

## PRO490-b: Identify Environmental Commitments

See also: [Environmental Manual – Chapter 490](#)

Effective September 2015

**Start procedure:** The Commitment File has at least one final environmental document.

**End procedure:** The commitments are ready to be entered into the Commitment Tracking System.

Actor:	Action:
Environmental Coordinator	<ol style="list-style-type: none"> <li>1. <b>Obtains</b> a copy of an environmental document from the Commitment File (see <a href="#">PRO490-a</a>).</li> <li>2. <b>Highlights</b> all the commitments in the document. For each commitment, include a brief note that describes the:               <ol style="list-style-type: none"> <li>a. Responsible Party (e.g. WSDOT, Contractor, or Design/Builder)</li> <li>b. Project Phase (e.g. design, construction, or Operations and Maintenance)</li> </ol> </li> </ol>
Region/Project Environmental Manager (or designee)	<ol style="list-style-type: none"> <li>3. <b>Evaluates</b> the commitments identified and attributes noted by the Environmental Coordinator.</li> <li>4. <b>Validates</b> that the correct commitments are identified or provides edits to improve the document.</li> </ol>
Environmental Coordinator	<ol style="list-style-type: none"> <li>5. <b>Makes</b> changes to the document based on the evaluation of the Region/Project Environmental Manager (or designee).</li> <li>6. <b>Prepares</b> a binder, or electronic file to hold the marked-up document.</li> <li>7. <b>Retains</b> the document so it can be used when entering the commitments into the Commitment Tracking System (see <a href="#">PRO490-c</a>).</li> </ol>
Project Office/Manager	<ol style="list-style-type: none"> <li>8. <b>Reviews</b> the document with highlighted commitments and verifies the information is correct.</li> <li>9. <b>Provides</b> comment or concurrence to the Environmental Coordinator.</li> </ol>
Environmental Coordinator	<ol style="list-style-type: none"> <li>10. <b>Discusses</b> the comments with the Region Environmental Manager (or Designee) and makes the necessary revisions.</li> <li>11. Documents the concurrence from the Project Office/Manager.</li> </ol>