

OVERVIEW

Office of Environmental Management (OEM) Project Delivery Coordinators (PDCs) and OEM Lead Engineers review and provide comments about the Project Description, Purpose and Need, and Preliminary Environmental Discussion (PED) before the screening event notification is distributed. OEM as well as the ETDM (Efficient Transportation Decision Making) Coordinator and Project Manager (PM) work together to resolve any comments provided.

ACCESS THE REVIEW

Reviewer Action Items: Pre-Screening Review Tab

On the EST home page, access the *Reviewer Action Items* page by clicking the link in the left-hand menu *OR* clicking the clipboard icon in the upper right of the screen.

Click the *Pre-Screening Reviews* tab if needed. A list of projects currently in Pre-Screening Review are displayed along with corresponding additional review information.

Planning Org	Geographic District(s)	County	ETDM#	Project Name	Days Left	Last Day	Review Progress
D3	D3	Leon	14524	SAC: OEM PRE-SCREENING	13	02/09/2022	

Reviewer Action Items: Select Project and Access the Review

Click the *ETDM#* to display an additional menu followed by *OEM Pre-Screening Review*. The tool will open and you can begin your review.

PRE-SCREENING REVIEW

Pre-Screening Review Page and General Functionality

The Pre-Screening Review page includes the *Project Description*, *Purpose and Need*, as well as the *PED*. Scroll the page to review the information or use the *Table of Contents* (TOC) on the right side of the page to quickly jump to a section. The section you are currently viewing on the page is highlighted blue within the TOC.

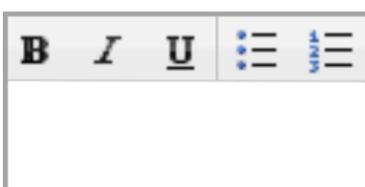
Project Description
Purpose and Need
PED
Social and Economic
Cultural and Tribal
Natural
Physical
Special Designations

Click the *PDF* icon in the upper right of the EST to generate a PDF version of the page for review offline.

Comments

In the *Comments* section, use the radio buttons (○) to indicate if your review includes comments. Comments are required when *Yes* is selected – use the text area *OR* *Add File* button to provide your comments.

Text Area



Enter your comments in the text area and perform basic formatting techniques such as **bold**, *italics*, underline, as well as inserting bulleted or numbered lists.

Add File

Click the *Add File* button followed by *Browse* to search your computer, select, and attach a document containing your comments. To include additional documents, click the *Add File* button again and repeat the process.

To delete a file, click the red trash can icon to the right of the attached file.



Sign and Submit

Save Draft

To save as draft, click the blue *Save Draft OEM Review* button. The page will refresh and a success message is displayed indicating the review has been saved.

Send to District

To complete the review:

- 1) Select the action you want to take by clicking the appropriate radio button
- 2) Click the green *Submit OEM Review* button.

Approved to Screen

Approved to Screen with Revisions as Noted

Revise and Resubmit

Confirmation

After submitting your review, the page will refresh and display a green success message at the top of the page.

PRE-SCREENING REVIEW: REVISE AND RESUBMIT

Pre-Screening Review resubmitted to OEM

When the district resubmits a project to OEM for Pre-Screening Review, at the top of the page below the project information and above the *Project Description*, the district's response to OEM's previous review comments are displayed.

Response to Previous Comments

Sample Coordinator of FDOT District 3 revised and resubmitted this project for OEM Pre-Screening Review on 01/26/2022.
The district included this response to previous OEM Pre-Screening comments: These are sample comments and intended for demonstration purposes only.

PRE-SCREENING REVIEW REPORT

After a project has been through a Pre-Screening Review, access a read-only view of the information which includes the Project Details, Purpose and Need, PED, as well as comments provided during the review.

The report page can be accessed from the *Project Details* page by clicking the *OEM Pre-Screening Review* link in the *Screening Event Results* section towards the bottom of the page.

NEED HELP?

Click the *Question Mark* icon in the upper right of the EST to access page-specific help materials. Access other help materials or additional EST resources from the left-hand menu by clicking *Help*.