

Environmental Survey Request (ESR) Instructions

*Environmental Survey Request (ESR), Addendum (AESR),
Update ESR, Update AESR, Special Waste Screening, and
Wetlands Impact Evaluation Forms*

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Types of Submittals

1. Environmental Survey Request (ESR)

Submit when a project meets the criteria set forth in Section 27-1.02 of the BDE Manual.

Excerpt:

“Section 27-1.02 Applicability:

- all projects that would:
 - + involve acquisition of additional right-of-way or easements (temporary or permanent);
 - + require a drainage structure runaround or any in-stream work (i.e., any work or other activity within the stream banks that modifies or otherwise affects the stream bed or stream banks);
 - + potentially affect a recognized Illinois Natural Areas Inventory (INAI) site or Illinois dedicated Nature Preserve, a wetland, or a location where a State- or Federal-listed species is known to occur;...”

(Note: For Local Agency Projects, the second and third bullet points apply only to projects with Federal Funds or projects being let by the State.)

2. Addendum Environmental Survey Request (AESR)

Submit when a project meets the criteria set forth in Section 27-1.03c of the BDE Manual. Excerpt:

“Section 27-1.03c Environmental Survey Request Addenda

...Submittal of a survey request addendum will only be necessary when changes in the project will affect areas outside the limits of the surveyed areas or when a change in the scope of work for the project would invoke a different criterion in 27-1.02 than shown in the original survey request...”

An Addendum should only be submitted if the scope of work changes (i.e., In-stream work status changes) or if additional ROW is located outside the original area surveyed.

The sequence number of the original project is required to complete the addendum form.

(If unknown, it may be obtained from the appropriate District Office.)

3. Update Environmental Survey (UESR)/Update Addendum ESR (UAESR) Request

Submit when an existing request (ESR or AESR) requires an additional type of survey (as long as the location and scope of work remain the same).

The sequence number of the original project is required to complete these forms.

(If unknown, it may be obtained from the appropriate District Office.)

4. Special Waste Screening (page 2 on all ESR forms)

Submit when a request meets the criteria set forth in Section 27-2 of the BDE Manual. The procedures, updated in August 2010, are applicable to all State highway projects and local projects on State right-of-way or acquiring right-of-way in the name of the State.

5. Wetlands Impact Evaluation (WIE) Form

Submit for all projects where wetland surveys have been conducted, including those with no impacts.

The District and sequence number of the original project are required to complete this form.

If the sequence number is unknown, it may be obtained from the appropriate District Office.

(Note: This form requires an Internet Explorer 5.0 (or higher) Browser. Javascript must be enabled.)

Submittal Process

1. Complete all information on the required ESR form, unless the information is unavailable at the time of submittal or non-applicable to the project. *(See the following line-by-line form instructions.)*
2. When finished, click the "Submit Form" button at the bottom of the screen to send the ESR to the District Office indicated on the form. *(A message confirming the submittal will then appear.)*
3. Save and/or print a copy of the completed ESR form. *(See Attachments Required on next page.)*
4. **For DOH projects**, submittal procedures vary by District. Please contact the District Environmental Coordinator with any questions concerning submittal requirements. For Districts that require paper copies, assemble and mail the required number of copies of the form and attachments to the appropriate District Office.

For Local Roads projects, the form and all required attachments, in pdf format, should be included in a single folder on the user's computer. The folder should be labeled with the name of the street or route being submitted. The folder should then be copied to the appropriate District's file transfer protocol (FTP) site as follows: <ftp://ftp.dot.il.gov/pub/>

Open

User Name: public

Password: idot

Choose "District__" folder (insert appropriate district number)

Place the ESR folder in the district folder.

Email the appropriate District Local Roads Engineer a notification that an ESR folder has been placed on the ftp site.

5. After the documents have been reviewed by the District, they will be forwarded to the Central Office for processing.

Attachments Required

Submittals **mailed to District offices** must contain a Project Master with the items listed below. In addition, the supplemental items required for each survey type being requested (**Biological/Wetlands, Cultural, Special Waste** or **WIE**) must be included.

Submittals **posted to ftp sites** must include 1 copy of each required item, in pdf format, within a single folder. The folder should be labeled with the name of the street or route being submitted. After uploading the folder to the ftp site, an email must be sent to the appropriate District Local Roads Engineer indicating that the file has been uploaded. For further information on Bureau of Local Roads requirements, see Circular Letter 2007-11 dated August 10, 2007 on IDOT's website.

