

P6 Team Member Guide

Last Updated: 11/21/2024



NEPA/GEPA	Ecology	History	Archaeology	Air/Noise
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NEPA/GEPA P6 Activities

P6 #	Activity Description	Duration	Action Required
Public Involvement (100 days Total)			
Concept 09503 Prelim Plans 09032	Environmental Preparation for PIOH (with steps) <i>Applicable Tasks (3 Steps)</i> <ul style="list-style-type: none"> Prepare Advertisement Prepare Handout Dry Run Held 	70 days	“Click START” once the PIOH process has begun
			Click “✓” once the Dry Run has been held
09300	Public Information Open House Held	0 days (Milestone Activity)	Click “✓” once the PIOH has been held
Environmental Resource Identification (185 –245 days)			
11412	Receive Environmental Study Layout/Start Environmental Studies	5 days	Click “ START ” when you have received all adequate information from PM to begin Studies Request. (in-house staff) The duration set by the P6 Schedule is allotted for the NEPA Analyst to obtain any additional information immediately upon being assigned a project or when the request has been routed to you.
			Click “✓” once the Studies Request has been transmitted.
11499	Environmental Resource Identification Complete	0 days (Milestone Activity)	Click “✓” once the last survey report has been approved by the specialists and resources (as appropriate) have been transmitted to Design.
Technical Studies (120 days)			
13417	Receive Preliminary Plans to Begin Technical Studies	0 days (Milestone Activity)	Click “✓” once the least damaging alternative and appropriate avoidance and mitigation measures have been taken into account by Design. The PM will provide OES with preliminary plans to begin Assessment of Effects by the SME’s.
13499	Environmental Technical Studies Complete	0 days (Milestone Activity)	Click “✓” once the last Agency Concurrence has been received by OES.

P6 #	Activity Description	Duration	Action Required
NEPA Document (150 days) EA			
14323	<p>Prepare EA and Review (with steps)</p> <p><i>Applicable tasks (3 Steps)</i></p> <ul style="list-style-type: none"> • Prepare EA • Prepare 4(f) if needed • GDOT Review of Draft EA 	60 days	Click “START” when you have begun preparing the NEPA Document (EA)
14327	Receive Local/Consultant EA	0 days (Milestone Activity)	If the project is consulted out, click “✓” when you have received the completed document from the consultant, If In-House, click “✓” when the first draft has been provided to Manager for review.
14328	Review EA	30 days	Click “START” when the GDOT review period of the document has started. Click “✓” once the GDOT review period of the NEPA document has been completed.
14329	Submit EA	0 days (Milestone Activity)	Click “✓” once the document has been submitted to FHWA.
14333	FHWA Review of EA & Approval to Advance to Public Hearing (with steps)	60 days (add 40 if 4(f))	Click “START” once the document has been submitted to FHWA. Click “✓” once the document has been approved by FHWA.
NEPA Document (150 days) Revised EA/FONSI			
14423	<p>Prepare Revised EA/FONSI and Review (with steps)</p> <p><i>Applicable tasks (3 Steps)</i></p> <ul style="list-style-type: none"> • Prepare Revised EA/FONSI • Prepare revised 4(f) if needed • GDOT Review of Revised EA/FONSI 	60 days	Click “START” when you have begun preparing the NEPA Document (EA)

P6 #	Activity Description	Duration	Action Required
14427	Receive Local/Consultant Revised EA/FONSI	0 days (Milestone Activity)	If the project is consulted out, click “✓” when you have received the completed document from the consultant, If In-House, click “✓” when the first draft has been provided to Manager for review.
14428	Review Revised EA/FONSI	30 days	Click “ START ” when the GDOT review period of the document has started.
			Click “✓” once the GDOT review period of the NEPA document has been completed.
14429	Submit Revised EA/FONSI to FHWA	0 days (Milestone Activity)	Click “✓” once the document has been submitted to FHWA.
14433	FHWA Review of Revised EA/FONSI & Approval to Advance to Public Hearing (with steps)	60 days (add 40 if 4(f))	Click “ START ” once the document has been submitted to FHWA.
			Click “✓” once the document has been approved by FHWA.
NEPA Document (150 days) (CE)			
14523	<p>Prepare CE and Review (with steps)</p> <p><i>Applicable tasks (3 Steps)</i></p> <ul style="list-style-type: none"> • Prepare CE • Prepare CE 4(f) if needed • GDOT Review of CE 	60 days	Click “ START ” when you have begun preparing the NEPA Document (Draft EA)
14527	Receive Local/Consultant CE	0 days (Milestone Activity)	If the project is consulted out, click “✓” when you have received the completed document from the consultant, If In-House, click “✓” when the first draft has been provided to Manager for review.
14528	Review CE	30 days	Click “ START ” when the GDOT review period of the document has started.
			Click “✓” once the GDOT review period of the NEPA document has been completed.
14529	Submit CE to FHWA	0 days (Milestone Activity)	Click “✓” once the document has been submitted to FHWA.

