed page.

10. To update the **Summary Report** section, do the following:

⊟ Summary Report

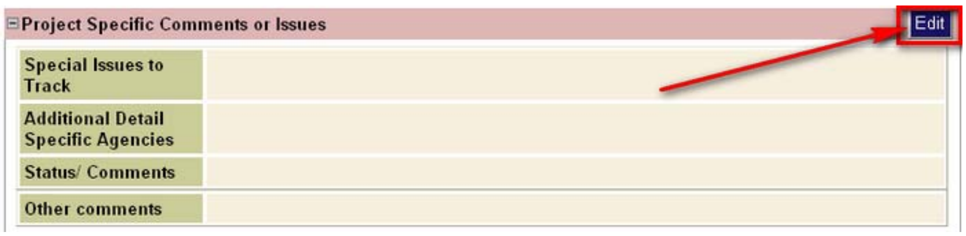
Current Phase	Planning Screen	Current Status	Editing
Most Recent Review Start Date	4/1/2004	Most Recent Review End Date	5/31/2004
Days left to complete Initial Summary Report	Done	Any Red Flags	No
Last Publication Date	9/21/2004	Type of Publication	Transportation Project Published
Tasks to Complete Summary Report			

- To update the project's phase, click the link in the **Current Phase** field. The **Update Project Phase** window opens as a tabbed page.
- To update the project's status, click the **Current Status** link. The **Update Project Status** window opens as a tabbed page.
- To view the status of the initial summary report, click the **Days left to complete Initial Summary Report** link. The **Summarize ETAT Review Screen** window opens as a tabbed page.
- To view the tasks that need to be undertaken in order to complete the summary report, click the **Tasks to Complete Summary Report** link. The **Summarize ETAT Review Screen** window opens as a tabbed page.

For the **Project Specific** subsections, users with write-access privileges can add or edit information for projects within their jurisdiction.

11. Click **Edit** to add or edit information pertaining to the selected project.

Note: The **Edit** button will be inactive if you are viewing projects outside of your jurisdiction or if you have read-only privileges.

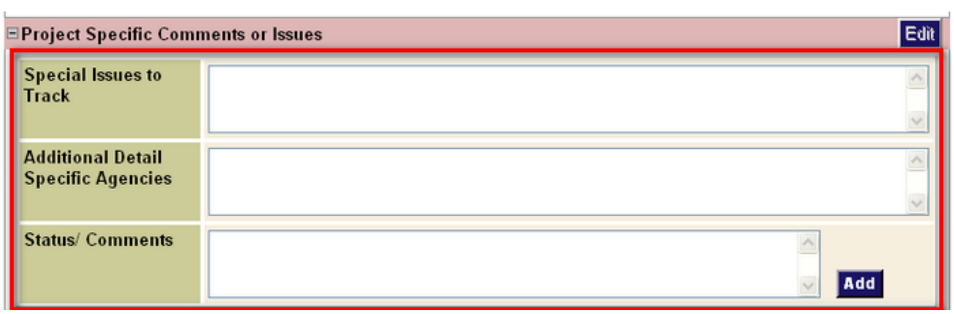


The following sections expand, displaying active fields for adding or editing information:

- **Project Specific Comments or Issues**
- **Project Specific Benefits and Cost or Time Saving**
- **Project Specific Issues or Additional Costs**
- **Project Specific Contracts**

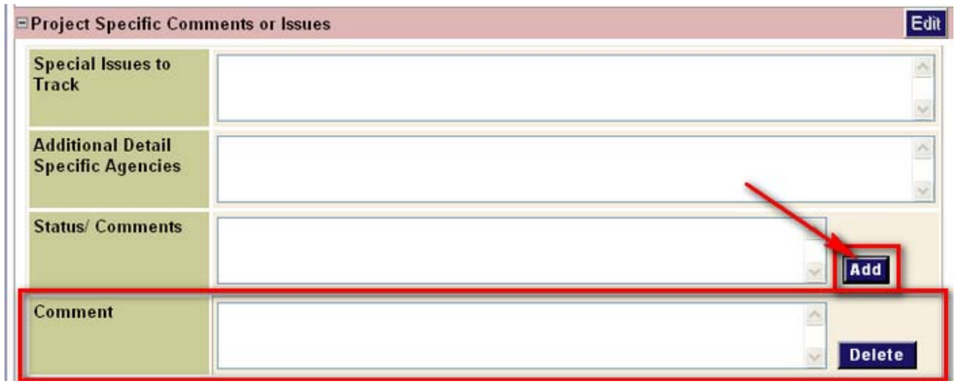
Tip! You can save your information at any point during the editing process by clicking the **Save** button located at the bottom of the **ETDM Screened Project Benefits and Issues Worksheet**.

12. Under **Project Specific Comments or Issues**, do the following:



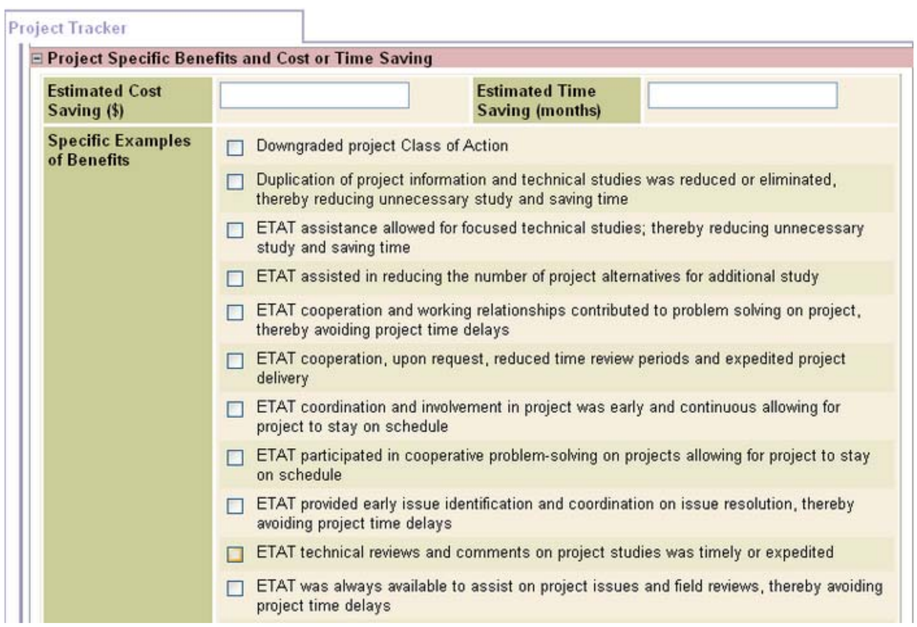
- In the **Special Issues to Track** text field, type any special issues that should be tracked for the selected project.
- In the **Additional Detail Specific Agencies** field, type any additional details.
- In the **Status/Comments** field, indicate the status of the issue or comment.
- To display another field for typing additional comments, click **Add**.

Tip! Click **Add** each time you want to display a **Comment** field. Click **Delete** to remove a **Comment** field.

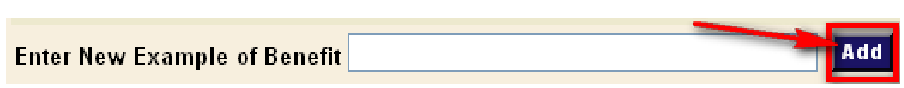


Note: Only the user who is typing the comments or an FDOT ETDM Coordinator can delete **Comment** fields.

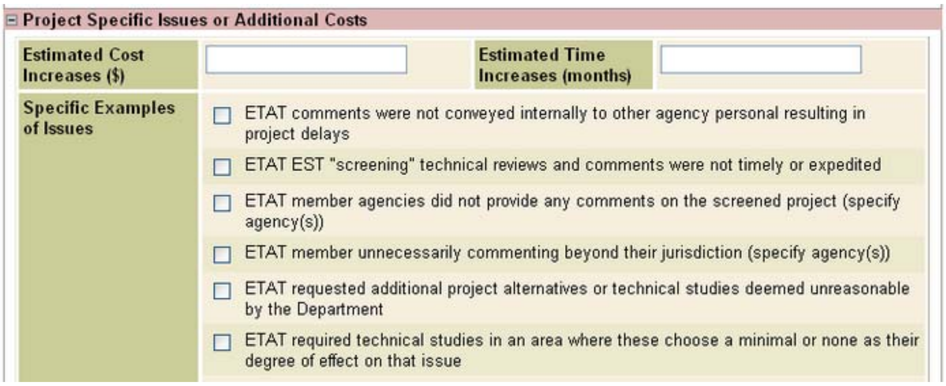
13. To update the **Project Specific Benefits and Cost or Time Saving** section, do the following:



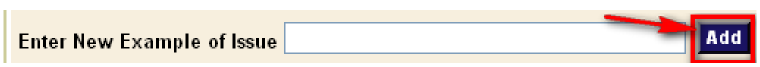
- In the **Estimated Cost Saving ($)** field, type the dollar amount.
- In the **Estimated Time Saving (months)** field, type the number of months.
- In the **Specific Example of Benefits** field, click the check box beside the applicable statement.
- In the **Enter New Example of Benefit** field located at the bottom of the section, add a benefit example that is not already listed, and then click **Add**. The EST adds the benefit example to the list.



14. To update the **Project Specific Issues or Additional Costs** section, do the following:



- In the **Estimated Cost Increases ($)** field, type the amount of the estimated cost increase.
- In the **Estimated Time Increases (months)** field, type the number of months.
- In the **Specific Examples of Issues** field, click the check box(es) next to the applicable statement(s).
- In the **Enter New Example of Issue** field located at the bottom of the section, add an issue example that is not already listed, and then click **Add**. The EST adds the issue example to the list.



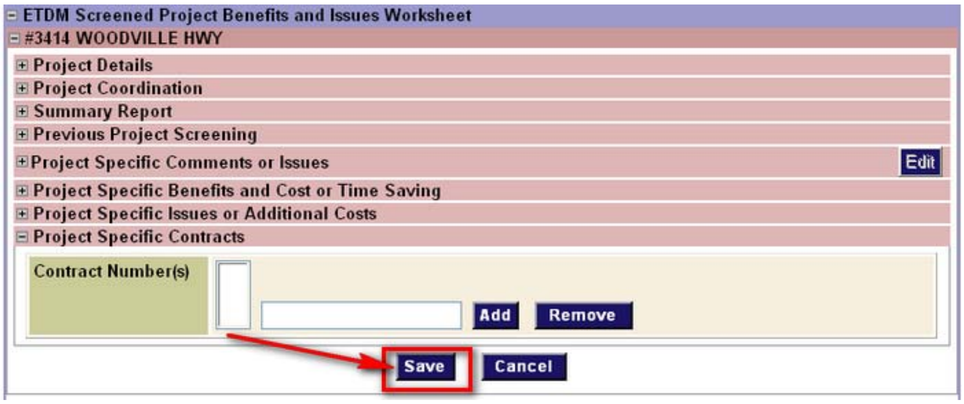
15. To make additions or changes to the **Project Specific Contracts** section, do the following:

- To remove a contract number, click a contract number in the **Contract Number(s)** field, and then click **Remove**.

- To add a contract number, type the contract number in the **Add** field, and then click **Add**.

The added contract number appears in the **Contract Number(s)** field.

16. Click the **Save** button located at the bottom of the **ETDM Screened Project Benefits and Issues Worksheet** to save your information.



17. The following sections are read-only tables showing the total number of projects per category. Scroll down the **Track Projects** window to view the **Summary of Projects** categories and **Charts**.

- The **Summary of Project by Phase** section displays the total number of projects within the planning organization's jurisdiction, and the number of projects in each phase (Planning, Programming, and Project Development).

Summary of Project by Phase	
Number of Projects	22
Total of Projects on Planning Screen	17
Total of Projects on Programming Screen	5
Total of Projects on Project Development Phase	0

- The **Summary of Projects by District** section displays the statewide total number of projects and total number of projects within each District's geographic area.

Summary of Project by District	
Number of Projects	22
Total of Projects for District 1	1
Total of Projects for District 2	2
Total of Projects for District 3	19
Total of Projects for District 5	1

- The **Summary of Projects by Planning Organization** section displays the planning organization's total number of projects.

Summary of Project by Planning Organization	
Number of Projects	22
Total of Projects for Capital Region TPA	22

- The **Summary of Project by Lead Agency** displays the total number of projects by Lead Agency and the number of projects that have not been assigned to a lead agency yet.

Summary of Project by Lead Agency	
Number of Projects	22
Total of Projects for Federal Highway Administration	3
Total of Projects with Lead Agency Not Assigned	19

- The **Summary of Projects by Class of Action** shows the total number of projects for each COA and total number of projects without a determined COA.

Summary of Projects by Class of Action	
Number of Projects	22
Total of Projects with Categorical Exclusion COA	0
Total of Projects with Environmental Assessment COA	1
Total of Projects with Environmental Impact Statement COA	0
Total of Projects with State Environmental Impact Report COA	0
Total of Projects with COA Not Determined	21

- The **Summary of Projects by Purpose and Need** section displays the total number of projects and the number of projects for each Purpose and Need status.

Summary of Projects by Purpose and Need	
Number of Projects	22
Total of Projects with P&N Accepted	3
Total of Projects with P&N Not Accepted	0
Total of Projects with P&N Not reviewed yet	19

- The **Summary of Projects by Federal Consistency Required** section displays the total number of projects and Federal Consistency Required status.

Summary of Projects by Federal Consistency Required	
Number of Projects	22
Total of Projects with Federal Consistency Required	2
Total of Projects with No Federal Consistency Required	5
Total of Projects with Unknown Federal Consistency Required	15
Total of Projects with Potential Future Federal Funding	0

- The **Charts** section displays graphics representing the data from the **Summary of Projects** tables.

Track_Projects_1239733286268.xls [Read-Only] [Compatibility Mode]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	ack Project														
2	Selected Criteria														
3	Phase:	Planning and Programming													
4	Selected	Capital Region TPA													
5															
6															
7	ETDM #	Project Na	District(s)	County(ie	Planning	FDOT Fin	From	To	Plan ID	Project M	AN Packa	Federal C	Lead Age	COA Type	COA Su
8	3412	CAPITAL (	District 3	Leon Coun	Capital Re		ORANGE .	CRAWFOI	1	No manag	None	Unknown	Federal Hi	Reevaluati	None
9	3414	WOODVIL	District 3	Leon Coun	Capital Re		CAPITAL (	NATURAL	321456547	Bella Lugo	None	Unknown	Federal Hi	Environme	None
10	6091	SAMPLE:	District 2	Alachua C	Capital Re		US 441 / S	S. Main St	00000000C	No manag	None	Yes	None	None	None
11	7941	Capital Cir	District 3	Leon Coun	Capital Re		Orange Av	Entrepot B		No manag	None	Unknown	None	None	None
12	7942	N. Monroe	District 3	Leon Coun	Capital Re		I-10	Crowder R		No manag	None	Unknown	None	None	None
13	7943	Interstate	District 3	Leon Coun	Capital Re					No manag	None	Unknown	None	None	None
14	7944	Interstate	District 3	Leon Coun	Capital Re		Capital Cir	US 19 (Mo		No manag	None	Unknown	None	None	None
15	7945	Interstate	District 3	Leon Coun	Capital Re		SR 12 (Qu	CC, NW		No manag	None	No	None	None	None
16	7946	Interstate	District 3	Leon Coun	Capital Re		N. Monroe	Thomasvill		No manag	None	No	None	None	None
17	7947	Red Hills (	District 3	Leon Coun	Capital Re		US 319 (n	Woodville I		Joe Smith	None	Unknown	None	None	None
18	7948	US 98	District 3	Leon Coun	Capital Re		Woodville I	US 98/US		No manag	None	Unknown	None	None	None
19	8350	TEST: US	District 3	Leon Coun	Capital Re		A	B	A	No manag	None	Unknown	Federal Hi	Environme	5/6/2008
20	8427	Test: Talla	District 3	Leon Coun	Capital Re		Governor S	FSU	12345	No manag	None	Yes	None	None	None
21	9833	New Test	District 3	Gadsden (	Capital Re	123465789	Intersectio	Gulf of Me:	12346	No manag	None	Unknown	None	None	None
22	9834	US 90 fron	District 3	Gadsden (	Capital Re	987654321	Quincy	Midway	23765	No manag	None	Unknown	None	None	None
23	9853	test projec	District 2,D	Bay Count	Capital Re					No manag	None	Unknown	None	None	None
24	10013	TEST: Ste	District 1	Lee County	Capital Re	012345678	Road Start	Road End	12345	Stephanie	None	No	None	None	None
25	10053	Road To N	District 3	Liberty Co	Capital Re		Somewher	Nowhere		No manag	None	Unknown	None	None	None
26	10054	Road To N	District 3	Liberty Co	Capital Re		Somewher	Nowhere		No manag	None	Unknown	None	None	None
27	10155	TEST	District 5	Brevard Cc	Capital Re					No manag	None	Unknown	None	None	None
28	10533	Demo Trai	District 3	Gadsden (	Capital Re		US 61 and	US 61 and		No manag	None	No	None	None	None
29	10813	Yet anothe	District 3	Gadsden (	Capital Re		start	end		No manag	None	No	None	None	None
30															
31															
32	FDOT Average Project Costs and Time for PD&E Studies														

Projects / Other Project Comments / Summaries and Charts / Benefits and Issues

Tip! You can also view the charts in Excel by clicking the **Summaries and Charts** tab located at the bottom of the **Track Projects - Excel** window, as shown in the next illustration.

- The **FDOT Average Project Costs and Time for PD&E Studies for FDOT** Selected *District* section displays the project costs associated with the applicable type of PD&E Study.

Note: This section displays only when one FDOT District has been selected in the search criteria.

FDOT Average Project Costs and Time for PD&E Studies for FDOT District 3				
Cost Category	**Amount CE**	**Amount EA**	**Amount EIS**	**Amount SEIR**
Air Quality	$1.00	$0.00	$2.00	$4.00
Community Cohesion/Facilities	$1.00	$0.00	$4.50	$8.00
Construction Impacts	$0.00	$2.00	$3.14	$16.00
Water Resources	$333.00	$0.00	$0.00	$0.00
Total Costs	**$335.00**	**$2.00**	**$9.64**	**$28.00**
	CE	**EA**	**EIS**	**SEIR**
Number of Projects Analyzed	4	5	2	
Average Months to Process Document			1	111

- The **EDMS Integration** section lists the Electronic Document Management System (EDMS) reports that match the selected criteria.

Note: This section only displays for the following authorized user privileges: EMO Manager, FDOT ETDM Coordinator Primary, and FDOT Coordinator. Users with these roles can send reports to EDMS by clicking the **Send Report to EDMS** button.

EDMS Integration
There are no reports in EDMS that match the selected criteria
Send Report to EDMS

3.1.9 Document Review (Updated 11/30/2011)

3.1.9.1 *Set Up Document Review (Updated 11/30/2011)*

The **Set Up Document Review** function in the Environmental Screening Tool (EST) **Tools** menu enables Florida Department of Transportation (FDOT) administrators to set up and manage FDOT document reviews.

Administrators use the **Set Up Document Review** form to upload or select documents, add or modify document attributes, and manage document reviews. The Administrator also uses this form to:

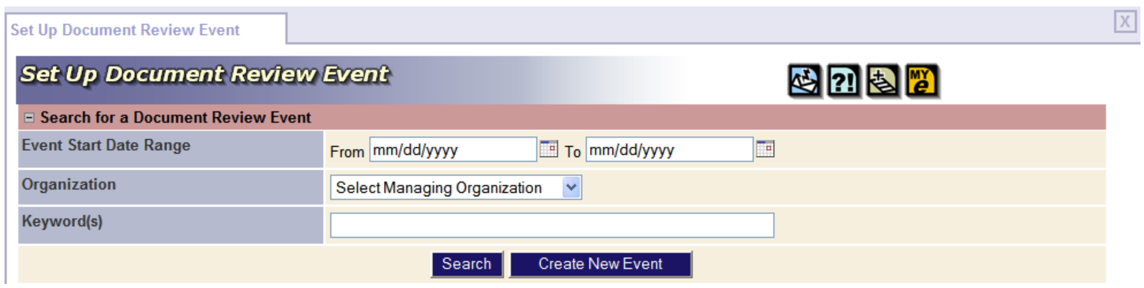
- Set up a review period.
- Identify Commenters, Staff, and Responders for each document.
- Send email notifications to document review participants, notifying them that a review has started.
- Modify existing document review events.

Note: The document file and its attributes may be changed before the review begins. However, after the review begins, only information pertaining to the review duration, the email notification form, and the lists of Recipients and Responders can be changed.

Setting Up a Document Review:

1. On the **Tools** menu, point to **Document Review**, and then click **Set Up Document Review**.

The **Set Up Document Review Event** window opens as a tabbed page, displaying a search filter, and a page toolbar.



2. Do one of the following:

- Set up a new document review event. (See Section 3.1.9.1.1 for navigation details.)
- Modify an existing document review event. (See Section 3.1.9.1.2 for navigation details.)

Tip! Click on the toolbar icons to:

 Send feedback about the current page.

 Access online **Help**.

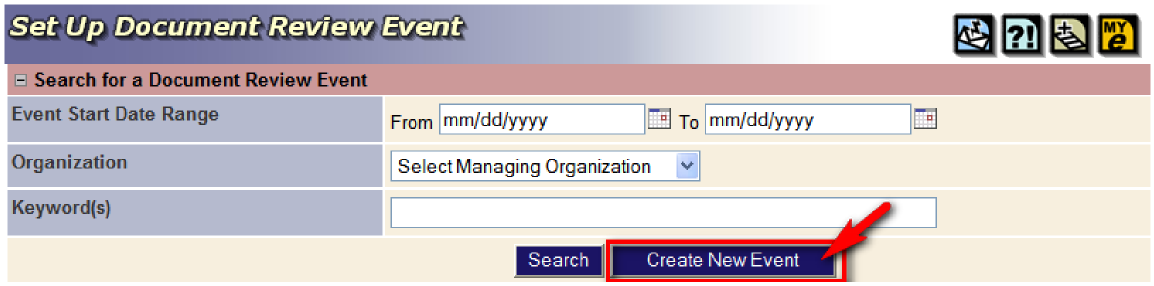
 Bookmark the page.

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

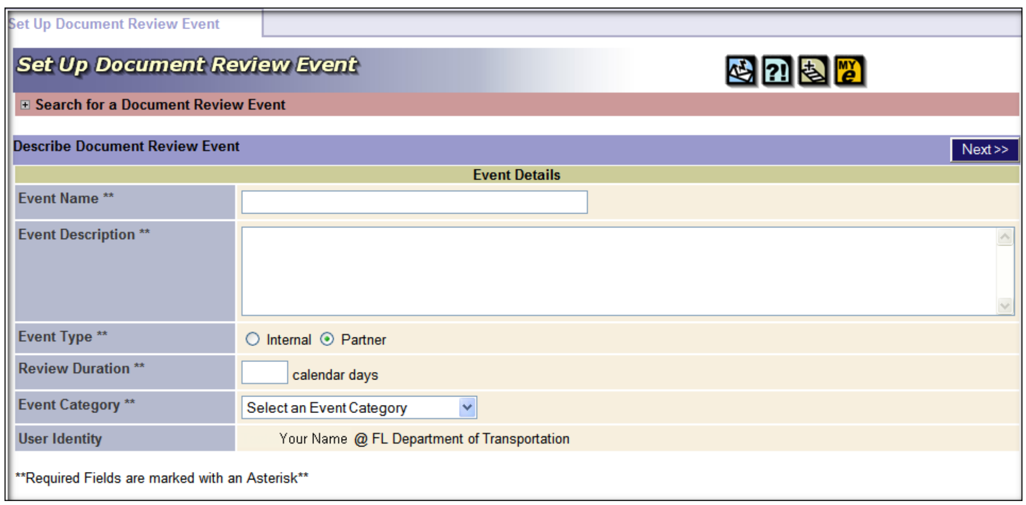
For additional information about using the EST page toolbar buttons, refer to the Navigation chapter of the EST Handbook.

3.1.9.1.1 Creating a New Document Review Event

1. Click **Create New Event**.



The **Set Up Document Review Event** window refreshes and displays the **Event Details** form. A review event may contain one or multiple documents. This form enables you to give the complete review event a name and description along with establishing the review type (Internal or Partner) and review duration.



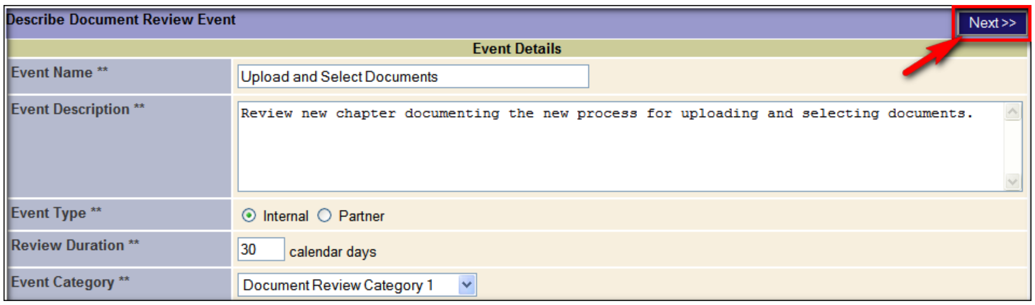
2. Under **Event Details**, complete the following fields:

Note: Fields containing a double asterisk (**) indicate it is a required field. The EST will not process the form if these fields are left blank.

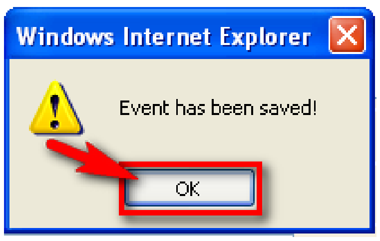
- **Event Name** – Type the name of the review event (e.g., Review of Draft Environmental Impact Statement for Project #0123456).
- **Event Description** – Describe what the review is about (you can type up to 4000 characters).
- **Event Type** – Click one of the following options:
  - **Internal** – if the document is being reviewed only by FDOT members
  - **Partner** – if the document is being reviewed by partner agencies
- **Review Duration** – Type the number of days Official Commenters and Staff have to complete the review.

- **Event Category** – Click the **Select an Event Category** arrow, and then click the appropriate selection:

3. Click **Next**.

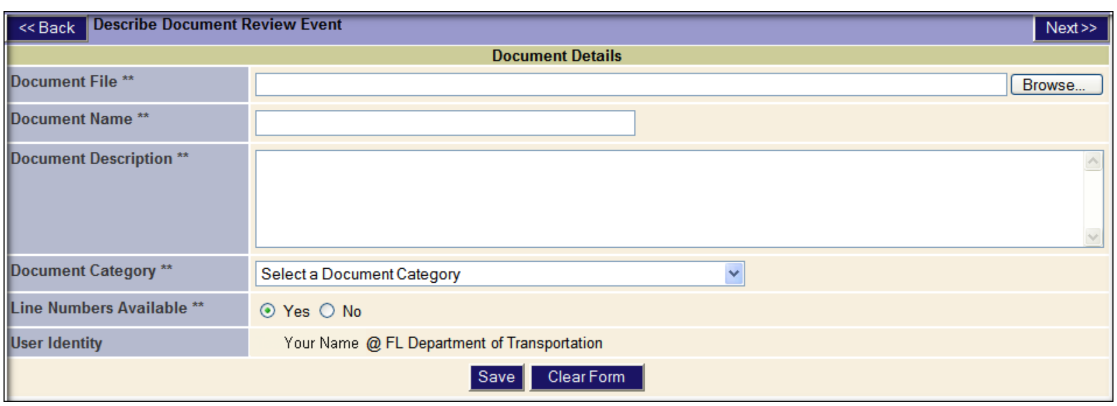


A message appears stating the **Event has been saved**.



4. Click **OK**.

The **Describe Document Review Event** form displays the **Document Details** section. This section enables you to attach one or more documents associated with the review.



5. Under **Document Details**, complete the following fields:

- **Document File –** Type the document path, or click the **Browse** button to navigate to the document's location.

  Note: Documents must be converted to PDF before being uploaded. The EST will not save a document that is not in PDF format.

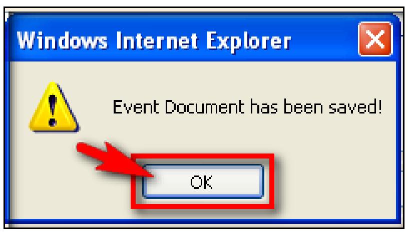
- **Document Name –** Type the name of the document.

- **Document Description –** Type a description of the document (you can type up to 4000 characters).
- **Document Category –** Click the **Select a Document Category** arrow, and then click the appropriate option.
- **Line Numbers Available –** Click one of the following option buttons:
  - **Yes –** to indicate the document contains line numbering
  - **No –** to indicate the document does not contain line numbering

6. Click **Save**.

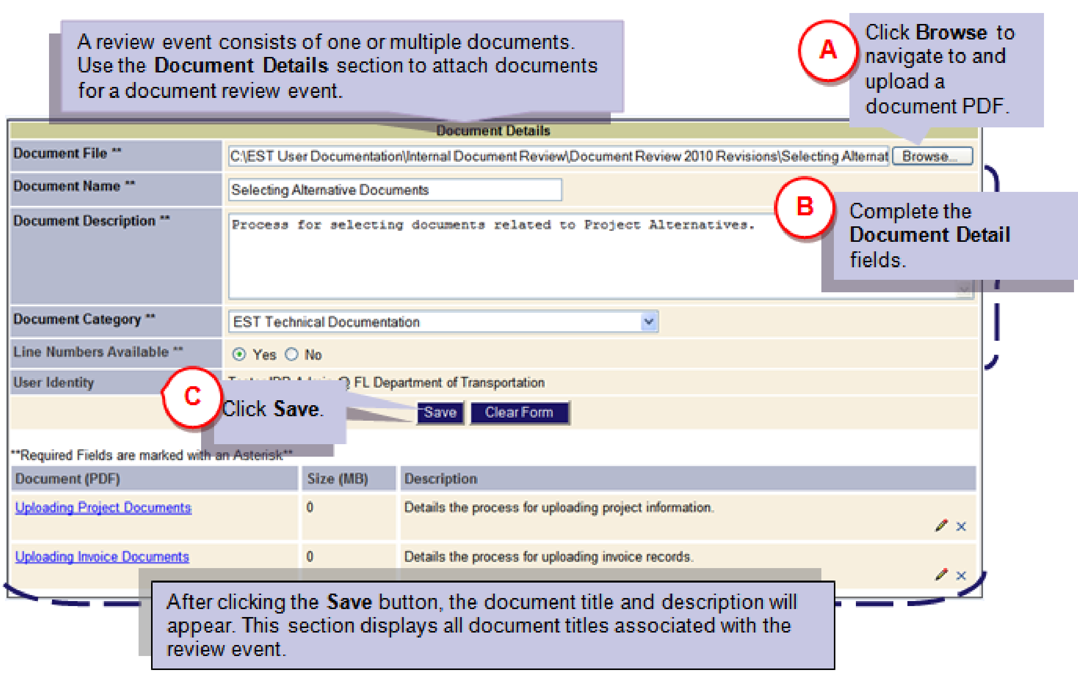
Tip! Click **Clear Form** to reset the form.

7. A message appears stating the **Event Document has been saved**. Click **OK**.



The **Set Up Document Review Event** window expands, displaying a table listing the:

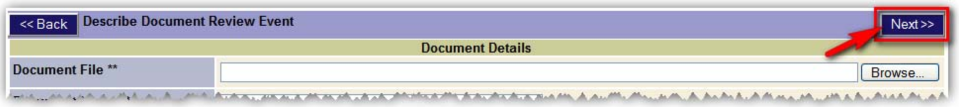
- **Document (PDF)** – document name
- **Size** – document size in megabytes (MB)
- **Description** – document description



Tip! Click the pencil icon, , to make changes to the **Document Description** or to replace the current document with a revised version. Click the delete icon, **, to remove the document and document description from the document review event.**

8. Do one of the following:

- Repeat Steps 7 through 9 to add another document to the document review event.
- Click **Next** if no additional documents will be added.

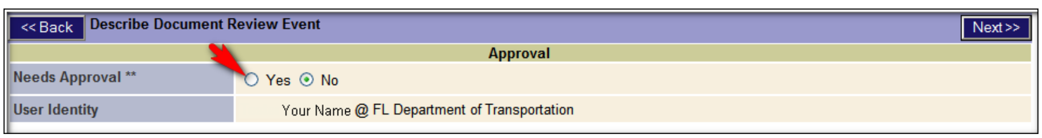


After clicking the **Next** button, the **Set Up Document Review Event** window displays the **Approva**l section, where you indicate whether the document requires a signature of approval.

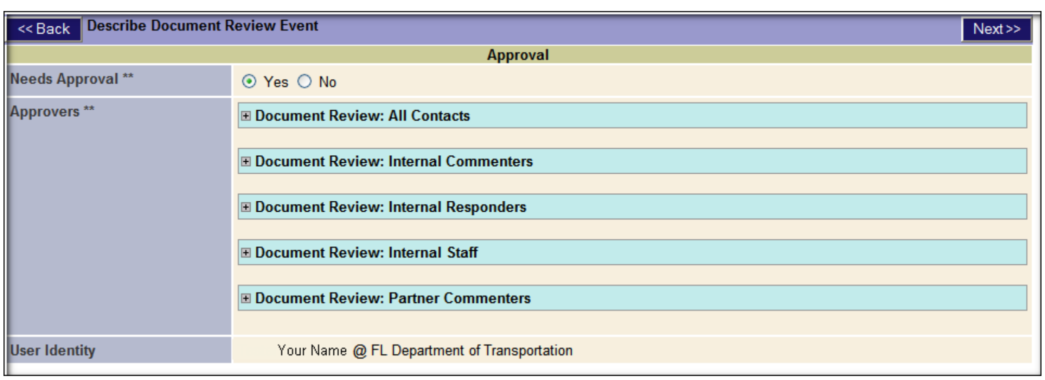
9. In the **Needs Approval** field, do one of the following:

- Click the **Yes** option button if the document requires a signature of approval. Go to the next step.
- Click the **No** option button if the document does not need approval. Go to Step 16.

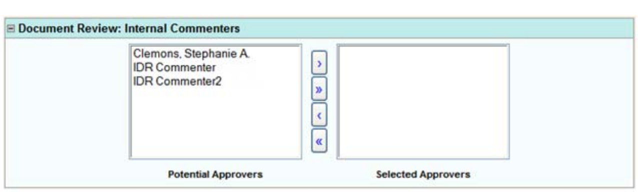
Note: Double asterisks (******) indicate an action is required. You must select an option.



10. If you clicked the **Yes** option button, the **Set Up Document Review Event** window displays the **Approval** section.

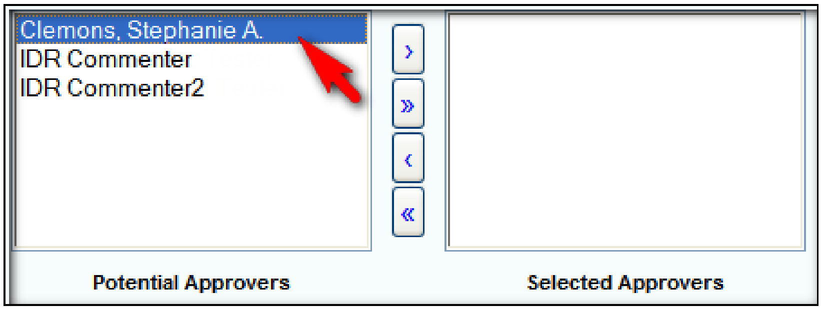


11. Click the plus sign icon, , beside a subsection to expand it. For this illustration, the Document Review: Internal Commenters subsection is shown.

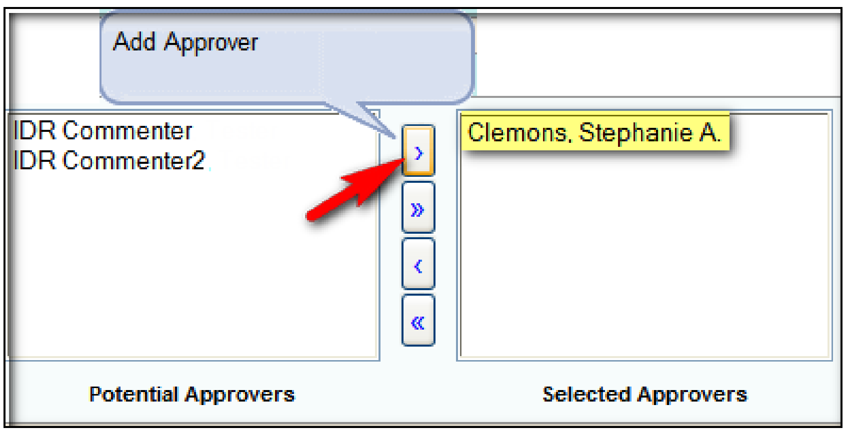


12. In the **Potential** list, click the name(s) of the person(s) authorized to approve the document.

Tip! You can select multiple entries by using the **SHIFT+click** for adjacent entries or **CTRL+click** for non-adjacent entries.



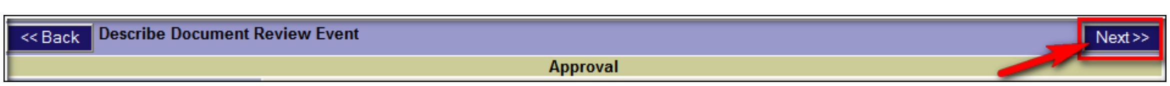
13. Click the right-arrow button, , or double-click the name to move the selected name(s) to the **Selected** box.



Tip! To move all the names from the **Potential** box to the **Selected** box, click . To remove one

or multiple names from the **Selected** list, click . To remove all the names from the **Selected** box, click . You can also double-click a name(s) to move it between boxes.

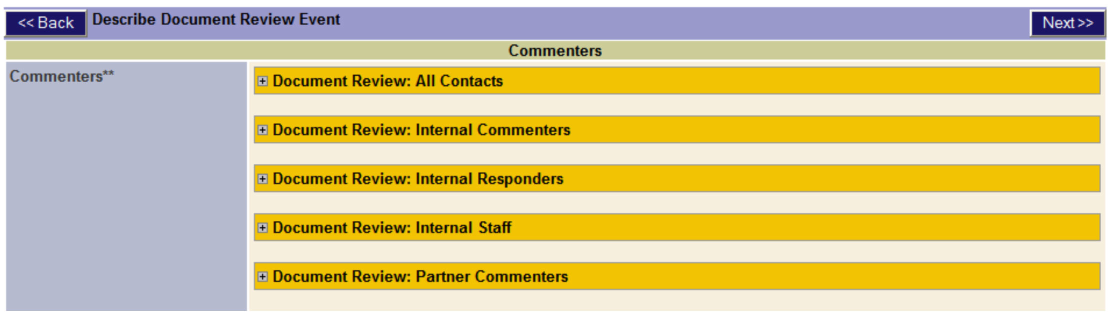
14. Click **Next**.



15. A message appears stating that the **Event has been saved**. Click **OK**.

The **Set Up Document Review Event** window displays a sequence of **Document Review** screens that enable you to assign:

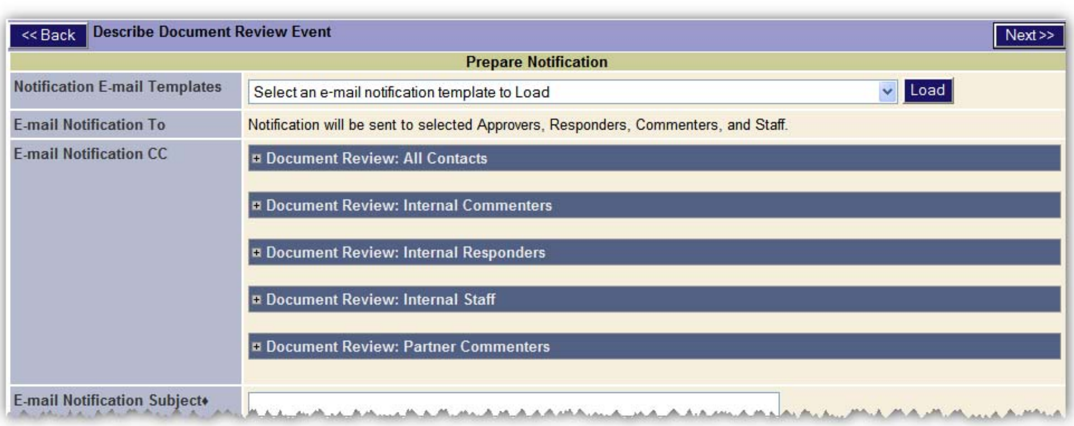
- **Commenters** (**Internal** and **Partner**)
- **Staff**
- **Responders**



Note: Double asterisks (**) indicate an action is required. You must select **Commenters** for the document review event.

16. Assign **Commenters**, **Staff**, and **Responders** by following the selection sequence demonstrated in Steps 13 through 17 .

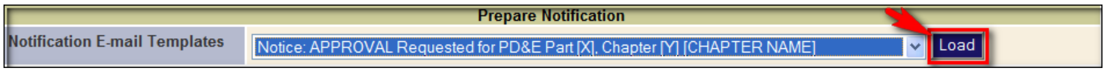
After you have assigned Commenters, Staff, and Responders to the document review event, the **Set Up Document Review Event** window displays the **Prepare Notification** screen. This screen lets you select a template with text tailored to address the required action from the recipients (i.e., approval, comment, respond).



17. In the **Prepare Notification screen**, do the following:

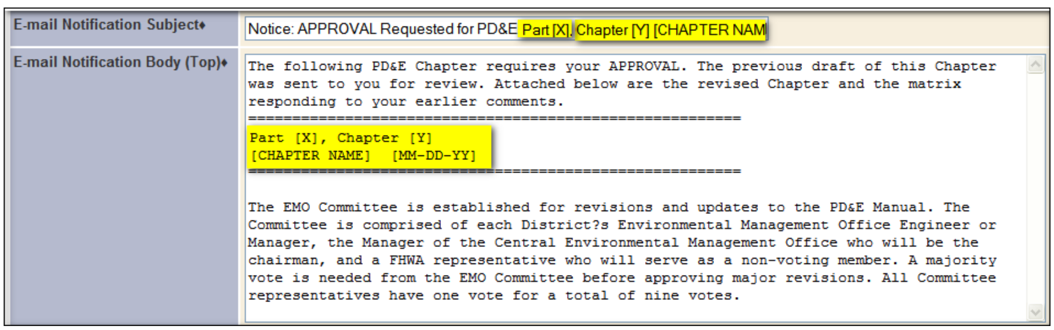
- In the **Notification E-mail Templates** field, click the drop-down arrow, , and then select the appropriate email template. For the following examples, the email template for Approval is shown.

- Click **Load.**



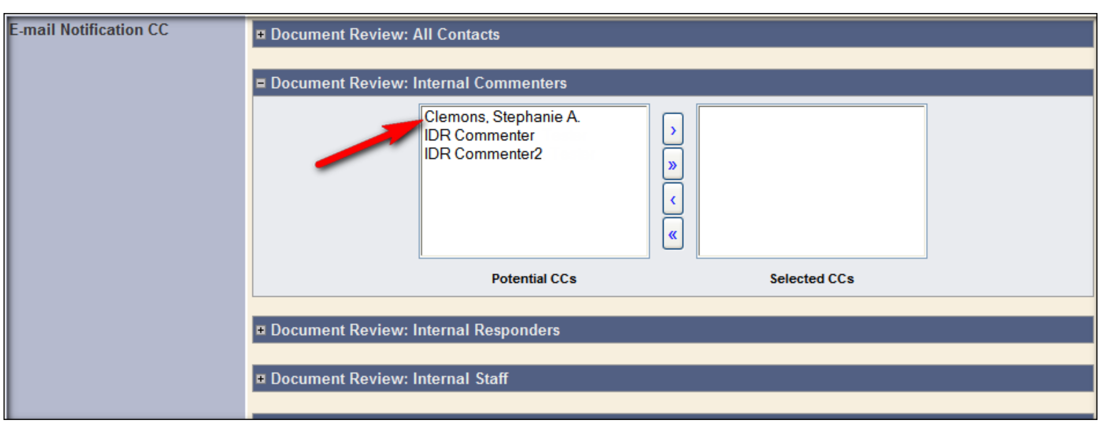
The EST displays the text for the selected template in the **E-mail Notification Subject** and **E-mail Notification Body** (**Top** and **Bottom**) boxes.

- Type any information related to the referenced document in the brackets displayed in the following **E-mail Notification** boxes (see next illustration for example):
  - **Subject**
  - **Body (Top)**
  - **Body (Bottom)**

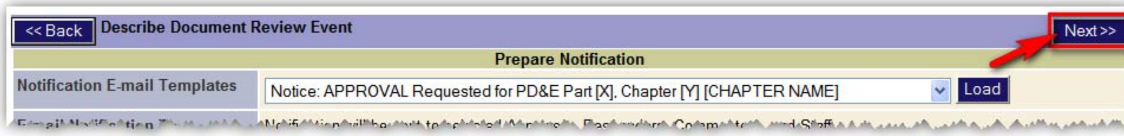


Note: **E-mail Notification** boxes marked with an, , are required fields. You must enter information related to the referenced document in any areas with brackets (e.g., **[CHAPTER NAME]**). The EST will not process the email notification if document-specific information is missing.

- In the **E-mail Notification CC** field, select any individuals you want to copy (**CC**) for this document review event. (Follow the selection sequence demonstrated in Steps 13 through 17 of this document.)

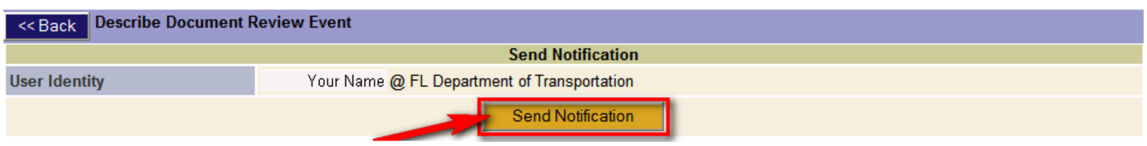


18. After you have completed the **Prepare Notification** fields, click **Next**.

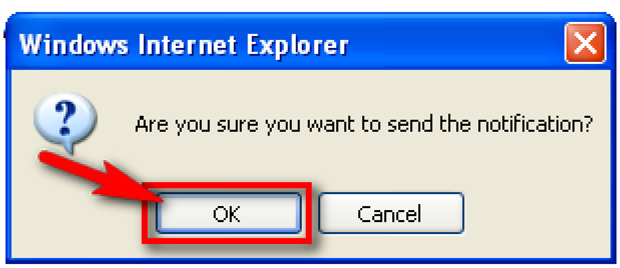


19. A message appears stating that the **Event has been saved**. Click **OK**.

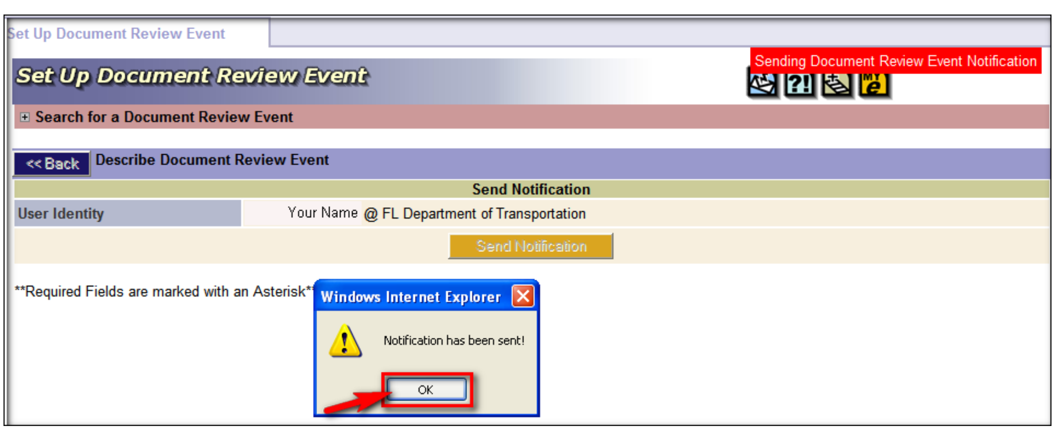
20. Click **Send Notification**.



21. A confirmation message appears asking **Are you sure you want to send the notification**? Click **OK** to send the document review notification, or click **Cancel** to cancel the operation.



22. A second confirmation message appears stating that the **Notification has been sent**. Click **OK**.



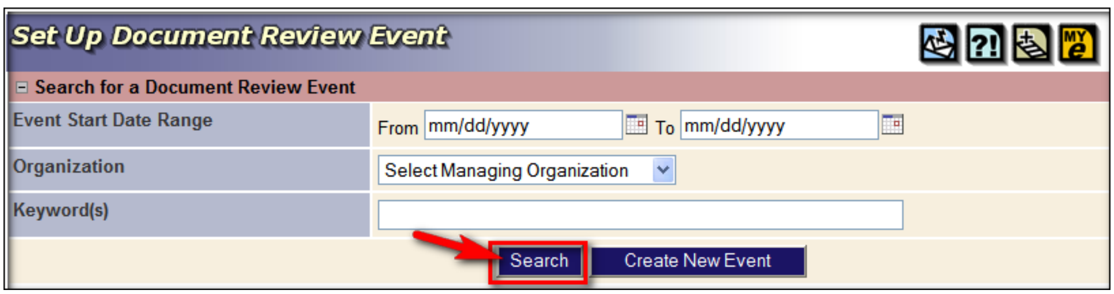
3.1.9.1.2 Modifying a Document Review Event

1. To search for an existing event, complete any of the following fields in the **Search for a Document Review Event** section:

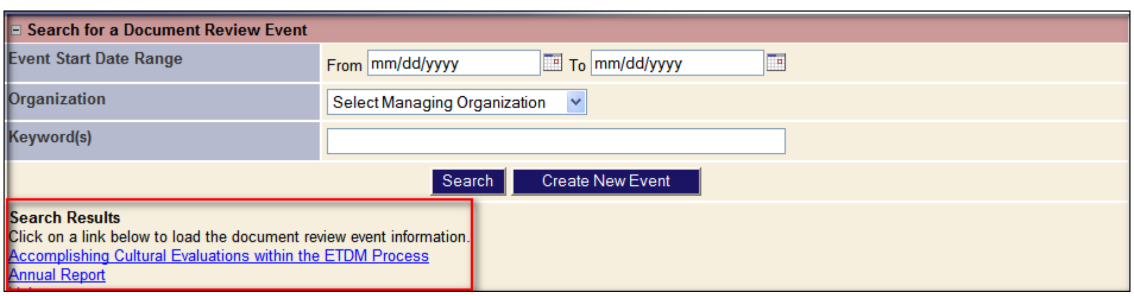
Note: The **Search for a Document Review Event** fields are not required fields, so you have the option to enter as much information as you want into the search filter or you can leave all of the fields blank. However, leaving all of the fields blank when you submit your query will result in the EST displaying all documents listed in the database.

- **Event Start Date Range** - Type the date range or use the calendar icon, ,to select the date range of the review event.
- **Organization** – Click the **Select Managing Organization** arrow, and then select the organization.
- **Keyword(s)** – Type words associated with the document.

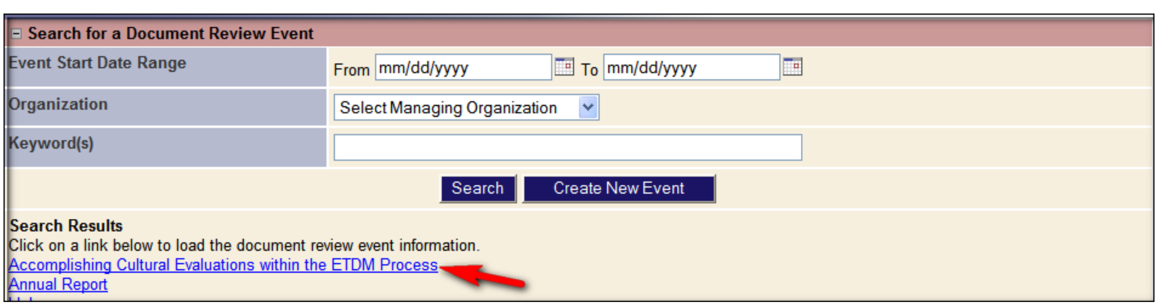
2. Click **Search**.



The **Search for a Document Review Event** window displays a **Search Results** section that lists the document review events matching your search criteria.



3. Click the document review event link to open it.

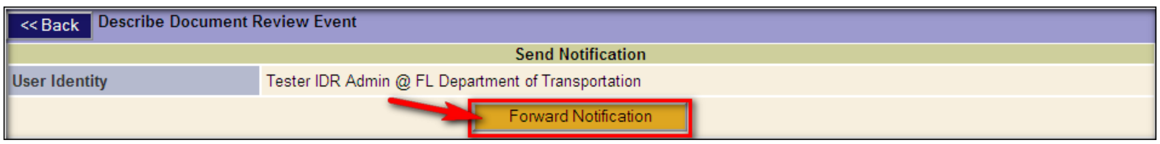


The EST displays the **Event Details** section. After a document review event has started, only the following fields can be modified:

- **Review Duration**
- **E-mail notification form**
- **Lists of Recipients and Responders**

Note: Follow the selection sequence detailed in Steps 19 through 21 for setting up notifications.

4. Click **Forward Notification**.



3.1.9.2 *Review Document (Updated 11/30/2011)*

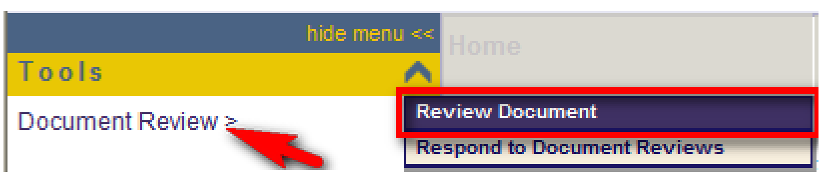
The **Review Document** function in the Environmental Screening Tool (EST) **Tools** menu enables Florida Department of Transportation (FDOT) officials, staff, and partners to review documents and add comments.

Comments are entered by Commenters and Staff during the review period. Commenters enter the official comments from an FDOT office. Staff comments are used only for reference or as a basis for comments by Commenters within the same office.

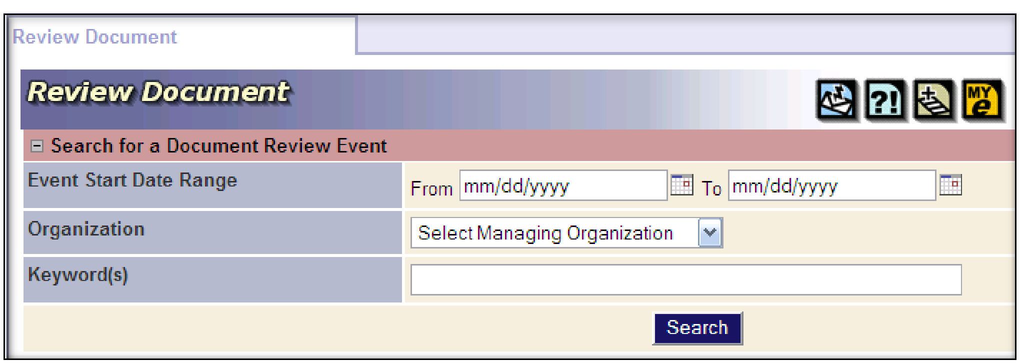
Note: Comments are not accepted before or after the review period.

Reviewing and Commenting on Documents:

1. On the **Tools** menu, point to **Document Review**, and then click **Review Document**.



The **Review Document** window opens as a tabbed page, displaying a page toolbar and a search filter.



Tip! Click on the toolbar icons to:

Send feedback about the current page.

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

Bookmark the page.

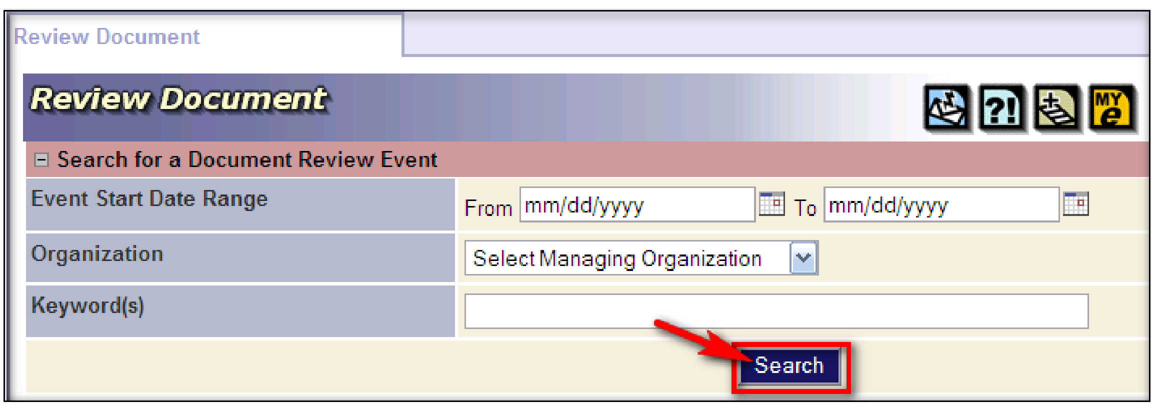
Add the page to your **My ETDM** preferences.

2. To search for a document review event, complete any of the following fields in the **Search for a Document Review Event** section:

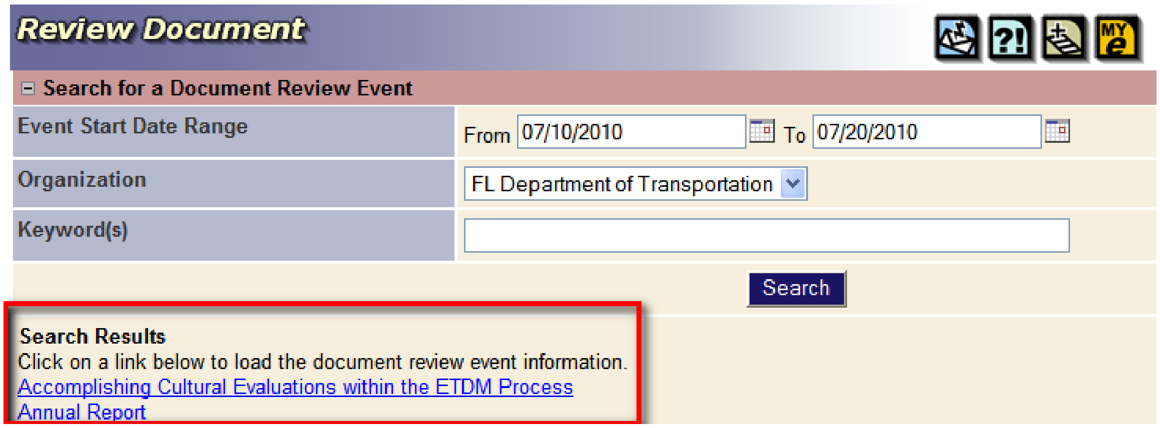
Note: The **Search for a Document Review Event** fields are not required fields, so you have the option to enter as much information as you want into the search filter or you can leave all of the fields blank. However, leaving all of the fields blank when you submit your query will result in the EST displaying all documents listed in the database.

- **Event Start Date Range** – Type the date range or use the calendar icon, , to select the date range of the review event.
- **Organization** – Click the **Select Managing Organization** arrow, and then select the organization.
- **Keyword(s)** – Type words associated with the document.

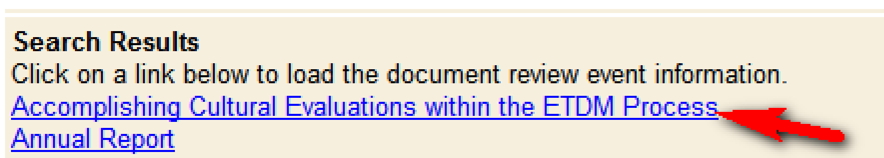
3. Click **Search**.



The **Review Document** window displays a **Search Results** section that lists the document review events matching your search criteria.



4. Click the document review event link to open it.



The **Review Document** window refreshes, displaying the details for the selected **Document Review Event** in the following sections:

- **Event** – displays the name and event description along with the event's **Start Date** and **End Date**
- **Document (PDF)** – shows the list of documents to be reviewed for the selected event along with the size of each document (in megabytes [MB]) and a description of the document

The remainder of the **Review Document** screen displays an **Enter Document Review** section, consisting of a form for entering comments.

Enter Document Review	
Document**	Choose a document to review
Location **	Start Line End Line Global
Location Comments **	
User Identity	Tester IDR Staff @ FL Department of Transportation
	Save Clear Form

5. In the **Document (PDF)** column, click the document link to open it.

Document (PDF)	Size (MB)	Description
Accomplishing Cultural Evaluations within the ETDM Process	1.38	Describes the methods for performing cultural evaluations in the ETDM process.
Appendix A: Meeting Summaries and Agendas	0.0	Meetingobjectives and support documents were prepared for each meeting to facilitate the Task Group deliberations, as well as agendas and meeting summaries
Appendix B Standardized Cultural Resource Management and Geographic Information	0.0	Describes standardized CulturalResource Management (CRM) and GIS terms and definitions to assist in the review of existing information.

The document PDF opens as a separate window, enabling you to review its contents.

6. After you have finished reviewing the document, scroll to the **Enter Document Review** section and do the following:

- In the **Document** field, click the **Choose a document to review** arrow, and then select the document you have just reviewed.

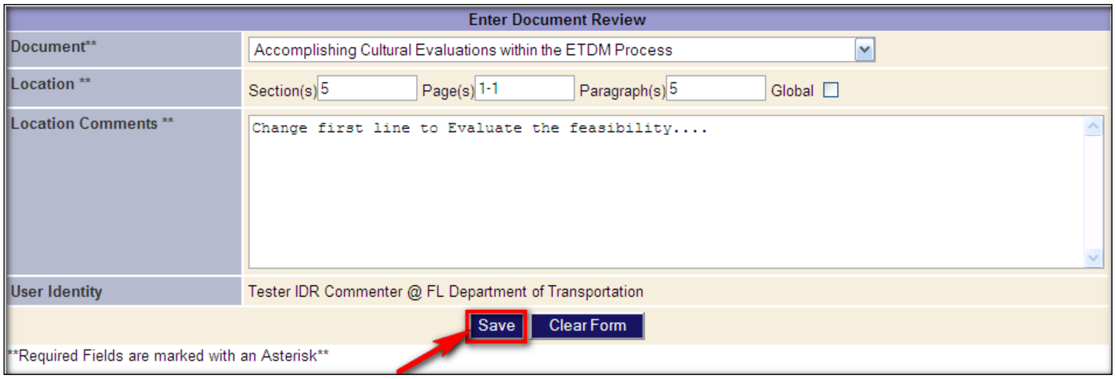
Document**	Choose a document to review
	Choose a document to review Accomplishing Cultural Evaluations within the ETDM Process Appendix A: Meeting Summaries and Agendas Appendix B Standardized Cultural Resource Management and Geographic Information

- In the **Location** fields, identify the areas of the document you are commenting on by typing the following locations:
  - **Section(s)**
  - **Page(s)**
  - **Paragraph(s)**

Tip! Click the **Global** check box if the comment or edit applies to the entire document.

- In the **Location Comments** text box, type your comments or edits.

- Click **Save**.



- A message appears stating that the review has been saved. Click **OK**.

The **Review Document** window refreshes, displaying your comment(s) for the document in the **Reviews for** *Name of Document* section. The next illustration shows comments entered by an Official Reviewer.

Note: All reviews from Commenters on the selected document are shown on the page for reference. During the review period, a user's own comments can be selected for editing or deletion. Staff comments can be copied in to a new official comment by Commenters from the same office.

Official Reviews for Accomplishing Cultural Evaluations within the ETDM Process

Section (s)	Page (s)	Paragraph (s)	Global	Reviewing Organization	Comments	Response	Responding Organization
5	1-1	5	No	FL Department of Transportation	Change first line to Evaluate the feasibility....		

Tip! Click the pencil icon, , to edit your comments. Click the delete icon, , to delete your comments.

- Repeat the process for each comment pertaining to the selected document.

Official Reviews for Accomplishing Cultural Evaluations within the ETDM Process

Section (s)	Page (s)	Paragraph (s)	Global	Reviewing Organization	Comments	Response	Responding Organization
5	1-1	5	No	FL Department of Transportation	Change first line to Evaluate the feasibility....		
6	2-3	7	No	FL Department of Transportation	Add the following sentence: "Depending on the results of the feasiblity study..."		
			Yes	FL Department of Transportation	Change e-mail to email per new style.		

7. If there are multiple documents associated with a document review event, repeat Steps 5 and 6 of these instructions.

At the end of the document review event, each document associated with the event will have comments from the following reviewers:

- **Official** (required)
- **Staff** (if applicable)

The next illustration shows an example of a document review event containing multiple documents that have been reviewed by agency Officials and Staff.

Official Reviews for Appendix A: Meeting Summaries and Agendas

Section (s)	Page (s)	Paragraph (s)	Global	Reviewing Organization	Comments	Response	Responding Organization
1	1-4	2 and 4	No	FL Department of Transportation	Change the following information to...		
			Yes	FL Department of Transportation	Change e-mail to email per new style.		

Official Reviews for Accomplishing Cultural Evaluations within the ETDM Process

Section (s)	Page (s)	Paragraph (s)	Global	Reviewing Organization	Comments	Response	Responding Organization
5	1-1	5	No	FL Department of Transportation	Change first line to Evaluate the feasibility....		
6	2-3	7	No	FL Department of Transportation	Add the following sentence: "Depending on the results of the feasiblity study..."		
			Yes	FL Department of Transportation	Change e-mail to email per new style.		

Official Reviews for Appendix B Standardized Cultural Resource Management and Geographic Information

Section (s)	Page (s)	Paragraph (s)	Global	Reviewing Organization	Comments	Response	Responding Organization
5	8	1	No	FL Department of Transportation	Remove second sentence.		
			Yes	FL Department of Transportation	Change e-mail to email per new style.		

Staff Reviews for Appendix A: Meeting Summaries and Agendas

Section(s)	Page(s)	Paragraph(s)	Global	Organization	Comments
2	3-6	4,5,and 8	No	FL Department of Transportation	Change current formatting to bulleted list.

3.1.9.3 *Respond to Document Reviews (Updated 11/30/2011)*

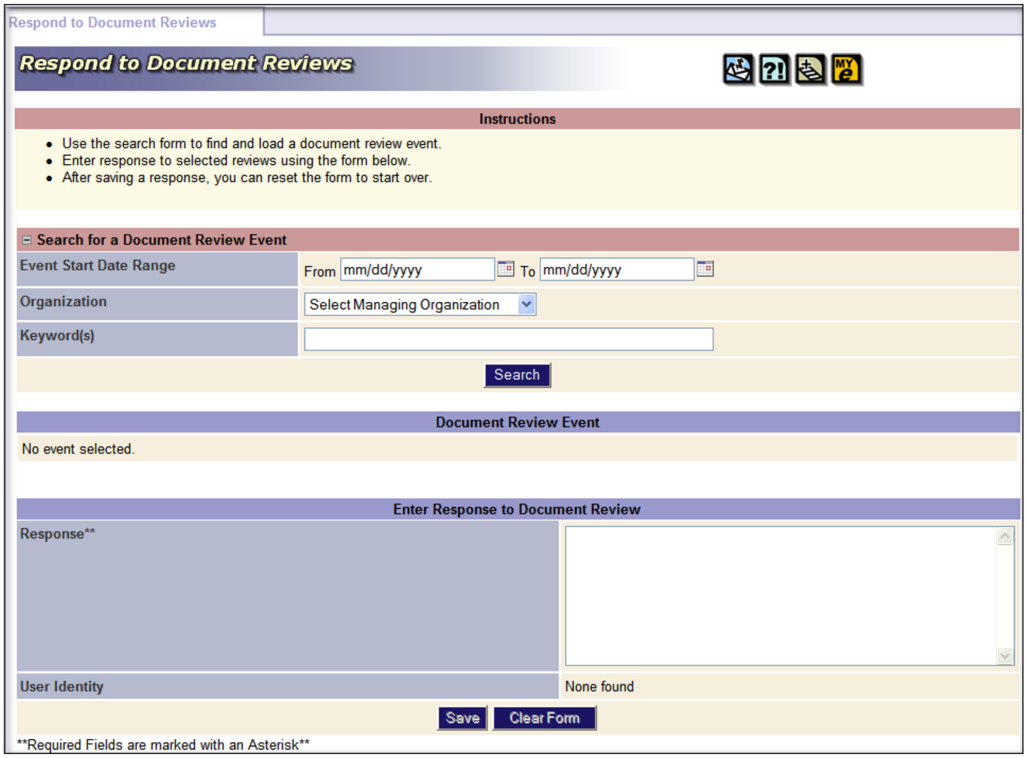
The **Respond to Document Reviews** function in the Environmental Screening Tool (EST) **Tools** menu enables authorized individuals (Responders) to respond to comments made by agency officials (Commenters) during a document review event.

After the document review period ends, the FDOT document administrator sends an email notification to the assigned Responders alerting them that the response to document comments period has begun. Responders can then access the **Respond to Document Reviews** tool to complete this task.

Responding to Document Reviews:

1. On the **Tools** menu, point to **Document Review**, and then click **Respond to Document Reviews**.

The **Respond to Document Reviews** window opens as a tabbed page, displaying a page toolbar, search filter, and a **Document Review Event** response form.



Tip! Click on the toolbar icons to:

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

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

For additional information about using the EST page toolbar buttons, refer to the Navigation chapter of the EST Handbook.

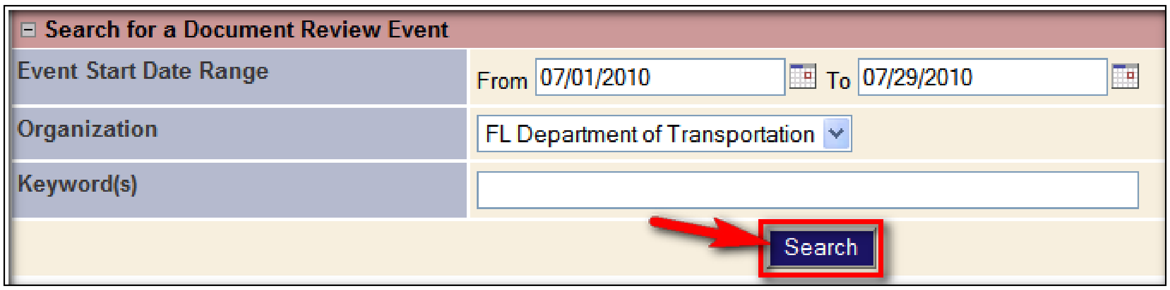
2. To search for a document review event, complete any of the following fields in the **Search for a Document Review Event** section:

Note: The **Search for a Document Review Event** fields are not required fields, so you have the option to enter as much information as you want into the search filter or you can leave all of the fields blank. However, leaving all of the fields blank when you submit your query will result in the EST displaying all documents listed in the database.

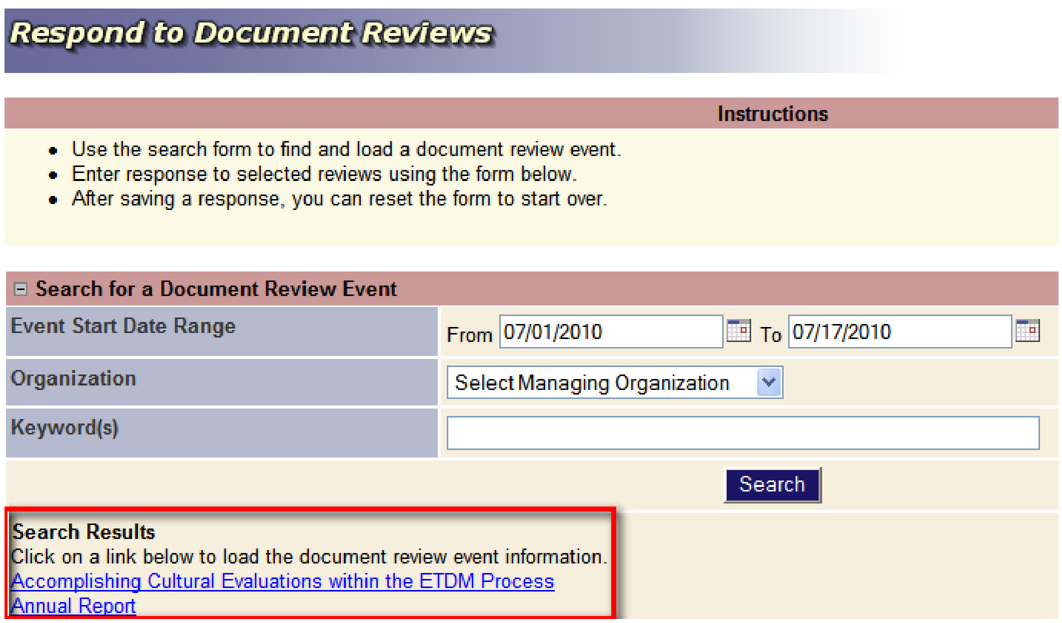
- **Event Start Date Range** – Type the date range or use the calendar icon, , to select the date range of the review event.

- **Organization** – Click the **Select Managing Organization** arrow, and then select the organization.
- **Keyword(s)** – Type words associated with the document.

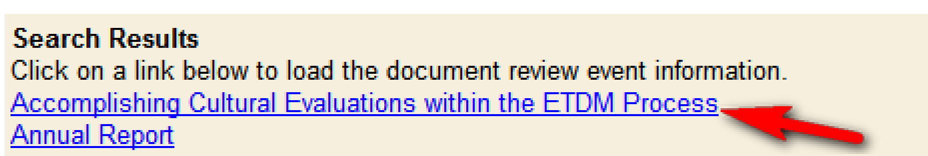
3. Click **Search**.



The **Respond to Document Reviews** window displays a **Search Results** section that lists the document review events matching your search criteria.



4. Click the document review event link to open it.



The **Respond to Document Events** window refreshes, displaying the details for the selected **Document Review Event** in the following sections:

- **Event** – displays the name and description of the selected event along with the event's **Start Date** and **End Date**
- **Document (PDF)** – shows the list of documents to be reviewed for the selected event along with the size of each document (in megabytes [MB]) and a description of the document
- **Official Reviews –** displays the review comments for each document associated with the document review event

Document Review Event		
Event	Start Date	End Date
Accomplishing Cultural Evaluations within the ETDM Process	7/16/2010	7/21/2010
Review updated sections and appendices		

Document (PDF)	Size (MB)	Description
Appendix A: Meeting Summaries and Agendas	0.0	Meetingobjectives and support documents were prepared for each meeting to facilitate the Task Group deliberations, as well as agendas and meeting summaries
Appendix B Standardized Cultural Resource Management and Geographic Information	0.0	Describes standardized CulturalResource Management (CRM) and GIS terms and definitions to assist in the review of existing information.
Accomplishing Cultural Evaluations within the ETDM Process	1.38	Describes the methods for performing cultural evaluations in the ETDM process.

Official Reviews for Appendix A: Meeting Summaries and Agendas

Select**	Section (s)	Page (s)	Paragraph (s)	Global	Reviewing Organization	Comments	Response	Responding Organization
☐	1	1-4	2 and 4	No	FL Department of Transportation	Change the following information to...		
☐				Yes	FL Department of Transportation	Change e-mail to email per new style.		

The remainder of the **Respond to Document Reviews** screen displays an **Enter Response to Document Review** section, consisting of a text box for entering your response.

Enter Response to Document Review	
Response**	
User Identity	Tester IDR Responder @ FDOT District 1
	Save Clear Form

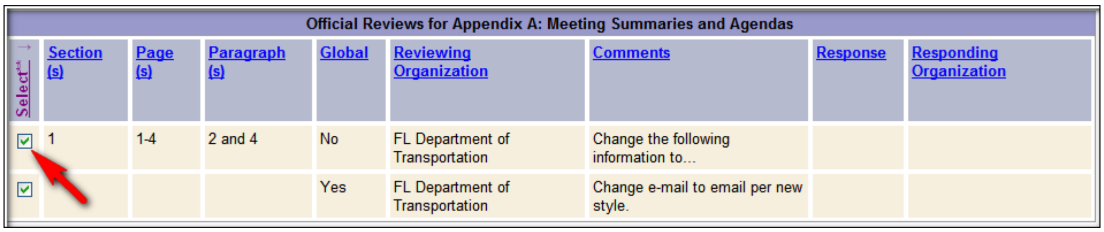
5. In the **Document (PDF)** column, click a document link to open it.

Document (PDF)	Size (MB)	Description
Accomplishing Cultural Evaluations within the ETDM Process	1.38	Describes the methods for performing cultural evaluations in the ETDM process.
Appendix A: Meeting Summaries and Agendas	0.0	Meetingobjectives and support documents were prepared for each meeting to facilitate the Task Group deliberations, as well as agendas and meeting summaries
Appendix B Standardized Cultural Resource Management and Geographic Information	0.0	Describes standardized CulturalResource Management (CRM) and GIS terms and definitions to assist in the review of existing information.

The document PDF opens as a separate window.

6. Scroll to the **Official Reviews for *Name of Document*** section and do the following:

- In the **Select** column, click the check box(es) for the reviews you are responding to. For example, if you are entering the same response for multiple comments, click the check boxes for the comments you are responding to.



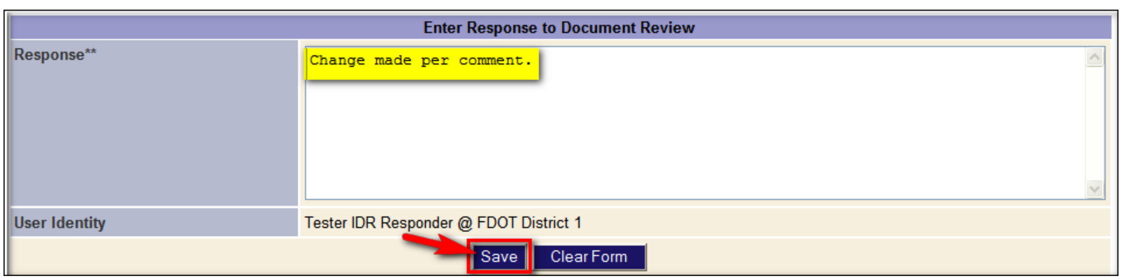
Official Reviews for Appendix A: Meeting Summaries and Agendas

Select**	Section (s)	Page (s)	Paragraph (s)	Global	Reviewing Organization	Comments	Response	Responding Organization
☑	1	1-4	2 and 4	No	FL Department of Transportation	Change the following information to...		
☑				Yes	FL Department of Transportation	Change e-mail to email per new style.		

Tip! Click the column heading to sort the list in ascending or descending order.

- In the **Response** text box, type your responses to the comments selected in the **Official Reviews for** *Name of Document* list.

Note: The **Response** text box is a required field. The EST will not process your responses if the **Response** text box is left blank.



- Click **Save**.

A message appears stating that **Your responses were successfully saved**. Click **OK**.

- Click **Clear Form** to clear the form for the next response entry.
- Repeat the response process listed in this step for comments listed in the **Official Reviews for** *Name of Document* section(s), as needed.

7. After you have entered and saved your responses, refresh the **Respond to Document Reviews** page.

> ***Tip!*** You can refresh a webpage by clicking **CTRL**+**R.** Alternately, you can click the right mouse button on the webpage, and then click **Refresh**.

The **Respond to Document Reviews** page displays your responses beside the corresponding comments.

Official Reviews for Appendix A: Meeting Summaries and Agendas

Section (s)	Page (s)	Paragraph (s)	Global	Reviewing Organization	Comments	Response	Responding Organization
1	1-4	2 and 4	No	FL Department of Transportation	Change the following information to...	Change made per comment.	FDOT District 1
			Yes	FL Department of Transportation	Change e-mail to email per new style.	Change made per comment.	FDOT District 1

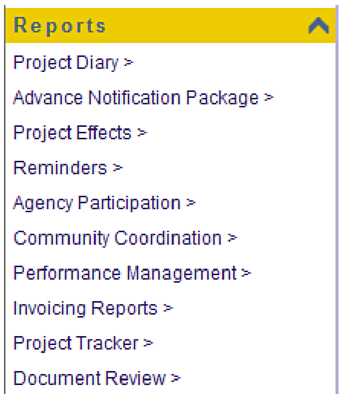
Official Reviews for Accomplishing Cultural Evaluations within the ETDM Process

Section (s)	Page (s)	Paragraph (s)	Global	Reviewing Organization	Comments	Response	Responding Organization
5	1-1	5	No	FL Department of Transportation	Change first line to Evaluate the feasibility....	Deleted paragraph because statement is redundant.	FDOT District 1
6	2-3	7	No	FL Department of Transportation	Add the following sentence: "Depending on the results of the feasiblity study..."	Edits made per coments.	FDOT District 1
			Yes	FL Department of Transportation	Change e-mail to email per new style.	Edits made per coments.	FDOT District 1

> ***Tip!*** Click the pencil icon, , to edit your comments. Click the delete icon, , to delete your comments.

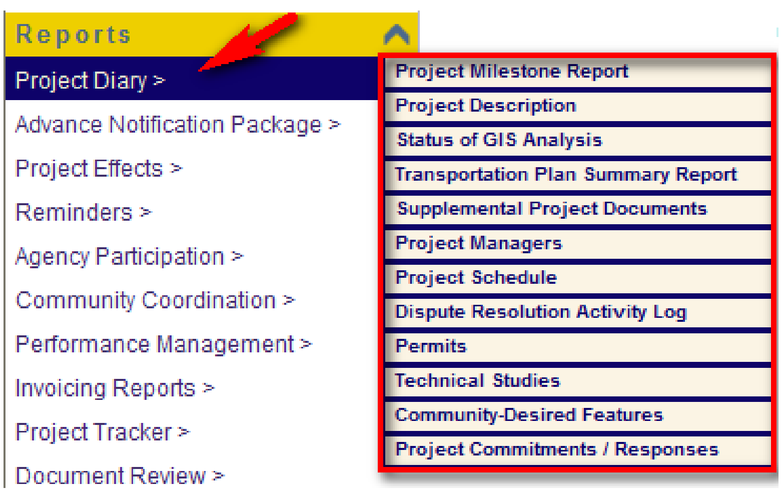
3.2 Reports (*Updated 11/30/2011*)

The **Reports** menu is located in the Environmental Screening Tool (EST) main menu and includes standard reports and queries grouped in categories, such as **Project Diary** and **Project Effects**.



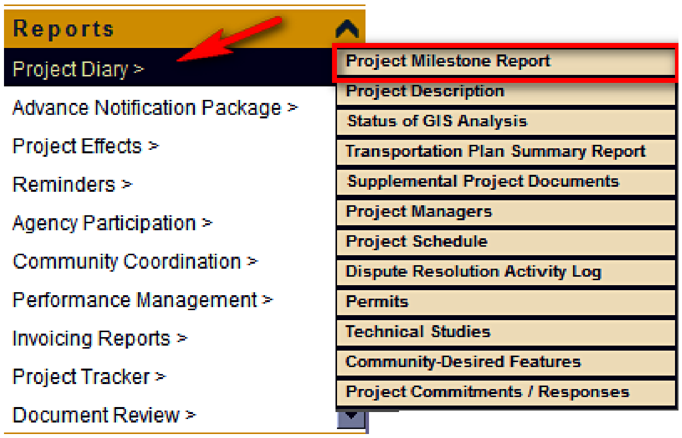
3.2.1 Project Diary (Updated 11/30/2011)

Reports listed under **Project Diary** enable users to view project records and ancillary data that were entered into forms listed under the **Update Project Diary** section of the **Tools** menu. To access these reports, point to the **Project Diary** heading in the **Reports** menu, and then click the name of the report.

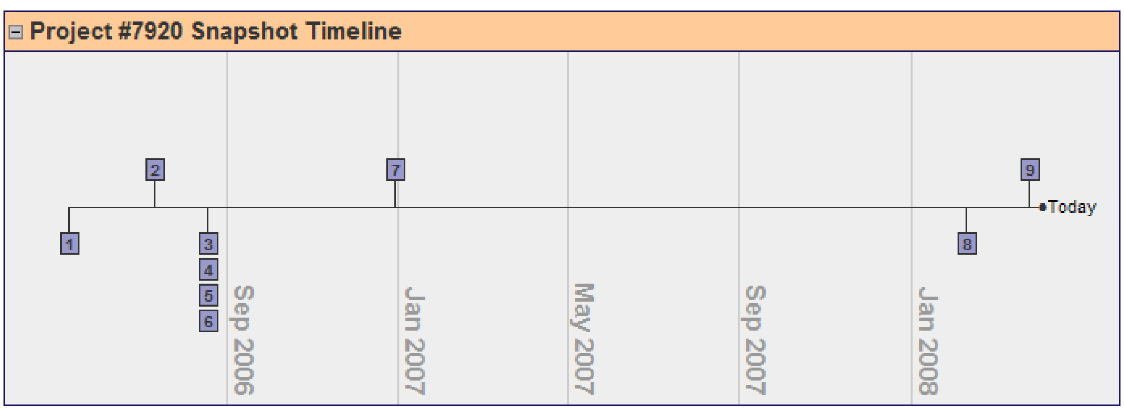


3.2.1.1 *Project Milestone Report (New 03/21/2008)*

The Project Milestone Report provides a timeline of significant milestone events for a project. To access the **Project Milestone Report**, select a project using the **Project Navigation Bar**, then go to **Reports**, point to **Project Diary**, and then click **Project Milestone Report**.



The **Project** *ETDM Number* **Snapshot Timeline** section of the **Project Milestone Report** page displays the snapshot timeline for the selected project. For the example project shown, there are five milestones indicated on the timeline, indicated by numbers 1 through 9. The Snapshot Timeline section is followed by Snapshot Details for each milestone event. Click on one of the numbers on the timeline to jump to the **Snapshot Details** for that milestone event.



The **Snapshot Details** section includes information about the milestone event, including the description (for example, “Programming Screen ETAT Review Started”), date, the name of the person who generated the milestone event, comments, alternatives included, and a list of reports associated with the event.

Snapshot Details

1. Programming Screen ETAT Review Started

- **Date:** 5/01/2006 4:24:32 PM
- **Generated By:** N/A. The application did not begin collecting "Generated By" information until 1/16/2008, which was after this milestone was generated.
- **Comments:** None.
- **Alternative(s) Included in Snapshot**: #1, #2, #3, #4
- **Reports:**
  - Project Description Report
  - GIS Analysis Results

Back to Top

2. Programming Screen ETAT Review Completed

- **Date:** 7/01/2006 12:00:07 AM
- **Generated By:** N/A. The application did not begin collecting "Generated By" information until 1/16/2008, which was after this milestone was generated.
- **Comments:** None.
- **Alternative(s) Included in Snapshot**: #1, #2, #3, #4
- **Reports:**
  - Project Description Report
  - GIS Analysis Results

To view a report, click the report link. To return to the **Snapshot Timeline** section, click the Back to Top link.

For the example shown below, the “Project Description Report” link was clicked.

Project Description

expand all collapse all

#7920 St Johns River Crossing

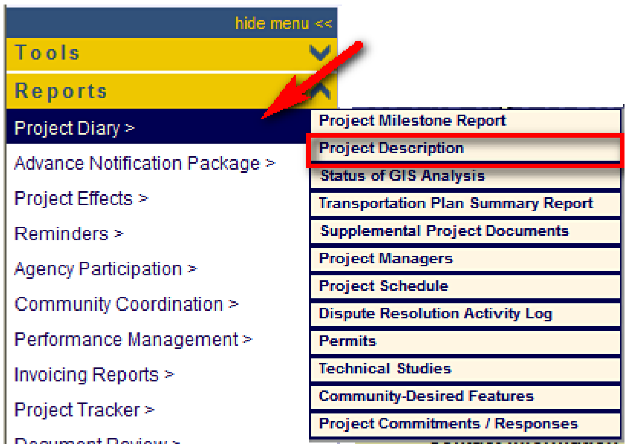
District	District 4 , District 2	**Phase**	Programming Screen
County	Broward County , St. Johns County , Bradford County , Baker County , Clay County	**From**	SR 21/SR 23 Interchange
Planning Organization	FDOT District 2	**To**	SR 9B Extension or I-95
Plan ID		**Financial Management No.**	
Federal Involvement	No federal involvement has been identified.		
Contact Name	tester FedConsisRev	**Contact Email**	marcelo_bosio@urscorp.com
Project Milestone Dates:	Current Project • 3/16/2008 • 1/30/2008 • 12/18/2006 • 8/08/2006 • 8/08/2006 • 8/08/2006 • 8/07/2006 • 7/01/2006 • 5/01/2006		

Project Milestone: Programming Screen ETAT Review Started on 05/01/2006
Click one of the date links above to view other historical snapshots of the data.

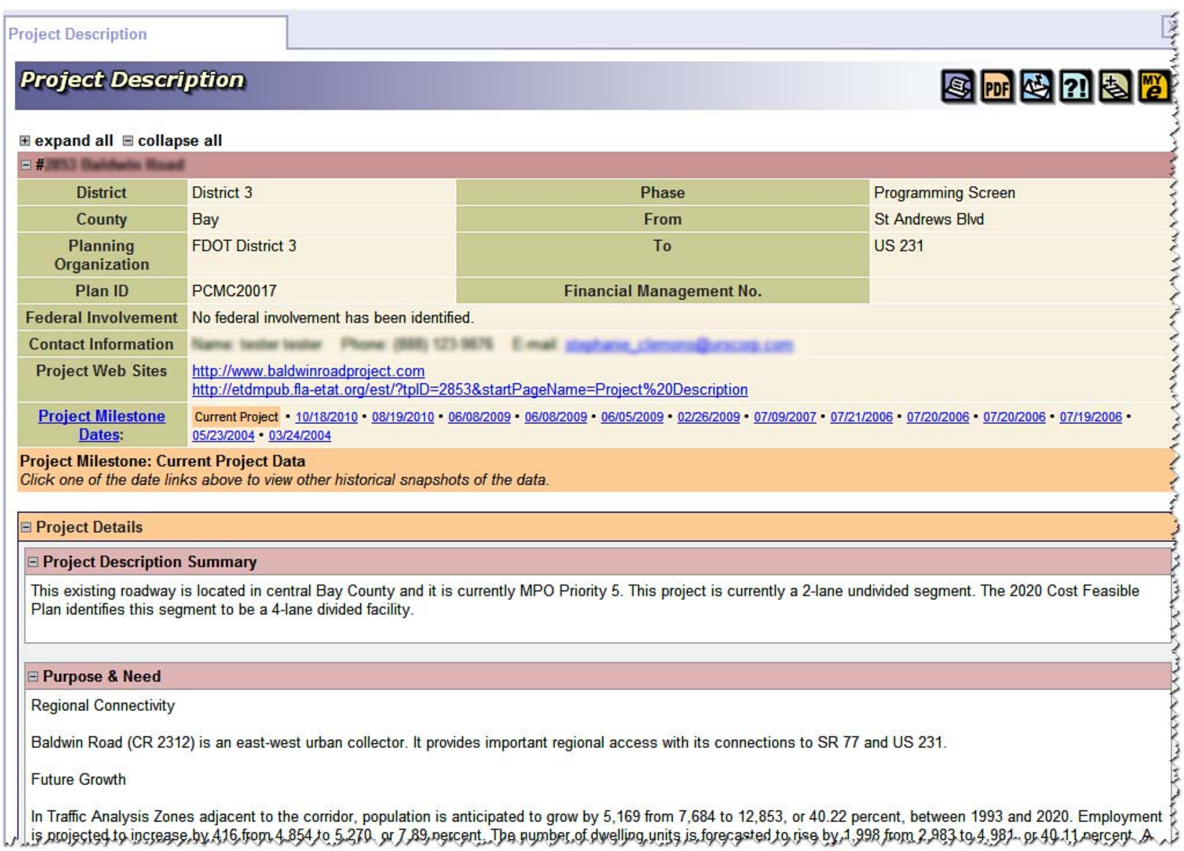
3.2.1.2 *Project Description (Updated 04/16/2008)*

The **Project Description** report gives a detailed overview of a project, from the summary description and Purpose and Need Statement to the segment level details. If the Federal Consistency Determination has been provided by the State Clearinghouse, it is included in this report.

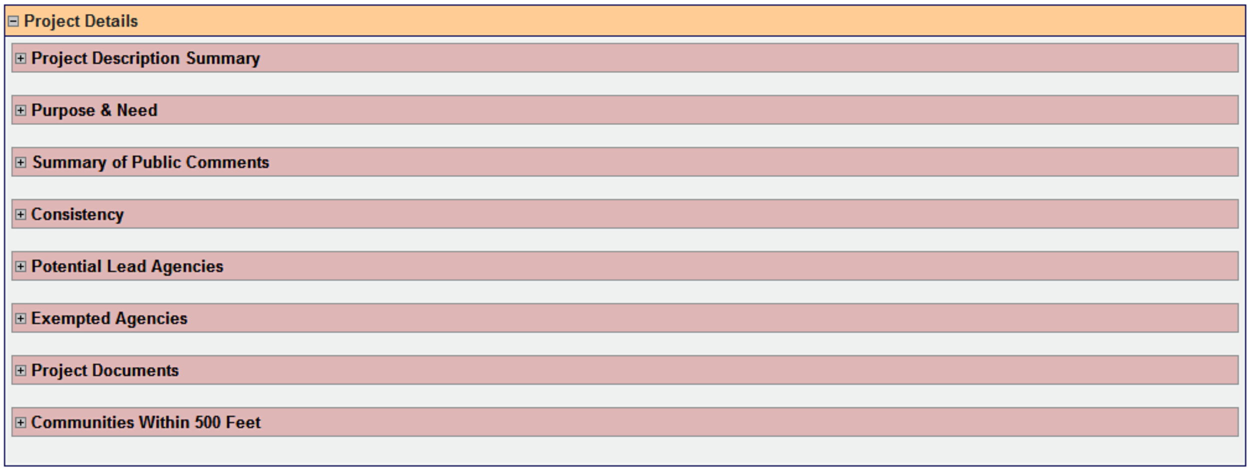
To access the **Project Description** report, select a project using the **Project Navigation Bar**, expand the **Reports** menu, point to **Project Diary**, and then click **Project Description**.



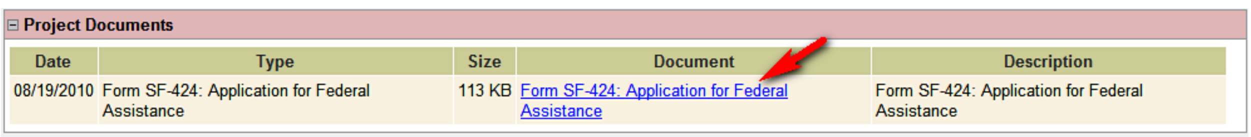
The **Project Description** page opens



The **Project Details** section comprises the Purpose and Need statement, public comments, information about the Federal Consistency findings, the name of the lead agency, and other related documents. In the following illustration, these sections are collapsed; to see the details for any section, click the plus sign, ⊞, beside the section heading.

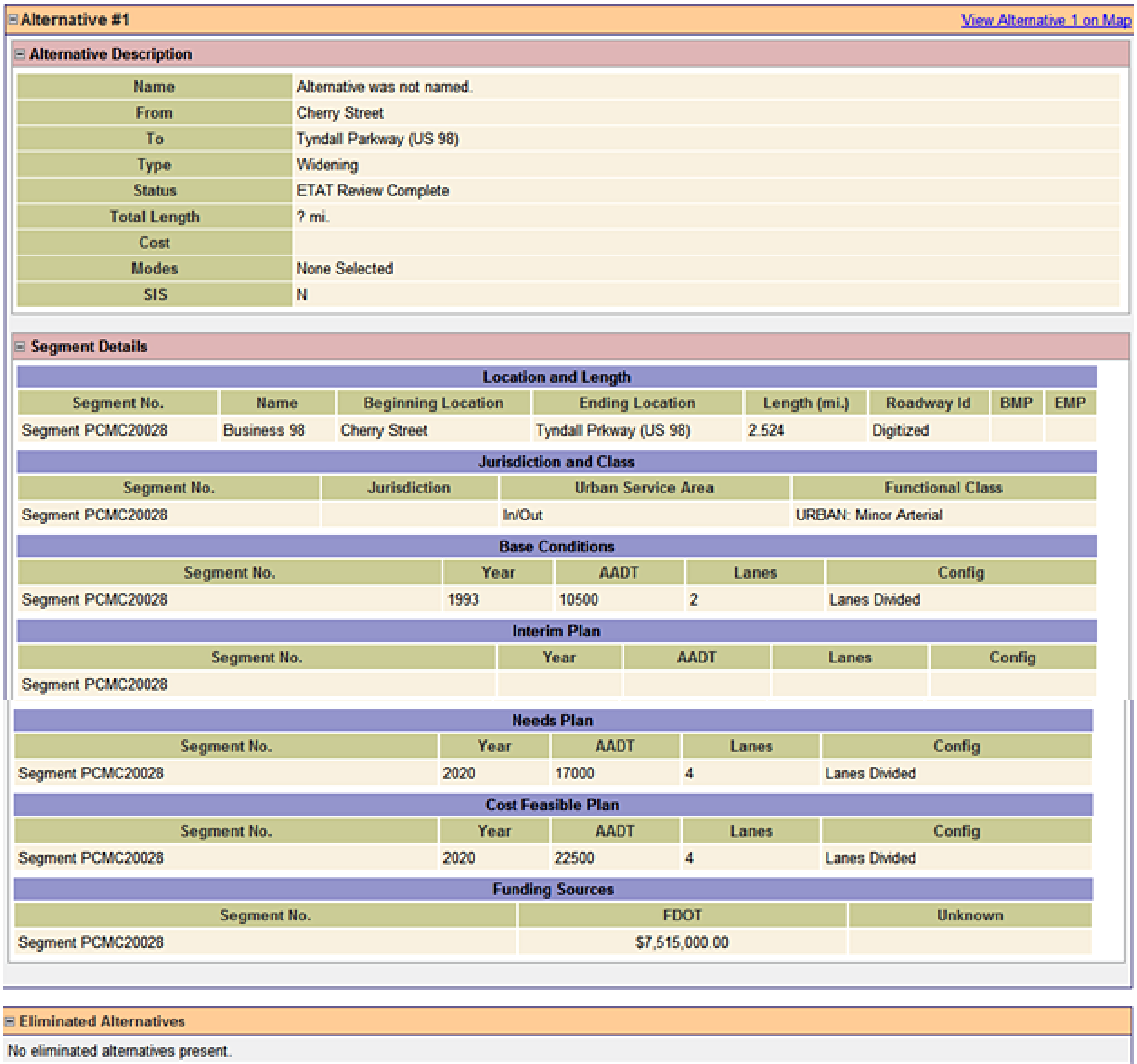


The **Project Documents** section provides the date, type, file size, name, and a description for each document. The list also includes a link to each document. To view a document, click the link in the **Document** column. The document will load in a separate tabbed window.


Project Documents

Date	Type	Size	Document	Description
08/19/2010	Form SF-424: Application for Federal Assistance	113 KB	Form SF-424: Application for Federal Assistance	Form SF-424: Application for Federal Assistance

The **Alternative** *Number* section(s) displays a description and details for each segment.



Alternative #1 — View Alternative 1 on Map

Alternative Description

Name	Alternative was not named.
From	Cherry Street
To	Tyndall Parkway (US 98)
Type	Widening
Status	ETAT Review Complete
Total Length	? mi.
Cost	
Modes	None Selected
SIS	N

Segment Details

Location and Length

Segment No.	Name	Beginning Location	Ending Location	Length (mi.)	Roadway Id	BMP	EMP
Segment PCMC20028	Business 98	Cherry Street	Tyndall Prkway (US 98)	2.524	Digitized		

Jurisdiction and Class

Segment No.	Jurisdiction	Urban Service Area	Functional Class
Segment PCMC20028		In/Out	URBAN: Minor Arterial

Base Conditions

Segment No.	Year	AADT	Lanes	Config
Segment PCMC20028	1993	10500	2	Lanes Divided

Interim Plan

Segment No.	Year	AADT	Lanes	Config
Segment PCMC20028				

Needs Plan

Segment No.	Year	AADT	Lanes	Config
Segment PCMC20028	2020	17000	4	Lanes Divided

Cost Feasible Plan

Segment No.	Year	AADT	Lanes	Config
Segment PCMC20028	2020	22500	4	Lanes Divided

Funding Sources

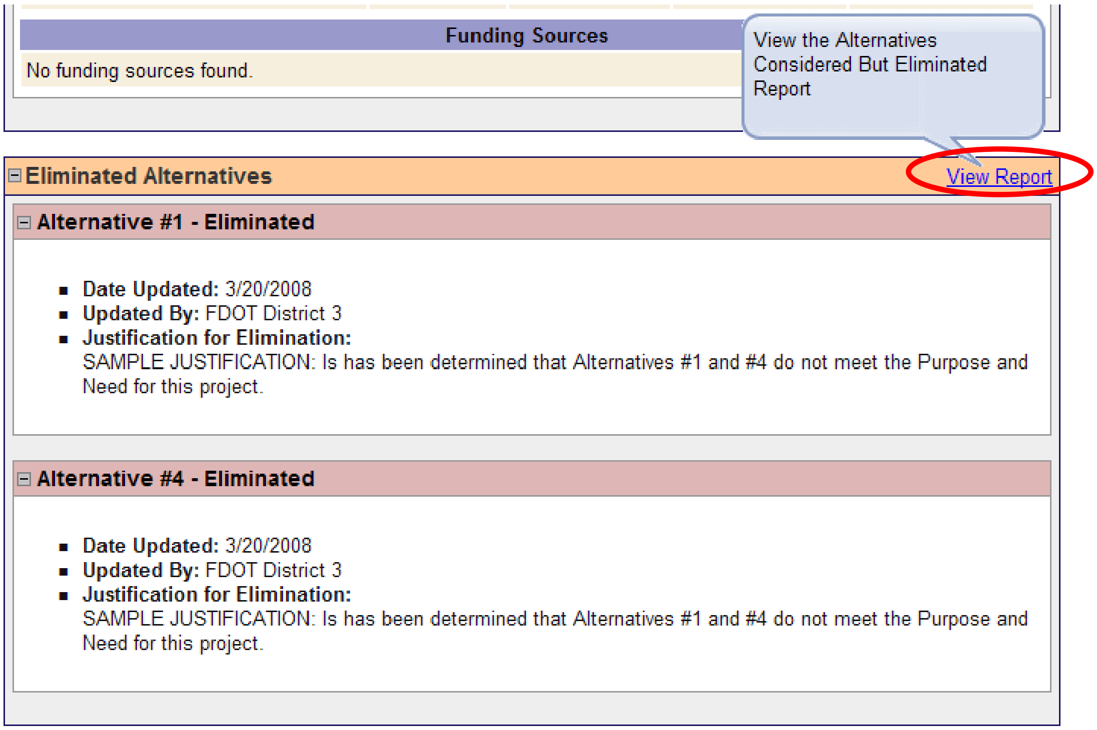
Segment No.	FDOT	Unknown
Segment PCMC20028	$7,515,000.00	

Eliminated Alternatives

No eliminated alternatives present.

Tip! You can view the alternative on a map by clicking the **View Alternative on Map** link located on the **Alternative** *Number* header. The EST opens the Map Viewer and displays the image. To return to the **Project Description** screen, click the **Click to Close Map** bar.

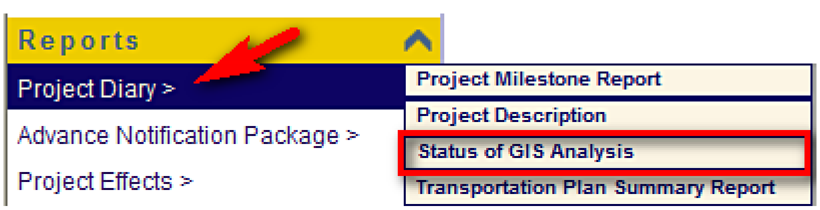
The last section of the **Project Description** page displays an **Eliminated Alternatives** section, which provides information about project Alternatives that have been considered but subsequently eliminated from further consideration. If an alternative has been eliminated from the project, a detailed description of the alternative is no longer available; however, if you click the View Report link located on the **Eliminated Alternatives** section header, it will open a PDF of an Eliminated Alternatives Report that describes each alternative in detail.



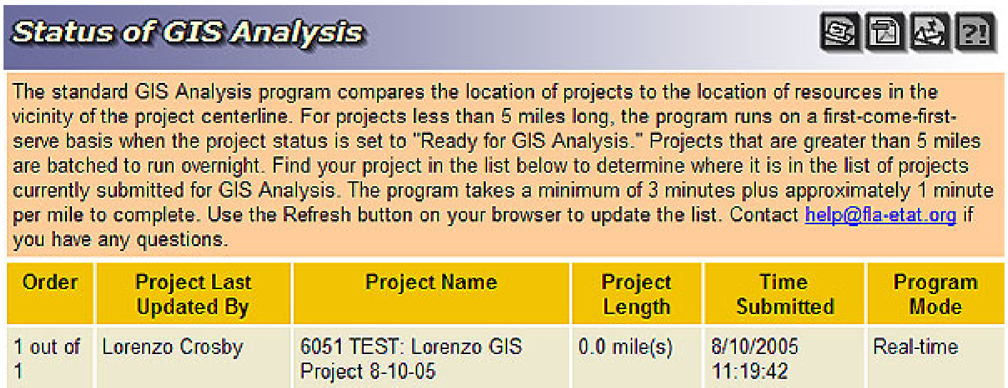
3.2.1.3 *Status of GIS Analysis*

This report lists all projects waiting for analysis and indicates if the analysis will run "real-time" (during the day) or "batch" (at night). After the program is finished, the project is removed from the list.

To access the **Status of GIS Analysis** report for a project, select a project using the **Project Navigation Bar**, and then in the **Reports** menu, point to **Project Diary**, and then click **Status of GIS Analysis**.



The Status of GIS Analysis window opens as a tabbed page.



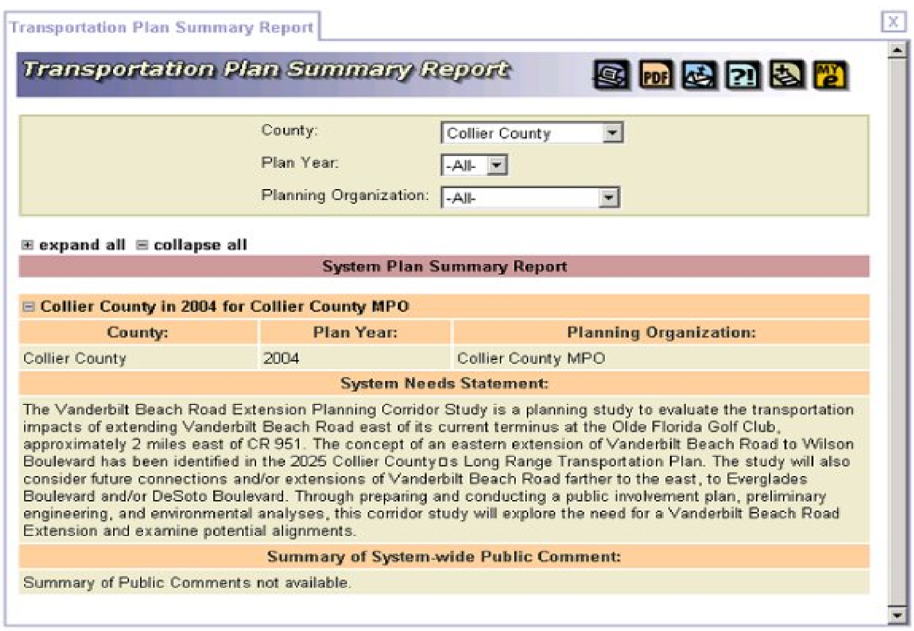
Status of GIS Analysis

The standard GIS Analysis program compares the location of projects to the location of resources in the vicinity of the project centerline. For projects less than 5 miles long, the program runs on a first-come-first-serve basis when the project status is set to "Ready for GIS Analysis." Projects that are greater than 5 miles are batched to run overnight. Find your project in the list below to determine where it is in the list of projects currently submitted for GIS Analysis. The program takes a minimum of 3 minutes plus approximately 1 minute per mile to complete. Use the Refresh button on your browser to update the list. Contact help@fla-etat.org if you have any questions.

Order	Project Last Updated By	Project Name	Project Length	Time Submitted	Program Mode
1 out of 1	Lorenzo Crosby	6051 TEST: Lorenzo GIS Project 8-10-05	0.0 mile(s)	8/10/2005 11:19:42	Real-time

3.2.1.4 *Transportation Plan Summary Report*

The Transportation Plan Summary Report displays the system plan summary information recorded for the selected county, plan year and planning organization. To view the Transportation Plan Summary Report for the county where a project is located, first select a project using the Project Navigation Bar. Then click on the Reports button on the main menu. Select "Transportation Plan Summary Report" under the Project Diary pull-down menu. The report will display information for the county where the project is located. To view Transportation Plan Summary information for other counties, plan years or planning organizations, make selections from the pull-down menus.



Transportation Plan Summary Report

Transportation Plan Summary Report

County: Collier County
Plan Year: -All-
Planning Organization: -All-

⊞ expand all ⊟ collapse all

System Plan Summary Report

⊟ Collier County in 2004 for Collier County MPO

County:	Plan Year:	Planning Organization:
Collier County	2004	Collier County MPO

System Needs Statement:

The Vanderbilt Beach Road Extension Planning Corridor Study is a planning study to evaluate the transportation impacts of extending Vanderbilt Beach Road east of its current terminus at the Olde Florida Golf Club, approximately 2 miles east of CR 951. The concept of an eastern extension of Vanderbilt Beach Road to Wilson Boulevard has been identified in the 2025 Collier County□s Long Range Transportation Plan. The study will also consider future connections and/or extensions of Vanderbilt Beach Road farther to the east, to Everglades Boulevard and/or DeSoto Boulevard. Through preparing and conducting a public involvement plan, preliminary engineering, and environmental analyses, this corridor study will explore the need for a Vanderbilt Beach Road Extension and examine potential alignments.

Summary of System-wide Public Comment:

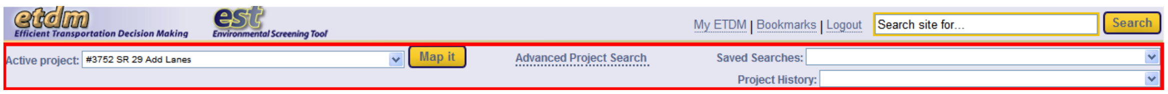
Summary of Public Comments not available.

3.2.1.5 *View Additional Project Documents (New 11/30/2011)*

The **View Additional Project Documents** function in the Environmental Screening Tool (EST) **Reports** menu enables authorized users to view documents associated with a project.

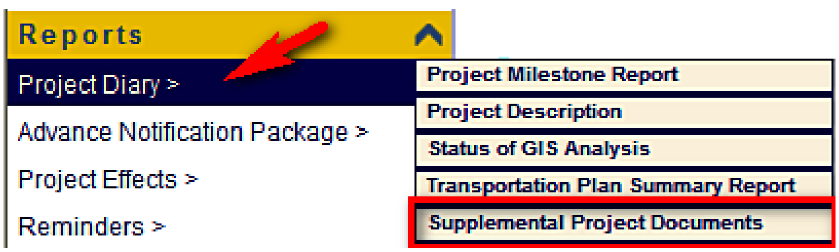
Viewing Additional Project Documents:

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



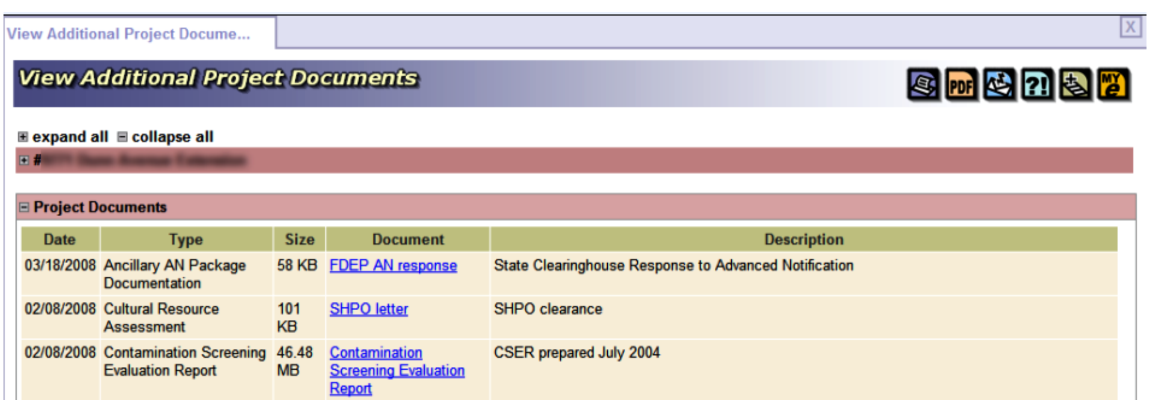
Note: You can use the default project that appears in the **Active project** box, select a project from your **Saved Searches** or **Project History** lists, or you can click the **Advanced Project Search** link to select another project. See the Navigation chapter of the EST Handbook for information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

2. On the **Reports** menu, point to **Project Diary**, and then click **Supplemental Project Documents**.



The **View Additional Project Documents** window opens as a tabbed page, displaying a page toolbar and a list of documents associated with the selected project. The **Project Documents** table shows document information under the following column headings:

- **Date** – The date the document was submitted to the EST database
- **Type** – Displays the document category
- **Size** – Amount of memory the document uses
- **Document** – The document's title, which is displayed as an active link
- **Description** – Brief description of the document



Tip! Click the toolbar icon on the window to:

 Print a copy of the report.

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

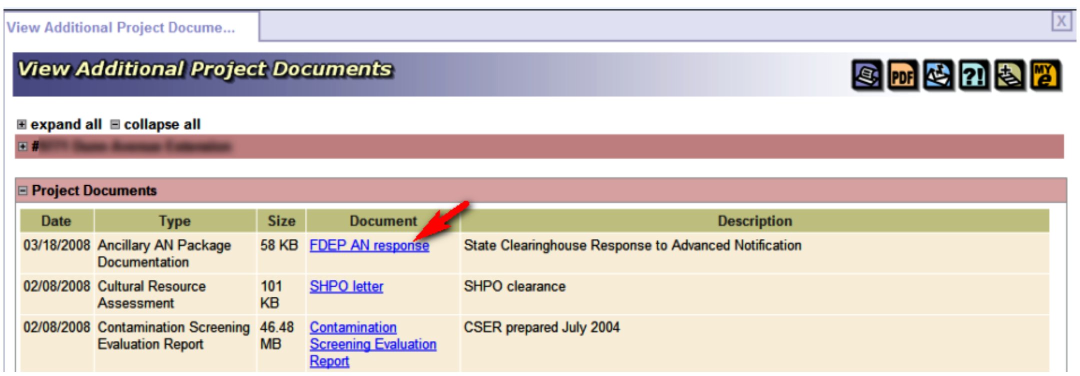
 Send feedback about the current page.

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

 Bookmark the page.

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

3. To view a document, click the document title link in the **Document** column.



The document PDF opens as a separate tabbed window, enabling you to view, print, or save the document.

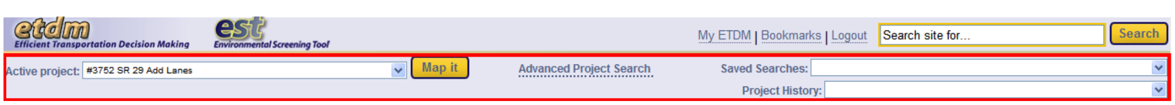
3.2.1.6 *Project Managers (New 11/30/2011)*

The **Project Managers** function in the Environmental Screening Tool (EST) **Reports** menu enables you to view the assigned project manager(s) for a project.

Project manager names are entered into the database through the EST **Assign Project Managers** function in the EST **Tools** menu by the following EST users: District ETDM Coordinators, District ETDM Coordinators – Primary, ETDM Coordinators Management Team, Environmental Management Office managers and liaisons, Metropolitan Planning Organization (MPO) Coordinators, MPO Coordinators – Primary, Florida Intrastate Highway System Central Office, and Project Managers.

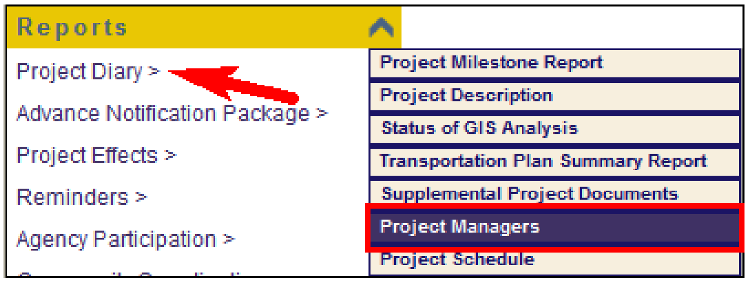
Viewing the Project Managers Report:

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

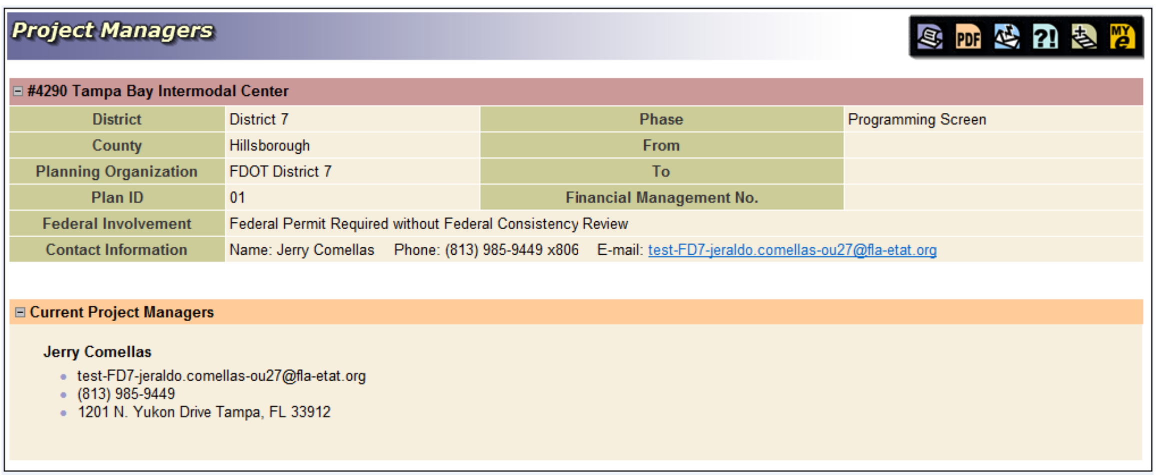


Note: You can use the default project that appears in the **Active project** box, select a project from your **Saved Searches** or **Project History** lists, or you can click the **Advanced Project Search** link to select another project. See the Navigation chapter of the EST Handbook for information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

2. Go to the **Reports** menu, point to **Project Diary**, and then click **Project Managers**.



The **Project Managers** page opens, displaying the project manager name(s) and contact information.



Tip! Click the toolbar icon on the window to:

 Print a copy of the page.

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

 Send feedback about the current page.

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

 Bookmark the page.

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

For additional information about using the EST page toolbar buttons, refer to the Navigation chapter of the EST Handbook.

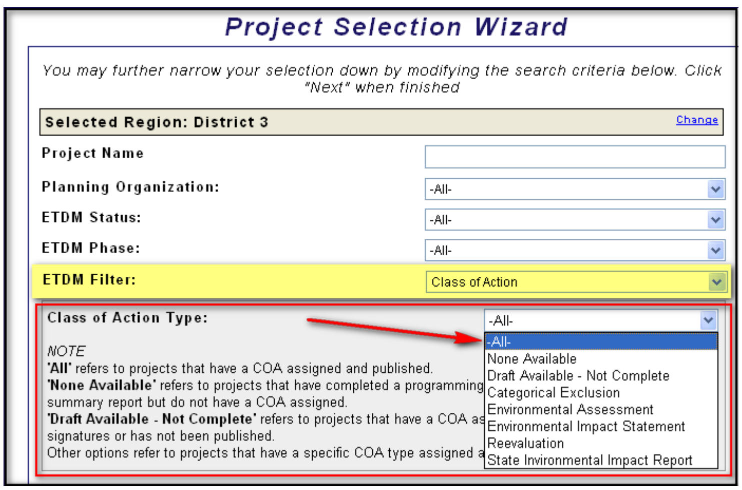
3.2.1.7 *Project Schedule Report (New 7/31/2009)*

The **Project Schedule Report** function in the Environmental Screening Tool (EST) **Reports** menu enables Central Environmental Management Office managers and staff to view Project Development & Environment (PD&E) milestones.

Viewing a Project Schedule Report:

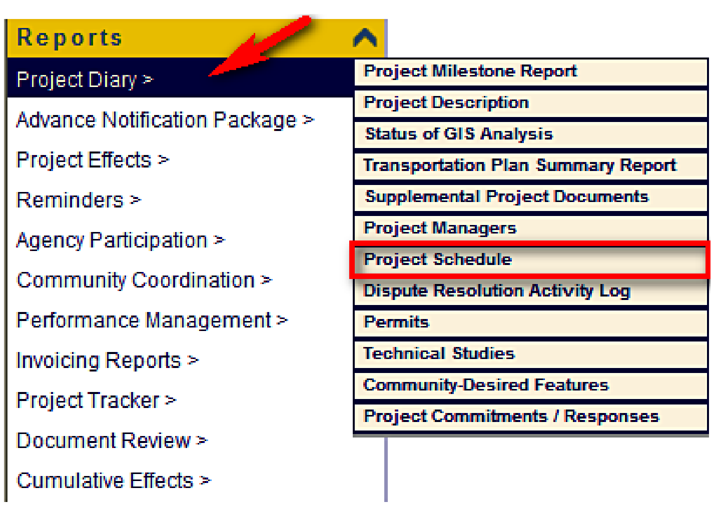
1. To view a project schedule, you must first select a project that has been assigned a COA. You can use the default project that appears in the **Active project** field in the **Project Navigation Bar** or you can select another project using the **Project Selection Wizard**.

Tip! To view projects with all or specific COAs, click the **Advanced Project Search** link in the **Project Navigation Bar**. In the **ETDM Filter** field, select **Class of Action**, and then select a variable from the **Class of Action Type** field.



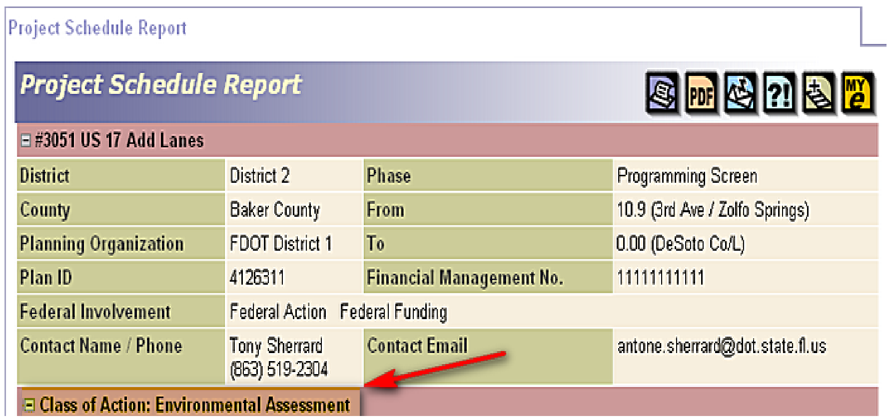
Note: See the Navigation Chapter of the EST Handbook for information on using the **Project Navigation Bar**.

2. On the **Reports** menu, point to **Project Diary**, and then click **Project Schedule**.



The **Project Schedule Report** window opens as a tabbed page and displays a project header, page toolbar, and project schedule information.

The project's COA appears in the section header, as shown in the next illustraton. (For this illustration, the COA is Environmental Assessment.)



Tip! Click the toolbar icon in the **Project Schedule Report** window to:

 Print a copy of the current page.

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

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

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

The **Class of Action:** *Type* section displays the following project schedule information:

- **Project Schedule Milestones**
- **Actual Date**
- **Change History**
- **Related Document**

Note: EST displays project information based on the **Class of Action** for the selected project. Therefore, the project events listed in the **Project Schedule Milestones** column of the **Project Schedule Report** window vary.

⊟ Class of Action: Environmental Assessment			
Project Schedule Milestones	Actual Date	Change history	Related Document
Planning Screen Notification		N/A	
Planning Screen Summary Report Published		N/A	
Advance Notification	04/30/2004	N/A	View Live Report
Programming Screen Summary Report Published	10/07/2004	N/A	View Live Report
Class of Action Determination	08/26/2008	N/A	View Live Report
Public Hearing	03/05/2009	03/06/2009: Estimated Number of Months needed...	
	03/05/2009	03/05/2009: These changes swersidofjwoiejfweof	
	03/05/2009	03/05/2009: Added date to Public Hearing	
Public Hearing	03/05/2009	03/06/2009: Estimated Number of Months needed...	
	03/05/2009	03/05/2009: These changes swersidofjwoiejfweof	
Location Design Concept Acceptance (LDCA)	03/05/2009	03/06/2009: Estimated Number of Months needed...	
	03/05/2009	03/05/2009: These changes swersidofjwoiejfweof	
Re-evaluation Complete	03/05/2009	03/06/2009: Estimated Number of Months needed...	
	03/05/2009	03/05/2009: 100% issuance was blah blah blah	

Show the project schedule for all projects in the Current Selection

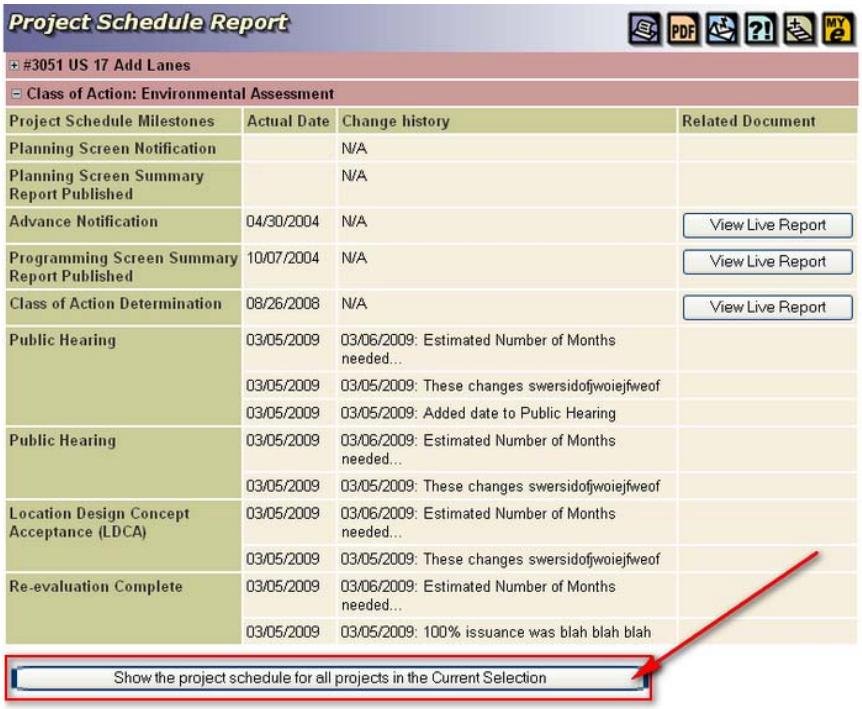
Note: Project documents are available in the EST Project Description Report

3. To view documents for a project event listed in the **Project Schedule Milestones** column, click the corresponding **View** *Related Document* button in the **Related Document** column.

⊟ Class of Action: Environmental Assessment			
Project Schedule Milestones	Actual Date	Change history	Related Document
Planning Screen Notification		N/A	
Planning Screen Summary Report Published		N/A	
Advance Notification	04/30/2004	N/A	View Live Report
Programming Screen Summary Report Published	10/07/2004	N/A	View Live Report
Class of Action Determination	08/26/2008	N/A	View Live Report

The window for the selected project document opens as a tabbed page.

4. To view schedule information for all projects from a search selection, click **Show the project schedule for all projects in the Current Selection**.



Project Schedule Report

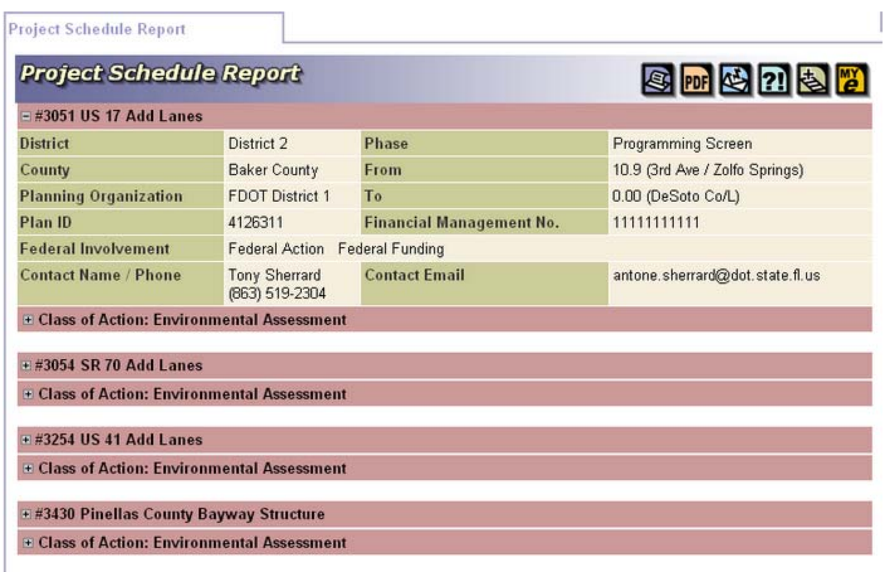
⊞ #3051 US 17 Add Lanes

⊟ Class of Action: Environmental Assessment

Project Schedule Milestones	Actual Date	Change history	Related Document
Planning Screen Notification		N/A	
Planning Screen Summary Report Published		N/A	
Advance Notification	04/30/2004	N/A	View Live Report
Programming Screen Summary Report Published	10/07/2004	N/A	View Live Report
Class of Action Determination	08/26/2008	N/A	View Live Report
Public Hearing	03/05/2009	03/06/2009: Estimated Number of Months needed...	
	03/05/2009	03/05/2009: These changes swersidofjwoiejfweof	
	03/05/2009	03/05/2009: Added date to Public Hearing	
Public Hearing	03/05/2009	03/06/2009: Estimated Number of Months needed...	
	03/05/2009	03/05/2009: These changes swersidofjwoiejfweof	
Location Design Concept Acceptance (LDCA)	03/05/2009	03/06/2009: Estimated Number of Months needed...	
	03/05/2009	03/05/2009: These changes swersidofjwoiejfweof	
Re-evaluation Complete	03/05/2009	03/06/2009: Estimated Number of Months needed...	
	03/05/2009	03/05/2009: 100% issuance was blah blah blah	

Show the project schedule for all projects in the Current Selection

The **Project Schedule Report** window refreshes, displaying all the projects within the search selection (in this case, projects identified based on **Class of Action** category).



Project Schedule Report

Project Schedule Report

⊟ #3051 US 17 Add Lanes

District	District 2	Phase	Programming Screen
County	Baker County	From	10.9 (3rd Ave / Zolfo Springs)
Planning Organization	FDOT District 1	To	0.00 (DeSoto Co/L)
Plan ID	4126311	Financial Management No.	11111111111
Federal Involvement	Federal Action Federal Funding		
Contact Name / Phone	Tony Sherrard (863) 519-2304	Contact Email	antone.sherrard@dot.state.fl.us

⊞ Class of Action: Environmental Assessment

⊞ #3054 SR 70 Add Lanes

⊞ Class of Action: Environmental Assessment

⊞ #3254 US 41 Add Lanes

⊞ Class of Action: Environmental Assessment

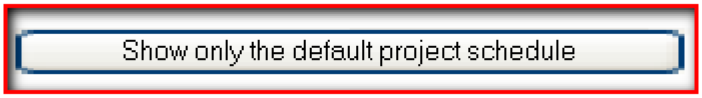
⊞ #3430 Pinellas County Bayway Structure

⊞ Class of Action: Environmental Assessment

Tip! You can switch between the current window and immediately preceding window by pressing the **ALT + LEFT ARROW** or **ALT+ RIGHT ARROW** keys.

EST displays each project's header and **Class of Action:** *Type* section, which contains the **Project Milestones**, **Actual Date**, **Change History**, and **Related Documents** columns.

5. To return to the project originally displayed, click the **Show only the default project schedule** button located at the bottom of the **Project Schedule Report** window**.**



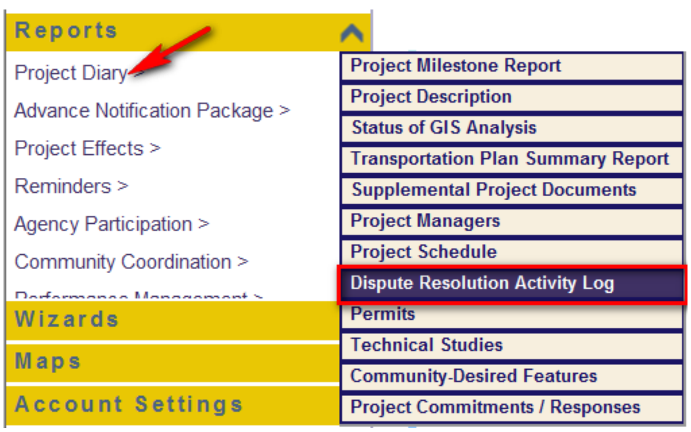
The **Project Schedule Report** window refreshes, displaying the selected project.

3.2.1.8 *Dispute Resolution Activity Log (New 7/31/2009)*

The **Dispute Resolution Activity Log** function in the Environmental Screening Tool (EST) **Reports** menu enables Central Environmental Management Office (CEMO) managers and users with EST administrative privileges to view the list of resolved disputes for designated projects.

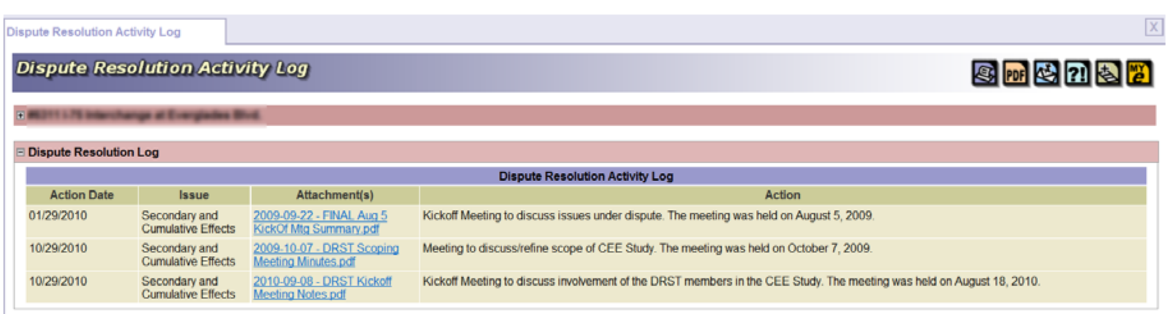
Viewing the Dispute Resolution Activity Log:

1. On the **Reports** menu, point to **Project Diary**, and then click **Dispute Resolution Activity Log**.



The **Dispute Resolution Activity Log** window opens, displaying the project header, including the **Phase**, **Project Milestone Dates**, and a **Dispute Resolution Activity Log** that displays the Dispute Resolution:

- **Action Date**
- **Issue**
- **Attachment(s)**
- **Action**



Tip! Click the toolbar icon on the **Dispute Resolution Log** window to:

Print a copy of the current page.

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

Send feedback about the current page.

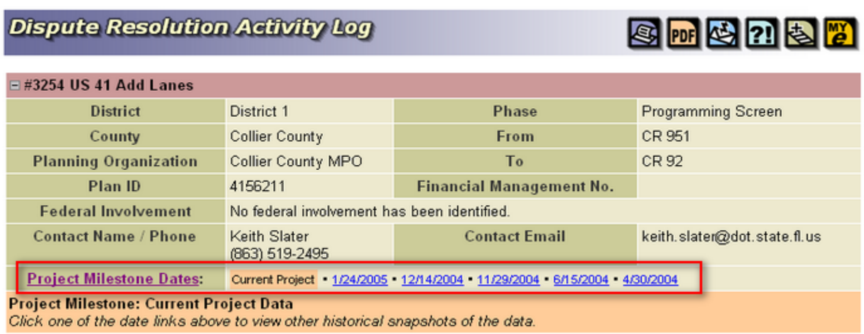
Access online **Help**.

Bookmark the page.

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

2. To view the attachment(s), click the link(s) in the **Attachment** column. The **Dispute Attachment** window opens as a tabbed page, displaying a PDF of the selected attached document.

3. To view the **Dispute Resolution Activity Log** by milestone date, click the date links in the **Project Milestone Dates** row.


Dispute Resolution Activity Log

#3254 US 41 Add Lanes

District	District 1	Phase	Programming Screen
County	Collier County	From	CR 951
Planning Organization	Collier County MPO	To	CR 92
Plan ID	4156211	Financial Management No.	
Federal Involvement	No federal involvement has been identified.		
Contact Name / Phone	Keith Slater (863) 519-2495	Contact Email	keith.slater@dot.state.fl.us
Project Milestone Dates:	Current Project • 1/24/2005 • 12/14/2004 • 11/29/2004 • 6/15/2004 • 4/30/2004		

Project Milestone: Current Project Data
Click one of the date links above to view other historical snapshots of the data.

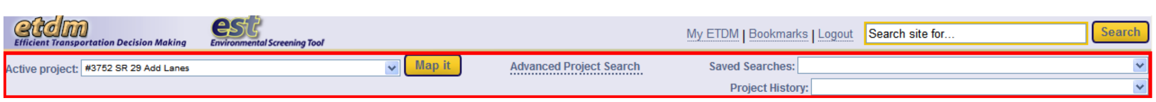
The **Dispute Resolution Activity Log** window refreshes and displays the current project's Dispute Resolution Activity for the selected **Project Milestone Date**.

3.2.1.9 *Permits (New 11/30/2011)*

The **Permits** function in the EST **Reports** menu enables authorized users to review a list of permits identified for a project.

Viewing the Permits Report:

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

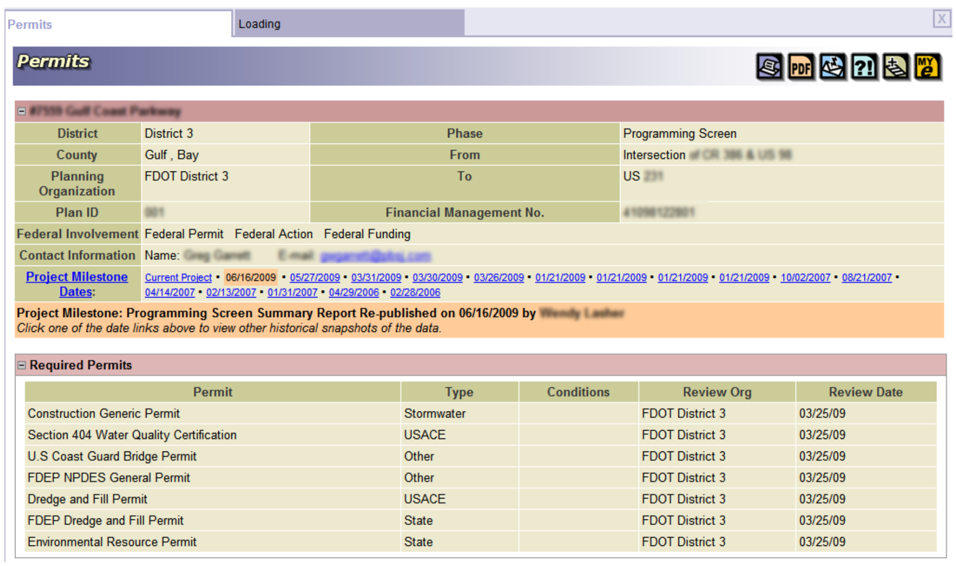


Note: You can use the default project that appears in the **Active project** box, select a project from your **Saved Searches** or **Project History** lists, or you can click the **Advanced Project**

Search link to select another project. See the Navigation chapter of the EST Handbook for information on using the **Project Navigation Bar**.

2. On the **Reports** menu, point to **Project Diary**, and then click **Permits**.

The **Permits** window opens, displaying a list of permits identified for the selected project.



Tip! Click the toolbar icon on the window to:

 Print a copy of the page.

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

 Send feedback about the current page.

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

 Bookmark the page.

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

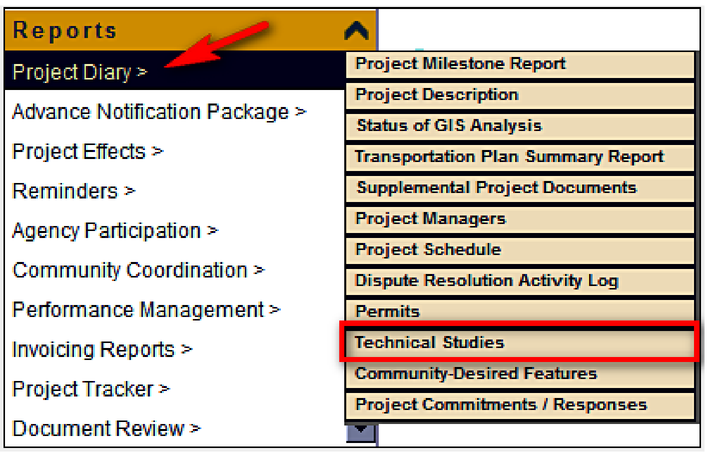
The **Required Permits** section of the report includes a description of the permits that have been identified for the project, the permit type, and any specific permit conditions that may apply.

⊟ Required Permits

Permit	Type	Conditions	Review Org	Review Date
Construction Generic Permit	Stormwater		FDOT District 3	03/25/09
Section 404 Water Quality Certification	USACE		FDOT District 3	03/25/09
U.S Coast Guard Bridge Permit	Other		FDOT District 3	03/25/09
FDEP NPDES General Permit	Other		FDOT District 3	03/25/09
Dredge and Fill Permit	USACE		FDOT District 3	03/25/09
FDEP Dredge and Fill Permit	State		FDOT District 3	03/25/09
Environmental Resource Permit	State		FDOT District 3	03/25/09

3.2.1.10 *Technical Studies*

This report lists the technical studies assigned to a project after the Programming Screen. To access the **Technical Studies** report for a project, select a project using the **Project Navigation Bar**, then go to the **Reports** menu, point to **Project Diary**, and then click **Technical Studies**.



The **Technical Studies** page opens and displays the list of technical studies assigned to the selected project.

Technical Studies

Technical Studies

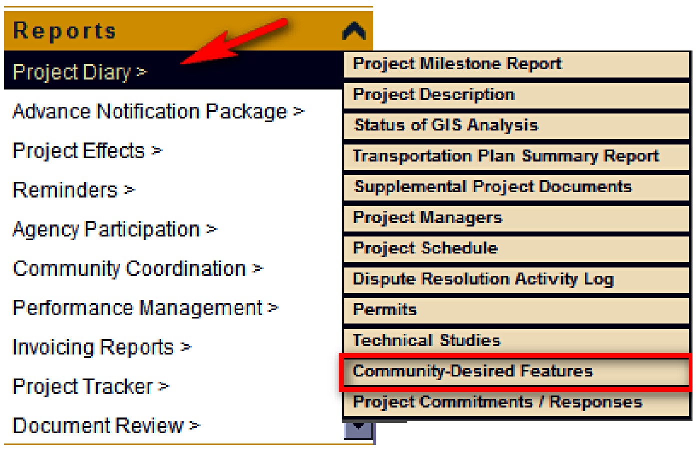
⊞ # [redacted]

⊟ Required Technical Studies

Technical Study Name	Type	Conditions	Review Org	Review Date
Location Hydraulics Report	ENGINEERING		FDOT District 2	11/01/2004
Drainage/Pond Siting Report	ENGINEERING		FDOT District 2	11/01/2004
Conceptual Design Roadway Plan Set	ENGINEERING		FDOT District 2	11/01/2004
Geotechnical Report	ENGINEERING		FDOT District 2	11/01/2004
Bridge Hydraulic Report	ENGINEERING		FDOT District 2	11/01/2004
Class of Action Determination	ENVIRONMENTAL		FDOT District 2	11/01/2004
Endangered Species Biological Assessment	ENVIRONMENTAL		FDOT District 2	11/01/2004
Wetlands Evaluation Report	ENVIRONMENTAL		FDOT District 2	11/01/2004
Cultural Resource Assessment	ENVIRONMENTAL		FDOT District 2	11/01/2004
Wildlife and Habitat Report	Other		FDOT District 2	11/01/2004

3.2.1.11 *Community-Desired Features*

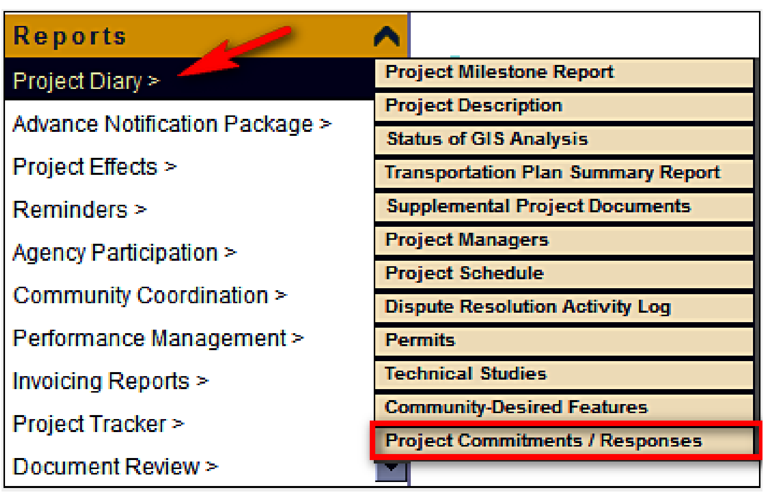
The **Community-Desired Features** report lists features (such as sidewalks or bicycle facilities) that are desired by the affected community and have been identified through Metropolitan Planning Organization and FDOT public involvement activities. To access the **Community-Desired Features** report for a project, select a project using the **Project Navigation Bar**, then go to **Reports**, point to **Project Diary**, and then click **Community-Desired Features**.



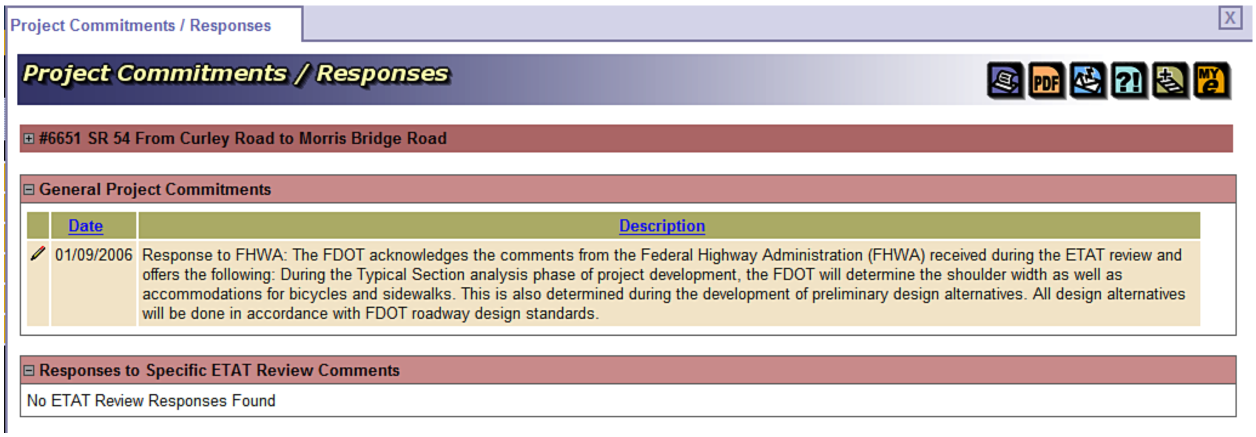
The **Community-Desired Features** report page opens, displaying a **Desired Project Features** section that shows any features desired by the featured community.

3.2.1.12 *Project Commitments/Responses*

The **Project Commitments/Responses** report provides an overview of ETAT review comments by project, with a link to the comments provided by the ETDM Coordinator in response to the ETAT review. To access the **Project Commitments/Responses** report for a project, select a project using the **Project Navigation Bar**, then go to the **Reports** menu, point to **Project Diary**, and then click **Project Commitments/Responses**.



The **Project Commitments/Responses** page opens, displaying a **General Project Commitments** and **Responses to Specific ETAT Review Comments** sections.



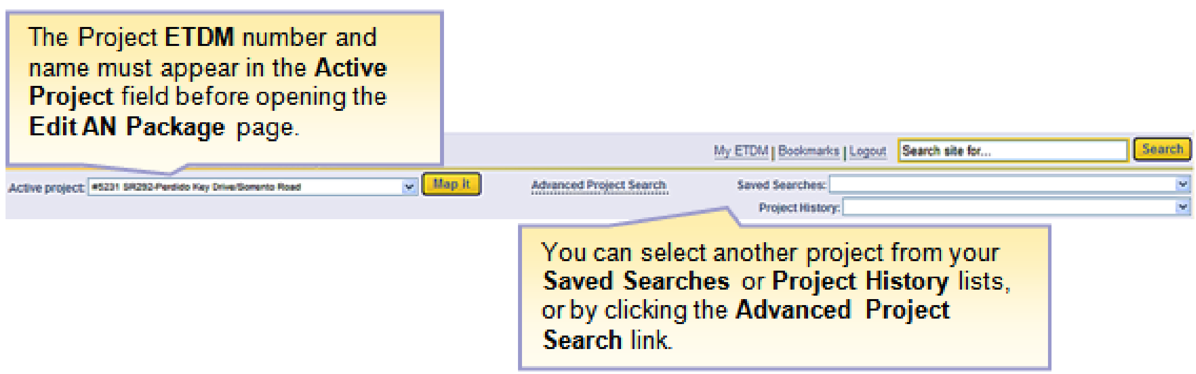
3.2.2 Advance Notification Package (*New 11/30/2011*)

3.2.2.1 *Advance Notification Package (New 11/30/2011)*

The **Advance Notification Package** function in the Environmental Screening Tool (EST) **Reports** menu enables authorized users to view, save, and print published Advance Notification (AN) Packages.

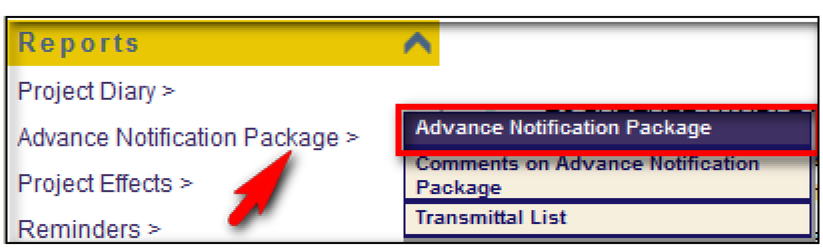
Opening an AN Package:

1. To use the **AN Package** function, you must first select a project from the **Project Navigation Bar**.

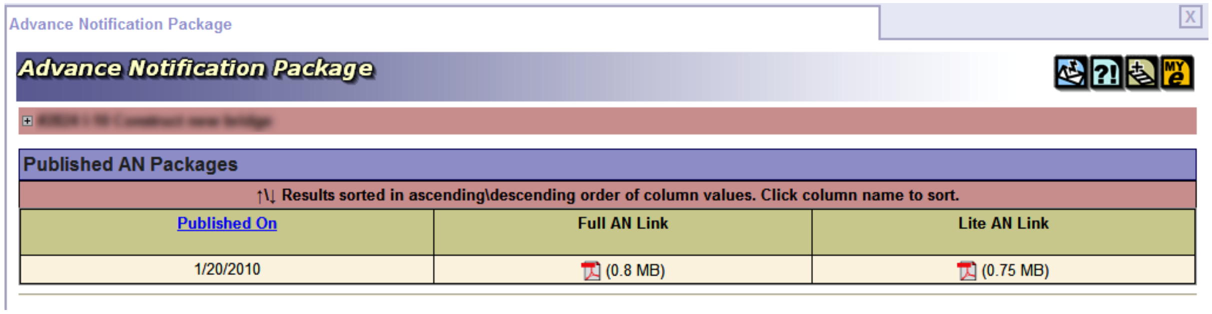


Tip! Use the **Search site for…** tool to quickly locate information in the EST.

2. In the **Reports** menu, point to **Advance Notification Package**, and then click **Advance Notification Package**.



The **Advance Notification Package** window opens, displaying a page toolbar and a **Published AN Packages** section showing PDF links to the **AN Package** (**Full** and **Lite**) for the selected project.



Tip! Click the toolbar icon in the window to:

Send feedback about the current page.

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

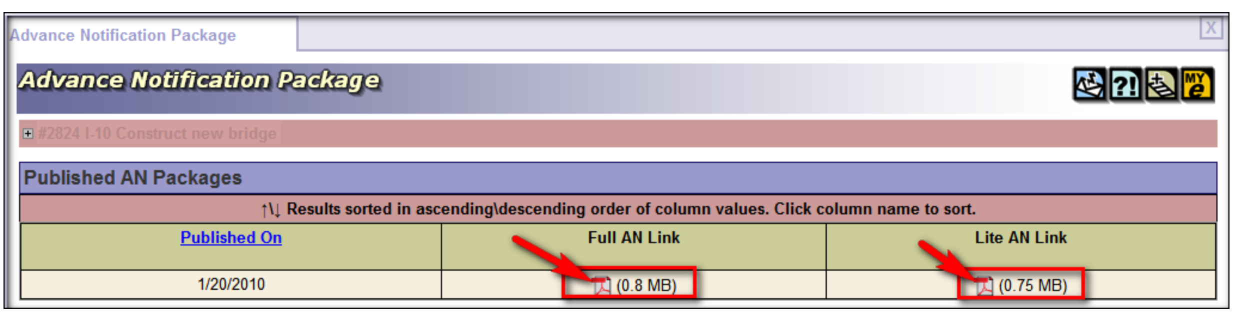
Bookmark the page.

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

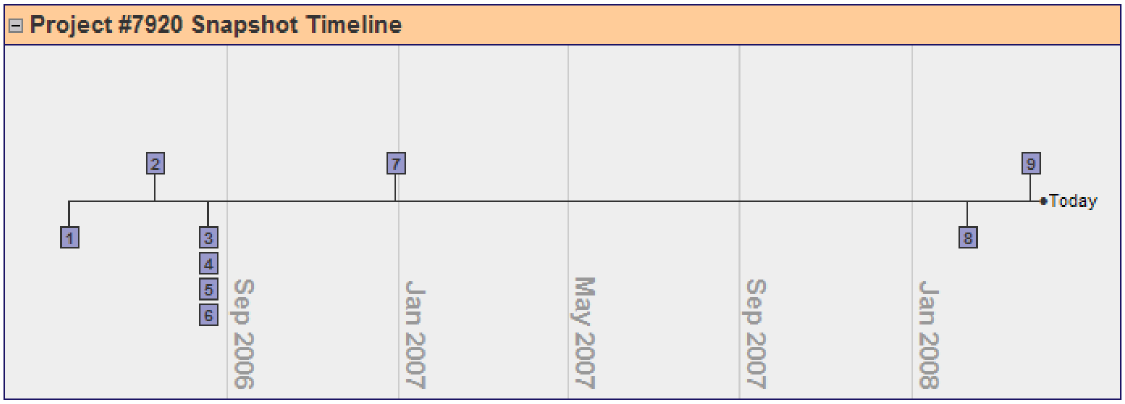
The Published AN Packages section displays a table divided into the following columns:

- **Published On –** Displays the date the AN Package was published
- **Full AN Link –** Displays a link to the complete AN Package that was sent electronically to recipients who are listed in the transmittal list as **Notification Type: Electronic**
- **Lite AN Link –** Displays a link to the abridged version of the AN Package that was mailed to recipients who are listed in the transmittal list as **Notification Type: Hardcopy**

3. Click the PDF icon, , in the **Full AN Link** column to view the complete AN Package or click the PDF icon, , in the **Lite AN Link** column to view the abridged version of the AN Package.



The **PDF** of the selected AN Package (Full or Lite) opens in a separate window, enabling you to view, save, or print a copy.



3.2.2.2 *Comments on Advance Notification Package (New 11/30/2011)*

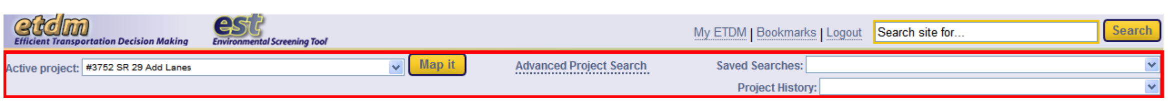
The **Comments on Advance Notification Package** function in the Environmental Screening Tool (EST) **Reports** menu enables authorized users to view comments from ETAT reviewers and Commenting Interested Parties regarding a project's AN Package, along with a general overview of agency comments pertaining to the project's effects on area resources.

Commenting Interested Parties assigned to review the AN Package are usually regional planning council and local government personnel who are authorized by a State Clearinghouse Coordinator (Federal Consistency – Commenting Interested Parties) or District ETDM Coordinators and Project Managers (Advance Notification – Commenting Interested Parties) to access the secure EST. The tasks of Commenting Interested Parties are as follows:

- **Federal Consistency – Commenting Interested Parties** provide advisory comments, based upon such issues as consistency with the strategic regional policy plan or the local government comprehensive plan, or conflict with other known area activities.
- **Advance Notification – Commenting Interested Parties** review ETAT comments and submit additional comments, if warranted, on a project's effects.

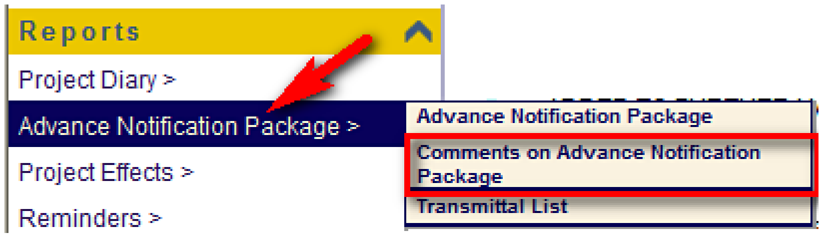
Viewing the Comments on AN Package Report:

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

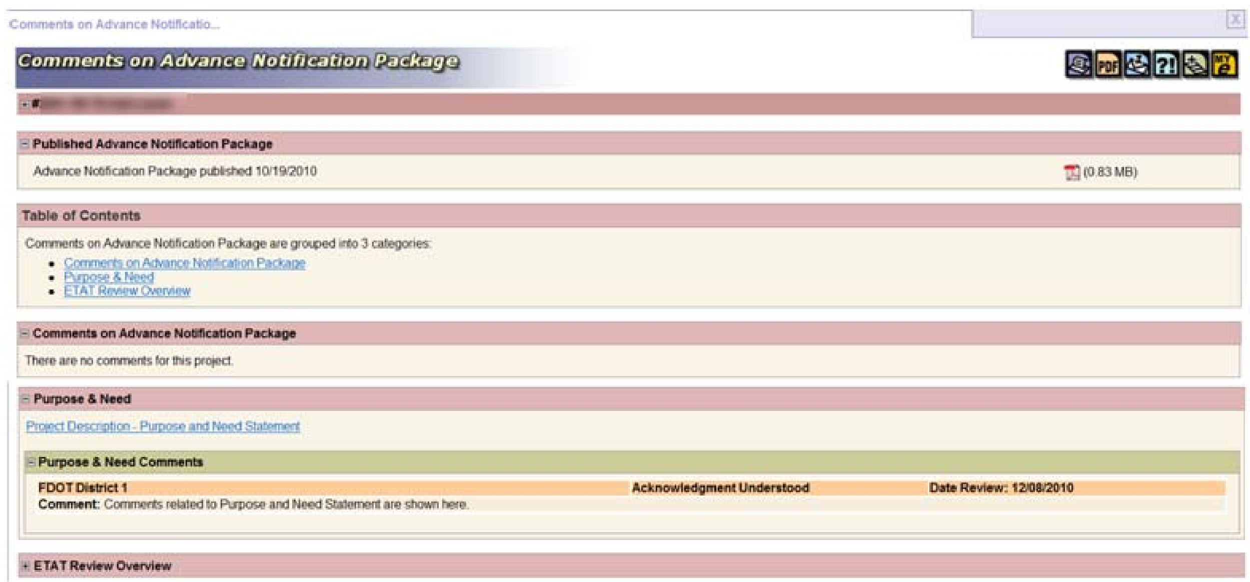


Note: You can use the default project that appears in the **Active project** box, select a project from your **Saved Searches** or **Project History** lists, or you can click the **Advanced Project Search** link to select another project. See the Navigation chapter of the EST Handbook for information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

2. On the **Reports** menu, point to **Advance Notification**, and then click **Comments on Advance Notification Package**.



The **Comments on Advance Notification Package** page opens, displaying sections containing a link to the Published Advance Notification Package, the project's purpose and need information, District ETDM Coordinators and ETAT review information, and comments on the AN Package.



Tip! Click the toolbar icon on the window to:

 Print a copy of page.

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

 Send feedback about the current page.

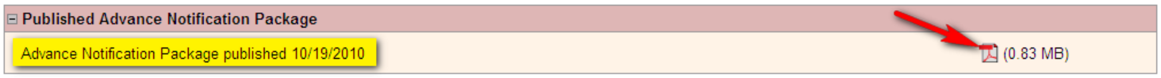
 Access online **Help** for the current page.

 Bookmark the page.

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

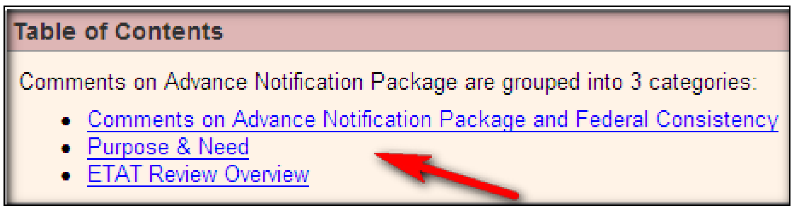
Note: For additional information about using the EST page toolbar buttons, refer to Chapter 2.8 of the EST Handbook.

3. Under **Published Advance Notification Package**, click the PDF icon to open the AN Package.



The **Advance Notification Package** window opens as a tabbed page.

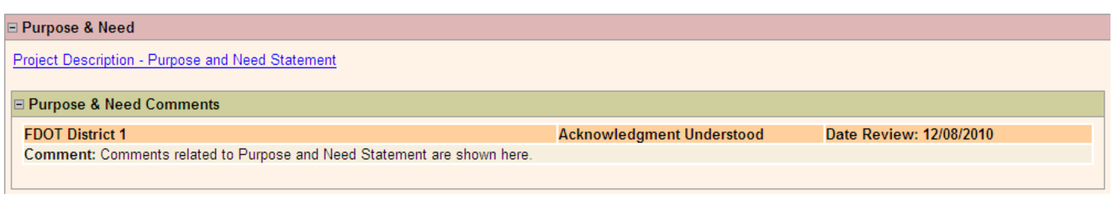
4. Under **Table of Contents**, click any of the following links:



- Click the **Comments on Advance Notification Package and Federal Consistency** link to view comments from Commenting Interested Parties regarding the AN Package and ETAT reviews. The EST automatically scrolls to this section of the page.
- Click the **Purpose & Need** link to view comments regarding the project's Purpose and Need Statement.
- Click the **ETAT Review Overview** to view ETAT comments concerning any effects the project may have on area resources.

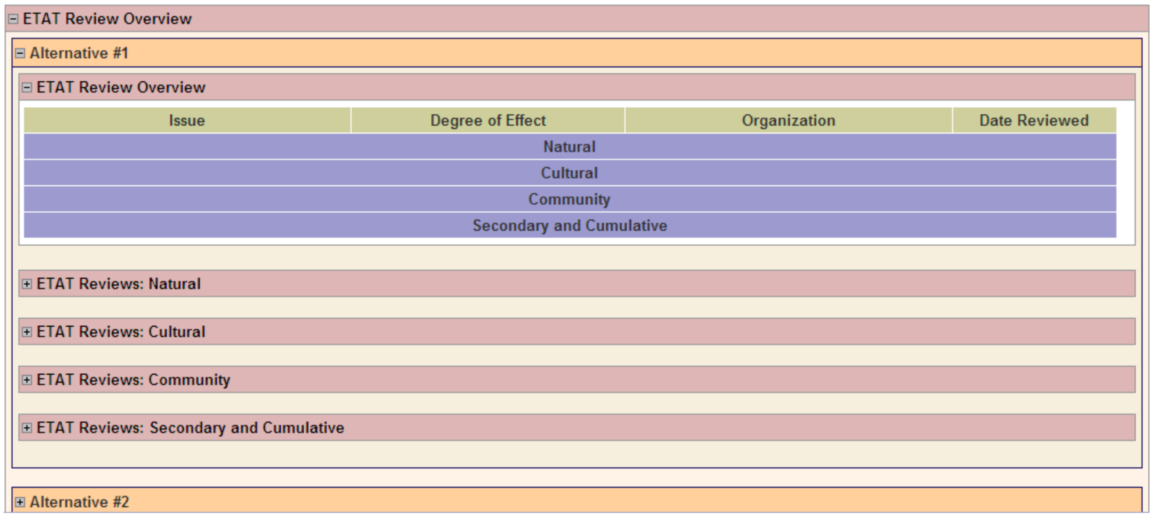
5. Under **Purpose & Need**, do the following:

- Click the **Project Description – Purpose and Need Statement** link to open the **Project Description** page where you can view the Purpose and Need Statement**.**
- The **Purpose & Need Comments** section displays the agency name, whether the agency has acknowledged the information presented in the Purpose and Need Statement is accurate and clear (i.e., **Acknowledgement Understood** if the agency found the information in the Purpose and Need Statement accurate and clearly defined**,** or **Acknowledgement Not Understood** if the agency found the Purpose and Need Statement is incomplete or if the information is not clear), the date the agency reviewed the Purpose and Need Statement, and the agency's comments, if any.



6. The **ETAT Review Overview** section is divided by project alternative, showing general ETAT overview and comments related to each resource issue for each alternative.

Tip! Click the plus sign, , to expand the section. Click the minus sign, , to collapse the section.

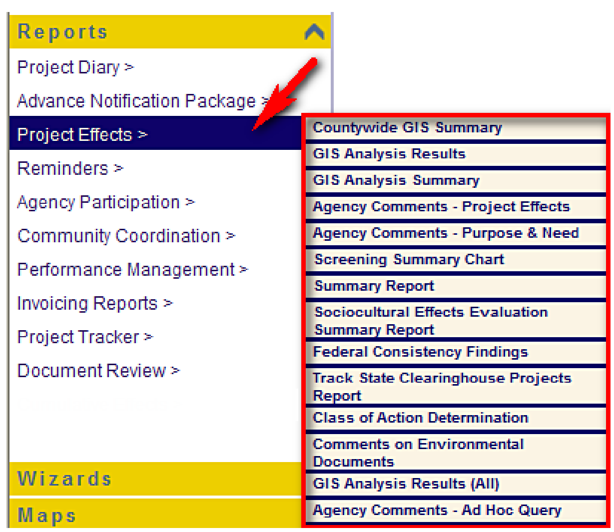


Note: The EST displays a statement if assigned organizations did not review a specific issue.

3.2.2.3 *Transmittal List (In Development)*

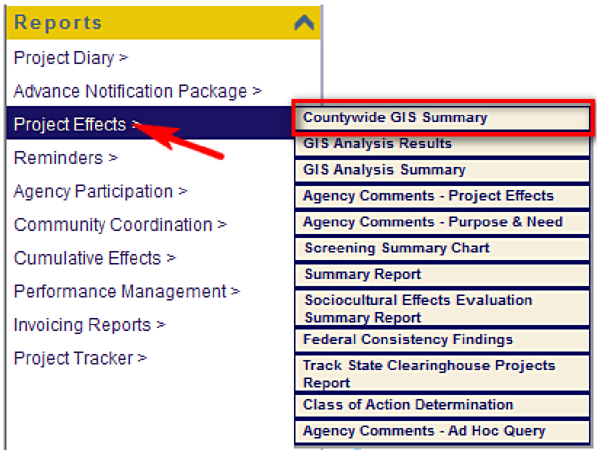
3.2.3 **Project Effects (*Updated 11/30/2011*)**

Reports under **Project Effects** enable users to view read-only screens that display project data and agency reviews regarding the effects a project or a project alternative will have on surrounding resources.

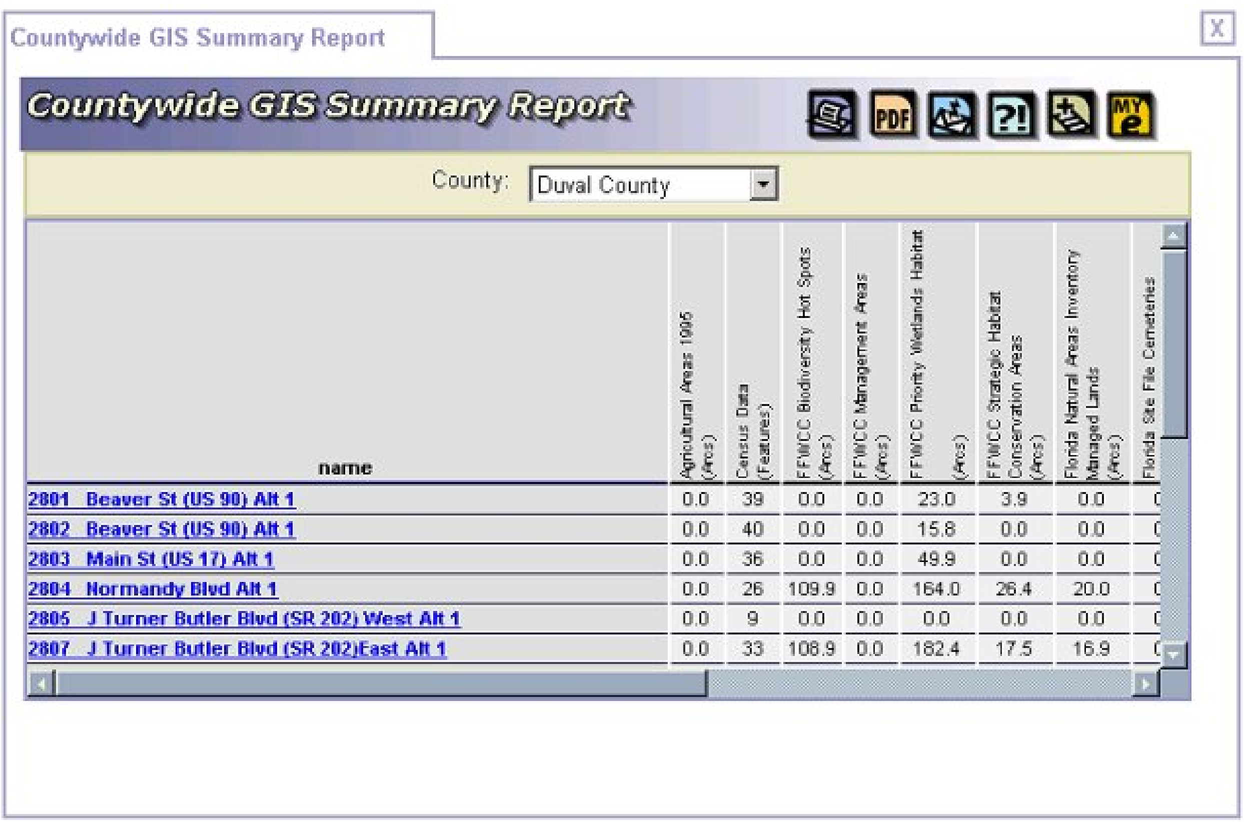


3.2.3.1 *Countywide GIS Summary Report*

The Countywide GIS Summary Report summarizes the results of the GIS analyses for the projects within the selected county. This report is useful for assessing cumulative effects. To view the Countywide GIS Summary Report, go to the **Reports** menu, point to **Project Effects**, and then click **Countywide GIS Summary**.



When the report opens, select a county from the **County** list. Use the scroll bars to view the GIS analyses results for specific projects.



3.2.3.2 *GIS Analysis Report (Updated 03/12/2012)*

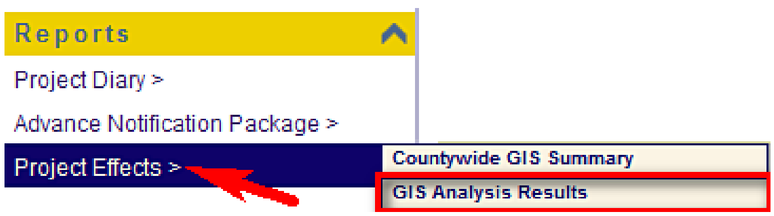
The **GIS Analysis Report** function enables you to view analysis results for Alternatives, study areas within an Alternative, and individual features (the components of an Alternative such as bus stops, rail stations, road segments, or other physical structures and land areas associated with an Alternative).

Users can select issues, analysis types, and buffer distances and apply them to an active project. Users have the option to select analysis results for an entire Alternative—or for a study area within an Alternative—and for individual features of an Alternative.

Using the GIS Analysis Report Function:

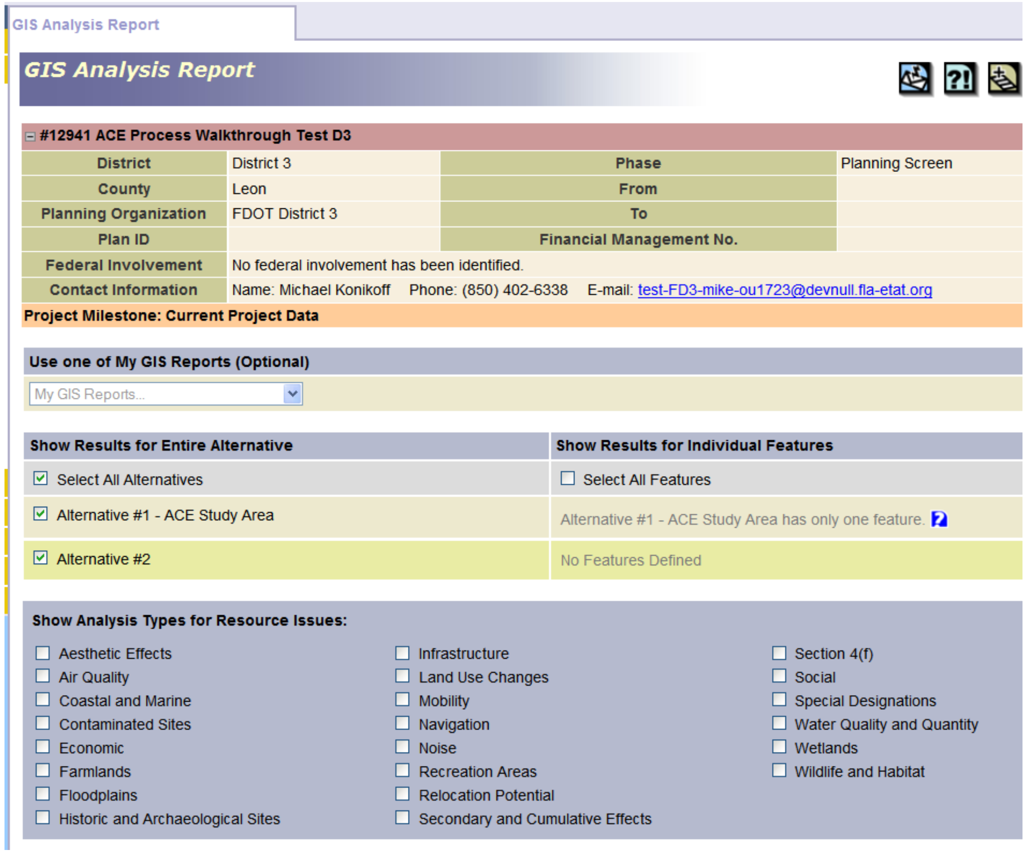
1. Select a project from the **Project Navigation Bar.**

2. Go to the **Reports** menu, point to **Project Effects**, and then click **GIS Analysis Results**.



The **GIS Analysis Report** page opens, displaying a form that enables you to create a new report or use an existing GIS analysis report. The form also allows you to make the following selections to include in the report:

- Analysis results for entire Alternatives
- Analysis results for Alternative Corridor Evaluation (ACE) study areas, if applicable
- Analysis results for individual Features
- Analysis types for resource issues


GIS Analysis Report

GIS Analysis Report

#12941 ACE Process Walkthrough Test D3			
District	District 3	Phase	Planning Screen
County	Leon	From	
Planning Organization	FDOT District 3	To	
Plan ID		Financial Management No.	
Federal Involvement	No federal involvement has been identified.		
Contact Information	Name: Michael Konikoff Phone: (850) 402-6338 E-mail: test-FD3-mike-ou1723@devnull.fla-etat.org		
Project Milestone: Current Project Data			

Use one of My GIS Reports (Optional)

My GIS Reports...

