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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 (AED) of Project Delivery - The AED shall be responsible for the approval of all NTTA environmental documents prior to Board Approval.
  - 2.2 Director of Project Delivery (DPD) - The Director of Project Delivery shall be responsible for review of all NTTA environmental documents prior to Board and/or Federal/state approval. The DPD 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 procedures established in the NTTA *Environmental Manual* 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 Director of Project Delivery 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 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 NTTA *Environmental Manual* 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 the appropriate level of environmental documentation and obtaining the necessary permits for environmental clearance as needed for project approval according to the NTTA *Environmental Manual*. 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:**

This procedure applies to all NTTA corridors and projects.

**4.0 REFERENCES:**

- NTTA *Environmental Manual*

**5.0 DEFINITIONS & ACRONYMS**

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**6.0 PROCEDURES:**

6.1 Environmental documentation shall be prepared in accordance with the NTTA *Environmental Manual*.

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 Manager for review. All draft documentation submitted to the Environmental Manager shall contain line numbers for ease of QA/QC review and comment preparation.
  - 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 from associates 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.
  - 6.2.5 Once comment resolution is achieved, the Environmental Manager shall coordinate with the DPD 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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## 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
- 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	<a href="#">10153</a>	Refinement of QA/QC review process requirements
2	Md Omar Faruk	07/13/2010	<a href="#">10191</a>	Deleted ENV-01-F2 and added ENV-02-F1 in 6.0 Procedures and 9.0 Component Documents.

## 11.0 FLOWCHART:

Refer to the environmental documentation approval process flow charts in Ch. 3 of the *NTTA Environmental Manual*.