<u>Project Master</u> 1 packet consisting of the following items:
<ol style="list-style-type: none"> 1. 1 <u>ESR, AESR, UESR, or UAESR</u> form. (Include Page 2 for Special Waste submittals.) 2. 1 Location Map (Copies from recent plat books & USGS quadrangle maps are desirable). 3. 1 set of Plan View Layouts with approximate ROW/easement limits. 4. 1 copy of ground-level photo(s) as appropriate and feasible. <p style="margin-left: 20px;">Also, For Bio submittals: Include 1 copy of NWI Maps and 1 set of aerial photography. For Special Waste submittals: Include 1 set of aerial photography.</p>

+ Add for: <u>Biological/Wetlands Requests</u> 2 packets EACH containing the following items:
<ul style="list-style-type: none"> <input type="checkbox"/> 1 <u>ESR, AESR, UESR, or UAESR</u> form. <input type="checkbox"/> 1 Location Map (Copies from recent plat books and USGS quadrangle maps are desirable) <input type="checkbox"/> 1 copy of NWI Maps <input type="checkbox"/> 1 set of Plan View Layouts with approximate ROW/easement limits <input type="checkbox"/> 2 sets of aerial photography (if available) <input type="checkbox"/> 1 copy of ground level photo(s) as appropriate and feasible

+ Add for: <u>Cultural Requests</u> 2 packets EACH containing the following items:
<ul style="list-style-type: none"> <input type="checkbox"/> 1 <u>ESR, AESR, UESR, or UAESR</u> form. <input type="checkbox"/> 1 Location Map (Copies from recent plat books and USGS quadrangle maps are desirable) <input type="checkbox"/> 1 set of Plan View Layouts with approximate ROW/easement limits <input type="checkbox"/> 1 copy of ground-level photo(s) as appropriate and feasible <input type="checkbox"/> 1 set of photos of all buildings except those of obviously recent (Post-1960) construction

+ Add for: <u>Special Waste Requests</u> 1 Additional Project Master (<u>only</u> if submitted separately from the Bio or Cultural Requests.) 2 packets EACH containing the following:
<ul style="list-style-type: none"> <input type="checkbox"/> 1 <u>ESR, AESR, UESR, or UAESR</u> form (Page 1 and 2). <input type="checkbox"/> 1 Location Map (Copies from recent plat books and USGS quadrangle maps are desirable) <input type="checkbox"/> 1 set of plan view layouts with approximate ROW/easement limits <input type="checkbox"/> 1 set of aerial photography (if available) <input type="checkbox"/> 1 copy of ground-level photo(s) as appropriate and feasible
<p><u>Note:</u> Special Waste Requests may only be processed via electronic submittal (with no attachments) up to the "Historic Complete" stage. At that time, in order to complete the PESA, any paper copies of the submittals/attachments that have not been received will again be requested. Therefore, to avoid delays in deliverables, all mailed submittals with attachments <u>must be received</u> prior to the "Historic Complete" stage.</p>

<u>Wetland Impact Evaluations (WIEs)</u>
<ul style="list-style-type: none"> <input type="checkbox"/> 1 WIE form <input type="checkbox"/> 4 copies of Plan Sheets showing the wetland boundary(ies) in relationship to the project.

ESR Form Instructions – Page 1

Complete all fields unless information is non-applicable or unavailable at time of submittal. Select “Don’t Know” only if necessary after checking all resources. Shaded items below indicate mandatory fields.

Note: Effective 11/1/11, a Survey Target Date allowing at least 6 months for completion is also required.

