



Environmental Screening Tool Quick Reference Guide

How to Create a New Project

This guide should be used when initially entering a project into the Environmental Screening Tool (EST) for both the Planning and Programming Screens unless noted otherwise. Each of the following steps needs to be completed before the project can be submitted to the Environmental Technical Advisory Team (ETAT) for review. Additional information can be located in Chapter 3 of the *Environmental Screening Tool Handbook* published by the FDOT Environmental Management Office.

Select [Wizards](#) → [Create ETDM Project](#)

This wizard includes sequential screens for entering the following information:

- Project Information for New Project (Project Name, Planning ID, Planning Organization, Efficient Transportation Decision Making [ETDM] Phase)
- Locational information (county, beginning location, ending location). Note: If the project is in more than one county press the CTRL key while selecting additional counties
- Consistency and involvement information (Federal Involvement, Air Quality Conformity, consistency with Local Government Comp Plan, and consistency with Metropolitan Planning Organization [MPO] Goals and Objectives)
- Purpose and Need
- Project Description Summary
- Summary of Public Comment
- Exempt Agencies (Federal Highway Administration [FHWA], Federal Railway Administration [FRA], Federal Transit Administration [FTA], National Park Service [NPS], US Coast Guard [USCG], US Forest Service [USFS]) Select agency, press [Add](#), enter justification for exemption, and repeat if there are additional agencies.

The EST then asks if everything is correct before adding the project. Select [OK](#) or cancel if changes need to be made. Changes can still be made after the project is entered.

NOTE: Once this information is entered the project is submitted to the ETDM database, and an ETDM number is assigned to the project. The ETDM project number and the project name are displayed as the “Default Project from Selection” in the Project Navigation Bar.

The final screen of the “Create ETDM Project” wizard includes the following five additional options:

1. [Make additional changes to project](#) – this selection will result in a repeat of the above steps.
2. [Open map to enter linework](#) (Please consult the *General Overview of Digitizing a Project Quick Reference Guide* for more detailed directions).

Once Map Viewer is loaded:

- Locate project area by zooming in
- Enter project by either digitizing, adding the roadway from Florida Department of Transportation (FDOT) Base Map, or uploading Shape Files. Note: You must enter alternative information by selecting Add/Update Alternative selection

3. [Adding additional project alternatives](#)

This step must be completed before linework can be added. The “Add additional alternatives” option is used to enter information and add multiple alternatives to the project. The following information should be entered:

- Alternative type (only one can be selected)
- Is the project part of the Strategic Intermodal System (SIS)?
- Total cost (do not use commas)
- Beginning and Ending Location
- Mode(s)

Press [Next](#) and [OK](#). The alternative will now be listed on the screen. Repeat this selection if there is more than one alternative.

4. [Entering segment attribute information](#)

After the project has been created in the Map Viewer, information about the segments can be added to the database by selecting “Enter segment attribute information.” This portion of the wizard includes sequential screens for entering the following information. Some of the information may be already filled in based on the State Highway System (SHS) data that is input automatically after the project is created in Map Viewer.



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- Project Information (Facility Name, Segment ID, Beginning and Ending Locations, Length)
- Jurisdiction
- Functional Classification
- Urban Service Area
- Transportation Concurrency Exception Area
- Traffic data
- Funding data (do not use commas)

NOTE: There may be more than one segment. Segments are assigned by the EST based on the SHS data. Segments can be determined by traffic data, functional classification, etc. If there are multiple segments, select the segment record and enter information on the form.

5. Submitting the project for GIS analysis or updating project status

After all alternatives have been added, select “Submit project for GIS Analysis” to begin the automatic GIS analyses for the project.

- The project should initially have Editing selected when you open this option for the first time.
- Select Ready for GIS Analysis.
- Press Update Status.
- If the project is less than 5 miles in total length, it is deposited into a queue and the analysis will run in the order of the queue. If the project is greater than 5 miles in total length, it enters into a batch run and will typically run overnight, but may go into the queue. You can check the queue by selecting [Reports](#) → [Project Diary](#) → [Status of GIS Analysis](#).
- Once the GIS analysis is complete it will automatically show as GIS Analysis Complete on the Project Status bar.

The GIS analysis results can be viewed after the analysis is complete by selecting [Reports](#) → [Project Effects](#) → [GIS Analysis Results](#). Please consult the *Downloading GIS Data and Creating a Summary Quick Reference Guide* for detailed directions.

If there are changes or updates to the Project Description, Alternative Description, or Segment Description, this can be accomplished by selecting [Wizards](#) → [Update ETDM Project](#).

The following additional project information will need to be entered before the project is submitted to the ETAT:

Assign Lead Federal Agency

Select [Tools](#) → [Maintain Project Diary](#) → [Update Potential Lead Agencies](#)

- Expand lead agency(ies)
- Select lead agency(ies).
- Press Submit.

Identify Required Permits (Note: This is not required for the Planning Screen)

Select [Tools](#) → [Maintain Project Diary](#) → [Identify Required Permits](#)

- Expand permit and permit type
- Select permits that apply.
- Press Save Required Permits.

Identify Required Technical Studies (Note: This is not required for the Planning Screen)

Select [Tools](#) → [Maintain Project Diary](#) → [Identify Required Technical Studies](#)

- Select the technical studies that apply.
- Press Save Required Technical Studies.

Information to Know

Only the ETDM Coordinator can:

- Assign a Project Manager
- Add/Modify a Class of Action

Only the ETDM Coordinator or designee can:

- Submit the project to the ETAT for review
- Publish Programming/Planning Summary Reports
- Extend the ETAT review period
- Allow comments after review period has ended