

APPENDIX

J

DDOT ENVIRONMENTAL DOCUMENT CHECKLIST



District Department of Transportation					
DDOT ENVIRONMENTAL DOCUMENTS CHECKLIST					
Date:					
Name of the Project:					
Location:					
Project Manager & Administration:					
Lead Federal Agency:					
Type of Document: (Place "X" where applicable)	DEIS	FEIS	ROD	EA	Final EA
	FONSI	Re-Evaluation	Administrative Record	Cat Ex	Other

Topic	Adequately covered (Yes/ No/ NA)	Comments
a. EA/EIS CONTENT		
1. Executive Summary		
2. Table of Content		
3. Cover Sheet (signed by DDOT Director & FHWA DA)		
4. Purpose & Need Statement		
5. Alternatives Chapter		
6. Assessment of Feasible Alternatives		
7. Affected Environment		
8. Environmental Consequences		
9. Public & Agency Involvement		
10. List of Preparers		
11. Record of Decision / FONSI		
12. Technical Study Reports(as appropriate)		
13. Notice of Intent (required for EIS)		
14. Notice of Availability (required for EIS)		
b. PURPOSE AND NEED STATEMENT		
1. Compliance with FHWA Technical Advisory TA 6640		
2. Purpose		

Topic	Adequately covered (Yes/ No/ NA)	Comments
3. Need (may be based on the following): <ul style="list-style-type: none"> a. Project Status (project history, lead agency, other agencies involved, schedules, etc). b. System Linkage – (does the project provide a "connecting link?" How does it fit in the transportation system?) c. Capacity – (inadequate existing capacity, poor LOS, etc) d. Transportation Demand (relationship with STIP, TIP, CLRP, and other plans) e. Legislation – (Is there a Federal, State, or local governmental mandate for the action?) f. Social Demands or Economic Development – (New employment, schools, land use plans, recreation, etc that require the proposed action). g. Inter-Modal relationships – (relationship with other modes) h. Safety – (safety need, crash data, etc) i. Roadway Deficiencies – (substandard geometrics, load limits on structures, inadequate cross-section, or high maintenance costs) 		
4. Supporting Data		
5. Roadway Deficiencies Data (PCI, Structural rating, etc.)		
6. Economic Development Data		
7. List of Reference Materials		
8. Purpose and Need Statement		
9. Study Area Map		
c. STUDY AREA DEFINITION		
1. Study Area Description		
2. Study Area Map		
3. Logical Termini		
d. ALTERNATIVES		
1. No Action Alternative		
2. Reasonable Alternative		
3. Alternatives Considered But Eliminated from Further Review		
4. Build Alternatives		
5. TSM/HOV Alternative		
6. Bike/Pedestrian Considerations/Alternative		
7. Conceptual Plans		
8. Layout		
9. Typical Sections		
10. Right-of-Way Information		

Topic	Adequately covered (Yes/ No/ NA)	Comments
11. Utilities Identification		
12. Topo Data/Survey		
13. Environmental Resources Identification		
10. Cost Estimates		
14. Constructability		
15. Conceptual MOT		
e. AFFECTED ENVIRONMENT		
1. Land Use and Zoning		
2. Land Acquisition and Displacement		
3. Demographics		
4. Community Resources		
5. Economics and Development Issues		
6. Environmental Justice & Title VI		
7. Traffic & Transportation (including Transit, Pedestrian, Bike, Vehicles)		
8. Utilities		
9. Cultural / Historic Resources (Sec 106)		
10. Visual and Aesthetics		
11. Vibration		
12. Water Quality		
13. Navigable Waters		
14. Biotic Communities		
15. Endangered and Threatened Species		
16. Energy Conservation		
17. Construction Impacts		
18. Archaeological Investigation and Report (Sec 106)		
19. Paleontology Effects Determination		
20. Flood Plains Effects Determination		
21. Wetlands and Sec 404 Permit Requirements		
22. NPDES (section 402) Permit Requirements		
23. Fish and Wildlife Issues		
24. Hazardous Waste and Materials/Contaminated Soil Investigation		
25. Noise Analysis		
26. Air Quality		
27. Erosion and Sedimentation		
28. Indirect and Cumulative Impacts		
29. Section 4(f) Issues		
d. ENVIRONMENTAL CONSEQUENCES		
1. Land Use and Zoning		
2. Land Acquisition and Displacement		
3. Demographics		
4. Community Resources		
5. Economics and Development Issues		

