

Document Release Notice

Document #:	ENV-02	Title:	Environmental Documentation Review and Submittal Process	
Current Revision #:	3	Type of Change:	<input type="checkbox"/> ORIG RELEASE <input checked="" type="checkbox"/> REVISION <input type="checkbox"/> ARCHIVE <input type="checkbox"/> OBSOLETE	
New Revision #:	4	DRN Number:	10899	<input type="checkbox"/> MAJOR <input checked="" type="checkbox"/> MINOR <input type="checkbox"/> ADMIN
Date Submitted:	10/31/2022	Document Type:	QMS Document - ENV	Choose from Drop Down Menu

Summary of Proposed Changes:







- Include paragraph numbers or other references & attach a copy of the new or revised documents
- For new documents, indicate "Original Release"

QMS Procedure "ENV-02", Revision 4 updates include: procedures, responsibilities and flowchart updates to coincide with procedures and responsibilities in the word document.

Reason for New Release / Revision / Obsolescence:

Revisions are needed to ENV-02 regarding procedure updates, responsibility updates and flowchart updates to coincide with word document updates.

Required Signatures:

Title	Printed Name	Signature	Date
Originator	Bryan Dennis		11/2/22
Subject Matter Expert	Julie Morse ^{CRAIG} HANCOCK		11-3-2022
NTTA Manager	Kelly Johnson		11/10/2022
PD Manager of Contracts	Ben King		02/06/23
Director of Project Delivery	Elizabeth Mow		3-7-23
Document Control/Quality Manager	Md Omar Faruk		4/4/2023

Proposed

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Title: Environmental Documentation Review and Submittal Process		

1.0 PURPOSE:

The purpose of this procedure is to define the process for the quality assurance/quality control (QA/QC) review and submittal of environmental documentation drafted by Environmental Consultants.

2.0 RESPONSIBILITIES:

- 2.1 **Assistant Executive Director of Infrastructure (AEDI)** - The AEDI shall be responsible for:
 - Approval of all NTTA environmental documents prior to Board and/or Federal/state approval, if necessary.
- 2.2 **Corridor Manager (CM)/Project Manager (PM)** - The CM or PM shall be responsible for:
 - Ensuring that the Planning Manager/Staff are overseeing the environmental requirements and deliverables for a project.
 - Providing the Planning Manager/Staff with the design details needed for environmental studies.
- 2.3 **Planning Manager** - The Planning Manager shall be responsible for:
 - Review of all NTTA environmental documents prior to AEDI review.
 - The NTTA's main point of contact with TxDOT and FHWA for environmental coordination, submittals, receipt of agency comments, and conflict resolution.
- 2.4 **Planning Staff** - The Planning Staff shall be responsible for:
 - Coordinating with the Environmental Consultant on technical issues and project deliverables.
 - Performing QA/QC reviews on environmental documentation and ensure that the Environmental Consultant follows the current guidance and procedures provided in the TxDOT Environmental Compliance Toolkits and completes the needed analyses, reports, and coordination required by Federal, state, and local laws, ordinances, and statutes.
 - Reviewing all submitted environmental documentation by the Environmental Consultant, provide comments, and coordinate with the Planning Manager to submit environmental documents to TxDOT and FHWA after comments have been addressed.
 - Providing technical expertise in the areas of biology, waters of the U.S. delineation and permitting, cultural resources, community impacts, indirect and cumulative impacts, traffic noise, air quality, and hazardous materials.
 - Facilitating communication between NTTA and Federal, state, and local agencies in order to expedite environmental coordination and clearance and the delivery of all projects.
- 2.5 **Environmental Consultant** - The Environmental Consultant shall be responsible for:
 - Preparing the appropriate level of environmental documentation and obtaining the necessary permits for environmental clearance as needed for project approval according to the TxDOT Environmental Compliance Toolkits. The Environmental Consultant's team shall consist of a Project Manager that

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oversees a team of planners and technical personnel in the development of the needed environmental documentation.

- Having adequate knowledge and experience in developing needed analyses and reports based on recent local standards.
- Maintaining the agreed upon schedule and submittal deadlines and respond to review comments by NTTA and other applicable agencies.
- Coordination with the Planning Manager/Staff on a regular basis regarding the development, status, scheduling, and review/approval of assigned environmental tasks.

2.6 NTTA Legal Counsel - Legal Counsel shall be responsible for:

- Performing legal sufficiency reviews of Environmental Impact Statement (EIS) documents prepared by NTTA.

