Memorandum

To: DISTRICT DIRECTORS
DISTRICT DEPUTY DIRECTORS:
Project Management, Design, Right of Way, and Environmental/Planning

Date: November 28, 2001

File:

From: **DEPARTMENT OF TRANSPORTATION**
DIRECTOR'S OFFICE - MS 49

Subject: Beginning Environmental Studies

The Division of Environmental Analysis, in conjunction with District Environmental offices and Headquarters Divisions of Design, Right of Way, and Project Management, has redefined the information needed to begin environmental activities in the Project Delivery phase of work. The beginning of Work Breakdown Structure (WBS) activity 165 (Perform Environmental Studies and Prepare Draft Environmental Document) corresponds to PYPSCAN Milestone 020 (Begin Environmental Studies).

Effective immediately, all new requests for environmental work will include the information described in Attachment 1. Please note that these requirements are consistent with those established for Milestone 020 in Russ Lightcap's memo of May 9, 1989 (Attachment 2), but adds several key pieces for information needed to commence environmental studies.

All appropriate manuals and handbooks (Right of Way, Project Development Procedures and Environmental) are to be revised to include these requirements. In the interim, this memorandum is the implementing directive to district functional units regarding information needed for district environmental offices to begin work.

If you have any questions regarding these instructions, please contact Gary Winters, Chief, Division of Environmental Analysis, at (916) 653-7136 or Denise O'Connor at (916) 653-5157.

BRENT FELKER
Chief Engineer

Attachments:
#1 Begin Environmental Studies,
#2 R. Lightcap memo, May 9, 1989

The Project Development Process- "Begin Environmental Studies"

"Begin Environmental Studies" is the milestone that formally initiates the project environmental process (PYPSCAN Milestone 020) and starts WBS 165 (Perform Environmental Studies and Prepare Draft Environmental Document [DED]). The milestone is documented by a written request for initiation of environmental studies from the Project Manager to the District Environmental Office Chief. The date of the written request is the status date for Milestone 020. The request shall identify the project schedule through Project Approval and Environmental Document (PAED) and transmits the following information and materials, which is to be developed during WBS 160 (Perform Preliminary Engineering Studies and Prepare Draft Project Report):

A. Name and phone numbers of the Project and Design Managers.

B. Expenditure Authorization.

C. Funding source: state, federal and/or local funds.

D. Copy of the Project Initiation Document (PID), Preliminary Environmental Assessment Report (PEAR) and the baseline project workplan.

E. Purpose and Need for the project.

F. Project description and limits including all aspects of the work (including turnouts, haul roads, staging areas and borrow/disposal/stockpiling sites).

G. Project location and vicinity maps showing all alternative alignments, when there are multiple alternatives.

H. A 200' scale aerial or topographic base map (A 100' or 50' scale base map will be acceptable for small projects and noise wall studies). The map must include as a minimum:

   1. North arrow and scale.
   2. Existing and maximum anticipated right of way lines, including any temporary or permanent easements.
   3. Major streets identified.
   4. Identification of affected bridges, culverts, utilities (if known), and water courses.
   5. Limits of grading/vegetation removal (project footprint including staging/stockpiling areas and haul roads).
   6. Limits of cut and fill slopes.
   7. Existing and proposed infrastructure.

I. Right-of-entries for surveys on private properties.

J. If right of way will be acquired, the following information is needed:

   1. Assessors Parcel Number (APN) mapping with affected parcels identified.
   2. Copy of the hazardous waste Initial Site Assessment (ISA), if one is required.

K. For all projects other than Categorical Exemption/Exclusions:

   1. Traffic counts, peak hour volumes, and truck percentages for the existing base year, and projections for the construction years and project design year.
   2. Anticipated operational characteristics, including peak period duration and speed for each alternative.

3. Profiles, typical sections, and cross sections of critical locations (such as where noise attenuation features are to be considered, or where substantial cuts or fills are proposed).

If any of the above information or materials are not available when studies are requested, a meeting must be arranged between the Project and Design Managers and the Environmental Office Chief to determine when the information will be available and if any part of the environmental study can begin with only partial information.

State of California

Business, Transportation and Housing Agency

Attachment 2

Memorandum

To : All Deputy District Directors - Project Development

Date : May 9, 1989

File No.:

From : DEPARTMENT OF TRANSPORTATION - Division of Project Development

Subject : Project Development/Environmental Clearance

Last year a new section of the Government Code (14525.5) became effective. This section requires Caltrans to report certain project development milestones to the Legislature. One of these milestones is "Commencement of the environmental process". The report (Senate Bill 140 Report) is prepared by the Office of Capital Support Management using information in the Project Management Control System (PMCS).

The PYPSCAN milestone for "Stage 1 Project Work Program" (node 20) is being renamed to "Begin Environmental Studies" (BEG ENVR). It will be the milestone to be reported in the SB 140 Report to the Legislature for "Commencement of the environmental process". The "status" date for this milestone will be the date of the written request to the Environmental Branch described below.

The purpose of this Memo is twofold. First, to advise you how the Department is defining this milestone and how the report information will be obtained. Second, to give further instructions on what is needed to begin environmental studies.

The milestone the Department will use to report to the Legislature is called "Begin Environmental Studies" and will occur at the time written request is made to the Environmental Branch. Because of concern that Caltrans takes too long to develop projects, the "environmental studies" will not be initiated until certain preliminary information is developed, a PSR has been approved, the project is in the STIP (or on the Long-Lead or Special Study List), the initial public meeting has been held and written notice of studies has been made.

To initiate the environmental process for all projects, the District responsible unit is to submit a written request to begin environmental studies to the District Environmental Branch transmitting the following information:

- A Project Development contact person and phone number.
- A project description addressing all aspects of the work (including such things as turnouts, haul roads, and borrow/disposal sites) for the project. For large projects, this may be the approved PSR.

- A mosaic or topographic base map that shows existing development in relationship to the proposed alternatives, existing and maximum anticipated right of way lines, and the location of proposed construction and limits of grading/vegetation removal (for large projects and direct connection interchanges, 200' scale mapping is best for general use whereas 100' or 50' scale is better for smaller projects and necessary for all noise wall studies).

In addition, if the clearance is identified as other than categorically exempt/excluded, the following is to be provided:

- A clear project location map and vicinity map which shows all alternative alignments.

- Profiles, typical sections, and if available cross sections at critical locations (such as where noise barriers are to be considered, or where substantial cuts or fills are proposed).

- Traffic counts, peak hour volumes, and truck percentages for the existing base year, and projections for the construction year and project design year.

- Anticipated operational characteristics, including peak period durations and speed for each alternative.

If all of the above information is not available when studies are requested, a meeting should be arranged between Project Development and the Environmental Branch to determine when the necessary information will be available and if any part of the environmental study can begin with only partial information.

Finally, following this initial submittal it is important to inform the Environmental Branch of all proposed project changes during the project development process to allow appropriate modifications of environmental studies and to determine necessary schedule adjustments to keep on target and within budget cost.

Russell O. Lightcap

RUSSELL O. LIGHTCAP, Chief
Division of Project Development

RWG:era
cc: ROLightcap
PDoljanin
HGriffin
EWBlackmer
WPSmith
GBAvery
Dist. Envir. Br. Chiefs
OPPD Coordinators
OEA Coordinators
RWGiess
OEA File