P6 #	Activity Description	Duration	Action Required
14533	FHWA Review of CE (if 4F: advance to legal review)	60 days (add 40 if 4(f))	Click "START" once the document has been submitted to FHWA.
			Click "✓" once the document has been approved by FHWA.
Public Hearing Open House (PHOH) (60 days)			
14343	Prepare For and Conduct PHOH (with steps) <i>Applicable tasks (5 Steps)</i> <ul style="list-style-type: none"> Order Signs Prepare Advertisement Prepare Handout Dry Run Held Confirm Ad Publication 	30 days	Click "START" once the PHOH process has begun.
			Click "✓" once the Dry Run has been held.
14347	Public Hearing Held	0 days (Milestone Activity)	Click "✓" once the Dry Run has been held.
14352	Respond to PHOH Comments	30 days	Click "START" when you begin coordinating with OPD/ Design to draft Response Letter.
			Click "✓" when the Response Letter has been mailed to commenters.
Environmental Certification for ROW Authorization			
18112	Received Revised Plans and Change Form (If changes made as a result of PFPR, circulate to Env. Team)	5 days	Click "START" when you receive a Project Change Request to Assess Potential Impacts (PCRAPI) form from Design/PM.
			Click "✓" when the PCRAPI form has been transmitted to the SME's.
70300	Environmental Certification for ROW Authorization Complete	5 days	Click "START" once the project is ready to be certified for ROW.
			Click "✓" when the project has been certified for ROW.
Environmental Revaluation and Certification for Let (80-90 days)			
18712	Received Revised Plans and Change Form (If changes made as a result of	20 days	Click "START" when you receive a Project Change Request to Assess Potential Impacts (PCRAPI) form from Design/PM.

P6 #	Activity Description	Duration	Action Required
	PFPR, circulate to Env. Team)		Click “✓” when the PCRAPI form has been transmitted to the SME’s.
18723	Environmental Certification for ROW Authorization Complete	20 days	Click “ START ” when you have began preparing the Environmental Revaluation for Let.
			Click “✓” when the Environmental Revaluation is ready to be submitted to FHWA.
18727	Submit Environmental Revaluation to FHWA	0 days (Milestone Activity)	Click “✓” when the Environmental Revaluation has been submitted to FHWA.
18732	FHWA Approval of Revaluation	20 days	Click “ START ” when you have transmitted the Environmental Revaluation to FHWA for Review.
			Click “✓” when the Environmental Revaluation has been approved by FHWA.
95200	Environmental Certification for Let Complete	10 days	Click “ START ” when the document is prepared to be Certified for Let.
			Click “✓” when the Certification for Let has been completed..

