



Federal Highway
Administration

Improving Quality of Environmental Documents

Every Day Counts Initiative, Federal Highway Administration



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Agencies Involved in the Innovation

Federal Highway Administration

- **Agency within the U.S. Department of Transportation**
- **Support the government in design, construction and maintenance of highways**
- **Responsible of ensuring the safety of U.S. roads.**
- **FHWA launched Every Day Counts (EDC), the program responsible of innovation, IQED, implementation**



Federal Highway
Administration

Every day Counts

- **Was launched in 2009 in cooperation with AASHTO**
- **Purpose is to make faster deliveries of highway projects and to considering the state's limited budgets.**
- **EDC is a state-based model which uses innovations to enhance roadway safety, reduce congestion and improve environmental sustainability.**

- **Each two years a new round of innovation are proposed and adopted in the states that are interested in.**
- **The innovations has to years to be in a stage of development, demonstration, assessment or be institutionalized.**
- **Specifications, lessons learned and relevant data are shared through case studies, webinars and demonstration projects.**

National Environment Policy Act

- signed into law on January 1, 1970.
- requires federal agencies to evaluate the environmental effects of their actions before decision making

NEPA's duties are:

- making decisions on permit applications
- adopting federal land management actions
- constructing publicly-owned facilities (like highways)



NEPA and FHWA

The FHWA NEPA collaboration allows:

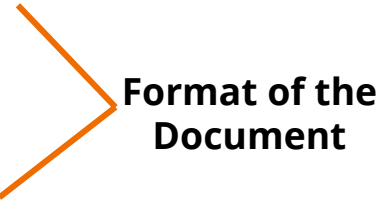
- **to make project decisions that balance engineering and transportation with social, economic and environmental factors.**
- **The public, businesses and government agencies, contribute into project and environmental decisions.**

Why we need IQED?

Environmental documentation can delay project development because the documents:

- **are difficult to comprehend,**
- **unnecessarily lengthy,**
- **do not meet legal requirements**
- **omit important information**

How to achieve Quality Documentation?

- **Consistent**
 - **Predictable**
 - **Repeatable**
 - **Useful and easy to read Information**
 - **Documents satisfy regulations**
 - **Reduce paperwork and delay in the preparation of the document**
- 
- Format of the Document
- The diagram consists of three orange lines forming a right-pointing chevron shape. The top line starts from the right side of the word 'Consistent', the middle line starts from the right side of 'Predictable', and the bottom line starts from the right side of 'Repeatable'. All three lines converge towards the text 'Format of the Document' on the right.

Steps of Quality in Environmental Documents

- 1. Tell the Story**
- 2. Be Brief**
- 3. Meet Legal Requirements**

1. Tell the Story

- **State the Purpose of the Document**
- **How Solution meets initiative goals**
- **Pros and Cons of the solutions**
- **Know your audience**

2. Be Brief and Concise

- Mention the key ideas and important details
- Use graphics or images to deliver correct information

Reorganization of the company

As you well know, our company has had considerable difficulty this year with the stalled economy, inflation, with the labor difficulties we've had at several plants, and with the development of our new products, especially in the home products system. This situation has forced the management team to assess our entire company and its operations with a view to finding a better way to organize it for improved profits and long-term efficiency.

Some of our departments have been growing and thinking without much rhyme or reason, and before this occasion we had not made the effort to take a real look at what we were doing. Instead, we were just going along, trying to do the best we could in a haphazard way. Our aim is to get rid of the duplication when we could do our jobs better if we worked together more efficiently.

Now we are announcing a major reorganization to take effect on 18 January. We will announce the details on 11 January including dates when our managers will hold meetings with various employees to whom the information is pertinent. We will also, at that time, distribute a complete schedule setting forth who will be working for whom. In the meantime, we are announcing the following changes to the managers in charge of the affected divisions and departments can prepare for the reorganization.

Janice Moreland will move from Vice President for Research to Vice President for Operations. Jack Spotter will be the new head of the Research Department, moving from his position as Assistant Vice President for Operations. Marilyn Belt will become Director of the new Home Products Division, which used to have only project status. These changes in department managerial positions will take place on 5 January. Current Assistant Directors will remain in their positions at that time unless otherwise notified.

Then, on 12 January, changes at the level of Assistant Directors will go into effect. The staffs of these departments will be informed in an email notification from their managers about whether they will be moving with their current managers or staying in their current departments. In most cases there will be no change, as we are trying to keep as many departments intact, with experienced staff, as possible.

Reorganization of the company

Background As you well know, our company has had considerable difficulty this year with:

- the stalled economy
- inflation
- labour difficulties at several plants, and
- development of our new products, especially in the home-products system.

The management team has assessed the entire company and its operations and decided to reorganize it for improved profits and long-term efficiency.