Show Results for Entire Alternative	Show Results for Individual Features
☑ Select All Alternatives	☐ Select All Features
☑ Alternative #1 - ACE Study Area	Alternative #1 - ACE Study Area has only one feature.
☑ Alternative #2	No Features Defined

Show Analysis Types for Resource Issues:

☐ Aesthetic Effects	☐ Infrastructure	☐ Section 4(f)
☐ Air Quality	☐ Land Use Changes	☐ Social
☐ Coastal and Marine	☐ Mobility	☐ Special Designations
☐ Contaminated Sites	☐ Navigation	☐ Water Quality and Quantity
☐ Economic	☐ Noise	☐ Wetlands
☐ Farmlands	☐ Recreation Areas	☐ Wildlife and Habitat
☐ Floodplains	☐ Relocation Potential	
☐ Historic and Archaeological Sites	☐ Secondary and Cumulative Effects	

Tip! Click on the toolbar icons to:

Open the tip sheet for a quick guide on navigating the current page.


Open the training video for instructions on using the current page.

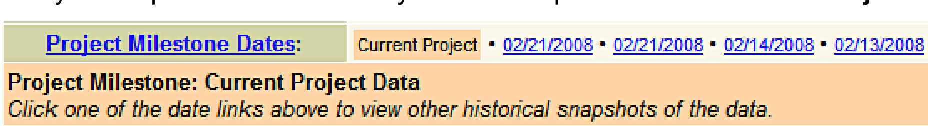

Send feedback about the current page.

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


Bookmark the page.

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

Note: If the project is in the Programming Screen and has one or more milestone dates, you can select a **Project Milestone Date** by clicking the date link under the project header to view an analysis snapshot for the date or you can accept the default **Current Project**.


Project Milestone Dates: Current Project • 02/21/2008 • 02/21/2008 • 02/14/2008 • 02/13/2008

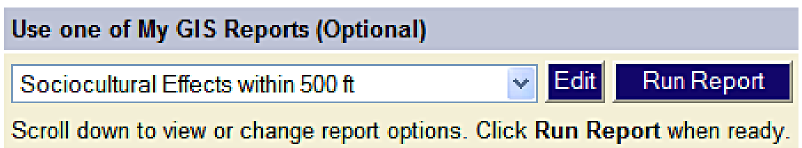
Project Milestone: Current Project Data
Click one of the date links above to view other historical snapshots of the data.

3. The **GIS Analysis Report** function in the EST enables you to:

- Create a new GIS report.
- Use a previously saved report from your **My GIS Reports** list. (See Step 4 for additional information on using previously saved GIS reports).

Note: The **Use one of My GIS Reports** field will not appear on your screen if you have not previously saved GIS reports. (See Step10 of these instructions for information on saving a GIS report).

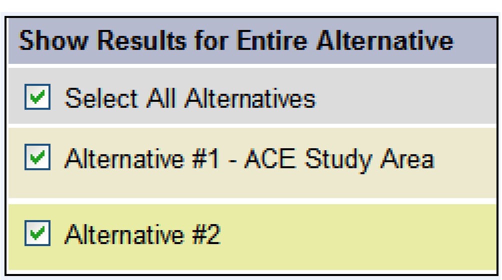
4. If you have previously saved GIS reports, the **Use one of My GIS Reports** field will appear on your **GIS Analysis Report** screen, which enables you to use or modify a previously saved report's analysis selections. You can then run the report to view the analysis results as they apply to the active project. To select a GIS report from your saved **My GIS Reports** list, click the **My GIS Reports** arrow and then select the report you want to use.



After selecting a report, the **Edit** and **Run Report** buttons appear, allowing you to do either of the following:

- Click **Edit** to display the report's analysis selections. You can do any of the following:
  - Leave the previously saved analysis selections in place for viewing in the report.
  - Modify the selections, and then view the report without saving the modified version (i.e., Do not click the **Save** button at the bottom of the **GIS Analysis Reports** screen if you do not wish to save the report with the revised analysis selections).
  - Modify the selections, and then save the selected report with the updated selections by clicking the **Save** button at the bottom of the **GIS Analysis Reports** screen (as noted in Steps 9 and 10 of these instructions).
- Click **Run Report** to view the previously saved report's analysis selections or to view the previously saved report with any revised analysis selections.

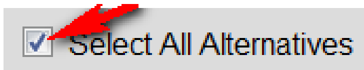
5. Under **Show Results for Entire Alternative**, the EST displays the check boxes beside the list of Alternatives and Alternative ACE Study Areas, if applicable, with the **Select All Alternatives** check box shown as automatically selected.



Note: You must select at least one of the options in the **Entire Alternative or Individual Features** sections to run the **GIS Analysis Report**.

To specify the Alternatives you want included in the report, do one of the following:

- Leave the default **Select All Alternatives** check box selected if you want to include all of the Alternatives shown on the list.
- Click the **Select All Alternatives** check box to deselect all of the Alternatives.

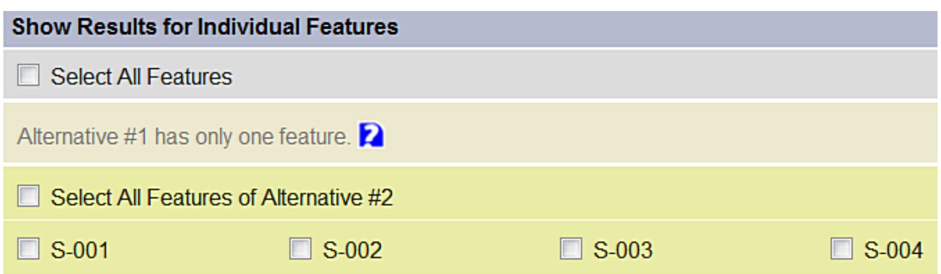


- Click a check box beside one or more Alternatives.
- Leave the **Show Results for Entire Alternative** check boxes blank if you want to limit the analysis results to specific Alternative features.

6. Under **Show Results for Individual Features**, click the check box(es) beside the appropriate selections. You have the option to:

- Click **Select All Features** to select all of the features for all Alternatives shown on the list.
- Click **Select All Features for Alternative *Name*** to select all of the features shown for a specific Alternative.
- Click the check box beside specific Alternative features to only include results in the report for the selected features.
- Leave the **Show Results for Individual Features** check boxes blank if you do not want to include analysis information on specific features in the report.

Note: If an Alternative has only one feature, the selection for a feature will be unavailable. Click the question mark icon, , to view the screen tip for details.



Tip! Authorized users can create or change the name of an Alternative or a feature (such as a road segment, facility, or other property location associated with an Alternative) in the EST by using one of the forms in the **Tools** menu or the **Update ETDM Project wizard**.

- To update or add an Alternative description, go to **Tools**, point to **Project Diary,** and then click **Alternative Description**. Use the **Alternative Name** field to enter a name for the Alternative.
- To update or add a feature description, go to **Tools**, point to **Project Diary**, and then click **Segment Description**. Use the **Segment ID** field to enter a name for the Segment.
- To make updates to an Alternative or Segment using the EST wizard, go to the **Wizards** menu, and then click **Update ETDM Project**.

See the Roles and Privileges section of the Overview chapter of the EST user handbook for the list of EST functions and authorized user roles.

7. Under **Show Analysis Types for Resource Issues**, click the check box beside one or more Resource Issues.

8. Depending on your selection(s) in the **Show Results for Entire Alternative** section, the EST displays one of the following screens:

- If you selected an Alternative that is not an **ACE Study Area**, the **GIS Analysis Report** screen automatically expands and displays the **Select Analysis Types and Buffer Distances** section, as shown in the next illustration.

Note: The **Select Analysis Types and Buffer Distances** section displays the buffer distances for the features of an entire project Alternative. An intersection analysis is run for all features and includes features that intersect the boundary of a polygon or are contained within a polygon.

GIS Analysis Report

Select Analysis Types and Buffer Distances							
☐ Select All	☐ 0 ft.	☐ 100 ft.	☐ 200 ft.	☐ 500 ft.	☐ 1320 ft.	☐ 2640 ft.	☐ 5280 ft.
Historic and Archaeological Sites							
☐ 2010 Census Designated Places	☐ 0 ft.	☐ 100 ft.	☐ 200 ft.	☐ 500 ft.	☐ 1320 ft.	N/A	☐ 5280 ft.
☐ American Indian Lands And Native Entities In Florida	☐ 0 ft.	☐ 100 ft.	☐ 200 ft.	☐ 500 ft.	☐ 1320 ft.	N/A	☐ 5280 ft.
☐ Environmental Geology	☐ 0 ft.	N/A	N/A	N/A	N/A	N/A	N/A
☐ FDOT RCI Bridges	☐ 0 ft.	N/A	N/A	N/A	N/A	N/A	N/A
☐ Fatal Crashes On Florida Local And State Highway System (SHS) Roadways (2005 - 2007)	☐ 0 ft.	☐ 100 ft.	☐ 200 ft.	☐ 500 ft.	N/A	N/A	N/A
☐ Fatal Crashes on Florida Local and State Highway System (SHS) Roadways (2008 - 2009)	☐ 0 ft.	☐ 100 ft.	☐ 200 ft.	☐ 500 ft.	N/A	N/A	☐ 5280 ft.
☐ Field Survey Project Boundaries	☐ 0 ft.	N/A	N/A	N/A	N/A	N/A	N/A
☐ Florida 5 Year Crash Rates	☐ 0 ft.	☐ 100 ft.	N/A	N/A	N/A	N/A	N/A
☐ Florida Marine Facilities	☐ 0 ft.	N/A	N/A	N/A	N/A	N/A	N/A
☐ Florida Site File Cemeteries	☐ 0 ft.	N/A	N/A	N/A	N/A	N/A	N/A
☐ Florida Site File Historic Bridges	☐ 0 ft.	N/A	N/A	N/A	N/A	N/A	N/A
☐ Florida Site File Historic Standing Structures	☐ 0 ft.	N/A	N/A	N/A	N/A	N/A	N/A
☐ Geocoded Hospitals	☐ 0 ft.	☐ 100 ft.	☐ 200 ft.	☐ 500 ft.	☐ 1320 ft.	☐ 2640 ft.	☐ 5280 ft.
☐ List of Florida Site File Archaeological or Historic Sites	☐ 0 ft.	N/A	N/A	N/A	N/A	N/A	N/A
☐ List of Specific Soils - SSURGO	☐ 0 ft.	N/A	N/A	N/A	N/A	N/A	N/A
☐ National Bridge Inventory	☐ 0 ft.	☐ 100 ft.	☐ 200 ft.	☐ 500 ft.	N/A	N/A	☐ 5280 ft.
☐ National Register of Historic Places	☐ 0 ft.	N/A	N/A	N/A	N/A	N/A	N/A
☐ Nonfatal Crashes On Florida Local And State Highway System (SHS) Roadways (2005 - 2007)	☐ 0 ft.	☐ 100 ft.	☐ 200 ft.	☐ 500 ft.	N/A	N/A	N/A
☐ Nonfatal Crashes on Florida Local and State Highway System (SHS) Roadways (2008 - 2009)	☐ 0 ft.	☐ 100 ft.	☐ 200 ft.	☐ 500 ft.	N/A	N/A	☐ 5280 ft.
☐ Parcel Derived Schools	☐ 0 ft.	☐ 100 ft.	☐ 200 ft.	☐ 500 ft.	☐ 1320 ft.	N/A	☐ 5280 ft.
☐ Resource Groups	☐ 0 ft.	N/A	N/A	N/A	N/A	N/A	N/A
☐ State Historic Highways	☐ 0 ft.	N/A	N/A	N/A	N/A	N/A	N/A
☐ Summary of Specific Soils - SSURGO	☐ 0 ft.	N/A	N/A	N/A	N/A	N/A	N/A
☐ Township Range Section	☐ 0 ft.	☐ 100 ft.	☐ 200 ft.	☐ 500 ft.	☐ 1320 ft.	N/A	☐ 5280 ft.

- If you selected an Alternative that is an **ACE Study Area**, the **GIS Analysis Report** screen displays the **Select Analysis Types and Buffer Distances** section, but only displays the analysis type.

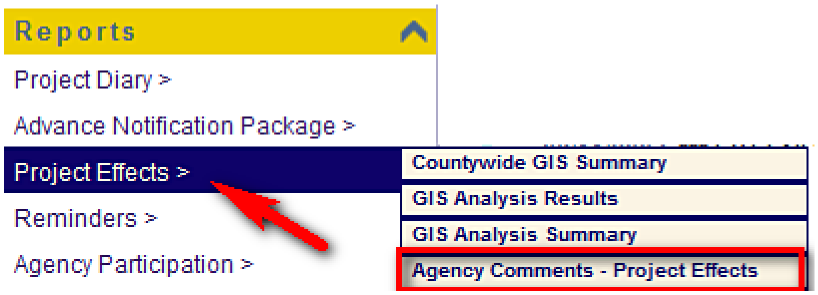
Note: Analyses are only run on features that intersect the study area polygon.

3.2.3.3 *GIS Analysis Summary*

The navigation steps for this feature are the same as the steps for the **GIS Analysis Report**. Please see the GIS Analysis Report section (Section 3.2.3.2) for details.

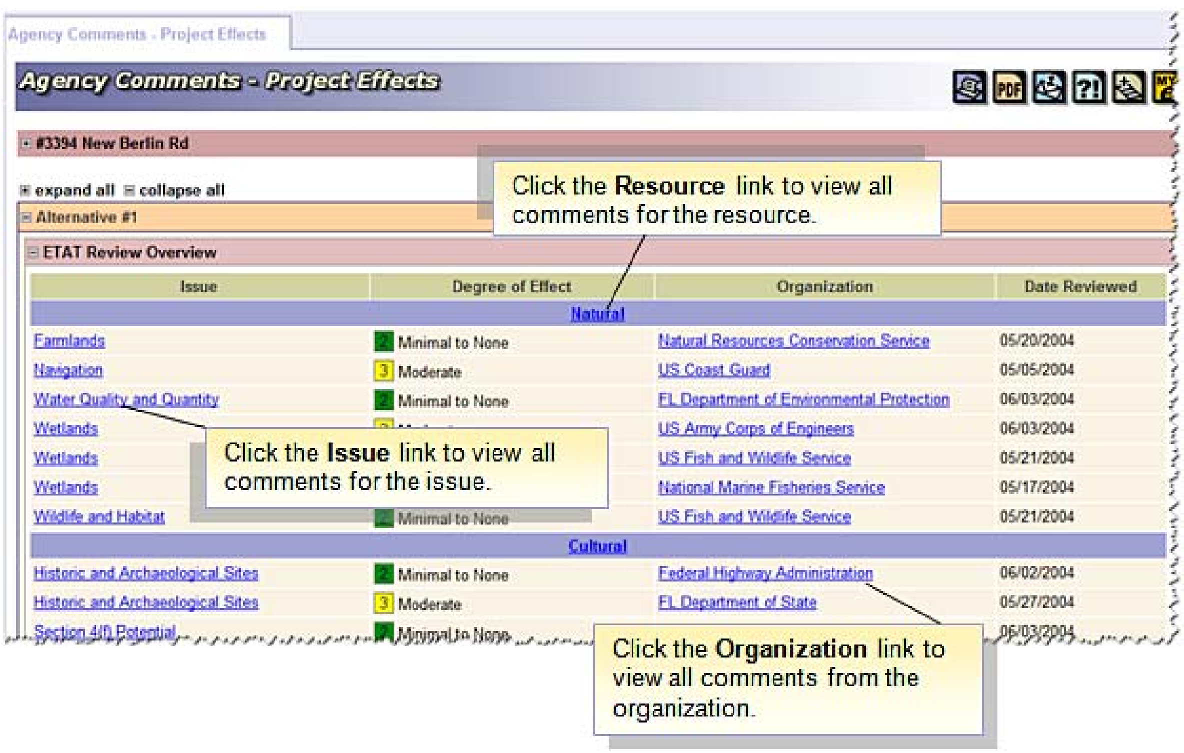
3.2.3.4 *Agency Comments - Project Effects*

To view the **Agency Comments – Project Effects** report for a project, select a project from the **Project Navigation Bar**, go to the **Reports** menu, point to **Project Effects**, and then click **Agency Comments – Project Effects**.



The **Agency Comments – Project Effects** page opens and displays an **ETAT Review Overview** table that provides a broad view of a project's effects on a resource and includes links for viewing agency comments and the Degree of Effect for each resource issue. Click a link to view comments by **Resource**, **Issue**, or by **Organization**. The **Agency Comments – Project Effects** page automatically scrolls to the **ETAT Review** section for the selected target.

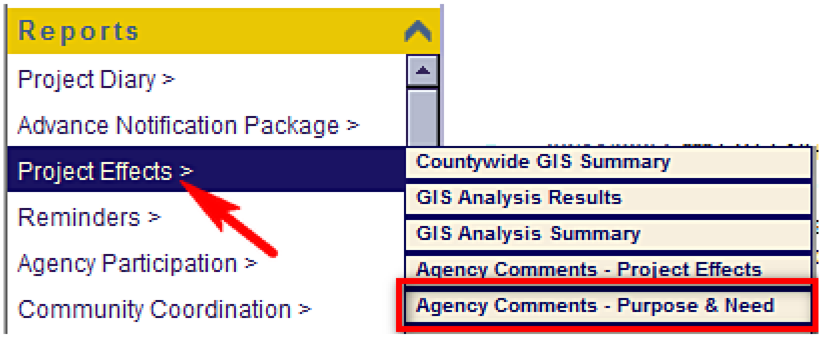
> ***Tip!*** After viewing an **ETAT Review** section, click the **Home** key to return to the **ETAT Review Overview** table.



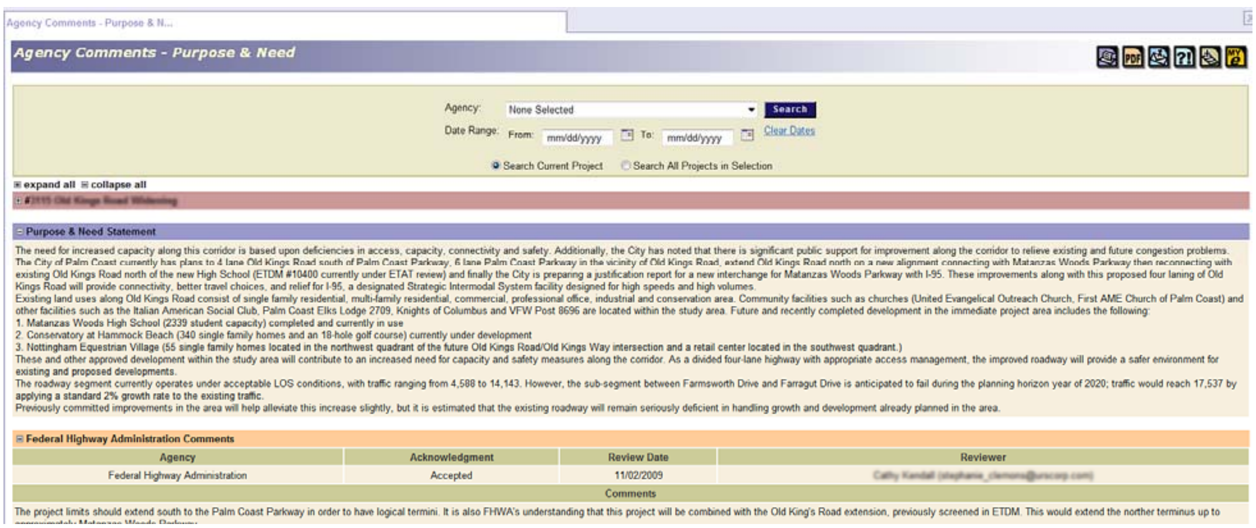
3.2.3.5 *Agency Comments - Purpose & Need*

The ETAT comments on the Purpose and Need Statement for a selected project are viewed using this report. The reviews are not required to contain comments, although these are stored and displayed if submitted. All reviews must indicate whether the agency has accepted or not accepted (or understood or not understood) the Purpose and Need Statement.

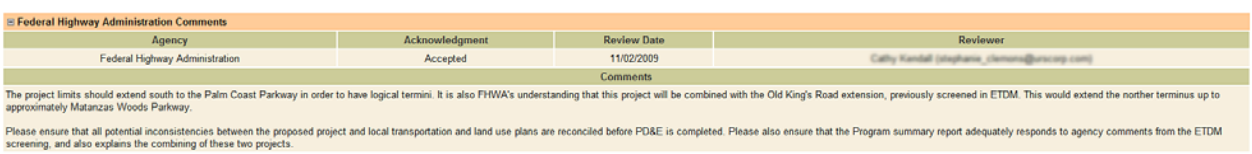
To view the **Agency Comments – Purpose & Need** report, first select a project from the **Project Navigation Bar**, go to the **Reports** menu, point to **Project Effects**, and then click **Agency Comments – Purpose & Need**.



The **Agency Comments – Purpose & Need** report page opens, displaying a search filter and a read-only Purpose and Need Statement that is followed by agency reviews.



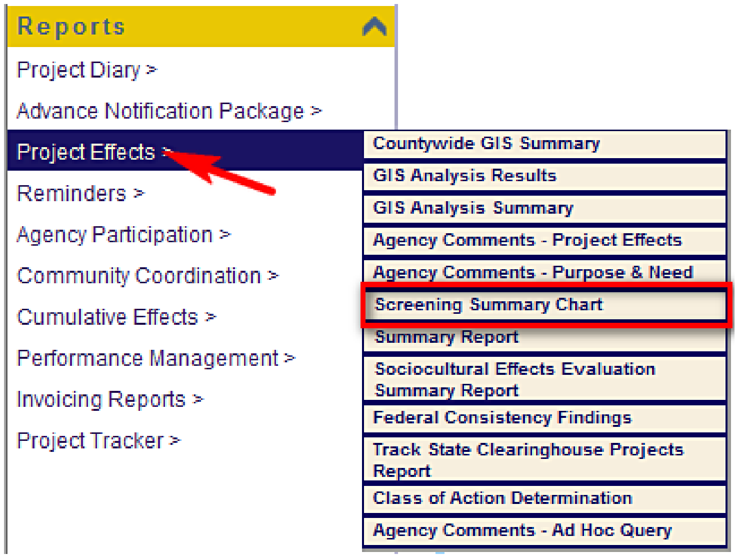
The search feature allows users to find ETAT review comments based on agency and date range for reviews. The following illustration shows an example of agency comments found on the **Agency Comments – Purpose & Need** page.



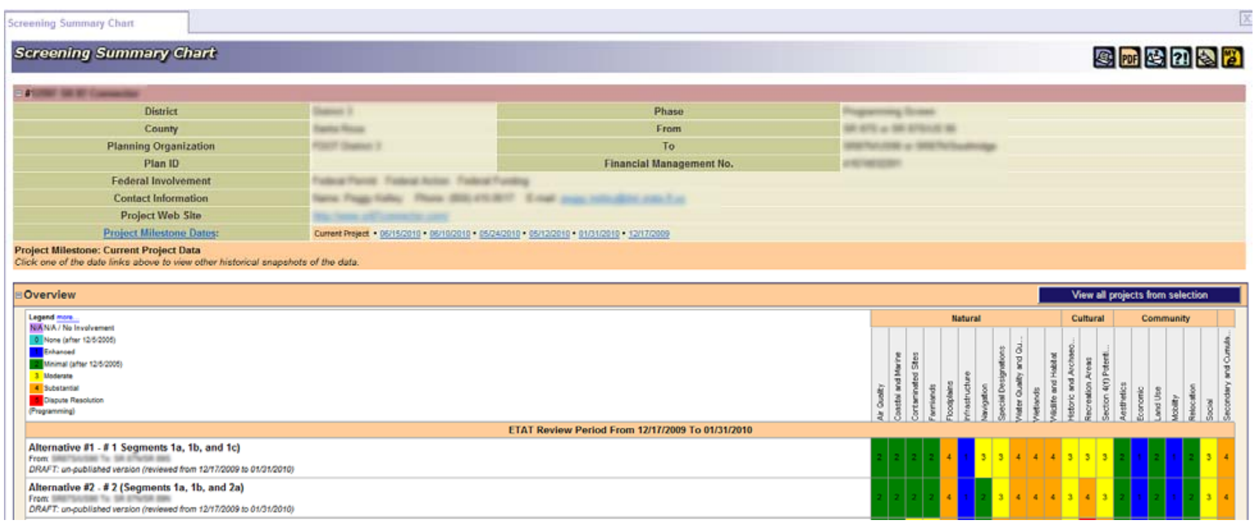
3.2.3.6 *Screening Summary Chart (Draft 04/16/2007)*

The Screening Summary Chart report displays an overview chart of the summary degree of effect assigned for specific issues for each project Alternative for a selected project or projects. To view a Screening Summary

Chart for a project, select a project (or projects) using the **Project Navigation Bar**, go to the **Reports** menu, point to **Project Effects**, and then click **Screening Summary Chart**.

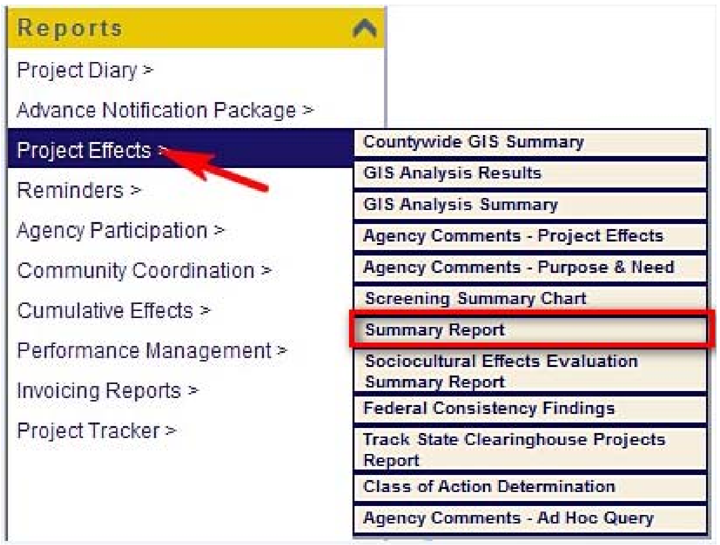


The **Screening Summary Chart** page opens displaying the ETAT reviews for each project Alternative.

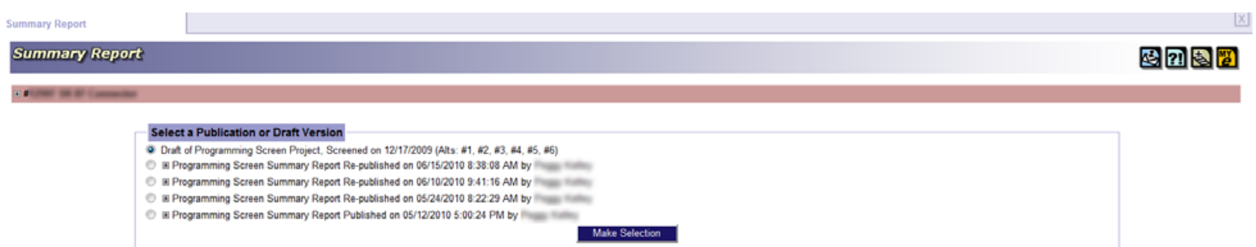


3.2.3.7 *Summary Report (Updated 04/16/2007)*

Summary Reports are read-only versions of the reports generated by the ETDM Coordinator using the **Summarize ETAT Review Screen** function described in the Tools chapter of the EST User Handbook. To view a Summary Report for a project, select a project using the **Project Navigation Bar**, go to the **Reports** menu, point to **Project Effects**, and then click **Summary Report**.

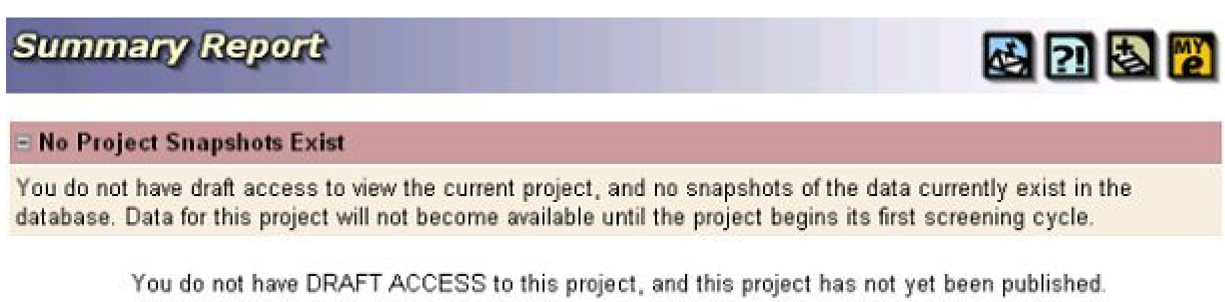


The **Summary Report** page opens, displaying options for selecting a **Publication** or **Draft** version of the Summary Report.



This information is based on the latest milestone data for the project and includes a notation about that milestone. In the example shown, the notation is "Snapshot Data From: Project Re-Published 12/18/2006."

If no Screening Summary Report has ever been published for a project (for example, the initial screening event is in progress but not completed), the following message will be displayed:

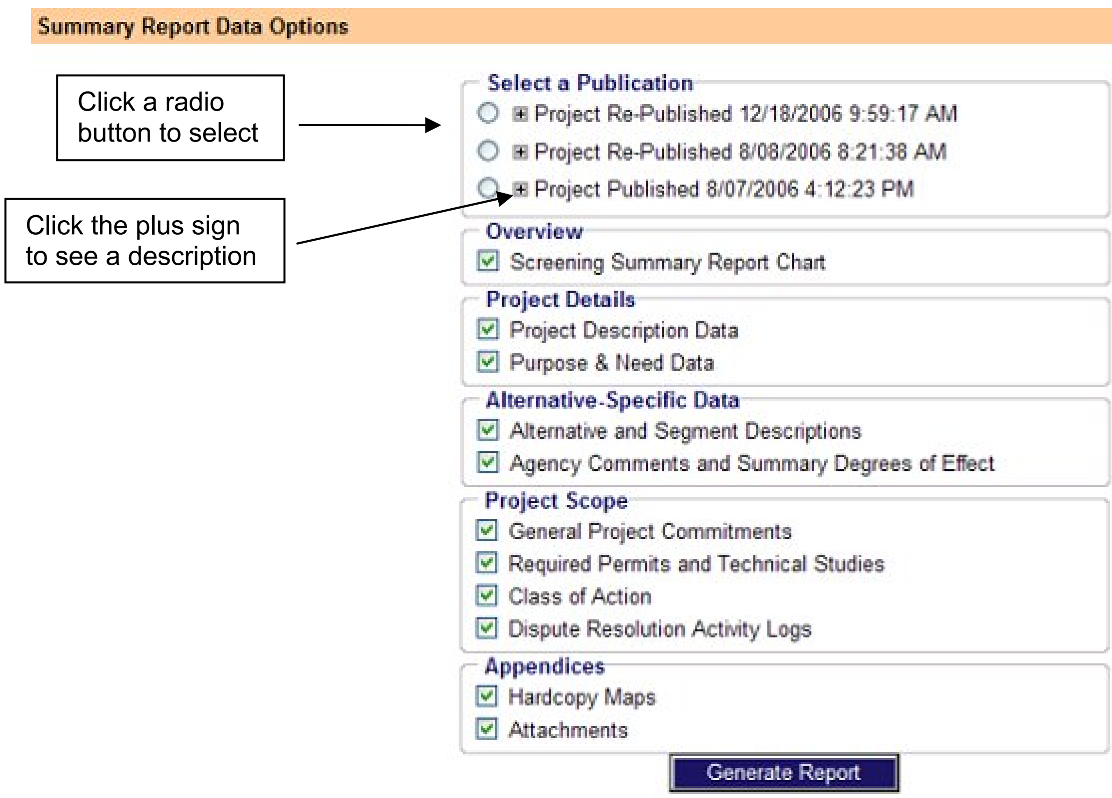


Projects in Draft Status

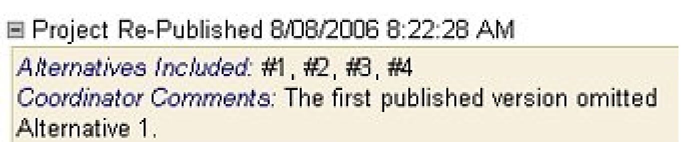
If a project is in “Draft” status (for example, Editing, Ready for GIS Analysis, GIS Analysis Complete, QA/QC, or FIHS Consistency, which are all statuses that apply to projects before an ETAT review begins), and the role of the user is one that is authorized to view data for projects that are in “Draft” status, the project header will include the notation “Current Project Data” as shown below. User roles that are authorized to view “Current Project Data” are ETDM Coordinator, ETDM Coordinator Management Team, Community Liaison Coordinator, Project Manager, FIHS Central Office, and ETDM Data Entry.

Summary Report Data Options

The project header is followed by “Summary Report Data Options” for generating a customized Summary Report. The options include a list of available Summary Reports, by publication date. To select a publication date, click the radio button next to that date.



Clicking the ⊞ next to a publication date displays a brief description and ETDM Coordinator comments about that Summary Report.

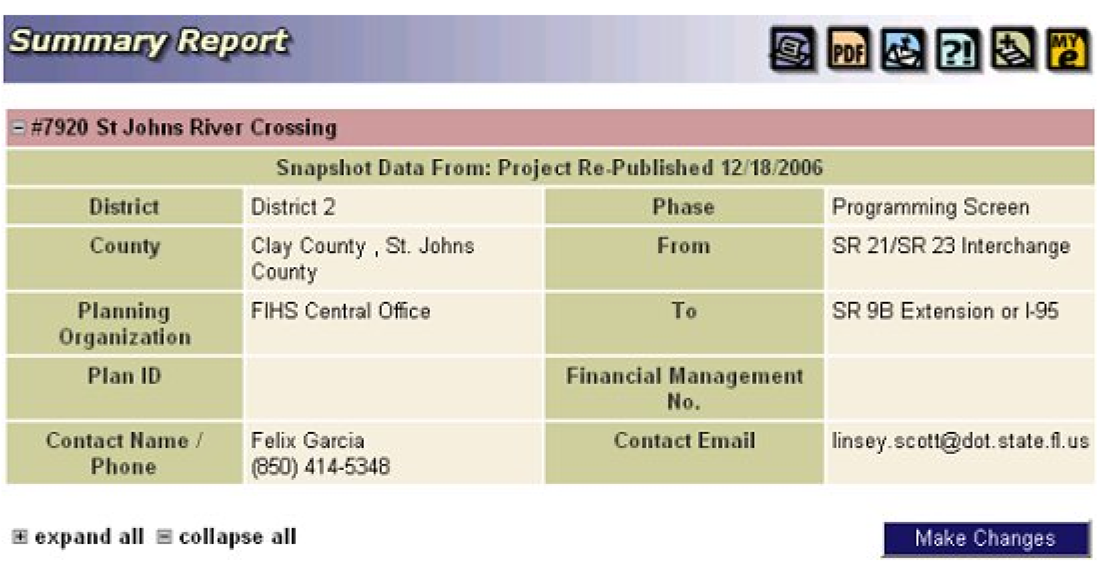


Next is a list of items that are included in the Summary Report. All the items have green checkmarks. The Summary Report to be generated can be customized by deselecting items. Click the green checkmark next to an item to deselect it. The checkmark will be removed. (Note that the “Required Permits and Technical Studies” and “Class of Action” options under Project Scope are only available for Programming Phase Summary Reports.) When finished, click the “Generate Report” button at the bottom of the page.

Selecting a Different Publication Date

In the example shown below, the “Project Re-Published 12/18/2006” publication date was used to generate the Summary Report. At this point, a different publication date can be specified by clicking Make Changes.

(Clicking “Make Changes” returns you to the Summary Report Data Options page, where a different publication date and/or different items can be selected to generate a different Summary Report.)



Summary Report Contents

A complete Summary Report is described below. However, any Summary Report can be customized to display only the sections you want to include. The top portion of the Summary Report displays the project name and ETDM number, followed by a notation about the publication date (in the example shown above, the notation is "Snapshot Data From: Project Re-Published 12/18/2006").

Summary Report

⊟ #7920 St Johns River Crossing

Snapshot Data From: Project Re-Published 12/18/2006			
District	District 2	**Phase**	Programming Screen
County	Clay County , St. Johns County	**From**	SR 21/SR 23 Interchange
Planning Organization	FIHS Central Office	**To**	SR 9B Extension or I-95
Plan ID		**Financial Management No.**	
Contact Name / Phone	Felix Garcia (850) 414-5348	**Contact Email**	linsey.scott@dot.state.fl.us

⊞ expand all ⊟ collapse all — Make Changes

The Summary Report header is followed by an overview chart that displays the summary degree of effect assigned for specific issues for each project alternative. Each row of the chart represents a project alternative, and each column to the right represents an environmental resource issue organized in "Natural," "Cultural," and "Community," groups, followed by a column for Secondary and Cumulative" Effects. The intersection of a project row and issue column is a cell that represents the summary degree of effect for a particular project Alternative and issue. The summary degrees of effect are color-coded, and the chart includes a legend that explains the color coding, as shown in the image below. Clicking the number in a color-coded cell will take you to the ETAT Review Overview page for that issue and Alternative, as described below.

⊟ Overview

Legend more...
- N/A N/A / No Involvement
- 0 None (after 12/5/2005)
- 1 Enhanced
- 2 Minimal (after 12/5/2005)
- 3 Moderate
- 4 Substantial
- 5 Dispute Resolution (Programming)

	Natural											Cultural			Community						
	Air Quality	Coastal and Marine	Contaminated Sites	Farmlands	Floodplains	Infrastructure	Navigation	Special Designations	Water Quality and Qu...	Wetlands	Wildlife and Habitat	Historic and Archaeo...	Recreation Areas	Section 4(f) Potenti...	Aesthetics	Economic	Land Use	Mobility	Relocation	Social	Secondary and Cumula...
Alternative #1 From: SR 21/SR 23 Interchange To: SR 9B Extension or I-95 *Published: 12/18/2006 (reviewed from 5/1/2006 - 6/30/2006)*	2	4	2	2	2	2	3	3	2	4	4	3	3	3	3	2	3	1	3	3	3
Alternative #2 From: SR 21/SR 23 Interchange To: SR 9B Extension *Published: 12/18/2006 (reviewed from 5/1/2006 - 6/30/2006)*	2	3	2	N/A	2	2	3	3	2	4	4	3	3	3	3	2	3	1	3	3	3

The next section of the Summary Report, under the heading Project Details, includes a summary of the Project Description, Summary of Public Comments, and Community Desired Features, followed by project Purpose and Need information.

Project Details

Project Description Summary

The St. Johns River Crossing Project is the missing link in the chain of Strategic Intermodal System (SIS) facilities that connect I-10 west of Jacksonville to I-95/I-295/SR 9A. The proposed corridor connects the Blanding Blvd (SR 21)/ Branan Field-Chaffee Road (SR 23) interchange in Clay County to the SR 9B Extension or I-95 in St Johns County. The proposed facility provides additional roadway capacity needed to serve future traffic demand over the St Johns River between Clay and St Johns Counties. Proposed corridor alternatives are identified as Black (Alternative# 1), Brown (Alternative# 2), Pink (Alternative# 3) and Purple (Alternative# 4) Corridors.

Summary of Public Comments

Community Desired Features

No desired project features found.

The Purpose & Need portion of the Project Details section includes the Purpose and Need Statement, followed by comments from agencies on the Purpose and Need and an indication of whether the agency understood (or accepted, if applicable) the Purpose and Need Statement (Acknowledgement).

Purpose & Need

Purpose & Need Statement

Please see the attached pdf document for the Purpose and Need. Please note that an Advanced Notification was mailed on August 29, 2005 for this project. The project is being reviewed through the Environmental Screening Tool to comply with 6002(b) of SAFETEA-LU.

Purpose & Need Comments

FL Department of State Comments

Agency	Acknowledgment	Review Date
FL Department of State	Understood	5/2/2006

Comments

Corridors will require EST review relative to Cultural Resources

FL Department of Agriculture and Consumer Services Comments

Agency	Acknowledgment	Review Date
FL Department of Agriculture and Consumer Services	Understood	5/12/2006

Comments

No Purpose and Need Comments Were Found.

The next section of the Summary Report displays the Alternative-specific data for each project Alternative, beginning with Alternative #1 (if this was selected as a data option when generating the Summary Report). Alternative-specific data includes a description of the Alternative (from/to locations, type, ETDM status, total length, estimated cost, and modes), followed by Segment details.

Alternative #1

Alternative Description

From	SR 21/SR 23 Interchange
To	SR 9B Extension or I-95
Type	New Alignment
Status	ETAT Review Complete
Total Length	34.16 mi.
Cost	$1,677,500,000.00
Modes	Roadway

Segment information includes details about location and length, jurisdiction and class, and statistics for Base

Segment Details

Location and Length

	Segment Black	Segment Black
Name	St Johns River Crossing	St Johns River Crossing
Beginning Location	West of Greenbriar Road	SR 21/SR 23 Interchange
Ending Location	Interstate 95	SR 9B Extension
Length (mi.)	10.39	23.77
Roadway Id		
BMP	??	??
EMP	??	??

Jurisdiction and Class

	Segment Black	Segment Black
Jurisdiction	FDOT	FDOT
Urban Service Area	In/Out	In/Out
Functional Class		

Base Conditions

	Segment Black	Segment Black
Year		
AADT		
Lanes		
Config		

Interim Plan

	Segment Black	Segment Black
Year		
AADT	unspecified	unspecified
Lanes		
Config		

Needs Plan

Conditions, Interim Plan, Needs Plan, and Cost Feasible Plan traffic conditions.

This is followed by information about funding sources for the project segment. In the example shown, no funding sources were specified.

Funding Sources
No funding sources found.

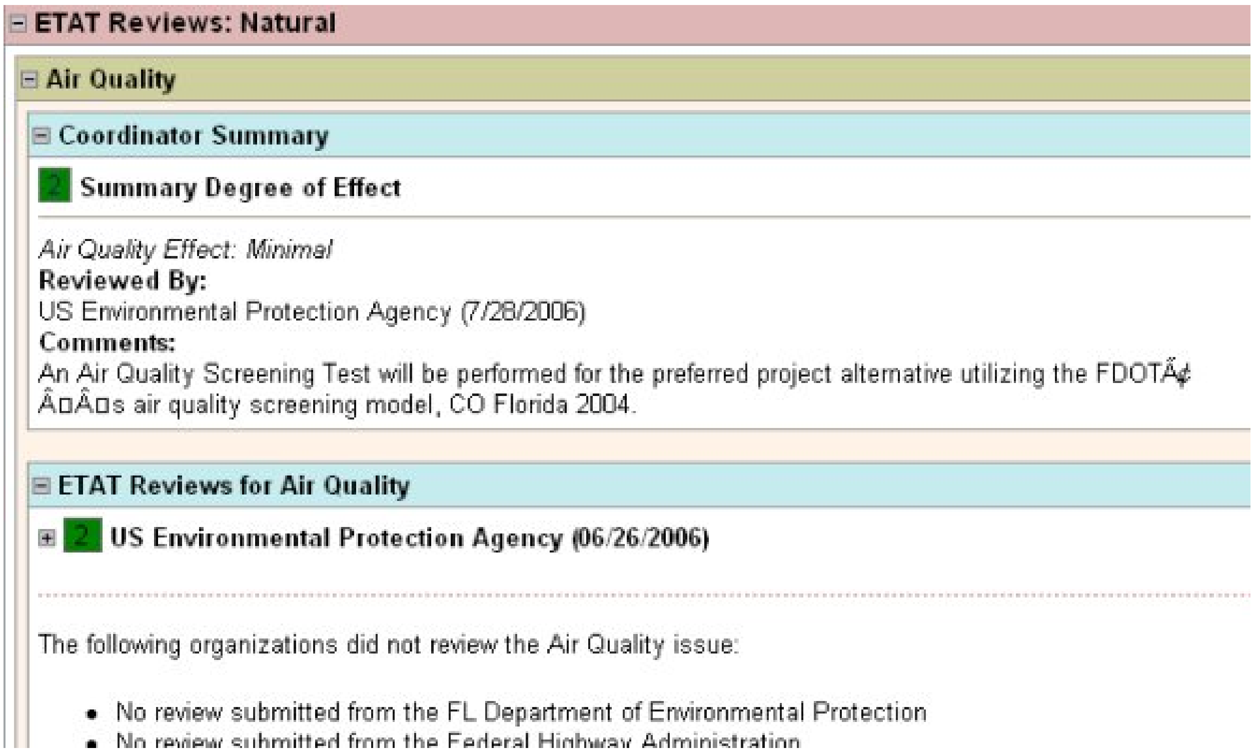
The next section of the Summary Report provides an overview of ETAT reviews for the Alternative.

The overview chart lists each issue commented on by an ETAT agency, the degree of effect indicated by that agency, the agency name, and the date the agency submitted their review. The issues are grouped under "Natural," Cultural," "Community," and "Secondary and Cumulative" (indicated by blue heading bars). Clicking the issue category name in the blue bar (for example "Natural") takes you to the ETAT reviews for that category. Clicking an issue name (for example "Air Quality") takes you to the ETAT reviews for that issue; and clicking the organization name (for example "US Environmental Protection Agency") takes you to that organization's review for that issue.

⊟ ETAT Review Overview

Issue	Degree of Effect	Organization	Date Reviewed
Natural			
Air Quality	2 Minimal	US Environmental Protection Agency	6/26/2006
Coastal and Marine	4 Substantial	National Marine Fisheries Service	6/15/2006
Contaminated Sites	2 Minimal	US Environmental Protection Agency	6/29/2006
Contaminated Sites	2 Minimal	Federal Highway Administration	6/27/2006
Floodplains	4 Substantial	US Environmental Protection Agency	6/28/2006
Floodplains	3 Moderate	Federal Highway Administration	6/27/2006
Navigation	3 Moderate	US Army Corps of Engineers	6/30/2006
Navigation	3 Moderate	Saint Johns River Water Management District	6/30/2006

The ETAT Review Overview chart is followed by details concerning agency reviews of the Alternative for potential effects to resources. Again, the information is organized by issue, with the issues grouped under "Natural," Cultural," "Community," and “Secondary and Cumulative” (indicated by the dusty rose heading bars). This section begins with the Coordinator Summary, indicating the assigned Summary Degree of Effect, and including the ETDM Coordinator’s comments. The Coordinator Summary is followed by a list of the agencies that submitted reviews on the issue, including the degree of effect indicated by the agency, and notations about reviews that were not submitted.



To view the complete text of an agency’s comments, click the ⊞ to the left of the agency name.

The review information displayed will include the name of the agency representative who submitted the review, the date the review was submitted, and the identified resource and level of importance, followed by the complete text of the agency's comments and the FDOT District's feedback regarding the comments.

Reviewed By:
Madolyn Dominy, US Environmental Protection Agency (06/26/2006)

Air Quality Effect: Minimal

Identified Resources and Level of Importance:
Resources: Air quality

Level of Importance: Low, due to minimal degree of effect
Comments on Effects to Resources:
Clay County, St. Johns County, Duval County and the Jacksonville area have not been designated non-attainment or maintenance for ozone, carbon monoxide (CO) or particulate matter (PM) in accordance with the Clean Air Act. There are no violations of National Ambient Air Quality Standards (NAAQS). Nevertheless, the environmental review of this project should include an air impact analysis which documents the current pollutant concentrations recorded at the nearest air quality monitors, an evaluation of anticipated emissions, air quality trend analyses, and a comparison between the four alternatives (corridors). It is recommended that the environmental review also include a hot spot analysis at the point in time and place where congestion is expected to be greatest during the design life of the project.
Additional Comments (optional):
As population growth and vehicle volumes increase, there is the potential to have air quality conformity and non-attainment issues in the future. FDOT, MPOs, municipalities, and regional planning agencies should conduct air quality modeling as traffic forecasts increase.

FDOT District 2 Feedback to US Environmental Protection Agency's Review
Comments: An Air Quality Screening Test will be performed for the preferred project alternative utilizing the FDOTâ□□s air quality screening model, CO Florida 2004, v 2.0.5. CO Florida 2004 incorporates the preferred models of the US EPA, MOBILE6.2 and CAL3QHC2, to evaluate project intersections. If the screening test reveals CO concentrations in excess of the NAAQS, one or eight hour standards, then a detailed air quality analysis will be conducted utilizing the complete MOBILE6.2 and CAL3QHC2 models.
Date Feedback Submitted: 7/28/2006

The Alternative-specific information, including Segment details and ETAT reviews, is provided for each project Alternative.

Following the Alternative-specific information is the Project Scope section of the Summary Report, which includes information about general project commitments (offered by FDOT in response to agency comments) and the Dispute Resolution Log (if applicable).

⊟ Project Scope

⊟ General Project Commitments

General Project Commitments	
Date	**Description**
8/7/2006	

Permits identified as being required for the project; technical studies assigned to the project; and the NEPA Class of Action information for the project will also be included if the Summary Report is for a Programming Phase ETAT review and those data options were selected when generating the Summary Report.

Permits

Permits		
Permit	**Type**	**Conditions**
Environmental Resource Permit	Water	
Water Quality Certification Letter	Water	
Individual Permit	USACE	
U.S Coast Guard Bridge Permit	Other	
FDEP NPDES General Permit	Other	

Technical Studies

Technical Studies		
Technical Study	**Type**	**Conditions**
Noise Study Report	ENVIRONMENTAL	
Cultural Resource Assessment	ENVIRONMENTAL	
Endangered Species Biological Assessment	ENVIRONMENTAL	

The Class of Action portion of the Project Scope section displays (if the Summary Report is for a Programming Phase ETAT review and the Class of Action data option was selected) the Class of Action Determination for the project, lists other actions required, identifies the lead and cooperating agencies, and includes an indication of FDOT's acceptance of the Class of Action, along with their comments, if applicable.

Class of Action

Class of Action	
Class of Action	**Other Actions**
Environmental Impact Statement	Section 4(f) Evaluation Endangered Species Assessment
Lead Agency	**Cooperating Agency/Agencies**
Federal Highway Administration	US Army Corps of Engineers US Coast Guard

Signatures			
ETDM Role	**Name**	**Review Status**	**Date**
FDOT ETDM Coordinator	Don Dankert (FDOT District 2)	ACCEPTED	7/27/2006
Comments	No comments were found.		

Dispute Resolution Log

No Dispute Actions Found

Hardcopy Maps

If "Hardcopy Maps" was selected when generating the Summary Report, this information is displayed next. The Hardcopy Maps information is a list of hardcopy maps for each project Alternative associated with the selected Summary Report publication date. To view one of the hardcopy maps, use the Print Hardcopy Maps function under the Maps pull-down menu on the main menu.

⊟ Appendices

⊟ Hardcopy Maps

⊟ Alternative #1

- Age Distribution Map
- Coastal and Marine Map
- Community Services Map
- Contamination Map
- Farmlands Map
- Floodplains Map
- Historic Resource Map
- Hydrogeology Map
- Income Map
- Integrated Wildlife Model Map
- Land Use Map
- Minority Population Map
- Population Density Map
- Project Aerial Map

Attachments

If "Attachments" was selected when generating the Summary Report, this information is displayed after the list of hardcopy maps (if applicable). The Attachments section consists of a chart that provides a description, type, and date for each document designated as a project attachment. The chart also includes a link to each document. To view a document, click on the document link (in blue).

⊟ Attachments

Description	Type	Date	Document
Response from FWC to the August 29,2005 Advanced Notification.	Ancilliary Project Documentation	2006-05-25 09:52:19.0	FWC AN Response.pdf
1. Purpose and Need Review	Ancilliary Project Documentation	2006-05-01 15:53:26.0	Purpose and Need.pdf
7. Future Year No Build and Build LOS(with four alternatives)	Ancilliary Project Documentation	2006-04-26 14:15:53.0	St Johns River Crossing Straight-Line-Diagrams_2035_11x17.pdf
6. Planned Developments in the Project Area	Ancilliary Project Documentation	2006-04-26 14:11:47.0	Planned Development.pdf
8. Alternatives Meeting Brochure	Ancilliary Project Documentation	2006-04-18 11:53:24.0	Alternatives Meeting Brochure.pdf
5. Purple Corridor	Hardcopy Map	2006-04-14 13:27:12.0	Purple_Corridor.pdf
4. Pink Corridor	Ancilliary Project Documentation	2006-04-14 13:24:51.0	Pink_Corridor.pdf
3. Brown Corridor	Ancilliary Project Documentation	2006-04-14 13:24:00.0	Brown_Corridor.pdf
2. Black Corridor	Ancilliary Project Documentation	2006-04-14 13:23:18.0	Black_Corridor.pdf

Summary Report Header Tools

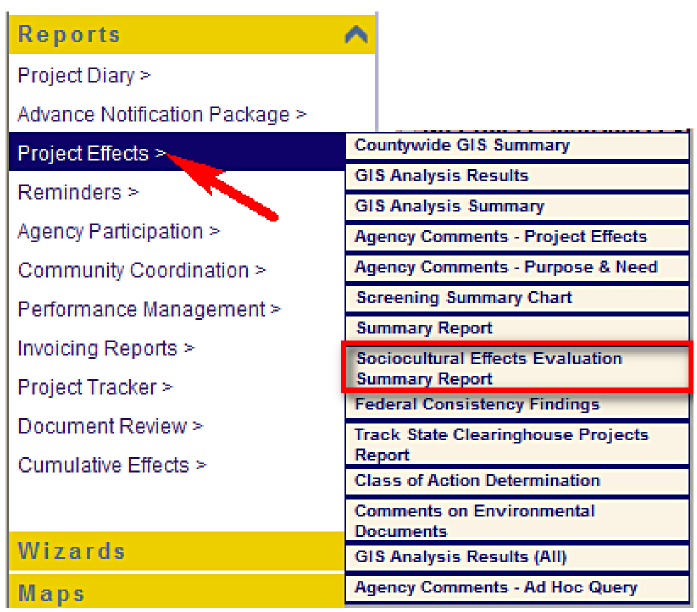
The generated Summary Report can be emailed or printed using the or buttons at the top of the project header, as shown below. Clicking the button will open a PDF viewer, which can then be used to review, save, or print the generated Summary Report. Use the to bookmark the generated Summary Report, or click to add it to your “My ETDM” pages. Click to access the On-line Help information for the Summary Report page.

3.2.3.8 *Sociocultural Effects Evaluation Summary Report (New 07/18/2007)*

The Sociocultural Effects Evaluation (SCE) Summary Report provides an overview and detailed ETAT comments for a selected project (or projects) for which a Screening Summary Report has been published. The report can also be generated using the most current data available. The SCE Summary Report is a subset of the Screening Summary Report and includes ETAT comments associated with the Community category of resource issues (sociocultural issues) only. The sociocultural issues are:

- Aesthetics
- Economic
- Land Use
- Mobility
- Relocation
- Social

To view an SCE Summary Report for a project (or group of projects), select a project from the **Project Navigation Bar**, go to the **Reports** menu, point to **Project Effects**, and then click **Sociocultural Effects Evaluation Summary Report**.



The first page of the **Sociocultural Effects Evaluations Summary Report** includes a project header with information that identifies the selected project (or the first project in the selected group of projects). If more than one project is selected, the information will be presented for each project (in numerical order according to the project ETDM number). Use the scroll bar on the right side of the screen to view the information. (See the SCE Summary Report outline below for a list of items included for each project.) .

The project header information includes the project name and ETDM number, project location, and a notation about the milestone data used to generate the report. In the example shown, the milestone data notation is "Snapshot Data From: Project Published 09/25/2006."

Sociocultural Effects Evaluation Summary Report

⊞ expand all ⊟ collapse all | Select a Previous Publication

⊟ #7881 US 301 Add Lanes			
Snapshot Data From: Project Published 09/25/2006			
District	District 1	**Phase**	Planning Screen
County	Manatee County	**From**	Franklin St
Planning Organization	FDOT District 1	**To**	51st Ave E
Plan ID		**Financial Management No.**	
Contact Name / Phone	Gwen Pipkin (863) 519-2375 ext. 2375	**Contact Email**	gwen.pipkin@dot.state.fl.us

Data Options

To view the SCE data from a previous Screening Summary Report, click Select a Previous Publication. When the next page opens, select a publication date by clicking the radio button next to that date. Clicking the ⊞ next to a publication date displays a brief description, ETDM Coordinator comments, and the project phase for that Summary Report.

⊟ Project Published 9/25/2006 12:05:01 PM

Alternatives Included: #1
Coordinator Comments: Initial Publication for this Screening Cycle
Phase: Planning

To view the most current data for the selected project or group of projects, click the checkbox next to "Current Draft." A green checkmark will appear in the box (☑ Current Draft). (Note that this will disable the option to select other publication dates, and you must uncheck "Current Draft" in order to select any of the other publication dates.) When finished selecting published/re-published dates or checking "Current Draft," click Generate Report.

Summary Report Data Options

☐ Current Draft

-- OR --

Select a Publication for Project #7881 - US 301 Add Lanes

◉ ⊞ Project Published 9/25/2006 12:05:01 PM

Generate Report

SCE Summary Report Outline

You can review the generated SCE Summary Report using the scroll bar on the right side of the page to scroll through the sections of the report, or view a PDF version of the report (as described in the section below titled PDF Version of SCE Summary Report. An outline of the SCE Summary Report is provided below:

Each Project

- Project Header for selected project (or first project in selected group of projects)
- Overview Chart of Summary Degrees of Effect for SCE issues (for each project Alternative)
- Project Details
  - Project Description Summary
  - Summary of Public Comments
  - Community Desired Features
  - Purpose and Need Statement
  - Agency Comments on Purpose and Need
- Alternative-specific Information for each Alternative
  - Alternative Description
  - Segment Details
  - ETAT Review Overview Chart
  - ETAT Reviews: Community
  - Aesthetics
  - Economic
  - Land Use
  - Mobility
  - Relocation
  - Social
- Project Scope
  - General Project Commitments
  - Permits
  - Technical Studies
  - Class of Action
  - Dispute Resolution Log

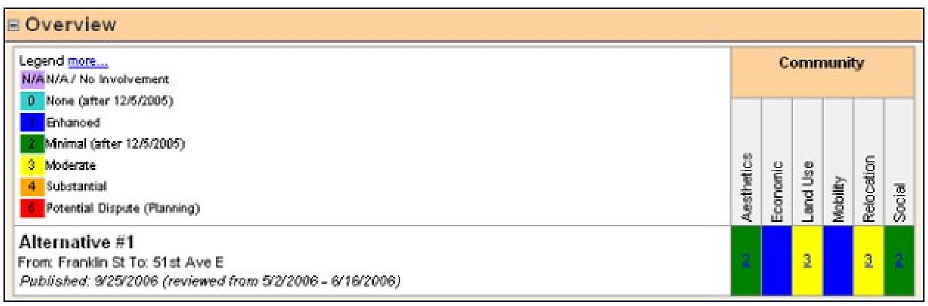
Navigating through SCE Summary Report Using Links

The SCE Summary Report includes links that take you directly to specific sections of the report. These links and how to use them are described below.

Summary Degree of Effect Overview Chart

The Overview Chart shows the Summary Degree of Effect assigned to each of the six SCE issues by the ETDM Coordinator for the specified ETAT screening event, as shown in the example below. Each row of the Overview chart represents a project alternative, and the columns to the right represent the six environmental resource issues associated with the Community group of issues. The intersection of a project row and issue column is a cell that represents the summary degree of effect for a particular project Alternative and issue.

The summary degrees of effect are color-coded, and the chart includes a legend that explains the color coding. Clicking the number in a color-coded cell takes you to the Coordinator Summary for that issue and Alternative, as described below.

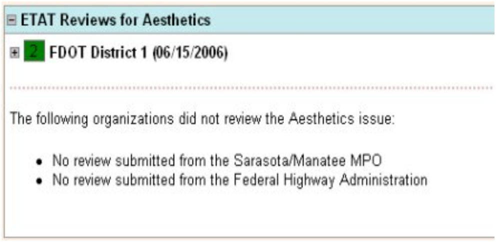


Coordinator Summary

The Coordinator Summary indicates the assigned Summary Degree of Effect for the selected SCE issue, and includes the ETDM Coordinator's comments for that issue. The Coordinator Summary also includes a link to the list of agencies who submitted review comments for the SCE issue and a link that takes you to the beginning of the Alternative-specific information for the selected Alternative.

ETAT Reviews for SCE Issues

Clicking the ⊞ to the left of the ETAT Reviews link displays the list of agencies that submitted reviews on the issue, including the degree of effect indicated by the agency, and notations about reviews that were not submitted. In the example shown below, FDOT District 1 is listed as submitting a review for the Aesthetics issue.

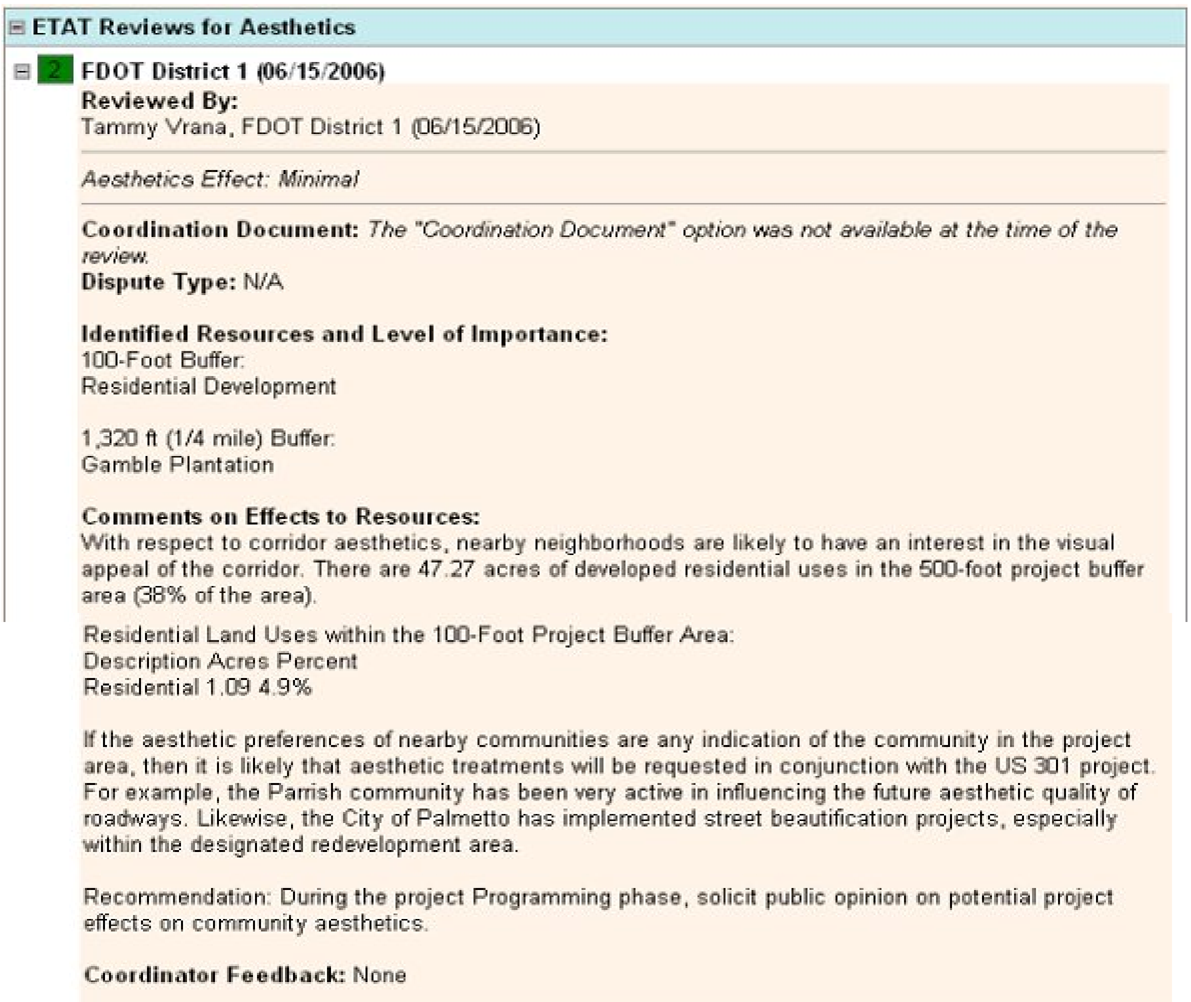

ETAT Reviews for Aesthetics

2 FDOT District 1 (06/15/2006)

The following organizations did not review the Aesthetics issue:

- No review submitted from the Sarasota/Manatee MPO
- No review submitted from the Federal Highway Administration

To view the complete text of an agency's comments, click the ⊞ to the left of the agency name. The review information displayed includes the name of the agency representative who submitted the review, the date the review was submitted, and the identified resource and level of importance, followed by the complete text of the agency's comments and the FDOT District's feedback regarding the comments, as shown in the example below.


ETAT Reviews for Aesthetics

2 **FDOT District 1 (06/15/2006)**

Reviewed By:
Tammy Vrana, FDOT District 1 (06/15/2006)

Aesthetics Effect: Minimal

Coordination Document: *The "Coordination Document" option was not available at the time of the review.*
Dispute Type: N/A

Identified Resources and Level of Importance:
100-Foot Buffer:
Residential Development

1,320 ft (1/4 mile) Buffer:
Gamble Plantation

Comments on Effects to Resources:
With respect to corridor aesthetics, nearby neighborhoods are likely to have an interest in the visual appeal of the corridor. There are 47.27 acres of developed residential uses in the 500-foot project buffer area (38% of the area).

Residential Land Uses within the 100-Foot Project Buffer Area:
Description Acres Percent
Residential 1.09 4.9%

If the aesthetic preferences of nearby communities are any indication of the community in the project area, then it is likely that aesthetic treatments will be requested in conjunction with the US 301 project. For example, the Parrish community has been very active in influencing the future aesthetic quality of roadways. Likewise, the City of Palmetto has implemented street beautification projects, especially within the designated redevelopment area.

Recommendation: During the project Programming phase, solicit public opinion on potential project effects on community aesthetics.

Coordinator Feedback: None

Click the Back to Alternative #1 link to go to the beginning of the Alternative-specific information for that Alternative, which includes:

- Alternative Description
- Segment Details
- ETAT Review Overview Chart
- ETAT Reviews: Community
  - Aesthetics
  - Economic
  - Land Use
  - Mobility
  - Relocation
  - Social

Alternative-specific ETAT Review Overview Chart

The Alternative-specific overview chart lists each of the six SCE issues commented on by the ETAT agencies, the degree of effect indicated by that agency, the agency name, and the date the agency submitted their review. Clicking the issue category name (Community) in the blue bar takes you to the Coordinator Summary for the first issue in the Community category (Aesthetics). Clicking an issue name (for example "Economic") or an organization name (for example "Federal Highway Administration") takes you to the list of ETAT reviews for that issue. You can then use the links described above under "ETAT Reviews for SCE Issues" to view the complete text of an agency's comments.

Alternative #1 - Project #7881 - US 301 Add Lanes

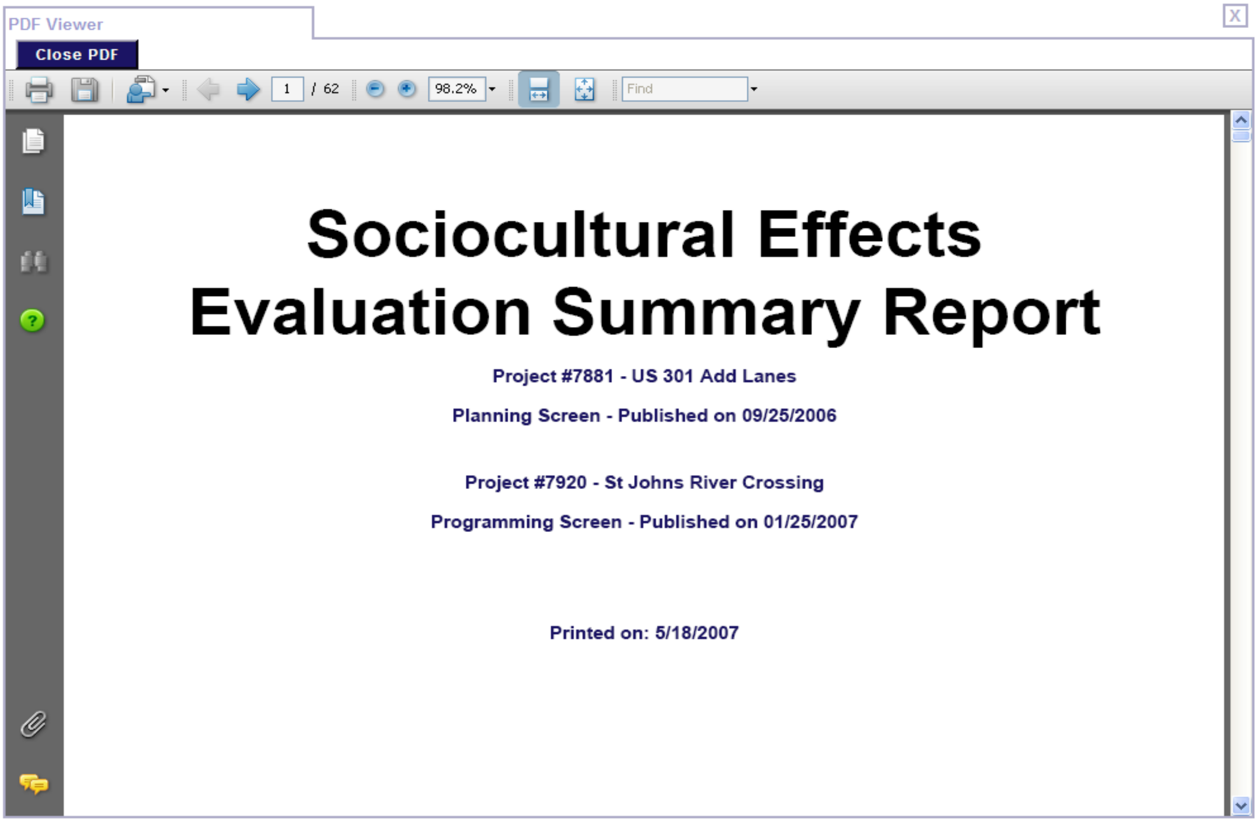
ETAT Review Overview

Issue	Degree of Effect	Organization	Date Reviewed
Community			
Aesthetics	2 Minimal	FDOT District 1	6/15/2006
Economic	Enhanced	Federal Highway Administration	6/16/2006
Economic	Enhanced	FDOT District 1	6/15/2006
Land Use	2 Minimal	FL Department of Community Affairs	6/09/2006
Land Use	3 Moderate	FDOT District 1	6/16/2006
Land Use	3 Moderate	Federal Highway Administration	6/16/2006
Mobility	Enhanced	FDOT District 1	6/15/2006
Relocation	3 Moderate	FDOT District 1	6/15/2006
Social	2 Minimal	FDOT District 1	6/15/2006

PDF Version of SCE Summary Report

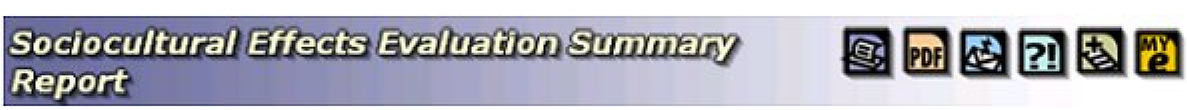
A PDF version of the selected SCE Summary Report can be viewed by clicking the PDF button at the top of the page. This opens a PDF viewer, which can then be used to review, save, or print the SCE Summary Report.

To close the PDF viewer, click Close PDF in the upper right-hand corner of the screen. An example from the PDF version of the SCE Summary Report for the example projects is shown below.



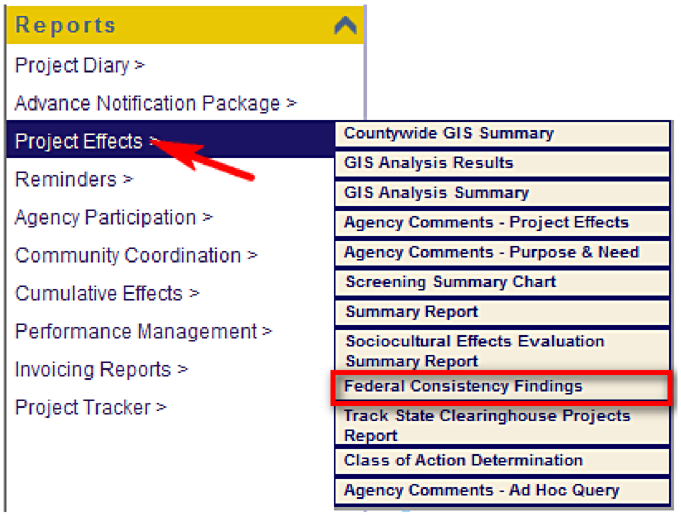
SCE Summary Report Header Tools

The generated SCE Summary Report can be printed or emailed using the or buttons at the top of the project header, as shown below. Clicking the PDF button will open a PDF viewer, which can then be used to review, save, or print the generated SCE Summary Report. Use the to bookmark the generated SCE Summary Report, or click to add it to your "My ETDM" pages. Click to access the On-line Help information for the SCE Summary Report page.

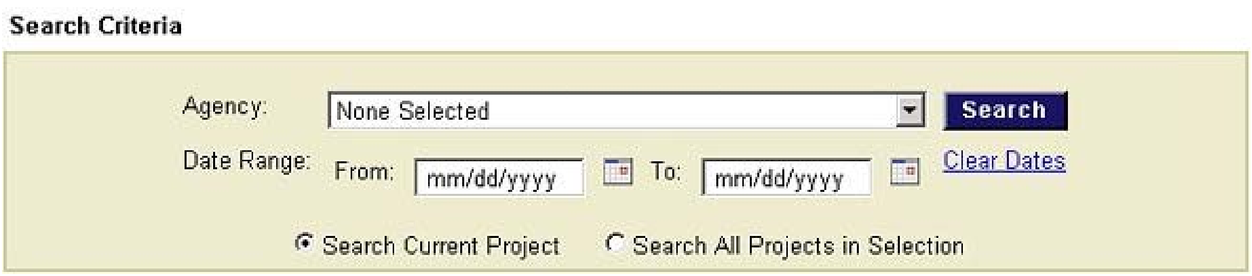


3.2.3.9 *Federal Consistency Findings (New 04/16/2008)*

This report displays the findings provided by Federal Consistency Reviewers. To generate the report for a project (or group of projects), select the project(s) using the **Project Navigation Bar**, go to the **Reports** menu, point to **Project Effects**, and then click **Federal Consistency Findings**.



Under **Search Criteria**, use the fields to search by **Agency** and the **Date Range** of the reports.



If you want the report to display the Federal Consistency findings for all agencies and all dates, retain the default Agency (**None Selected**) and **Date Range** (undefined) settings. To narrow the search to a particular agency and/or date range, make your selection from the **Agency** list. Select the appropriate option button to either **Search Current Project** or **Search All Projects in Selection**, and then click **Search**.

The first section of the search results displays the Federal Consistency Findings definitions. There are three classifications: **Consistent**; **Consistent, With Comments**; and **Inconsistent**. Below that are the project header and the agency findings for that project. Project header information includes the ETDM number and project name, the FDOT District(s) and county (or counties) where the project is located, the ETDM phase, from and to locations, the associated Planning Organization and Plan ID number, the Financial Management number, and contact information. Note: to view details of the search results, click ⊞ **expand all** ; to view a summary list, click ⊟ **collapse all** .

⊞ **expand all** ⊟ **collapse all**

⊟ **#6411 US 17 - Shedd Rd to Town Center**

District	District 2	**Phase**	Programming Screen
County	Clay County	**From**	Shedd Rd
Planning Organization	FDOT District 2	**To**	Town Center Rd
Plan ID		**Financial Management No.**	
Federal Involvement	Federal Action Federal Funding		
Contact Name / Phone	Don Dankert (800) 749-2967 ext. 7791	**Contact Email**	stephanie_clemons@urscorp.com

The findings details include the name of the agency, the Federal Consistency Review finding, and the review date. Note: to expand the view to include details, click the ⊞ icon. To collapse the view to display only the header, click ⊟.)

⊟ FL Fish and Wildlife Conservation Commission Comments		
Agency	**Finding**	**Review Date**
FL Fish and Wildlife Conservation Commission	Consistent	5/30/2007
No federal consistency review comments found.		

3.2.3.10 *Track State Clearinghouse Projects Report (Updated 06/30/2009)*

This report displays the State Clearinghouse project record. Until the Federal Consistency determination has been made, only the State Clearinghouse can view this report. Once the determination has been made, the report is available for reading by all parties involved and by the public (via the ETDM Public Access Site).

To generate the report, first select a project using the **Project Navigation Bar**, go to the **Reports** menu, point to **Project Effects**, and then click **Track State Clearinghouse Projects Report**.

The first section of the **Track Clearinghouse Projects Report** form is a header with information that identifies the selected project. This information includes the ETDM number and project name, the FDOT District(s) and county (or counties) where the project is located, the ETDM phase, from and to locations, the associated Planning Organization and Plan ID number, the Financial Management number, Federal Involvement level, and contact information.

Below the header information is the **Select a Screening Event to Track** dropdown list; by default, the most recent screening event is displayed. Click the down arrow to display the list of all screening events available for selection.

Select a Screening Event to Track: ETAT Review 03/23/2007 - 12/16/2009

Track Clearinghouse Projects Report

#6411 US 17 - Shedd Rd to Town Center			
District	District 2	Phase	Programming Screen
County	Clay County	From	Shedd Rd
Planning Organization	FDOT District 2	To	Town Center Rd
Plan ID		Financial Management No.	
Federal Involvement	Federal Action Federal Funding		
Contact Name / Phone	Don Dankert (800) 749-2967 ext. 7791	Contact Email	marcelo_bosio@urscorp.com

The next section displays the project's **Alternative Details**, if any.

Alternative 1 Details

Alternative	Status	From	To
#1	ETAT Review		

As shown in the following image, the **Program Information** section displays details regarding the project, including the **Category** (Federal Funding, Federal Action, or Federal Permit), the **CFDA** (Catalog of Federal Domestic Assistance) **Number**, a summary **Project Description**, **Review Type**, **Routing/Consistency** information for the project, **Applicant Information**, **Type**, and **Funding** details.

Program Information	
Category:	Federal Assistance
CFDA Number:	20.205
	Department: Department of Transportation Agency: Federal Highway Administration Title: Highway Planning and Construction
Project Description:	Project description summary not available
Review Type:	Consistency
Routing / Consistency	Date Received: Routed: Comment Due: Letter Due: Extension Requested: Revision Due 1: Revision Due 2: Consistency Notes: No Notes Recorded
Applicant Information:	Applicant: Name: Address: City: State: Zip: Phone: Email:
Type:	State Agency
Funding:	Segment / Funding Source / Amount

Also listed are the Federal Consistency Definitions used by the Federal Consistency Reviewer; there are three possible findings:

- **Consistent**
- **Consistent, With Comments**
- **Inconsistent**

The definition for each finding appears next to the option, as shown below.

Federal Consistency Definitions	Finding	Definition
	Consistent	Based on the information contained in the Advance Notification and comments submitted by the reviewing agencies, the state has no objections to allocation of federal funds for the subject project and, therefore, the funding award is consistent with the Florida Coastal Management Program. State agency comments should be considered in developing the preliminary project design. For projects subject to coastal management consistency review that advance to the work program, the final review of the project's consistency with the Florida Coastal Management Program will be conducted during the environmental permitting review.
	Consistent, With Comments	Although the final alignment and design details have not yet been determined, at this time the State of Florida has no objections to the project concept described in the Advance Notification and no objections to the allocation of federal funds for the necessary planning, preliminary design and environmental evaluation activities. Therefore, the funding award is consistent with the Florida Coastal Management Program. Specific comments and recommendations concerning the project concept have been submitted to the project sponsor through the Efficient Transportation Decision Making (ETDM) process. Specific objections to the project, if any, that have been identified during ETDM will be resolved through the ETDM conflict resolution (Part IV, AOA) process prior to the project advancing in the FDOT Five-Year Work Program for any purpose other than technical studies and preliminary design to resolve the objections. For projects subject to coastal management consistency review that advance to final design, right-of-way acquisition or construction, the final review of the project's consistency with the Florida Coastal Management Program will be conducted during the environmental permitting review.
	Inconsistent	The project has been determined to be inconsistent with the Florida Coastal Management Program. Unless the objections are addressed and the project determined to be consistent, the project shall not proceed further in the programming and PD&E phases.

Following that is the ICAR Determination. This section displays the Intergovernmental Coordination and Review determination from the State Clearinghouse, including any comments.

ICAR Determination:	Federal Consistency:
	Comments: No Comments Recorded

The Federal Consistency Review findings are displayed on the form, as shown in the example below. (The findings are also available in the Federal Consistency Findings report, accessed via the Reports menu under Project Effects.) The ETAT review comments and other comments are available for viewing on the Agency Comments – Project Effects report and the Agency Comments – Purpose & Need report (found in the Reports menu, under Project Effects). The findings submitted are followed by a list of agencies that are required to review federal consistency, but from whom no comment has been received for the selected screening event.

FL Fish and Wildlife Conservation Commission Comments

Agency	Finding	Review Date
FL Fish and Wildlife Conservation Commission	Consistent, With Comments	6/4/2007
tester_fcr : Federal Consistency Reviewer (NON-ETAT MEMBER) tester_fcr says 'Inconsistent / See Comments Below' - 06/01/2007 tester_fcr has decided to change their mind and says 'Consistant / See Comments Below' - 06/04/2007		

The following agencies are required to review federal consistency, but no comment has been received for the selected screening event:

- FDOT District 2
- FL Department of Agriculture and Consumer Services
- FL Department of Community Affairs
- FL Department of Environmental Protection
- FL Department of State
- Saint Johns River Water Management District
- FL Department of Transportation
- North Central Florida Regional Planning Council
- Florida's Turnpike Enterprise

The **Date Closed** section shows the date that the State Clearinghouse Coordinator issued the consistency determination.

3.2.3.11 *Class of Action Determination Report (New 06/30/2010)*

The **Class of Action Determination Report** function in the Environmental Screening Tool (EST) **Reports** menu displays the agreed upon environmental Class of Action (COA) Determination between the FDOT and the Lead Agency for a project.

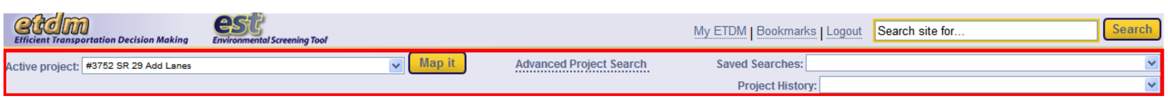
The process for obtaining the environmental COA Determination requires that the District ETDM Coordinator recommend a COA Determination following a project's Programming Screen. The District ETDM Coordinator enters the recommended COA Determination via the EST **Add/Modify Class of Action** tool and signs it using the **Review Class of Action** tool.

Once the COA is signed by the ETDM Coordinator, an email requesting review and approval of the recommended COA Determination is automatically generated and sent to the Lead Agency's primary ETAT member for the project. The Lead Agency representative then uses the EST **Review Class of Action** tool to review and sign the COA Determination.

After the COA Determination process is complete, the determination is part of the project record in the EST and is published in the Final Programming Summary Report.

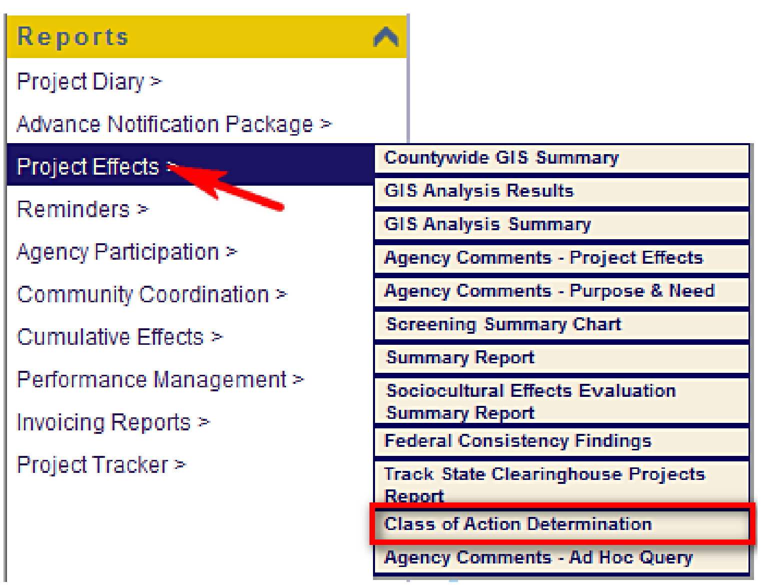
Viewing the COA Determination Report:

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

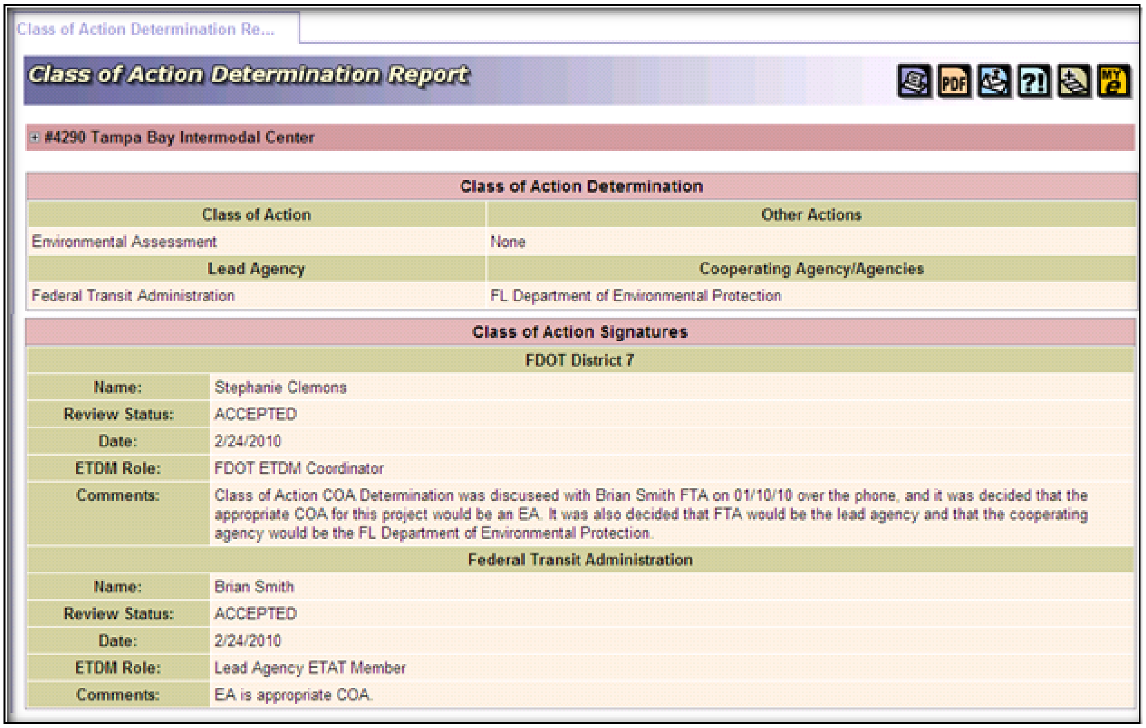


Note: You can use the default project that appears in the **Active project** box, select a project from your **Saved Searches** or **Project History** lists, or you can click the **Advanced Project Search** link to select another project. See the Navigation chapter of the EST Handbook for information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

2. On the **Reports** menu, point to **Project Effects**, and then click **Class of Action Determination**.



The **Class of Action Determination Report** window opens as a tabbed page, displaying a page toolbar and the COA Determination Report for the selected project.



Class of Action Determination Re...

Class of Action Determination Report

#4290 Tampa Bay Intermodal Center

Class of Action Determination	
Class of Action	**Other Actions**
Environmental Assessment	None
Lead Agency	**Cooperating Agency/Agencies**
Federal Transit Administration	FL Department of Environmental Protection

Class of Action Signatures	
FDOT District 7	
Name:	Stephanie Clemons
Review Status:	ACCEPTED
Date:	2/24/2010
ETDM Role:	FDOT ETDM Coordinator
Comments:	Class of Action COA Determination was discuseed with Brian Smith FTA on 01/10/10 over the phone, and it was decided that the appropriate COA for this project would be an EA. It was also decided that FTA would be the lead agency and that the cooperating agency would be the FL Department of Environmental Protection.
Federal Transit Administration	
Name:	Brian Smith
Review Status:	ACCEPTED
Date:	2/24/2010
ETDM Role:	Lead Agency ETAT Member
Comments:	EA is appropriate COA.

Tip! Click the toolbar icon in the **Class of Action Determination Report** window to:

 Print a copy of the current page.

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

 Send feedback about the current page.

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

 Bookmark the page.

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

The **Class of Action Determination Report** is divided into the following sections:

- **Class of Action Determination**
- **Class of Action Signatures**

The **Class of Action Determination** section displays the **Class of Action** that has been established for the project, **Other Actions**, the **Lead Agency** for the project, and **Cooperating Agency(ies)**, if any.

Class of Action Determination	
Class of Action	**Other Actions**
Environmental Assessment	None
Lead Agency	**Cooperating Agency/Agencies**
Federal Transit Administration	FL Department of Environmental Protection

The **Class of Action Signatures** section displays signature details for the FDOT District and the Lead Agency. Each section shows:

- **Name** (District ETDM Coordinator and Lead Agency Representative)
- **Review Status** (Accepted or Not Accepted)
- **Date** (the date the COA Determination was signed)
- **ETDM Role** (identifies the EST access role of those who signed the COA Determination)
- **Comments**

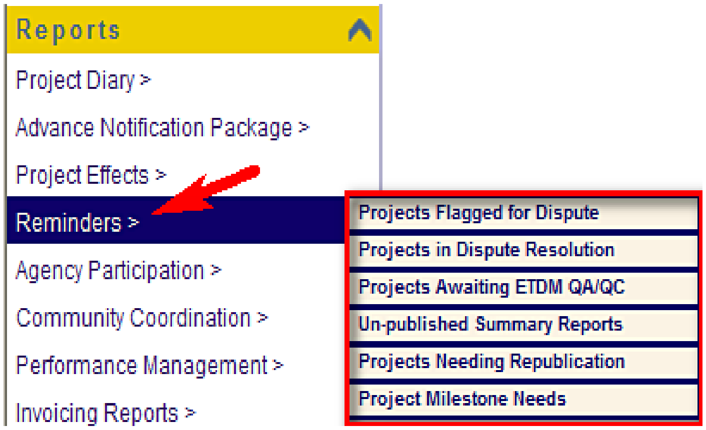
Class of Action Signatures	
FDOT District 7	
Name:	Stephanie Clemons
Review Status:	ACCEPTED
Date:	2/24/2010
ETDM Role:	FDOT ETDM Coordinator
Comments:	Class of Action COA Determination was discuseed with Brian Smith FTA on 01/10/10 over the phone, and it was decided that the appropriate COA for this project would be an EA. It was also decided that FTA would be the lead agency and that the cooperating agency would be the FL Department of Environmental Protection.
Federal Transit Administration	
Name:	Brian Smith
Review Status:	ACCEPTED
Date:	2/24/2010
ETDM Role:	Lead Agency ETAT Member
Comments:	EA is appropriate COA.

3.2.3.12 *GIS Analysis Results (All) (In Development)*

3.2.3.13 *Agency Comments- Ad Hoc Query (In Development)*

3.2.4 Reminders (*Updated 04/30/2008*)

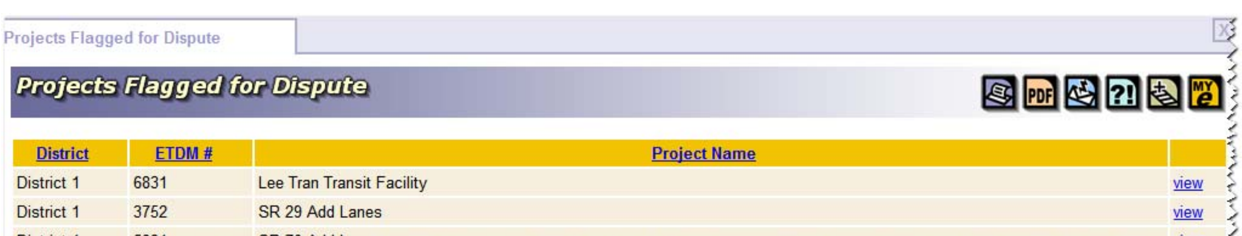
Reports listed under **Reminders** provide a quick view of projects related to Dispute Resolution, ETDM QA/QC, Summary Reports, Report Republication, and Milestone Needs. Users may use these reports to monitor or follow-up on tasks that still remain pending or identify tasks that have been completed.



3.2.4.1 *Projects Flagged for Dispute*

To view the **Projects Flagged for Dispute** report, go to the **Reports** menu, point to **Reminders**, and then click **Projects Flagged for Dispute**.

This report displays a list of projects with status "ETAT Review Complete," and with at least one review organization that has indicated a "Potential Dispute" or "Dispute Resolution Required" for the agency involvement option.



3.2.4.2 *Projects in Dispute Resolution*

To open the Projects in Dispute Resolution report, go to the **Reports** menu, point to **Reminders**, and then click **Projects in Dispute Resolution**.

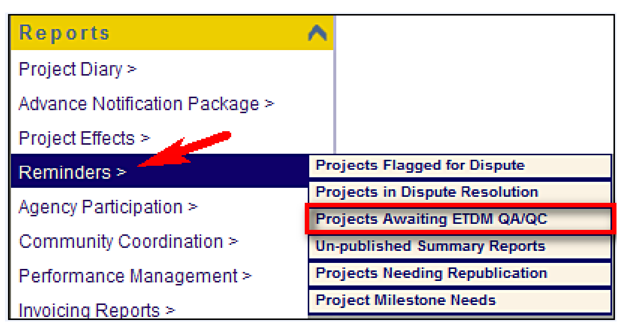
The **Projects in Dispute Resolution** report displays a list of projects that have a status of "Dispute Resolution in Progress." An ETDM Coordinator sets the status by using the **Update Project Status** tool (See Section 3.1 – Tools in the EST User Handbook)**.**

Projects in Dispute Resolution

District	County	Project Phase	Planning Org	ETDM #	Project Name	Alt #	Dispute Start Date	Resolution Due Date	Days Remaining
District 1	Collier County	Programming Screen	FDOT District 1	#3752	SR 29 Add Lanes	Alt #3	5/22/2008	9/19/2008	0
District 3	Bay County, Gulf County	Programming Screen	FDOT District 3	#7559	Gulf Coast Parkway	Alt #1	5/22/2008	9/19/2008	0
District 3	Bay County, Gulf County	Programming Screen	FDOT District 3	#7559	Gulf Coast Parkway	Alt #2	5/22/2008	9/19/2008	0
District 3	Bay County, Gulf County	Programming Screen	FDOT District 3	#7559	Gulf Coast Parkway	Alt #3	5/22/2008	9/19/2008	0
District 3	Bay County, Gulf County	Programming Screen	FDOT District 3	#7559	Gulf Coast Parkway	Alt #4	5/22/2008	9/19/2008	0
District 3	Bay County, Gulf County	Programming Screen	FDOT District 3	#7559	Gulf Coast Parkway	Alt #5	5/22/2008	9/19/2008	0
District 3	Bay County, Gulf County	Programming Screen	FDOT District 3	#7559	Gulf Coast Parkway	Alt #6	5/22/2008	9/19/2008	0
District 4	Palm Beach County	Project Development	FDOT District 4	#8127	State Road 7 Extension	Alt #2	5/22/2008	9/19/2008	0

3.2.4.3 *Projects Awaiting ETDM QA/QC*

To view the **Projects Awaiting ETDM QA/QC** report, go to the **Reports** menu, point to **Reminders**, and then click **Projects Awaiting ETDM QA/QC**.

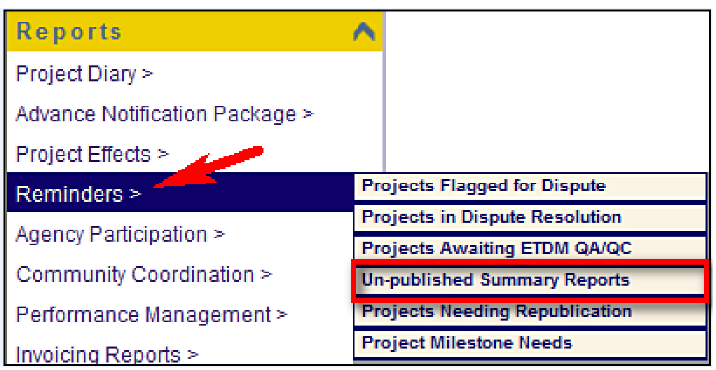


This report shows all of the projects that have a status of "ETDM QA/QC." The status of "ETDM QA/QC" indicates that a project needs to be verified for completeness of information required for the next ETAT review.

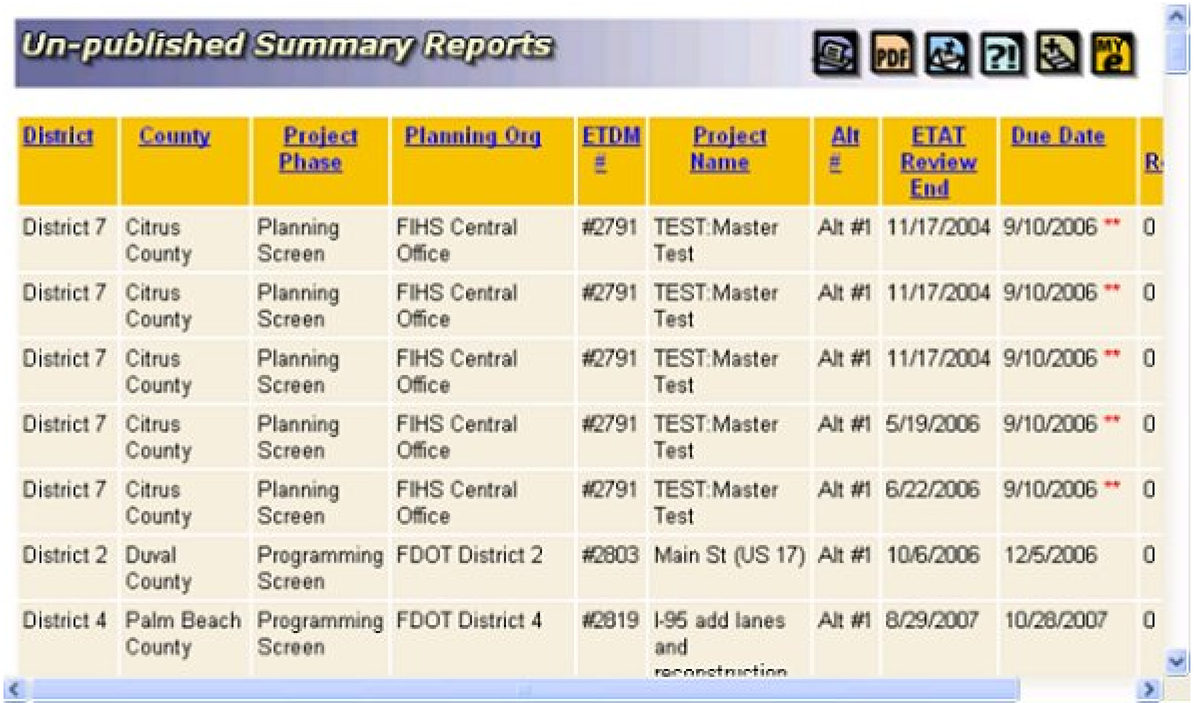
3.2.4.4 *Un-published Summary Reports*

ETDM #	Project Alt	Project Name	From Location	To Location	District
3286	1	SR 707 PD&E	Wright Boulevard	East of Savanna Road	District 4
3178	1	I-95/CR512 to Brevard CL (pde fy 2005)	S. of CR 512	Brevard CL	District 4
2863	1	US 98 at Old US 98 Okaloosa	Old US 98	Okaloosa/Walton County Line	District 3
3191	1	SR 80 - Southern Blvd. Bridge Replacement	South Flagler Drive	SR A1A/County Road	District 4
2819	1	I-95 add lanes and reconstruction Yamato Rd. to Linton Blvd	4.987	8.153	District 4
4370	1	NOT for ETAT: 249941-1 SR 823 (NW 57 Ave/Red Road)	2.342	4.464	District 6
2852	1	US 98 Interchange	US 98	At 23rd Street (SR 368)	District 3
2855	1	Business 98	Cherry Street	Tyndall Parkway (US 98)	District 3
2890	1	US 98 at Walton Cty Line	Okaloosa-Walton	Old US 98 at	District 3

To view the **Un-published Summary Reports** list, go to the **Reports** menu, point to **Reminders**, and then click **Un-published Summary Reports**.



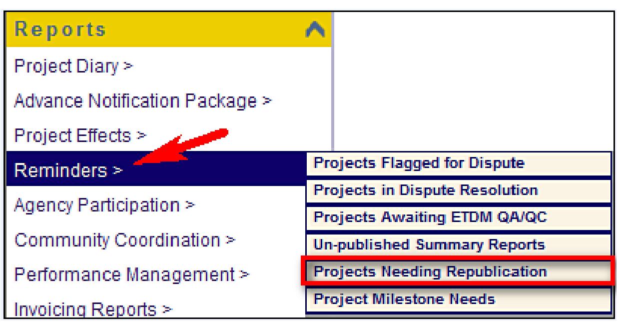
This report lists projects with the status "ETAT Review Complete," along with the time remaining to complete the summary report (60 calendar days from the end of the review period).



District	County	Project Phase	Planning Org	ETDM #	Project Name	Alt #	ETAT Review End	Due Date	R
District 7	Citrus County	Planning Screen	FIHS Central Office	#2791	TEST:Master Test	Alt #1	11/17/2004	9/10/2006 **	0
District 7	Citrus County	Planning Screen	FIHS Central Office	#2791	TEST:Master Test	Alt #1	11/17/2004	9/10/2006 **	0
District 7	Citrus County	Planning Screen	FIHS Central Office	#2791	TEST:Master Test	Alt #1	11/17/2004	9/10/2006 **	0
District 7	Citrus County	Planning Screen	FIHS Central Office	#2791	TEST:Master Test	Alt #1	5/19/2006	9/10/2006 **	0
District 7	Citrus County	Planning Screen	FIHS Central Office	#2791	TEST:Master Test	Alt #1	6/22/2006	9/10/2006 **	0
District 2	Duval County	Programming Screen	FDOT District 2	#2803	Main St (US 17)	Alt #1	10/6/2006	12/5/2006	0
District 4	Palm Beach County	Programming Screen	FDOT District 4	#2819	I-95 add lanes and reconstruction	Alt #1	8/29/2007	10/28/2007	0

3.2.4.5 *Projects Needing Republication (New 03/21/2008)*

To access the Projects Needing Republication report, click on the Reports button on the main menu. Go to Reminders and then select Projects Needing Republication



This report lists projects that have been edited since the most recent Summary Report was published. It is required that Summary Reports for these projects be republished before the project phase can be updated or before the project can undergo a screening event.

An example Projects Needing Republication report is shown below. The list is organized in numerical order by ETDM project number. To sort the list by another column heading, click the column name (in blue).

Projects Needing Republication

District	County	Project Phase	Planning Org	ETDM #	Project Name	Date Last Published	Date Last Edited	
District 2	Duval County	Planning Screen	First Coast MPO	#2801	Beaver St (US 90)	11/29/2005	3/14/2008	details
District 2	Duval County	Programming Screen	FDOT District 2	#2803	Main St (US 17)	12/16/2004	10/6/2007	details
District 2	Duval County	Planning Screen	FDOT District 2	#2804	Normandy Blvd	11/29/2005	1/20/2008	details
District 2	Duval County	Programming Screen	FDOT District 2	#3394	New Berlin Rd	11/1/2004	11/15/2007	details
District 7	Pinellas County	Programming Screen	FDOT District 7	#3430	Pinellas County Bayway Structure	12/7/2004	2/26/2008	details
District 6	Monroe County	Programming	FDOT District	#4752	Card Sound	7/25/2006	9/22/2007	details

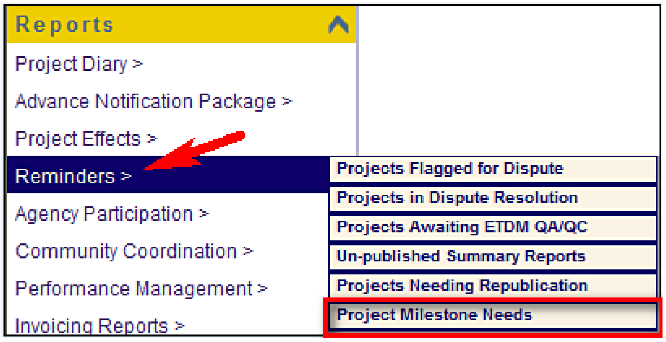
As you move your cursor through the list, the project row will be highlighted in orange. To view details for the project concerning Summary Reports that may need to be republished, click the details link to the far right of the row for that project.

District 3	Franklin County	Programming Screen	FDOT District 3	#9516	TEST - StephWizard - 09/18/2007	10/6/2007	1/25/2008	details
District 1	Collier County	Programming Screen	FDOT District 1	#9994	TEST: Stephanie II 03/11/2008	3/11/2008	3/12/2008	details
District 1	Lee County	Programming Screen	FDOT District 1	#10013	TEST: Steph 03/12/2007	3/13/2008	3/13/2008	details

Clicking the details link opens the Project Milestone Needs report for the project, which provides additional information about the reports that have been published and whether any need to be republished. This report also includes links for initiating republication.

3.2.4.6 *Project Milestone Needs (New 04/16/2008)*

To access the **Project Milestone Needs Report**, select a project using the **Project Navigation Bar**, go to the **Reports** menu, point to **Reminders**, and then click **Project Milestone Needs**.



This report lists the actions that need to be taken to publish outstanding milestone event reports. An unpublished Summary Report or Eliminated Alternatives Report may block the project phase from being updated or block the project from undergoing a new screening event.

The first section of the Project Milestone Needs Report is a project header with information that identifies the selected project. This information includes the ETDM number and project name, the FDOT District(s) and each county where the project is located, the ETDM phase, from and to locations, the associated Planning Organization and Plan ID number, the Financial Management number, and contact information.

Project Milestone Report

#10013 TEST: Steph 03/12/2007			
District	District 1	Phase	Programming Screen
County	Lee County	From	Road Start A
Planning Organization	FDOT District 1	To	Road End B
Plan ID	12345	Financial Management No.	01234567890
Federal Involvement	No federal involvement has been identified.		
Contact Name / Phone	Stephanie Clemons (850) 414-5334	Contact Email	stephanie_clemons@urscorp.com

The next section of the Project Milestone Needs Report provides details about project data that have been updated since the most recent Summary Report was published. It also includes information indicating whether the Eliminated Alternatives Report for the project is up to date or needs to be published. A key to the symbols used in the section is also provided.

KEY
✔ Indicates that the requirement has been fulfilled.
✘ Indicates that the requirement still needs to be addressed.
✱ Indicates that there is a warning that should be noted.

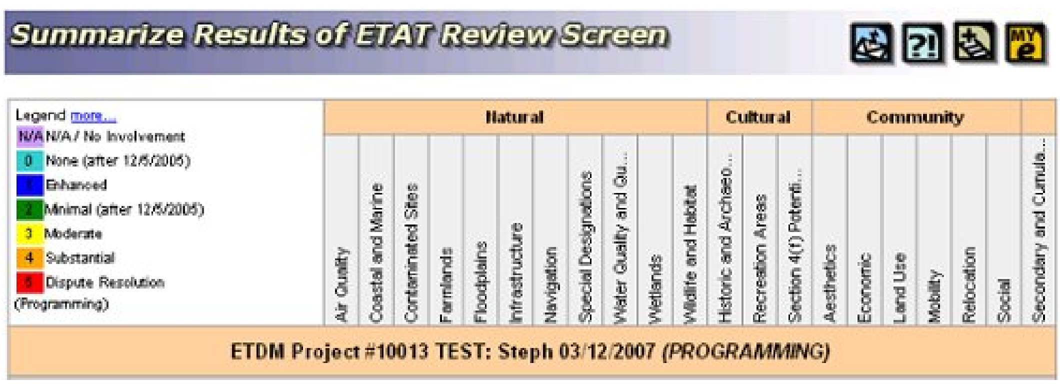
⊟ Summary Report Status — Publish Summary Report

✔ A summary report has been published at least once.
✔ There are no un-published summary report edits.

⊟ Eliminated Alternatives Report Status — Publish Eliminated Alternatives Report

✘ You must publish an 'Eliminated Alternatives' report.

Links are provided in this section for republishing a Summary Report and publishing an Eliminated Alternatives Report. Clicking the Publish Summary Report link opens the **Summarize Results of ETAT Review Screen** tool, as shown below.



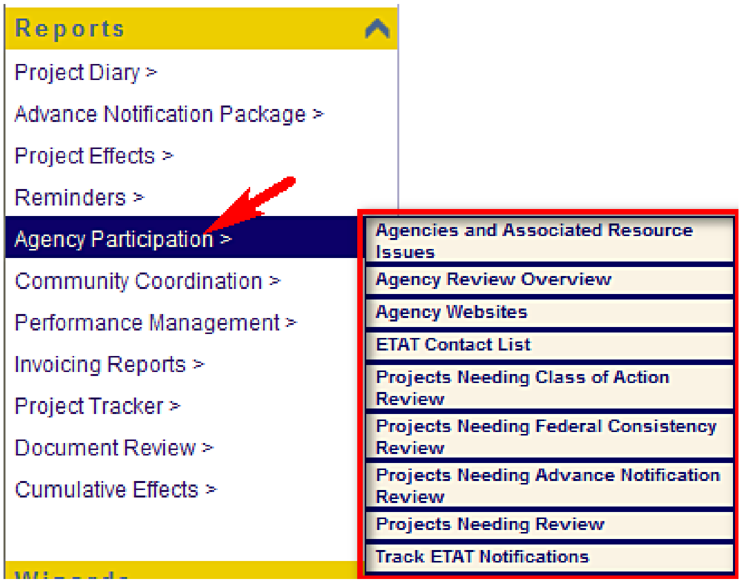
Clicking the Publish Eliminated Alternatives Report link opens the **Summarize and Publish Eliminated Alternatives Report**, as shown below.

Summarize and Publish Eliminated Alternatives Report

⊟ #10013 TEST: Steph 03/12/2007			
District	District 1	**Phase**	Programming Screen
County	Lee County	**From**	Road Start A
Planning Organization	FDOT District 1	**To**	Road End B
Plan ID	12345	**Financial Management No.**	01234567890
Federal Involvement	No Federal Involvement		
Contact Name / Phone	Stephanie Clemons (850) 414-5334	**Contact Email**	stephanie_clemons@urscorp.com

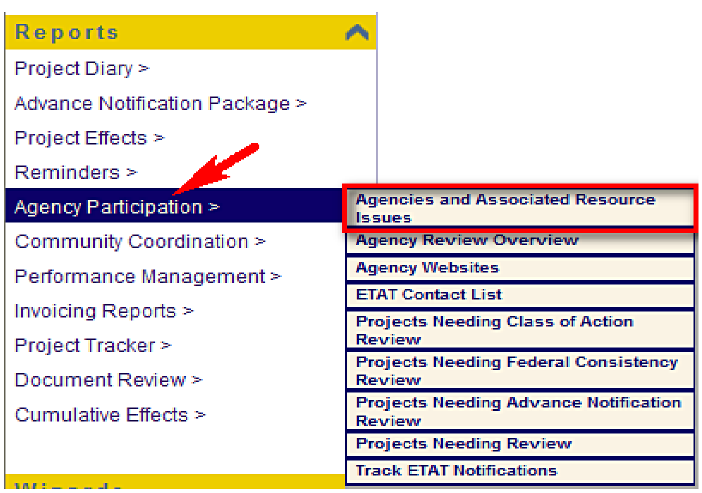
3.2.5 Agency Participation (*Updated 07/22/2008*)

Reports listed under **Agency Participation** enable users to view agency and associated resource information and to track projects needing required reviews.

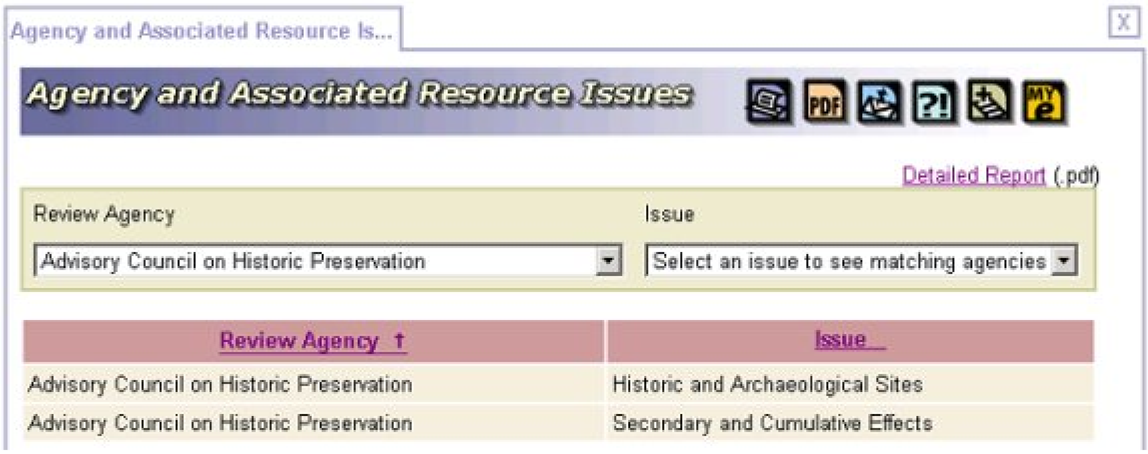


3.2.5.1 *Agencies and Associated Resource Issues*

To view the **Agencies and Associated Resource Issues** report, go to the **Reports** menu, point to **Agency Participation**, and then click **Agencies and Associated Resource Issues**.



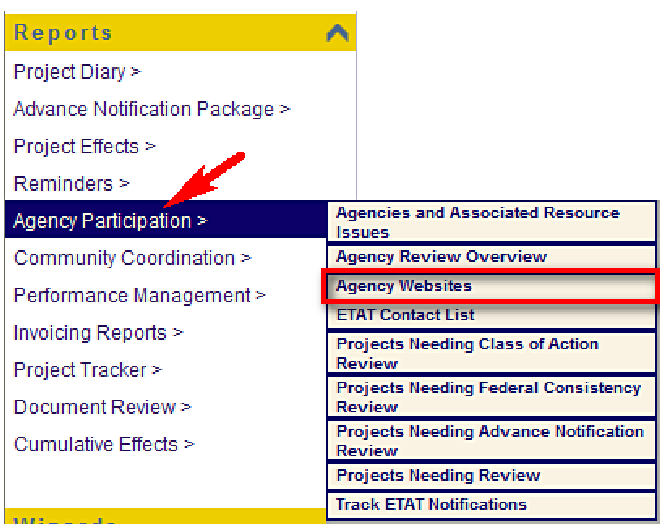
The **Agencies and Associated Resource Issues** report provides a list of review agencies and the resource issues they are responsible for reviewing. The report includes a query function to select either an agency or an issue. To view the resource issues associated with a particular agency, select the agency name from the **Review Agency** pull-down menu at the top of the **Agencies and Associated Resource Issues** page. To view agencies associated with a particular resource issue, select the issue name from the **Issue** pull-down menu at the top of the **Agencies and Associated Resource Issues** page.



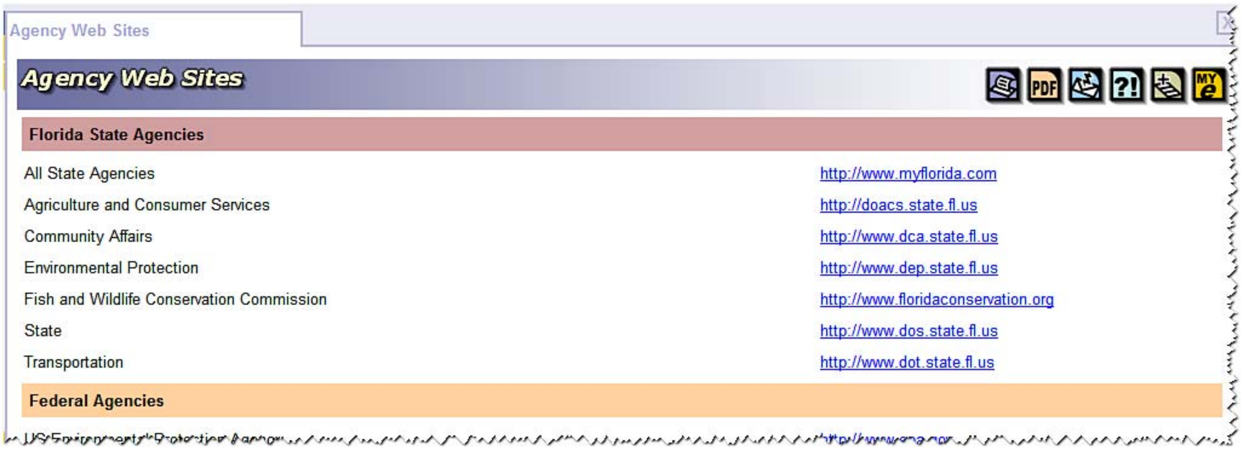
3.2.5.2 *Agency Review Overview (In Development)*

3.2.5.3 *Agency Websites*

To view the **Agency Web Sites** report, go to the **Reports** menu, point to **Agency Participation**, and then click **Agency Websites**.

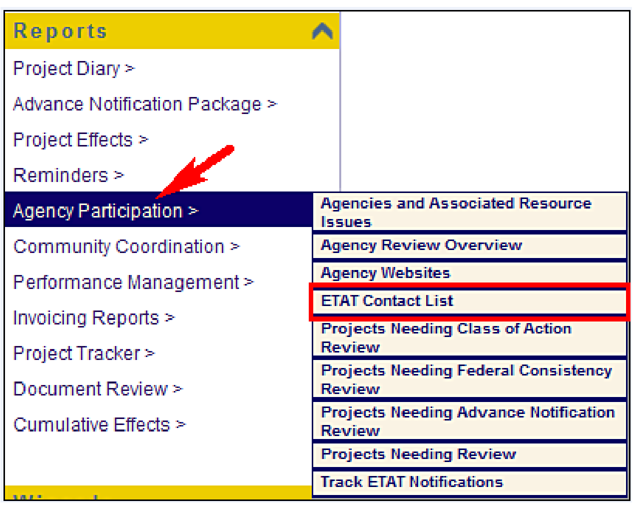


This report provides a list of participating agencies and links to each agency's website. To access an individual agency's website, click on the hyperlink to the right of the agency's name.

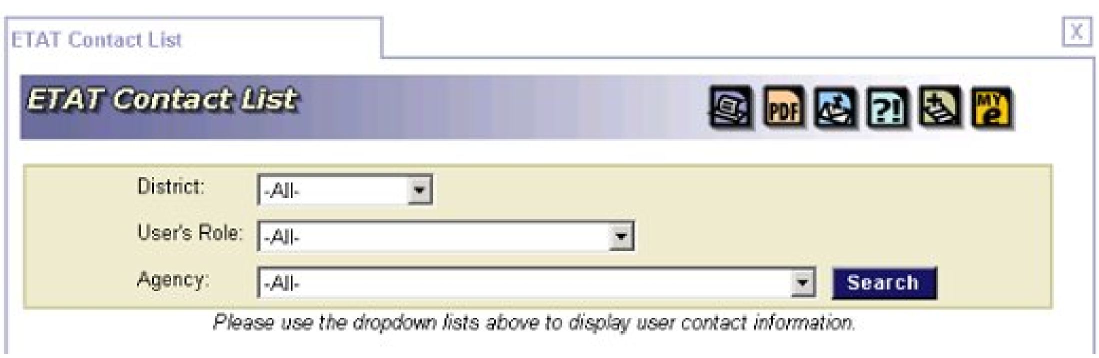


3.2.5.4 *ETAT Contact List (Updated 11/15/2006)*

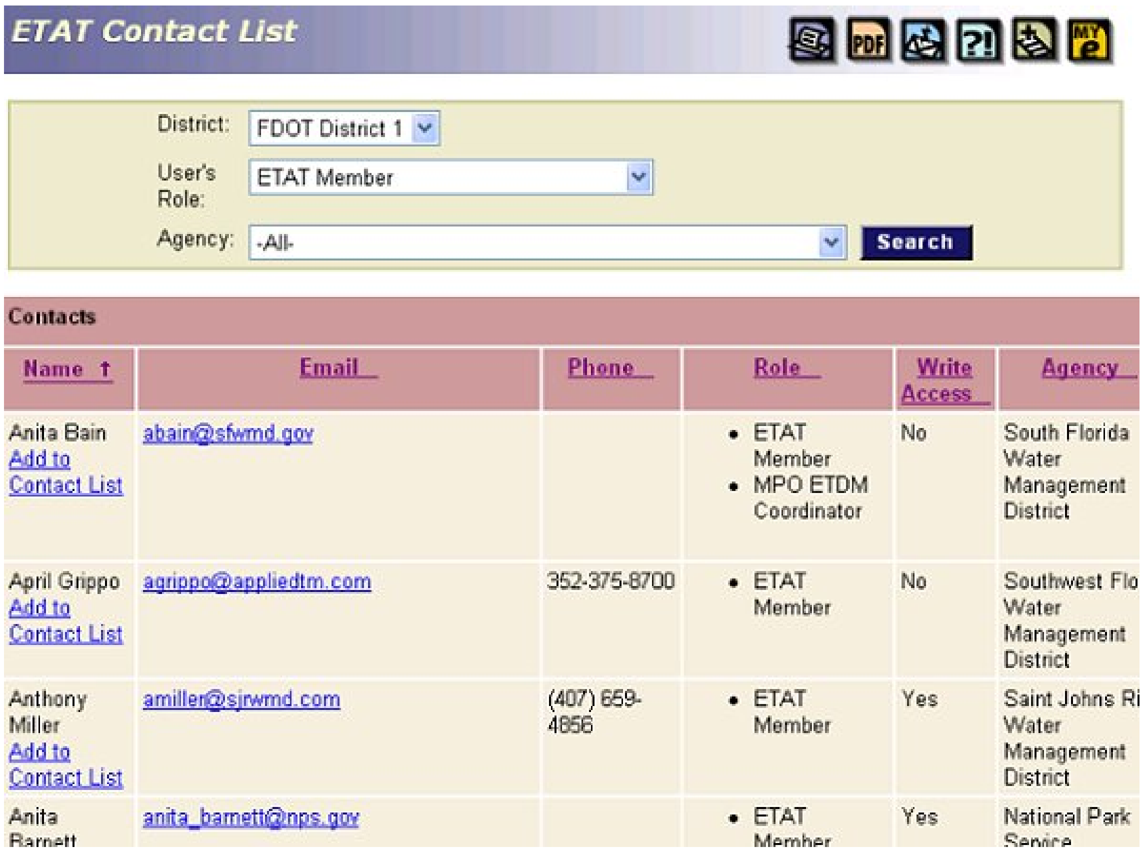
This report lists the names, telephone numbers and email addresses for ETDM Coordinators, Community Liaison Coordinators (CLCs), and ETAT representatives. The report includes a query function to search for contact information based on District, user's role, and/or agency name. To view the **ETAT Contact List** report, go to the **Reports** menu, point to **Agency Participation**, and then click **ETAT Contact List**.



When the form opens, complete the appropriate fields, and then click **Search**.

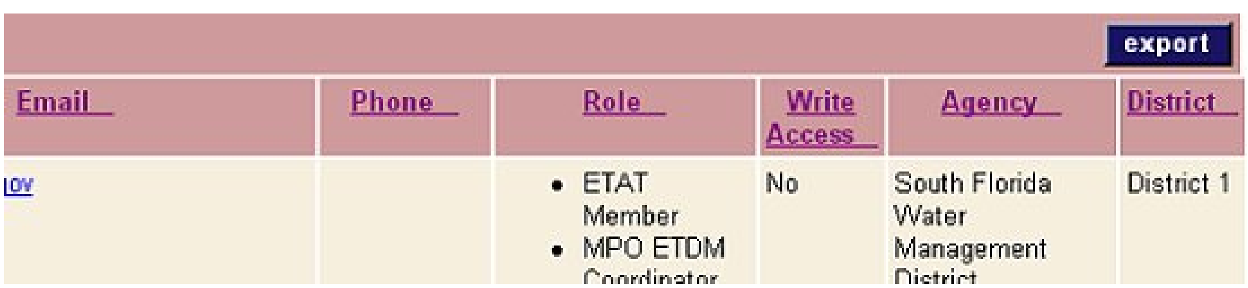


Portions of an ETAT Contact List report are shown below. The search criteria selected for this example are FDOT District 1 (District), ETAT Member (User's Role) and -All- (Agency). To send an email to an individual listed on an ETAT Contact List report, click on the email address for that individual.



The ETAT Contact List report can be printed by clicking the printer icon in the upper right-hand corner of the report. To view a PDF of the ETAT Contact List report, click the PDF button at the top of the screen. You can then review, save, or print the ETAT Contact List report.

The ETAT contact information can also be exported as an Excel file. Click the export button at the top right-hand side of the ETAT Contact List report, as shown below.

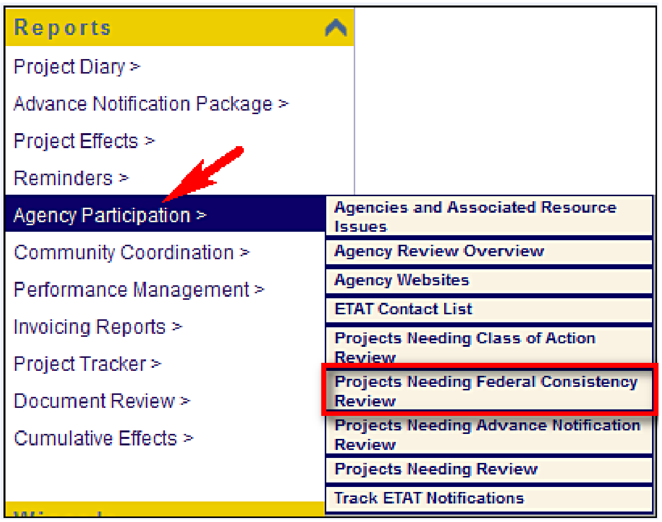


3.2.5.5 *Projects Needing Class of Action Review (In Development)*

3.2.5.6 *Projects Needing Federal Consistency Review (New 03/24/2008)*

The Projects Needing Federal Consistency Review report displays projects that need a consistency finding by Federal Consistency Reviewers.

To access the **Projects Needing Federal Consistency Review** report, go to the **Reports** menu, point to **Agency Participation**, and then click **Projects Needing Federal Consistency Review**.

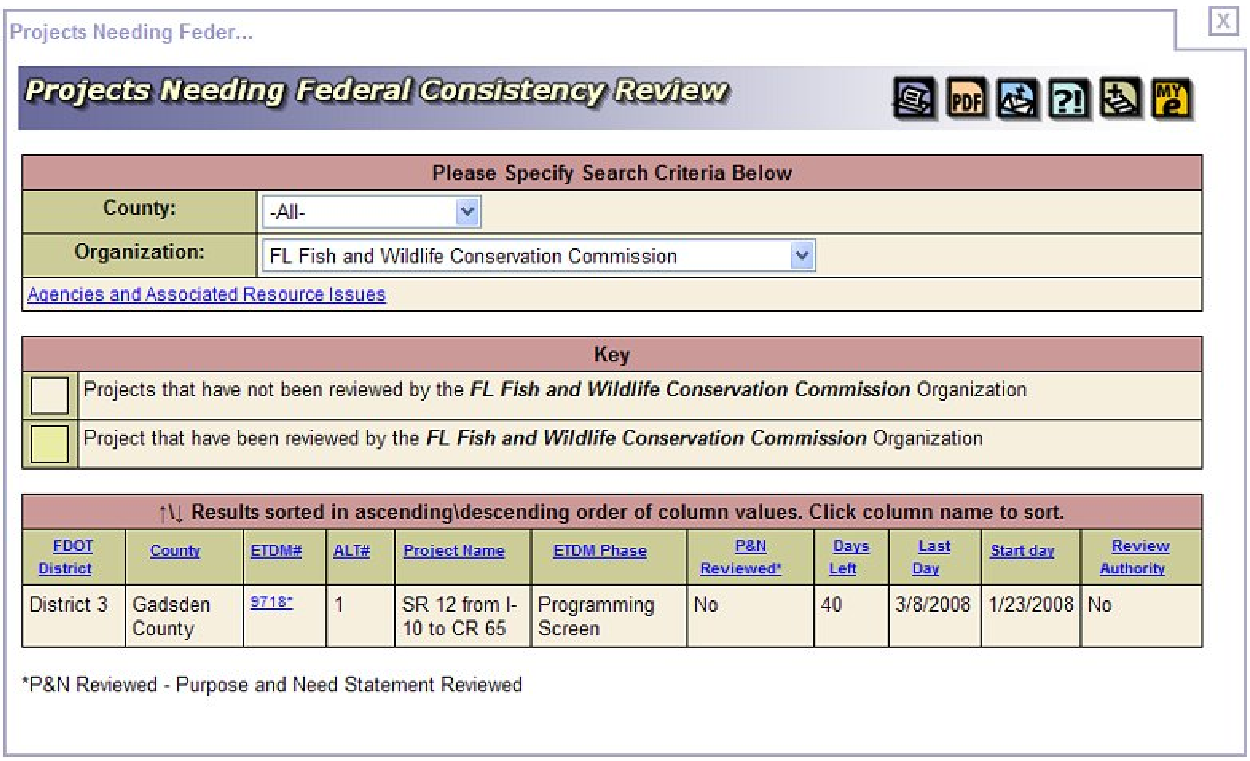


Creating the Report

When the **Projects Needing Federal Consistency Review** page is generated, by default, the report contains a list of all projects in the user's jurisdiction that require review. To generate a report for other projects needing Federal Consistency review, use the **Search Criteria** section at the top of the screen to define search parameters for your report. Make selections in the **County** and/or **Organization** drop-down boxes.

The page will update and display summary information for all projects which meet your criteria. The results are color-coded, as detailed in the **Key** section, to provide a visual indicator of whether or not the Federal Consistency review for a project has been carried out by the selected agency.

You may sort the results by clicking on the column header.



Projects Needing Feder...

Projects Needing Federal Consistency Review

Please Specify Search Criteria Below	
County:	-All-
Organization:	FL Fish and Wildlife Conservation Commission
Agencies and Associated Resource Issues	

Key	
	Projects that have not been reviewed by the ***FL Fish and Wildlife Conservation Commission*** Organization
	Project that have been reviewed by the ***FL Fish and Wildlife Conservation Commission*** Organization

↑\↓ Results sorted in ascending\descending order of column values. Click column name to sort.

FDOT District	County	ETDM#	ALT#	Project Name	ETDM Phase	P&N Reviewed*	Days Left	Last Day	Start day	Review Authority
District 3	Gadsden County	9718*	1	SR 12 from I-10 to CR 65	Programming Screen	No	40	3/8/2008	1/23/2008	No

*P&N Reviewed - Purpose and Need Statement Reviewed

The **Search Criteria** section of the **Projects Needing Federal Consistency Review** screen contains a link for Agencies and Associated Resource Issues, which opens a separate tabbed window which displays the issues for each review agency. (The **Review Agency** field defaults to the entry in the **Organization** field on the main **Projects Needing Federal Consistency Review** page.)
By using the Detailed Report link at the top right of the **Agency and Associated Resource Issues** page, you can generate a PDF report in a new browser window which defines the review role of all ETAT agencies. For each agency, the report lists the relevant citation(s), ETAT review responsibility, pertinent permits and/or actions, and EST review issues.

From the main **Projects Needing Federal Consistency Review** screen, you can view the details of a project by clicking its ETDM number. The reports associated with the project needing Federal Consistency Review appear in separate tabbed windows, as described below. Note: all reports are project-specific; by default, the information displayed in each window pertains to the project number selected from the Projects Needing Federal Consistency Review report by default.

- Project Description - gives a detailed overview of a project, from the summary description and Purpose and Need Statement to the segment level details.
- Federal Consistency Finding Report – displays the findings for a project (searchable by agency, project(s), and date range).
- GIS Analysis Results - displays the most recent results of the GIS Analysis routines for a project.
- Map Viewer – zooms to the project location and provides access to various resource maps

Click on the Tab title to navigate to a report.

On the right side of the screen, there is a **Show/Hide Map** bar. This bar toggles the display of the **Interactive Map Viewer**. To view the interactive Map Viewer over the tools and reports, click the **Show/Hide Map** bar; to hide the map and return to the forms and reports view, click the bar again. (Note that tips for using the Interactive Map Viewer are available by clicking **Help** on the upper left side of the map, and a detailed description of the Interactive Map Viewer is available in the EST Handbook in the ETDM Library.)

To close the tools and reports, click on the blue "X"  at the top right-hand side of each page (above the Page Tool Bar). This takes you back to the **Projects Needing Federal Consistency Review Report**.

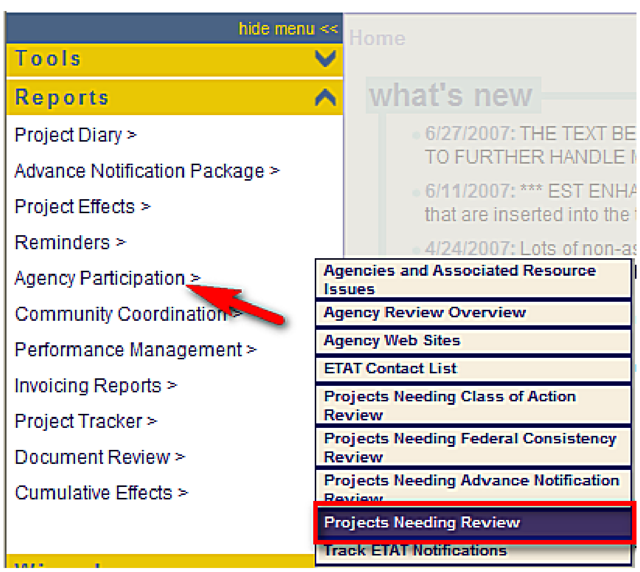
3.2.5.7 *Projects Needing Advance Notification Review (In Development)*

3.2.5.8 *Projects Needing Review (Updated 11/30/2011)*

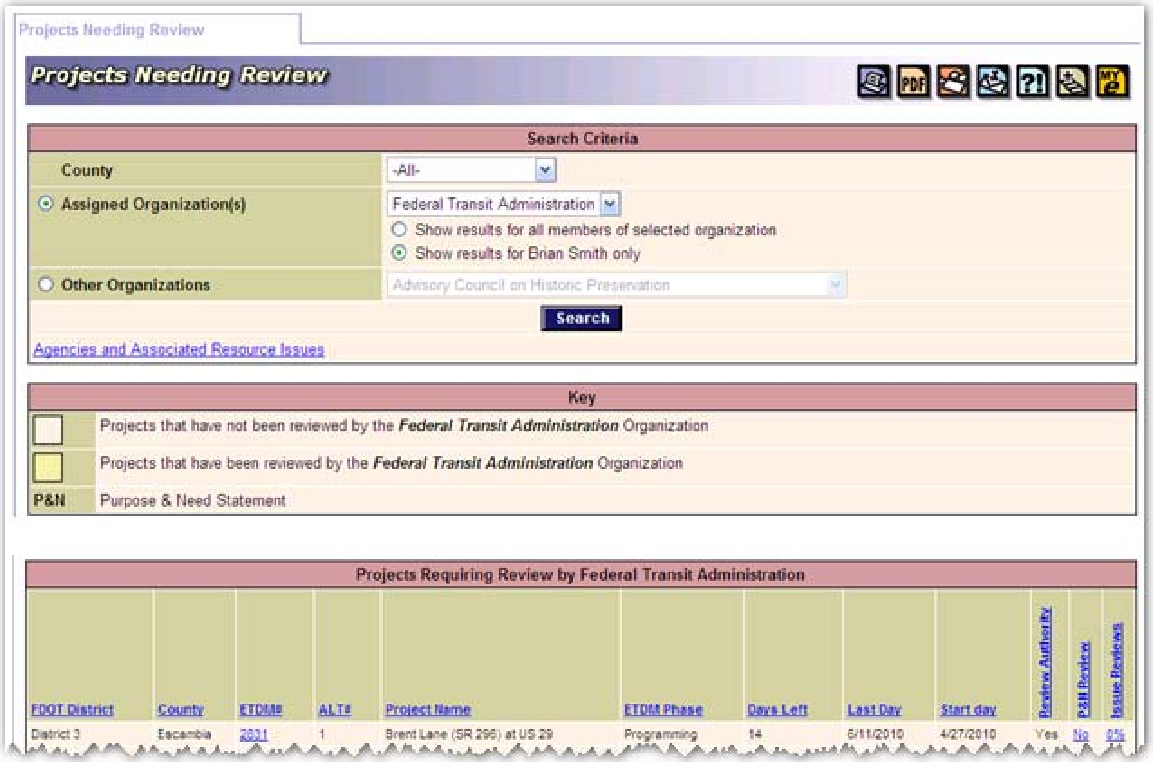
The **Projects Needing Review** function in the EST **Reports** menu enables Environmental Technical Advisory Team (ETAT) members to review project details and resource information for projects within their agency's jurisdiction that are currently in an ETAT review period.

Viewing the Projects Needing Review Report:

1. On the **Reports** menu, point to **Agency Participation**, and then click **Projects Needing Review**.



The **Projects Needing Review** window opens, displaying a search filter, and a list of the projects that are ready to be reviewed by your agency.



Tip! Click the toolbar icon on the window to:

 Print a copy of the current page.

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

 View the training video about the current page.

 Send feedback about the current page.

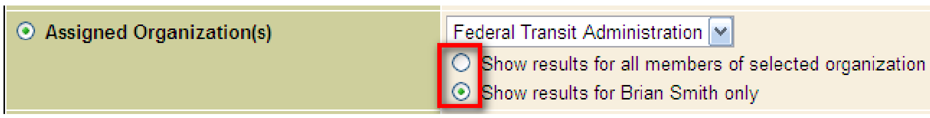
 Access online **Help** for the current page.

 Bookmark the current page.

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

2. Under **Search Criteria**, you can view the status of projects being reviewed by other ETAT members within your agency or in other agencies. Enter your search criteria by doing the following:

- In the **County** list, do one of the following:
  - Accept the default **–All-**.
  - Click the **County** name.
- Do one of the following:
  - If you want to view projects only for your agency (i.e., the assigned organization), click the option button beside **Assigned Organization(s)**.



    - To view all the projects needing review by the assigned organization, click the option button beside **Show results for all members of selected organization**.
    - To view all the projects available for your review, click **Show results for** *Your Name* **only**.
  - If you want to view projects needing review by other organizations, click the option button beside **Other Organizations**, and then click the organization name.

Tip! Click the **Agencies and Associated Resource Issues** link to view the report listing the resource issues your agency is responsible for reviewing.

3. Under **Projects Needing Review by** *Name of Organization*, the EST displays a table showing the projects currently in ETAT review for the organization you selected in **Search Criteria** section. The table displays the following project information:

- **FDOT District** – the FDOT District(s) in which the project is located
- **County** – the county(ies) in which the project is located
- **ETDM#** – the project number
- **ALT#** – project alternative number
- **Project Name –** name of the project
- **ETDM Phase –** phase project is currently in
- **Days Left** – number of days remaining in the review period
- **Last Day –** date the review period ends
- **Start Day** – date the review period began
- **Review Authority** – indicates whether or not you have authority to enter comments on behalf of the selected agency—**Yes** or **No**

Note: If **No** appears in the **Review Authority** column when your agency is selected, you must email your comments to your agency representative who has authority to enter comments into the system.

- **P&N Review –** indicates whether your agency has submitted comments about the Purpose and Need Statement

- **Issue Reviews –** indicates the percentage of required issues with submitted comments

Projects Requiring Review by Federal Transit Administration

FDOT District	County	ETDM#	ALT#	Project Name	ETDM Phase	Days Left	Last Day	Start day	Review Authority	P&N Review	Issue Reviews
District 3	Escambia	2831	1	Brent Lane (SR 296) at US 29	Programming	1	6/11/2010	4/27/2010	Yes	No	0%

Tip! To sort the project information by column, click the column-heading links (e.g., click the **Days Left** heading to sort the table by deadline priority).

4. Click the links in the **P&N Review** and **Issue Reviews** columns to view comments submitted by your agency, if any.

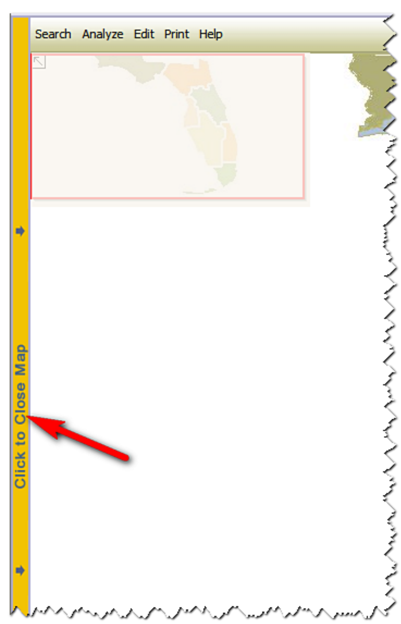
5. To review a project alternative, click the project ETDM number link in the **ETDM#** column for the corresponding alternative.

Note: A project may have multiple alternatives, with each alternative listed separately. You will need to conduct an independent review for each alternative associated with the project.

Projects Requiring Review by Federal Transit Administration

FDOT District	County	ETDM#	ALT#	Project Name	ETDM Phase	Days Left	Last Day	Start day	Review Authority	P&N Review	Issue Reviews
District 3	Escambia	2831	1	Brent Lane (SR 296) at US 29	Programming	14	6/11/2010	4/27/2010	Yes	No	0%

The EST opens the **Interactive Map** showing the project's location and the appropriate forms and reports.



6. To view the forms and reports, click the **Click to Close Map** bar to close the interactive map viewer.

The EST displays the following tabbed pages, enabling you to easily access the necessary tools and reports to conduct your review:

- **Projects Needing Review**
- **Project Description**
- **Review Purpose and Need Statement**
- **Describe Direct Effects**
- **GIS Analysis Results**

Note: To view the navigation details for the pages associated with the Project review, see the EST Handbook.

7. Click the tab title to open the page for the selected form or report.

Tip! The EST displays a white tab when pages are in active view. (See the Navigation chapter of the EST Handbook for navigation details on page tabs.)

8. When you have finished reviewing the reports for a selected Alternative, close the tabbed pages associated with the current review —except for the **Projects Needing Review** page-- before selecting another Alternative.

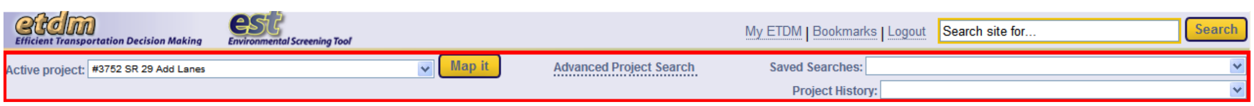
Tip! If you mistakenly close a page before completing your review, close all the tabs for the current review, and then click the **Project Number** on the **Projects Needing Review** page to re-open the tools and reports associated with the project.

3.2.5.9 *Track ETAT Notifications (New 11/30/2011)*

The **Track ETAT Notifications** function in the Environmental Screening Tool (EST) **Reports** menu enables the Environmental Management Office manager, District ETDM Coordinators, and the State Clearinghouse to view notifications that were sent to Environmental Technical Advisory Team (ETAT) members, along with the list of individuals who were sent the notifications. The **Track ETAT Notification** function also enables users to forward a notification to additional people.

Using the Track ETAT Notifications Report:

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

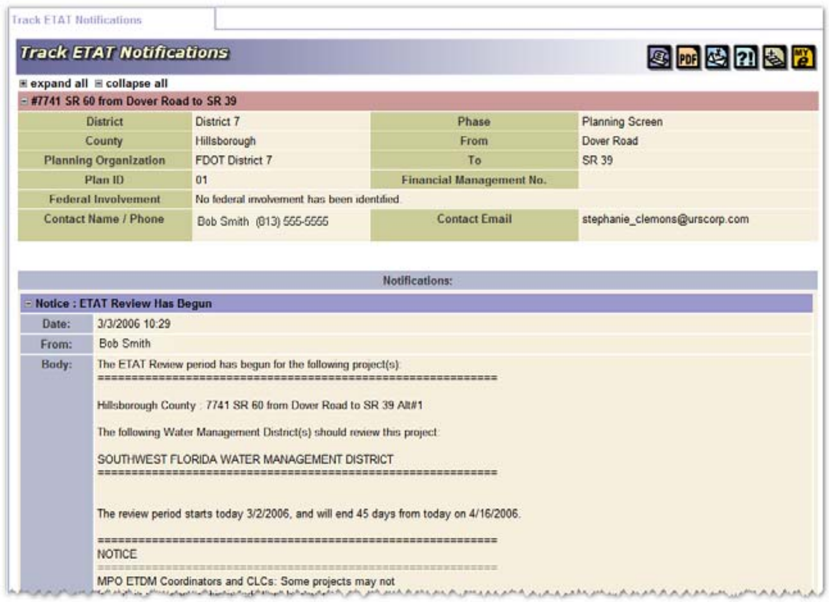


Note: You can use the default project that appears in the **Active project** box, select a project from your **Saved Searches** or **Project History** lists, or you can click the **Advanced Project Search** link to select another project. See the Navigation chapter of the EST Handbook for information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

2. On the **Reports** menu, point to **Agency Participation**, and then click **Track ETAT Notifications**.

The **Track ETAT Notifications** window opens as a tabbed page, displaying the notifications sent to ETAT recipients for the selected project. There can be multiple notifications, with each notification containing a list of recipients and a **Forward** button.

Tip! Click the minus sign, , to collapse a notification section. Click the plus sign, , to expand a section.



Tip! Click the toolbar icon on the window to:

Print a copy of the current page.

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

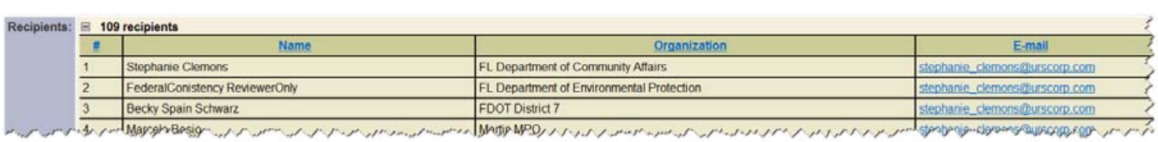
Send feedback about the current page.

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

Bookmark the page.

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

Below each **Notice** section, is a **Recipients** section. This section displays the number of recipients who were sent the ETAT review notification for the project, along with the recipients' **Name**, **Organization** name and **E-mail** address link.


Recipients: 109 recipients

#	Name	Organization	E-mail
1	Stephanie Clemons	FL Department of Community Affairs	stephanie_clemons@urscorp.com
2	FederalConistency ReviewerOnly	FL Department of Environmental Protection	stephanie_clemons@urscorp.com
3	Becky Spain Schwarz	FDOT District 7	stephanie_clemons@urscorp.com
4	Marcelo Basig	Martin MPO	stephanie_clemons@urscorp.com

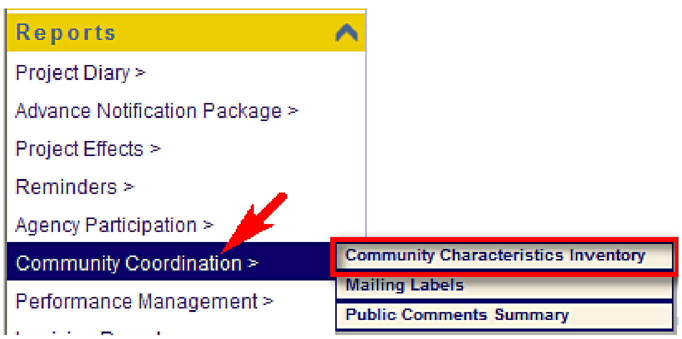
3. To forward the list of recipients, click the **Forward** button located beneath the selected list.

3.2.6 **Community Coordination *(Updated 9/3/2008)***

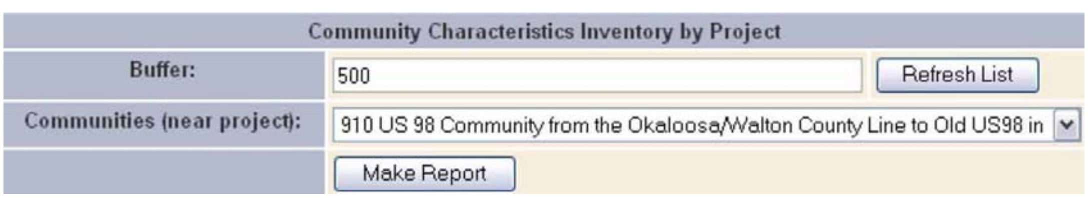
Reports listed under **Community Coordination** enable users to view read-only screens that display community characteristics information and public comments regarding one or more projects. The **Mailing Labels** function allows users to print mailing labels for public involvement activities.

3.2.6.1 *Community Characteristics Inventory (Updated 9/3/2008)*

The **Community Characteristics Inventory** report enables users to view Community Characteristics Inventory information that has been added to a project database. To view this report, first select a project from the **Project Navigation Bar**, go to the **Reports** menu, point to **Community Coordination**, and then click **Community Characteristics Inventory**.



On the first screen, the user has options to change the buffer distance and to select an alternate community, if available, from the pull-down menu.

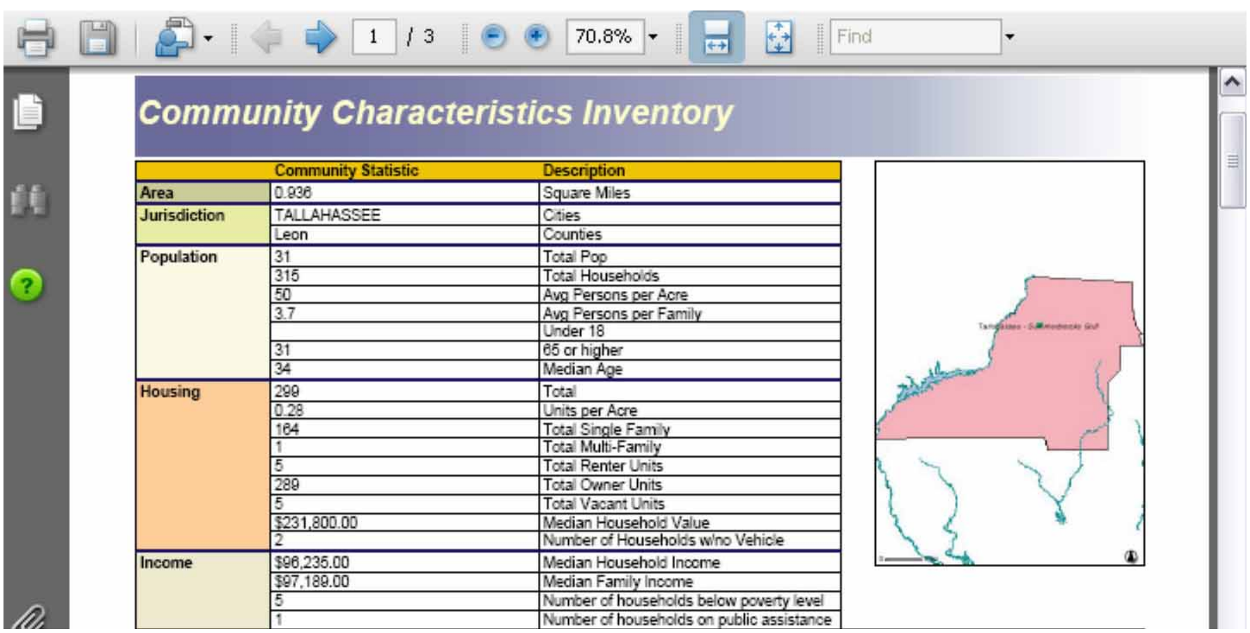


If you do not have a project selected, you can search for a Community Characteristics Report by the Region. Click the CCI Report by Region button to switch to **Community Characteristics Inventory by Region** view.

Clicking the **Make Report** button loads the report in the same window.

	Community Statistic	Description
Area	0.936	Square Miles
Jurisdiction	TALLAHASSEE	Cities
	Leon	Counties
Population	31	Total Pop
	315	Total Households
	50	Avg Persons per Acre
	3.7	Avg Persons per Family
		Under 18
	31	65 or higher
	34	Median Age

Once the report has loaded, you can click the **PDF** button to view a PDF version of the report. This opens the PDF Viewer with the specified Community Characteristics Inventory Report displayed. You can then use the PDF Viewer tools to review, save or print the report. An example Community Characteristics Inventory Report by Project is shown in the next illustration.

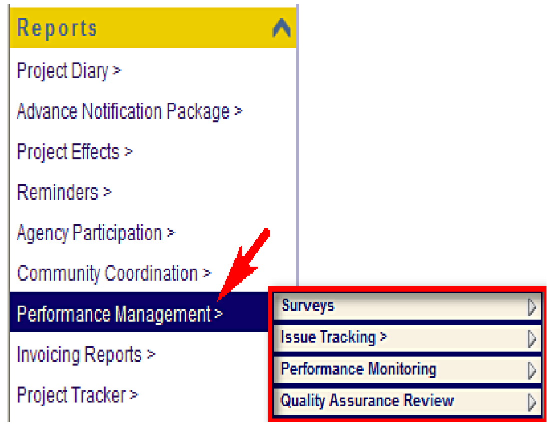


	Community Statistic	Description
Area	0.936	Square Miles
Jurisdiction	TALLAHASSEE	Cities
	Leon	Counties
Population	31	Total Pop
	315	Total Households
	50	Avg Persons per Acre
	3.7	Avg Persons per Family
		Under 18
	31	65 or higher
	34	Median Age
Housing	299	Total
	0.28	Units per Acre
	164	Total Single Family
	1	Total Multi-Family
	5	Total Renter Units
	289	Total Owner Units
	5	Total Vacant Units
	$231,800.00	Median Household Value
	2	Number of Households w/no Vehicle
Income	$96,235.00	Median Household Income
	$97,189.00	Median Family Income
	5	Number of households below poverty level
	1	Number of households on public assistance

3.2.6.2 *Mailing Labels (In Development)*

3.2.6.3 *Public Comments Summary (In Development)*

3.2.7 Performance Management (*Updated 06/30/2010*)



Reports listed under **Performance Management** enable authorized users to access blank survey forms or view survey results and reports documenting the performance of the ETDM Process and its participants.

3.2.7.1 *Annual Surveys (Updated 06/30/2010)*

The **Surveys** menu displays options for viewing individual surveys completed by ETAT members and District ETDM Coordinators or a summary of survey results.

3.2.7.1.1 View Blank Survey (*In Development*)

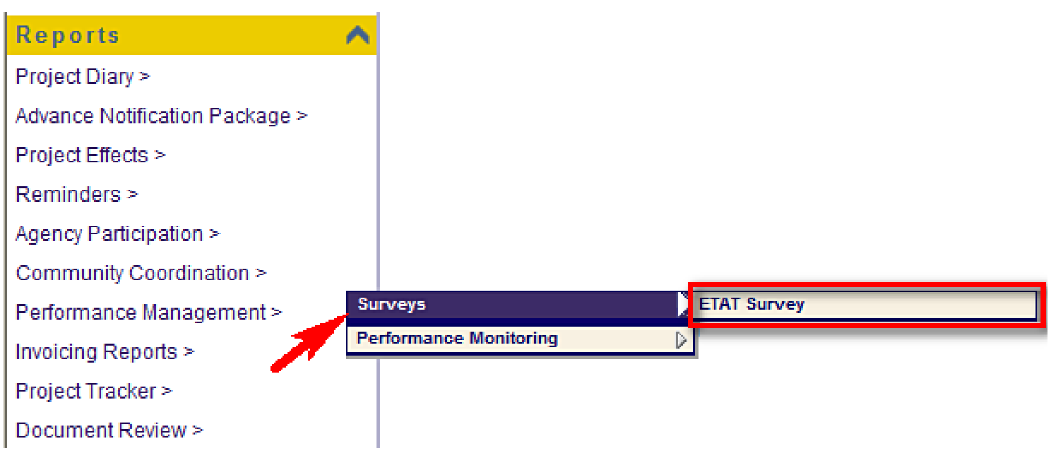
3.2.7.1.2 ETAT Survey (*Updated 06/30/2010*)

Biennially, ETAT members complete a survey to provide feedback on how the participating agencies view the management and administration of the ETDM Process, the quality of the working relationship between the agencies and FDOT, and recommended improvements or changes.

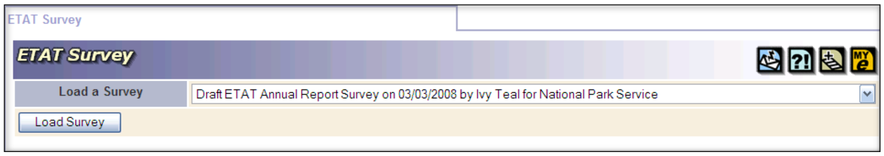
The **ETAT Survey** function in the Environmental Screening Tool (EST) **Reports** menu enables ETAT Members-Primary to view draft and final surveys for their agency.

Viewing an ETAT Survey:

1. On the **Reports** menu, point to **Performance Management**, select **Surveys**, and then click **ETAT Survey**.



The **ETAT Survey** window opens as a tabbed page, displaying a drop-down list box containing a list of draft and final surveys, with a page toolbar located in the upper right corner of the window.



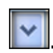
Tip! Click on the toolbar icons to:

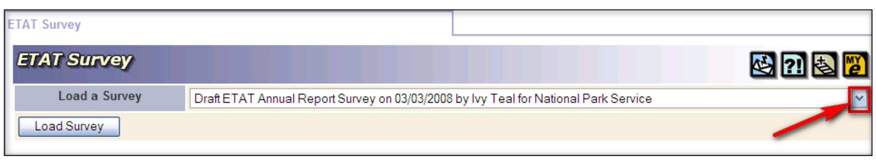
 Send feedback about the current page.

 Access online **Help**.

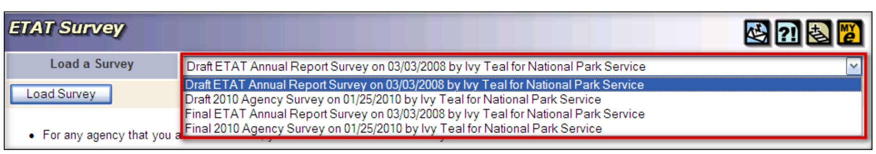
 Bookmark the current page.

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

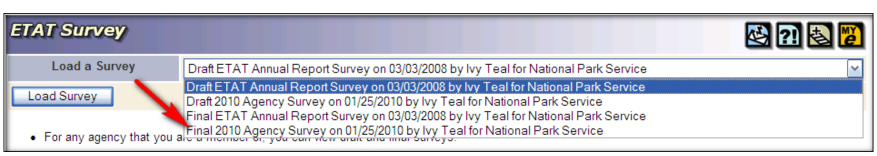
2. In the **Load a Survey** field, click the drop-down arrow .



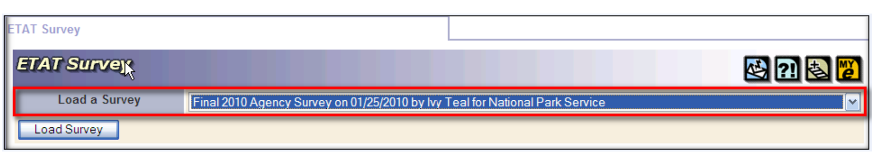
The **Load a Survey** field expands, displaying the final and draft surveys submitted for your agency.



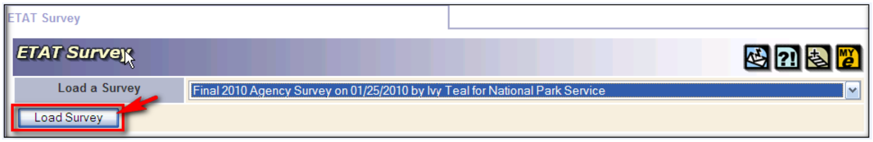
3. Click the **Survey** name you want to view.



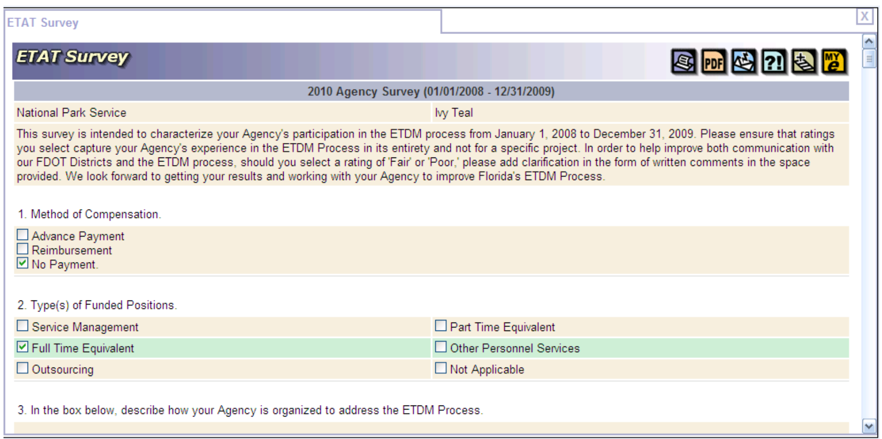
The survey name appears in the **Load a Survey** field.



4. Click **Load Survey**.



The **ETAT Survey** window opens as a tabbed page, displaying the completed survey and page toolbar.



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

 Print a copy of the completed survey.

 Export the completed survey to a **PDF** file.

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

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

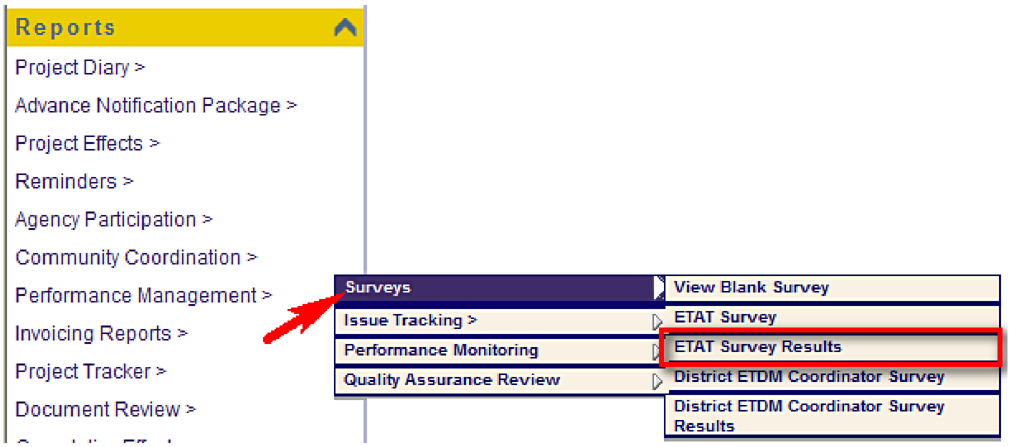
3.2.7.1.3 ETAT Survey Results (*Updated 06/30/2010*)

Biennially, ETAT members complete a survey to provide feedback on how the participating agencies view the management and administration of the ETDM Process, the quality of the working relationship between the agencies and FDOT, and recommended improvements or changes.

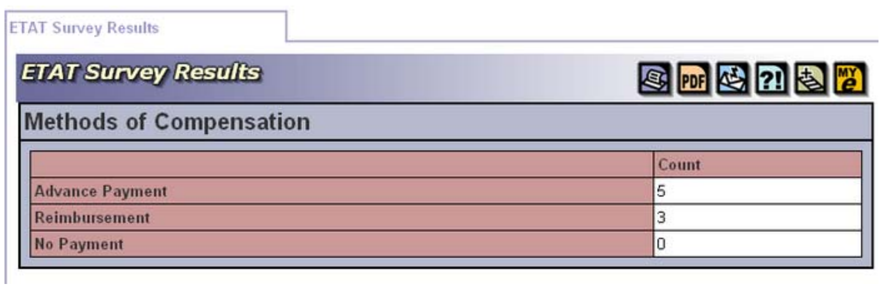
The **ETAT Survey Results** function in the Environmental Screening Tool (EST) **Reports** menu enables Central Environmental Management Office (CEMO) Managers to view a summary of the Annual Survey results submitted by participating agencies.

Viewing ETAT Survey Results:

1. On the **Reports** menu, point to **Performance Management**, select **Surveys**, and then click **ETAT Survey Results**.



The **ETAT Survey Results** window opens as a tabbed page, displaying the survey results summary, with a page toolbar located in the upper right corner of the window.



Tip! Click the toolbar icon on the **ETAT Survey Results** window to:

 Print a copy of the completed survey.

 Export the completed survey to a **PDF** file.

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

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

The survey results summary organizes agency responses in the following categories:

- **Method of Compensation**
- **Types of Funded Positions**
- **Methods of Project Notification**
- **Methods ETDM Funds are being used**
- **Quality of Information**
- **ETDM Training**
- **Recommendations for Improvements**
- **ETDM Performance Measures**

3.2.7.1.4 District ETDM Coordinator Survey (*Updated 06/30/2010*)

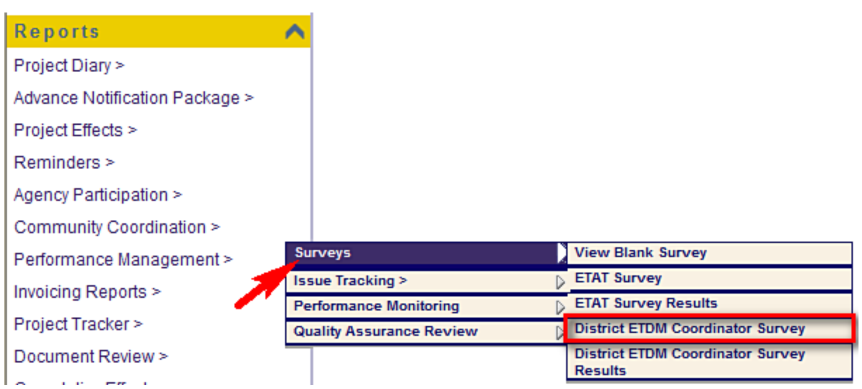
Biennially, District ETDM Coordinators complete a survey assessing the performance of participating agencies and the ETDM Process. District ETDM Coordinators provide a qualitative assessment of ETDM benefits; customer service; and the quality of information, coordination and communication.

The **District ETDM Coordinator Survey** function in the Environmental Screening Tool (EST) **Reports** menu enables Central Environmental Management Office (CEMO) Managers and Florida Department of Transportation (FDOT) ETDM Coordinators Primary to view surveys completed by District ETDM Coordinators.

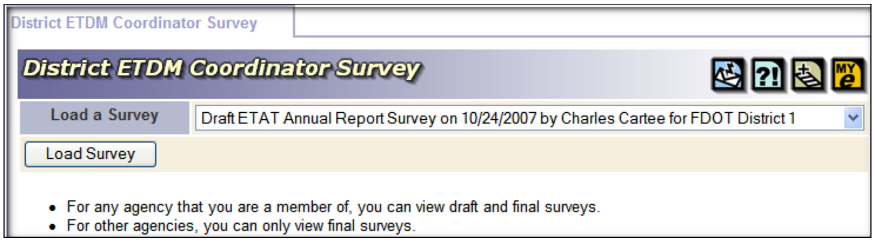
CEMO Managers can view completed draft and final surveys from any District. FDOT District ETDM Coordinators can view only completed draft and final surveys for their own districts.

Viewing District ETDM Coordinator Surveys

1. On the **Reports** menu, point to **Performance Management**, select **Surveys**, and then click **District ETDM Coordinator Survey**.



The **District ETDM Coordinator Survey** window opens as a tabbed page, displaying a drop-down list box containing a list of draft and final surveys, with a page toolbar located in the upper right corner of the window.



Tip! Click on the toolbar icons to:

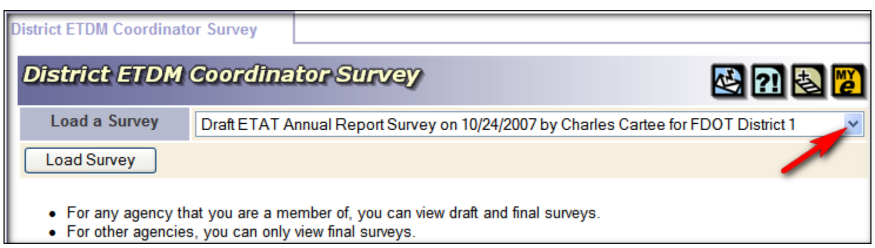
 Send feedback about the current page.

 Access online **Help**.

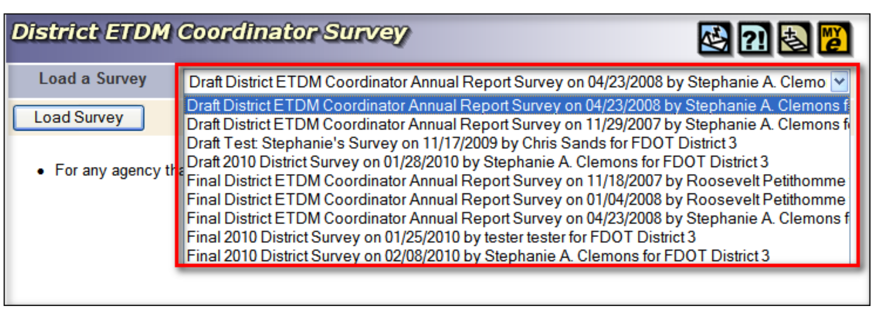
 Bookmark the page.

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

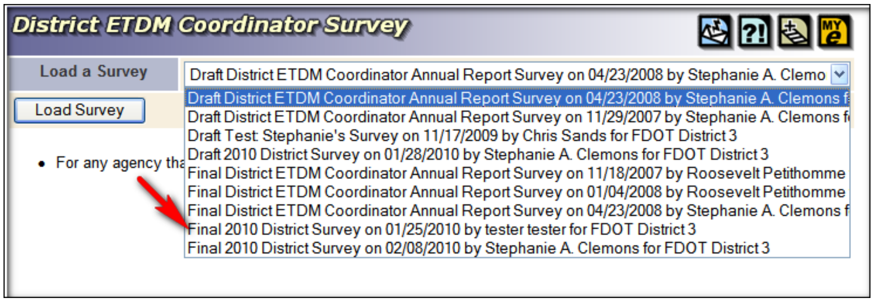
2. In the **Load a Survey** field, click the drop-down arrow .



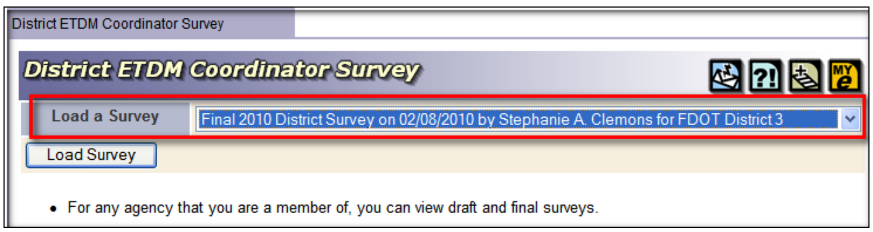
The **Load a Survey** field expands, displaying the draft and final survey names, dates, names of the people who completed the surveys, and the agency name.



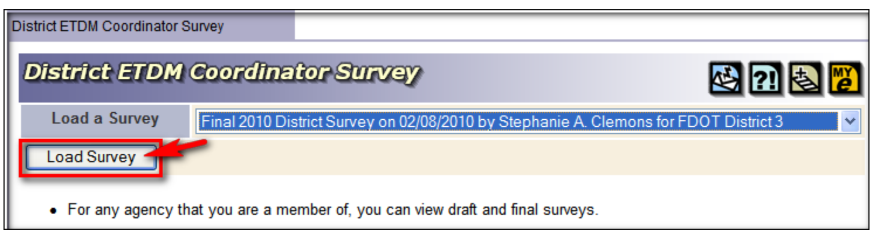
3. Click the survey name you want to view.



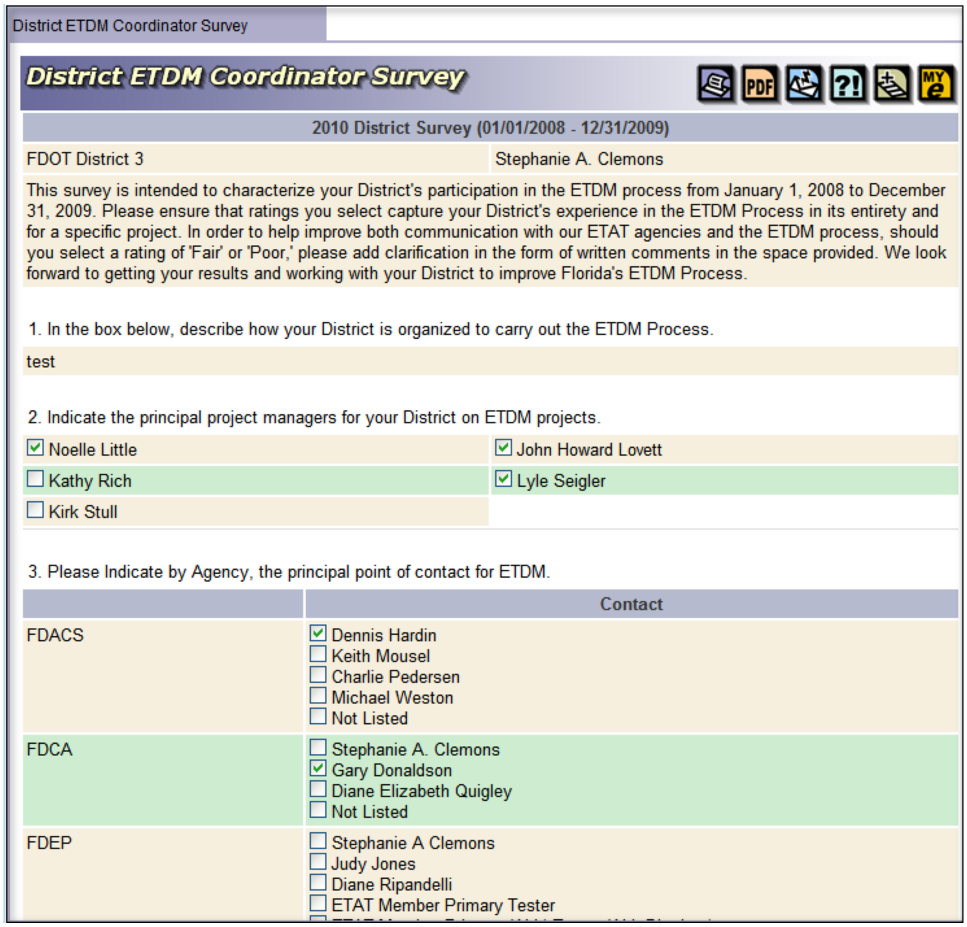
The survey name appears in the **Load a Survey** field.



4. Click **Load Survey**.



The **District ETDM Coordinator Survey** window opens as a tabbed page, displaying the completed survey and page toolbar.



District ETDM Coordinator Survey

District ETDM Coordinator Survey

2010 District Survey (01/01/2008 - 12/31/2009)

FDOT District 3	Stephanie A. Clemons

This survey is intended to characterize your District's participation in the ETDM process from January 1, 2008 to December 31, 2009. Please ensure that ratings you select capture your District's experience in the ETDM Process in its entirety and for a specific project. In order to help improve both communication with our ETAT agencies and the ETDM process, should you select a rating of 'Fair' or 'Poor,' please add clarification in the form of written comments in the space provided. We look forward to getting your results and working with your District to improve Florida's ETDM Process.

1. In the box below, describe how your District is organized to carry out the ETDM Process.

test

2. Indicate the principal project managers for your District on ETDM projects.

☑ Noelle Little	☑ John Howard Lovett
☐ Kathy Rich	☑ Lyle Seigler
☐ Kirk Stull	

3. Please Indicate by Agency, the principal point of contact for ETDM.

	Contact
FDACS	☑ Dennis Hardin ☐ Keith Mousel ☐ Charlie Pedersen ☐ Michael Weston ☐ Not Listed
FDCA	☐ Stephanie A. Clemons ☑ Gary Donaldson ☐ Diane Elizabeth Quigley ☐ Not Listed
FDEP	☐ Stephanie A Clemons ☐ Judy Jones ☐ Diane Ripandelli ☐ ETAT Member Primary Tester

Tip! Click the toolbar icon on the **District ETDM Coordinator Survey** window to:

- Print a copy of the completed survey.
- Export the completed survey to a **PDF** file.
- Send feedback about the current page.
- Access online **Help**.
- Bookmark the page.
- Add the page to your **My ETDM** preferences.

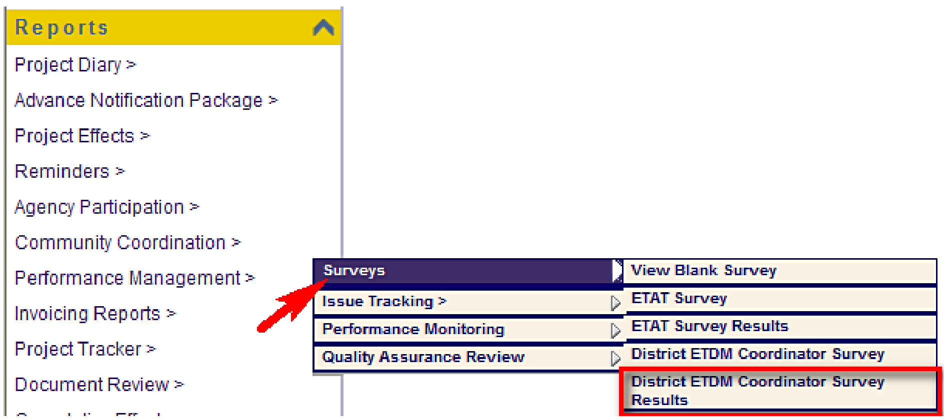
3.2.7.1.5 District ETDM Coordinator Survey Results (*Updated 06/30/2010*)

Biennially, District ETDM Coordinators complete a survey to provide feedback on how the Florida Department of Transportation (FDOT) Districts view the management and administration of the ETDM Process, the quality of the working relationship between the agencies and FDOT, and recommended improvements or changes.