Ecology P6 Activities

P6 #	Activity Description	Duration	Action Required
Resource Identification			
Ecology Survey (120-240 days total)			
11413	Conduct Ecology Survey (with steps) non-seasonal <ul style="list-style-type: none"> Conduct Background Research & Early Coordination Conduct Ecology Survey for Protected Water & Habitats USACE & EPD Field Visits (if needed) Prepare ERSR 	60 days	Click “START” once the Ecologist has received all required items (ESB, etc) to begin conducting field surveys/ screenings.
			Click “✓” (to indicate the activity is complete) once the survey report has been drafted and is ready to be submitted for review.
11414	Conduct Ecology Survey for Seasonal Species	240 days	Click “START” once the Ecologist has received all required items (ESB, etc.) to begin conducting field surveys/screenings.
			Click “✓” (to indicate the activity is complete) once the survey report is approved and delineations have been sent to design.
11424	Conduct Ecology Survey for 2nd Seasonal Species (11434 for 3rd Seasonal Species and 11444 for 4th Seasonal Species)	60 days	Click “START” once the Ecologist has received all required items (ESB, etc.) to begin conducting field surveys/screenings.
			Click “✓” (to indicate the activity is complete) once the survey report is approved and delineations have been sent to design.
11447	Receive Local/Consultant or review in-house Ecology Survey	0 days (Milestone activity)	Click “✓” (to indicate the activity is complete) when v1 of the survey report has been submitted to GDOT for review. For in-house projects, click “✓” once v1 of the survey report is submitted to a GDOT Ecology manager for first review.
11448	Review and Accept Ecology Survey <ul style="list-style-type: none"> GDOT Review of ERSR Submit Ecology Resource Boundaries to PM/Design etc. 	60 days	Click “START” once the in-house SME has received v1 of the survey report for review. For in-house projects, click “✓” once v1 of the survey report is submitted to a GDOT Ecology manager for first review.
			Click “✓” (to indicate the activity is complete) once the survey report is approved and delineations have been sent to design.

P6 #	Activity Description	Duration	Action Required
Technical Studies			
Agency Consultation for Ecology (120 days total)			
13472	Conduct Agency Consultation for Ecology <ul style="list-style-type: none"> Any required agency consultations Agency reviews/concurrences 	40 days	Click "START" once the Ecologist has received all required items to begin assessing impacts and conducting agency coordination/consultations.
			Click "✓" (to indicate the activity is complete) when agency consultations are complete.
13463	Prepare Assessment of Effects (AOE) for Ecology (with steps) <ul style="list-style-type: none"> Prepare AOER, BE or BA Submit AOER to FHWA, other agencies for review/ concurrence 	40 days	Click "START" once the Ecologist has received all required items to begin preparing the AOE.
			Click "✓" (to indicate the activity is complete) when the AOE has been drafted and is ready to submit for GDOT review. For in-house projects, click "✓" once the AOE is drafted and ready to submit to an Ecology manager for first review.
13467	Receive Local/Consultant AOE for Ecology	0 days (Milestone activity)	Click the "✓" (to indicate the activity is complete) when v1 of the AOE has been submitted to GDOT for review. For in-house projects, click "✓" once v1 of the AOE is submitted to a GDOT Ecology manager for first review.
13468	Review and Accept AOE – Ecology <ul style="list-style-type: none"> Receipt of required agency concurrences GDOT Review and approval of AOE 	40 days	Click "START" once the in-house SME has received v1 of the AOE for review.
			Click "✓" (to indicate the activity is complete) once the AOE is approved and appropriate agency concurrences have been received.
Re-evaluation/Preparation for Let			
Permits (65 or 100 days total)			
88222	OES Receives and Reviews Plans for Applications <ul style="list-style-type: none"> Receipt of LD plans Any necessary coordination with design to reconcile LD plan discrepancies 	10 days	Click "START" once you have received LD plans
			Click "✓" (to indicate the activity is complete) once you have reviewed the LD plans for discrepancies/changes and addressed any issues with the plans.

P6 #	Activity Description	Duration	Action Required
88233	<p>Complete 404 Permit (with steps)</p> <ul style="list-style-type: none"> • 404 Permit Application Preparation • 404 Permit Application GDOT Review • 404 Permit Submission • 404 Permit Review by Resource Agency • USACE Public Notice (PCN or JPN) • USACE Prepares and Issues 404 Permit • Purchase of 404 Mitigation Credits 	<p>NWP/RP= 65 days IP = 100 days</p>	<p>Click “START” when you have begun preparing the 404-permit application.</p>
			<p>Click “✓” (to indicate the activity is complete) when you have received the 404-permit authorization and mitigation credits have been purchased.</p>
88253	<p>Prepare Buffer Variance (with steps)</p> <ul style="list-style-type: none"> • Prepare BV Application • GDOT Review of BV Application • Submit BV Application to EPD • BV Public Notice 	<p>85 days</p>	<p>Click “START” once you have begun preparing the buffer variance application.</p>
			<p>Click “✓” (to indicate the activity is complete) once you have received the buffer variance and mitigation credits have been purchased.</p>
Update Environmental Studies for CST Authorization (20 days total)			
18814	<p>Update Ecology Studies</p>	<p>20 days</p>	<p>Click “START” when you have received the information needed to update ecology studies/prepare for the Ecology addendum closer to let.</p>
			<p>Click “✓” (to indicate the activity is complete) when the addendum has been approved by GDOT and agency concurrence has been provided (as necessary).</p>