New division As you well know, Home Products will be created as a new division

Management changes The new management positions are described in this table:

Name	Previous position	New management position
Janice Moreland	VP, Research	VP, Operations
Jack Spotter	Assistant VP, Operations	Director, Research
Marilyn Belt	Assistant to the Plant Manager	Director, Home Products Division (new division)

Notification to staff The managers of these departments will inform their staffs via email if they will be moving or staying in their current departments. In most cases there will be no change. We are trying to keep departments intact, if possible.

Effective dates The effective dates for these changes are listed below:

Date	Description
January 5	Changes in Corporate Officers and Division Chiefs.
January 12	Changes in Assistant Directors positions and announcement of details of reorganizations.
January 18	Reorganization takes effect.

before

after

3. Meet Legal Requirements

- **Comply legal/regulatory requirements**
- **Systematic review of data**
- **Explain key assumption**
- **Describe Data Compilation Methods**
- **Analyze Data**

Planning a Quality Environmental Document

- Outline
- Style Guide
- Templates for tables and figures
- Standard Page Layout

	Subject of the Report
○	I. Main Idea
	A. Supporting detail
	B. Supporting detail
	C. Supporting detail
	II. Main Idea
	A. Supporting detail
	B. Supporting detail
○	C. Supporting detail
	III. Main Idea
	A. Supporting detail
	B. Supporting detail
	C. Supporting detail
○	

Tips for Quality Document Writing

- **Avoid Unnecessary information**
- **Avoid overstatement**
- **Get your document reviewed by technical writers**



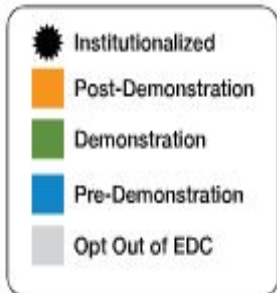
Implementation of IQED

Phase 2 (2013-2014)

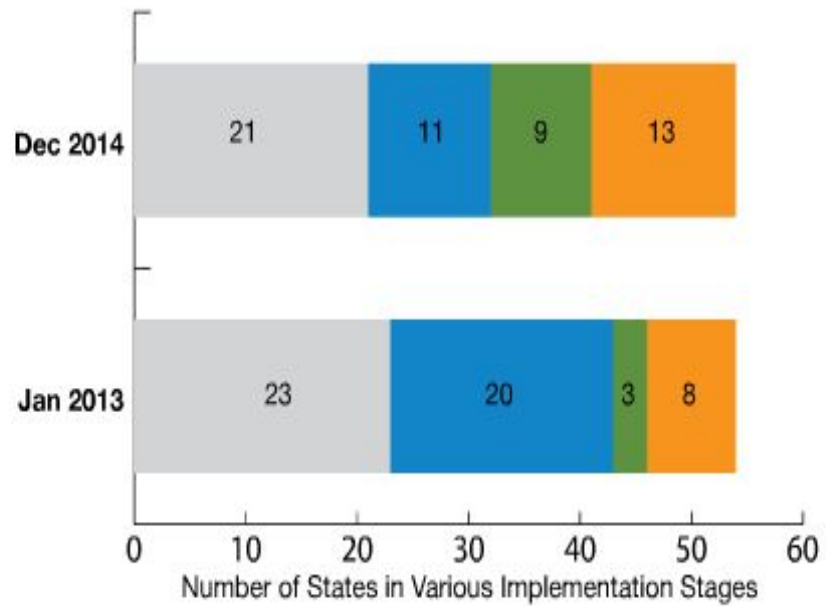
- **This innovation was implemented in 32 states and Puerto Rico**
- **It was able to be institutionalized it in 8 states**
- **Since the project was a success EDC decided to continue with the project in next phase**

Implementing Quality Environmental Documentation

(December 2014)



Implementing Quality Environmental Documentation

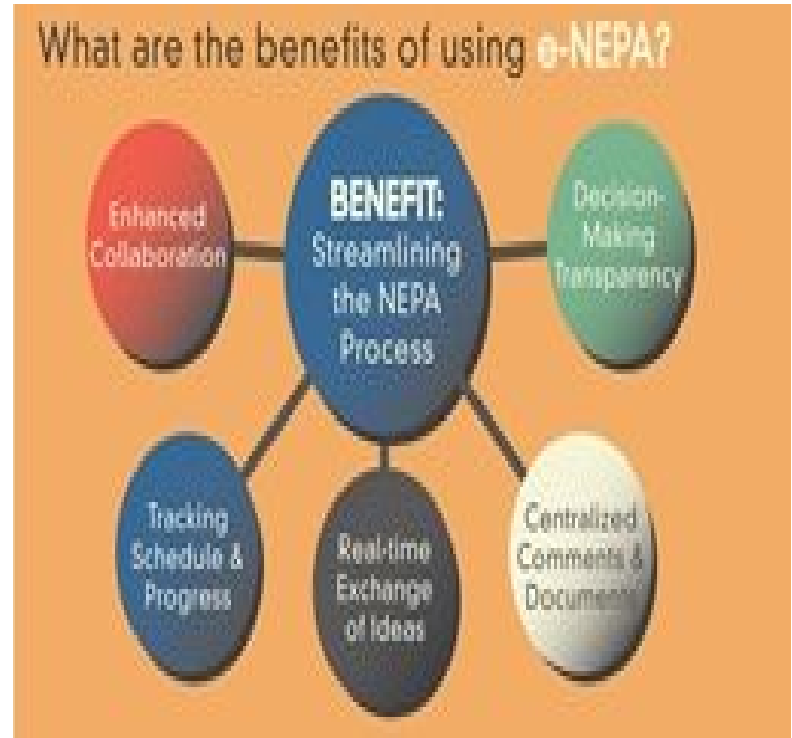


Phase 3 (2015-2016)

