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100.01 Introduction

The WSDOT *Environmental Procedures Manual* (EPM) M 31-11 is a major component of the WSDOT Environmental Management System, and it provides guidance for complying with federal, state, and local environmental laws and regulations, environmental executive orders, and WSDOT policy during all phases of the Washington State Department of Transportation (WSDOT) Transportation Decision-Making Process. This process includes Transportation Planning, Project Scoping and Programming, Design and Environmental Review, Environmental Permitting and PS&E (Plans, Specifications, and Estimates), Construction, Maintenance and Operations, and Property Management. More information on the WSDOT Environmental Management System (EMS), and a link to a WSDOT Environmental Policy Statement (issued by executive order), are available at:

 <http://www.wsdot.wa.gov/Environment/EMS/>

The manual applies to facilities that are owned and operated by the WSDOT: the state highway system, ferry system, statewide airport system, state-sponsored rail system, and maintenance facilities. Cities, counties, other local agencies and private transportation entities may also use the EPM for guidance on their transportation facilities, either voluntarily or as required under WSDOT's *Local Agency Guidelines* M 36-63.

The intended users of the manual are WSDOT staff, consultants working on WSDOT projects, and other state and local agency staff working on transportation-related facilities. The manual is primarily a technical resource focused on the “how to” of environmental review and permitting as required by the National Environmental Policy Act (NEPA) and State Environmental Policy Act (SEPA) and other laws and regulations. In addition to technical guidance, the manual provides background information on environmental laws and regulations, executive orders, interagency agreements, and WSDOT policy statements to aid in interpreting the numerous mandates.

*Web sites and navigation referenced in this chapter are subject to change. For the most current links, please refer to the online version of the EPM, available through the WSDOT Environmental Services Office (ESO) home page: <http://www.wsdot.wa.gov/environment/>

Understanding a law's history and intent may aid the user in properly interpreting its application. The manual also lists resources for further information and assistance in complying with the technical requirements. One such resource for in-depth guidance on a variety of environmental topics related to transportation is the American Association of State Highway and Transportation Officials (AASHTO) Center for Environmental Excellence Web site located at:

☞ <http://environment.transportation.org/>

The manual revises and replaces all previous editions of the EPM (M 31-11), and it relies extensively on resources available through the Internet. In most cases these are agency Web sites with information on the regulatory process and requirements. The manual is available on the WSDOT Engineering Publications and WSDOT Environment Web sites listed below. In either case, the entire EPM can be searched for particular words or phrases by using the Adobe Reader software "Search" function.

Updating and revising the manual is a continuous process because of the ever-changing status of environmental issues and laws. While WSDOT endeavors to keep the EPM current, it is the user's responsibility to ensure that any action taken to comply with environmental laws and regulations is based on the most current information available.

The manual lists Web sites and agency contacts that can assist a user with this task. When changes are made, typically on an annual basis, WSDOT mails a CD of the new version to recipients of the previous version and makes the new version available on the following Web site where any addenda issued between updates, and any WSDOT Environmental Instructional Letters may also be found:

☞ <http://www.wsdot.wa.gov/environment/compliance/complianceguidance.htm>

Comments and suggestions for improving the manual are welcome. Please use the feedback form on page iv of the manual. Please direct comments to the Environmental Services Office (ESO) for consideration in the next revision. For questions about the manual, users may contact the ESO at 360-705-7491. For additional copies of the EPM, please contact the WSDOT Engineering Publications office at the Capital Professional Center, 719 Sleater-Kinney Road SE, Suite 205, Lacey, Washington (360-705-7430). The WSDOT Environment and WSDOT Engineering Publications Web sites are available at:

☞ <http://www.wsdot.wa.gov/environment/>

and

☞ <http://www.wsdot.wa.gov/publications/manuals/>

100.02 Organization of Manual

(1) Overview

The manual is organized to reflect the flow of a transportation project through all major phases of the WSDOT Transportation Decision-Making Process. **Figure 100-1** illustrates the relationship of the manual parts to the phases, and **Table 100-1** identifies the major activities associated with each phase, including major environmental activities. The manual's seven major parts each contain chapters that describe the phase and relevant environmental considerations or requirements during that phase. These are:

Part 2 – Transportation Planning

Part 3 – Project Scoping and Programming

Part 4 – Design and Environmental Review

Part 5 – Environmental Permitting and PS&E

Part 6 – Construction

Part 7 – Maintenance and Operations

Part 8 – Property Management

(2) Manual Appendices and Index

For easy reference, the manual includes the following appendices, which compile information found in individual chapters:

A – Abbreviations and Acronyms

B – Glossary

C – Web Site Reference Guide

D – Environmental Statutes and Regulations

E – Interagency Agreements

F – Environmental Permits and Approvals

G – WSDOT Agency Contacts

Another reader-friendly feature is the frequent cross-referencing to related information in other sections of the EPM, shown in bold face, e.g., **Part 2, Chapter 410, Section 520.03, Exhibit 620-1**. In addition, an index shows page numbers where key subject matters are discussed.

100.03 Exhibits

None.