A. Project Information

Type of Surveys being requested	Check all survey types being requested with this submittal. [Note: Original ESR submittals have no assigned sequence #. However, Addendum or Updates to existing ESRs require the sequence #, which may be obtained from the district office.]		
Submittal Date	Date the Web form is electronically submitted.		
Requesting Agency	DOH, Local, or Other. [ALL county, twp. & city projects should be marked “Local”. Check “Other” ONLY for AERO or RR projects. Identify requesting entity in text box.]		
Contract #	(If known.) Multiple contract numbers may be listed.		
Job No.	Select prefix P, D or C and enter number in the text box. [Example: P-10-000-009]		
Federal Project No.	If unknown, obtain this # from the district office. [Example: HPD-0307(001)]		
District	If more than one district is involved, enter the Lead district number.		
County(ies)	List all counties involved.		
Route	FAP, FAU, CH, TR, etc.	Marked	IL, US, etc.
Street	Street name referred to locally (Marley Road, Oak Street, etc.)		
Section	Project identifier (i.e. 99-00000-00FP) (Multiple sections may be entered.)		
Municipality(ies)	List all municipalities involved.		
Project Length	Number of miles	From-To (At)	Name/location of project termini
Quadrangle	Name of 7.5 minute series (topographic) map		
Township-Range-Section	Location of the project as indicated on the topographic map		
Survey Target Date (NEW requirement effective 11/1/11)	Estimated date surveys need to be completed. Must be at least six months in the future (minimum amount of time required for the completion of surveys). The project’s size and complexity should be considered when establishing this date, along with seasonal field conditions.		
Anticipated Design Approval	If only the year is known, use 01/01/with the appropriate year.		

B. Reason for Submittal: (Check all that apply)

Acquisition of additional ROW or easement/acres	Involves acquisition of additional right-of-way or easements (temporary or permanent), including number of acres.
In-Stream Work	Drainage structure runaround or in-stream work (i.e., any activity within the stream banks that effects the bed or banks [coffer dams, riprap, construction haul roads, abutment construction, bank excavation, etc.]
Stream Name	Name of stream where in-stream work is involved.
Other/text field	Potentially effects a recognized natural area/nature preserve, wetland or location where State/Federal-listed species are known to occur. (Describe in text field.)

C.

Project Description	Concise statement describing scope of work to be performed (i.e., resurfacing, widening, reconstruction, add lanes, etc.). 255 characters (approx. 2 ½ lines). Use the <i>Additional Info field (G.)</i> for more detailed description or transmittal memo.
Proposed Work	Highway, Bridge, Bike Trail, Other (list in text field- i.e., culvert). Check all that apply.

D.

Tree Removal	Yes, No, Don’t Know		
Number or acres	Enter the number of trees or the number of acres involved.		
Exist. Bridge(s) Structure Number/Historic Bridge	Multiple structures may be listed. PMA will determine the Historic Bridge status when information is downloaded.		
Historic District Involved	Yes, No	Historic Buildings Involved	Yes, No, Don’t Know
Sect. 4(f) Lands Involved	Yes, No, Don’t Know	Section 6(f) Lands Involved	Yes, No, Don’t Know

E.

Funding	Federal, State, TBP, MFT, Local Non-MFT (Check all that apply.)
404 Permit Required	Check if required
Anticipated Processing	CE, ECAD, EA, EIS, SIR, Reevaluation, Local Non-Federal

F.

Local Contact Person	Name (mandatory), Telephone Number (mandatory), Title, E-mail (if available)
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G.

Additional Information	Use to expand on Project Description or include transmittal info. This field has a 1,000 character limit (approximately 14 lines). Identify author in the Memo By: field.
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Addendum Environmental Survey Request (AESR) Form Instructions – Page 1

An Addendum Environmental Survey Request (AESR) should only be submitted when the scope of work changes or if additional right of way is located OUTSIDE THE ORIGINAL AREA SURVEYED.

A change in ROW does not warrant an AESR if the scope of work remains the same (i.e., In-Stream Work status did not change) and the additional ROW is located within the original area surveyed.

If the location and scope of work remain the same and another type of survey is required (i.e., Bio was previously submitted; now Cultural is needed), submit the Update ESR form for the additional survey(s). **Note: Effective 11/1/11, a Survey Target Date allowing at least 6 months for completion is also required.**

All fields must be completed unless the information is unavailable at the time of submittal or not applicable to the project. Shaded items below indicate mandatory fields.

A. Project Information

Type of Surveys being requested	Check all survey types being requested in this Addendum submittal. <i>If the location and scope of work remain the same, and another type of survey is required (i.e., Bio was previously submitted and now a Cultural survey is needed) the <u>Update ESR</u> form should be submitted for the additional survey(s).</i>
Submittal Date	Date the Web form is electronically submitted.
Sequence No.	The Sequence No. generated by PMA when the project was originally submitted. <i>(If unknown, contact appropriate District Office to obtain.)</i>
Project Information	Update ONLY fields where info is different from the original submittal (i.e., original was for only Cook County; addendum includes DuPage, enter Cook & DuPage).
Survey Target Date (NEW requirement effective 11/1/11)	Estimated date surveys need to be completed. Must be at least six months in the future (minimum amount of time required for the completion of surveys). The project's size and complexity should be considered when establishing this date, along with seasonal field conditions.

