

PRO630-a: Close Out Completed Commitments

See also: [Environmental Manual – Chapter 630](#)

Effective February 2015

Start procedure: A particular work element is complete and a corresponding commitment is fulfilled and/or no longer applies to other elements or phases of the project.

End procedure: The status of a commitment is closed using the ‘Status and Fulfillment’ feature in Commitment Tracking System (CTS).

Actor:	Action:
Environmental Coordinator (or Environmental Compliance Lead)	<ol style="list-style-type: none"> 1. Reviews the list of commitments for a particular project and identifies those that have been completed. 2. Requests the Project Engineer (or designee) to confirm the work associated with the commitment is complete.
Project Engineer (or designee)	<ol style="list-style-type: none"> 3. Evaluates the commitment and confirms the work is complete. 4. Notifies the Environmental Coordinator (or Environmental Compliance Lead) that the work is complete.
Environmental Coordinator (or Environmental Compliance Lead)	<ol style="list-style-type: none"> 5. Opens the CTS on the WSDOT Environmental Services Office intranet. <ul style="list-style-type: none"> • Click on ‘Manage and View Projects’ in the menu. • Enter project information and click ‘Search’. • Click on project title in search results. • Click on ‘Manage and View Commitments’ in the menu. • Click on ‘All Documents’ in the upper left corner of the ‘Filter Commitments by Document title’ screen. • Select the document that contains the commitment to be closed out from the drop down menu. • Use the ‘Commitment Scroll Bar’ below the ‘Add New Commitment’ button to find the appropriate commitment. • Click on the ‘Status and Fulfillment’ tab in the center of the screen. • Change the status in the ‘Commitment Status’ drop down menu from ‘Open’ to ‘Closed’. • Documents how the commitment was fulfilled in the ‘Explanation’ test box. Users can attach a photo or file that provides supporting evidence if desired. • Click ‘Save’.