State of California
DEPARTMENT OF TRANSPORTATION

Business, Transportation and Housing Agency

Memorandum

Flex your power!
Be energy efficient!

To: DEPUTY DISTRICT DIRECTORS
Environmental Analysis

Date: November 21, 2006

File: EMO

From: JAY NORVELL
for Chief
Division of Environmental Analysis

Subject: Environmental Certification Form—Revision to Track PLAP Performance Measure

In 2006, the Department published its Program Level Action Plan (PLAP). This plan sets forth goals for the department and contains objectives and performance measures for obtaining those goals. Under the goal of stewardship, the PLAP lists the objective of having the Department meet 100% of its project level environmental requirements. The corresponding performance indicators to achieve this objective will include tracking the percentage of environmental commitment records (ECR) prepared at the ready-to-list project milestone. In order to gather this data, the environmental certification form has been revised. A checkbox has been added as item "G" on the form to indicate whether an ECR has been prepared for the project.

From this time on, after the environmental certification form is signed, a copy of the form must be sent to the Environmental Management Office (EMO) in Headquarters. The copy can be sent by e-mail, fax or regular mail and does not have to be the original (see attachment for contact information). EMO will keep a record of all environmental certification forms in order to track this performance measure. This process will make it possible to collect year-end statistics and alleviate the need for the Districts to compile this information at the end of the year.

For projects that are at or have completed the RTL milestone in FY 2006/07, notification as to whether that project had an ECR prepared at RTL must also be sent to EMO as outlined above. We would like the notification for these past projects by January 30, 2007. The Headquarters Environmental Coordinators will follow up on any past projects that do not have a notification.

In addition, there have been revisions to the environmental certification form as requested by the Federal Highway administration (FHWA). The form now contains a check box to indicate whether or not noise abatement is included in the project. Also Section A, the Environmental Documentation Section has been updated to be consistent with upcoming guidance from FHWA and the Division of Environmental Analysis regarding re-evaluations, addendums and supplemental or subsequent environmental documents.

If you should have any questions regarding this new process or any related matter, please contact Kelly Dunlap at (916) 651-8164.

Attachments

Cc: DIVISION CHIEFS
Engineering Services, Design,
Project Management,
Construction
DEA Office Chiefs
DEA Coordinators
Environmental Program Supervisors and Seniors Statewide