History P6 Activities

P6 #	Activity Description	Duration	Action Required
Resource Identification			
History Survey (120 days Total)			
11453	Conduct History Survey (with steps) <u>Applicable tasks (7 Steps)</u> <ul style="list-style-type: none"> Conduct Background Research & Early Coordination Conduct History Survey Write History Survey Report Submit History Survey Boundaries to PM/Design 	60 days	Click “START” once the Historian has received all required items to begin surveys. In-house OES Staff: this activity begins with the receipt of Request for Resource Identification form from NEPA.
			Click “✓” once the History Report has been completed and boundaries have been submitted to the Design.
11457	Receive Local/Consultant History Survey	0 days (Milestone Activity)	Click “✓” when you have received the consultant survey report for review. For in-house projects, click “✓” when the document is provided to your manager.
11458	Review and Accept History Survey <ul style="list-style-type: none"> GDOT Review of History Survey Report Submit History Survey Report to SHPO SHPO Review and Concurrence 	60 days	Click “START” once the in-house SME has received v1 of the survey report for review. For in-house projects, click “✓” once v1 of the survey report is submitted to a GDOT History manager for first review.
			Click “✓” (to indicate the activity is complete) once the survey report is approved and delineations have been sent to design.
Technical Studies			
Cultural Resources Assessment of Effects (AOE) (120 days Total)			
<i>*The historian and archaeologist will determine responsibility for activities 13473 and 13477 listed below</i>			
13473	Conduct Section 106 Consultation (with steps)	40 days	Click “START” when you have started preparing the Assessment of Effects Report.

P6 #	Activity Description	Duration	Action Required
	<u>Applicable tasks (6 Steps)</u> <ul style="list-style-type: none"> Conduct Prepare AOE (& MOA, if needed) 		Click “✓” once the AOE has been drafted and is ready for GDOT/manager review.
13477	Receive Local/Consultant Assessment of Effects (AOE)	0 days (Milestone Activity)	Click “✓” when you have received the consultant survey report for review. For in-house projects, click “✓” when you have provided the document to your manager.
13478	Review and Accept AOE—History <ul style="list-style-type: none"> GDOT Review of AOE (& MOA) Submit AOE (& MOA) to SHPO SHPO Review and Concurrence ACHP Review (only if adverse impact) MOA Ratification (only if adverse impact) 	80 days	<p>If there are no adverse impacts, Click the checkmark when you have received concurrence from SHPO.</p> <p>If there are adverse impacts, Click the checkmark when the MOA is ratified.</p>
Revaluation/Preparation for Let			
Update Environmental Studies for CST Authorization (20 days Total)			
18854	Update History Studies	20 days	<p>Click “START” when you have received the information needed to update History studies/prepare the History addendum closer to Let.</p> <p>Click “✓” when addendum has been approved by GDOT and concurred with by SHPO as necessary.</p>

Archaeology P6 Activities

P6 #	Activity Description	Duration	Action Required
Resource Identification			
Ecology Survey (120-240 days total)			
11463	Conduct Archaeology Survey (with steps) <ul style="list-style-type: none"> Conduct Background Research & Phase I Field Work Conduct Phase I Testing Prepare Archaeology Survey Report GDOT Review of Archaeology Survey Report Submit Archaeology Draft Survey Report to SHPO Final Submission of Archaeology Survey Report SHPO Review and Concurrence Submit Archaeology Survey Boundaries to PM 	60 days	<p>Click "START" once the Archaeologist receives the Request for Technical Studies from NEPA.</p> <p>Click "FINISH" once the Archaeology Report has been completed and boundaries have been submitted to the PM.</p>
11467	Receive Local/Consultant Archaeology Survey	0 days <i>(Milestone Activity)</i>	Click "FINISH" once the Archaeology Survey is received by OES.
11468	Review and Accept Archaeological Survey	60 days	<p>Click "START" once the in-house SME has received v1 of the Archaeological Survey for review.</p> <p>Click "✓" (to indicate the activity is complete) once the Archaeological Survey is approved and appropriate agency concurrences have been received.</p>
Cultural Resources Assessment of Effects (AOE) (120 days Total)			
13453	Conduct Section 106 Consultation (with steps) <ul style="list-style-type: none"> Prepare AOE (& MOA, if needed) GDOT Review of AOE (& MOA) to SHPO SHPO Review and Concurrence 	40 days	Click "START" when you have started preparing the Assessment of Effects Report.