B. Reason for Submittal: (Check all that apply)

Acquisition of additional ROW or easement	Involves acquisition of additional right-of-way or easements FOR THIS ADDENDUM ONLY (temporary or permanent). <i>(Acquisitions not included in original <u>ESR</u> or previous <u>AESRs</u>.)</i>
Acres	Acres for this Addendum only and Acres for Total Project
In-Stream Work	Drainage structure runaround or in-stream work (i.e., any work or activity within the stream banks that effects the bed or banks [coffer dams, riprap, construction haul roads, abutment construction, bank excavation, etc.]). <i>(Work not included in original <u>ESR</u> or previous <u>AESRs</u>.)</i>
Stream Name	Name of stream involved in the in-stream work
Other/text field	Potentially effects a recognized natural area/nature preserve, wetland or location where State/Federal-listed species are known to occur. <i>(Effects not included in original <u>ESR</u> or previous <u>AESRs</u>.)</i>

C.

Addendum Description	Concise statement describing any changes or additions from the original <u>ESR</u> and any previous <u>AESRs</u> . (This description should detail any potential environmental effects not included in previous submittals [i.e., tree removal, abandoned railroad right-of-ways, in-stream work changes, etc.].) 255 characters allowed (approx. 2 ½ lines). <i>The Addendum Description may be further explained in the Additional Information field. (See F below.)</i>
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D.

Existing Bridge(s) Structure Number	List only structures that were not included in the original submittal. Multiple structures may be listed. <i>Historic Bridge status will be determined by PMA when information is downloaded.</i>
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E.

Local Contact Person	Name (mandatory), Telephone Number (mandatory), Title, E-mail (if available)
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F.

Additional Information	Use to expand on Addendum Description or include transmittal info. This field has a 1,000 character limit (approx. 14 lines). Identify author in the Memo By: field.
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Update ESR and Update AESR Form Instructions - Page 1

An Update ESR or Update AESR should be submitted if the location and scope of work remain the same as a previous request, but another type of survey is required (i.e., Cultural was previously submitted and now a Bio survey is needed).

All fields must be completed unless the information is unavailable at the time of submittal or not applicable to the project. Shaded items below indicate mandatory fields.

A. Update Information

Type of Surveys being requested	Check all survey types being requested in this Update submittal only .
Submittal Date	Date the Web form is electronically submitted.
Sequence No./Addendum Alpha Character (Addenda only)	The Sequence No. generated by PMA when the request was originally submitted. (Include alpha characters for addenda.) <i>If unknown, contact appropriate District Office to obtain.</i>

B. Reason for Submittal: (Check all that apply)

In-Stream Work	Drainage structure runaround or in-stream work (i.e., any work or activity within the stream banks which effects the bed or banks [coffer dams, riprap, construction haul roads, abutment construction, bank excavation, etc.]). <i>Work <u>not included</u> in original ESR or previous AESR.</i>
Stream Name	Name of stream involved in the in-stream work.
Other/text field	List potential effects to a recognized natural area/nature preserve, wetland or location where State/Federal-listed species are known to occur. <i>Effects <u>not included</u> in original ESR or previous AESRs.</i>

C. Proposed Work (for this update only)

Proposed Work	Highway, Bridge, Bike Trail, Other. (If "Other", describe in the text field [i.e., culvert]).
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D.

Tree Removal	Yes, No, Don't Know
Number or acres	Enter the number of trees or the number of acres involved.
Existing Bridge(s) Structure No./Historic Bridge	List only structures not included in the original submittal. Multiple structures may be listed. <i>Historic Bridge status will be determined by PMA when info is downloaded.</i>
Historic District Involved	Yes, No
Historic Blgs. Involved	Yes, No, Don't Know
Section 4(f) Lands Involved	Yes, No, Don't Know
Section 6(f) Lands Involved	Yes, No, Don't Know

E.

