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Chapter 1

ORGANIZATION

1.1 OVERVIEW

1. Preconstruction Responsibilities.

- complying with the *National Environmental Policy Act* (NEPA) process, including preparing and processing Categorical Exclusions (CE), Environmental Assessments (EA) and Environmental Impact Statements (EIS);
- completing environmental studies, documentation and coordination for permits and clearances;
- determining mitigation measures for environmental impacts from NDOT projects and ensuring they are included in project Construction Contract Documents; and
- arranging, advertising and conducting public involvement activities in accordance with NDOT policies and Federal-aid project requirements for projects processed under NEPA.

2. Construction and Maintenance Responsibilities.

- responding to complaints (e.g., noise, dust);
- providing oversight on mitigation measures and environmental commitments during construction;
- obtaining permits and clearances for materials sites; and
- ensuring environmental compliance regarding NDOT maintenance activities.

1.2 ENVIRONMENTAL SERVICES DIVISION ORGANIZATION CHART

The Environmental Services Division is part of the Engineering Office and includes three Sections, as follows:

- Cultural Resources Section (see [Section 1.3.2](#)),
- Environmental Studies Section (see [Section 1.3.3](#)), and
- Environmental Engineering Section (see [Section 1.3.4](#)).

[Figure 1.2-A](#) presents the organization of the Environmental Services Division.