3.0 SCOPE/APPLICABILITY:

This procedure applies to all NTTA corridors and projects.

4.0 REFERENCES:

- TxDOT Environmental Compliance Toolkits
<https://www.txdot.gov/inside-txdot/division/environmental/compliance-toolkits.html>
- FHWA Environmental Review Toolkit
<https://www.environment.fhwa.dot.gov/default.aspx>

5.0 DEFINITIONS & ACRONYMS:

N/A

6.0 PROCEDURES:

6.1 Environmental documentation shall be prepared in accordance with the TxDOT Environmental Compliance Toolkits.

6.2 Environmental Documentation Review and Submittal

6.2.1 Prior to initial submittal, all draft environmental documents shall undergo internal QA/QC by the Environmental Consultant's technical experts and Project Manager. Draft environmental documentation shall be submitted by the Corridor Manager/Project Manager or Environmental Consultant to the Planning Manager/Staff for review. All draft documentation submitted to the Planning Manager/Staff shall contain line numbers for ease of QA/QC review and comment preparation.

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- 6.2.2 The Planning Manager/Staff shall perform QA/QC reviews of environmental documents and provide comments to be addressed by the Environmental Consultant.
- 6.2.3 The Environmental Consultant shall address all comments utilizing environmental comment/response form, ENV-02-F1, and return the documentation to the Planning Manager/Staff for review. This process shall repeat until all comments have been effectively addressed.
- 6.2.4 Prior to each submittal, the Environmental Consultant shall review, sign, and date form ENV-02-F1 in the box entitled "QA/QC Compliance Statement" to ensure that the Project Manager has reviewed all comments and approved all responses and revisions made to the revised submittal. ENV-02-F1 forms submitted without the signature of the Environmental Consultant shall be considered incomplete by the Planning Manager/Staff. The Planning Manager/Staff shall return incomplete ENV-02-F1 forms to the Consultant and shall not begin the QA/QC review of the revised document until the form is signed and complete. Any schedule delays resulting from the submittal of an incomplete ENV-02-F1 form shall be the responsibility of the Environmental Consultant.
- 6.2.5 Once comment resolution is achieved, the Planning Staff shall coordinate with the Planning Manager to submit environmental documents to the appropriate state, Federal, or resource/regulatory agencies for review and approval. The Environmental Consultant shall not submit any environmental documentation directly to state, Federal, or resource/regulatory agencies.

7.0 REGULATORY REQUIREMENTS:

- NEPA of 1969, as amended
- 23 CFR 771, FHWA Regulations Implementing NEPA
- FHWA Technical Advisory T 6640.8A
- 40 CFR 1500-1508, Council of Environmental Quality (CEQ) Regulations
- 43 Texas Administrative Code, Chapter 2
- Fixing America's Surface Transportation (FAST) Act
- Moving Ahead for Progress in the 21st Century Act (MAP-21)
- Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)

8.0 RELATED BOARD POLICY:

N/A

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9.0 COMPONENT DOCUMENTS:

[ENV-02-F1](#) Environmental Comment/Response Form

10.0 FLOW CHART:

N/A

11.0 REVISION HISTORY:

Revision	Revised by:	Date Issued	DRN	Reason for Revision
0	Julie Morse	09/25/2008		Original Issue
1	Julie Morse	05/19/2010	10153	Refinement of QA/QC review process requirements
2	Md Omar Faruk	07/13/2010	10191	Deleted ENV-01-F2 and added ENV-02-F1 in 6.0 Procedures and 9.0 Component Documents.
3	Julie Morse	01/31/2020	10808	Global revision to state that NTTA follows the guidance and procedures in the TxDOT Environmental Compliance Toolkits. Omit references to archived NTTA Environmental Manual. Update position titles. Update references and regulatory requirements.
4	Julie Morse	TBD	TBD	Updated position titles and responsibilities.

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Resource: Environmental Management	Revision 34 Issue Date: 01/31/2020 TBD	Page 1 of 6
Title: Environmental Documentation Review and Submittal Process		

1.0 PURPOSE:

The purpose of this procedure is to define the process for the quality assurance/quality control (QA/QC) review and submittal of environmental documentation drafted by Environmental Consultants.

2.0 RESPONSIBILITIES:

- 2.1 ~~— Assistant Executive Director of Infrastructure (AEDI) - The AEDI shall be responsible for the approval;~~
 - Approval of all NTTA environmental documents prior to Board and/or Federal/state approval, if necessary.