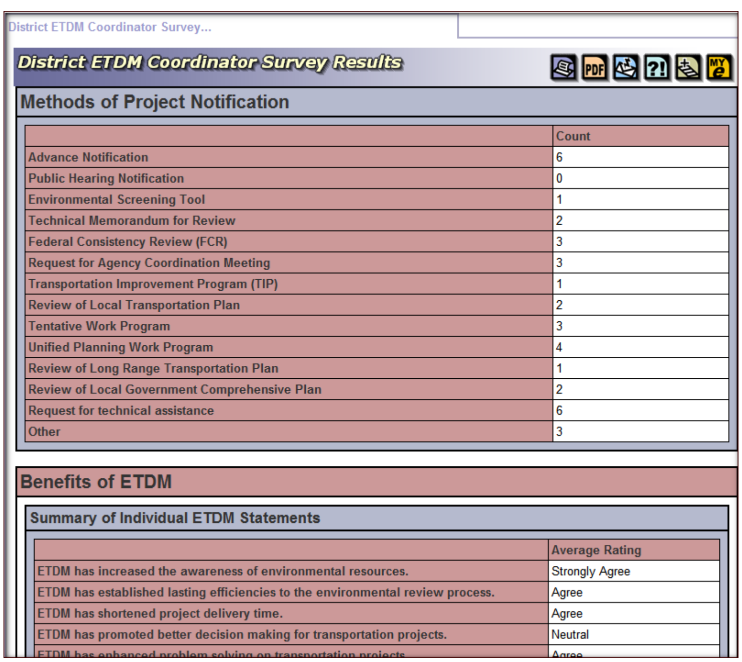
The **District ETDM Coordinator Survey Results** function in the Environmental Screening Tool (EST) **Reports** menu enables Central Environmental Management Office (CEMO) Managers to view a summary of the Annual Survey results submitted by District ETDM Coordinators.

Viewing District ETDM Coordinator Survey Results:

1. On the **Reports** menu, point to **Performance Management**, select **Surveys**, and then click **District ETDM Coordinator Survey Results**.



The **District ETDM Coordinator Survey Results** window opens as a tabbed page, displaying the survey results summary, with a page toolbar located in the upper right corner of the window.


District ETDM Coordinator Survey...

District ETDM Coordinator Survey Results

Methods of Project Notification

	Count
Advance Notification	6
Public Hearing Notification	0
Environmental Screening Tool	1
Technical Memorandum for Review	2
Federal Consistency Review (FCR)	3
Request for Agency Coordination Meeting	3
Transportation Improvement Program (TIP)	1
Review of Local Transportation Plan	2
Tentative Work Program	3
Unified Planning Work Program	4
Review of Long Range Transportation Plan	1
Review of Local Government Comprehensive Plan	2
Request for technical assistance	6
Other	3

Benefits of ETDM

Summary of Individual ETDM Statements

	Average Rating
ETDM has increased the awareness of environmental resources.	Strongly Agree
ETDM has established lasting efficiencies to the environmental review process.	Agree
ETDM has shortened project delivery time.	Agree
ETDM has promoted better decision making for transportation projects.	Neutral
ETDM has enhanced problem solving on transportation projects.	Agree

Tip! Click the toolbar icon on the **District ETDM Coordinator Survey Results** window to:

Print a copy of the completed survey.

Export the completed survey to a **PDF** file.

Send feedback about the current page.

Access online **Help**.

Bookmark the page.

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

The survey results summary organizes District ETDM Coordinator responses in the following categories:

- **Methods of Project Notification**
- **Benefits of ETDM**
- **Customer Service**
- **Quality of Information**
- **Communication and Coordination**
- **Performance Measures**

3.2.7.2 *Ad Hoc Survey Report 1 (In Development)*

3.2.7.3 *Ad Hoc Survey Report 2 (In Development)*

3.2.7.4 *Issue Tracking (New 7/31/2009)*

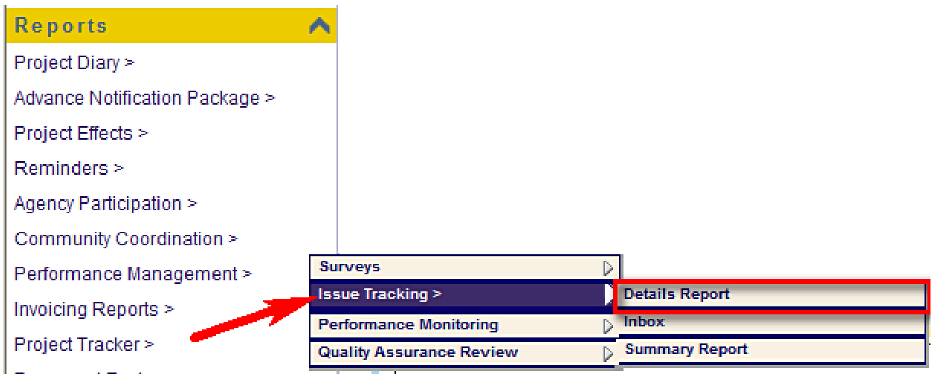
Reports listed in the **Issue Tracking** menu enable Central Environmental Management Office (CEMO) managers and staff to view issues and concerns reported by agencies to the FDOT.

3.2.7.4.1 Issue Tracking Details Report (*New 7/31/2009*)

The **Issue Tracking Details Report** enables the Central Environmental Management Office managers and staff to view ETDM issue details reported by the agencies to FDOT.

Viewing Issue Tracking Details Reports:

1. On the **Reports** menu, point to **Performance Management**, select **Issue Tracking**, and then click **Details Report**.



The **Issues Tracking: Details Report** window opens as a tabbed page, displaying search filters and a page toolbar.

Tip! Click on the toolbar icons to:

 Send feedback about the current page.

 Access online **Help**.

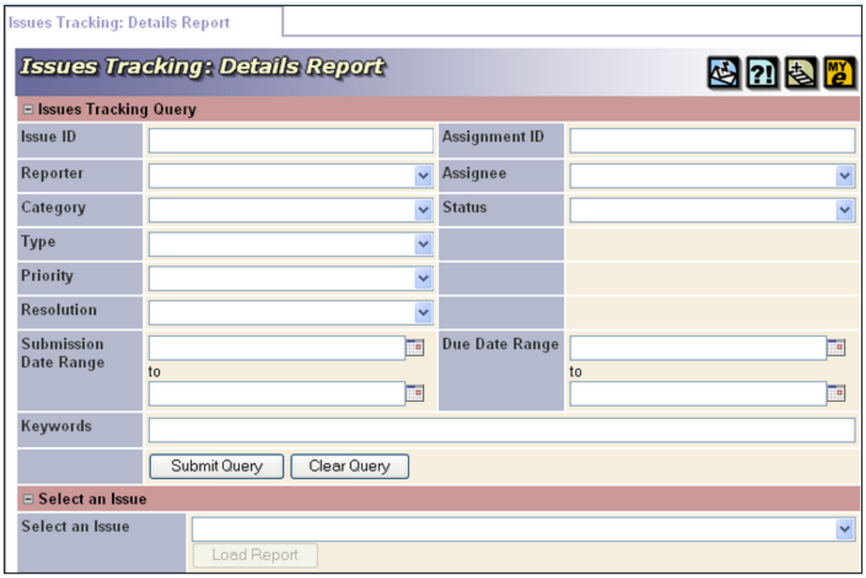
 Bookmark the page.

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

The **Issues Tracking: Details Report** window is divided into two sections—**Issues Tracking Query** and **Select an Issue—**that enable you to search and view the details of existing issues.

2. To search for a report, complete one or more fields under **Issues Tracking Query.**

Note: The fields are not required fields, so you have the option to enter as much information as you want into the search filter or you can leave all of the fields blank. However, leaving all of the fields blank when you submit your query will result in the EST displaying all issues listed in the system.

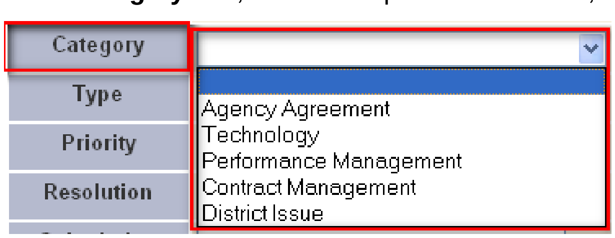


3. To narrow your search results, complete one or more of the following fields in the **Issues Tracking Query** search filter: EST then displays the issues matching your search criteria.

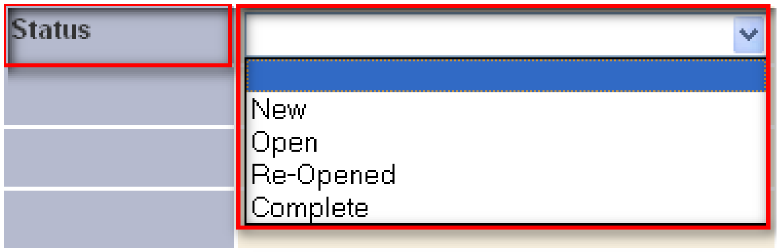
- In the **Issue ID** field, type the identification number assigned to an issue.
- In the **Assignment ID** field, type the assignment ID.
- In the **Reporter** field, click the drop-down arrow. The field expands, displaying a pre-populated list of people who have reported issues. Do one of the following:
  - Select your name from the list if you want to view or edit issues you have previously reported.
  - Select another name to view the issues reported by the selected person.
- In the **Assignee** field, click the drop-down arrow, and then select the person assigned to take action on specific issues.

Tip! You can also select a name in the **Reporter** and **Assignee** fields by typing the first letter of the person's first name. Keep pressing the letter until the name you are seeking appears.

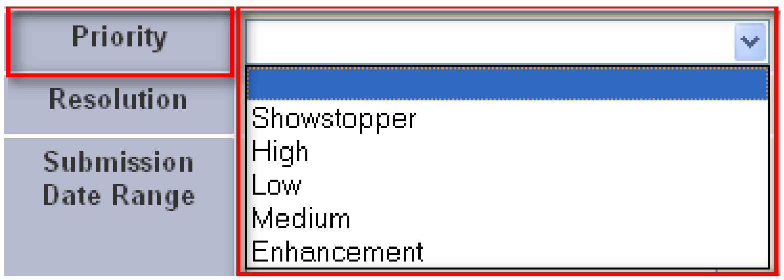
- In the **Category** field, click the drop-down arrow, and then select a category.



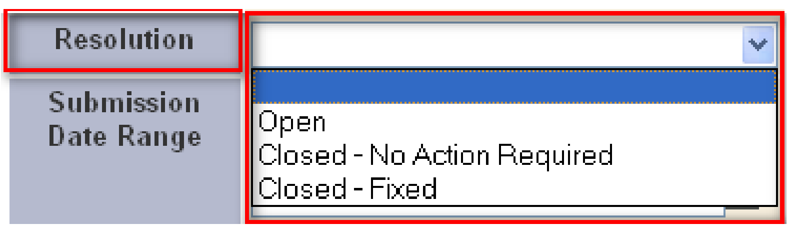
- In the **Type** field, click the drop-down arrow and select the type of issue. The **Type** field populates with options related to the category you selected in the **Category** field.
- In the **Status** field, click the drop-down arrow, and then select a status.



- In the **Priority** field, click the drop-down arrow, and then select a priority**.**



- In the **Resolution** field, click the drop-down arrow, and then select a resolution type.

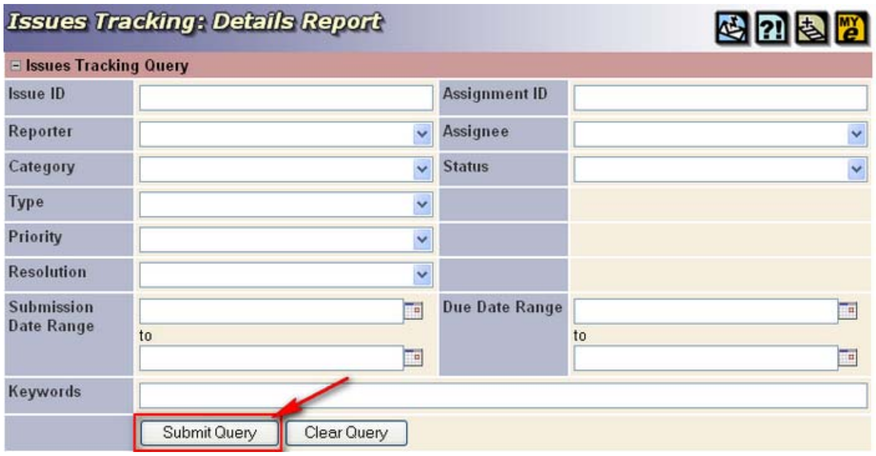


- In the **Submission Date Range** fields, type the date range when an issue was originally submitted.
- In the **Due Date Range** fields, type the date range for action item due dates associated with an issue.

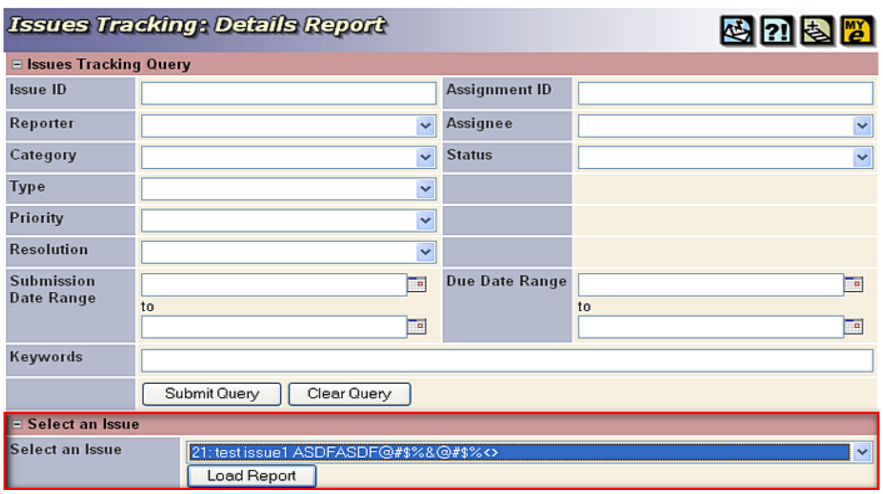
Tip! When typing in dates, use the **mm/dd/yyyy** format. Alternately, you can also click the calendar icon and select the dates.

- In the **Keywords** field, type any words related to your search query.

4. Click **Submit Query**.



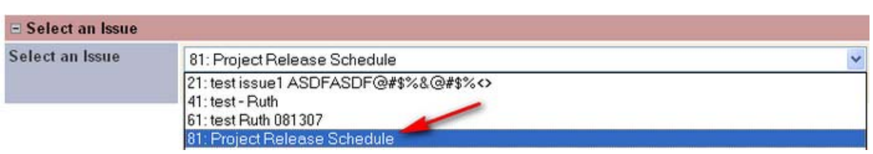
In the **Select an Issue** section, the **Select an Issue** field populates with the results based on your search criteria, as shown in the next illustration.



5. To view details for an issue, click the drop-down arrow in the **Select an Issue** field.

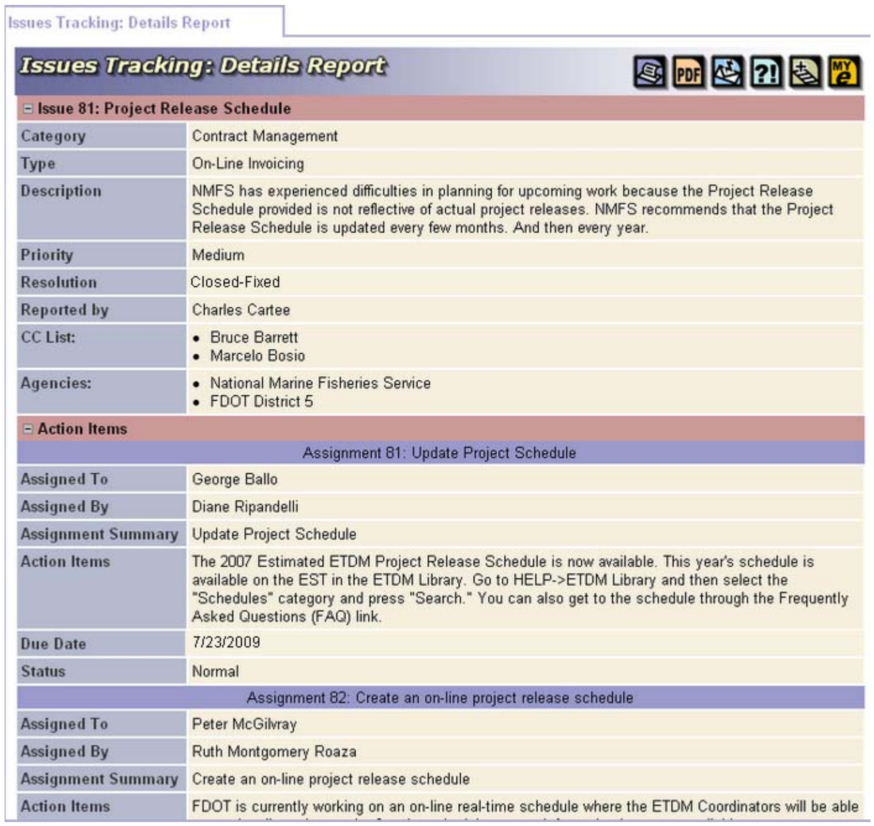
The field expands and displays a list of issues matching the search query you entered in the **Issues Tracking Query** section.

6. Select the issue you want to view.



7. Click **Load Report**.

The **Issues Tracking: Details Report** window refreshes, displaying the details of the selected issue and an expanded page toolbar.



Tip! Click the toolbar icon on the **Issues Tracking: Details Report** window to:

 Print a copy of the report.

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

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

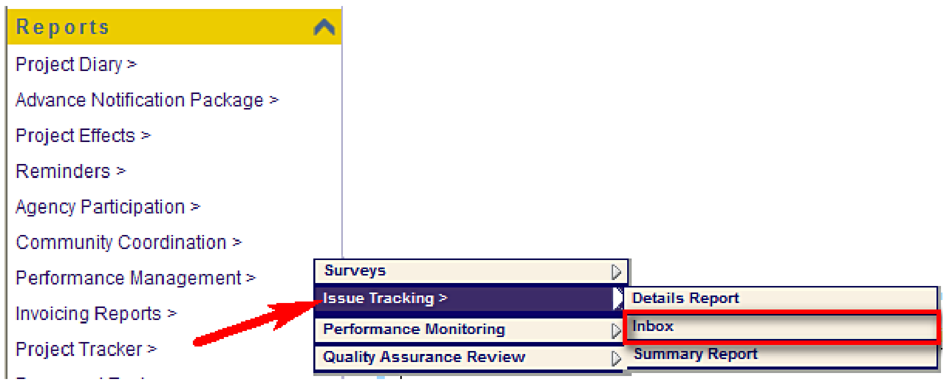
 Add the page to your **My ETDM** preferences.

3.2.7.4.2 Issue Tracking: To Do List (*New 7/31/2009*)

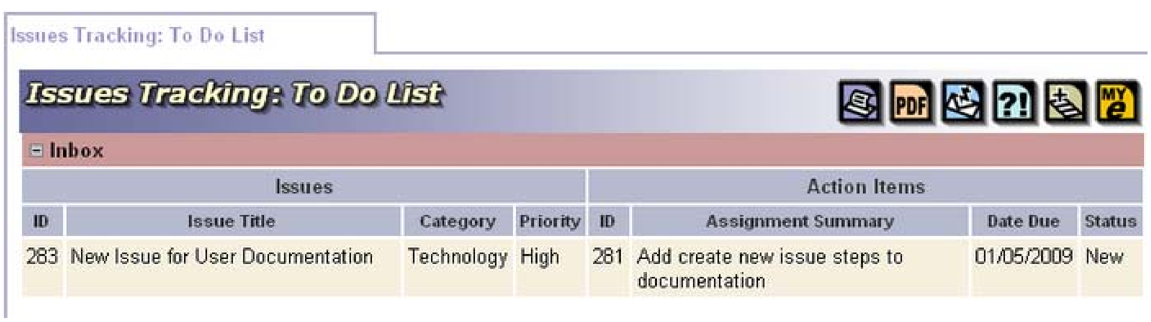
The **Issue Tracking: To Do List** function in the Environmental Screening Tool (EST) **Reports** menu enables Central Environmental Management Office (CEMO) managers and staff to view open issues assigned to them. Issues appearing in the **Issue Tracking: To Do List** window are recorded and assigned by CEMO managers and staff using the **Issue Tracking** function in the EST **Tools** menu.

Opening the Issue Tracking Inbox:

1. On the **Reports** menu, point to **Performance Management**, select **Issue Tracking**, and then click **Inbox**.



The **Issues Tracking: To Do List** window opens as a tabbed page, displaying a page toolbar along with the list of issues and action items assigned to you.



Tip! Click the toolbar icon on the **Issues Tracking: To Do List** window to:

 Print a copy of the report.

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

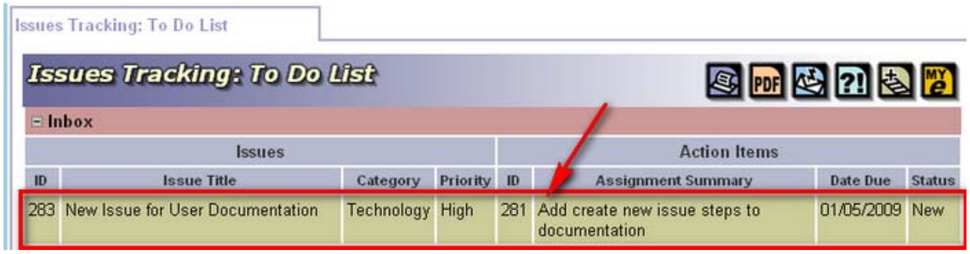
 Send feedback about the current page.

 Access online **Help**.

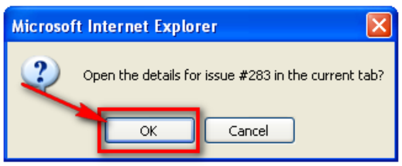
 Bookmark the page.

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

2. To view the details of an issue, point to the row containing the issue or action item information, and then click anywhere on the row.



A message appears asking if you want to view the details of the selected issue.



3. Click **OK**.

The **Issues Tracking: Details Report** window tab opens, displaying the details of the selected issue that is assigned to you.

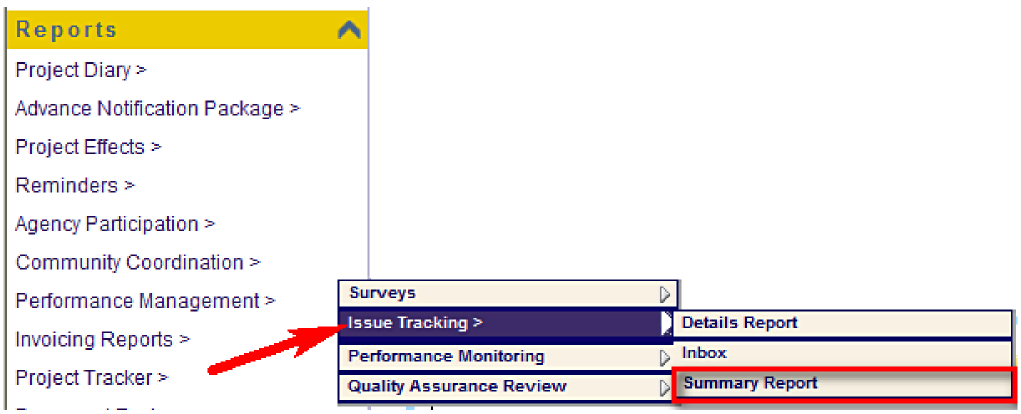
Note: After you have completed the Action Item, the issue and action item will be removed from the **Issues Tracking: To Do List** window. However, you can view the issue and action item details in the **Issue Tracking Details Report**.

3.2.7.4.3 Issues Tracking: Summary Report (*New 7/31/2009*)

The **Issues Tracking: Summary Report** function in the Environmental Screening Tool (EST) **Reports** menu enables Central Environmental Management Office managers and staff to view a read-only report summarizing issues being tracked. Details of the report include the issue title, date, participant who reported the issue, person to whom the issue is assigned, priority, and status.

Viewing an Issues Tracking Summary Report:

1. On the **Reports** menu, point to **Performance Management**, select **Issue Tracking**, and then click **Summary Report**.



The **Issues Tracking: Summary Report** window opens as a tabbed page, displaying a search filter and a page toolbar.

Tip! Click on the toolbar icons to:

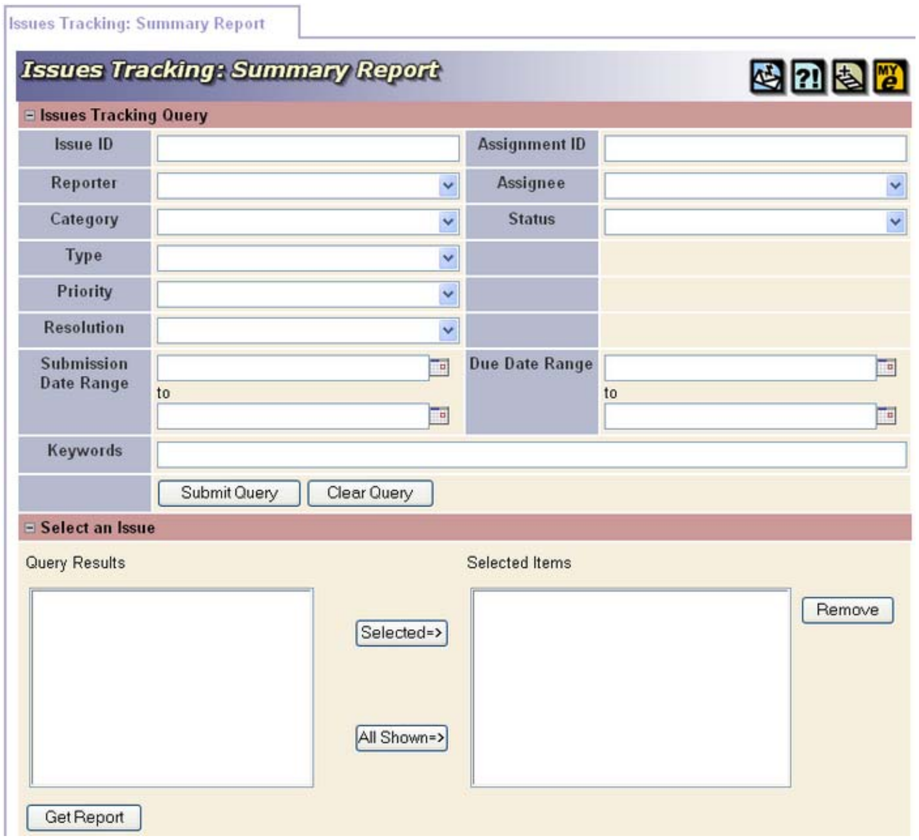
 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

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

The **Issues Tracking: Summary Report** window is divided into two sections—**Issues Tracking Query** and **Select an Issue**—that enable you to search and view the status details of existing issues.



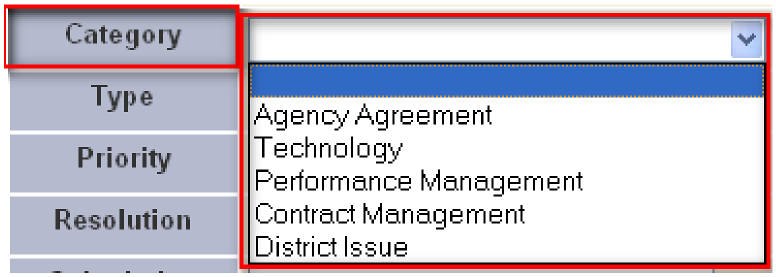
2. To search for an issue, complete one or more of the following fields under **Issues Tracking Query**:

Note: The fields are not required fields, so you have the option to enter as much information as you want into the search filter or you can leave all the fields blank. However, leaving all of the fields blank when you submit your query will result in the EST displaying all of the issues listed in the system.

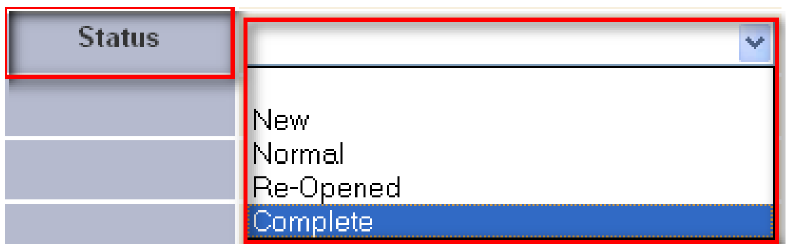
- In the **Issue ID** field, type the identification number assigned to an issue.
- In the **Assignment ID** field, type the assignment ID.
- In the **Reporter** field, click the drop-down arrow. The field expands, displaying a pre-populated list of people who have reported issues. Do one of the following:
  - Select your name from the list if you want to view or edit issues you have previously reported.
  - Select another name to view the issues reported by the selected person.
- In the **Assignee** field, click the drop-down arrow, and then select the person assigned to take action on specific issues.

Tip! You can also select a name in the **Reporter** and **Assignee** fields by typing the first letter of the person's first name. Keep pressing the letter until the name appears.

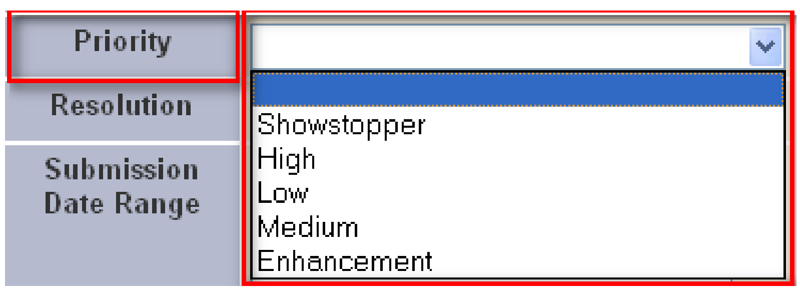
- In the **Category** field, click the drop-down arrow, and then select a category.



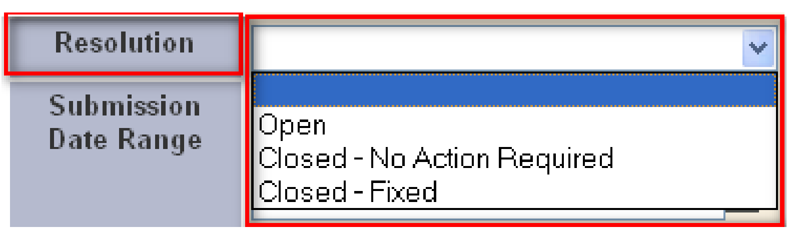
- In the **Type** field, click the drop-down arrow and select the type of issue. The **Type** field populates with options related to the category you selected in the **Category** field.
- In the **Status** field, click the drop-down arrow, and then select a status.



- In the **Priority** field, click the drop-down arrow, and then select a priority**.**



- In the **Resolution** field, click the drop-down arrow, and then select a resolution type.

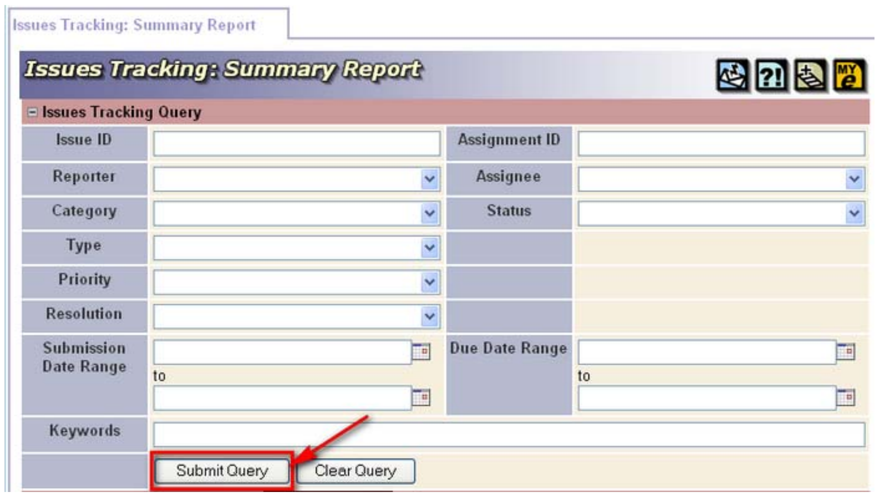


- In the **Submission Date Range** fields, type the date range when an issue was originally submitted.
- In the **Due Date Range** fields, type the date range for action item due dates associated with an issue.

Tip! When typing in dates, use the **mm/dd/yyyy** format. Alternately, you can also click the calendar icon and select the dates.

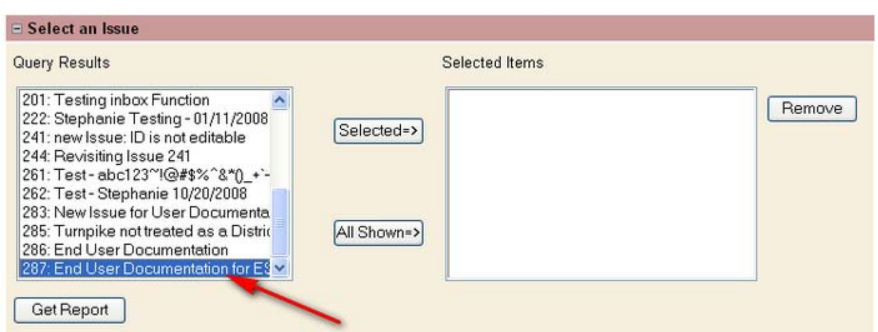
- If you want to view issues pertaining to a specific organization, click the drop-down arrow in the **Organization** field, and then select the organization.
- In the **Keywords** field, type any words related to your search query.

3. Click **Submit Query**.

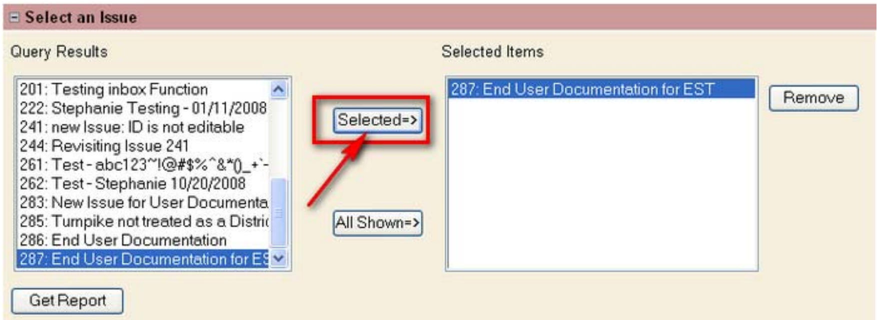


In the **Select an Issue** section, the **Query Results** field populates with the results based on your search criteria, as shown in the next illustration.

4. In the **Query Results** field, click an issue you want to view.



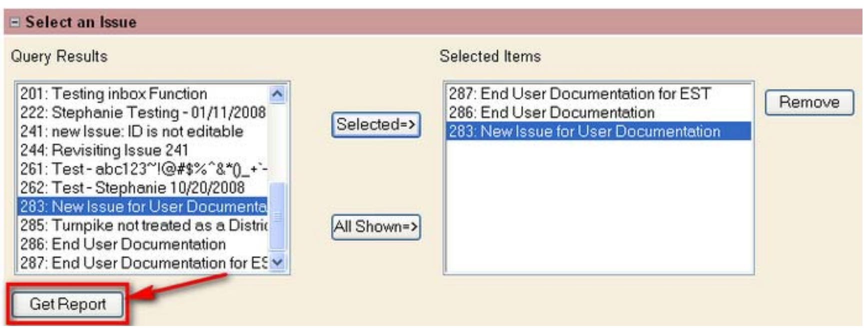
5. Click **Selected=>**.



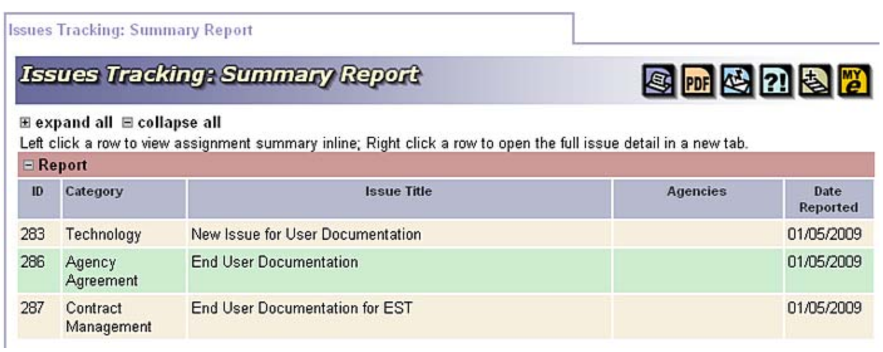
6. Repeat [Steps 4 and 5] for each issue you want to view.

Tip! To move all of the issues listed in the **Query Results** field to the **Selected Items** field, click **All Shown=>**. To remove one or more items, select the issue you want removed and click **Remove**.

7. Click **Get Report**.



The **Issues Tracking Summary Report** tabbed window opens and displays an expanded page toolbar and a **Report** section listing the selected issues.

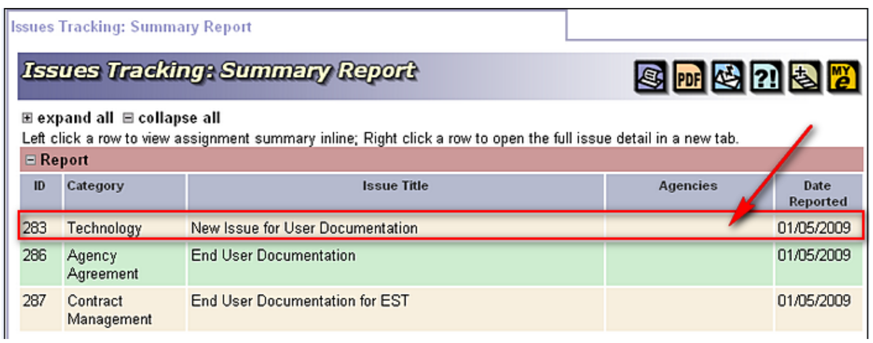


ID	Category	Issue Title	Agencies	Date Reported
283	Technology	New Issue for User Documentation		01/05/2009
286	Agency Agreement	End User Documentation		01/05/2009
287	Contract Management	End User Documentation for EST		01/05/2009

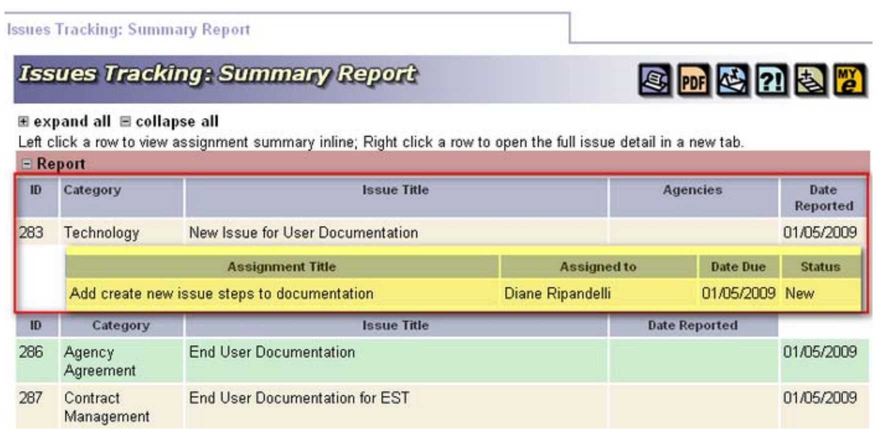
Tip! Click the toolbar icon on the **Issues Tracking: Summary Report** window to:

- Print a copy of the report.
- Export the report to a **PDF** file.
- Send feedback about the current page.
- Access online **Help**.
- Bookmark the page.
- Add the page to your **My ETDM** preferences.

8. To view a brief summary of an issue, left-click anywhere on the row.

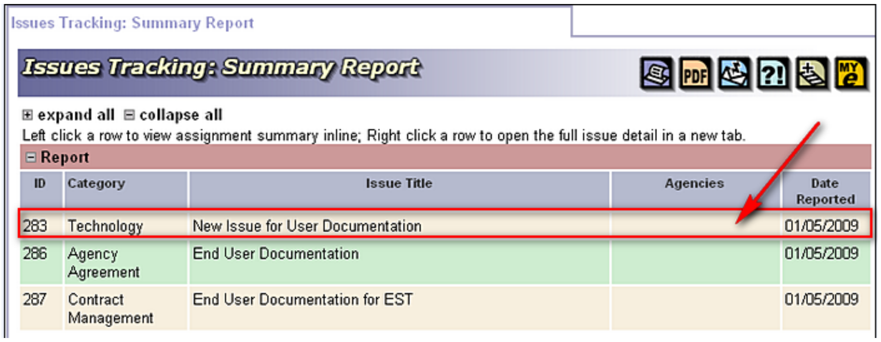


The row expands and displays the issue:



Tip! You can expand and collapse all of the issues listed in the window by clicking the **expand all** or **collapse all** icons.

9. To view a detailed summary of an issue, right-click anywhere on the row.



A message appears asking if you want to open the issue details in a tabbed window.

10. Click **OK**.

The **Issues Tracking: Details Report** window opens as a tabbed page, displaying the Issue information and **Action Items**.

3.2.7.5 *Performance Monitoring (New 7/31/2009)*

Reports listed under **Performance Monitoring** enable users to view feedback and annual reports. Monitoring reports show agency feedback and performance results, which are displayed as summaries and as details. Annual reports document the accomplishments and performance of the ETDM Process and its participants. Access to the type of performance monitoring report depends on EST role (e.g., Central Environmental Management Office, District ETDM Coordinator etc.).

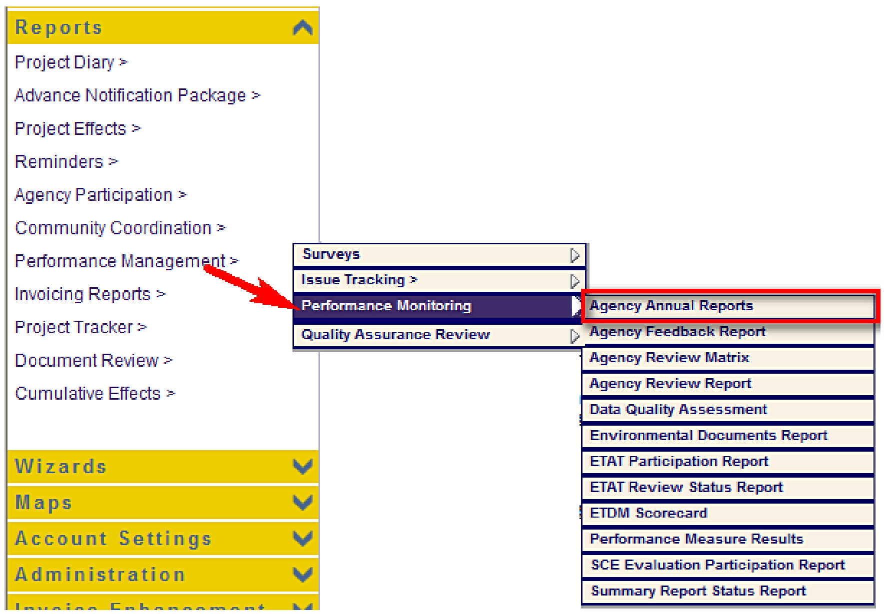
3.2.7.5.1 Agency Annual Reports (*New 7/31/2009*)

The **Agency Annual Reports** function in the Environmental Screening Tool (EST) **Reports** menu enables ETDM participants to view annual reports and annual program review notes for agencies participating in the ETDM Process.

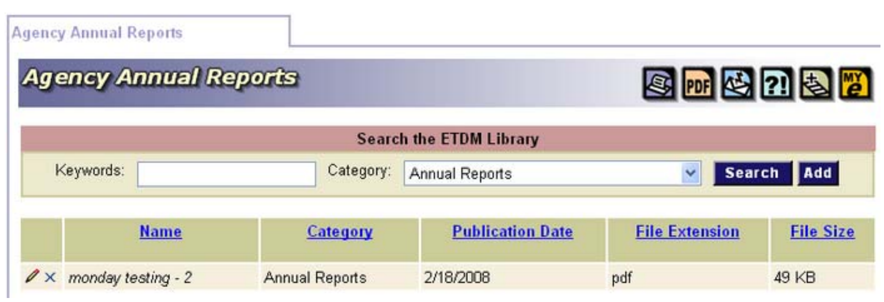
For more details on user roles and privileges, please refer to Chapter 1.5 Roles and Privileges in the EST Handbook.

Viewing Agency Annual Reports:

1. On the **Reports** menu, point to **Performance Management**, select **Performance Monitoring**, and then click **Agency Annual Reports**.



The **Agency Annual Reports** window opens as a tabbed page, displaying a page toolbar and the Agency Annual Reports that are listed in the ETDM Library.



Tip! Click the toolbar icon on the **Agency Annual Reports** window to:

 Print a copy of the current page.

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

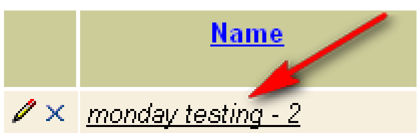
 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

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

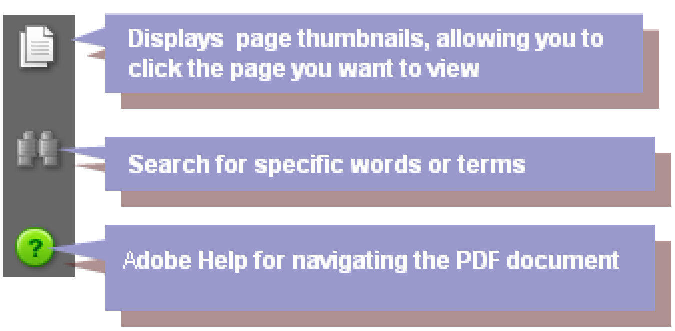
2. In the **Name** column, click the **Agency Annual Report** name. The **Library Attachment** window opens a tabbed window, displaying the report in PDF format.



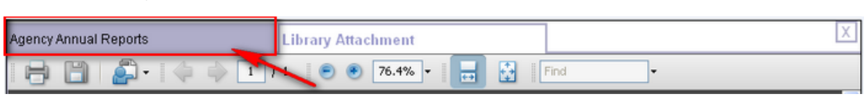
Tip! Click a column heading to sort the Agency Annual Reports by **Name**, **Category**, **Publication Date**, **File Extension**, and **File Size.**

Note: For more information on navigating the ETDM Library, see Chapter 3.6.7 of the EST Handbook.

3. In the **Library Attachment** window that displays the report PDF, click the navigation icons in left column to view the contents of the Agency Annual Report.



Tip! You can switch between the **Library Attachment** window displaying the Agency Annual Report PDF and the **Agency Annual Report** window by clicking the tabs. Click the dark-colored tab to display a window, as demonstrated below.



Once the window opens, the tab turns white.

4. To print the Agency Annual Report, click the **Print** icon  located on the top left corner of the **Library Attachment** window.

5. To save the Agency Annual Report to your desktop or to another location, click the **Save** icon .

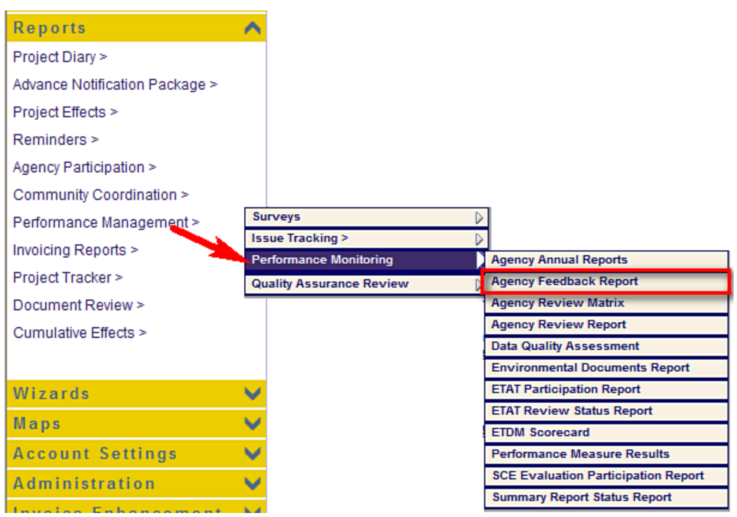
3.2.7.5.2 Agency Feedback Report (*New 7/31/2009*)

The **Performance Monitoring** function in the Environmental Screening Tool (EST) **Reports** menu enables Central Environmental Management Office managers and support staff to view agency performance reviews, feedback reports, and program review notes.

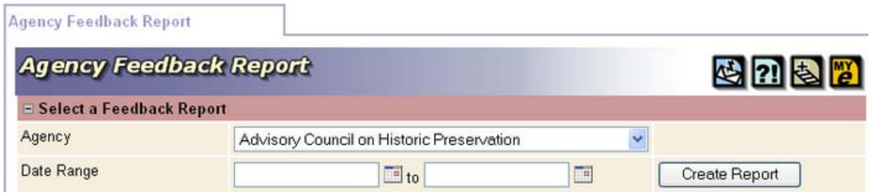
Agency Feedback Reports are used in the ETDM Performance Management Program to provide a bi-annual progress report on agency performance and document actions taken by the Central Environmental Management Office managers and support staff to resolve issues presented by the agencies.

Viewing Agency Feedback Reports:

1. On the **Reports** menu, point to **Performance Management**, select **Performance Monitoring**, and then click **Agency Feedback Report**.



The **Agency Feedback Report** window opens as a tabbed page, displaying a page toolbar and a search filter.



Tip! Click on the toolbar icons to:

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

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

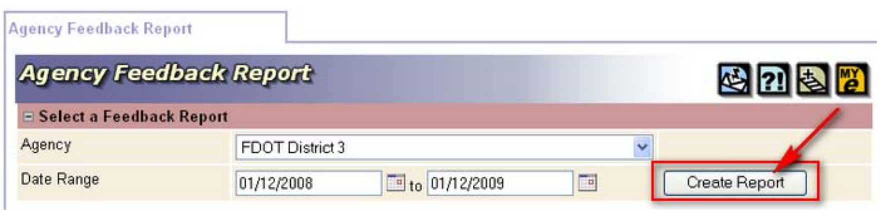
2. Under **Select a Feedback Report**, do the following:

- Click the drop-down arrow  in the **Agency** field, and then select an agency from the list.

In the **Date Range** field, type the date range for the report.

Tip! When typing dates, use the **mm/dd/yyyy** format. Alternately, you can also click the calendar icon  and select the dates.

3. Click **Create Report**.



The **Agency Feedback Report** window refreshes and displays the Agency Feedback Report for the selected agency and date range along with an expanded page toolbar.

Tip! Click the toolbar icon on the **Agency Feedback Report** window to:

 Print a copy of the current page.

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

 Send feedback about the current page.

 Access online **Help**.

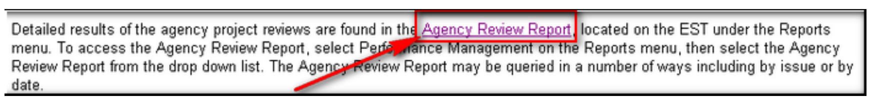
Bookmark the page.

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

The **Agency Feedback Report** comprises the following sections:

- **Purpose**
- **Project Reviews**
- **Off-line Activities**
- **Performance Tracking**
- **Environmental Technical Advisory (ETAT) Participation**
- **Identified Opportunities and Challenges**

4. Click the **Agency Review Report** link located at the bottom of the **Agency Feedback Report** window for detailed results of the Agency Project Reviews.

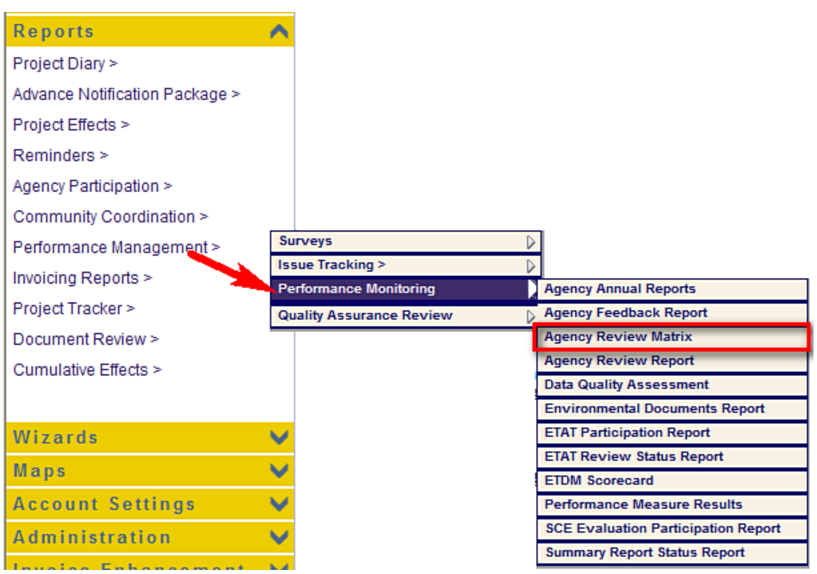

Detailed results of the agency project reviews are found in the Agency Review Report, located on the EST under the Reports menu. To access the Agency Review Report, select Performance Management on the Reports menu, then select the Agency Review Report from the drop down list. The Agency Review Report may be queried in a number of ways including by issue or by date.

3.2.7.5.3 Agency Review Matrix (*New 7/31/2009*)

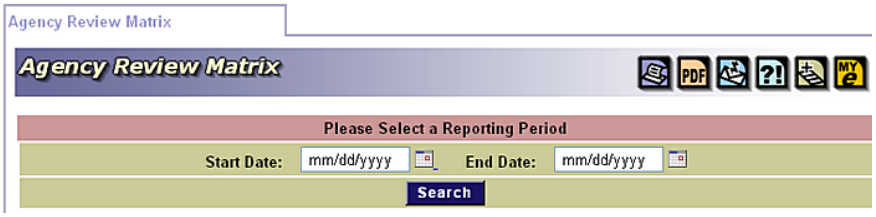
The **Agency Review Matrix** provides Central Environmental Management Office managers and support staff a comprehensive view of agency responses to projects submitted for review.

Viewing the Agency Review Matrix:

1. On the **Reports** menu, point to **Performance Management**, select **Performance Monitoring**, and then click **Agency Review Matrix**.



The **Agency Review Matrix** window opens as a tabbed page, displaying a page toolbar and a search filter.



Tip! Click the toolbar icon on the **Agency Review Matrix** window to:

 Print a copy of the current page.

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

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

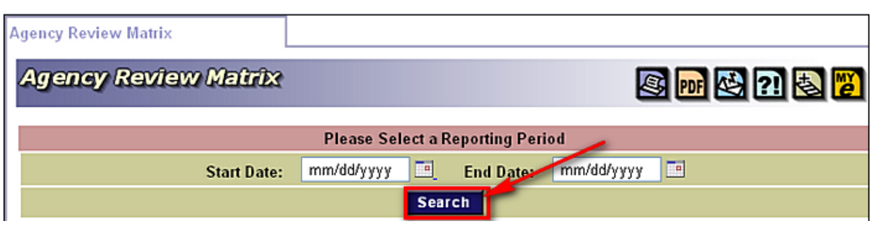
 Add the page to your **My ETDM** preferences.

2. Under **Select a Reporting Period**, do the following:

- In the **Start Date** field, type the date the reporting period began.
- In the **End Date** field, type the date the reporting period ended.

Tip! When typing dates, use the **mm/dd/yyyy** format. Alternately, you can also click the calendar icon  and select the dates.

3. Click **Search**.



EST generates and displays the **Agency Review Matrix**.

Note: The **Agency Review Matrix** window will remain idle while the report generates. This process can take up to a minute.

Agency Review Matrix

Please Select a Reporting Period

Start Date: 01/14/2007 End Date: 01/14/2008

Search

Expected Review for Resource Issues	Aesthetics			Air Quality			Coastal and Marine			Contaminated Sites			Economic		
	Expected	Submitted	Total %	Expected	Submitted	Total %	Expected	Submitted	Total %	Expected	Submitted	Total %	Expected	Submitted	Total %
FL Department of Agriculture and Consumer Services	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-
FL Department of Community Affairs	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-
FL Department of Environmental Protection	0	0	-	11	1	9%	11	1	9%	11	0	0%	0	0	-
FL Department of State	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-
FL Fish and Wildlife Conservation Commission	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-
Federal Highway Administration	16	7	44%	16	6	38%	16	7	44%	16	6	38%	16	7	44%
Federal Rail Administration	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-
Federal Transit Administration	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-
Miccosukee Tribe of Indians of Florida	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-
National Marine Fisheries Service	0	0	-	0	0	-	11	1	9%	0	0	-	0	0	-
National Park Service	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-
Natural Resources Conservation Service	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-

4. Select an agency from the **Expected Review for Resource Issues** column.

5. Use the horizontal scroll bar located at the bottom of the window to view the data in the resource issues and **Total** columns.

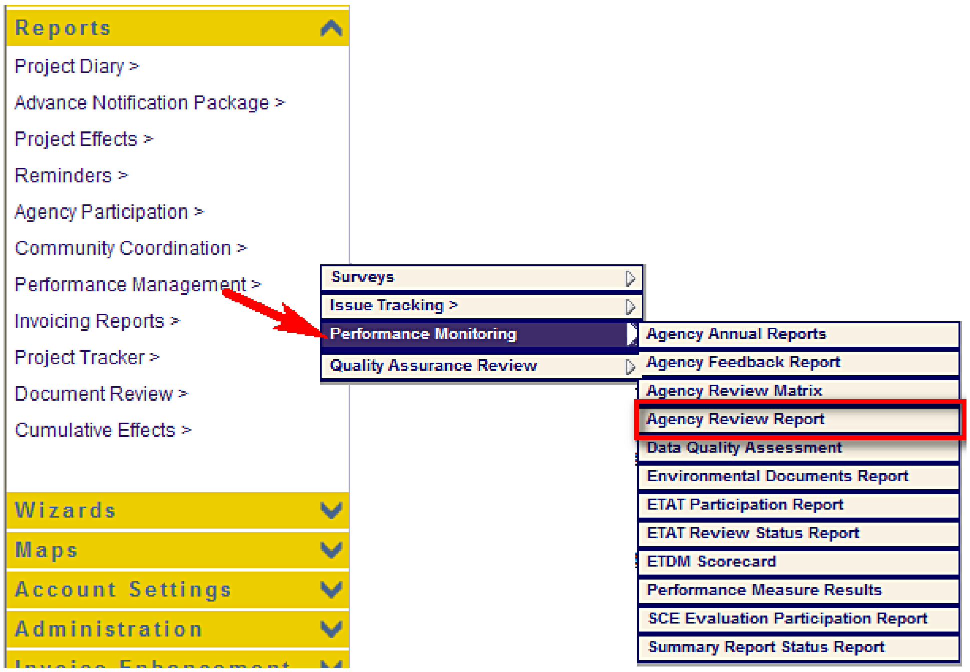
Tip! Pressing and holding the **RIGHT ARROW** or **LEFT ARROW** key enables you to scroll horizontally across the columns while remaining on your selected row.

3.2.7.5.4 Agency Review Report (*New 7/31/2009*)

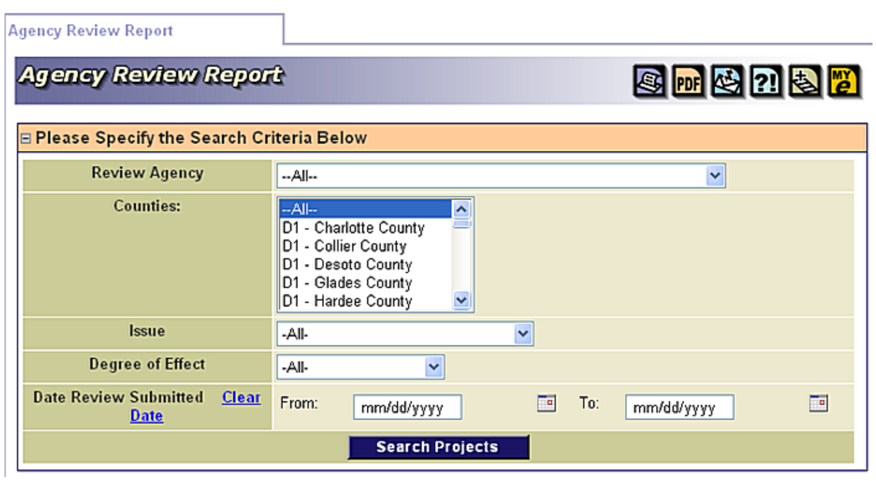
The **Agency Review Report** enables authorized users to view comprehensive performance measures information concerning agency responses to projects submitted for review.

Viewing the Agency Review Report:

1. On the **Reports** menu, point to **Performance Management**, select **Performance Monitoring**, and then click **Agency Review Report**.



The **Agency Review Report** window opens as a tabbed page, displaying a page toolbar and a search filter.



Tip! Click the toolbar icon on the **Agency Review Report** window to:

Print a copy of the current page.

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

Send feedback about the current page.

Access online **Help**.

Bookmark the page.

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

2. Under **Please Specify the Search Criteria Below**, do the following:

- In the **Review Agency** field, do one of the following:
  - Accept the default **–All-** .
  - Click the drop-down arrow , and then select an agency from the list.

Note: For the following illustrations, the **Florida Department of Environmental Protection (FDEP)** has been selected as the **Review Agency**. And the value **–All-** has been selected for the remaining fields.

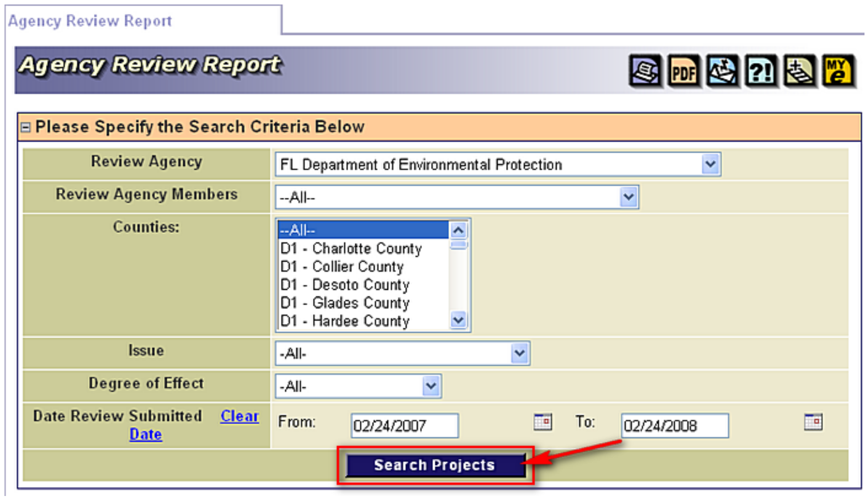
- In the **Counties** field, do one of the following:
  - Accept the default **–All-** .
  - Click the drop-down arrow and select one or multiple counties from the list.

Tip! You can select multiple entries by pressing **SHIFT+click** for adjacent entries or **CTRL+click** for non-adjacent entries.

- In the **Issue** field, do one of the following:
  - Accept the default **–All-** .
  - Click the drop-down arrow and select a resource issue from the list.
- In the **Degree of Effect** field, do one of the following:
  - Accept the default **–All-** .
  - Click the drop-down arrow and select a degree of effect from the list.
- In the **Date Review Submitted** field, type the **From** date and the **To** date. The **Date Review Submitted** field is a required field.

Tip! When typing dates, use the **mm/dd/yyyy** format. Alternately, you can also click the calendar icon and select the dates.

3. Click **Search Projects**.



The **Agency Review Report** window refreshes and expands, displaying the results matching your search criteria in the following sections:

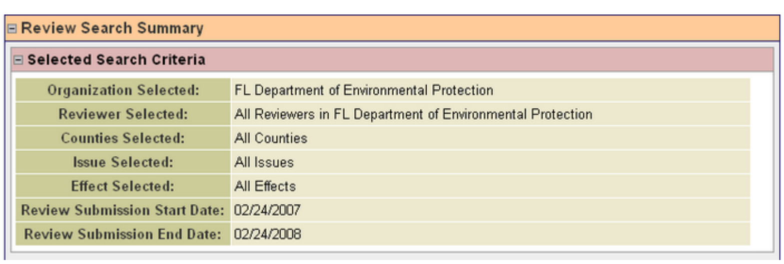
- **Review Search Summary**
- **ETAT Reviews**

Tip! Click to expand the section. Click to collapse the section.

4. To view the agency review data, expand the **Review Search Summary** section. This section is composed of the following subsections:

- **Selected Search Criteria**

The section displays your selected search criteria.

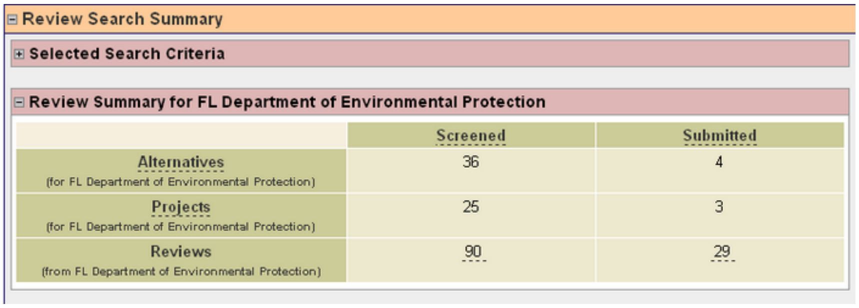

Review Search Summary

Selected Search Criteria

Organization Selected:	FL Department of Environmental Protection
Reviewer Selected:	All Reviewers in FL Department of Environmental Protection
Counties Selected:	All Counties
Issue Selected:	All Issues
Effect Selected:	All Effects
Review Submission Start Date:	02/24/2007
Review Submission End Date:	02/24/2008

- **Review Summary for** *Selected Agency*

This section displays a table showing the number of screened events along with the number of reviews the agency submitted for the screened events within the selected date range and agency jurisdiction.



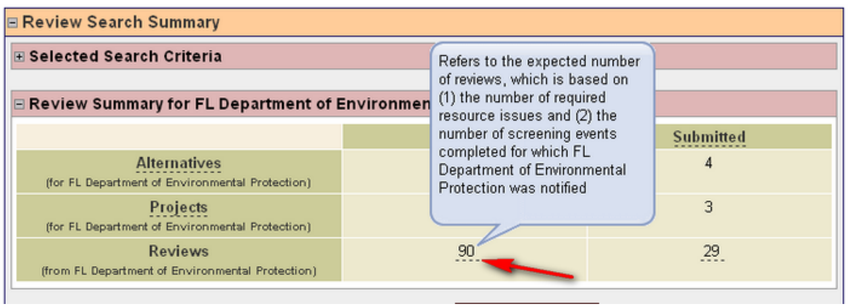
Review Search Summary

Selected Search Criteria

Review Summary for FL Department of Environmental Protection

	Screened	Submitted
Alternatives (for FL Department of Environmental Protection)	36	4
Projects (for FL Department of Environmental Protection)	25	3
Reviews (from FL Department of Environmental Protection)	90	29

Tip! Rest the mouse pointer on the underscored headings and data to view a brief reference description, as shown in the next illustration.



- **Completed Screening Events by Alternative**

This section displays a table showing the screening events by alternative for the selected date range and agency jurisdiction.

Review Search Summary

Selected Search Criteria

Review Summary for FL Department of Environmental Protection

Completed Screening Events by Alternative

based on the date range specified for FL Department of Environmental Protection's jurisdiction

Alternative	Phase	Review Start	Review End
2819 - I-95 add lanes and reconstruction Yamato Rd. to Linton Blvd &, Alternative #1	Programming Screen	7/10/2007	8/29/2007
2852 - US 98 Interchange, Alternative #1	Planning Screen	7/10/2007	8/29/2007
2890 - US 98 at Walton Cty Line, Alternative #1	Planning Screen	7/10/2007	8/29/2007
4470 - 118th Avenue (CR 296) Connector, Alternative #1	Programming Screen	7/10/2007	8/29/2007

- **Participation for** *Selected Agency*

This section displays the issues and notifications received by the selected agency under the following subsections:

- *Selected Agency* **Resource Issues**

  This subsection displays two lists: (1) the Resource Issues for which the selected agency is expected to provide reviews and assign Degrees of Effect and (2) the Resource Issues the selected agency may choose to review.

⊟ Review Search Summary

⊞ Selected Search Criteria

⊞ Review Summary for FL Department of Environmental Protection

⊞ Completed Screening Events by Alternative

⊟ Participation for FL Department of Environmental Protection

⊟ FL Department of Environmental Protection's Resource Issues

Expected Resource Issues	Optional Resource Issues
Air Quality, Coastal and Marine, Contaminated Sites, Floodplains, Recreation Areas, Social, Special Designations, Water Quality and Quantity, Wetlands	Aesthetics, Cumulative CRM, Cumulative Natural, Cumulative SCE, Economic, Farmlands, Historic and Archaeological Sites, Infrastructure, Land Use, Mobility, Navigation, Relocation, Secondary and Cumulative Effects, Section 4(f) Potential, Wildlife and Habitat

- **Notifications for Assessed Alternatives**

  This subsection displays a list of the dates on which the selected agency received notification of Environmental Technical Advisory Team (ETAT) Review for each project alternative reviewed by the selected agency. In addition, listed notifications may have been sent before the reporting period if an associated alternative's review period ended within the specified date range.

⊟ Participation for FL Department of Environmental Protection

⊞ FL Department of Environmental Protection's Resource Issues

⊟ Notifications for Assessed Alternatives

Note: Notification Information has only been tracked since 12/15/2005. In addition, the notifications listed below may have been sent prior to the reporting period if an associated alternative's review period ended within the date specified.

Notification Date	Alternative
2/2/2007	8447 - Stephanie -- Use TOOLS -- 01/11/2007, Alternative #1
3/9/2007	8467 - Stephanie - &E Tools, 02/26/2007, Alternative #1
3/9/2007	8467 - Stephanie - &E Tools, 02/26/2007, Alternative #2
5/21/2007	6411 - US 17 - Shedd Rd to Town Center, Alternative #1
6/20/2007	5831 - SR 70 Add Lanes, Alternative #1
7/10/2007	2819 - I-95 add lanes and reconstruction Yamato Rd. to Linton Blvd &, Alternative #1
7/10/2007	2852 - US 98 Interchange, Alternative #1
7/10/2007	4470 - 118th Avenue (CR 296) Connector, Alternative #1
7/17/2007	8648 - ICE Pilot, Alternative #1
7/17/2007	8648 - ICE Pilot, Alternative #2
Total: 10	

- **Other Notifications NOT Included in "Notification for Assessed Alternatives"**

  The subsection lists the notifications the selected agency may have received but are not in the agency's jurisdiction or not associated with a completed screening event within the selected date range.

⊟ Participation for FL Department of Environmental Protection

⊞ FL Department of Environmental Protection's Resource Issues

⊞ Notifications for Assessed Alternatives

⊟ Other Notifications NOT Included in 'Notifications for Assessed Alternatives'

Note: Notification Information has only been tracked since 12/15/2005.
'Other notifications' include any other notification that FL Department of Environmental Protection may have received, that are either (1) not in FL Department of Environmental Protection's jurisdiction, or else (2) not associated with a completed screening event given the dates specified.

Notification Date	Alternative
3/23/2007	5571 - Norfolk Southern SIS Connector, Alternative #3
3/23/2007	6431 - Clearwater Beach Walk, Alternative #1
2/7/2008	9794 - Test: Steph NonViable2 02/05/2008, Alternative #1
2/8/2008	9793 - Test: Steph NonViable 02/05/2008, Alternative #1
2/8/2008	9793 - Test: Steph NonViable 02/05/2008, Alternative #2
2/21/2008	9893 - TEST: Steph - Bug 433, Alternative #1
2/21/2008	9893 - TEST: Steph - Bug 433, Alternative #2
Total: 7	

- **Assessed Alternatives**

  This subsection lists the assessed alternatives.

Participation for FL Department of Environmental Protection

FL Department of Environmental Protection's Resource Issues

Notifications for Assessed Alternatives

Other Notifications NOT Included in 'Notifications for Assessed Alternatives'

Assessed Alternatives

Note: For an Alternative to be assessed, it must have completed a Screening Event during the reporting period. In addition, (1) the Alternative must fall within FL Department of Environmental Protection's jurisdiction, and (2) FL Department of Environmental Protection must have been notified of the Screening Event.

1. 2819 - I-95 add lanes and reconstruction Yamato Rd. to Linton Blvd &, Alternative #1
2. 2852 - US 98 Interchange, Alternative #1
3. 4470 - 118th Avenue (CR 296) Connector, Alternative #1
4. 5831 - SR 70 Add Lanes, Alternative #1
5. 6411 - US 17 - Shedd Rd to Town Center, Alternative #1
6. 8447 - Stephanie -- Use TOOLS -- 01/11/2007, Alternative #1
7. 8467 - Stephanie - &E Tools, 02/26/2007, Alternative #1
8. 8467 - Stephanie - &E Tools, 02/26/2007, Alternative #2
9. 8648 - ICE Pilot, Alternative #1
10. 8648 - ICE Pilot, Alternative #2

- **Extensions Requested**

  This subsection provides a listing of all ETAT Review period extensions requested by the selected agency.

Participation for FL Department of Environmental Protection

FL Department of Environmental Protection's Resource Issues

Notifications for Assessed Alternatives

Other Notifications NOT Included in 'Notifications for Assessed Alternatives'

Assessed Alternatives

Extensions Requested

Note: Extension requests have only been tracked since 6/30/2006.
No extensions were requested.

- **Reviews by Issue**

  This subsection lists the expected and submitted reviews by the selected agency for the corresponding Resource Issues.

Participation for FL Department of Environmental Protection

FL Department of Environmental Protection's Resource Issues

Notifications for Assessed Alternatives

Other Notifications NOT Included in 'Notifications for Assessed Alternatives'

Assessed Alternatives

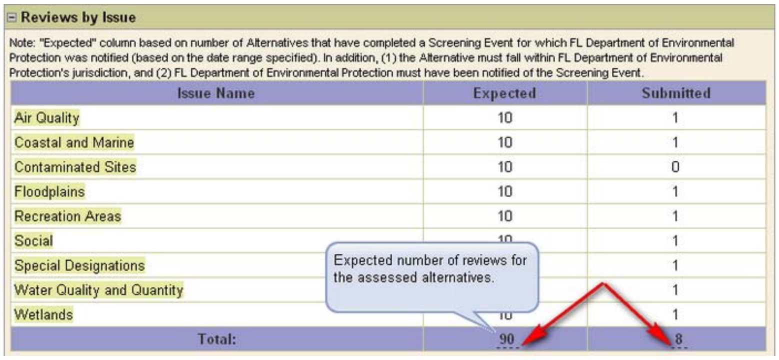
Extensions Requested

Reviews by Issue

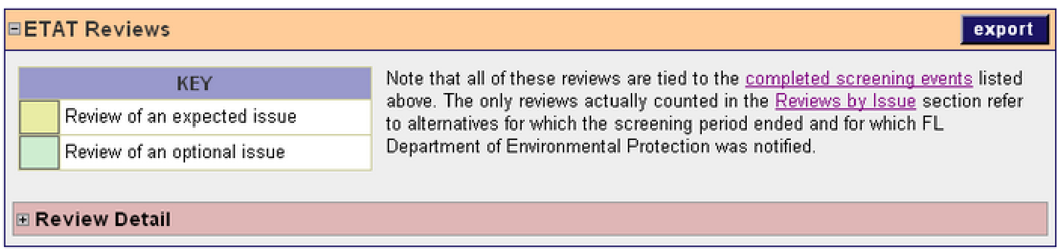
Note: "Expected" column based on number of Alternatives that have completed a Screening Event for which FL Department of Environmental Protection was notified (based on the date range specified). In addition, (1) the Alternative must fall within FL Department of Environmental Protection's jurisdiction, and (2) FL Department of Environmental Protection must have been notified of the Screening Event.

Issue Name	Expected	Submitted
Air Quality	10	1
Coastal and Marine	10	1
Contaminated Sites	10	0
Floodplains	10	1
Recreation Areas	10	1
Social	10	1
Special Designations	10	1
Water Quality and Quantity	10	1
Wetlands	10	1
Total:	90	8

Tip! Rest your mouse pointer on the underscored totals for a brief description of the data, as shown in the next illustration.

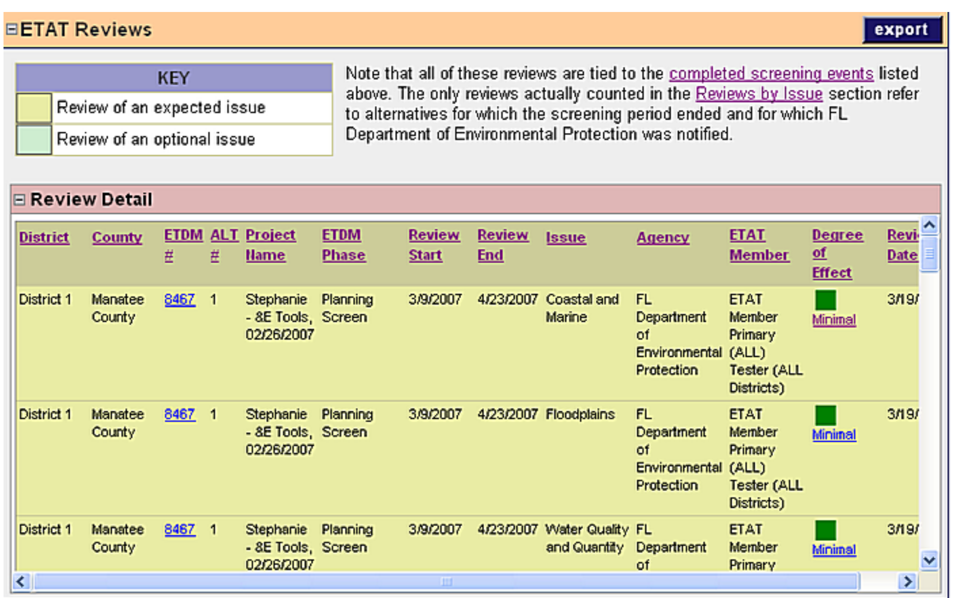


5. To view the details of the ETAT Reviews for the selected agency and time period, expand the **ETAT Reviews** section. This section displays the reviews based on the completed screening events listed in the previous sections of the **Agency Review Report** window.



Review details are listed under **Review Detail**.

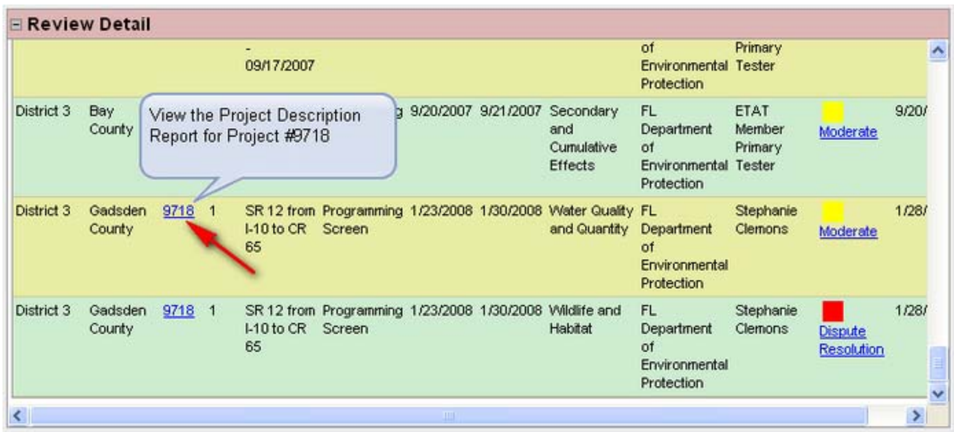
6. Expand the **Review Detail** subsection and do the following:



- To scroll down the **Review Detail** section, use the vertical scroll bar. Alternately, you can use the **DOWN ARROW** and **UP ARROW** keys.
- To scroll across the **Review Detail** section, use the horizontal scroll bar. Alternately, you can use the **LEFT ARROW** and **RIGHT ARROW** keys.

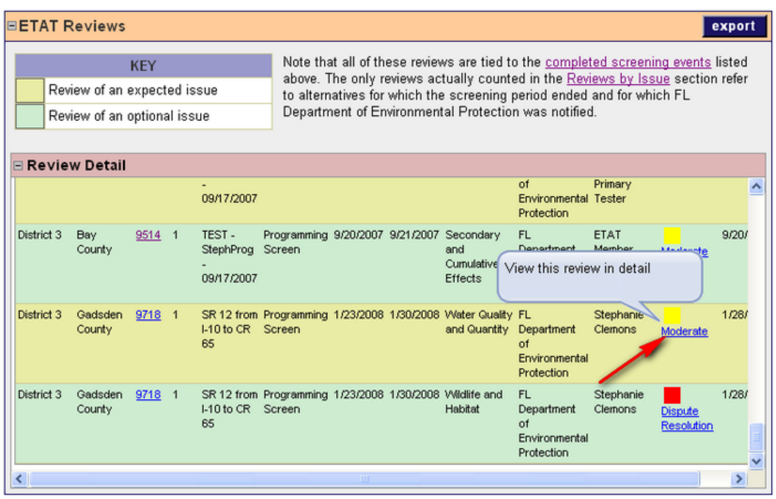
  Tip! You can sort the columns in ascending and descending order by clicking the column heading.

- In the **ETDM#** column, click the link to view the Project Description Report for the selected Project.



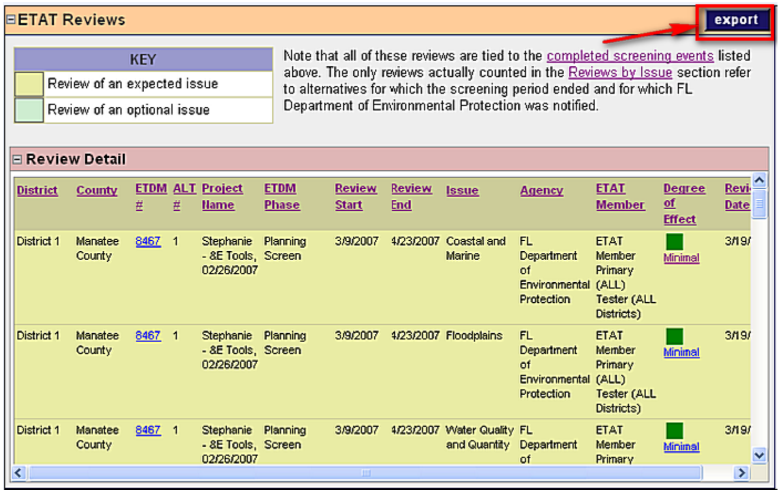
The **Project Description** window opens as a tabbed page, displaying project details. See the EST Handbook for information on navigating the **Project Description** window.

- In the **Degree of Effect** column, click the link to view the review details.



The **ETAT Review Detail** window opens as a tabbed page, displaying details for the selected Degree of Effect.

- To send the data in the **Review Detail** section to an Excel spreadsheet, click **export**.

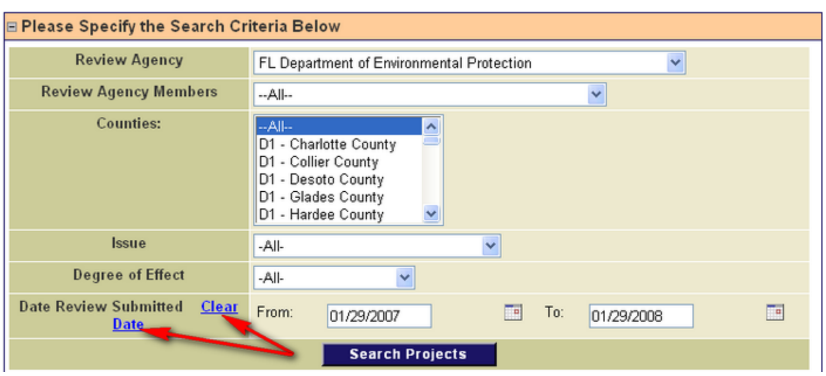


Note: The columns in the Excel spreadsheet appear in ascending order. Therefore, if you change a column to descending order in the **ETAT Reviews**/**Review Detail** section of the **Agency Review Report** window, it will not appear the same way in the Excel spreadsheet.

7. To perform another search, return to the **Please Specify the Search Criteria Below** section.

8. Enter your new search criteria by repeating Steps 2 and 3 of these instructions.

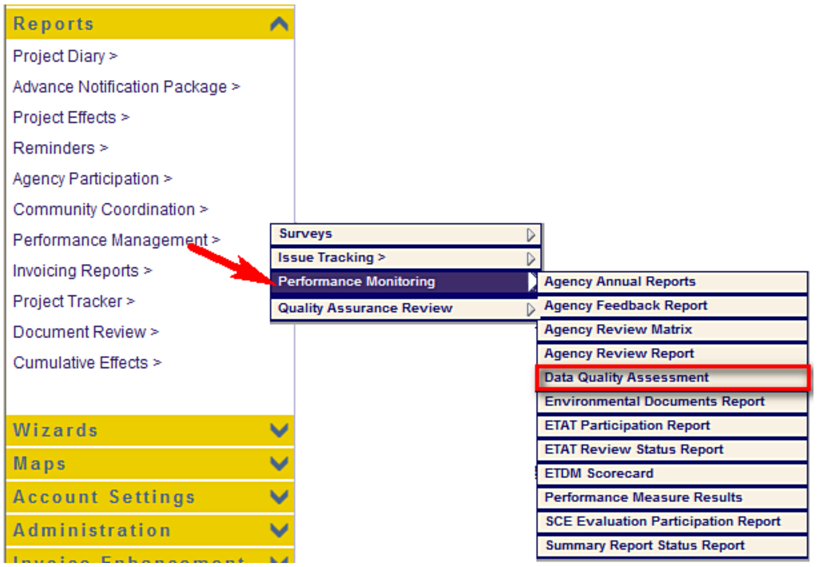
Tip! Click the **Clear Date** link to clear the **Date Review Submitted** fields.



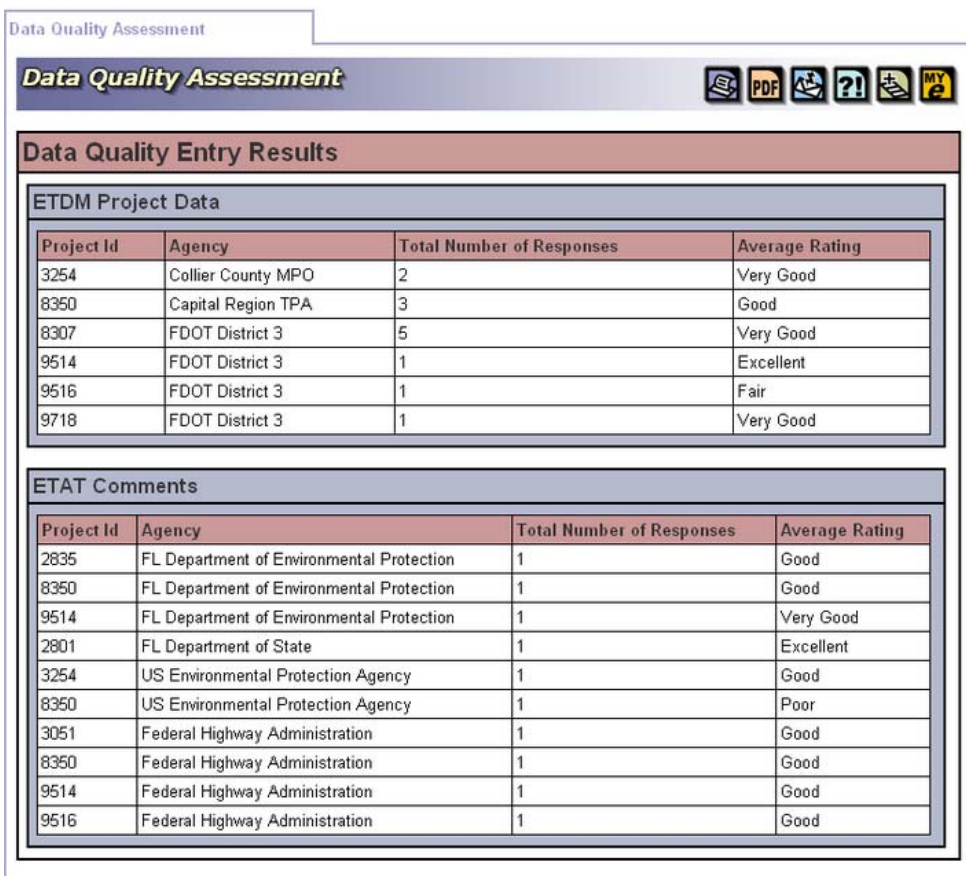
3.2.7.5.5 Data Quality Assessment (*New 7/31/2009*)

The **Data Quality Assessment Report** function in the Environmental Screening Tool (EST) **Reports** menu enables Central Environmental Management Office (CEMO) managers and support staff to view performance measure information based on ETDM participants' survey rankings. The report delineates data quality categories, displaying the project IDs, the number of people responding, and the average ranking of the responses regarding a project's data quality and project effects commentary.

1. On the **Reports** menu, point to **Performance Management**, select **Performance Monitoring**, and then click **Data Quality Assessment**.



The **Data Quality Assessment** window opens as a tabbed page, displaying a page toolbar and the Data Quality Assessment report.


Data Quality Assessment

Data Quality Assessment

Data Quality Entry Results

ETDM Project Data

Project Id	Agency	Total Number of Responses	Average Rating
3254	Collier County MPO	2	Very Good
8350	Capital Region TPA	3	Good
8307	FDOT District 3	5	Very Good
9514	FDOT District 3	1	Excellent
9516	FDOT District 3	1	Fair
9718	FDOT District 3	1	Very Good

ETAT Comments

Project Id	Agency	Total Number of Responses	Average Rating
2835	FL Department of Environmental Protection	1	Good
8350	FL Department of Environmental Protection	1	Good
9514	FL Department of Environmental Protection	1	Very Good
2801	FL Department of State	1	Excellent
3254	US Environmental Protection Agency	1	Good
8350	US Environmental Protection Agency	1	Poor
3051	Federal Highway Administration	1	Good
8350	Federal Highway Administration	1	Good
9514	Federal Highway Administration	1	Good
9516	Federal Highway Administration	1	Good

Tip! Click the toolbar icon on the **Data Quality Assessment** window to:

Print a copy of the current page.

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

Send feedback about the current page.

Access online **Help**.

Bookmark the page.

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

2. Scroll down the **Data Quality Assessment** window to view the report details. The **Data Quality Assessment** report consists of the following sections:

- **Data Quality Entry Results**

  The **ETDM Project Data** subsection presents a summary of ETAT agency responses to the **Assess quality of ETDM Project Data** field in the **Review Purpose & Need Statement** window.

  The **ETAT Comments** subsection is detail supporting the **ETDM Project Data** subsection.

  Tip! To access the **Review Purpose & Need Statement** window, go to the EST **Tools** menu, point to **Record Results of Project Review**, and then click **Review Purpose & Need Statement**.

Data Quality Entry Results

ETDM Project Data

Project Id	Agency	Total Number of Responses	Average Rating
3254	Collier County MPO	2	Very Good
8350	Capital Region TPA	3	Good
8307	FDOT District 3	5	Very Good
9514	FDOT District 3	1	Excellent
9516	FDOT District 3	1	Fair
9718	FDOT District 3	1	Very Good

ETAT Comments

Project Id	Agency	Total Number of Responses	Average Rating
2835	FL Department of Environmental Protection	1	Good
8350	FL Department of Environmental Protection	1	Good
9514	FL Department of Environmental Protection	1	Very Good
2801	FL Department of State	1	Excellent
3254	US Environmental Protection Agency	1	Good
8350	US Environmental Protection Agency	1	Poor
3051	Federal Highway Administration	1	Good
8350	Federal Highway Administration	1	Good
9514	Federal Highway Administration	1	Good
9516	Federal Highway Administration	1	Good

- **Individual Data Quality Responses**

This section displays the ratings given by individual ETAT agencies in response to **Assess quality of ETDM Project Data** in the **Review Purpose & Need Statement** window.

The **ETAT Comments** subsection contains supporting detail for the **ETDM Project Data** subsection.

Individual Data Quality Responses

ETDM Project Data

Project Id	Rated Agency	Response By	Rating
8307	FDOT District 3	FL Department of Community Affairs	Excellent
8307	FDOT District 3	US Environmental Protection Agency	Very Good
8307	FDOT District 3	US Forest Service	Good
8307	FDOT District 3	Northwest Florida Water Management District	Very Good
3254	Collier County MPO	FDOT District 1	Excellent
8350	Capital Region TPA	Federal Highway Administration	Good
8350	Capital Region TPA	US Forest Service	Very Good
9516	FDOT District 3	FDOT District 3	Fair
8307	FDOT District 3	FDOT District 3	Very Good
8350	Capital Region TPA	US Environmental Protection Agency	Poor
9514	FDOT District 3	US Forest Service	Excellent
3254	Collier County MPO	FL Department of Transportation	Good
9718	FDOT District 3	US Environmental Protection Agency	Very Good

ETAT Comments

Project Id	Rated Agency	Response By	Rating
2835	FL Department of Environmental Protection	FDOT District 3	Good
9516	Federal Highway Administration	FDOT District 3	Good
3254	US Environmental Protection Agency	Northwest Florida Water Management District	Good
9514	FL Department of Environmental Protection	FDOT District 3	Very Good
2801	FL Department of State	FDOT District 2	Excellent
9514	Federal Highway Administration	FDOT District 3	Good

- **Survey Results**

This section displays selected results from ETAT and District Annual Surveys.

Tip! To access the **ETAT and ETDM District Coordinator Surveys** and **Survey Results** windows, go to the EST **Reports** menu, point to **Performance Management**, and then click **Annual Surveys**.

Survey Results

ETDM Project Data

Entity	Total Responses	Average Rating
Statewide	10	Excellent

ETAT Comments

Entity	Total Responses	Average Rating
FDACS	40	Good
FDCA	40	Good
FDEP	40	Very Good
SHPO	40	Very Good
FFWCC	28	Very Good
FHWA	42	Excellent
NMFS	31	Fair
NPS	28	Fair
NRCS	28	Good
NWFWMD	22	Good
SJRWMD	25	Good
SFRTA	0	N/A
SFWMD	22	Fair
SWFWMD	28	Good
SRWMD	22	Good
USACOE	22	Good
USCG	28	Good
USEPA	25	Good
USFWS	22	Good
USFS	22	Fair

- **Individual Survey Responses**

  This section provides detailed listings of responses from ETAT and District Annual Surveys summarized in the previous section.

Individual Survey Responses

ETDM Project Data

Response by	Rating
FDOT District 3	N/A
FDOT District 3	N/A
FDOT District 3	N/A
FDOT District 3	N/A
FDOT District 3	N/A
FDOT District 1	N/A
FDOT District 1	N/A
FDOT District 1	N/A
FDOT District 1	N/A
FDOT District 1	N/A
FL Department of Community Affairs	• FDOT District 1: Poor • FDOT District 2: N/A • FDOT District 3: Poor • FDOT District 4: Fair • FDOT District 5: Good • FDOT District 6: Very Good • FDOT District 7: Excellent • Florida's Turnpike Enterprise:

ETAT Comments

Response by	Rating
FDOT District 3	• FDACS: Poor • FDCA: Fair • FDEP: Good • SHPO: Very Good • FFWCC: N/A • FHWA: Excellent • NMFS: Poor • NPS: Poor • NRCS: Poor • NWFWMD: Poor • SJRWMD: Poor • SFRTA: • SFWMD: Poor • SWFWMD: Poor • SRWMD: Poor • USACOE: Poor • USCG: Poor • USEPA: Poor • USFWS: Poor • USFS: Poor

Geographic Information System (GIS) Resource Data

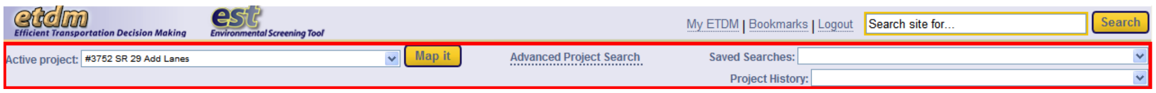
Response by	Rating
FDOT District 3	• Planning Screen: Excellent • Programming Screen: • Project Development & Environment (PD&E) Study: Very Good • Permit Pre-application: Good • Permit Phase: Fair
FDOT District 1	• Planning Screen: Excellent • Programming Screen: Excellent • Project Development & Environment (PD&E) Study: Excellent • Permit Pre-application: Excellent • Permit Phase: Excellent

3.2.7.5.6 Environmental/Permitting Documents (*New 7/31/2009*)

The **Environmental/Permitting Documents** function in the Environmental Screening Tool (EST) **Reports** menu enables Central Environmental Management Office Managers to view the environmental documents for a selected project.

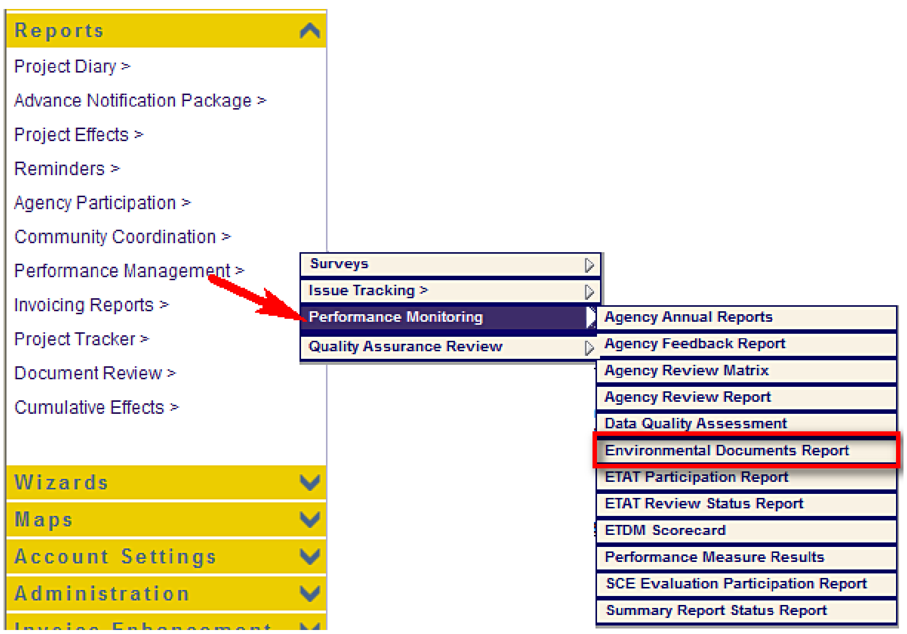
Viewing the Environmental/Permitting Documents Report for a Selected Project:

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

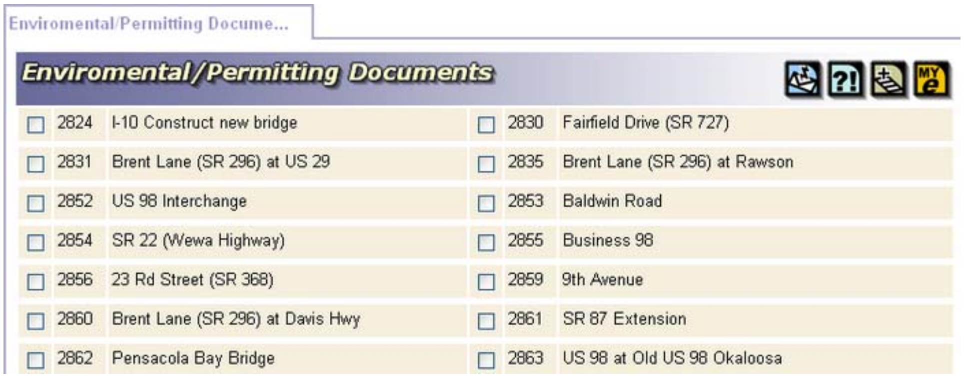


Note: You can use the default project that appears in the **Active project** box, select a project from your **Saved Searches** or **Project History** lists, or you can click the **Advanced Project Search** link to select another project. See the Navigation chapter of the EST Handbook for information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

2. On the **Reports** menu, point to **Performance Management**, select **Performance Monitoring**, and then click **Environmental Documents Report**.



The **Environmental/Permitting Documents** window opens as a tabbed page, displaying a page toolbar and a list of projects with check boxes.



Tip! Click on the toolbar icons to:

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

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

3. To view the environmental and permitting documents for one or multiple projects, click the check box beside the project.

4. Click the **Submit Query** button, located at the bottom of the **Environmental/Permitting Documents** window.

3.2.7.5.7 ETAT Participation Report (*In Development*)

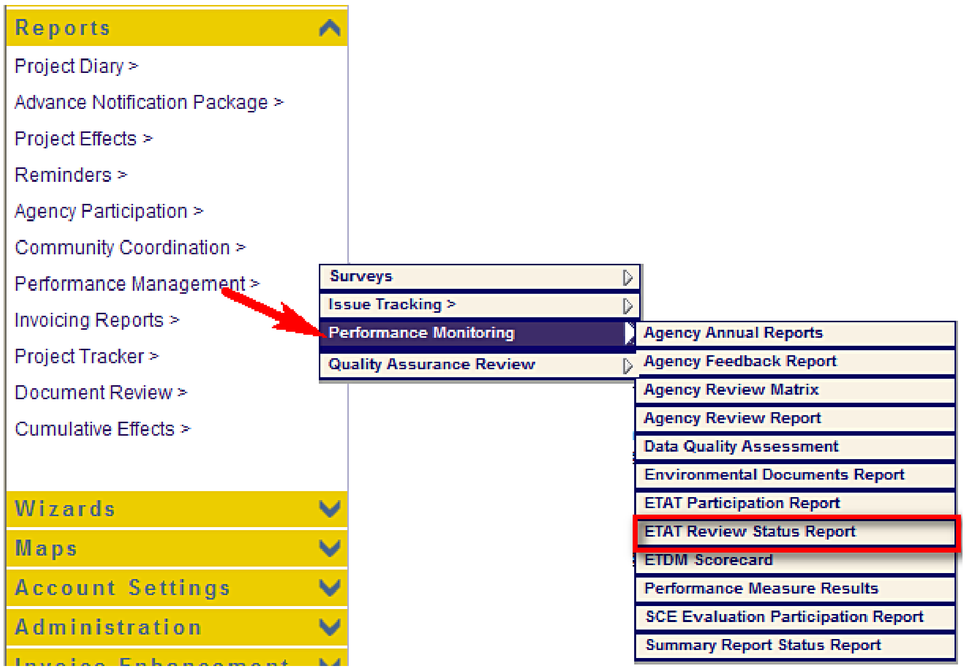
3.2.7.5.8 ETAT Review Status (*New 7/31/2009*)

The **ETAT Review Status** function in the Environmental Screening Tool (EST) **Reports** menu enables authorized EST users to view the number of review days left for projects undergoing ETAT review, and agency review progress.

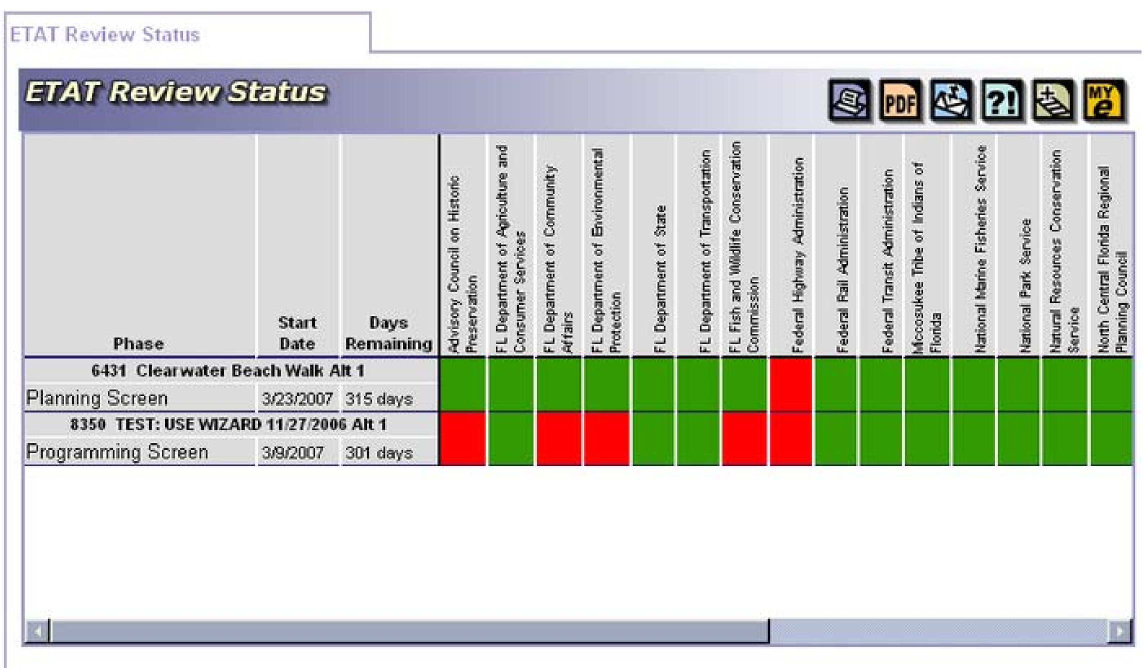
To view the list of user roles and privileges for the **ETAT Review Status Report** function, see the EST Roles and Privileges Matrix in the Overview chapter of the EST Handbook.

Viewing the ETAT Review Status Report:

1. On the **Reports** menu, point to **Performance Management**, select **Performance Monitoring**, and then click **ETAT Review Status Report**.



The **ETAT Review Status** window opens as a tabbed page, displaying a page toolbar and a table displaying a list of projects undergoing ETAT review.



Tip! Click the toolbar icon on the **ETAT Review Status** window to:

Print a copy of the current page.

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

Send feedback about the current page.

Access online **Help**.

Bookmark the page.

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

2. Use the horizontal scroll bar located at the bottom of the window to view the agency review status for a project.

Tip! Pressing and holding the **RIGHT ARROW** or **LEFT ARROW** key enables you to scroll horizontally across the columns while remaining on your selected row.

3.2.7.5.9 ETDM Scorecard (*New 7/31/2009*)

The ETDM Scorecard is a performance report that enables Central Environmental Management Office Managers and staff to view grades for ETDM agencies, Florida Department of Transportation (FDOT) Districts, and the general ETDM Process.

The scorecard uses a grade to indicate the level of performance. The color-coded grade, or performance indicator, is based upon the particular performance measure, the associated evaluation criteria, and the specified period of performance.

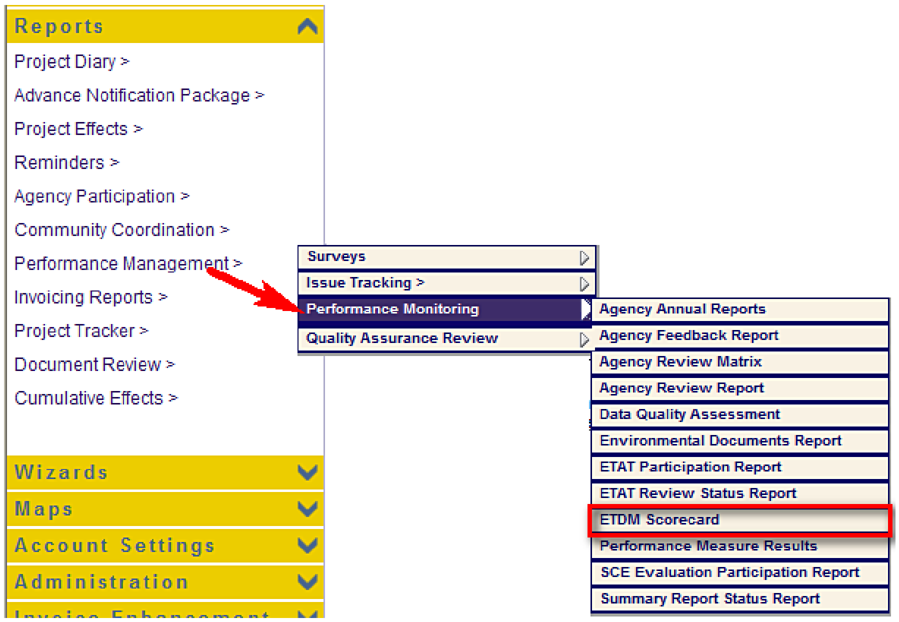
The ETDM Scorecard only includes performance measures for which evaluation criteria have been established. The evaluation criteria serve as a benchmark for evaluating the performance and vary by performance measure. The performance indicators are represented by three colors:

- Green = consistently meets expectations
- Yellow = needs improvement
- Red = below expectations

For performance measure details, see Table 7-2, Performance Measures Evaluation Metrics, in the Performance Management Handbook.

Viewing the ETDM Scorecard:

1. On the **Reports** menu, point to **Performance Management**, select **Performance Monitoring**, and then click **ETDM Scorecard**.



The **ETDM Scorecard** window opens as a tabbed page, displaying a page toolbar and a **Date** search filter.

Tip! Click on the toolbar icons to:

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

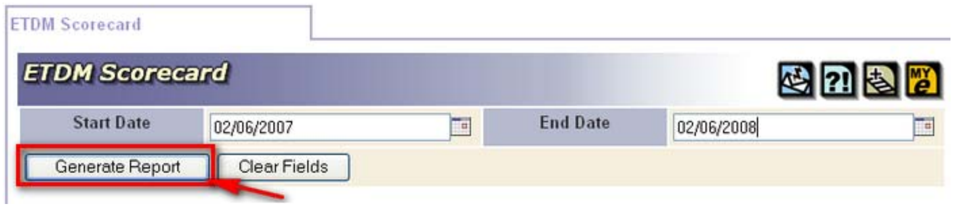
 Add the page to your **My ETDM** preferences.

2. In the **Start Date** field, type the start date of the reporting period.

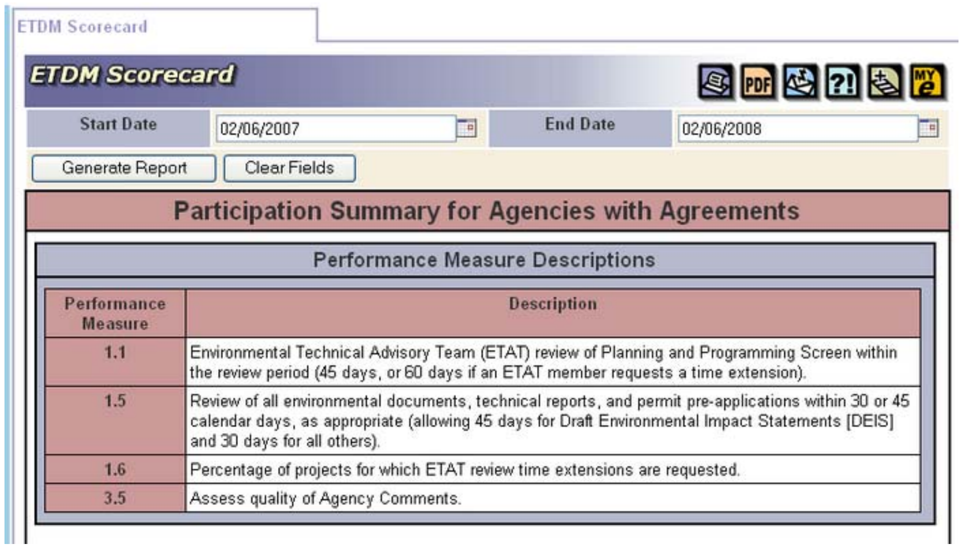
3. In the **End Date** field, type the end date of the reporting period.

Tip! When typing dates, use the **mm/dd/yyyy** format. Alternately, you can also click the calendar icon and select the dates.

4. Click **Generate Report**.



The **ETDM Scorecard** window refreshes, displaying the ETDM performance measures scorecard for the specified time period you entered, along with an expanded page toolbar.



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

 Print a copy of the current page.

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

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

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

The **ETDM Scorecard** window is divided into the following sections:

- **Participation Summary for Agencies with Agreements**
- **Participation Summary for FDOT Districts**
- **Participation Summary for General ETDM Results**

Each section contains:

- **Performance Measure Descriptions**

This section lists and details the applicable performance measures.

Performance Measure Descriptions

Performance Measure	Description
1.1	Environmental Technical Advisory Team (ETAT) review of Planning and Programming Screen within the review period (45 days, or 60 days if an ETAT member requests a time extension).
1.5	Review of all environmental documents, technical reports, and permit pre-applications within 30 or 45 calendar days, as appropriate (allowing 45 days for Draft Environmental Impact Statements [DEIS] and 30 days for all others).
1.6	Percentage of projects for which ETAT review time extensions are requested.
3.5	Assess quality of Agency Comments.

- **Participation Summary Results**

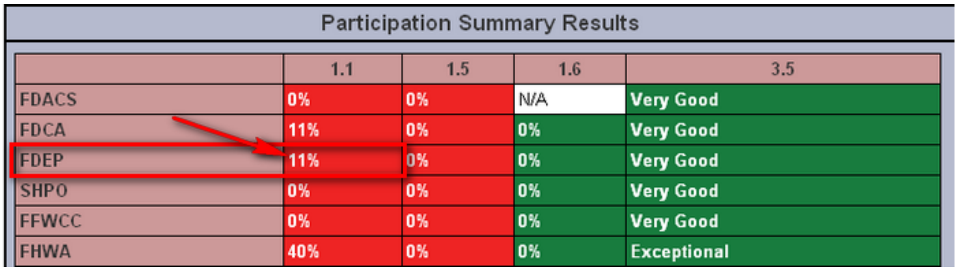
This section shows the overall Performance Measure grade for each participant: agency, district, or general ETDM Process. Performance Measure grades are based on the responses provided in the annual surveys.

Participation Summary Results

	1.1	1.5	1.6	3.5
FDACS	0%	0%	N/A	Very Good
FDCA	11%	0%	0%	Very Good
FDEP	11%	0%	0%	Very Good
SHPO	0%	0%	0%	Very Good
FFWCC	0%	0%	0%	Very Good
FHWA	40%	0%	0%	Exceptional
NMFS	11%	0%	0%	Good
NPS	0%	0%	0%	Good
NRCS	0%	0%	0%	Good
NWFWMD	0%	0%	0%	Good
SJRWMD	0%	0%	N/A	Good
SFRTA	N/A	0%	N/A	N/A
SFWMD	0%	0%	N/A	Good
SWFWMD	0%	0%	N/A	Very Good
SRWMD	N/A	N/A	N/A	Good
USACOE	0%	0%	0%	Very Good
USCG	0%	0%	N/A	Good
USEPA	12%	0%	0%	Good
USFWS	8%	0%	0%	Good
USFS	10%	0%	0%	Good

Note: N/A= Not Applicable (No applicable results during this period)

5. To view the summary details for each performance measure grade, click a cell in a Performance Measure column, as shown in the next illustration.



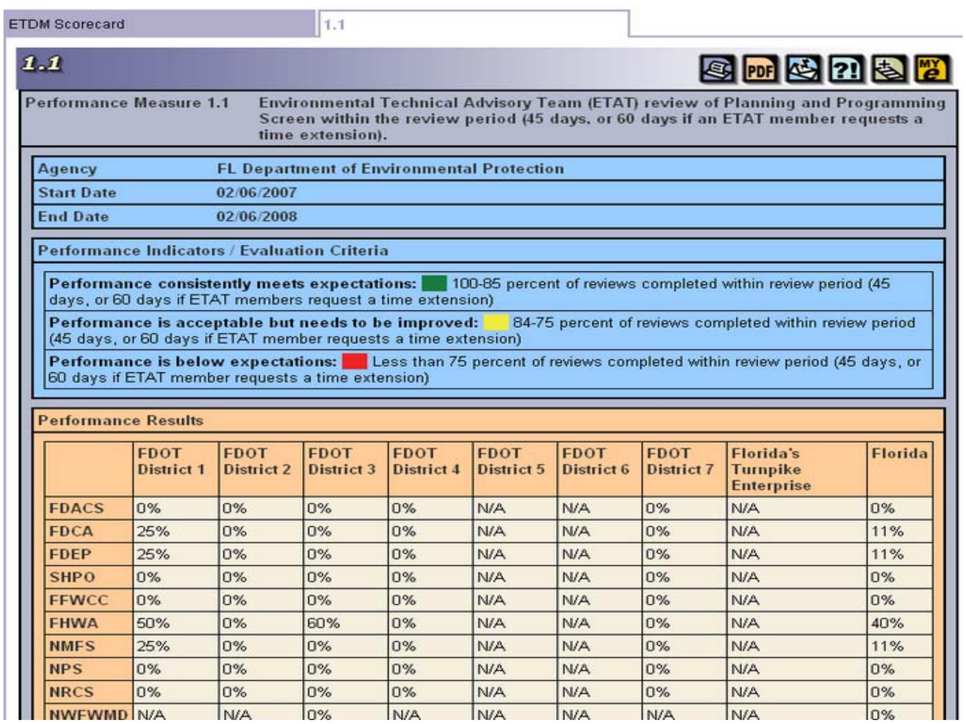
Participation Summary Results

	1.1	1.5	1.6	3.5
FDACS	0%	0%	N/A	Very Good
FDCA	11%	0%	0%	Very Good
FDEP	11%	0%	0%	Very Good
SHPO	0%	0%	0%	Very Good
FFWCC	0%	0%	0%	Very Good
FHWA	40%	0%	0%	Exceptional

A message appears asking if you want to open the selected Performance Measure for a participant in a new tab.

6. Click **OK**.

The **Performance Measure** window opens as a tabbed page, displaying the details of the selected participant's Performance Measure grade compared to other participants' performance measure grades for the selected reporting period.



ETDM Scorecard | 1.1

1.1

Performance Measure 1.1	Environmental Technical Advisory Team (ETAT) review of Planning and Programming Screen within the review period (45 days, or 60 days if an ETAT member requests a time extension).

Agency	FL Department of Environmental Protection
Start Date	02/06/2007
End Date	02/06/2008

Performance Indicators / Evaluation Criteria

Performance consistently meets expectations: 100-85 percent of reviews completed within review period (45 days, or 60 days if ETAT members request a time extension)

Performance is acceptable but needs to be improved: 84-75 percent of reviews completed within review period (45 days, or 60 days if ETAT member requests a time extension)

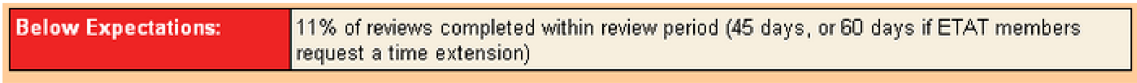
Performance is below expectations: Less than 75 percent of reviews completed within review period (45 days, or 60 days if ETAT member requests a time extension)

Performance Results

	FDOT District 1	FDOT District 2	FDOT District 3	FDOT District 4	FDOT District 5	FDOT District 6	FDOT District 7	Florida's Turnpike Enterprise	Florida
FDACS	0%	0%	0%	0%	N/A	N/A	0%	N/A	0%
FDCA	25%	0%	0%	0%	N/A	N/A	0%	N/A	11%
FDEP	25%	0%	0%	0%	N/A	N/A	0%	N/A	11%
SHPO	0%	0%	0%	0%	N/A	N/A	0%	N/A	0%
FFWCC	0%	0%	0%	0%	N/A	N/A	0%	N/A	0%
FHWA	50%	0%	60%	0%	N/A	N/A	0%	N/A	40%
NMFS	25%	0%	0%	0%	N/A	N/A	0%	N/A	11%
NPS	0%	0%	0%	0%	N/A	N/A	0%	N/A	0%
NRCS	0%	0%	0%	0%	N/A	N/A	0%	N/A	0%
NWFWMD	N/A	N/A	0%	N/A	N/A	N/A	N/A	N/A	0%

Note: While each Performance Measure result you select opens a different detail report, the one report shown above for **Performance Measure 1.1** indicates the percentage of comments provided within 60 days by the agencies listed in the far-left column, broken down by district.

The overall Performance Measure grade for the selected participant is displayed at the bottom of the **Performance Measure** window.

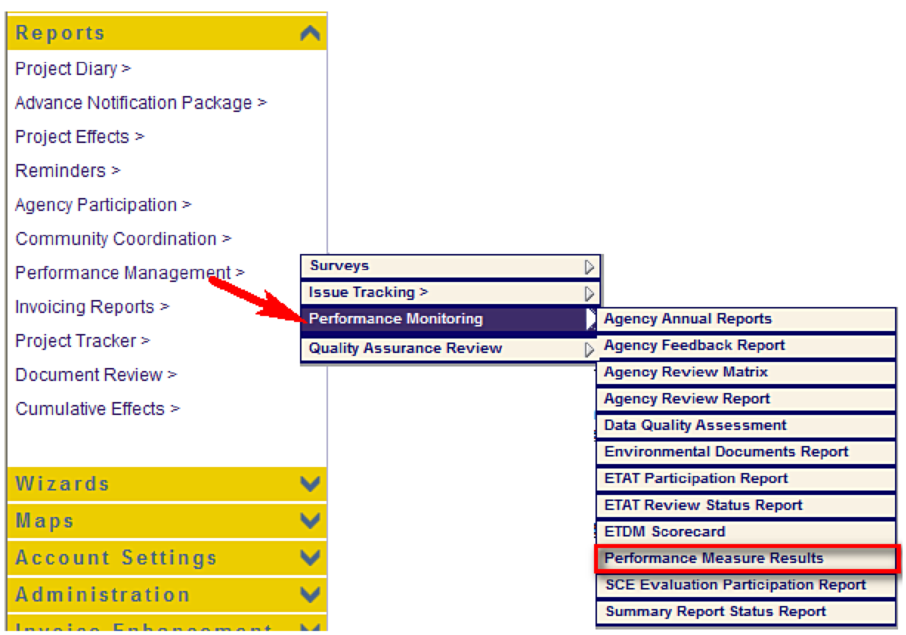


7. To generate another ETDM scorecard for a different date range, click **Clear Fields** in the **ETDM Scorecard** window, and then type in the date range using the **Start Date** and **End Date** fields.

3.2.7.5.10 Performance Measure Results (*New 7/31/2009*)

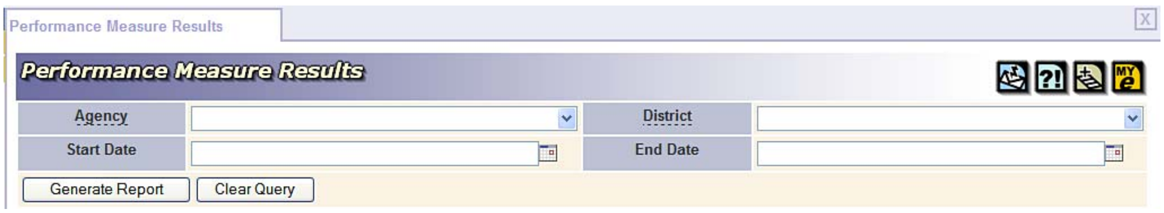
The **Performance Measure Results** function in the Environmental Screening Tool (EST) **Reports** menu enables Central Environmental Management Office (CEMO) managers and support staff to view summary results for specific performance measures.

1. On the **Reports** menu, point to **Performance Management**, select **Performance Monitoring**, and then click **Performance Measure Results**.



The **Performance Measure Results** window opens as a tabbed page, displaying a page toolbar and a search filter with the following fields:

- **Agency**
- **District**
- **Start Date**
- **End Date**



Tip! Click on the toolbar icons to:

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

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

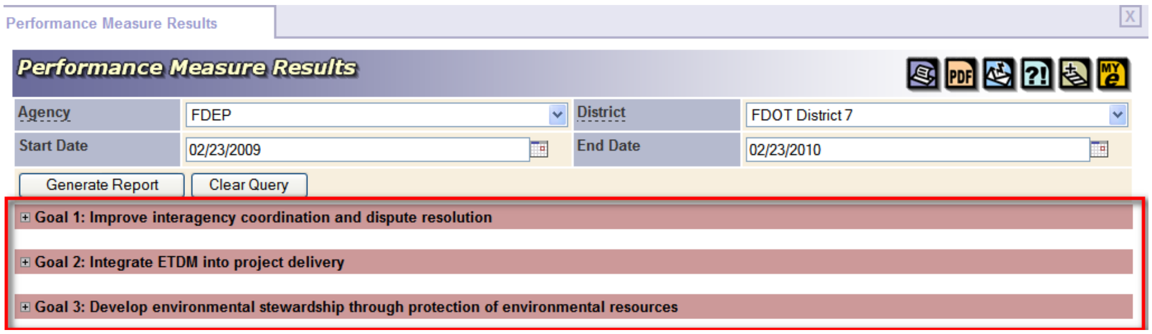
2. You can view a Performance Measure Results report for specific agencies, districts, or date ranges by completing one or more of the fields in the search filter**.**

Note: The fields are not required fields, so you have the option to enter as much information as you want into the search filter or you can leave all the fields blank. However, leaving all of the fields blank when you submit your query will result in the EST displaying all agencies and districts listed in the system.

Tip! When typing in dates, use the **mm/dd/yyyy** format. Alternately, you can also click the calendar icon  and select the dates.

3. Click **Generate Report**.

The **Performance Measure Results** window refreshes and expands, displaying the results of your search criteria along with an expanded page toolbar.



Tip! Click the toolbar icon in the **Performance Measure Summary Report** window to:

 Print a copy of the current page.

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

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

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

The **Performance Measure Summary Report** window displays performance measure summaries for:

- **Goal 1: Improve interagency coordination and dispute resolution**
- **Goal 2: Integrate ETDM into project delivery**
- **Goal 3: Develop environmental stewardship through protection of environmental resources**

Each **Goal** section contains the associated performance measures (e.g., **Goal 1** contains **Performance Measures 1.1, 1.2, 1.3** etc…and **Goal 2** contains **Performance Measures 2.1, 2.2, 2.3** etc…).

4. Scroll down the **Performance Measure Summary Report** window to view the **Performance Results** for each performance measure associated with each goal.

⊟ Goal 1: Improve interagency coordination and dispute resolution

Performance Measure 1.1	Environmental Technical Advisory Team (ETAT) review of Planning and Programming Screen within the review period (45 days, or 60 days if an ETAT member requests a time extension).

Performance Indicators / Evaluation Criteria

Performance consistently meets expectations: 100-85 percent of reviews completed within review period (45 days, or 60 days if ETAT members request a time extension)

Performance is acceptable but needs to be improved: 84-75 percent of reviews completed within review period (45 days, or 60 days if ETAT member requests a time extension)

Performance is below expectations: Less than 75 percent of reviews completed within review period (45 days, or 60 days if ETAT member requests a time extension)

Performance Results

	FDOT District 1	FDOT District 2	FDOT District 3	FDOT District 4	FDOT District 5	FDOT District 6	FDOT District 7	Florida's Turnpike Enterprise	Florida
FDACS	9%	0%	0%	11%	0%	0%	0%	0%	4%
FDCA	50%	67%	71%	44%	100%	100%	75%	100%	68%
FDEP	50%	67%	71%	44%	83%	100%	75%	100%	66%
SHPO	50%	80%	56%	50%	83%	100%	75%	100%	66%
FFWCC	50%	80%	62%	67%	100%	100%	75%	100%	73%
FHWA	88%	40%	77%	40%	86%	100%	50%	33%	66%

Below is a brief desciption of how some of the Performance Measures are presented.

- **Performance Measure description**

Each **Performance Measure** subsection begins with the Performance Measure number and description. Some **Performance Measure** subsections display a **view details** button that links to other reports.

Performance Measure 1.1	Environmental Technical Advisory Team (ETAT) review of Planning and Programming Screen within the review period (45 days, or 60 days if an ETAT member requests a time extension).

Tip! To view the details for a **Performance Measure**, click the **view details** button.

Performance Measure 1.4	Percentage of Dispute Resolutions completed within 120 days (120 days includes both formal and informal dispute resolution). view details

- **Performance Indicators/Evaluation Criteria**

This area of a subsection describes the performance indicator that is displayed at the bottom of **Performance Results**.

Performance Indicators / Evaluation Criteria

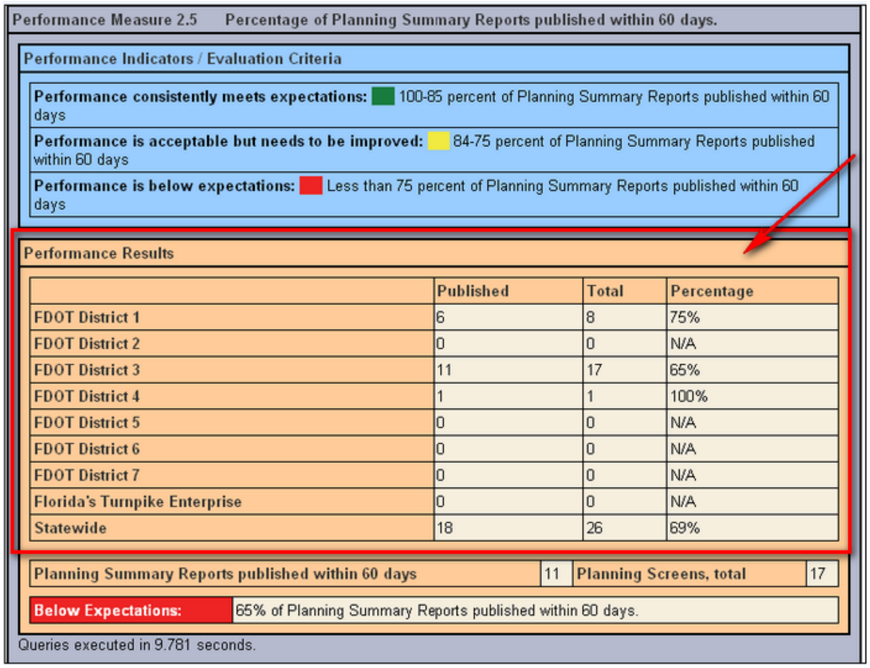
Performance consistently meets expectations: 100-85 percent of reviews completed within review period (45 days, or 60 days if ETAT members request a time extension)

Performance is acceptable but needs to be improved: 84-75 percent of reviews completed within review period (45 days, or 60 days if ETAT member requests a time extension)

Performance is below expectations: Less than 75 percent of reviews completed within review period (45 days, or 60 days if ETAT member requests a time extension)

- **Performance Results**

This area of each **Performance Measure** subsection displays either a data table, data field, or comment field.



Performance Measure 2.5 Percentage of Planning Summary Reports published within 60 days.

Performance Indicators / Evaluation Criteria

Performance consistently meets expectations: 100-85 percent of Planning Summary Reports published within 60 days

Performance is acceptable but needs to be improved: 84-75 percent of Planning Summary Reports published within 60 days

Performance is below expectations: Less than 75 percent of Planning Summary Reports published within 60 days

Performance Results

	Published	Total	Percentage
FDOT District 1	6	8	75%
FDOT District 2	0	0	N/A
FDOT District 3	11	17	65%
FDOT District 4	1	1	100%
FDOT District 5	0	0	N/A
FDOT District 6	0	0	N/A
FDOT District 7	0	0	N/A
Florida's Turnpike Enterprise	0	0	N/A
Statewide	18	26	69%

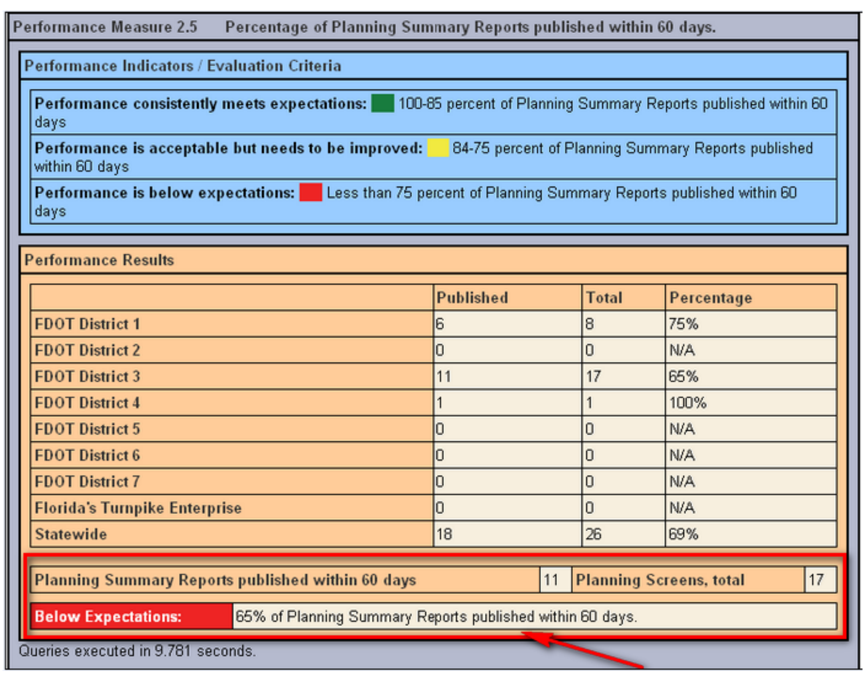
Planning Summary Reports published within 60 days	11	Planning Screens, total	17

Below Expectations: 65% of Planning Summary Reports published within 60 days.

Queries executed in 9.781 seconds.

- **Planning Summary Reports published within 60 days**

This area of each **Performance Measure** subsection displays the number of reports that were published within 60 days and the total number of screens along with a Performance Indicator that shows if the overall performance meets or is below **Expectations.**



Performance Measure 2.5 Percentage of Planning Summary Reports published within 60 days.

Performance Indicators / Evaluation Criteria

Performance consistently meets expectations: 100-85 percent of Planning Summary Reports published within 60 days

Performance is acceptable but needs to be improved: 84-75 percent of Planning Summary Reports published within 60 days

Performance is below expectations: Less than 75 percent of Planning Summary Reports published within 60 days

Performance Results

	Published	Total	Percentage
FDOT District 1	6	8	75%
FDOT District 2	0	0	N/A
FDOT District 3	11	17	65%
FDOT District 4	1	1	100%
FDOT District 5	0	0	N/A
FDOT District 6	0	0	N/A
FDOT District 7	0	0	N/A
Florida's Turnpike Enterprise	0	0	N/A
Statewide	18	26	69%

Planning Summary Reports published within 60 days	11	Planning Screens, total	17

Below Expectations: 65% of Planning Summary Reports published within 60 days.

Queries executed in 9.781 seconds.

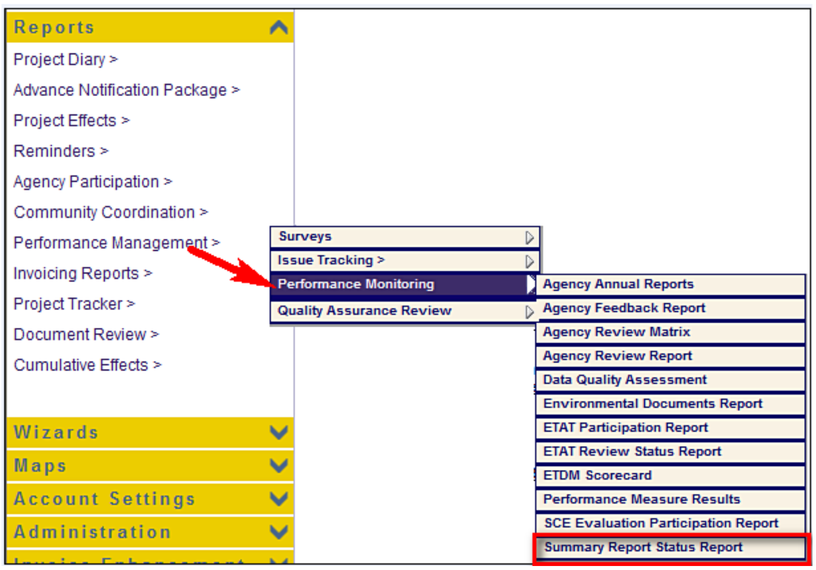
3.2.7.5.11 SCE Evaluation Participation Report (*In Development*)

3.2.7.5.12 Summary Report Status Report (*New 7/31/2009*)

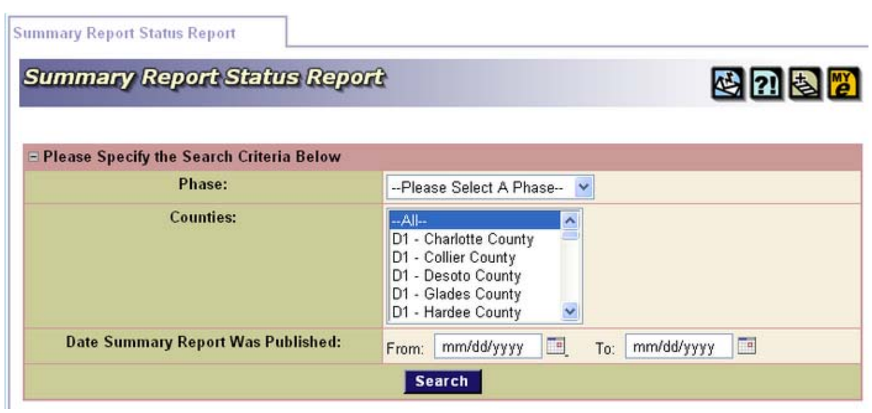
The **Summary Report Status Report** function in the Environmental Screening Tool (EST) **Reports** menu enables Central Environmental Management Office Managers and support staff to view performance measure information regarding published Planning and Programming Summary Reports.

Viewing the Summary Report Status Report:

1. On the **Reports** menu, point to **Performance Management**, select **Performance Monitoring**, and then click **Summary Report Status Report**.



The **Summary Report Status Report** window opens as a tabbed page, displaying a page toolbar and a search filter.



Tip! Click on the toolbar icons to:

Send feedback about the current page.

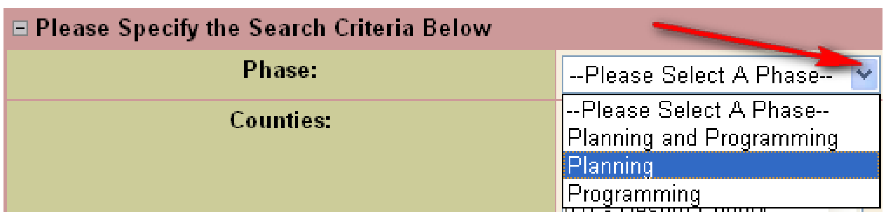
Access online **Help**.

Bookmark the page.

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

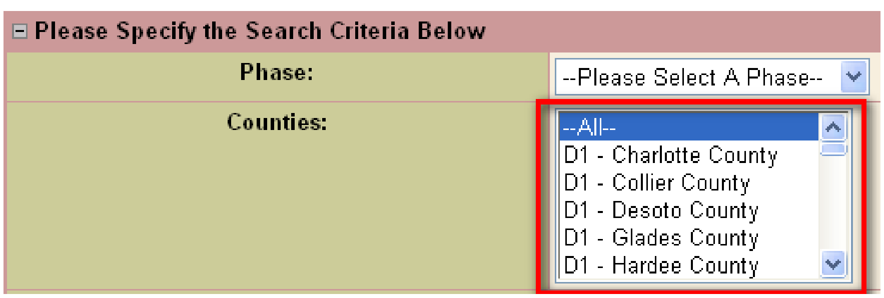
Note: For additional information about using the EST page toolbar buttons, refer to Chapter 2.8 of the EST Handbook.

2. Click the drop-down arrow in the **Phase** field, and select the project phase.



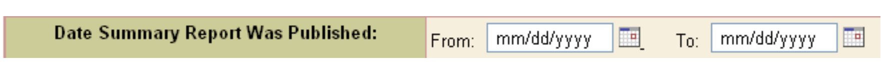
3. In the **Counties** field, select one, multiple, or **All** counties.

Tip! You can select multiple entries by pressing **SHIFT+click** for adjacent entries or **CTRL+click** for non-adjacent entries.

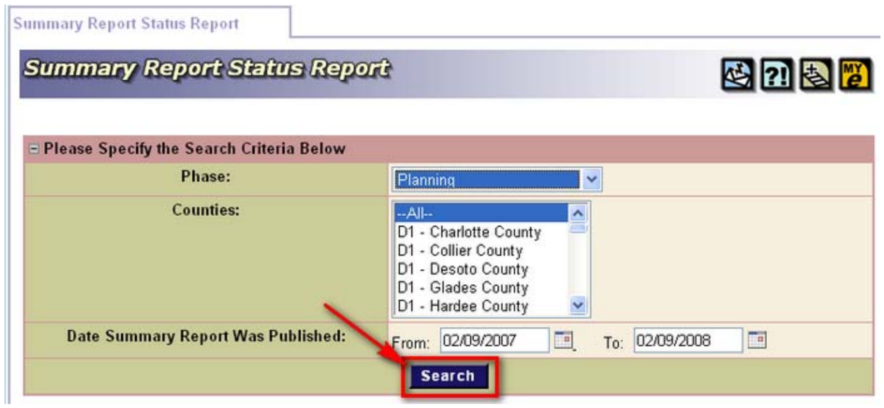


4. In the **Date Summary Report Was Published** field, enter the date range.

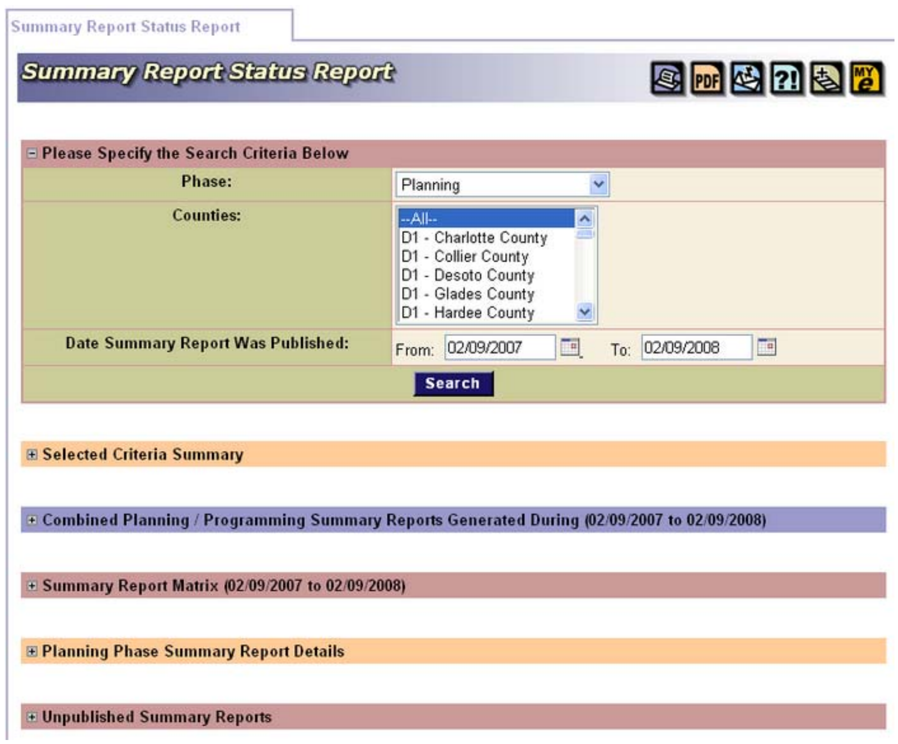
Tip! When typing dates, use the **mm/dd/yyyy** format. Alternately, you can click the calendar icon and select the dates.



5. Click **Search**.



The **Summary Report Status Report** window refreshes and expands, displaying the summary report details for your selected criteria along with an expanded page toolbar.



Tip! Click the toolbar icon on the **Summary Report Status Report** window to:

 Print a copy of the current page.

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

 Send feedback about the current page.

 Access online **Help**.

Bookmark the page.

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

The **Summary Report Status Report** window is divided into the following sections:

- **Selected Criteria Summary**

This section displays your selected criteria.

Selected Criteria Summary	
Phase:	Planning
Counties:	All Counties
Start Date:	02/09/2007
End Date:	02/09/2008

- **Combined Planning/Programming Summary Reports Generated During** *Selected Time Period*

This section displays the total published and republished reports for the selected time period.

Combined Planning / Programming Summary Reports Generated During (02/09/2007 to 02/09/2008)	
Total Projects Published / Republished:	21 (37 Alternatives)
Total Projects Published:	12 (21 Alternatives)
Total Projects Republished:	9 (16 Alternatives)

- **Summary Report Matrix**

This section displays the total number of reports published and republished by district, state, and Turnpike.

Summary Report Matrix (02/09/2007 to 02/09/2008)

Combined (Planning/Programming)	District 1	District 2	District 3	District 4	District 5	District 6	District 7	State	Total %	Turnpike*
Total Projects Published	2	2	6	2	0	0	1	13	4%	0
Total Projects Published (Due Date w/in Timeframe)	2	0	3	1	0	0	1	7	22%	0
Total Projects Republished	2	0	6	2	1	0	0	11	-	0
Total Projects Published / Republished	4	2	12	4	1	0	1	24	-	0

Planning (Only)	District 1	District 2	District 3	District 4	District 5	District 6	District 7	State	Total %	Turnpike*
Published First Time / On-Time	1	0	2	1	0	0	1	5	16%	0

Programming (Only)	District 1	District 2	District 3	District 4	District 5	District 6	District 7	State	Total %	Turnpike*
Published First Time / On-Time	0	0	4	0	0	0	0	4	12%	0

*Turnpike projects are released by geographic district and counties in that district. They are broken out here so you can see how many are Turnpike projects. (Do not add these to state totals because they are already included.)

- *Selected Project* **Phase Summary Report Details**

This section displays the details of the summary reports for the selected project phase.

Planning Phase Summary Report Details

Total Projects Published for First Time / Republished:	11 (17 Alternatives) *Based on total of all summary reports for the Planning Phase from 02/09/2007 to 02/09/2008. This count includes summary reports that were published for the first time or summary reports that were republished.*
List of projects that were published for the first time from 02/09/2007 to 02/09/2008.	7 (11 Alternatives)

District	Alternative	Review Ended	Date Due	Date Published
District 1	8467 - Stephanie - &E Tools, 02/26/2007, Alt #1	04/23/2007	06/22/2007	09/21/2007
District 1	8467 - Stephanie - &E Tools, 02/26/2007, Alt #2	04/23/2007	06/22/2007	09/21/2007
District 1, District 7	8648 - ICE Pilot, Alt #1	08/31/2007	10/30/2007	10/26/2007
District 1, District 7	8648 - ICE Pilot, Alt #2	08/31/2007	10/30/2007	10/26/2007
District 4	8269 - Stephanie TEST 8-28-2006, Alt #1	10/25/2007	12/23/2007	10/26/2007

- **Unpublished Summary Reports**

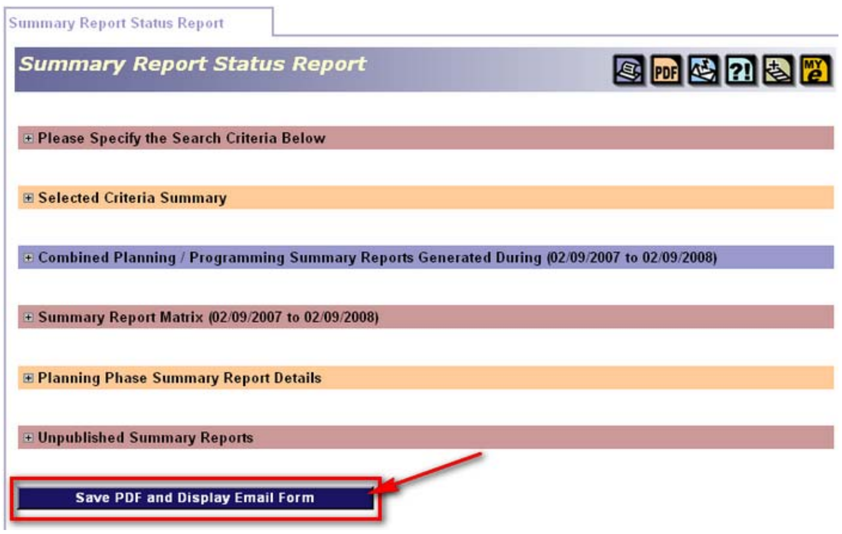
This section displays a list of unpublished summary reports.

Unpublished Summary Reports

District	County	Project Phase	Planning Org	ETDM Project	ETAT Review End	Due Date	Days Remaining
District 3	Bay County	Planning Screen	Bay County TPO	2852 - US 98 Interchange, Alt #1	8/29/2007	10/28/2007	0
District 3	Escambia County	Planning Screen	Florida - Alabama TPO	2862 - Pensacola Bay Bridge, Alt #2	6/12/2004	6/19/2007 **	0
District 3	Escambia County	Planning Screen	Florida - Alabama TPO	2862 - Pensacola Bay Bridge, Alt #4	6/12/2004	6/19/2007 **	0

Note: Double asterisks (**) indicate that the Summary Report due date was extended because the ETDM Coordinator granted a reviewer an extension.

6. To send the Summary Report Status Report to another person, click **Save PDF and Display Email Form**.



The **Summary Report Status Report** window refreshes, displaying an email form.

Note: EST automatically displays your email address along with the PDF file's name and location.

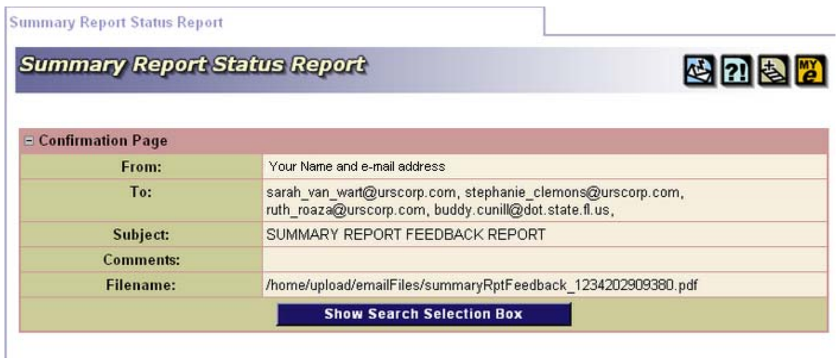
7. Complete the following fields, as needed:

- **To**
- **Subject**
- **Comments**

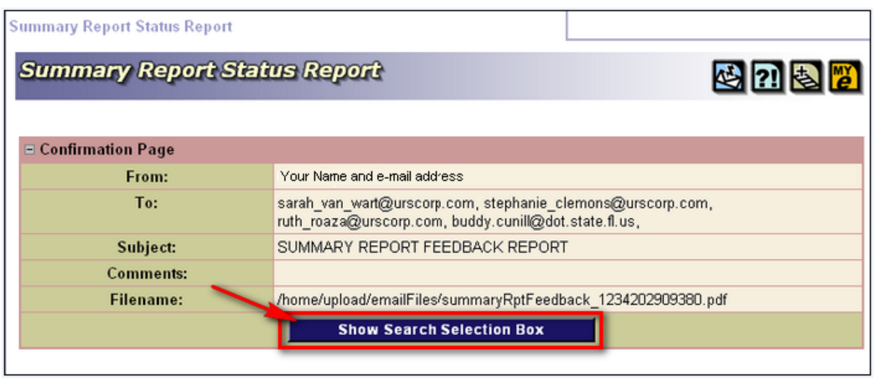
Tip! You can switch between the current and immediately preceding EST windows by pressing **ALT + LEFT ARROW** keys or **ALT+ RIGHT ARROW** keys.

8. Click **Send Report**.

The **Summary Report Status Report** window refreshes, displaying a confirmation.



9. To view another Summary Report Status Report, click **Show Search Selection Box**.



EST returns you to the **Summary Report Status Report** window and blank search filter.

3.2.7.6 *Quality Assurance Review (New 7/31/2009)*

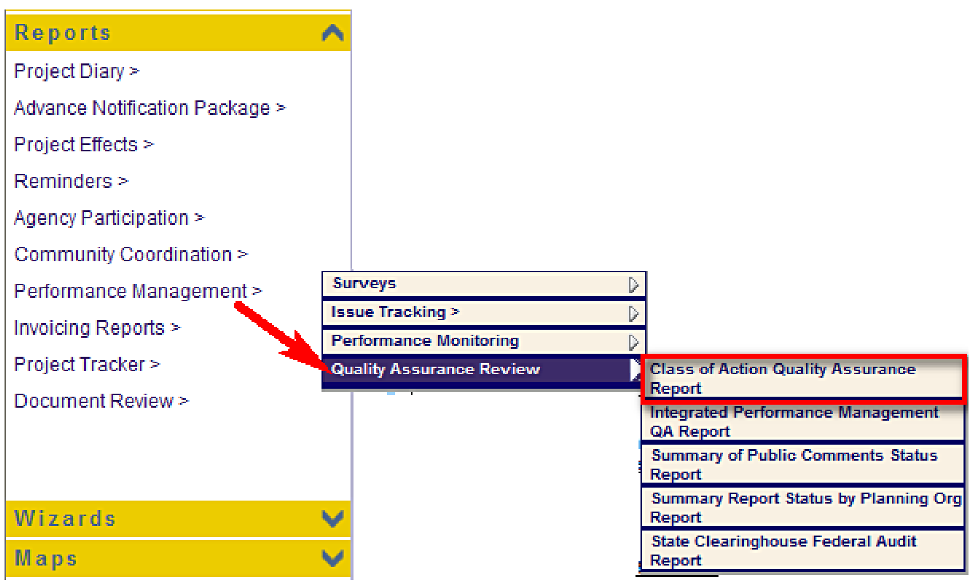
Reports listed under **Quality Assurance Review** enable Central Central Environmental Management Office managers and staff to monitor the overall performance of the ETDM Process. Information from these reports is used for ETDM progress reports.

3.2.7.6.1 Class of Action Quality Assurance Report (*New 7/31/2009*)

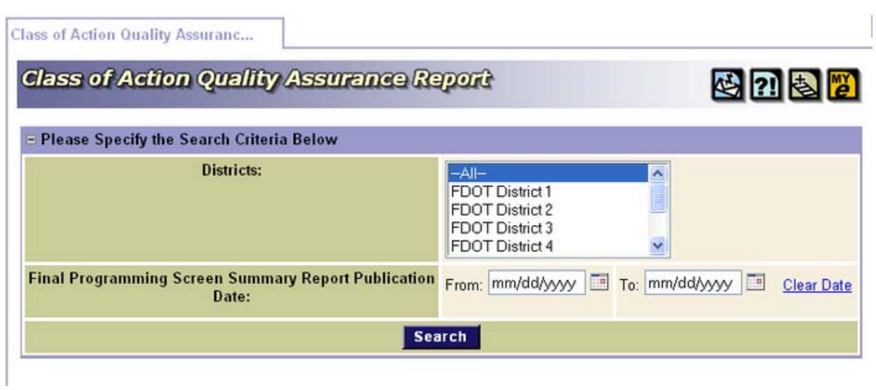
The **Class of Action Quality Assurance Report** function in the Environmental Screening Tool (EST) **Reports** menu enables Environmental Management Office (CEMO) staff and Florida Department of Transportation (FDOT) ETDM Coordinators and ETDM Coordinators Primary to view Class of Action (COA) summaries for FDOT Districts and Florida's Turnpike Enterprise.

Viewing a COA Quality Assurance Report:

1. On the **Reports** menu, point to **Performance Management**, select **Quality Assurance Review**, and then click **Class of Action Quality Assurance Report**.



The **Class of Action Quality Assurance Report** window opens as a tabbed page, displaying a page toolbar and a search filter.



Tip! Click on the toolbar icons to:

Send feedback about the current page.

Access online **Help**.

Bookmark the page.

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

2. Under **Please Specify the Search Criteria Below**, do the following:

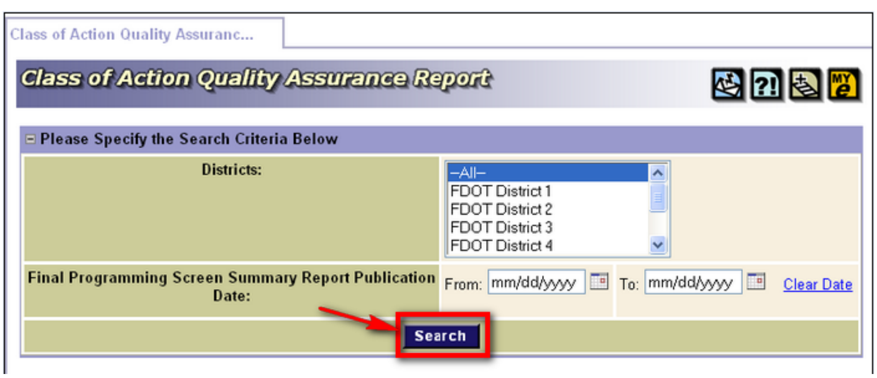
- In the **Districts** field, select one of the following:
    - **—All—**
    - **FDOT District** *Number*
    - **Florida's Turnpike Enterprise**

Tip! You can select multiple entries by pressing **SHIFT+click** for adjacent entries or **CTRL+click** for non-adjacent entries.

- In the **Final Programming Screen Summary Report Publication Date** field, type the date range for the report.

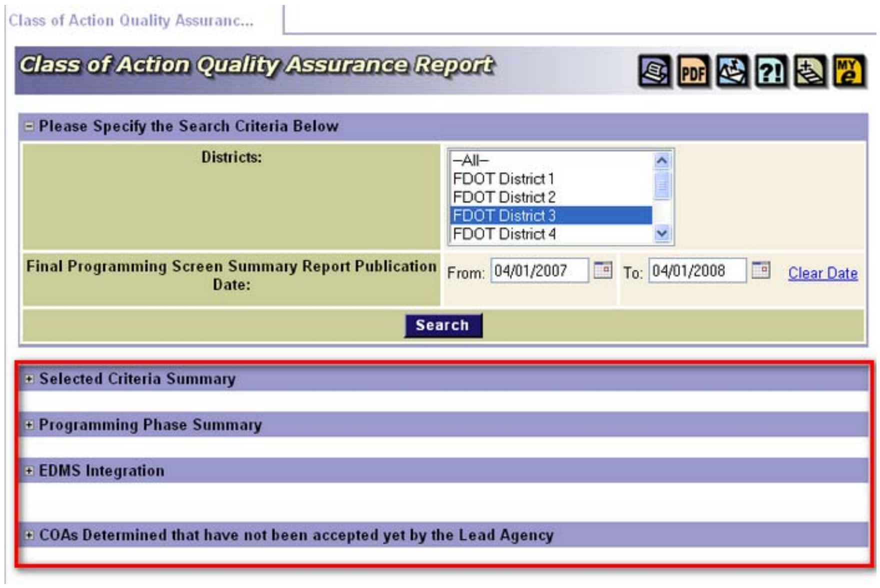
Tip! When typing dates, use the **mm/dd/yyyy** format. Alternately, you can also click the calendar icon and select the dates.

3. Click **Search.**



The **Class of Action Quality Assurance Report** window refreshes and displays the report matching your search criteria along with an expanded toolbar**.**

Tip! You can expand and collapse all of the window sections by clicking the **expand all** or **collapse all** icons.



Tip! Click the toolbar icon on the Class of Action Quality Assurance Report window to:

 Print a copy of the current page.

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

 Send feedback about the current page.

 Access online **Help**.

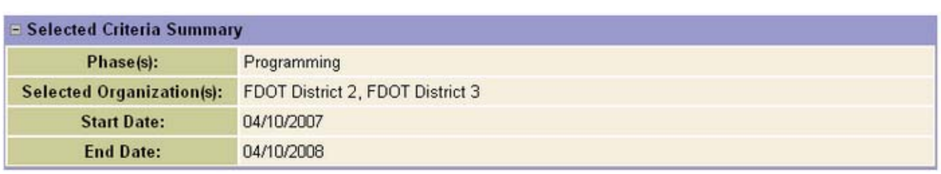
 Bookmark the page.

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

4. Scroll down the **Class of Action Quality Assurance Report** window to view the report, which is divided into the following sections:

- **Selected Criteria Summary**

This section of the report displays your selected criteria.



Selected Criteria Summary	
Phase(s):	Programming
Selected Organization(s):	FDOT District 2, FDOT District 3
Start Date:	04/10/2007
End Date:	04/10/2008

- **Programming Phase Summary**

This section displays the Programming Phase summary of the total number of projects with COA Determinations, the total number of projects for which the COA has been accepted by the Lead Agency, and the percentage of projects for which the COA has been accepted for the selected time period within the state and for the selected Planning Organization.

Programming Phase Summary			
Planning Organization	Total of Project (s) w/COA Determination	Total of Project (s) w/COA Consistently Accepted	Percent of Project(s) w/COA Consistently Accepted
FDOT District 3	2	2	100.0%
Statewide Totals	3	3	100.0%

  - To view the report details for the selected Planning Organization, click the link on the selected row in the **Percentage of Project(s) w/COA Consistently Accepted** column. See **Step 5** for further instructions on viewing the report details.
  - To view the report details for all Planning Organizations within the state, click the link on the **Statewide Totals** row in the **Percentage of Project(s) w/COA Consistently Accepted** column. See Step 6 for further instruction on viewing the report details.

- **COAs Determined that have not been accepted yet by the Lead Agency**

This section displays the the COAs that are still waiting for acceptance by the Lead Agency.

COAs Determined that have not been accepted yet by the Lead Agency								
ETDM Project	Planning Organization	COA Determined	COA Determined On	Organization COA Determined By	User COA Determined By	User's ETDM Role COA Determined By	Lead Agency	Number of Days to Accept COA
2803 - Main St (US 17)	FDOT District 2	Reevaluation	10/17/2006	FL Department of Transportation	Stephanie Clemons	Lead Agency ETAT Member	FL Department of Transportation	897

Tip! Click the column headings to sort the columns in ascending or descending order.

5. To view the report details for the selected Planning Organization, click the link on the selected row in the **Percentage of Project(s) w/COA Consistently Accepted** column.

Programming Phase Summary			
Planning Organization	Total of Project (s) w/COA Determination	Total of Project (s) w/COA Consistently Accepted	Percent of Project(s) w/COA Consistently Accepted
FDOT District 2	0	0	No Data
FDOT District 3	2	2	100.0%
Statewide Totals	3	3	100.0%

The **Class of Action Quality Assurance Report** window refreshes and expands, displaying the COA summary details for the selected Planning Organization in a table, which breaks down the data by:

- **ETDM Project**
- **Times COA was Recommended**

- **Times COA was not Accepted**
- **Day(s) to accept the COA from Initial Recommendation**
- **Lead Agency**
- **Initial COA Recommendation**
- **Final COA Accepted**
- **COA Consistently Determined (Yes or No)**

Programming Detail for FDOT District 3

ETDM Project	Times COA was Recommended	Times COA was not Accepted	Day(s) to accept the COA from Initial Recommendation	Lead Agency	Initial COA Recommendation	Final COA Accepted	COA Consistently Determined
9514 - TEST - StephProg - 09/17/2007	1	0	0	Federal Highway Administration	Environmental Assessment	Environmental Assessment	Yes
9515 - TEST - StephProg(NoLead) - 09/17/2007	1	0	0	Federal Highway Administration	Environmental Assessment	Environmental Assessment	Yes
Go Back to Summary Table							

Tip! Click the **Go Back to Summary Table** link at the bottom of the **Programming Detail for** *Planning Organization* table to return to the **Programming Phase Summary** section**.**

6. To view the report details for all Planning Organizations within the state, click in the **Percentage of Project(s) w/COA Consistently Accepted** column on the **Statewide Totals** row.

Programming Phase Summary

Planning Organization	Total of Project(s) w/COA Determination	Total of Project(s) w/COA Consistently Accepted	Percent of Project(s) w/COA Consistently Accepted
FDOT District 2	0	0	No Data
FDOT District 3	2	2	100.0%
Statewide Totals	3	3	100.0%

The **Class of Action Quality Assurance Report** window refreshes and expands, displaying the COA summary details for each Planning Organization. (The next illustration shows a segment of the COA summary details that are displayed for each Planning Organization.)

Programming Detail

Programming Detail for FDOT District 1

ETDM Project	Times COA was Recommended	Times COA was not Accepted	Day(s) to accept the COA from Initial Recommendation	Lead Agency	Initial COA Recommendation	Final COA Accepted	COA Consistently Determined
#2000 Redbird Road expansion	1	0	0	Federal Highway Administration	Environmental Assessment	Environmental Assessment	Yes
Go Back to Summary Table							

Programming Detail for FDOT District 2

There are no details for this Organization

Go Back to Summary Table

Programming Detail for FDOT District 3

ETDM Project	Times COA was Recommended	Times COA was not Accepted	Day(s) to accept the COA from Initial Recommendation	Lead Agency	Initial COA Recommendation	Final COA Accepted	COA Consistently Determined
#1234 Capital Circle widening	1	0	0	Federal Highway Administration	Environmental Assessment	Environmental Assessment	Yes
#4567 I-10 on-ramp extension	1	0	0	Federal	Environmental	Environmental	Yes

Note: Clicking **Send Report to EDMS** enables CEMO Managers, FDOT ETDM Coordinators-Primary, and FDOT Coordinators to send reports to the Electronic Document Management System (EDMS).

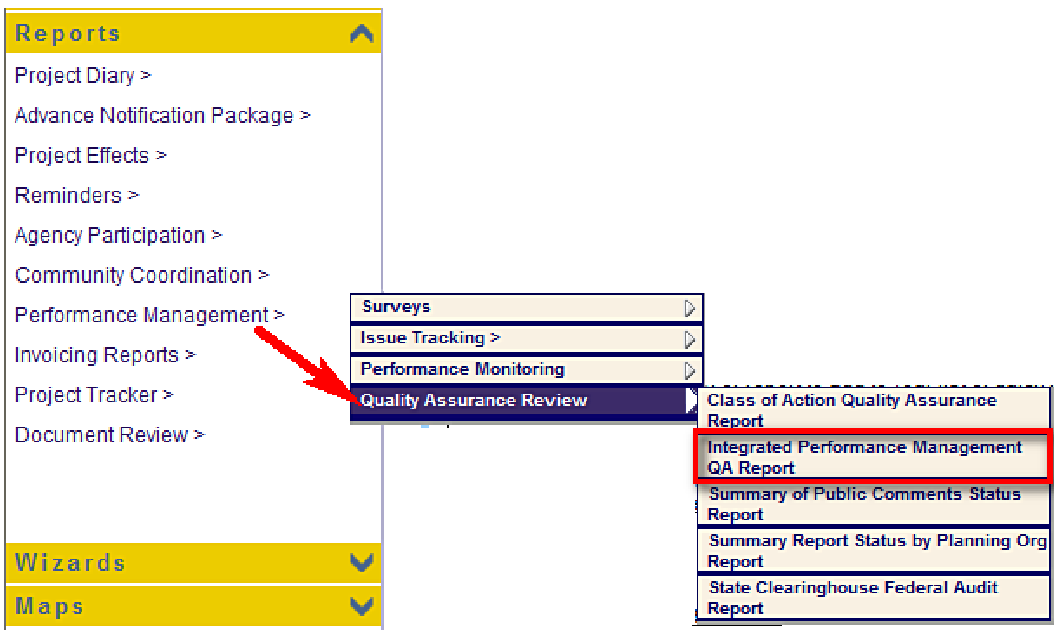
7. Under **EDMS Integration**, click **Send Report to EDMS** to send the list of reports matching the selected criteria to the EDMS.

3.2.7.6.2 Integrated Performance Management QA Report (*New 7/31/2009*)

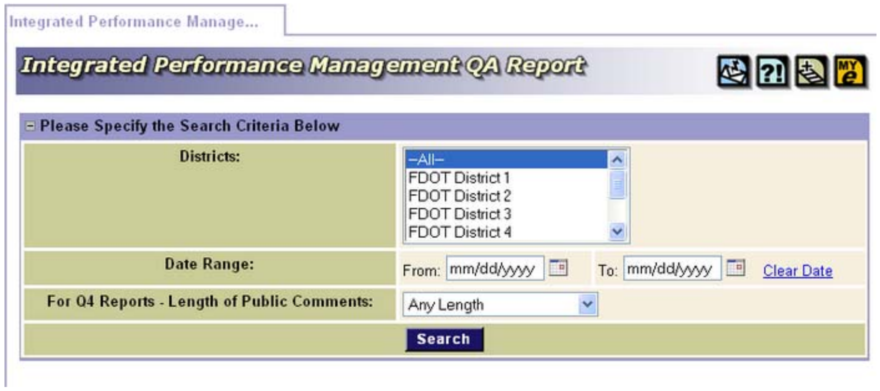
The **Integrated Performance Management QA Report** function in the Environmental Screening Tool (EST) **Reports** menu enables Central Environmental Management Office (CEMO) Managers and Florida Department of Transportation (FDOT) ETDM Coordinators and ETDM Coordinators Primary to view summaries of QA Reports related to the performance of FDOT Districts and Florida's Turnpike Enterprise. The report indicates percentages for a selected District (or Districts), compared to statewide and target percentages, for seven performance measure criteria (designated Report Q1 through Report Q7).

Viewing an Integrated Performance Management QA Report:

1. On the **Reports** menu, point to **Performance Management**, select **Quality Assurance Review**, and then click **Integrated Performance Management QA Report**.



The **Integrated Performance Management QA Report** window opens as a tabbed page, displaying a page toolbar and a search filter.



Tip! Click on the toolbar icons to:

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

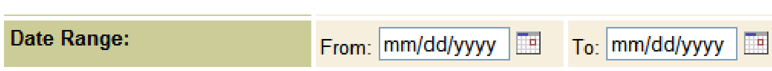
 Add the page to your **My ETDM** preferences.

2. Under **Please Specify the Search Criteria Below**, do the following:

- In the **Districts** field, select one of the following from the list:
  - **–All–**
  - **FDOT District**
  - **Florida's Turnpike Enterprise**

Tip! You can select multiple entries by pressing **SHIFT+click** for adjacent entries or **CTRL+click** for non-adjacent entries.

- In the **Date Range** fields, type the date range of the report.



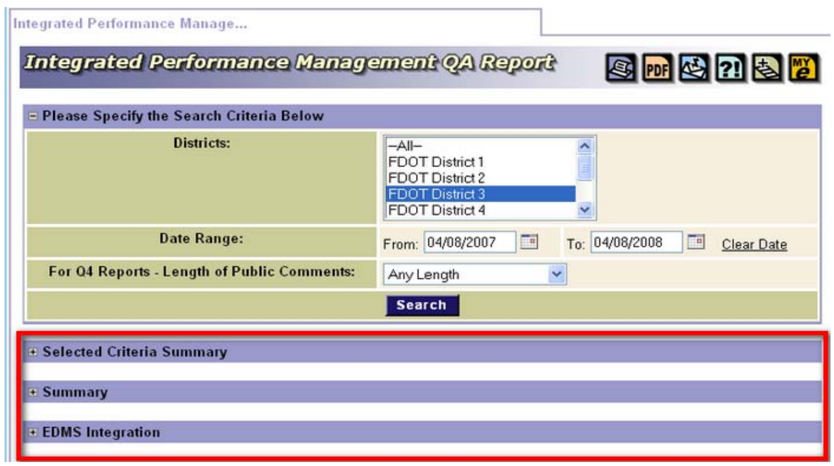
Tip! When typing dates, use the **mm/dd/yyyy** format. Alternately, you can click the calendar icon and select the dates.

- In the **For Q4 Reports - Length of Public Comments** field, click the drop-down arrow, and then select a variable from the list.

3. Click **Search**.

The **Integrated Performance Management QA Report** window refreshes and displays the report matching your search criteria, along with an expanded toolbar**.**

Tip! You can expand and collapse all of the window sections by clicking the **expand all** or **collapse all** icons.



Tip! Click the toolbar icon on the Integrated Performance Management QA Report window to:

 Print a copy of the current page.

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

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

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

4. Scroll down the window to view the report, which is divided into the following sections:

- **Selected Criteria Summary**

This section of the report displays your selected criteria.

Selected Criteria Summary	
Selected Organization(s):	FDOT District 3
Start Date:	04/08/2007
End Date:	04/08/2008

- **Summary**

This section displays a table showing percentages for the selected Organization's (or Organizations') performance related to the seven Performance Measure criteria**,** along with the **Statewide Totals** and **Target** percentages for each criterion.

Note: Cells with a green background, , indicate the Planning Organization exceeded the target percentage. Cells with a yellow background, , indicate the Planning Organization did not exceed the target percentage.

Summary

Report	Target	FDOT District 3	Statewide Totals
Q1 - Percent of Planning Screen Summary reports published within 60 days of comment deadline	85%	91.67 %	82.61 %
Q2 - Percent of preliminary Programming Screen Summary reports published within 60 days of comment deadline	85%	100.0 %	70.59 %
Q3 - Percent of accurate and complete ETDM project information for decision making - ETDM Districts Responses	80%	75.0 %	81.19 %
Q3 - Percent of accurate and complete ETDM project information for decision making - ETAT Member Responses	80%	84.62 %	84.88 %
Q4 - Percent of projects with completed summary of public comments on Planning Phase	90%	87.50 %	57.14 %
Q4 - Percent of projects with completed summary of public comments on Programming Phase	90%	100.00 %	78.95 %
Q5 - Percent of of Project stakeholders notified for project review	90%	100%	100%
Q6 - Percent of of Project stakeholders notified when Summary reports are published	90%	100%	100%
Q7 - Percent of projects with COA obtained from Lead Agency consistent with Summary Report	90%	100.0 %	100.0 %

District exceeds target percentage.
District doesn't exceed target percentage.
The values for Q3 represent the Survey submitted early in 2008 for the calendar year 2007.

5. Under **Summary**, click the link in the **FDOT** *Selected District* column to view the report details for each performance criterion (i.e., Q1 through Q7).

(For the next illustration, the report for performance criterion Q1 – Percent of Planning Screen Summary reports published within 60 days of comment deadline was selected.)

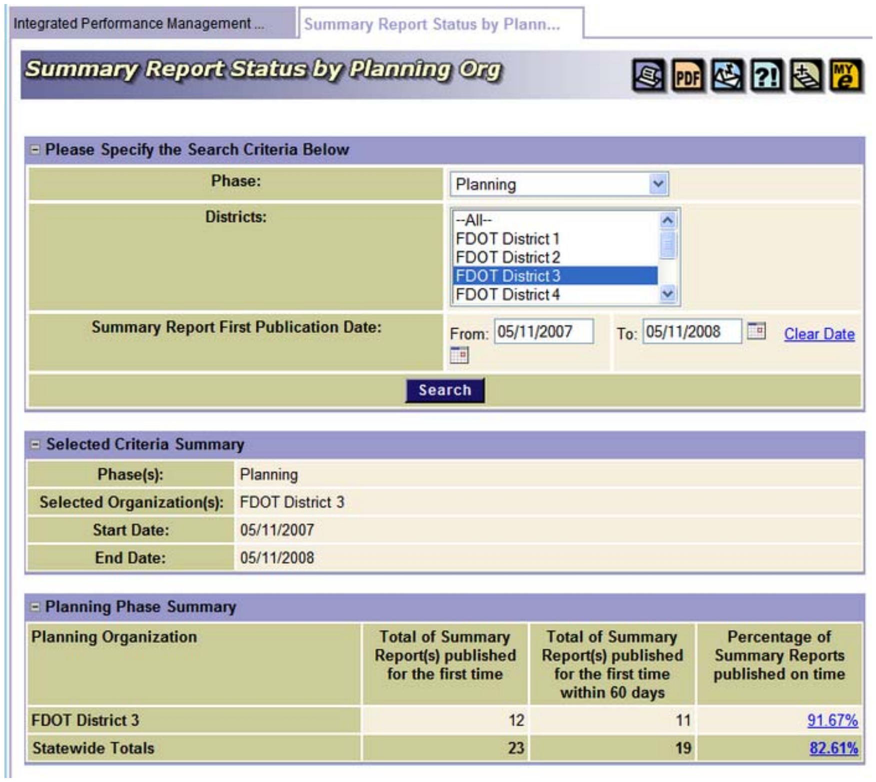
Summary

Report	Target	FDOT District 3	Statewide Totals
Q1 - Percent of Planning Screen Summary reports published within 60 days of comment deadline	85%	91.67 %	82.61 %
Q2 - Percent of preliminary Programming Screen Summary reports published within 60 days of comment deadline	85%	100.0 %	70.59 %
Q3 - Percent of accurate and complete ETDM project information for decision making - ETDM Districts Responses	80%	75.0 %	81.19 %
Q3 - Percent of accurate and complete ETDM project information for decision making - ETAT Member Responses	80%	84.62 %	84.88 %
Q4 - Percent of projects with completed summary of public comments on Planning Phase	90%	87.50 %	57.14 %
Q4 - Percent of projects with completed summary of public comments on Programming Phase	90%	100.00 %	78.95 %
Q5 - Percent of of Project stakeholders notified for project review	90%	100%	100%
Q6 - Percent of of Project stakeholders notified when Summary reports are published	90%	100%	100%
Q7 - Percent of projects with COA obtained from Lead Agency consistent with Summary Report	90%	100.0 %	100.0 %

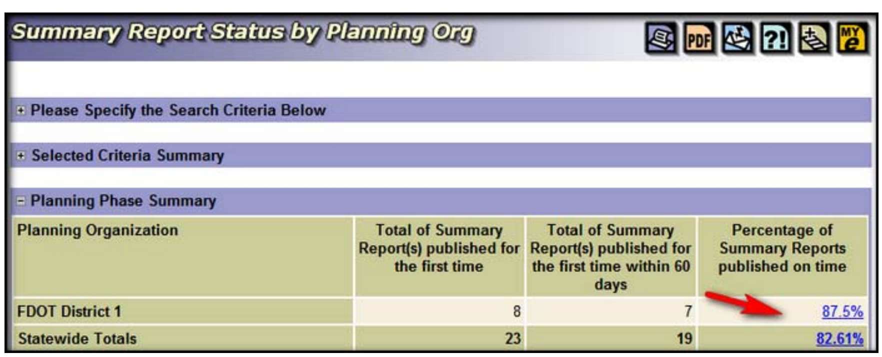
District exceeds target percentage.
District doesn't exceed target percentage.
The values for Q3 represent the Survey submitted early in 2008 for the calendar year 2007.

