

## Table of Contents

<u>Section</u>	<u>Page</u>
17.1 OVERVIEW.....	17.1-1
17.2 MATERIALS DIVISION REQUEST FOR TESTING.....	17.2-1
Activity No. 1: Initiate Contact and Collect Data .....	17.2-3
Activity No. 2: Conduct Field Reviews and Surveys .....	17.2-4
Activity No. 3: Initiate Consultations and Permit Acquisition Process.....	17.2-6
Activity No. 4: Prepare Draft NEPA Document .....	17.2-7
Activity No. 5: Finalize NEPA Document and Obtain Decision Record .....	17.2-8
Activity No. 6: Provide Environmental Clearance .....	17.2-9
17.3 RIGHT-OF-WAY REQUEST FOR CLEARANCE PRIOR TO ACQUISITION.....	17.3-1
Activity No. 1: Initiate Contact and Collect Data .....	17.3-3
Activity No. 2: Conduct Field Reviews and Surveys .....	17.3-4
Activity No. 3: Initiate Consultations and Permit Acquisition Process.....	17.3-5
Activity No. 4: Prepare Draft NEPA Document .....	17.3-6
Activity No. 5: Finalize NEPA Document and Obtain Decision Record .....	17.3-7
Activity No. 6: Provide Environmental Clearance .....	17.3-8
17.4 RIGHT-OF-WAY REQUEST FOR USE OF AN EXISTING SITE .....	17.4-1
<u>Unused Site Without Previous Clearance</u>	
Activity No. 1: Initiate Contact and Collect Data .....	17.4-3
Activity No. 2: Conduct Field Reviews and Surveys .....	17.4-4
Activity No. 3: Initiate Consultations and Permit Acquisition Process.....	17.4-5
Activity No. 4: Prepare Draft NEPA Document .....	17.4-6
Activity No. 5: Finalize NEPA Document and Obtain Decision Record .....	17.4-7
Activity No. 6: Provide Environmental Clearance .....	17.4-8
<u>Used Site or Site With Previous Clearance</u>	
Activity No. 1: Initiate Contact and Collect Data .....	17.4-10
Activity No. 2: Conduct Field Reviews and Surveys .....	17.4-11
Activity No. 3: Initiate Consultations and Permit Acquisition Process.....	17.4-12
Activity No. 4: Provide Environmental Clearance .....	17.4-13
17.5 MAINTENANCE DIVISION REQUEST FOR USE.....	17.5-1
Activity No. 1: Initiate Contact and Collect Data .....	17.5-3
Activity No. 2: Conduct Field Reviews and Surveys .....	17.5-4
Activity No. 3: Provide Environmental Clearance .....	17.5-5

**List of Figures**

<b><u>Figure</u></b>	<b><u>Page</u></b>
Figure 17.2-A — MATERIALS DIVISION REQUEST FOR TESTING .....	17.2-2
Figure 17.2-B — MATERIAL SITE FIELD REVIEW CHECKLIST .....	17.2-5
Figure 17.3-A — R/W REQUEST FOR CLEARANCE PRIOR TO ACQUISITION .....	17.3-2
Figure 17.4-A — R/W REQUEST FOR USE OF AN EXISTING SITE.....	17.4-2
(Unused site without Previous Clearance).....	17.4-2
Figure 17.4-B — R/W REQUEST FOR USE OF AN EXISTING SITE.....	17.4-9
(Used Site or Site with Previous Clearance).....	17.4-9
Figure 17.5-A — MAINTENANCE DIVISION REQUEST FOR USE .....	17.5-2

# Chapter 17

## MATERIAL SITES

### ENVIRONMENTAL CLEARANCE PROCEDURES

#### 17.1 OVERVIEW

The Environmental Services Division is responsible for evaluating potential and existing material sites to ensure compliance with environmental permit requirements and, as applicable, the *National Environmental Policy Act* (NEPA). Refer to the Joint Memorandum of Understanding between NDOT and Bureau of Land Management (BLM) for details on processing an environmental clearance on BLM land. The Environmental Services Division will perform a material site assessment to provide environmental clearance for each of the following actions:

1. Materials Division Request for Testing. The Materials Division requests environmental clearance for testing existing and proposed material sites. The sites may be on public land or private land with or without an existing agreement for use.
2. Right-of-Way Request for Clearance Prior to Acquisition. The Materials Division sends a memorandum to the Right-of-Way Division requesting acquisition of right-of-way for use as a materials site. The Right-of Way Division requests the environmental clearance.
3. Right-of-Way Request for Use of an Existing Site. The Materials Division sends a memorandum to the Right-of-Way Division recommending the use of a site for project material. The Right-of-Way Division requests environmental clearance for use of the site. The site may or may not have had a previous environmental clearance.
4. Maintenance Division Request for Use. Typically, maintenance crews will request the use of an existing material site. In such cases, the Environmental Services Division will ensure that environmental clearances and permits are completed for site use.