- 2.2 ~~— Project Corridor Manager of Agency/Local Government Coordination—The (CM)/Project Manager of Agency/Local Government Coordination (PM) - The CM or PM shall be responsible for:~~
 - Ensuring that the Planning Manager/Staff are overseeing the environmental requirements and deliverables for a project.
 - Providing the Planning Manager/Staff with the design details needed for environmental studies.

- 2.3 ~~review~~ Planning Manager - The Planning Manager shall be responsible for:
 - Review of all NTTA environmental documents prior to AEDI review. ~~The Project Manager of Agency/Local Government Coordination shall be the~~
 - The NTTA's main point of contact with TxDOT and FHWA for environmental coordination, submittals, receipt of agency comments, and conflict resolution.

- 2.3 ~~— NTTA Legal Counsel—Legal Counsel shall be responsible for performing legal sufficiency reviews of NTTA environmental documents.~~

- 2.4 ~~— Planning Staff - The Planning Staff shall be responsible for:~~
 - Coordinating with the Environmental Manager—The Environmental Manager shall be responsible for performing Consultant on technical issues and project deliverables.
 - Performing QA/QC reviews on environmental documentation and shall ensure that the Environmental Staff follow ~~JK11 MJ2~~ Consultant follows the current guidance and procedures provided in the TxDOT Environmental Compliance Toolkits and ~~complete~~ completes the needed analyses, reports, and coordination required by Federal, state, and local laws, ordinances, and statutes. The Environmental Manager shall also review all submitted environmental documentation, provide comments, and coordinate with the Project Manager of Agency/Local Government Coordination to submit environmental documents to TxDOT and FHWA after comments have been addressed.

- 2.5 — Interagency Liaison—The Interagency Liaison shall be responsible for facilitating Reviewing all submitted environmental documentation by the Environmental Consultant, provide comments, and coordinate with the Planning Manager to submit environmental documents to TxDOT and FHWA after comments have been addressed.

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- Providing technical expertise in the areas of biology, waters of the U.S. delineation and permitting, cultural resources, community impacts, indirect and cumulative impacts, traffic noise, air quality, and hazardous materials.
- Facilitating communication between NTTA and Federal, state, and local agencies in order to expedite environmental coordination and clearance and the delivery of all projects.

~~2.6 — Lead Environmental Planner — The Lead Environmental Planner shall be responsible for coordinating with the Corridor Manager/Project Manager and Environmental Consultant on the environmental issues and deliverables for a specific project. The Lead Environmental Planner shall be responsible for managing day to day environmental activities for a corridor project, drawing upon the Environmental Resource Pool, reviewing work performed by the Environmental Consultant, and preparing environmental documentation as needed. The Lead Environmental Planner shall ensure that environmental procedures adhere to the TxDOT Environmental Compliance Toolkits and that all analyses shall be done to current industry standards.~~

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~~2.7 Environmental Resource Pool – The Environmental Resource Pool shall be responsible for being familiar with current Federal, state, and local laws, regulations, statutes and ordinances that affect their particular discipline. The Environmental Resource Pool shall provide expertise in reviews of environmental documentation in the areas of environmental document preparation, technical QA/QC, biology, cultural resources, community planning, indirect and cumulative impacts, traffic noise, air quality, hazardous materials, wetland permitting, and storm water permitting.~~

~~2.8 Corridor Manager/Project Manager – The Corridor Manager/Project Manager shall be responsible for ensuring that the Environmental Manager and Lead Environmental Planner are overseeing the environmental requirements and deliverables for a project. The Corridor Manager/Project Manager shall provide the Environmental Manager and Lead Environmental Planner with the design details needed for environmental studies. The Corridor Manager/Project Manager shall perform a final QA/QC review of environmental documents prior to submittal to NTTA, TxDOT, or FHWA.~~

~~2.9 Environmental Consultants – Environmental Consultants shall be responsible for preparing~~2.5 Environmental Consultant - The Environmental Consultant shall be responsible for:

- Preparing the appropriate level of environmental documentation and obtaining the necessary permits for environmental clearance as needed for project approval according to the TxDOT Environmental Compliance Toolkits. The Environmental Consultant's team shall consist of a Project Manager that oversees a team of planners and technical personnel in the development of the needed environmental documentation. ~~The team shall have~~
- Having adequate knowledge and experience in developing needed analyses and reports based on recent local standards. ~~The Environmental Consultant shall maintain~~
- Maintaining the agreed upon schedule and submittal deadlines and respond to review comments by NTTA and other applicable agencies. ~~The Environmental Consultant shall coordinate~~
- Coordination with the ~~Environmental Planning Manager and Lead Environmental Planner/Staff~~ on a regular basis regarding the development, status, scheduling, and review/approval of assigned environmental tasks.

