

# PRO590-a: Assign Responsibility to Commitments and Selects Contract Documents

See also: [Environmental Manual – Chapter 590](#)

Effective September 2015

**Start procedure:** The Environmental Coordinator has at least one final environmental document or permit that includes commitments the contractor must follow.

**End procedure:** The responsibility for the commitments is assigned to the contractor.

Actor:	Action:
<p><b>Environmental Coordinator</b></p>	<ol style="list-style-type: none"> <li>1. <b>Opens</b> the Commitment Tracking System (CTS) on the WSDOT Environmental Services Office intranet.</li> <li>2. <b>Searches</b> the existing list of projects in CTS.               <ul style="list-style-type: none"> <li>• Click on 'Manage and View Projects' in the menu.</li> <li>• Enter project information and click 'Search'.</li> <li>• If your project appears in the search results, skip to step 4.</li> <li>• If your project does not appear in the search results contact your Region CTS Administrator by clicking on the link.</li> </ul> </li> <li>3. <b>Opens</b> the project in CTS by clicking on the project name in the 'Search Results'.               <ul style="list-style-type: none"> <li>• Verify project PIN, WIN, WOA etc. by clicking on 'details'.</li> <li>• Verify that the pertinent environmental document has been added to CTS by clicking on the number in the 'document' column for the appropriate project. If the document is listed go to Step 4. If not, add the document by clicking on the 'Add Document' button and entering the required information.</li> </ul> </li> <li>4. Assigns responsibility for commitment.               <ul style="list-style-type: none"> <li>• Click on 'Manage and View Commitments' in the menu.</li> <li>• Click on 'All Documents' in the upper left corner of the screen under the heading 'Filter Commitments by Document Title'.</li> <li>• Select the appropriate document title from the drop down menu.</li> <li>• Scroll to the appropriate commitment by using the arrow buttons in the 'Commitment 1 of _' scroll bar below the 'Add New Commitment' button.</li> <li>• Click the appropriate box under 'Responsible Party'.</li> <li>• Click 'Save'.</li> </ul> </li> </ol>

	<p>5. <b>Identifies</b> the contract document(s) to indicate where the commitment will be addressed in the contract.</p> <ul style="list-style-type: none"> <li>• Click on the 'Contract Coverage' tab in the center of the screen.</li> <li>• Select the 'Contract requirement where this commitment is addressed' from the drop-down menu (e.g. Special Provisions, Contract Plans, WSDOT Standard Specifications, etc.)</li> <li>• Select all of the check boxes that apply, or enter the appropriate text into the text boxes to indicate specifically where the commitment has been included in the contract.</li> <li>• Click 'Save'.</li> </ul>
<p><b>Design Engineer (or designee); Construction Engineer (or designee); Region Plans Officer (or designee)</b></p>	<p>6. <b>Provides</b> answers to the Environmental Coordinator pertaining to specific commitments and the method for implementation during construction.</p>
<p><b>Environmental Coordinator</b></p>	<p>7. <b>Makes</b> adjustments to specific commitments based on conversations with Design, Construction, or Region Plans Offices.</p> <p>8. <b>Generates</b> a 'Contract Coverage' report for the project.</p> <ul style="list-style-type: none"> <li>• Click on 'Manage and View Reports' from the project menu.</li> <li>• Click on 'Contract Coverage'.</li> <li>• Allow the system to open the Excel spreadsheet and save a copy to the project file.</li> </ul> <p>9. <b>Submits</b> the report to the Project Office/Manager.</p>
<p><b>Project Office/Manager</b></p>	<p>10. <b>Reviews</b> the 'Contract Coverage' report.</p> <p>11. <b>Provides</b> comments/edits to the Environmental Coordinator.</p>
<p><b>Environmental Coordinator</b></p>	<p>12. <b>Reviews</b> the comments/edits and updates the database according to the Project Office/Manager's recommendations.</p>