The *Name of* **Report** window opens as a tabbed page, displaying the report for the selected district along with links for accessing additional details.

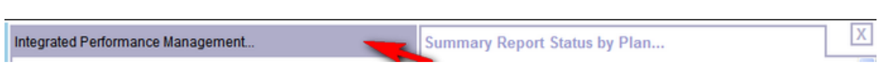
(The next illustration displays the **Summary Report Status by Planning Org** window that shows the report for Performance Criterion **Q1**, which was selected in the **Summary** section of the **Integrated Performance Management** window.)



Tip! Click the links in the *Selected Phase* **Summary** section of the *Name of* **Report** window for additional report details.



6. Click the **Integrated Performance Management** tab to select another report from the **Summary** section of the **Integrated Performance Management** window.



7. Repeat Step 5 to select another **Report** for the selected Planning Organization.

8. To view a detailed statewide comparison for a selected **Report**, click the corresponding link in the **Statewide Totals** column. (For the next illustration, the Statewide Total—**82.61%**—for **Report – Q1** was selected.)

⊟ Summary

Report	Target	FDOT District 3	Statewide Totals
Q1 - Percent of Planning Screen Summary reports published within 60 days of comment deadline	85%	91.67 %	82.61 %
Q2 - Percent of preliminary Programming Screen Summary reports published within 60 days of comment deadline	85%	100.0 %	70.59 %
Q3 - Percent of accurate and complete ETDM project information for decision making - ETDM Districts Responses	80%	75.0 %	81.19 %
Q3 - Percent of accurate and complete ETDM project information for decision making - ETAT Member Responses	80%	84.62 %	84.88 %
Q4 - Percent of projects with completed summary of public comments on Planning Phase	90%	87.50 %	57.14 %
Q4 - Percent of projects with completed summary of public comments on Programming Phase	90%	100.00 %	78.95 %
Q5 - Percent of of Project stakeholders notified for project review	90%	100%	100%
Q6 - Percent of of Project stakeholders notified when Summary reports are published	90%	100%	100%
Q7 - Percent of projects with COA obtained from Lead Agency consistent with Summary Report	90%	100.0 %	100.0 %

District exceeds target percentage.

District doesn't exceed target percentage.

The values for Q3 represent the Survey submitted early in 2008 for the calendar year 2007.

The *Name of* **Report** window opens as a tabbed page and displays a table showing the data for each Planning Organization along with links for accessing additional report details.

(In the next illustration, the **Summary Report Status by Planning Organization** window is shown, displaying the statewide totals for **Report-Q1**, which was selected in the **Summary** section of the **Integrated Performance Management** window.)

Integrated Performance Management ... | Summary Report Status by Plann...

⊟ Please Specify the Search Criteria Below

Phase: Planning

Districts: --All-- / FDOT District 1 / FDOT District 2 / FDOT District 3 / FDOT District 4

Summary Report First Publication Date: From: 05/11/2007 To: 05/11/2008 Clear Date

Search

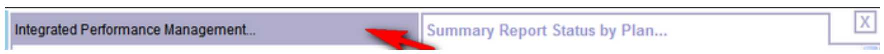
⊞ Selected Criteria Summary

⊟ Planning Phase Summary

Planning Organization	Total of Summary Report(s) published for the first time	Total of Summary Report(s) published for the first time within 60 days	Percentage of Summary Reports published on time
FDOT District 1	8	7	87.5%
FDOT District 2	2	0	0%
FDOT District 3	12	11	91.67%
FDOT District 4	1	1	100.0%
FDOT District 5	No Data	No Data	No Data
FDOT District 6	No Data	No Data	No Data
FDOT District 7	No Data	No Data	No Data
Florida's Turnpike Enterprise	No Data	No Data	No Data
Statewide Totals	23	19	82.61%

Tip! Click the links in the *Selected Phase* **Summary** section of the the *Name of* **Report** window for additional report details.

9. To select and open another report from the **Statewide Totals** column in the **Integrated Performance Management** window, click the **Integrated Performance Management** tab.



10. Repeat Step 8 to select the **Statewide Totals** for another **Report**.

Note: Clicking **Send Report to EDMS** enables CEMO Managers, FDOT ETDM Coordinators-Primary, and FDOT Coordinators to send reports to the Electronic Document Management System (EDMS).

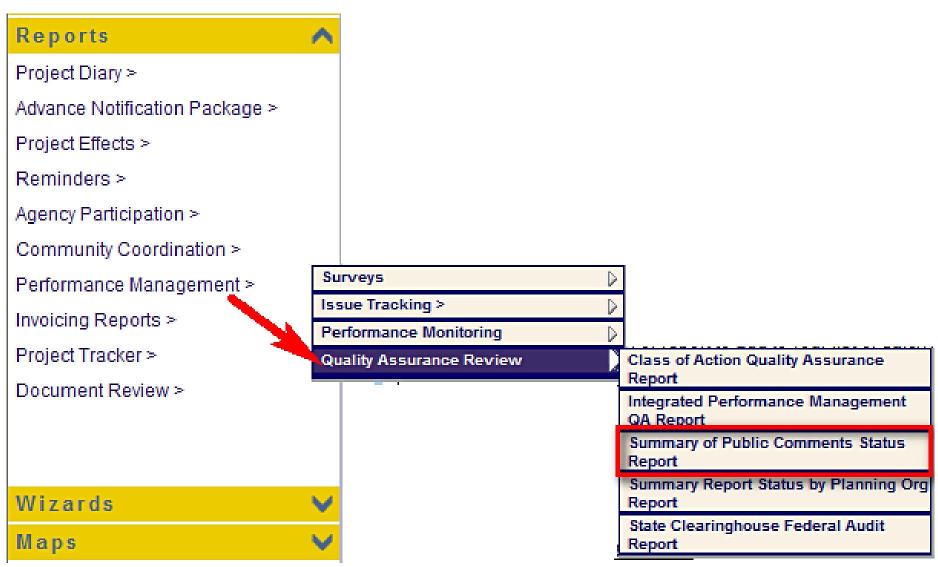
11. Under **EDMS Integration**, click **Send Report to EDMS** to send the list of reports matching the selected criteria to the EDMS.

3.2.7.6.3 Summary of Public Comments Status Report (*New 7/31/2009*)

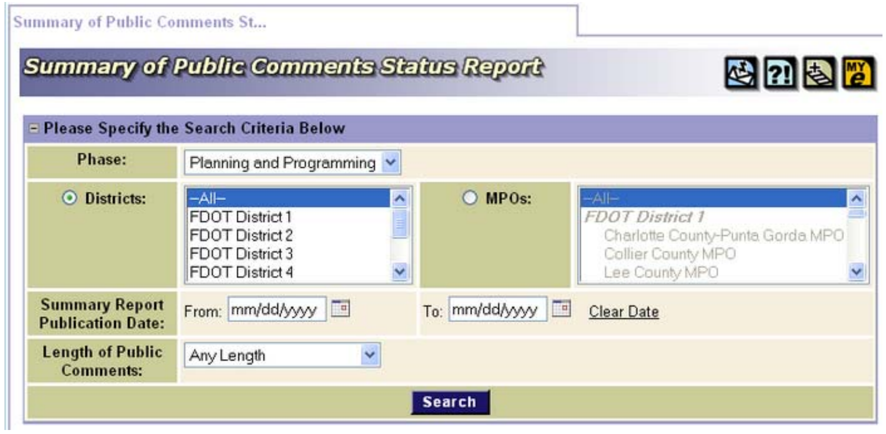
The **Summary of Public Comments Status Report** function in the Environmental Screening Tool (EST) **Reports** menu enables Central Environmental Management Office (CEMO) staff and Florida Department of Transportation (FDOT) ETDM Coordinators to view the percentage of public comment summaries produced by selected planning organizations.

Viewing a Summary of Public Comments Status Report

1. On the **Reports** menu, point to **Performance Management**, select **Quality Assurance Review**, and then click **Summary of Public Comments Status Report**.



The **Summary of Public Comments Status Report** window opens as a tabbed page, displaying a page toolbar and a search filter.



Tip! Click on the toolbar icons to:

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

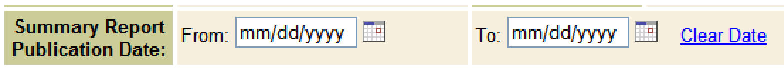
 Add the page to your **My ETDM** preferences.

2. Under **Please Specify the Search Criteria Below**, do the following:

- Click the drop-down arrow  in the **Phase** field, and then select one of the following:
  - **Planning and Programming**
  - **Planning**
  - **Programming**
- Do one of the following:
  - To select an FDOT Planning Organization, click the option button next to the **Districts** field, and then select one of the following:
    - **—All—**
    - FDOT District ***Number***
    - **Florida's Turnpike Enterprise**
  - To select a Metropolitan Planning Organization (MPO) or Transportation Planning Organization (TPO), click the option button next to the **MPO** field, and then select one of the following:
    - **—All—**
    - *Name of* MPO or TPO

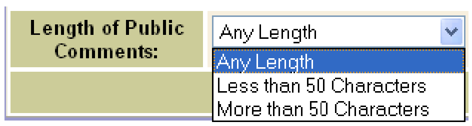
> ***Tip!*** You can select multiple entries by pressing **SHIFT+click** for adjacent entries or **CTRL+click** for non-adjacent entries.

- In the **Summary Report Publication Date** fields, type the date range for the report.

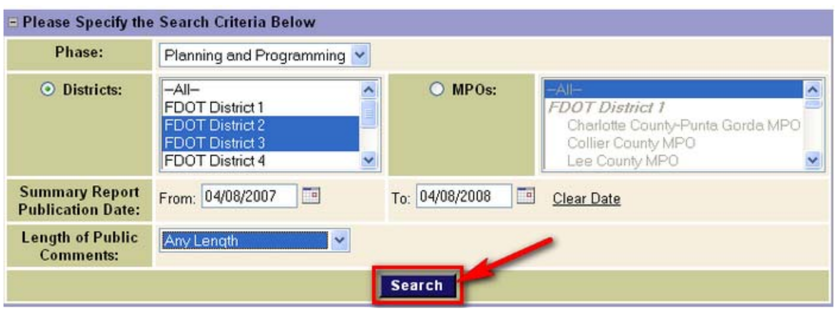


Tip! When typing dates, use the **mm/dd/yyyy** format. Alternately, you can click the calendar icon and select the dates.

- In the **Length of Public Comments** field, click the drop-down arrow, and then select a variable from the list.

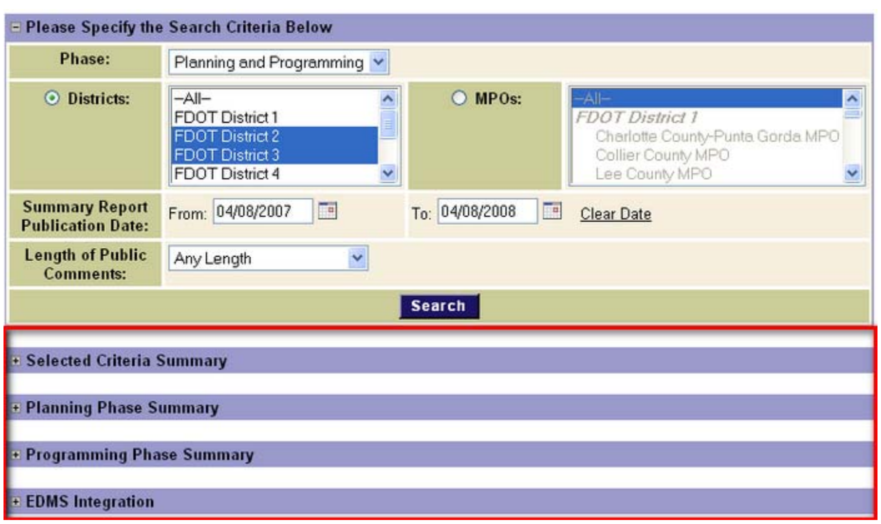


3. Click **Search**.



The **Summary of Public Comments Status Report** window refreshes and displays the report matching your search criteria, along with an expanded toolbar**.**

Tip! You can expand and collapse the window sections by clicking the **expand all** or **collapse all** icons.



Tip! Click the toolbar icon on the Summary of Public Comments Status Report window to:

Print a copy of the current page.

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

Send feedback about the current page.

Access online **Help**.

Bookmark the page.

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

The report is divided into the following sections:

- **Selected Criteria Summary**

This section of the report displays your selected criteria.

Selected Criteria Summary	
Phase(s):	Planning and Programming
Selected Organization(s):	FDOT District 2, FDOT District 3
Start Date:	04/08/2007
End Date:	04/08/2008
Length of Public Comments:	Any

- Selected Phase **Summary**

The EST displays a table showing the total number of Summary Reports completed by the selected Planning Organization(s), and also shows statewide comparisons, total number of public comment summaries, and the percentage of completed summaries of public comments.

4. To view public comments for a selected **Planning Organization** (FDOT or MPO/TPO) or for **Statewide Totals**, click the link on the selected row in the **Percentage of Summary of Public Comments Completed** column.

Programming Phase Summary

Planning Organization	Total of Summary Report(s)	Total of Summary of Public Comment(s)	Percentage of Summary of Public Comments Completed
FDOT District 2	4	2	50.00%
FDOT District 3	5	5	100.00%
Statewide Totals	19	15	78.95%

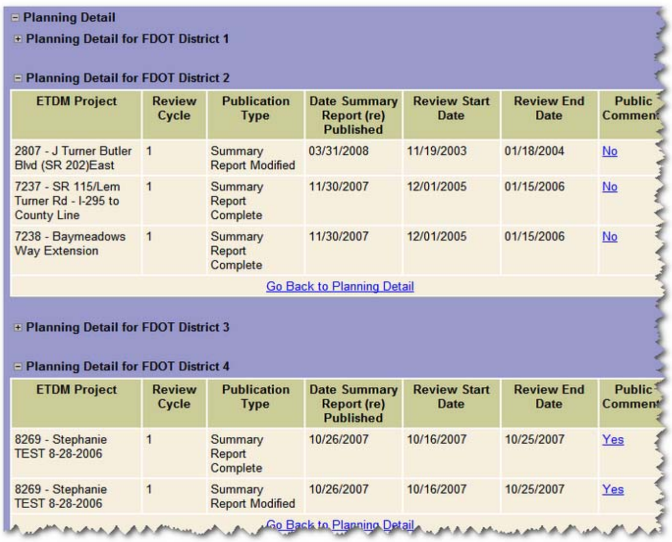
The **Summary of Public Comments Status Report** window refreshes and expands, displaying a *Phase* **Detail for** *Planning Organization* table that breaks down information by:

- **ETDM Project**
- **Review Cycle**
- **Publication Type**
- **Date Summary Report(s) Published**

- **Review Start Date**
- **Review End Date**
- **Public Comments (Yes or No)**

For **Statewide Totals**, the **Summary of Public Comments Status Report** window refreshes and expands, displaying all of the *Phase* **Detail for** *Planning Organization* tables:

- If you selected **Districts** in the search criteria, the EST displays all FDOT Districts and Florida's Turnpike Enterprise. (The next illustration shows a segment of the **Planning Detail** section.)



Planning Detail
Planning Detail for FDOT District 1

Planning Detail for FDOT District 2

ETDM Project	Review Cycle	Publication Type	Date Summary Report (re) Published	Review Start Date	Review End Date	Public Comment
2807 - J Turner Butler Blvd (SR 202)East	1	Summary Report Modified	03/31/2008	11/19/2003	01/18/2004	No
7237 - SR 115/Lem Turner Rd - I-295 to County Line	1	Summary Report Complete	11/30/2007	12/01/2005	01/15/2006	No
7238 - Baymeadows Way Extension	1	Summary Report Complete	11/30/2007	12/01/2005	01/15/2006	No

Go Back to Planning Detail

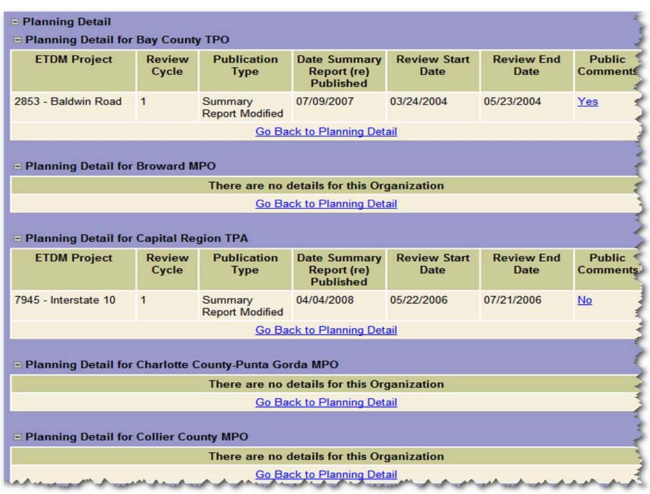
Planning Detail for FDOT District 3

Planning Detail for FDOT District 4

ETDM Project	Review Cycle	Publication Type	Date Summary Report (re) Published	Review Start Date	Review End Date	Public Comment
8269 - Stephanie TEST 8-28-2006	1	Summary Report Complete	10/26/2007	10/16/2007	10/25/2007	Yes
8269 - Stephanie TEST 8-28-2006	1	Summary Report Modified	10/26/2007	10/16/2007	10/25/2007	Yes

Go Back to Planning Detail

- If you selected **MPO** in the search criteria, the EST display all MPOs and TPOs. (The next illustration shows a segment of the **Planning Detail** section.)



Planning Detail
Planning Detail for Bay County TPO

ETDM Project	Review Cycle	Publication Type	Date Summary Report (re) Published	Review Start Date	Review End Date	Public Comments
2853 - Baldwin Road	1	Summary Report Modified	07/09/2007	03/24/2004	05/23/2004	Yes

Go Back to Planning Detail

Planning Detail for Broward MPO
There are no details for this Organization
Go Back to Planning Detail

Planning Detail for Capital Region TPA

ETDM Project	Review Cycle	Publication Type	Date Summary Report (re) Published	Review Start Date	Review End Date	Public Comments
7945 - Interstate 10	1	Summary Report Modified	04/04/2008	05/22/2006	07/21/2006	No

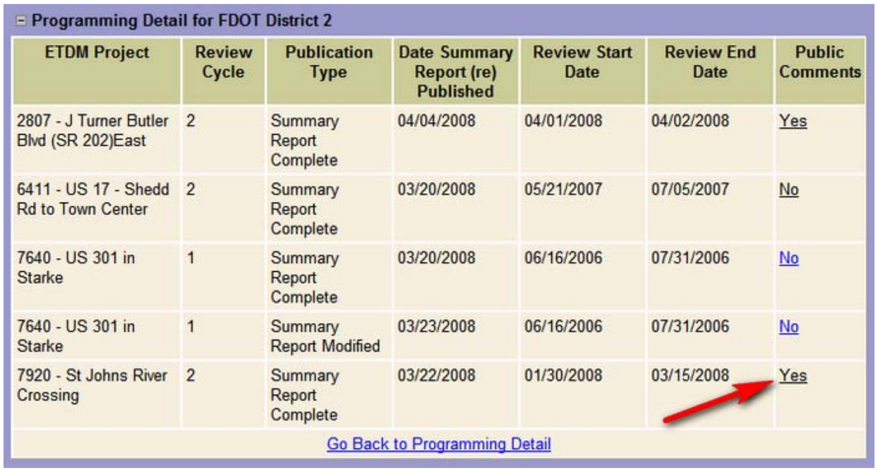
Go Back to Planning Detail

Planning Detail for Charlotte County-Punta Gorda MPO
There are no details for this Organization
Go Back to Planning Detail

Planning Detail for Collier County MPO
There are no details for this Organization
Go Back to Planning Detail

Tip! Click the **Go Back to** *Phase* **Detail** link at the bottom of the *Phase* **Detail for** *Planning Organization* table to return to the *Phase* **Summary** section**.**

5. Click the **Yes** link in the **Public Comments** column to view the public comments for an ETDM project.

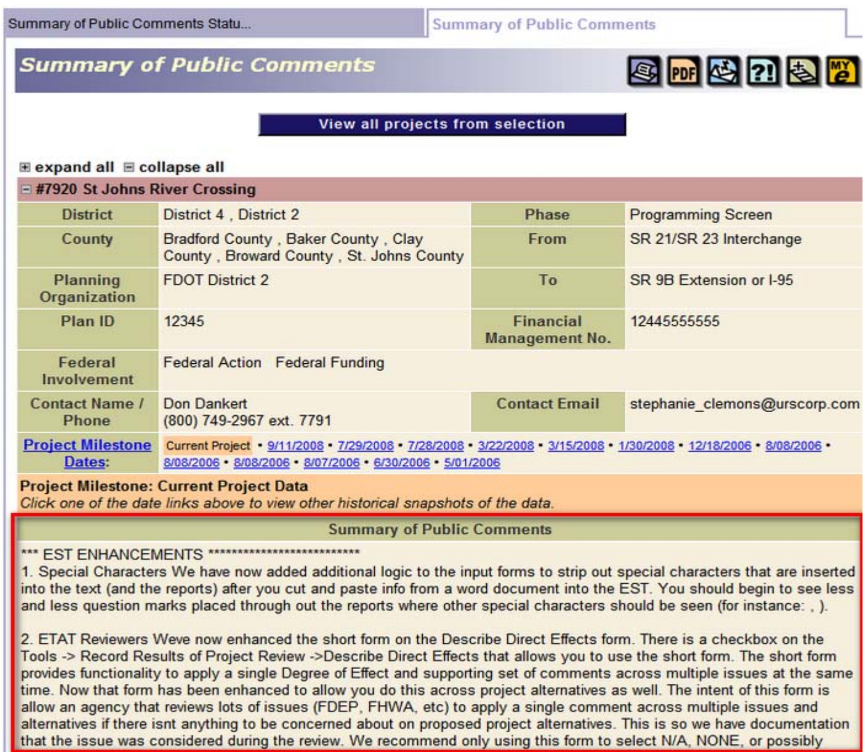


Programming Detail for FDOT District 2

ETDM Project	Review Cycle	Publication Type	Date Summary Report (re) Published	Review Start Date	Review End Date	Public Comments
2807 - J Turner Butler Blvd (SR 202)East	2	Summary Report Complete	04/04/2008	04/01/2008	04/02/2008	Yes
6411 - US 17 - Shedd Rd to Town Center	2	Summary Report Complete	03/20/2008	05/21/2007	07/05/2007	No
7640 - US 301 in Starke	1	Summary Report Complete	03/20/2008	06/16/2006	07/31/2006	No
7640 - US 301 in Starke	1	Summary Report Modified	03/23/2008	06/16/2006	07/31/2006	No
7920 - St Johns River Crossing	2	Summary Report Complete	03/22/2008	01/30/2008	03/15/2008	Yes

Go Back to Programming Detail

The **Summary of Public Comments** window opens as a tabbed page, displaying the comments for the selected ETDM project. The length of the comments is based on the **Length of Public Comments** selection in the search criteria (See Step 2).



Summary of Public Comments Statu... | Summary of Public Comments

Summary of Public Comments

View all projects from selection

expand all collapse all

#7920 St Johns River Crossing

District	District 4 , District 2	Phase	Programming Screen
County	Bradford County , Baker County , Clay County , Broward County , St. Johns County	From	SR 21/SR 23 Interchange
Planning Organization	FDOT District 2	To	SR 9B Extension or I-95
Plan ID	12345	Financial Management No.	12445555555
Federal Involvement	Federal Action Federal Funding		
Contact Name / Phone	Don Dankert (800) 749-2967 ext. 7791	Contact Email	stephanie_clemons@urscorp.com
Project Milestone Dates:	Current Project • 9/11/2008 • 7/29/2008 • 7/28/2008 • 3/22/2008 • 3/15/2008 • 1/30/2008 • 12/18/2006 • 8/08/2006 • 8/08/2006 • 8/08/2006 • 8/07/2006 • 6/30/2006 • 5/01/2006		

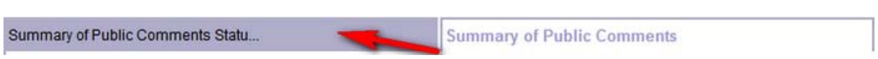
Project Milestone: Current Project Data
Click one of the date links above to view other historical snapshots of the data.

Summary of Public Comments

*** EST ENHANCEMENTS **************************
1. Special Characters We have now added additional logic to the input forms to strip out special characters that are inserted into the text (and the reports) after you cut and paste info from a word document into the EST. You should begin to see less and less question marks placed through out the reports where other special characters should be seen (for instance: ,).

2. ETAT Reviewers Weve now enhanced the short form on the Describe Direct Effects form. There is a checkbox on the Tools -> Record Results of Project Review ->Describe Direct Effects that allows you to use the short form. The short form provides functionality to apply a single Degree of Effect and supporting set of comments across multiple issues at the same time. Now that form has been enhanced to allow you do this across project alternatives as well. The intent of this form is allow an agency that reviews lots of issues (FDEP, FHWA, etc) to apply a single comment across multiple issues and alternatives if there isnt anything to be concerned about on proposed project alternatives. This is so we have documentation that the issue was considered during the review. We recommend only using this form to select N/A, NONE, or possibly

6. To view comments for other ETDM projects, click the **Summary of Public Comments Status Report** tab to return to the **Summary of Public Comments Status Report** window.



7. Repeat Steps 4 and 5 to view the public comments for a selected ETDM project.

Note: Clicking **Send Report to EDMS** enables CEMO Managers, FDOT ETDM Coordinators-Primary, and FDOT Coordinators to send reports to the Electronic Document Management System (EDMS).

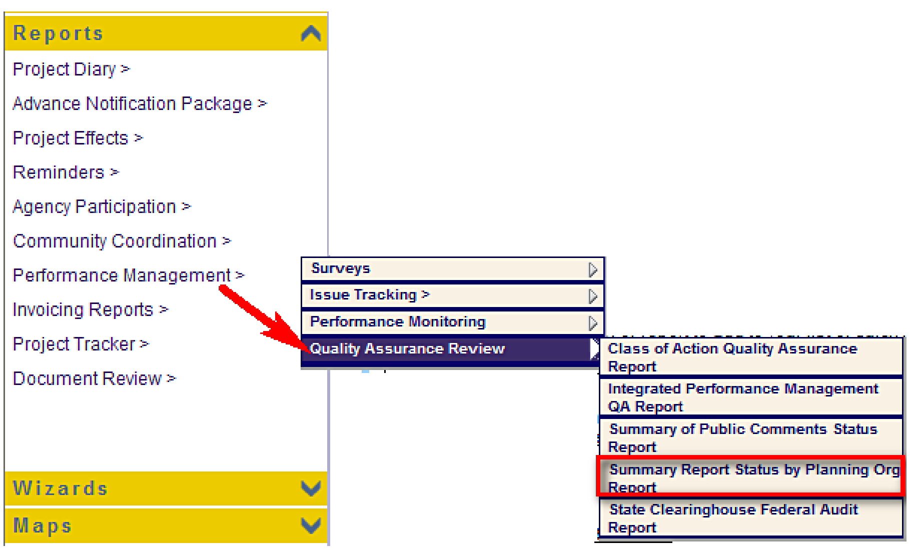
8. Under **EDMS Integration**, click **Send Report to EDMS** to send the list of reports matching the selected criteria to the EDMS.

3.2.7.6.4 Summary Report Status by Planning Org Report (*New 7/31/2009*)

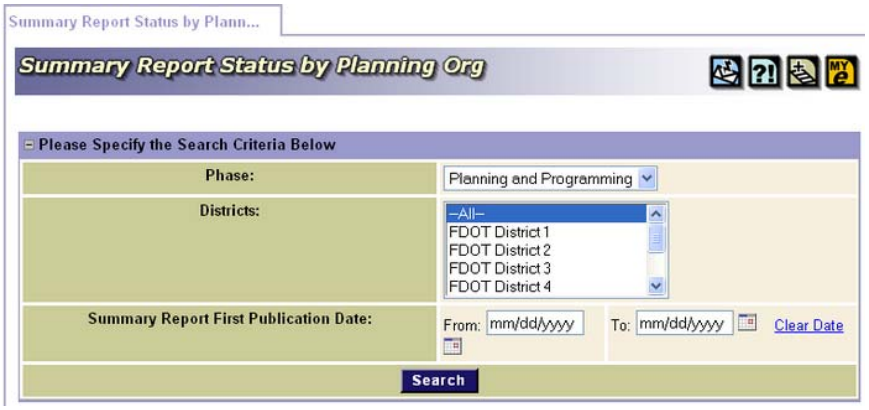
The **Summary Report Status by Planning Org Report** function in the Environmental Screening Tool (EST) **Reports** menu enables Central Environmental Management Office (CEMO) Managers and Florida Department of Transportation (FDOT) ETDM Coordinators to view Performance Measure results related to the first publication of Summary Reports produced by FDOT Districts and Florida's Turnpike Enterprise for individual ETDM projects.

Viewing a Summary Report Status by Planning Org Report

1. On the **Reports** menu, point to **Performance Management**, select **Quality Assurance Review**, and then click **Summary Report Status by Planning Org Report**.



The **Summary Report Status by Planning Org Report** window opens as a tabbed page, displaying a page toolbar and a search filter.



Tip! Click on the toolbar icons to:

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

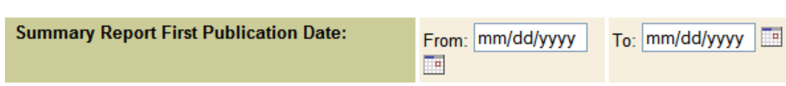
 Add the page to your **My ETDM** preferences.

2. Under **Please Specify the Search Criteria Below**, do the following:

- Click the drop-down arrow  in the **Phase** field, and then select one of the following:
  - **Planning and Programming**
  - **Planning**
  - **Programming**
- In the **Districts** field, click the drop-down arrow , and then select one of the following:
  - **—All—**
  - **FDOT District** *Number*
  - **Florida's Turnpike Enterprise**

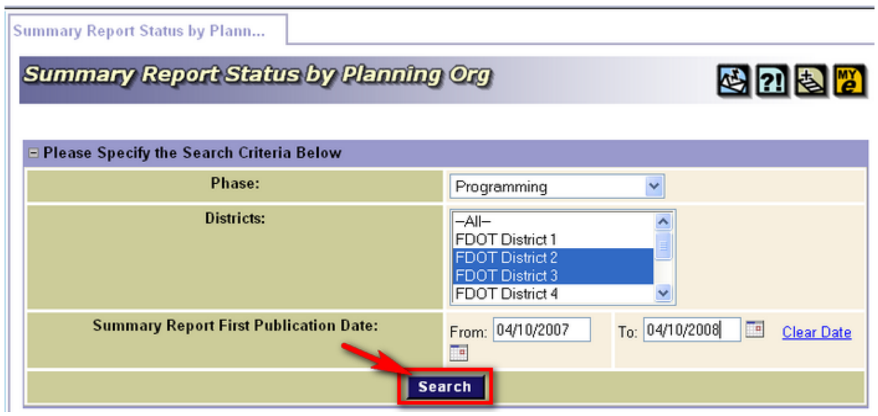
Tip! You can select multiple entries by pressing **SHIFT+click** for adjacent entries or **CTRL+click** for non-adjacent entries.

- In the **Summary Report First Publication Date** fields, type the date range for the report.



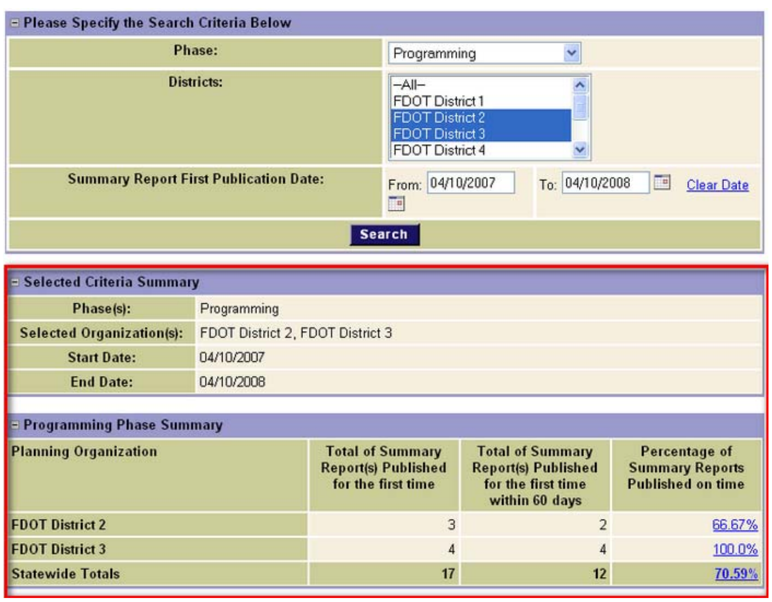
Tip! When typing dates, use the **mm/dd/yyyy** format. Alternately, you can click the calendar icon and select the dates.

3. Click **Search**.



The **Summary Report Status by Planning Org Report** window refreshes and displays the report matching your search criteria, along with an expanded toolbar**.**

Tip! You can expand and collapse all the window sections by clicking the **expand all** or **collapse all** icons.



Tip! Click the toolbar icon on the Summary Report Status by Planning Org Report window to:

 Print a copy of the current page.

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

Send feedback about the current page.

Access online **Help**.

Bookmark the page.

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

The report is divided into the following sections:

- **Selected Criteria Summary**

This section of the report displays your selected criteria.

Selected Criteria Summary	
Phase(s):	Programming
Selected Organization(s):	FDOT District 2, FDOT District 3
Start Date:	04/10/2007
End Date:	04/10/2008

- Selected Phase **Summary**

The EST displays a table showing the total number of Summary Reports published for the first time by the selected Planning Organizations, total number of Summary Reports published for the first time within 60 days, and the percentage of Summary Reports published on time.

Note: If you selected the **Planning and Programming** option as your search criteria, the EST displays a separate table for each phase, as shown in the next illustration.

Planning Phase Summary

Planning Organization	Total of Summary Report(s) published for the first time	Total of Summary Report(s) published for the first time within 60 days	Percentage of Summary Reports published on time
FDOT District 2	2	0	0%
FDOT District 3	12	11	91.67%
Statewide Totals	23	19	82.61%

Programming Phase Summary

Planning Organization	Total of Summary Report(s) Published for the first time	Total of Summary Report(s) Published for the first time within 60 days	Percentage of Summary Reports Published on time
FDOT District 2	3	2	66.67%
FDOT District 3	4	4	100.0%
Statewide Totals	17	12	70.59%

- To view the report details for the selected Planning Organization, click the link on the selected row in the **Percentage of Summary Reports Published on time** column. See Step 4 for further instructions on viewing the report details.
- To view the report details for all Planning Organizations within the state, click the link on the **Statewide Totals** row in the **Percentage of Summary Reports Published on time** column. See Step 5 for further instruction on viewing the report details.

4. To view the report details for the selected Planning Organization, click the link on the selected row in the **Percentage of Summary Reports Published on time** column.

Programming Phase Summary

Planning Organization	Total of Summary Report(s) Published for the first time	Total of Summary Report(s) Published for the first time within 60 days	Percentage of Summary Reports Published on time
FDOT District 2	3	2	66.67%
FDOT District 3	4	4	100.0%
Statewide Totals	17	12	70.59%

The **Summary Report Status by Planning Org Report** window refreshes and expands, displaying a *Phase* **Detail for** *Planning Organization* table that breaks down information by:

- **ETDM Project**
- **Review Cycle**
- **Review Start**
- **Review End**
- **Summary Report Due**
- **Date Published**
- **Days to Publish**
- **Published On-Time (Yes or No)**

Programming Detail

Programming Detail for FDOT District 2

ETDM Project	Review Cycle	Review Start	Review End	Summary Report Due	Date Published	Days to Publish	Published On-Time
2807 - J Turner Butler Blvd (SR 202) East	2	04/01/2008	04/04/2008	06/03/2008	04/04/2008	0	Yes
6411 - US 17 - Shedd Rd to Town Center	2	05/21/2007	07/17/2008	09/15/2008	03/20/2008	-119	Yes
7640 - US 301 in Starke	1	06/16/2006	07/31/2006	09/29/2006	03/20/2008	598	No

Go Back to Programming Detail

Tip! Click the **Go Back to** *Phase* **Detail** link at the bottom of the *Phase* **Detail for** *Planning Organization* table to return to the *Phase* **Summary** section**.**

5. To view the report details for all Planning Organizations within the state, click in the **Percentage of Summary Reports Published on time** column on the **Statewide Totals** row.

Programming Phase Summary

Planning Organization	Total of Summary Report(s) Published for the first time	Total of Summary Report(s) Published for the first time within 60 days	Percentage of Summary Reports Published on time
FDOT District 2	3	2	66.67%
FDOT District 3	4	4	100.0%
Statewide Totals	17	12	70.59%

The **Summary Report Status by Planning Org Report** window refreshes and expands, displaying the summary report details for all Planning Organizations related to the selected phase. (The next illustration shows a segment of the **Programming Detail** section.)

⊟ Programming Detail

⊞ Programming Detail for FDOT District 1

⊞ Programming Detail for FDOT District 2

⊟ Programming Detail for FDOT District 3

ETDM Project	Review Cycle	Review Start	Review End	Summary Report Due	Date Published	Days to Publish	Published On-Time
9514 - TEST - StephProg - 09/17/2007	1	09/20/2007	09/21/2007	11/19/2007	09/24/2007	3	Yes
9515 - TEST - StephProg(NoLead) - 09/17/2007	1	09/20/2007	09/24/2007	11/22/2007	09/24/2007	0	Yes
9516 - TEST - StephWizard - 09/18/2007	1	09/20/2007	03/02/2008	05/02/2008	09/26/2007	-159	Yes
10114 - Eliminated Alt Demo #2	1	03/24/2008	03/24/2008	05/23/2008	03/24/2008	0	Yes

Go Back to Programming Detail

⊟ Programming Detail for FDOT District 4

ETDM Project	Review Cycle	Review Start	Review End	Summary Report Due	Date Published	Days to Publish	Published On-Time
7359 - SR 80 Widening	1	05/02/2006	06/16/2006	08/15/2006	02/11/2008	605	No
7519 - South Florida East Coast Corridor Transit Analysis	1	01/25/2006	03/26/2006	05/25/2006	08/21/2007	512	No
8127 - State Road 7 Extension	1	06/28/2006	08/12/2006	10/11/2006	02/11/2008	548	No

Go Back to Programming Detail

Tip! Click the **Go Back to** *Phase* **Detail** link at the bottom of the *Phase* **Detail for** *Planning Organization* section to return to the *Phase* **Summary** section**.**

⊟ Planning Detail

⊟ Planning Detail for Bay County TPO

ETDM Project	Review Cycle	Publication Type	Date Summary Report (re) Published	Review Start Date	Review End Date	Public Comments
2853 - Baldwin Road	1	Summary Report Modified	07/09/2007	03/24/2004	05/23/2004	Yes

Go Back to Planning Detail

Note: Clicking **Send Report to EDMS** enables CEMO Managers, FDOT ETDM Coordinators-Primary, and FDOT Coordinators to send reports to the Electronic Document Management System (EDMS).

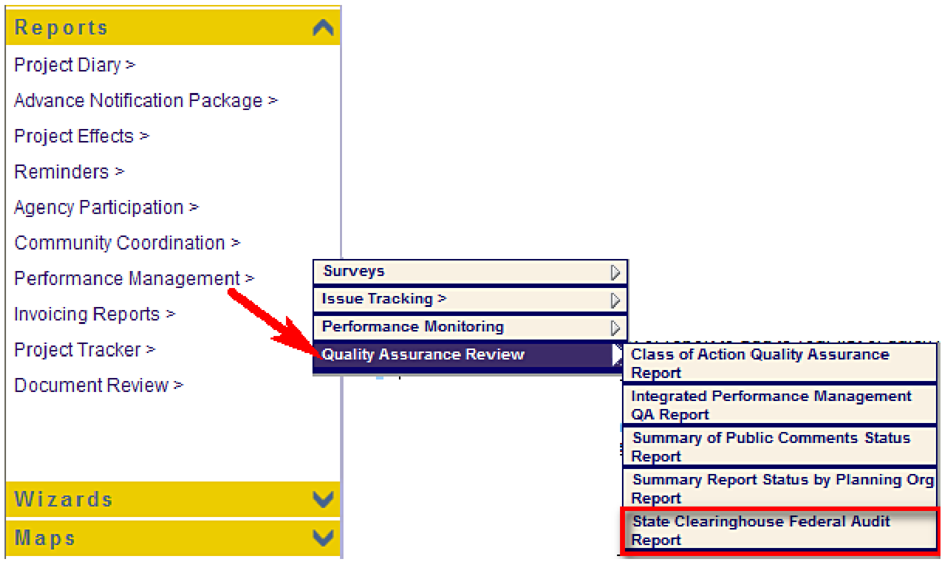
6. Under **EDMS Integration**, click **Send Report to EDMS** to send the list of reports matching the selected criteria to the EDMS.

3.2.7.7 *State Clearinghouse Federal Audit Report (New 7/31/2009)*

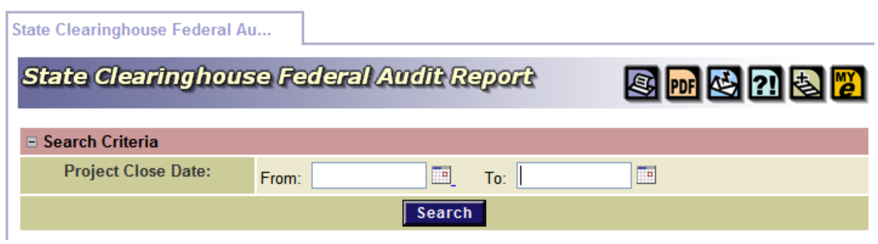
The **State Clearinghouse Federal Audit Report** function in the Environmental Screening Tool (EST) **Reports** menu provides the Central Environmental Management Office a breakdown of the Federal Consistency Determination totals for closed ETDM projects.

Viewing the State Clearinghouse Federal Audit Report:

1. On the **Reports** menu, point to **Performance Management**, and then click **State Clearinghouse Federal Audit Report**.



The **State Clearinghouse Audit Report** window opens, displaying a search filter, along with a page toolbar.



Tip! Click the toolbar icon on the **State Clearinghouse Federal Audit Report** window to:

 Print a copy of the current page.

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

 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

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

2. In the **Project Close Date** fields, type the date range to view projects closed within a specific time period.

Tip! When typing dates, use the **mm/dd/yyyy** format. Alternately, you can click the calendar icon and select the dates.

3. Click **Search**.

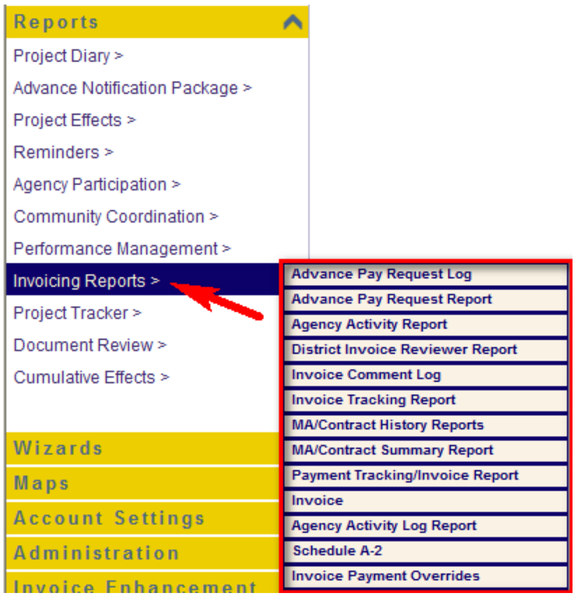
The **State Clearinghouse Federal Audit Report** window refreshes and expands, displaying the selected search criteria and the **Number of Projects**:

- **Receiving Federal Consistency**
- **Affected by the Process**
- **with Consistent Determination**
- **with Consistent w/Comments Determination**
- **with Inconsistent Determination**

3.2.8 Invoicing Reports (Updated 7/22/2008)

Reports listed under **Invoicing Reports** enable Primary Agency Invoice Submitters, Invoice Reviewers, and Invoice Administrators to monitor agency activities, invoices, payments, and contracts.

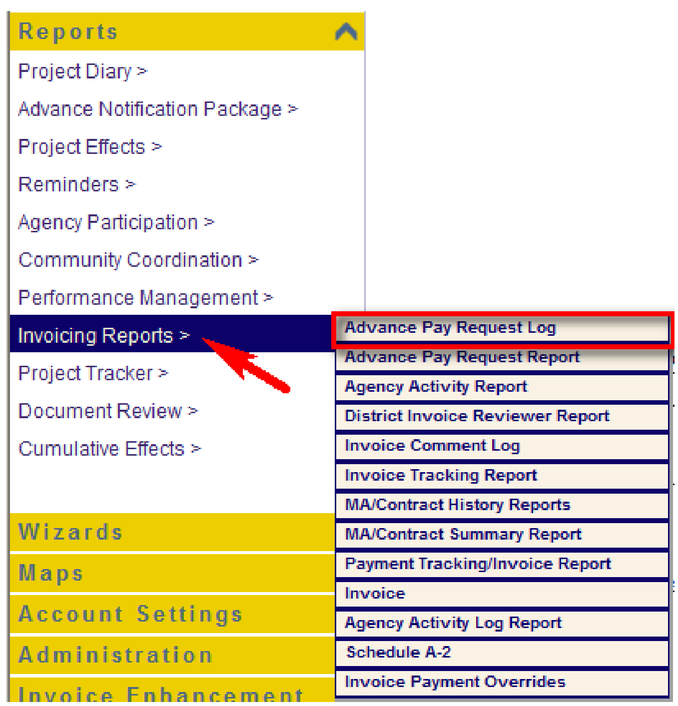
Although all the participating agency users of the electronic invoicing process can access the reports, they will only be able to view data associated with their agency. The Invoice Administrator and the Invoice Reviewers are the only individuals that can view the invoicing data for all agencies.



3.2.8.1 *Advance Pay Request Log (Updated 07/22/2008)*

The Advance Pay Request Log displays a list of Advance Pay Requests by Agency and/or Master Agreement (MA)/Contract Number. The report includes the following information: Organization, MA/Contract Number, Advance Payment Number, Request Date, Payment Cost, Payment Count, and Balance. The list of Advance Pay Requests will initially appear in chronological order, but may be sorted by any column.

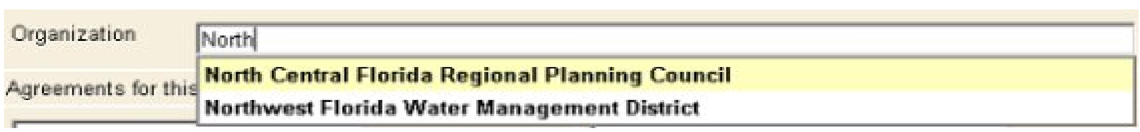
In the **Reports** menu, point to **Invoicing Reports**, and then click **Advance Pay Request Log**.



The **Advance Pay Request Log** window opens, displaying an **Add Agreements** section containing a form.

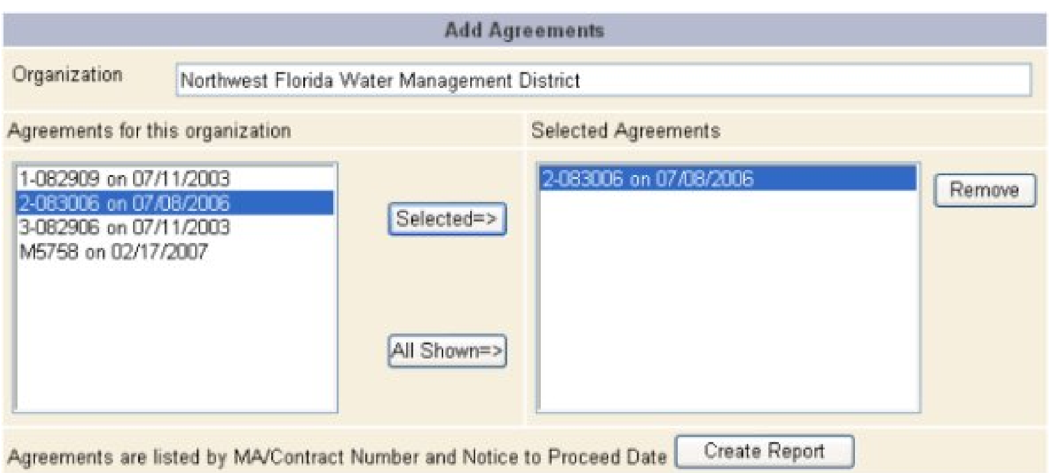
When the form opens, begin by selecting an organization.

Type in all or part of an organization's name. A list of organizations will be displayed in a drop-down menu. Select an organization. Note that Agency users are able to view information only for their agency. Invoice Administrators and Invoice Reviewers are able to view information for all agencies.



The agreements for the selected organization will be listed under "Agreements for this organization." The organization selected to generate this example is Northwest Florida Water Management District. The information that is shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices.

Select agreements by clicking on the agreement number (which will then be highlighted in blue), then click the "Selected=>" button. To select all the agreements listed, click the "All Shown=>" button. To remove an agreement from the list of Selected Agreements, click on the agreement number, then click the "Remove" button.



Invoice Administrators and Invoice Reviewers can add agreements for another organization by typing in all or part of the organization's name in the "Organization" field, and following the same process as for the first organization.

When finished, click the "Create Report" button at the bottom of the form.

The report that opens will display information about the selected agreements, as shown below. The information can be sorted by clicking a column header. For the example shown, only one agreement was selected. The information that is shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices.

Advance Pay Request Log

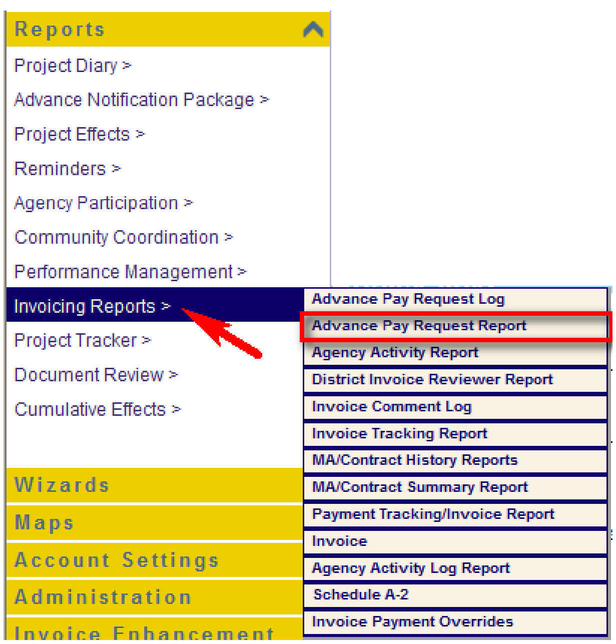
Organization ↑	MA/Contract Number	Advance Payment Number	Request Date	Payment Cost	Payment Count	Balance
Northwest Florida Water Management District	2-083006	1	09/06/2006	$1,432.40	2	$43,147.60
Northwest Florida Water Management District	2-083006	2	09/14/2006	$2,700.00	2	$43,147.60

The Advance Pay Request Log can be printed by clicking the printer icon in the upper right-hand corner of the report. To view a PDF of the Advance Pay Request Log, click the button at the top of the screen. You can then review, save, or print the Advance Pay Request Log.

3.2.8.2 *Advance Pay Request Report (Updated 07/22/2008)*

The Advance Pay Request Report displays a specific Advance Pay Request that has been saved in the database. The Advance Pay Request is selected by Agency Name, MA/Contract Number, Advance Pay/ Invoice Number, or Payment Date.

In the **Reports** menu, point to **Invoicing Reports**, and then click **Advance Pay Request Report**.

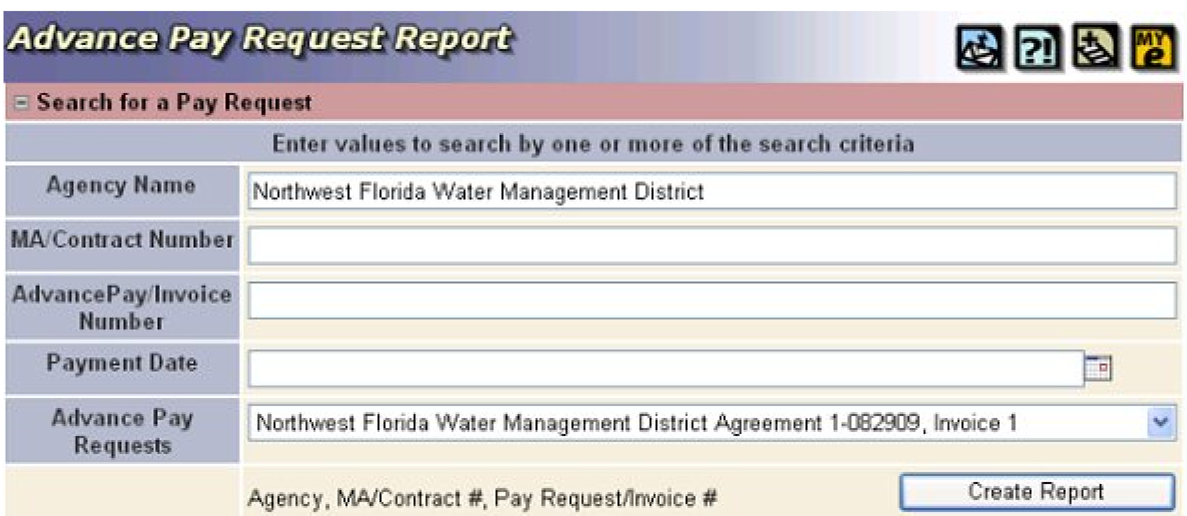


When the form opens, begin by selecting an agency.

Type in all or part of an agency's name. A list of organizations will be displayed in a drop-down menu. Select an agency. Note that Agency users are able to view information only for their agency. Invoice Administrators and Invoice Reviewers are able to view information for all agencies.

The form will be automatically populated with a list of Advance Pay Requests for the selected agency. The organization selected to generate this example is Northwest Florida Water Management District. The information that is shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices.

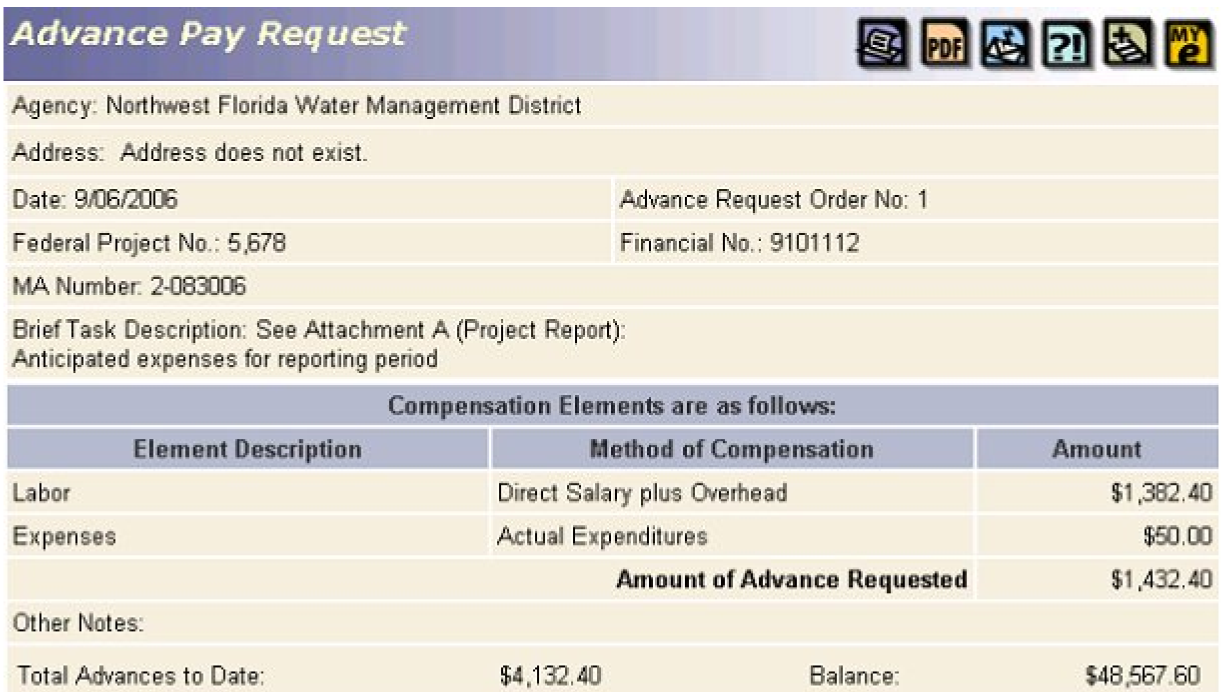
Select an Advance Pay Request from the "Advance Pay Requests" pull-down menu. Then click the "Create Report" button.



Advance Pay Requests for a specific Master Agreement/Contract or a specific Advance Pay Request may also be accessed by typing in an MA/Contract Number, Advance Pay/Invoice Number, or Agency Name and Payment Date, then pressing the Tab key. After the form is populated based on the information you entered, select the Advance Pay Request from the "Advance Pay Requests" pull-down menu. Then click the "Create Report" button.

Agency Name	Northwest Florida Water Management District
MA/Contract Number	2-083006
AdvancePay/Invoice Number	
Payment Date	
Advance Pay Requests	Northwest Florida Water Management District Agreement 2-083006, Invoice 1
	Northwest Florida Water Management District Agreement 2-083006, Invoice 1
	Northwest Florida Water Management District Agreement 2-083006, Invoice 2
	Northwest Florida Water Management District Agreement 2-083006, Invoice 2
	Northwest Florida Water Management District Agreement 2-083006, Invoice 2

An example Advance Pay Request Report is shown below. Again, the information shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices.



Advance Pay Request

Agency: Northwest Florida Water Management District

Address: Address does not exist.

Date: 9/06/2006	Advance Request Order No: 1
Federal Project No.: 5,678	Financial No.: 9101112

MA Number: 2-083006

Brief Task Description: See Attachment A (Project Report):
Anticipated expenses for reporting period

Compensation Elements are as follows:

Element Description	Method of Compensation	Amount
Labor	Direct Salary plus Overhead	$1,382.40
Expenses	Actual Expenditures	$50.00
	Amount of Advance Requested	$1,432.40

Other Notes:

Total Advances to Date:	$4,132.40	Balance:	$48,567.60

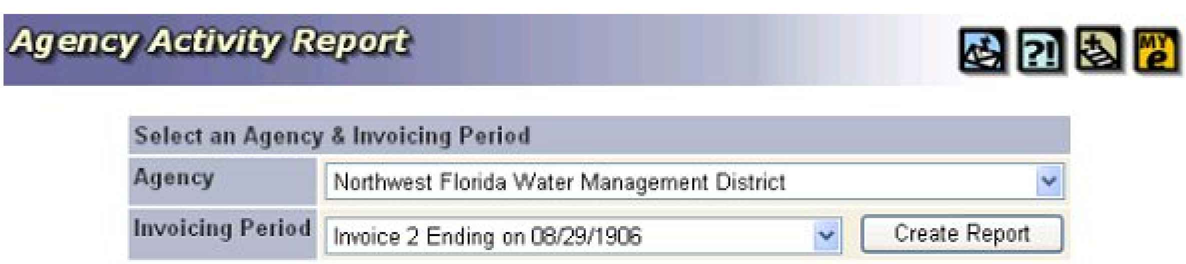
The Advance Pay Request Report can be printed by clicking the printer icon  in the upper right-hand corner of the report. To view a PDF of the Advance Pay Request Report, click the  button at the top of the screen. You can then review, save, or print the Advance Pay Request Log.

3.2.8.3 *Agency Activity Report (Updated 07/22/2008)*

The Agency Activity Report displays the agency activities for a specified invoicing period. Each report includes the following sections: Accomplishments Made during Last Period, Summary of ETDM Screening Activities, Anticipated Accomplishments for Next Period, Off-line Agency Activity Log (if applicable), and Planning Screen and/or Programming Screen Comments (by project).

In the **Reports** menu, point to **Invoicing Reports**, and then click **Agency Activity Report**.

When the form opens, use the pull-down menus to select search criteria. Note that Agency users are able to view information only for their agency. Invoice Administrators and Invoice Reviewers are able to view information for all agencies, and would begin by selecting an agency from the Agency pull-down menu.



The form will be populated with a list of available invoices. Select an item from the list, and then click the "Create Report" button.

The report that opens will display information about agency activities entered in the database for the selected agency and invoicing period. The top portion of the report provides the form for selecting a different agency (only available to the Invoice Administrator and Invoice Reviewers) or invoicing period. Follow the same steps used for selecting the agency name or invoicing period, as described above.

The next portion of the Agency Activity Report displays information about agency activities entered in the database for the selected agency and invoicing period, as shown in the example below. The information shown is for example purposes only and does not reflect actual agency activities.

⊟ Accomplishments Made During Period: 07/12/2006 to 07/28/2006		
Administrative or Supervision Tasks		
None		
Coordination		
None		
Performance Measures		
Reviewed 6 ETDM projects.		
Problems Encountered/Suggestions for Improvement		
None		
Total Staff Hours	60.0	*(From Schedule A-1)*
Total Number of People Involved	1	*(From Schedule A-1)*

⊟ Summary of ETDM Screening Activities			
Number of Projects Reviewed:	4		
Number of Alternatives Reviewed:	4		
Number of Reviews Found:	11		
Number of Projects Reviewed by Screening Event			
Planning	4		
Number of Projects Reviewed By Issue			
Floodplains	3	Water Quality and Quantity	4
Wetlands	4		
Number of Projects by Degree of Effect			
Moderate	3	Substantial	1
Minimal	1		
Problems or Issues Encountered using the Environmental Screening Tool			
None			
Other Comments			
None			

The Accomplishments Made During Period and Summary of ETDM Screening Activities sections are followed by Anticipated Accomplishments for Next Period, Off-line Agency Activity Log (if applicable), and Planning Screen and/or Programming Screen Comments (by project). Use the cursor on the right side of the screen to scroll to these sections.

⊟ Anticipated Accomplishments for Next Period	
Description of Activities	
Review ETDM projects. Attend training.	
Total Staff Hours Anticipated	80.0
Total Number of People Involved	1

⊟ Off-Line Agency Activity Log			
Date of Activity	2006-07-21	**Activity Type**	Informal Coordnation
FDOT District	All	**County**	All
Project Number		**Project Name**	
Hours			
Hours			
Activity Desription			
Telephone Discussion with ETAT Coordinator			
Results or Anticipated Actions			
Question ge was answered.			

⊟ Planning Screening Comments			
⊟ #7944 Interstate 10			
District	District 3	**Phase**	Planning Screen
County	Leon County , Jefferson County	**From**	Capital Circle, NE
Planning Organization	Capital Region TPA	**To**	US 19 (Monticello
Plan ID		**Financial Management No.**	
Federal Involvement	No federal involvement has been identified.		
Contact Name / Phone	Greg Burke (850) 891-8614	**Contact Email**	marcelo_bosio@urscorp.com

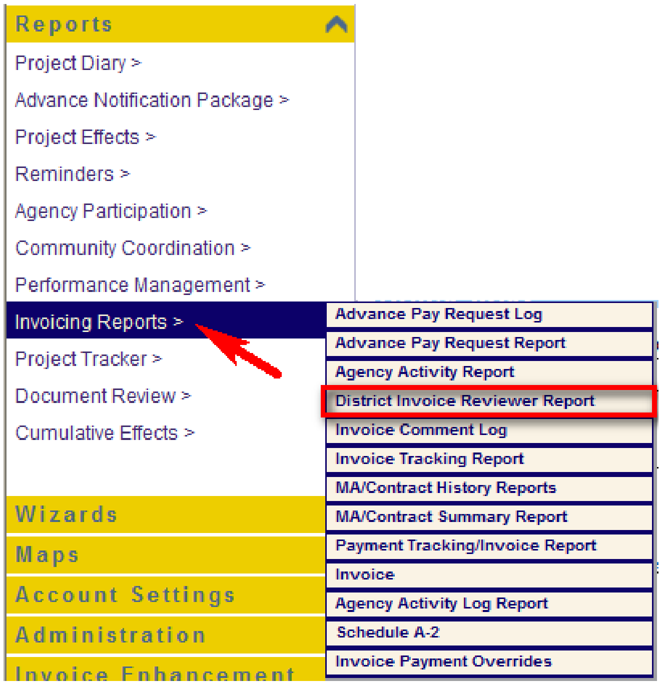
Alternative #1	
Northwest Florida Water Management District Review of Floodplains effects	
Effect	Moderate
Review Date	6/27/2006
Identified Resources and Level of Importance	41.3 acres of special flood hazard area are identified within 100ft. of the proposed widening from four lanes to six lanes. The project crosses closed basin watersheds identified at the local level as being volume sensitive. Closed basins

The Agency Activity Report can be printed by clicking the printer icon in the upper right-hand corner of the report. To view a PDF of the Agency Activity Report, click the PDF button at the top of the screen. You can then review, save, or print the Agency Activity Report.

3.2.8.4 *District Invoice Reviewer Report (New 07/22/2008)*

The District Invoice Reviewer Report displays lists of FDOT District Invoice Reviewers and Agencies Selected by Districts for Invoice Review, followed by a District and Agency Invoice Review Matrix. This report is available to the Invoice Administrator.

In the **Reports** menu, point to **Invoicing Reports**, and then click **District Invoice Reviewer Report**.



An example District Invoice Reviewer Report is shown in the next illustration.

District Reviewer Preferences

District Invoice Reviewers

District	Reviewers
FDOT District 1	
FDOT District 2	
FDOT District 3	• Stephanie A Clemons
FDOT District 4	
FDOT District 5	
FDOT District 6	
FDOT District 7	
Florida's Turnpike Enterprise	• Turnpike tester Turnpike tester Turnpike tester

Agencies Selected by Districts for Invoice Review

District	Reviewed Agencies
FDOT District 1	• FL Fish and Wildlife Conservation Commission • Federal Rail Administration • US Fish and Wildlife Service
FDOT District 2	• National Marine Fisheries Service • Suwannee River Water Management District
FDOT District 3	• FL Fish and Wildlife Conservation Commission
FDOT District 4	
FDOT District 5	
FDOT District 6	
FDOT District 7	
Florida's Turnpike Enterprise	• FDOT District 3 • National Marine Fisheries Service

The lists of FDOT District Invoice Reviewers and Agencies Selected by Districts for Invoice Review are followed by the District and Agency Invoice Review Matrix, a portion of which is shown below.

District and Agency Invoice Review Matrix

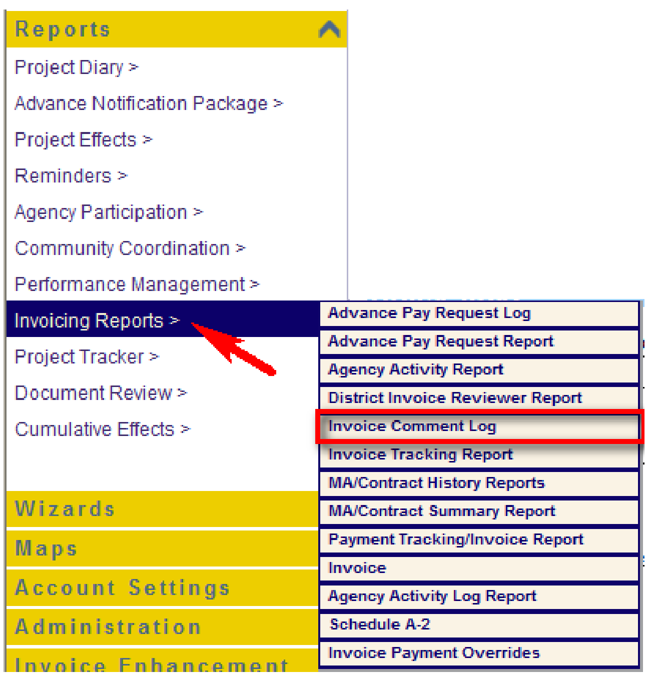
X indicates that the agency was selected by the district for invoice review

	FDOT District 1	FDOT District 2	FDOT District 3	FDOT District 4	FDOT District 5	FDOT District 6	FDOT District 7	Florida's Turnpike Enterprise
Advisory Council on Historic Preservation								
FDOT District 2								
FDOT District 3								X
FL Department of Agriculture and Consumer								

3.2.8.5 *Invoice Comment Log (Updated 07/22/2008)*

The Invoice Comment Log report displays reviewer comments for a selected invoice. This report is available to CEMO Invoice Reviewers and the Invoice Administrator.

In the **Reports** menu, point to **Invoicing Reports,** and then click **Invoice Comment Log**.



When the form opens, use the pull-down menus to select search criteria. Begin by selecting an agency from the Agency pull-down menu. The form will be automatically populated with a list of invoicing periods for the selected agency. Select an invoicing period from the "Invoicing Period" pull-down menu. Then click the "Create Report" button.

Invoice Comment Log

Select an Agency & Reporting Period		
Agency	Advisory Council on Historic Preservation	
Invoicing Period	Invoice 1, Ending on 05/06/2007	Create Report

The report that opens will display reviewer comments entered in the database for the selected agency and invoicing period. The agency selected to generate this example is Northwest Florida Water Management District. The information shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices. The top portion of the report provides the form for selecting a different agency or invoicing period. Follow the same steps used for selecting the agency name or invoicing period as described above.

Select an Agency & Reporting Period		
Agency	Northwest Florida Water Management District	
Invoicing Period	Invoice 2, Ending on 08/29/1906	Create Report

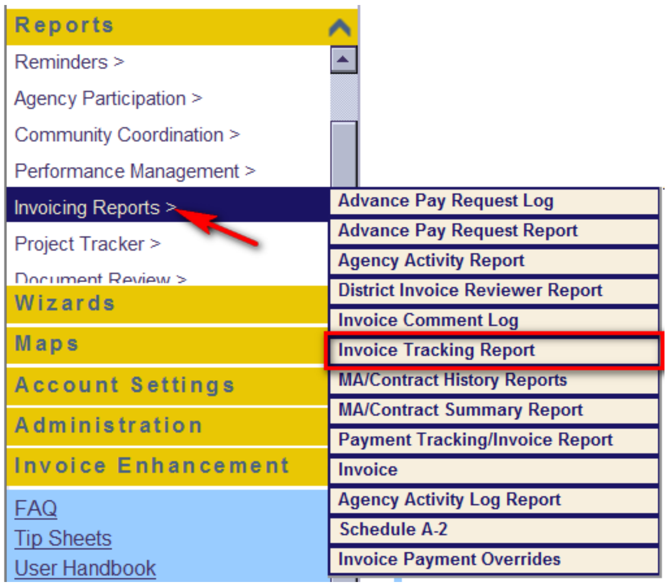
Comment #1 made by Tester InvoiceReviewer on 10/03/2006			
Reviewer Name	Tester InvoiceReviewer	Date	10/03/2006
Comment	okay to finalize additional comment 10/03/06		

The Invoice Comment Log can be printed by clicking the printer icon in the upper right-hand corner of the report. To view a PDF of the Invoice Comment Log, click the PDF button at the top of the screen. You can then review, save, or print the Invoice Comment Log.

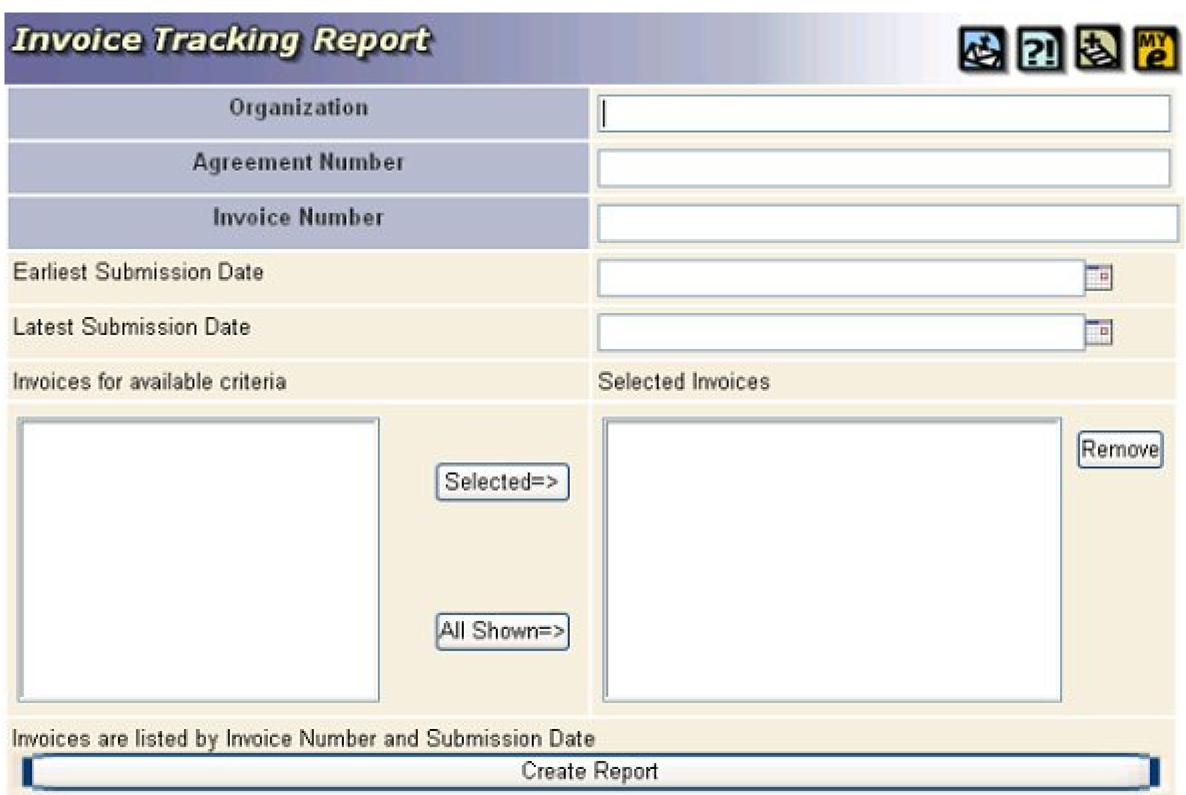
3.2.8.6 *Invoice Tracking Report (Updated 06/30/2008)*

The Invoice Tracking Report lists invoices and their status. The invoices to be displayed in an Invoice Tracking Report are selected by agency, agreement number, invoice number, or submittal date range.

In the **Reports** menu, point to **Invoicing Reports**, and then click **Invoice Tracking Report**.



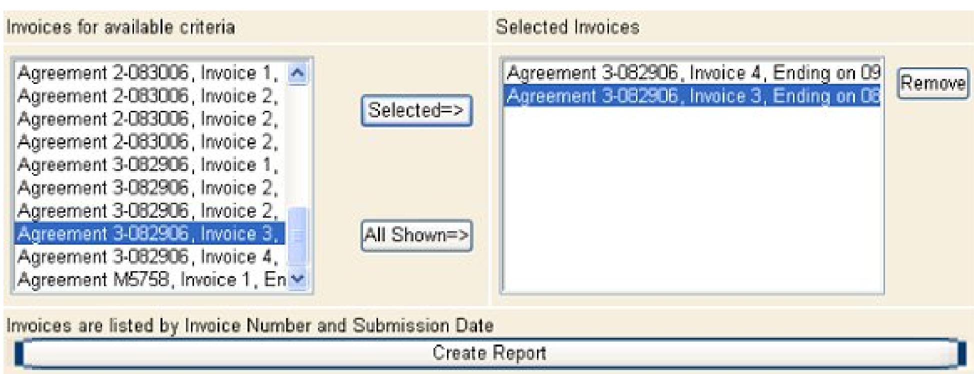
When the form opens, use the input fields to specify search criteria. Begin by selecting an organization name.



Type in all or part of an organization's name. A list of organizations will be displayed in a drop-down menu. Select an organization. Note that Agency users are able to view information only for their agency. Invoice Administrators and Invoice Reviewers are able to view information for all agencies.

A list of invoices for the selected organization will be displayed under "Invoices for available criteria." The organization selected to generate the example shown below is Northwest Florida Water Management District. The information shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices.

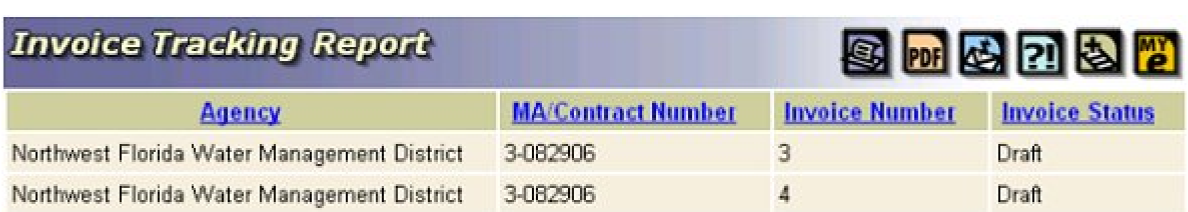
Invoice Tracking Reports can also be accessed for a specific Agreement/Contract, a specific invoice, or submission dates by typing in a Master Agreement/Contract Number, Invoice Number, or Earliest Submission Date and Latest Submission Date. The Earliest Submission Date and Latest Submission Date fields are used to specify a date range. Select the dates by either entering the dates in dd/mm/yyyy format or clicking the icon to select the date from a calendar. A list of invoices matching the search criteria will be displayed under "Invoices for available criteria."



Select invoices by clicking on the invoice number (which will then be highlighted in blue), then click the "Selected=>" button. To select all the invoices listed, click the "All Shown=>" button. To remove an invoice from the list of Selected Invoices, click on the invoice number, then click the "Remove" button. To obtain information on all invoices for the selected agency, click the check box above "Ignore the selected list and report on all invoices."

To add invoices for another organization, type in all or part of the organization's name in the "Organization" field, and follow the same process as for the first organization. When finished, click the "Create Report" button at the bottom of the form.

The report that opens will display information about the selected invoices, as shown below. The information can be sorted by clicking a column title (for example, Agency, MA/Contract Number, Invoice Number, or Invoice Status). The information shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices.

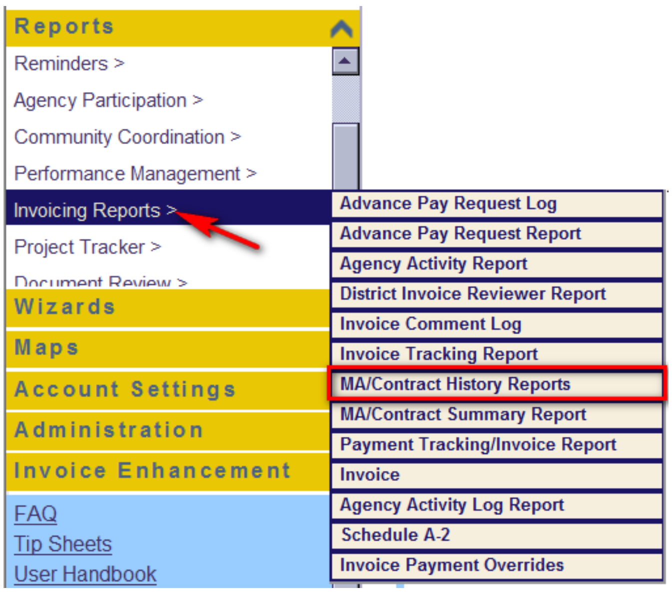


The Invoice Tracking Report can be printed by clicking the printer icon in the upper right-hand corner of the report. To view a PDF of the Invoice Tracking Report, click the button at the top of the screen. You can then review, save, or print the Invoice Tracking Report.

3.2.8.7 *MA/Contract History Report (Updated 07/22/2008)*

The MA/Contract History Report lists the Organization, MA/Contract Number, Notice to Proceed Date, End of Service Date, contract limits (Salary, Training, Travel, and Other), and Change Notes for Master Agreements/Contracts in the database. The user may search for one or multiple agencies to be included in the report.

In the **Reports** menu, point to **Invoicing Reports**, and then click **MA/Contract History Reports**.

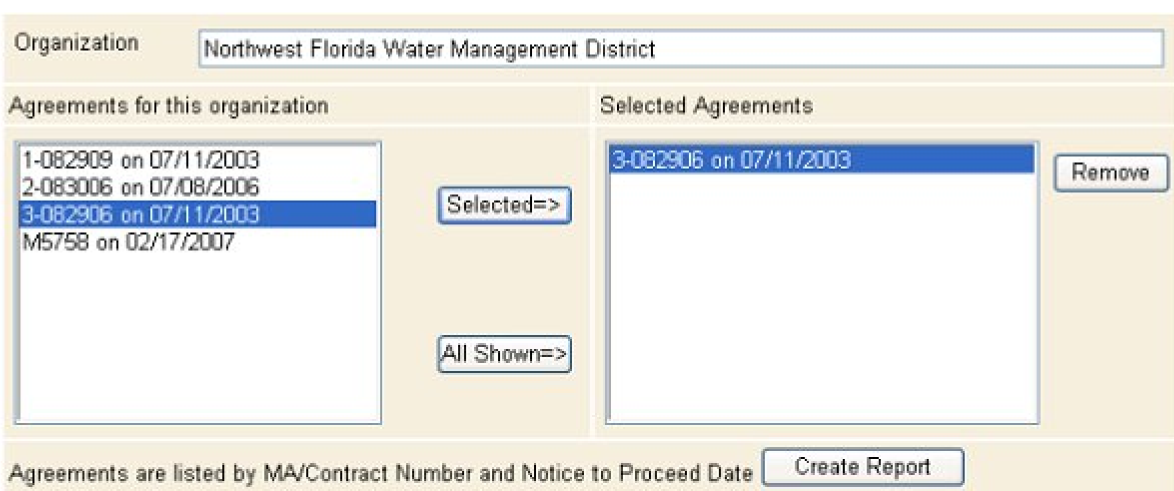


When the form opens, begin by selecting an organization.

Type in all or part of your organization's name. Your organization's name will be displayed in a drop-down menu. Select your organization.

The agreements for your organization will be listed under "Agreements for this organization." The organization selected to generate this example is Northwest Florida Water Management District. The information that is shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices. Select agreements by clicking on the agreement number (which will then be highlighted in blue), then click the "Selected=>" button. To select all the agreements listed, click the "All Shown=>" button. To remove an agreement from the list of Selected Agreements, click on the agreement number, then click the "Remove" button. The Invoice Administrator and Invoice Reviewers can add agreements for another organization by typing in all or part of the organization's name in the "Organization" field, and following the same process as for the first organization.

When finished, click the "Create Report" button at the bottom of the form.



The report that is generated will display information about the selected agreements, as shown below. The information can be sorted by clicking a column title (for example, Organization, MA/Contract Number, Salary Limits, etc.). For the example shown, only one agreement was selected.

MA/Contract History Report

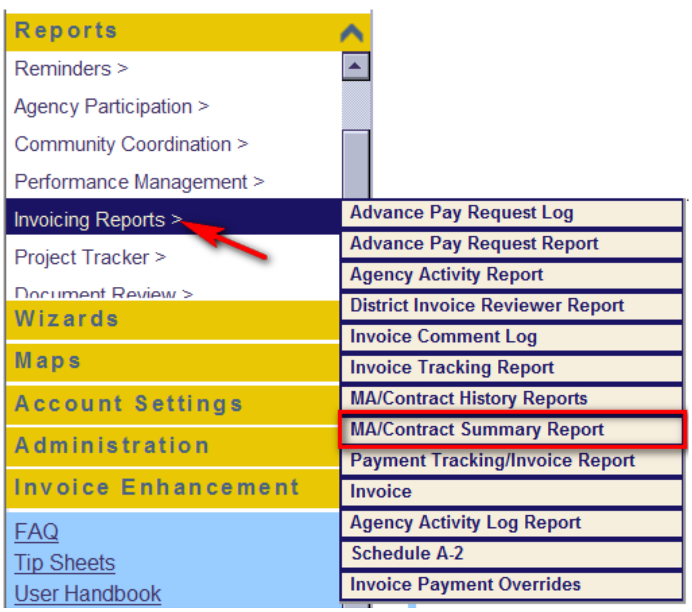
Organization	MA / Contract Number	Salary Limits	Training Limits	Travel Limits	Other Limits	Notice to Proceed Date	End of Service Date	Change Notes
Northwest Florida Water Management District	3-082906	$50,000.00	$2,000.00	$500.00	$200.00	07/11/2003	07/11/2008	removing # sign - Current entry on: 2/9/2007
Northwest Florida Water Management District	3-082906	$50,000.00	$2,000.00	$500.00	$200.00	07/11/2003	07/11/2008	removing # sign - changed on: 10/17/2006

A PDF version of the report can be printed by clicking the printer icon in the upper right-hand corner of the report.

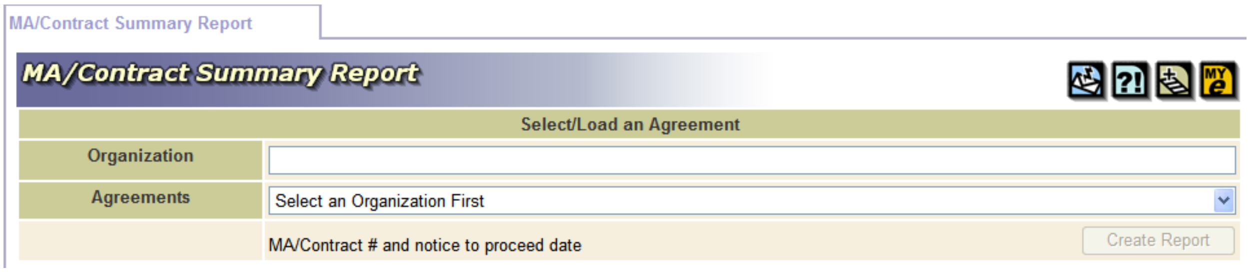
3.2.8.8 *MA/Contract Summary Report (Updated 07/22/2008)*

The MA/Contract Summary Report displays information about agency agreements that are in the ETDM database.

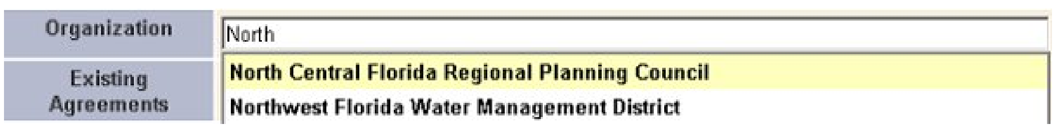
In the **Reports** menu, point to **Invoicing Reports**, and then click **MA/Contract Summary Report**.



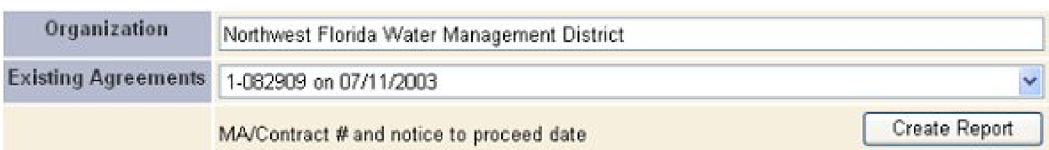
The **MA/Contract Summary Report** window opens, displaying a **Select/Load an Agreement** section. In the **Organization** field, type the name of the organization. Type in all or part of an organization's name.



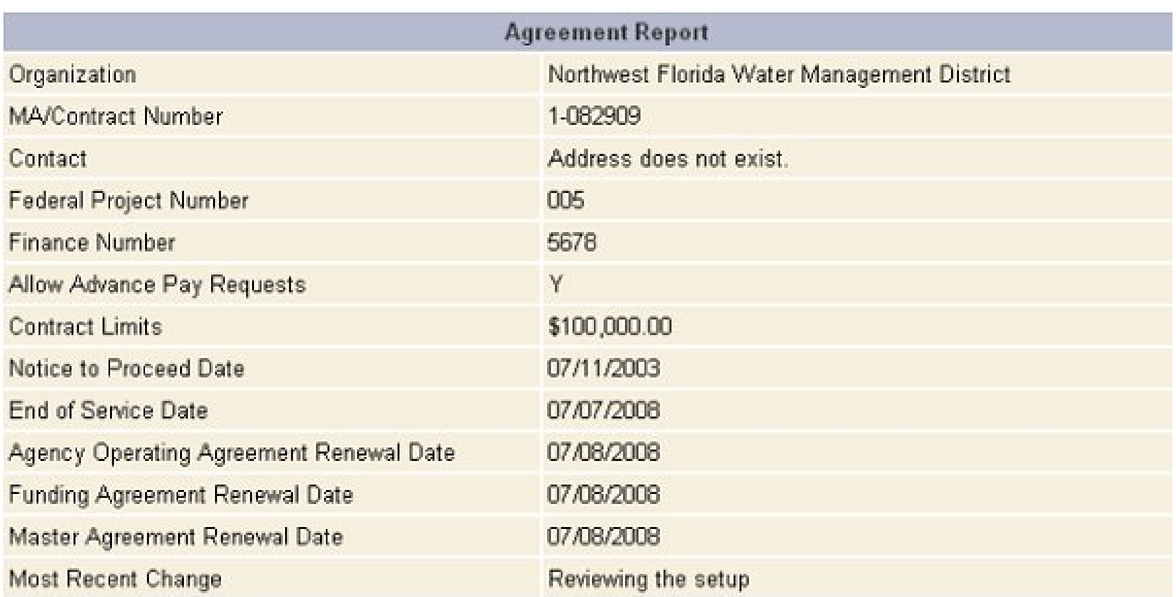
A list of organizations will be displayed in a drop-down menu. Select an organization. Note that Agency users are able to view information only for their agency. Invoice Administrators and Invoice Reviewers are able to view information for all agencies.



Select an agreement from the "Existing Agreements" pull-down menu, then click the "Create Report" button.



The screen that opens displays information about the selected agreement.



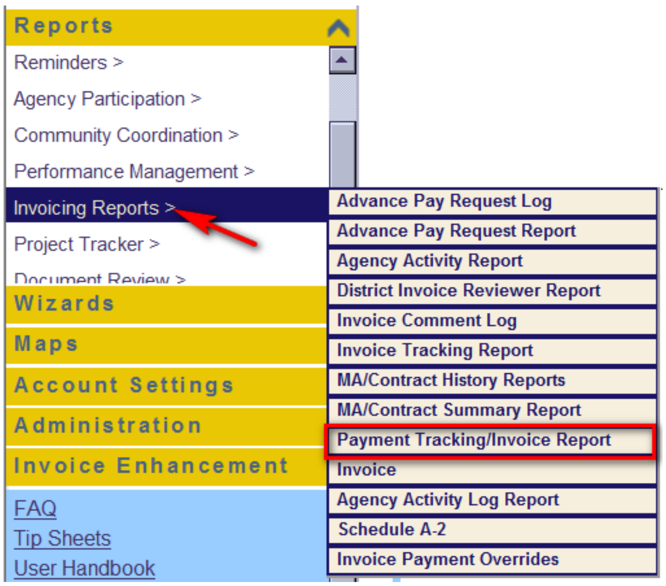
Agreement Report	
Organization	Northwest Florida Water Management District
MA/Contract Number	1-082909
Contact	Address does not exist.
Federal Project Number	005
Finance Number	5678
Allow Advance Pay Requests	Y
Contract Limits	$100,000.00
Notice to Proceed Date	07/11/2003
End of Service Date	07/07/2008
Agency Operating Agreement Renewal Date	07/08/2008
Funding Agreement Renewal Date	07/08/2008
Master Agreement Renewal Date	07/08/2008
Most Recent Change	Reviewing the setup

The MA/Contract Summary Report can be printed by clicking the printer icon in the upper right-hand corner of the report. To view a PDF of the MA/Contract Summary Report, click the button at the top of the screen. You can then review, save, or print the MA/Contract Summary Report.

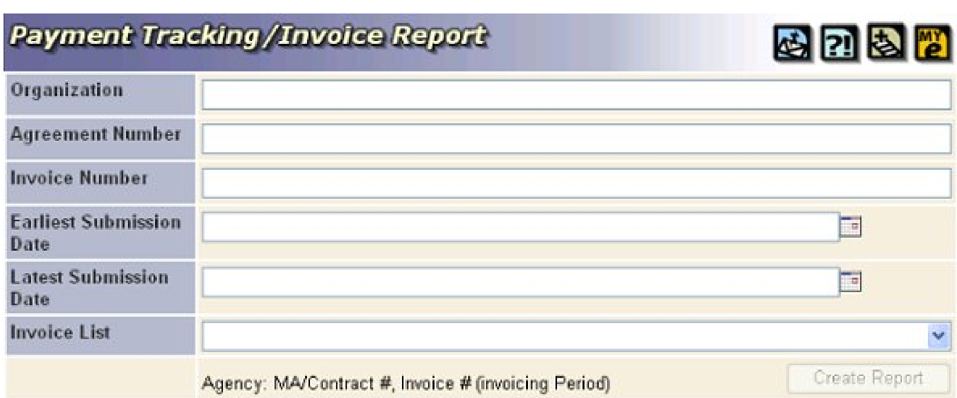
3.2.8.9 *Payment Tracking/Invoice Report (Updated 07/22/2008)*

The Payment Tracking/Invoice Report includes a summary of the agreement information pertaining to an invoice, followed by completed Schedule A-1 (Salary Costs), Schedule A-2 (Hours Assignments), Schedule E-1 (Reimbursable Direct Expense – Travel), Schedule E-2 (Reimbursable Direct Expense – Training), and Schedule E-3 (Reimbursable Direct Expense – Other) forms. The report also includes information about Agency Activities associated with an invoice.

In the **Reports** menu, point to **Invoicing Reports**, and then click **Payment Tracking/Invoice Report**.



When the form opens, begin by selecting an organization.

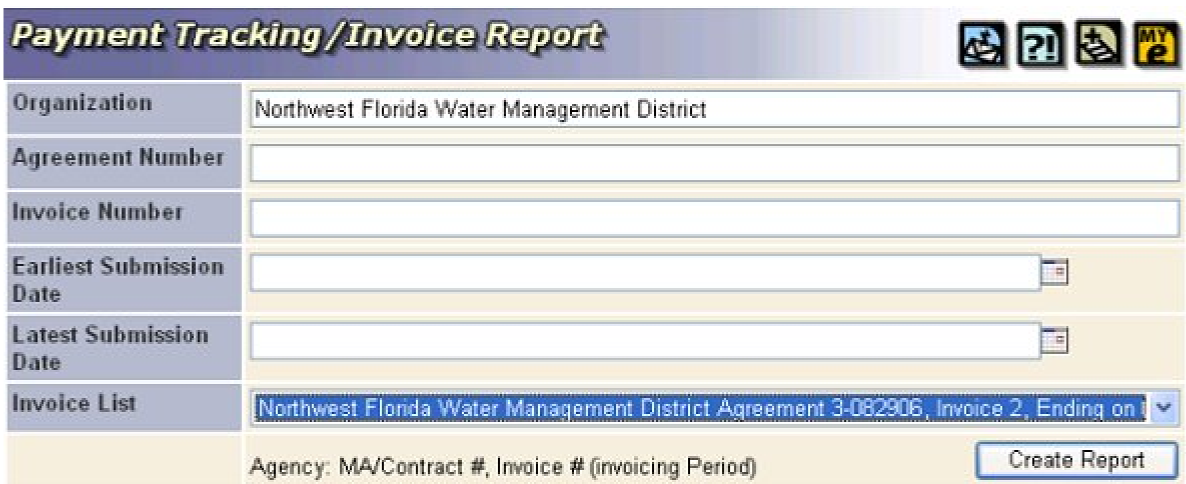


Type in all or part of an organization's name. A list of organizations will be displayed in a drop-down menu.

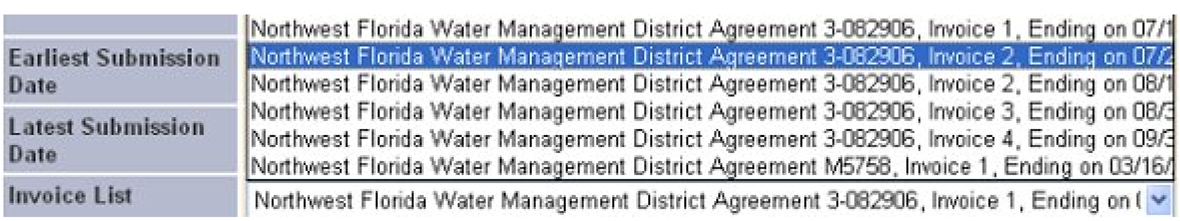
Select an organization. Note that Agency users are able to view information only for their agency. Invoice Administrators and Invoice Reviewers are able to view information for all agencies.

The form will be automatically populated with a list of invoices for the selected agency.

The organization selected to generate this example is Northwest Florida Water Management District. The information that is shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices.



Select an invoice from the "Invoice List" pull-down menu. Then click the "Create Report" button.



Payment Tracking/Invoice records for invoices can also be accessed for a specific Master Agreement/Contract, a specific invoice, or submission dates by typing in a Master Agreement/Contract Number, Invoice Number, or Earliest Submission Date and Latest Submission Date. The Earliest Submission Date and Latest Submission Date fields are used to specify a date range. Select the dates by either entering the dates in dd/mm/yyyy format or clicking the icon to select the date from a calendar. Select the invoice from the "Invoice List" pull-down menu. Then click the "Create Report" button.

Payment Tracking/Invoice Report

Organization	Northwest Florida Water Management District
Agreement Number	3-082906
Invoice Number	2
Earliest Submission Date	
Latest Submission Date	
Invoice List	Northwest Florida Water Management District Agreement 3-082906, Invoice 2, Ending on (
	Agency: MA/Contract #, Invoice # (invoicing Period) Create Report

The report that is generated will display the information for the selected invoice, as an "Invoice Summary Sheet." The top portion of the Invoice Summary Sheet provides the form for selecting a different invoice. Follow the same steps used for selecting the first invoice, as described above.

The next portion of the report displays information about the Agreement/Contract associated with the selected invoice, as shown below. Again, the information shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices.

Summary

Agency	Northwest Florida Water Management District			
Address	Address does not exist.			
Report Number	2			
Federal Project	004			
MA Number	3-082906			
Financial No	41506422825			
Notice to Proceed Date	07/11/2003			
End of Service Date	07/11/2008			
AOA Renewal Date	07/11/2008			
FA Renewal Date	07/11/2008			
MA Renewal Date	07/11/2008			
Current Invoicing Period Dates	07/12/2006 to 07/28/2006			
Previous Invoicing Period Dates	07/11/2003 to 07/11/2006			
Current Reporting Period Dates	07/12/2006 to 07/28/2006			
Contact Person	Stephanie A. Clemons			
Telephone Number				
Date Prepared	2/08/2007			
Contractual Limits				$52,700.00
Advanced Funds				$0.00
Current Spending				$1,402.40
Spent to Date				$1,402.40
Balance				$51,297.60

Spending Details	Total Spent to Date	Previously Spent	Current Spent	Balance
Salary Related Costs & Benefits	$1,382.40	$0.00	$1,382.40	$48,617.60
Direct Expenses - Travel	$0.00	$0.00	$0.00	$500.00
Direct Expenses - Training	$0.00	$0.00	$0.00	$2,000.00
Direct Expenses - Other	$20.00	$0.00	$20.00	$180.00
Total	$1,402.40	$0.00	$1,402.40	$51,297.60

By submittal of this invoice, the Agency certifies that all expenditures contained in this invoice represent actual project costs as reflected in our accounting records, and those expenditures are allowable, reasonable, necessary, and in accordance with the Funding Agreement.

The Agreement/Contract information for the selected invoice is followed by the Schedule A-1, Schedule A-2, Schedule E-1, Schedule E-2, and Schedule E-3 information for the selected invoice. The Schedule A-1 and portions of the Schedule E-1 information for the example invoice are shown below.

⊟ Schedule A-1

Agency	Northwest Florida Water Management District
MA/Contract Number	3-082906
Financial ID No.	41506422825

Name and/or Job Class	Hours Expended	X	Average Hourly Rate	=	Cost This Period
Miscellaneous	60.0		$18.00		$1,080.00
Total Direct Salary Costs					$1,080.00
Overhead	Allowable Overhead Percentage:		28.0%		$302.40
Total Salary Related Costs					$1,382.40

⊟ Schedule E-1

Agency	Northwest Florida Water Management District
MA/Contract Number	3-082906

The Invoice Summary Sheet can be printed by clicking the icon at the top of the screen.

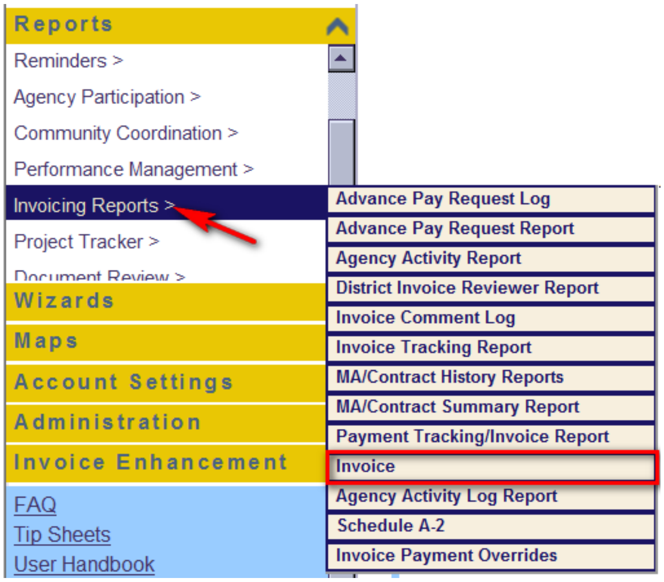
To view a PDF of the invoice, click the PDF button at the top of the screen. The PDF viewer will open, displaying the selected invoice, as shown in the example below. You can then review, save, or print the invoice.

Click the Back button to return to the Invoice Summary Sheet screen.

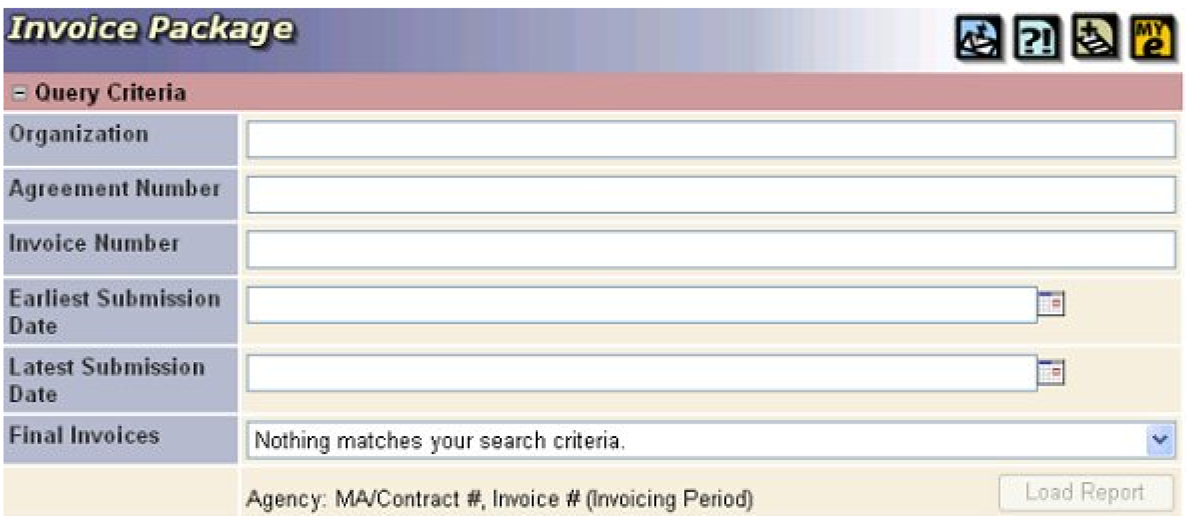
3.2.8.10 *Invoice (Updated 07/22/2008)*

The Invoice report displays a Payment Tracking Report and Agency Activity Report for a selected invoice. The Payment Tracking Report includes a summary of the agreement information pertaining to the selected invoice, followed by completed Schedule A-1 (Salary Costs), Schedule A-2 (Hours Assignments), Schedule E-1 (Reimbursable Direct Expense – Travel), Schedule E-2 (Reimbursable Direct Expense – Training), and Schedule E-3 (Reimbursable Direct Expense – Other) forms. The Agency Activity Report includes Accomplishments Made during Last Period, Summary of ETDM Screening Activities, Anticipated Accomplishments for Next Period, and Off-line Agency Activity Log (if applicable).

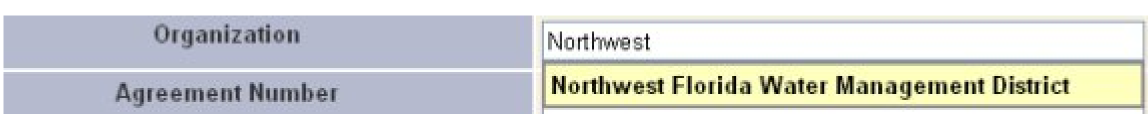
In the **Reports** menu, point to **Invoicing Reports**, and then click **Invoice**.



When the form opens, use the blank fields to specify search criteria.



Begin by selecting an organization. Type in all or part of an organization's name. A list of organizations will be displayed in a drop-down menu. Select an organization. Note that Agency users are able to view information only for their agency. Invoice Administrators and Invoice Reviewers are able to view information for all agencies.



The form will be automatically populated with a list of invoices for the selected agency. The organization selected to generate this example is Northwest Florida Water Management District. The information that is shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices.

An invoice can also be accessed by specifying a Master Agreement/Contract, an invoice number, or submission dates by typing in a Master Agreement/Contract Number, Invoice Number, or Earliest Submission Date and Latest Submission Date. The Earliest Submission Date and Latest Submission Date fields are used to specify a date range. Select the dates by either entering the dates in dd/mm/yyyy format or clicking the icon to select the date from a calendar.

When finished, select an invoice from the “Final Invoices” pull-down menu (which will then be highlighted in blue), then click the “Load Report” button.

Final Invoices	Northwest Florida Water Management District agreement 3-082906, invoice 2, Ending on [	
	Agency: MA/Contract #, Invoice # (Invoicing Period)	Load Report

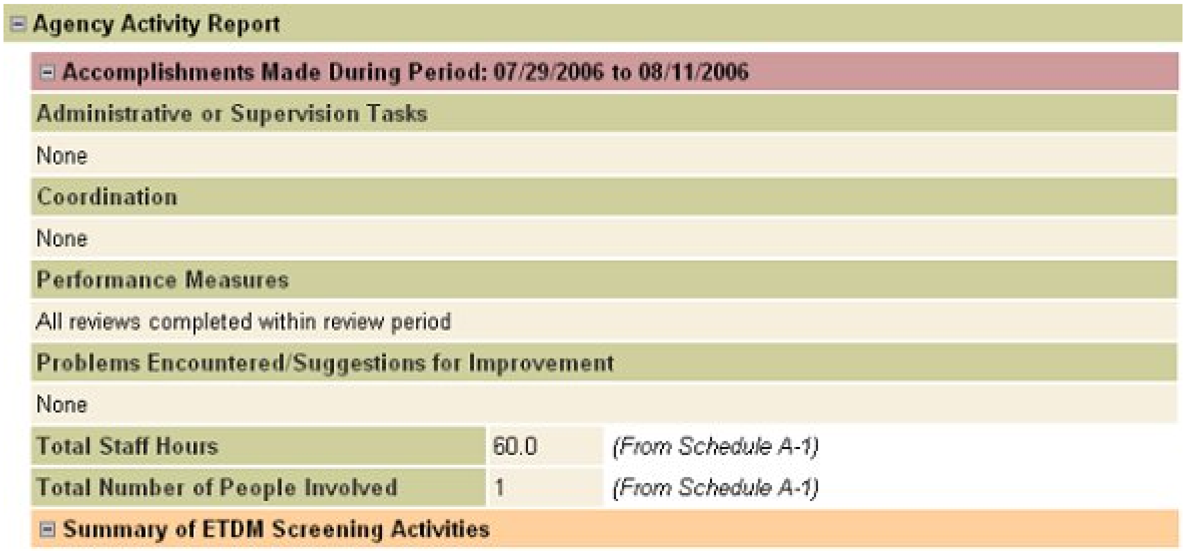
The report that is generated will display the information for the selected invoice. The top portion of the report provides the form for selecting a different invoice. Follow the same steps used for selecting the first invoice, as described above.

The next portion of the Invoice report displays the Payment Tracking Report associated with the selected invoice, followed by the Agency Activity Report for that invoice. Portions of the Invoice Package report are shown below. Again, the information shown is for example purposes only and does not reflect actual Northwest Florida Water Management District agreements or invoices.

⊟ Payment Tracking Report

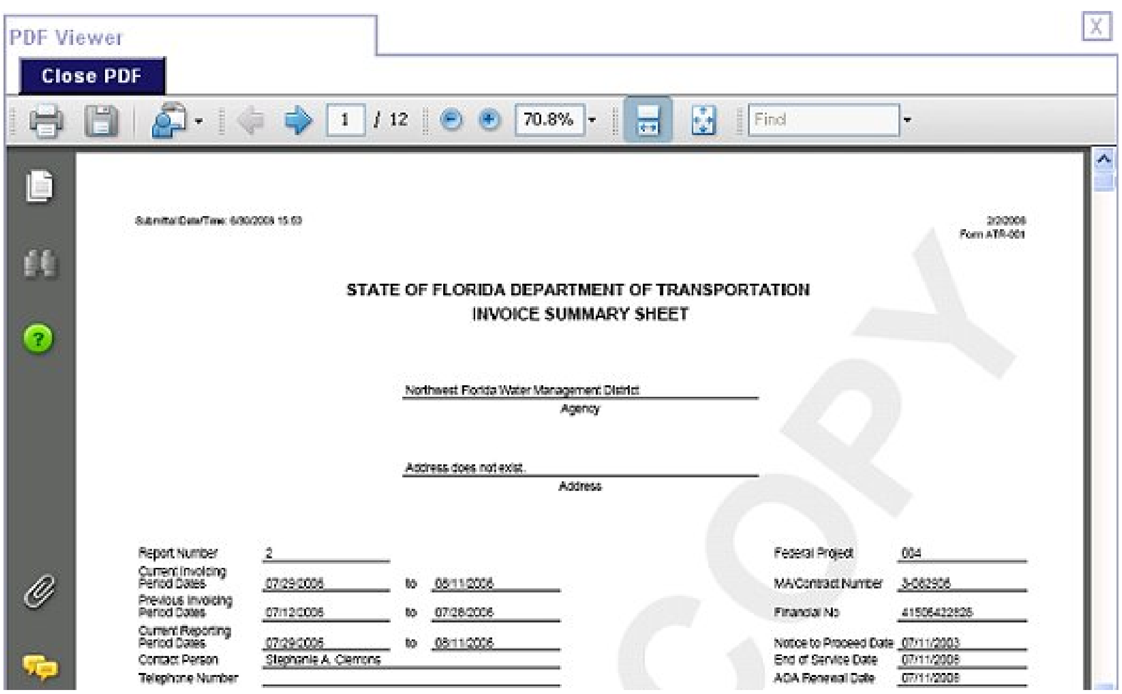
⊟ Summary

Agency	Northwest Florida Water Management District
Address	Address does not exist.
Report Number	2
Federal Project	004
MA Number	3-082906
Financial No	41506422825



The Invoice Package report can be printed by clicking the  icon at the top of the screen.

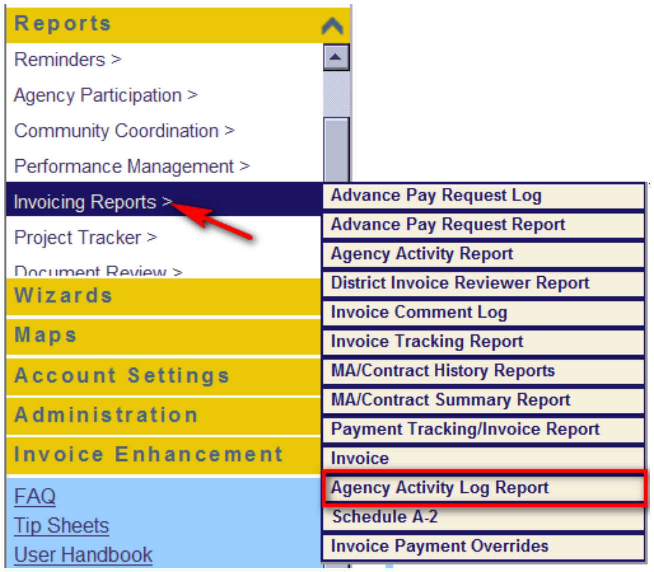
To view a PDF of the invoice, click the  button at the top of the screen. The PDF viewer will open, displaying the selected invoice, as shown in the example below. You can then review, save, or print the invoice. Click the "Close PDF" button to return to the Invoice Package screen.



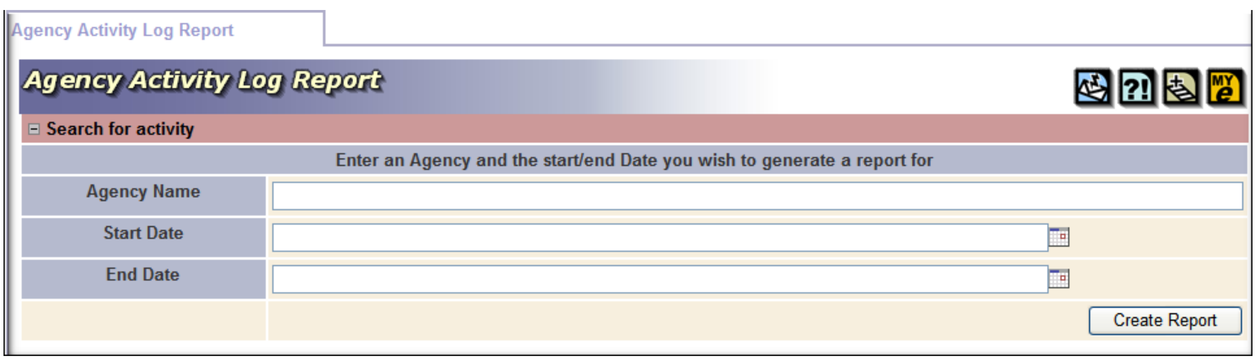
3.2.8.11 *Agency Activity Log Report (Updated 06/30/2008)*

The **Agency Activity Log Report** displays details about agency activities that are not recorded in the EST. These may include activities such as meetings, technical support of non-ETDM projects, and permit coordination.

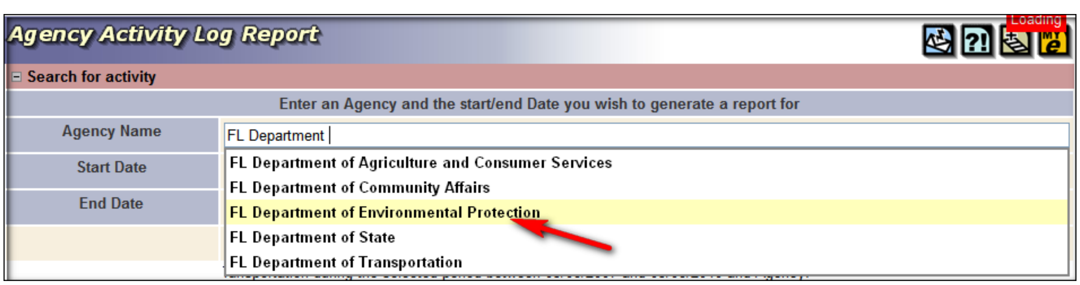
In the **Reports** menu, point to **Invoicing Reports**, and then click **Agency Activity Log Report**.



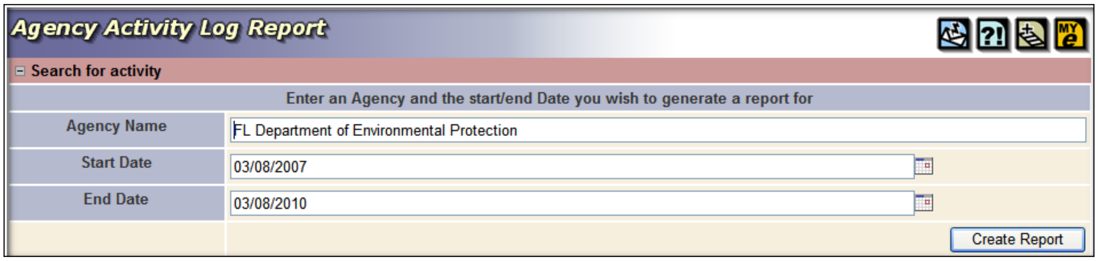
When the form opens, use the pull-down menus to select search criteria. Begin by selecting an agency name.



Type in all or part of an agency's name. A list of agencies will be displayed in a drop-down menu. Select the agency for which you want to view agency activities. Note that Agency users are able to view information only for their agency. Invoice Administrators and Invoice Reviewers are able to view information for all agencies.



Select the time period for which you want view agency activities by entering a “Start Date” and “End Date.” The dates can be typed in (using mm/dd/yyyy format), or you can select the dates by clicking the icon, which opens a calendar. Click on the desired date, and it will appear in the date field on the form. When finished, click the “Create Report” button.



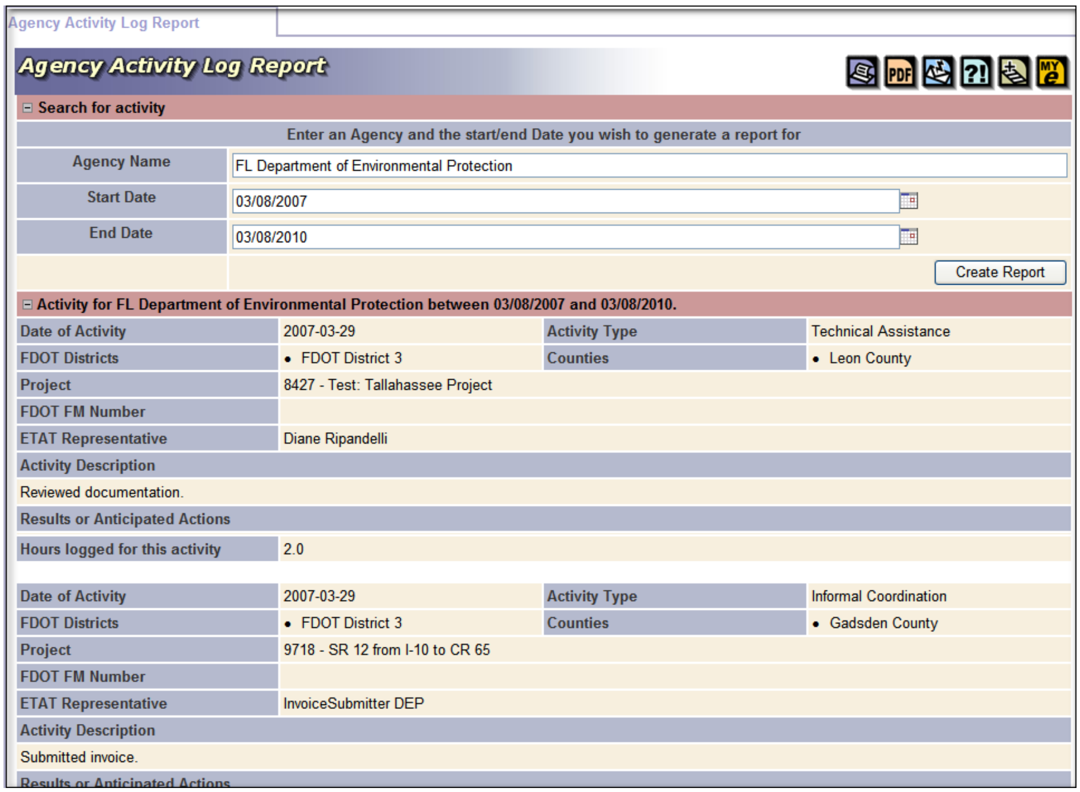
Agency Activity Log Report

Search for activity

Enter an Agency and the start/end Date you wish to generate a report for

Agency Name	FL Department of Environmental Protection
Start Date	03/08/2007
End Date	03/08/2010
	Create Report

The report that opens will display information about agency activities entered in the database for the selected agency and date range. For this illustration, the FL Department of Environmental Protection is shown as an example.



Agency Activity Log Report

Agency Activity Log Report

Search for activity

Enter an Agency and the start/end Date you wish to generate a report for

Agency Name	FL Department of Environmental Protection
Start Date	03/08/2007
End Date	03/08/2010
	Create Report

Activity for FL Department of Environmental Protection between 03/08/2007 and 03/08/2010.

Date of Activity	2007-03-29	Activity Type	Technical Assistance
FDOT Districts	• FDOT District 3	Counties	• Leon County
Project	8427 - Test: Tallahassee Project		
FDOT FM Number			
ETAT Representative	Diane Ripandelli		
Activity Description			
Reviewed documentation.			
Results or Anticipated Actions			
Hours logged for this activity	2.0		
Date of Activity	2007-03-29	Activity Type	Informal Coordination
FDOT Districts	• FDOT District 3	Counties	• Gadsden County
Project	9718 - SR 12 from I-10 to CR 65		
FDOT FM Number			
ETAT Representative	InvoiceSubmitter DEP		
Activity Description			
Submitted invoice.			
Results or Anticipated Actions			

Note: The illustration(s) does not display an actual agency report.

Use the search filter in the **Search for activity** section to select a different **Agency Name** or **Date** range. Follow the same steps used for selecting the agency name or start and end dates, as described above.

The Agency Activities Report can be printed by clicking the printer icon in the upper right-hand corner of the report. To view a PDF of the Agency Activities Report, click the button at the top of the screen. You can then review, save, or print the Agency Activities Report.

3.2.8.12 *Schedule A-2 (New 05/01/2008)*

The Schedule A-2 report displays the hours assigned to projects and activities for a designated invoicing period. The Schedule A-2 is part of the Invoice Package generated using the Prepare Invoice wizard, but can also be viewed independently.

In the **Reports** menu, point to **Invoicing Reports**, and then click **Schedule A-2**.

The Schedule A-2 report (also referred to as "Hours Assignments") displays your agency name, followed by a list of agreements and invoices. By default, it displays the activities and hours assigned for the first agreement and invoice listed in the pull-down menus. To view a different Schedule A-2, select an agreement from the Agreement pull-down menu, then click "Select." The Invoices pull-down menu will be populated with invoices associated with that agreement. Select an invoice, and then click "Load."

3.2.8.13 *Invoice Payment Overrides (In Development)*

3.2.9 **Project Tracker (*New 7/31/2009*)**

Reports listed under **Project Tracker** enable users to retrieve selected information from the project record(s) and ancillary data, including tasks assigned to a project and project costs and times for PD and E Studies.

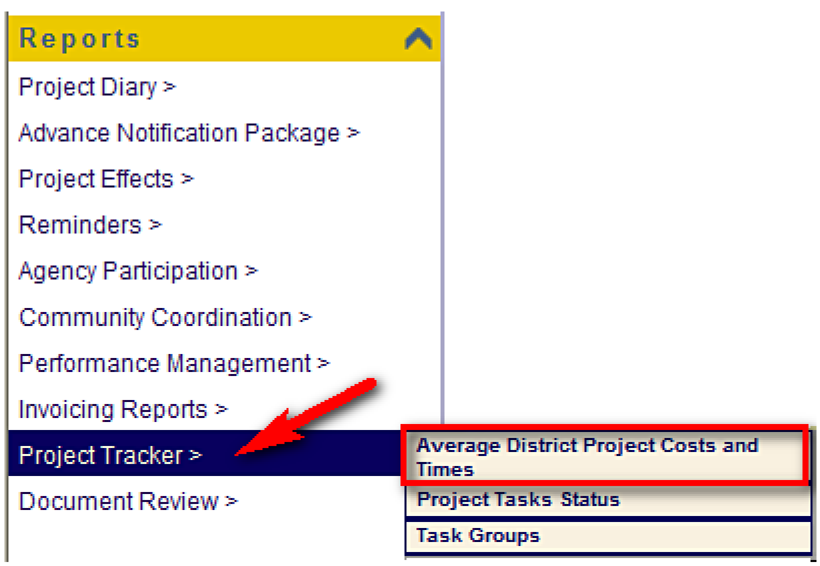
3.2.9.1 *Average District Project Costs and Times (New 7/31/2009)*

The **Average District Project Costs and Times** function in the Environmental Screening Tool (EST) **Reports** menu enables ETDM Coordinators Primary, ETDM Coordinators, Florida Department of Transportation (FDOT) Managers, and Central Environmental Management Office (CEMO) Managers to view FDOT Average Project Costs for PD&E Studies for a selected District.

Users can export the report as a spreadsheet, generate a PDF version of the report, or send a PDF version of the report to the Electronic Document Management System (EDMS).

Viewing the Average District Project Costs and Times Report:

1. On the **Reports** menu, point to **Project Tracker**, and then click **Average District Project Costs and Times**.



The **Average District Project Costs and Times** window opens as a tabbed page, displaying a search filter and a page toolbar.

Tip! Click on the toolbar icons to:

Send feedback about the current page.

Access online **Help**.

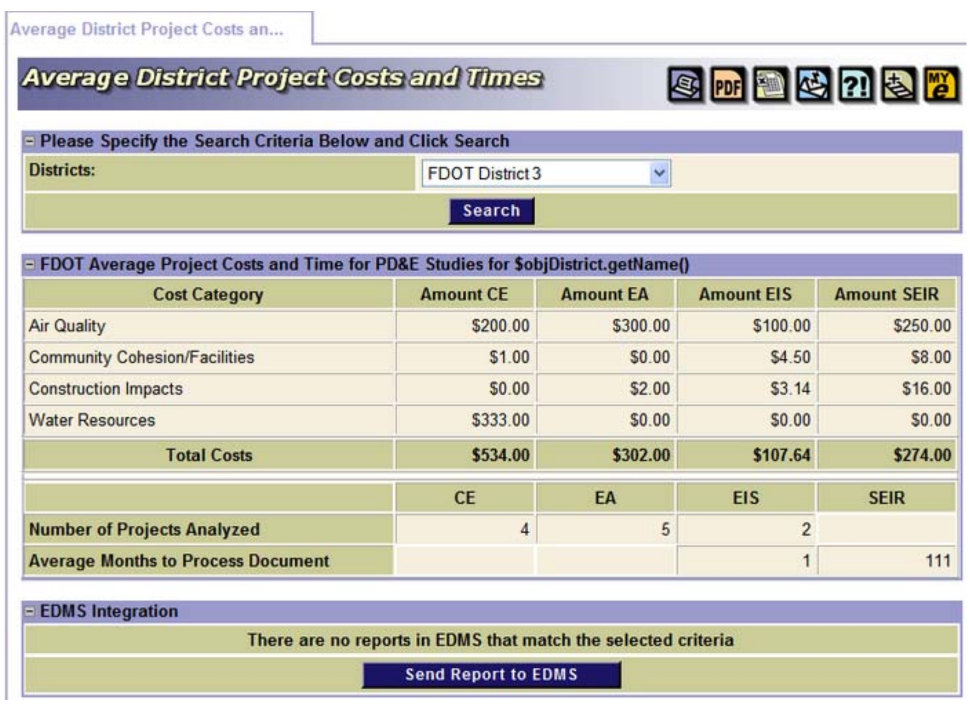
Bookmark the page.

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

2. In the **Districts** field, click the drop-down arrow, and then select a District from the list.

3. Click **Search**.

The **Average District Project Costs and Times** window refreshes and expands, displaying the report for your selected District and an expanded page toolbar.



Cost Category	Amount CE	Amount EA	Amount EIS	Amount SEIR
Air Quality	$200.00	$300.00	$100.00	$250.00
Community Cohesion/Facilities	$1.00	$0.00	$4.50	$8.00
Construction Impacts	$0.00	$2.00	$3.14	$16.00
Water Resources	$333.00	$0.00	$0.00	$0.00
Total Costs	$534.00	$302.00	$107.64	$274.00

	CE	EA	EIS	SEIR
Number of Projects Analyzed	4	5	2	
Average Months to Process Document			1	111

Tip! Click the toolbar icon in the **Average District Project Costs and Times** window to:

Print a copy of the current page.

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

Export the current page to **Excel.**

Send feedback about the current page.

Access online **Help**.

Bookmark the page.

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

4. Click **Send Report to EDMS** to send a PDF version of the report to EDMS.

3.2.9.2 *Project Tasks Status Report (New 7/31/2009)*

The **Project Tasks Status Report** function in the Environmental Screening Tool (EST) **Reports** menu enables authorized users to view the tasks assigned to a selected project and the status of each task. Users can view the report in HTML, Excel, and PDF formats.

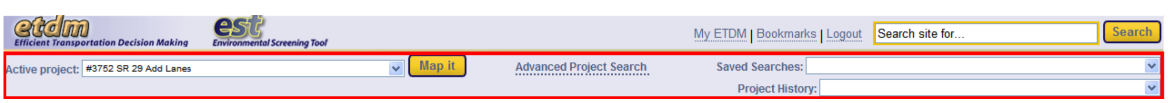
Users with the following assigned privileges can send the report to the Electronic Data Management System (EDMS):

- Central Environmental Management Office (CEMO) Managers
- Florida Department of Transportation (FDOT) Coordinators Primary
- FDOT Coordinators

For a list of roles authorized for viewing the Project Tasks Status Report, see **Table 1-1** in Chapter 1.5 of the EST Handbook.

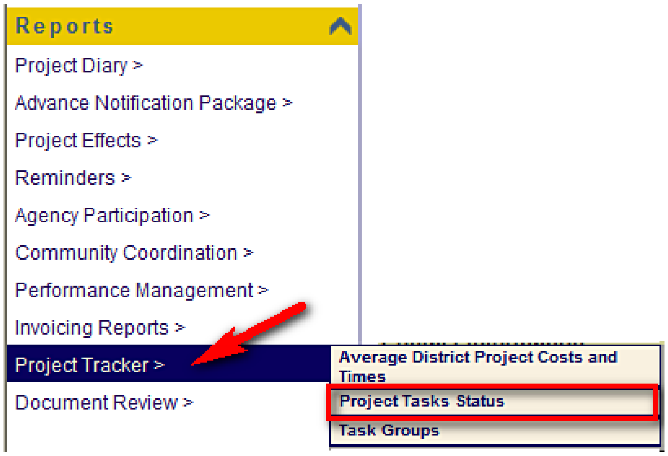
Using the Project Tasks Status Report:

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

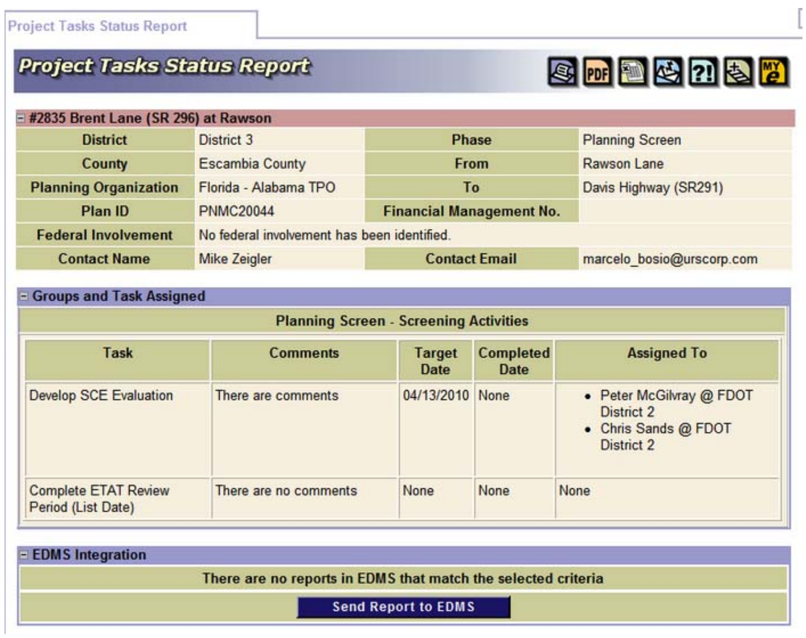


Note: You can use the default project that appears in the **Active project** box, select a project from your **Saved Searches** or **Project History** lists, or you can click the **Advanced Project Search** link to select another project. See the Navigation chapter of the EST Handbook for information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

2. On the **Reports** menu, point to **Project Tracker**, and then click **Project Tasks Status**.



The **Project Tasks Status Report** window opens as a tabbed page, displaying the project header, assigned groups and task details for the selected project, and a page toolbar.



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

 Print a copy of the current page.

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

 Export the current page to **Excel.**

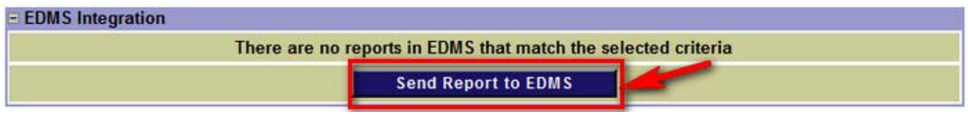
Send feedback about the current page.

Access online **Help**.

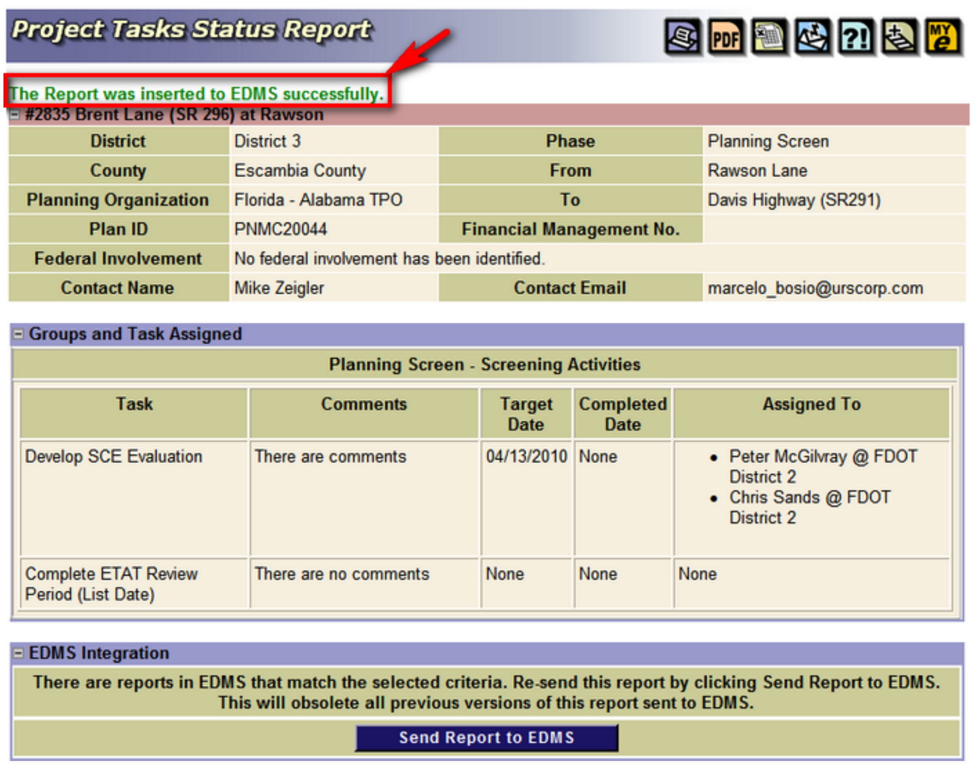
Bookmark the page.

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

3. Under **EDMS Integration**, click **Send Report to EDMS**. (For this illustration, the EST displays a message that no reports in EDMS match the selected criteria.)



The EST displays a message stating the report has been successfully integrated into EDMS.

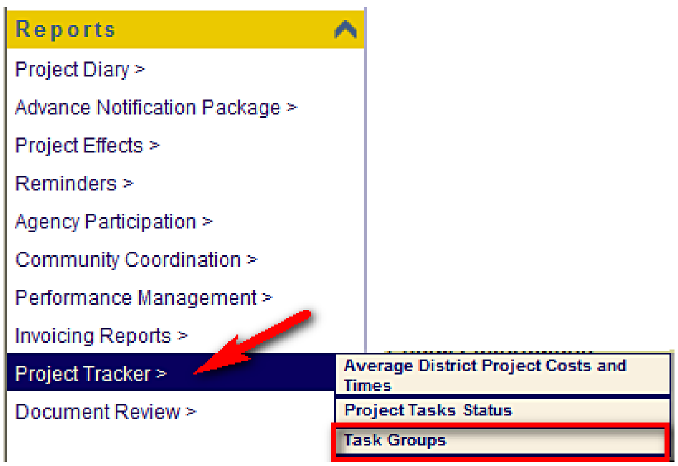


3.2.9.3 *Task Groups Report (New 7/31/2009)*

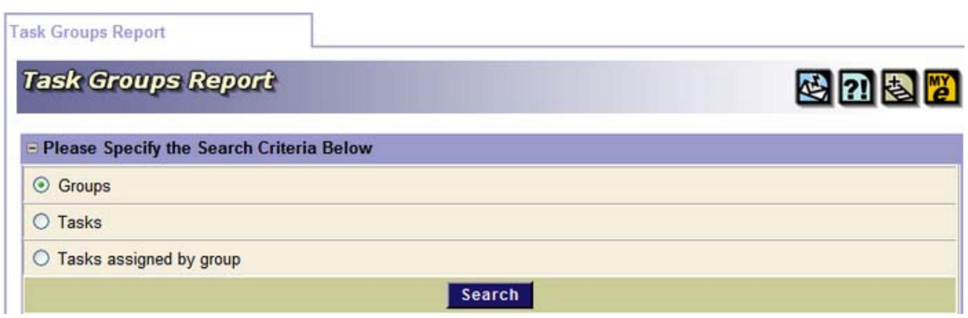
The **Task Groups Report** function in the Environmental Screening Tool (EST) **Reports** menu enables Central Environmental Management Office (CEMO) Managers, Florida Department of Transportation (FDOT) ETDM Coordinators Primary, and FDOT ETDM Coordinators to view a read-only format of groups, tasks, and tasks assigned by group.

Viewing the Task Groups Report:

1. On the **Reports** menu, point to **Project Tracker**, and then click **Task Groups**.



The **Task Groups Report** window opens as a tabbed page, displaying a search filter and a page toolbar.



Tip! Click on the toolbar icons to:

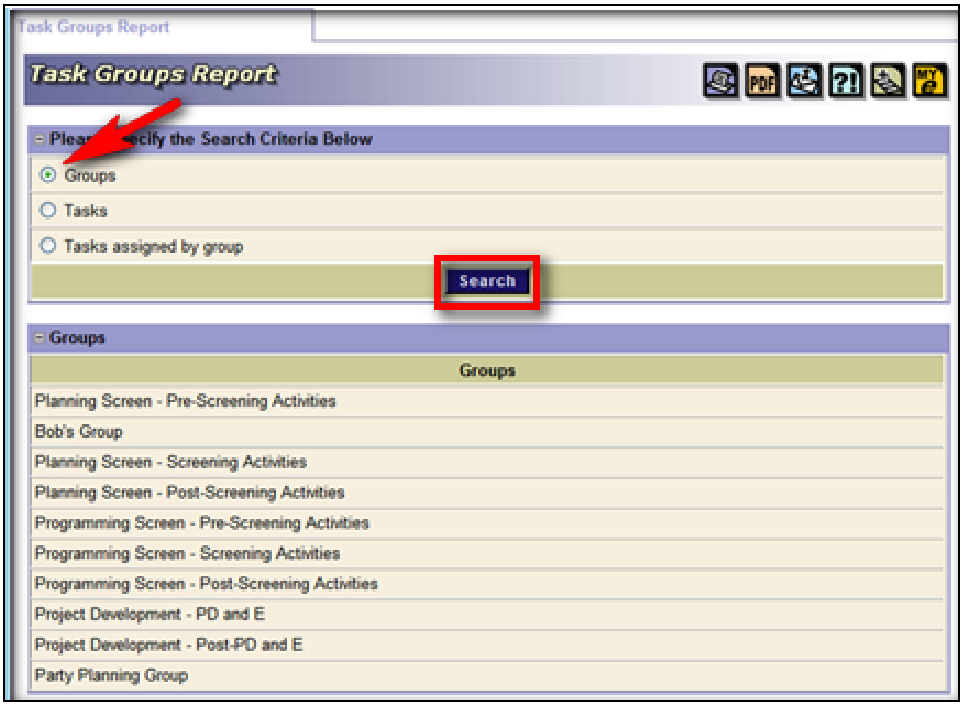
 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

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

2. To view the list of groups, click the **Groups** option button, and then click **Search**.



The **Task Groups Report** window refreshes and expands, displaying the list of groups and an expanded page toolbar.

Tip! Click the toolbar icon in the **Task Groups Report** window to:

 Print a copy of the current page.

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

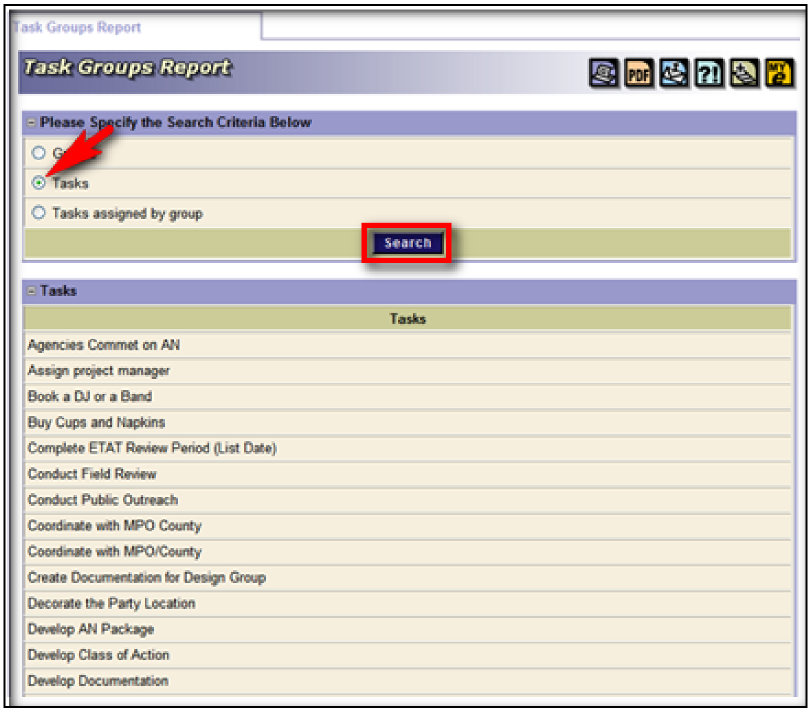
 Send feedback about the current page.

 Access online **Help**.

 Bookmark the page.

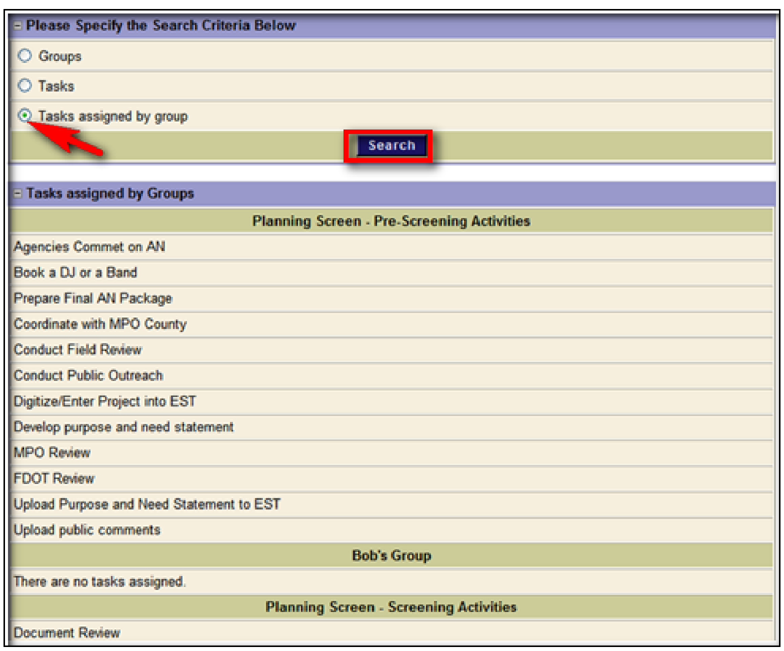
 Add the page to your **My ETDM** preferences.

3. To view the list of tasks, click the **Tasks** option button, and then click **Search**.



The **Task Groups Report** window refreshes and expands, displaying the list of tasks and an expanded page toolbar.

4. To view the list of tasks assigned by group, click the **Tasks assigned by group** option button, and then click **Search**.



The **Task Groups Report** window refreshes and expands, displaying the list of tasks assigned by group and an expanded page toolbar.

3.2.10 Document Review (*New 11/30/2011*)

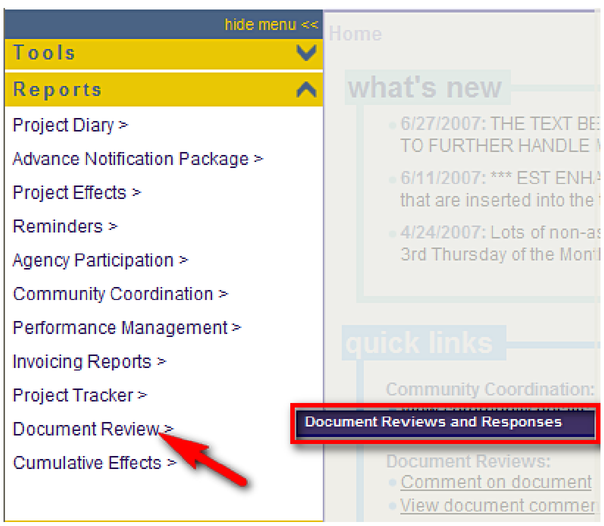
The **Document Reviews** function in the Environmental Screening Tool (EST) **Reports** menu enables authorized users to view comments and responses for documents that were reviewed during a document review event.

The report can be output in HTML, PDF, or Excel format.

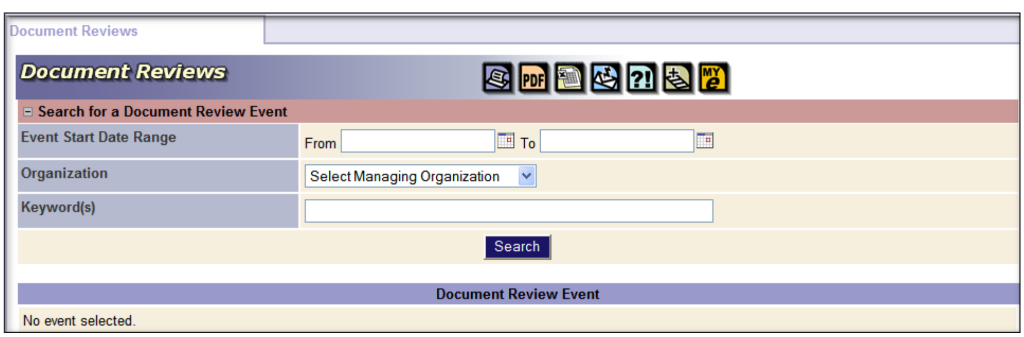
> ***Note***: Document review event Administrators will see a **Send to EDMS** button at the bottom of the **Document Reviews** screen. At the Administrator's discretion, the **Document Reviews and Responses** report may be sent to the Electronic Data Management System (EDMS). Other data, such as staff comments and the reviewed document PDF file, represent interim products not sent to EDMS.

Viewing the Document Reviews Report:

1. On the **Tools** menu, point to **Document Review**, and then click **Document Reviews and Responses**.



The **Document Reviews** window opens as a tabbed page, displaying a page toolbar, and search filter.



Tip! Click the toolbar icon on the window to:

Print a copy of the report.

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

Export the report to **Excel**.

Send feedback about the current page.

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

Bookmark the page.

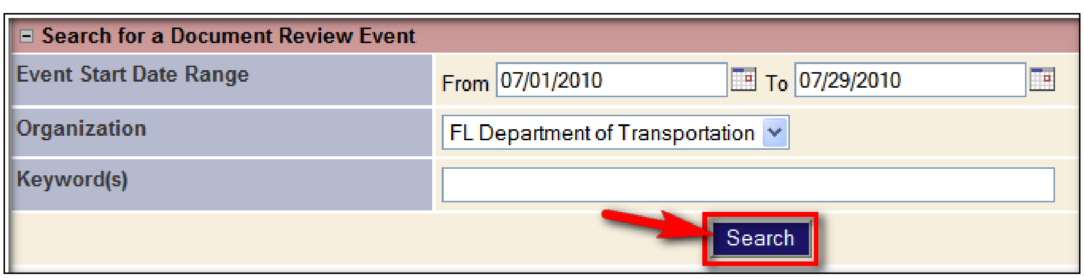
Add the page to your **My ETDM** preferences.

2. To search for a document review event, complete any of the following fields in the **Search for a Document Review Event** section:

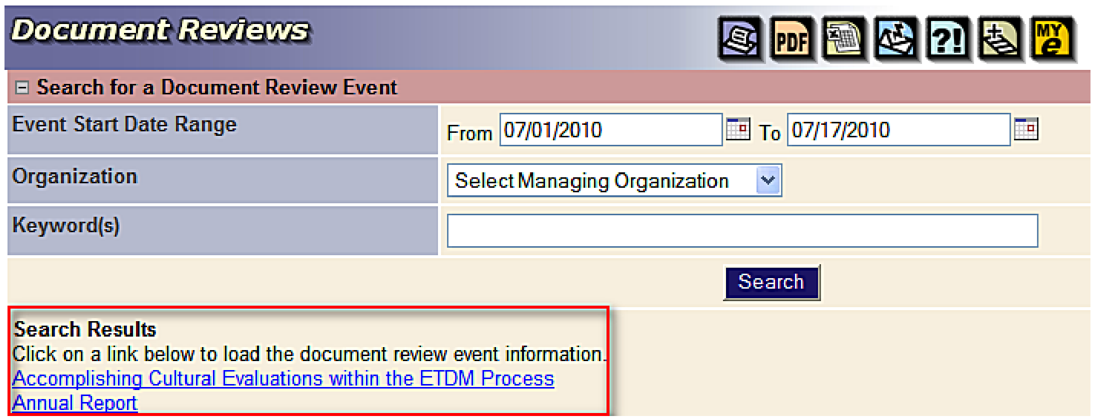
Note: The **Search for a Document Review Event** fields are not required fields, so you have the option to enter as much information as you want into the search filter or you can leave all of the fields blank. However, leaving all of the fields blank when you submit your query will result in the EST displaying all documents listed in the database.

- **Event Start Date Range** – Type the date range or use the calendar icon, , to select the date range of the review event.
- **Organization** – Click the **Select Managing Organization** arrow, and then select the organization.
- **Keyword(s)** – Type words associated with the document.

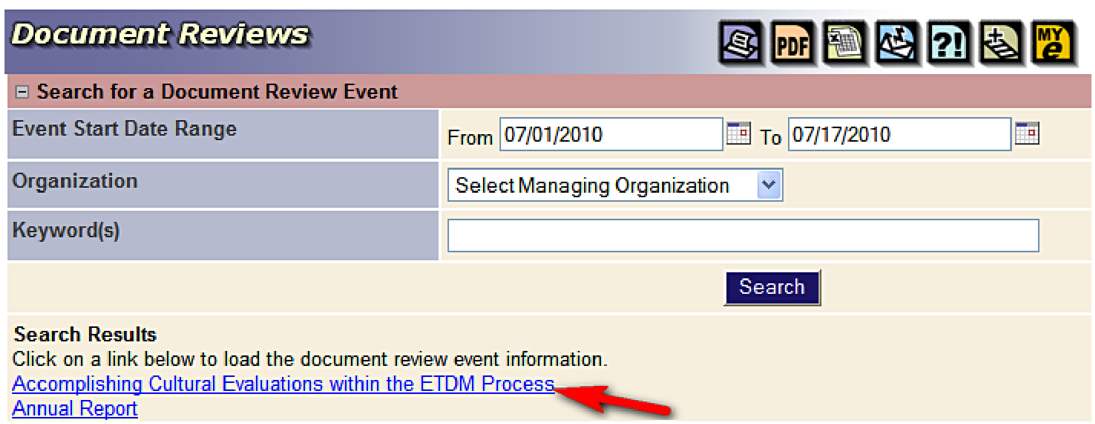
3. Click **Search**.



The **Respond to Document Reviews** window displays a **Search Results** section that lists the document review events matching your search criteria.



4. Click the document review event link to open it.



The **Document Reviews** window refreshes, displaying a read-only report of the selected **Document Review Event** in the following sections:

- **Event** – displays the name and description of the selected event along with the event's **Start Date** and **End Date**
- **Document (PDF)** – shows the list of documents to be reviewed for the selected event along with the size of each document (in megabytes [MB]) and a description of the document
- **Official Reviews –** displays the review comments for each document associated with the document review event
- **Responses –** displays the responses to review comments

Document Reviews

Document Reviews

⊞ Search for a Document Review Event

Document Review Event		
Event	Start Date	End Date
Accomplishing Cultural Evaluations within the ETDM Process	7/16/2010	7/21/2010
Review updated sections and appendices		

Document (PDF)	Size (MB)	Description
Appendix A: Meeting Summaries and Agendas	0.0	Meetingobjectives and support documents were prepared for each meeting to facilitate the Task Group deliberations, as well as agendas and meeting summaries
Accomplishing Cultural Evaluations within the ETDM Process	1.38	Describes the methods for performing cultural evaluations in the ETDM process.
Appendix B Standardized Cultural Resource Management and Geographic Information	0.0	Describes standardized CulturalResource Management (CRM) and GIS terms and definitions to assist in the review of existing information.

Official Reviews for Appendix A: Meeting Summaries and Agendas

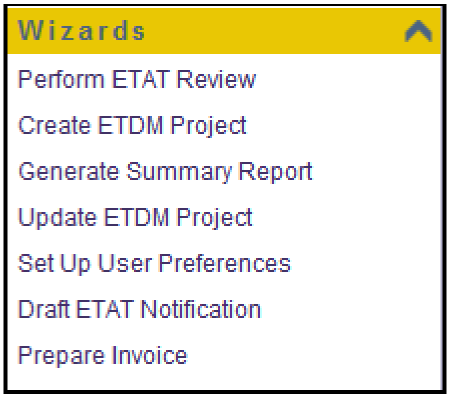
Section (s)	Page (s)	Paragraph (s)	Global	Reviewing Organization	Comments	Response	Responding Organization
1	1-4	2 and 4	No	FL Department of Transportation	Change the following information to...	Change made per comment.	FDOT District 1
			Yes	FL Department of Transportation	Change e-mail to email per new style.	Change made per comment.	FDOT District 1

Official Reviews for Accomplishing Cultural Evaluations within the ETDM Process

Section (s)	Page (s)	Paragraph (s)	Global	Reviewing Organization	Comments	Response	Responding Organization
5	1-1	5	No	FL Department of Transportation	Change first line to Evaluate the feasibility....	Deleted paragraph because statement is redundant.	FDOT District 1
6	2-3	7	No	FL Department of Transportation	Add the following sentence: "Depending on the results of the feasiblity study..."	Edits made per coments.	FDOT District 1
			Yes	FL Department of Transportation	Change e-mail to email per new style.	Edits made per coments.	FDOT District 1

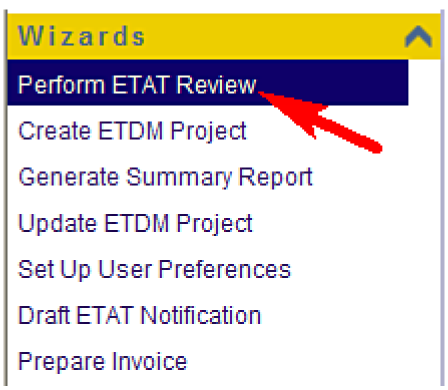
3.3 Wizards (*Updated 10/31/2011*)

The EST wizards make it easy for you to perform tasks related to a specific project and to set up personal preferences for managing EST information. The functions listed in the **Wizards** menu walk you through a process, asking you to complete an action one step at a time.



3.3.1 Perform ETAT Review (*Updated 01/23/2006*)

The **Perform ETAT Review** wizard allows the user to view the Project Description and Public Comments for a specific project, review the Purpose and Need Statement for that project, indicate their agency's response to the Purpose and Need Statement (Understood or Not Understood), and record the agency's comments regarding the potential effects of the project. To use the **Perform ETAT Review** wizard, go to the **Wizards** menu and then click **Perform ETAT Review**.



The **Perform ETAT Review** wizard includes sequential screens for the following steps in conducting a review:

- Selecting a project from a list of projects with the status "ETAT Review."
- Reviewing summaries of the Project Description and Public Comments for a project, and any documents that have been attached to the project record.
- Reviewing the Purpose and Need Statement for the project.

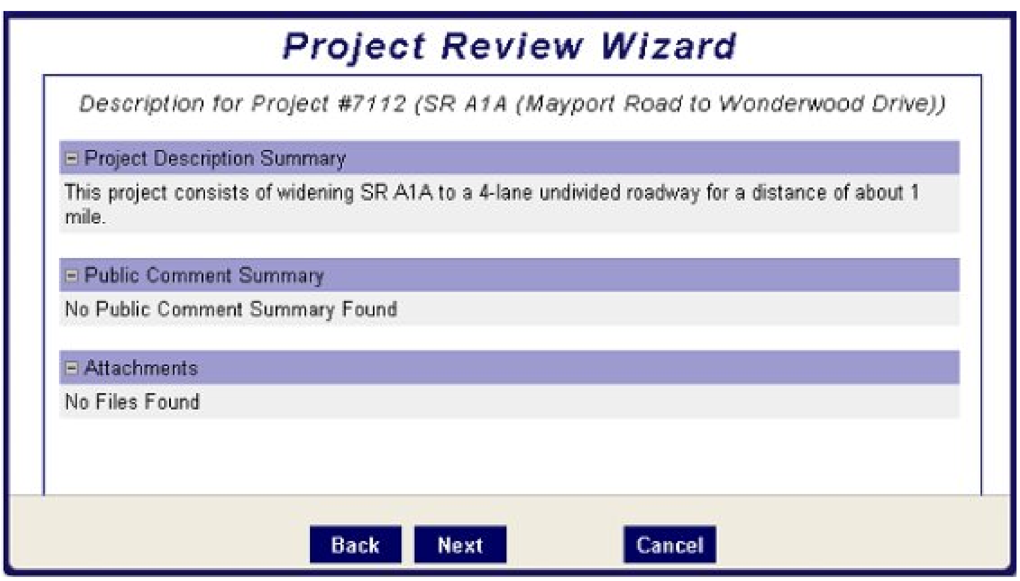
- Indicating whether the Purpose and Need Statement is understood or not understood and recording comments concerning the Purpose and Need Statement.

- Identifying resources for which the user's agency has jurisdiction and recording agency comments regarding potential effects of the project on those resources.

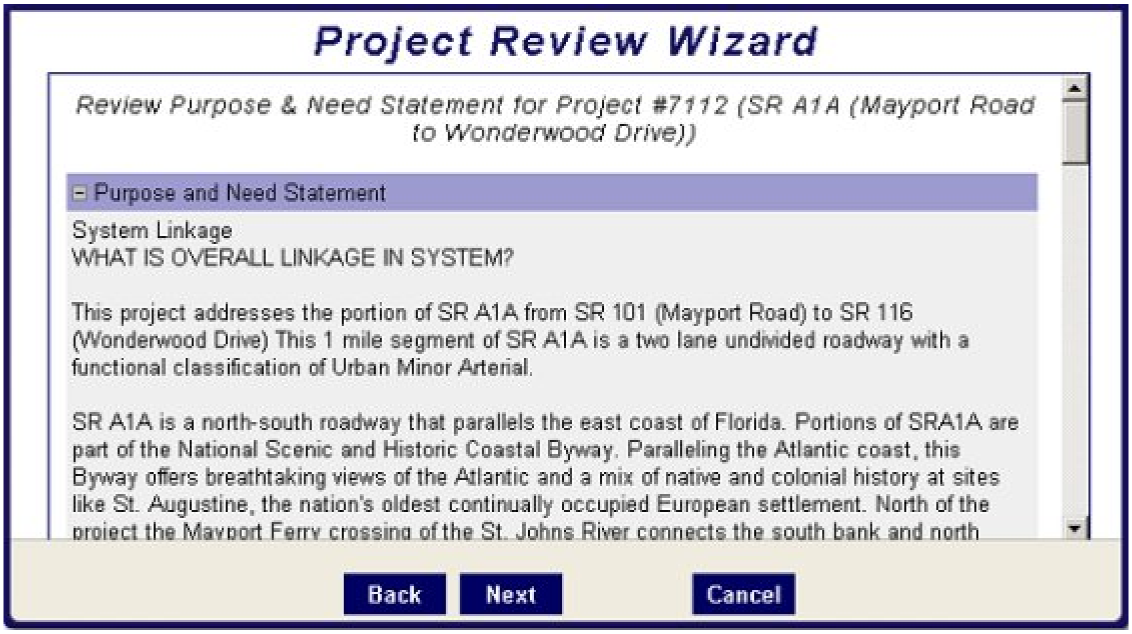
The first screen lists all the projects that are available for review. A red asterisk (*) after the project name indicates that no reviews have been completed for the project. A blue checkmark (✓) indicates that at least one

review has been completed for the project. Click the option button next to the project name that you want to review.

The next screen provides summaries of the project description and public comments for the project, and lists any attachments (e.g., a scope of work, map, Systemwide Secondary and Cumulative Analysis Report, or technical studies). After reviewing this information, click "Next."

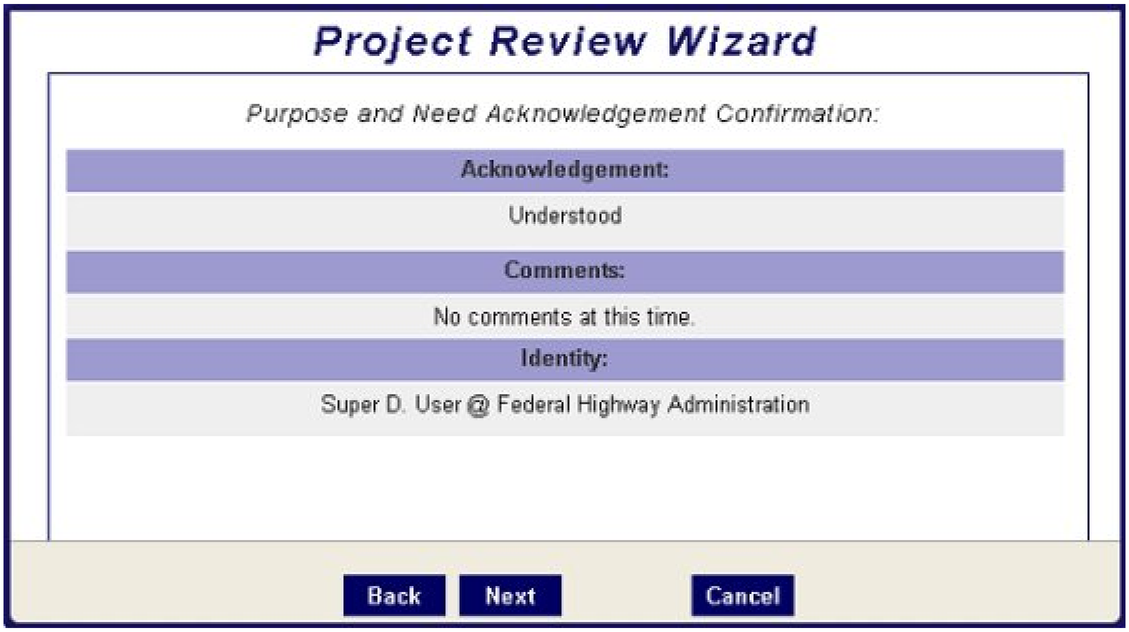


The next screen displays the Purpose and Need Statement for the project. After reviewing the Purpose and Need Statement, click "Next."

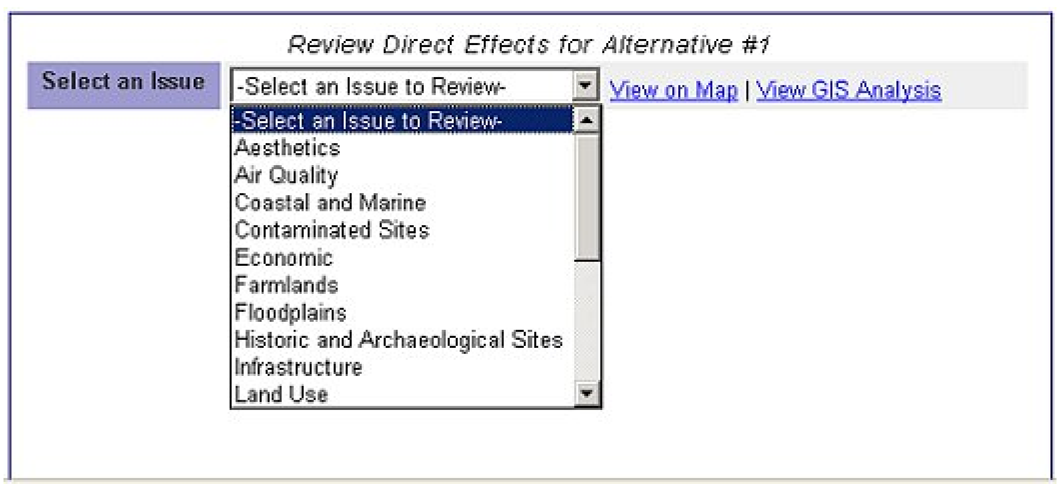


On the next screen, the user documents whether the Purpose and Need Statement is "Understood" or "Not Understood" by clicking the respective option button, and enters agency comments, if any, concerning the Purpose and Need Statement for the project. Enter the agency comments by typing directly in the text box under "Comments" or copy and paste text from another document. When finished, enter your password, and click "Next" at the bottom of the screen. By entering your password, you are certifying that the Purpose and Need acknowledgement and comments entered represent the official review for your agency. To exit this screen without saving the entered information, click "Back" to go to the previous screen or "Cancel" to return to the list of projects available for review.

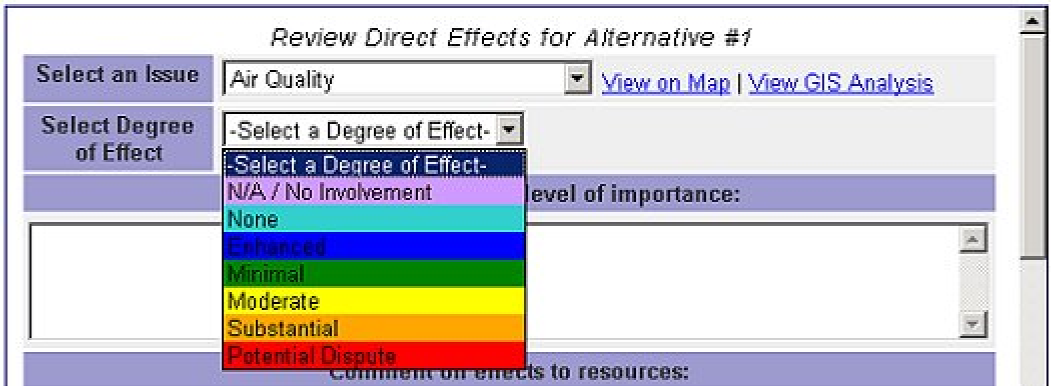
The next screen displays a confirmation of the agency acknowledgement concerning the Purpose and Need Statement for the project. Click “Next” to continue with the review of the project.



The next screen is used to select an issue to review, assign a degree of effect for that issue, identify resources and their level of importance, and enter agency comments concerning potential direct effects to those resources, as well as any additional comments. First, select an issue from the pull-down menu.



After an issue has been selected, you can view data concerning that issue on a map. Click the “View on Map” link to open the Map Viewer, which will display data pertaining to the selected issue in the project area. You can then zoom in or out to display different extents for the selected issue. (See Section 3.4.1 View Interactive Maps for additional information on how to use the Map Viewer.) To view details about the GIS analysis for an issue (including the name of the analysis and the time it was run for the project), click the “View GIS Analysis” link. (For additional information concerning the GIS analyses, see Section 3.3.2.4 GIS Analysis Results.)



Use the remaining sections of this screen to identify resources for which your agency has jurisdiction and describe their level of importance, enter comments concerning the potential effects of the project on these resources, and enter any additional comments concerning the agency's review of the project. Use the text boxes under "Identify resources and level of importance," Comment on effects to resources" and "Additional comments (optional)," respectively, to enter this information. Information can be typed directly into the form, or copied and pasted from another document. Submit the review information to the database by entering your password and clicking "Next." By entering your password, you are certifying that the comments entered represent the official review for your agency. To exit this screen without saving the entered information, click "Back" to go to the previous screen or "Cancel" to return to the list of projects available for review.

The final screen displays the review information that has been submitted to the database, and provides options for reviewing another issue, updating the review just completed, reviewing another project, or indicating that your agency's review of the project is complete. The bottom part of the screen contains the "Review Confirmation" information.

The top of the screen displays the options for continuing or finalizing the review. Click the option button next to "Review Another Issue," "Update This Review" or "Review Another Project" to activate that function. Click "Finish" if all pertinent issues have been reviewed and you wish to indicate that your agency's review of the project is complete.

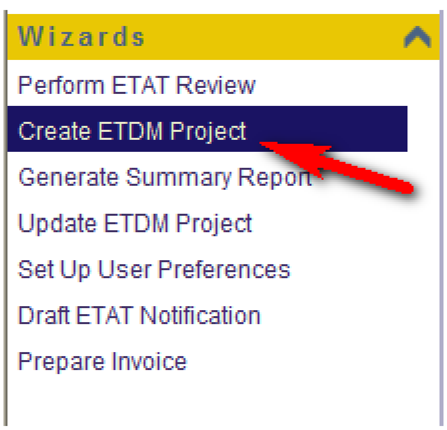
3.3.2 Create ETDM Project (*Updated 04/30/2012*)

The **Create ETDM Project** function in the **Wizards** menu enables authorized users to do the following:

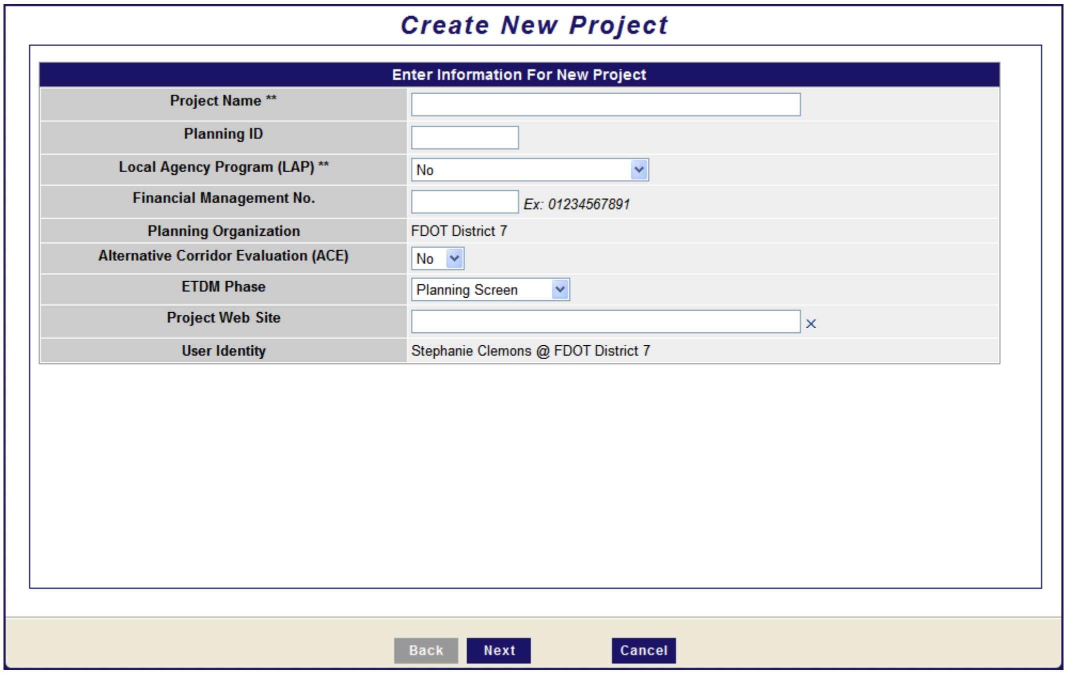
- Add a new project to the Environmental Screening Tool (EST) database.
- Designate a project as a Local Agency Program (LAP) project, assign a new or existing LAP agency, and enter the assigned LAP agency's PD&E LAP certification status.

Using the Create ETDM Project Wizard:

1. On the **Wizards** menu, click **Create ETDM Project**.



The **Create New Project** page opens, displaying a form for entering general project information.

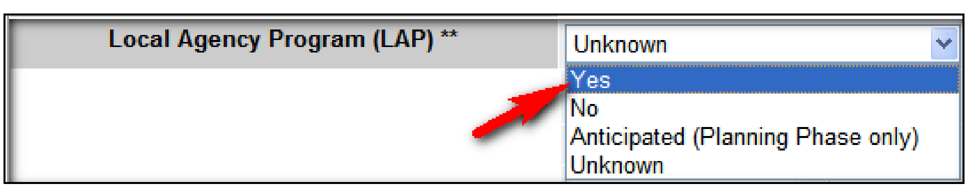


2. Under **Enter Information For New Project**, do the following:

- In the **Project Name**** and **Planning ID** fields, enter the Project Name and the assigned Planning ID for the project.

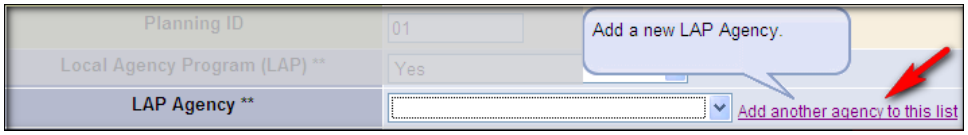
  Note: Double asterisks (**) indicate a required field. If the field is blank, the information must be added before the form can be processed.

- In the **Local Agency Program (LAP)**** field, click the drop-down arrow, , and then do one of the following:
  - Leave **Unknown** as the default selection if the project's LAP status has not yet been determined. Move on to the Financial Management No. field.
  - Click the drop-down arrow, , and then do one of the following:
    - Click **Yes** if the project is a LAP project.
    - Click **No** if the project is not a LAP project. Move on to the Financial Management No. field.
    - Click **Anticipated (Planning Phase only)** if LAP designation is anticipated.



- If you selected **Yes** or **Anticipated (Planning Phase only)**, the **Enter Information For New Project** form displays fields for adding LAP information. Do the following:
  - For **LAP Agency****, select the LAP agency responsible for the project by doing one of the following:

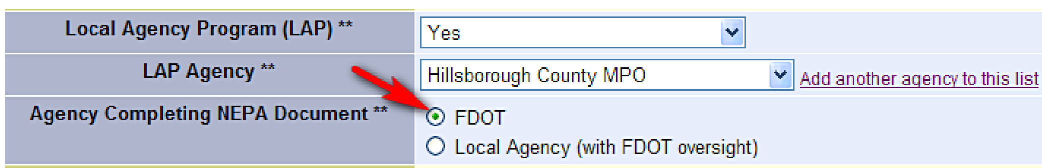
- Click the **LAP Agency** arrow, , to expand the list, and then select an agency by clicking on the agency name.
- If the LAP Agency is not listed, click the **Add another agency to this list** link, and then type the name of the agency in the text box.



Tip! You need to type only the first three letters of the name. The EST automatically displays a list of names that match your text. Click the appropriate selection from the list.

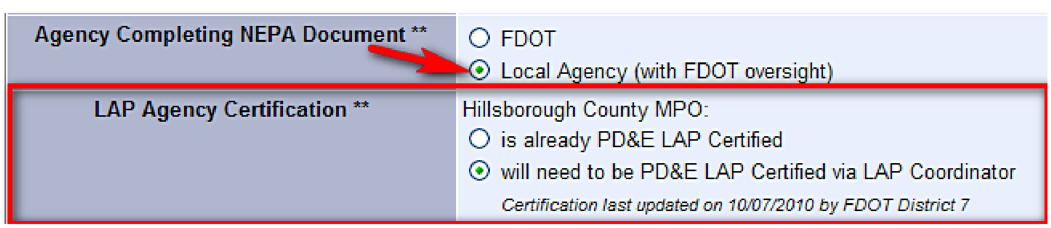
If the agency is being added for the first time, type the agency's entire name. The agency will be added to the database.