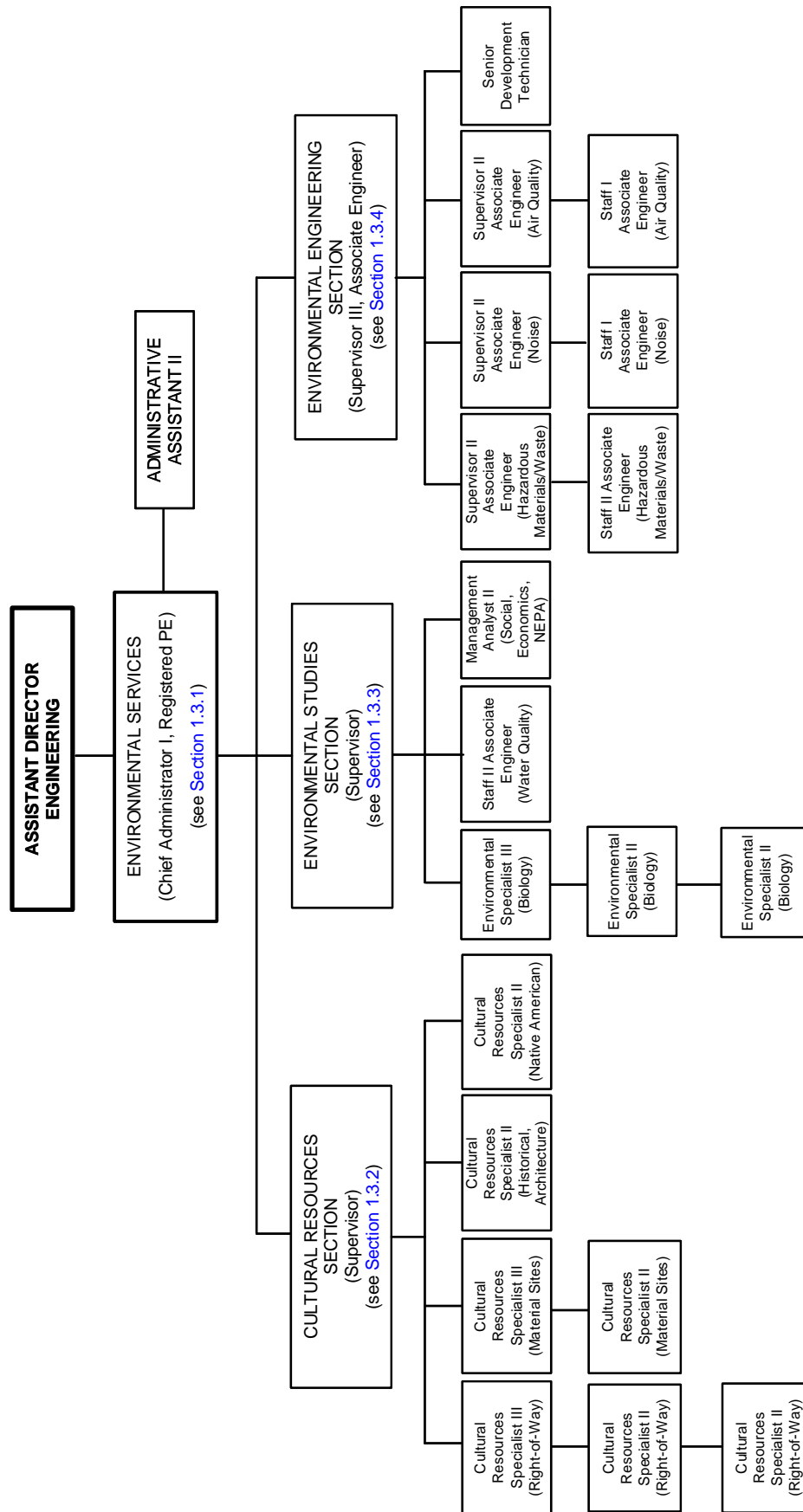


Figure 1.2-A — ENVIRONMENTAL SERVICES DIVISION ORGANIZATION

1.3 ENVIRONMENTAL SERVICES DIVISION RESPONSIBILITIES

1.3.1 Environmental Services Division Chief

The Chief of the Environmental Services Division is responsible for the leadership and management of the three Sections in the Division. The Environmental Services Division Chief also has the following functional responsibilities:

- serves as the primary contact with the FHWA, the regulatory and resource agencies, the NDOT Divisions, the public, local agencies and other public entities on environmental matters;
- in consultation with the FHWA, makes the decision on level of environmental documentation required;
- reviews, approves and signs environmental documents for the NDOT;
- reviews and approves public involvement/information plans, meeting advertisements, meeting documentation and handouts, and response to comments;
- makes decisions on when to use consultants to assist with the environmental program;
- schedules, prioritizes, assigns and manages the environmental program for the NDOT; and
- represents the NDOT on committees for environmental issues.

1.3.2 Cultural Resources Section

The Cultural Resources Section is responsible for ensuring that NDOT projects comply with Federal and State requirements regarding protection of cultural resources (i.e., significant historic, architectural, archaeological and paleontological resources) and consultation and coordination with Native American Tribes (see [Chapter 21](#)), including:

- Section 106 of the *National Historic Preservation Act* (see [Chapter 11](#));
- Section 4(f) (see [Chapter 12](#)); and
- Executive Order 13084 on Consultation and Coordination with Indian Tribal Governments; see [Chapter 21](#).

Shared responsibilities of the Section include the following:

- ensuring Section 106 compliance for projects, material sites, right-of-way and maintenance activities (e.g., slope cutting) and Section 4(f) compliance for projects involving use of land from a significant historic site;
- conducting field surveys and performing field work;
- writing and submitting cultural resource reports and survey reports;

- coordinating with Federal agencies as necessary regarding Section 106 compliance (e.g., US Army Corps of Engineers);
- providing oversight and monitoring during construction;
- attending internal and external meetings (e.g., for NDOT projects and with outside entities/project proponents requiring an FHWA permit);
- serving as a liaison with the State Historic Preservation Officer (SHPO) and Tribal Historic Preservation Officers (THPO);
- for actions on Bureau of Land Management (BLM) land, submitting a cultural resources report to BLM and consulting with the SHPO;
- for actions not on BLM land, preparing letters to FHWA explaining legal issues involved with SHPO coordination;
- participating in project public involvement activities and attending internal and external meetings (e.g., on NDOT projects and with outside entities/project proponents requiring FHWA permits); and
- reviewing project plans and special provisions, as needed.

1.3.2.1 Cultural Resources Section Supervisor

The Cultural Resource Section Supervisor oversees the operations of the Section, directs and manages the compliance program for Section 106 (and Section 4(f) for projects involving use of land from a significant historic site) and writes, reviews and approves NEPA documentation content (see [Part II "NEPA"](#)) on cultural resources issues. In addition, the Cultural Resource Section Supervisor is responsible for the overall cultural resources project management including task assignment and staff coordination, monitoring Federal and State regulations for future changes and review and approval of project plans and special provisions, as needed. For more information on the project development process, see [Chapter 2](#).