Topic	Adequately covered (Yes/ No/ NA)	Comments
6. Environmental Justice & Title VI		
7. Traffic & Transportation (including Transit, Pedestrian, Bike, Vehicles)		
8. Utilities		
9. Cultural / Historic Resources (Sec 106)		
10. Visual and Aesthetics		
11. Vibration		
12. Water Quality		
13. Navigable Waters		
14. Biotic Communities		
15. Endangered and Threatened Species		
16. Energy Conservation		
17. Construction Impacts		
18. Archaeological Investigation and Report (Sec 106)		
19. Paleontology Effects Determination		
20. Flood Plains Effects Determination		
21. Wetlands and Sec 404 Permit Requirements		
22. NPDES (section 402) Permit Requirements		
23. Fish and Wildlife Issues		
24. Hazardous Waste and Materials/Contaminated Soil Investigation		
25. Noise Analysis		
26. Air Quality		
27. Erosion and Sedimentation		
28. Indirect and Cumulative Impacts		
29. Section 4(f) Issues		
e. AGENCY COMMENTS & COORDINATION		
1. Cooperating Agency Letter		
2. Participating Agency Letter		
3. Agency Coordination/Scoping Letter		
4. Agency Meetings Minutes		
5. Agency Responses		
6. Informal Letters Received from Agencies		
7. Response to Agency Comments		
f. PUBLIC COMMENTS & INVOLVEMENT		
1. Public Involvement Plan		
2. Public Scoping Meeting Minutes/Transcripts		
3. Public Alternatives Meeting Minutes/Transcripts		
4. Public Hearing (required only with EIS)		
5. Public Hearing Notice (the public meeting must be 14 days after the announcement/release of document)		
6. Public Hearing Meeting Minutes/Transcripts (Public hearing is required for EIS after the release of DEIS)		
7. Public Officials Meeting Reports and Handouts		

Topic	Adequately covered (Yes/ No/ NA)	Comments
8. Public Meeting Reports and Summaries		
9. ANC Meeting Minutes		
10. Community Meeting Minutes		
11. Comment Forms, Questionnaires, Handouts from Public Meeting		
12. Meeting Advertisements (newspaper block ads, announcements)		
13. Newsletters		
14. Citizens Advisory Committee Meeting Reports		
15. Letters Received from the Public and Public Officials during Project Development		
16. Newspaper Articles		
17. Comments Received from the Public		
18. Email Received from the Public		
19. Comments Letters Received on the Draft EIS		
20. Comments Received on the Final EIS		
21. Response to Public Comments		
g. LIST OF PREPARES		
1. Names of Key Staff Involved in the Document		
2. Qualifications (education) of Key Staff		
h. APPENDICES		
1. Responses to Public Comments		
2. Responses to Agency Comments		
3. Technical Reports of all Sections Listed in Section D of this Checklist		
i. ROD/FONSI		
1. ROD		
2. FONSI		
3. Decision: Identify the Selected Alternative		
4. Alternatives Considered		
5. Section 4(f)		
6. Measures to Minimize Harm		
7. Monitoring or Enforcement Program		
8. Approval by DDOT Environmental Office		
9. Cover Sheet Signed by DDOT Director & FHWA DA		