Funding	Federal, State, TBP, MFT, Local Non-MFT (Check all that apply.)
404 Permit Required	Check if required.
Anticipated Processing	CE, ECAD, EA, EIS, SIR, Reevaluation, Local Non-Federal

F.

Local Contact Person	Name (mandatory), Telephone Number (mandatory), Title, E-mail (if available)
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G.

Additional Information	This field must state the type(s) of request(s) being submitted on this date (i.e., Bio submitted). Also use to explain the reason for this update or include transmittal info. This field has a 1,000 character limit (approximately 14 lines). Identify author in the Memo By: field.
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Special Waste Screen Instructions (for ESR/AESR/UESR/UAESR) – Page 2

A **Special Waste Screening** should be conducted when a project meets the criteria set forth in Section 27-2 of the BDE Manual. The procedures, updated in August 2010, are applicable to all State highway projects and local projects on State right-of-way or acquiring right-of-way in the name of the State.

The procedure requires a **two-level screening process**, as outlined below. The screening is required only for ESRs requesting Special Waste survey. In summary, if all responses to the **Level 1** Screening questions are “No”, the District Special Waste Coordinator may sign-off the project with no further screening necessary. If, however, any response to the **Level 1** Screening questions is “Yes” or “Don’t Know”, it is necessary to continue with **Level 2** Screening, which requires both database searches and site reconnaissance to determine if any conditions are present that require a PESA to be performed.

Excerpt: “Section 27-2.02 Special Waste Screening

“Taking title (or lesser interest) to property containing special waste, or moving contaminated soil off-site, exposes the Department to potential liability for associated cleanup costs. To limit liability, all projects must be screened/assessed for special waste as described in the following sections and as flowcharted in Figure 27-2A.”

If the screening leads to “a determination that no further action is necessary”, Pages 1 and 2 of the appropriate ESR form must be completed and submitted electronically as documentation. If the screen leads to “a request for a PESA”, Pages 1 and 2 must be submitted both electronically and also mailed to the appropriate District office along with the required attachments (see Attachments To Be Mailed).

Note: Local Government Highway Agencies may submit Special Waste requests and attachments to appropriate District Office IF EITHER OR BOTH OF THE FOLLOWING CONDITIONS ARE MET:

- 1) ROW is being taken in the name of the State; or
- 2) Contract plans are being prepared by the State.

Page 2 of the ESR form is required only for ESRs requesting a SPECIAL WASTE survey. Both the written project description and location map must be submitted prior to either Level 1 or Level 2 screening being performed. As an aid to project screening and completion of the initial assessment, please refer to the Special Waste Assessment Screening Criteria Flowchart, Figure 27-2A of the BDE Manual.

Responses to the majority of both the Level 1 and Level 2 Special Waste screens are simply “Yes” or “No”. The user should choose “Yes” if a known or potential site has been identified which could affect the proposed project and will take more time and effort to determine and coordinate options. The user should choose “No” if no findings have been made that would indicate a known or potential regulated substance contamination problem within or near the proposed project. If all responses to the Level 1 screening are “No”, simply complete the ESR form (Pages 1 and 2), submit it electronically as documentation, including emailing a screenshot to the Central Office BDE Geologic & Waste Assessment Unit, and place it in the appropriate report. However, if any responses on either the **Level 1** or **Level 2** screenings are “Yes”, the entire ESR form must be submitted with attachments to the appropriate District Office.

All fields must be completed unless the information is unavailable at the time of submittal or non-applicable to the project. Incomplete requests will be returned. The “Don’t Know” choice should only be used **if** after researching all available resources, the status of the item remains questionable.

Step 1: Level 1 Screening Criteria

Check project features. Projects that do NOT require the acquisition of new right-of-way or easements, railroad ROW (except single rail rural with no maintenance facilities), or excavation or subsurface utility relocation do NOT require a PESA to be performed and may be signed off by the District Special Waste Coordinator. For a project with none of these items, the screening form should simply be signed and included with the ESR that is submitted to the District. However, any projects answering “Yes” or “Don’t Know” to situation #2 below are not eligible for District sign-off and must go through the PESA process. If any response is “Yes” or “Don’t Know” to the three situations below, continue to Step 2, the Level 2 screening criteria.