~~2.6 NTTA Legal Counsel - Legal Counsel shall be responsible for:~~

- Performing legal sufficiency reviews of Environmental Impact Statement (EIS) documents prepared by NTTA.

3.0 SCOPE/APPLICABILITY:

This procedure applies to all NTTA corridors and projects.

4.0 REFERENCES:

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5.0 DEFINITIONS & ACRONYMS:

6.0 PROCEDURES:

6.1 Environmental documentation shall be prepared in accordance with the TxDOT Environmental Compliance Toolkits.

6.2 Environmental Documentation Review and Submittal

6.2.1 Prior to initial submittal, all draft environmental documents shall undergo internal QA/QC by the Environmental Consultant's technical experts and Project Manager. Draft environmental documentation shall be submitted by the Corridor Manager/Project Manager or Environmental Consultant to the ~~Environmental Planning~~ Manager/Staff for review. All draft documentation submitted to the ~~Environmental Planning~~ Manager/Staff shall contain line numbers for ease of QA/QC review and comment preparation.

6.2.2 The ~~Environmental Planning~~ Manager ~~and the Environmental Resource Pool~~/Staff shall perform QA/QC reviews of environmental documents and provide comments to be addressed by the Environmental Consultant.

6.2.3 The Environmental Consultant shall address all comments utilizing environmental comment/response form, ENV-02-F1, and return the documentation to the ~~Environmental Planning~~ Manager/Staff for review. This process shall repeat until all comments have been effectively addressed.

6.2.4 Prior to each submittal, the Environmental ~~Consultant's Project Manager~~ Consultant shall review, sign, and date form ENV-02-F1 in the box entitled "QA/QC Compliance Statement" to ensure that the Project Manager has reviewed all comments and approved all responses and revisions made to the revised submittal. ENV-02-F1 forms submitted without the signature of the Environmental ~~Consultant's Project Manager~~ Consultant shall be considered incomplete by the ~~Environmental Planning~~ Manager/Staff. ~~The Planning~~ Manager ~~The Environmental Manager~~/Staff shall return incomplete ENV-02-F1 forms to the Consultant and shall not begin the QA/QC review of the revised document until the form is signed and complete. Any schedule delays resulting from the submittal of an incomplete ENV-02-F1 form shall be the responsibility of the Environmental Consultant.

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6.2.5 Once comment resolution is achieved, the ~~Environmental Manager~~ Planning Staff shall coordinate with the ~~Project Planning Manager of Agency/Local Government Coordination~~ to submit environmental documents to the appropriate state, Federal, or resource/regulatory agencies for review and approval. The Environmental Consultant shall not submit any environmental documentation directly to state, Federal, or resource/regulatory agencies.

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8.0 RELATED BOARD POLICY:

N/A

9.0 COMPONENT DOCUMENTS:

ENV-02-F1 Environmental Comment/Response Form

10.0 FLOW CHART:

N/A

11.0 REVISION HISTORY:

Revision	Revised by:	Date Issued	DRN	Reason for Revision
0	Julie Morse	09/25/2008		Original Issue
1	Julie Morse	05/19/2010	10153	Refinement of QA/QC review process requirements
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NORTH TEXAS TOLLWAY AUTHORITY

QMS MANUAL
Procedure Definition

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11.0 FLOWCHART:

N/A

<u>4</u>	<u>Julie Morse</u>	<u>TBD</u>	<u>10899</u>	<u>Updated position titles and responsibilities.</u>
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1.0 PURPOSE:

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- 2.1 Assistant Executive Director of Infrastructure (AEDI) - The AEDI shall be responsible for the approval of all NTTA environmental documents prior to Board and/or Federal/state approval, if necessary.
 - 2.2 Project Manager of Agency/Local Government Coordination - The Project Manager of Agency/Local Government Coordination shall be responsible for the review of all NTTA environmental documents prior to AEDI review. The Project Manager of Agency/Local Government Coordination shall be the NTTA's main point of contact with TxDOT and FHWA for environmental coordination, submittals, receipt of agency comments, and conflict resolution.
 - 2.3 NTTA Legal Counsel - Legal Counsel shall be responsible for performing legal sufficiency reviews of NTTA environmental documents.
 - 2.4 Environmental Manager - The Environmental Manager shall be responsible for performing QA/QC reviews on environmental documentation and shall ensure that Environmental Staff follow the guidance and procedures provided in the TxDOT Environmental Compliance Toolkits and complete the needed analyses, reports, and coordination required by Federal, state, and local laws, ordinances, and statutes. The Environmental Manager shall also review all submitted environmental documentation, provide comments, and coordinate with the Project Manager of Agency/Local Government Coordination to submit environmental documents to TxDOT and FHWA after comments have been addressed.
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- 2.7 Environmental Resource Pool – The Environmental Resource Pool shall be responsible for being familiar with current Federal, state, and local laws, regulations, statutes and ordinances that affect their particular discipline. The Environmental Resource Pool shall provide expertise in reviews of environmental documentation in the areas of environmental document preparation, technical QA/QC, biology, cultural resources, community planning, indirect and cumulative impacts, traffic noise, air quality, hazardous materials, wetland permitting, and storm water permitting.
- 2.8 Corridor Manager/Project Manager - The Corridor Manager/Project Manager shall be responsible for ensuring that the Environmental Manager and Lead Environmental Planner are overseeing the environmental requirements and deliverables for a project. The Corridor Manager/Project Manager shall provide the Environmental Manager and Lead Environmental Planner with the design details needed for environmental studies. The Corridor Manager/Project Manager shall perform a final QA/QC review of environmental documents prior to submittal to NTTA, TxDOT, or FHWA.
- 2.9 Environmental Consultants - Environmental Consultants shall be responsible for preparing the appropriate level of environmental documentation and obtaining the necessary permits for environmental clearance as needed for project approval according to the TxDOT Environmental Compliance Toolkits. The Environmental Consultant’s team shall consist of a Project Manager that oversees a team of planners and technical personnel in the development of the needed environmental documentation. The team shall have adequate knowledge and experience in developing needed analyses and reports based on recent local standards. The Environmental Consultant shall maintain the agreed upon schedule and submittal deadlines and respond to review comments by NTTA and other applicable agencies. The Environmental Consultant shall coordinate with the Environmental Manager and Lead Environmental Planner on a regular basis regarding the development, status, scheduling, and review/approval of assigned environmental tasks.

3.0 SCOPE/APPLICABILITY:

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4.0 REFERENCES:

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5.0 DEFINITIONS & ACRONYMS:

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6.0 PROCEDURES:

6.1 Environmental documentation shall be prepared in accordance with the TxDOT Environmental Compliance Toolkits.

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6.2.2 The Environmental Manager and the Environmental Resource Pool shall perform QA/QC reviews of environmental documents and provide comments to be addressed by the Environmental Consultant.

6.2.3 The Environmental Consultant shall address all comments utilizing environmental comment/response form, ENV-02-F1, and return the documentation to the Environmental Manager for review. This process shall repeat until all comments have been effectively addressed.

6.2.4 Prior to each submittal, the Environmental Consultant's Project Manager shall review, sign, and date form ENV-02-F1 in the box entitled "QA/QC Compliance Statement" to ensure that the Project Manager has reviewed all comments and approved all responses and revisions made to the revised submittal. ENV-02-F1 forms submitted without the signature of the Environmental Consultant's Project Manager shall be considered incomplete by the Environmental Manager. The Environmental Manager shall return incomplete ENV-02-F1 forms to the Consultant and shall not begin the QA/QC review of the revised document until the form is signed and complete. Any schedule delays resulting from the submittal of an incomplete ENV-02-F1 form shall be the responsibility of the Environmental Consultant.

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7.0 REGULATORY REQUIREMENTS:

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- Moving Ahead for Progress in the 21st Century Act (MAP-21)
- Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)

8.0 RELATED BOARD POLICY:

N/A

9.0 COMPONENT DOCUMENTS:

[ENV-02-F1](#) Environmental Comment/Response Form

10.0 REVISION HISTORY:

Revision	Revised by:	Date Issued	DRN	Reason for Revision
0	Julie Morse	09/25/2008		Original Issue
1	Julie Morse	05/19/2010	10153	Refinement of QA/QC review process requirements
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11.0 FLOWCHART:

N/A