1.3.2.2 Cultural Resources Specialists

In addition to the shared responsibilities listed in [Section 1.3.2](#), the Cultural Resources Specialists have the following additional position-specific responsibilities:

- managing projects;
- writing, reviewing and approving NEPA document content on cultural resource issues;
- coordinating requests for determination of eligibility for the National Register of Historic Places;
- participating in the preparation of Memoranda of Agreement for the Section 106 process;

- cultural resources compliance for materials sites;
- architectural and historical issues; and
- Native American consultation and coordination.

1.3.3 **Environmental Studies Section**

The Environmental Studies Section is responsible for ensuring that NDOT projects comply with Federal and/or State requirements regarding:

- the NEPA process;
- water quality (e.g., Section 401 Certification) (see [Chapter 14](#));
- storm water (i.e., National Pollutant Discharge Elimination System (NPDES) permits) (see [Chapter 15](#));
- work affecting water resources such as wetlands, surface water bodies, and groundwater (e.g., Section 404 permits) (see [Chapter 14](#));
- threatened and endangered species (see [Chapter 16](#));
- migratory birds (see [Chapter 21](#));
- invasive species and noxious weeds (see [Chapter 21](#));
- NEPA compliance and permits/clearances for materials sites (see [Chapter 17](#));
- farmland protection (see [Chapter 21](#));
- socio-economic issues and Environmental Justice (see [Chapter 13](#));
- use of land from properties subject to Section 4(f) (see [Chapter 12](#));
- conversion of land acquired or improved with funding under Section 6(f) of the Land and Water Conservation Fund Act (LAWCON) (see [Chapter 21](#));
- assessment and documentation of indirect and cumulative impacts;

The Environmental Studies Section is responsible for the following shared tasks:

- preparing environmental content for inclusion in NEPA documents (see [Chapter 5](#), [Chapter 6](#), [Chapter 7](#) and [Chapter 8](#));
- preparing or reviewing consultant estimates (man-hours);
- conducting surveys for threatened and endangered species (see [Chapter 16](#));

- reviewing Categorical Exclusion (CE), Environmental Assessment (EA) and Environmental Impact Statement (EIS) documents (see [Chapter 6](#), [Chapter 7](#) and [Chapter 8](#));
- coordination regarding protected and sensitive plant and animal species;
- coordinating and providing oversight on implementation of mitigation measures and environmental commitments;
- consulting on re-vegetation and mitigation plans;
- serving as a liaison with noxious weed groups;
- obtaining *Clean Water Act* Section 404 permits;
- conducting wetland delineations;
- conducting environmental training (e.g., for construction and maintenance); and
- reviewing project plans and special provisions.

1.3.3.1 Environmental Studies Section Supervisor

The Environmental Studies Section Supervisor is responsible for the management of the Section, including project administration, review and approval of environmental documents, oversight of the public involvement program and monitoring State and Federal transportation and environmental regulations for changes affecting NDOT projects (see [Chapter 2](#)).

1.3.3.2 Environmental Specialists (Biology)

In addition to the shared tasks listed in [Section 1.3.3](#), the Environmental Specialists for Biology have the following position-specific responsibilities:

- responding to tortoise issues and conducting tortoise training;
- obtaining incidental taking permits (e.g., for “taking” protected plants);
- obtaining Section 10 permits;
- representing the NDOT on the Clark County Multiple Species Habitat Conversion Plan Committee;
- serving as the liaison with the BLM regarding biological issues;
- ensuring NEPA and Endangered Species Act compliance for material sites; and
- responding to sensitive plant species issues.

1.3.3.3 Water Quality Engineer

In addition to the shared tasks listed in [Section 1.3.3](#), the Water Quality Engineer is responsible for the following:

- obtaining Section 401 Water Quality certification for Section 404 permits;
- obtaining quarterly samples for reporting to the Nevada Division of Environmental Protection (NDEP);
- implementing the Phase I MS-4 statewide permit;
- serving as the environmental representative on the Water Quality Erosion and Sediment Control implementation team;
- providing a quarterly report on the Washoe wetland area;
- training resident engineers on compliance with the NPDES general and statewide permits;
- working with the Maintenance Division on compliance issues;
- inspecting and assisting with compliance for temporary erosion control measures on construction projects;
- inspecting and assisting with compliance for temporary erosion control measures associated with maintenance activities; and
- performing fiscal year reporting to the NDEP on the progress of the Storm Water Management Program implementation.