Figure 100-1: Relationship of Environmental Procedures Manual to the WSDOT Transportation Decision-Making Process

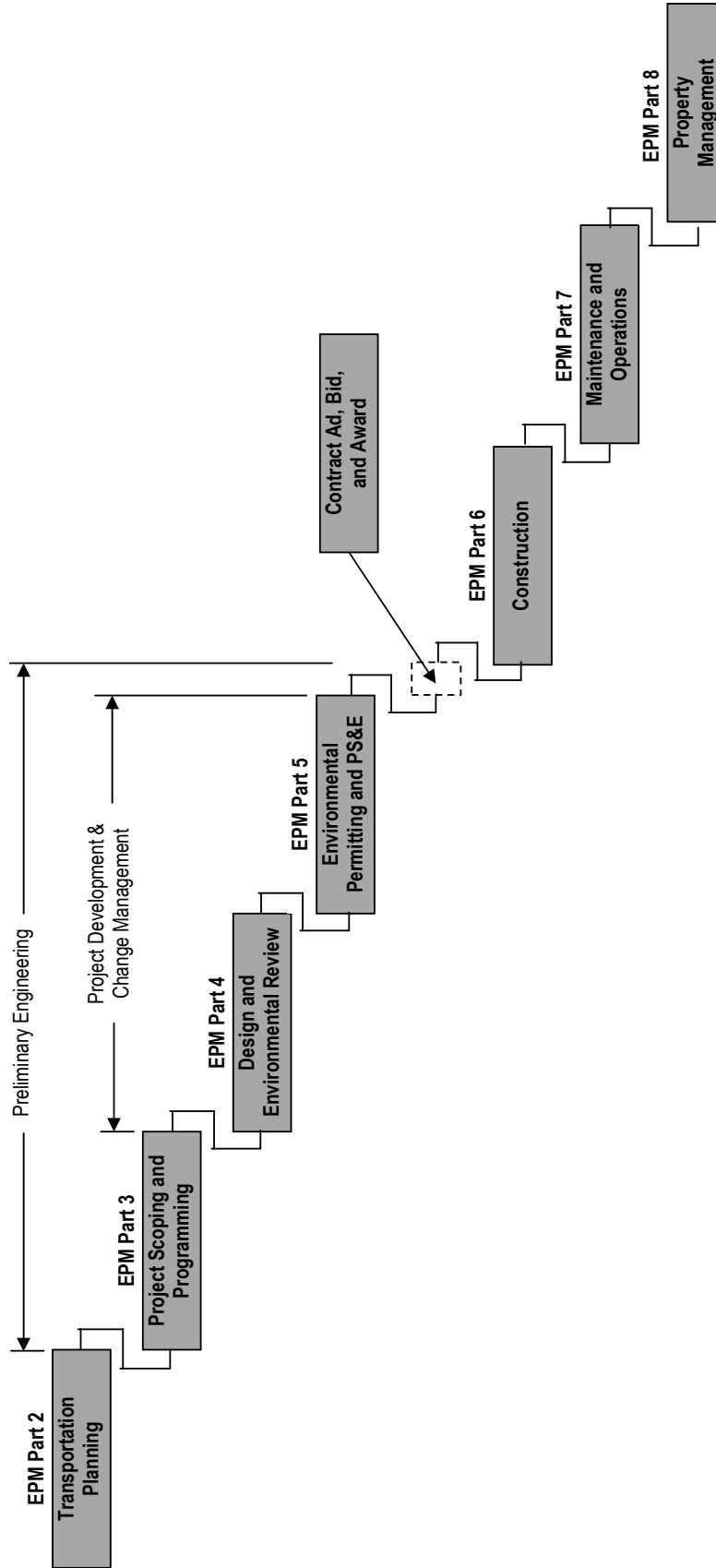


Table 100-1: WSDOT *Environmental Procedures Manual* General Organization

EPM	Project Phase	Planning/Engineering Activity	Environmental Activity
Part 1	Introduction		
Part 2	Transportation Planning	<ul style="list-style-type: none"> WSDOT Transportation Planning Studies Local, Metropolitan, and Regional Transportation Plans Washington Transportation Plan (WTP) – 20 yrs – needs and objectives; fiscally constrained; includes system plans for state-owned highways, ferries, airports & other facilities with state interest 	<ul style="list-style-type: none"> Identify and document environmental resources and mitigation opportunities while developing the WTP Highway System Plan includes environmental retrofit program
Part 3	Project Scoping and Programming	<ul style="list-style-type: none"> 10-yr Implementation Plan Project Scoping and Project Summaries (project definition, design decision summary) Project Scheduling Cost Risk Assessment Biennial review meeting (regions) WSDOT budget to legislature Statewide Transportation Improvement Program 	<ul style="list-style-type: none"> Project Summaries include an environmental review summary (required permits and approvals, project environmental classification, environmental considerations) Schedule environmental review and permitting Consider environmental risks and opportunities Revise environmental review summary if necessary
Part 4	Design and Environmental Review	<ul style="list-style-type: none"> Design 	<ul style="list-style-type: none"> EIS or EA Scoping – public involvement & interagency coordination Environmental studies and alternative/mitigation selection for NEPA/SEPA and permits
Part 5	Environmental Permitting and PS&E	<ul style="list-style-type: none"> Rights-of-Way Plans Specifications, and Estimates (PS&E) 	<ul style="list-style-type: none"> Environmental permitting Environmental commitment tracking
Part 6	Construction	<ul style="list-style-type: none"> Contracting, construction management 	<ul style="list-style-type: none"> Inspection, monitoring for environmental compliance Use of Best Management Practices (BMPs)
Part 7	Maintenance and Operations	<ul style="list-style-type: none"> Ongoing operation and maintenance 	<ul style="list-style-type: none"> Inspection, monitoring for environmental compliance Use of BMPs
Part 8	Property Management	<ul style="list-style-type: none"> Utilities Accommodation Evaluation of surplus property for transportation uses 	<ul style="list-style-type: none"> Compliance assurance Assessment of property for potential environmental uses, hazardous materials risk

