

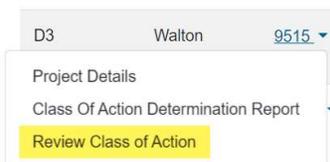
OVERVIEW

The Class of Action (COA) Determination identifies the level of NEPA documentation required for an environmental project. The COA Determination is made in consultation with OEM for EAs, EISs, and Type 2 CEs. The Environmental Screening Tool (EST) provides OEM the opportunity to review and approve a project's COA.

ACTION ITEMS

COA Tab

From the main Action Items page, select the COA tab and locate a project. Click the ETDM# to display an additional dropdown menu. Select the *Review* Class of Action to begin the review process.



REVIEW CLASS OF ACTION FORM

Overview

The Review Class of Action page provides OEM the opportunity to review and approve a project's COA. This page displays the project's Potential for Significant Impacts, Recommended COA as proposed by the District, as well as the COA Signatures.

Class of Action Determination

Upon review of the COA, OEM will select the appropriate radio button to indicate if the COA is *Accepted/Not Accepted* or returned to the District to *Revise and Re-submit*. A comment is required for any selection other than *Accepted* and may be entered in the corresponding text area.

Sign and Submit

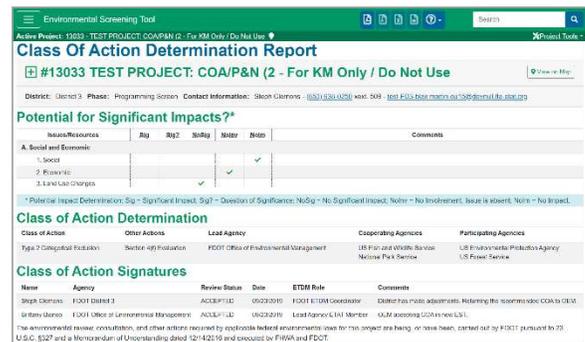
Password:

Type your password in the password field and click the green Submit Review button to complete the review.

CLASS OF ACTION DETERMINATION REPORT

Overview

The COA Determination Report page displays the project's Potential for Significant Impacts, Recommended COA or COA Determination, as well as the corresponding signatures.



HELPFUL TIPS

Create a PDF



You can create a PDF of the COA *Determination* report by clicking the blue button with the Adobe Acrobat icon at the top of the screen.

Project Tools



This option is available throughout the EST. After clicking the *Project Tools* option in the

upper right corner of the page, a menu is displayed containing the Project Details as well as additional report pages relevant to the current project you are viewing.

Action Items



You can return to the Action Items page at any time by clicking the clipboard icon in the upper right of the page.