Special Waste Submittal Date	Date the Special Waste form is electronically submitted.
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Step 1: Level 1 Screening Criteria

1. Acquisition of new right-of-way or easements	Yes, No, Don't Know
2. Railroad ROW (other than single rail rural ROW with no maintenance facilities)	Yes, No, Don't Know
3. Excavation or subsurface utility relocation	Yes, No, Don't Know

If all responses are “No”, sign below and place in the appropriate report. The District Special Waste Coordinator may sign-off the project. However, any projects answering “Yes” or “Don’t Know” to #2 above are not eligible for District sign-off and must go through the PESA process. If any response is “Yes” or “Don’t Know”, continue to Step 2: Level 2 Screening Criteria.

Step 2: Level 2 Screening Criteria

Level 2 Screening requires a database search and site reconnaissance to determine whether any conditions require a PESA to be performed. A site that would be considered in the vicinity would be the ASTM distance of 1.6 kilometers (1.0 mile) for CERCLIS, a modified ASTM (IDOT) distance of 300 meters (1000 feet) for LUSTs, and the ASTM standard of the property itself for USTs and RCRA facilities.

If for any reason, the presence of any environmental condition cannot be determined from the site reconnaissance or from database searches, please check this box, add an explanation below, and submit for PESA.

1. Does the project involve any of the following conditions within the corresponding minimum search distance?

<u>Environmental Condition</u>	<u>Minimum Search Distance</u>	<u>Database Search</u>	<u>Site Reconnaissance</u>
Industrial and/or commercial property	0.5 miles		<input type="checkbox"/> Y/N
Other Environmental Conditions* <i>(Please detail below.)*</i>	Property & adjoining property		<input type="checkbox"/> Y/N
State UST	Property & adjoining property	<input type="checkbox"/> Y/N	
State LUST	0.5 miles	<input type="checkbox"/> Y/N	
State Voluntary Cleanup, Brownfield, or landfills	0.5 miles	<input type="checkbox"/> Y/N	
Federal NPL; NPL delisted; CERCLIS; CERCLIS NFRAP	1.0 miles; 0.5 miles; 0.5 miles; 0.5 miles, respectively	<input type="checkbox"/> Y/N	
Federal RCRA CORRACTS facilities; RCRA non-CORRACTS TSD facilities	1.0 miles; 0.5 miles, respectively	<input type="checkbox"/> Y/N	
Federal RCRA generators list	Property & adjoining property	<input type="checkbox"/> Y/N	
Federal Brownfield sites	0.5 miles	<input type="checkbox"/> Y/N	
Federal ERNS System	Property	<input type="checkbox"/> Y/N	

* *Other Environmental Conditions* are identified through site reconnaissance and include situations that may negatively affect the property including the presence of, for example, illegal dumping, unknown containers, waste associated with “crack” or methamphetamine houses (i.e., discarded hazardous material on the outside of a property), battery piles, paint spills, abandoned transformers, surface staining, vegetative damage, etc.

* **Describe Findings/Other Environmental Conditions:**

2. Were photographs taken of the site and/or surrounding area? Y/N

In an effort to identify any property or condition that may negatively affect the project site or potential historical, industrial and/or commercial use, the following sources of information can be helpful while screening the project.

3. Place a check next to each reference that is reviewed. (Optional)

<input type="checkbox"/> “Google”-type aerial maps	<input type="checkbox"/> Extranet data	<input type="checkbox"/> Historic Aerial Photos	<input type="checkbox"/> Survey Books	<input type="checkbox"/> Other Files & Photos
<input type="checkbox"/> City Directories	<input type="checkbox"/> County Assessor	<input type="checkbox"/> Sanborn Fire Insurance Maps	<input type="checkbox"/> Plat Books	
<input type="checkbox"/> Other source (describe):		<input style="width: 600px; height: 30px;" type="text"/>		

If any historical reference indicates the possible presence of a property or condition that may negatively affect the project site, then a PESA is required. If all responses for database search and site reconnaissance are “No”, then the District Special Waste Coordinator may sign-off the project. If any response for database search and site reconnaissance is “Yes”, or if a database search or site reconnaissance is not performed or is inconclusive, then a PESA is required. For questions about this form, please contact the District Special Waste Coordinator.

After the Level 2 District Sign-Off has been completed, a screenshot of the form should be emailed to the Central Office BDE, Environment Section, Geologic & Waste Assessment Unit for processing.

