State of California
DEPARTMENT OF TRANSPORTATION

California State Transportation Agency

Memorandum

Serious drought.
Help Save Water!

To: DEPUTY DISTRICT DIRECTORS/DIVISION CHIEFS for PROJECT MANAGEMENT, DESIGN, RIGHT OF WAY, ENGINEERING SERVICES and ENVIRONMENTAL

Date: June 23, 2015

From: KATRINA C. PIERCE
Chief
Division of Environmental Analysis

Subject: **BEGIN ENVIRONMENTAL STUDIES MILESTONE FOR ENVIRONMENTAL TRACKING DATABASES**

The purpose of this memorandum is to establish the "Begin Environmental Studies" date, which initiates the environmental process and starts environmental studies and environmental documentation phase.

Effective July 1, 2015, the "Begin Environmental Studies" date shall be the date that the District Senior Environmental Planner or designee signs the request for the initiation of environmental studies.

Each Region or District has a version of the "Environmental Study Request" (ESR) form. These individual forms may continue to be used, provided that a signature line is added for the District Senior Environmental Planner or designee. The date that the District Senior Environmental Planner signs the ESR shall be the "Begin Environmental Studies" date and will be the date entered into the environmental tracking databases.

Please note that any discussions or negotiations regarding the ESR should be charged to Task 160.30 to avoid potential delays once Task 165 has been initiated. Documenting the BES date memorializes the actual date that the environmental assessment began for a given project, allows accurate measuring of the duration of the environmental process for projects, and can be used to measure environmental efficiencies. It is critical that employees charge their time appropriately, and only to projects on which they performed work.

If you have any questions, please contact Gina Moran, Chief, Environmental Management Office at (916) 651-8164.

c: Environmental Managers