- In the **Agency Completing NEPA Document** field, do one of the following:
  - Click the **FDOT** option button if FDOT will be completing the NEPA document, and then go to Financial Management No. field.



  - Click the **Local Agency (with FDOT oversight)** option button if the local agency will be completing the NEPA document. The **LAP Agency Certification** field appears, displaying options for the agency's PD&E LAP Certification status.

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



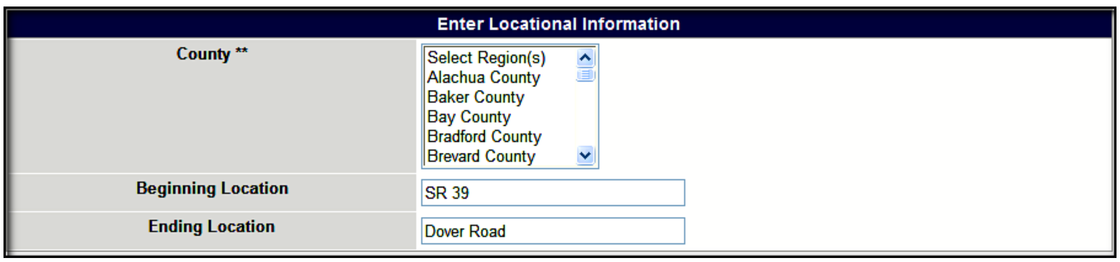
- In the **LAP Agency Certification** field, click the appropriate option button beside one of the following LAP Certification statements:
  - **is already PD&E LAP Certified** (The agency selected in the **LAP Agency** field has completed the Local Agency Certification Qualification Agreement and has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

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

- Complete the remaining fields:
  - **Financial Management No**. — Enter the Financial Management Number, if available.
  - **Alternative Corridor Evaluation (ACE) – Indicate whether or not this project is participating in the ACE process by either accepting the default No or by clicking the drop-down arrow, , and then selecting Yes.**
  - **ETDM Phase** – Click the **ETDM Phase** arrow, and then select one of the project phases.
  - **Project Web Site** – Type one or multiple URLs to websites related to the project, if available.

3. **Click Next.**

The Create ETDM Project wizard displays the Enter Locational Information screen.



4. **Under Enter Locational Information, complete the following fields:**

- **In the County** field,** use the **County** scroll bar to move down the list. Select one or multiple options by clicking the **County** name(s).

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

- In the **Beginning Location** field – Make edits, if any, to the project's beginning location by typing your changes in the text box.
- In the **Ending Location** field – Make edits, if any, to the project's ending location by typing your changes in the text box.

5. **Click Next.**

The Create ETDM Project wizard displays the Enter Consistency and Involvement Information screen.

Create New Project

Enter Consistency and Involvement Information		
Federal Involvement ** (Check 'No Federal Involvement' OR all that apply)	☐ No Federal Involvement	*This project does not require a Federal Consistency Review (FCR) with the State Clearinghouse during the Programming Phase. This option is not available for LAP projects, which require an FCR.*
	A transportation project is considered a federal action, and therefore must comply with NEPA when one of the following conditions applies:	
	☑ Federal Funding	*Federal funds or assistance is or is expected to be used during any phase of project development or implementation.*
	☐ Federal Action	*Federal approval of an action is required (e.g., change in Interstate access control, use of Interstate right-of-way).*
	☐ Federal Permit	*Federal permit(s) is (are) required when based on consultation the federal permitting agency has determined that a DOT NEPA document is required to support the permit (e.g., U.S. Coast Guard Bridge permit, COE Section 404 permit).*
	☐ Maintain Federal Eligibility	*Federal funding or assistance eligibility is being maintained for subsequent phases.*
	☐ Federal Permit Required without Programming Phase Federal Consistency Review	*Typically used for Turnpike projects. This project does not require a Federal Consistency Review (FCR) with the State Clearinghouse during the Programming Phase. This option is not available for LAP projects, which require an FCR.*
Planning Consistency Status ⊞ Expand this section	The *Planning Consistency Status* section replaces the Consistency section on projects created after 05/01/2012. As information becomes available, please complete the fields below to establish project consistency between approved LRTP and STIP/TIP. The information in this section is required by FHWA for NEPA approval. However, this section is optional in the EST and only those fields for which information is entered will appear on the summary report. For additional guidance, see http://www.dot.state.fl.us/planning/policy/metrosupport	

- **Federal Involvement**** – Click the appropriate check box(es) to indicate the level of Federal Involvement (or No Federal Involvement) for the project. Descriptions for the various levels are provided beside each option listed on the screen.

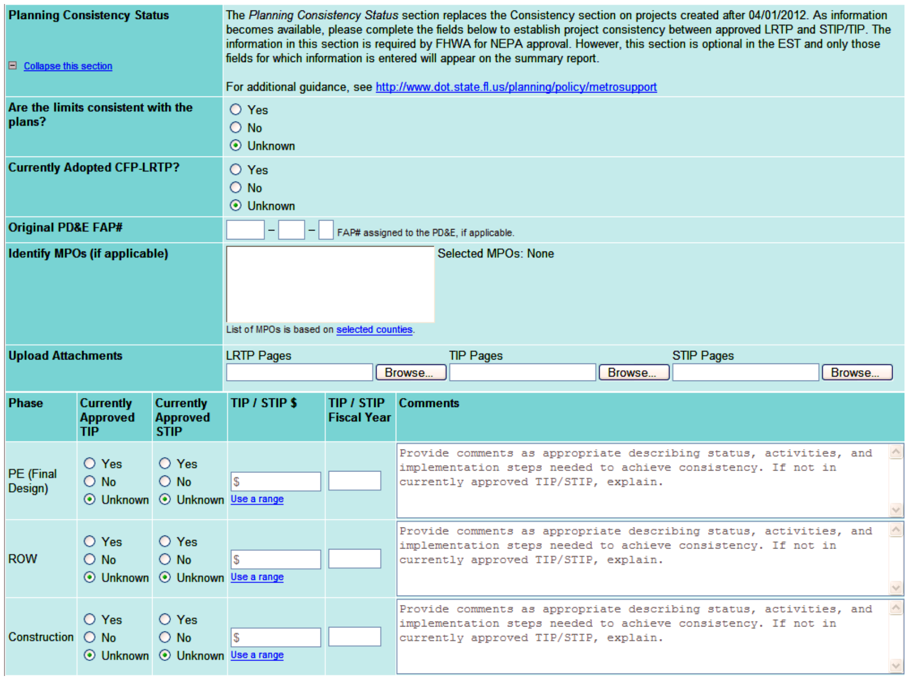
- **Planning Consistency Status** – This section provides an efficient means to enter and track project consistency information that is required for NEPA approval.

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

Planning Consistency Status ⊞ Expand this section	The *Planning Consistency Status* section replaces the Consistency section on projects created after 04/01/2012. As information becomes available, please complete the fields below to establish project consistency between approved LRTP and STIP/TIP. The information in this section is required by FHWA for NEPA approval. However, this section is optional in the EST and only those fields for which information is entered will appear on the summary report. For additional guidance, see http://www.dot.state.fl.us/planning/policy/metrosupport

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

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



Planning Consistency Status Collapse this section	The *Planning Consistency Status* section replaces the Consistency section on projects created after 04/01/2012. As information becomes available, please complete the fields below to establish project consistency between approved LRTP and STIP/TIP. The information in this section is required by FHWA for NEPA approval. However, this section is optional in the EST and only those fields for which information is entered will appear on the summary report. For additional guidance, see http://www.dot.state.fl.us/planning/policy/metrosupport
Are the limits consistent with the plans?	Yes No Unknown
Currently Adopted CFP-LRTP?	Yes No Unknown
Original PD&E FAP#	– – FAP# assigned to the PD&E, if applicable.
Identify MPOs (if applicable)	Selected MPOs: None List of MPOs is based on selected counties.
Upload Attachments	LRTP Pages Browse... TIP Pages Browse... STIP Pages Browse...

Phase	Currently Approved TIP	Currently Approved STIP	TIP / STIP $	TIP / STIP Fiscal Year	Comments
PE (Final Design)	Yes No Unknown	Yes No Unknown	$ Use a range		Provide comments as appropriate describing status, activities, and implementation steps needed to achieve consistency. If not in currently approved TIP/STIP, explain.
ROW	Yes No Unknown	Yes No Unknown	$ Use a range		Provide comments as appropriate describing status, activities, and implementation steps needed to achieve consistency. If not in currently approved TIP/STIP, explain.
Construction	Yes No Unknown	Yes No Unknown	$ Use a range		Provide comments as appropriate describing status, activities, and implementation steps needed to achieve consistency. If not in currently approved TIP/STIP, explain.

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

6. Click **Next**.

7. **Complete the fields in the following screens:**

- **Enter Purpose and Need Statement – Type or copy and paste the Purpose and Need Statement in the text box, and then click Next.**

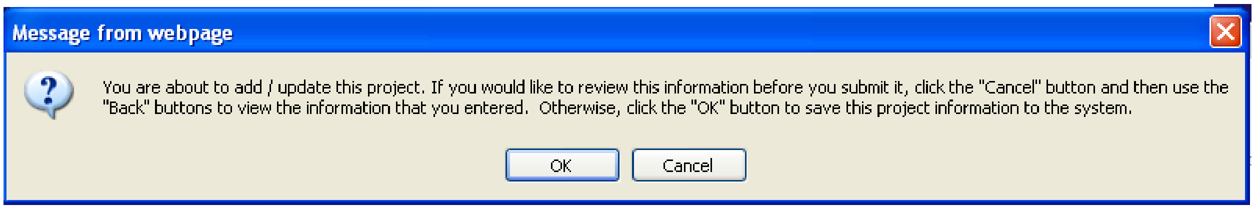
Tip! To copy and paste text from another document, highlight the selected text and then click **Ctrl** + **C** on your keyboard to copy the information. Click **Ctrl** + **V** keys to paste the information in the text box.

- **Enter Project Summary Description –** Type or copy and paste a description of the project in the text box, and then click **Next**.
- **Summary of Public Comments – Click the Summarize/Modify Public Comments link to open the Summarize/Modify Public Comments page, and then enter the appropriate information in the fields provided. Click Next** on the wizard screen when done.
- **Add Exemptions –** Select or add an agency to the exemption list and type the justification for the exemption in the **Justification** text box beside each selected agency.

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

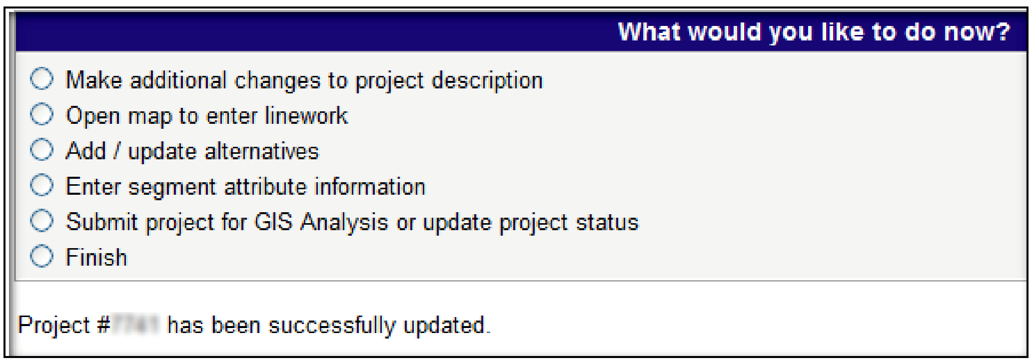
8. Click **Next**.

The EST displays a confirmation message, giving you the option to review the information before submitting it or to proceed with saving your changes.



9. Click **OK** to save the information or click **Cancel** to review the previous screens.

After clicking **OK**, the wizard displays the **What would you like to do now?** screen showing options for your preferred action regarding the project, along with a message that the project has been successfully updated with your changes up to this point.



10. Click the option button beside one of the following preferred actions, and then click **Next**:

- **Make additional changes to project description –** Returns you to the first screen of the **Create/Update Project Wizard**
- **Open map to enter linework –** Opens the **Project Input Map** viewer
- **Add/update alternatives –** Opens the **Select an Alternative** and **Add/Update Alternative** screens in the wizard
- **Enter segment attribute information –** Opens the **Select an Alternative**, **Update Segment**, and **Update Segment Information** screens in the wizard
- **Submit project for GIS Analysis or update project status –** Opens the **Update Project Status** tool
- **Finish –** Completes the process.

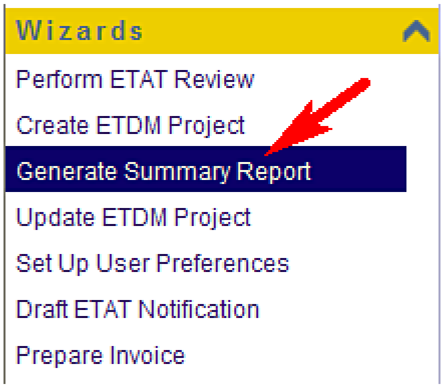
3.3.2.1 GIS Data Quality Review Checklist

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

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

3.3.3 Generate Summary Report (*New 12/12/2005*)

The **Generate Summary Report** wizard includes the steps needed to generate a Planning Summary Report or Programming Summary Report. To use the **Generate Summary Report** wizard, first select a project (or projects) using the **Project Navigation Bar**, then click on **Wizards** on the main menu, and select **Generate Summary Report**.



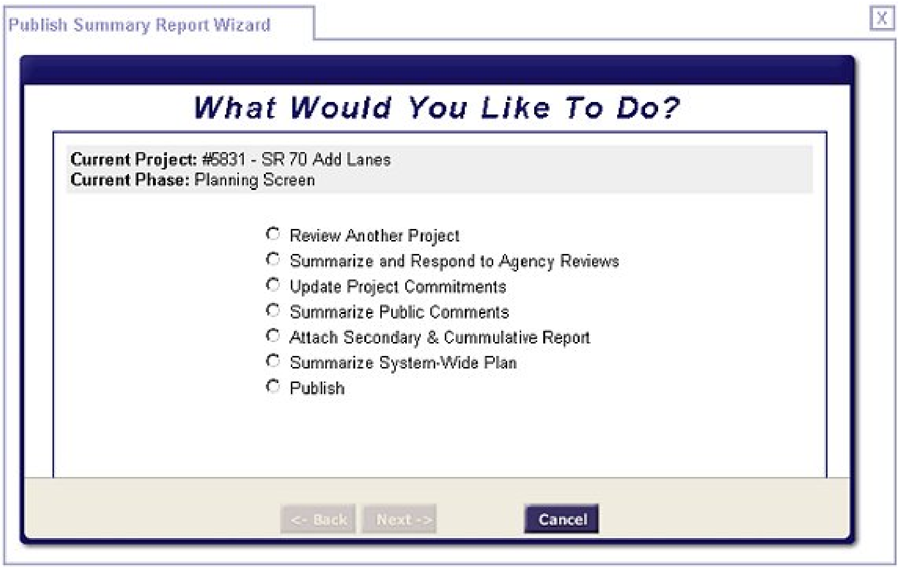
The **Generate Summary Report** wizard includes sequential screens for completing tasks associated with a Planning Summary Report or Programming Summary Report, depending on the project selected. The first screen lists the tasks.

First, select a task by clicking the option button next to a task name (for example, "Summarize and Respond to Agency Reviews"), then click **Next**. Follow the instructions on each screen to complete the task.

Use the **Next ->** button to save actions completed on each screen and continue to the next step for the task. Use the **<- Back** button to return to the previous step. When finished with a task, use the **<- Back** button to return to the task list. Use the **Cancel** button to stop the task without saving the work completed in the current form and return to the task list.

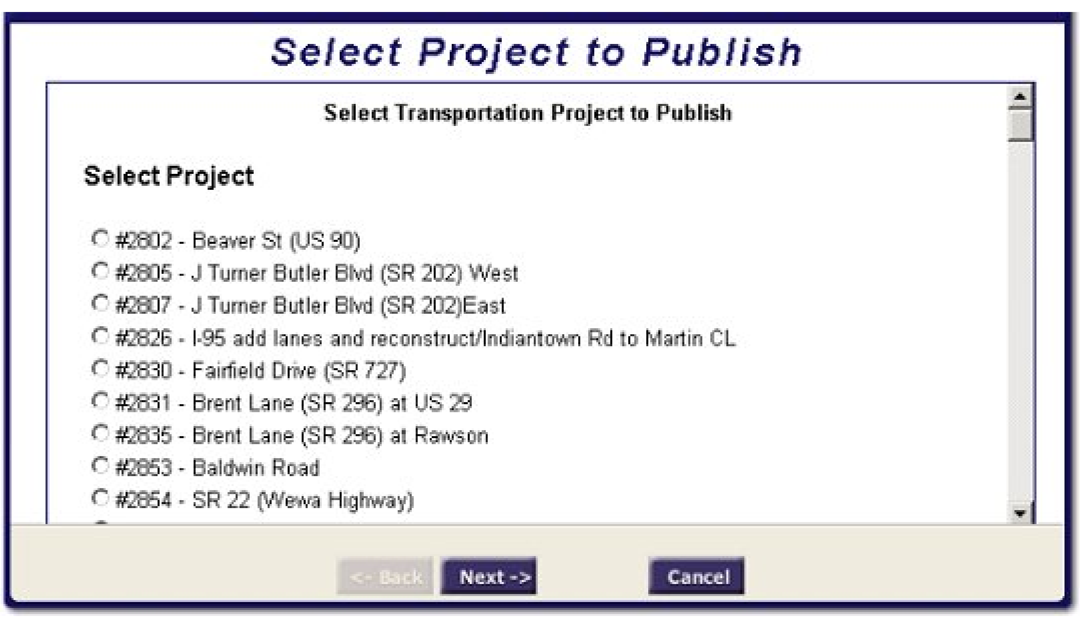
3.3.3.1 Planning Summary Report (New 01/03/2006)

If the project selected is in the Planning Screen phase, the form that opens will list tasks associated with generating a Planning Summary Report. Tasks associated with generating a Planning Summary Report are described below.



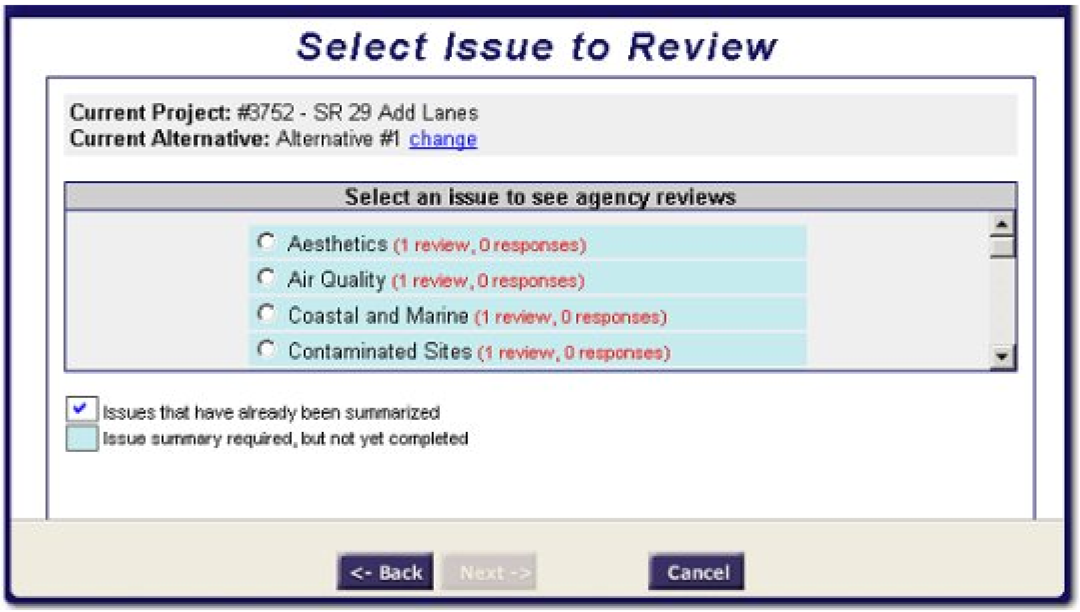
Review Another Project

To select a different project to review, click on the option button next to “Review Another Project.” Then click “Next.” The form that opens lists all projects that have the status “ETAT Review Complete.” Select a project by clicking the option button next to the project name. Then click “Next.” The information for this project will then appear on the “What Would You Like To Do?” page of the wizard. Proceed with the review of this project by selecting a task on the “What Would You Like To Do?” page (shown above).

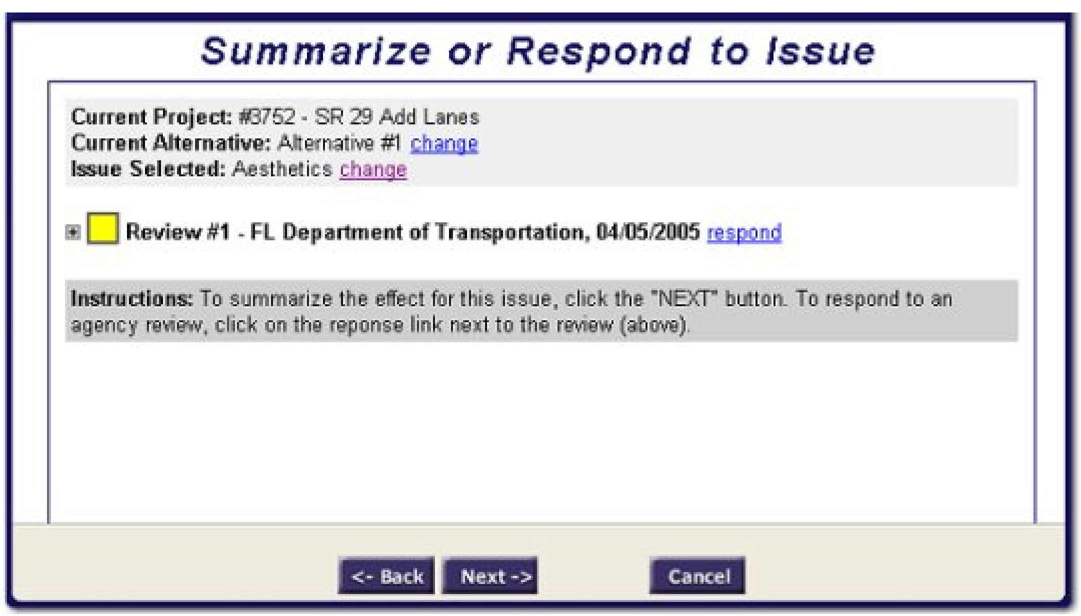


Summarize and Respond to Agency Reviews

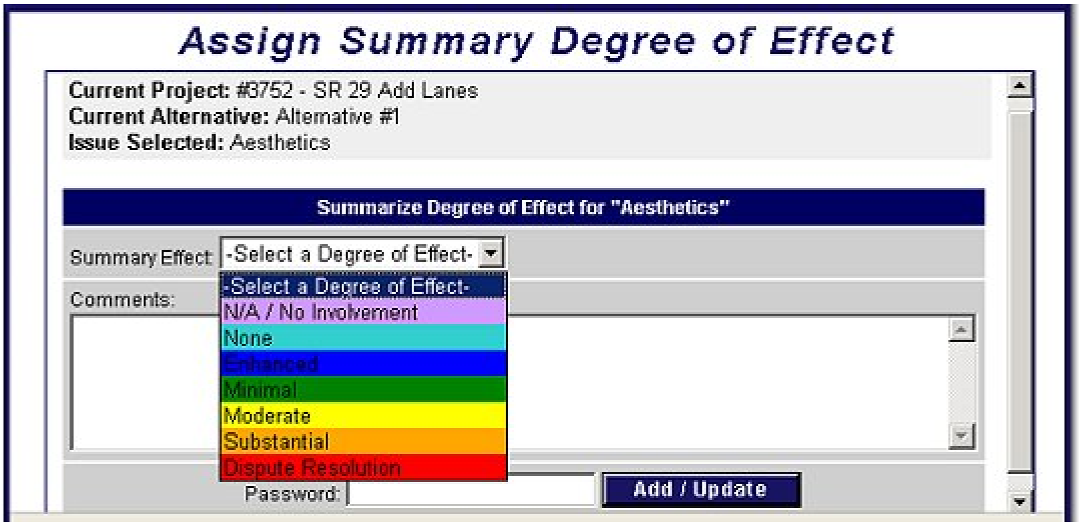
The form shown below appears when you select "Summarize and Respond to Agency Reviews." Select an issue by clicking on the option button next to the issue name, then click "Next."



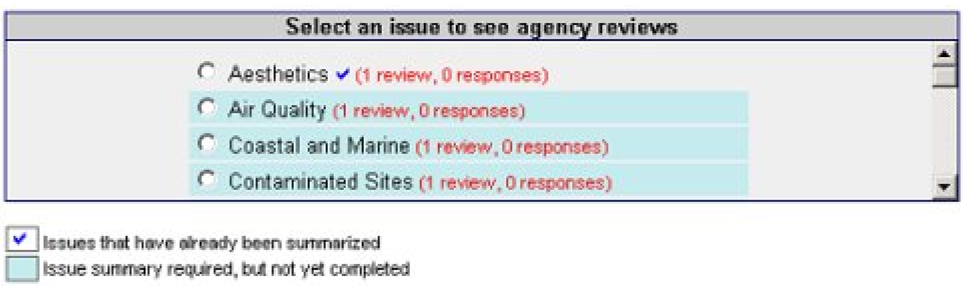
In the example shown below, Aesthetics was selected. To summarize or respond to another issue, click the "change" link beside "Issue Selected." To summarize or respond to issues for a different project alternative, click the "change" link beside "Current Alternative." To summarize the degree of effect for an issue, click the "Next" button at the bottom of the screen.



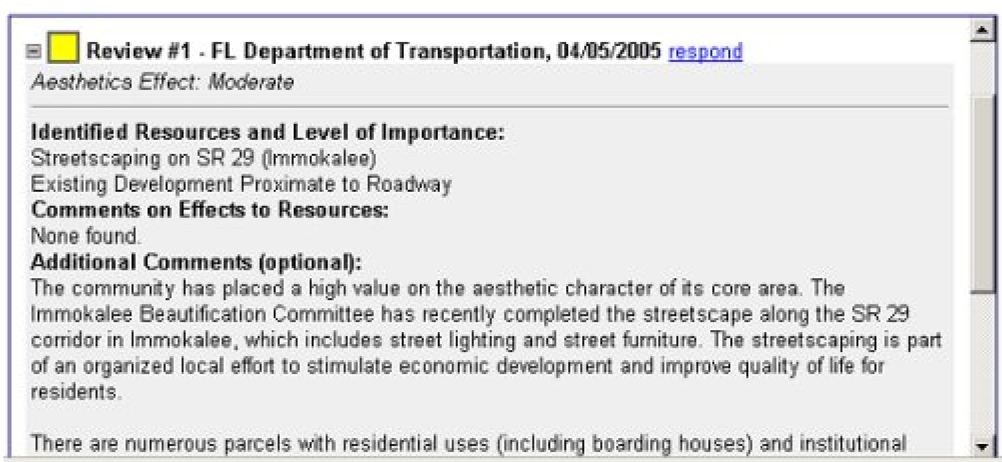
Select a degree of effect from the "Summary Effect" pull-down menu, then enter your agency password and click "Add/Update."



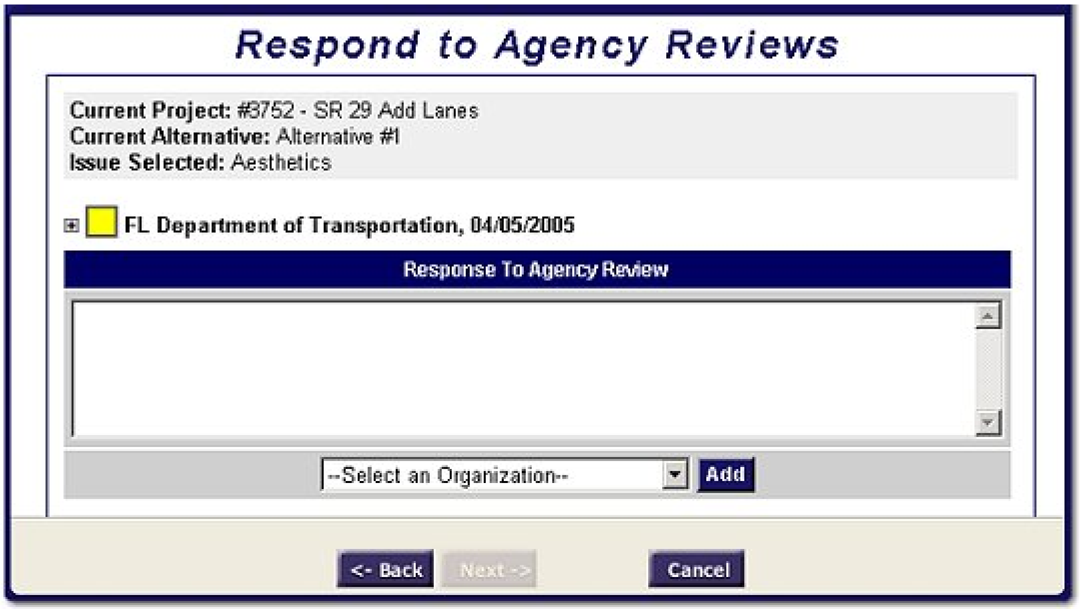
A message will appear indicating that comments for the issue have been summarized; and when you return to the "Select Issue to Review" screen, a blue check mark (✓) beside the issue name will indicate that the degree of effect has been summarized, as shown below. Select another issue, and follow the same procedure to summarize the degree of effect for that issue.



To view details of an agency's response, including comments, click + next to the agency's name. Use the "respond" link to reply to specific agency comments.

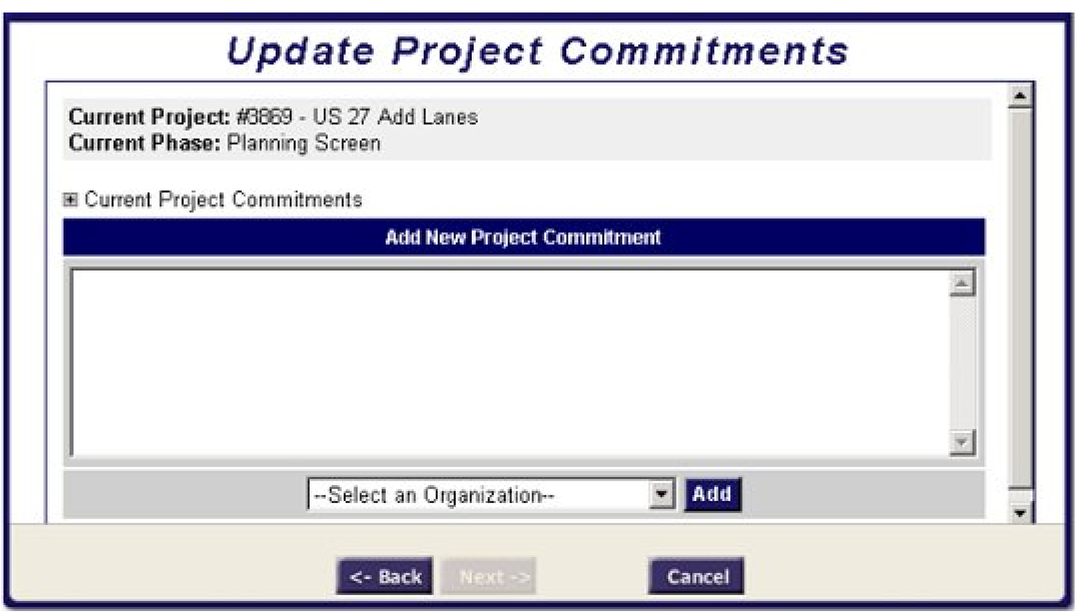


Enter the response to in the text box, then select your organization identification from the pull-down menu and click "Add." The response can be typed directly in the text box, or text can be copied and pasted from another document.

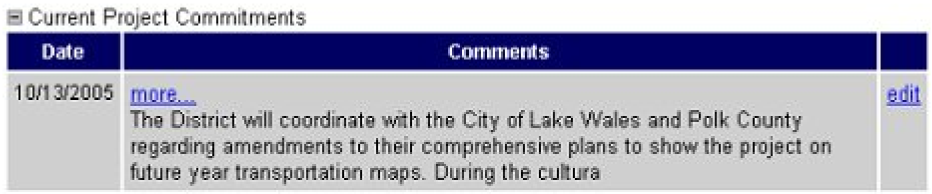


Update Project Commitments

The "Update Project Commitments" form is shown below. Click + next to "Current Project Commitments" to view the commitments, or use the text box to add a new project commitment. To add a new project commitment, type directly in the text box under "Add New Project Commitment" or cut and paste text from another document. Then select your agency identification from the pull-down menu and click "Add."

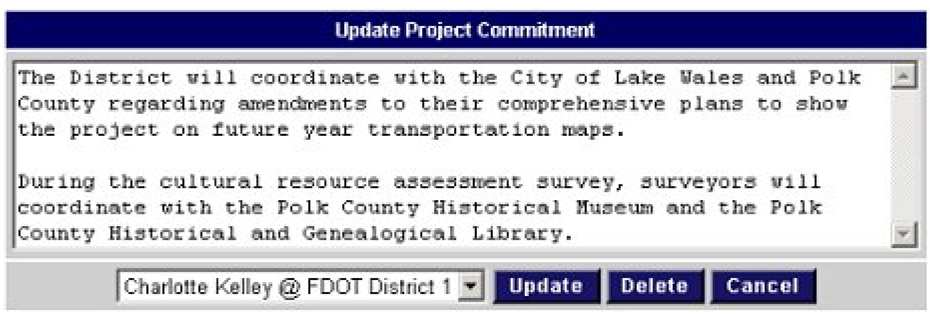


To update a current project commitment, click the "edit" link on the right-hand side of the screen, next to the description of the commitment. (The "more" link can be used to view the complete text of a comment.)


Current Project Commitments

Date	Comments	
10/13/2005	more... The District will coordinate with the City of Lake Wales and Polk County regarding amendments to their comprehensive plans to show the project on future year transportation maps. During the cultura	edit

The form that opens when you click the "edit" link contains a text box with the full text of the project commitment. Make changes to the text by typing directly in the text box. Text can also be deleted. When finished, select your agency identification from the pull-down menu, then click "Update." The commitment can be removed from the project record by clicking "Delete." To cancel any changes made within the text box, click the "Cancel" button to the right of the "Delete" button.


Update Project Commitment

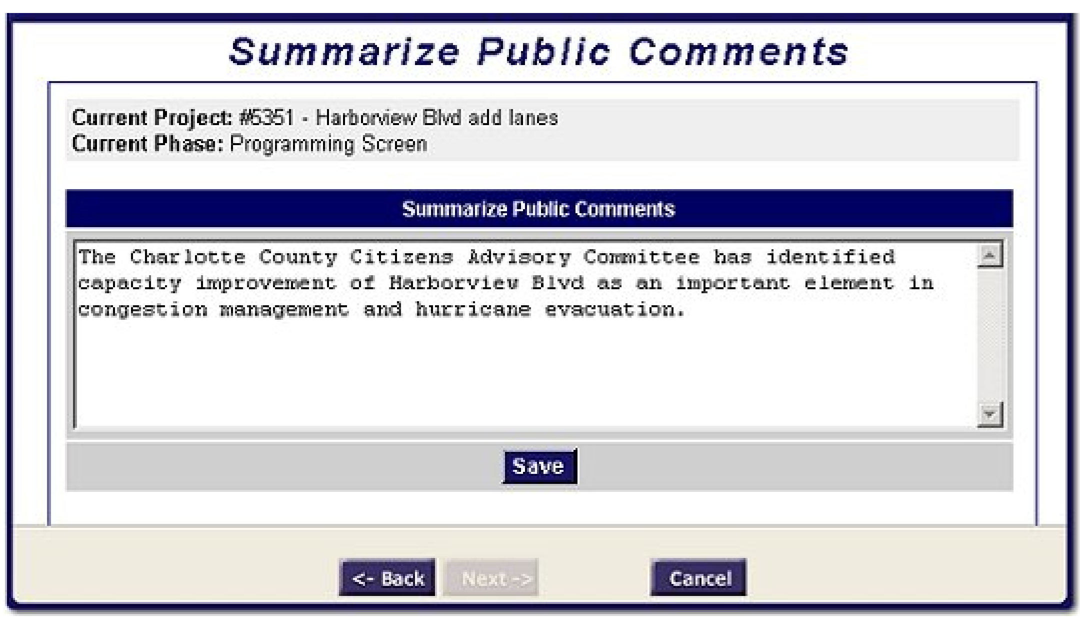
The District will coordinate with the City of Lake Wales and Polk County regarding amendments to their comprehensive plans to show the project on future year transportation maps.

During the cultural resource assessment survey, surveyors will coordinate with the Polk County Historical Museum and the Polk County Historical and Genealogical Library.

Charlotte Kelley @ FDOT District 1 | Update | Delete | Cancel

Summarize Public Comments

The form that opens when you select "Summarize Public Comments" is shown below. To add the public comment, as it appears on the screen, to the Planning Summary Report, click "Save." Make changes to the comment by typing directly in the text box under "Summarize Public Comments." Text can also be deleted. When finished, click "Save."


Summarize Public Comments

Current Project: #5351 - Harborview Blvd add lanes
Current Phase: Programming Screen

Summarize Public Comments

The Charlotte County Citizens Advisory Committee has identified capacity improvement of Harborview Blvd as an important element in congestion management and hurricane evacuation.

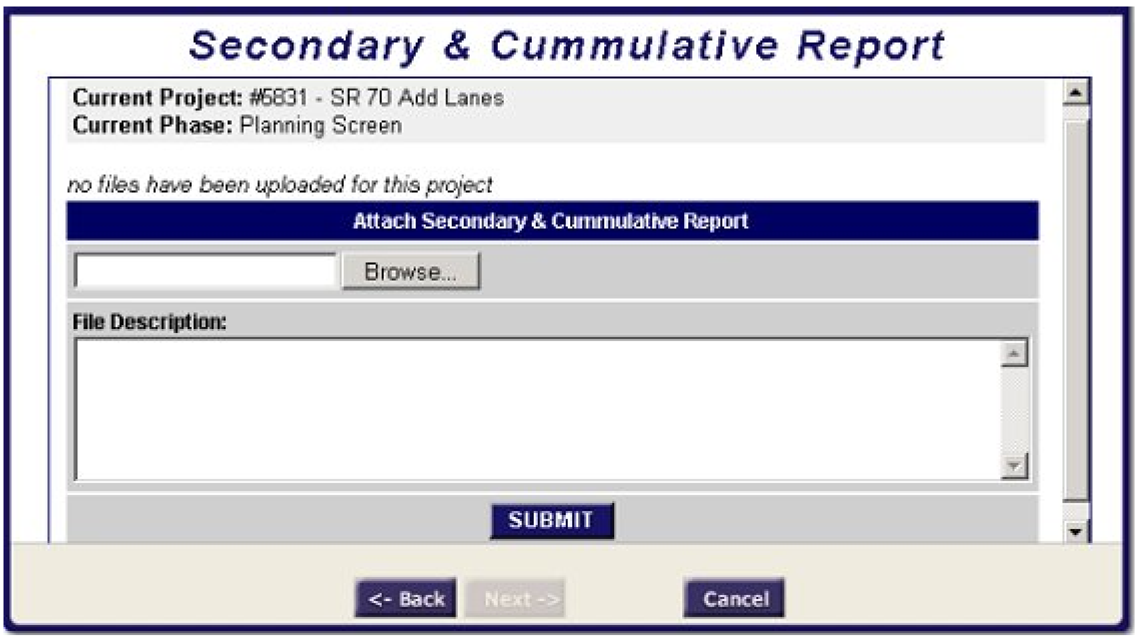
Save

<- Back | Next -> | Cancel

The screen that appears next indicates that the comments have been summarized. Click the “Next” button at the bottom of the screen to begin a new task.

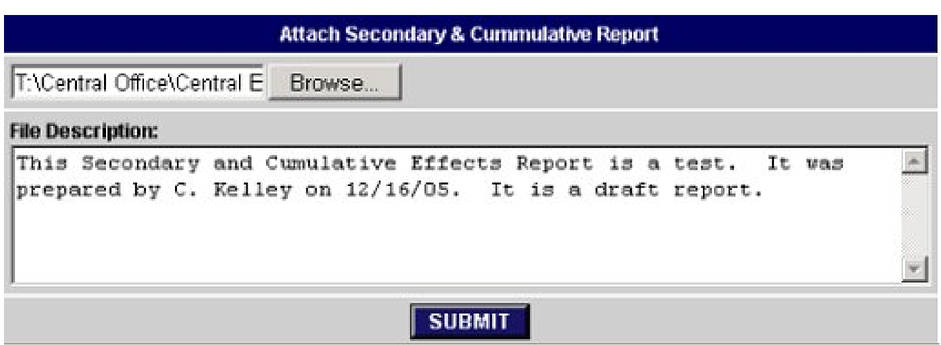
Attach Secondary & Cumulative Report

A Secondary and Cumulative Effects Report can be added to the project record by clicking the option button next to “Attach Secondary & Cumulative Report.” The form that opens is shown below. Use the “Browse” button to select the document to be added.

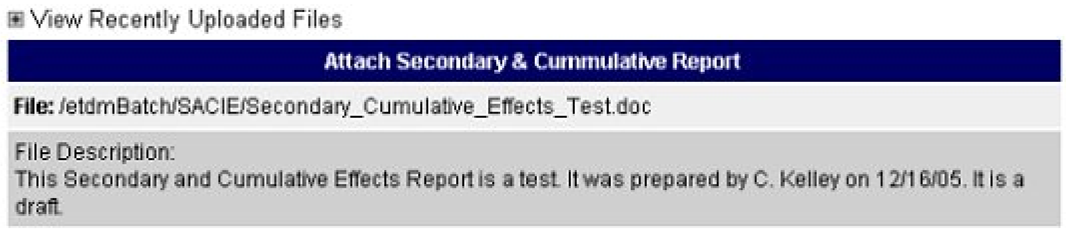


The document to be added should be in Adobe Acrobat™ PDF format. This is an ETDM standard. The tool can support other file formats, but please consider that “what you see is not what you get without the proper software.” A document that is in Word Perfect™ may not be useful to MS Word™ users. If it is necessary to attach a non-PDF file, state the file format in the File Description so that other users are aware of it.

The file name, including the location path, will appear in the form, as shown below. Next, enter a description of the document in the text box under “File Description.” Include the document’s title, author, agency, date, status (preliminary, draft, final, etc.), purpose and applicable remarks. When finished, click “Submit.”



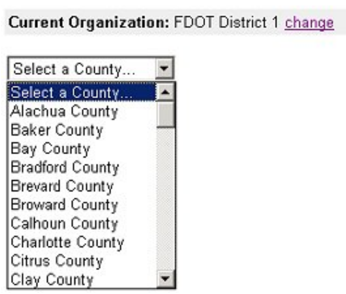
The next screen confirms that the document has been added to the project record. It includes a file name assigned by the EST and the File Description. To view details about the document, including the date it was added to the project record, click + next to "View Recently Uploaded Files."

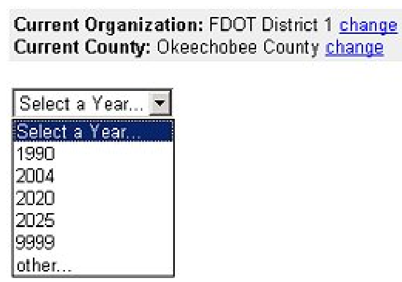


Summarize System-wide Plan

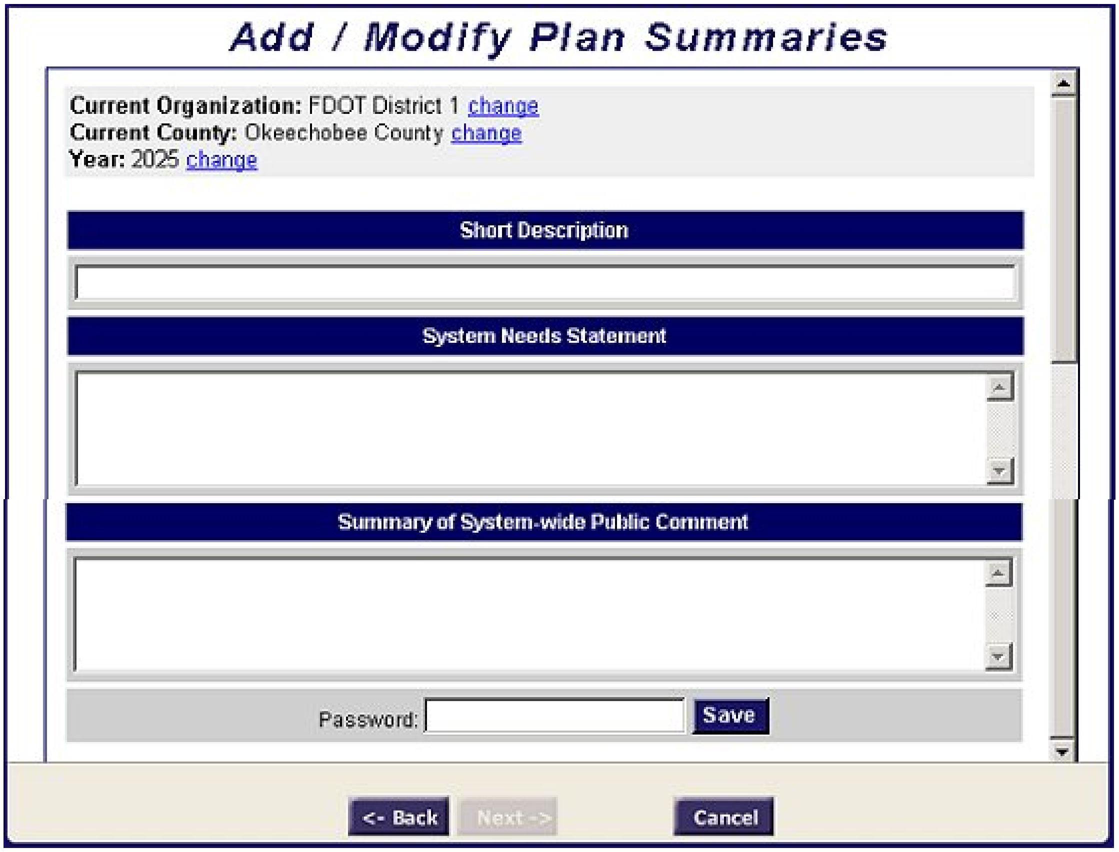
Select the "Summarize System-wide Plan" task to add or modify a Transportation Plan associated with a project. On the form that opens, first select a planning organization from the pull-down menu.

Next, select a County from the pull-down menu, then select the Cost Feasible horizon year for the Transportation Plan from the pull-down menu. (For example, if a project is proposed for the 2025 Long Range Transportation Plan (LRTP), the plan year is 2025.)





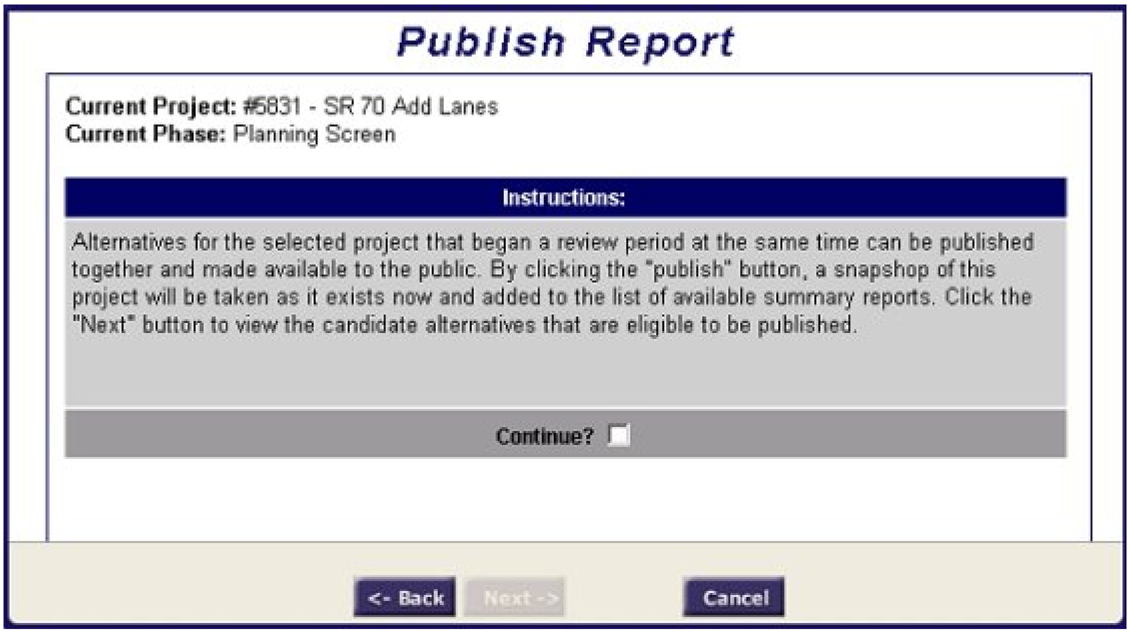
On the form that opens, enter a descriptive title of the Transportation Plan in the “Short Description” text box. Then enter the system needs summary and summary of system-wide public comments in the text boxes provided. Use executive summary style with content no more than one page in length. An alternative to manually entering the summaries is to copy and paste from an existing document. To copy from a separate document, select the text, right-click on the highlighted text and choose "Copy" from the pop-up menu. To paste the text into the form, right-click in the appropriate text box on the form and choose "Paste" from the pop-up menu. (The keyboard shortcuts CTRL-C to copy and CTRL-V to paste also work.) When finished, enter your EST password and click “Save.”



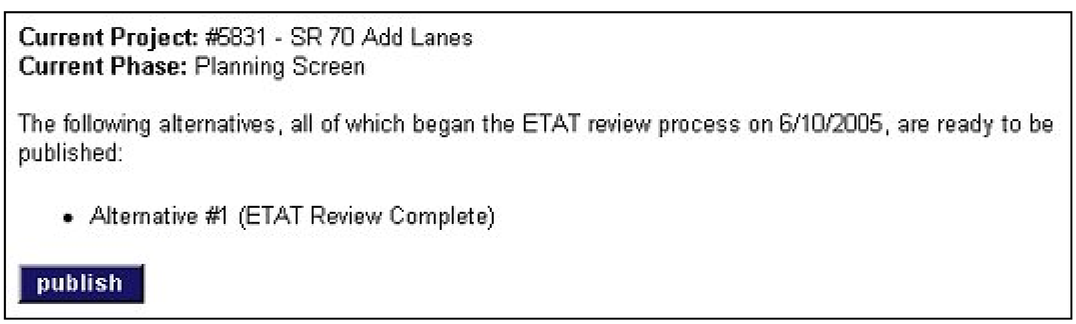
Use the “change” links at any time to enter a different Transportation Plan summary. Use the “Back” or “Cancel” buttons to exit the form without saving the information entered.

Publish

The last step involved in generating a summary report using the “Generate Summary Report” wizard is to make the report available to the ETAT and public. This is accomplished by first clicking the option button next to “Publish” on the “What Would You Like To Do?” page, then clicking “Next.” The form that opens includes information concerning the summary report that will be generated. Click the check box next to “Continue?”

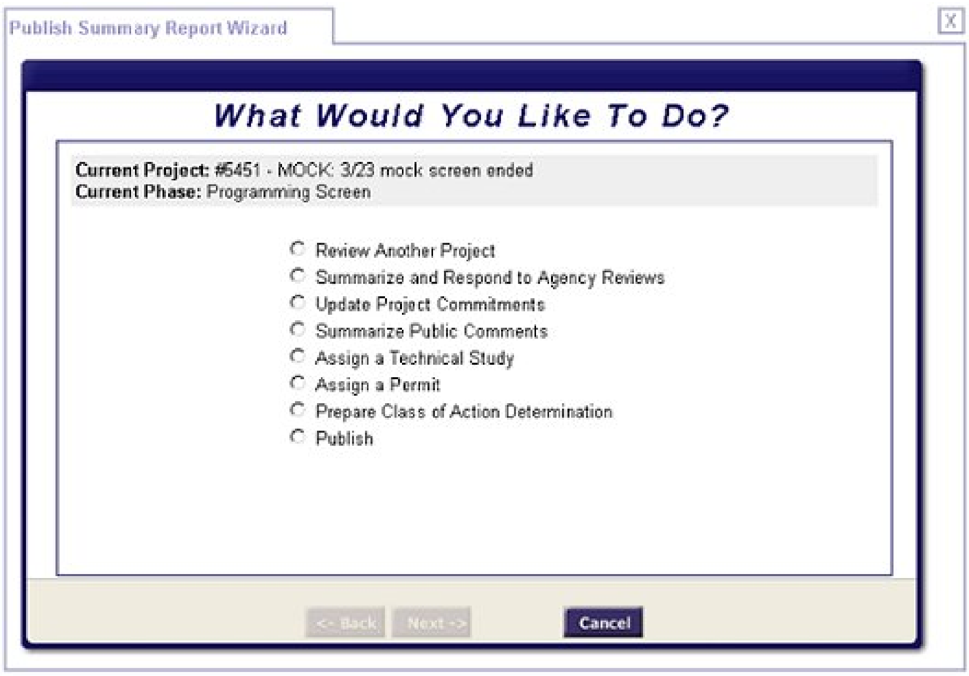


The next screen lists the project alternatives for which a Planning Summary Report can be published. To continue, click “Publish.” The Planning Summary Report will then be added to the list of summary reports available in the EST, and can be accessed by the ETAT and the public.



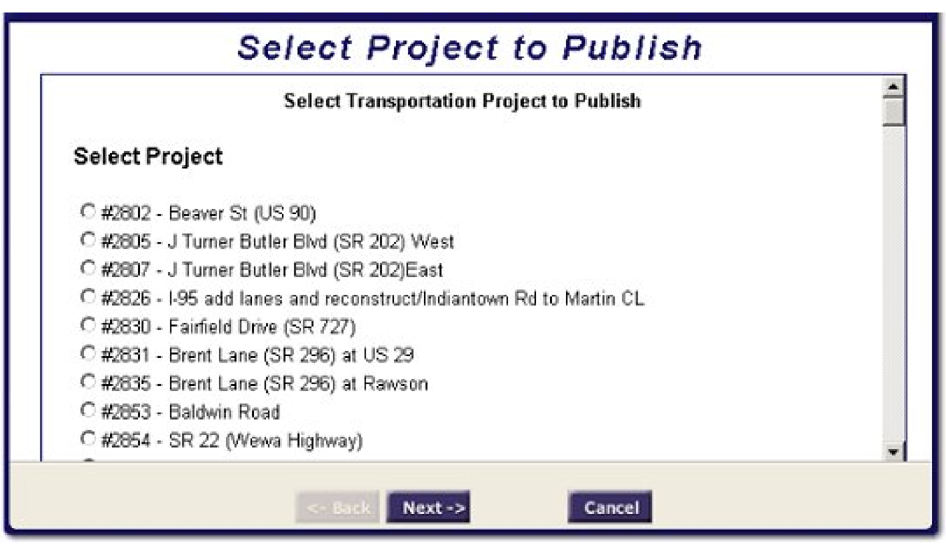
3.3.3.2 Programming Summary Report (New 01/03/2006)

If the project selected is in the Programming Screen phase, the form that opens will list tasks associated with generating a Programming Summary Report. Each task for generating a Programming Summary Report is described below.



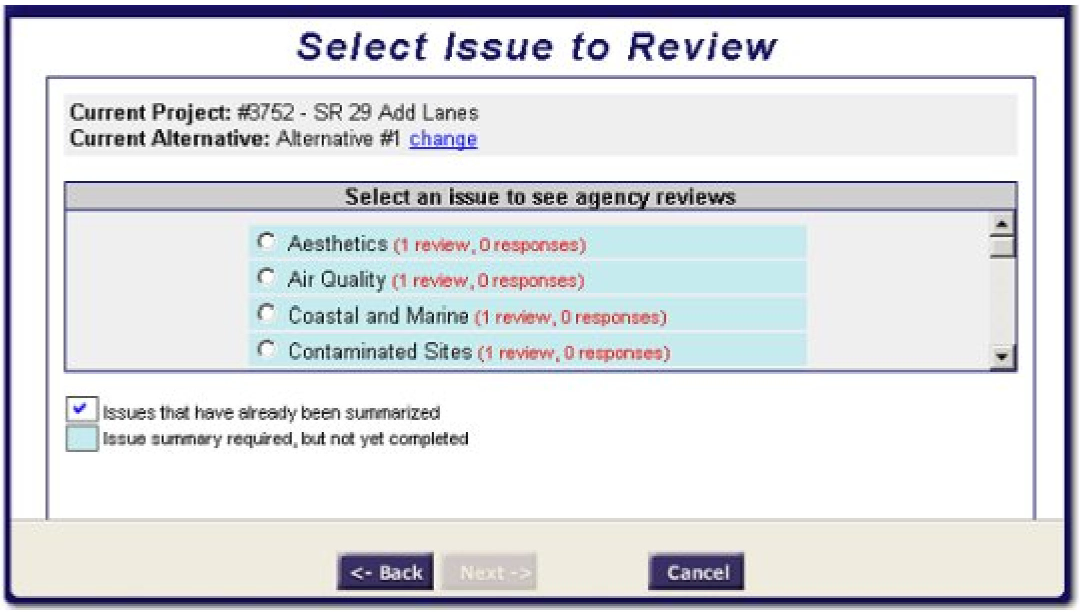
Review Another Project

To select a different project to review, click on the option button next to "Review Another Project." Then click "Next." The form that opens lists all projects that have the status "ETAT Review Complete." Select a project by clicking the option button next to the project name. Then click "Next." The information for this project will then appear on the "What Would You Like To Do?" page of the wizard. Proceed with the review of this project by selecting a task on the "What Would You Like To Do?" page (shown above).

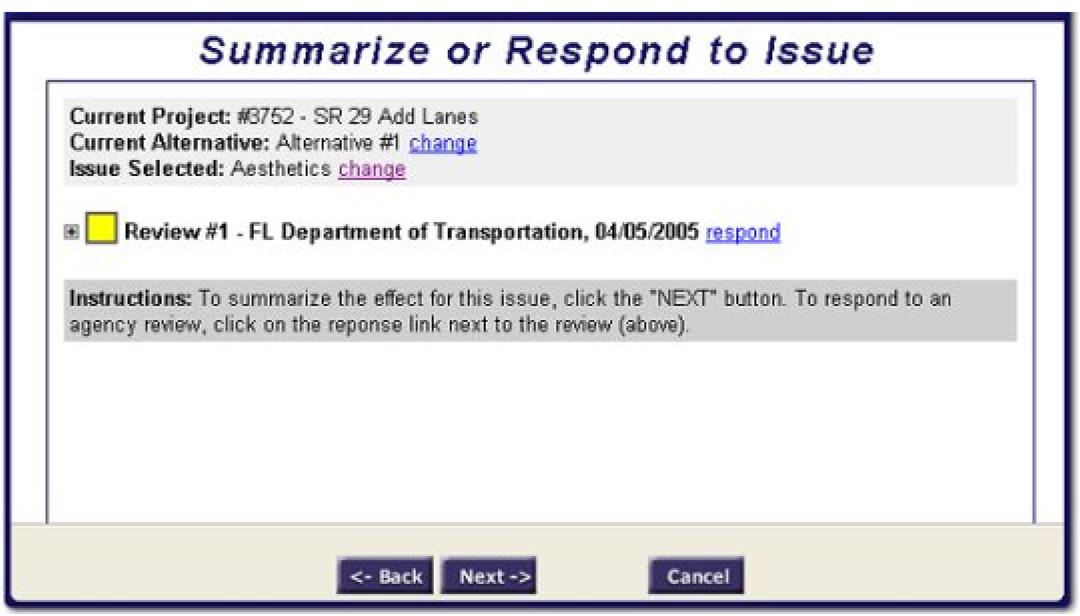


Summarize and Respond to Agency Reviews

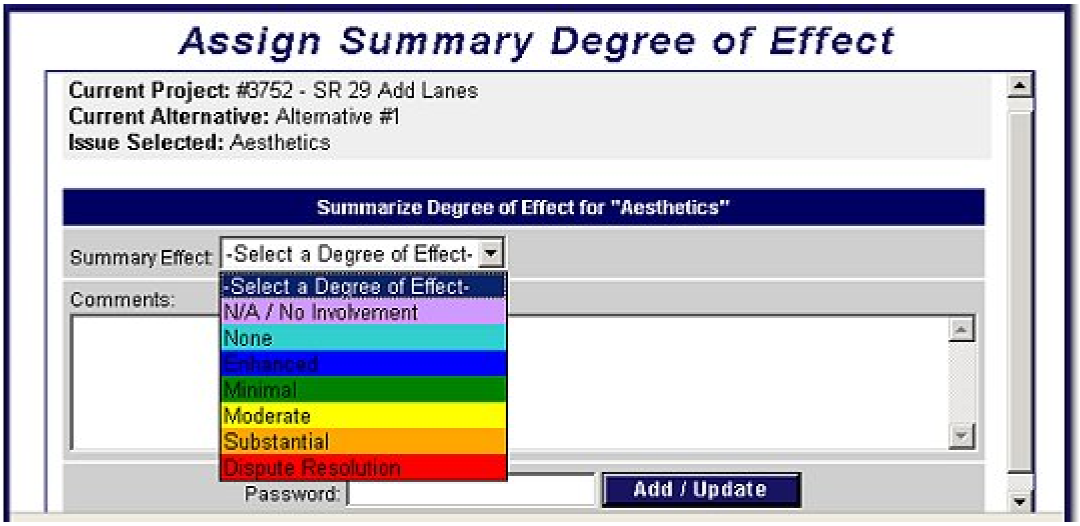
The form shown below appears when you select "Summarize and Respond to Agency Reviews." Select an issue by clicking on the option button next to the issue name, then click "Next."



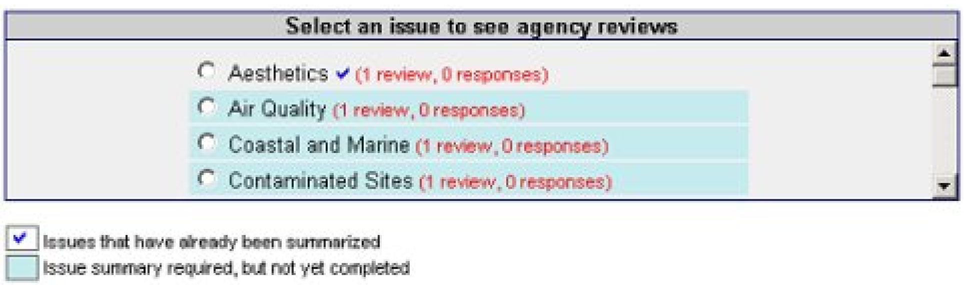
In the example shown below, Aesthetics was selected. To summarize or respond to another issue, click the "change" link beside "Issue Selected." To summarize or respond to issues for a different project alternative, click the "change" link beside "Current Alternative." To summarize the degree of effect for an issue, click the "Next" button at the bottom of the screen.



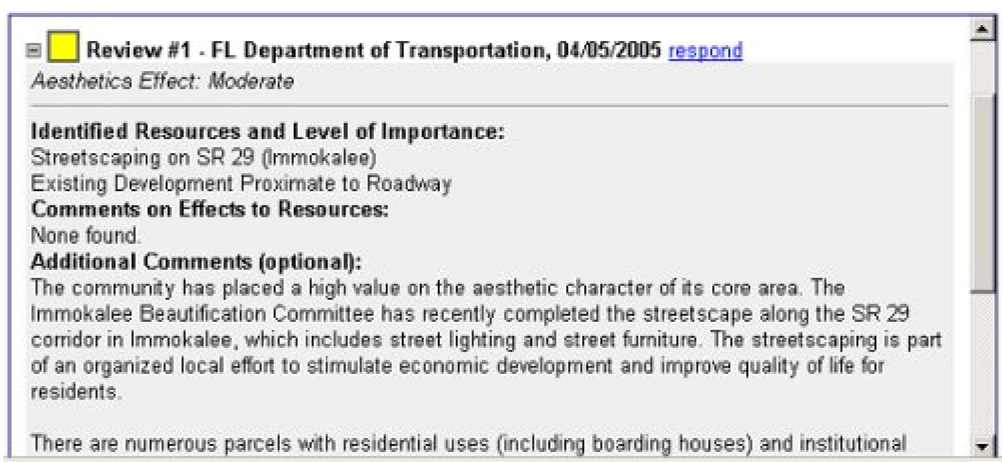
Select a degree of effect from the “Summary Effect” pull-down menu, then enter your agency password and click “Add/Update.”



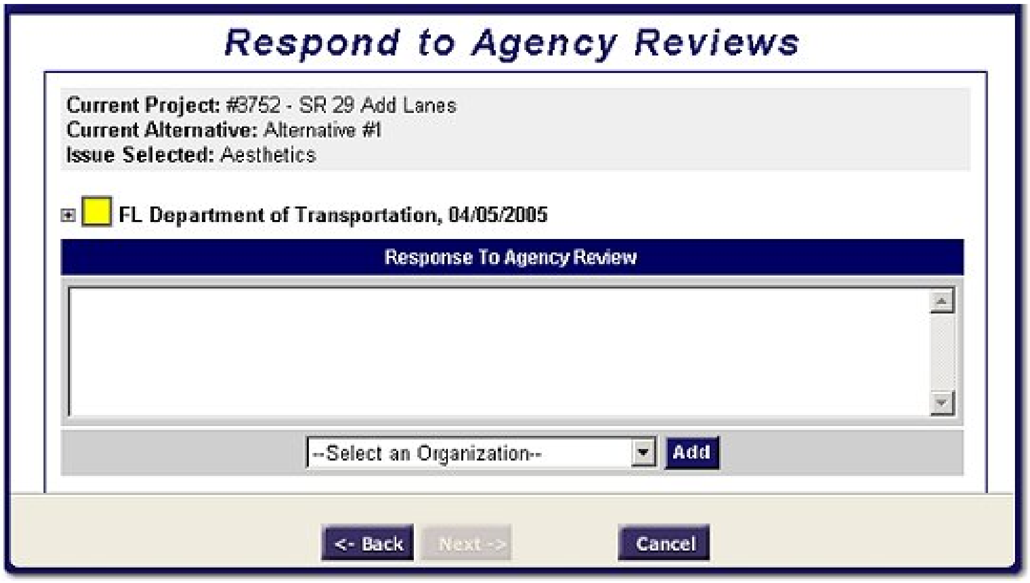
A message will appear indicating that comments for the issue have been summarized; and when you return to the “Select Issue to Review” screen, a blue check mark (✓) beside the issue name will indicate that the degree of effect has been summarized, as shown below. Select another issue, and follow the same procedure to summarize the degree of effect for that issue.



To view details of an agency’s response, including comments, click + next to the agency’s name. Use the "respond" link to reply to specific agency comments.

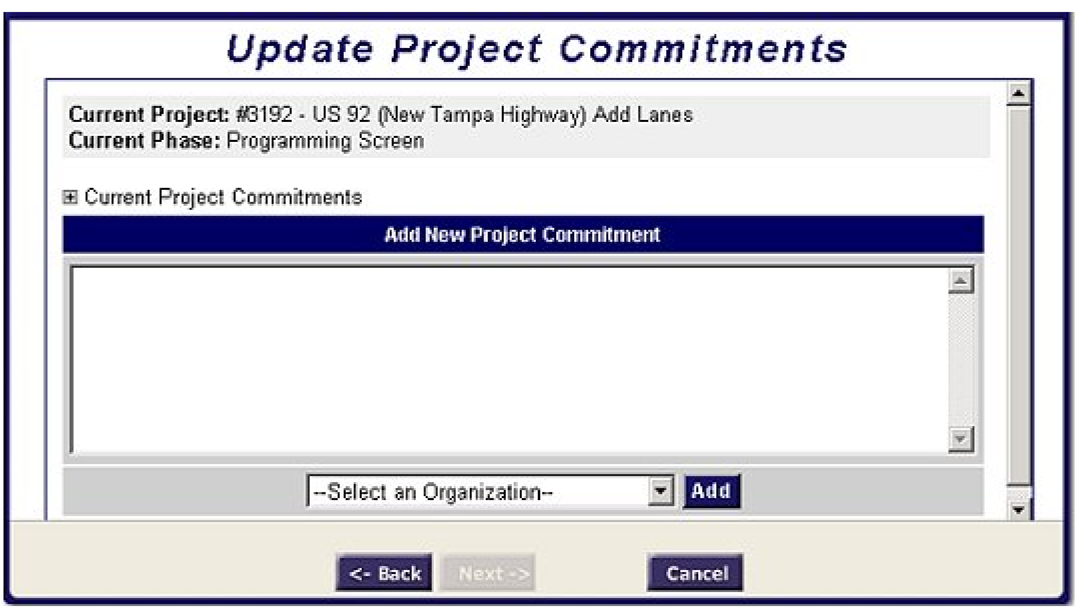


Enter the response to in the text box, then select your organization identification from the pull-down menu and click “Add.” The response can be typed directly in the text box, or text can be copied and pasted from another document.



Update Project Commitments

The “Update Project Commitments” form is shown below. Click + next to “Current Project Commitments” to view the commitments, or use the text box to add a new project commitment. To add a new project commitment, type directly in the text box under “Add New Project Commitment” or cut and paste text from another document. Then select your agency identification from the pull-down menu and click “Add.”

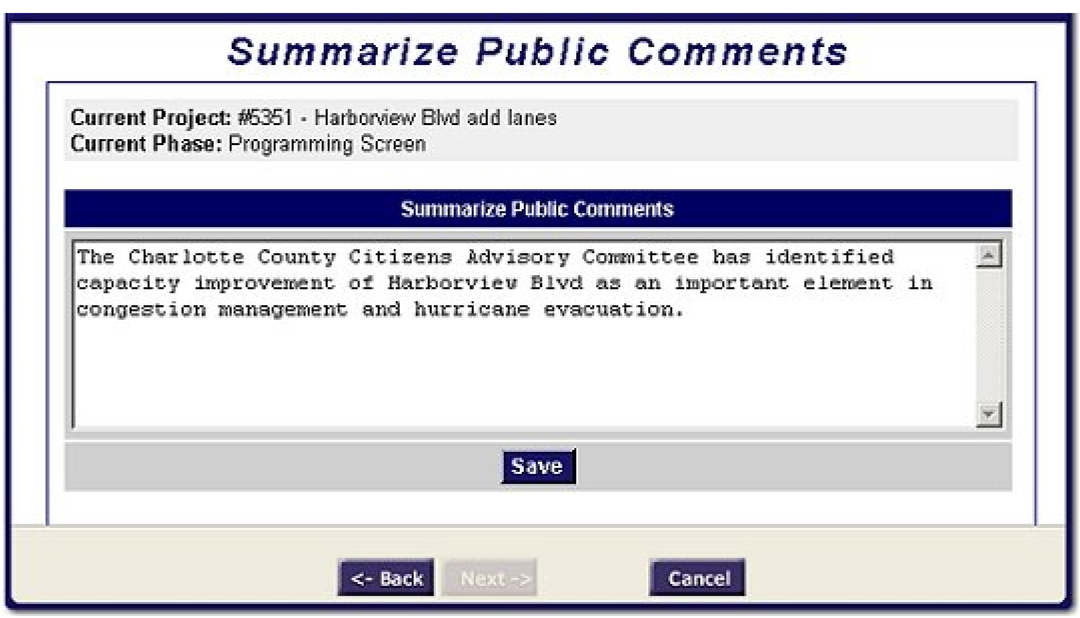


To update a current project commitment, click the "edit" link on the right-hand side of the screen, next to the description of the commitment. (The "more" link can be used to view the complete text of a comment.)

The form that opens when you click the "edit" link contains a text box with the full text of the project commitment. Make changes to the text by typing directly in the text box. Text can also be deleted. When finished, select your agency identification from the pull-down menu, then click "Update." The commitment can be removed from the project record by clicking "Delete." To cancel any changes made within the text box, click the "Cancel" button to the right of the "Delete" button.

Summarize Public Comments

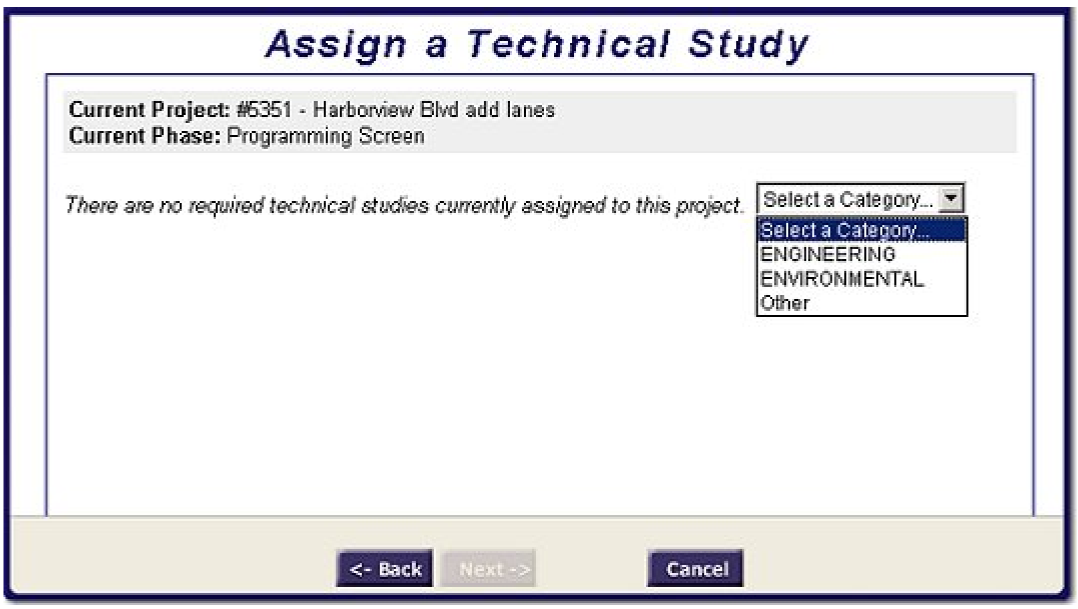
The form that opens when you select "Summarize Public Comments" is shown below. To add the public comment, as it appears on the screen, to the Programming Summary Report, click "Save." Make changes to the comment by typing directly in the text box under "Summarize Public Comments." Text can also be deleted. When finished, click "Save."



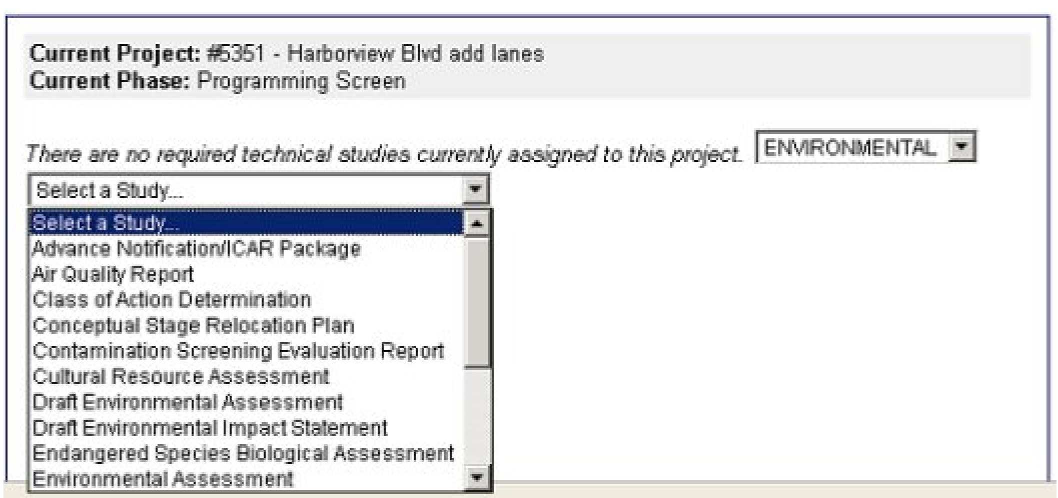
The screen that appears next indicates that the comments have been summarized. Click the “Next” button at the bottom of the screen to begin a new task.

Assign a Technical Study

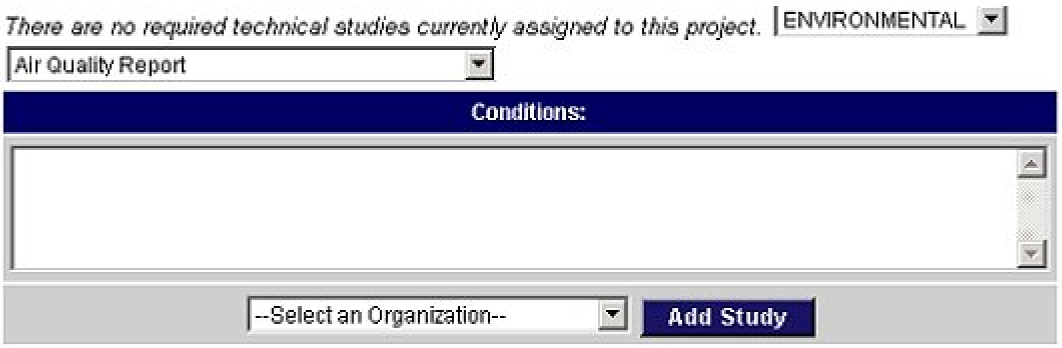
The form used to assign a technical study to a project is shown below. First, select a category from the pull-down menu.



In the example shown below, the “Environmental” category was selected. Next, select a study from the “Select a Study” pull-down menu.



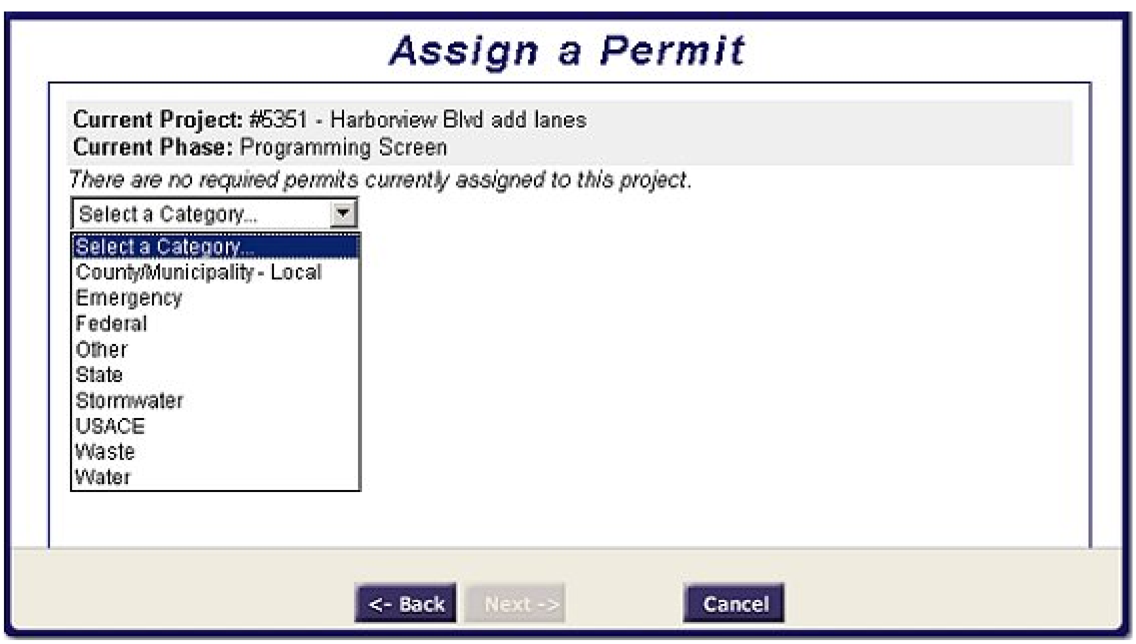
In the example shown below, "Air Quality Report" was selected. Enter the requirements for the study in the text box under "Conditions." Then select your organization identification from the pull-down menu and click "Add Study."



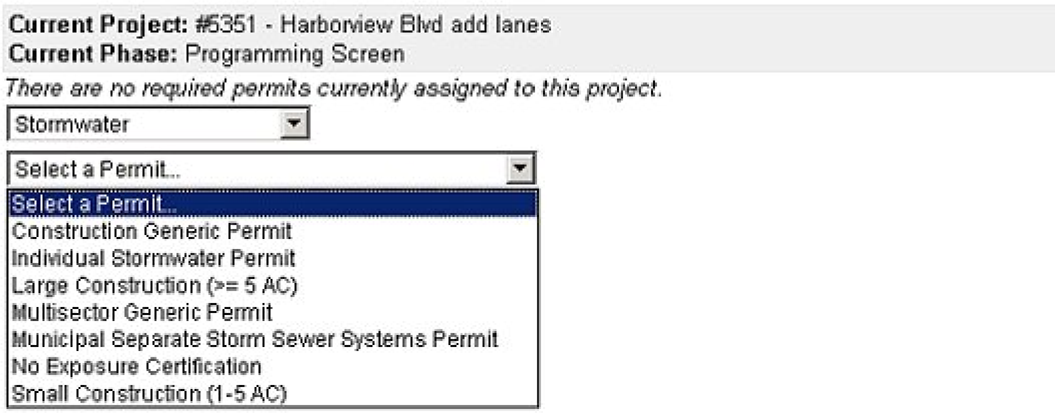
The next screen confirms that the technical study has been added to the project, and includes a function to assign additional technical studies to the project. To assign additional technical studies, click "More Technical Studies" and repeat the process described above. Click + next to "Assigned Technical Studies" at any time to see a list of all technical studies assigned to the project. When finished, click the "Next" button at the bottom of the screen to return to the "What Would You Like To Do?" page and select another task.

Assign a Permit

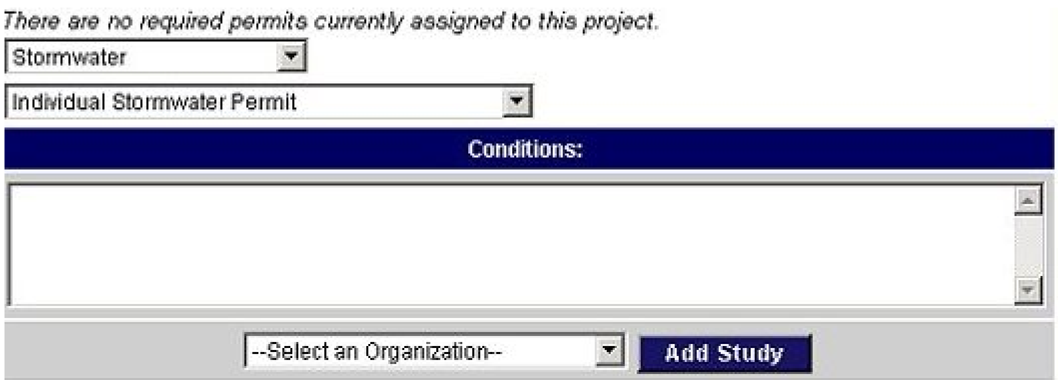
To assign a permit to a project, first click the option button next to "Assign a Permit" on the "What Would You Like To Do?" page, then select a permit from the "Select a Category" pull-down menu.



In the example shown below, the category "Stormwater" was selected. The next step is to select a permit from the "Select a Permit" pull-down menu.



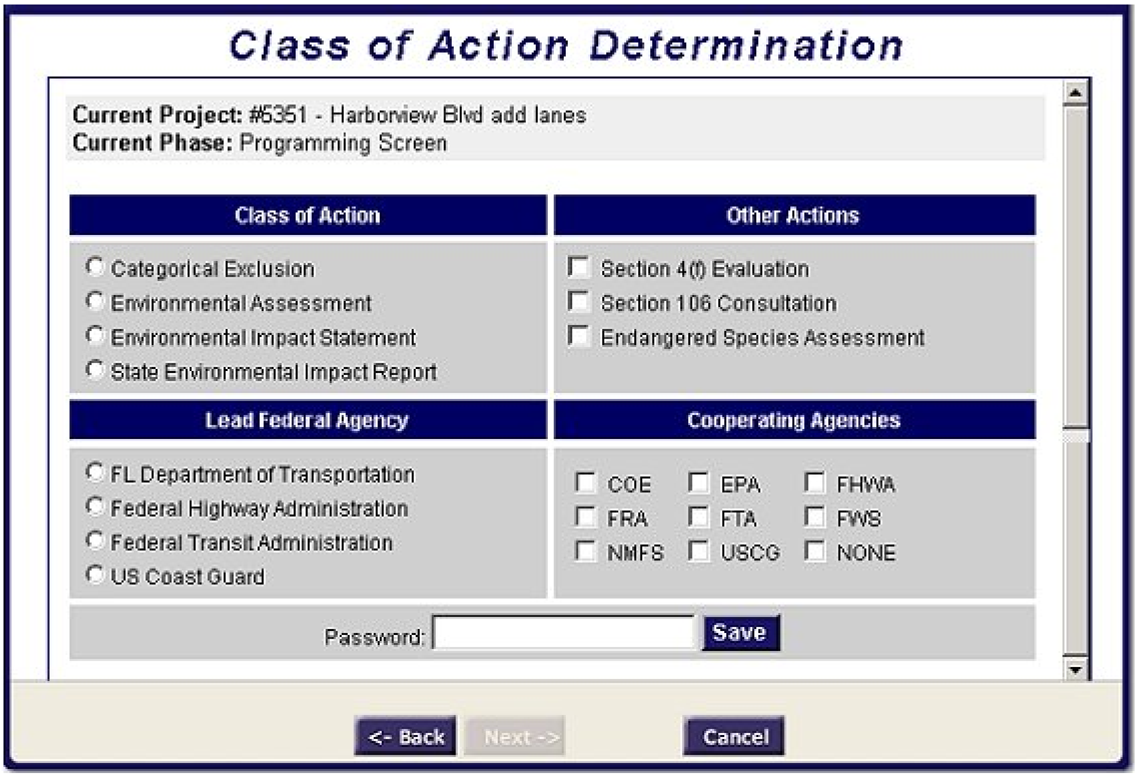
In the example shown below, "Individual Stormwater Permit" was selected. Enter the requirements for the permit in the text box under "Conditions." Then select your organization identification from the pull-down menu and click "Add Permit."



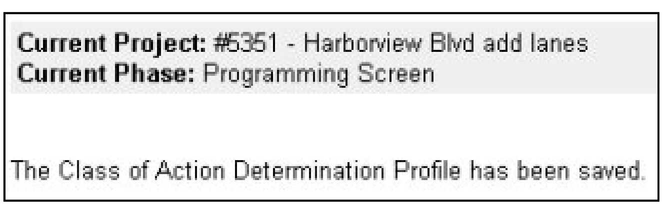
The next screen confirms that the permit has been added to the project, and includes a function to assign additional permits to the project. To assign additional permits, click "More Permits" and repeat the process described above. Click + next to "Assigned Permits" at any time to see a list of all permits assigned to the project. When finished, click the "Next" button at the bottom of the screen to return to the "What Would You Like To Do?" page and select another task.

Prepare Class of Action Determination

A Class of Action Determination can be prepared for a project by first selecting "Prepare Class of Action Determination" on the "What Would You Like To Do?" page. On the form that opens, select a Class of Action, other actions (if pertinent), the lead federal agency, and cooperating agencies (if pertinent). Then enter your EST password and click "Save."

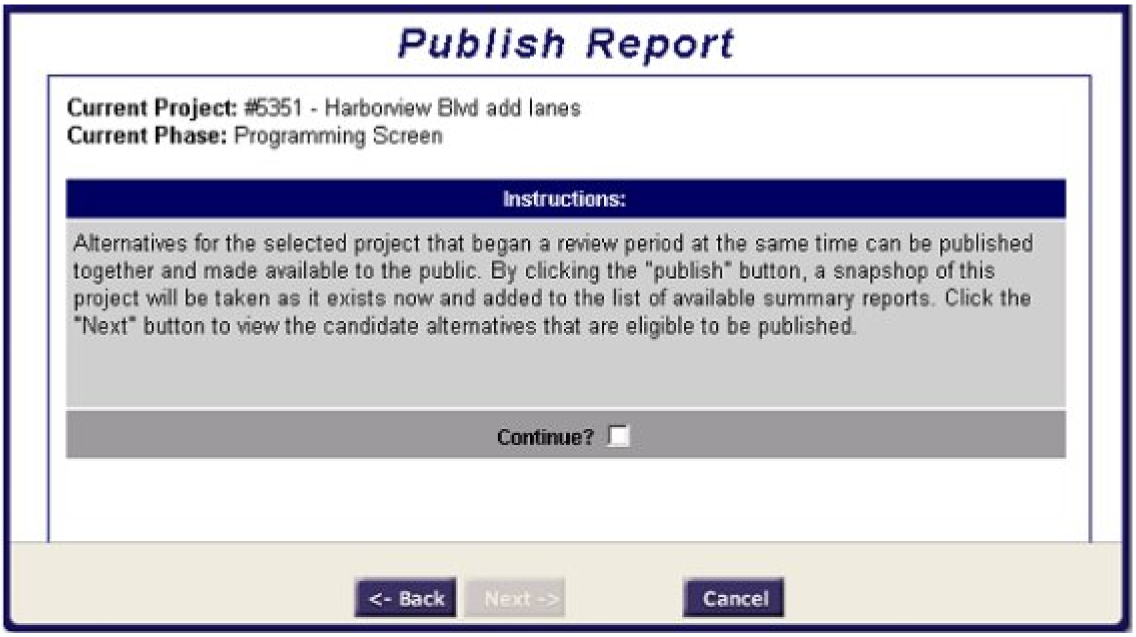


A message will appear, confirming that the Class of Action Determination has been saved. When finished, click the "Next" button at the bottom of the screen to return to the "What Would You Like To Do?" page.

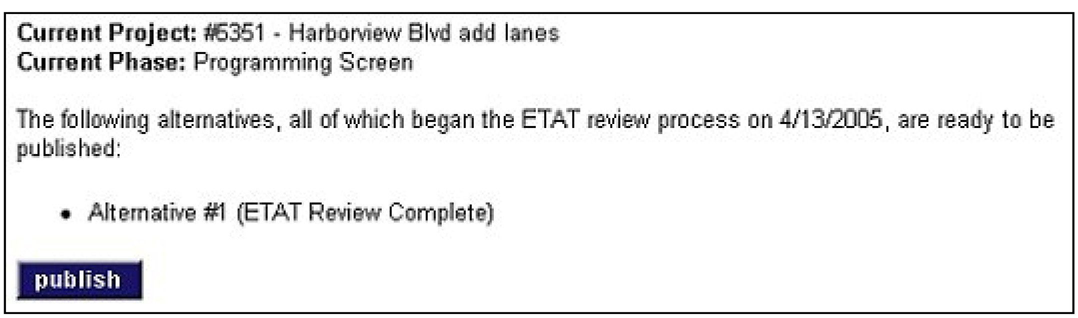


Publish

The last step involved in generating a summary report using the “Generate Summary Report” wizard is to make the report available to the ETAT and public. This is accomplished by first clicking the option button next to “Publish” on the “What Would You Like To Do?” page, then clicking “Next.” The form that opens includes information concerning the summary report that will be generated. Click the check box next to “Continue?”



The next screen lists the project alternatives for which a Programming Summary Report can be published. To continue, click “Publish.” The Programming Summary Report will then be added to the list of summary reports available in the EST, and can be accessed by the ETAT and the public.

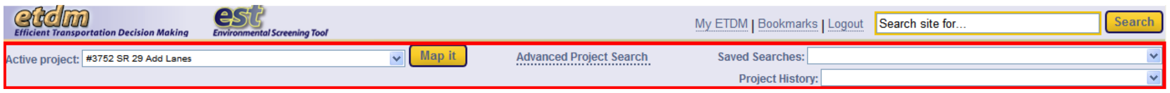


3.3.4 Update ETDM Project (*Updated 11/30/2011*)

The **Update ETDM Project** function in the **Wizards** menu enables you to add or change project information.

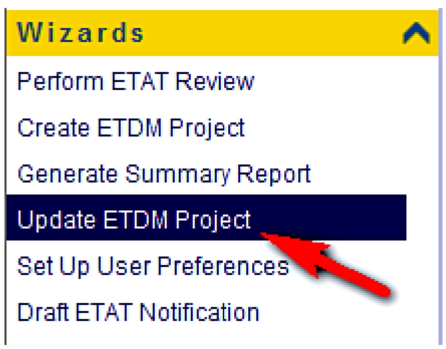
Using the Update ETDM Project Wizard:

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

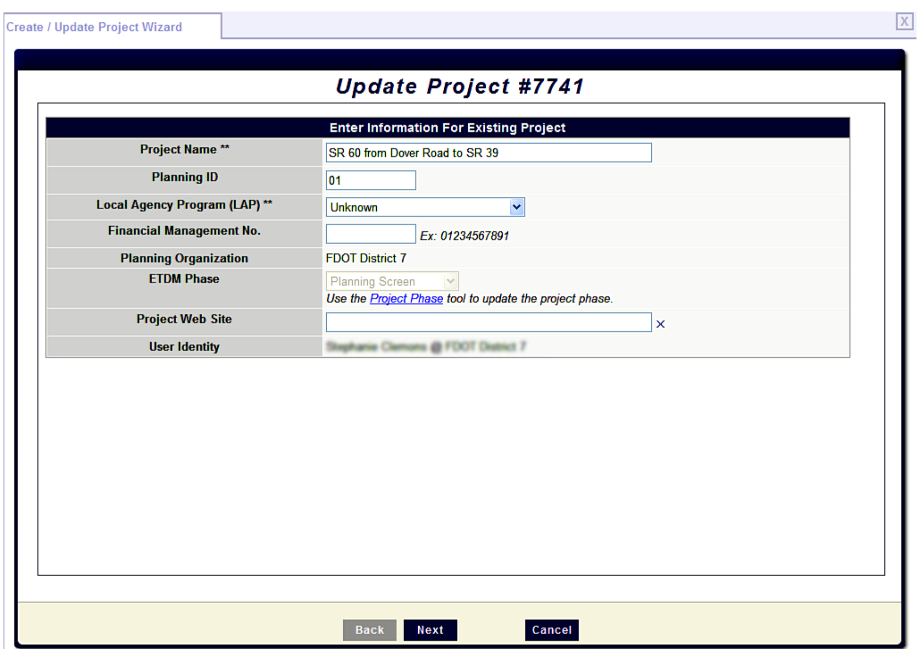


Note: You can use the default project that appears in the **Active project** box, select a project from your **Saved Searches** or **Project History** lists, or you can click the **Advanced Project Search** link to select another project. See the Navigation chapter of the EST Handbook for information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

2. On the **Wizards** menu, click **Update ETDM Project**.



The **Create/Update Project Wizard** displays the **Enter Information For Existing Project** screen.

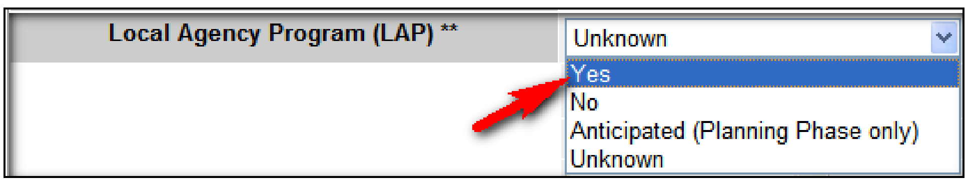


3. Under **Enter Information For Existing Projects**, do the following:

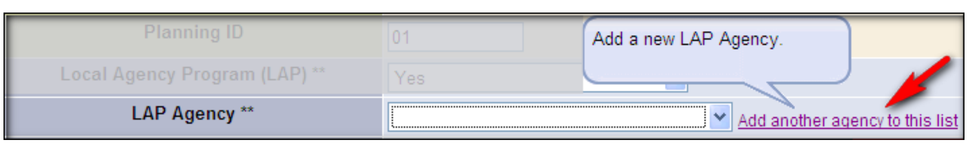
- In the **Project Name**** and **Planning ID** fields, make edits or add information, if needed.

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

- In the **Local Agency Program (LAP)**** field, click the drop-down arrow, , and then do one of the following:
  - Leave **Unknown** as the default selection if the project's LAP status has not yet been determined. Move on to the Financial Management No. field.
  - Click the drop-down arrow, , and then do one of the following:
    - Click **Yes** if the project is an authorized LAP project.
    - Click **No** if the project is not a LAP project. Move on to the Financial Management No. field.
    - Click **Anticipated (Planning Phase only)** if LAP designation is anticipated.

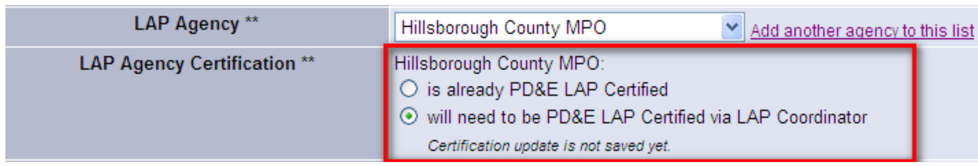


- If you selected **Yes** or **Anticipated (Planning Phase only)**, the **Update Project Description** form displays fields for adding LAP information. Do the following:
  - For **LAP Agency****, select the LAP agency responsible for the project by doing one of the following:
    - If the LAP Agency is already listed, click the **LAP Agency** arrow, , to expand the list, and then select an agency by clicking on the agency name.
    - If the LAP Agency is not listed, click the **Add another agency to this list** link, and then type the name of the agency in the text box.



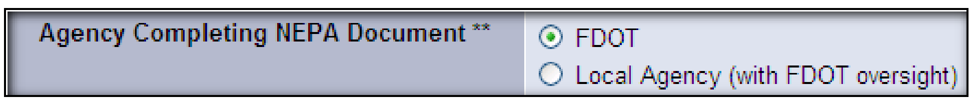
Tip! You need to only type the first three letters of the name. The EST automatically displays a list of names that match your text. Click the appropriate selection from the list.

- In the **LAP Agency Certification** field**, click the appropriate option button beside one of the following LAP Certification statements:
  - **is already PD&E LAP Certified**
  - **will need to be PD&E LAP Certified via LAP Coordinator**



Note: The agency must be certified by the Environmental Management Office for the type of work it will be performing.

- For **Agency Completing NEPA Document**, indicate which agency will be completing the NEPA document by selecting one of the following options:
  - **FDOT**
  - **Local Agency (with FDOT oversight)**

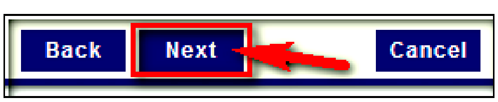


- Add or edit information for the remaining fields:
  - **Financial Management No**. -– Enter the Financial Management Number, if available.
  - **ETDM Phase** – Click the **Project Phase** link to open the **Update Project Phase** page.

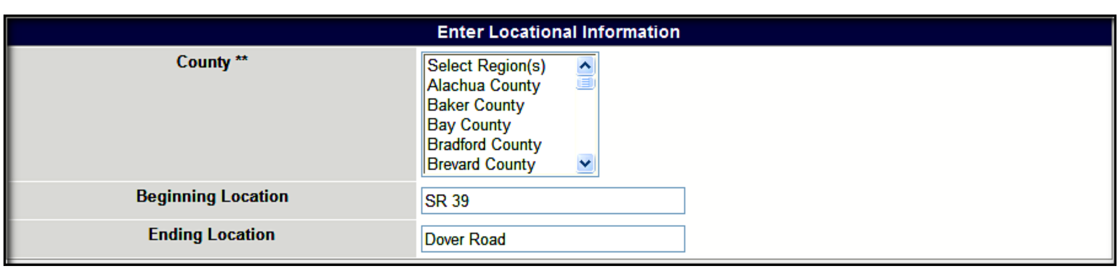
    Note: See the **Update Project Phase** section of the EST User Handbook for information on navigating the **Update Project Phase** page.
  - **Project Web Site** – Type the URL to the project's website, if available.
  - **County**** – Use the **County** scroll bar to move down the list. Select one or multiple options by clicking the **County** name(s).

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

4. Click **Next**.



The **Update ETDM Project** wizard displays the **Enter Locational Information** screen.



5. Under **Enter Locational Information**, make your changes to the following fields:

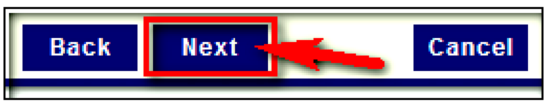
- In the **County**** field, use the **County** scroll bar to move down the list. Select one or multiple options by clicking the **County** name(s).

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

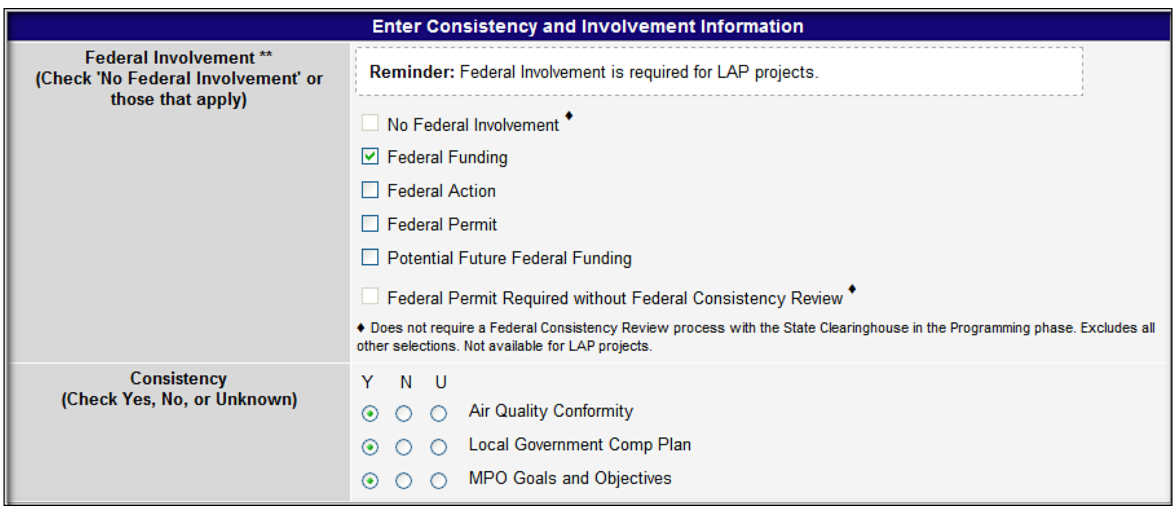
- In the **Beginning Location** field – Make edits, if any, to the project's beginning location by typing your changes in the text box.

- In the **Ending Location** field – Make edits, if any, to the project's ending location by typing your changes in the text box.

6. Click **Next**.



The **Update ETDM Project** wizard displays the **Enter Consistency and Involvement Information** screen.



7. Under **Enter Consistency and Involvement Information**, do the following:

- **Federal Involvement**** — Indicate the level of Federal Involvement for the project.

  Note: LAP projects require Federal Involvement. The option buttons for **No Federal Involvement** and **Federal Permit Required without Federal Consistency Review** are shown as inactive when the project has been identified as a LAP project.

  - **No Federal Involvement♦** (No federal funds will be used and no Federal Consistency Review is required)
  - **Federal Funding** (Federal funds or assistance is used at some phase of project development)
  - **Federal Action** (Federal approval of an action is required; e.g., change in Interstate access control)
  - **Federal Permit** (Federal permit is required; e.g., U.S. Coast Guard Bridge permit)

- **Potential Future Federal Funding** (Federal funds or assistance may be used for a project's future development)
- **Federal Permit Required without Federal Consistency Review♦** (Federal permit is required, but no federal funds will be used and no Federal Consistency Review is required)

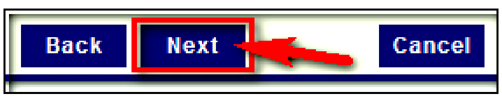
Tip! A diamond symbol, ♦, indicates the Project does not require a Federal Consistency Review process with the State Clearinghouse in the Programming phase.

- **Consistency** - Click the option buttons in the **Y** (Yes), **N** (No), or **U** (Unknown) columns beside each **Consistency** area:

Note: The **Consistency** section enables you to indicate a project's consistency status for the listed areas as the project moves through each phase, and it can be updated at any time. However, by the end of the PD&E (Project Development and Environment) phase, the project must be consistent in all of the areas listed in the **Consistency** section (**Y** option should be selected) in order to receive Location Design Concept Acceptance from the Federal Highway Administration (FHWA).

- **Air Quality Conformity**
- **Local Government Comp Plan**
- **MPO Goals and Objectives**

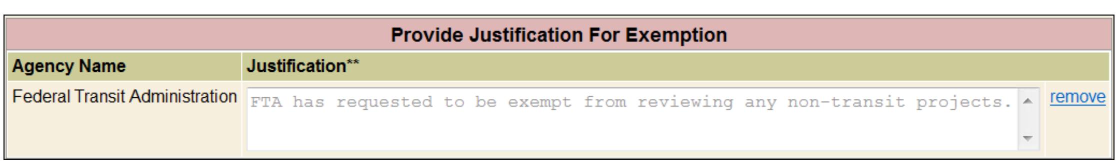
8. Click **Next**.



9. Add information or make changes to information shown in the following screens:

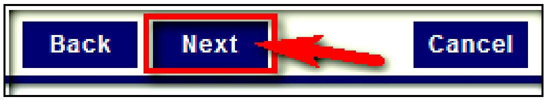
- **Enter Purpose and Need Statement** – Type your changes in the text box, and then click **Next**.
- **Enter Project Summary Description –** Type your changes in the text box, and then click **Next**.
- **Summary of Public Comment** – Click the **Summarize/Modify Public Comment** link to open the **Summarize/Modify Public Comment** page, and then enter the appropriate information in the fields provided. Click **Next** on the wizard screen when done.
- **Add Exemptions –** Select or add an agency to the exemption list and type the justification for the exemption in the **Justification** text box beside each selected agency.

Note: The **Federal Transit Administration (FTA)** is automatically exempted from reviewing non-transit projects. You must obtain approval from the FTA to add it as a reviewing agency (i.e., non-exempt). The EST displays the Federal Transit Administration and a justification statement in the **Provide Justification For Exemption** box. Contact the **ETDM Help Desk** at help@fla-etat.org (or call 850/414-5334) if you wish to remove the FTA from the exempted agencies list.

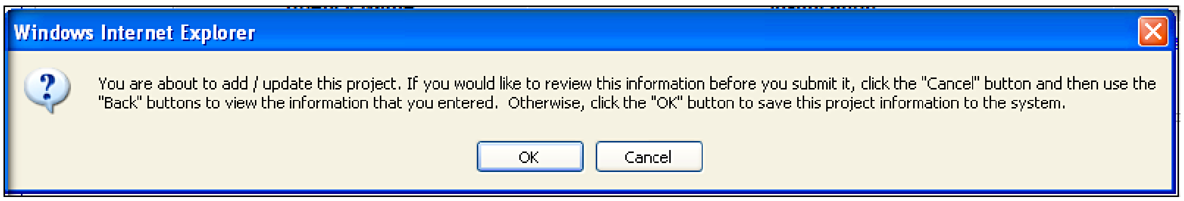


Provide Justification For Exemption		
Agency Name	Justification**	
Federal Transit Administration	FTA has requested to be exempt from reviewing any non-transit projects.	remove

10. Click **Next**.



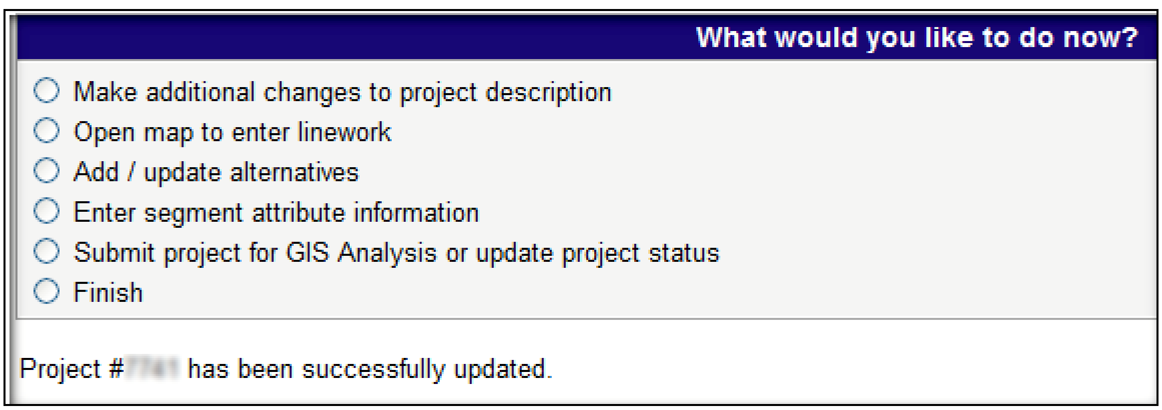
The EST displays a confirmation message, giving you the option to review the information before submitting it or to proceed with saving your changes.



11. Do one of the following:

- Click **Cancel** to review the information. Use the wizard **Back** buttons to navigate through the screens.
- Click **OK** to save the information.

After clicking **OK**, the wizard displays the **What would you like to do now?** screen showing options for your preferred action regarding the project along with a message that the project has been successfully updated with your changes up to this point.

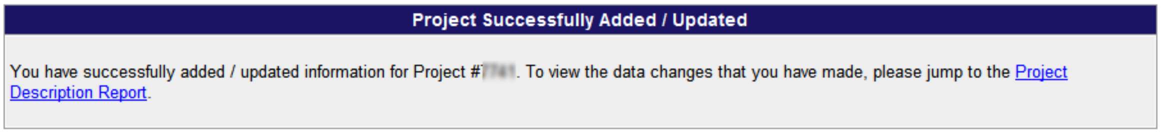


12. Click the option button beside one of the following preferred actions, and then click **Next**:

- **Make additional changes to project description –** Returns you to the first screen of the **Create/Update Project Wizard**
- **Open map to enter linework –** Opens the **Interactive Map** viewer
- **Add/update alternatives –** Opens the **Select an Alternative** and **Add/Update Alternative** screens in the wizard
- **Enter segment attribute information –** Opens the **Select an Alternative**, **Update Segment**, and **Update Segment Information** screens in the wizard
- **Submit project for GIS Analysis or update project status –** Opens the **Update Project Status** tool

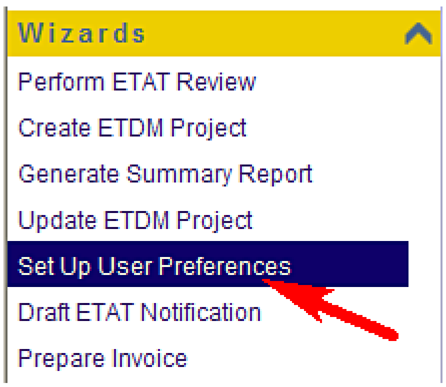
- **Finish –** Completes the update process and submits the information to the database.

After selecting the **Finish** option button and clicking **Next**, the wizard displays the **Project Successfully Added/Updated** screen for the selected project along with a link to the **Project Description Report**, which displays your changes.



3.3.5 Set Up User Preferences (*Updated 01/06/2006*)

The **Set Up User Preferences** wizard allows users to set up their **My ETDM** preferences. To use the **Set Up User Preferences** wizard, go to the **Wizards** menu and select **Set Up User Preferences**.



The **Set Up User Preferences** wizard includes sequential screens for setting up the following preferences:

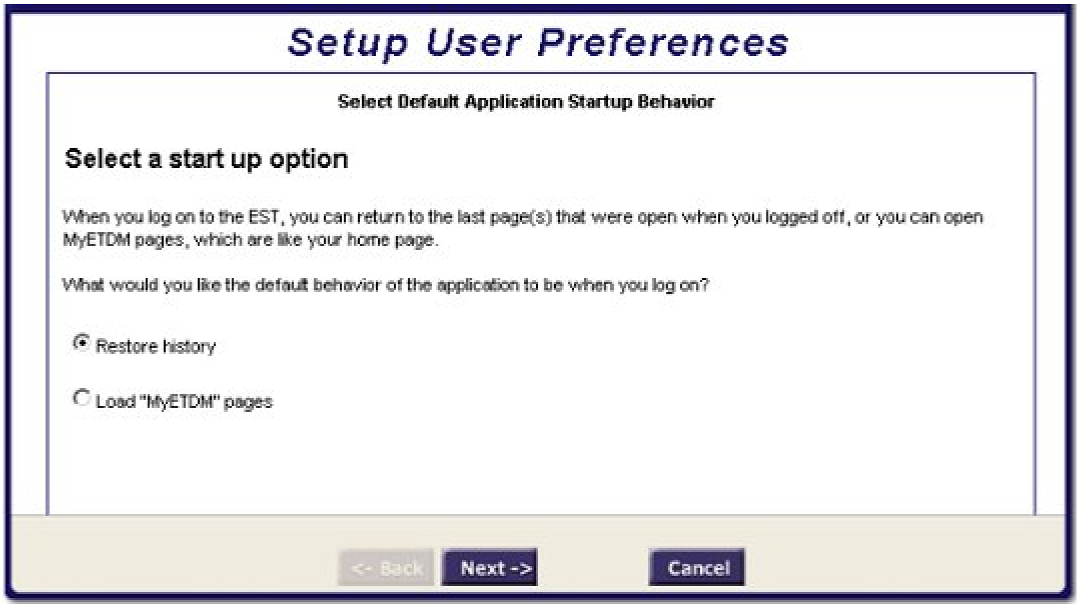
- Select a start-up option
- Add mini-reports to My ETDM
- Choose My ETDM pages
- Configure EST maps
- Change notification settings
- Update contact information

The preferences set up using the **Set Up User Preferences** wizard can be changed at any time by using the functions available under **Account Settings** on the main menu.

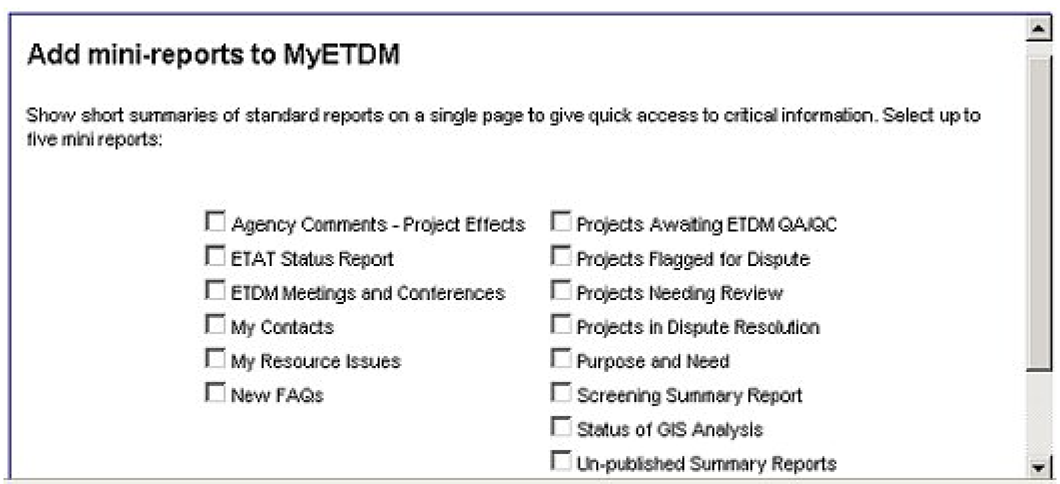
The first screen in the **Set Up User Preferences** wizard allows the user to select what will be displayed when they first log on to the EST. The two options are:

- **Restore history** (select this option if you want to return to the last page or pages that were open when you logged off the EST)
- **Load "MyETDM" pages** (select this option if you want the EST to load the pages designated as your "My ETDM" pages)

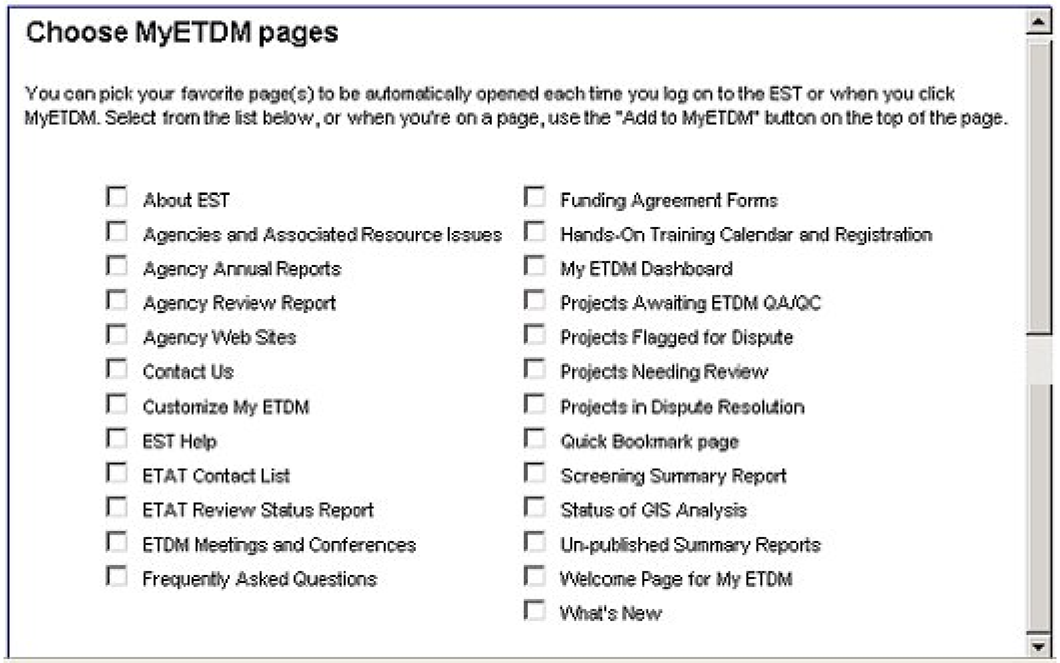
Click the option button next to the option you prefer. (The default option is “Restore history.”) Then click **Next**.



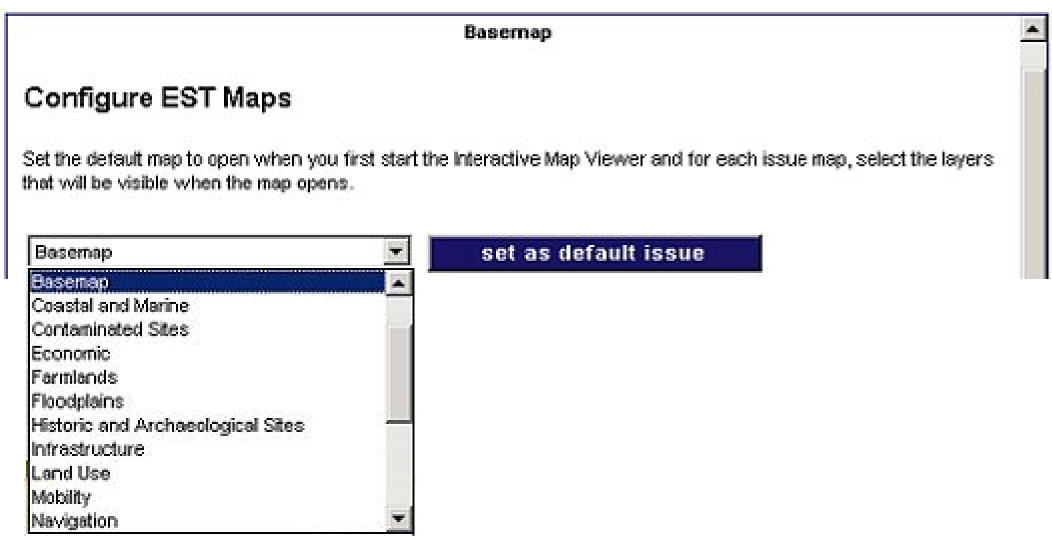
The second screen can be used to select mini-reports to be added to the user’s My ETDM. Mini-reports are abbreviated versions of standard reports, and the mini-reports selected will be displayed on a single page when you log on to the EST. Select up to five mini-reports by clicking the check box next to the name of the mini-report. When finished, click the “Next” button at the bottom of the page.



The next screen is used to select My ETDM pages. Click on the check box next to the name of the page to select that page. There is no limit to the number of pages that can be selected. The pages selected will automatically open each time you log on to the EST. Each page will be represented by a tab at the top of the page (similar to a file folder in a filing cabinet). You can switch from page to page by clicking on the tabs. When finished, click the "Next" button at the bottom of the page.

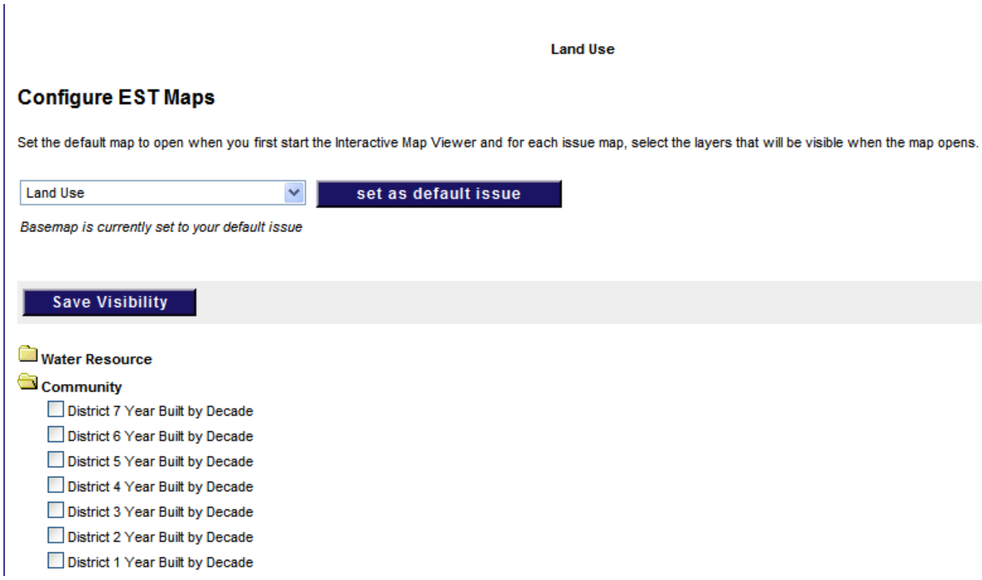


The next screen is used to select preferences for how maps are displayed. Use the drop-down menu to select the map to be displayed when you first start the Interactive Map Viewer. ("Basemap" is the default map.) Then click "set as default issue."



In the example shown below, Land Use was selected as the default map.

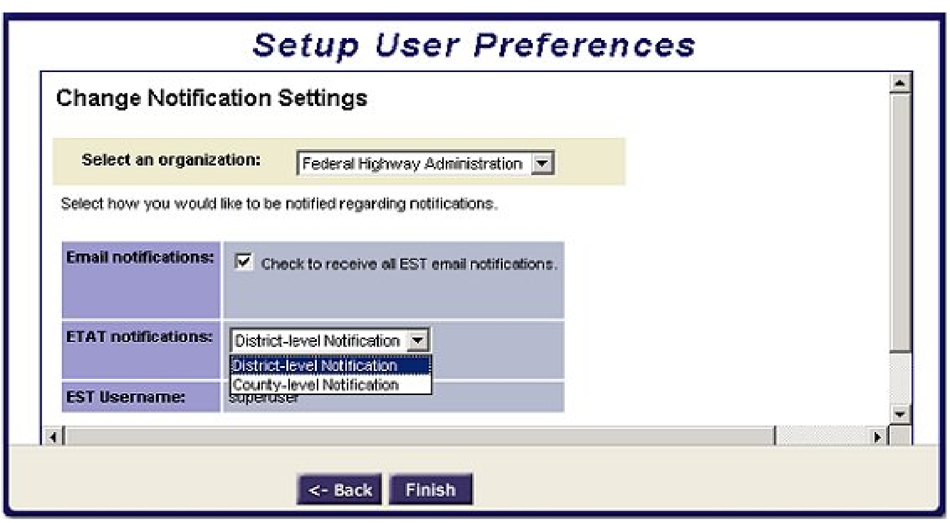
Preferences can also be set for data layers to be displayed on each issue map. First, click on the file folder icon for an issue.



The selection will expand to display all the data layers associated with that issue. Next, click on the check box next to the data layer name. Repeat this process for as many issues as desired, and then click Save Visibility.

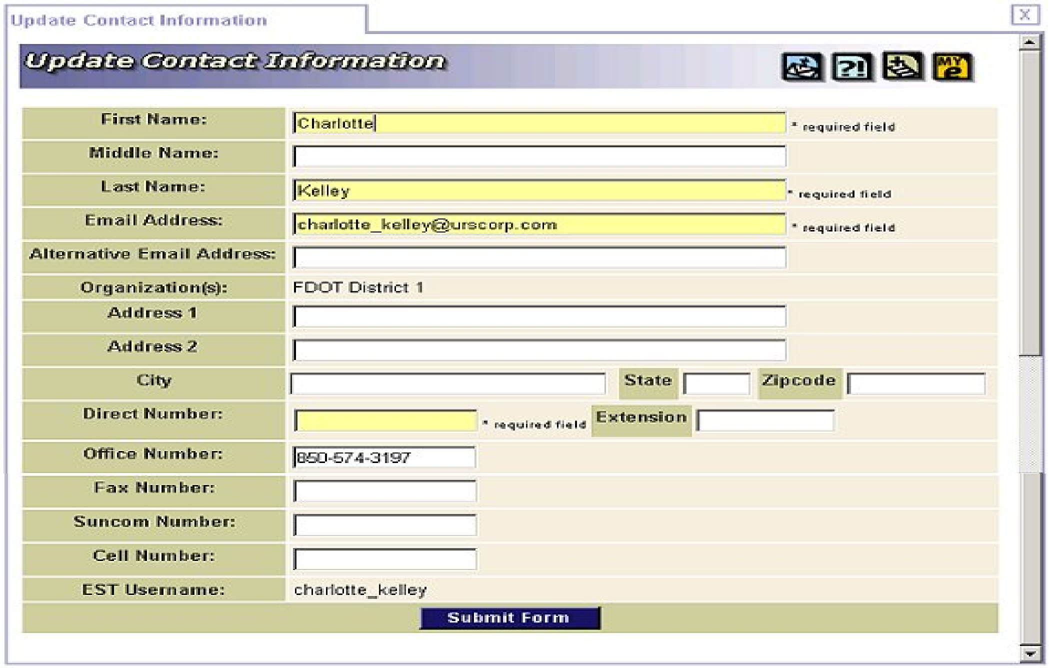
The "Change Notification Settings" screen is used to change the email notifications a user receives. By default, all users receive notices when the "What's New" page is updated, when the system is experiencing difficulties or there will be planned outages, and when ETDM events are announced. If you do not want to receive these notifications, un-check the box next to "Check to receive all EST email notifications."

ETAT members can also specify whether they want to receive notices about projects by district or by county. Use the pull-down menu next to "ETAT notifications" to select either "District-level Notification" or "County-level Notification."



Click "Finish" to save

Clicking “Finish” saves the user preferences and automatically opens the “Update Contact Information” form (shown below). Required fields are highlighted in yellow. Use the fields to update or add information to your contact profile. When finished, click “Submit Form.”

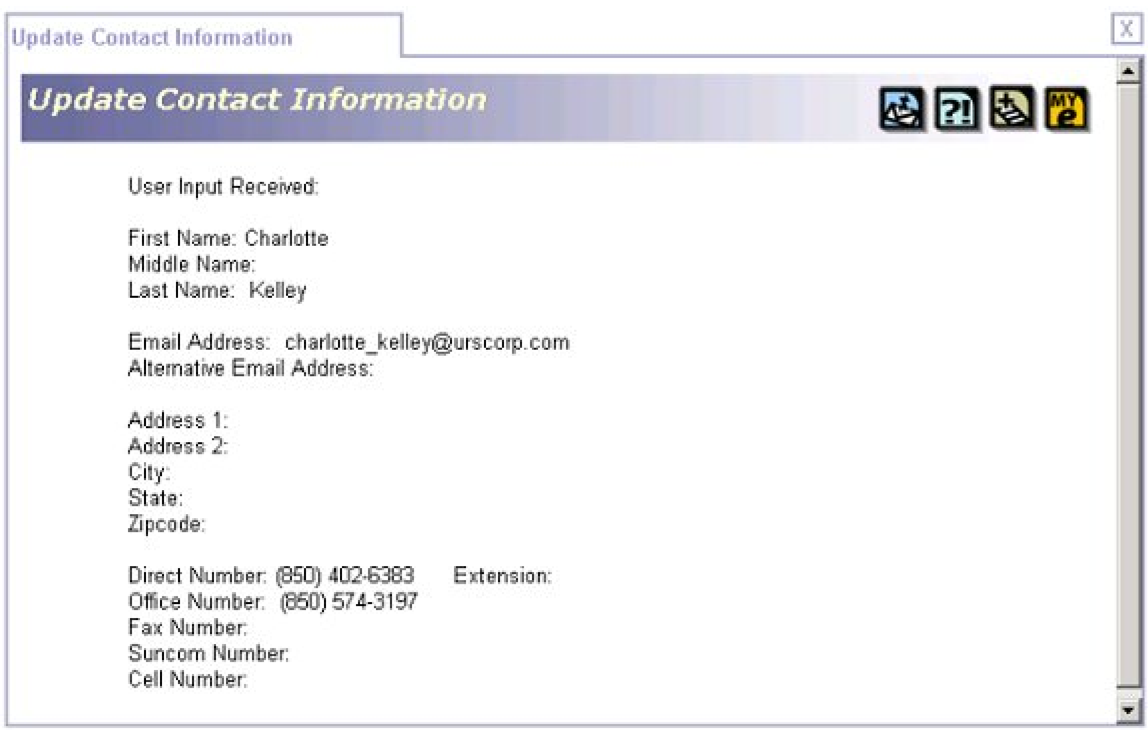

Update Contact Information

Update Contact Information

First Name:	Charlotte	* required field
Middle Name:		
Last Name:	Kelley	* required field
Email Address:	charlotte_kelley@urscorp.com	* required field
Alternative Email Address:		
Organization(s):	FDOT District 1	
Address 1		
Address 2		
City		State / Zipcode
Direct Number:	* required field	Extension
Office Number:	850-574-3197	
Fax Number:		
Suncom Number:		
Cell Number:		
EST Username:	charlotte_kelley	

Submit Form

The next screen is a confirmation of the contact information provided. Click the blue “X” in the upper right-hand corner of the screen to close this screen and return to the Welcome page.


Update Contact Information

Update Contact Information

User Input Received:

First Name: Charlotte
Middle Name:
Last Name: Kelley

Email Address: charlotte_kelley@urscorp.com
Alternative Email Address:

Address 1:
Address 2:
City:
State:
Zipcode:

Direct Number: (850) 402-6383 Extension:
Office Number: (850) 574-3197
Fax Number:
Suncom Number:
Cell Number:

3.3.6 Draft ETAT Notification (*New 06/30/2010*)

The **Draft ETAT Notification Wizard** function in the Environmental Screening Tool (EST) **Wizards** menu enables authorized users to configure email notifications to inform Environmental Technical Advisory Team (ETAT) members and other relevant users of a screening event. The **Draft ETAT Notification Wizard** opens a sequence of screens that guide you through the ETAT Notification setup.

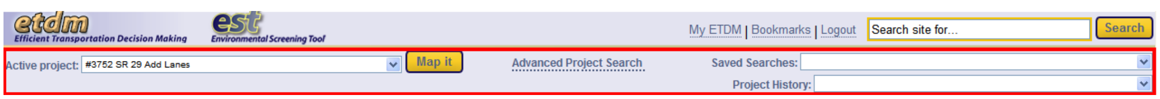
The following EST user roles may access the **Draft ETAT Notification Wizard**:

- Environmental Management Office (EMO) Managers
- EMO Liaisons
- District ETDM Coordinators
- Metropolitan Planning Organization ETDM Coordinators

After the Draft ETAT Notification email has been configured and saved, the EST automatically distributes the email when you update the project status to ETAT Review.

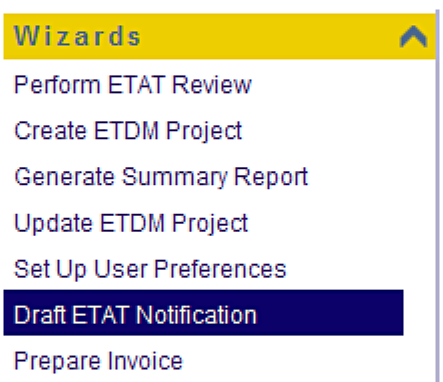
Using the Draft ETAT Notification Wizard:

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



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

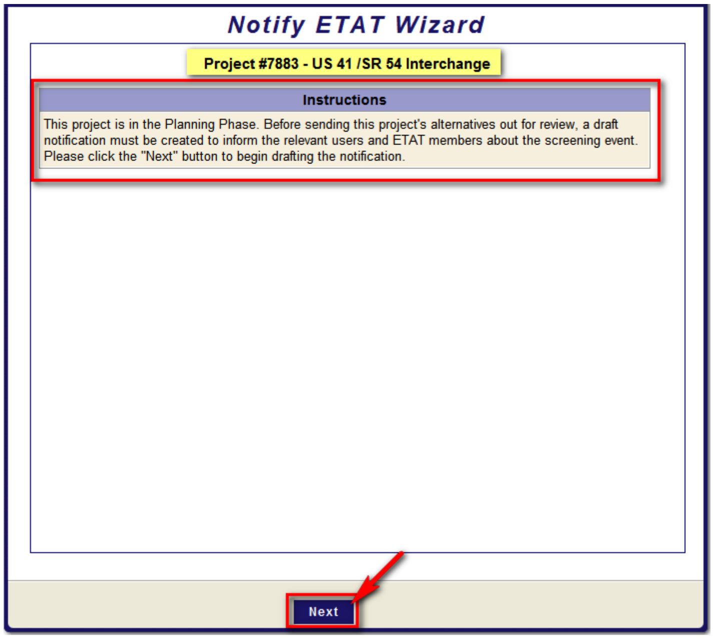
2. On the **Wizards** menu, point to and click **Draft ETAT Notification**.



3. The window that opens next depends upon the selected project's phase (Planning or Programming). The sections that follow describe the process for drafting ETAT notifications for a [Planning Screen (Section 3.3.6.1)]() and a [Programming Screen (Section 3.3.6.2)]().

3.3.6.1 Draft ETAT Notification for Planning Screen

After clicking the **Draft ETAT Notification** link in the EST **Wizards** menu, the first **Notify ETAT Wizard** screen opens and displays the **Project** and an **Instructions** section.



1. Click **Next**.

The **Select Identity and Recipients** screen opens.

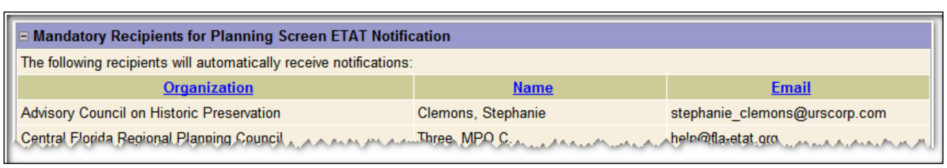
2. Under **Select Identity and Recipients**, do the following:

- In the **From** field, click the drop-down arrow, , and then select the identity that corresponds to the agency you are currently representing.

  Note: If you are associated with multiple agencies, the field will expand and display a list of your agency identities. If you are associated with only one agency, the **Draft ETAT Notification Wizard** will automatically display your identity in the **From** field.

- Under **To**, select the **Recipients** for the Planning Screen ETAT Notification.

  - Click the plus sign icon, , to expand and view the **Mandatory Recipients for Planning Screen ETAT Notification** section.

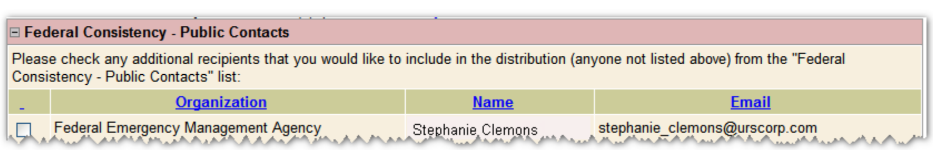


Mandatory Recipients for Planning Screen ETAT Notification

The following recipients will automatically receive notifications:

Organization	Name	Email
Advisory Council on Historic Preservation	Clemons, Stephanie	stephanie_clemons@urscorp.com
Central Florida Regional Planning Council	Three, MPO C.	help@fla-etat.org

  - Click the plus sign icon, , to expand the **Select Additional Recipients That Should be Included** section, and then select the Recipients from the list by clicking the check box beside the recipient's **Organization** and **Name**.



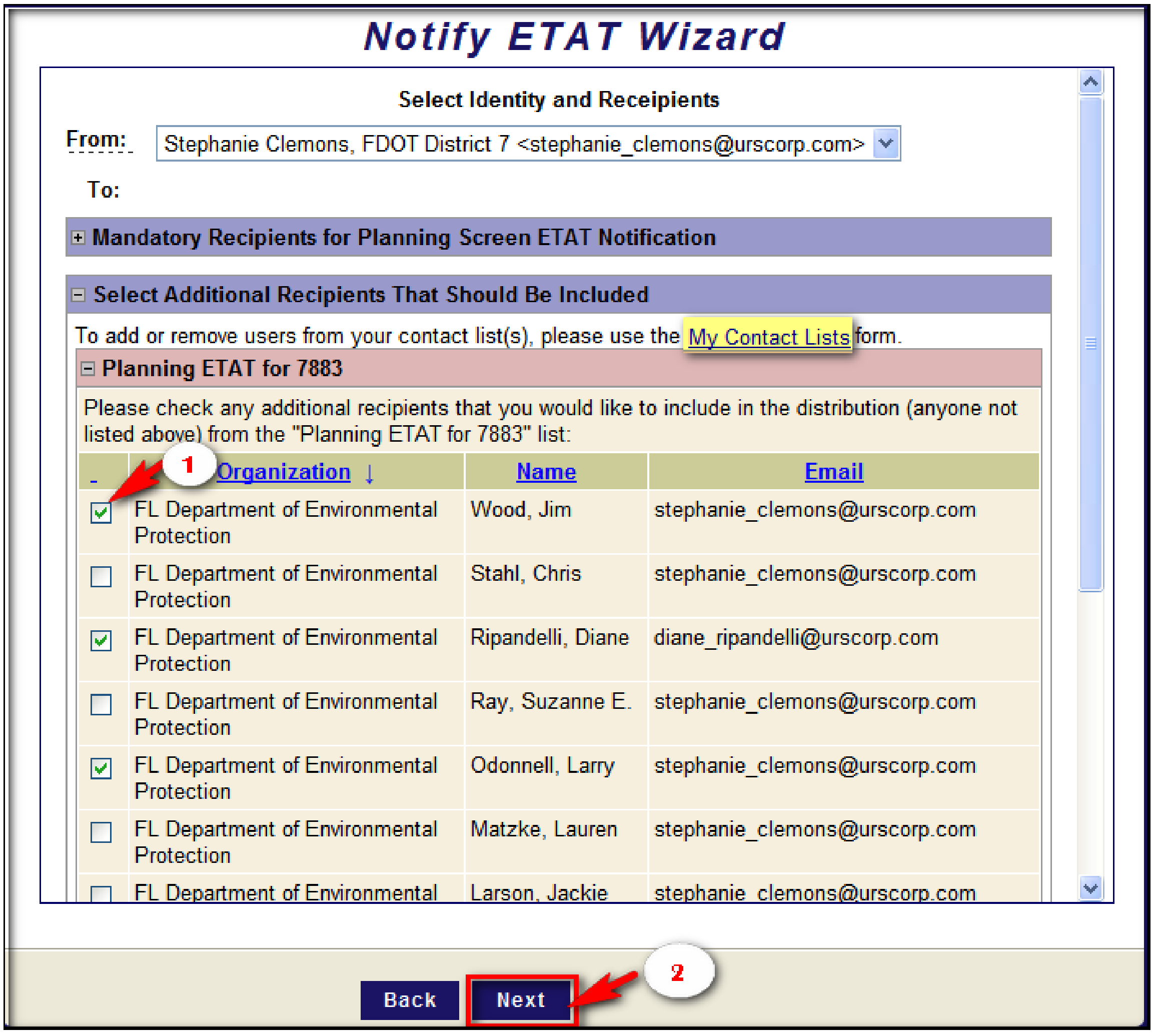
Federal Consistency - Public Contacts

Please check any additional recipients that you would like to include in the distribution (anyone not listed above) from the "Federal Consistency - Public Contacts" list:

	Organization	Name	Email
☐	Federal Emergency Management Agency	Stephanie Clemons	stephanie_clemons@urscorp.com

Tip! To add recipients from your contact list, click the **My Contact List** link.

3. Click **Next**.



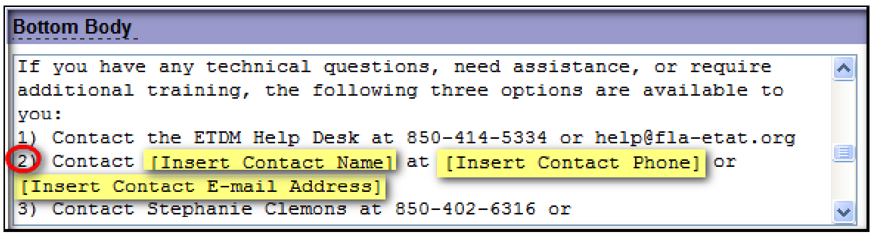
The **Edit Subject and Comments** screen opens and displays the email, which is divided into the following sections:

- **Subject**
- **Top Body**
- **Middle Body** (This section cannot be edited)
- **Bottom Body**

4. Add any additional information or edits to the **Subject** and **Top Body** sections.

5. In the **Bottom Body** section of the email, click the section's scroll bar and scroll to the **Contact** options, and insert the following additional **Contact** information beside option number **2**:

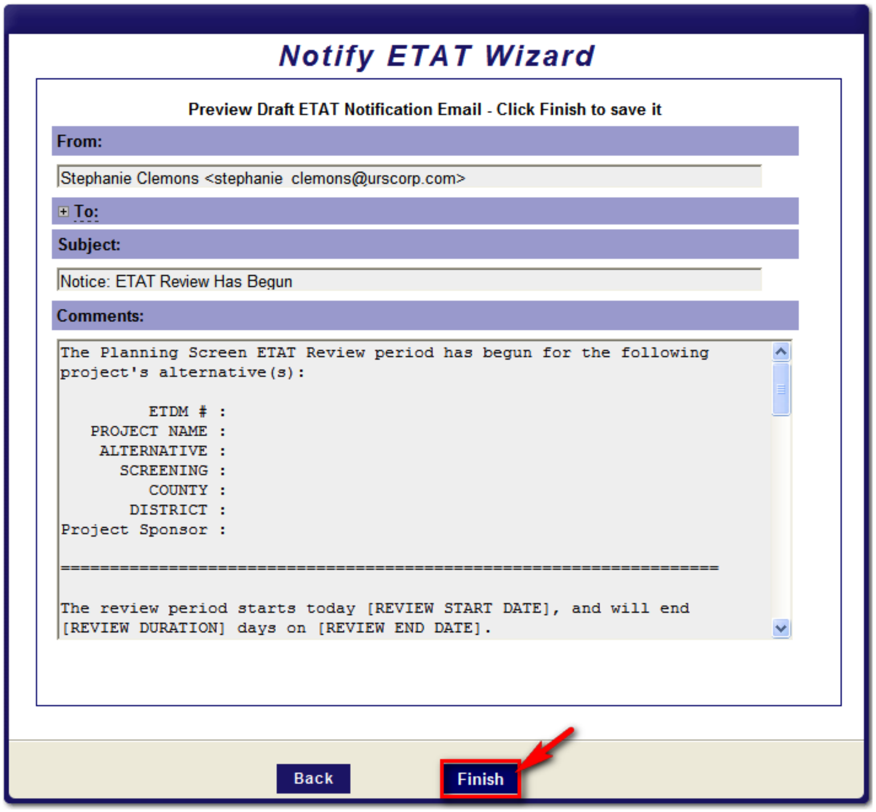
- **Name**
- **Phone**
- **E-mail Address**



6. Click **Next**.

The **Preview Draft ETAT Notification Email** screen opens, displaying the completed email sections.

7. Click **Finish**.



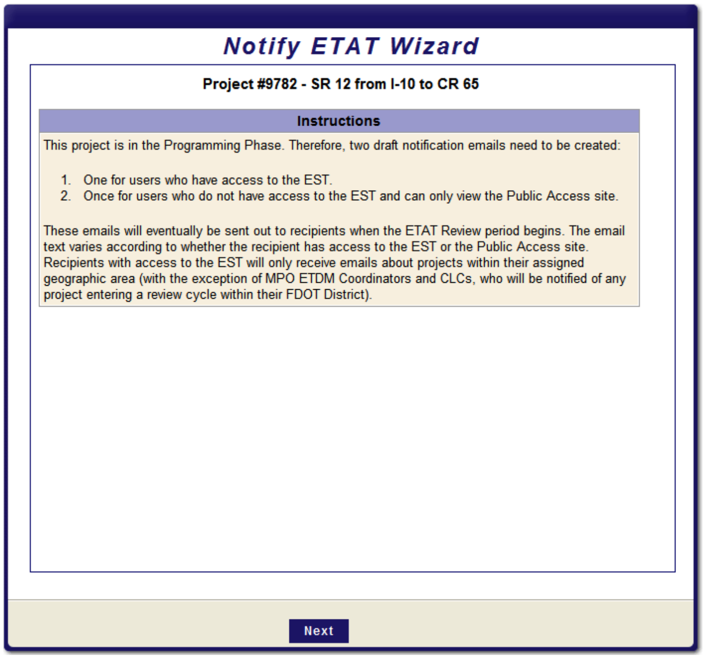
The **Draft Notification** screen displays, with a message stating your **Draft Email to users with EST Access has been successfully saved**. A selected option button is also shown next to **Edit Notification to users with EST Access**.

Tip! Click the **delete** link to cancel the notification. Click the **Next** button to make any changes to the notification.

8. To update the project status, go to **Tools**>**Maintain Project Diary**>**Update Project Status**. For navigation details, see the Update Project Status section (located under Tools) of the EST Handbook.

3.3.6.2 Draft ETAT Notification for Programming Screen

After clicking the **Draft ETAT Notification** link in the EST **Wizards** menu, the first **Notify ETAT Wizard** screen opens and displays the **Project** and **Instructions** section.



1. Click **Next**.

The **Notify ETAT Wizard** displays options for two groups of users requiring notification: **Edit Draft Notification to users with EST Access** and **Draft Notification to users with Public Access Only**.

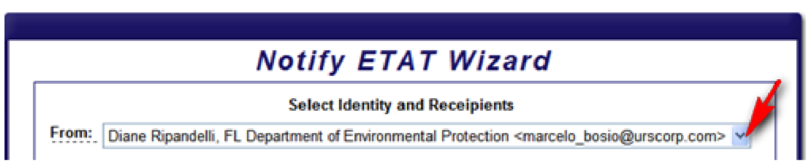
2. Click the option button beside **Edit Draft Notification to users with EST Access**.

3. Click **Next**.

The **Notify ETAT Wizard** displays the **Select Identity and Recipients** section. This section enables you to select your user identity for the organization you are currently representing, view the Recipients selected for the Transmittal List, and select additional Recipients.

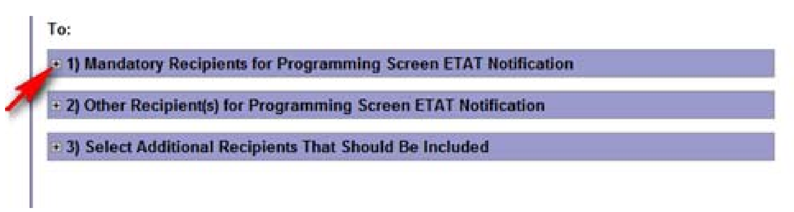
4. In the **From** field, click the drop-down arrow, , and then select the identity that corresponds to the agency you are currently representing.

Note: If you are associated with multiple agencies, the field will expand and display a list of your agency identities. If you are associated with only one agency, the **Draft ETAT Notification Wizard** will automatically display your identity in the **From** field.

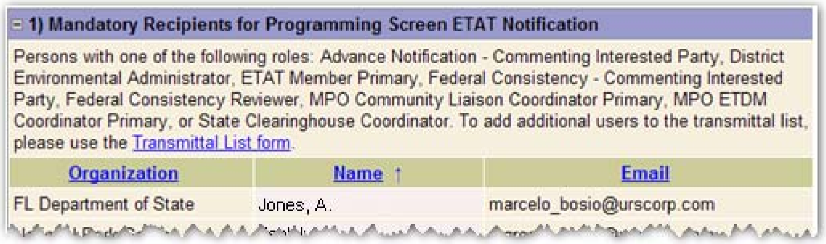


5. Under **To,** view the Recipient lists by doing the following:

- To view the list of **Mandatory Recipients** (i.e., those who are conducting an ETAT review and consistency review), click the plus sign beside **1) Mandatory Recipients for Programming Screen ETAT Notification**.

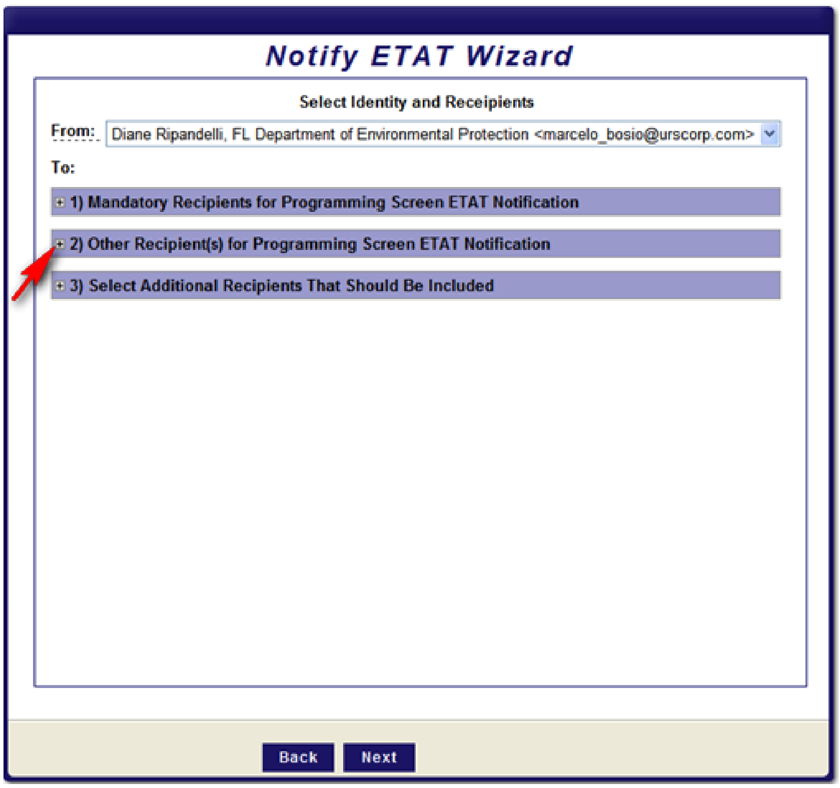


The EST displays a pre-populated list of names for the **Mandatory Recipients** list.

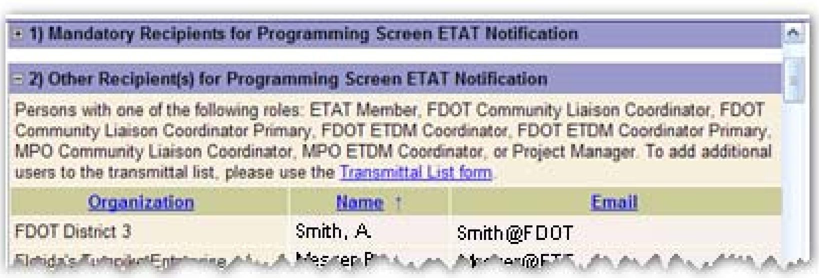


Tip! Click the column headings to sort the information in ascending or descending order.

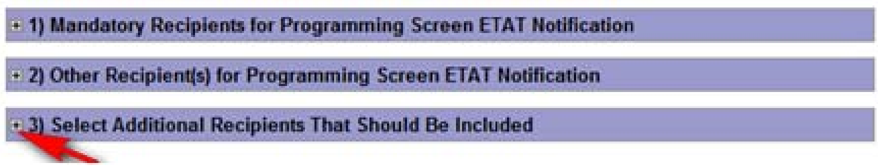
- To view the list of non-mandatory Recipients, click the plus sign ⊞ beside **2) Other Recipient(s) for Programming Screen ETAT Notification**.



The EST displays a pre-populated list of **Other Recipients** (non-Mandatory).



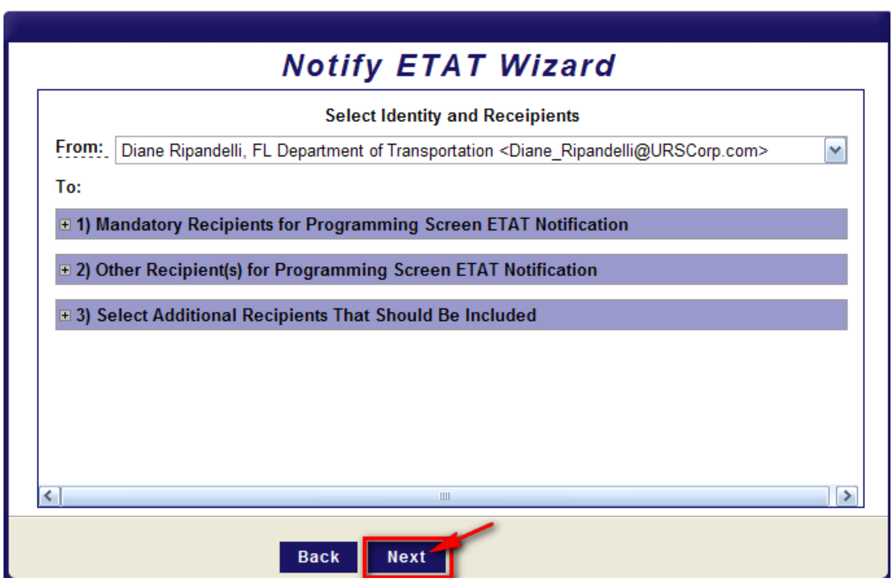
- To add additional Recipients, click the plus sign beside **3) Select Additional Recipients That Should Be Included.**



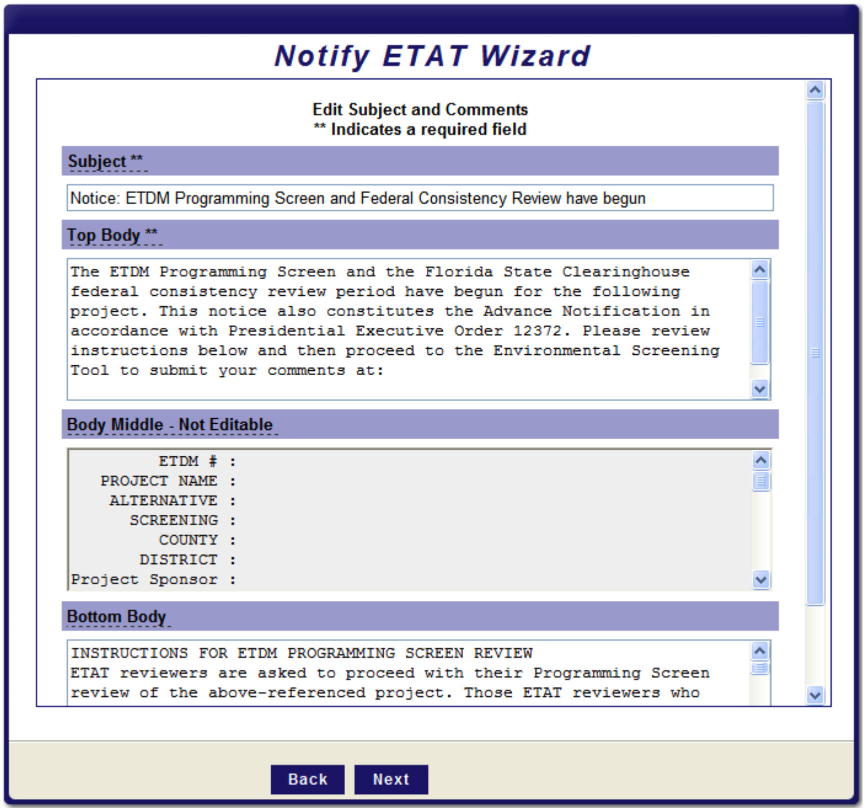
The EST displays your personal contact list(s). Click the check box beside the name(s) you want to add to the Draft ETAT Notification.

Tip! To add names to your personal contact list(s), click the **My Contact Lists** link.

6. Click **Next**.



The **Edit Subject and Comments** screen opens.

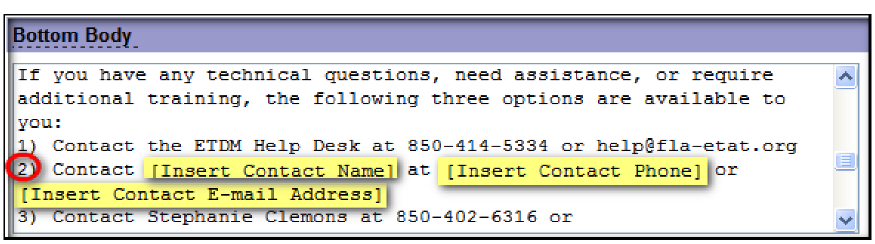


7. Make any necessary edits to the following sections:

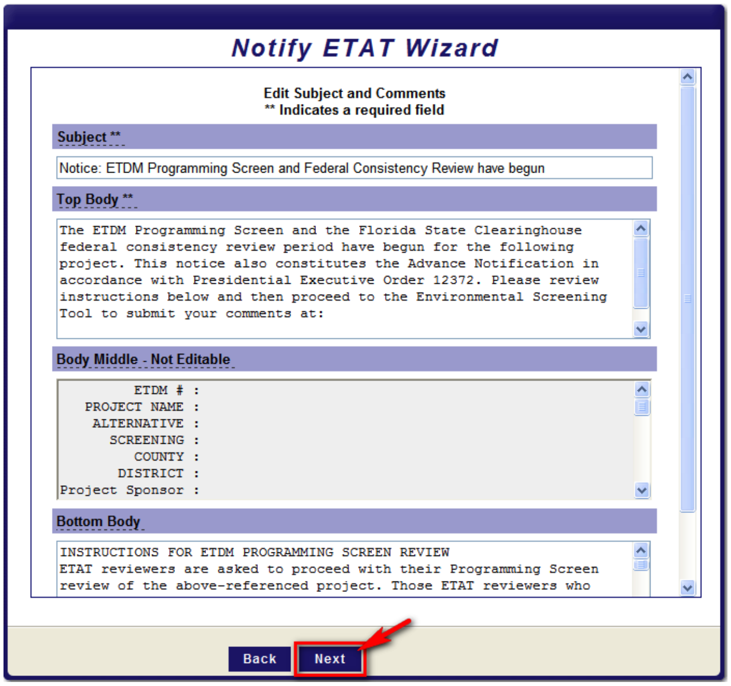
- **Subject**
- **Top Body**

8. In the **Bottom Body** section of the email, click the section's scroll bar and scroll to the **Contact** options**,** and insert the following additional **Contact** information:

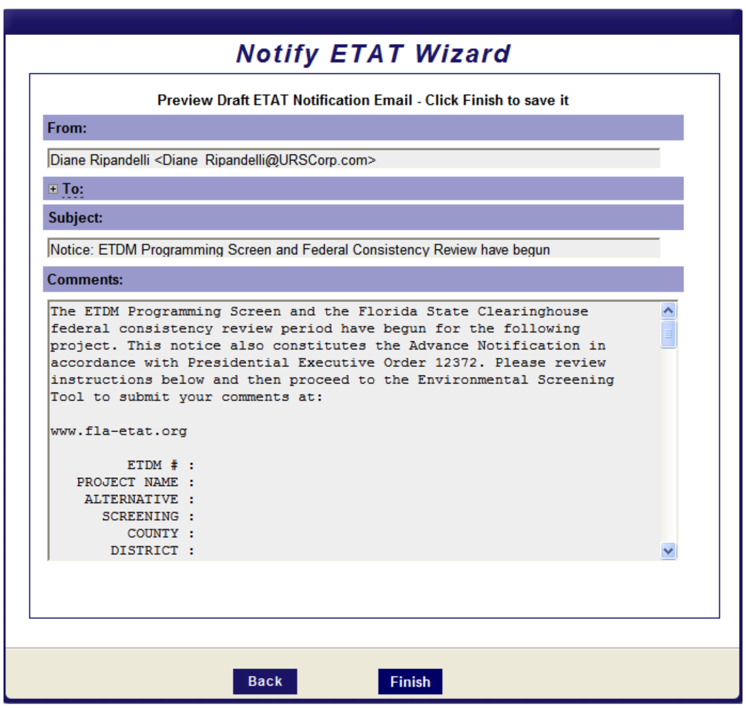
- **Name**
- **Phone**
- **E-mail Address**



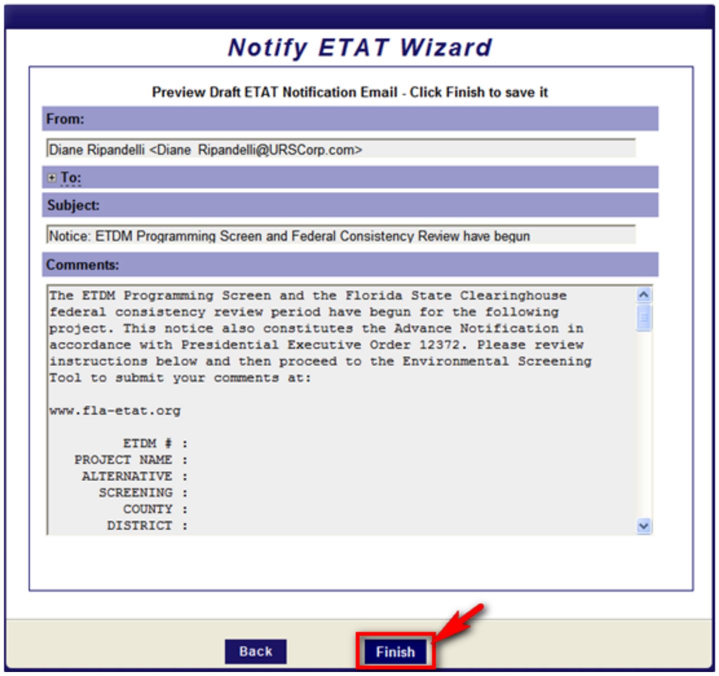
9. Click **Next**.



The **Notify ETAT Wizard** displays a preview of the **Draft ETAT Notification Email that will be sent to Recipients who have EST accounts,** providing you a final review of the text before saving the Draft Notification.



10. Click **Finish** to save the draft email.



The EST displays a message that the **Draft Email to users with EST Access has been saved successfully**.

Tip! After you have created the **Draft Notification email for Recipients with EST access**, a **delete link** appears under **Edit Draft Notification to users with EST Access**. Click the link to delete the Draft Notification email. Click the **Next** button to make any changes to the email.

11. Click the option button beside **Draft Notification to users with Public Access Only**.

12. Click **Next**.

The **Notify ETAT Wizard** displays the **Select Identity and Recipients** section.

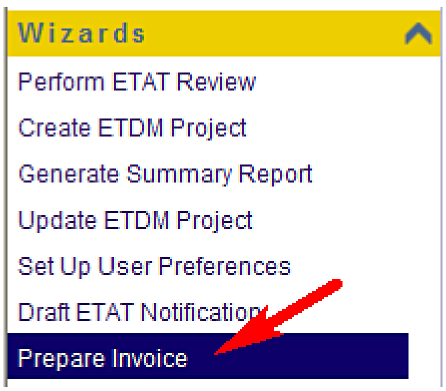
13. Repeat the process for Edit Draft Notification to users with EST Access.

Note: The process for creating draft notifications for **Public Access** users is the same as for EST users except the options are limited to selecting **Mandatory Recipients** and **Additional Recipients**.

14. To update the project status, go to **Tools**>**Maintain Project Diary**>**Update Project Status**. For navigation details, see the Update Project Status section (located under Tools) of the EST Handbook.

3.3.7 Prepare Invoice (Updated 07/15/2008)

The **Prepare Invoice** wizard can be used by an agency's Invoice Submitter to prepare an invoice package or Advance Payment Request and submit it to FDOT. To use the Prepare Invoice wizard, log in to the EST using your agency-specific username and password for the Invoice Submitter role. After logging on to the EST, go to the **Wizards** menu and then click **Prepare Invoice**.



The **Prepare Invoice** wizard includes sequential screens for entering invoice information, as follows:

- Enter invoicing period end date
- Upload receipts for the invoicing period
- Confirm uploaded receipts
- Edit Expenses for the invoicing period
  - Personnel
  - Travel
  - Training
  - Other Expenses
- Summarize Agency Activities
- Log Agency Activity
- Assign Hours

When these steps are completed, the Prepare Invoice wizard provides two additional steps for submitting and viewing, saving a PDF version and/or printing the invoice, as follows:

- View/Submit Invoice
- View Invoice Package

If an Advance Payment Request is being prepared using the Prepare Invoice wizard, the steps include:

- Enter invoicing period end date
- Enter anticipated compensation elements (labor and expenses)
- Print, view or save PDF version of submitted Advance Pay Request

The first screen of the Prepare Invoice wizard displays the agency associated with the Invoice Submitter username and password used to log in to the EST. In the example shown below, the username and password for the U.S. Environmental Protection Agency (USEPA) Invoice Submitter was used. The first screen is also populated with information about the agreements associated with your agency and the Invoicing Period Start date (which is based on the end date of the previous invoice for the selected agreement). If there is more than one agreement for the agency, select the agreement for which you are preparing an invoice from the Agreement pull-down menu. Then enter the Invoicing Period End date for the invoice you are preparing. You can enter the date using the **mm/dd/yyyy** format, or select the date from a calendar using the Calendar feature.

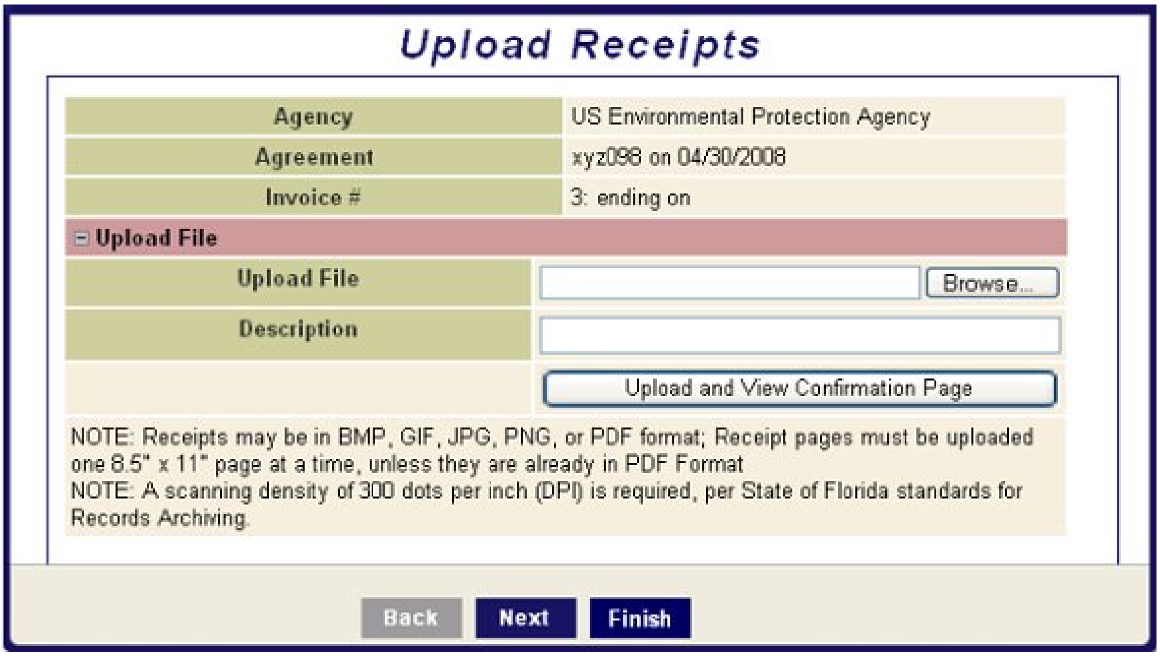
If using the Calendar feature, click on the calendar icon to the right of the Invoicing Period End field, then select the Invoicing Period End date from the calendar, as shown here.

After entering or selecting the Invoicing Period End date, click the

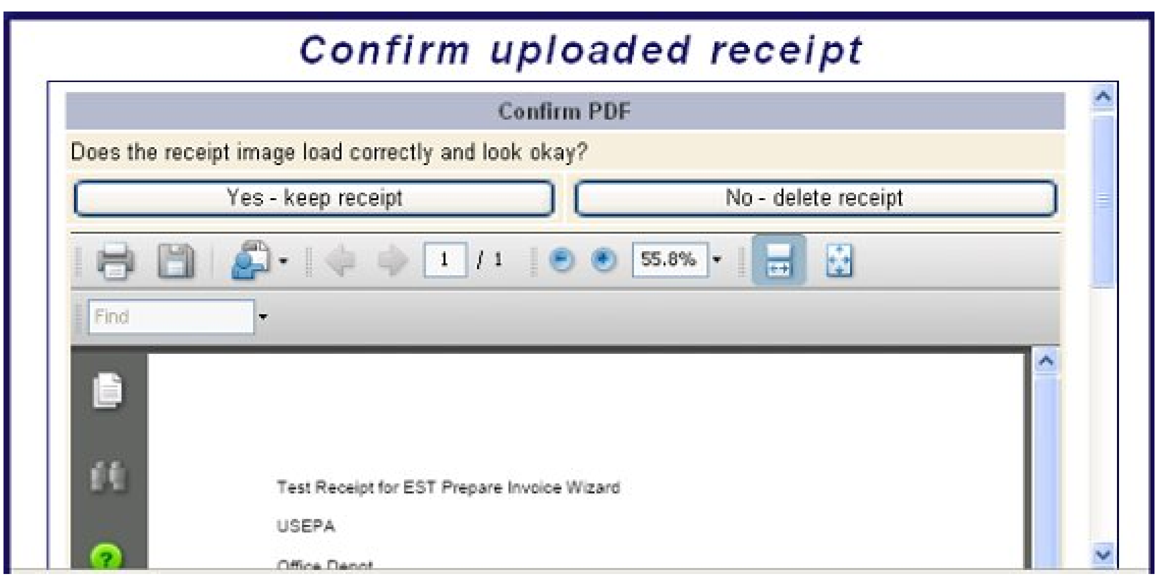
button at the bottom of the screen.

Upload Receipts

The next screen is used to upload images of receipts associated with the invoice being prepared. Scanned images of expense receipts are required as part of the invoice package. Images of receipts may be in BMP, GIF, JPG, PNG or PDF format, but must be scanned with a scanning density of 300 dots per inch (DPI). Note that receipt pages must be uploaded one 8-1/2 x 11-inch page at a time if they are not in PDF format. To upload images of receipts, use the Browse button to locate and select the file containing the image. Add a brief description of the receipt in the Description textbox. Then click the “Upload and View Confirmation Page” button.



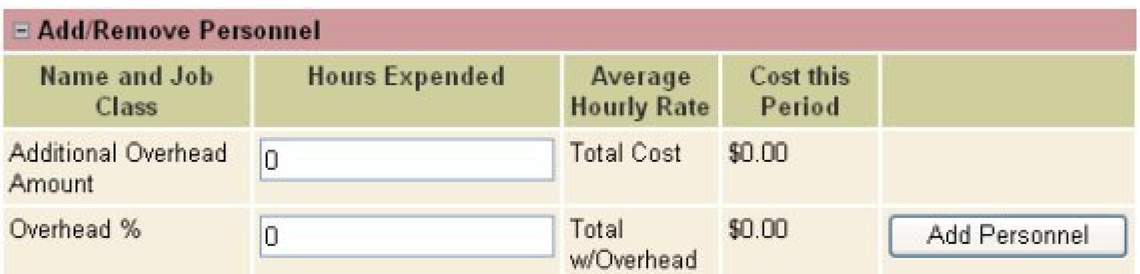
The next screen is used to view the PDF version of the receipt and either keep the receipt as part of the invoice package or delete it. After reviewing the PDF version of the receipt displayed in the lower portion of the screen, click either “Yes – keep receipt” or “No – delete receipt.” When finished, click the “Next” button at the bottom of the screen.



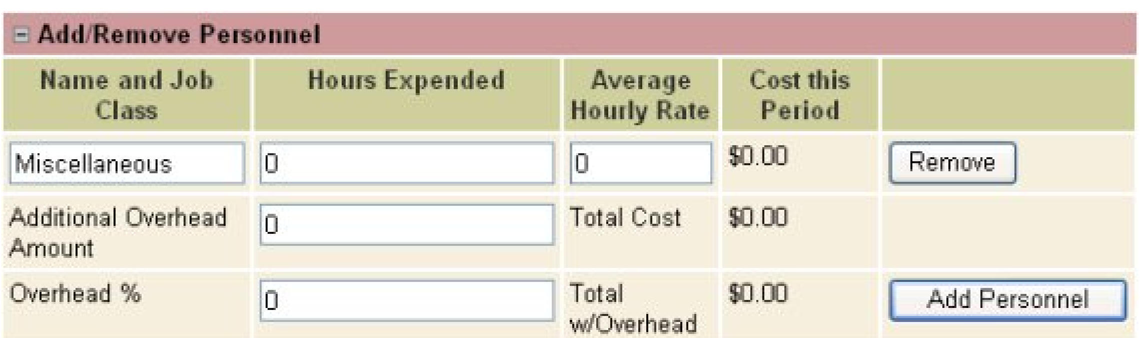
Edit Expenses

The next screen is used to enter invoice amounts for personnel charges, travel expenses, training expenses and other expenses. The top portion of the screen is populated with information about the invoice being prepared (i.e. agency name, agreement number, number assigned to the unsubmitted invoice, and the invoicing period start and end dates). The Invoicing Period End date can be changed by typing in the new date or using the Calendar feature to select a date.

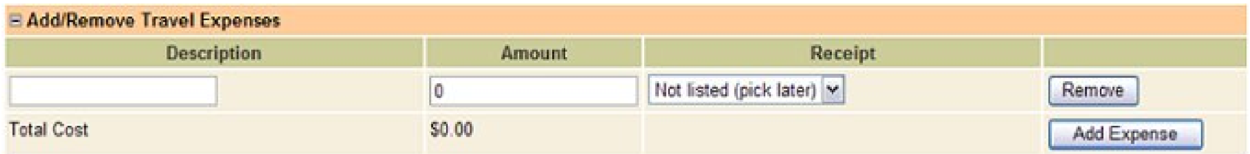
The next portion of the Edit Expenses screen is used to enter personnel changes for the invoicing period. Click "Add Personnel" to begin.



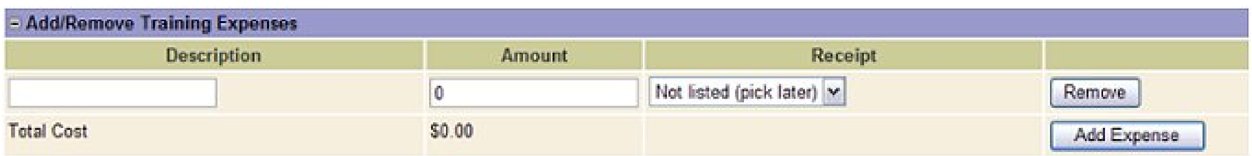
When "Add Personnel" is clicked, a line is added to the form where the person's name and job classification, number of hours worked during the invoicing period, average hourly rate, additional overhead amount, and overhead percentage are entered. As each number is typed in, the "Cost this Period" amounts are automatically calculated. If personnel charges for more than one person are being invoiced, click "Add Personnel" to enter the charges for each additional person. Note that all fields must contain data, so if you add a line that is not going to be used, you must delete that line by clicking the "Remove" button next to the line. The "Remove" button is also used to delete personnel charges that were previously entered (prior to finalizing and submitting the invoice).



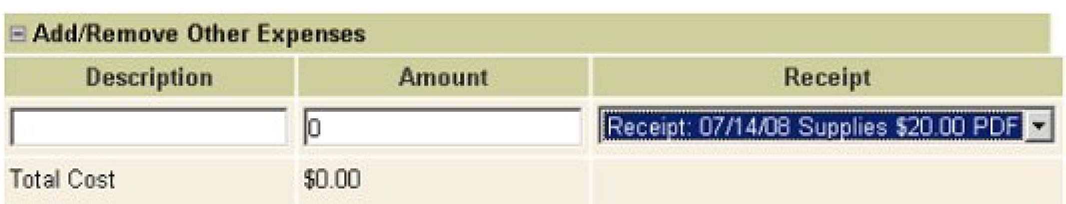
The next portion of the Edit Expenses screen is used to enter travel expenses for the invoicing period. Begin by clicking the “Add Expense” button. A line will be added to the form, as shown here, where a description of the travel expense and the amount are entered. Note that an image of the receipt for each travel expense amount must be included before an invoice can be finalized and submitted. To include additional travel expenses, click the “Add Expense” button again. If a line is added that is not subsequently used, click the “Remove” button to delete the line. The “Remove” button is also used to delete expenses that were previously entered (prior to finalizing and submitting the invoice).