Wetlands Impact Evaluation (WIE) Form Instructions

A Wetlands Impact Evaluation (WIE) form is required for all projects where wetland surveys have been conducted, including those with no impacts. **Note:** Internet Explorer 5.0 (or higher) browser is required to submit this form. Also, Javascript **MUST BE ENABLED** to avoid an error message. Once completed, click "Submit Form" button at screen bottom to submit electronically to the District Office. Next, use the printer icon or File/Print option to print a copy of the form and mail along with 4 copies of the plan sheets showing the wetland boundary(ies) in relationship to the project **to the Central BDE, Attn: Wetlands Unit.**

Important Notes:

- ❑ **If your computer does not have Internet Explorer 5.0 browser, or if Javascript is not enabled, an error message will appear and data may be lost. In this case, mail a copy of the form and 4 copies of the plan sheets to the District Office, as indicated in the paragraph above.**
- ❑ **Items #3 & 4 are limited to 255 characters, although the web allows unlimited text entry. The WIE cannot be submitted until excess text is deleted. Use the Additional Info field (#8 below) to expand on #3 or 4.**
- ❑ **The original project sequence # is required. If unknown, obtain from District Office. Do not include Addendum #s. All fields are mandatory except #1-Type (if project has no wetland impacts) and #8-Additional Info.**

Wetlands Impact Evaluation (WIE) Form

Submittal Date	Date the Web form is electronically submitted.		
Sequence No.	The Sequence No. generated by PMA when the original ESR was submitted. If unknown, obtain from District Office. Do not include Addendum characters.		
District	If more than 1 district is involved, enter Lead district.		
Requesting Agency	DOH, Local, or Other. [Note: All county, township & city projects are " Local ". Check " Other " only for AERO or BRR . Identify requesting entity in text box.]		
1. Does project have wetland impacts?	Choose Yes or No.		
Type	If yes to above, choose type of impact: Permanent, Temporary, Both.		
2. Identify each wetland site being affected and acreage from each expected to be converted to other use(s).	For each wetland site, enter data for the Wetland Impacts and Mitigation Required table below. To enter data for a site, click the Add Site button and enter information for each field. To add another site, click the Add Site button.		
Wetland Impacts and Mitigation Required (Table)	Enter information for the following fields:		
Site No.	Enter alpha or numeric character.		
Type	Wetland types: Bog, Ditch, Farmed, Fen, Flatwoods, Forested, Gravel Bar, Pond, Marsh, Open Water, Sedge Meadow, Seep, Swamp, Wet Meadow, Wet Shrub.		
T&E	Choose Yes or No.	Nature Preserve	Choose Yes or No.
Natural Area	Choose Yes or No.	Essential Habitat	Choose Yes or No.
Size (acres)	Acres of wetland site	Acres of Impact	Acres of wetland impact
Basin	Basin Code (8-digit Hydrologic Unit Code; Hydrologic Unit Map, State of IL)		
Quadrangle	Enter Quadrangle name from U.S. Geological Survey topographic map.		
FQI	Enter Floristic Quality Index (FQI) value from wetland delineation.		
Describe the work	Choices: Fill, Excavation, Drainage, Vegetation Removal, Other. Note: In cases with more than one type of work, choose the work with the greatest amount. Describe other type(s) in the Add'l. Info field. (#8 below.)		
3. Briefly describe the measures considered to avoid and minimize adverse impacts to the wetlands.	Enter concise statement. 255 characters allowed (approximately 2-1/2 lines). This description may be further explained in the Add'l. Info field. (#8 below.)		
4. Summarize briefly why there are no practicable alternatives to wetland use.	Enter concise statement. 255 characters allowed (approximately 2-1/2 lines). This summary may be further explained in the Add'l. Info field. (#8 below.)		
5. Mitigation Site	Choices: At Site of Impact (on-site), Within Project Limits (on-site), Off-Site, Wetland Bank Site, Accumulation, Don't Know.		
6. Mitigation Basin	Choices: In Basin, Out of Basin, Don't Know.		
7. Local Contact Person	Name of contact person	Telephone #/Extension	Phone # / Ext. #
Title / Company / Email	Job title / Name of company or entity / Email address		
8. Additional Information	Use to expand on descriptions for #2, 3 & 4, include project notes or transmittal info. This field has a 1,000 character limit (approximately 14 lines).		
Memo By:	Enter name of person submitting memo or supplying information.		
Submitted By:	Enter your name as submitter of this Web form.		