



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

November 15, 2000

INTEGRATED ENVIRONMENTAL SURVEY PROCESS

#00-10

COUNTY ENGINEERS/ SUPERINTENDENT OF HIGHWAYS
MUNICIPAL ENGINEERS
CONSULTING ENGINEERS

The Environmental Survey Request forms and the process for submitting Environmental Survey Requests have been revised. The applicability of Environmental Survey Requests for local agency projects and the revised procedures are discussed below. This letter replaces Circular Letter #90-13.

Applicability

The environmental survey process initiates review for cultural, biological, and wetland resources and for special waste screening.

Cultural survey requests should be submitted for any local agency project funded with federal, Motor Fuel Tax (MFT), Township Bridge Program (TBP) or other state funds or for any action by the local agency which requires authorization or approval by the department if the project involves the acquisition of additional right-of-way (R.O.W.) or easements (temporary or permanent).

Survey requests for biological and wetland resources are only submitted for federally funded projects and other projects on the state letting if any of the following criteria are met:

- Involves acquisition of additional R.O.W. or easements (temporary or permanent) or construction activities outside the existing R.O.W.;
- Requires a drainage structure runaround or any in-stream work (i.e., any work or other activity within the stream banks which modifies or otherwise affects the stream bed or stream banks);
- Potentially affects a recognized Illinois Natural Areas Inventory site or Illinois dedicated Nature Preserve, a wetland, or a location where a state- or federal-listed species is known to occur.

For projects constructed with other funds, biological resource review is limited to coordination with the Illinois Department of Natural Resources (IDNR). The

local agency should submit the Agency Action Report for endangered species consultation directly to:

Illinois Department of Natural Resources
Division of Natural Resources Review and Coordination
524 S. Second Street
Springfield IL. 62701-1787

A copy of the Agency Action Report approved by IDNR should be submitted to the IDOT district office. Wetland resource review for these projects is discussed in Circular Letter #00-06.

Survey requests for special waste for local agency projects should only be submitted when the right-of-way is being acquired in the name of the state or the contract plans are being prepared by the state. For other projects, special waste screening is the responsibility of the local agency.

Procedures

When any of the above criteria for submittal of an Environmental Survey Request are met, it is the responsibility of the local agency to fill out the Environmental Survey Request form and to submit it with the required number of appropriate attachments to the district Bureau of Local Roads and Streets.

IDOT has developed a Web page for environmental surveys. It can be accessed on the IDOT Internet site under "Doing Business With IDOT Design and Environment Forms/ESR." A copy of this Web page is attached. This page has links to the forms and the instructions which will allow the local agency or its consultant to transmit the forms electronically to the appropriate district. The district will automatically be notified of a transmittal and will then download the forms into the Project Monitoring Application (PMA) which is used to track the environmental survey process. A printed copy of the completed form with the required number of attachments must then be submitted to the district office for processing. These submittals should be made as early as possible in the project development.

The forms include the Environmental Survey Request (ESR), an Update Environmental Survey Request (UESR), an Addendum Environmental Survey Request (AESR), and an Update Addendum Environmental Survey Request (UAESR). The ESR form should only be used for the first submittal for a project. An AESR is only necessary when changes in a project will affect areas outside the limits of the previous survey or there is a change in project scope that could involve additional resources. An UESR or UAESR would be submitted to request additional types of surveys for the same project.. The UESR, AESR, and UAESR will require the sequence number which was assigned to the ESR for the project. This number is available from your district office.

The ESR, UESR, AESR and UAESR consist of two pages. The first page is the project information. This is needed for all submittals. Page 2 is the special waste screening. For local projects, this page is only filled out when the above criteria for special waste surveys for local projects are met.

The Wetland Impact Evaluation (WIE) form will soon be added. The WIE is submitted when it has been determined that the project will impact wetlands. A copy of the WIE and a copy of the instructions are attached. This form can be used until the WIE is added to the Web site.

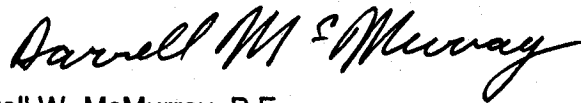
For local agencies and consultants who do not have Internet access, paper copies of the ESR and AESR forms and instructions can be obtained from the district Bureau of Local Roads and Streets. The district will then enter the information into PMA for these projects.

If a project would not normally require an ESR but cultural resource coordination (e.g., a project is located within a historic district) or a WIE is necessary, the ESR should be submitted with the coordination request or WIE, so that the project information can be added to PMA. The attachments to the ESR will not be necessary.

The procedure for submittal of ESRs for borrow/contractor-use has not changed. You should continue to submit Form DBE 2289 to the IDOT district office. Copies of the form and instructions are attached. The form is also available on the Design and Environment Forms Web page.

Please contact the appropriate district Bureau of Local Roads and Streets if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Darrell W. McMurray". The signature is written in a cursive style with a large, stylized 'M'.

Darrell W. McMurray, P.E.
Engineer of Local Roads and Streets

Attachments