Topic	Adequately covered (Yes/ No/ NA)	Comments
ANALYSIS/DATA/REPORTS		
i. TRANSPORTATION & TRAFFIC ANALYSIS		
1. Logical Termini & Traffic Analysis Area		
2. Existing Traffic Volume		
3. Existing Traffic (AADT) <ul style="list-style-type: none"> ▪ 48 hour ATR Counts ▪ 13 hour Turning Movement Counts (13 hours is preferred; morning and evening peak hours are also acceptable) 		
4. Existing Bicycle Counts		
5. Existing Pedestrian Counts		
6. Existing Crash Data		
7. Existing Intersection Turning Movements (morning and afternoon peak hours and midday)		
8. Traffic Forecast and Level of Service Methodology		
9. Use of MWCOG Travel Demand Model for Forecast		
10. Forecast Year (20-25 years) Analysis		
11. Build/Opening Year Analysis		
12. Projected Average Annual Daily Traffic (AADT) Volumes		
13. Projected Intersection Turning Movements (morning and afternoon peak hours and midday)		
14. Levels of Service		
15. Signal Warrants Analysis		
16. Travel Pattern Analysis		
17. Levels of Service at all Major Intersections		
18. Delay at all Major Intersections		
19. Queuing at Major Intersections/Interchanges		
20. HCM Analysis		
21. CORSIM Analysis		
22. SYNCHRO or VISSIM Analysis		
23. SymTraffic or VISSIM Simulations		
24. Truck Percentages		
25. Origin – Destination Studies		
26. Study Detail (dates, times, locations, etc.)		
27. Survey Forms		
28. Trip Tables		
29. Travel Pattern Analysis		
30. Safety Data/Analysis		
31. Accident Data		
32. Statewide Accident Rates		

Topic	Adequately covered (Yes/ No/ NA)	Comments
33. Roadway Deficiencies		
34. Regional and Local Roadway Systems (including maps)		
35. Traffic Technical Report		
j. ENGINEERING DATA		
1. Functional Classification		
2. Design Criteria Described:		
3. Design Exceptions, if any (13 Controlling criteria given below): 1) Design Speed 2) lane width 3) shoulder width 4) bridge width 5) structural capacity 6) horizontal alignment 7) vertical alignment 8) grade 9) stopping sight distance 10) cross slope 11) super elevation 12) vertical clearance 13) horizontal clearance		
4. Constructability Review – Feasible Alternatives		
5. Preferred Alternative Verification Report		
6. Value Engineering Report – Preferred Alternative		
7. Constructability Review – Stage 2 Detailed Design Plans		
8. Preliminary Right-of-Way Plans		
9. Cost Estimates		
10. Cost Breakdown		
k. SOIL & GEOLOGY		
1. Geological and Resource Mapping		
2. Geologic Formations and Sinkhole Data		
3. Soil Survey Data		
l. WETLANDS		
1. National Wetland Inventory/Maps		
2. List of Hydric Soils from DDOE		
3. List of Non-Hydric Soils from DDOE		
4. Infrared Aerial Photos (if used)		
5. Field Data Sheets		
6. Mapping of Wetland Area and Extent of Study Area		
7. Wetlands Delineation – Preferred Alternative		

Topic	Adequately covered (Yes/ No/ NA)	Comments
8. Jurisdictional Determination from U.S. Army Corps of Engineers (USACE)		
9. Impact Calculations		
10. Letters, Meeting Reports, Field Review Reports		
11. Wetlands Delineation Report		
12. Avoidance Alternatives		
13. Minimization Options		
14. Conceptual Mitigation Plans		
15. List of Reference Materials		
16. Documentation of Coordination with USACE & DDOE (Permitting/WQC office)		
17. Determination of Type of Permit		
m. FLOODPLAINS		
1. Waterways Mapping		
2. Federal Emergency Management Agency Flood Insurance Rate Maps		
3. Hydrologic and Hydraulic Studies/Data/Reports		
4. Storm Water Management Facilities Mapping		
5. Pertinent Correspondence and Meeting Reports, Field Review Reports		
6. List of Reference Materials		
n. STREAMS/RIVERS/WATERBODIES		
1. Water Quality Data		
2. Aquatic Biota Data		
3. Protected, Designated Water Uses Data		
4. Headwater Habitat Evaluation evaluations		
5. Qualitative Habitat Evaluation		
6. Letters/Meeting Reports/Field Review Reports		
7. Type of Permits Needed		
o. VEGETATION AND WILDLIFE		
1. Land Use and Cover Type Maps (aerial)		
2. Wildlife Species Common to Study Area		
3. Endangered Species: Letters from U.S. Fish and Wildlife Service (FWS) &/or National Marine Fisheries (NMF)		
4. Endangered Species: Letters from DDOE Fish & Wildlife Office		
5. Field Review Reports on Threatened/Endangered Species and Coordination with Experts and Agencies		
6. Pertinent Correspondence/Meeting Reports/Field Review Reports		
7. Endangered Species Act (ESA) Sec 7 Consultation		
8. Biological Assessment (BA)		