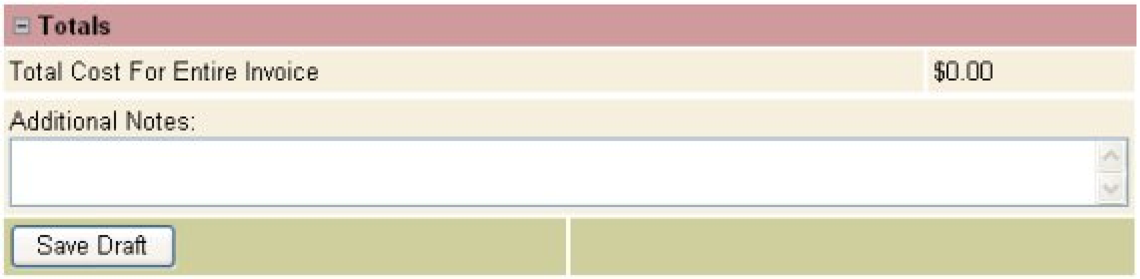
The next portion of the Edit Expenses screen is used to enter training expenses for the invoicing period. Begin by clicking the “Add Expense” button. A line will be added to the form, as shown here, where a description of the training expense and the amount are entered. Note that an image of the receipt for each training expense amount must be included before an invoice can be finalized and submitted. To include additional training expenses, click the “Add Expense” button again. If a line is added that is not subsequently used, click the “Remove” button to delete the line. The “Remove” button is also used to delete expenses that were previously entered (prior to finalizing and submitting the invoice).



The next portion of the Edit Expenses screen is used to enter other expenses for the invoicing period. Begin by clicking the “Add Expense” button. A line will be added to the form, as shown here, where a description of the expense and the amount are entered. Note that an image of the receipt for each expense amount must be included before an invoice can be finalized and submitted. In the example shown, a previously uploaded receipt has been included. To include additional expenses, click the “Add Expense” button again. If a line is added that is not subsequently used, click the “Remove” button to delete the line. The “Remove” button is also used to delete expenses that were previously entered (prior to finalizing and submitting the invoice). Note that all fields must be completed. In the example shown, a description of the expense and amount would need to be entered before saving the draft invoice.



The final portion of the Edit Expenses screen displays the total cost for the invoice being prepared, and provides a textbox for entering additional notes, if needed. The total cost for the invoice is automatically calculated based on the amounts entered for personnel, travel, training, and/or other expenses. To save the entries, click "Save Draft." To proceed to the next step for preparing the invoice, click the "Next" button at the bottom of the screen.

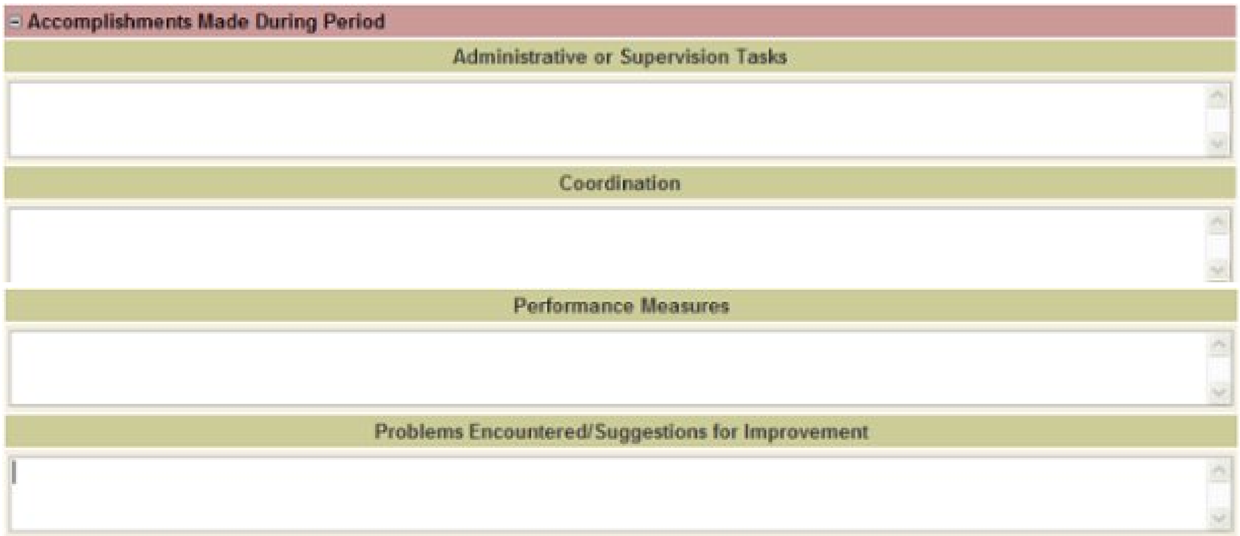


Summarize Agency Activities

The next screen is used to enter information about agency activities for the invoicing period. The top portion of the screen is populated with information about the invoice being prepared (i.e. agency name, agreement number, number assigned to the unsubmitted invoice, and the invoicing period start and end dates).

The remaining portions of the screen are used to enter narrative about agency activities, with separate sections for accomplishments made during the invoicing period, a summary of ETDM screening activities, and anticipated accomplishments for the next invoicing period, as shown in the example. Enter a brief description of activities for each category, using the textboxes.

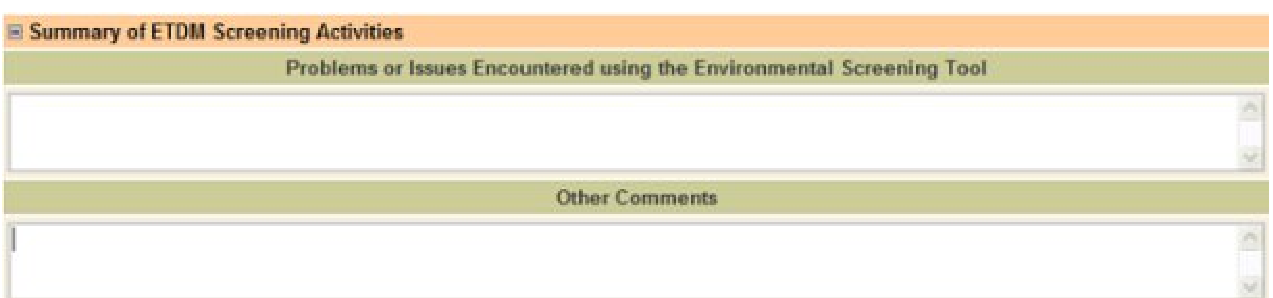
The first section is used to enter information about accomplishments made during the invoicing period.



Following are guidelines for the information for each category under Accomplishments Made During Period:

- Administrative or Supervision Tasks – discuss management and/or supervision tasks performed during the period
- Coordination – discuss non-field interagency and FDOT coordination
- Performance Measures – discuss how the agency has performed on the Performance Measures outlined in the Agreement
- Problems Encountered/Suggestions for Improvement – provide information on any problems discovered or anticipated, and any proposed improvements that would facilitate the streamlining effort of the ETDM Process

Under Summary of ETDM Screening Activities, use the textboxes to describe any problems encountered using the EST and any other comments.

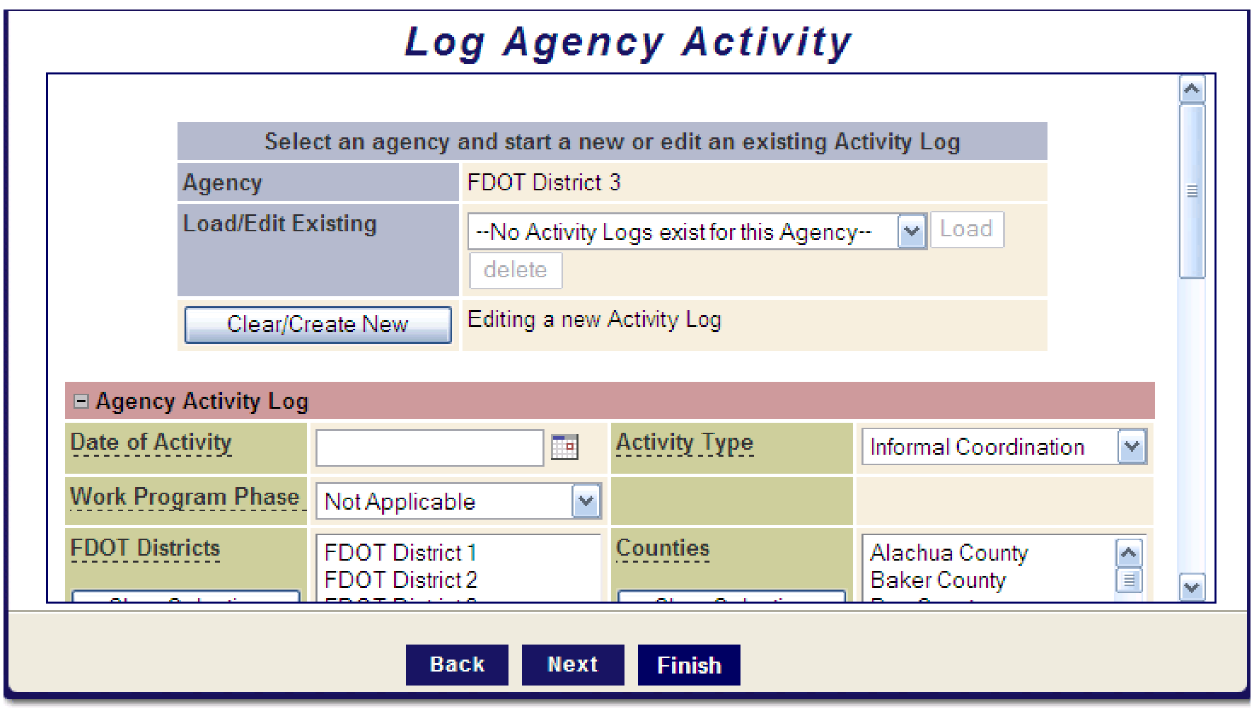


Under the Anticipated Accomplishments for Next Period, enter a brief description of anticipated activities for the next invoicing period, and the number of anticipated hours and number of persons performing the anticipated activities. When finished, click the “Save Draft” button on the left side of the screen, then click “Next.”

Log Agency Activities

The next screen is used to provide details about agency activities that are not recorded in the EST. These may include activities such as meetings, technical support of non-ETDM projects, and permit coordination. If there are no agency activities to log, click “Finish” to proceed to the View/Submit Invoice screen.

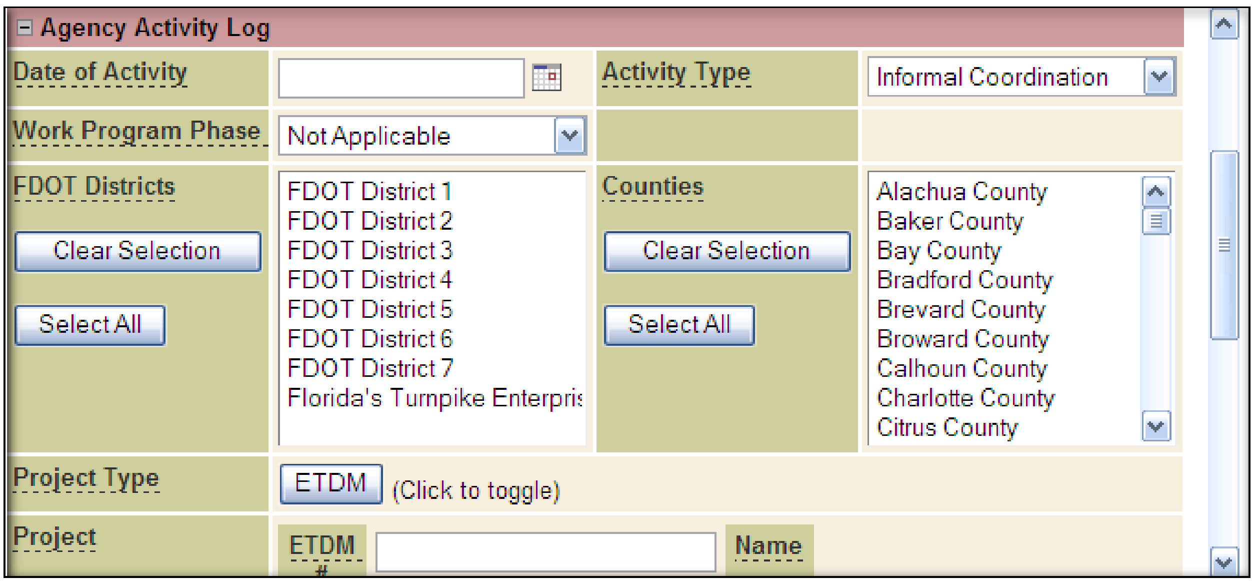
Each agency activity is logged individually. This screen can also be used to edit Activity Logs previously submitted via the EST.



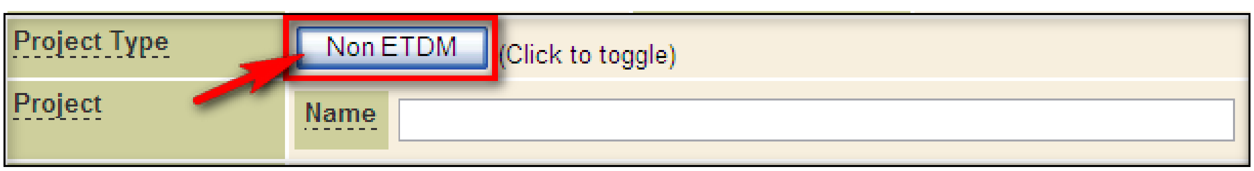
Agency activities are entered during this step using the Prepare Invoice wizard, or may be entered at any time by an agency ETAT representative using the Log Agency Activity tool found on the main menu under Invoicing Tools in the Tools menu.

Begin by either selecting an existing Activity Log to be edited from the pull-down menu, or click “Clear/Create New” to add an Activity Log. Use the form that opens to enter or edit the activity information.

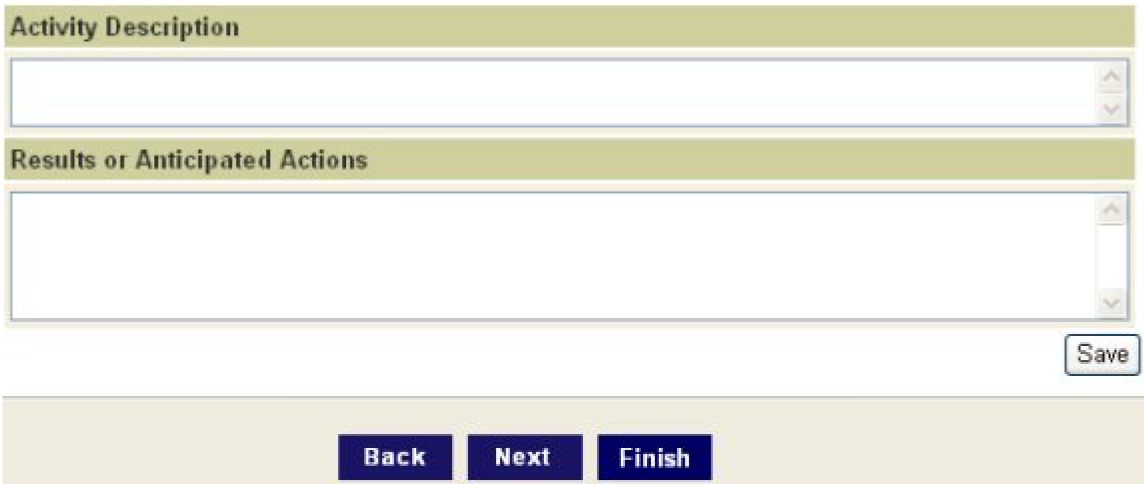
First, enter the date of the activity by either typing in the date (in mm/dd/yyyy format) or select the date from a calendar by clicking the icon. Then use the pull-down menus to select Activity Type, Work Program Phase, FDOT District, County, and ETAT Representative. If the activity is related to an ETDM project, type in the ETDM project number in the Project field, then press the tab key. Then enter the number of hours for the activity.



If the activity is not directly related to an ETDM project, click the **ETDM** button to toggle to **Non ETDM**. Select and load a project from the pull-down menu or create a new record by clicking “create new.” Enter the information for the project, as shown below, and then click “Save.” You can then enter the number of hours associated with the activity.



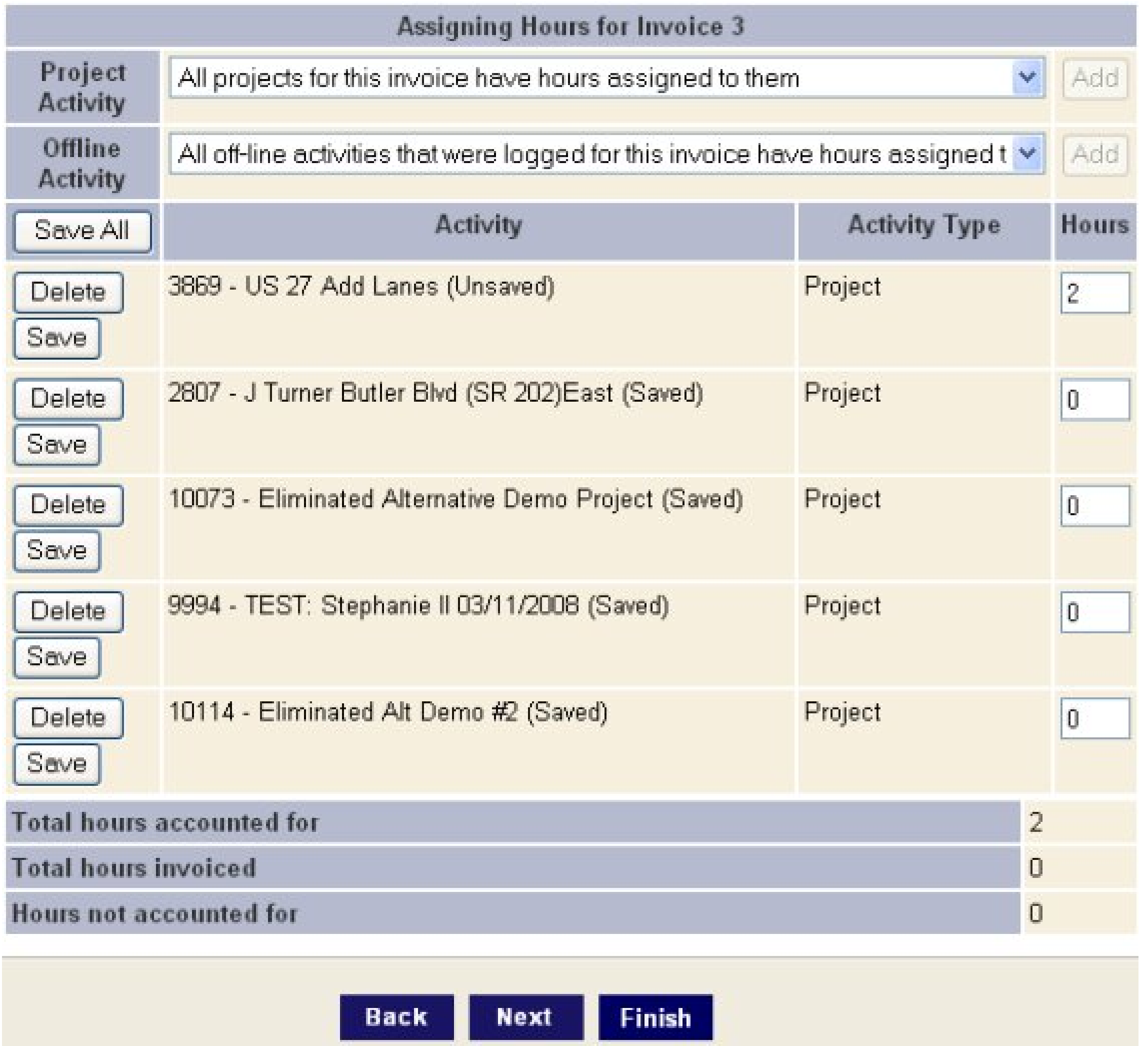
Use the Activity Description textbox to type in a brief text description of the activity being logged. Use the Results or Anticipated Actions textbox to describe any actions taken by FDOT or the agency as a result of the activity or any actions anticipated. When finished, click "Save." Then click "Next" to go to the next step, or click "Finish" to proceed to viewing and submitting the invoice,."



Assign Hours

The next screen is used to assign hours for each project or activity, or update hours previously assigned using the Agency Activity screen. The top portion of the screen displays the Agency, Agreement, and Invoice number for which hours are being assigned.

The bottom portion of the Assign Hours screen is used to enter the number of hours for project activities and, if needed, to update the number of hours for agency activities. The form will be populated with the number of hours entered into the database via the Activities Log. To assign hours for a project activity or update hours for an agency activity, enter the number of hours in the "Hours" field to the right of the activity, then click "Save." If you are assigning or updating hours for more than one activity, enter the number of hours for each activity, then click the "Save All" button at the top left side of the list. Note that as you enter hours for an activity, the "Total hours accounted for" field at the bottom of the list will automatically change to reflect the total number of hours assigned for the listed activities. When finished, click the "Next" button at the bottom of the screen.



View/Submit Invoice

The View/Submit Invoice screen includes a Payment Tracking Report and Agency Activity Report for the invoice that has been prepared. The Payment Tracking Record includes a summary of the agreement information pertaining to the invoice, followed by completed Schedule A-1 (Salary Costs), Schedule A-2 (Assigned Hours), Schedule E-1 (Reimbursable Direct Expense – Travel), Schedule E-2 (Reimbursable Direct Expense – Training), and Schedule E-3 (Reimbursable Direct Expense – Other) forms. The Agency Activity Report, which includes the information entered on the Summarize Agency Activities screen and the Log Agency Activity screen (if applicable), includes Accomplishments Made during Last Period, Summary of ETDM Screening

Activities, Anticipated Accomplishments for Next Period, and Agency Activities Log (if applicable). Examples of a Payment Tracking Report and Agency Activity Report are shown below.

Example Payment Tracking Report

⊟ Payment Tracking Report

⊟ Summary

Agency	US Environmental Protection Agency
Address	Address does not exist.
Report Number	3
Federal Project	001
MA Number	xyz098
Financial No	12345678901
Notice to Proceed Date	01/01/2008
End of Service Date	01/01/2010
AOA Renewal Date	01/01/2010

Name and Job Class	Hours Expended	X	Average Hourly Rate	=	Cost This Period
Total Direct Salary Costs					$0.00
Overhead	Allowable Overhead Percentage:		0.0%		$0.00
	Additional Overhead:		$0.00		
Total Salary Related Costs					$0.00
Spent to Date					$0.00
Balance					$40,000.00

Spending Details	Total Spent to Date	Previously Spent	Current Spent	Balance
Salary Related Costs & Benefits	$0.00	$0.00	$0.00	$10,000.00
Direct Expenses - Travel	$0.00	$0.00	$0.00	$10,000.00
Direct Expenses - Training	$0.00	$0.00	$0.00	$10,000.00
Direct Expenses - Other	$0.00	$0.00	$0.00	$10,000.00
Total	$0.00	$0.00	$0.00	$40,000.00

By submittal of this invoice, the Agency certifies that all expenditures contained in this invoice represent actual project costs as reflected in our accounting records, and those expenditures are allowable, reasonable, necessary, and in accordance with the Funding Agreement.

The Summary section of the Payment Tracking Report is followed by the Schedule A-1 and Schedule A-2.

Schedule A-1

Agency	US Environmental Protection Agency				
MA/Contract Number	xyz098				
Financial ID No.	12345678901				
Name and Job Class	Hours Expended	X	Average Hourly Rate	=	Cost This Period
Total Direct Salary Costs					$0.00
Overhead	Allowable Overhead Percentage:		0.0%		$0.00
	Additional Overhead:		$0.00		
Total Salary Related Costs					$0.00

Schedule A-2

Activity	Activity Type	Hours
2807 - J Turner Butler Blvd (SR 202)East	Project	0.0
8307 - TEST: Stephanie 10-16-2006	Project	0.0
9993 - TEST: Stephanie 03/11/2008	Project	0.0
9793 - Test: Steph NonViable 02/05/2008	Project	0.0
7920 - St Johns River Crossing	Project	0.0
9953 - TEST: Steph Milestone Grouping IV - 03/03/2008	Project	0.0
3869 - US 27 Add Lanes	Project	0.0
9753 - TEST	Project	0.0
10013 - TEST: Steph 03/12/2007	Project	0.0
10033 - Test: Sarah Non-Viable 3/13/2008	Project	0.0
10073 - Eliminated Alternative Demo Project	Project	0.0
9994 - TEST: Stephanie II 03/11/2008	Project	0.0
10114 - Eliminated Alt Demo #2	Project	0.0
Total Hours Accounted For		0.0

The Schedule A-1 and Schedule A-2 sections of the Payment Tracking Report are followed by the Schedule E-1, Schedule E-2, and Schedule E-3, followed by a list of Attachments (if applicable).

⊟ Schedule E-1

Agency	US Environmental Protection Agency
MA/Contract Number	xyz098
Financial ID No.	12345678901

REIMBURSABLE DIRECT EXPENSE -TRAVEL (1)

Item Description	Amount
Total Reimbursable Direct Travel Expenses	$0.00

(1) All requests for reimbursement for travel expenses must be supported by a completed State of Florida Voucher for Reimbursement of Travel Expenses or similar Federal forms per 41CFR, chapter 301 and accompanied with receipts, invoices, etc.

⊟ Schedule E-2

Agency	US Environmental Protection Agency
MA/Contract Number	xyz098
Financial ID No.	12345678901

REIMBURSABLE DIRECT EXPENSE -TRAINING

Item Description	Amount
Total Reimbursable Direct Training Expenses	$0.00

All requests for reimbursement must be accompanied with receipts, invoices, etc.

⊟ Schedule E-3

Agency	US Environmental Protection Agency
MA/Contract Number	xyz098
Financial ID No.	12345678901

REIMBURSABLE DIRECT EXPENSE -OTHER

Item Description	Amount
Total Reimbursable Direct Other Expenses	$0.00

All requests for reimbursement must be accompanied with receipts, invoices, etc.

⊟ Attachments

- Test Receipt 04/08/2008

Example Agency Activity Report

⊟ Agency Activity Report

⊟ Accomplishments Made During Period: 03/08/2008 to 04/11/2008

Administrative or Supervision Tasks
Coordination
Performance Measures
Problems Encountered/Suggestions for Improvement

Total Staff Hours	0.0	*(From Schedule A-1)*
Total Number of People Involved	0	*(From Schedule A-1)*

⊟ Summary of ETDM Screening Activities

Number of Projects Reviewed:	0
Number of Alternatives Reviewed:	0
Number of Reviews Found:	0

Problems or Issues Encountered using the Environmental Screening Tool
Other Comments

⊟ Anticipated Accomplishments for Next Period

Description of Activities

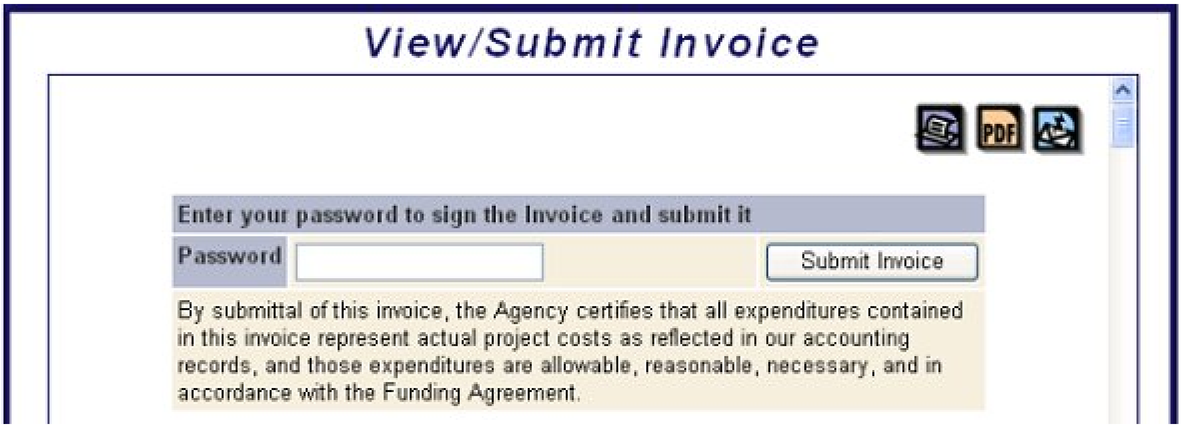
Total Staff Hours Anticipated	0.0
Total Number of People Involved	0

⊟ Off-Line Agency Activity Log

None

If changes need to be made to the invoice before submittal, click the X button on the far right side of the screen to close the wizard. You can then access the unsubmitted invoice selecting Prepare Invoice on the Wizards menu, and make any necessary changes.

Use the icons at the top of the screen to print the invoice or save it on your computer as a PDF file. To submit the invoice, enter the Invoice Submitter password for your agency, and click "Submit Invoice."



When the invoice is submitted, a PDF file of all of the components is created and stored in the database. The PDF will have the submittal date and "DRAFT" printed on each page. The Invoice Administrator and Invoice Reviewers receive an email informing them that the draft invoice is available on the EST for their review. The Invoice Submitter receives a copy of the email. The email identifies the invoice by agency, agreement number, invoice number, and submittal date.

Advance Pay Request

The Prepare Invoice wizard can be used to prepare requests for Advance Payment and to report expenditures by agencies that are authorized to receive advance payment. On the first screen of the Prepare Invoice wizard, select the agreement for which advance payments have been authorized. Enter the Invoicing Period End date by either typing in the date (in mm/dd/yyyy format) or selecting the date from a calendar by clicking the icon. The Advance Payment Request form that opens is automatically populated with information about the agreement, as shown in the example.

Next, enter the amounts for compensation elements (labor and expenses) for the Advance Pay Request. After the amounts for compensation have been entered, the EST calculates the total amount of the advance payment requested, the total advance payments to date (including the current request), and the balance remaining in the contract.

⊟ Prepare Advance Pay Request (pre-populated data)	
MA / Contract Number	1-082909
Address:	Address does not exist.
Federal Project No:	005
Financial No:	5678
Brief Task Description	See Attachment A (Project Report)

⊟ Compensation Elements are as follows:		
Element Description	**Method of Compensation**	**Amount**
Labor	Direct Salary plus Overhead	0
Expenses	Actual Expenditures	0
	Amount of Advance Requested	$0.00

Notes about the Advance Pay Request can be added, using the "Other notes" textbox. When finished, click "Save." The data you entered will be added to the database, and will be displayed on the Payment Tracking Report Summary Sheet of your current invoice submittal.

⊟ Final notes and submitting:	
Other notes	
Total Advances to Date (including this one): $1,754.00	Balance: $98,246.00
By submittal of this advance pay Request, the above named Agency certifiees that this is a reasonable estimate of the work to be performed as described in Attachment A (Project Report)	
	Save

Back Next Finish

Click "Next" to add documentation for expenditures associated with your previously submitted Advance Pay Request (also referred to as Current Reporting Period expenditures). Clicking "Next" will take you to the Upload Receipts screen described above, and the wizard will sequence you through all the subsequent steps for documenting expenditures for the Current Reporting Period (i.e., Confirm uploaded receipt, Edit Expenses, Summarize Agency Activities, Log Agency Activity, and Assign Hours).

When finished, click the “Finish” button at the bottom of the screen to proceed to the “View/Submit Invoice” screen. An Advance Pay Request Report, followed by a Payment Tracking Report for the Current Reporting Period expenditures will be displayed, as shown below.

⊟ Advance Pay Request Report

Agency: Northwest Florida Water Management District	
Address: Address does not exist.	
Date: 7/14/2008	Advance Request Order No: 15
Federal Project No.: 005	Financial No.: 5678
MA Number: 1-082909	
Brief Task Description: See Attachment A (Project Report): See Attachment A (Project Report)	

Compensation Elements are as follows:

Element Description	Method of Compensation	Amount
Labor	Direct Salary plus Overhead	$1,500.00
Expenses	Actual Expenditures	$500.00
	Amount of Advance Requested	$2,000.00

Other Notes:

Total Advances to Date:	$3,754.00	Balance:	$96,246.00

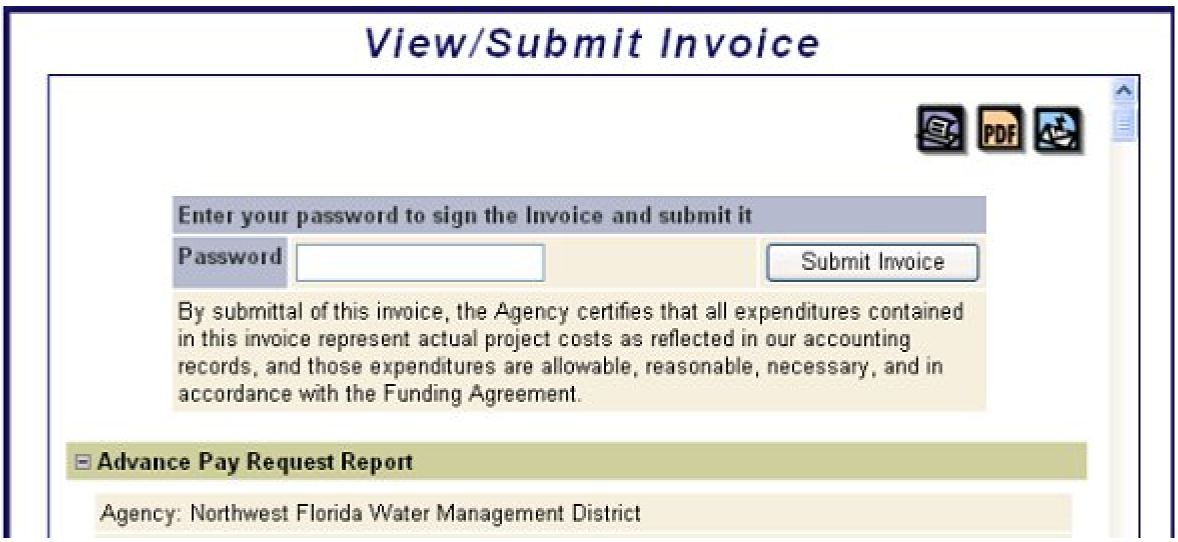
⊟ Payment Tracking Report

⊟ Summary

Agency	Northwest Florida Water Management District
Address	Address does not exist.
Report Number	15
Federal Project	005
MA Number	1-082909
Financial No	5678
Notice to Proceed Date	07/11/2003
End of Service Date	07/07/2008
AOA Renewal Date	07/08/2008

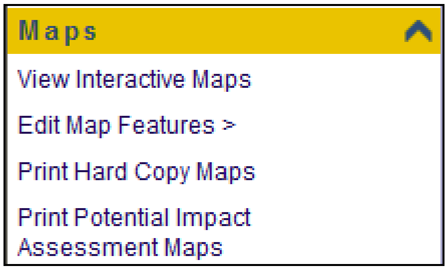
Check the information for accuracy. If changes need to be made before submittal, click the X button on the far right side of the screen to close the wizard. You can then access the unsubmitted Advance Pay Request and invoice package by selecting Prepare Invoice on the Wizards menu, and make any necessary changes.

Use the icons at the top of the screen to print, save as a PDF file, or email the Advance Pay Request and invoice package. To submit the Advance Pay Request, enter the Invoice Submitter password for your agency, and click "Submit Invoice."



3.4 Maps (*Updated 11/30/2011*)

The **Maps** menu allows you to access various types of maps, both interactive and hard copy.



3.4.1 Interactive Maps

A key component of the Environmental Screening Tool (EST) is access to Geographic Information Systems (GIS) data about ETDM projects and environmental resources. GIS is a computer technology that brings together information about anything with a physical location, such as an address or map coordinates. The EST interactive maps are linked to data files that describe an area's features. When you click on a location on the map, the EST can access database information describing the features shown for the selected map location.

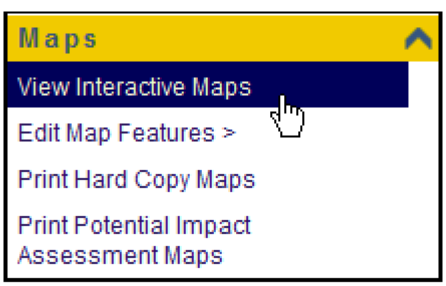
3.4.1.1 *Map Viewer (Updated 11/30/2011)*

The **Map Viewer** provides easy access for selecting features, changing the geographic extent, and querying the database.

You can open the **Map Viewer** by doing any of the following:

- Click the **Maps** menu, and then click **View Interactive Maps**.

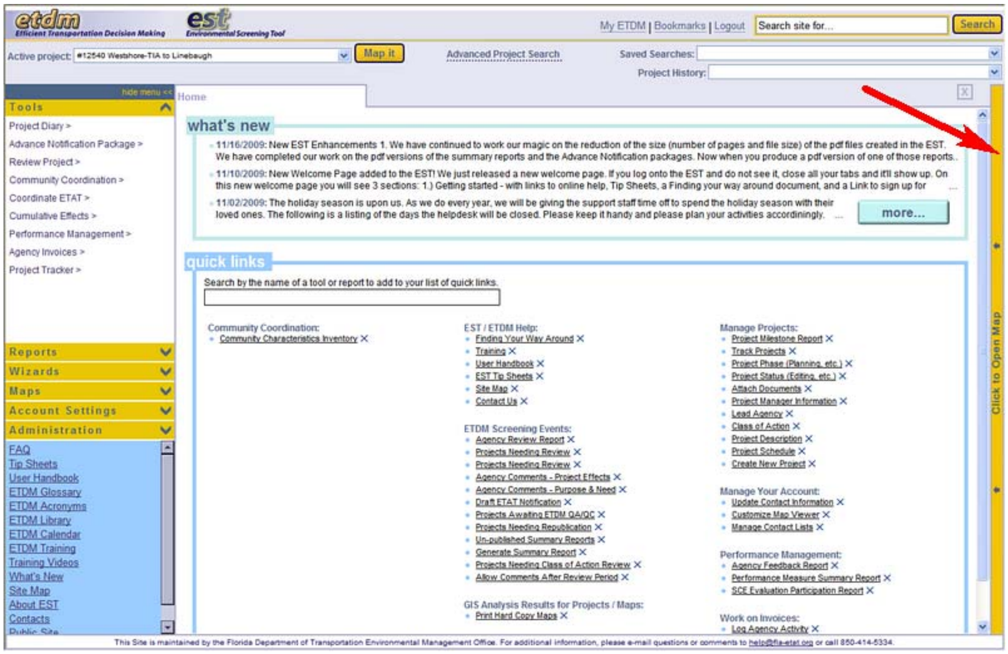
  Note: You do not need to select a project before opening the **Map Viewer**.



The **Interactive Map Viewer** opens and displays either the state of Florida or the project last viewed on the map, depending on the preferences you have set.

Note: Maps retain the most recently used project selection and map extent unless the user clicks the **Map it** button to refresh the map using new project selections.

- Click the **Click to Open Map** bar.

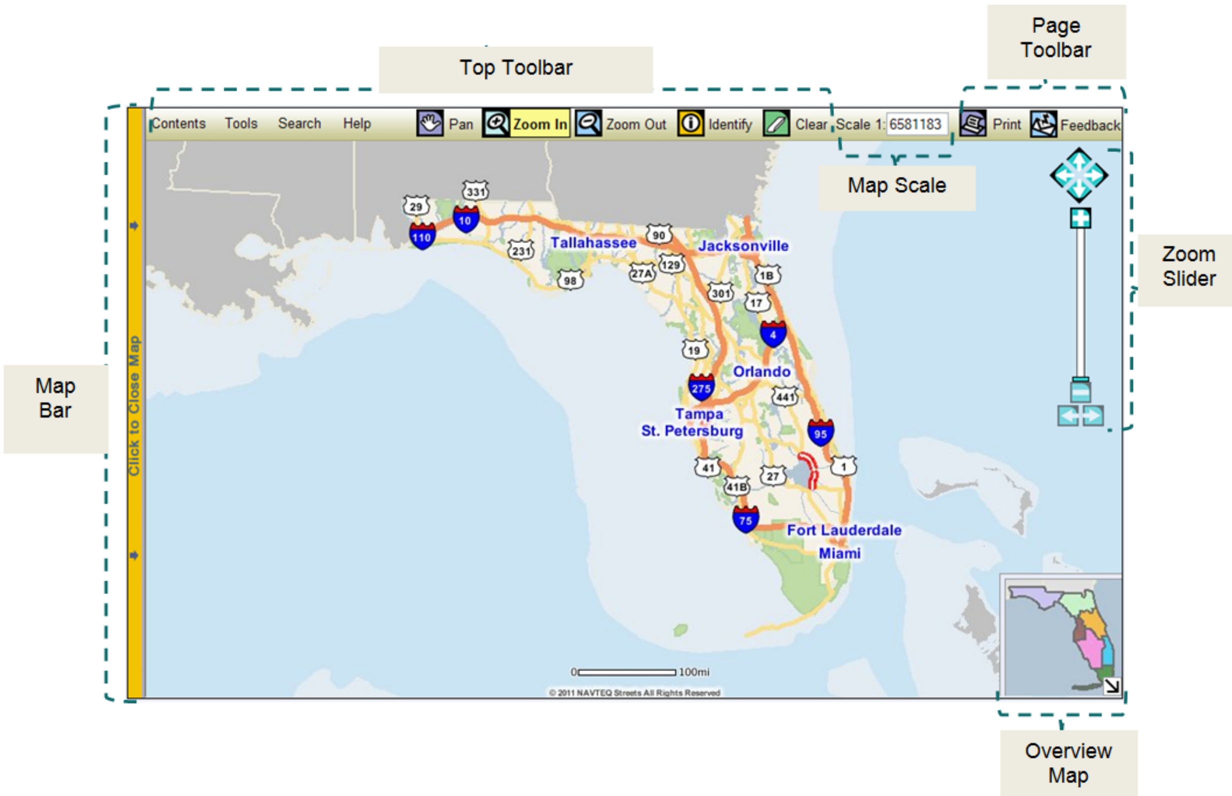


The map opens and covers the EST window. Click the **Click to Close Map** bar to hide the map.

- To zoom to a project location on the map, do the following:
  - Select a project using **Advanced Project Search**, and then click the **Map It** button.

  - Double-click on your target area directly on the **Map Viewer**.
  - Click the **Zoom In** icon on the top toolbar, and then highlight the target area on the **Map Viewer**.

The main portion of the **Map Viewer** screen is the image of the current map. Use the menus and toolbars to select features, change the geographic extent, and query the database from the **Map Viewer** window. The next illustration displays the components of the **Map Viewer**. Instructions for using the main components of the **Map Viewer** are described in the following sections:



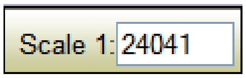
3.4.1.1.1 Overview Map

The overview map displays the general vicinity of the current map view compared with the state of Florida. The corner arrow acts as a toggle button.

- Click the ↖ arrow to open the location map.
- Click the ↘ arrow to close the location map.

3.4.1.1.2 Map Scale

The **Map Scale** is set automatically when the map extent changes. You can set the scale manually by clicking on the **Scale** box and typing a whole number for the desired scale (e.g., to set the relative map scale to 1:24,000, type “24000” in the box).



The available data layers that can be viewed on the map change as you zoom in and out of the map because more detailed data become available as you zoom in. Some layers are scale dependent. Detailed and dense data do not become available until the map is zoomed in to a scale of 1:70,000. Generalized data that have a corresponding detailed layer are turned off when the more detailed layer is made available. For example, rivers and streams that were digitized from 1:100,000-scale maps are available when the map is zoomed to 1:800,000-scale. When the map is zoomed to 1:70,000, these are turned off and the 1:24,000-scale rivers and streams are turned on. Data layers that are made visible (checked check box), but not shown at the current scale, are indicated by a magnifying glass icon, . Zoom in or out to view these layers. The data sets are grouped into four scale-dependent categories:

Zoomed Out More than 1:800,000

Only general map reference information appears, such as FDOT district and county boundaries, urban areas, and a few large water features on the map.

1:250,000 - 1:800,000

More detailed map reference information, such as major highways and city limits, are added to the map. More distinct hydrographic features are added, with a general indication of large wetlands areas. At this scale, the ETDM project centerlines can be viewed on the map.

1:70,000 - 1:250,000

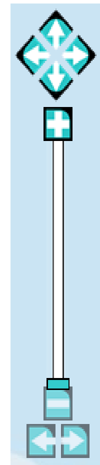
At this scale, the resource data begin to appear in the **Contents** panel. Resources represented by points, generalized lines, and large polygon areas are visible, such as the FDOT Roadways, US Census data, Level 1 of the Florida Land Use Land Cover Classification System (FLUCCS), and Public Lands boundaries.

Zoomed In More than 1:70,000

All of the issues data are visible at this scale, as are the most detailed base map layers. Please be aware that most of the GIS data were developed for planning purposes rather than design and engineering. The most precise data were usually mapped from 1:24,000-scale map sources such as the USGS 7.5-Minute Topographic Map Series. Please read the metadata for information about the accuracy and intended use of each data set before making project-specific decisions and recommendations.

3.4.1.1.3 Zoom Slider

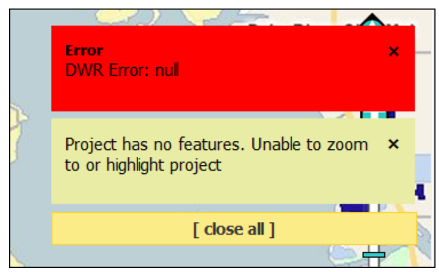
The zoom slider allows you to change the map view extent.



- Click the directional arrows, , to move the map view north, south, east, or west.
- Drag the zoom slider toward the plus icon, , to zoom in on an area for more detail.
- Drag the slider to the minus icon, , to zoom out of an area.
- Click the back arrow, , to return the map view to the previous extent (works like the "Back" function on a browser).
- Click the right arrow, , to return the map view to the extent prior to clicking the back arrow (works like the "Forward" function on a browser).

Tip! To change the map from a zoomed area back to the map showing the state of Florida, slide the zoom slider to the minus sign symbol, .

Note: The **Map Viewer** displays messages in the upper right corner of the map if an error has been encountered or if the **Map Viewer** is unable to zoom to an area or display features in a zoomed area. If you have questions about an error message, contact the ETDM Help Desk at help@fla-etat.org or call 850-414-5334.



3.4.1.1.4 Page Toolbar

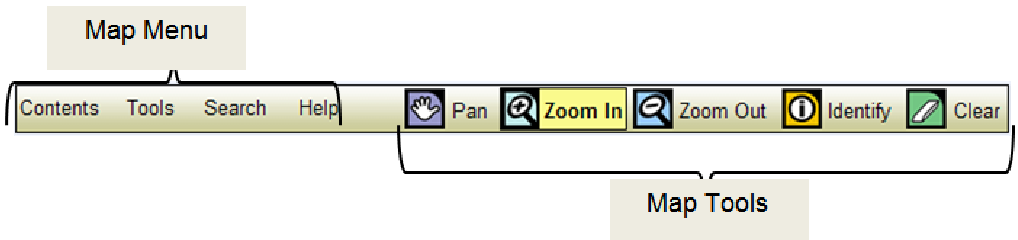
Click the page tools on the top toolbar to:

 Print a copy of the current page.

 Send feedback about the current page.

3.4.1.2 *Map Toolbar: Tools*

The toolbar at the top of the **Map Viewer** screen contains mapping tools and a map menu. Instructions for using the components of the top toolbar are described in the sections that follow.



The tools in the top toolbar enable you to quickly access commonly used map functions. The toolbar icons are described as follows:

Click the **Pan** icon to move the extent of the map view. Click on the map and drag to the desired location.

Click the **Zoom In** icon to enlarge a specific area of the map for greater detail. Click on the map and drag the shaded box to highlight an area you want to zoom to.

Click the **Zoom Out** icon to reduce the magnification level of a specific area. Click on the map and drag the shaded box to highlight an area you want to zoom out of.

Click the **Identify** icon to view information on an area's features. (See the Identify Map Features section for details on using this tool.)

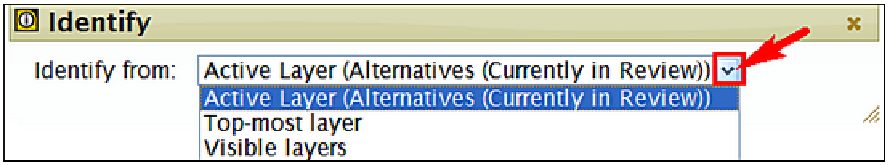
Click the **Clear** icon to clear selected features in the active data layer.

3.4.1.2.1 Identify Map Features

The identify map features component of the EST enables you to view information about an area's features by map layer.

1. Zoom to an area on the map by doing one of the following:
   - Point to a target area on the map and then use the **Zoom In** tool on the map toolbar.
   - Select a project using **Advanced Project Search** and then click **Map It**.
2. Select a feature you want highlighted on the map by turning a layer on or off (See the Table of Contents section of these instructions for information on using map layers).
3. Click the **Identify** icon, , on the top toolbar; the **Identify** list box appears.
4. Click on the map to view feature information for a selected location.

5. Click the drop-down arrow to expand the list of map layers.

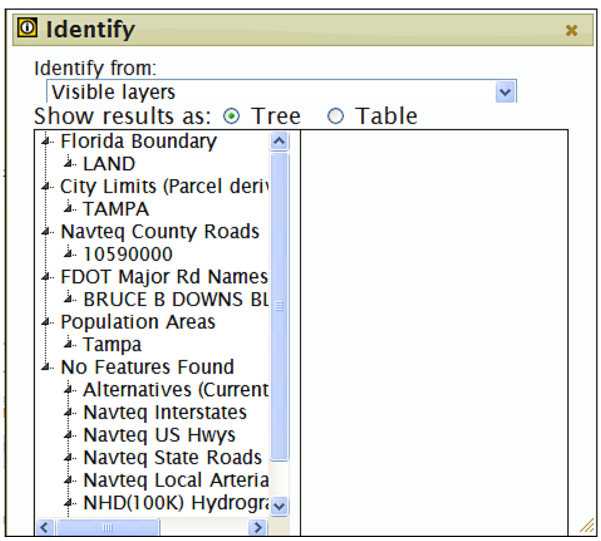


Select the map layer option you want to display on the map.

- **Active Layer (Alternatives (Currently in Review))** – Displays the layer that has been selected as active in the **Contents** panel.
- **Top-most layer** – Displays the dominant layer that overlays the lower layers in a geographic map data frame (i.e., like layer transparencies stacked on top of each other, the topmost layer is at the top of the stack and obscures the layers below it)
- **Visible layers** – Displays all the layers that have been turned on in the layers list

The **Identify** box expands, showing the results for the selected layer. The **Identify** box will also display **No Features Found**, which Lists layers in which no features were found for the selected location.

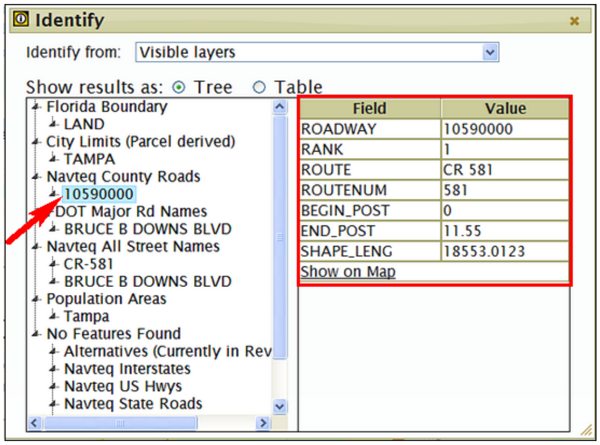
Tip! You can view the results in an outline (tree) format or as a table. Click the **Tree** option button to view the results in an outline format. Click the **Table** option button to view the results in a table format.



Tip! The **Identify** box can be moved or resized to provide a better view of the map. To move the **Identify** box to another part of the map viewer screen, click the title bar at the top of the **Identify** box and drag the box to the desired spot. To reduce the **Identify** box size, click the bottom right corner of the box and drag the corner in the opposite direction. Click and drag the bottom corner to the right to expand the **Identify** box.

6. To display details for a particular area, click the feature listing or click the layer detail. A table appears and shows the data for the selected option.

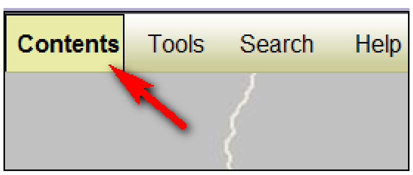
Tip! Click the **Show on Map** link to highlight the area on the map. After you click the **Show on Map** link, the map viewer will zoom to and shade the selected area, and the **Identify** box will refresh and display the feature results for the area.



3.4.1.3 *Map Toolbar: Map Menu*

The map menu displays options for selecting features, turning layers on and off, querying the database, and viewing help for using the map tools.

- Click a map menu button to display the menu panel. The button becomes highlighted when you point to it, as shown in the next illustration.



- The menu panel displays the list of available options for the selected menu item.

3.4.1.3.1 Table of Contents

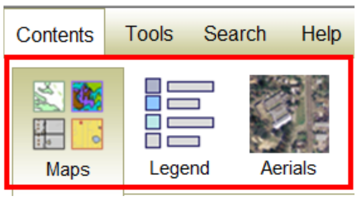
The **Contents** panel in the map menu contains the table of contents for the **Interactive Map Viewer**, enabling you to apply queries and control the type of layers displayed on the map.

Note: A layer is a dataset that represents a single feature class (e.g., roads, streams, forest stands). Each layer that is loaded will be listed in the table of contents.

The **Contents** panel in the map menu displays the following components:

- The **Active project** (if applicable)
- A list of **Maps**, enabling you choose the type of resource issue you want to analyze in the **Map Viewer**
- A list of layers, displaying options to specify the type of analysis you want to run in the **Map Viewer** (e.g., projects in draft editing, projects currently in review, projects previously reviewed, Alternatives and features, demographics, and road information)

- An **Auto-refresh Settings** option that allows you to either set the amount of time the map automatically refreshes after another view is selected or to manually refresh the map by clicking the **Refresh** button.
- **Layer Visibility Settings** that enable you to set the current map as the default map
- A legend that displays a list of symbols for each layer
- A list of digital aerial photography layers that can be toggled on and off



The **Contents** panel displays thumbnails for easy access to the following map components:

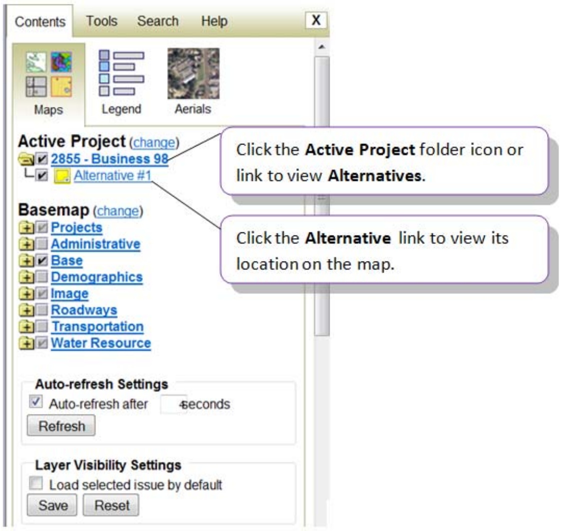
- **Maps** – Click to display the list of resource issues (See the list of resource issues in the Selecting Issue Layers and Setting Map Preferences section for a definition of each issue map).
- **Legend** – Click to view the map symbols key.
- **Aerials** – Click to view digital aerial photography of an area (See the Digital Aerial Photography section for details).

3.4.1.3.1.1 *Selecting Layers and Setting Map Preferences in the Table of Contents*

1. Zoom to an area on the map by doing one of the following:

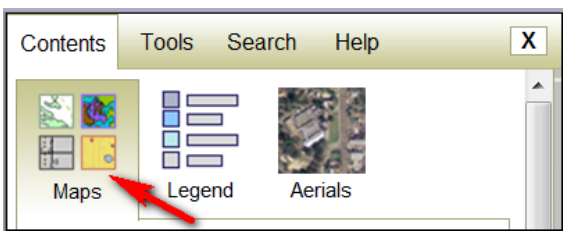
- Point to a target area on the map and then use the **Zoom In** tool on the map toolbar, and then click and drag the highlight over your target area.
- Select a project using **Advanced Project Search** l (as described in the Navigation chapter of the EST Handbook), and then click **Map It**.

2. Click **Contents.**



The Contents panel displays the list of layer options for the current view. If you selected a project and clicked the **Map It** button, the Active project name and number will be displayed**.**

Tip! Click the change link to change the Active project.



3. Click **Maps**.

The **Maps** icon expands, showing a series of thumbnails that represent the issues or categories relating to environmental effects.

The issues displayed in the **Maps** box are listed below, along with a description of each map.

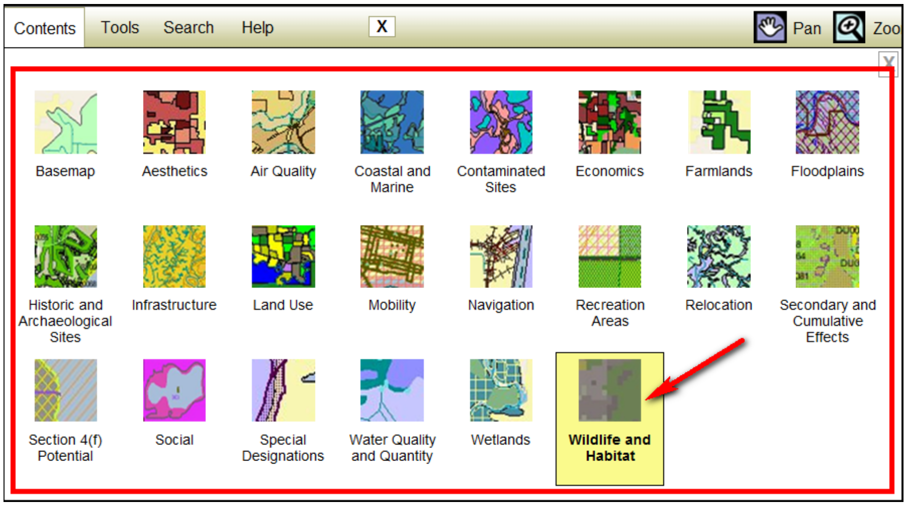
- **Base Map***:* Contains data representing an overview of the project area, for example, major roads, water bodies and rivers, county boundaries, and FDOT District boundaries. These data are not considered an issue for analysis, but as a reference for all other issues being reviewed. Base map data are also included in each of the issue maps.
- **Aesthetics***:* Includes data used to evaluate project effects on community character, including resources that may be sensitive to noise, vibration, and visual intrusions.
- **Air Quality***:* Contains data for the assessment of the air quality surrounding proposed project sites. Used to identify if the project is located in a non-attainment or maintenance area for ozone or particulate matter.
- **Coastal and Marine***:* Pertains to the evaluation of coastal ecosystems, marine life, sensitive shorelines, and degradation/preservation concerns.

- **Contaminated Sites**: Contains data to support the evaluation of the likelihood of contamination and its impact on the proposed project.
- **Economics**: Includes information to assist with the evaluation of effects to businesses, employment, and changes in the tax base.
- **Farmlands**: Used to determine the potential involvement of any farmlands within the proposed project study/construction area.
- **Floodplains**: Contains data to support the evaluation of the 100-year floodplain within the proposed project study/construction area. Considerations include the type of encroachment, potential for backwater impacts, and project influence on floodplain development.
- **Historic and Archaeological Sites**: Used for assessing the potential involvement with properties eligible for or listed on the National Register of Historic Places.
- **Infrastructure**: Contains data that represent the current infrastructure of the project area in order to determine possible impacts.
- **Land Use**: Used to identify existing and future land uses that show growth potential and the potential for the proposed project to induce area growth.
- **Mobility**: Contains data used to examine the public transportation facilities of an area.
- **Navigation**: Contains data used to determine if a USCG navigation permit is required.
- **Recreation Areas**: Contains data to be used to identify all recreational areas within the proposed project study area.
- **Relocation**: Designed to evaluate the potential displacement of residences, businesses, community institutions, etc.
- **Secondary and Cumulative Impacts**: Contains data sets for the determination of possible secondary and cumulative effects within the proposed project study area.
- **Section 4(f) Potential**: Contains data to be used to identify all potential Section 4(f) designated lands within the project study area.
- **Social**: Concerned with changes in demographics, community cohesion, safety/emergency response, and compatibility with community goals and values.
- **Special Designations**: Used for identifying all specially designated lands within the project study area.
- **Water Quality and Quantity**: Contains data for surface water and groundwater quality and quantity impact assessment.
- **Wetlands**: Used to identify the amount of wetlands affected by the proposed project, the type of wetlands involved, and their overall significance to the surrounding area.
- **Wildlife and Habitat**: Used to consider any species or habitat affected by the proposed project.

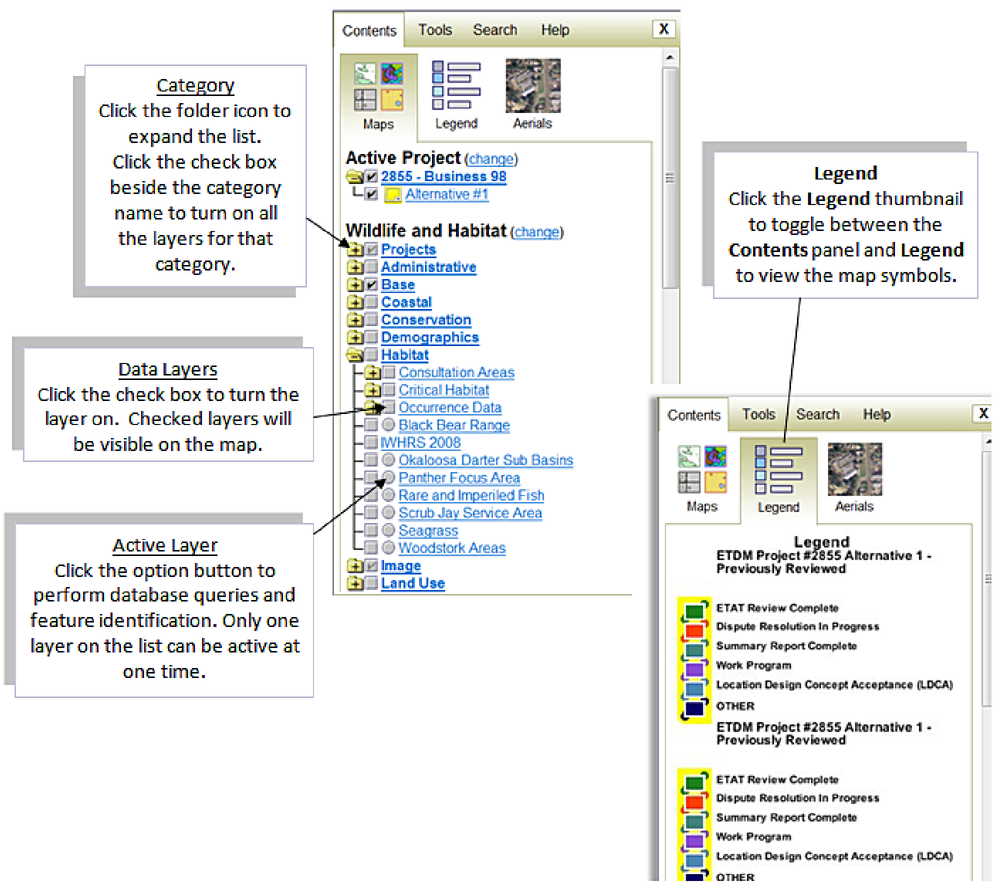
Please Note: Data requirements were identified during a series of workshops with representatives from ETAT agencies. Existing data layers were identified to meet those requirements, when available. The best source of available information to meet the requirement has been used in each map; however, not all information was available. As new data layers are made available, they are added to the maps. A current list of data layers for each issue can be obtained on the **Frequently Asked Questions (FAQ)** link from the Environmental Screening Tool home page. Contact **help@fla-etat.org** if you have additional data layers to add to these maps.

4. To set map preferences, do the following:

- Select the map you want to use by clicking the appropriate thumbnail for the issue you are reviewing. For the next series of illustrations, **Wildlife and Habitat** is shown as the selected issue related to the **Active project**.



The **Contents** panel automatically refreshes, displaying the list of data layers available in the **Map Viewer** for the selected resource issue.



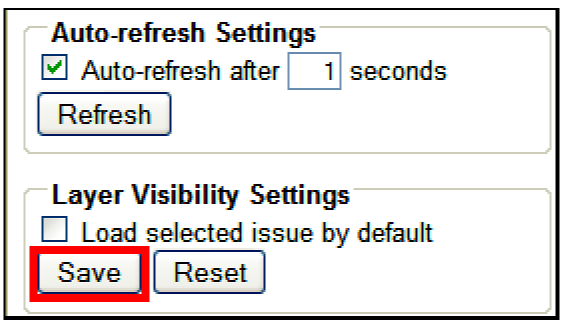
Tip! Click the **change** link beside the resource issue header to display the **Maps** resource issue thumbnails.

- Click the **Category** label or folder icon to expand the list of data layers.
- Click a check box to display a layer on the map. To hide a layer, click the checked box to deselect the layer.
- Click an option button to select the layer you will be working in (this is referred to as the active layer)

Note: Only one layer at a time can be active.

- Click **Refresh** to apply your changes to the map. You can set your map to automatically refresh and set the refresh time by clicking the **Auto-refresh** check box and then typing a number in the **seconds** text box.
- Click **Save**. The following attributes will be saved to the map and will apply to future map viewer sessions:
    - **Layer Visibility Settings** – The map layers that were turned on for the selected issue.
    - **Load selected issue by default** – The current selections automatically load when you open the **Map Viewer**.

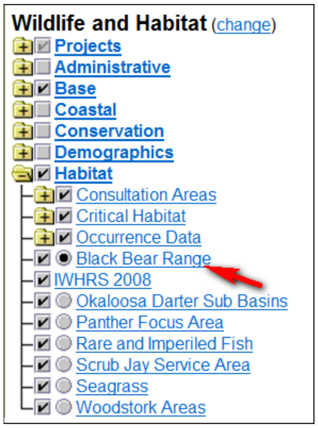
Note: By default, the **Basemap** opens when the **Map Viewer** is first used in a session. You can select a different default issue map by clicking the **Load selected issue by default** check box.



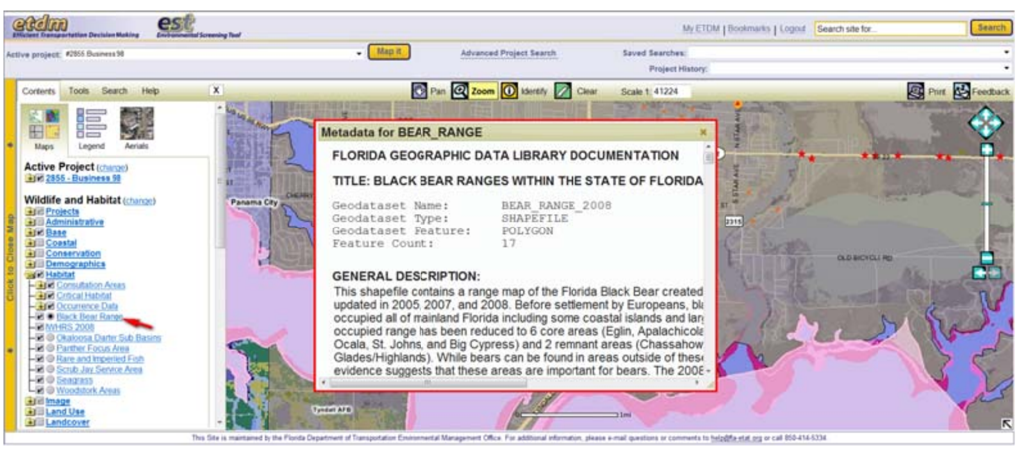
3.4.1.3.1.2 *Viewing Map Layer Metadata*

The **Contents** panel provides access to metadata for each layer, providing detailed information about the source, accuracy, and content of the active data layer. This is especially useful when trying to understand codes and classification systems used in a data set.

Click the data layer name to open the **Metadata** screen. For this illustration, **Black Bear Range** is shown as the selected data layer for viewing the metadata.



The **Metadata** screen appears in the center of the **Map Viewer**.

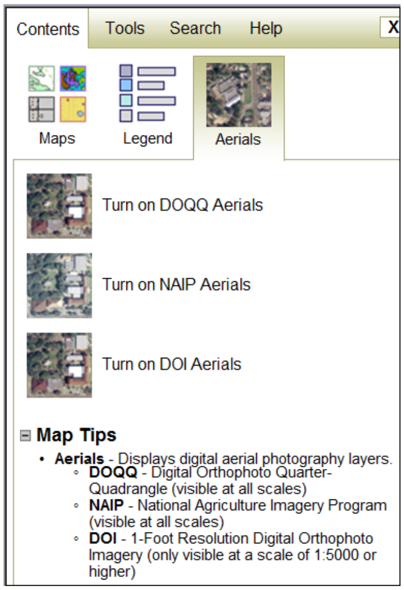


Tip! You can change the size of the **Metadata** screen or move it to another spot on the **Map Viewer** by doing the following:

- To expand or reduce the size of the **Metadata** screen, click and drag the bottom-right corner (move the corner to the left to reduce the screen size; move the corner to the right to increase it).
- To move the **Metadata** screen, click and drag the **Metadata** title bar at the top of the screen to another spot on the **Map Viewer**.
- Click the **X** at the top of the screen to close it.

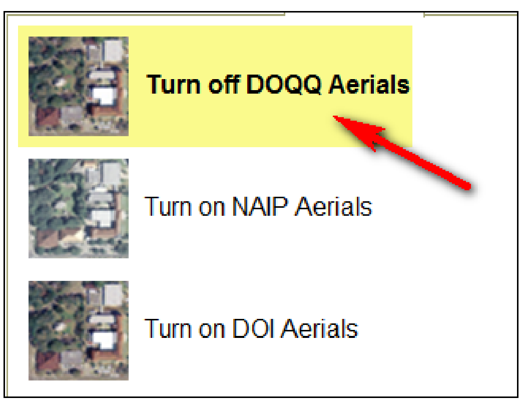
3.4.1.3.1.3 *Digital Aerial Photography*

1. Click the **Aerials** thumbnail in the **Contents** panel to toggle various digital aerial photography layers on and off.



Tip! The **Map Tips** section provides a quick Help reference for each of the functions in the **Contents** panel. Click the plus sign icon, ⊞, to expand the section. Click the minus sign icon, ⊟, to collapse the **Map Tips** section.

2. Point to the digital aerial photography layer you want to turn on. The selected layer becomes highlighted in the **Aerial** panel and on the **Map Viewer**. Click the selection again to turn the layer off.



- **DOQQ -** Turns off all layers except the ETDM Projects and FDOT Major Roads. By using the layer list, any layer can be displayed on top of the imagery.
- **NAIP** – Displays aerial imagery taken during the agricultural growing seasons. Uses the same resolution as DOQQ.
- **DOI** – Provides higher resolution for greater detail of an area that has been zoomed at 1:5000 or closer scale.

3.4.1.3.2 Map Tools

The **Tools** panel in the **map menu** provides easy access to map tools, enabling you to:

- Display photos and documents related to a project or an area.
- Identify an area's latitude and longitude coordinates and measure the distance from one point to another.
- Input query strings to search for features and information in the database or query the database using the **Map Viewer**.

Note: Authorization is required for using the **Edit** tools in the **Tools** panel. Check with your organization's EST administrator or contact the ETDM Help Desk for information about EST privileges.

3.4.1.3.2.1 *Edit Map Features*

See the Map Editor section for information on drawing and editing project features and community boundaries.

3.4.1.3.2.2 *View Ancillary Data*

The **View Ancillary Data** tools found in the **Tools** panel of the map menu allow you to access additional project information. The **View Ancillary Data** tools are as follows:

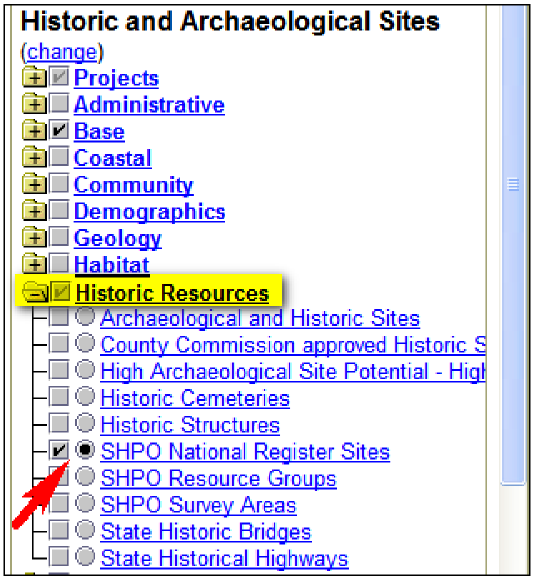
National Register Sites (NRS) – Enables you to access the Florida Department of State, Division of Historical Resources, site files for the National Register of Historic Places sites.

FDOT Video Log Viewer – Enables you to access **FDOT's Video Log Viewer** application for video records of major roadways in the state of Florida.

Project Attachments – Enables you to view documents that have been added to a project record.

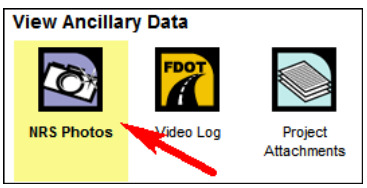
3.4.1.3.2.2.1 Using the National Register Sites (NRS) Tool

1. Zoom to an area on the **Map Viewer**.
2. On the **map menu**, click **Contents**.
3. Click the **Maps** thumbnail, and then select **Historic and Archaeological Sites** to display the **Historic and Archaeological Sites** map layer options.
4. Open the **Historic Resources** category by clicking the folder icon. The category expands and displays the list of associated map layers.
5. Click the **SHPO National Register Sites** check box to turn the layer on.
6. Click the **SHPO National Register Sites** option button to make it the active layer.

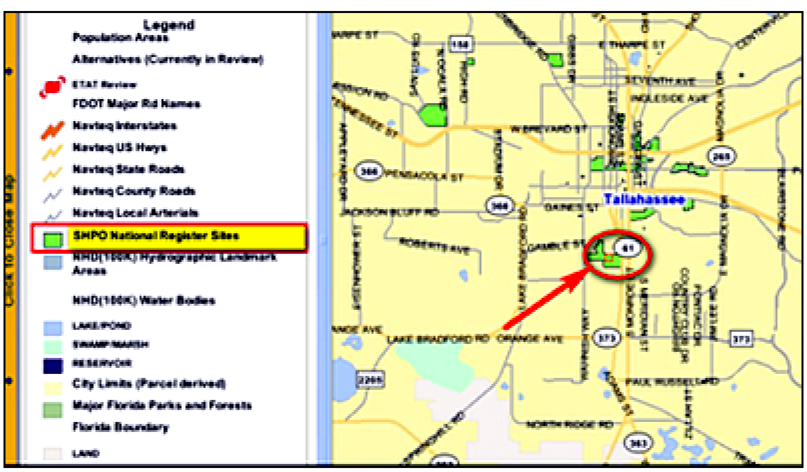


The **Map Viewer** refreshes and displays the **SHPO National Register Sites** symbol, , on the **Map Viewer** (click the **Legend** thumbnail to view the map key).

7. Click the **Tools** link, and then click the **NRS Photos** icon.



8. Click the **SHPO National Register Sites** symbol on the **Map Viewer**. For this illustration, the target site is shown with a red circle around it.

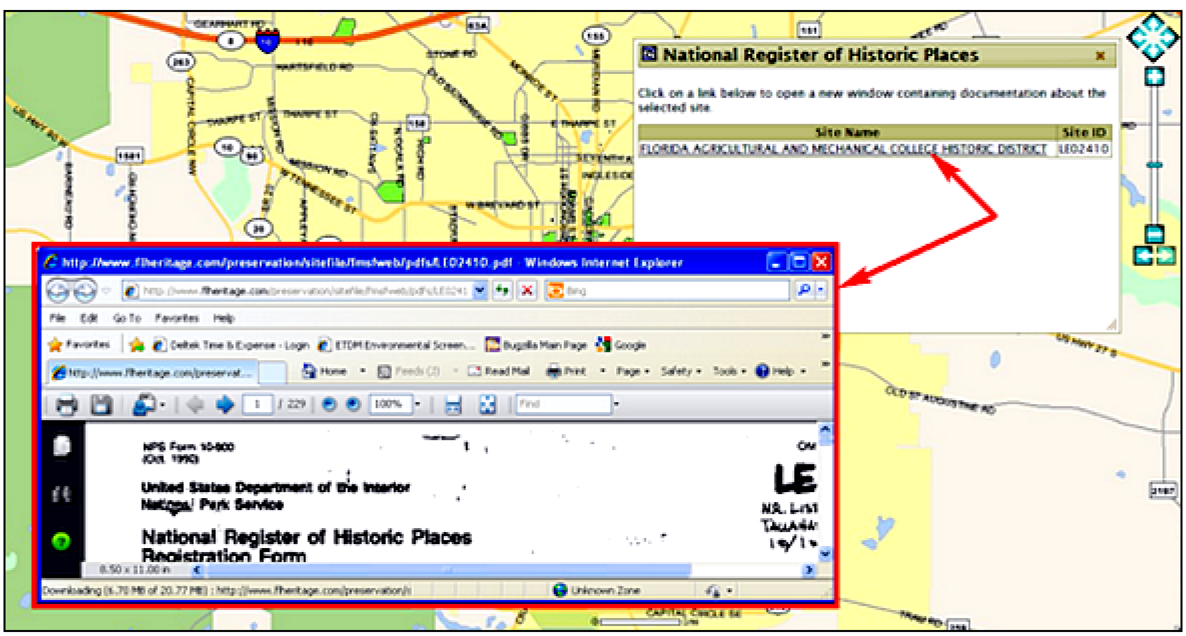


The **National Register of Historic Places** box appears, showing the **Site Name** and **Site ID**.

Tip! You can change the size of a screen or move it to another spot on the **Map Viewer** by doing the following:

- To expand or reduce the size of the **National Register of Historic Places** screen, click and drag the bottom-right corner (move the corner to the left to reduce the screen size; move the corner to the right to increase it).
- To move the **National Register of Historic Places** screen, click and drag the **National Register of Historic Places** bar at the top of the screen to another spot on the **Map Viewer**.
- Click the **X** at the top of the screen to close it.

9. Click the **Site Name** link to view the site information. The site file opens as a PDF in a separate window, enabling you to print or save the file.



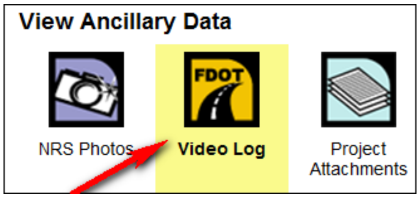
To view information for other sites shown on the **Map Viewer**, simply click the NRS symbol on the **Map Viewer**. The **National Register of Historic Places** box will remain in place, refreshing to display the selected **Site Name**.

Tip! Click the **X** at the top of the **National Register of Historic Places** box to close it.

3.4.1.3.2.2.2 Using the FDOT Video Log Tool

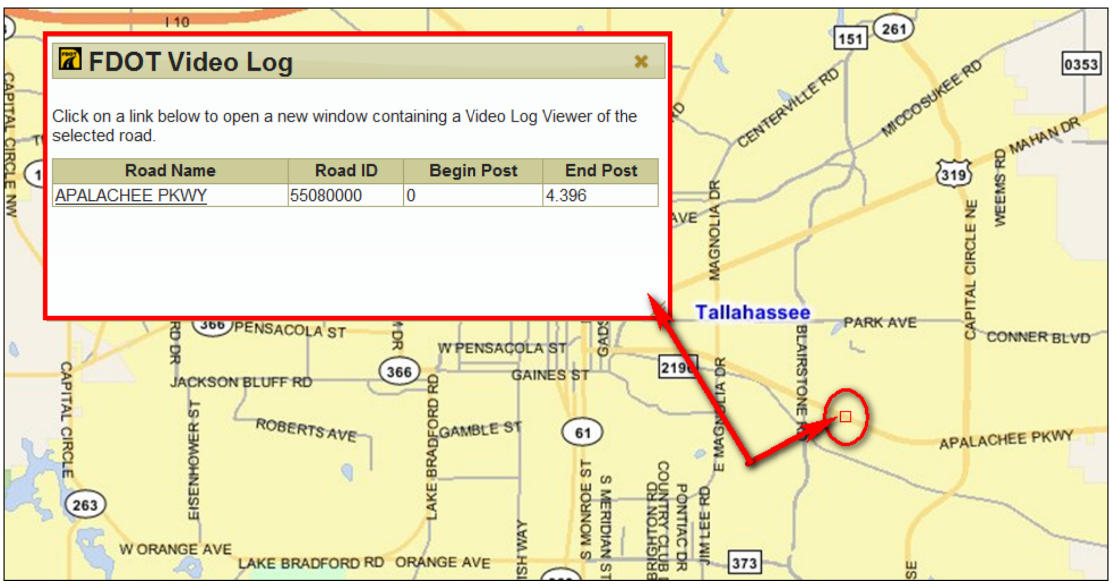
1. Zoom to an area on the **Map Viewer**.

2. Click the **Tools** link, and then click the **FDOT Video Log** icon.

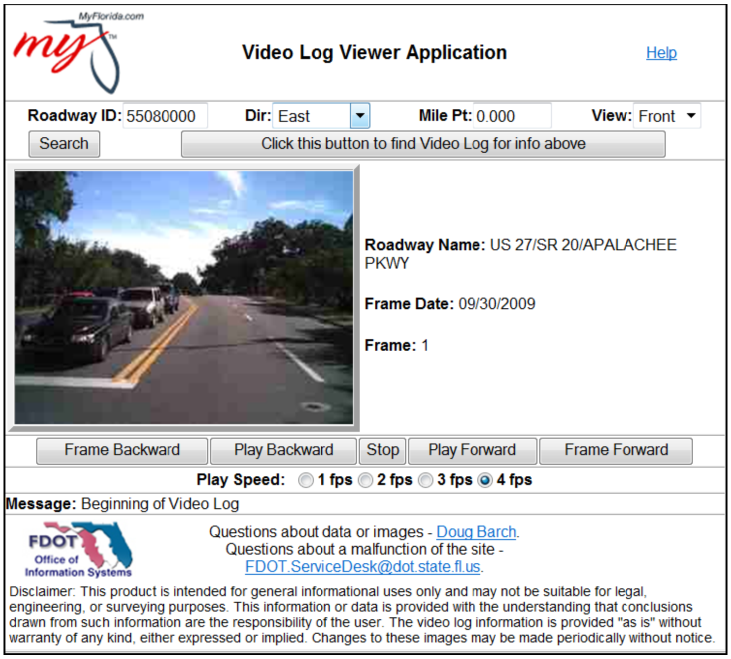


3. On the **Map Viewer**, point and click on a major roadway. The **FDOT Video Log** box appears, showing the **Road Name** and **Road ID**.

Note: Not all roadways have associated roadway IDs and not all Roadway IDs have associated video log footage.



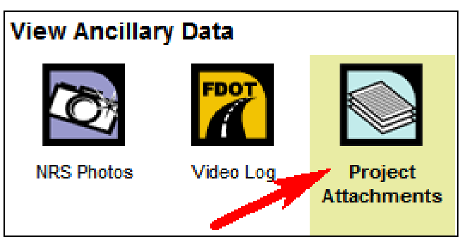
4. Click the **Road Name** link to open the **FDOT Video Log**. The **Video Log Viewer Application** opens in a separate window.



5. To view video logs for other roadways displayed on the **Map Viewer**, simply click the road. The **FDOT Video Log** box will remain in place, refreshing to display the selected **Road Name**.

3.4.1.3.2.2.3 Using the Project Attachments Tool

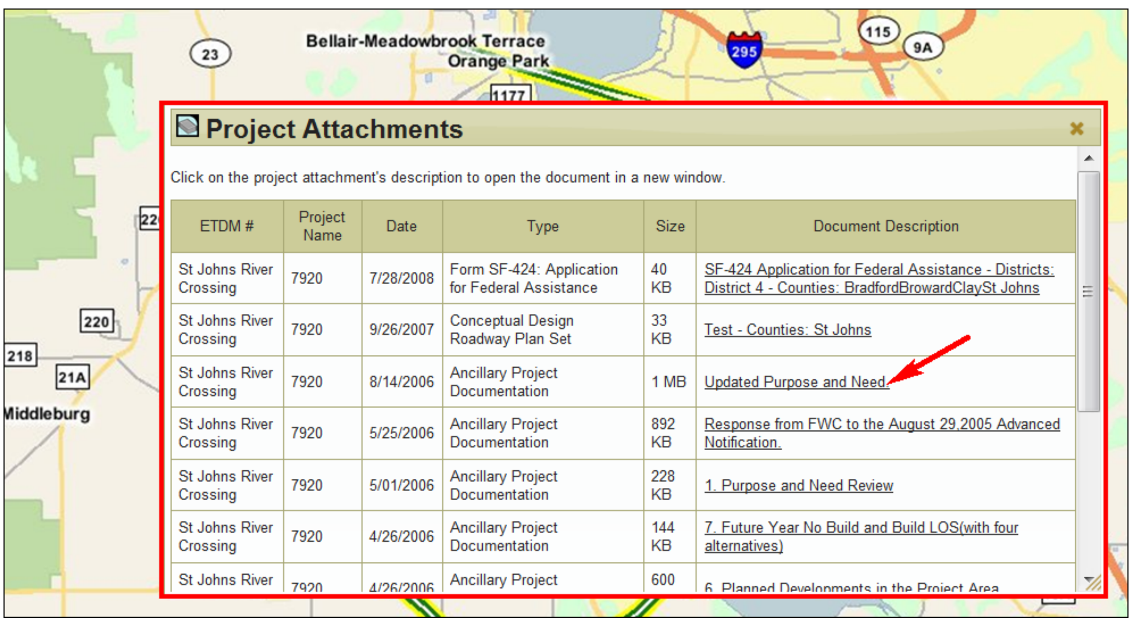
1. Click the **Tools** link, and then click the **Project Attachments** icon.



2. On the **Map Viewer**, point to and click the project you want to view attachments for.

The **Project Attachments** box appears, showing the list of documents associated with the selected project.

3. In the **Document Description** column, click the appropriate link to open the document.



ETDM #	Project Name	Date	Type	Size	Document Description
St Johns River Crossing	7920	7/28/2008	Form SF-424: Application for Federal Assistance	40 KB	SF-424 Application for Federal Assistance - Districts: District 4 - Counties: BradfordBrowardClaySt Johns
St Johns River Crossing	7920	9/26/2007	Conceptual Design Roadway Plan Set	33 KB	Test - Counties: St Johns
St Johns River Crossing	7920	8/14/2006	Ancillary Project Documentation	1 MB	Updated Purpose and Need
St Johns River Crossing	7920	5/25/2006	Ancillary Project Documentation	892 KB	Response from FWC to the August 29,2005 Advanced Notification.
St Johns River Crossing	7920	5/01/2006	Ancillary Project Documentation	228 KB	1. Purpose and Need Review
St Johns River Crossing	7920	4/26/2006	Ancillary Project Documentation	144 KB	7. Future Year No Build and Build LOS(with four alternatives)
St Johns River	7920	4/26/2006	Ancillary Project	600	6. Planned Developments in the Project Area

The document PDF opens in a separate window.

3.4.1.3.2.3 *Location and Measurement*

The **Location and Measurement** tools found in the **Tools** panel of the map menu are as follows:

Street View – Connects you to **Google Street View**, providing you with a 360-degree view of an area at street level.

Measure – Enables you to capture the distance measurement between two points, the size of an area, or the latitude and longitude coordinates of a point.

3.4.1.3.2.3.1 Using Street View

1. Zoom to an area on the **Map Viewer.**

2. In the map menu, click **Tools**.

3. Under **Location and Measurement**, click **Street View**.

4. In the **Map Viewer**, select the area you want to view from street level by moving the mouse pointer to the target location and then double clicking the location (signified by the crosshairs).

The **Google Maps Streetview** window opens in the **Map Viewer**.

5. Do any of the following:

- View the area within the **Google Maps Streetview** minimized window.
- Click the **Click here to open the Google Street View in a new window** link to go to the **Google Maps** website.

3.4.1.3.2.3.2 Using the Measure Tool

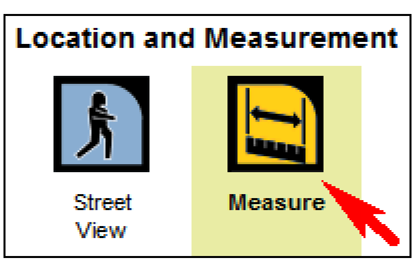
The **Measure** tool displays a search filter that enables you to measure a distance by:

- Line
- Area
- Latitude and longitude

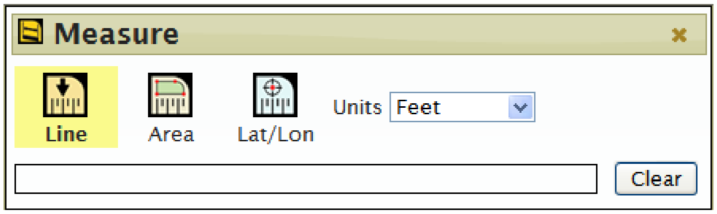
1. Zoom to an area on the **Map Viewer**.

2. In the map menu, click **Tools**.

3. Under **Location and Measurement**, click **Measure**.

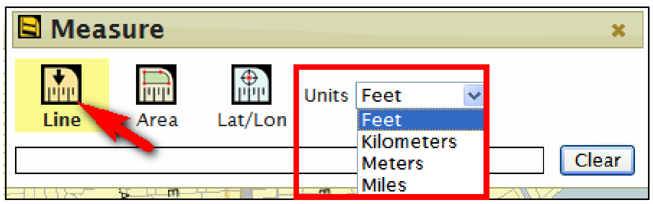


The **Measure** dialog box appears.

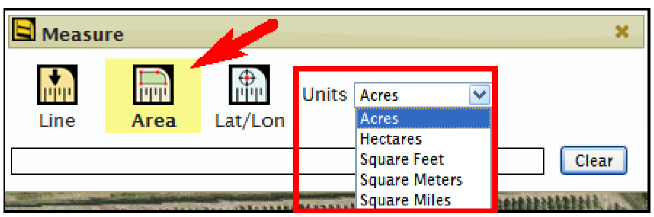


4. Select the type of measurement by doing the following:

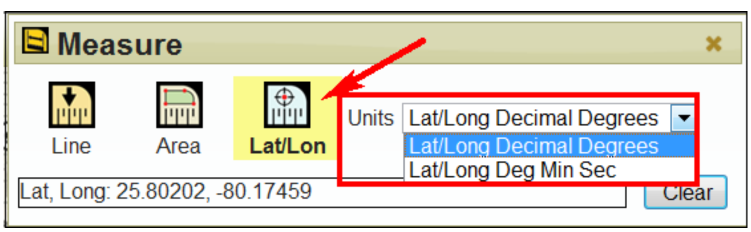
- To measure a distance between two points using the **Line** tool, click the **Line** icon, and then click the **Units** arrow to select a unit of measurement from the list box.



- To measure an area, click the **Area** tool, and then click the **Units** arrow to select a unit of measurement from the list box.



- To view the latitude and longitude coordinates, click the **Lat/Lon** tool, and then select the coordinates from the **Units** list box.



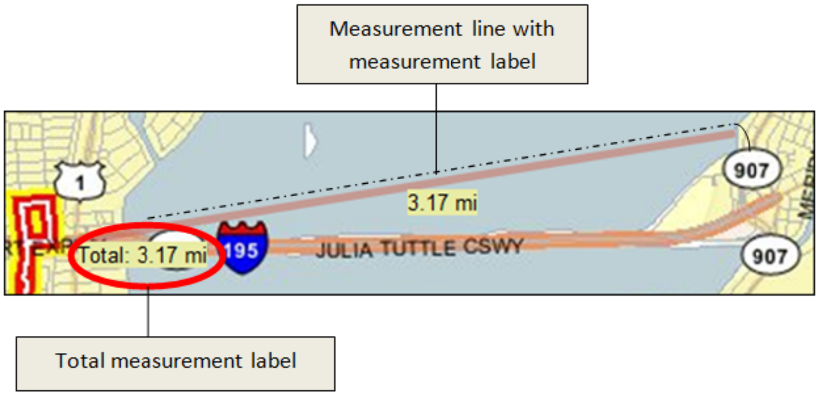
5. Click the point on the **Map Viewer** to activate the line and begin measuring the distance.

Tip! Click the left mouse button once to set your starting point. Drag the line to the point where you want to stop measuring. Do one of the following:

- Single-click the left mouse button to stop the line at a point, and then continue to drag the line in another direction to continue measuring the distance.
- Double-click the mouse button to deactivate the line and end the measurement.

Tip! Click the **Clear** button to erase the drawing.

After you have finished drawing your measurement line, the **Map Viewer** displays the measurement line with the measurement label, as shown in the next illustration.



3.4.1.3.2.4 *Query*

The **Query** tools found in the **Tools** panel of the map menu allow you to search for features, select multiple features, and create a buffer around selected features for the active data set based on the information stored in the database. The **Query** tools are listed as follows:

Query Database – Enables you to search for specific features and attributes based on information stored in the database. You can include multiple attributes, operators, and calculations within one query to specify the features criteria.

Select from Map – Enables you to select features by drawing a box on the **Map Viewer** and then query the database regarding features within the drawn area.

Buffer Features – Enables you to create a buffer around the selected data set features and use that buffer to select features from other data layers. This option is very useful for locating resources that fall within a certain distance of a planned project.

3.4.1.3.2.4.1 Using the Query Database Tool

The **Query Database** tool displays a search filter that enables you to search multiple layers of an area on the map using specific criteria. While the **Select From Map** tool allows you to draw an area on your current map view and then query the database, the **Query Database** tool allows you to perform a query search by data elements (i.e., you would use this tool to perform a unique query for features with multiple attributes, such as “Display the areas on the current map view for insurance rates for 100-year flood zones AO and AH”).

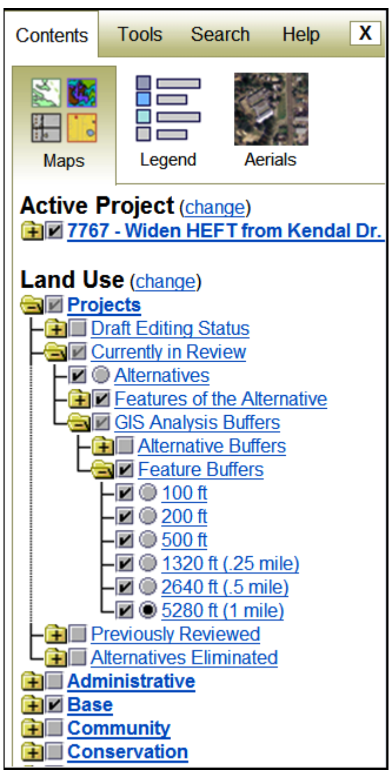
You can use the **Query Database** tool to search for a single feature (e.g., display a 200-foot buffer around the active project on the map), or you can further narrow your search for multiple features within a single feature boundary (e.g., within 500 feet of the active project, show the map locations for rail lines, wetlands, and historic buildings within the selected land parcel boundary).

1. Select an area on the **Map Viewer** by doing any of the following:

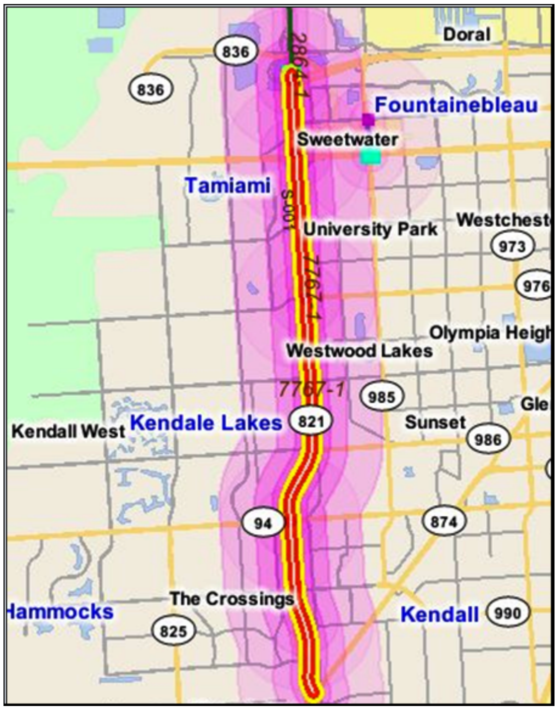
   - Select a project using **Advanced Project Search**, and then click the **Map It** button.

- Double-click on your target area directly on the **Map Viewer**.
- Click the **Zoom** icon on the top toolbar, and then highlight the target area on the **Map Viewer**.
- Click the **Search** link in the map menu to search for the target area or project. Do the following:
  - Type your search query.
  - Accept the **All Searchable Layers** default, or click the drop-down arrow, , and then select the appropriate layer.
  - Click **Search**.
  - Click the appropriate link from the **Search** results to zoom to the selected area on the **Map Viewer**.

2. In the map menu, click **Contents** to select a resource map and to turn layers on and off (see the Setting Map Layers in the Table of Contents section for details on selecting maps and turning layers on and off). For this illustration, an area around a project is being reviewed: Land Use is shown as the selected Map for a project Currently in Review, with GIS Analysis Buffers set at 5280 ft. (1 mile) and as the active layer.

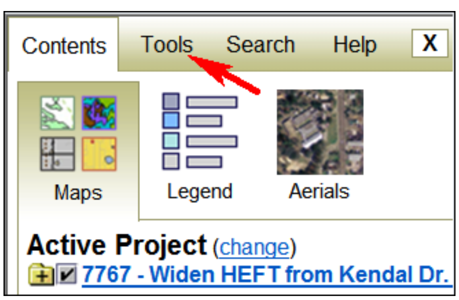


The **Map Viewer** refreshes and displays the selected buffer area, as shown in the next illustration.



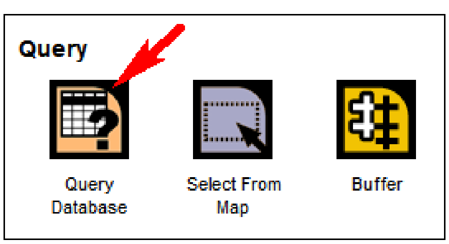
Tip! Click the **Legend** thumbnail in the **Contents** panel to view the color key for the buffer distances.

3. Click the **Tools** link.

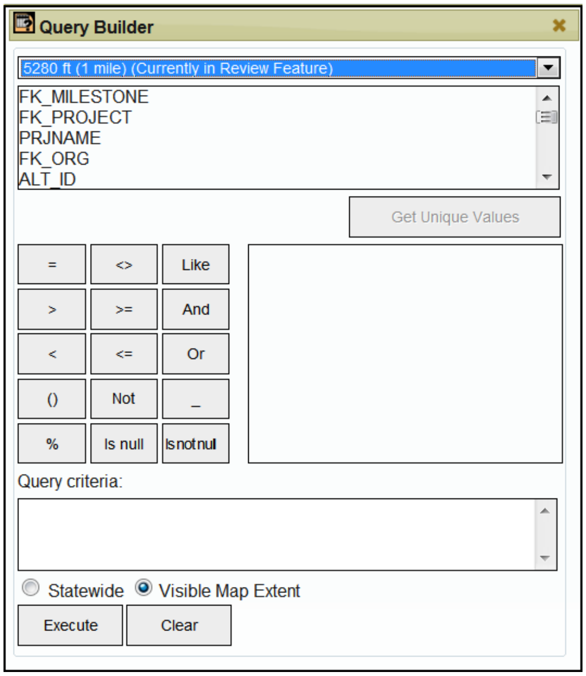


The **Tools** panel opens and displays the list of available tools.

4. Under **Query**, click **Query Database**.

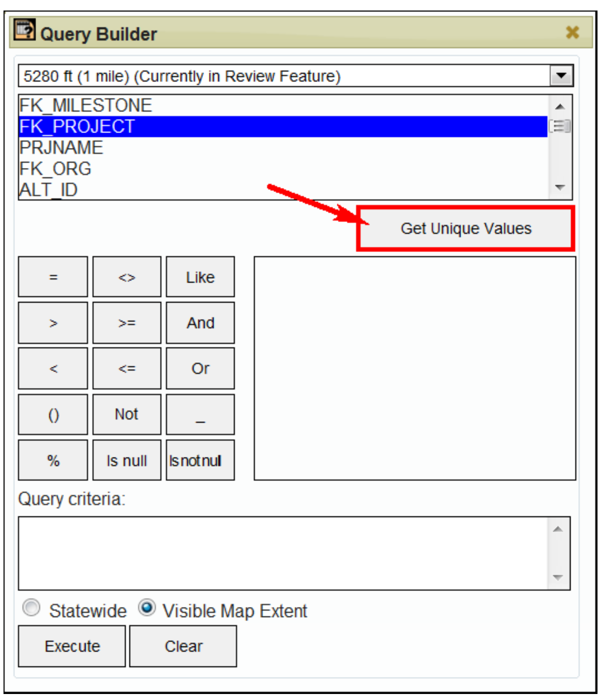


The **Query Builder** dialog box opens, displaying a search filter for selecting feature criteria.

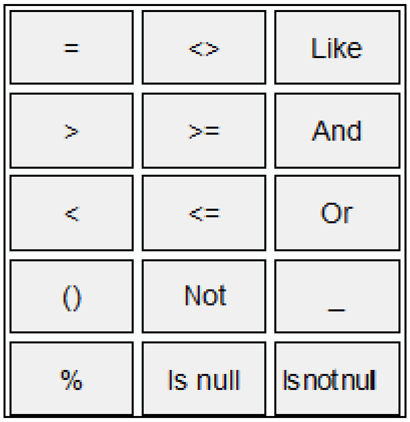


5. In the **Query Builder** dialog box, do the following:

- Click the scroll bar, and then double-click the appropriate layer. For the next illustration, FK_Project is shown as selected to view an area within 5280 ft. (1 mile) of a project.
- Click **Get Unique Values**. A list of values appears in the list box, as shown in the next illustration.

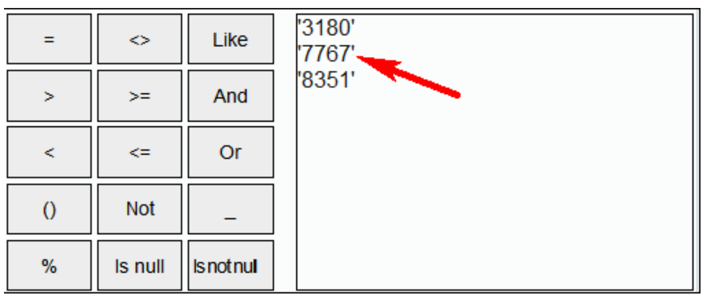


- To build the search string expression, click the appropriate symbol from the operator keypad.



Tip! You can also copy and paste or type the expression into the **Query criteria** text box.

- Click a value from the **Get Unique Values** list.

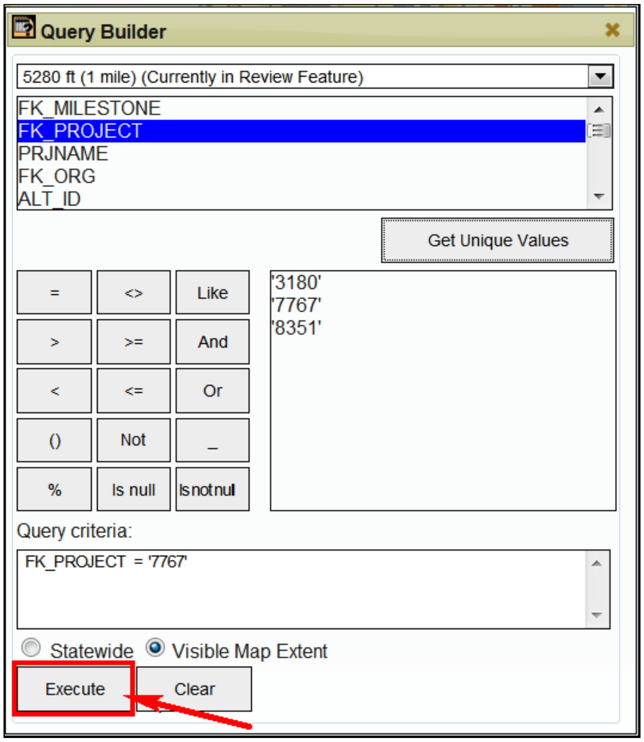


- In the **Query criteria** text box, continue to build the search string by doing any of the following:
  - Click the appropriate symbol on the operator keypad, and then select an option from the **Get Unique Values** list.
  - Copy and paste the search string into the text box.
  - Type the search string into the text box.

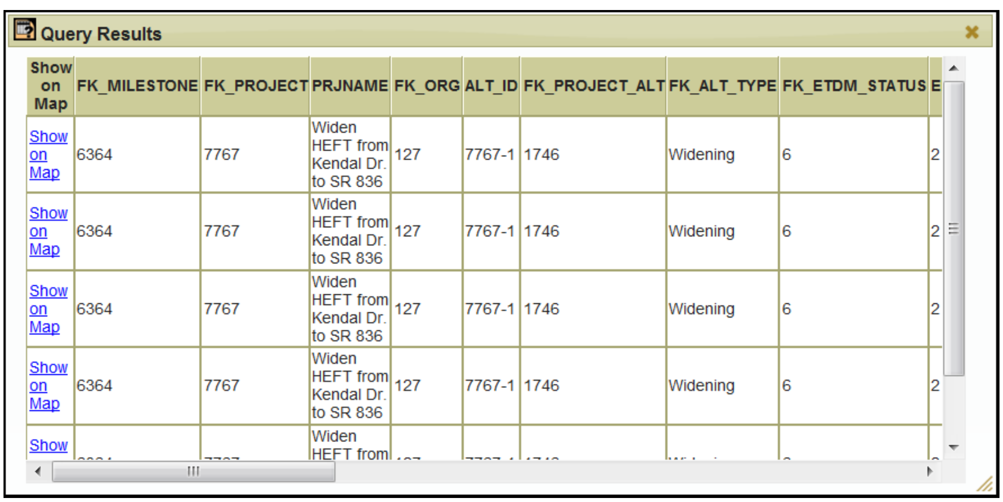
Note: See the Writing Search Strings table for descriptions of commonly used operators and examples for building a string expression in the EST **Query Builder**.

- After you have completed the search string in the **Query criteria** text box, do one of the following:
  - To view all results for the state of Florida, click the **Statewide** option button.
  - To view the results for the current map view, click the **Visible Map Extent** button.

- Click **Execute**.



The **Query Results** screen appears, showing the results of the query search criteria.



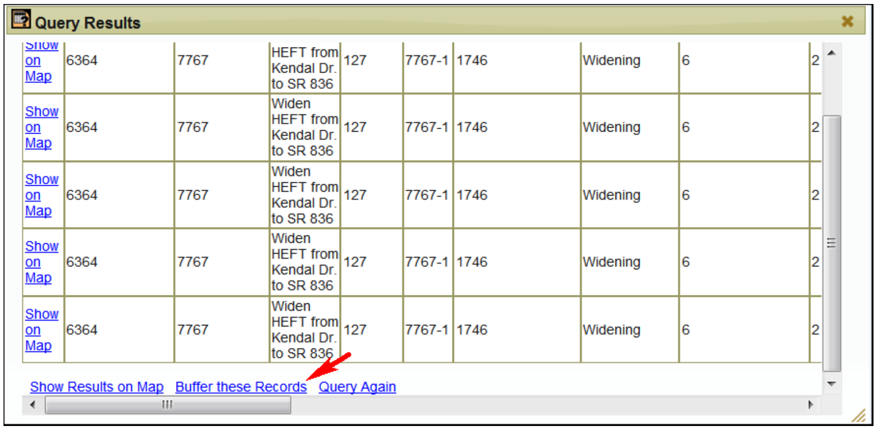
Show on Map	FK_MILESTONE	FK_PROJECT	PRJNAME	FK_ORG	ALT_ID	FK_PROJECT_ALT	FK_ALT_TYPE	FK_ETDM_STATUS	E
Show on Map	6364	7767	Widen HEFT from Kendal Dr. to SR 836	127	7767-1	1746	Widening	6	2
Show on Map	6364	7767	Widen HEFT from Kendal Dr. to SR 836	127	7767-1	1746	Widening	6	2
Show on Map	6364	7767	Widen HEFT from Kendal Dr. to SR 836	127	7767-1	1746	Widening	6	2
Show on Map	6364	7767	Widen HEFT from Kendal Dr. to SR 836	127	7767-1	1746	Widening	6	2
Show			Widen HEFT from						

6. Do any of the following:

- To view an individual result on the **Map View**, click the **Show on Map** link on the row of the selected result.
- To view all the results on the **Map View**, click the **Show Results on Map** link at the bottom of the **Query Results** screen.

- To buffer the results, click the **Buffer these Records** link. Go to Step 8 for instructions on selecting features within a buffer area.

Note: Buffering the records listed in the **Query Results** screen enables you to establish a map boundary around the selected area and then search for additional attributes and features within the area or within a set distance outside of the area (e.g., performing a query search within a land use parcel for rail lines that intersect the parcel area).



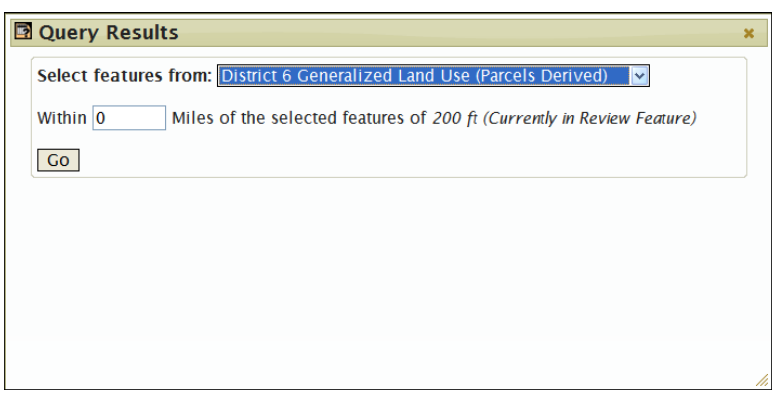
Note: The **Buffer these Records** link only buffers the records that are displayed in the box. If there are more than 25 records, you will need to click the **More Records** link to display and buffer the additional records.

7. You can select features within the buffer zone by doing any of the following:

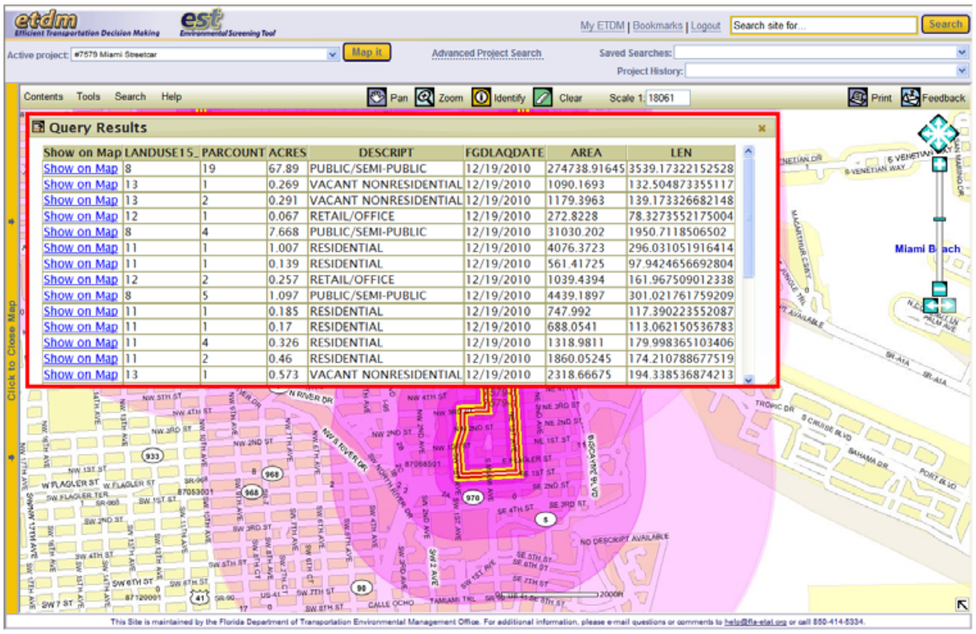
- Use the **Query Results** dialog box. See Step 8 for instructions.
- Use the **Maps** and map layer options in the **Contents** panel (See the Setting Map Preferences section for instructions on using map layers).

8. To select additional features within the buffer zone using the **Query Results** dialog box, do the following:

- Click the **Select features from** arrow to expand the list box. The box populates with the features available in the database.
- Select a variable from the list by clicking it. For this illustration, District 6 Generalized Land Use (Parcels Derived) is shown as selected.



- In the **Within Miles of the selected features of** *Name of Feature* text box, do one of the following:
    - Accept the default, **0 Miles**, if you want to search for features within the established buffer zone.
    - Type the number of miles in the text box if you want to expand the search range beyond the established buffer zone (i.e., searching for schools within the established buffer zone plus number of miles).
    - Click **Go**. The **Query Results** screen refreshes and displays the results for the specific features within the established buffer zone and, if added, the extended distance range. The next illustration shows the **Query Results** screen displaying the results along with the buffered area (shaded areas on map) in the background.



- Click the **Show on Map** or **Show Results on Map** links to view the results on the **Map Viewer**.

    Tip! Clicking the links for **Show on Map** or **Show Results on Map** will zoom to the specified area on the **Map Viewer.** Use the **Scale** box located in the **Map Viewer** toolbar or the zoom slider to zoom out to a distance that allows you to view a feature and buffer area in relation to the project location.

Creating Search Strings in the EST Query Builder

The **Query Builder** dialog box in the Environmental Screening Tool's (EST's) **Interactive Map Viewer** provides a list box containing the available layers and features, enabling you to select the first part of the query string that will appear in the **Query Criteria** text box. Once you have selected your layers from the list box, you can further filter your search criteria by building an expression using the operator keys and then clicking an option from the **Get Unique Values** list. Alternatively, you can copy and paste expressions or type the full expression into the **Query criteria** text box.

The following table provides a quick reference for creating search strings in the EST **Query Builder**:

Table 3-1 Writing Search Strings

Operator	Description	Example
‘ ’	Features within a WHERE clause must always be enclosed within single quotes.	STATE_NAME = ‘California’
UPPER or LOWER	Use either the UPPER or LOWER function for file-based data sources like file geodatabases or shapefiles.	The following expression will select customers whose last name is stored as either Jones or JONES. UPPER LAST_NAME = ‘Jones’
=	Use the equal sign operator to search the database for a specific value.	FK_Project = ‘7767’
LIKE	Use the LIKE operator (instead of the = operator) to search for a particular pattern.	For example, this expression would select Mississippi and Missouri among USA state names: STATE_NAME LIKE ‘Miss%’
%	Use with the LIKE operator when anything is acceptable in its place. You can use the % operator to represent anything from zero characters to a hundred characters.	STATE_NAME LIKE ‘Miss%’
—	Use the underline operator with the = operator to treat a character as part of a string. or Use with LIKE to represent only one character.	To search for _atherine Smith: OWNER_NAME = ‘_atherine smith’ To search for Catherine Smith or Katherine Smith: OWNER_NAME LIKE ‘_atherine smith’
>	Use to select string values for greater than.	BUFFER_DISTANCE > '200'
<	Use to select string values for less than.	BUFFER_DISTANCE < '200'
>=	Use to select string values for greater than or equal to.	This expression will select all the cities in coverage with names starting with the letters M to Z. CITY_NAME >= ‘M’
<=	Use to select string values for less than or equal to.	This expression will select all the cities in coverage with names starting with the letters A to M. CITY_NAME <= ‘M’
< >	Use the not equal operator to exclude values that are equal to a specific value.	This expression will select water bodies where the description is “not.” ‘RESERVOIR’. DESCRIPT <> 'RESERVOIR'
Is null	Use the NULL keyword to select features and records that have null values for the specified field. The NULL keyword is always preceded by IS or IS Not.	To find cities whose 1996 population has not been entered: POPULATION96 IS NULL

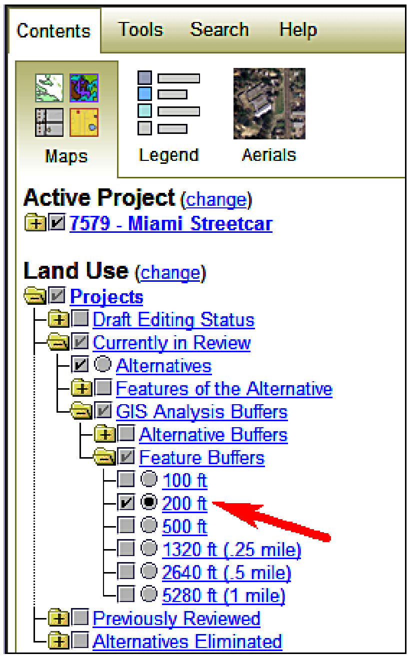
Operator	Description	Example
Is not null		To find cities whose 1996 population has been entered: POPULATION96 IS NOT NULL
AND OR	Use the AND and OR operators to filter information based on one or more conditions. The AND operator displays records based on both conditions being true. The OR operator displays records based on one of the conditions being true. You can combine AND and OR to form a complex expression.	The following AND expression would select all the houses that have more than 1,500 square feet and a garage for three or more cars: AREA > 1500 AND Garage > 3 The following example demonstrates an OR expression: RAINFALL < 20 or SLOPE > 35 The following example demonstrates a combined AND and OR expression: AREA > 1500 AND (Garage > 3 OR Carport > 3)
NOT	Use the NOT operator to find features or records that don't match the specified expression. The NOT operator must be placed at the beginning of the expression and can be used in AND and OR expressions.	NOT STATE_NAME= 'Colorado' To find all the New England states except Maine: SUB_REGION = 'New England' AND NOT STATE_NAME = 'Maine'
+ - * /	Use arithmetic operators to include calculations in an expression.	Calculation between field and number: AREA > = PERIMETER * 100 Calculation between fields: POP1990/ AREA <= 25
( )	Use the parentheses to establish the precedence in which an expression is evaluated. Expressions enclosed in parentheses are evaluated before the part that isn't enclosed.	LAST_NAME = 'Smith' (FIRST_NAME = 'John' OR FIRST_NAME = 'Jane')

3.4.1.3.2.4.2 Using the Select from Map Tool

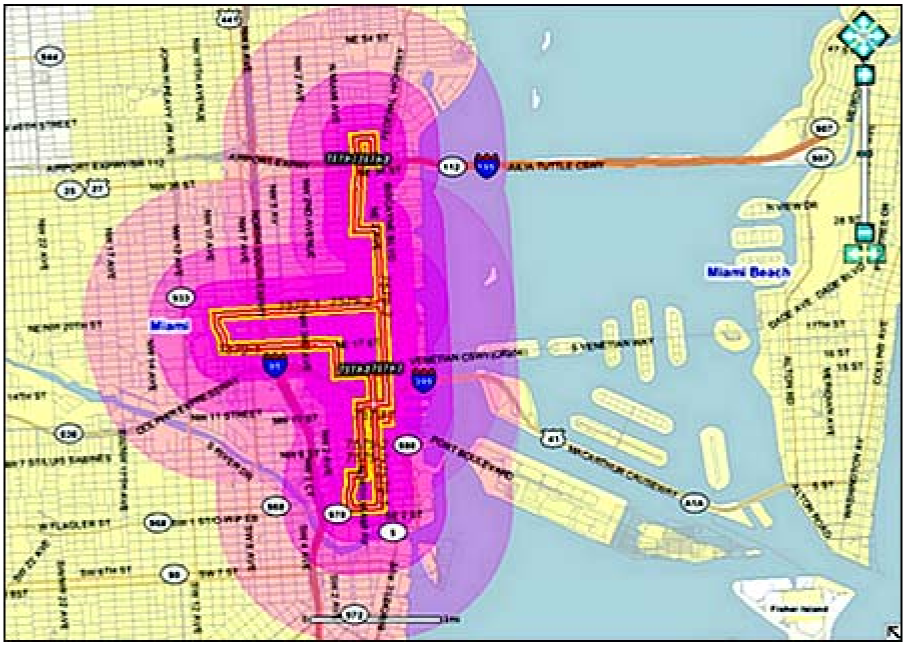
The **Select From Map** tool enables you perform a spatial query search via the **Map Viewer**.

1. Zoom to an area in the **Map Viewer**.

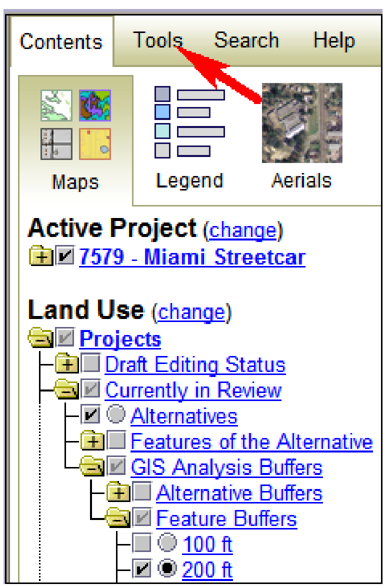
2. In the map menu, click **Contents** to select a resource **map** and to turn layers on and off (see the Selecting Issue Layers and Setting Map Preferences in the Table of Contents section for details on selecting maps and turning layers on and off). For this illustration, an area around a project is being reviewed. Land Use is shown as the selected resource map for a project Currently in Review, with GIS Analysis Buffers set at 200 ft. and as the active layer.



The **Map Viewer** refreshes and displays the selected buffer area. Click the **Legend** thumbnail to view the color key for the buffer distances.

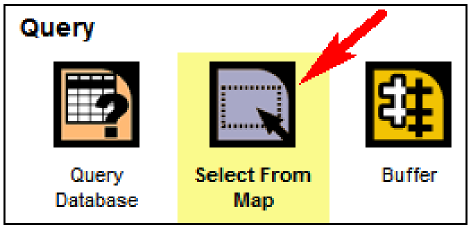


3. Click the **Tools** link.



The **Tools** panel opens and displays the list of available tools.

4. Under **Query**, click **Select From Map**.



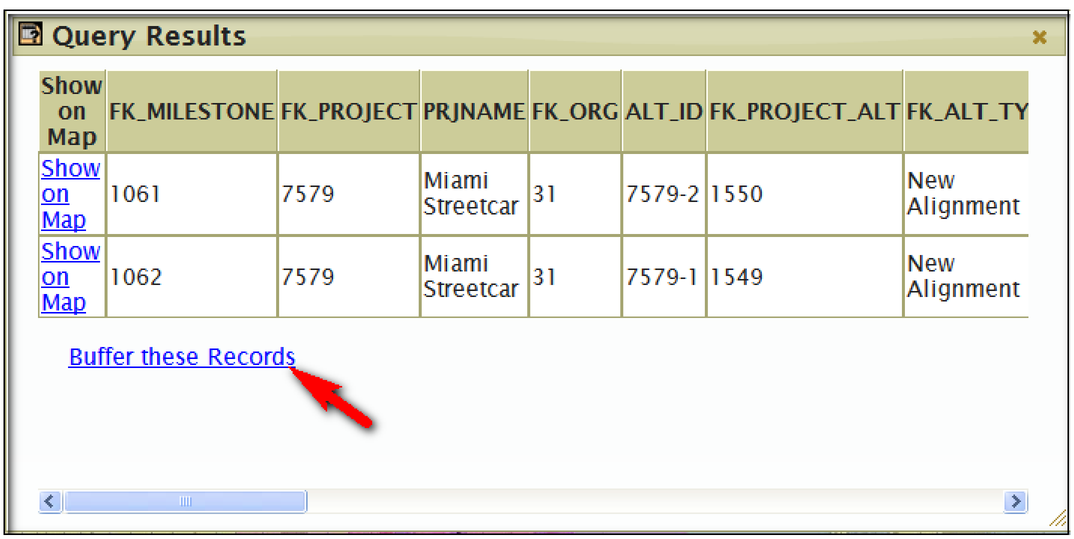
5. Click and drag on the map to draw a rectangular selection area. After you draw the rectangle, the **Query Results** box automatically appears and displays the results for the active layer.

Note: The **Query Results** box only displays 25 records at a time. If there are more than 25 records, click the **More Records** link at the bottom of the **Query Results** box.

6. Do any of the following:

- To view an individual result on the **Map View**, click the **Show on Map** link on the row of the selected result.
- To buffer the results, click the **Buffer these Records** link. Go to Step 7 for instructions on selecting features within a buffer area.

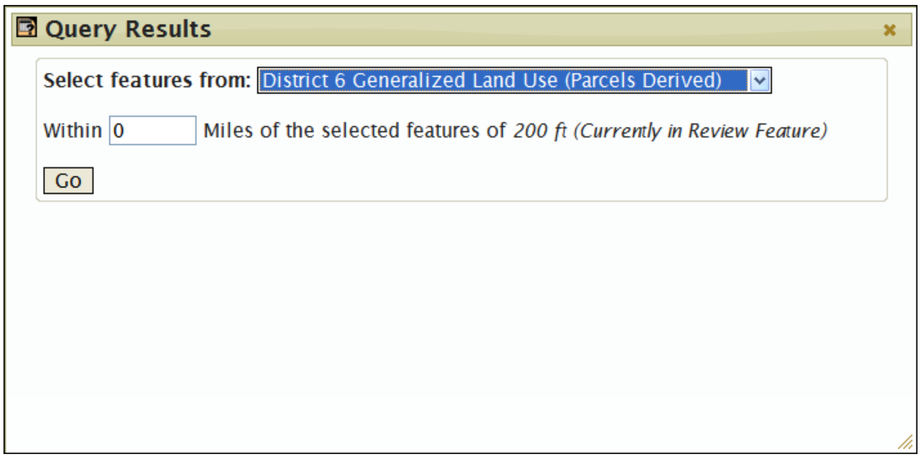
Note: Buffering the records listed in the **Query Results** box enables you to establish a map boundary around the current feature and then search for additional attributes and features within the boundary area or within a set distance outside of the boundary area (e.g., performing a query search within a land use parcel for rail lines that intersect the parcel area).



Note: The **Buffer these Records** link only buffers the records that are displayed in the **Query Results** screen. If there are more than 25 records, you will need to click the **More Records** link to display and buffer the records that are shown on the screen. You will need to click the **Buffer these Records** link for each group of records displayed on the **Query Results** screen (i.e., you would click the **Buffer these Records** link to buffer records 1 through 25, and then after you click the **More Records** link, you would click the **Buffer these Records** link again to buffer records 1 through 50, etc.).

7. You can select features within the buffer zone by using the **Query Results** box to search for features within the current zone. Do the following:

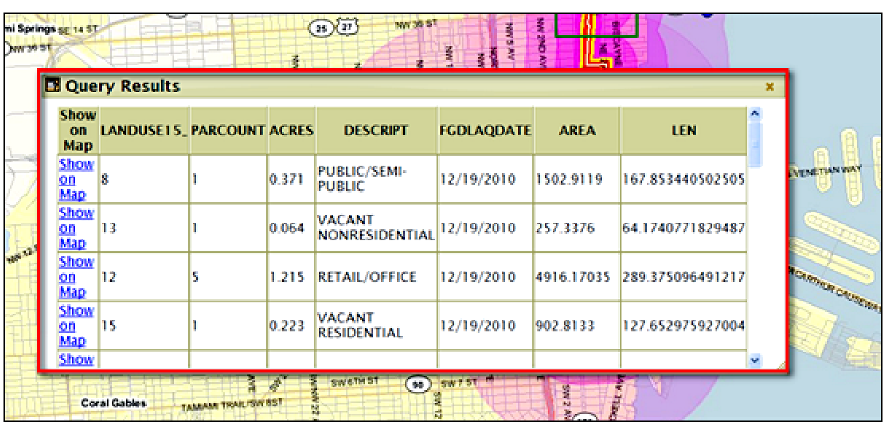
- Click the **Select features from** arrow to expand the list box. The box populates with the features available in the database.
- Select the variable from the list by clicking it. For this illustration, Generalized Land Use (Parcels Derived) is shown as selected.



- In the **Within Miles of the selected features of** *Name of Feature* text box, do one of the following:
  - Accept the default, **0 Miles**, if you want to search for features within the established buffer zone.
  - Type the number of miles into the text box if you want to expand the search range beyond the established buffer zone (e.g., searching for schools within the established buffer zone plus *number of miles* outside the buffer).

For this illustration, the default, **0 Miles**, is accepted because the search range will remain in the established buffer zone.

- Click **Go**. The **Query Results** box refreshes and displays the results for the specific area drawn on the map (solid polygon) within the established buffer zone and, if added, the extended distance range. The next illustration shows the **Query Results** box displaying the results along with the buffered area (shaded area) and drawn area (solid polygon) in the background.



- Click the **Show on Map** link on the data row you want to view on the **Map Viewer**.

Tip! Clicking the **Show on Map** link will zoom to the specified area on the **Map Viewer**. Use the **Scale** box located in the **Map Viewer** toolbar or the zoom slider to zoom out to a distance that allows you to view a feature and buffer area in relation to the project location.

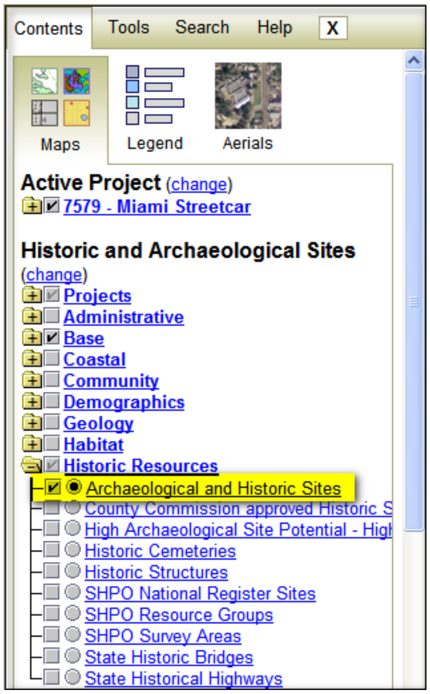
3.4.1.3.2.4.3 Using the Buffer Tool

The **Buffer** tool provides quick access for creating a buffer around an area you want to query. Buffering a selected area enables you to establish a map boundary around the current feature and then search for additional attributes and features within the boundary area or within a set distance outside of the boundary area (e.g., performing a query search within a land use parcel for rail lines that intersect the parcel area).

1. Select an area on the **Map Viewer** by doing any of the following:

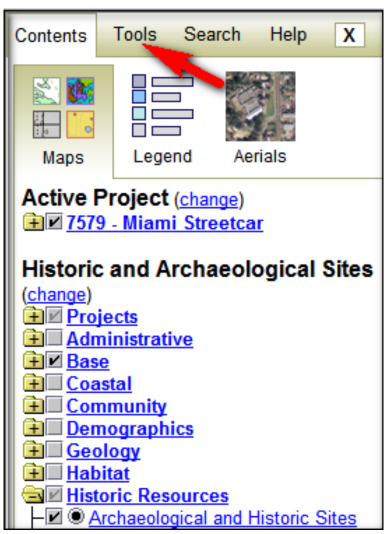
- Select a project using **Advanced Project Search**, and then click the **Map It** button.
- Double-click on your target area directly on the **Map Viewer**.
- Click the **Zoom In** icon on the top toolbar, and then highlight the target area on the **Map Viewer**.
- Click the **Search** link in the map menu to search for the target area or project. Do the following:
  - Type your search query.
  - Accept the **All Searchable Layers** default, or click the drop-down arrow, , and then select the appropriate layer.
  - Click **Search**.
  - Click the appropriate link from the **Search** results to zoom to the selected area on the **Map Viewer**.

2. In the map menu, click **Contents**, and then click **Maps** to select a resource map. Under the issue heading, click the appropriate check boxes to turn layers on and off (see the Selecting Issue Layers and Setting Map Preferences in the Table of Contents section for details on selecting maps and turning layers on and off). For this illustration, the Historic and Archaeological Sites issue is shown as the selected resource map, with the Archeological and Historic Sites layer shown as the active layer.

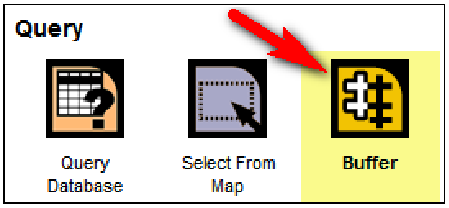


The **Map Viewer** refreshes and displays the Archaeological and Historic Sites layer, with the sites indicated by color (click the **Legend** thumbnail to view the map feature color coding and symbols).

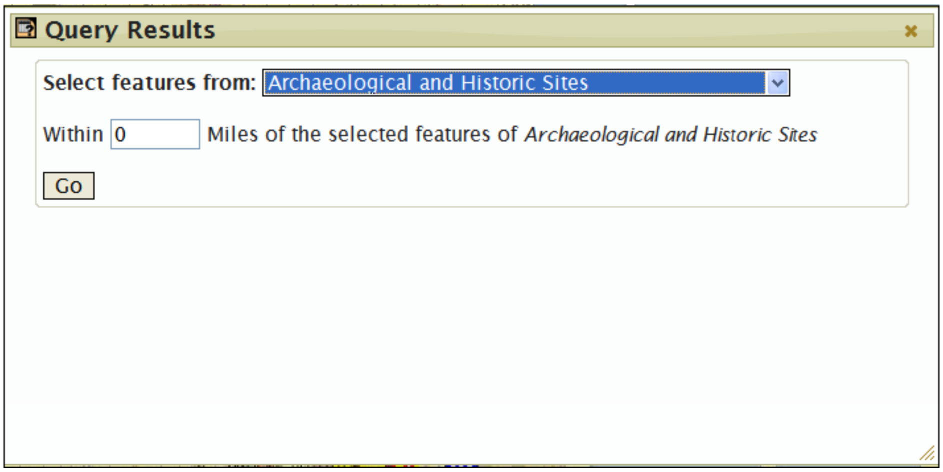
3. Click the **Tools** link.



4. Under **Query**, click **Buffer**.

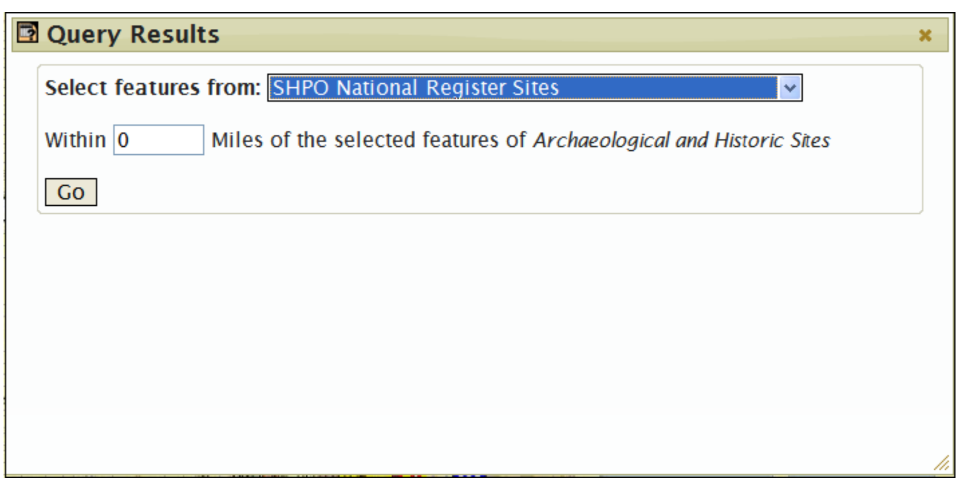


The **Query Results** dialog box appears, showing the **Select features from** list box and text box for setting the distance at or beyond the selected area.



5. You can select features within the selected area by using the **Query Results** dialog box to search for features within the current zone. Do the following:

- Click the **Select features from** arrow to expand the list box. The box populates with the features available in the database.
- Select the variable from the list by clicking it. For this illustration, SHPO National Register Sites is shown as selected.



- In the **Within Miles of the selected features of** *Name of Feature* text box, do one of the following:
    - Accept the default, **0 Miles**, to search for features within the established buffer zone.
    - Type the *number of* **Miles** in the text box to expand the search range beyond the established buffer zone (e.g., searching for schools within the established buffer zone plus *number of* miles).

    Note: You must use numbers greater than zero in the **Miles** text box.

- Click **Go**. The **Query Results** box refreshes and displays the results for the buffered area.

Query Results

Show on Map	SITEID	REFNUM	RESNAME	ADDRESS	RESTRICT	RESOURCE_	NUMCBLDG
Show on Map	DA01088B	88002977	BRICKELL MAUSOLEUM	501 BRICKELL AVE.		BUILDING	000001
Show on Map	DA04577	87000671	SOUTH RIVER DRIVE HISTORIC DISTRICT	428, 438 SW FIRST ST., 437 SW SECOND ST., 104, 109, 118 SW SOUTH RIVER		DISTRICT	000009

- Click the **Show on Map** link on the data row you want to view on the **Map Viewer**.

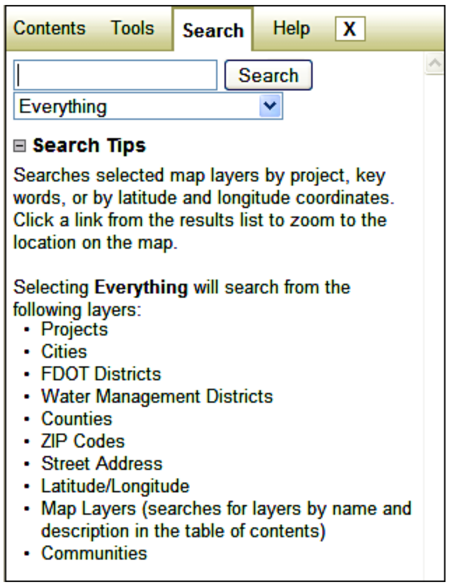
Tip! Clicking the **Show on Map** link will zoom to the specified area on the **Map Viewer**. Use the **Scale** box located in the **Map Viewer** toolbar or the zoom slider to zoom out to a distance that allows you to view a feature and buffer area in relation to the project location.

6. Repeat the steps listed above for buffering additional features within the **Map Viewer**.

3.4.1.3.3 Search

The **Search** feature in the maps menu enables you to search selected map layers by project, key words, or by latitude and longitude coordinates.

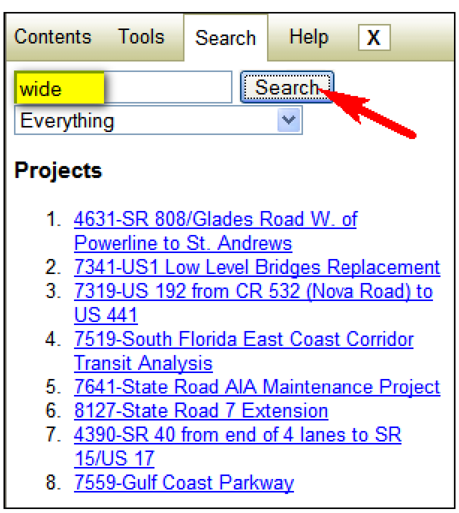
1. Click the **Search** button in the map menu to search for the target area or project. The **Search** panel displays a search filter and a list of layers that are searched.



Tip! Your query can be a partial spelling of a name or keyword.

2. Accept the **Everything** default, or click the drop-down arrow, , and then select the appropriate layer.

3. Click **Search**. For this illustration, just the partial word for widening ("wide") is shown as the search operator for projects involving road widening.

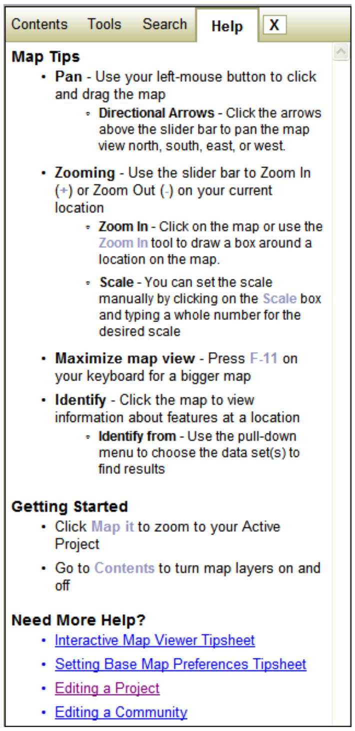


4. Click the appropriate link in the **Search** results to zoom to the selected area on the **Map Viewer**.

3.4.1.3.4 Help

The **Help** feature in the map menu opens a panel that provides quick access to tips for using the **Map Viewer** along with a **Getting Started** section for quick reference to start using the **Interactive Map Viewer**.

Note: You will find additional **Map Tips** at the bottom of the **Contents** and **Tools** panels. The tips found in these panels provide a general overview of the functions shown within the respective panel.



3.4.1.4 *Map Editor (Updated 11/30/2011)*

The **Edit Map Features** tools provide easy access for editing project features and community boundaries.

3.4.1.4.1 Drawing and Editing Project Features

The **Editing Project Features** tool in the **Map Editor** enables authorized users to digitize project features for projects in Draft, QA/QC, or Editing status within their jurisdiction.

Note: Check with your organization's EST administrator or contact the ETDM Help Desk for information about EST privileges.

The **Editing Project Features** tool allows you to do the following:

- Create new project features
- Edit existing projects
- Use an extraction tool to include segments from the RCI map

1. Open the **Interactive Map Viewer** and then go to the project location by doing any of the following:

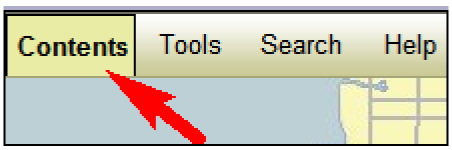
- Zoom to a project location directly in the **Map Viewer**:
    - Click the **Click to Open Map** bar.
    - In the **Map Viewer**, zoom to a location by clicking the area directly on the map or by using the **Zoom In** and **Zoom Out** buttons on the map toolbar.

Note: See the **Map Viewer** section at the beginning of this chapter for information on opening the viewer and using the Map Viewer Top Toolbar.

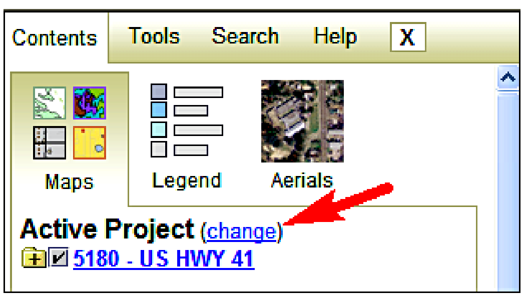
- Select a project using the **Project Navigation** bar and then click the **Map it** button to zoom to the project location.

Note: See the Navigation chapter of the EST Handbook for instructions on using **Advanced Project Search**.

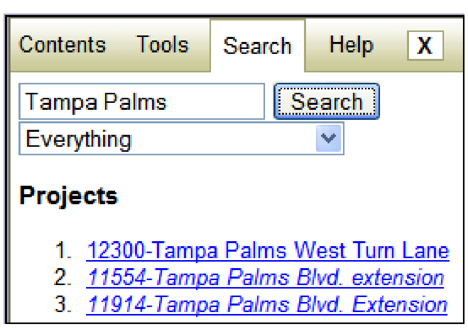
- Change to another project using the **Map Viewer's** table of contents:



    - Click the **Contents** button on the map menu bar. The **Contents** panel expands.
    - Beside **Active Project**, click the **change** link.



    - In the **Search** panel, type the project number, the full project name or part of the project name in the **Search** field.
    - Click **Search.**
    - Under **Projects**, click the appropriate project name from the list of search results. The **Map Viewer** refreshes and displays the project location.

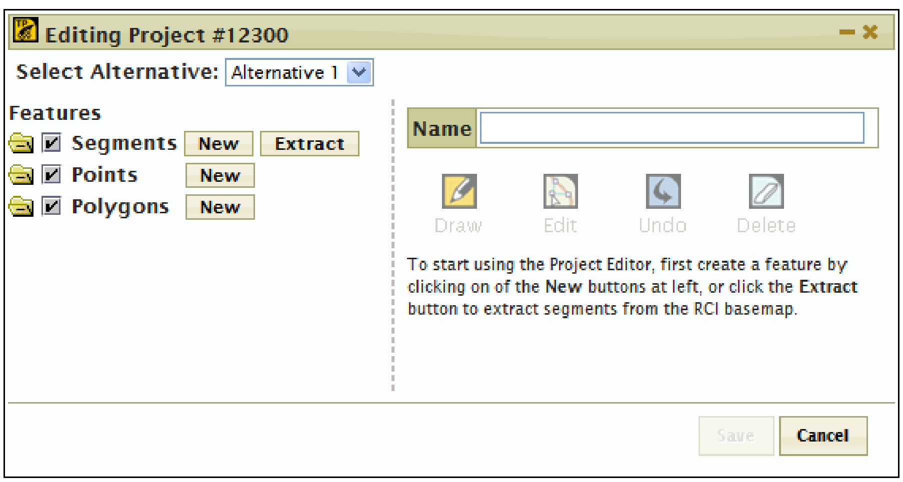


2. After the project location opens in the **Map Viewer**, open the **Map Editor** by clicking the **Tools** button on the map menu.

3. In the **Tools** panel, click **Transportation Projects**.

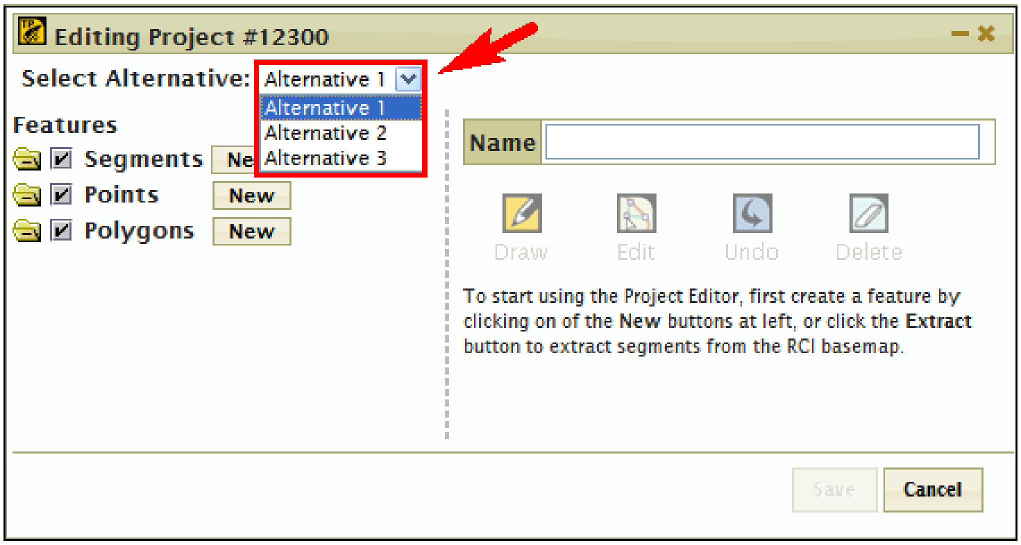
The **Editing Project** dialog box appears and displays the Alternative name (or a list box containing multiple Alternatives), a **Features** table of contents, and drawing tools that allow you to create or modify a feature's shape.

Note: A project must have at least one Alternative before you can create a feature's shape. To add an Alternative to a project in the EST, go to the **Tools** menu, point to **Project Diary**, and then select **Alternative Description** (see the Add/Update Alternative Description section of the Tools chapter in the EST user handbook for detailed instructions).



4. Click the **Select Alternative** arrow, and select the **Alternative** name from the list box. The features that are drawn on the map will apply to the selected Alternative.

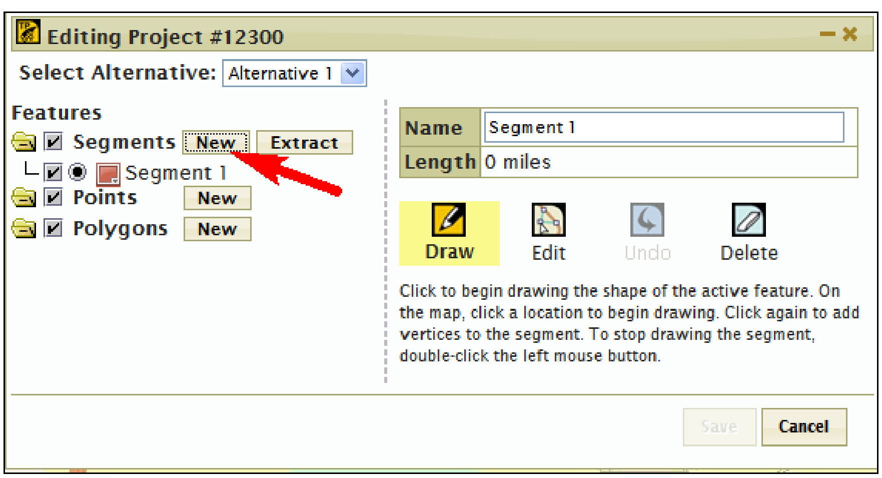
Tip! An Alternative can have one or more features.



5. Create a new feature by doing one of the following:

- Click the **New** button beside the selected feature to create a new shape. Go on to the next step, Step 6, of these instructions.
- Click the **Extract** button beside **Segments** to extract an existing roadway from the RCI map. Go to the Extracting Segments from Existing RCI Roadways section for details on extracting from the RCI map.

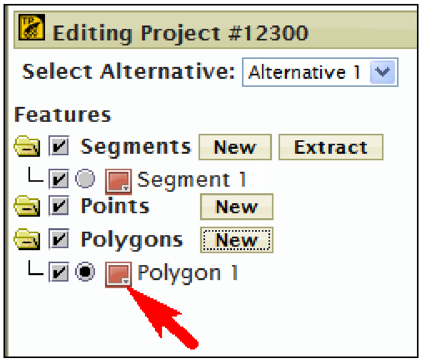
6. After clicking the **New** button beside the selected feature, a check box appears for the new feature and the **Editing Project** dialog box refreshes, displaying a highlighted **Draw** button.



7. In the **Name** field, enter the name of the feature, or you can leave the default name provided by the EST (e.g., Segment 1).

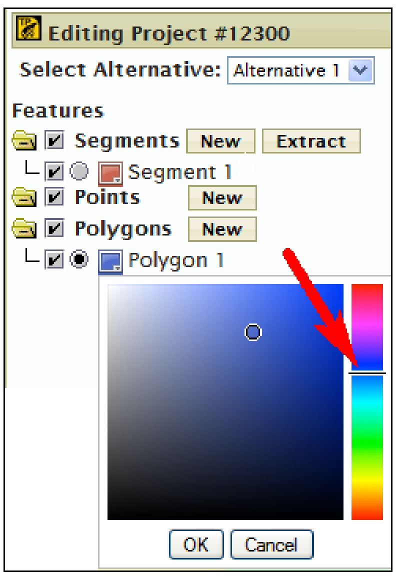
8. If you are creating multiple features, you can assign a different color to each feature. To assign a different color to a feature, do the following:

- Click the color pallet icon beside a feature name.

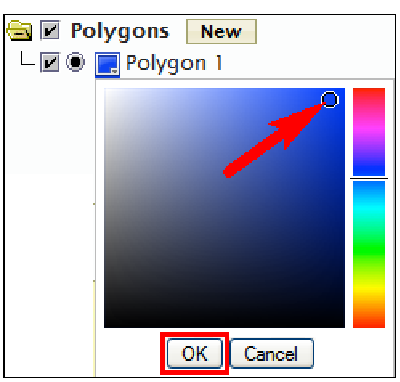


The pallet box will expand, enabling you to select and assign a color for the selected feature.

- On the color hue bar, move the slider bar to select the color range.

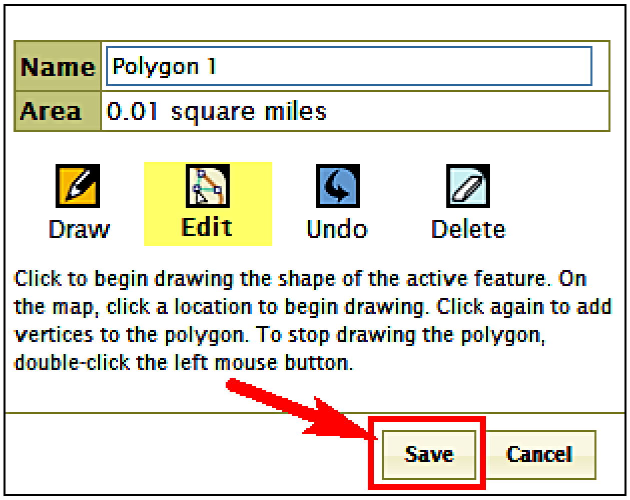


- In the color pallet box, click the color value. A circle appears on the selected value.
- Click **OK**. The color icon shows the assigned color for the feature.



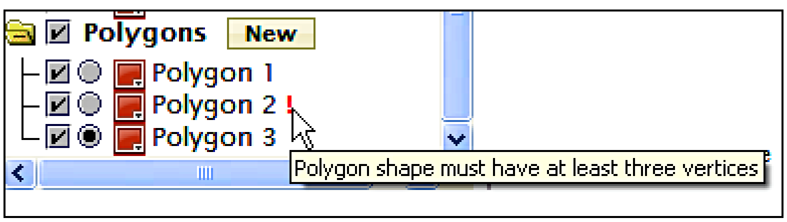
9. In the **Map Editor**, begin drawing the feature (See Drawing Features in the Map Editor and Editing Features in the Map Editor sections of this handbook for instructions on drawing and editing features.)

10. When you have completed drawing and editing features in the **Map Editor**, click **Save**.



When you click **Save**, the features that have been created or edited for the selected Alternative will be saved to the project layer.

Note: A red exclamation mark appearing beside a feature name indicates an issue needs to be addressed regarding the feature. Move the mouse pointer over the exclamation mark to view details, as shown in the next illustration.



3.4.1.4.1.1 *Drawing Features in the Map Editor*

After you have made your selections in the **Features** table of contents, you can begin drawing the active feature's shape on the map.

The steps shown in this section illustrate how to create a feature (i.e., **Segments**, **Points**, and **Polygons**).

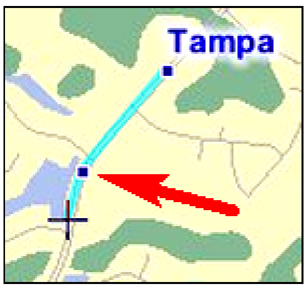
3.4.1.4.1.1.1 Drawing a Segment

In the **Features** table of contents, click the button beside the **Segment**. You can then begin adding segment features to the Alternative in the **Map Editor**.

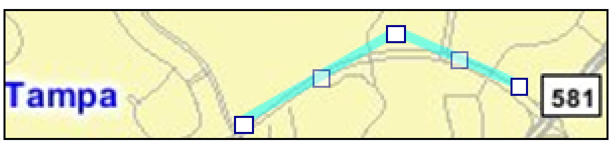
Note: You need to click a beginning location and an ending location to create a segment.

- On the map, click once on the location where you want to begin drawing. As you move toward the desired end location, a line follows the path of your mouse pointer (shown as crosshairs on the **Map Editor**).

- As you draw, click the locations where you want to place vertices. These locations appear as small dark boxes as you draw.



- When you have completed drawing a segment, double-click the left mouse button to stop drawing. Vertices will appear as bold boxes, and midpoints will appear as transparent boxes.

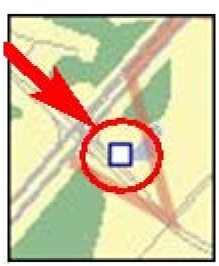


3.4.1.4.1.1.2 Drawing a Point

In the **Features** table of contents, click the button beside the **Point** feature you want to make active. You can then begin adding point features (e.g., bus stops, rail platforms, gas stations) to the Alternative in the **Map Editor**.

Click once on the location where you want to place the point. A single box will appear.

Note: You only need to click once to establish a point feature.

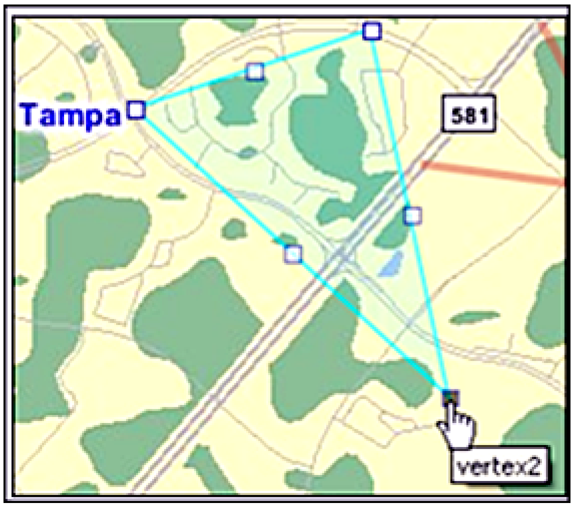


3.4.1.4.1.1.3 Drawing a Polygon

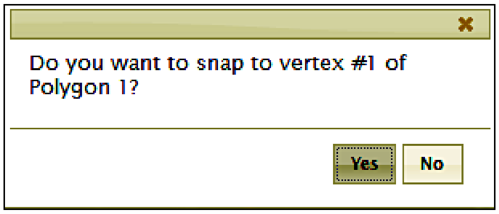
In the **Features** table of contents, click the button beside the **Polygon** feature you want to make active. You can then begin adding polygon features (e.g., bus terminals, rail stations, airports) to the Alternative in the **Map Editor**.

> ***Note:*** You will need to create at least three locations on the map to create a polygon.

- Click once on the map and draw a line to the second location point.
- Click the map to add the next vertex of the line.
- Continue clicking the map until you have completed the area.
- Double-click the map to add the last vertex and finish drawing the polygon.

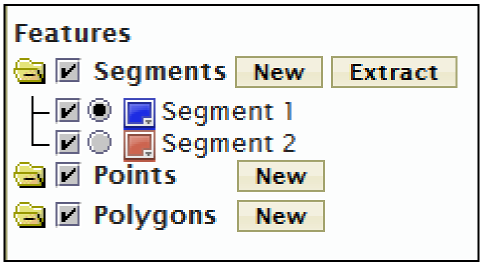


> ***Tip!*** You can snap a feature's vertex to another feature's vertex by clicking the points where you want the connection to occur, ensuring that consecutive segments form a continuous line. When a message box displays asking if you want to **Snap** the selected vertices, click **Yes** (or **No**), and then continue drawing the feature on the map.



3.4.1.4.1.2 *Editing Features in the Map Editor*

1. In the **Features** table of contents, select which features you want to display on the map and which feature you want to place in active drawing mode. The next illustration shows all features as selected for display, with Segment 1 selected for active drawing mode (i.e., the feature you can edit).

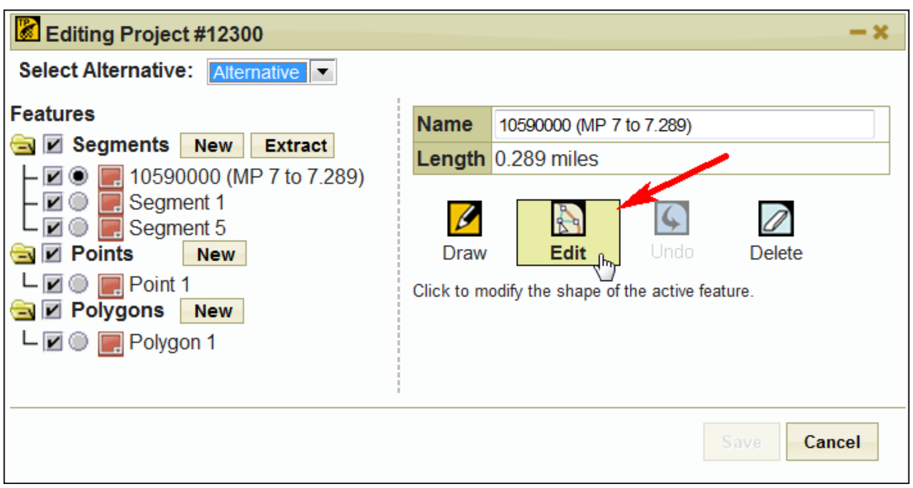


Turn features on by doing the following:

- Click the check box beside the feature you want to display on the map.
- Click a check box beside a folder icon to display all the features for a category.
- Click the option button beside a feature to put it in active drawing mode.

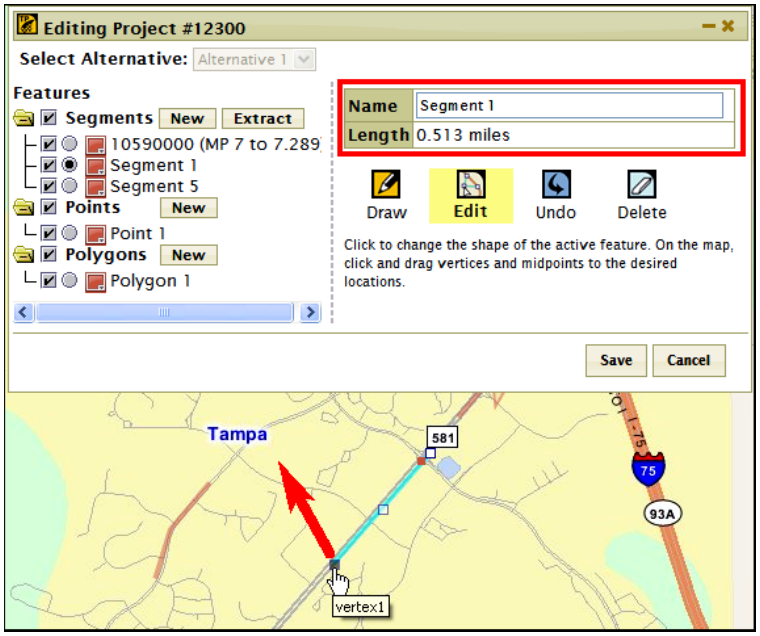
Tip! Click a checked box to turn a feature off.

2. When you finish drawing a feature, the **Editing Project Features** tool automatically goes into edit mode. The **Edit** button in the **Editing Project** dialog box becomes highlighted. If the **Edit** button is not already highlighted, click **Edit**.

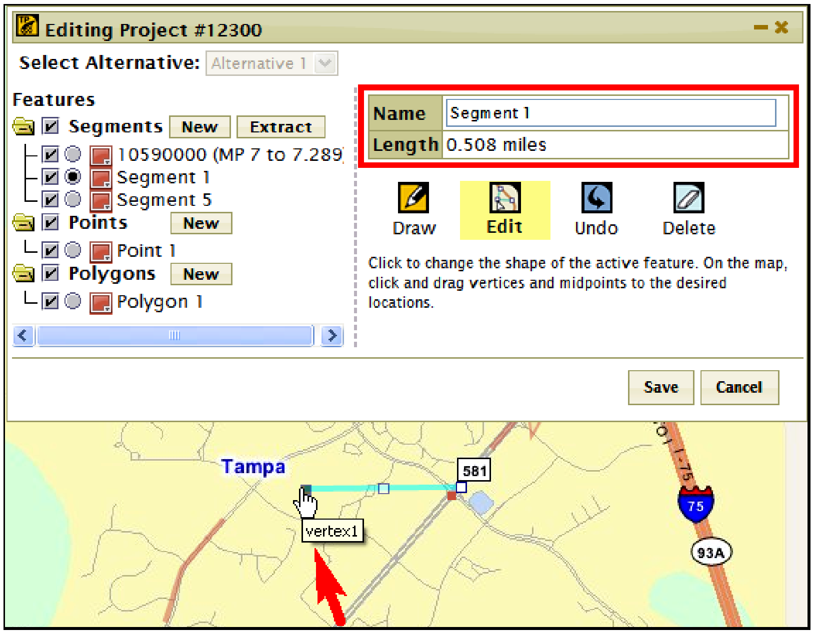


3. On the **Map Editor**, begin making edits to a segment or polygon by doing the following:

- Move a vertex (bold box) to another location on the map by clicking and dragging it to the desired location, as indicated in the next two illustrations. The **Editing Project** dialog box displays the segment **Length** or polygon **Area**.

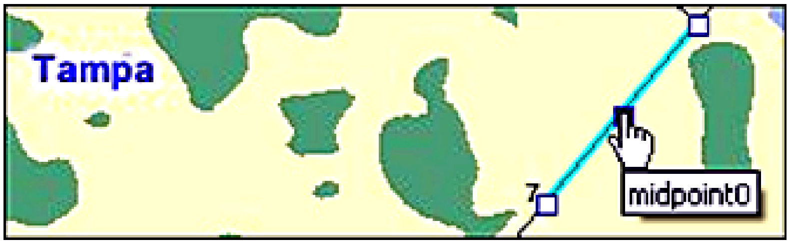


The lines and midpoints adjust to the new coordinates set by the vertex's change in location. The next illustration shows the segment change from its previous location (Vertex1 and midpoint) and a change in the segment's distance (shown in the **Length** box).

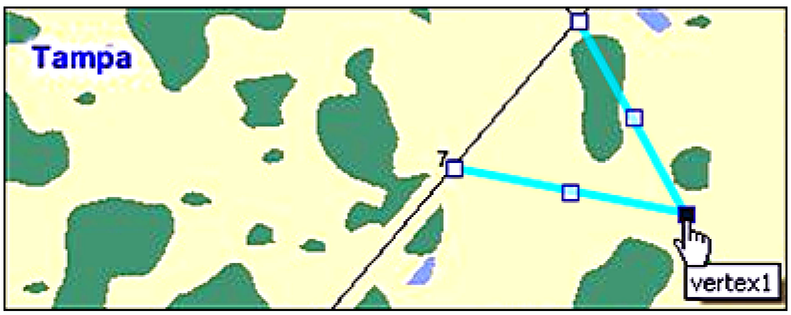


- Click a midpoint (transparent box) and drag it to a desired location on the map.

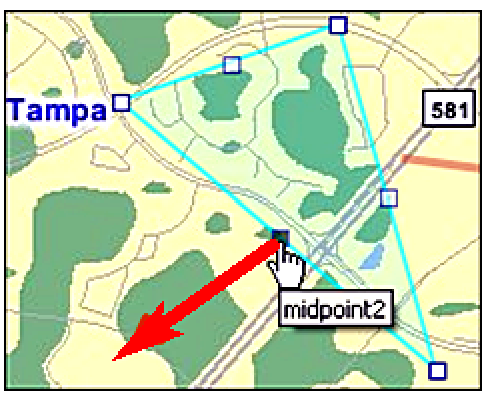
Note: Dragging a midpoint is an effective way to add points to a segment or polygon.



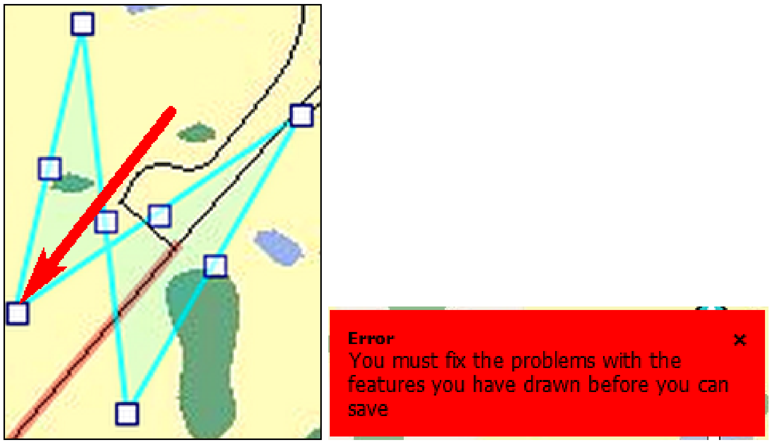
Dragging a midpoint changes the midpoint to a vertex, adds new segments on either side of the midpoint connecting to the adjacent vertices, and inserts new midpoints on the new segments (as shown in the next illustration).



The next illustration displays a polygon in edit mode.



Note: The lines of a single polygon cannot self-intersect. The EST displays an error message if this action occurs, as shown in the next illustration.



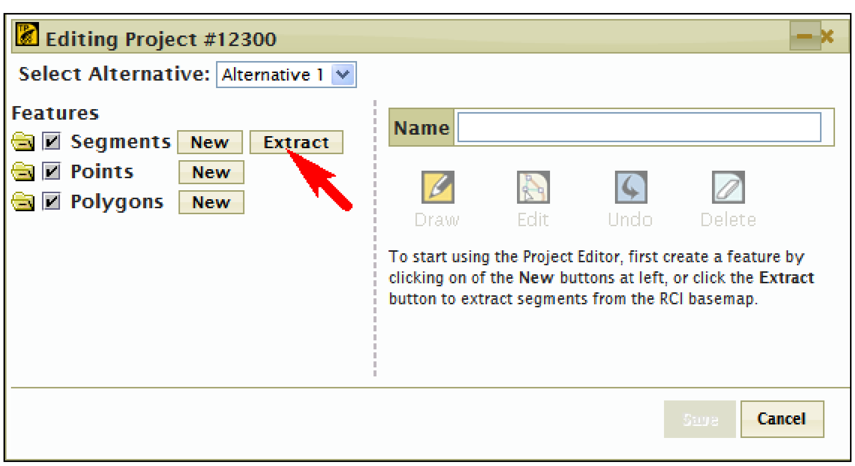
- To edit points, click on the point and drag it to the desired location.

4. Click **Save**.

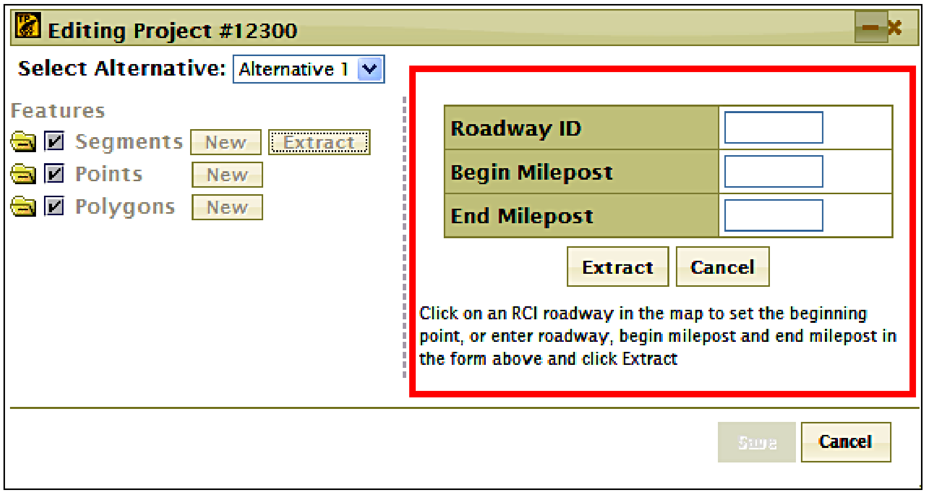
3.4.1.4.1.3 *Extracting Segments from Existing RCI Roadways*

After you have selected an Alternative, you can add new segments by drawing them directly on the map or by extracting them from existing RCI roadways. Once you have completed drawing a segment or extracting it from the RCI map, you can then change the segment's shape using the **Edit** tool.

1. In the **Editing Project** dialog box, click the **Extract** button beside the **Segments** category.

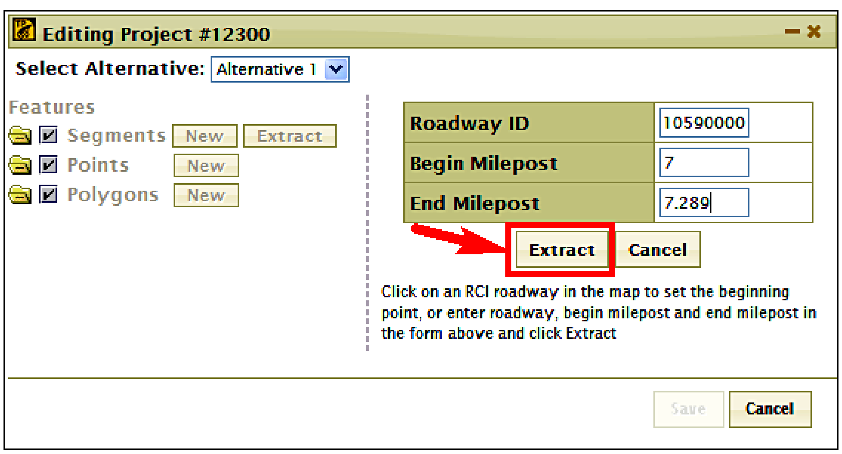


The **Editing Project** dialog box refreshes and displays a form for entering FDOT roadway ID and milepost information.

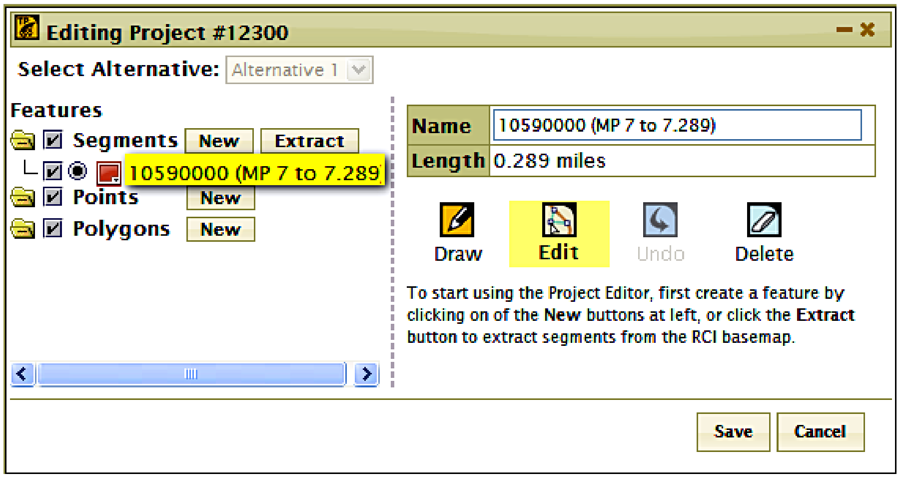


2. You can either extract RCI roadways by using the form (enter **Roadway ID** and **Milepost** locations) or by clicking on an RCI roadway on the map.

- To extract RCI roadways using the form, do the following:
  - Enter the **Roadway ID**, **Begin Milepost,** and **End Milepost** locations into the appropriate fields.
  - Click the **Extract** button.

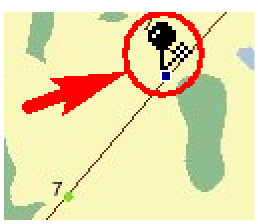


The **Editing Project** dialog box displays the roadway ID (e.g., 10590000) and milepost (MP) information under the **Segments** category and in the **Name f**ield. The length of the segment is also displayed in the **Length** field.

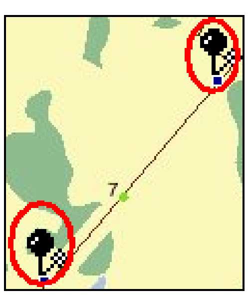


The extracted feature appears on the map, displaying vertices and midpoints.

- To extract RCI roadways using the map, do the following:
  - In the **Map Editor**, click once on the location where you want to begin the RCI segment. The location is marked by a pushpin.



  - Click the next location point to complete the segment extraction. Another pushpin appears. The database automatically extracts the RCI roadway data.



The extracted feature then appears on the map, displaying vertices and midpoints.

Note: Both points must be on the same RCI roadway. Placing points on different roadways or on roadways other than RCI will result in an error message.

The **Editing Project** dialog box displays the FDOT roadway ID (e.g., 10590000) and milepost (MP) information in the Name and Length fields of the form. The roadway ID and MP information also appears under the **Segments** category of the **Features** table of contents.

Tip! You can rename the **Roadway ID** in the **Name** field. The revised name will appear under the **Segments** category after you click **Save**.

3. To assign a different color to an extracted segment, click the color icon beside the segment's name, and then follow the steps listed for assigning a different color to a feature found in the Drawing and Editing Project Features section of this chapter.

4. Click the **Edit** button to alter the shape of the segment. (See the Editing Features in the Map Editor section for details.)

5. Click **Save**.

3.4.1.5 *Edit Communities*

The **Communities** tool in the **Map Editor** enables authorized users to digitize community boundaries within their jurisdiction.

Note: Check with your organization's EST administrator for information about EST privileges, or you can contact the ETDM Help Desk.

With the **Communities** tool, you have the option to do any of the following:

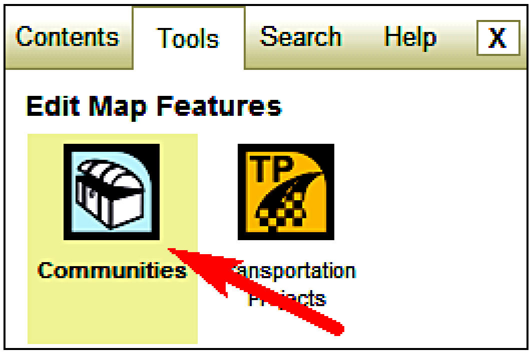
- Create a new community boundary (See the Creating a Community Boundary section for details.)
- Edit existing community boundaries (See the Editing a Community Boundary section for details.)

3.4.1.5.1 Opening the Communities Tool

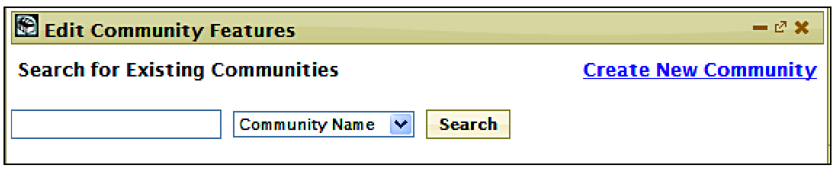
1. Open the **Map Viewer** and zoom to a project location.