- **This phase had the same goals as Phase 2, Improving Quality of Environmental Documents**
- **This phase had a new goal Collaboration of Environmental Documents using e-NEPA workspace and forum.**

e-NEPA Workspace

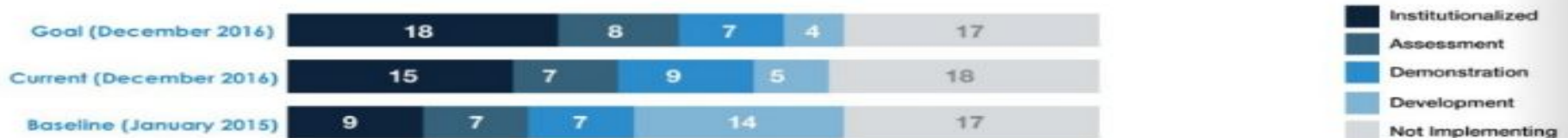
- Real time review and sharing of documents
- Transition to electronic document reviewing process
- Enhance inter-agency communication
- Resulting is faster and efficient project development
- Costs reduction (paper, mailing, printing)



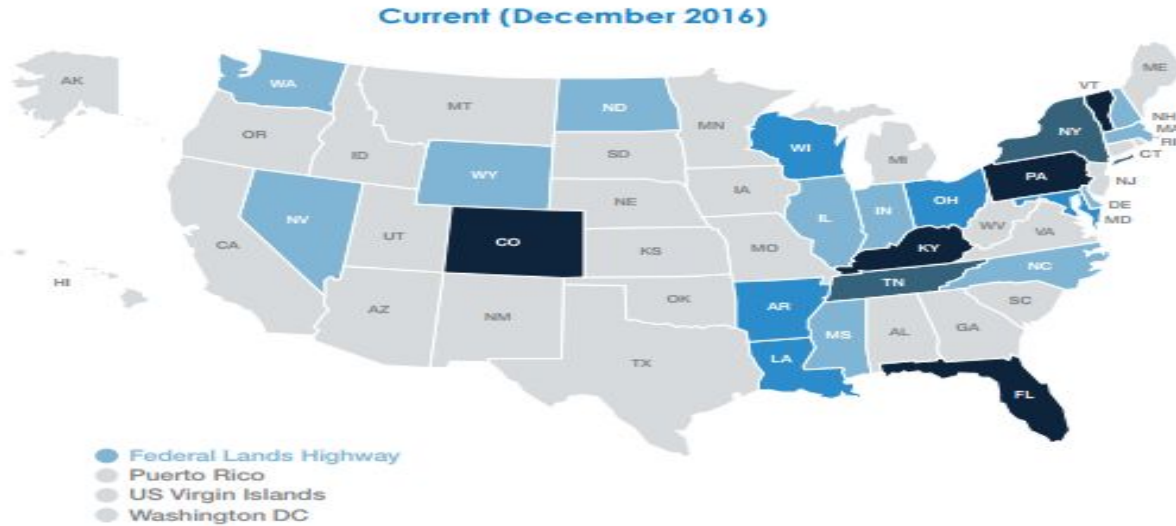
IQED Results of Phase 3



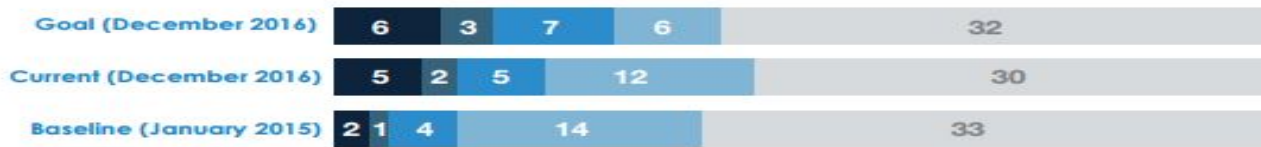
Number of States in Various Implementation Stages



e-NEPA Implementation



Number of States in Various Implementation Stages



Florida Case Study

Implementation of IQED and
e-NEPA

Explanatory Note

- **The Phase 3 Final Progress Report informs that Florida did not implemented IQED.**
- **Only implemented the e-NEPA tool of this innovation.**
- **Although, the Department of Transportation of Florida provides in their website the Every Day Counts Guidelines for Implementing Quality Environmental Documents.**

If you have any doubts, contact me:

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