Topic	Adequately covered (Yes/ No/ NA)	Comments
9. Determination of Effects for ESA Sec 7		
10. Concurrence of Effects for ESA Sec 7 by NMF or FWS		
11. List of Reference Material		
p. HAZARDOUS MATERIALS/SITES		
1. CERCLIS Review		
2. Environmental Site Assessment Screening Report		
3. Field "Windshield" Study Performed		
4. Health and Safety Plan for Phase I/II Studies		
5. Phase I Environmental Site Assessment		
6. Phase II Environmental Site Assessment Work Plan		
7. Phase II Environmental Site Assessment		
8. Investigative Reports and Lab Data (soil gas survey, geophysical investigation lab reports, etc.)		
9. Waste Management Plan, Plans Specifications, Estimates Document		
10. Environmental Notes		
11. Remedial Construction Monitoring Report (if required)		
12. List of Reference Materials		
q. NOISE		
1. Map of Receptor Site Locations and Listing		
2. Sensitive Receptor Descriptions		
3. Traffic Data		
4. Monitoring Data Sheets/Traffic Counts		
5. FHWA Traffic Noise Model Used		
6. Model Check Results		
7. Model Input and Output Files		
8. Ambient and Projected Noise Levels (data tables)		
9. List of All Assumptions Used for Analysis		
10. Noise Analysis Report		
11. List of Reference Materials		
r. AIR QUALITY		
1. Maps of Receptor Site Locations and Links Used in Analysis		
2. Traffic Data Used		
3. Identification of All Intersections with LOS "D" or Worse		
4. List of All Assumptions Used for Analysis		
5. Model Input and Output Files		
6. Mobile/MOVES Mode Used		
7. Mobile/MOVES Input and Output Files		
8. Air Quality Baseline Data		
9. Background Carbon Monoxide (CO) Concentrations		
10. Is the Project Listed in the Conformed CLRP?		

Topic	Adequately covered (Yes/ No/ NA)	Comments
11. Is the Project Listed in the Conformed TIP?		
12. Are the Project Links and Connections Properly Coded in the Travel Demand Model?		
13. TIP Information		
14. Conformity Statement		
15. List of All Assumptions Used for Analysis		
16. Pertinent Correspondence		
17. List of Reference Materials		
s. SOCIAL ENVIRONMENT		
1. Comprehensive Plans		
2. List of Reference Materials Used for Social Environment Evaluations		
3. Environmental Justice Data		
u. LAND USE AND ZONING		
1. Land use plans (existing and future)		
2. Existing and Proposed Development Plans and Information		
3. Redevelopment Plans		
4. Recreation Plans		
5. Tax Maps		
6. Zoning Maps (existing and future)		
7. Pertinent Correspondence		
v. POPULATION AND HOUSING		
1. Census Data		
2. Relocation Assistance		
3. List of Reference Materials		
w. ECONOMY AND EMPLOYMENT		
1. Business Census Data		
2. Listing and Mapping of Area Local Employers		
3. Map of Commercial/Industrial Centers		
4. Economic Trends/Forecasts		
5. Business Displacements		
x. COMMUNITY FACILITIES		
1. Listing and Map of Area Community Facilities and Services		
2. Detailed Information on Each Facility		
3. Map of Service Areas for Facilities and Planned Expansion		