2. In the map menu, click **Tools**. The **Tools** panel opens and displays the **Map Editor** icons.

3. Under **Edit Map Features**, click **Communities**.



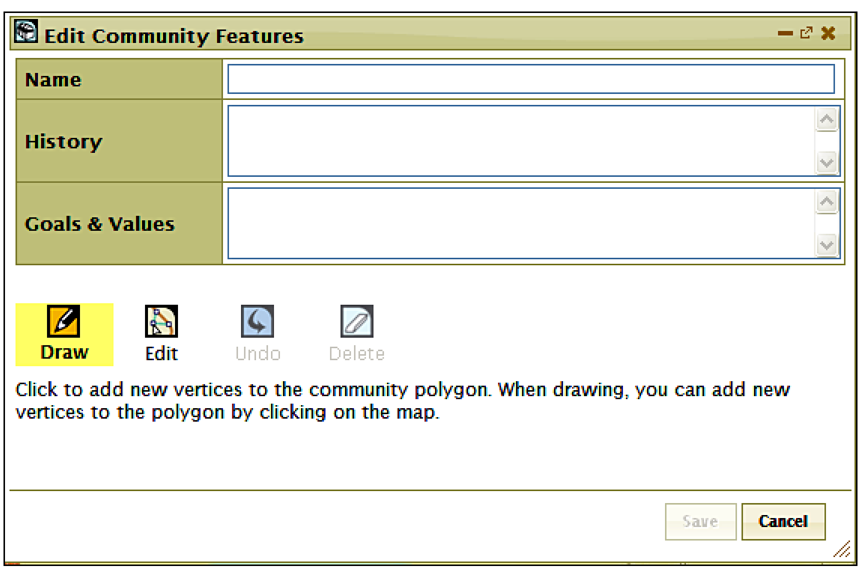
The **Edit Community Features** dialog box appears, giving you the option to create a new community or search for an existing community or ETDM project.



3.4.1.5.2 Creating a Community Boundary

1. In the **Edit Community Features** dialog box, click the **Create New Community** link.

The **Edit Community Features** dialog box refreshes and displays a form along with drawing tool icons.



2. In the form, complete the following fields:

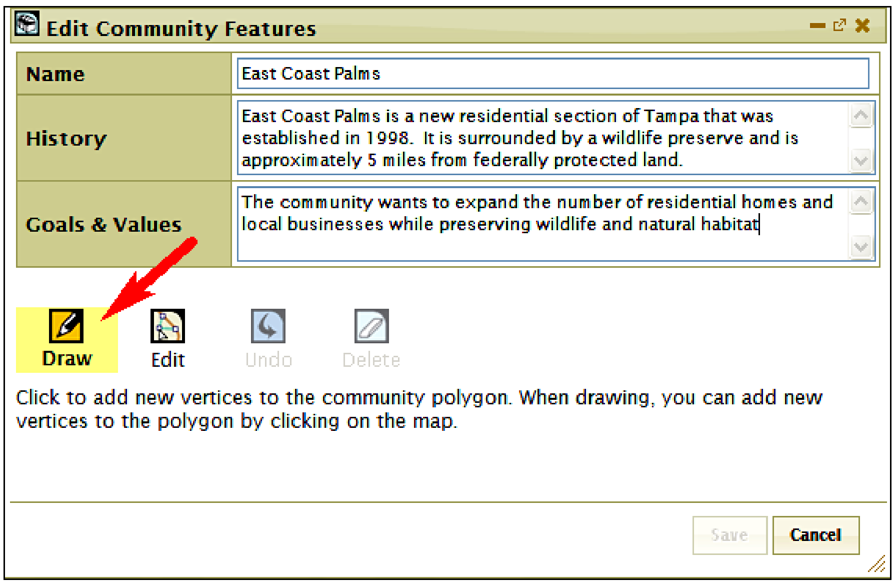
- In the **Name** field, assign a name for the community.

Note: The **Name** field is a required field. The **History** and **Values & Goals** fields are optional.

- Provide a brief history of the community in the **History** text box. You can copy and paste or type the information into the text box.

- In the **Goals & Values** text box, type or copy and paste information regarding the community's goals.

3. Click the **Draw** button.



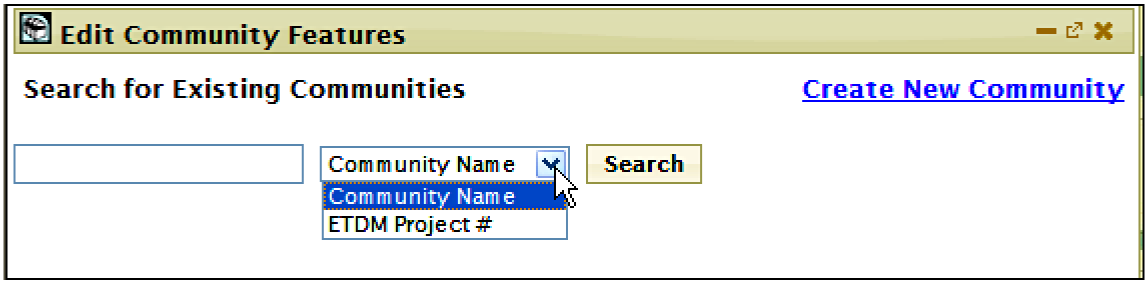
4. In the **Map Editor**, draw the community boundary.

Tip! Refer to the Drawing Project Features and Editing Project Features sections for illustrations of drawing and editing in the **Map Editor**.

5. Click **Save**.

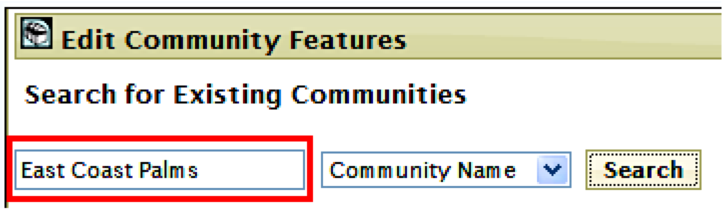
3.4.1.5.3 Editing a Community Boundary

The **Search** function of the **Edit Community Features** tool enables you to select and edit a saved shape. You can search by **Community Name** or by **ETDM Project** # if you are searching for communities within a specified distance of a project.

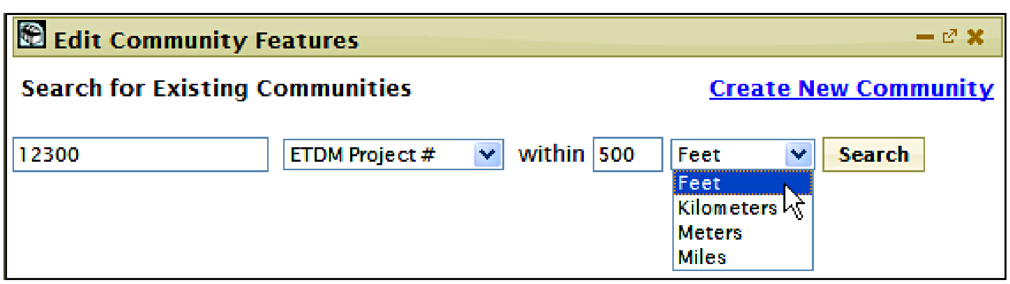


1. In the **Search for Existing Communities** dialog box, do one of the following:

- To search for a community by name, select **Community Name** and then do the following:
  - Enter the name of the community in the first field on the left side of the dialog box.



  - Go to the next step, Step 2, of these instructions.
- To search for communities within a specified distance of a project, click the drop-down arrow and then click **ETDM Project #**. Do the following:
  - Type the **ETDM number** in the first field on the left side of the dialog box.
  - Type the distance in the **within** field.
  - For the unit of measure, click the drop-down arrow and then select a unit of measure from the list.



  - Go to the next step, Step 2, of these instructions.

2. Click **Search**. The **Search for Existing Communities** dialog box expands, displaying the search results along with **Edit Boundary** links.

3. Click the **Edit Boundary** link to display the boundary shape on the map.

4. In the **Map Editor**, click a vertex point (displayed as square boxes) and drag it to the desired location. Continue moving the vertex points until the desired boundary shape is completed.

5. Click **Save**.

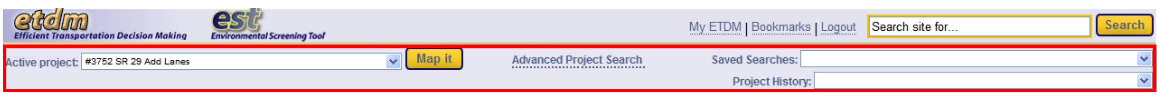
3.4.2 Print Hard Copy Maps (*Updated 11/30/2011*)

The **Print Hard Copy Maps** option provides access to maps that have been initially created automatically for a project when the standard GIS Analysis program was run. Maps are also automatically generated when the status of a project Alternative is set to GIS Analysis Complete, ETDM QA/QC, or ETAT Review; or they can be manually generated by the ETDM Coordinator if GIS data updates are available.

Note: Instructions for setting and updating the status for Alternatives can be found in the Tools section of the EST User Handbook.

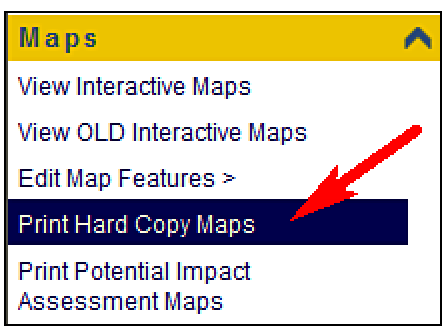
Viewing a List of Project Maps:

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



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

2. On the **Maps** menu, point to **Print Hard Copy Maps**.



The **Print Hard Copy Maps** window opens as a tabbed page.

Tip! Click on the toolbar icons to:

 Send feedback about the current page.

 Access online **Help**.

Depending on the project's status, one of the following **Print Hard Copy Maps** screens will appear:

- If maps have been created for a project, the screen (shown in the next illustration) will display. Go to Step 3.

Print Hard Copy Maps

Print Hard Copy Maps

⊟ #3752 SR 29 Add Lanes

District	District 1	**Phase**	Programming Screen
County	Collier	**From**	Oil Well Road
Planning Organization	FDOT District 1	**To**	SR 82
Plan ID		**Financial Management No.**	
Federal Involvement	Federal Action		
Contact Information	Name: Chris Piazza Phone: 863-519-2293 E-mail: test-FD1-chris.piazza-ou3325@devnull.fla-etat.org		
Project Web Site	http://www.sr29collier.com/		
Project Milestone Dates:	Current Project • 09/20/2011 • 02/03/2009 • 10/29/2008 • 07/14/2008 • 07/14/2008 • 04/18/2008 • 02/21/2008 • 01/07/2008 • 08/20/2007 • 07/09/2007 • 05/05/2007 • 03/21/2007 • 03/20/2007 • 03/20/2007 • 07/25/2005 • 06/10/2005 • 03/31/2005 • 02/14/2005		

Project Milestone: Current Project Data
Click one of the date links above to view other historical snapshots of the data.

⊟ Data Currency Notice

All hardcopy maps are up to date. This means that each of the hardcopy maps listed below have been generated based upon the most up-to-date EST data that is currently available in the system.

⊞ expand all ⊟ collapse all

⊟ Project-Level Maps

Hardcopy Maps Last Requested on 03/31/2010 9:13:34 AM

Category	Publication Date	Format
Age Distribution Map	03/31/2010	JPG | PDF
Coastal and Marine Map	03/31/2010	JPG | PDF
Community Services Map	03/31/2010	JPG | PDF
Contamination Map	03/31/2010	JPG | PDF
Farmlands Map	03/31/2010	JPG | PDF

- If maps have not been created for a project or if you do not have draft access privileges, the following screen appears. Go to Step 6 for information on creating hard copy maps for a project.

Note: If a message indicates you do not have draft access, contact the ETDM Help Desk for assistance at help@fla-etat.org or by phone at (850) 414-5334.

Print Hard Copy Maps

⊟ No Project Snapshots Exist

You do not have draft access to view the current project, and no snapshots of the data currently exist in the database. Data for this project will not become available until the project begins its first screening cycle.

⊟ Data Currency Notice

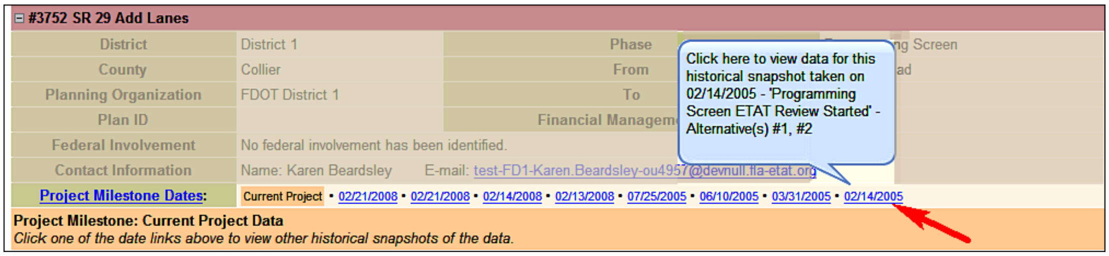
No hardcopy maps have been requested for this transportation project.

⊞ expand all ⊟ collapse all

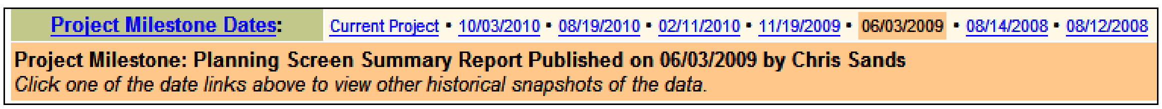
⊟ Alternative-Level Maps

3. To view maps associated with completed milestones for the project, or current data if the project has been released for ETAT review or an ETAT review has been completed but not summarized, click a **Project Milestone *date link*** or **Current Project** on the **Project Milestone Dates** row header.

Tip! When you point to a **Project Milestone *date link***, a help tip pops up and provides a brief description of the project milestone. To open the **Project Milestone Report**, click the **Project Milestone Dates** row header. The report displays a snapshot timeline and details for the selected project.



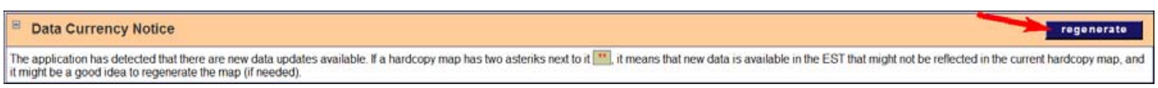
The selected milestone becomes highlighted, indicating that this is the data set currently displayed. A description of the milestone appears in the **Project Milestone** box.



After selecting a **Project Milestone *date link*** or **Current Project**, the **Print Hard Copy Maps** screen refreshes and displays the maps associated with the selected date.

Note: The **Print Hardcopy Maps** page displays a **regenerate** button if the underlying map data has been updated since the map was last generated. Click the button to update the map with the latest data.

If no image of the map is currently available a **missing** ** note appears in the **Publication Date** and **Format** columns. ETDM Coordinators for the project's planning organization or district can click the **regenerate** button to update maps, if needed.

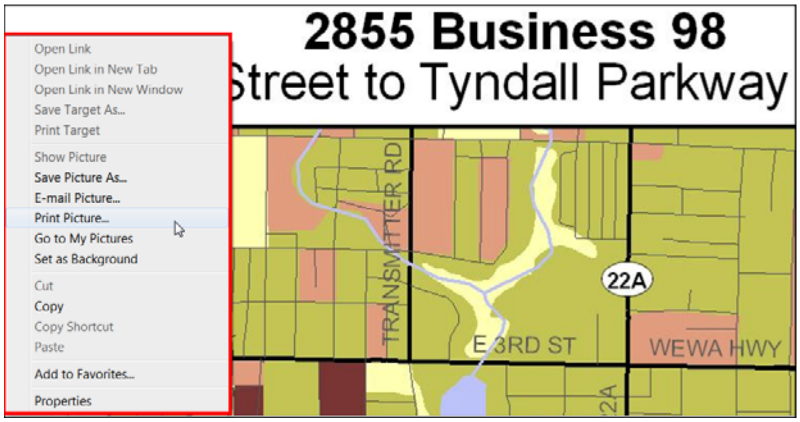


4. Select the print format by clicking the **JPG** or **PDF** link.

Tip! Clicking the **PDF** link requires **Adobe Reader** be installed on a browser in order for the images to be viewed. Clicking **JPG** enables an image to display without using special software.

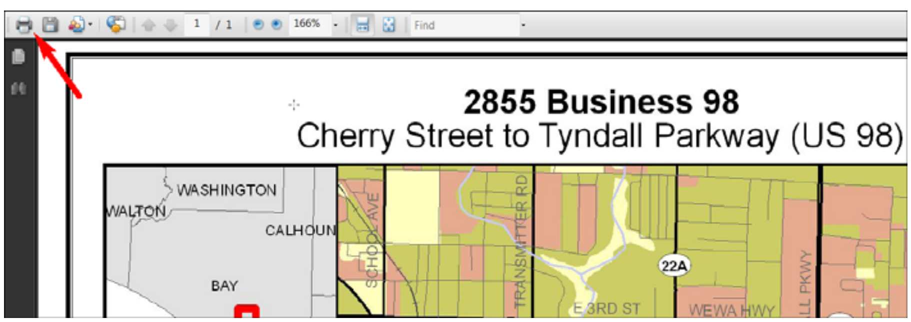
5. Print, save, or email the map by doing the following:

- On the **JPEG** image, right-click the mouse button to display the browser menu, click **Print** to print a hard copy of the map, or click **Save Picture As** to save the map to your desktop; click **E-mail Picture** to attach the map to an email.

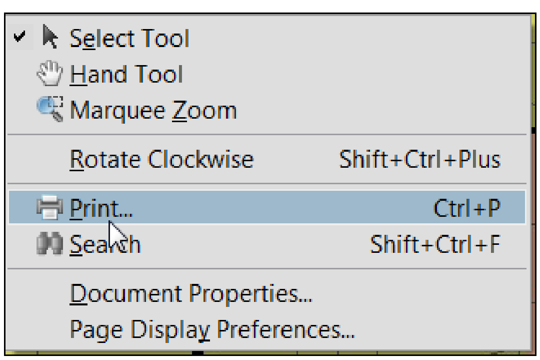


- On the **PDF** image, print the map by doing any of the following:

  - Use the toolbar at the top of the PDF window to print, , or save, , the image to your desktop.



  - Right-click on the image and then click **Print** on the screen menu.



Tip! You can also print a map in either format by pressing **Ctrl** + **P**.

6. If no hardcopy maps are listed for a selected project, you can create a map in the **Interactive Map Viewer** by doing the following:

- In the **Project Navigation** bar, click the 

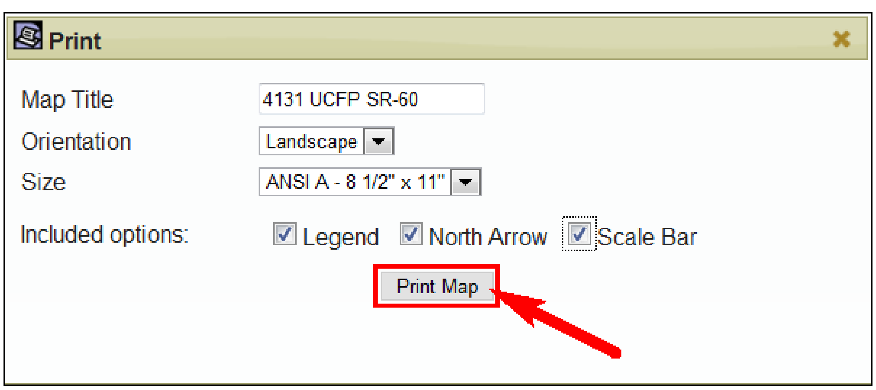
button. The **Interactive Map Viewer** opens and zooms to the project location.

Note: The project name needs to be displayed in the **Active project** field beside the **Map it** button before you can zoom to the project location.

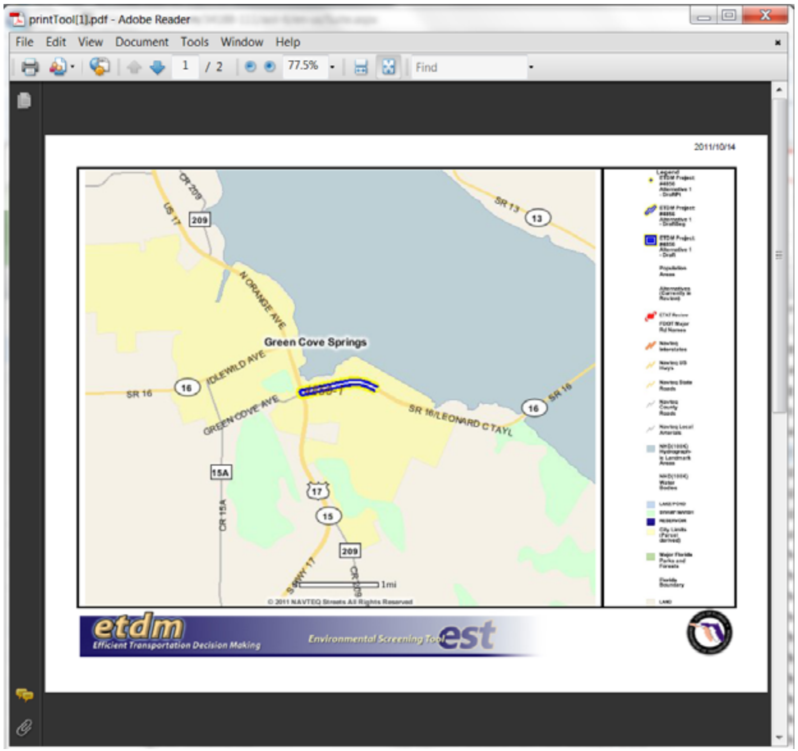
- On the **Map Viewer** top toolbar, click the **Print** icon.

A **Print** dialog box opens, displaying fields for providing a **Map Title** and for selecting page **Orientation**, paper **Size**, and key map elements to display on the hard copy map.

- Complete the fields in the **Print** dialog box.
- To display key map elements—**Legend**, **North Arrow**, and **Scale Bar**—on the hard copy map, click the check box(es) beside the element(s) you want to display.
- Click **Print Map**.



The EST displays the map in a separate **PDF** window.



- Follow the standard steps to print the PDF (see Step 5 of this document for instructions) or save it to your desktop.

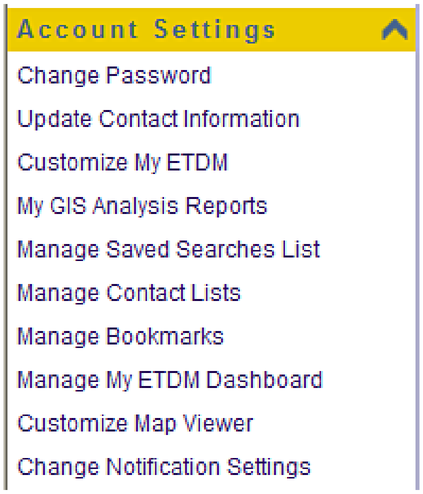
3.4.3 **Print Potential Impact Assessment Maps (*In Development*)**

3.4.4 **Hard Copy Map Queue (*In Development*)**

3.4.5 **Potential Impact Assessment Map Queue (*In Development*)**

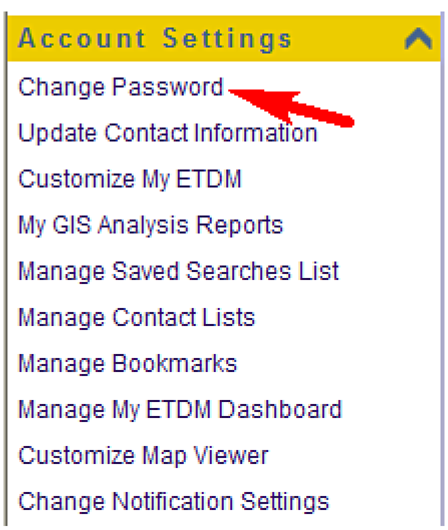
3.5 Account Settings (Updated 6/30/2010)

The **Account Settings** functions in the EST enable users to manage their personal information, EST account, and saved reports. This menu includes functions to set user preferences, change password, and other user-specific option management.



3.5.1 Change Password

The **Change Password** function enables users to create a new password. To access the **Change Password** function, go to the **Account Settings** menu, and then select **Change Password**.



A form will open, with fields for your **old password**, **new password**, and **confirm your new password**. When completed, click **Change**.

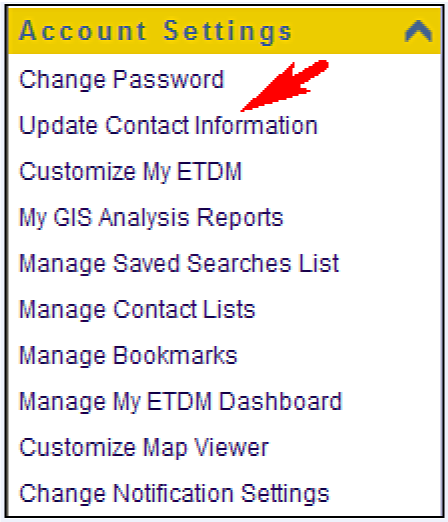
Tip! Click the toolbar icon in the page to:

- View a training video about this function.
- Print a copy of the current page.
- Export the current page to a **PDF** file.
- Send feedback about the current page.
- Access online **Help**.
- Bookmark the page.
- Add the page to your **My ETDM** preferences.

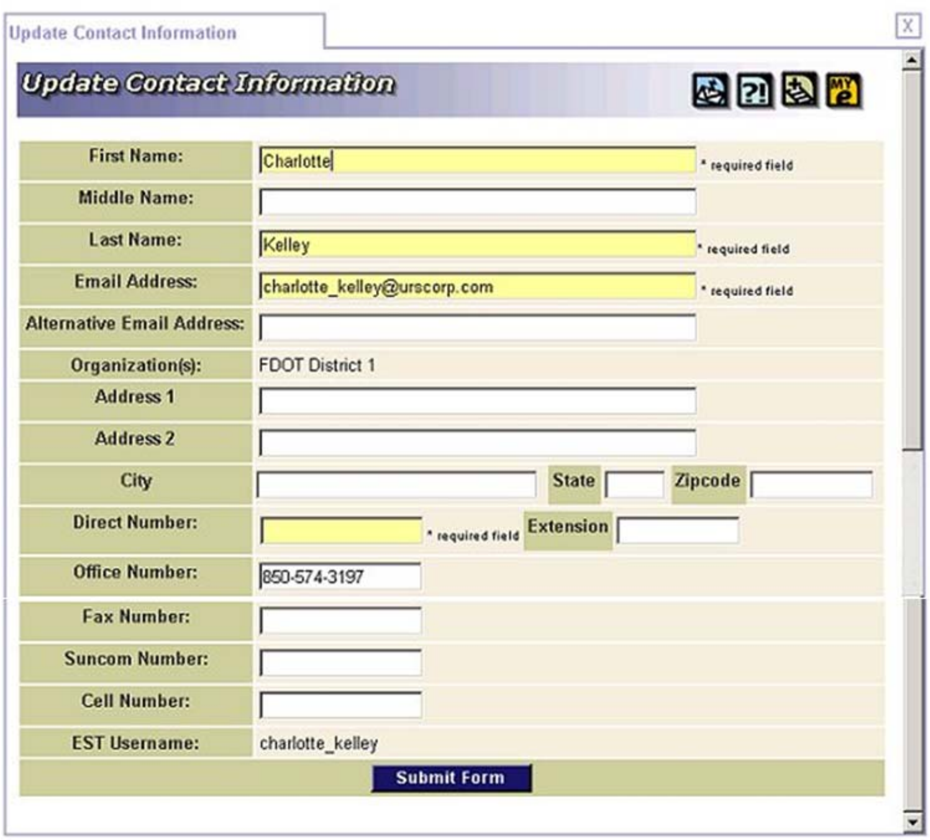
3.5.2 Update Contact Information

This function allows users to update their own personal account information stored in the ETDM database.

1. Go to the **Account Settings** menu, and then select **Update Contact Information**.



2. Enter the contact information on the **Update Contact Information** form then click **Submit Form**.

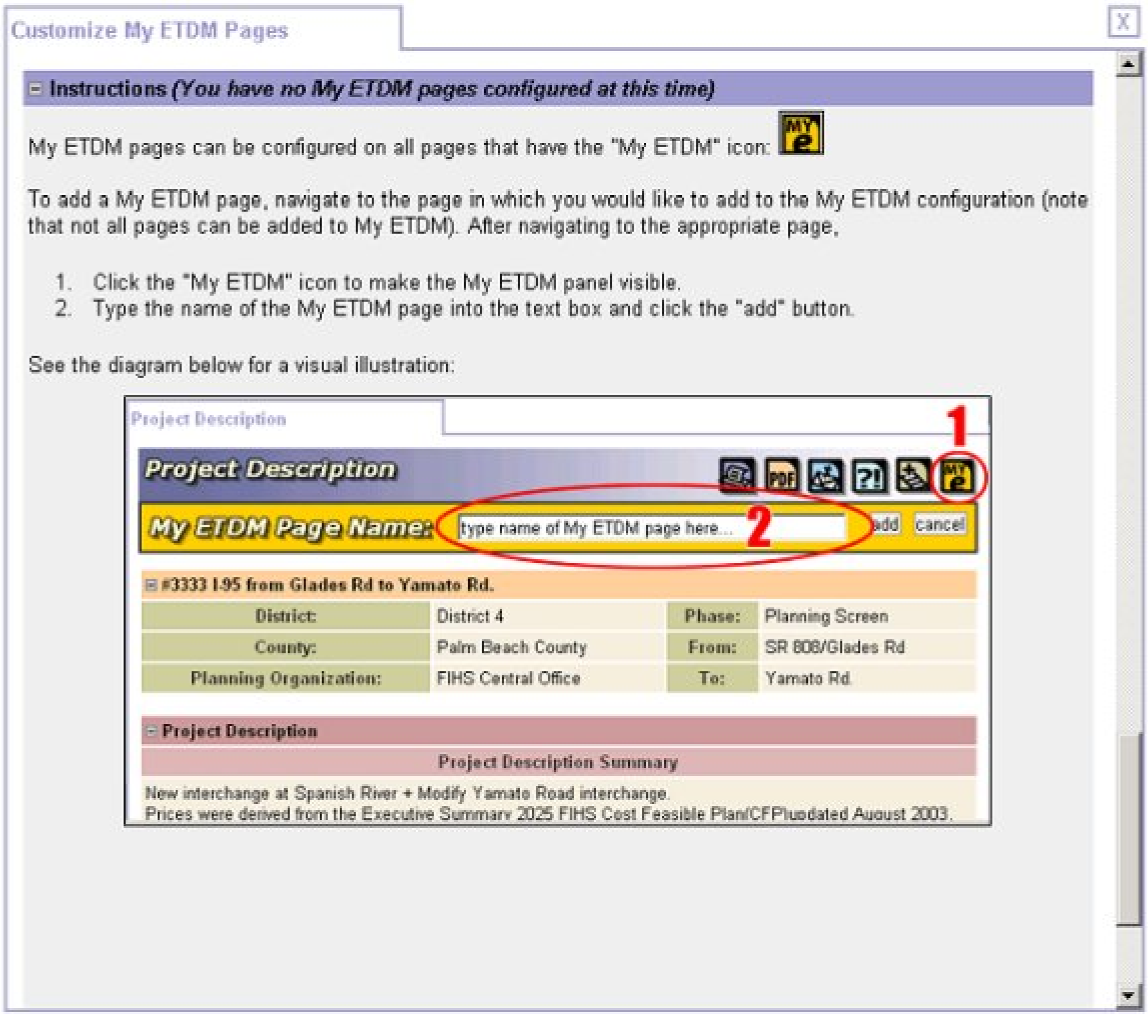


3.5.3 Customize My ETDM

This function allows the user to set preferences for the My ETDM page. Selecting this function opens a form that allows the user to select one or more pages from a checklist of available pages. Up to five form(s), report(s) or static page(s) may be selected by the user to be displayed on the primary page. The available selections for these pages are listed in **Table 2-1**.

To access the Customize My ETDM function, click on the Account Settings button on the main menu, then select Customize My ETDM under the Account Settings pull-down menu. On the form that opens, click on the check box next to the desired pages, then click “Add Selection(s).”

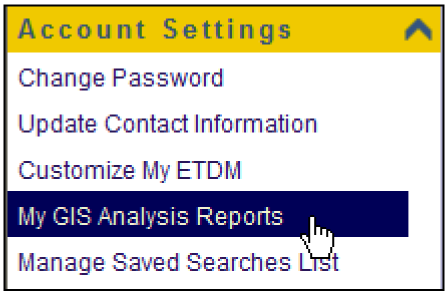
My ETDM pages may also be selected by navigating to a page, then following the instructions on the Customize My ETDM Pages screen (as illustrated below).



3.5.4 My GIS Analysis Reports (New 6/22/2007)

My GIS Analysis Reports allows you to create your own unique GIS Analysis Report by selecting issues of interest and specific GIS analyses and buffer distances within those issues and including them in a customized report. After you set up the report, you can use it as a template for all projects or you can apply the report to one project only. Then, when you use the GIS Analysis Results report found under Reports > Project Effects on the main menu, you have the option of using that report to view GIS analysis results for one issue at a time or you can use a link to view the GIS analysis results specified in a customized My GIS Analysis Report.

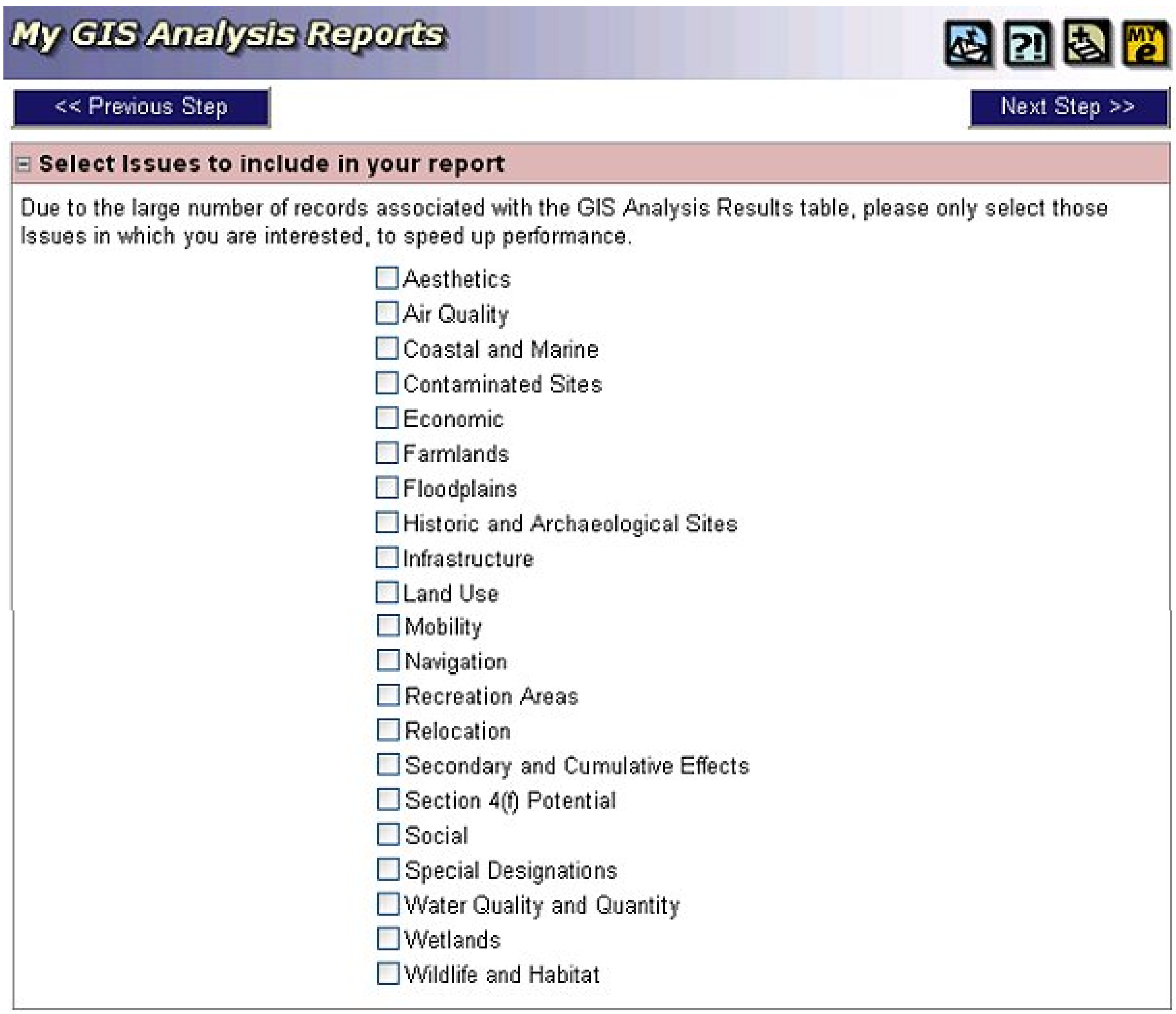
To set up My GIS Analysis Reports, select this option from the Account Settings heading on the main menu.



When accessing My GIS Analysis Reports for the first time, you will see a message indicating there are no GIS report preferences currently configured for your user account, as shown below. Click Create New Custom GIS Report to set up your first custom GIS Analysis Report.

Select Issues

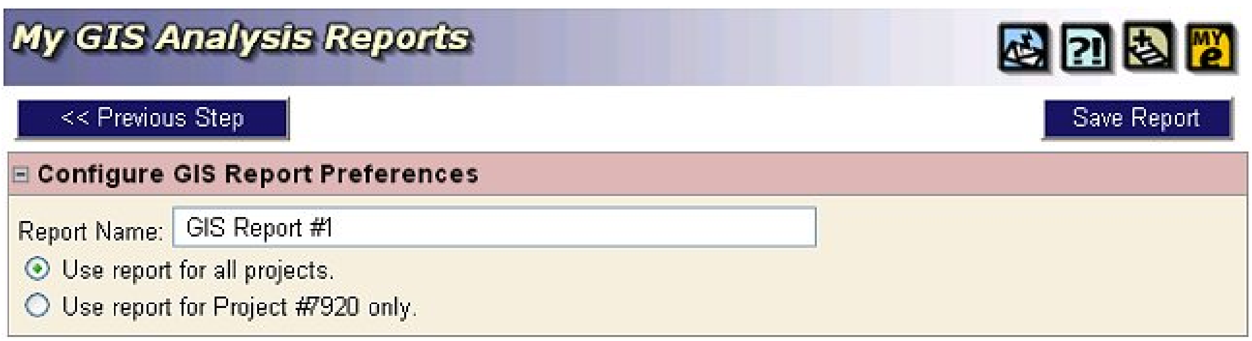
The first step in setting up a custom GIS Analysis Report is to select the issues to be included. Click the check box next to each issue of interest. A green checkmark will appear in the check box. Because this report can become quite large if a large number of issues are selected, you may want to limit the number of issues that you select for each report. Instead of setting up one large “My GIS Analysis Report” with many issues, you could set up several smaller reports with fewer issues to improve processing speed and performance. When finished, click Next Step >>.



In the example shown here, the Air Quality, Economic, and Land Use issues have been selected, and are indicated by green checkmarks.

Configure Custom GIS Analysis Report

The next step is configuring your custom GIS Analysis Report. First, indicate a name for the report using the text box next to Report Name. The default name (GIS Report #1 in the example) can be changed by deleting that text and typing in a new name. Next, indicate if the selected GIS analyses will be used for all projects or only for the currently selected project. The default is "Use report for all projects." If this option is used, the custom GIS Analysis Report will be available for any project when you open GIS Analysis Report (under Reports on the main menu). Selecting the other option (Use report for currently selected project only) will limit the availability of the custom GIS Analysis Report to that project only. To select the second option, click the radio button next to that option.



If you select the second option (Use report for currently selected project only), you must then select one or more project Alternatives. A drop-down list will appear. Click the check box next to each Alternative for which you want to use the custom GIS Analysis Report.

Next, select individual GIS analyses and buffer distances for each issue. (Note that individual analyses and buffer distances must be selected before saving your custom GIS Analysis Report.) There are several ways to do this. One way is to select one or more buffer distances that will apply to all the analyses. To use this option, click the check box next to each buffer distance of interest (in the orange-colored bar), or click "Select All Buffers." A green checkmark will appear. In the example shown, the buffer distance of 500 ft was selected. Note that selecting a buffer distance also selects all the individual analyses for the issue (indicated by green checkmarks). To deselect an analysis, click the check box in front of the analysis name. The green checkmark will be removed.

⊟ Air Quality

Please note that some of the datasets listed are region specific, and may not apply to all projects.

Note: Buffer distances represent the distance in feet of the buffer from the alternative feature

☐ *Select All Buffers*	☐ 100 ft.	☐ 200 ft.	☐ 500 ft.	☐ 1320 ft.	☐ 2640 ft.	☐ 5280 ft.
☐ 2000 Census Designated Places	☐ 100 ft.	☐ 200 ft.	☐ 500 ft.	☐ 1320 ft.	☐ 2640 ft.	☐ 5280 ft.
☐ Industrial Areas 2004	☐ 100 ft.	☐ 200 ft.	☐ 500 ft.	N/A	N/A	☐ 5280 ft.
☑ Air Quality Maintenance Areas	☑ 100 ft.	☑ 200 ft.	☑ 500 ft.	N/A	N/A	☑ 5280 ft.
☑ Industrial Areas 2000	☑ 100 ft.	☑ 200 ft.	☑ 500 ft.	N/A	N/A	☑ 5280 ft.
☐ Industrial Areas 1995	☐ 100 ft.	☐ 200 ft.	☐ 500 ft.	N/A	N/A	☐ 5280 ft.
☐ Ambient Air Monitoring Sites	☐ 100 ft.	☐ 200 ft.	☐ 500 ft.	N/A	N/A	☐ 5280 ft.

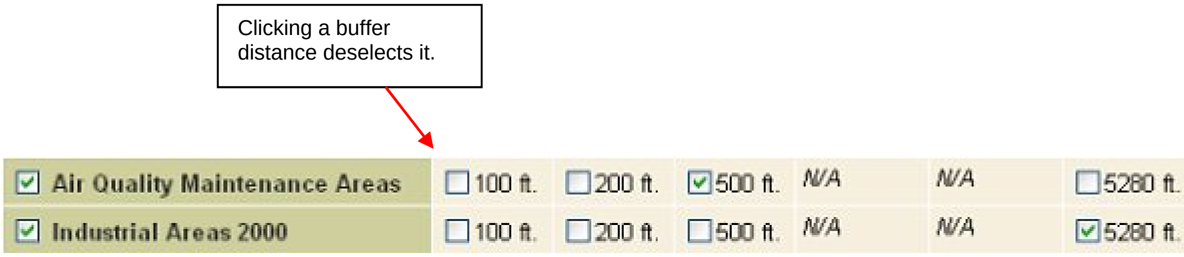
Another way to select individual GIS analyses and buffer distances is to first select an individual analysis by clicking the check box in front of the analysis name. A green checkmark will appear. In the example, Air Quality Maintenance Areas and Industrial Areas 2000 were selected. Note that all the buffer distances for the selected analyses will also have green checkmarks. To deselect a buffer distance, click the check box in front of the buffer distance. The green checkmark will be removed. The second example illustrates this. The 100 ft., 200 ft., and 5280 ft. buffer distances were deselected for Air Quality Maintenance Areas, and the 100 ft., 200 ft., and 500 ft. buffer distances were deselected for Industrial Areas 2000. Again, selecting a large number of analysis types and buffer distances will affect processing time and performance. The more analysis types and buffer distances that you select, the longer it will take to generate the report. When finished, click **Save Report**. Note that you can clear these selections and reconfigure your custom GIS Analysis Report by clicking **<< Previous Step**.

⊟ Air Quality

Please note that some of the datasets listed are region specific, and may not apply to all projects.

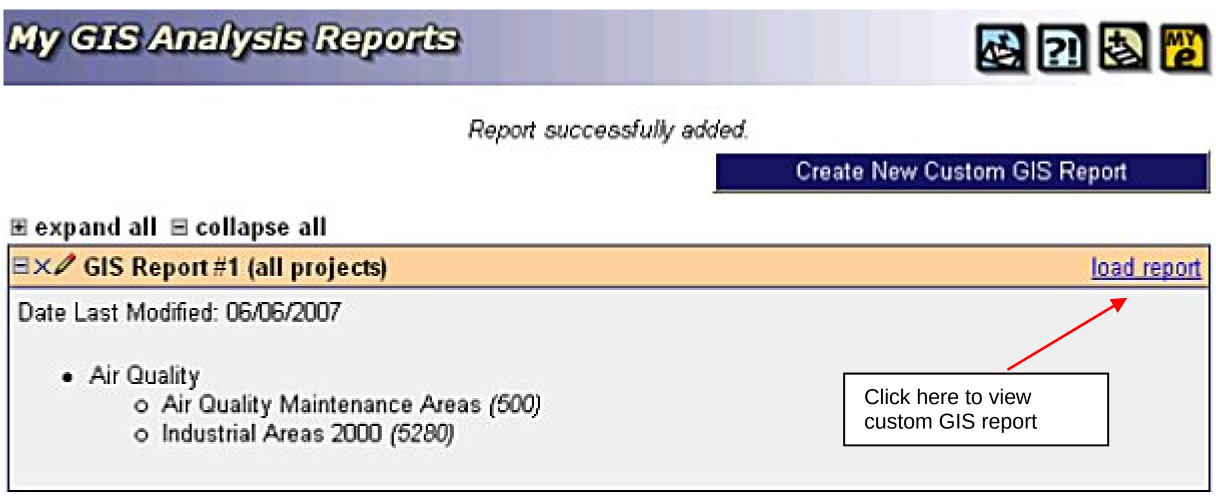
Note: Buffer distances represent the distance in feet of the buffer from the alternative feature

☐ *Select All Buffers*	☐ 100 ft.	☐ 200 ft.	☑ 500 ft.	☐ 1320 ft.	☐ 2640 ft.	☐ 5280 ft.
☑ 2000 Census Designated Places	☐ 100 ft.	☐ 200 ft.	☑ 500 ft.	☐ 1320 ft.	☐ 2640 ft.	☐ 5280 ft.
☑ Industrial Areas 2004	☐ 100 ft.	☐ 200 ft.	☑ 500 ft.	N/A	N/A	☐ 5280 ft.
☑ Air Quality Maintenance Areas	☐ 100 ft.	☐ 200 ft.	☑ 500 ft.	N/A	N/A	☐ 5280 ft.
☑ Industrial Areas 2000	☐ 100 ft.	☐ 200 ft.	☑ 500 ft.	N/A	N/A	☐ 5280 ft.
☑ Industrial Areas 1995	☐ 100 ft.	☐ 200 ft.	☑ 500 ft.	N/A	N/A	☐ 5280 ft.
☑ Ambient Air Monitoring Sites	☐ 100 ft.	☐ 200 ft.	☑ 500 ft.	N/A	N/A	☐ 5280 ft.



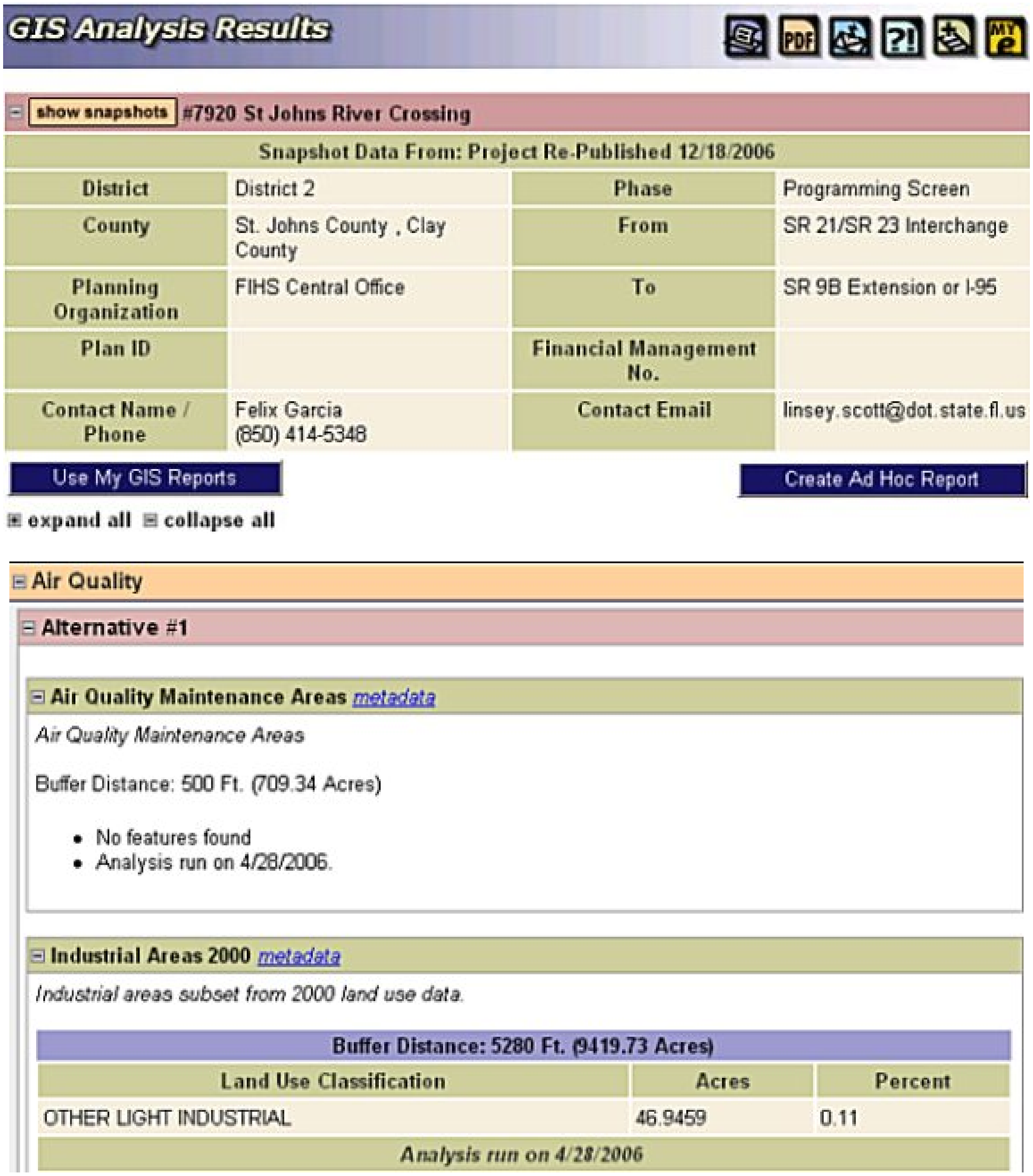
Save Custom GIS Analysis Report

Clicking the Save Report button saves the report that you configured using the steps described above, and displays a message indicating that your report was successfully added to your custom GIS Analysis Reports. This page displays a list of all your custom GIS Analysis Reports, as shown below. Click the load report link (load report) to view your custom GIS Analysis Report, or click Create New Custom GIS Report to create a new report.



View Custom GIS Analysis Report

Clicking load report opens the GIS Analysis Results report (also found under Reports > Project Effects > GIS Analysis Results). This report includes a project header for the currently selected project, followed by the GIS Analysis Results specified in the custom GIS Analysis Report, as shown below. To view GIS Analysis Results for a different project using the selected custom GIS Analysis Report, select a different project using the Project Search tool bar. You can also view GIS Analysis Results for the currently selected project using a different custom GIS Analysis Report. Click Use My GIS Reports to return to the list of custom GIS Analysis Reports and select a different custom GIS Analysis Report.



GIS Analysis Results

show snapshots #7920 St Johns River Crossing

Snapshot Data From: Project Re-Published 12/18/2006			
District	District 2	Phase	Programming Screen
County	St. Johns County , Clay County	From	SR 21/SR 23 Interchange
Planning Organization	FIHS Central Office	To	SR 9B Extension or I-95
Plan ID		Financial Management No.	
Contact Name / Phone	Felix Garcia (850) 414-5348	Contact Email	linsey.scott@dot.state.fl.us

Use My GIS Reports   Create Ad Hoc Report

expand all collapse all

Air Quality

Alternative #1

Air Quality Maintenance Areas metadata

Air Quality Maintenance Areas

Buffer Distance: 500 Ft. (709.34 Acres)

- No features found
- Analysis run on 4/28/2006.

Industrial Areas 2000 metadata

Industrial areas subset from 2000 land use data.

Buffer Distance: 5280 Ft. (9419.73 Acres)		
Land Use Classification	Acres	Percent
OTHER LIGHT INDUSTRIAL	46.9459	0.11
Analysis run on 4/28/2006		

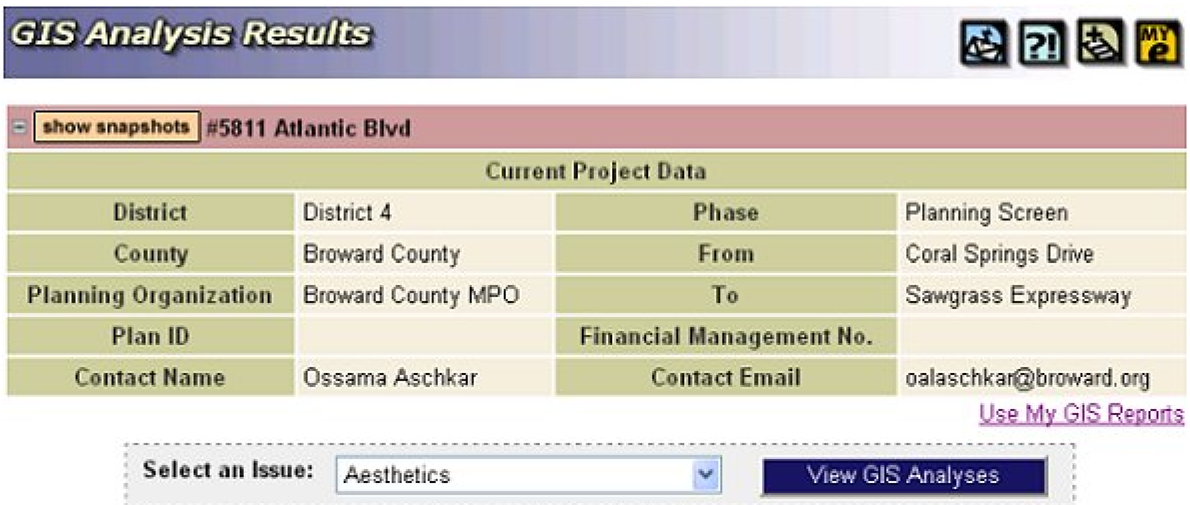
Note that if the custom GIS Analysis Report was set up for a particular project only, the report that loads will be for that project, and will not refresh if a different project is selected. An error message will be displayed, as illustrated in the following example.

ERROR: The " GIS Report #3" GIS Report is only valid for project #7920

Note also that if you select specific alternatives for a particular project, and any of these alternatives is put back into a Draft status by the ETDM Coordinator, these alternatives will no longer be available for viewing if you do not have Draft access. Milestone versions of the data will still be available.

Accessing My GIS Analysis Reports via the Reports Menu

The GIS Analysis Results report found under Reports > Project Effects >GIS Analysis Results includes a link to My GIS Analysis Reports, as shown below.


GIS Analysis Results

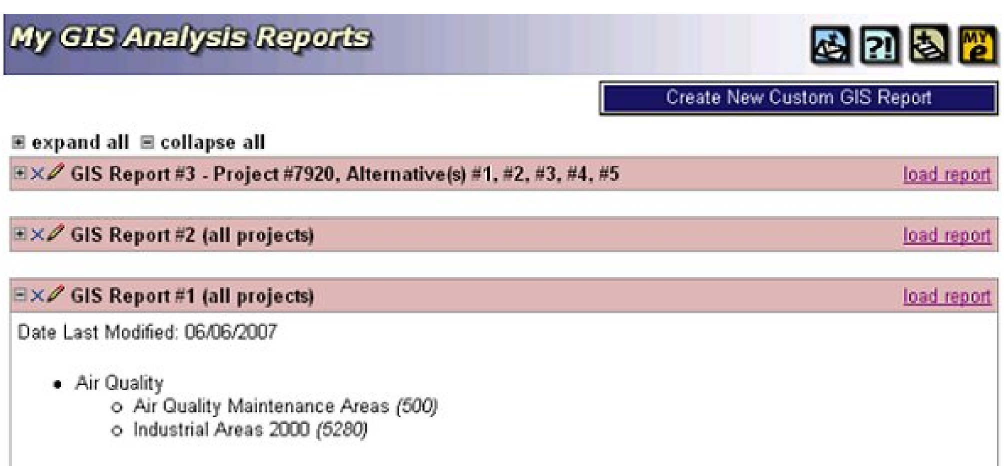
show snapshots #5811 Atlantic Blvd

Current Project Data			
District	District 4	Phase	Planning Screen
County	Broward County	From	Coral Springs Drive
Planning Organization	Broward County MPO	To	Sawgrass Expressway
Plan ID		Financial Management No.	
Contact Name	Ossama Aschkar	Contact Email	oalaschkar@broward.org

Use My GIS Reports

Select an Issue: Aesthetics
View GIS Analyses

Clicking Use My GIS Reports takes you to your list of custom GIS Analysis Reports, as illustrated in the example below. Click the plus sign (⊞) to the right of the report name to see the configuration for that report. In the example below, the plus sign (⊞) for GIS Report #1 has been clicked, and the list of analyses selected for that report are displayed.


My GIS Analysis Reports

Create New Custom GIS Report

expand all collapse all

GIS Report #3 - Project #7920, Alternative(s) #1, #2, #3, #4, #5 load report

GIS Report #2 (all projects) load report

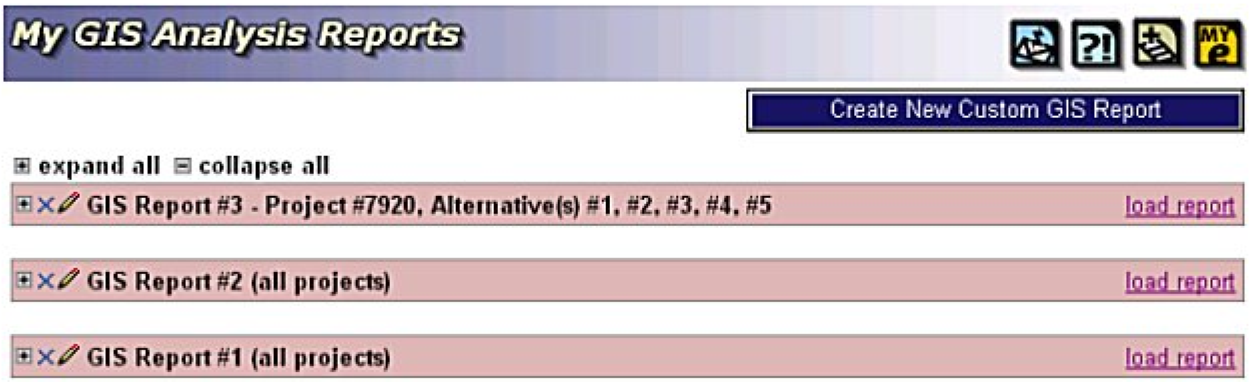
GIS Report #1 (all projects) load report

Date Last Modified: 06/06/2007

- Air Quality
  - Air Quality Maintenance Areas *(500)*
  - Industrial Areas 2000 *(5280)*

Editing and Deleting Custom GIS Analysis Reports

After setting up one or more custom GIS Analysis Reports, you can view, edit, or delete a custom GIS Analysis Report by opening My GIS Analysis Reports under Account Settings. Click the edit tool ( ) (in the orange-colored bar) to edit a report, or click the blue X (X) to delete a report. Click the load report link (load report) to view a custom GIS Analysis Report, or click Create New Custom GIS Report to create a new report.

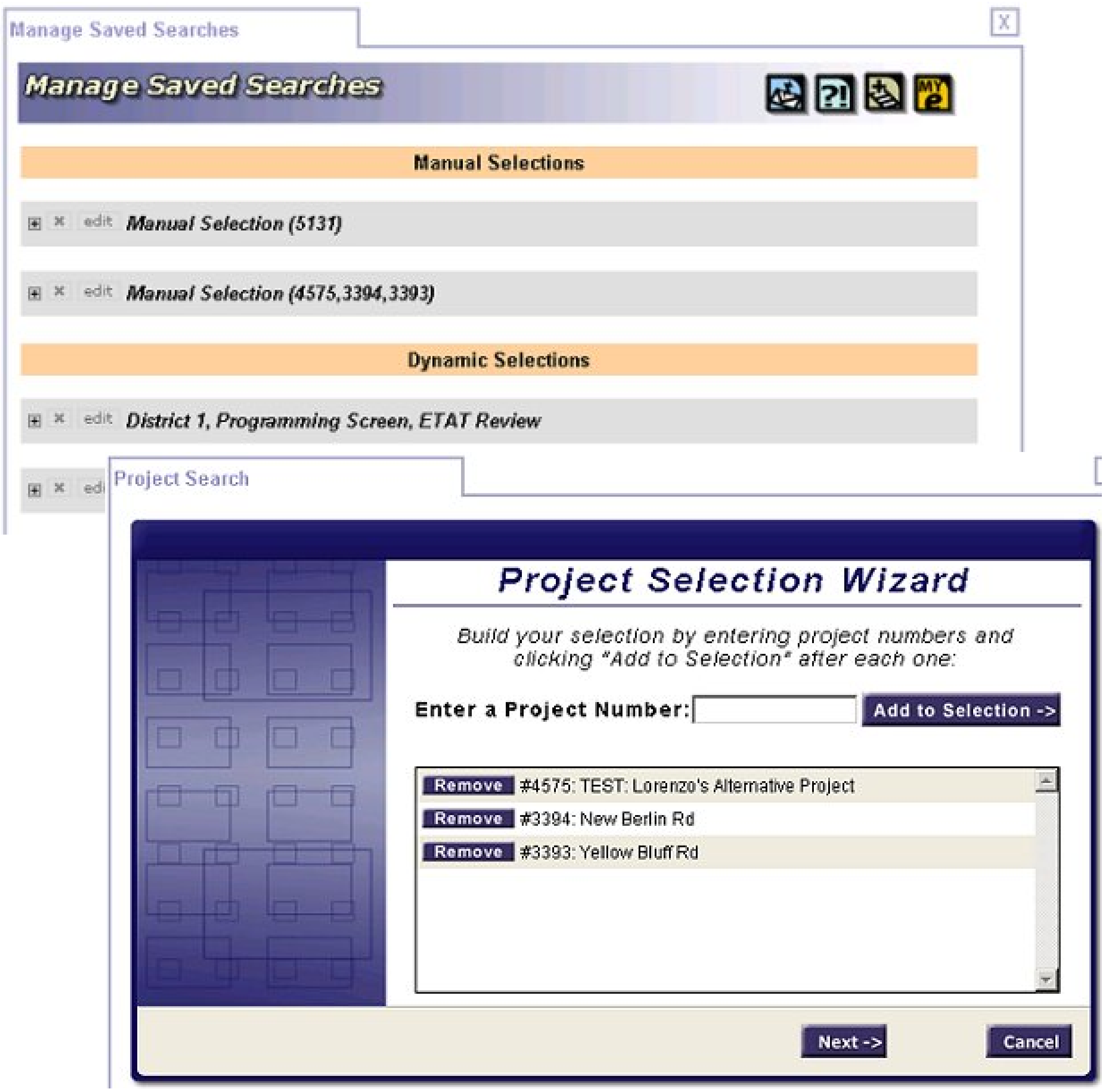


Note that these functions are also available when you click Save Report and when you click Use My GIS Reports.

3.5.5 Manage Saved Searches

The Manage Saved Searches function allows the user to view and edit the project selection searches that the user has saved, which are located under Saved Searches on the Project Navigation Bar (See **Section 2.3** for a description of the Project Navigation Bar.)

To access the Manage Saved Searches function, click on the Account Settings button on the main menu, then select "Manage Saved Searches" under the Account Settings pull-down menu. The Saved Searches are organized under the headings "Manual Selections" and "Dynamic Selections." The user can add or remove projects from a Saved Search by first clicking "edit" next to the description of the Saved Search. The Project Selection page will open, where projects may be added or removed.



3.5.6 Manage Contact Lists (*New 6/30/2010*)

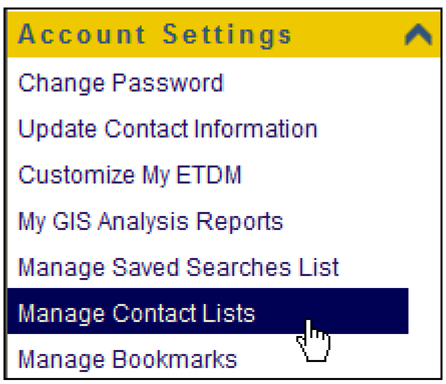
The **Manage Contact Lists** function in the Environmental Screening Tool's (EST's) **Account Settings** menu enables you to select individual contact records from the database and group them together into personal contact lists or add new contacts to existing contact lists.

The **Manage Contact Lists** function provides you the tools to:

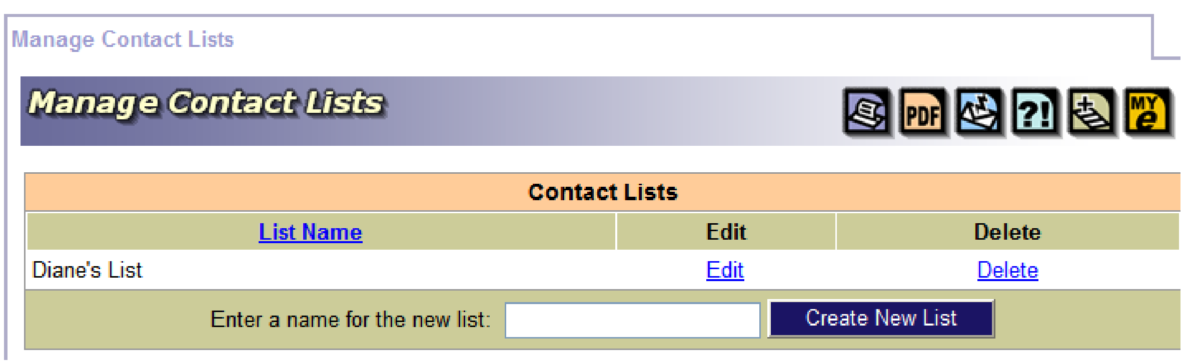
- Create a personal contact list (See Step 2 for navigation details)
- Add Contacts who are existing EST users (See Step 3 for navigation details)
- Add Contacts who do not have existing EST accounts (See Step 4 for navigation details)
- Edit an existing contact list (See Step 5 for navigation details)
- Rename a contact list (See Step 6 for navigation details)
- Delete a contact list (See Step 7 for navigation details)

Managing Contact Lists:

1. On the **Account Settings** menu, point to and click **Manage Contact Lists**.



The **Manage Contact Lists** window opens as a tabbed page, displaying a page toolbar and a **Contact Lists** section.



Tip! Click the toolbar icon in the **Manage Contact Lists** window to:

 Print a copy of the current page.

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

 Send feedback about the current page.

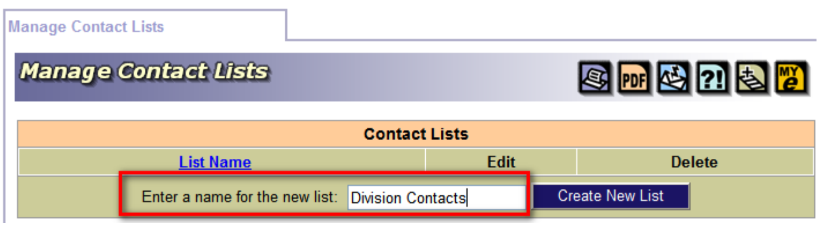
 Access online **Help**.

 Bookmark the page.

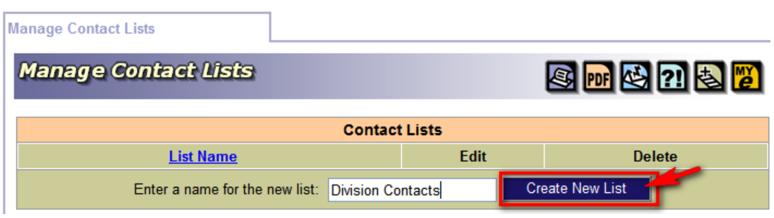
 Add the page to your **My ETDM** preferences.

2. To create a contact list, do the following:

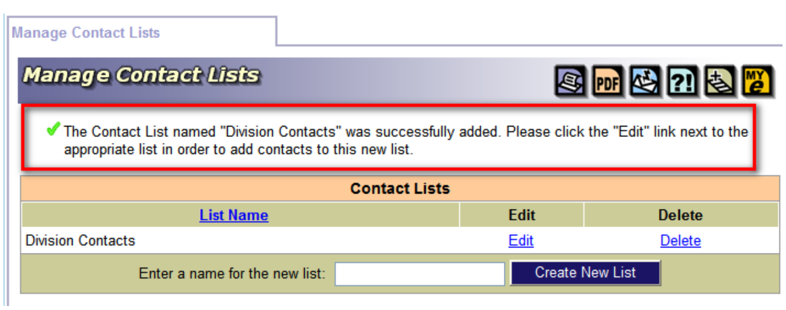
- In the **Enter a name for the new list** field, type the name of the contact list you are creating. For this illustration, the new contact list is called "Division Contacts."



- Click **Create New List**.



A message appears stating the new contact list has been successfully added.

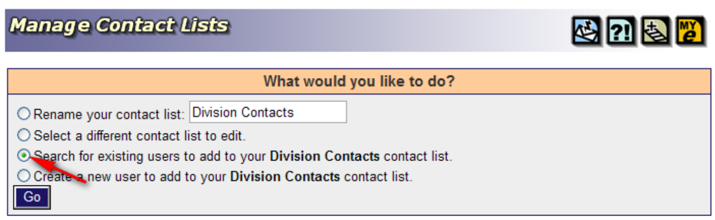


- Under **Contact Lists**, click the **Edit** link beside the newly added contact list located in the **List Name** column.

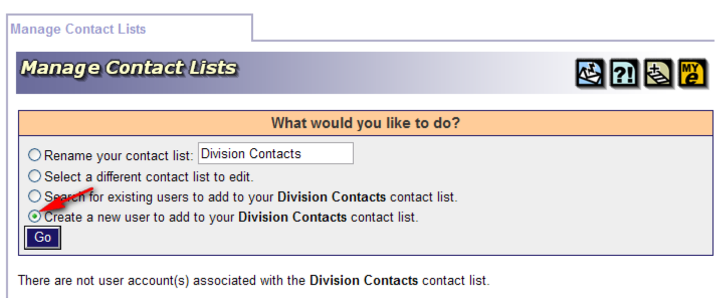
Tip! Click the **Delete** link beside the corresponding contact list to delete it.

The **Manage Contact Lists** window refreshes and displays a **What would you like to do?** section, which provides options for managing the selected list.

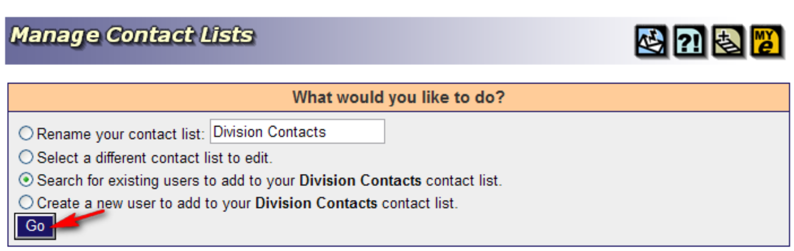
- Do one of the following:
    - To add Contacts who have existing EST user accounts to the contact list, click the option button beside **Search for existing users to add to your** *Name of List* **contact list**. (Go to Step 3 for further navigation details for adding existing users to a contact list.)



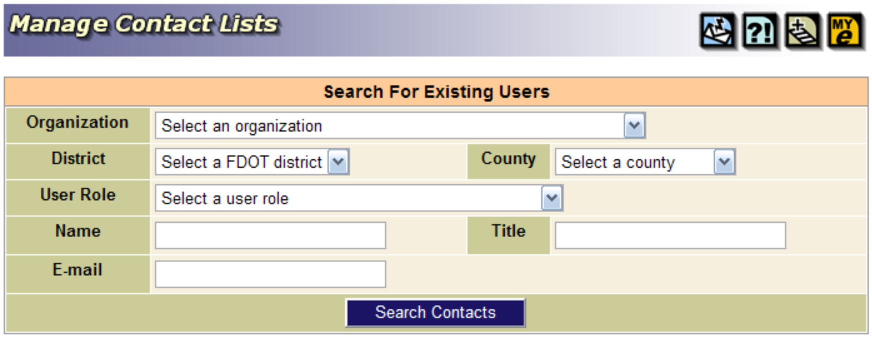
    - To add Contacts who do not have existing EST user accounts, click the option button beside **Create a new user to add to your** *Name of List* **contact list**. (Go to Step 4 for further navigation details on adding contacts who do not have existing user accounts to a contact list.)



- Click **Go**.

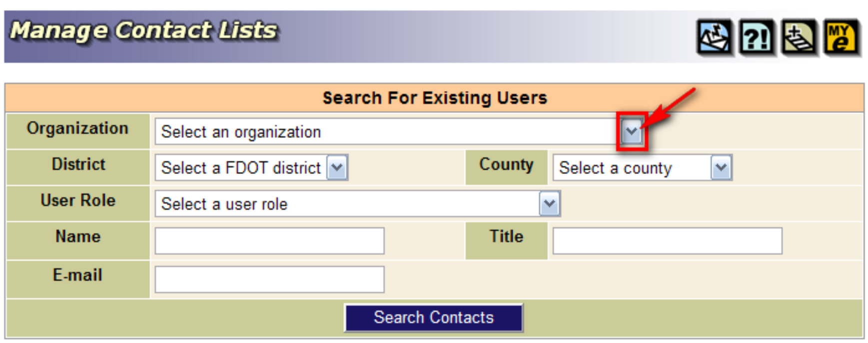


3. To add contacts with existing user accounts to your contact list, do the following:



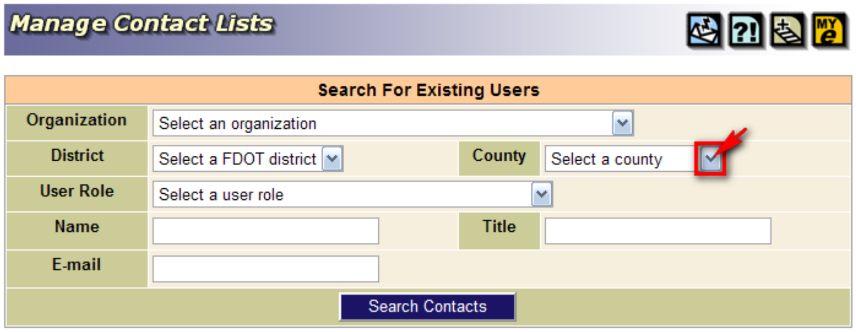
Tip! The **Search For Existing Users** fields are not required to perform a search. You can click **Search Contacts** without completing any of the fields in the filter. However, the more fields you complete, the fewer returned results will be displayed. Clicking **Search Contacts** without completing any of the search fields results in the EST displaying all the names in the database.

- In the **Search For Existing Users** search filter, complete one or more of the following fields:
  - Click the drop-down arrow in the **Organization** field. The field expands, displaying a pre-populated list of organizations. Select an organization by clicking on the organization's name.

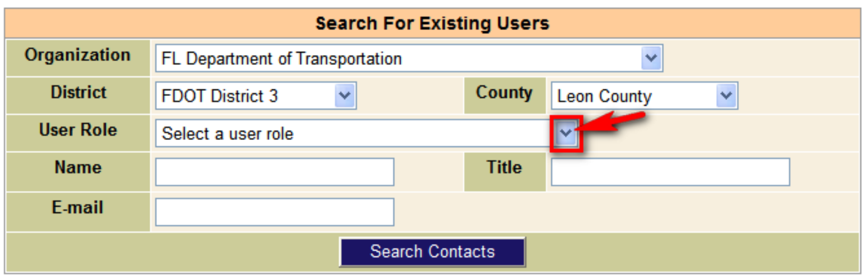


  - Click the drop-down arrow in the **District** field. The field expands, displaying a pre-populated list of FDOT districts. Select a district by clicking on the district name.

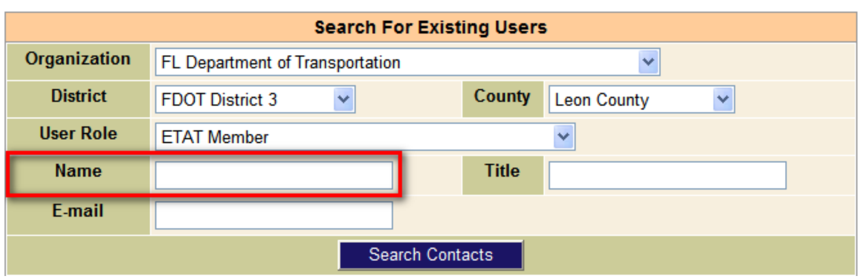
- Click the drop-down arrow in the **County** field. The field expands, displaying a pre-populated list of counties. Select a county by clicking on the county name.



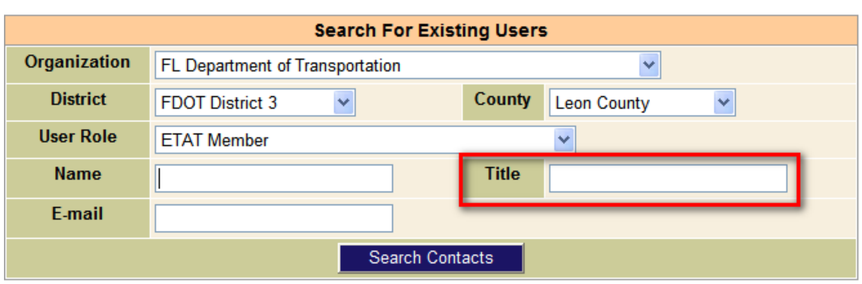
- Click the drop-down arrow in the **User Role** field. The field expands, displaying a pre-populated list of user roles. Select a user role by clicking on the user role name.



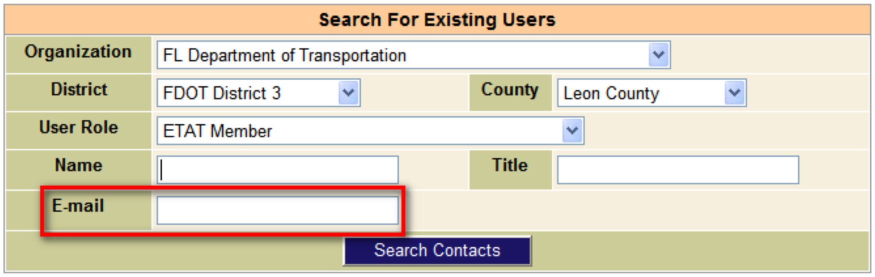
- To search for a specific existing user's contact information, type the contact's name in the **Name** field.



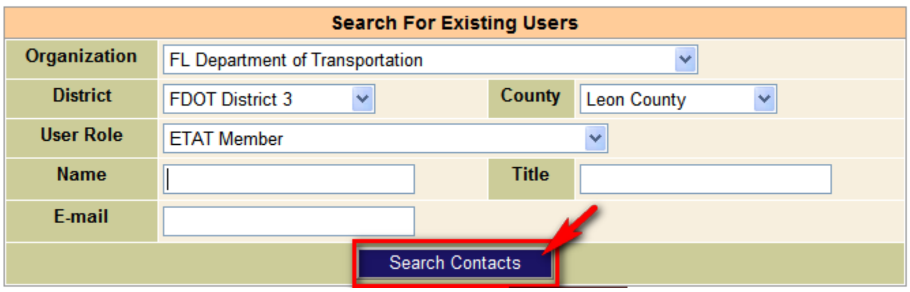
- To search for contacts by job title, type a job title in the **Title** field.



- To search for a specific existing user by email address, type the contact's email address In the **E-mail** field.



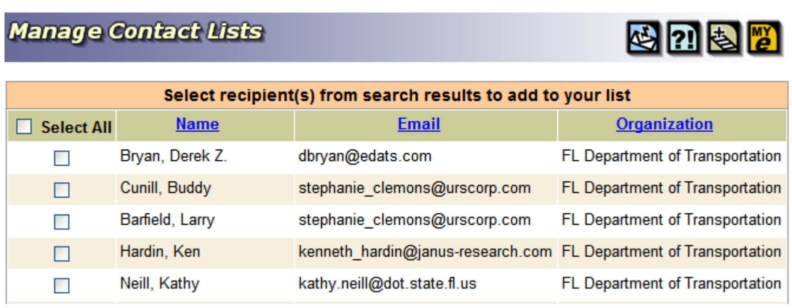
- Click **Search Contacts**.



The **Manage Contact Lists** window refreshes and displays the results matching your search criteria. The **Select recipient(s) from search results to add to your list** section displays the contact information in the following columns:

- **Name** (Contact's Name)
- **Email** (Contact's E-mail)
- **Organization** (Contact's Organization)

Tip! Click the column heading to sort the information in ascending order. Click the column heading again to sort the information in descending order.



Select recipient(s) from search results to add to your list

Select All	Name	Email	Organization
☐	Bryan, Derek Z.	dbryan@edats.com	FL Department of Transportation
☐	Cunill, Buddy	stephanie_clemons@urscorp.com	FL Department of Transportation
☐	Barfield, Larry	stephanie_clemons@urscorp.com	FL Department of Transportation
☐	Hardin, Ken	kenneth_hardin@janus-research.com	FL Department of Transportation
☐	Neill, Kathy	kathy.neill@dot.state.fl.us	FL Department of Transportation

Tip! If a name does not appear in the search results shown in the current window, click the **Search Again** button located at the bottom of the **Manage Contact Lists** window. The EST returns you to the **Search For Existing Users** filter where you can re-enter your information.

- Under **Select recipient(s) from search results to add to your list**, select the name(s) you want to add to your contact list by doing one of the following:
  - To select one or multiple names, click the check box ☐ beside the name(s).

Select recipient(s) from search results to add to your list			
☐ Select All	Name	Email	Organization
☐	Bryan, Derek Z.	dbryan@edats.com	FL Department of Transportation
☑	Cunill, Buddy	stephanie_clemons@urscorp.com	FL Department of Transportation
☐	Barfield, Larry	stephanie_clemons@urscorp.com	FL Department of Transportation
☑	Hardin, Ken	kenneth_hardin@janus-research.com	FL Department of Transportation
☐	Neill, Kathy	kathy.neill@dot.state.fl.us	FL Department of Transportation
☐	Ismart, Carolyn	stephanie_clemons@urscorp.com	FL Department of Transportation

  - To select all the names listed on the screen, click **Select All**.

Select recipient(s) from search results to add to your list			
☑ Select All	Name	Email	Organization
☑	Bryan, Derek Z.	dbryan@edats.com	FL Department of Transportation
☑	Cunill, Buddy	stephanie_clemons@urscorp.com	FL Department of Transportation
☑	Barfield, Larry	stephanie_clemons@urscorp.com	FL Department of Transportation
☑	Hardin, Ken	kenneth_hardin@janus-research.com	FL Department of Transportation
☑	Neill, Kathy	kathy.neill@dot.state.fl.us	FL Department of Transportation
☑	Ismart, Carolyn	stephanie_clemons@urscorp.com	FL Department of Transportation

  The EST displays all the check boxes as checked.

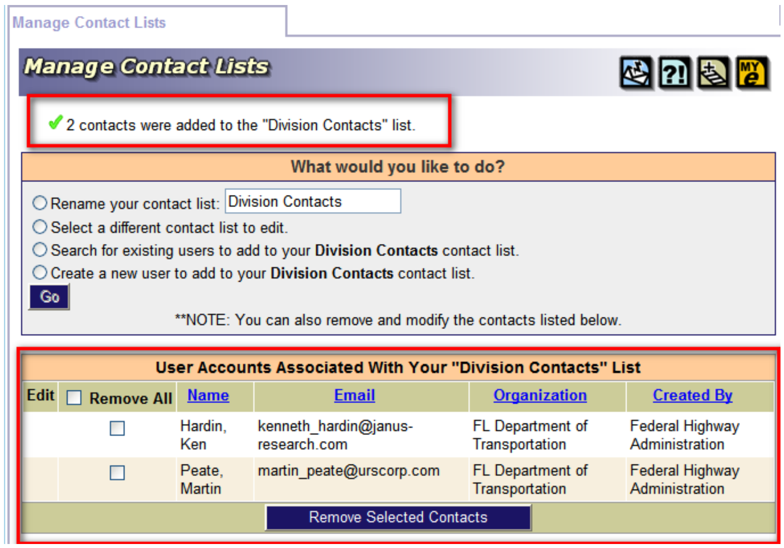
  Tip! Click the **Select All** check box again to deselect the checked boxes.

- Click **Add Selected Contacts**.

Select recipient(s) from search results to add to your list			
☑ Select All	Name	Email	Organization
☑	Hardin, Ken	kenneth_hardin@janus-research.com	FL Department of Transportation
☑	Peate, Martin	martin_peate@urscorp.com	FL Department of Transportation
	Add Selected Contacts	Search Again	

The **Manage Contact Lists** window refreshes, displaying a green checkmark and a statement that the contacts have been added to the selected contact list. The **User Accounts Associated With Your** *"Name of List"* **List** section shows the contact user accounts in a table that is divided into the following columns:

- **Name** (Contact's name)
- **Email** (Contact's email)
- **Organization** (Contact's organization)
- **Created By** (Organization of user setting up contact list)



Tip! To remove a contact, click the check box(es) ☐ beside the contact name(s), and then click **Remove Selected Contacts**. To remove all the names listed in your contact list, click the **Remove All** check box ☐, and then click **Remove Selected Contacts**.

4. To create a new Contact who has not been assigned an EST user account, do the following:

- Under **Create a New Contact for the** *"Name of List"* **List**, complete the appropriate fields under **Contact Information**:

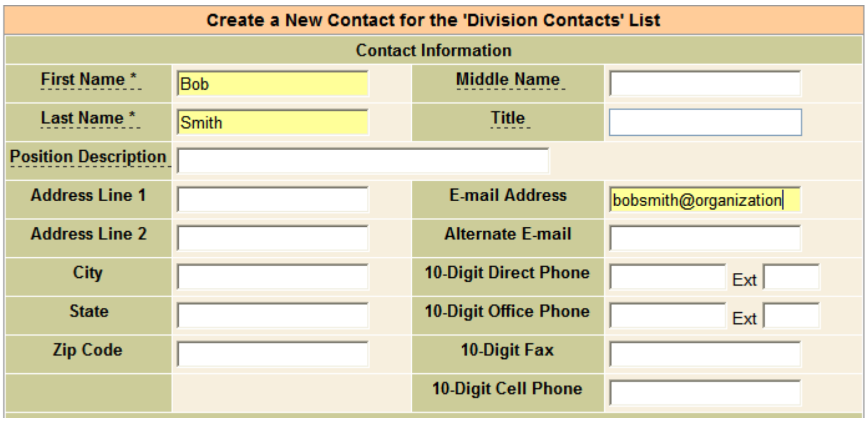
  Note: Fields that are highlighted or containing an asterisk (*) are required fields. The EST will not process your information if these fields are left blank.

  - In the **First Name** field, type the contact's first name *(Required).*
  - In the **Last Name** field, type the contact's last name *(Required).*
  - In the **E-mail Address** field, type the contact's work email address *(Required)*.

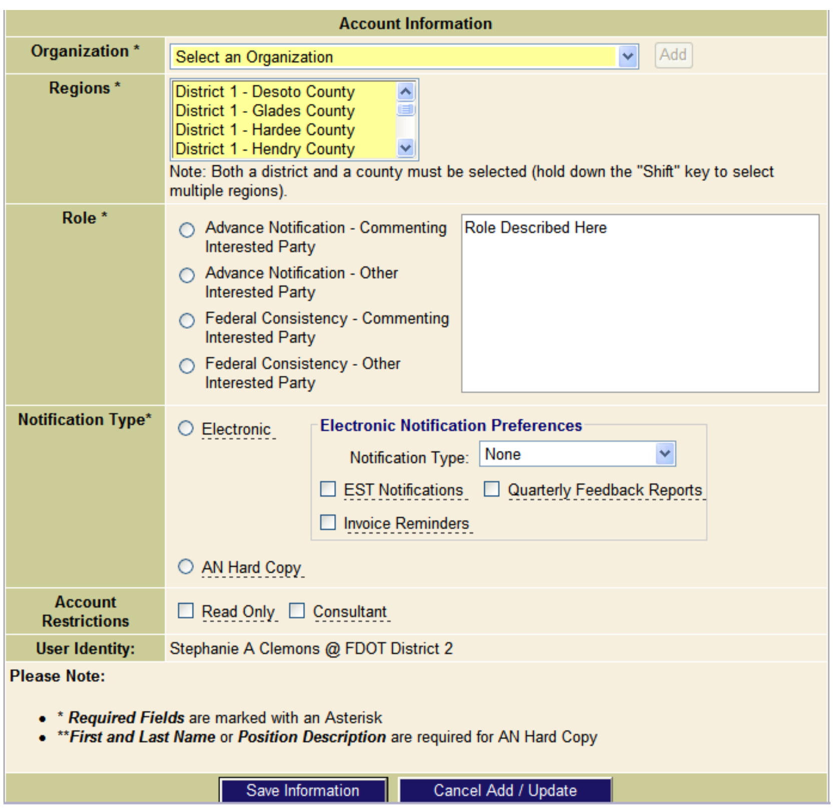
  The remaining **Contact Information** fields are not required. You may complete these fields or leave them blank:

  - **Middle Name**
  - **Title**
  - **Position Description**
  - **Address Line 1**
  - **Address Line 2**
  - **City**
  - **State**
  - **Zip Code**

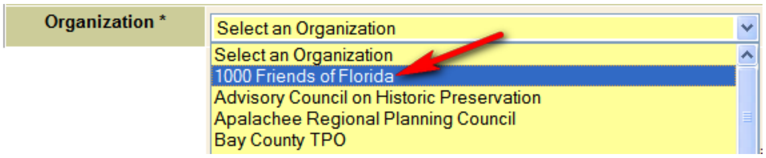
- **Alternate E-mail**
- **10-Digit Direct Phone**
- **10-Digit Office Phone**
- **10-Digit Fax**
- **10-Digit Cell Phone**



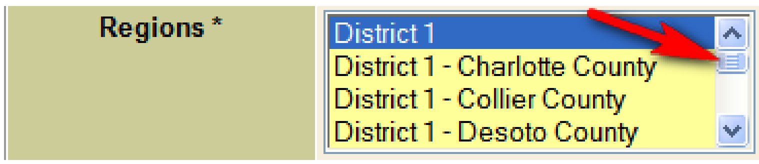
- The **Account Information** section of the **Manage Contact Lists** window enables you to assign a user account role to a contact. Under **Account Information**, complete the following fields to create the Contact's user account.



- In the **Organization** field, click the drop-down arrow, and then select the Contact's Organization name from the pre-populated list.

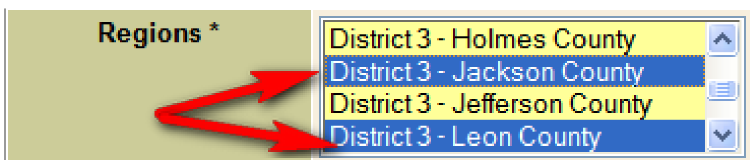


- In the **Regions** field, use the scroll bar to select the jurisdiction associated with the Contact (i.e., District and County).

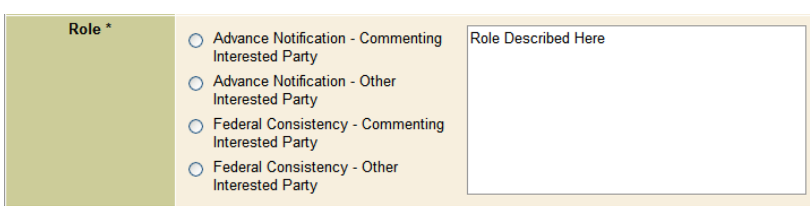


- Make your selection by clicking directly on the **District** *Number- Name of* **County**.

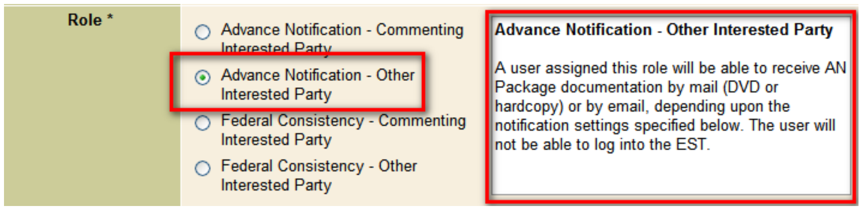
  Tip! You can select multiple entries by using the **SHIFT+click** for adjacent entries or **CTRL+click** for non-adjacent entries.



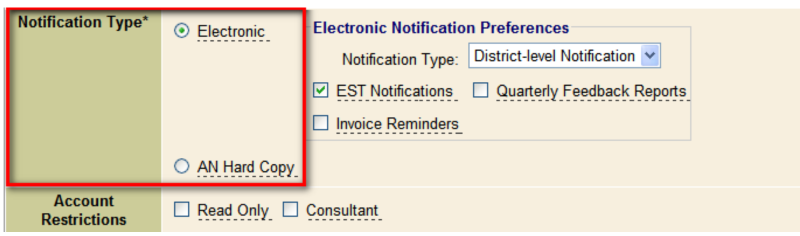
- In the **Role** field, assign the Contact a user role by clicking the option button beside one of the following role types:
  - Advance Notification – Commenting Interested Party
  - Advance Notification – Other Interested Party
  - Federal Consistency – Commenting Interested Party
  - Federal Consistency – Other Interested Party



Tip! Information detailing a Contact's user role appears in the **Role Described Here** box. (See next illustration for an example.)

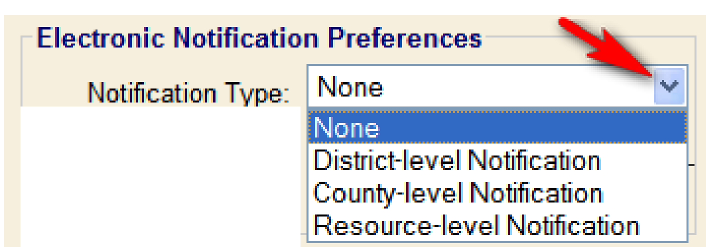


- In the **Notification Type** section, do the following:
  - Click the option button beside **Electronic** if the Contact is to receive electronic notifications and information, and has authority to submit comments via the EST.
  - Click the option button beside **AN Hard Copy** if the Contact is to receive hard copy versions of the AN Package and does not have authority to submit comments via the EST.

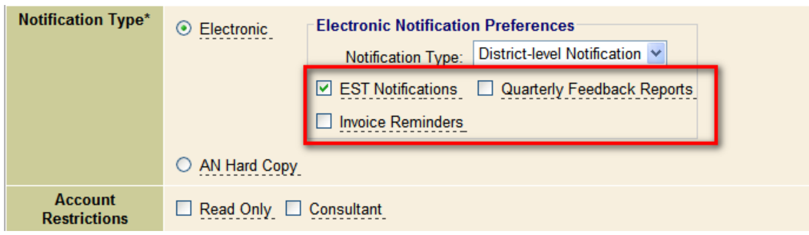


Tip! If the **Electronic** option has been selected as the Notification Type, the **Notification Type** field and check boxes in the **Electronic Notification Preferences** section become active. You can indicate whether the contact receives notifications of ETDM project updates occurring in the contact's District or County, or for projects that affect the contact's Agency's specific Resources (e.g., projects impacting National Parks for a contact at the National Parks Service).

- Click the drop-down arrow in the **Notification Type** field and select one of the following options:
  - **None** – The contact will not receive notifications of ETDM project updates.
  - **District-level Notification** –The contact will receive notifications of ETDM project updates in the Contact's District.
  - **County-level Notification** – The contact will receive notifications for only ETDM project updates in the contact's County.
  - **Resource-level Notification** – The contact will receive notifications for ETDM project updates affecting agency-specific resources.



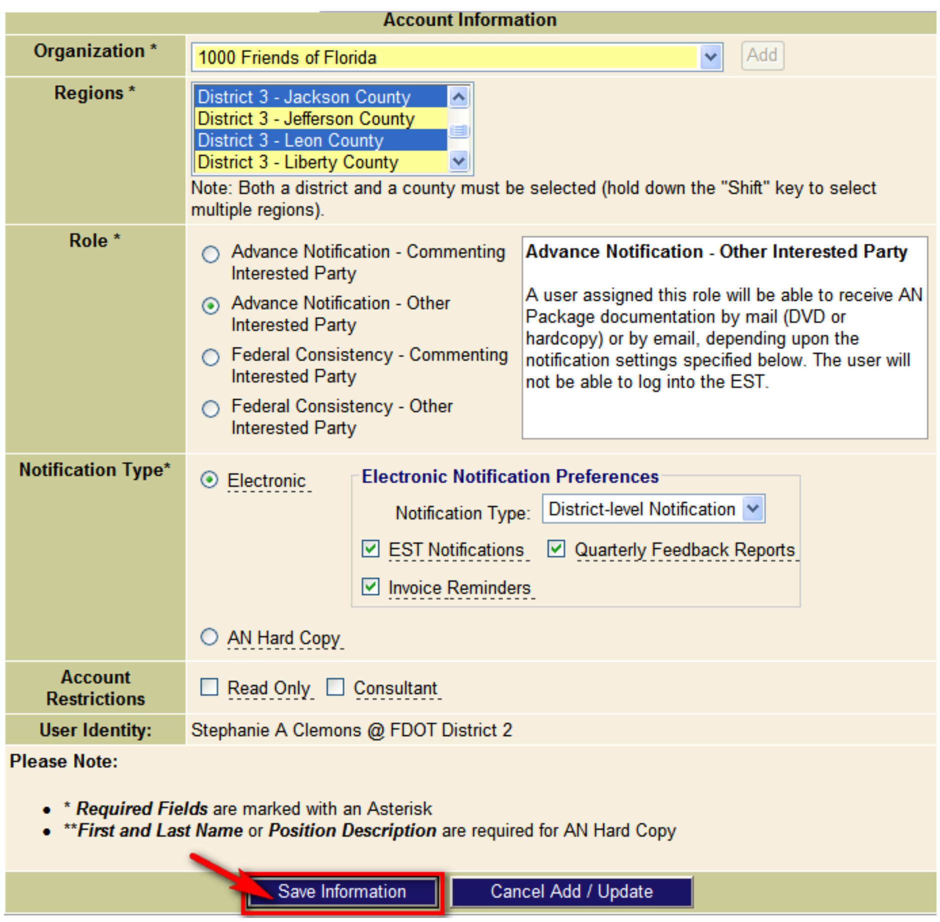
- Under **Electronic Notification Preferences**, add or change the following preferences by clicking the check box beside one or more of the following options:
  - **EST Notifications** : Notifies the Recipient of EST updates
  - **Quarterly Feedback Reports**: Sends quarterly ETAT performance reports for the Recipient's organization
  - **Invoice Reminders**: Sends the Recipient email reminders when invoices are due for the Recipient's organization



Tip! Click a checked box to deselect an option.

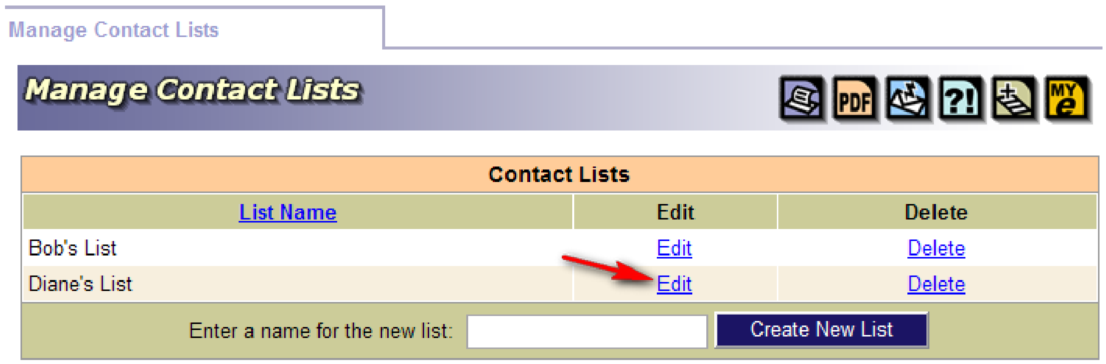
- Click **Save Information** to save your information.

Note: If you need to exit the system before completing the **Create a New Contact** form, be sure to click **Save Information** before closing the window. Otherwise, your information will be deleted.



5. To edit a contact list, do the following:

- Under **Contact Lists**, select the list from the **List Name** column and click the **Edit** link beside the selected list.



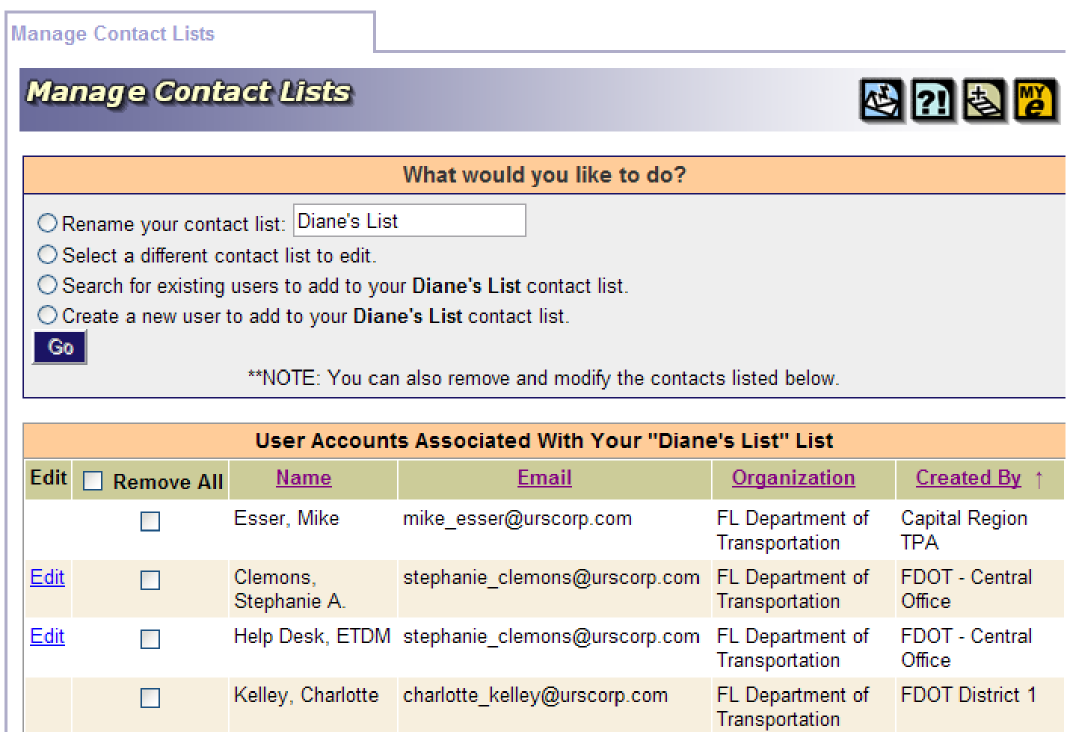
Manage Contact Lists

Manage Contact Lists

Contact Lists		
List Name	Edit	Delete
Bob's List	Edit	Delete
Diane's List	Edit	Delete
Enter a name for the new list:		Create New List

The **Manage Contact Lists** window refreshes, displaying the following sections:

- **What would you like to do?**
- **User Accounts Associated With Your** "*Name of List*" **List**



Manage Contact Lists

Manage Contact Lists

What would you like to do?

- Rename your contact list: Diane's List
- Select a different contact list to edit.
- Search for existing users to add to your **Diane's List** contact list.
- Create a new user to add to your **Diane's List** contact list.

Go

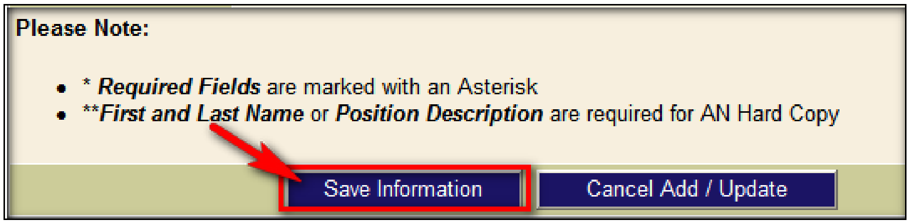
**NOTE: You can also remove and modify the contacts listed below.

User Accounts Associated With Your "Diane's List" List					
Edit	Remove All	Name	Email	Organization	Created By ↑
		Esser, Mike	mike_esser@urscorp.com	FL Department of Transportation	Capital Region TPA
Edit		Clemons, Stephanie A.	stephanie_clemons@urscorp.com	FL Department of Transportation	FDOT - Central Office
Edit		Help Desk, ETDM	stephanie_clemons@urscorp.com	FL Department of Transportation	FDOT - Central Office
		Kelley, Charlotte	charlotte_kelley@urscorp.com	FL Department of Transportation	FDOT District 1

- Under **User Accounts Associated With Your** "*Name of List*" **List**, click the **Edit** link beside the user account you want to edit.

The **Manage Contact Lists** window refreshes and displays the selected contact's information (Contact and Account).

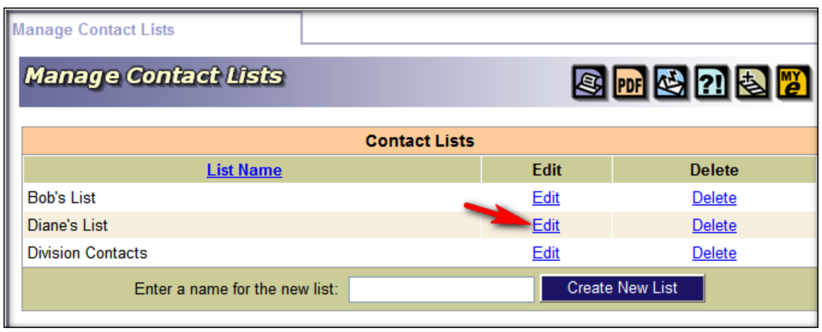
- Under **Update a Contact in the** *"Name of List"* **List**, make the appropriate edits.
- After making your changes, click the **Save Information** button located at the bottom of the **Manage Contact Lists** window.



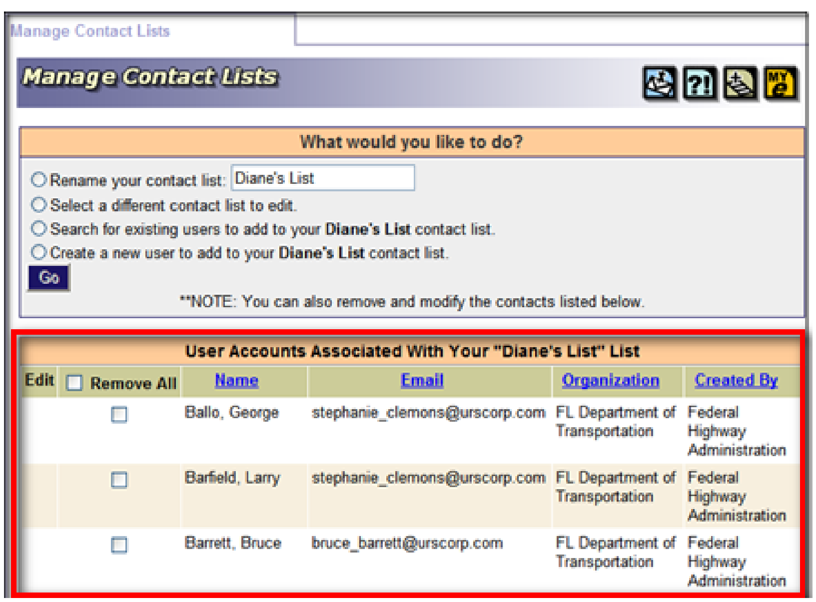
Tip! Click **Cancel Add/Update** to cancel the operation.

6. To rename a contact list, do the following:

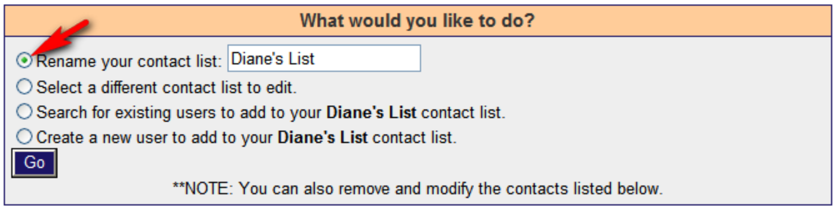
- Under **Contact Lists**, select the list to be renamed in the **List Name column**, and then click the corresponding **Edit** link. For the following illustrations, "Diane's List" will be renamed "Office List."



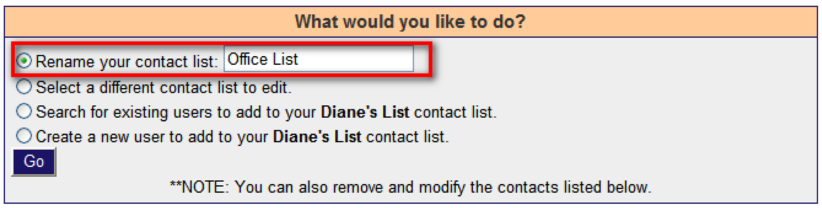
The **Manage Contact Lists** window refreshes, displaying the user accounts for the selected contact list.



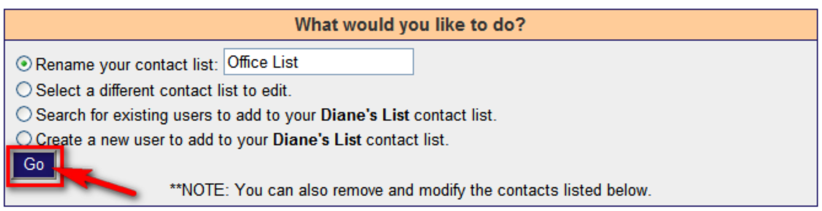
- Under **What would you like to do?**, click the option button beside **Rename your contact list**.



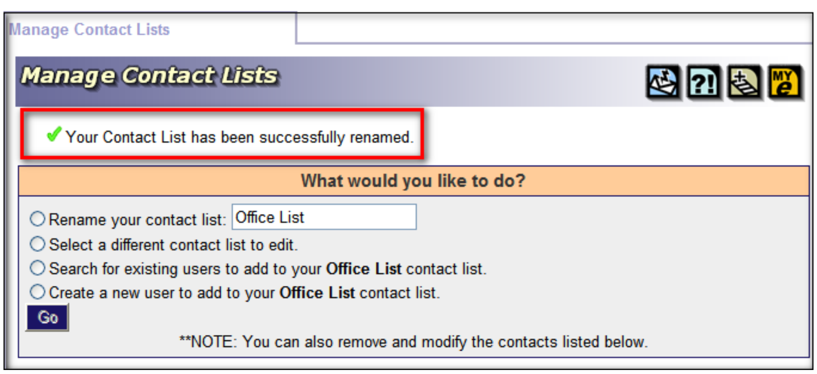
- In the **Rename your contact list** field, type the new name for the contact list. For this illustration, the new name "Office List" is shown.



- Click **Go**.

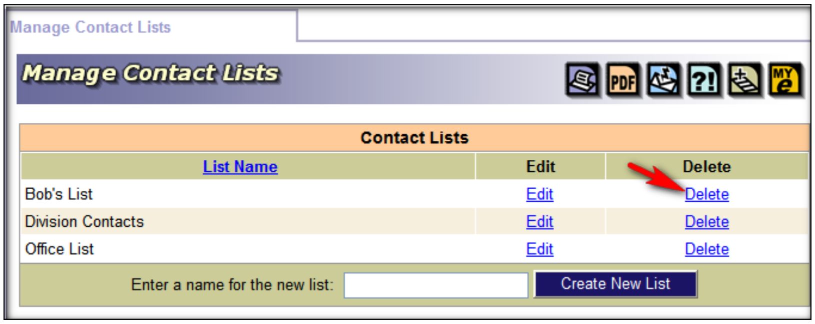


The **Manage Contact Lists** window refreshes and displays a green checkmark along with a message that notes your contact list has been successfully renamed.



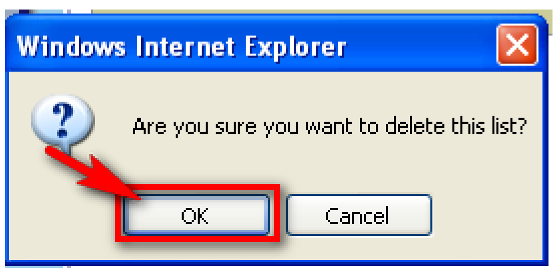
7. To delete a contact list, do the following:

- Under **Contact Lists**, select the list you want to delete from the **List Name** column, and then click the corresponding Delete link. For the following illustrations, "Bob's List" will be deleted.



A message appears asking you to confirm the deletion.

- Click **OK**.

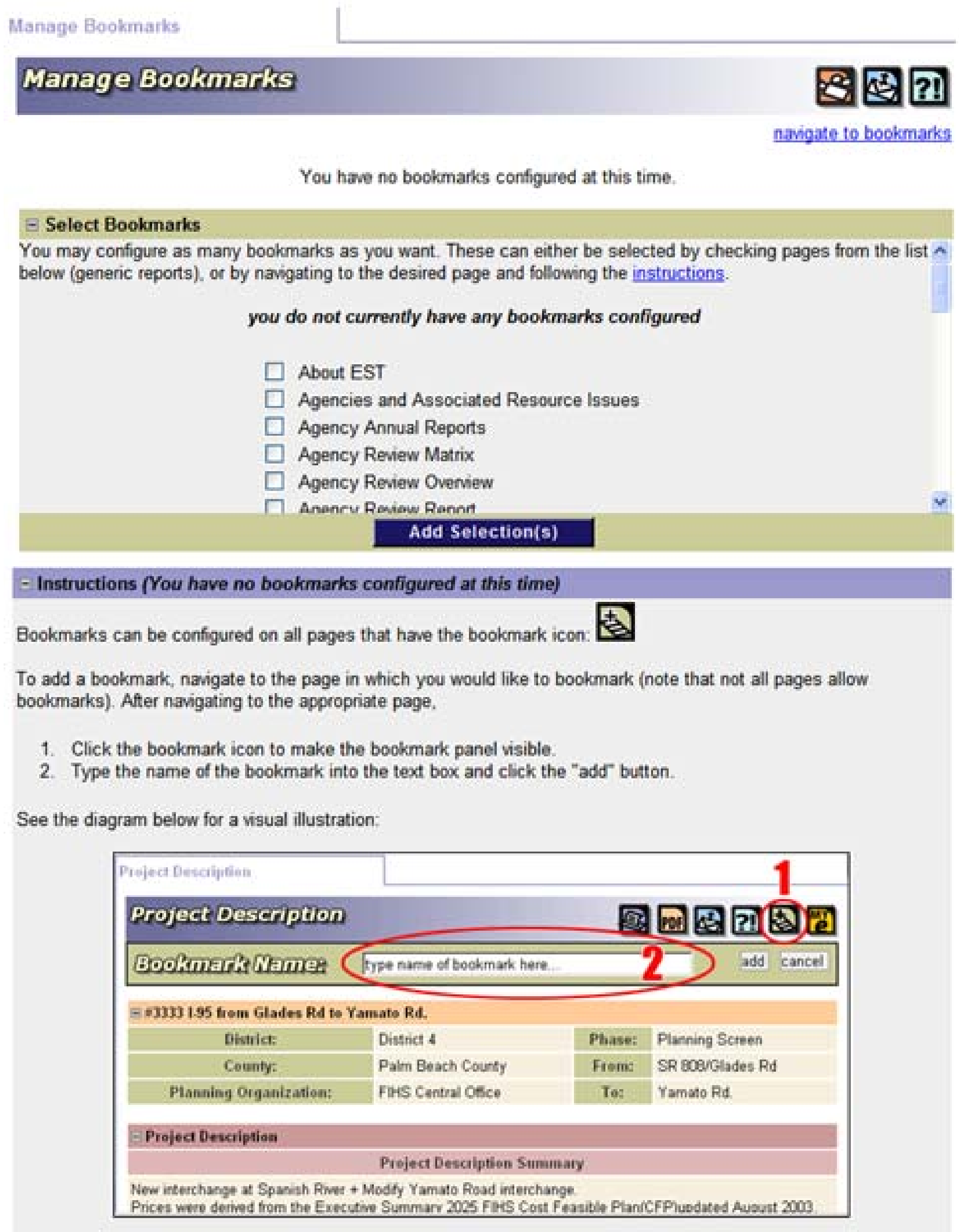


Tip! Click **Cancel** to terminate the deletion process.

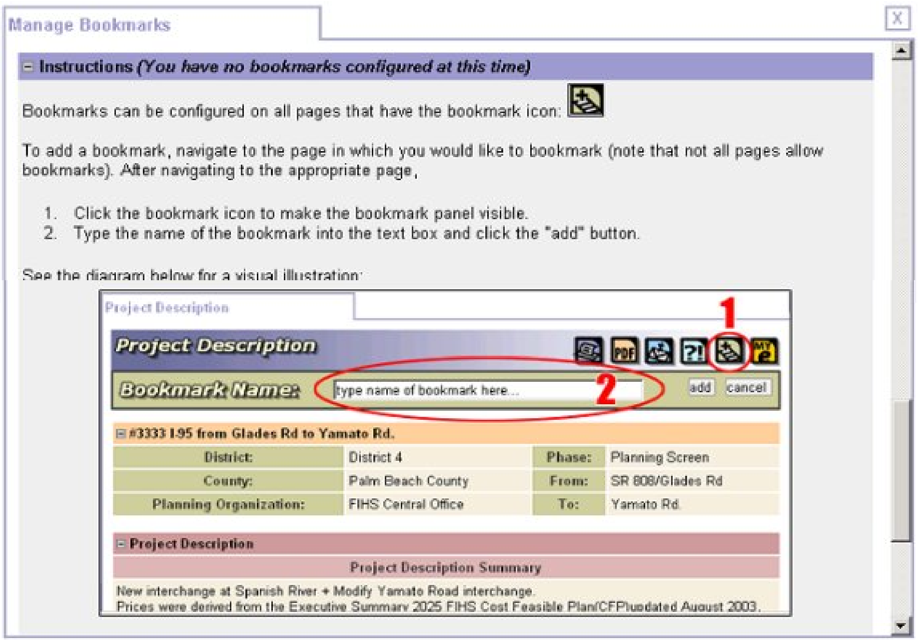
The **Manage Contact Lists** window refreshes and displays a green checkmark along with a message noting the deletion was successful.

3.5.7 Manage Bookmarks

This function allows users to select/deselect one or more pages from a checklist of available pages that are referenced on any of the navigation bars (top, left or bottom). The total number of pages added to Bookmarks is not limited in number. To access the Manage Bookmarks function, click on the Account Settings button on the main menu, then select “Manage Bookmarks” under the Account Settings pull-down menu. On the form that opens, click on the check box next to the desired pages, then click “Add Selection(s).” Bookmarks can then be accessed by clicking “navigate to bookmarks” on the form or via the Top toolbar.

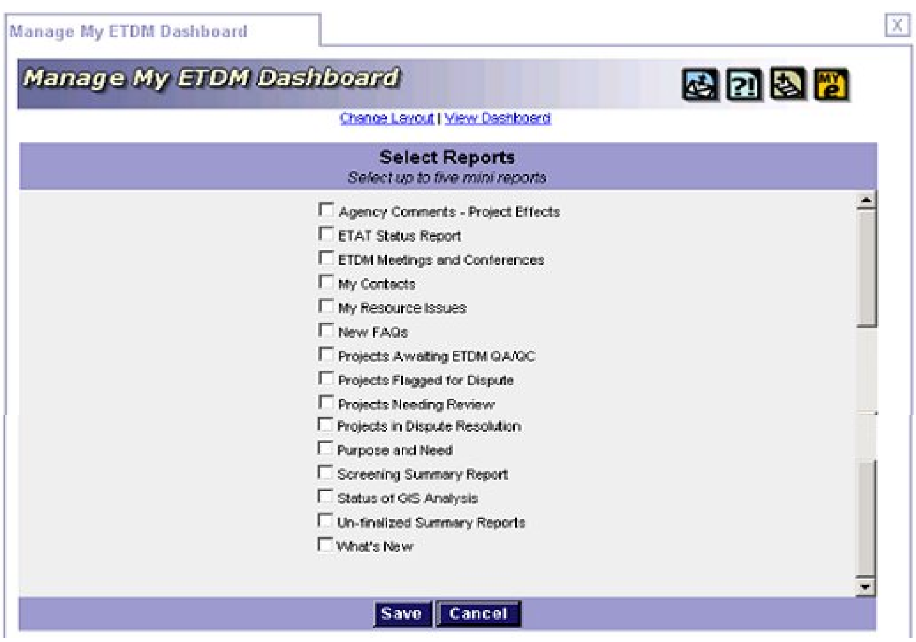


Bookmarks may also be selected by navigating to a page, then following the instructions on the "Manage Bookmarks" screen (as illustrated below).



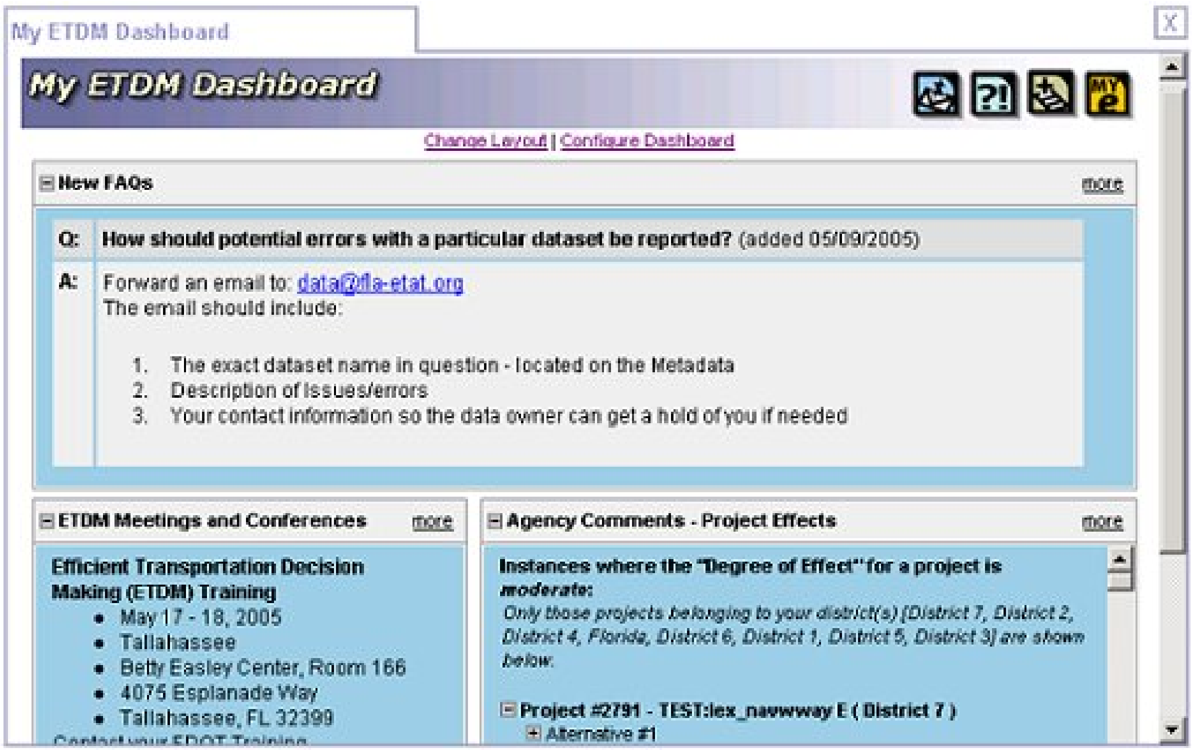
3.5.8 Manage My ETDM Dashboard

This function allows the user to make changes to the "My ETDM Dashboard" page. The "My ETDM Dashboard" page shows short summaries of standard reports on a single page to give quick access to critical information. Up to five items may be selected by the user to be displayed on the "My ETDM Dashboard" page. To access the "Manage My ETDM Dashboard" function, click on the Account Settings button on the main menu, then select "Manage My ETDM Dashboard." Click on the check box next to a desired item (up to five items), then click "Save." To remove an item from the "My ETDM Dashboard" page, un-check the box next to the name, then click "Save" to save the changes.

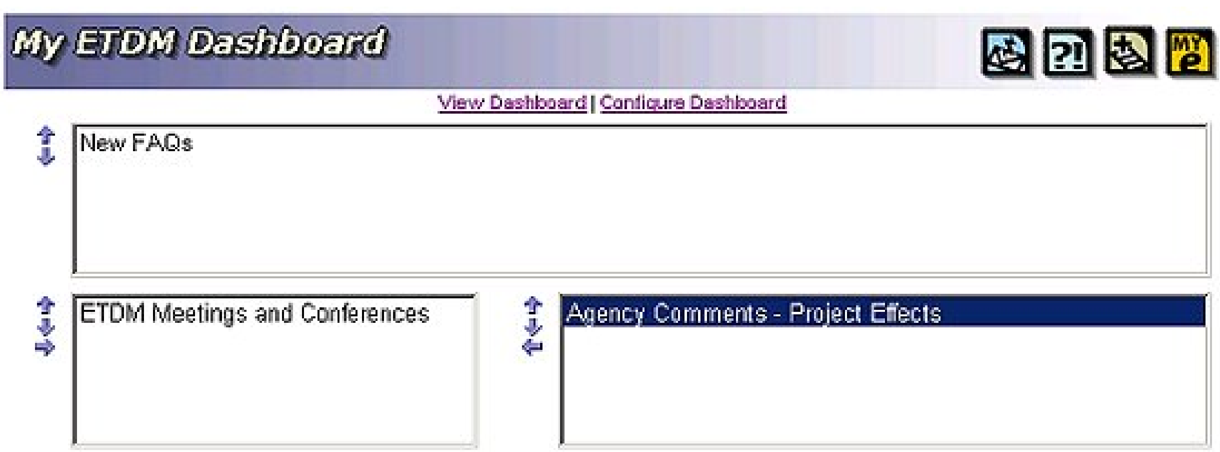


The "My ETDM Dashboard" is viewed by selecting it as a default page in the "Customize My ETDM" option under Account Settings. After selecting "My ETDM Dashboard" as a default page, click the My ETDM button in

the Top toolbar to view the Dashboard. In the example shown below, New FAQs, ETDM Meetings and Conferences, and Agency Comments - Project Effects have been selected. By selecting the "My ETDM Dashboard" page as a default page, it will also open each time you log on to the EST.



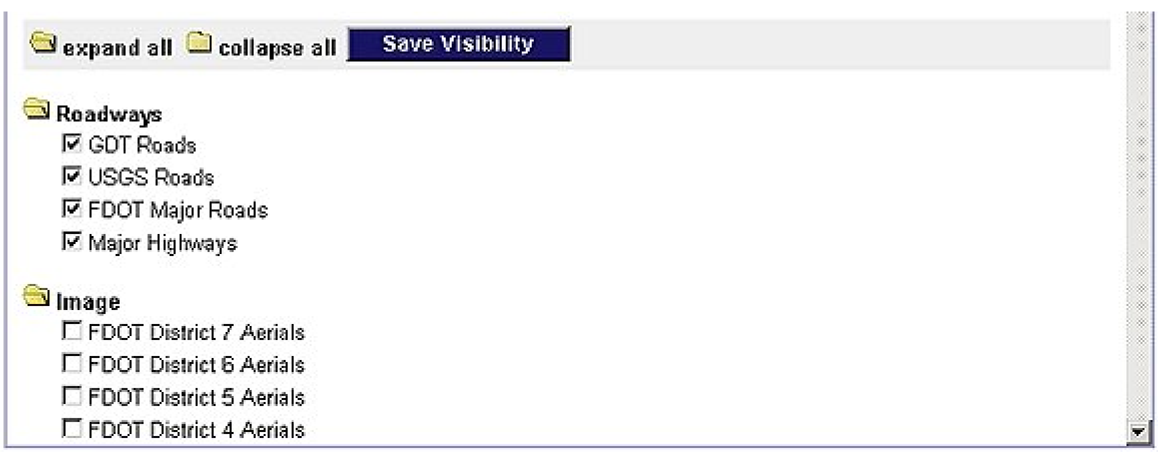
The layout of the "My ETDM Dashboard" page can be changed by clicking "Change Layout." The form that opens lists the reports selected for the Dashboard, and shows their relative location on the page. The top box contains larger reports that require the entire width of the window to view. The two boxes at the bottom list smaller reports that can be viewed in either the left or right column on the window. To move a report, click on the report title (as shown below) and then click on an arrow to change its position.



3.5.9 Set Default Layers on Maps

This function allows the user to select an issue and layers that will initially appear on maps. To access the Set Default Layers on Maps function, click on the Account Settings button on the main menu, then select “Set Default Layers on Maps.” To change the default issue, select an issue from the pull-down menu, then click the “set as default issue” button. A message will appear under the default issue field, confirming your selection. The issue name will also appear in the issue header.

To change the default layers to be initially displayed on maps, click the folder icon next to “expand all,” then check or uncheck the boxes next to the data layer names. When finished, click the “Save Visibility” button.



To restore the default data layers, click the “Restore Default Visibility” button.

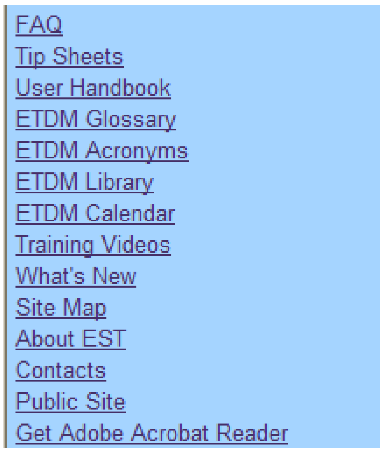
3.5.10 Change Notification Settings

The Change Notification Settings function is used to specify which email notifications the user receives. To access the Change Notification Settings function, click on the Account Settings button on the main menu, then select “Change Notification Settings” under the Account Settings pull-down menu. By default, all users receive notices when the “What’s New” page is updated, when the system is experiencing difficulties or there will be planned outages, and when ETDM events are announced. If you do not want to receive these notifications, un-check the box next to “Check to receive all EST email notifications. Click “Submit Form” when finished.

ETAT members also use this tool to specify if they want to receive notices by district or by county. Use the pull-down menu next to “ETAT notifications” to select either “District-level Notification” or “County-level Notification. Click “Submit Form” when finished.

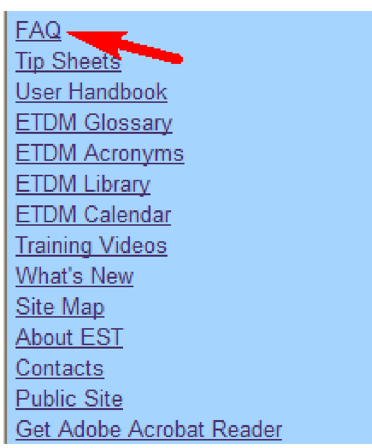
3.6 Help Links (*Updated 11/30/2011*)

The Environmental Screening Tool's (EST's) Help links located at the bottom of the **EST Main Menu** includes the system help and other help-related topics.

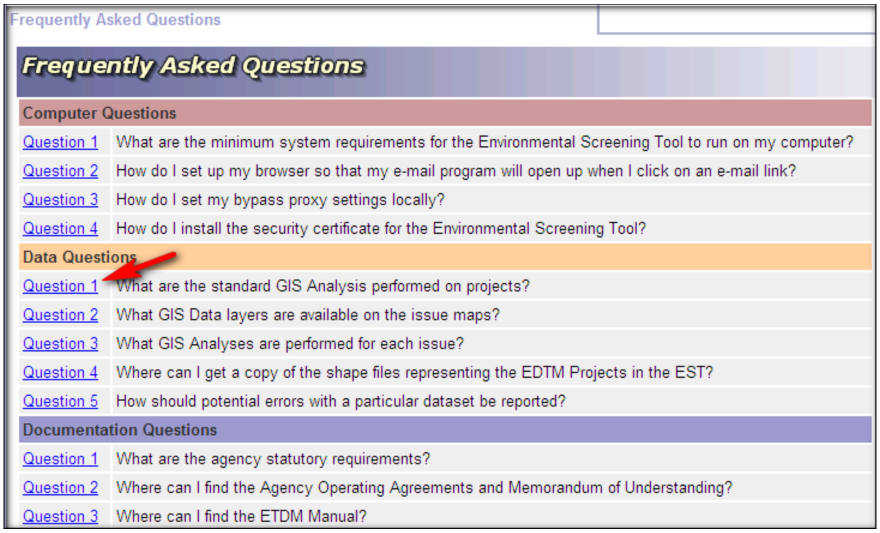


3.6.1 Frequently Asked Questions (FAQs)

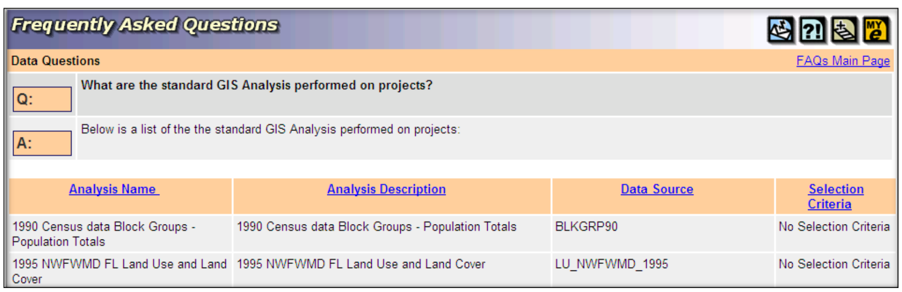
The **Frequently Asked Questions** function enables you to troubleshoot or find answers to commonly asked questions about the ETDM Process and the Environmental Screening Tool (EST). To access the **Frequently Asked Questions** function, click the **FAQ** link.



The **Frequently Asked Questions** window opens, displaying questions that are organized by the following categories: **Computer Questions**, **Data Questions**, and **Documentation Questions**.



The Questions are active links (blue underline). To view the answer to a question, click the **Question** *Number* link. The **Frequently Asked Questions** window refreshes, displaying the answer to the selected question.

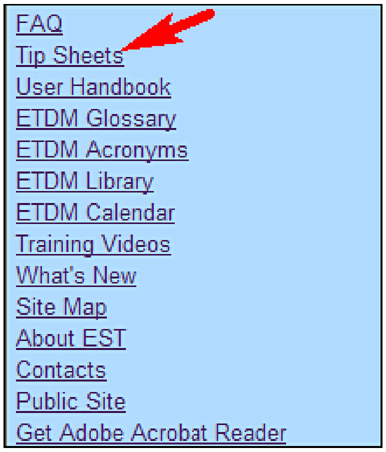


Tip! If the answer includes a table, click the column headings to sort the column in ascending or descending order.

3.6.2 Tip Sheets (*New 11/30/2011*)

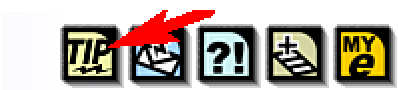
In addition to the EST User Handbook, users can get a quick overview for navigating a particular function. A list of available tip sheets is available in the **ETDM Library**.

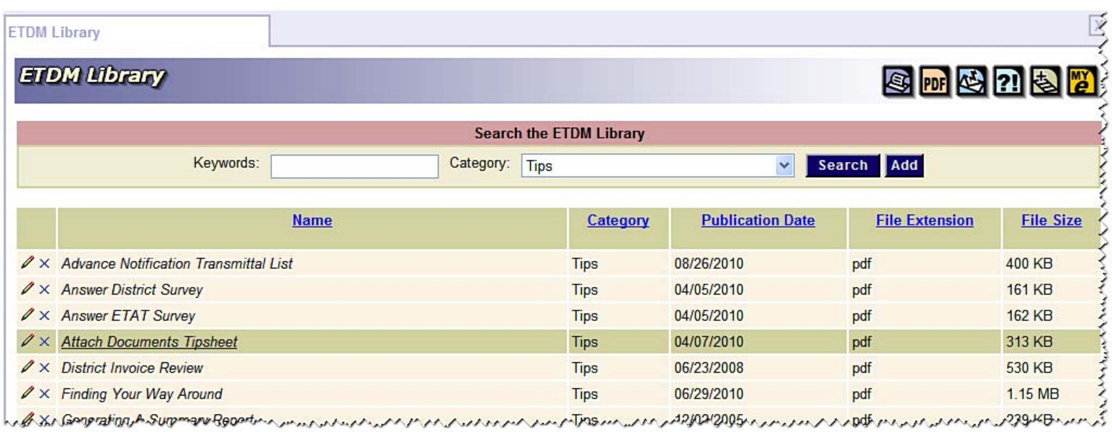
1. To access the list of tip sheets, click the **Tip Sheets** link in the Help section at the bottom of the **EST Main Menu**.



The **ETDM Library** window opens, displaying the list of tip sheets.

Note: The EST displays a tip sheet icon on the page toolbar if a tip sheet is available for the page in active view.





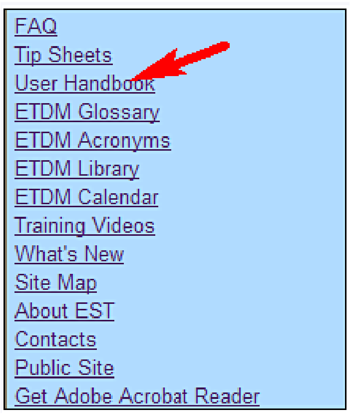
2. Select a tip sheet by doing one of the following:

- Under **Search the ETDM Library**, type part of or the entire function name in the **Keywords** field, click **Search**, and then select the tip sheet by clicking the link in the **Name** column.
- Scroll down the **ETDM Library** table, and then select the tip sheet by clicking the link in the **Name** column.

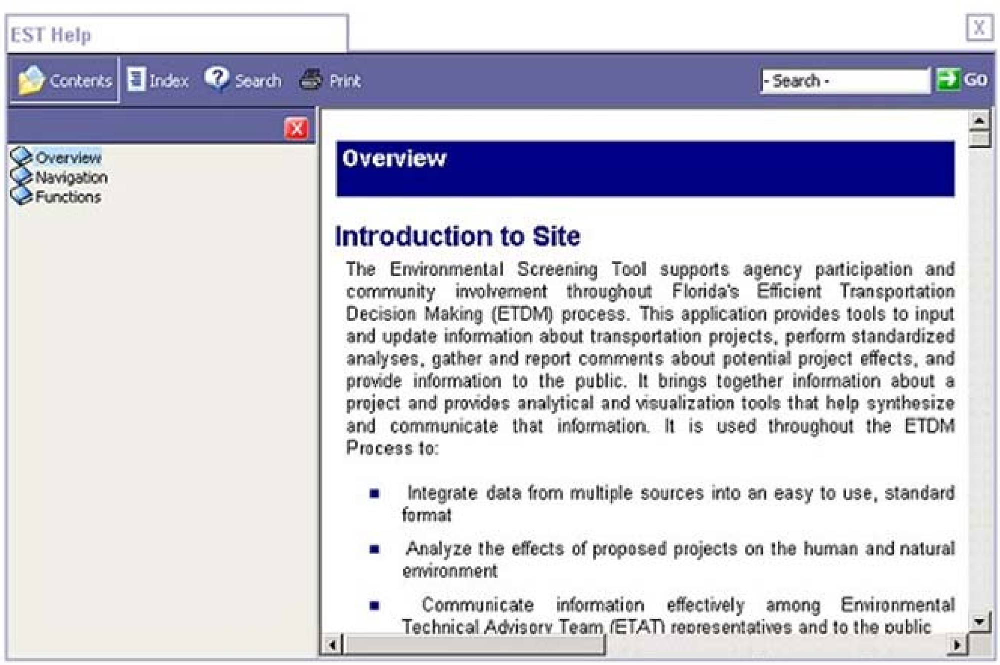
Note: See the ETDM Library (Section 3.6.6.) section of this handbook for additional information on using the **ETDM Library** function.

3.6.3 User Handbook

The **User Handbook** function provides access to the Internet version of the Environmental Screening Tool (EST) Handbook. Search and print capabilities are included. Click the **User Handbook** link located in the list of Help links at the bottom of the **EST Main Menu**.



The **EST Help** window opens, displaying the index for the EST User Handbook.

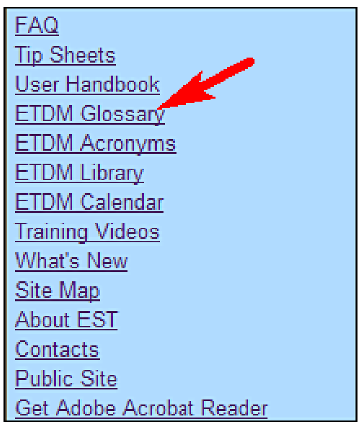


View a list of contents by clicking the Contents button Contents. An alphabetical list of topics can be accessed by clicking the Index button Index. Search for information by clicking the search button Search or using the search bar - Search - Go. Use the Print button Print to open a printer dialogue.

3.6.4 ETDM Glossary

This function opens a glossary of ETDM terms. Users with the appropriate roles (e.g., EST administrators for an organization) can add, edit, or delete glossary entries from the list.

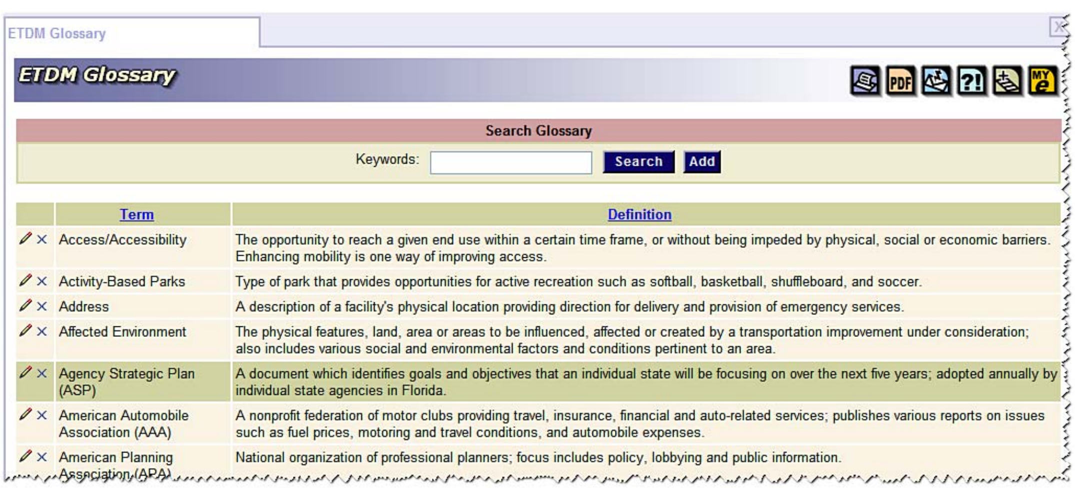
1. To access the **Glossary**, click the **ETDM Glossary** link located in the list of Help links at the bottom of the **EST Main Menu**.



The **ETDM Glossary** page opens, displaying a **Search Glossary** function that can be used to quickly find the definition of a term.

2. In the **Keywords** field, type part of or the entire word, or you can type a phrase.

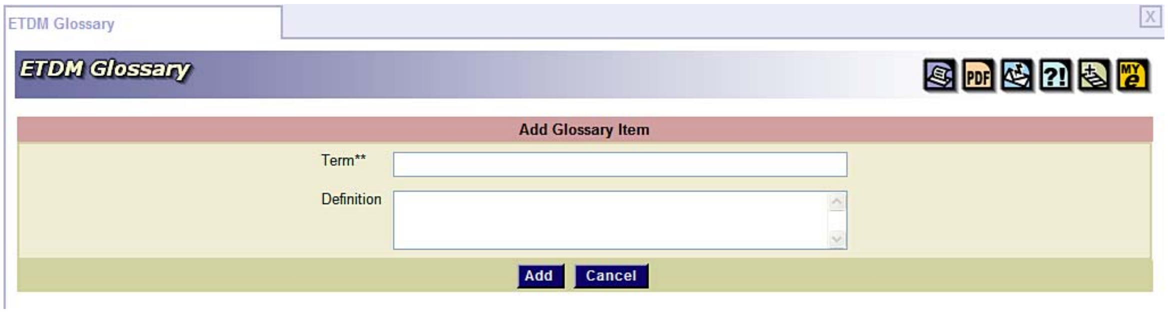
3. Click **Search**.



	Term	Definition
✎ ×	Access/Accessibility	The opportunity to reach a given end use within a certain time frame, or without being impeded by physical, social or economic barriers. Enhancing mobility is one way of improving access.
✎ ×	Activity-Based Parks	Type of park that provides opportunities for active recreation such as softball, basketball, shuffleboard, and soccer.
✎ ×	Address	A description of a facility's physical location providing direction for delivery and provision of emergency services.
✎ ×	Affected Environment	The physical features, land, area or areas to be influenced, affected or created by a transportation improvement under consideration; also includes various social and environmental factors and conditions pertinent to an area.
✎ ×	Agency Strategic Plan (ASP)	A document which identifies goals and objectives that an individual state will be focusing on over the next five years; adopted annually by individual state agencies in Florida.
✎ ×	American Automobile Association (AAA)	A nonprofit federation of motor clubs providing travel, insurance, financial and auto-related services; publishes various reports on issues such as fuel prices, motoring and travel conditions, and automobile expenses.
✎ ×	American Planning Association (APA)	National organization of professional planners; focus includes policy, lobbying and public information.

Note: Depending on the user's role, a term can be added to or deleted from the Glossary, or the definition of an existing term can be edited.

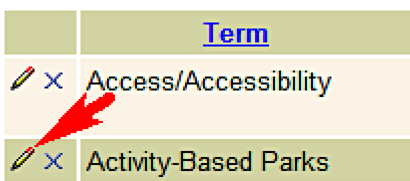
4. To add a new term, click the **Add** button. A dialog box will open, where the term and its definition can be typed in.



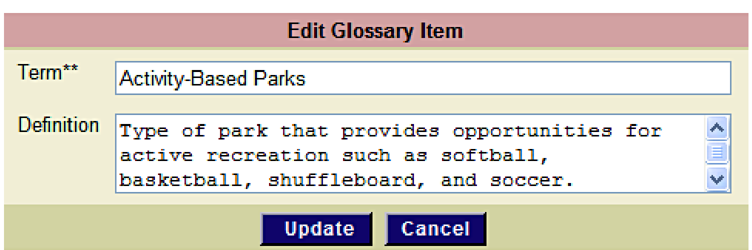
- Do the following:
  - Type the **Term** (this is a required field).
  - Type the **Definition**.
  - Click **Add**.

5. To edit a definition, do the following:

- Click the pencil icon beside the glossary **Term**.



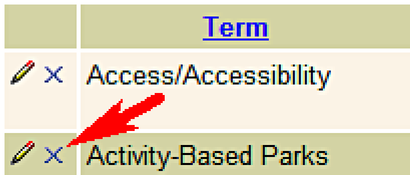
The **ETDM Glossary** page refreshes and displays the **Edit Glossary Item** fields.



- Make the appropriate changes.
- Click **Update**.

Tip! Click the **Cancel** button to cancel the changes.

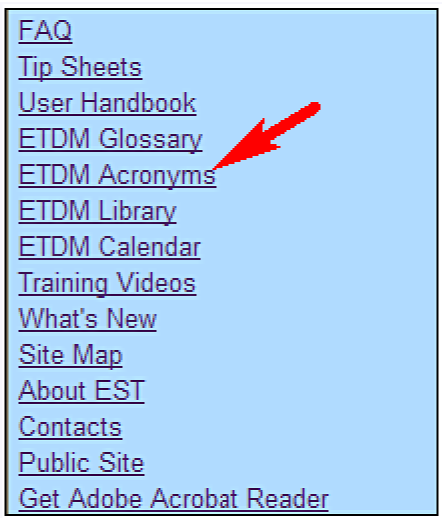
6. To delete an item from the Glossary, click the **X** icon beside the **Term**.



3.6.5 ETDM Acronyms

This function opens a list of acronyms used in the ETDM Process. Users with the appropriate roles (e.g., EST administrators for an organization) can add, edit, or delete acronym entries from the list.

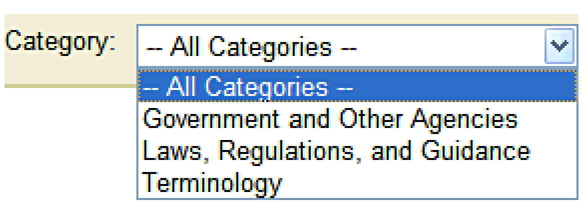
1. To access the list of acronyms, click the **ETDM Acronyms** link located in the list of Help links at the bottom of the **EST Main Menu**.



The **ETDM Acronyms** page opens, displaying a **Search Acronyms** function that can be used to quickly find an acronym and its definition.

2. In the **Keywords** field, type part of or the entire word or acronym.

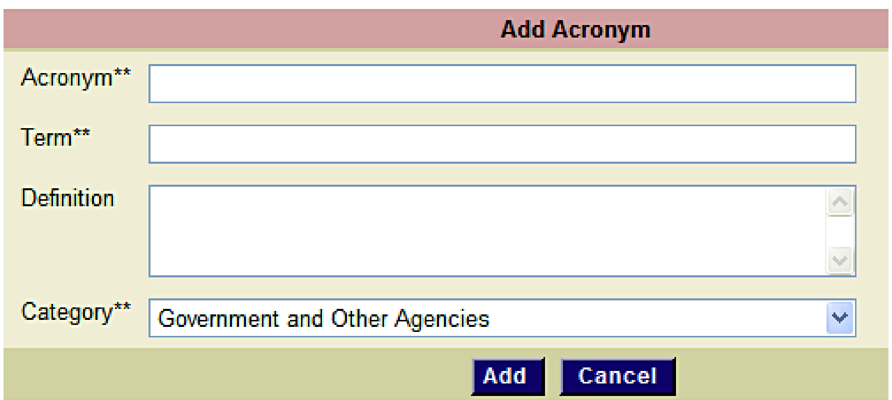
3. Click the **Category** arrow to narrow your search results, and then click the appropriate variable from the list.



4. Click **Search**.

Note: Depending on the user's role, a definition can be added to or deleted from the Acronyms list, or an existing definition can be edited.

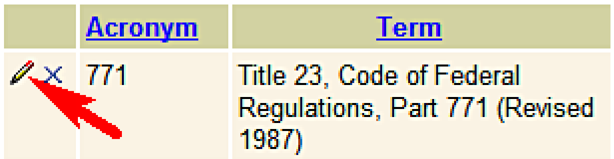
5. To add a new acronym, click the **Add** button. A dialog box will open, where the acronym, its term, and its definition can be typed in.



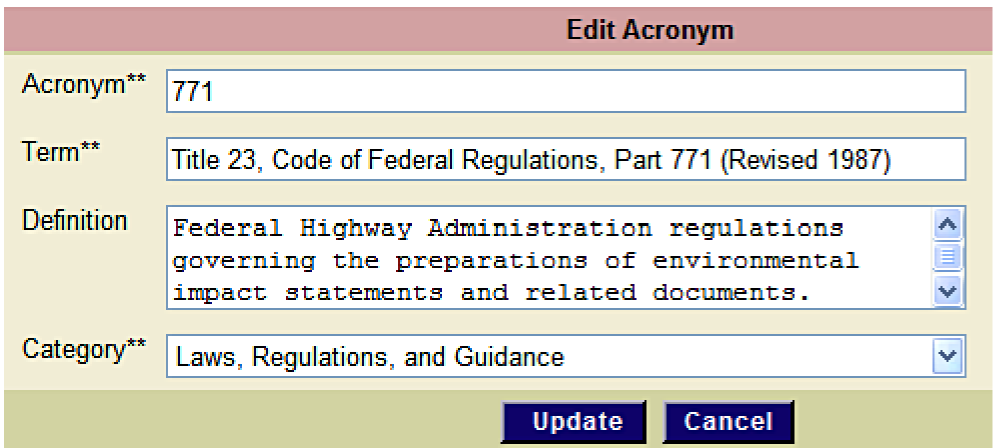
- Do the following:
  - Type the **Acronym** (This is a required field).
  - Type the **Term** (this is a required field).
  - Type the **Definition**.
  - Click the **Category** arrow to do one of the following:
    - Assign the acronym to a particular category by clicking the name on the list.
    - Create a new category by clicking **enter category name**.
  - Click **Add**.

6. To edit an acronym, term, or definition, do the following:

- Click the pencil icon beside the **Acronym**.



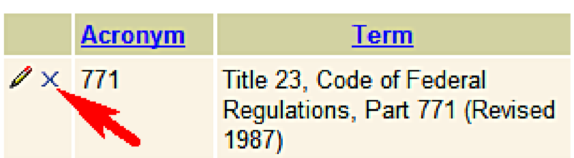
The **ETDM Acronyms** page refreshes and displays the **Edit Acronym** fields, enabling you to correct or revise an acronym and its related information.



- Make the appropriate changes.
- Click **Update**.

Tip! Click the **Cancel** button to cancel the changes.

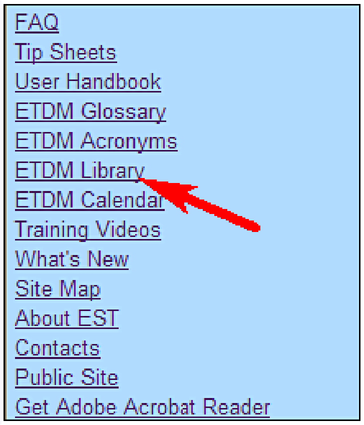
7. To delete an item from the Acronyms list, click the **X** icon beside the **Acronym**.



3.6.6 ETDM Library

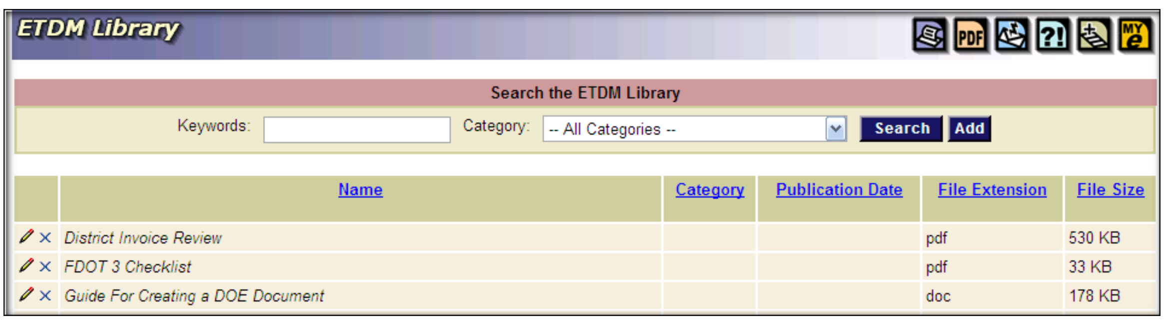
This function provides links to documents stored in the ETDM database. Depending on the user's role, a definition can be added to or deleted from the Acronyms list, or an existing definition can be edited.

1. To access the **ETDM Library**, click the **ETDM Library** link located in the list of Help links at the bottom of the **EST Main Menu**.



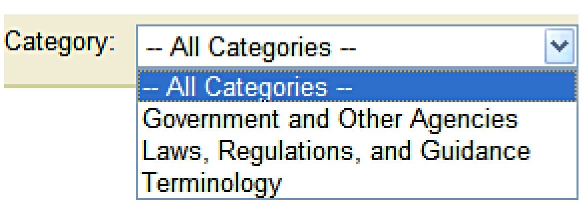
2. The **ETDM Library** window opens, displaying a search filter and a table listing the document **Name**, **Category**, **Publication Date, File Extension**, and **File Size**.

Tip! Click the column heading to sort the column in ascending or descending order.



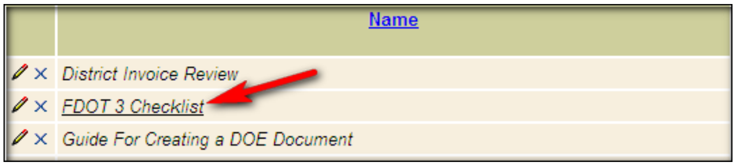
3. Under **Search the ETDM Library**, search for a document by doing the following:

- In the **Keywords** field, type part of or the entire title, or you can type related words.
- Click the **Category** arrow to narrow your search results, and then click the appropriate variable from the list.



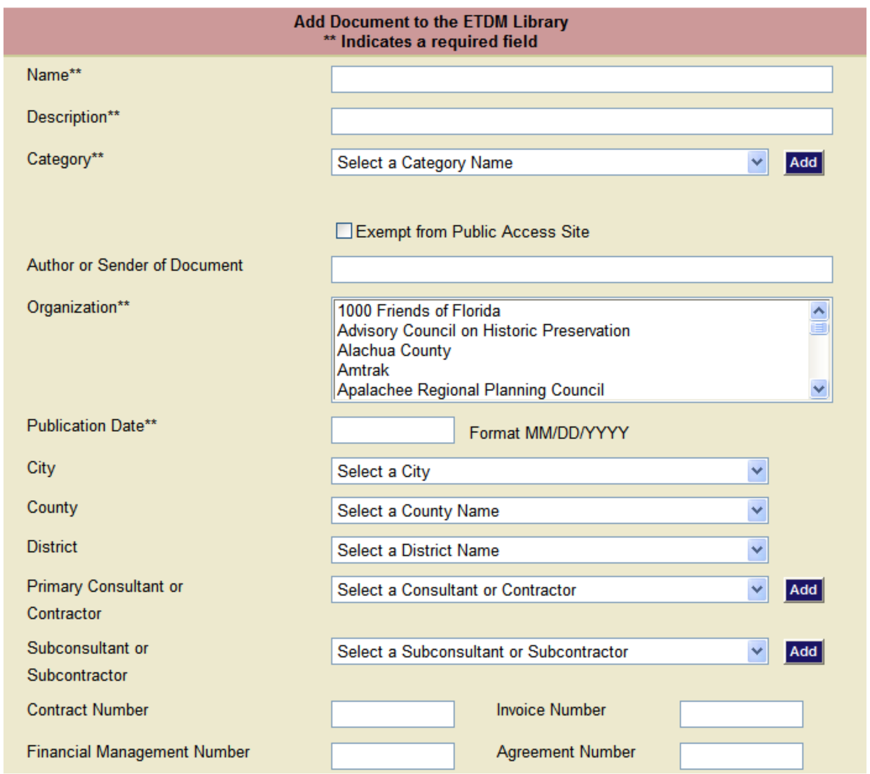
- Click **Search**.

4. Click the document name in the **Name** column to open it. The document PDF will open as a separate tabbed page.



Note: Depending on the user's role, a definition can be added to or deleted from the Acronyms list, or an existing definition can be edited.

5. To add a new document to the ETDM Library, click the **Add** button. The **Add Document to the ETDM Library** dialog box will open, where the document description and related information can be typed in or selected from a prepopulated list.

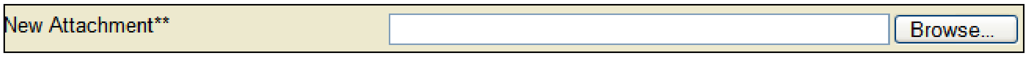


- Complete the fields shown on the screen, with attention to entering information in required fields showing double asterisks (**).

  Note: Click the **Exempt from Public Access Site** check box if the document is not to be displayed on the ETDM Public Access Site.

- In the **New Attachment** field, click the **Browse** button to locate and upload the target document to the **ETDM Library**.

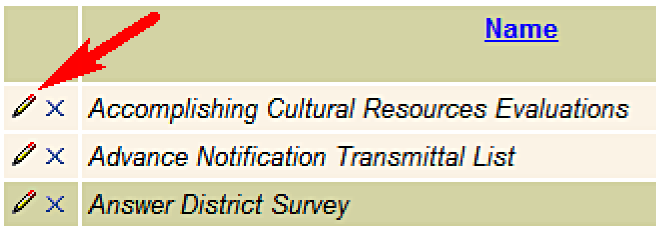
Note: The document must be in PDF or JPG file format before it can be uploaded. Contact the ETDM Help Desk at help@fla-etat.org or call 850-414-5334 for assistance in uploading documents created in other formats.



- Click **Add**.

6. To edit a document in the **ETDM Library**, do the following:

- Click the pencil icon beside the document name.



The **ETDM Acronyms** page refreshes and displays the **Edit ETDM Document** fields, enabling you to correct or revise information related to the document or to upload the revised document from a desktop file.

- Make the appropriate changes.

- Click **Update**.

Tip! Click the **Cancel** button to cancel the changes.

7. To delete an item from the **ETDM Library**, click the **X** icon beside the document name.

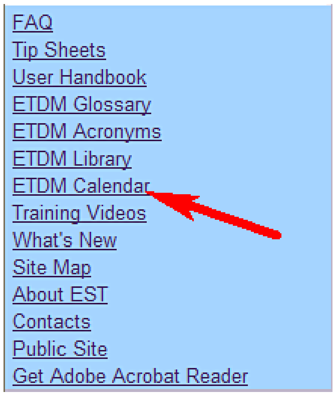
3.6.7 Calendar *(Updated 11/30/2011)*

The **ETDM Calendar** function in the Environmental Screening Tool (EST) is an interactive calendar that enables users to view upcoming training sessions and events. With the ETDM Calendar, users will also have the ability to:

- View ETDM-related events, including ETDM Milestones showing:
  - ETAT Review Begin
  - ETAT Review Complete
  - ETAT Summary Report Published or Republished
- Register for hands-on training sessions
- Set up meetings and events for their organization (only applicable to users with the appropriate EST user roles)
- Manage event types, enabling users to set preferences for events to be displayed in their ETDM Calendars

Using the ETDM Calendar Function in the EST:

1. Go to the list of links located at the bottom of the EST **Main Menu**, and then click **ETDM Calendar**.



The **Calendar** page opens, displaying an electronic calendar showing icons that represent event types and a tabbed section showing an **Event List** and **Display**.

Tip! Click on the toolbar icons to:

Open the tip sheet for a quick guide on navigating the current page.

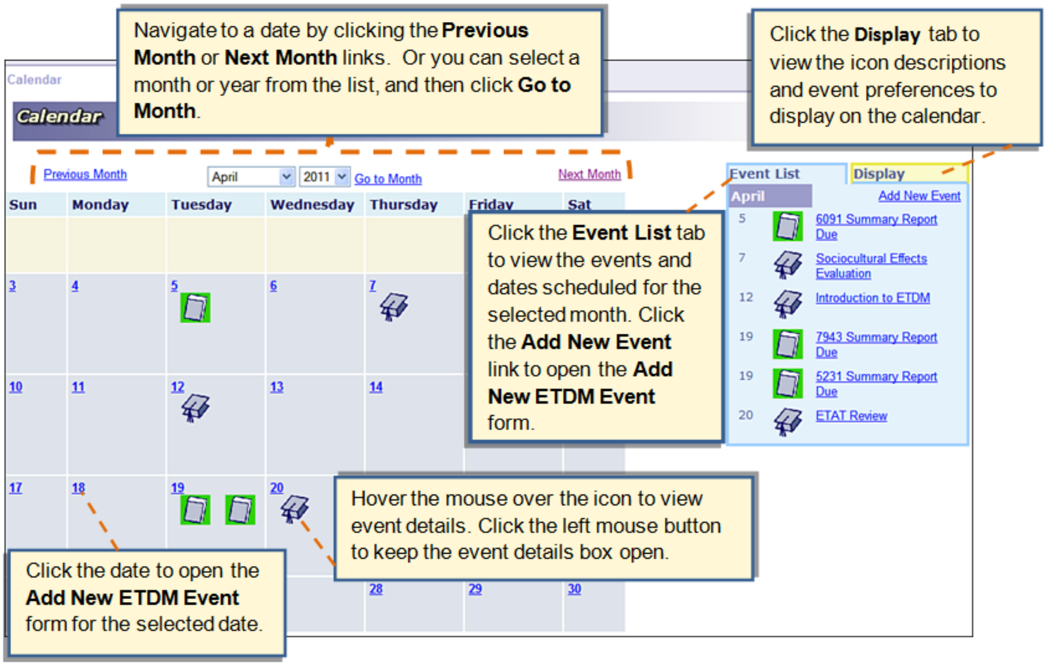
Send feedback about the current page.

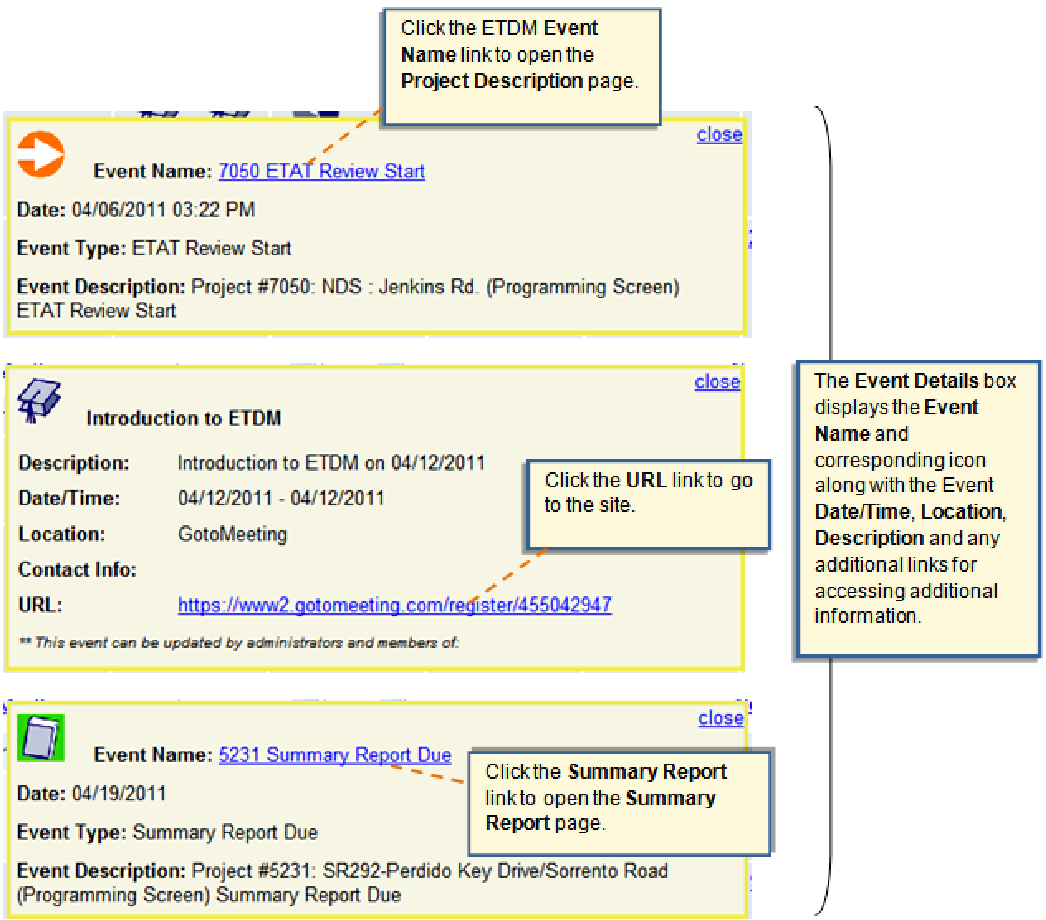
Access online **Help** for the current page.

Bookmark the page.

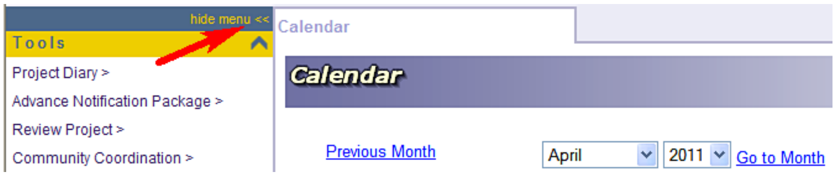
Add the page to your **My ETDM** preferences.

The next two illustrations provide a brief overview of the **Calendar** screen. Go to Step 2 of these instructions for an index listing the **Calendar** functions.


Navigate to a date by clicking the **Previous Month** or **Next Month** links. Or you can select a month or year from the list, and then click **Go to Month**.
Click the **Display** tab to view the icon descriptions and event preferences to display on the calendar.
Calendar
Calendar
Previous Month
April
2011
Go to Month
Next Month
Sun
Monday
Tuesday
Wednesday
Thursday
Friday
Sat
Event List
Display
April
Add New Event
5 6091 Summary Report Due
7 Sociocultural Effects Evaluation
12 Introduction to ETDM
19 7943 Summary Report Due
19 5231 Summary Report Due
20 ETAT Review
Click the **Event List** tab to view the events and dates scheduled for the selected month. Click the **Add New Event** link to open the **Add New ETDM Event** form.
Hover the mouse over the icon to view event details. Click the left mouse button to keep the event details box open.
Click the date to open the **Add New ETDM Event** form for the selected date.


Click the ETDM **Event Name** link to open the **Project Description** page.
close
Event Name: 7050 ETAT Review Start
Date: 04/06/2011 03:22 PM
Event Type: ETAT Review Start
Event Description: Project #7050: NDS : Jenkins Rd. (Programming Screen) ETAT Review Start
close
Introduction to ETDM
Description: Introduction to ETDM on 04/12/2011
Date/Time: 04/12/2011 - 04/12/2011
Location: GotoMeeting
Contact Info:
URL: https://www2.gotomeeting.com/register/455042947
** This event can be updated by administrators and members of:
Click the **URL** link to go to the site.
The **Event Details** box displays the **Event Name** and corresponding icon along with the Event **Date/Time**, **Location**, **Description** and any additional links for accessing additional information.
close
Event Name: 5231 Summary Report Due
Date: 04/19/2011
Event Type: Summary Report Due
Event Description: Project #5231: SR292-Perdido Key Drive/Sorrento Road (Programming Screen) Summary Report Due
Click the **Summary Report** link to open the **Summary Report** page.

Tip! To provide more screen space for the **Calendar**, click the **hide menu** link at the top of the EST **Main Menu**.



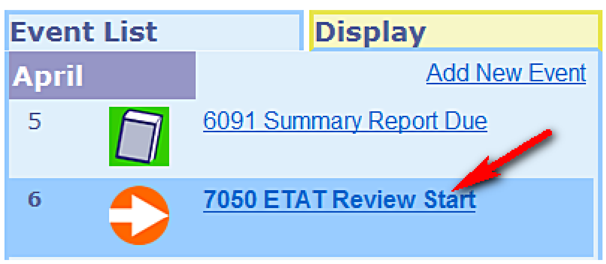
2. Click on the links or go to the steps listed below for instructions on using the **ETDM Event Calendar**.

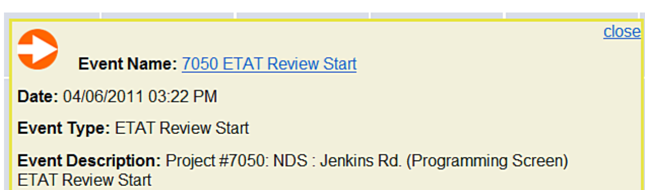
- Viewing calendar events and selecting events to display (Step 3)
- Adding New Events (Step 4)
- Attaching Documents to an Event (Step 5)

3. To view event details for the selected month do any of the following:

- The **Event List** provides a quick view of all scheduled events for the month along with their corresponding event icons. Move your mouse over an event to view the event details.

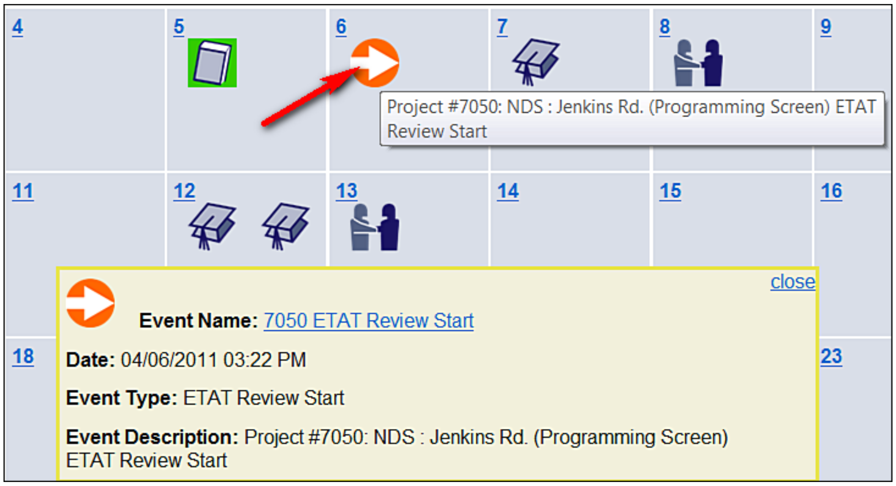
  Note: Click the **Display** tab to view the icon legend.





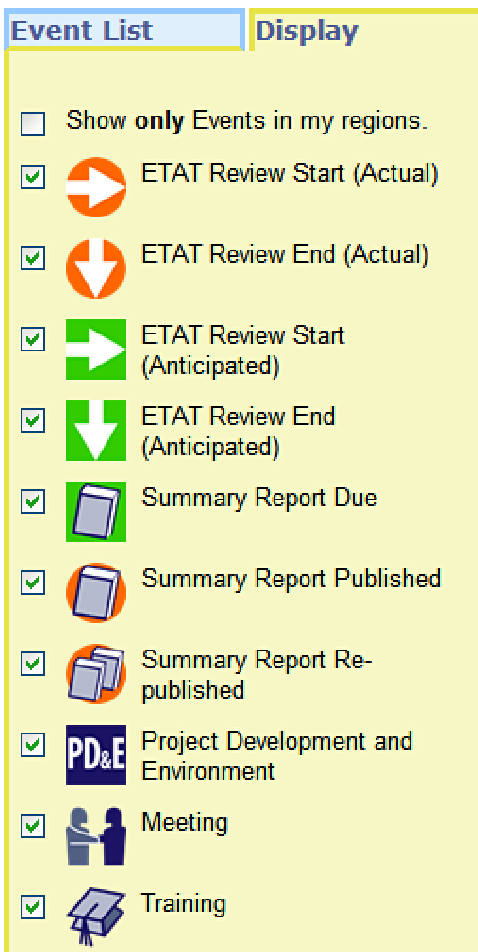
- Event icons appearing on scheduled dates provide a quick view of the type of event(s) that are scheduled for that date. Move your mouse over the icon to display the event details.

  Tip! Click the left mouse button to keep the event details box open. Click the **close** link to close the event details box.



- The **Display** section shows each of the available event icons along with the corresponding label. Check boxes enable you to select events to be shown on the calendar.

  Note: Click **Show only Events in my regions** if you want the calendar to only display events within your jurisdiction.



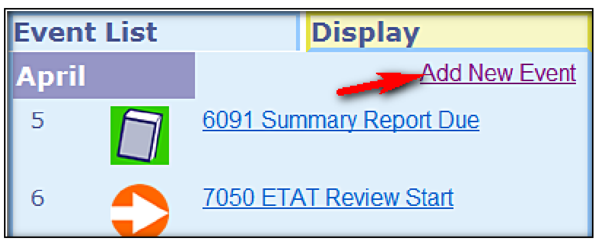
Note: By default, the EST automatically shows all check boxes as selected. Click a checked box to deselect an event.

4. Add a new event or meeting to the **Calendar** by doing the following:

Note: You must have authorization to perform this function for your organization(s).

- Access the **Add New ETDM Event** form by doing one of the following:
  - Click the date link or double-click the date cell. The **ETDM Events** screen opens, displaying the **ETDM Event** form that shows the selected calendar date.

  - On the **Event List** tabbed section, click the **Add New Event** link. The **ETDM Events** screen opens, displaying the **ETDM Event form.**



- After the **ETDM Events** screen opens, do the following.

  Note: Fields showing double asterisks (******) are required fields. You must enter information in these fields in order for the EST to process the information.

  - Type the **Name** of the event (e.g., Summary Report Due, Introduction to the EST).
  - Select your **Organization** name from the list.
  - Type a **Description** of the event (e.g., Meeting to Discuss Regional Planning)
  - Type the event's **Start** date and **End** date using the **mm/dd/yyyy** format, or click the calendar icon, , and select a date .

    Tip! If the event starts and ends on the same day, you can leave the end date blank. If the event does not have a specific time on that date, leave the time as the default 12:00 AM.

  - Type the name of the event **Location**, which can be a physical location or a web address (e.g., Main Conference Room, webinar URL address).
  - Type the **Contact Information** for the event.
  - Add any website **URL** links for the event (e.g., links to webinars, Go to Meeting, Google maps, organization's website).

- Click the **Event Type** arrow, and then select the appropriate option from the list (e.g., ETAT Review Start, Meeting, Training).