1.3.3.4 Management Analyst (Social, Economics, NEPA)

In addition to the shared tasks listed in [Section 1.3.3](#), the Management Analyst for Social, Economics and NEPA is responsible for the following:

- writing, compiling and coordinating NEPA documents and the NEPA process;
- conducting socio-economic analyses and preparing NEPA documentation on socio-economic issues;
- ensuring compliance with requirements of Executive Order 12898 on Environmental Justice;
- coordinating public involvement plans and participating in public involvement meetings and hearings; and
- serving on Technical Advisory Committees to provide expertise on socio-economic and NEPA issues.

1.3.4 Environmental Engineering Section

The Environmental Engineering Section is responsible for ensuring that NDOT projects comply with Federal and State requirements regarding:

- air quality (see [Chapter 18](#));
- traffic noise/abatement (see [Chapter 19](#)); and
- hazardous materials/waste(see [Chapter 20](#)).

1.3.4.1 Environmental Engineering Section Supervisor

The Environmental Engineering Section Supervisor provides oversight of the Section, reviews and approves environmental documentation, coordinates the documentation with the Management Analyst for Social, Economics and NEPA (document writer) and monitors Federal and State laws and regulations on air quality, noise and hazardous materials/waste for changes affecting NDOT projects.

1.3.4.2 Hazardous Materials/ Waste Engineers

The Hazardous Materials/Waste Engineers are responsible for four main functions:

- conducting project-related activities,
- resolving emergency-related issues,
- providing district support, and
- performing NEPA-related activities.

The specific responsibilities of the Hazardous Materials/Waste Engineers include the following:

- ensuring compliance for regulatory aspects of hazardous materials/wastes;
- assisting in ensuring compliance with Occupational Safety and Health Administration (OSHA) requirements for worker protection;
- providing support/monitoring and notifying the proper agencies regarding highway spills;
- writing hazardous materials/waste sections for NEPA documents;
- performing asbestos surveys of structures and making arrangements for asbestos abatement;
- protecting NDOT from liability associated with contamination/contaminated properties;
- supporting District operations involving hazardous materials;
- assisting with project investigations for hazardous materials/wastes;
- inspecting NDOT maintenance facilities and monitoring contamination from equipment wash pads;

- providing support to Districts for their Underground Injection Control Permit Program;
- participating in ongoing training activities; and
- reviewing plans and writing/reviewing specifications and special provisions.

1.3.4.3 Air Quality Engineers

Specific responsibilities of the Air Quality Engineers include the following:

- managing activities for modeling emissions levels for conformity with air quality standards using the state of the art and approved computer programs;
- ensuring projects meet air quality regulation requirements;
- tracking changes in air quality regulations, technology and research;
- writing and reviewing air quality sections for NEPA documents;
- representing the NDOT with State and local environmental agencies regarding air quality issues;
- working with the Vehicle Inspection and Maintenance Program committee (for the Las Vegas and Reno areas);
- responding to complaints concerning project construction and maintenance;
- participating in conformity determinations and ensuring projects are part of a conforming plan;
- participating in continuous training activities; and
- reviewing plans and special provisions.

1.3.4.4 Traffic Noise Engineers

Specific responsibilities of the Traffic Noise Engineers include the following:

- responding to noise complaints;
- performing project traffic noise computer modeling;
- determining sizing and placement of noise abatement barriers;
- conducting post-construction noise monitoring to determine the effectiveness of noise abatement measures;
- preparing noise analysis information for inclusion in NEPA documents;

- providing noise expertise at project public involvement meetings and workshops;
- keeping abreast of noise training, technology, noise wall materials, noise research information, etc; and
- reviewing plans and special provisions, as necessary.

1.3.4.5 Senior Development Technician

The Senior Development Technician reports to the Environmental Engineering Section Supervisor and provides technical support and assistance to the Division.