Topic	Adequately covered (Yes/ No/ NA)	Comments
y. COMMUNITY COHESION		
1. List and Map of Communities, Neighborhoods, Subdivisions		
2. Maps of Pedestrian Crosswalks and Walkways		
3. Detailed Information on Neighborhoods		
4. Residential Displacements		
z. VISUAL IMPACTS		
1. List/Map/Photos of Sensitive Receptors		
2. Impact Analysis		
3. Photo Simulations		
za. HISTORIC & ARCHEOLOGICAL RESOURCES		
1. List of Map of National Register of Historic places, Eligible or Listed Properties		
2. Literature Review		
3. Section 106 Consultation Initiation Letter to SHPO		
4. Section 106 Consultation Initiation Letter to ACHP		
5. APE Determination/Concurrence with SHPO Documentation		
6. Phase I History/Architecture Survey/Assessment Report		
7. Phase II History/Architecture Survey Assessment Report		
8. Letter of Submission of the Assessment Report to SHPO		
9. Documentation of Effect of the Preferred Alternative on Historic Resources		
10. Memorandum of Agreement/Programmatic Agreement		
11. Correspondence with Consulting Parties		
12. Correspondence from DC SHPO		
13. Correspondence from keeper of the National Register of Historic Places		
14. Correspondence from Advisory Council on Historic Preservation		
15. Correspondence to/from Section 106 Consulting Parties		
16. Consulting Parties Meeting Minutes		
zb. SECTION 4(f) EVALUATION		
1. Documentation of Nonapplicability		
2. Proposed Action		

Topic	Adequately covered (Yes/ No/ NA)	Comments
3. Identification of the Sec 4f Resources: <ul style="list-style-type: none"> a. Map b. Size c. Ownership d. Function of the resource/site e. Description and location of all existing and planned facilities (ball diamonds, tennis courts, etc.) f. Access (pedestrian, vehicular) g. Usage (approximate number of users/visitors, etc.). h. Relationship to other similarly used lands in the vicinity i. Applicable clauses affecting the ownership, such as lease, easement, covenants, restrictions, or conditions, including forfeiture j. Unusual characteristics of the Section 4(f) property (flooding problems, terrain conditions, or other features) that either reduce or enhance the value of all or part of the property. 		
4. Impacts on the 4f Resource/Property		
5. Avoidance Alternative (s) and Evaluation		
6. Minimization Alternative (s) and Evaluation		
7. Measures to Minimize Harm		
8. Sec 4f Evaluation Document		
9. Written Agreement or Letter from the Resource Owner Agreeing to the Evaluation and Mitigations Proposed		
10. 4f Programmatic Evaluation		
11. Property/Parcel Maps, Deeds		
12. Management Plans/Reports		
13. Temporary Use		
zc. SECONDARY AND CUMULATIVE IMPACTS		
1. Defined Study Area (space and time)		
2. Methodology/Parameters		
3. Secondary Impacts Analysis		
4. Cumulative Impacts Analysis		
5. Mitigation Strategies		
zd. OTHER TECHNICAL STUDIES		
1. Methodology		
2. Data		
3. Impact Analysis		
4. Mitigation		
5. Correspondence		

Topic	Adequately covered (Yes/ No/ NA)	Comments
ze. MITIGATION		
1. Conceptual Mitigation Plans		
2. Environmental Commitments Summary		
3. Environmental Plan Notes		
4. Federal Authorization Request/Approval		
zf. PERMITS & APPROVAL		
1. Identification of Types of Permits Needed		
2. Sec 404 Permit		
3. Sec 402 Permit		
4. Sec 401 WQC Permit		
5. Sec 10 Permit		
6. NPS Permits		
7. Other Permits		
zg. OTHERS		
zh. COMMENTS:		

Prepared By: _____

Name

Date