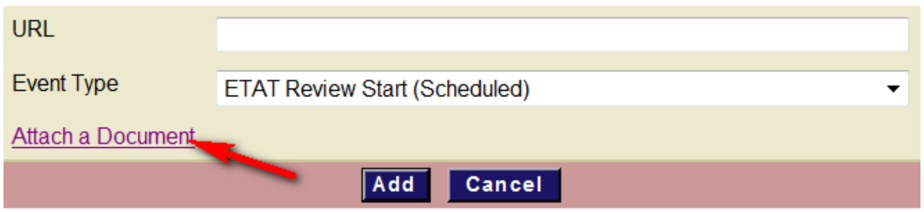
  Note: To add documents related to the event, click the **Attach a Document** link, and go to the next step of these instructions (Step 5).

- Click **Add**.

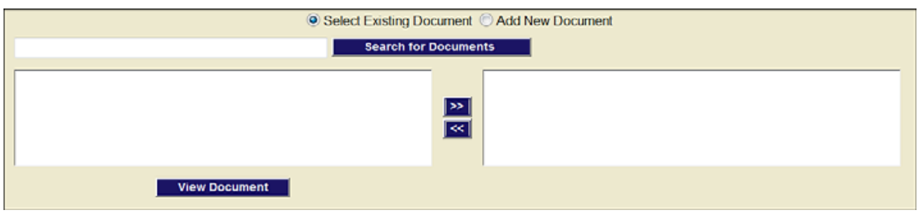
5. To attach a document to a new event, do the following:

- Open and enter your information in the **Add ETDM Event** form using the steps shown in Step 4 of this document.

- At the bottom of the **Add ETDM Event** form, click the **Attach a Document** link.



The **Add ETDM Event** form expands and displays an option for selecting an existing document from the ETDM Library or for adding a new document.



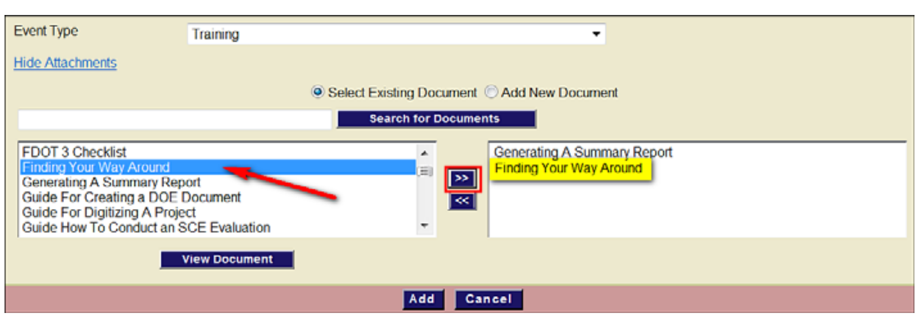
- Do one of the following:

  - Accept the default option **Select Existing Document** to attach a document from the ETDM Library. Do the following:

    - Type part of or the full name of the document in the **Search for Documents** field or click **Search for Documents** to view the complete list of documents. A list of documents will appear in the left list box.

    - Click the document name.

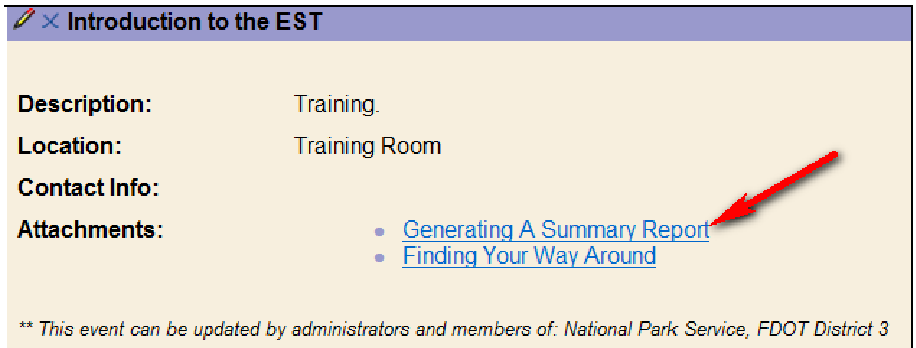
    - Click  to move the document to the right list box (documents being attached to the event notice).



Tip! Click [<<] to return the document to the document list in the left list box. This will remove the document from the list of attachments.

- Click **Add**. The EST displays the **ETDM Events** list, showing the added event(s) for your organization along with the links to documents that were attached.

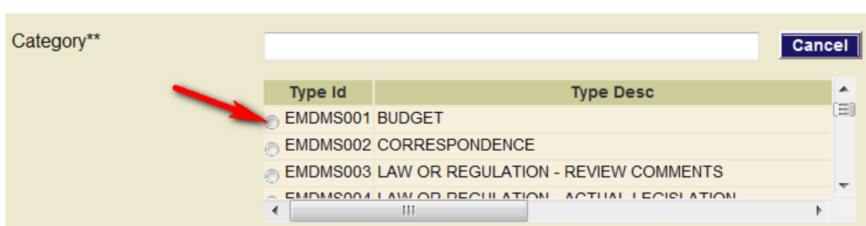
  Tip! Click the document link to open it.



Tip! To edit an event, click the pencil icon, . Click the **X** to delete the event.

o Click **Add New Document** to add a document that is not in your list. Do the following:

- Click the **Display in ETDM Library** check box if you want to add the document to the ETDM Library.
- Type the **Name** of the event.
- Type a **Description** of the document.
- In the **Category** field, do one of the following:
  - Click the **Category** arrow, and then select a category from the list.
  - Click **Add** if a category is not listed. The **Category** field displays the category type form. Click the appropriate option button in the **Type Id** column.



- Type the **Publication Date** using the **mm/dd/yyyy** format
- Click the **Browse** button beside **New Attachment** to locate and upload the target document.
- Click **Update**. The EST displays the **ETDM Events** list, showing the added event(s) along with a link to the document attachment(s).

  Note: Document attachment links appear in the **Calendar** event boxes. Click on a Calendar icon to view the event details along with any attached document links.

3.6.8 EST Training Videos (*New 6/30/2010*)

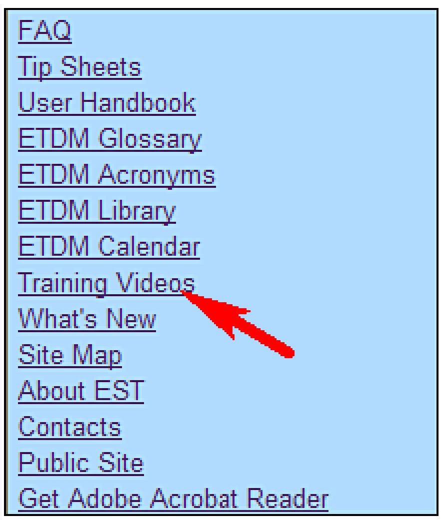
The **EST Training Videos** function enables you to access a collection of videos that demonstrate the general functions of the EST website.

You can also access a training video for a particular function when you see the EST Training Video button, on a page toolbar. Clicking the button automatically opens the training video page, which displays links to videos associated with the selected function (e.g., Describe Direct Effects).

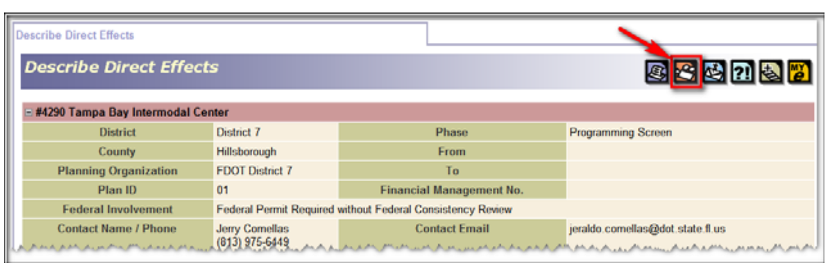
Accessing the EST Training Videos:

1. To open an EST Training Video, do one of the following:

- Click **EST Training Videos** link in the list of Help links located at the bottom of the **EST Main Menu**.



- On the page toolbar, click the EST Training Video button , .

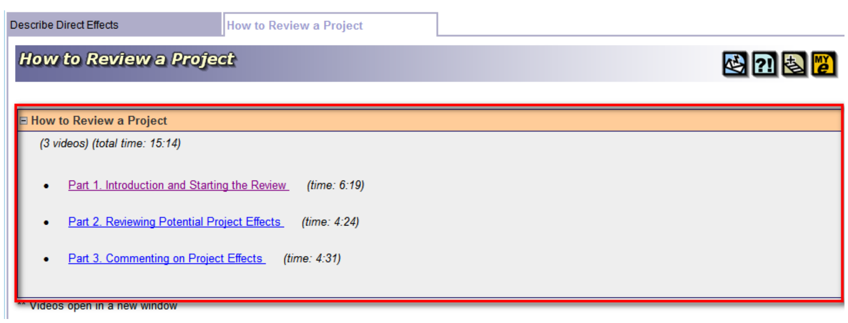


Note: A training video may not be available for your selected function. If this is the case, the EST Training Video button will not appear on the page toolbar.

2. Depending on your access selection, one of the following windows opens as a tabbed page:

- If you clicked **EST Training Videos** in the **Help** menu, the **EST Training Videos** page opens, displaying a page toolbar and links to all available training videos that demonstrate the navigation steps for various tasks.

- If you clicked the training video icon, , in the page toolbar, only the links to videos associated with the selected function are shown.



Tip! Click on the toolbar icons to:

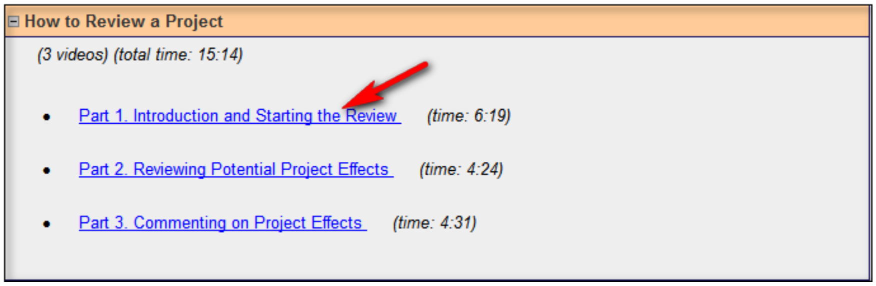
 Send feedback about the current page.

 Access online **Help**.

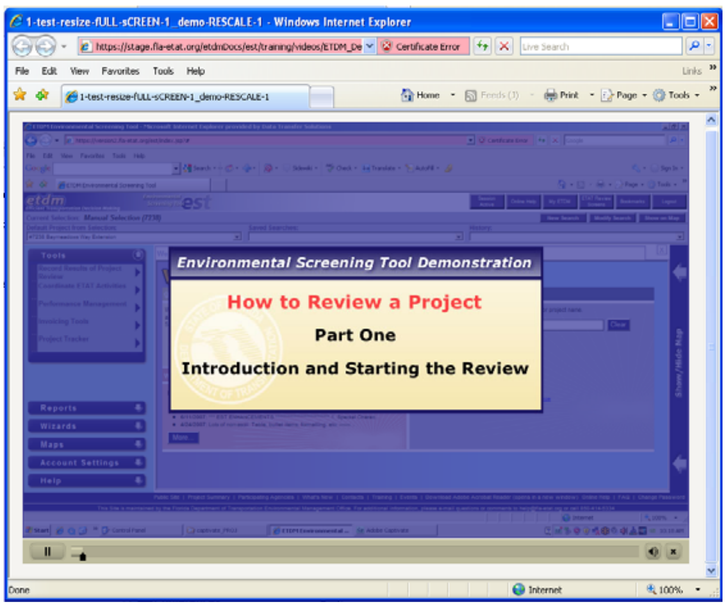
 Bookmark the page.

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

3. Under a **How to** section, click the link to the video you want to view.



The video opens in a separate window. After the video loads, it will automatically begin playing.



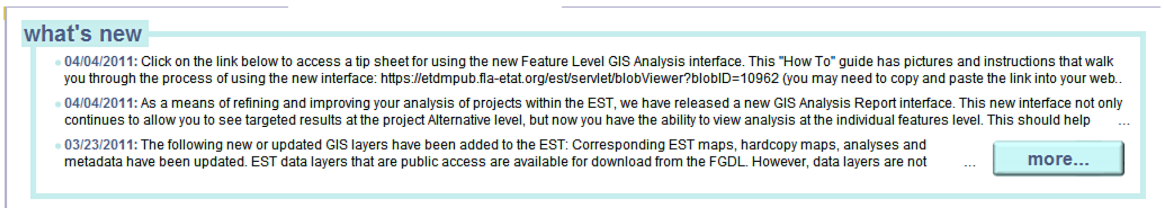
Tip! If you want to pause the video, click the pause button, , located at the bottom left of the video player.

4. After the video ends, close the window by clicking either the red button at the top right of the window or the button located at the bottom right of the video player.

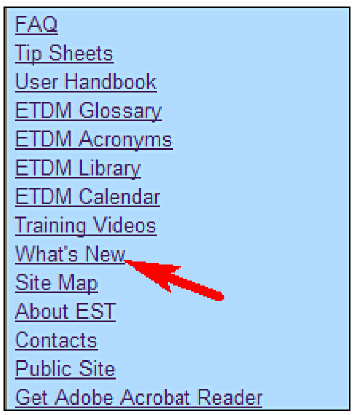
3.6.9 What's New (*Updated 11/30/2011*)

This function provides an overview showing the latest and past information about enhancements made to the Environmental Screening Tool.

Tip! You can find the latest changes made to the EST in the **What's New** section on the EST home page. Click the **more…** button to open the **What's New** page, enabling you to view the history of EST enhancements.



Click the **What's New** link located in the list of Help links at the bottom of the **EST Main Menu** to view a complete list (recent and past) of EST Enhancements.



The **What's New** page opens, displaying the list of enhancements along with the dates they were implemented.

Tip! Click on the toolbar icons to:

 Print the current page.

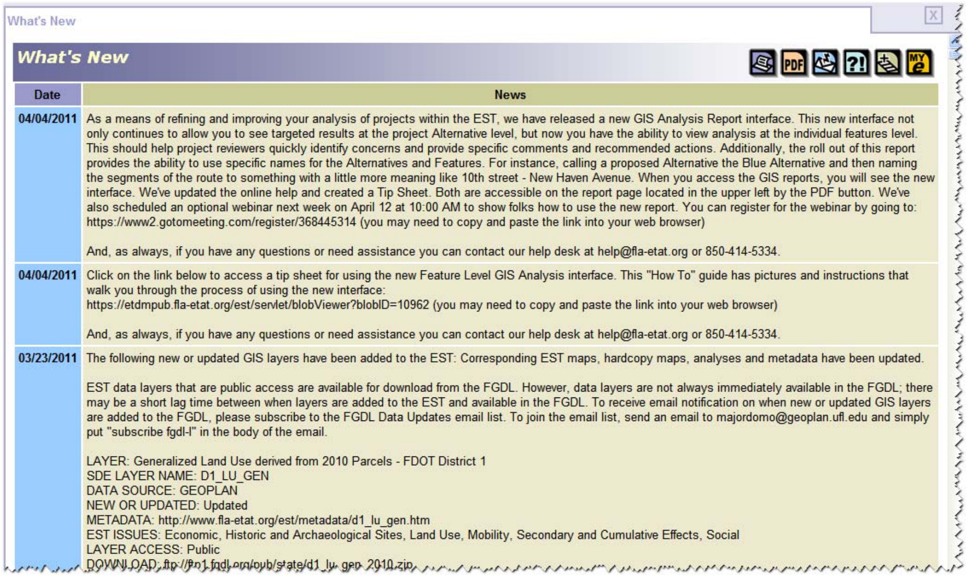
 Create a PDF of the current page.

 Send feedback about the current page.

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

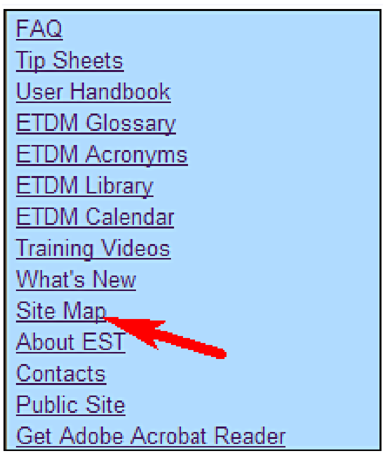
 Bookmark the page.

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

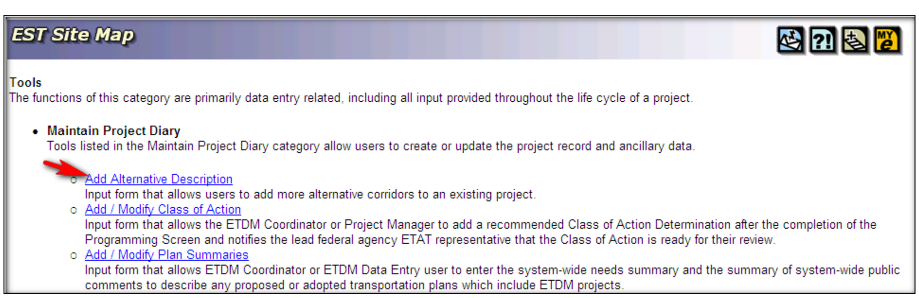


3.6.10 EST Site Map

The EST **Site Map** provides an outline of the functions that make up the EST. To access the **Site Map**, click the **EST Site Map** link located in the list of Help links below the EST Main Menu.

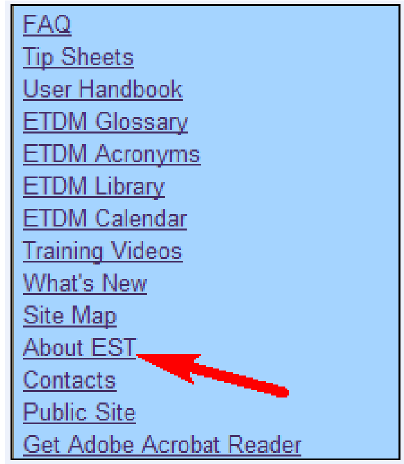


The **EST Site Map** window opens, displaying an outline of the EST menus and function categories. Each function is an active link, enabling you to go directly to a tool or report. Only those functions that the user has access to will be listed in the **Site Map**.

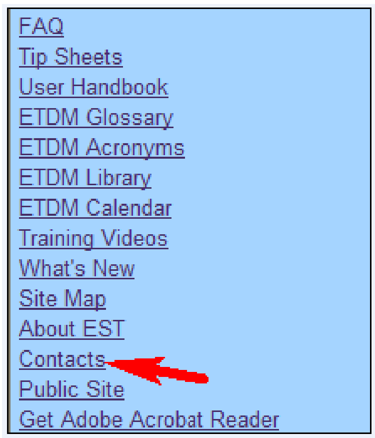


3.6.11 About EST

About EST provides an overview of the Environmental Screening Tool (EST) as found in Section 1 of the EST Handbook. Click the **About EST link** located in the list of Help links at the bottom of the **EST Main Menu**.



3.6.12 Contact Us



This function provides phone numbers and email addresses for technical support in using the EST. It also provides contact information for the ETDM Coordinators, Community Liaison Coordinators, and Environmental Technical Advisory Team representatives for each District. To access the **Contact Us** function, click the **Contacts** link located in the list of Help links at the bottom of the **EST Main Menu**.

The **Contact U**s page opens, displaying the contact information and navigation links.

Tip! Click on the toolbar icons to:

 Print the current page.

Create a PDF of the current page.

 Send feedback about the current page.

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

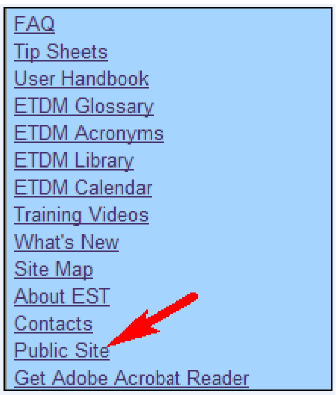
 Bookmark the page.

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

Tip! Use the links at the top of the **Contact Us** window to navigate directly to: **Technical Support**, **District**, **Turnpike**, **SIS**, or **Map of Contacts**.

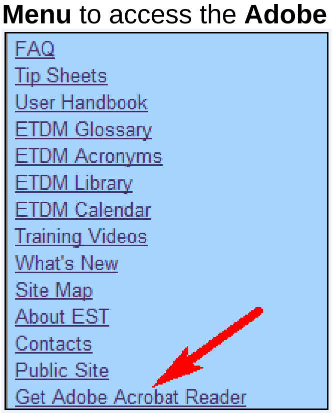
3.6.13 ETDM Public Access Site (*New 11/30/2011*)

Click the **Public Site** link located in the list of Help links at the bottom of the **EST Main Menu** to open the **ETDM Public Access Site**.



3.6.14 Get Adobe Acrobat Reader (*New 11/30/2011*)

Adobe Reader is freeware that enables users to view and print PDF files. The EST provides easy access to the **Adobe Reader** site for downloading the necessary reader, enabling you to view PDF documents. Click the **Get Adobe Acrobat Reader** link located in the list of Help links at the bottom of the **EST Main Menu** to access the **Adobe Reader** site.



After you have accessed the **Adobe Reader** site, follow the sequence of instructions for downloading the appropriate Reader.

Chapter 4 ETDM Public Access Site *(Updated 04/16/2007)*

The Efficient Transportation Decision Making (ETDM) Public Access Site provides public access to information about proposed transportation projects as they progress through the ETDM Process. Project information is loaded to the Web site when the Environmental Technical Advisory Team (ETAT) representatives begin reviewing the projects for environmental effects. During the review period, the public and the ETAT representatives review the projects for potential effects to the surrounding resources. The ETAT representatives enter their agency position and provide the official "electronic signature" for the agency. The public is able to view planning/project information and maps at this time. Although the public is not able to directly input comments into the tool, they are able to provide input using district and MPO traditional public involvement activities. Attendance at MPO and FDOT meetings and workshops and written comments during workshops and hearings will continue to be recorded by MPOs or by the FDOT. After the 45-day review period, the public input and ETAT comments are loaded to the Web site. Summary reports are copied to the site as they are published. Project updates are released after the draft material has been reviewed by the ETDM Coordinator, and re-released for the next review cycle. When the project moves beyond the Programming Screen, the project information is updated at the end of subsequent phases

4.1 Web Site Access

The public accesses the Web site directly at http://etdmpub.fla-etat.org/ or through the FDOT Environmental Management Office home page at: www.dot.state.fl.us/emo/.

A link to the site is also available on the Sign In page of the secure Environmental Screening Tool site. Before logging into the secure site, click on the link at the bottom of the page for the "Public Site."

Access public, read-only version of the Environmental Screening Tool

4.2 Welcome Page

The ETDM Public Access Site Welcome page includes information about the ETDM Process and instructions for finding a project, getting started in using the Site, and how to sign up to receive emails concerning projects of interest. The Welcome Page also includes a Project Search tool for identifying an ETDM project, pull-down menus for accessing Site tools and reports, a Help feature that provides a description of each Site page, and links to the Florida Department of Transportation and MyFlorida.com Web sites.

4.3 Pull-down Menus

The pull-down menus at the top of the page are used to access the features available on the Web site. Click on one of the tabs to see the list of features available for that category.

4.3.1 Welcome Menu

Information for First Time Users is available under the Welcome menu. Additional features available under Welcome are Contact Us, FAQs, First Time Users, Get Involved, On-line Help, Site Map, Watch Project, Welcome Page, and What's New. Click on feature name to open that page. Hover your mouse over the feature name to see a description of that page in the Help box at the bottom left of the page.

Contact Us

This page provides phone numbers and email addresses for technical support in using the ETDM Public Access Site. It also provides contact information for the ETDM Coordinators, CLCs, and ETAT representatives for each FDOT District.

Contact Us

Technical Support District 1 District 2 District 3 District 4 District 5 District 6 District 7 Turnpike SIS

Technical Support

Help Desk

E-mail: publichelp@fla-etat.org	Phone: (850) 414-5334

Back To Top

District 1 - Bartow

District 1 ETAT Members	District 1 FDOT Team	District 1 MPO Team

ETDM Coordinator

Gwen Pipkin 801 N. Broadway Avenue Bartow, FL 33830	Phone: (863) 519-2375 E-mail: gwen.pipkin@dot.state.fl.us

CLC Coordinator

Use the scroll bar on the right side of the page to scroll through the contact information, or click one of the links at the top of the page (for example, District 1, District 5) to go to the contact information for that group. Click the PDF button to view a PDF version of a Contact List or click the button to print the information displayed on the screen.

FAQs

The Frequently Asked Questions (FAQ) page lists answers to common questions about the ETDM Process and the Environmental Screening Tool. The questions are organized under subheadings of:

- Computer Questions
- Data Questions
- Documentation Questions

Frequently Asked Questions

Computer Questions

- What are the minimum system requirements for the ETDM Mapper to run on my computer?

Data Questions

- What are the standard GIS Analysis performed on projects?
- What GIS Data layers are available on the issue maps?
- What GIS Analyses are performed for each issue?

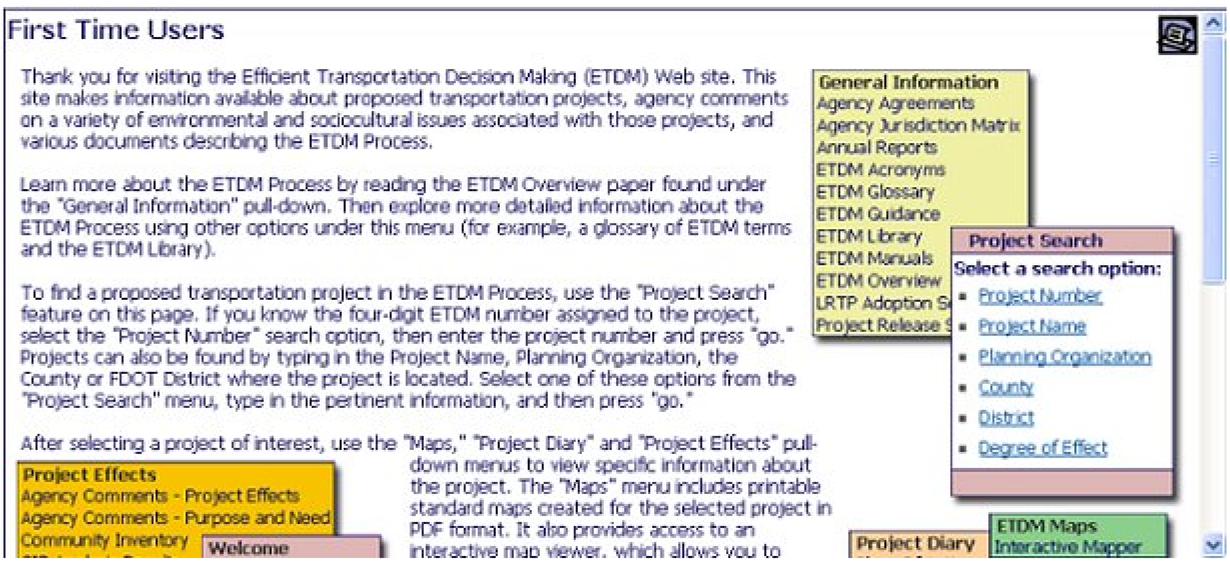
Documentation Questions

- What are the agency statutory requirements?
- Where can I find the Public Involvement Handbook?
- Where can I find a Glossary of terms used in the ETDM process?
- Where can I find the definition of Acronyms used in the ETDM process?
- How is public access to ETDM information handled?
- Where can I find current Agency Operating Agreements?

Click on the question text (for example, "What are the minimum system requirements for the ETDM Mapper to run on my computer?") to see the answer. Click the button to view a PDF version of the information displayed on the screen or click the button to print the information.

First Time Users

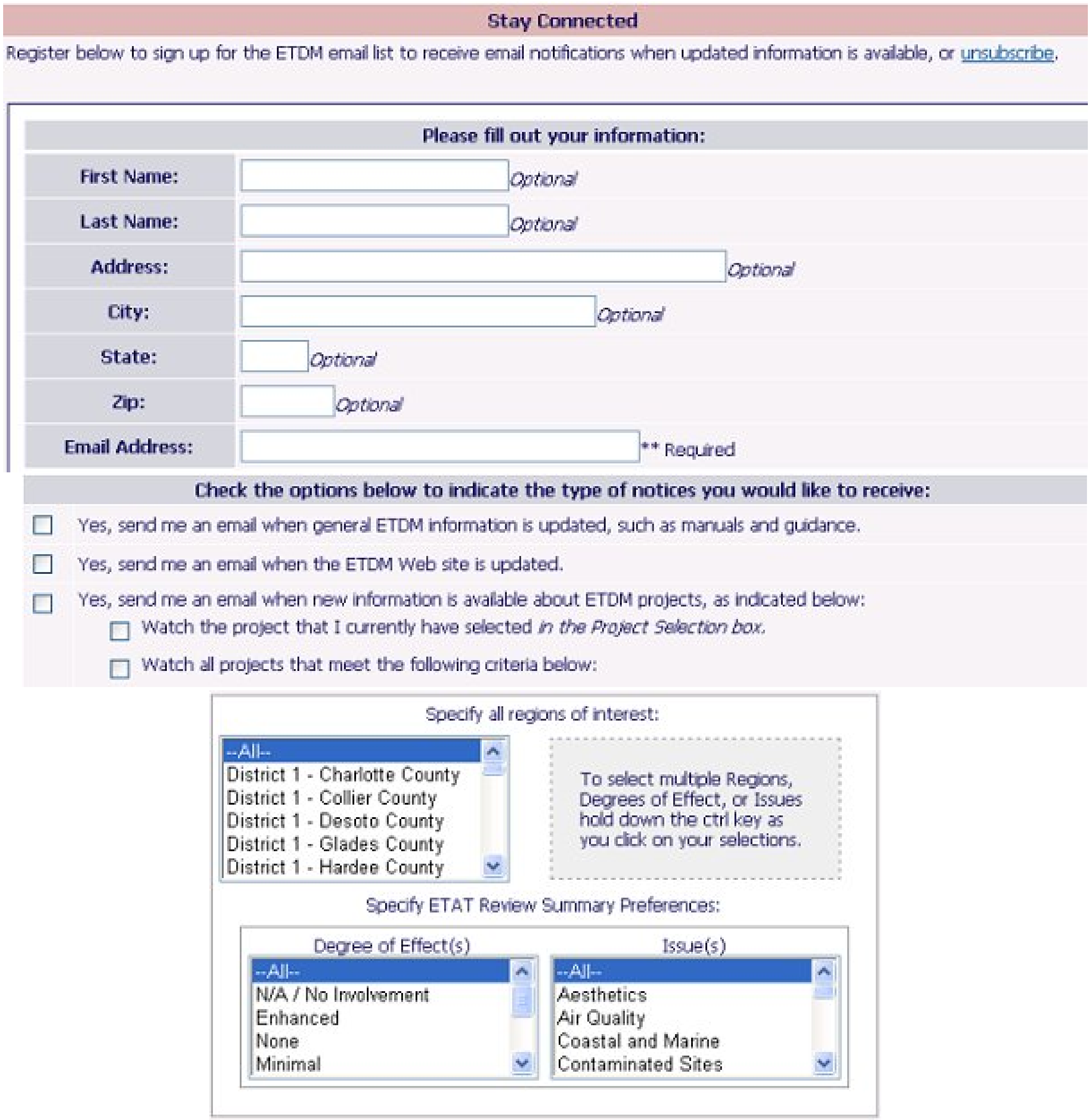
The First Time Users page provides information about the features of the ETDM Public Access Site, how to find a proposed transportation project, and how to access information about that project. Use the scroll bar to scroll through all of the information. Click the button to print the information.



Get Involved

This page is used to sign up to receive email notices when projects of interest are updated. You may select specific projects or receive notices about all projects in an FDOT District or county. You may also sign up to receive information about general ETDM activities such as publication updates and public notices. (A link for unsubscribing is also provided.) The Get Involved page also includes links to the FDOT Public Involvement Web site, and Web sites for local Metropolitan Planning Organizations and FDOT District offices. Click on one of the links (in blue) to go to that Web site.

Use the sign-up form to enter your contact information. Then select the types of notices you want to receive by clicking the checkbox next to your preference.


Stay Connected

Register below to sign up for the ETDM email list to receive email notifications when updated information is available, or unsubscribe.

Please fill out your information:

First Name:		Optional
Last Name:		Optional
Address:		Optional
City:		Optional
State:		Optional
Zip:		Optional
Email Address:		** Required

Check the options below to indicate the type of notices you would like to receive:

- ☐ Yes, send me an email when general ETDM information is updated, such as manuals and guidance.
- ☐ Yes, send me an email when the ETDM Web site is updated.
- ☐ Yes, send me an email when new information is available about ETDM projects, as indicated below:
  - ☐ Watch the project that I currently have selected *in the Project Selection box.*
  - ☐ Watch all projects that meet the following criteria below:

Specify all regions of interest:

--All--
District 1 - Charlotte County
District 1 - Collier County
District 1 - Desoto County
District 1 - Glades County
District 1 - Hardee County

To select multiple Regions, Degrees of Effect, or Issues hold down the ctrl key as you click on your selections.

Specify ETAT Review Summary Preferences:

Degree of Effect(s)	Issue(s)
--All--	--All--
N/A / No Involvement	Aesthetics
Enhanced	Air Quality
None	Coastal and Marine
Minimal	Contaminated Sites

You are also requested to review FDOT's Privacy Statement, and indicate your agreement by clicking the checkbox next to "I agree." When finished, click "Save Preferences."

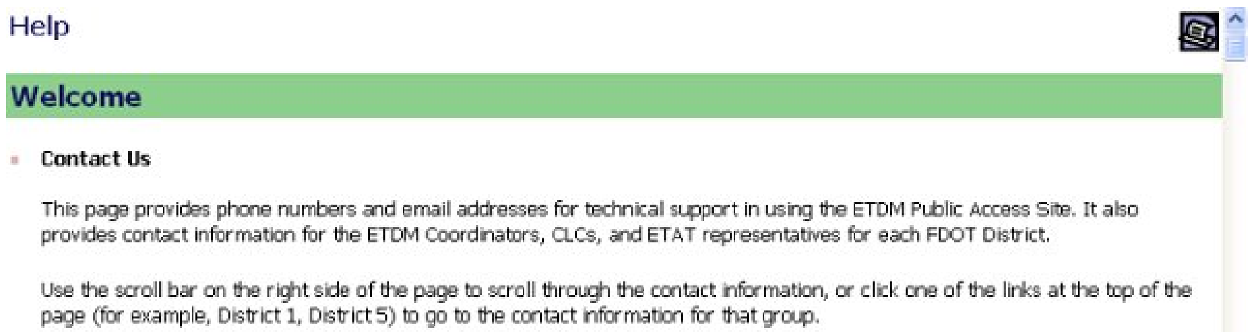

Disclosure: Please view the FDOT Privacy Statement. Check the box if you agree to this statement.

☐ I agree.

Save Preferences

Online Help

Online Help provides a description of each page of the ETDM Public Access Site. Selecting “Online Help” under Welcome takes you to a complete list of the page descriptions, organized by category, beginning with the Welcome menu. Use the scroll bar on the right side of the screen to scroll through the page descriptions. Click the button to print the descriptions.

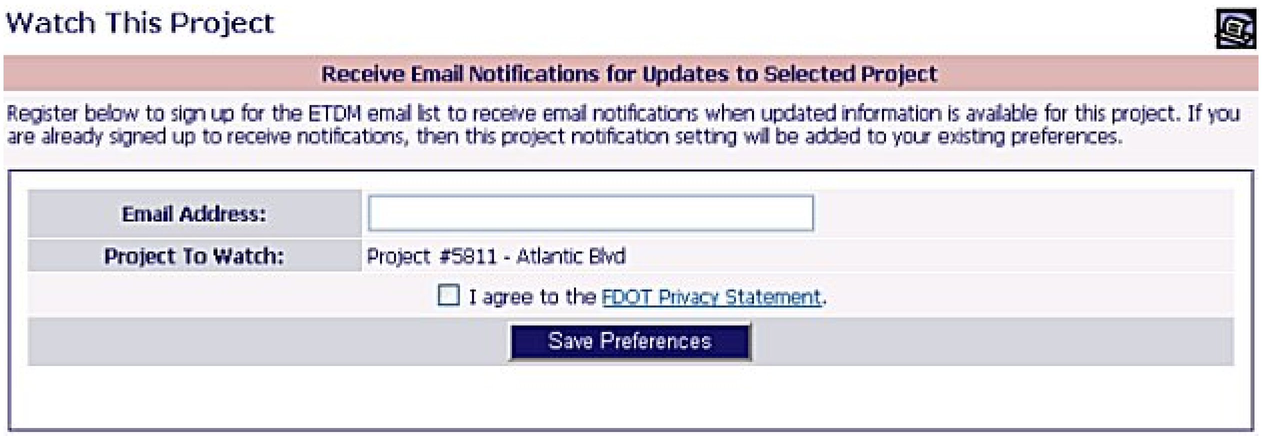


Site Map

This page lists and provides a link to every page that is available in the ETDM Public Access site. Use the scroll bar on the right side of the page to scroll through the list. Click on a page name to go to that page. Click on the “?” in front of the page name to view a description of that page. Click the button to print the information.

Watch Project

The Watch Project page is used to sign up to receive email notifications when updated information is available for a selected project. Enter your email address, click the check box next to "I agree to the FDOT Privacy Statement," and click the Save Preferences button. Click the button to print the Watch This Project page.



The Watch Project feature is also available on the project-specific pages under Project Diary, Project Effects, and ETDM Maps. Click the "watch project" link in the upper right corner of the page. You can also sign up to watch the current selected project by going to the Get Involved page.

Welcome Page

Clicking on the Welcome Page feature takes you to the ETDM Public Access Site Welcome Page described in Section 4.2.

What's New

The What's New? Page displays the latest notices about updates and changes to the ETDM Public Access site. Click the button to view a PDF version of the information displayed on the screen or click the button to print the information.

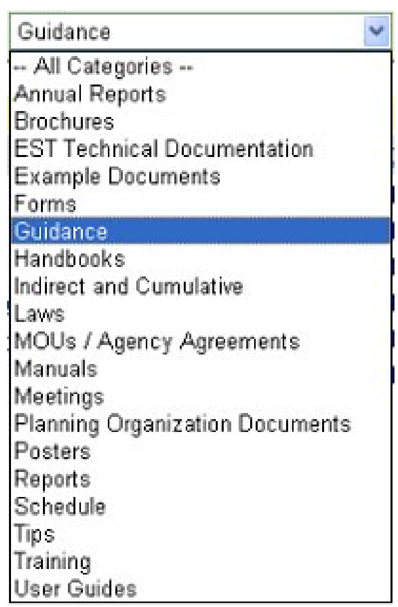
4.3.2 General Information

The General Information menu includes links to information and documents associated with the ETDM Process.

Agency Agreements

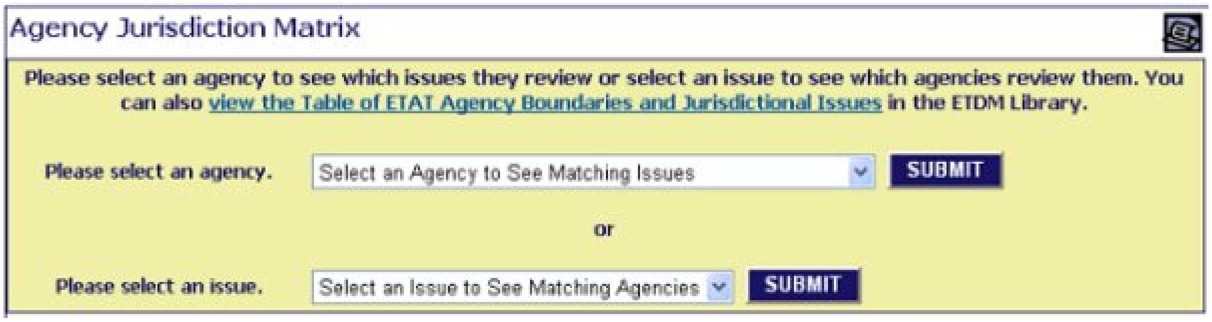
The Agency Agreements page displays a list of Master Agreements and Funding Agreements, if applicable, which have been executed by the Florida Department of Transportation and state and federal agencies participating in the ETDM Process. Use the scroll bar on the right side of the page to scroll through the list of agreements. Click Name to sort the list of agreements. Click on the agreement name to view a PDF of the agreement.

To find agreements for a specific agency, type the agency name (or a portion of the name) in the "Keywords" field, then click "Search." Use the Category pull-down menu to find other documents that are included in the ETDM Library. Select a category, then click "Search."



Agency Jurisdiction Matrix

This page provides a link to the matrix of review agencies and the resource issues they are responsible for reviewing. The page includes a query function to select either an agency or an issue.



To view the list of resources for which an agency provides reviews, select the agency name from the pull-down menu, then click “Submit.” In the example shown below, the agency selected is FL Department of Agriculture and Consumer Services.

Agency Jurisdiction Matrix Results

Review Agency	Issue
FL Department of Agriculture and Consumer Services	Secondary and Cumulative Effects
FL Department of Agriculture and Consumer Services	Wildlife and Habitat

To view the list of agencies responsible for providing reviews for a resource issue, select an issue from the pull-down menu. In the example shown below, the issue selected is Wildlife and Habitat.

Agency Jurisdiction Matrix Results

Review Agency	Issue
FDOT District 1	Wildlife and Habitat
FDOT District 2	Wildlife and Habitat
FDOT District 3	Wildlife and Habitat
FDOT District 4	Wildlife and Habitat
FDOT District 5	Wildlife and Habitat
FDOT District 6	Wildlife and Habitat
FDOT District 7	Wildlife and Habitat
FIHS Central Office	Wildlife and Habitat
FL Department of Agriculture and Consumer Services	Wildlife and Habitat
FL Department of Transportation	Wildlife and Habitat
FL Fish and Wildlife Conservation Commission	Wildlife and Habitat
Federal Highway Administration	Wildlife and Habitat
US Fish and Wildlife Service	Wildlife and Habitat
US Forest Service	Wildlife and Habitat

Annual Reports

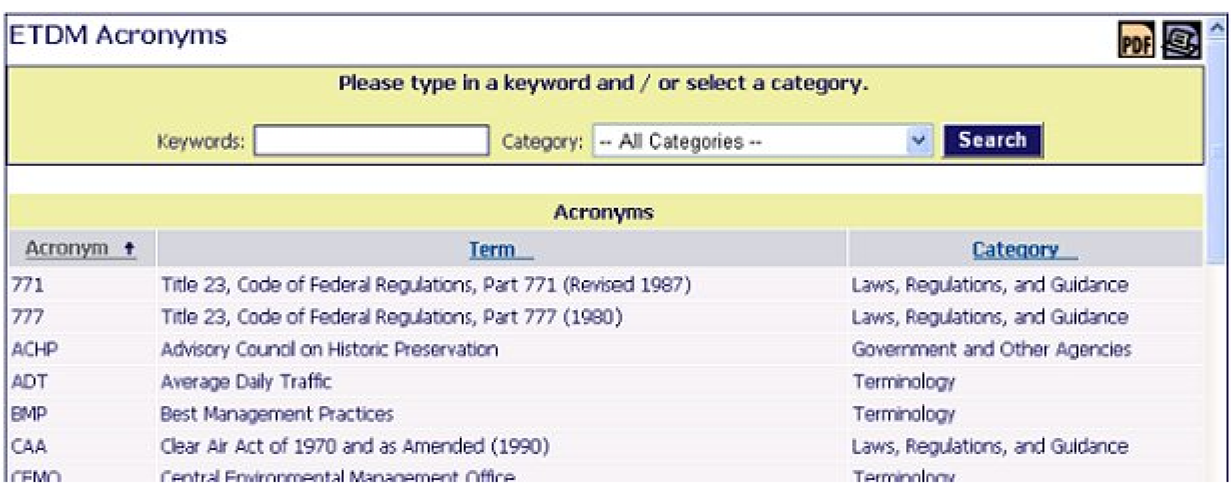
The Agency Annual Reports page displays a list of annual reports and annual program review notes for agencies participating in the ETDM Process. Use the scroll bar on the right side of the page to scroll through the list of annual reports. Click Name to sort the list of annual reports. To find an Agency Annual Report for a specific agency, type in the agency name (or a portion of the name) in the Keywords field, then click "Search."

Click on the name of a document to display that document. After reviewing the selected document, click the "Back" button to return to the list of Agency Annual Reports.

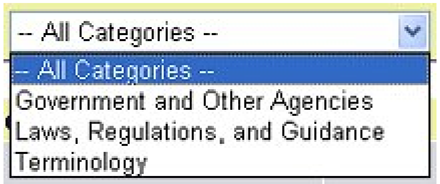
Use the Category pull-down menu to find other documents that are included in the ETDM Library. Select a category, then click "Search."

ETDM Acronyms

This option opens a list of acronyms used in the ETDM Process. The Acronyms page includes a Search option that can be used to quickly find the definition of an acronym. Type in the acronym, or a word or phrase, then click "Search."

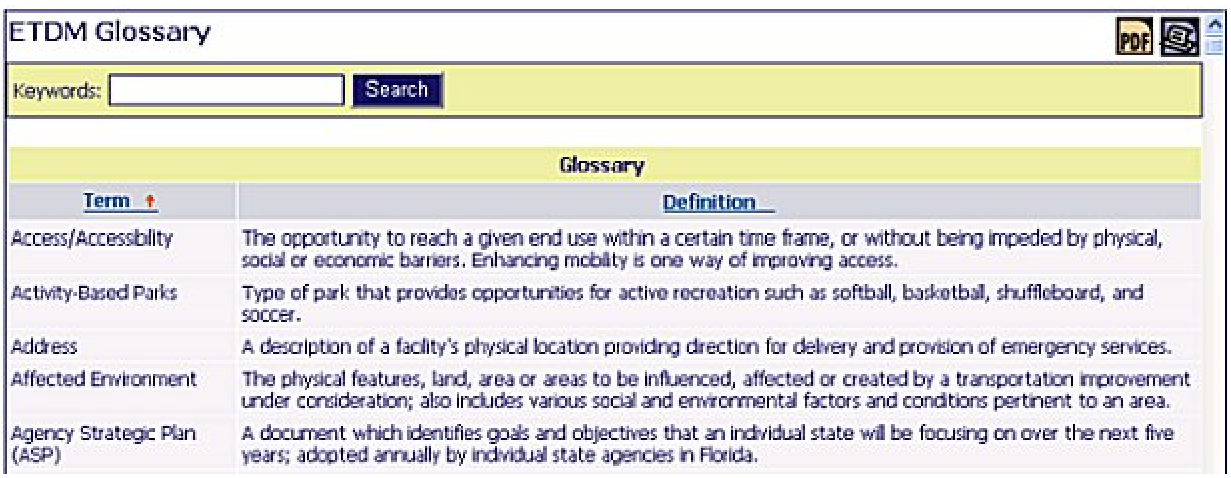


To see a list of acronyms associated with a category, select the category from the Category pull-down menu, then click "Search."



ETDM Glossary

This function opens a glossary of ETDM terms. The Glossary page includes a Search option that can be used to quickly find the definition of a term. Type in a word or phrase, then click "Search." Click Name to sort the list of terms. Click the PDF button to view a PDF version of the Glossary, or click the button to print the Glossary.



Term	Definition
Access/Accessiblity	The opportunity to reach a given end use within a certain time frame, or without being impeded by physical, social or economic barriers. Enhancing mobility is one way of improving access.
Activity-Based Parks	Type of park that provides opportunities for active recreation such as softball, basketball, shuffleboard, and soccer.
Address	A description of a facility's physical location providing direction for delivery and provision of emergency services.
Affected Environment	The physical features, land, area or areas to be influenced, affected or created by a transportation improvement under consideration; also includes various social and environmental factors and conditions pertinent to an area.
Agency Strategic Plan (ASP)	A document which identifies goals and objectives that an individual state will be focusing on over the next five years; adopted annually by individual state agencies in Florida.

ETDM Guidance

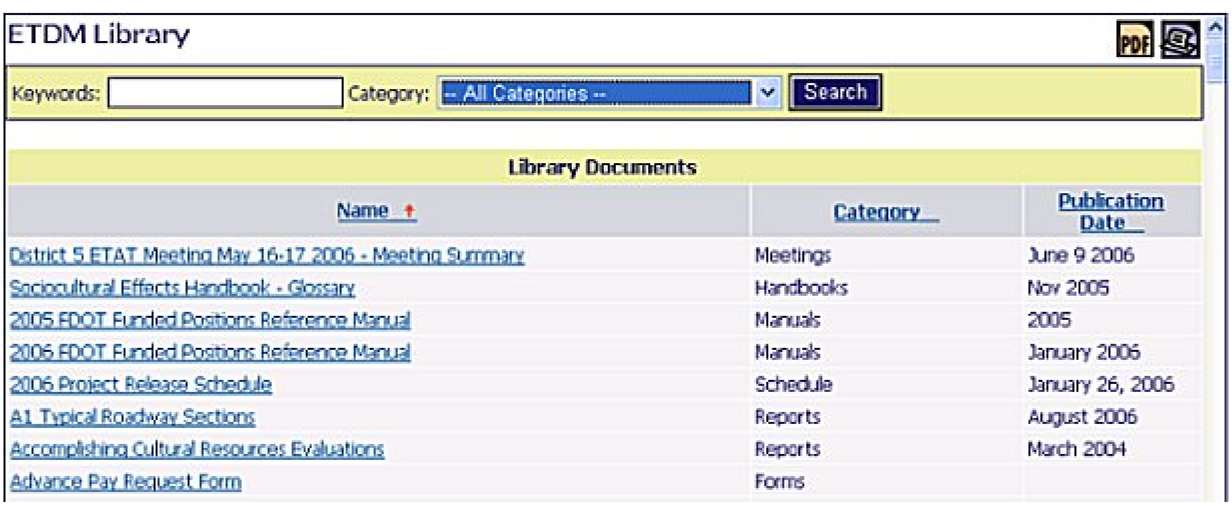
The ETDM Guidance page displays a list of documents that have served as guidance in the development of the ETDM Process and associated procedures. To find a specific document, type the document title or a portion of the title in the "Keywords" field, then click "Search." Click on the document name to view a PDF version of the document. Use the Category pull-down menu to find other documents that are included in the ETDM Library. Select a category, then click "Search."

Name	Category	Publication Date
ETDM Overview	Guidance	September 26, 2006
ETDM Programming Screening Project Matrix	Guidance	October 19 2006
ETDM Project Criteria	Guidance	December 15, 2005
Essential Fish Habitat (EFH) Gulf of Mexico Guidance	Guidance	March 2006
FHWA Approval to Grandfather the FDOT ETDM Process	Guidance	December 13, 2005
UPDATED ETDM Process Diagram	Guidance	August 2006

ETDM Library

This page provides links to documents stored in the ETDM database (for example, the ETDM Manual and ETDM Process Flow Diagram). Click on the name of a document to display a PDF version of that document. To find specific documents or documents related to a specific topic, type in the document or topic name (or a portion of the name) in the Keywords field, then click "Search." A list of all documents for a specific category is displayed by selecting the category from the Category pull-down menu, then clicking "Search."

Click Name to sort the list of documents. Click the PDF button to view a PDF version of the list of ETDM Library documents, or click the button to print the list.



Name	Category	Publication Date
District 5 ETAT Meeting May 16-17 2006 - Meeting Summary	Meetings	June 9 2006
Sociocultural Effects Handbook - Glossary	Handbooks	Nov 2005
2005 FDOT Funded Positions Reference Manual	Manuals	2005
2006 FDOT Funded Positions Reference Manual	Manuals	January 2006
2006 Project Release Schedule	Schedule	January 26, 2006
A1 Typical Roadway Sections	Reports	August 2006
Accomplishing Cultural Resources Evaluations	Reports	March 2004
Advance Pay Request Form	Forms	

After reviewing the selected document, click the "Back" button to return to the list of documents.

ETDM Manuals

This page provides links to the ETDM Policies and Procedures Manual and other manuals associated with the ETDM Process. Click Name to sort the list of documents. To find a specific document, type in the document name (or a portion of the name) in the Keywords field, then click "Search." Click the PDF button to view a PDF version of the list of ETDM Manuals, or click the button to print the list.

ETDM Library

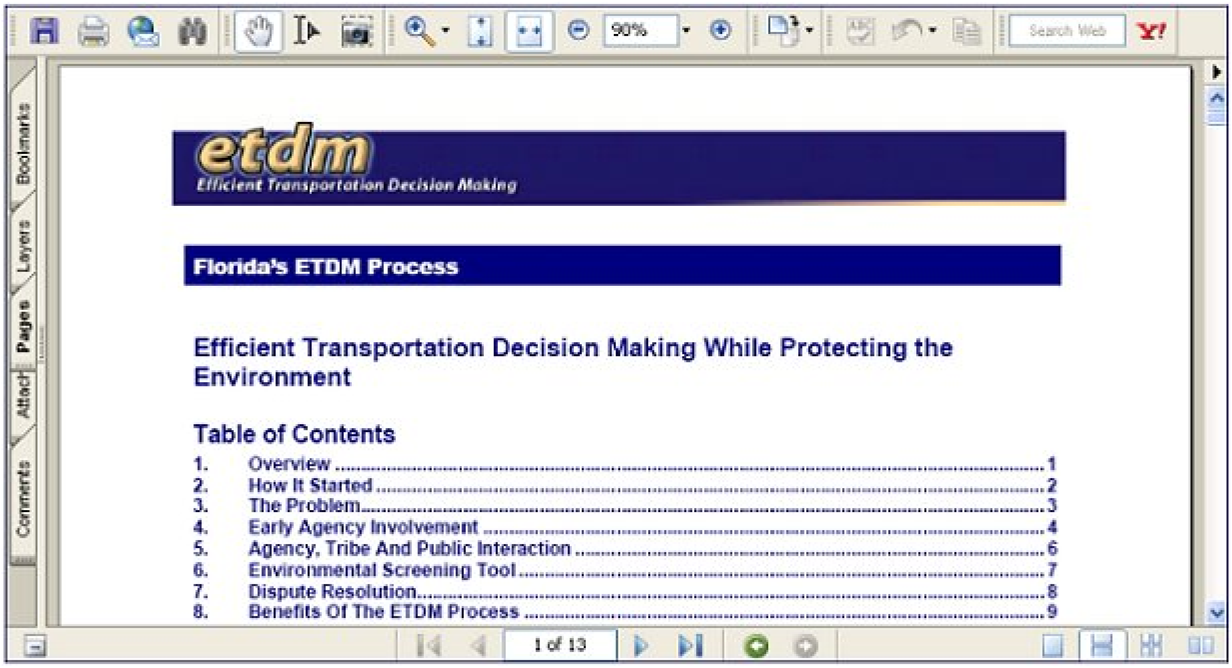
Keywords: Category: Manuals Search

Library Documents		
Name	Category	Publication Date
2005 FDOT Funded Positions Reference Manual	Manuals	2005
2006 FDOT Funded Positions Reference Manual	Manuals	January 2006
ETDM Manual - Cover Spine	Manuals	March 2006
ETDM Manual Acronyms	Manuals	March 2006
ETDM Manual Chapter 1	Manuals	March 2006
ETDM Manual Chapter 2	Manuals	March 2006
ETDM Manual Chapter 3	Manuals	March 2006
ETDM Manual Chapter 4	Manuals	March 2006
ETDM Manual Chapter 5	Manuals	March 2006
ETDM Manual Chapter 6	Manuals	March 2006
ETDM Manual Cover Sheet - March 2006	Manuals	March 2006

After reviewing the selected document, click the "Back" button to return to the list of manuals. Use the Category pull-down menu to find other documents that are included in the ETDM Library. Select a category, then click "Search."

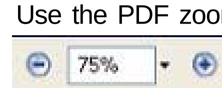
ETDM Overview

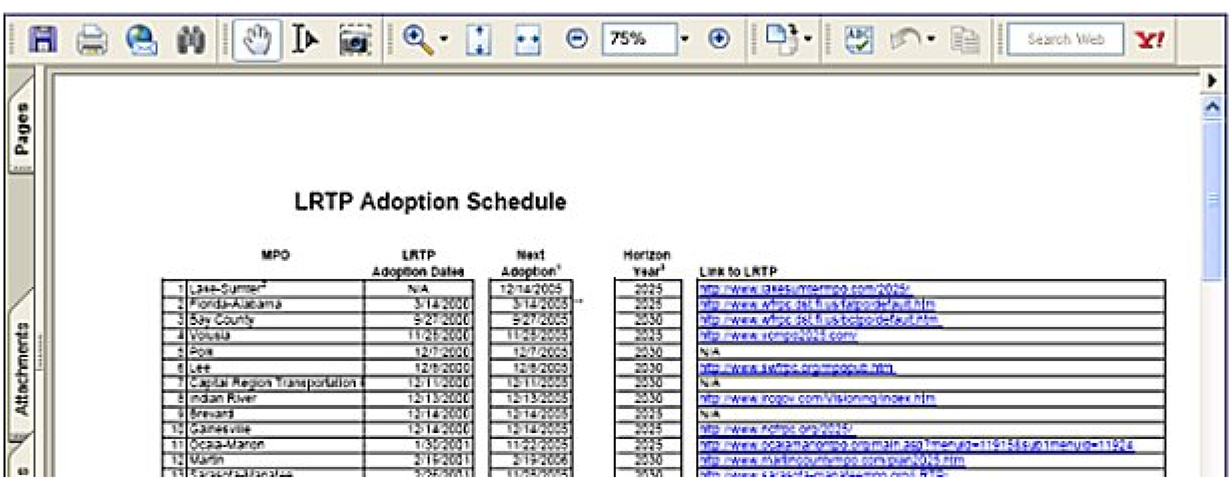
This page displays a document that provides an overview of the ETDM Process. The document is displayed in a PDF viewer, which can be used to review, save, or print the document.



LRTP Adoption Schedule

This page provides the anticipated dates when Long Range Transportation Plans (LRTPs) for individual Metropolitan Planning Organizations (MPOs) are scheduled for adoption. The LRTP Adoption Schedule is displayed in a PDF viewer, which can be used to review, save, or print the document. Use the PDF zoom feature to view the schedule. Click the plus button to zoom in, and the minus button to zoom out, or select a size percentage from the pull-down menu.

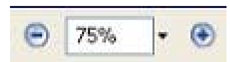


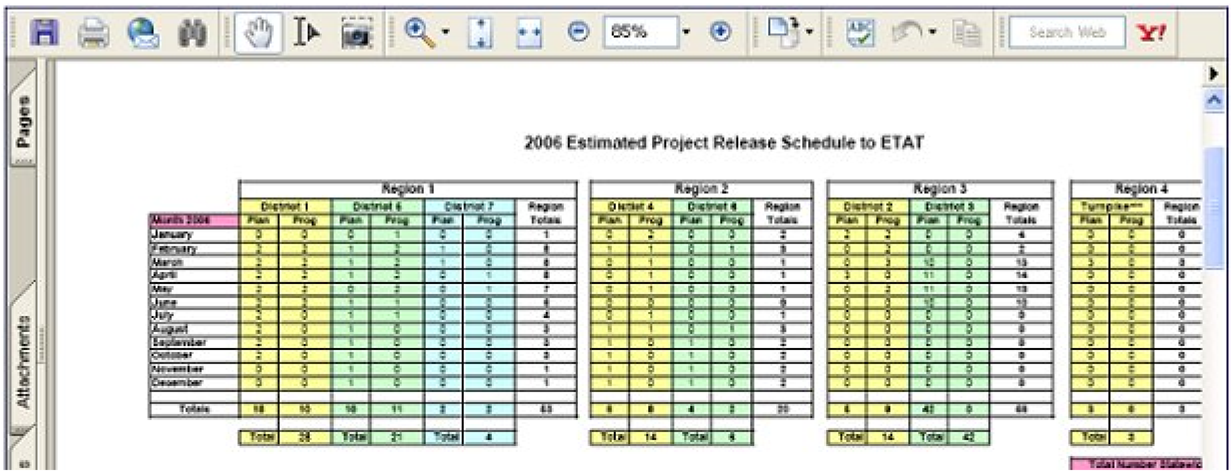


Links to the individual LRTPs are also provided. To view a specific LRTP, click on the link (in blue) to the right of the MPO name.

Project Release Schedule

This page lists dates when the FDOT Districts anticipate notifying the ETAT and public that ETDM projects are ready to be reviewed. The Project Release Schedule is displayed in a PDF viewer, which can be used to review, save, or print the document. Use the PDF zoom feature to view the schedule. Click the plus button to zoom in, and the minus button to zoom out, or select a size percentage from the pull-down menu.





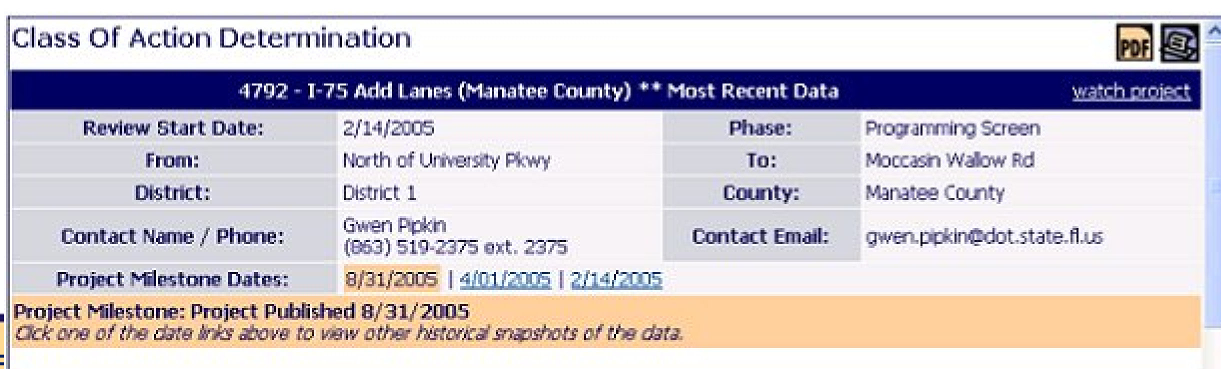
4.3.3 Project Diary

Project Diary
- Class Of Action
- Community Desired Features
- Dispute Resolution Activity Log
- Permits
- Project Alternatives
- Project Commitments / Responses
- Project Description
- Project Managers
- Technical Studies
- Transportation Plan Summary

The Project Diary menu provides links to project-specific information for the selected project or projects. Each page included in the Project Diary menu includes a watch project option. Clicking this button will allow you to sign up to receive email notifications concerning updates to the selected project.

Class of Action

The Class of Action page displays information about the status of a project's NEPA Class of Action Determination. The page also includes links to Class of Action information for various milestones pertaining to the project. Click on a milestone date to view the Class of Action information pertaining to that milestone date.



Class Of Action Determination

4792 - I-75 Add Lanes (Manatee County) ** Most Recent Data — watch project

Review Start Date:	2/14/2005	Phase:	Programming Screen
From:	North of University Pkwy	To:	Moccasin Wallow Rd
District:	District 1	County:	Manatee County
Contact Name / Phone:	Gwen Pipkin (863) 519-2375 ext. 2375	Contact Email:	gwen.pipkin@dot.state.fl.us
Project Milestone Dates:	8/31/2005 | 4/01/2005 | 2/14/2005		

Project Milestone: Project Published 8/31/2005
Click one of the date links above to view other historical snapshots of the data.

In the example shown below, the Class of Action Determination for the milestone date of 8/31/2005 is "Categorical Exclusion."

Class of Action	
Class of Action	**Other Actions**
Categorical Exclusion	None
Lead Agency	**Cooperating Agency/Agencies**
Federal Highway Administration	

Signatures			
	Name	**Review Status**	**Date**
Lead Agency ETAT Member	Manu Chacko (Federal Highway Administration)	ACCEPTED	8/30/2005
Comments	Please assure consistency with LRTP. FDOT will be submitting a 4 f DOA as the project moves forward.		
	Name	**Review Status**	**Date**
FDOT ETDM Coordinator	Gwen G. Pipkin (FDOT District 1)	ACCEPTED	8/23/2005
Comments	Project specific environmental issues include potential effects on waters designated as Outstanding Florida Waters impacts to tidal wetlands located within the area of the Manatee River and potential effects on Federal and/or state listed species. While these issues will need to be addressed during the Project Development phase they are not unique to this project nor are they uncommon.		

Click the PDF button at the top right side of the page to view a PDF version of the Class of Action information, or click the button to print the Class of Action page.

Community Desired Features

The Community Desired Features report lists features (such as sidewalks or bicycle facilities) that are desired by the affected community and have been identified through MPO and FDOT public involvement activities. The page also includes links to Community Desired Features information for various milestones pertaining to the project. Click on a milestone date to view the Community Desired Features information pertaining to that milestone date. Click the PDF button at the top right side of the page to view a PDF version of the Community Desired Features information, or click the button to print the Community Desired Features page.

Community Desired Features

3394 - New Berlin Rd ** Most Recent Data			watch project
Review Start Date:	4/05/2004	**Phase:**	Programming Screen
From:	US 17	**To:**	Heckshcr Drive
District:	District 2	**County:**	Duval County
Contact Name / Phone:	Don Dankert (800) 749-2967 ext. 7791	**Contact Email:**	donald.dankert@dot.state.fl.us
Project Milestone Dates:	11/01/2004 | 6/05/2004 | 4/05/2004		

Project Milestone: Project Published 11/01/2004
Click one of the date links above to view other historical snapshots of the data.

Community Desired Features
Sidewalks and bike lanes may be appropriate. Pedestrian signals at signalized intersections where appropriate.

Dispute Resolution Activity Log

When a project enters into formal dispute resolution, the ETDM Coordinator keeps a record of meetings, communication, and actions that occur throughout the process to resolve the dispute. The Dispute Resolution Activity Log lists these records in descending chronological order. Click the PDF button at the top right side of the page to view a PDF version of the Dispute Resolution Activity Report, or click the button to print the report.

Dispute Resolution Activity Report

3197 - I-95 add lanes and reconstruct/Bridge Rd to High Meadows			watch project
Review Start Date:	2/13/2004	**Phase:**	Planning Screen
From:	Bridge Road/CR 708	**To:**	High Meadows Rd.
District:	District 4	**County:**	Martin County
Contact Name / Phone:	Richard Young 954-777-4323	**Contact Email:**	richard.young@dot.state.fl.us
Project Milestone: Project Published 11/03/2004			

Dispute Resolution Activity Log

Action Date	Issue	Attachment(s)	Action
12/1/2005	Wetlands	None	Dispute resolution Wetlands During a telephone conversation on August 4, 2004 between Richard Young, Ann Broadwell and Patrick Webster of FDOT and Audra Livergood of NMFS it was agreed that a level of effect of substantial would be assigned in conformance with the level of effect assigned by the Army Corps of Engineers, with the understanding that an Essential Fish Habitat Report and a Wetland Evaluation Report addressing avoidance and minimization and mitigation for unavoidable impacts would be prepared during the PD&E study.

Permits

This page lists required permits for a project that have been identified by the ETDM Coordinator or Project Manager. The top of the page identifies the project and lists available Project Milestone Dates. Click on a milestone date to view the information pertaining to that milestone date.

Permits

7920 - St Johns River Crossing ** Most Recent Data			watch project
Review Start Date:	5/01/2006	**Phase:**	Programming Screen
From:	SR 21/SR 23 Interchange	**To:**	SR 9B Extension or I-95
District:	District 2	**County:**	St. Johns County , Clay County
Contact Name / Phone:	Don Dankert (800) 749-2967 ext. 7791	**Contact Email:**	donald.dankert@dot.state.fl.us
Project Milestone Dates:	8/21/2006 | 8/15/2006 | 8/15/2006 | 8/14/2006 | 8/08/2006 | 8/07/2006 | 7/01/2006 | 5/01/2006 | 5/01/2006 | 5/01/2006		
Project Milestone: Project Re-Published 8/21/2006 *Click one of the date links above to view other historical snapshots of the data.*			

The bottom portion of the Permits page lists the permits assigned to the project for the selected project milestone and indicates the type of permit.

Permits		
Permit	**Type**	**Conditions**
Environmental Resource Permit	Water	
Water Quality Certification Letter	Water	
Individual Permit	USACE	
U.S Coast Guard Bridge Permit	Other	
FDEP NPDES General Permit	Other	

Project Alternatives

This page provides a summary description for each project alternative and details about the segments associated with the alternative, including location and length, jurisdiction and class, current and future conditions, and funding sources. The top portion of the screen identifies the project and lists available Project Milestone Dates. Click on a milestone date to view the information pertaining to that milestone date.

Project Alternative and Segment Descriptions

3394 - New Berlin Rd ** Most Recent Data			watch project
Review Start Date:	4/05/2004	**Phase:**	Programming Screen
From:	US 17	**To:**	Hecksher Drive
District:	District 2	**County:**	Duval County
Contact Name / Phone:	Don Dankert (800) 749-2967 ext. 7791	**Contact Email:**	donald.dankert@dot.state.fl.us
Project Milestone Dates:	11/01/2004 | 6/05/2004 | 4/05/2004		

Project Milestone: Project Published 11/01/2004
Click one of the date links above to view other historical snapshots of the data.

The bottom portion of the Project Alternatives page displays the summary description for each alternative, followed by the segment details associated with that alternative. Use the scroll bar on the right side of the screen to scroll through the information. Click the PDF button at the top right side of the page to view a PDF version of the information, or click the button to print the Project Alternatives page.

Alternative Descriptions	
Alternative #1	
Alternative Description	
From	US 17
To	Hecksher Drive
Type	Widening
Status	ETAT Review Complete
Total Length	8.66 mi.
Cost	$22,298,100.00
Modes	Roadway
Segment Details	
	Location and Length
	Segment #1
Name	
Beginning Location	
Ending Location	
Length (mi.)	8.672
Roadway Id	Digitized

Project Commitments/Responses (to be updated)

The Project Commitments/Responses page provides FDOT responses to ETAT review comments for a project, and any FDOT commitments for the project in response to the ETAT review comments. The top of the page identifies the project and lists available Project Milestone Dates. Click on a milestone date to view the information pertaining to that milestone date.

Project Commitments / Responses

3204 - US 41 Add Lanes ** Most Recent Data			watch project
Review Start Date:	6/10/2005	**Phase:**	Programming Screen
From:	Enterprise Dr	**To:**	Sumter Blvd
District:	District 1	**County:**	Sarasota County , Charlotte County
Contact Name:	Ben Walker	**Contact Email:**	ben.walker@dot.state.fl.us
Project Milestone Dates:	10/14/2005 | 7/26/2005 | 6/10/2005 | 7/09/2004 | 4/17/2004 | 2/16/2004 | 2/12/2004		

Project Milestone: Project Published 10/14/2005
Click one of the date links above to view other historical snapshots of the data.

The next portion of the form displays general project commitments by FDOT regarding the project, followed by FDOT's responses to specific comments received during the ETAT review of the project.

General Project Commitments	
Date	**Description**
9/21/2005	1. The FDOT will consult with the SWFWMD regarding the results on the ongoing cooperative watershed studies in the vicinity of the project. 2. The FDOT will coordinate with the Sarasota County History Center and the Charlotte County Historical Center during the development of the Cultural Resources Assessment Survey. 3. The FDOT will coordinate with Sarasota/Manatee MPO, the City of Northport, and Charlotte County. to ensure that the comprehensive plans have been updated to show the project as a six lane facility. 4. The FDOT will coordinate with Sarasota County to identify special transportation needs, including bicycle and pedestrian features and other transportation modes. One other comment that does not need to be included as a general commitment. Include a statement in the wetlands response that indicates that we will research Sovereign Submerged Lands issues.
9/21/2005	

Responses to Specific ETAT Review Comments				
Response Date	**Planning Organization Response**	**Issue**	**Review Organization**	**Review Date**
7/9/2004	The District will notify the Charlotte County-Punta Gorda MPO of the comprehensive plan issue so that coordination with the local government can occur to resolve the inconsistency with the comprehensive plan.	Land Use	FL Department of Community Affairs	7/9/2004

Project Description

The Project Description page gives a detailed overview of a project, including the summary description, Purpose and Need Statement, Summary of Public Comments, Consistency information, and links to supporting documents. It also includes a description for each project Alternative and associated segment level details. Use the scroll bar on the right side of the page to review the Project Description information.

The top portion of the page identifies the project and lists available Project Milestone Dates. Click on a milestone date to view the information pertaining to that milestone date.

Project Description

7920 - St Johns River Crossing ** Most Recent Data		watch project	
Review Start Date:	5/01/2006	**Phase:**	Programming Screen
From:	SR 21/SR 23 Interchange	**To:**	SR 9B Extension or I-95
District:	District 2	**County:**	Clay County , St. Johns County
Contact Name / Phone:	Don Dankert (800) 749-2967 ext. 7791	**Contact Email:**	donald.dankert@dot.state.fl.us
Project Milestone Dates:	8/21/2006 | 8/15/2006 | 8/15/2006 | 8/14/2006 | 8/08/2006 | 8/07/2006 | 7/01/2006 | 5/01/2006 | 5/01/2006 | 5/01/2006		

Project Milestone: Project Re-Published 8/21/2006
Click one of the date links above to view other historical snapshots of the data.

The next portion of the page includes a summary of the Project Description, the Purpose and Need Statement, a summary of Public Comments, and a list of Supporting Documents. Click on the name of a supporting document to view a PDF version of that document.

Project Description Summary

The St. Johns River Crossing Project is the missing link in the chain of Strategic Intermodal System (SIS)facilities that connect I-10 west of Jacksonville to I-95/I-295/SR 9A. The proposed corridor connects the Blanding Blvd (SR 21)/ Branan Field-Chaffee Road (SR 23) interchange in Clay County to the SR 9B Extension or I-95 in St Johns County. The proposed facility provides additional roadway capacity needed to serve future traffic demand over the St Johns River between Clay and St Johns Counties. Proposed corridor alternatives are identified as Black (Alternative# 1), Brown (Alternative# 2), Pink (Alternative# 3) and Purple (Alternative# 4) Corridors.

Purpose and Need

Please see the attached pdf document for the Purpose and Need. Please note that an Advanced Notification was mailed on August 29, 2005 for this project. The project is being reviewed through the Environmental Screening Tool to comply with 6002(b) of SAFETEA-LU.

Summary of Public Comments

Supporting Documents

- Updated Purpose and Need. (Ancillary Project Documentation)
- Response from FWC to the August 29,2005 Advanced Notification. (Ancillary Project Documentation)
- 1. Purpose and Need Review (Ancillary Project Documentation)
- 7. Future Year No Build and Build LOS(with four alternatives) (Ancillary Project Documentation)
- 6. Planned Developments in the Project Area (Ancillary Project Documentation)
- 8. Alternatives Meeting Brochure (Ancillary Project Documentation)
- 5. Purple Corridor (Hardcopy Map)
- 4. Pink Corridor (Ancillary Project Documentation)

The Project Description information is followed by detailed information for each project Alternative, including segment details, beginning with the Alternative Description.

Alternative Descriptions

Alternative #1

Alternative Description	
From	SR 21/SR 23 Interchange
To	SR 9B Extension or I-95
Type	New Alignment
Status	ETAT Review Complete
Total Length	34.16 mi.
Cost	$1,677,500,000.00
Modes	Roadway

The Segment Details include location and length, jurisdiction and class, current and future conditions (including base conditions, interim plan, needs plan, and Cost Feasible plan), and funding sources. A back to top button is provided at the end of the Segment Details section. Clicking this button returns you to the Project Description summary.

Segment Details

Location and Length		
	Segment Black	Segment Black
Name	St Johns River Crossing	St Johns River Crossing
Beginning Location	SR 21/SR 23 Interchange	West of Greenbriar Road
Ending Location	SR 9B Extension	Interstate 95
Length (mi.)	23.77	10.39
Roadway Id		
BMP	??	??
EMP	??	??

Jurisdiction and Class		
	Segment Black	Segment Black
Jurisdiction	FDOT	FDOT
Urban Service Area	In/Out	In/Out
Functional Class		

Current and Future Conditions

Base Conditions

Project Managers

This page provides a list of Project Managers for the selected project, with contact information for each Project Manager. Select a milestone date to view Project Manager information for that date.

Project Managers

3430 - Pinellas County Bayway Structure ** Most Recent Data			watch project
Review Start Date:	5/11/2004	Phase:	Programming Screen
From:	S. Approach on Tierra Verde	To:	N. Approach on Isla del Sol
District:	District 7	County:	Pinellas County
Contact Name / Phone:	Kirk Bogen (813) 975-6448	Contact Email:	kirk.bogen@dot.state.fl.us
Project Milestone Dates:	12/07/2004 | 6/26/2004 | 5/11/2004		

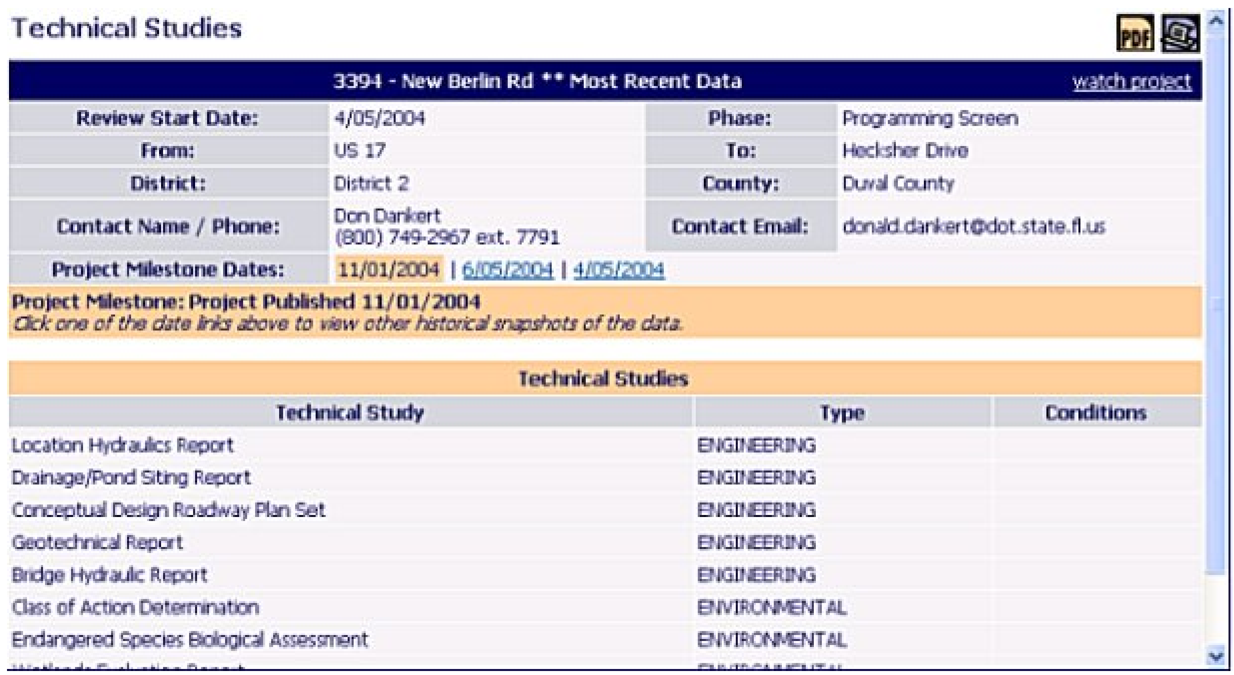
Project Milestone: Project Published 12/07/2004
Click one of the date links above to view other historical snapshots of the data.

Project Managers

Kirk Bogen
- FDOT D7, 11201 N. McKinley Dr., MS 7-500, Tamp, FL. 33612
- kirk.bogen@dot.state.fl.us
- (813) 975-6448

Technical Studies

This page lists the technical studies assigned to a project after the Programming Screen. Use the scroll bar on the right side of the screen to scroll through the list. Click the PDF button at the top right side of the page to view a PDF version of the information, or click the button to print Technical Studies page.



Technical Studies

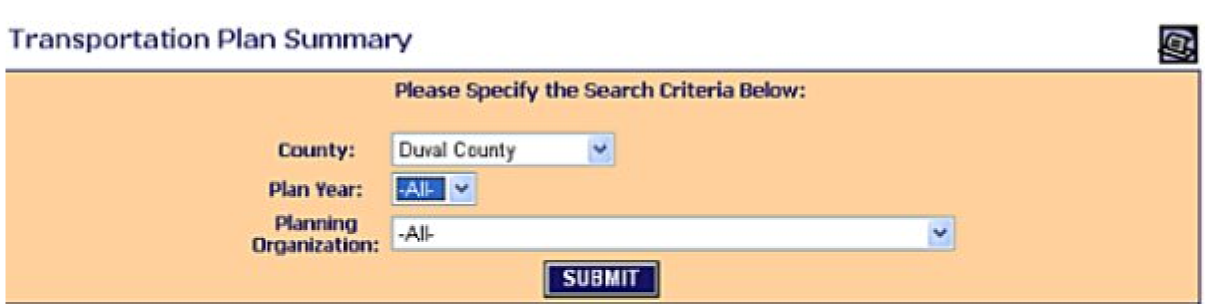
3394 - New Berlin Rd ** Most Recent Data			watch project
Review Start Date:	4/05/2004	Phase:	Programming Screen
From:	US 17	To:	Hecksher Drive
District:	District 2	County:	Duval County
Contact Name / Phone:	Don Dankert (800) 749-2967 ext. 7791	Contact Email:	donald.dankert@dot.state.fl.us
Project Milestone Dates:	11/01/2004 | 6/05/2004 | 4/05/2004		

Project Milestone: Project Published 11/01/2004
Click one of the date links above to view other historical snapshots of the data.

Technical Study	Type	Conditions
Location Hydraulics Report	ENGINEERING	
Drainage/Pond Siting Report	ENGINEERING	
Conceptual Design Roadway Plan Set	ENGINEERING	
Geotechnical Report	ENGINEERING	
Bridge Hydraulic Report	ENGINEERING	
Class of Action Determination	ENVIRONMENTAL	
Endangered Species Biological Assessment	ENVIRONMENTAL	

Transportation Plan Summary

The Transportation Plan Summary page displays the system plan summary information for the county where the selected project is located. Click "Submit" to view the information. This page can also be used to find transportation plan summary information for specific plan years, planning organizations, or other counties. Use the County pull-down menu to select a county or select "-All-" to view information for all Florida counties. Select a plan year from the Plan Year pull-down menu, and/or select a planning organization from the Planning Organization pull-down menu. When finished, click "Submit."



Transportation Plan Summary

Please Specify the Search Criteria Below:

County: Duval County
Plan Year: -All-
Planning Organization: -All-
SUBMIT

The Transportation Plan Summary includes the name of the applicable Transportation Plan, the Plan Year, and Planning Organization, as well as the System Needs Statement, if available, and a Summary of System-wide Public Comments.

Escambia County in 2020 for Florida - Alabama TPO		
County:	**Plan Year:**	**Planning Organization:**
Escambia County	2020	Florida - Alabama TPO
System Needs Statement:		
System needs statement not available.		
Summary of System-wide Public Comment:		
Between June 1998 and the plan□s adoption on March 14, 2000, nineteen workshops, public forums, committee meetings, and other opportunities for public participation were held. In addition, MPO and advisory committee agendas, advertised in local media, provided opportunities for community members to express their opinions to the MPO. An effort was made to hold public involvement activities throughout the geographic extent of the planning area and to personally invite community leaders that represent low-income and minority populations. Escambia County Area Transit offered transportation to workshops at no cost to citizens with mobility needs. Public involvement activities were held at a variety of locations including civic centers, a public library, a recreation center, a church, a city hall, schools, a restaurant, and the regional planning council office. Locations were selected with accessibility in mind for people with disabilities. Public comments were encouraged through the MPO□s website. Local media published or aired interviews/articles regarding the plan update. MPO staff mailed project-related information to a mailing list tailored to reach the diverse populations in the planning area. Summary		

4.3.4 Project Effects

Project Effects
- Agency Comments - Project Effects
- Agency Comments - Purpose and Need
- Community Inventory
- GIS Analysis Results
- GIS Analysis Summary
- Screening Summaries
- Summary Report

The Project Effects menu provides links to information related to ETAT reviews of projects for potential effects to resources.

Agency Comments – Project Effects

The Agency Comments - Project Effects page includes a link to an overview of ETAT reviews of project effects and links to the reviews associated with specific issues. Click on "Overview" to see a summary of the reviews. Issues are grouped under Natural, Cultural, Community, and Secondary and Cumulative Effects. Click on the issue name (for example, Floodplains) to see the text of ETAT reviews for that issue.

Agency Comments - Project Effects

3394 - New Berlin Rd ** Most Recent Data			watch project
Review Start Date:	4/05/2004	**Phase:**	Programming Screen
From:	US 17	**To:**	Heckscher Drive
District:	District 2	**County:**	Duval County
Contact Name / Phone:	Don Dankert (800) 749-2967 ext. 7791	**Contact Email:**	donald.dankert@dot.state.fl.us
Project Milestone: Project Published 11/01/2004			

Alternative #1

- Overview
- Natural
  - Air Quality
  - Coastal and Marine
  - Contaminated Sites
  - Farmlands
  - Floodplains
  - Infrastructure
  - Navigation
  - Special Designations
  - Water Quality and Quantity

The issues included in the Natural category are:

- *Air Quality:* Contains data for the assessment of the air quality surrounding proposed project sites. Used to identify if the project is located in a non-attainment or maintenance area for ozone or particulate matter.
- *Coastal and Marine:* Pertains to the evaluation of coastal ecosystems, marine life, sensitive shorelines, and degradation/preservation concerns.
- *Contaminated Sites:* Contains data to support the evaluation of the likelihood of contamination and its impact on the proposed project.
- *Farmlands:* Used to determine the potential involvement of any farmlands within the proposed project study/construction area.
- *Floodplains:* Contains data to support the evaluation of the 100-year floodplain within the proposed project study/construction area. Considerations include the type of encroachment, potential for backwater impacts, and project influence on floodplain development.
- *Infrastructure:* Contains data that represent the current infrastructure of the project area in order to determine possible impacts.
- *Navigation:* Contains data used to determine if a USCG navigation permit is required.
- *Special Designations:* Used for identifying all specially designated lands within the project study area.
- *Water Quality and Quantity:* Contains data for surface water and groundwater quality and quantity impact assessment.
- *Wetlands:* Used to identify the amount of wetlands affected by the proposed project, the type of wetlands involved, and their overall significance to the surrounding area.
- *Wildlife and Habitat:* Used to consider any species or habitat affected by the proposed project.

The issues included in the Cultural category are:

- *Historic and Archaeological Sites:* Used for assessing the potential involvement with properties eligible for or listed on the National Register of Historic Places.
- *Recreation Areas:* Contains data to be used to identify all recreational areas within the proposed project study area.
- *Section 4(f) Potential:* Contains data to be used to identify all potential Section 4(f) designated lands within the project study area.

The issues includes in the Community category are:

- *Aesthetics:* Includes data used to evaluate project effects on community character, including resources that may be sensitive to noise, vibration, and visual intrusions.
- *Economic:* Includes information to assist with the evaluation of effects to businesses, employment, and changes in the tax base.
- *Land Use:* Used to identify existing and future land uses that show growth potential and the potential for the proposed project to induce area growth.
- *Mobility:* Contains data used to examine the public transportation facilities of an area.
- *Relocation:* Designed to evaluate the potential displacement of residences, businesses, community institutions, etc.

- *Social:* Concerned with changes in demographics, community cohesion, safety/emergency response, and compatibility with community goals and values.

The Secondary and Cumulative Effects issue contains data sets for the determination of possible secondary and cumulative effects within the proposed project study area.

When "Overview" is clicked, a chart is displayed. Each row of the chart under the Issue heading corresponds to an ETAT agency's review of the project alternative and includes the degree of effect assigned by the ETAT agency. The degree of effect is displayed on the screen as color-coded text. To view the full text of an agency's review for an issue, click on the agency name in the Organization column.

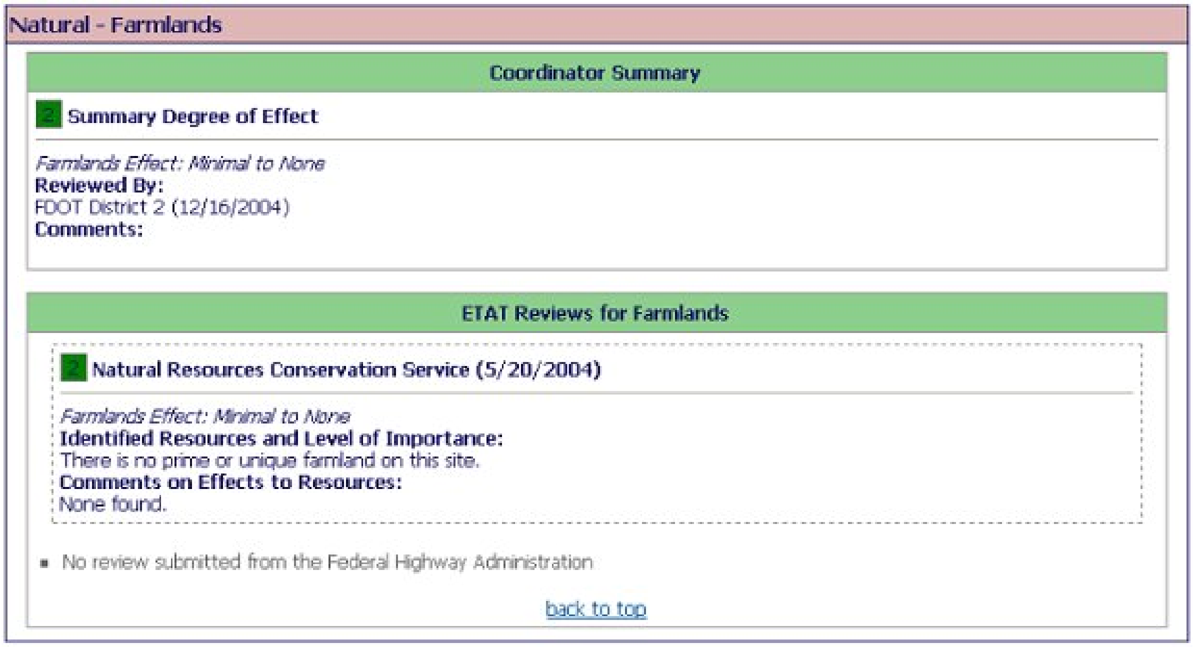
Overview of ETAT Reviews

Issue	Degree of Effect	Organization	Date Reviewed
		Natural	
Farmlands	2 Minimal to None	Natural Resources Conservation Service	5/20/2004
Navigation	3 Moderate	US Coast Guard	5/05/2004
Water Quality and Quantity	2 Minimal to None	FL Department of Environmental Protection	6/03/2004
Wetlands	3 Moderate	US Army Corps of Engineers	6/03/2004
Wetlands	2 Minimal to None	US Fish and Wildlife Service	5/21/2004
Wetlands	4 Substantial	National Marine Fisheries Service	5/17/2004
Wildlife and Habitat	2 Minimal to None	US Fish and Wildlife Service	5/21/2004
		Cultural	
Historic and Archaeological Sites	2 Minimal to None	Federal Highway Administration	6/02/2004
Historic and Archaeological Sites	3 Moderate	FL Department of State	5/27/2004
Section 4(f) Potential	2 Minimal to None	FL Department of Environmental Protection	6/03/2004
		Community	
Land Use	3 Moderate	FL Department of Community Affairs	6/04/2004
Mobility	2 Minimal to None	Federal Transit Administration	5/10/2004
Social	2 Minimal to None	First Coast MPO	8/31/2004

The table below provides definitions of the color codes used in the Overview of ETAT Reviews.

Color Code	Degree of Effect	Definition in Regulatory Context	Definition in Community Context
1	Enhanced	Project has positive effect on the ETAT resource or can reverse a previous adverse effect leading to environmental improvement.	Affected community supports the proposed project. Project has positive effect.
2	Minimal to None	Project has little adverse effect on ETAT resources. Permit issuance or consultation involves routine interaction with the agency. Low-cost options are available to address concerns.	Minimum community opposition to the planned project. Minimum adverse effect on the community.
3	Moderate	Agency resources are affected by the proposed project, but avoidance and minimization options are available and can be addressed during project development with a moderated amount of agency involvement and moderate cost impact.	Project has adverse effect on elements of the affected community. Public Involvement is needed to seek alternatives more acceptable to the community. Moderate community interaction will be required during project development.
4	Substantial	The project has substantial adverse effects but ETAT understands the project need and will be able to seek avoidance and minimization or mitigation options during project development. Substantial interaction will be required during project development and permitting.	Project has substantial adverse effects on the community and faces substantial community opposition. Intensive community interaction with focused Public Involvement will be required during project development to address community concerns.
5	Potential Dispute	Project may not conform to agency statutory requirements and may not be permitted. Project modification or evaluation of alternatives is required before advancing to the LRTP Programming Screen.	Community strongly opposes the project. Project is not in conformity with local comprehensive plan and has severe negative impact on the affected community.
5	No ETAT Reviews		

When an issue is clicked, the page that opens will include a Coordinator Summary of the reviews for the selected issue, followed by the complete text of each ETAT agency's review. In the example shown below, the issue selected is Farmlands. A back to top button is provided at the end of each issue section. Clicking this button returns you to the list of issues.


Natural - Farmlands

Coordinator Summary

2 Summary Degree of Effect

Farmlands Effect: Minimal to None
Reviewed By:
FDOT District 2 (12/16/2004)
Comments:

ETAT Reviews for Farmlands

2 Natural Resources Conservation Service (5/20/2004)

Farmlands Effect: Minimal to None
Identified Resources and Level of Importance:
There is no prime or unique farmland on this site.
Comments on Effects to Resources:
None found.

- No review submitted from the Federal Highway Administration

back to top

The right-hand scroll bar can also be used to scroll through the Agency Comments – Project Effects information. Click the button at the top right side of the page to view a PDF version of the information, or click the button to print the Agency Comments – Project Effects page.

Agency Comments – Purpose and Need

This page displays the Purpose and Need Statement for the selected project, followed by agency comments on the Purpose and Need Statement. Use the right-hand scroll bar to view the agency comments.

Agency Comments - Purpose and Need

3394 - New Berlin Rd ** Most Recent Data			watch project
Review Start Date:	4/05/2004	**Phase:**	Programming Screen
From:	US 17	**To:**	Heckser Drive
District:	District 2	**County:**	Duval County
Contact Name / Phone:	Don Dankert (800) 749-2967 ext. 7791	**Contact Email:**	donald.dankert@dot.state.fl.us
Project Milestone Dates:	11/01/2004 | 6/05/2004 | 4/05/2004		

Project Milestone: Project Published 11/01/2004
Click one of the date links above to view other historical snapshots of the data.

Purpose and Need Statement

System Linkage
WHAT IS OVER ALL LINKAGE IN SYSTEM?
This project consists of widening New Berlin Road from two lanes to four lanes between the project limits, US 17 to the west and Hecksher Drive to the southeast. The project is approximately 8.66 miles. The functional classification of New Berlin Road in this section is an urban local road from US 17 to Yellow Bluff Road and a rural local road from Yellow Bluff Road to Hecksher Drive. It runs west from US 17 for just under five miles, then turns south for almost 4 miles, ending into Hecksher Drive.
WHY ARE TERMINI LOGICAL?
US 17 is the western end of the roadway and Hecksher Drive is the southern end of the road. This project will include all of New Berlin Road.

Federal, State & Local Authority

The example shown below displays one agency's comments on the Purpose and Need Statement for the selected project.

Federal Highway Administration Comments

Agency	Acknowledgment	Review Date
Federal Highway Administration	Accepted	6/1/2004

Comments

The information pertaining to LOS does point out that the future build LOS would be an improvement over the no build, and this may be sufficient. However, the information pertaining to accidents should be improved by use of comparisons with similar facilties if accidents can be used to provide more support for the proposal.

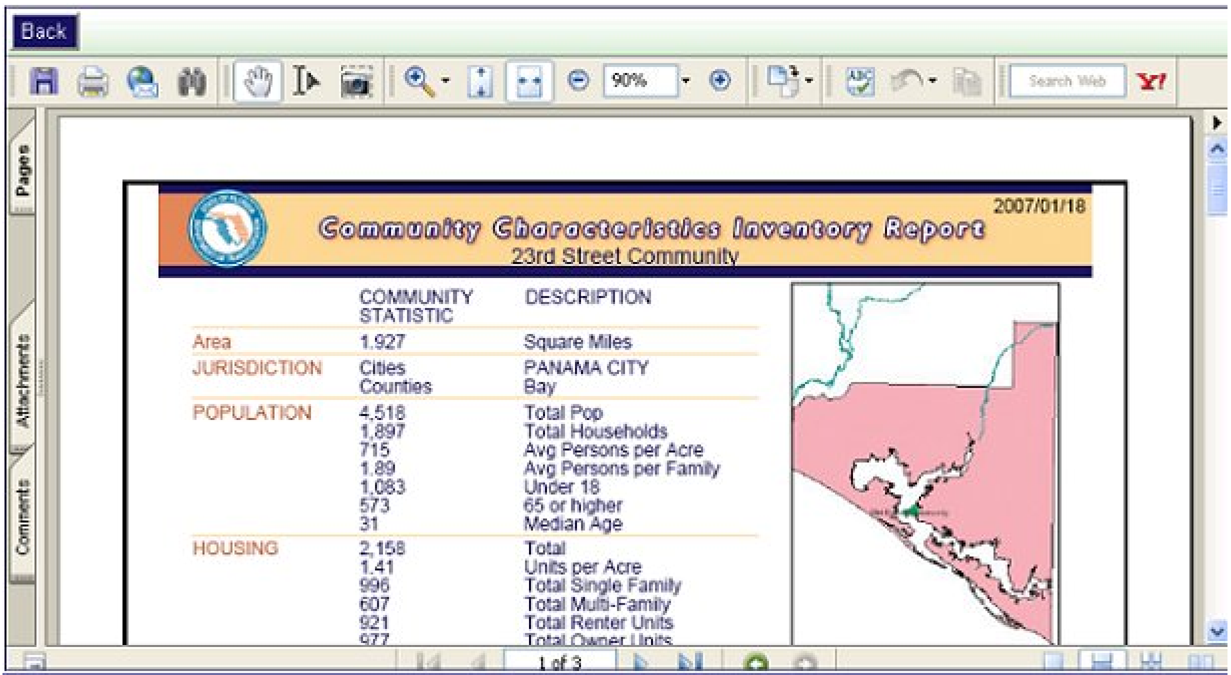
Community Inventory

The Community Characteristics Inventory page provides access to information about communities for which Community Characteristics Inventories have been completed. This information includes statistics such as population, housing, and income; narratives about community goals, values, and history; and lists of community facilities such as schools, health facilities and parks.

Begin by selecting a District from the pull-down menu.

Then select a county from the County pull-down menu. Communities in that county for which there are Community Characteristics Inventories will be listed in the Community pull-down menu. Select a community, then click "Make Report."

The Community Characteristics Inventory report will open in a PDF viewer, which can be used to review, save, or print the report.

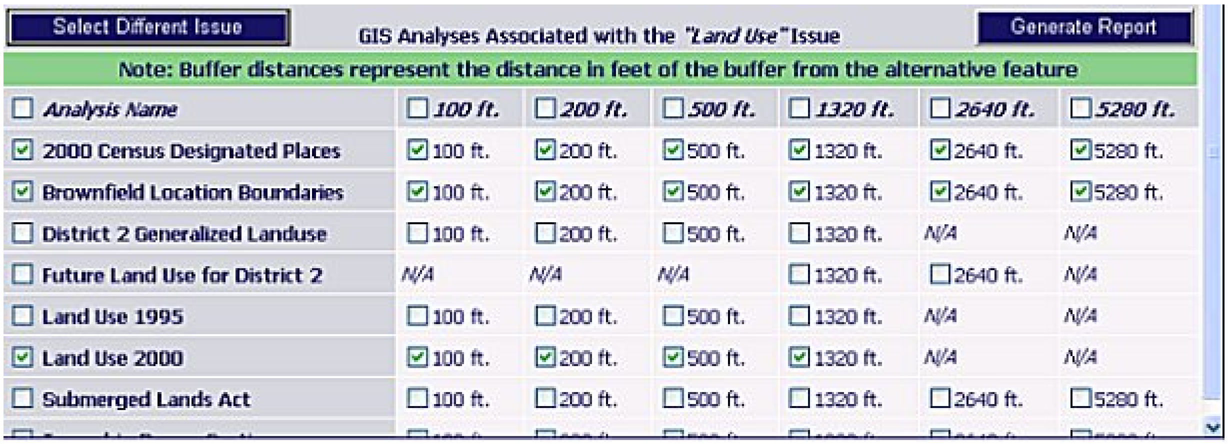


GIS Analysis Results

The GIS Analysis Results page is used to identify features that are in proximity to the project corridor centerline (for example, the number of Historic structures within 500 feet). These features are from various GIS datasets made available through the Florida Geographic Data Library.

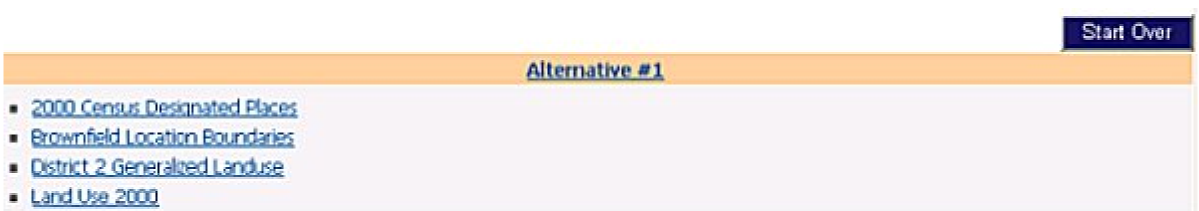
The page opens with a project header displaying the project name, the County and FDOT District where the project is located, the ETDM phase, from and to locations, contact information, and project milestone dates. Below the project information is a pull-down menu for selecting an issue (for example, Historic and Archaeological Sites). Click on the issue name, then click "View GIS Analyses."

The next screen displays a list of specific GIS datasets associated with the selected issue. Click the checkbox next to "Analysis Name" to select all the datasets, or click the checkbox next to an individual dataset. Buffer distances can be deselected by clicking the checkmark next to a buffer distance. The checkmark will be removed. When finished, click the "Generate Report" button on the right side of the screen, or click "Select Different Issue" to return to the Issues pull-down menu. In the example, "Land Use" is the selected issue.

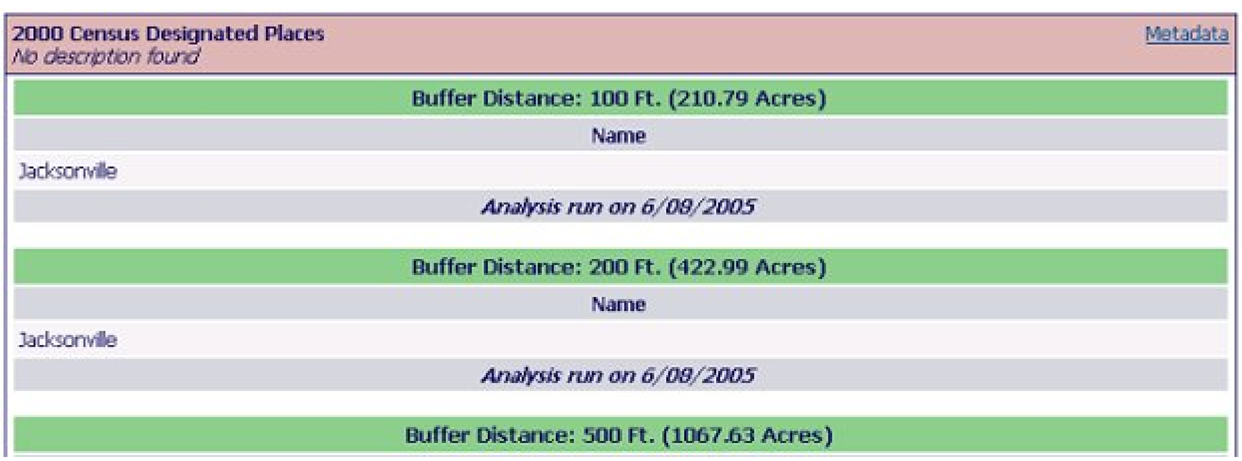


Analysis Name	100 ft.	200 ft.	500 ft.	1320 ft.	2640 ft.	5280 ft.
2000 Census Designated Places	100 ft.	200 ft.	500 ft.	1320 ft.	2640 ft.	5280 ft.
Brownfield Location Boundaries	100 ft.	200 ft.	500 ft.	1320 ft.	2640 ft.	5280 ft.
District 2 Generalized Landuse	100 ft.	200 ft.	500 ft.	1320 ft.	N/A	N/A
Future Land Use for District 2	N/A	N/A	N/A	1320 ft.	2640 ft.	N/A
Land Use 1995	100 ft.	200 ft.	500 ft.	1320 ft.	N/A	N/A
Land Use 2000	100 ft.	200 ft.	500 ft.	1320 ft.	N/A	N/A
Submerged Lands Act	100 ft.	200 ft.	500 ft.	1320 ft.	2640 ft.	5280 ft.

If "Generate Report" is clicked, the next screen will display a list of GIS Analysis Results. Click on the analysis name to go to the results for that analysis. Detailed results of selected dataset features detected within the selected set of buffers around the project line will be displayed. Analyses are run periodically on the database, and the date of analysis is listed with each result set. Click "back to top" to return to the list of analyses. Click the "Start Over" button to return to the Issues pull-down menu.



In the example shown below, "2000 Census Designated Places" was selected. Click the Metadata button to see metadata describing each data set and the values it contains. The metadata are in standard Florida Geographic Data Library format.



GIS Analysis Summary

The GIS Analysis Summary page is used to view a summary of features that are in proximity to the project corridor centerline associated with an issue (for example, the number of Historic structures within 500 feet). These features are from various GIS datasets made available through the Florida Geographic Data Library.

The page opens with a project header displaying the project name, the County and FDOT District where the project is located, the ETDM phase, from and to locations, contact information, and project milestone dates. Below the project information is a pull-down menu for selecting an issue (for example, Historic and Archaeological Sites). Click on the issue name, then click "View Summary."

GIS Analysis Summary

3394 - New Berlin Rd ** Most Recent Data			watch project
Review Start Date:	4/05/2004	Phase:	Programming Screen
From:	US 17	To:	Hecksher Drive
District:	District 2	County:	Duval County
Contact Name / Phone:	Don Dankert (800) 749-2967 ext. 7791	Contact Email:	donald.dankert@dot.state.fl.us
Project Milestone Dates:	11/01/2004 | 6/05/2004 | 4/05/2004		

Project Milestone: Project Published 11/01/2004
Click one of the date links above to view other historical snapshots of the data.

Select an Issue: Aesthetics | View Summary

A summary of the GIS Analysis Results associated with the selected issue will be displayed. The first column lists the features, and the other columns display the number of those features located with the various buffer distances around the project centerline.

Number of Features Found for Alternative #1 (by GIS Analysis and Buffer Distance)

	100 ft.	*200 ft.*	*500 ft.*	*1320 ft.*	*2640 ft.*	*5280 ft.*
2000 Census Designated Places	1	1	1	--	--	1
District 2 Historic Structures	*N/A*	*N/A*	*N/A*	--	--	*N/A*
Environmental Geology	1	1	1	*N/A*	*N/A*	21
FDOT RCI Bridges	2	2	3	--	--	21
Field Survey Project Boundaries	7	9	9	--	--	30
First Magnitude Springs	0	0	0	--	--	0
Florida Marine Facilities	0	0	0	--	--	1
Florida Site File Cemeteries	0	0	0	--	--	2
Florida Site File Historic Bridges	0	0	0	--	--	0
Florida Site File Historic Standing Structures	0	3	3	--	--	8
Greenways Project: Cultural and Historic Features	0	0	0	*N/A*	*N/A*	0
List of Florida Site File Archaeological or Historic Sites	2	3	4	--	--	36
National Register of Historic Places	0	0	0	--	--	1
Parcel Derived Schools	0	0	0	--	--	9
Resource Groups	0	0	0	--	--	1
State Historic Highways	0	0	0	*N/A*	*N/A*	0
Township Range Section	14	14	15	--	--	49

To view the GIS Analysis Summary for a different issue, select the issue from the pull-down menu, then click "View Summary." Click the button to print the GIS Analysis Summary page.

Screening Summaries

The Screening Summaries page displays a summary of the results of ETAT reviews for screening events. The Screening Summaries page opens with a project header displaying the project name, the review start date, the ETDM phase, from and to locations, the County and FDOT District where the project is located, contact information, and the project milestone date for the most recent screening event. To see screening summary information for other project milestone dates, select one of the dates.

Screening Summaries

7920 - St Johns River Crossing ** Most Recent Data			watch project
Review Start Date:	5/01/2006	**Phase:**	Programming Screen
From:	SR 21/SR 23 Interchange	**To:**	SR 9B Extension or I-95
District:	District 2	**County:**	Clay County , St. Johns County
Contact Name / Phone:	Don Dankert (800) 749-2967 ext. 7791	**Contact Email:**	donald.dankert@dot.state.fl.us
Project Milestone Dates:	8/21/2006 | 8/15/2006 | 8/15/2006 | 8/14/2006 | 8/08/2006 | 8/07/2006		

Project Milestone: Project Re-Published 8/21/2006
Click one of the date links above to view other historical snapshots of the data.

The project header is followed by a chart that displays the summary degree of effect assigned for specific issues for each project alternative. The issues are grouped into Natural, Cultural, and Community categories. The summary degrees of effect are color-coded, and the chart includes a legend that explains the color coding.

Legend:
- N/A N/A / No Involvement
- 1 Enhanced
- 0 None
- 2 Minimal (after 12/5/2005)
- 3 Moderate
- 4 Substantial
- 5 Dispute Resolution (Programming)

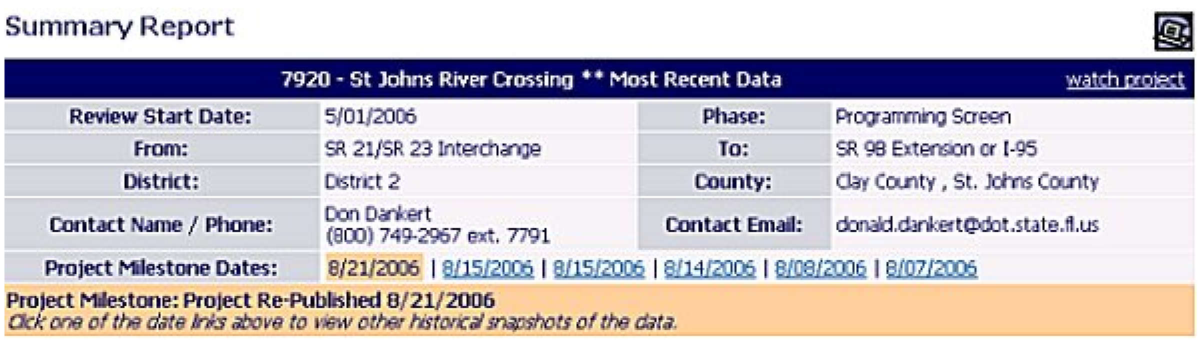
	Natural											Cultural			Community						
	Air Quality	Coastal and Marine	Contaminated Sites	Farmlands	Floodplains	Infrastructure	Navigation	Special Designations	Water Quality and Qu...	Wetlands	Wildlife and Habitat	Historic and Archaeo...	Recreation Areas	Section 4(f) Potenti...	Aesthetics	Economic	Land Use	Mobility	Relocation	Social	Secondary and Cumula...
Alternative #1 *Published: 8/21/2006 (reviewed from 5/1/2006 - 6/30/2006)* From: SR 21/SR 23 Interchange To: SR 9B Extension or I-95	2	4	2	N/A	4	2	3	4	2	4	4	3	4	3	3	2	3	1	3	3	4
Alternative #2 *Published: 8/21/2006 (reviewed from 5/1/2006 - 6/30/2006)* From: SR 21/SR 23 Interchange To: SR 9B Extension	2	3	2	N/A	4	2	3	4	2	4	4	3	3	3	3	2	3	1	3	3	4
Alternative #3 *Published: 8/21/2006 (reviewed from 5/1/2006 - 6/30/2006)* From: SR 21/SR 23 Interchange To: Interstate 95	2	4	2	N/A	4	2	3	4	2	4	4	3	4	3	3	2	3	1	3	3	4
Alternative #4 *Published: 8/21/2006 (reviewed from 5/1/2006 - 6/30/2006)* From: SR 21/SR 23 Interchange To: SR 9B Extension	2	3	2	N/A	4	2	3	4	2	4	4	3	2	3	3	2	3	1	3	3	4

Click the PDF button at the top right side of the page to view a PDF version of the information, or click the button to print the Agency Comments – Project Effects page.

Summary Report

If the selected project has been reviewed during ETAT screening events, the completed Summary Reports showing the results of the screening events can be generated using the Summary Report page. The ETDM Coordinators create the Planning Screen and Programming Screen Summary Reports following the ETAT review cycles. The Screening Summary report is available 60 days after the review period ends. These reports include a summary of the agency comments, and responses made to those comments.

The Summary Report page opens with a project header displaying the project name, the review start date, the ETDM phase, from and to locations, the County and FDOT District where the project is located, contact information, and the project milestone date for the published Summary Report.



Summary Report

7920 - St Johns River Crossing ** Most Recent Data			watch project
Review Start Date:	5/01/2006	Phase:	Programming Screen
From:	SR 21/SR 23 Interchange	To:	SR 9B Extension or I-95
District:	District 2	County:	Clay County , St. Johns County
Contact Name / Phone:	Don Dankert (800) 749-2967 ext. 7791	Contact Email:	donald.dankert@dot.state.fl.us
Project Milestone Dates:	8/21/2006 | 8/15/2006 | 8/15/2006 | 8/14/2006 | 8/08/2006 | 8/07/2006		

Project Milestone: Project Re-Published 8/21/2006
Click one of the date links above to view other historical snapshots of the data.

The project header is followed by a list of items that are included in the Summary Report. All the items have green checkmarks. Items can be deselected by clicking the checkmark next to the item. The checkmark will be removed. When finished, click the “Generate Report” button at the bottom of the page.

The next page will display an outline of the items selected for the Summary Report. Use the scroll bar on the right side of the page to scroll through the Summary Report, or click on any item in the outline to take you to the text for that item. You can make changes to your selections for the Summary Report by clicking the make changes button, which will take you back to the Summary Report Options screen. Click the back to top button to return to the Summary Report outline. Click the PDF button at the top right side of the page to open the Summary Report in the PDF viewer, which can then be used to review, save, or print the Summary Report. Click the button to print the Summary Report page.

Summary Report Overview

- Screening Summary Report Chart
- Project Description Data
  - Project Description Summary
  - Summary of Public Comments
  - Community Desired Features
- Purpose & Need Data
- Alternative-Specific Data
  - Alternative #1
    - Description and Segments
    - Overview of ETAT Reviews
    - Agency Comments and Summary Degrees of Effect
      - Natural
      - Cultural
      - Community
      - Secondary and Cumulative
  - Alternative #2
    - Description and Segments
    - Overview of ETAT Reviews
    - Agency Comments and Summary Degrees of Effect
      - Natural

4.3.5 ETDM Maps

The ETDM Maps menu includes two options: Hardcopy Maps and a link to the Interactive Mapper.

ETDM Maps
Hardcopy Maps
Interactive Mapper

Hardcopy Maps

The Hardcopy Maps page provides links to maps for specific issues pertaining to the selected project (for example, Coastal and Marine Map, Historic Resource Map, and Land Use Map). The Hardcopy Maps page opens with a project header displaying the project name, the review start date, the ETDM phase, from and to locations, the County and FDOT District where the project is located, and contact information, followed by project milestone dates.

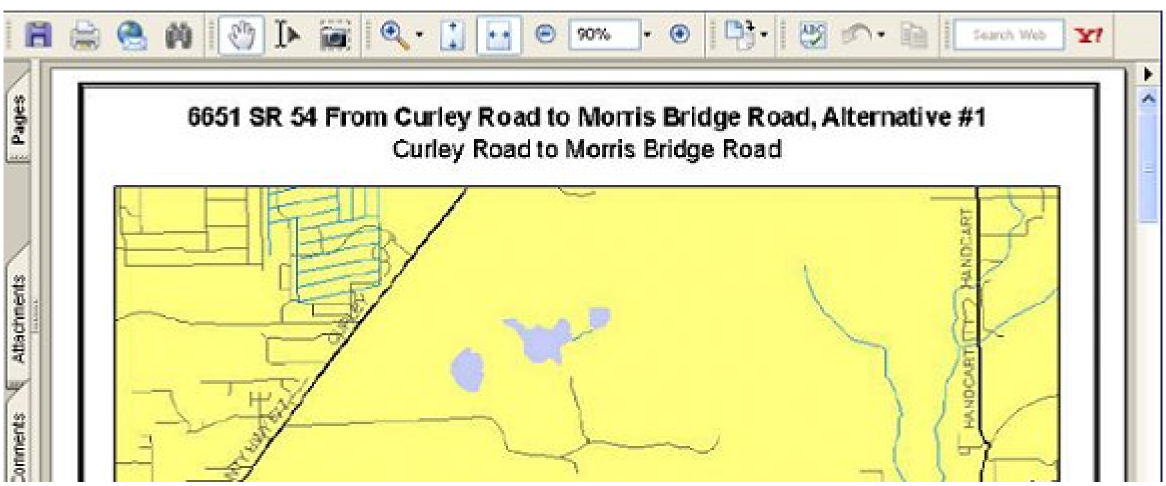
Hardcopy Maps

6651 - SR 54 From Curley Road to Morris Bridge Road ** More Recent Data is Available			watch project
Review Start Date:	10/03/2005	Phase:	Programming Screen
From:	Curley Road	To:	Morris Bridge Road
District:	District 7	County:	Pasco County
Contact Name / Phone:	Steve Love (813) 975-6410	Contact Email:	steve.love@dot.state.fl.us
Project Milestone Dates:	8/17/2006 | 1/17/2006 | 11/18/2005 | 10/03/2005		
Project Milestone: Project Published 1/17/2006 *Click one of the date links above to view other historical snapshots of the data.*			

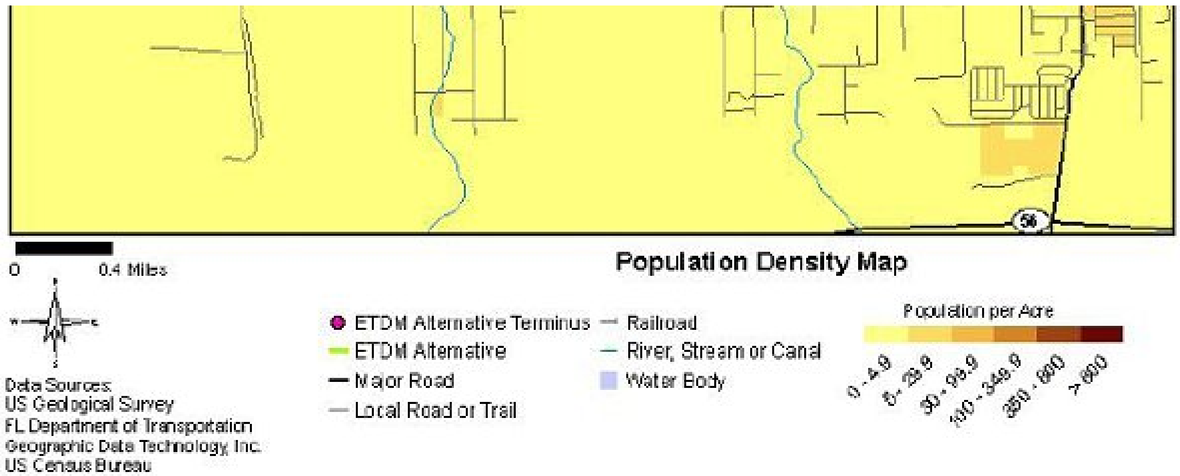
Below the project header is a list of maps available for the most current project milestone date. To see lists of maps for other project milestone dates, click on one of the milestone dates. Use the scroll bar on the right side of the page to scroll through the list of maps for each project alternative. To view the map in PDF format, click the "PDF" link to the right of the map name.

Alternative #1		
Category	**Publication Date**	**Format**
Age Distribution Map	8/8/2006	JPG | PDF
Coastal and Marine Map	8/8/2006	JPG | PDF
Community Services Map	8/8/2006	JPG | PDF
Contamination Map	8/8/2006	JPG | PDF
Farmlands Map	8/8/2006	JPG | PDF
Floodplains Map	8/8/2006	JPG | PDF
Historic Resource Map	8/8/2006	JPG | PDF
Hydrogeology Map	8/8/2006	JPG | PDF
Income Map	8/8/2006	JPG | PDF
Integrated Wildlife Model Map	8/8/2006	JPG | PDF
Land Use Map	8/8/2006	JPG | PDF
Minority Population Map	8/8/2006	JPG | PDF
Population Density Map	8/8/2006	JPG | PDF
Project Aerial Map	8/8/2006	JPG | PDF

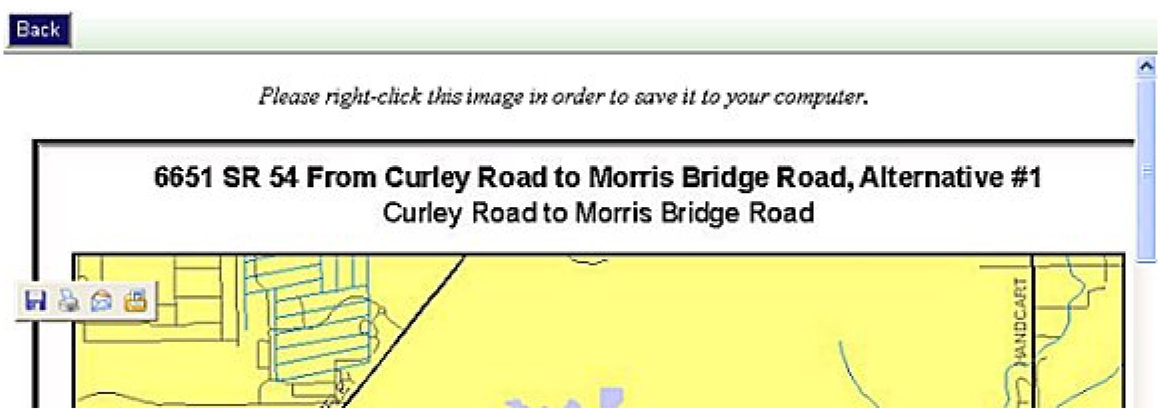
The map will be displayed in a PDF viewer; and you can then review, save, or print the map. Use the scroll bar on the right side of the screen to scroll through the map. Note that the top of the map is labeled with the project name.



The bottom portion of the map includes the map name (in the example shown, it is Population Density). A legend for the map is also provided, as well as a list of the sources of the data used to generate the map. Click the "Back" button at the top left side of the map page to return to the list of maps.



Click the "JPG" link next to the map name to view the map in JPG format. The image can then be saved to your computer. Click the "Back" button at the top left side of the map page to return to the list of maps.



Interactive Mapper

The Interactive Mapper page provides visual access to data about ETDM projects and environmental resources. This tool lets you display information over a geographic location through a custom map. The map displayed in the window is linked to data files that describe the features. You can easily change the location on the map, or learn more about the data by using the available map tools.

Navigating Around the Map
If you have a project selected in the Project Search window, the map will automatically focus on that location. Use the slide bar to zoom in or out. Click, hold and drag the map to move to a new location. Quickly find a new location using the Map Search options.

Exploring the Map
Use the Map Tool Bar located above the map to search for new locations, customize the map, and learn more about the data used on the map.

- **Map Search** - find a location on the map by address, zip code, FDOT district, county, city, or water management district
- **Map Info** - pick which data to show on the map, view the legend, identify map features, and learn more about the data
- **Print** - create a printable version of the map with various size and orientation options
- **Help** - learn more about using the mapper functions

Please note: creating an interactive map viewer that is compatible with Web Content Accessibility Guidelines (WCAG) is technically not feasible at this time. Use the Hardcopy Maps and GIS Analysis Results report for alternative sources of the mapped information.

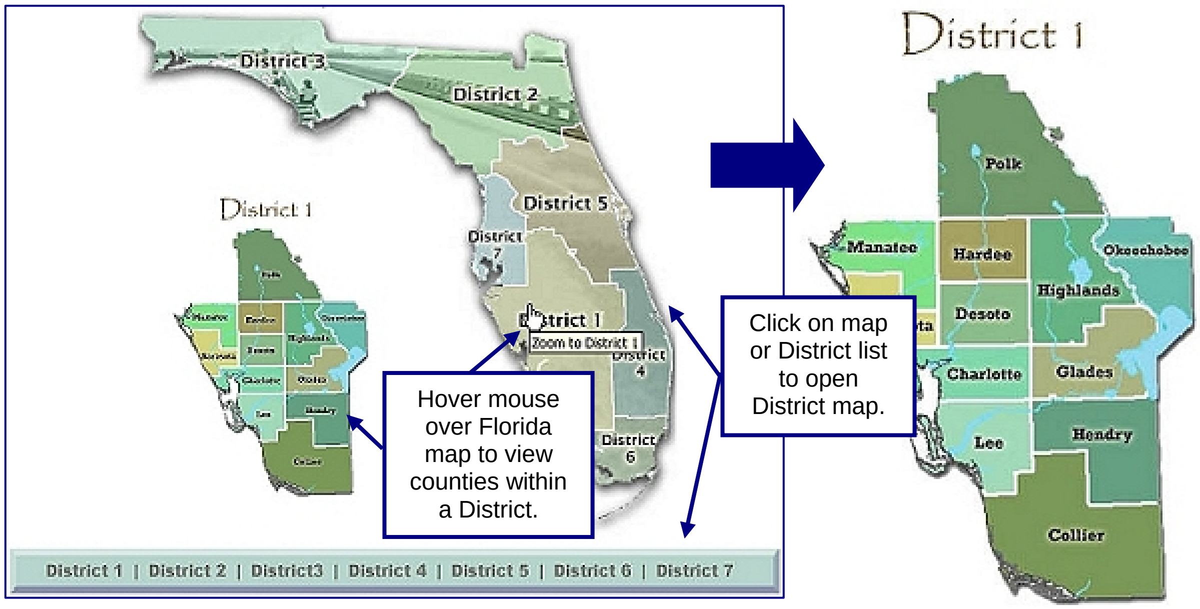
4.4 Project Search

Click on the Project Detail option on the left side of the page to select a project. Once a project is selected, you will be able to view project details, maps, results of spatial analyses, comments received from agencies and the public regarding potential impacts to surrounding resources, and summary reports.

4.5 Finding Projects

The ETDM Public Access Site provides two methods to search for projects loaded into the database. The primary method is to search for projects visually by clicking on location maps and then selecting the project name. The advanced search provides a form to search the database by using pull-down menus to select projects based on several criteria such as the street name or degree of effect to surrounding resources. Both of these methods are described below.

4.5.1 Basic Search

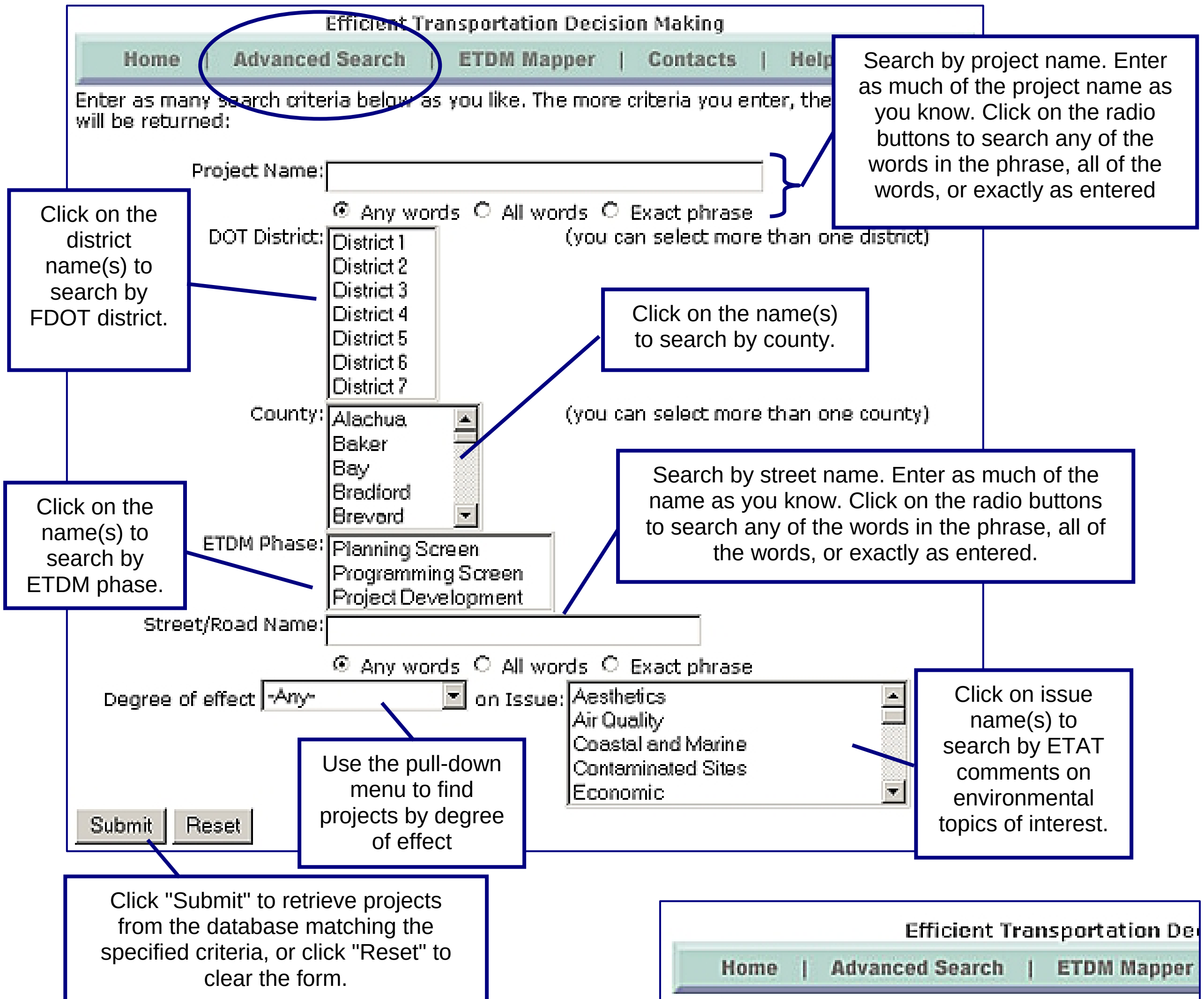


The simplest method of finding a project in the ETDM database is by navigating to it on a map. The site home page opens with a map of the state of Florida showing the FDOT districts. To see which counties are within a district, move your cursor over the map. As the cursor moves over a district, a small map will appear showing the counties within the district. Begin the search by zooming into a FDOT district. Click within a district to zoom to the district extent, or click on the district name at the bottom of the screen. The window will update with a new map showing the extent of the district.

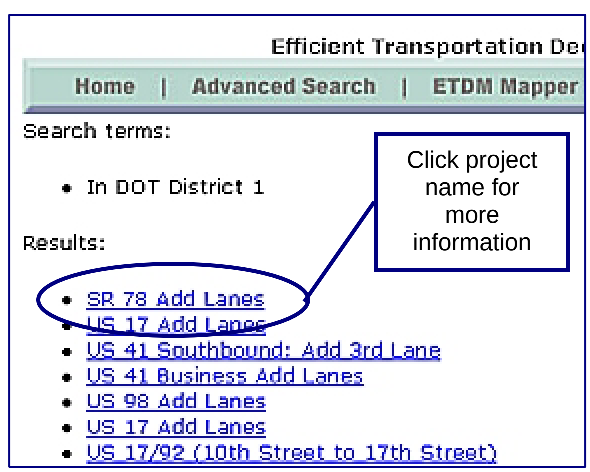
Zoom to the county where the project is located by clicking on the map within the county boundaries. The window will update with a map of the county. The ETDM projects will show up on the map as a red line and will be listed at the bottom of the page. Click on the name of the project to view project specific information (see Section 4.4).

4.5.2 Advanced Search

Click the "Advanced Search" option in the menu at the top of the ETDM Public Access Site home page. This takes you to a page to query the database for projects. You can specify projects by name, FDOT district, county, ETDM phase, street name, degree of effect to surrounding resources, and/or issue. Use one or more of these options to narrow down the list of projects. If you want the entire list, click the "Submit" button without entering any selection criteria.

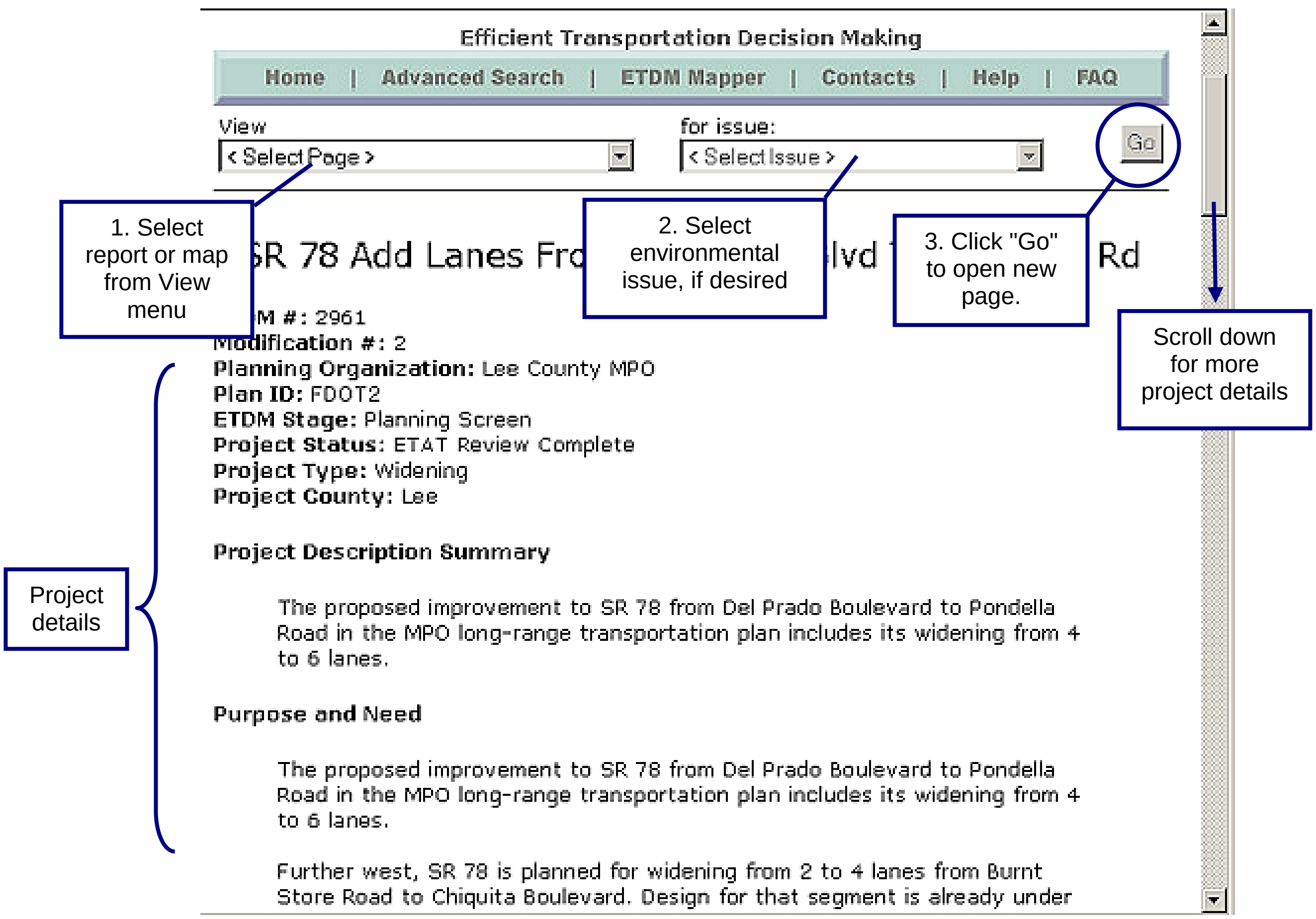


After entering the selection criteria, click the "Submit" button to start the search for projects meeting the criteria. A new window appears listing the projects found in the database that meet the criteria specified in the search criteria. Click on the project name for more information about that project.



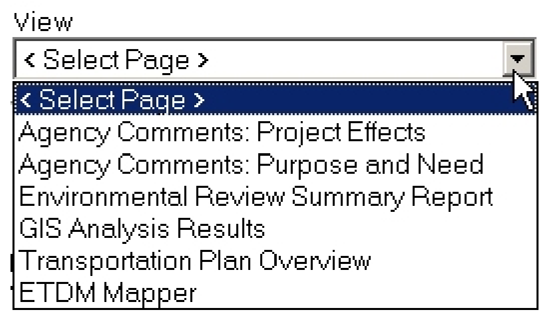
4.6 View Project Information

The project description page provides the details about the project. In addition, the pull-down menu at the top provides access to project maps and additional reports.



The View menu includes a number of reports, as well as a link to the ETDM Mapper. Select the option from the pull-down menu. When viewing agency comments on project effects or the GIS analysis results, select an environmental issue to focus on specific issues (select "All Issues" if not interested in a specific issue). The issues include:

After selecting a View and an Issue (or "All Issues"), click "Go" to open the report or map. It will open in a new window. The following options are available in the View menu:



- *Agency Comments: Project Effects* - This report gives an overview to the ETAT reviews of project effects with links to individual comments. Each row corresponds to an ETAT representative's review of a particular project alternative and related issue. The degree of effect is displayed on the screen as color-coded text. Click on the color-coded degree of effect text to view the detailed agency comments.

Project Reviews

Table of Contents:
3150 US 98 Add Lanes

Project #	Project Name	From	To
3150	US 98 Add Lanes	US 27	east of Airport Road

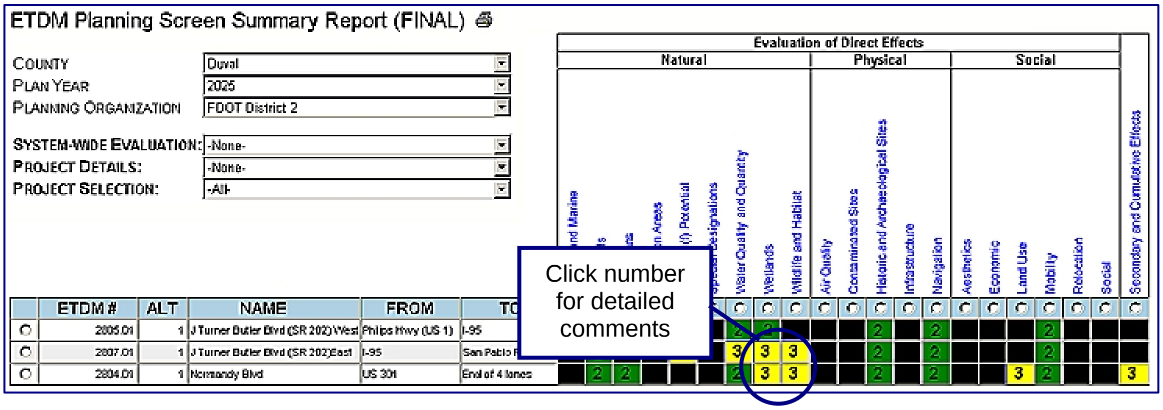
Alternative	Agency	Agency Involvement	Issue	Effect	Review Date
1	FL Department of Community Affairs	Continue	Land Use	Moderate	04-15-04
1	FL Department of Environmental Protection	Continue	Section 4(f) Potential	Moderate	04-15-04
1	FL Department of Environmental Protection	Continue	W	Moderate	04-15-04
1	FL Department of State	Continue	Hi	Moderate	04-16-04
1	Federal Highway Administration	Continue	S	Minimal to None	04-15-04
1	Federal Highway Administration	Continue	W	Substantial	04-15-04
1	Federal Transit Administration	No Further Action	Mobility	Minimal to None	04-05-04
1	National Marine Fisheries Service	No Further Action	Wetlands	Minimal to None	04-14-04
1	US Coast Guard	No Further Action	Navigation	Minimal to None	04-08-04
1	US Fish and Wildlife Service	Continue	Special Designations	Substantial	03-16-04
1	US Fish and Wildlife Service	Continue	Wetlands	Substantial	03-16-04
1	US Fish and Wildlife Service	Continue	Wildlife and Habitat	Substantial	03-16-04

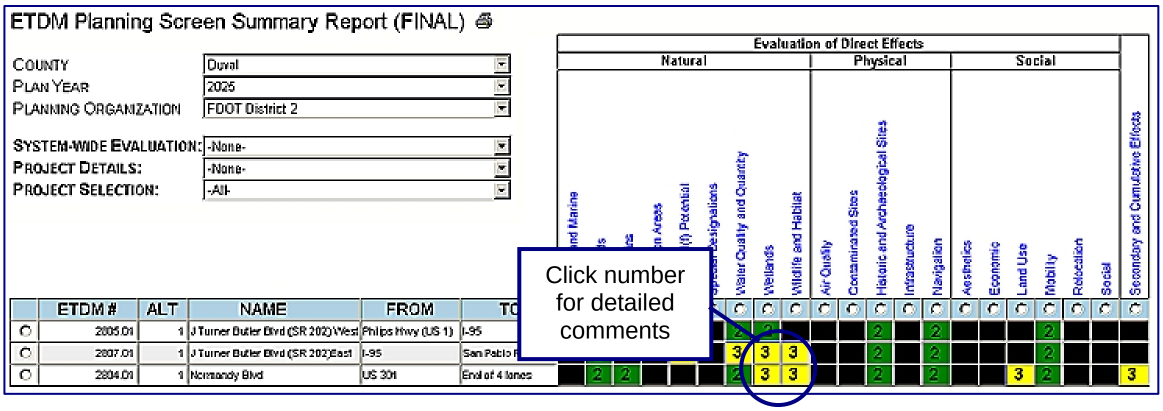
Click to view agency comments

back to top

- *Agency Comments: Purpose and Need -* View the comments on the Purpose and Need Statement for a selected project with this report. The report header displays the project name, from and to locations, and the agency name. Below the header information, a read-only Purpose and Need Statement appears above a table of the agency reviews. The reviews are not required to contain comments, although these are stored and displayed if submitted. All reviews must indicate whether the agency has accepted or not accepted the Purpose and Need Statement.

- *Environmental Review Summary Report -* If the selected project has been reviewed during ETAT screening events, the completed summary reports are displayed showing the results of the screening events. The ETDM Coordinators create the Planning Screen and Programming Screen Summary Reports following the ETAT review cycles. These reports provide a summary of the agency comments, and response made to those comments. Each row of the table represents a project alternative corridor, and each column on the right-hand side represents an environmental resource issue organized in "Natural," Physical" and "Social" groups, as shown below. The intersection of a project row and issue column is a cell that represents the summary degree of effect for a particular project and issue. As shown in the legend, a number and color code are used to designate the summary degree of effect (for example, 1 signifies "Enhanced"). For each project, the ETDM Coordinator assigns a summary degree of effect for the resource issue in collaboration with the ETAT reviewers who submitted comments. To view the specific agency comments, click on the color-coded cell (for example, 2) below the environmental resource issue and sharing the same row as the project name. The pull-down menus on the upper left of the window are used for filtering the list of projects by county, plan year, ETDM phase, and/or planning organization. The table is automatically updated when changes are made to these selection menus. A second set of menus provides some project-level reports. Under the "System-wide Evaluation" menu, there are utilities for viewing a county map, a Summary of Public Comments, and the Secondary and Cumulative Effects report, which provide information about transportation plans for a county. The "Project Details" menu provides access to a suite of reports including project description report, GIS analysis results, agency reviews, commitments and responses to the ETAT reviews, and a dispute resolution history. For the Programming Screen Summary Report, the "Project Details" menu also includes the list of technical studies and required permits needed for the project. Some reports will not open unless a project and issue is selected first. To select a project, click on the circular radio button beside the column named "ETDM #." To select an environmental resource issue, click on the circular radio button below the issue. The "Project Selection" menu creates a subset of the projects listed in the summary table to include only those that involve potential disputes, or substantial effects. It is a useful filter when there are many projects listed in the summary table. To close the summary report form, click "X" on the upper-right-hand corner of the window.





Legend:

Color Code	Degree of Effect	Definition in Regulatory Context	Definition in Community Context
1	Enhanced	Project has positive effect on the ETAT resource or can reverse a previous adverse effect leading to environmental improvement.	Affected community supports the proposed project. Project has positive effect.
2	Minimal to None	Project has little adverse effect on ETAT resources. Permit issuance or consultation involves routine interaction with the agency. Low-cost options are available to address concerns.	Minimum community opposition to the planned project. Minimum adverse effect on the community.
3	Moderate	Agency resources are affected by the proposed project, but avoidance and minimization options are available and can be addressed during project development with a moderated amount of agency involvement and moderate cost impact.	Project has adverse effect on elements of the affected community. Public Involvement is needed to seek alternatives more acceptable to the community. Moderate community interaction will be required during project development.

Legend (continued):

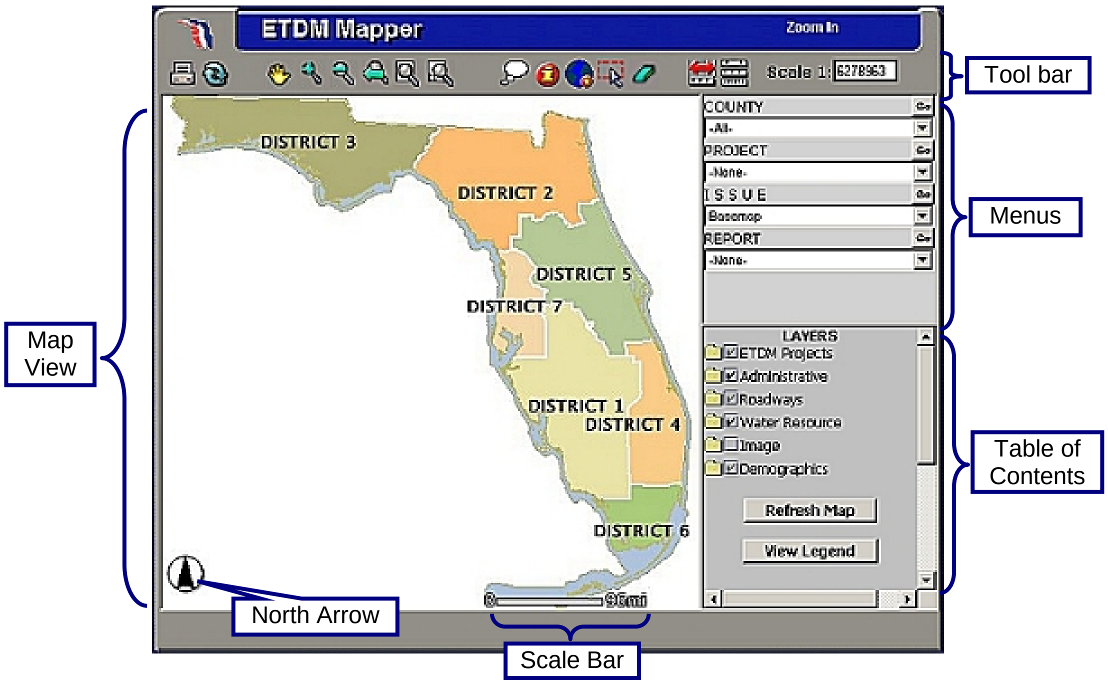
4	Substantial	The project has substantial adverse effects but ETAT understands the project need and will be able to seek avoidance and minimization or mitigation options during project development. Substantial interaction will be required during project development and permitting.	Project has substantial adverse effects on the community and faces substantial community opposition. Intensive community interaction with focused Public Involvement will be required during project development to address community concerns.
5	Potential Dispute	Project may not conform to agency statutory requirements and may not be permitted. Project modification or evaluation of alternatives is required before advancing to the LRTP Programming Screen.	Community strongly opposes the project. Project is not in conformity with local comprehensive plan and has severe negative impact on the affected community.
5	No ETAT Reviews		

- *GIS Analysis Results* - This report identifies features that are in proximity to the project corridor centerline (for example, the number of Historic structures within 500 feet). These features are from various GIS data sets made available through the Florida Geographic Data Library. The report opens with a Table of Contents link for each data set belonging to the selected issue. The links can be followed to the various sections of the report, and each section is followed by a "Back To Top" link to navigate easily between sections and the Table of Contents. A section of the report contains detailed results of data set features detected within a set of buffers around the project line. Analyses are run periodically on the database, and the date of analysis is listed with each result set. If an analysis has not yet been run, a message indicates the missing results. There are also links to metadata describing each data set and the values it contains. The metadata are in standard Florida Geographic Data Library format.
- *Transportation Plan Overview* - Use this option to view the summary information about the transportation plans for which the project is proposed.
- *ETDM Mapper* - Use this option to view the project map in the ETDM Mapper interface (see Section 4.5).

4.7 View Maps using ETDM Mapper

When the "ETDM Mapper" option is selected, a new window will open with the ETDM Mapper. This is an interactive map application made available through the FGDL that lets you view and query the data on maps that have been custom-made for the ETDM process. For each project, a base map is available, as well as maps for various environmental issues. After selecting "Maps" from the pull-down menu, a new window will open with the ETDM Mapper.

Figure 4-1 ETDM Mapper Window



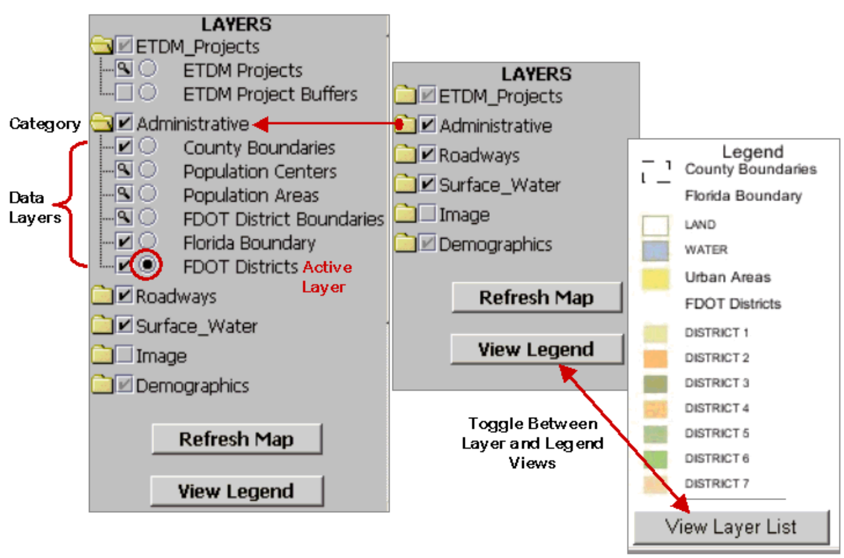
ETDM Mapper tools and functions help users to view and query information about the projects and resources in the project area. The screen capture above identifies specific components of the application, which are discussed in the following sections.

4.7.1 Map View *(to be updated)*

The main portion of the ETDM Mapper window is the Map View, which contains the image of the current map. The Map View is an interactive window. By using tools in the tool bar, you are able to select features, change the geographic extent, and query the database from the Map View window. Use the Table of Contents to change the data layers that are visible. The Table of Contents and the Map View tool bar are discussed below.

4.7.2 Table of Contents

The Table of Contents (TOC) is located on the right side of the Map View (see **Figure 4-1**). The TOC displays the list of data layers available in the Map View, allows the user to choose the layers to view and query on the map, and provides access to the map legend. The data layers are organized in categories that are symbolized with a folder icon. The default TOC lists data categories (groups of data sets). To see a list of the individual data layers within a category, click on the folder icon next to the category name.

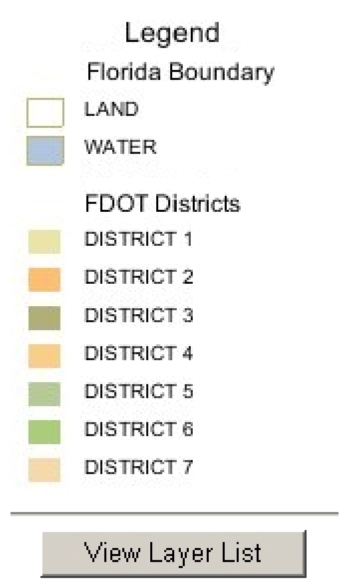


(Click on the category folder again to close it and hide the list of data layers.) In an opened category, notice the circular radio button and square check boxes next to the name of each data layer. These are used to toggle data layer options on and off. The check box is used to indicate whether or not the data layer is visible on the map. Click on an empty check box next to the data layer to display it in the Map View. To turn off a data layer, click and uncheck the check box. Turn on and off as many layers as desired and then click the "Refresh Map" button to accept changes and redraw the map. The circular radio button indicates whether a data layer is "Active." An "Active" data layer is used to perform operations such as database queries and feature identification. Only one layer on the list can be "Active." To make a data layer active, click once on the circle beside the data layer and then use the tools in the tool bar to perform the desired action. The various icons used in the TOC are described below:

TOC Icon Descriptions

A closed group, click to open	A visible group/layer, click to hide
An open group, click to close	A visible layer, but not at this scale
A layer contained within a group	A partially visible group, click to make visible
A layer not contained within a group	An inactive layer, click to make active
A hidden group/layer, click to make visible	The active layer

The TOC also allows you to view the map legend by clicking on the "View Legend" button at the bottom of the TOC. To return to the Layers view, click on the "View Layer List" button at the bottom of the Legend. In order for a layer to be active, the TOC must be in the Layer List view, not the Legend view.



The available data layers that can be viewed on the map change as you zoom in and out of the map, because more detailed data become available as you zoom in. Some layers are scale dependent. Detailed and dense data do not become available until the map is zoomed in to a scale of 1:70,000. Generalized data that have a corresponding detailed layer are turned off when the more detailed layer is made available. For example, rivers and streams that were digitized from 1:100,000-scale maps are available when the map is zoomed to 1:800,000-scale. When the map is zoomed to 1:70,000, these are turned off and the 1:24,000-scale rivers and streams are turned on. Data layers that are made visible (checked check box), but not shown at the current scale, are indicated by a magnifying glass icon. Zoom in or out to view these layers. The data sets are grouped into four scale-dependent categories:

Zoomed Out More Than 1:800,000

Only general map reference information appears, such as FDOT district and county boundaries, urban areas, and a few large water features on the map.

1:250,000 - 1:800,000

More detailed map reference information, such as major highways and city limits, are added to the map. More distinct hydrographic features are added, with a general indication of large wetlands areas. At this scale, the ETDM project centerlines can be viewed on the map.

1:70,000 - 1:250,000

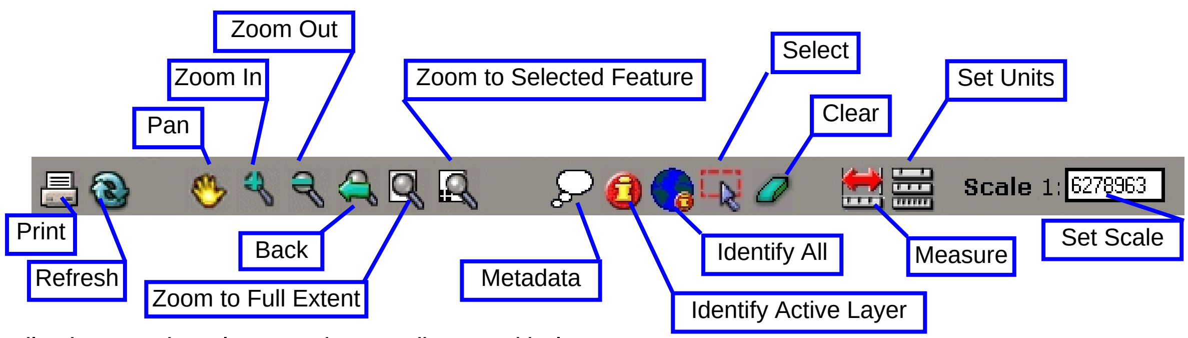
At this scale, the resource data begin to appear on the TOC. Resources represented by points, generalized lines, and large polygon areas are visible, such as the FDOT Roadways, US Census data, Level 1 of the Florida Land Use Land Cover Classification System (FLUCCS), and Public Lands boundaries.

Zoomed In More Than 1:70,000

All of the issue data are visible at this scale, as are the most detailed base map layers. Please be aware that most of the GIS data were developed for planning purposes rather than design and engineering. The most precise data were usually mapped from 1:24,000-scale map sources such as the USGS 7.5-Minute Topographic Map Series. Please read the metadata for information about the accuracy and intended use of each data set before making project-specific decisions and recommendations.

4.7.3 Map View Tool Bar

The Map View tool bar contains tools to help view and query the map image.



Details about each tool's operation are discussed below.

Print Map

Print the current Map View. The application will open a printer dialog box and let you choose a printer from those already set up on your computer.

Refresh

Re-load the Internet browser.

Map Navigation Tools

Pan, or move the current extent of the Map View. Click on the map, hold down the mouse key, and drag the Map View in the desired direction.

Zoom into a specified extent of the Map View. Click on the map, hold down the mouse key, and draw a box around the area you would like the Map View to zoom into.

Zoom out from the current extent. Click once on the Map View to change the Map View extent. (This tool generally works best if you click on the area that you would like to have in the center of your Map View once the extent is zoomed out.)

Return the Map View to the previous extent. Similar to the "Back" function of an Internet browser, this button allows you to go back to previous views.

Zoom the extent of the Map View to the largest extent of all data layers listed in the Table of Contents. For example, if there are two data layers in the Table of Contents (one that only has features in one county, and the other with features throughout the state), the extent of the Map View will zoom to the extent of the larger, statewide data layer.

Zoom the extent of the Map View to the selected features of the currently active data layer in the Table of Contents.

Metadata

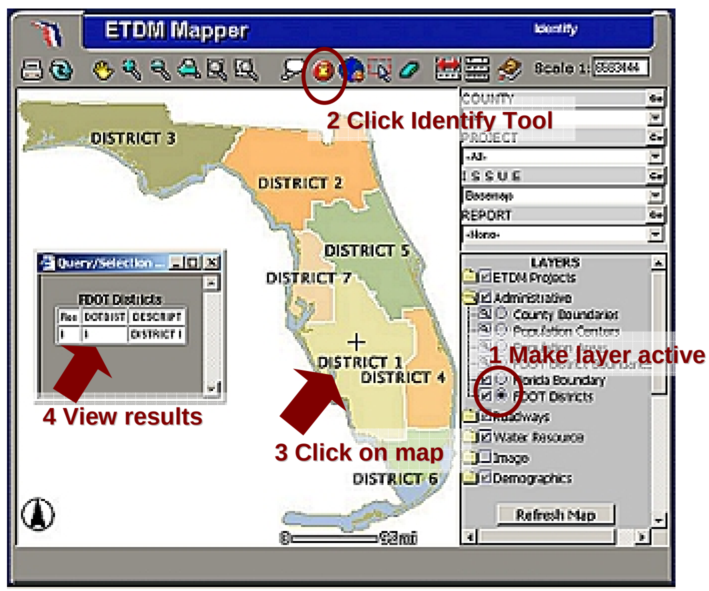
Open a Web page providing detailed information about the source, accuracy, and content of the active data layer. This is especially useful when trying to understand codes and classification systems used in a data set.

Identify Feature of Active Layer

Click on a map feature of the active data layer and view information describing that feature.

To identify a feature in a data layer:

1. Make the data layer active by clicking on the radio button beside the name of the data layer.
2. Click on the "Identify Feature" tool.
3. Click on the feature in the Map View.
4. View results in the pop-up dialog window, which opens, reporting all of the attribute information associated with that feature.



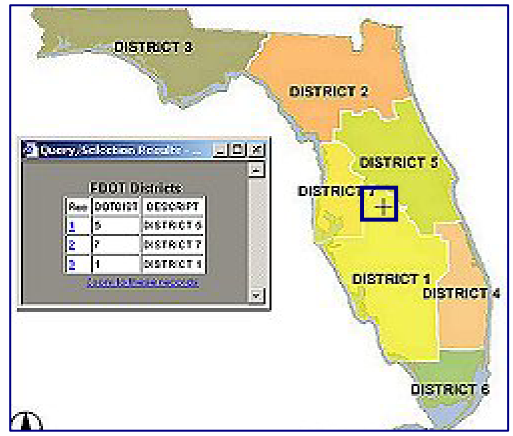
For example, if interested in finding the name of an FDOT district, make the FDOT Districts layer active. Next, click on the "Identify Feature" tool. Then, click the mouse cursor on a road. The resulting dialog box displays the information stored in the database. Information about the database table items and any codes used in the data are explained in the metadata file, which can be accessed by clicking the "Metadata" button described above.

Identify Features of All Visible Layers

Click on the map and view attribute information for all visible layers. Database information associated with the features for all visible layers that are found under the click point is displayed in a new window. Unlike the previous tool, a layer does not need to be active, but it will take longer for results to return when many layers are visible.

Selection Tool

Select multiple features of the active data set by drawing a box on the Map View. Any features of the active data set that intersect the rectangle will be selected. Once the features are selected, any action performed on that data set will only use those selected records.



1. Make a data set active in the Table of Contents by clicking on the radio button next to its name.
   

2. Click on the "Selection" tool.
3. Draw a box on the Map View. Click and hold the mouse button at a point on the map to start one corner of the rectangle, drag the mouse corner to the opposing corner.
4. After the shape is drawn, the map redraws, with the selected features highlighted. A window pops up listing the selected records from the database.
5. To select a record from the list, click on the link in the "Rec" field. To remove the selected set and clear the highlighting off selected features, use the "Clear Selected Features" tool.

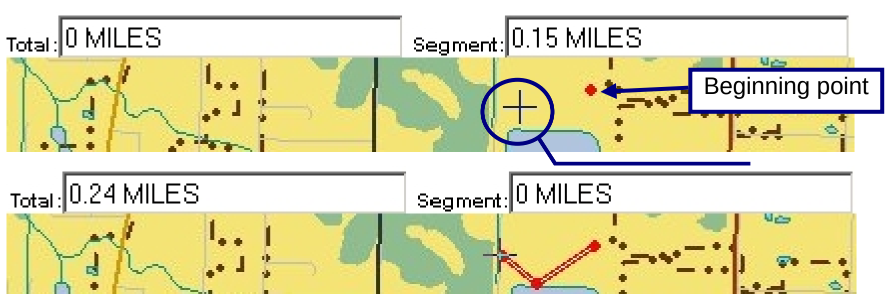
Clear Selected Features

Use this tool in conjunction with any of the "Select Features" tools to unselect features of the active data layer. After clearing the selected set of features, any action performed on the data set will be performed an all features.

Measuring Distances

Distances in the Map View are measured between two points of a line. Two types of distances are displayed at the top left corner of the Map View. The "Total" distance is a cumulative measure of one or more segments. The "Segment" distance is the linear measurement between a beginning point of a segment and the cursor position on the map.

Click on the tool to activate it. Click on the map to begin the segment. The Map View redraws showing the beginning point of the segment. Move the cursor on the Map View, and the distance between the location of the previous mouse click and the cursor's present location is updated in the Segment field.



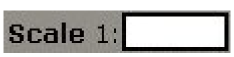
Click on the map again to complete the segment. The total distance is updated to show the distance between the two points. Continue adding points to extend the line. The total distance is updated after each segment is completed to show the cumulative length of the line.

In order to measure any other shape such as the perimeter of a rectangle, delineate the shape segment-by-segment, and then consult the dialog box for the total distance that approximates the perimeter. To change the measurement units, use the "Set Units" tool discussed below. To start a new line, click on the "Clear Selection" tool, and add a new beginning point.

Set Units

The "Set Units" tool is used in the scale bar and with the "Buffer" tool and "Measure" tool. Click on the "Set Units" tool. The Set Units tool bar appears at the bottom of the screen with new menus and buttons. Choose a new unit from the pull-down menu. Click on the "Set Units" button to accept the changes and close the Set Units tool bar. Click "Cancel" to disregard any changes that may have been selected in the pull-down menu and close the Set Units tool bar. If you are using the "Measure" tool, the distance will automatically be updated when you set new units.

Set Scale



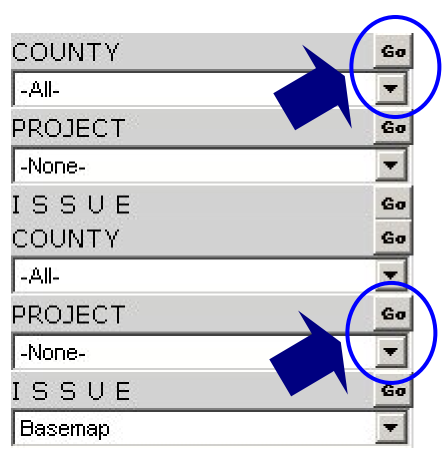
The scale indicates the ratio between the distance on the map and the corresponding distance in the real world. The map scale is set automatically when the map extent changes. To set the scale manually, click inside the box and type a whole number for the desired scale. For example, to set the relative map scale to 1:24,000, type "24000" in the box. Do not add commas or quotation marks in the scale, just the numeric value. The map will redraw, zoomed to the new scale. It will remain centered on the same location.

4.7.4 ETDM Mapper Menu Options

The ETDM Mapper includes customized tools that provide access to the project database, the results of GIS analysis, and comments about potential project effects. These tools are selected from pull-down menus located on the right side of the Map View, above the TOC. View selections on any of the pull-down menus by clicking on the inverted triangle to the right of the menu box. Scroll through selections and click on the option to select it.

County

The "County" pull-down menu lists the Florida counties. When a county is selected, click "Go" to zoom the Map View to the extent of that county. The "Project" pull-down menu will update to contain only the projects in that county. The county is also selected for use with reports.

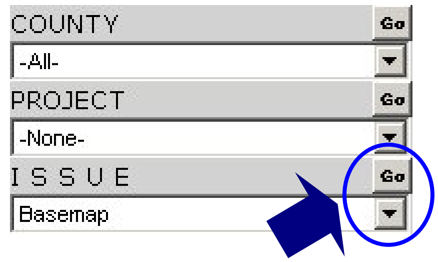


Project

The "Project" pull-down menu lists the projects currently in the ETDM database for the county selected. When a project is selected, click "Go" to zoom the Map View to the geographic extent of the project. The project is also selected for use with reports.

Issue

The "Issue" pull-down menu contains the list of issues or categories relating to environmental effects that the ETAT representatives are responsible for reviewing. Select an issue from the list, then click "Go" to display a customized issue map. The issue is also selected for use with review forms and reports. The issues include:



- *Aesthetics:* Includes data used to evaluate project effects on community character, including resources that may be sensitive to noise, vibration, and visual intrusions.
- *Air Quality:* Contains data for the assessment of the air quality surrounding proposed project sites. Used to identify if the project is located in a non-attainment or maintenance area for ozone, CO or particulate matter.
- *Base Map:* Contains data representing an overview of the project area, for example, major roads, water bodies and rivers, county boundaries, and FDOT District boundaries. These data are not considered an issue for analysis, but as a reference for all other issues being reviewed. Base map data are also included in each of the issue maps.
- *Coastal and Marine:* Pertains to the evaluation of coastal ecosystems, marine life, sensitive shorelines, and degradation/preservation concerns.
- *Contaminated Sites:* Contains data to support the evaluation of the likelihood of contamination and its impact on the proposed project.
- *Economic:* Includes information to assist with the evaluation of effects to businesses, employment, and changes in the tax base.
- *Farmlands:* Used to determine the potential involvement of any farmlands within the proposed project study/construction area.
- *Floodplains:* Contains data to support the evaluation of the 100-year floodplain within the proposed project study/construction area. Considerations include the type of encroachment, potential for backwater impacts, and project influence on floodplain development.
- *Historical and Archaeological Sites:* Used for assessing the potential involvement with properties eligible for or listed on the National Register of Historic Places.
- *Infrastructure:* Contains data that represent the current infrastructure of the project area in order to determine possible impacts.
- *Land Use:* Used to identify existing and future land uses that show growth potential and the potential for the proposed project to induce area growth.
- *Mobility:* Contains data used to examine the public transportation facilities of an area.
- *Navigation:* Contains data used to determine if a USCG navigation permit is required.
- *Recreation Areas:* Contains data to be used to identify all recreational areas within the proposed project study area.
- *Relocation:* Designed to evaluate the potential displacement of residences, businesses, community institutions, etc.
- *Secondary and Cumulative Impacts:* Contains data sets for the determination of possible secondary and cumulative effects within the proposed project study area.

- *Section 4(f) Potential:* Contains data to be used to identify all potential Section 4(f) designated lands within the project study area.
- *Social:* Concerned with changes in demographics, community cohesion, safety/emergency response, and compatibility with community goals and values.
- *Special Designations:* Used for identifying all specially designated lands within the project study area.
- *Water Quality and Quantity:* Contains data for surface water and groundwater quality and quantity impact assessment.
- *Wetlands:* Used to identify the amount of wetlands affected by the proposed project, the type of wetlands involved, and their overall significance to the surrounding area.
- *Wildlife and Habitat:* Used to consider any species or habitat affected by the proposed project.

After selecting an issue, click on "Go" to redraw the map, displaying a new set of data layers pertinent to the selected issue.

Reports

Various reports are available to view project information, the results of the standard GIS analyses, and the recommendations of the ETAT. These are the same reports available on the project detail page (Section 4.4).

REPORT Go
Select a report, then click GO
- Select a report, then click GO
- Agency Comments: Project Effects
- Agency Comments: Purpose and Need
- Environmental Review Summary Report
- GIS Analysis Results
- Transportation Plan Overview
- Project Description

- *Agency Comments: Project Effects -* This report gives an overview to the ETAT reviews of project effects with links to individual comments. Each row corresponds to an ETAT representative's review of a particular project alternative and related issue. The degree of effect is displayed on the screen as color-coded text. Click on the color-coded degree of effect text to view the detailed agency comments (see image below).

Project Reviews

Table of Contents:
3150 US 98 Add Lanes

Project #	Project Name	From	To
3150	US 98 Add Lanes	US 27	east of Airport Road

Alternative	Agency	Agency Involvement	Issue	Effect	Review Date
1	FL Department of Community Affairs	Continue	Land Use	Moderate	04-15-04
1	FL Department of Environmental Protection	Continue	Section 4(f) Potential	Moderate	04-15-04
1	FL Department of Environmental Protection	Continue	W[illegible]	Moderate	04-15-04
1	FL Department of State	Continue	Hi[illegible]	Moderate	04-16-04
1	Federal Highway Administration	Continue	Se[illegible]	Minimal to None	04-15-04
1	Federal Highway Administration	Continue	W[illegible]	Substantial	04-15-04
1	Federal Transit Administration	No Further Action	Mobility	Minimal to None	04-05-04
1	National Marine Fisheries Service	No Further Action	Wetlands	Minimal to None	04-14-04
1	US Coast Guard	No Further Action	Navigation	Minimal to None	04-08-04
1	US Fish and Wildlife Service	Continue	Special Designations	Substantial	03-16-04
1	US Fish and Wildlife Service	Continue	Wetlands	Substantial	03-16-04
1	US Fish and Wildlife Service	Continue	Wildlife and Habitat	Substantial	03-16-04

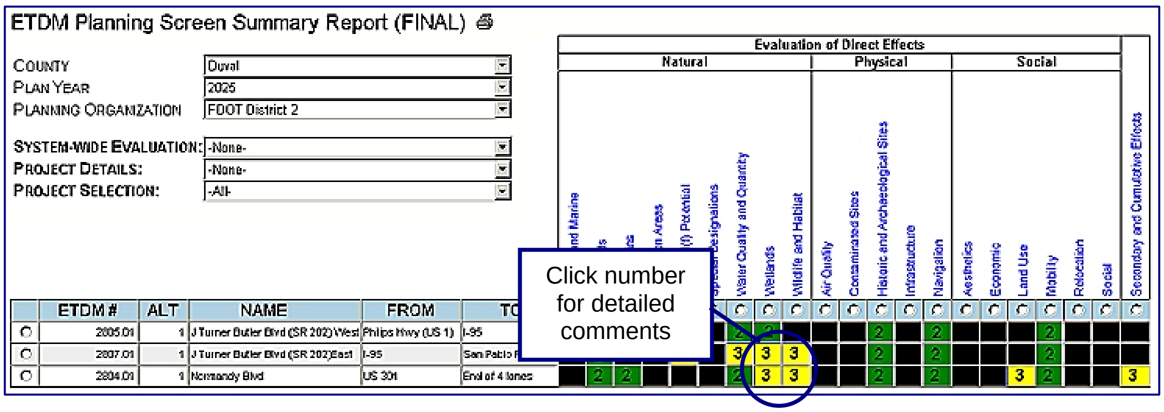
Click to view agency comments

back to top

- *Agency Comments: Purpose and Need -* View the comments on the Purpose and Need Statement for a selected project with this report. The report header displays the project name, from and to locations, and the agency name. Below the header information, a read-only Purpose and Need Statement appears above a table of the agency reviews. The reviews are not required to contain comments, although these are stored and displayed if submitted. All reviews must indicate whether the agency has accepted or not accepted the Purpose and Need Statement.

- *Environmental Review Summary Report -* If the selected project has been reviewed during ETAT screening events, the completed summary reports are displayed showing the results of the screening events.

The ETDM Coordinators create the Planning Screen and Programming Screen Summary Reports following the ETAT review cycles. These reports provide a summary of the agency comments, and response made to those comments. Each row of the table represents a project alternative corridor, and each column on the right-hand side represents an environmental resource issue organized in "Natural", Physical" and "Social" groups, as shown below. The intersection of a project row and issue column is a cell that represents the summary degree of effect for a particular project and issue. As shown in the legend, a number and color code are used to designate the summary degree of effect (for example, 1 signifies "Enhanced"). For each project, the ETDM Coordinator assigns a summary degree of effect for the resource issue in collaboration with the ETAT reviewers who submitted comments. To view the specific agency comments, click on the color-coded cell (for example, 2) below the environmental resource issue and sharing the same row as the project name.



The pull-down menus on the upper left-hand side of the window are used for filtering the list of projects by county, plan year, ETDM phase, and/or planning organization. The table is automatically updated when changes are made to these selection menus. A second set of menus provides some project-level reports. Under the "System-wide Evaluation" menu, there are utilities for viewing a county map, a Summary of Public Comments, and the Secondary and Cumulative Effects report, which provide information about transportation plans for a county. The "Project Details" menu provides access to a suite of reports including project description report, GIS analysis results, agency reviews, commitments and responses to the ETAT reviews, and a dispute resolution history. For the Programming Screen Summary Report, the "Project Details" menu also includes the list of technical studies and required permits needed for the project. Some reports will not open unless a project and issue is selected first. To select a project, click on the circular radio button beside the column named "ETDM #." To select an environmental resource issue, click on the circular radio button below the issue.

The "Project Selection" menu creates a subset of the projects listed in the summary table to include only those that involve potential disputes, or substantial effects. It is a useful filter when there are many projects listed in the summary table.

To close the summary report form, click "X" on the upper-right-hand corner of the window.

Legend:

Color Code	Degree of Effect	Definition in Regulatory Context	Definition in Community Context
1	Enhanced	Project has positive effect on the ETAT resource or can reverse a previous adverse effect leading to environmental improvement.	Affected community supports the proposed project. Project has positive effect.
2	Minimal to None	Project has little adverse effect on ETAT resources. Permit issuance or consultation involves routine interaction with the agency. Low cost options are available to address concerns.	Minimum community opposition to the planned project. Minimum adverse effect on the community.
3	Moderate	Agency resources are affected by the proposed project, but avoidance and minimization options are available and can be addressed during project development with a moderated amount of agency involvement and moderate cost impact.	Project has adverse effect on elements of the affected community. Public Involvement is needed to seek alternatives more acceptable to the community. Moderate community interaction will be required during project development.
4	Substantial	The project has substantial adverse effects but ETAT understands the project need and will be able to seek avoidance and minimization or mitigation options during project development. Substantial interaction will be required during project development and permitting.	Project has substantial adverse effects on the community and faces substantial community opposition. Intensive community interaction with focused Public Involvement will be required during project development to address community concerns.
5	Potential Dispute	Project may not conform to agency statutory requirements and may not be permitted. Project modification or evaluation of alternatives is required before advancing to the LRTP Programming Screen.	Community strongly opposes the project. Project is not in conformity with local comprehensive plan and has severe negative impact on the affected community.
5	No ETAT Reviews		

- *GIS Analysis Results* - This report identifies features that are in proximity to the project corridor centerline, for example, the number of Historic structures within 500 feet. These features are from various GIS data sets made available through the Florida Geographic Data Library. The report opens with a Table of Contents link for each dataset belonging to the selected issue. The links can be followed to the various sections of the report, and each section is followed by a "Back To Top" link to navigate easily between sections and the Table of Contents. A section of the report contains detailed results of dataset features detected within a set of buffers around the project line. Analyses are run periodically on the database, and the date of analysis is listed with each result set. If an analysis has not yet been run, a message indicates the missing results. There are also links to metadata describing each dataset and the values it contains. The metadata are in standard Florida Geographic Data Library format.
- *Transportation Plan Overview* - Use this option to view the summary information about the transportation plans for which the project is proposed.
- *Project Description* - This report displays the details about the project. It includes the Purpose and Need Statement and links to any document attachments.

To close the ETDM Mapper, click the "X" button at the upper right-hand corner of the window.