P6 #	Activity Description	Duration	Action Required
	<ul style="list-style-type: none"> • ACHP Review (only if adverse impact) • MOA Ratification (only if adverse impact) 		<p>If there are no adverse impacts, click “FINISH” when you have received concurrence from SHPO.</p> <p>If there are adverse impacts, click “FINISH” when the MOA is ratified.</p>
13457	Receive Local/Consultant Assessment of Effects (AOE)	0 days <i>(Milestone Activity)</i>	Click “ FINISH ” once the AOE is received by OES.
13458	Review and Accept AOE	80 days	<p>Click “START” once the in-house SME has received v1 of the AOE for review.</p> <p>Click the “✓” (to indicate the activity is complete) once the AOE is approved and appropriate agency concurrences have been received.</p>
<i>Update Environmental Studies for CST Authorization (20 days Total)</i>			
18864	Update Archaeology Studies	20 days	<p>Click “START” when you have started preparing the Archaeology Addendum.</p> <p>Click “FINISH” when you have received concurrence from SHPO.</p>

Air/Noise P6 Activities

P6 #	Activity Description	Duration	Action Required
<i>Technical Studies</i>			
13483	Conduct Noise Analysis <ul style="list-style-type: none"> Field Work, Run Noise Model; Study Noise Abatement Measures, Prepare Noise Analysis Report, Submit Noise Wall Envelopes to Design, PM and Bridge Design, (Predecessor: Receive Technical Studies Request from NEPA (In-house)) 	40 days	Click "START" when received all required items to begin Noise Assessment.
			Click "✓" when Noise Assessment has been drafted and is ready to submit for review.
13487	Receive Local/Consultant Noise Analysis	0 days (Milestone Activity)	Click "✓" when you have received the consultant document for review. For in-house projects, click "✓" when you have provided the document to your manager.
13488	Review and Accept Noise Analysis <ul style="list-style-type: none"> GDOT Review and approval of Noise analysis Report 	80 days	Click "START" once the in-house SME has received v1 of the noise report.
			Click "✓" when Noise Assessment is GDOT approved and transmitted to FHWA (as necessary).
13493	Conduct Air Analysis <ul style="list-style-type: none"> Determine Level of Air Analysis, Run Air Quality Model, Prepare Air Quality Report, (Predecessor: Receive Technical Studies Request from NEPA (In-House)) 	40 days	Click "START" when received all required items to begin Air Assessment.
			Click "✓" when the Air quality analysis has been drafted and is ready to submit for review.
13497	Receive Local/Consultant Air Analysis	0 days (Milestone activity)	Click "✓" when you have received the consultant document for review. For in-house projects, click "✓" once you have provided the document to your manager.
13498	Review and Accept Air quality Analysis <ul style="list-style-type: none"> GDOT Review and approval of Air Quality Report 	80 days	Click "START" once the in-house SME has received v1 of the Air quality analysis.
			Click "✓" When the Air quality analysis is GDOT approved and transmitted to FHWA (as necessary).

P6 #	Activity Description	Duration	Action Required
<i>Revaluation for Let</i>			
18884	<p>Update Noise Assessments and Public Outreach</p> <p><u>Applicable Tasks (5 Steps)</u></p> <ul style="list-style-type: none"> • Contact Property Owners • Send Surveys to Property owners • Schedule meeting with Property Owners • Receive Surveys from Property Owners • Send Results to Property Owners. 	20 days	<p>Click “START” when you have received the information needed to update noise assessments and conduct public outreach (if necessary) prior to Let.</p>
			<p>Click “✓” when the Noise Memo/ Addendum etc. has been completed.</p>
18894	<p>Update Air Quality Analysis</p> <p>(Predecessor: Receive Project Change Request form from NEPA or complete No Change Memo)</p>	20 days	<p>Click “START” when you have received the information needed to update air quality analysis prior to Let.</p>
			<p>Click “✓” when the Air Addendum/Memo has been completed.</p>