## **17.2 MATERIALS DIVISION REQUEST FOR TESTING**

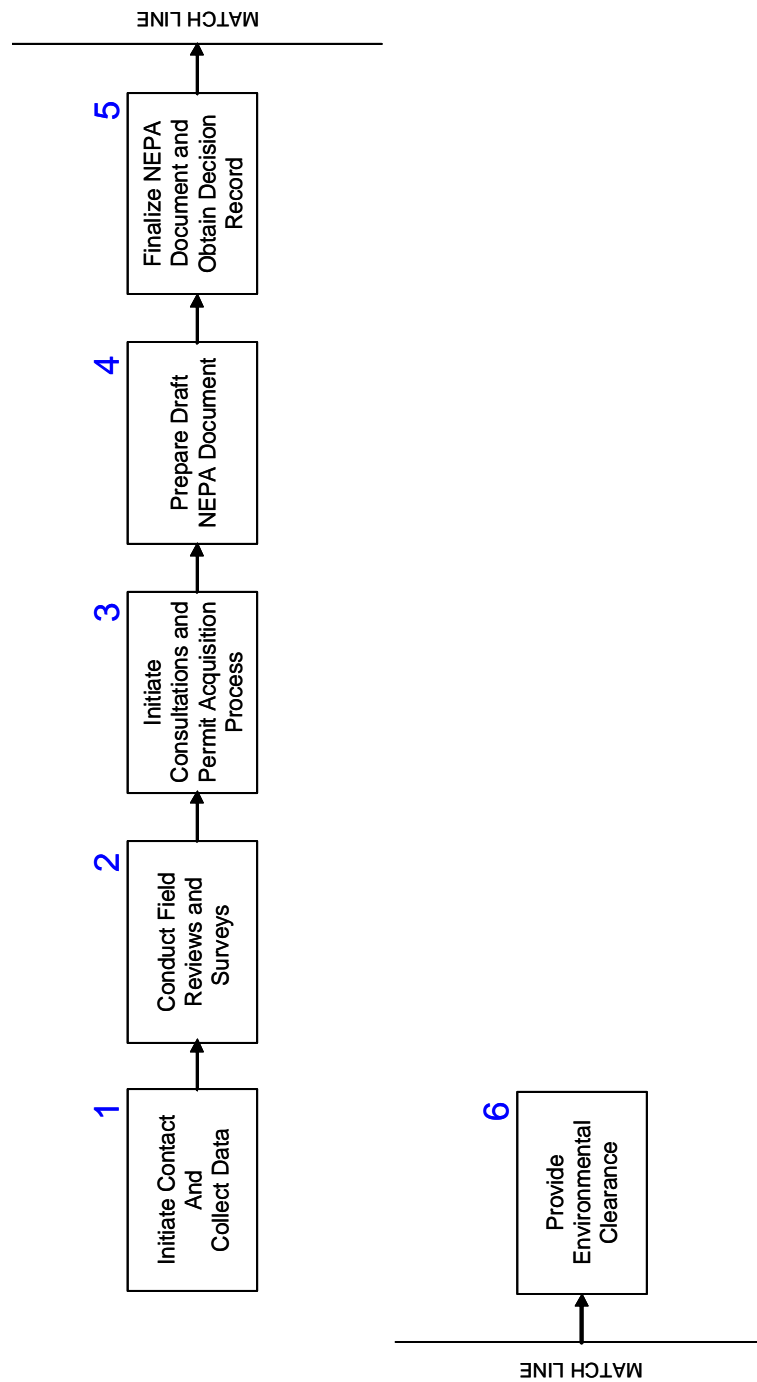


Figure 17.2-A — MATERIALS DIVISION REQUEST FOR TESTING

**PROJECT ACTIVITY**

Activity Title: Initiate Contact and Collect Data

Activity No.: 1

Activity Description:

Upon receipt of a request from the Materials Division for environmental clearance for testing of a site, the Environmental Services Division will collect information from the following:

- Materials Division – location, maps, report; and
- Right-of-Way Division – legal description, pit sketch (if available), deeds/grants, entry permit for private lands

The Environmental Services Division will collect data for reviewing environmental conditions, potential impacts and applicable legal requirements (e.g., cultural resources, biological resources, air quality, water quality, hazardous materials/waste, noise, socio-economics).

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; "Operating Manual User Guide", "Chapter 2, Highway Material Sources."*

**PROJECT ACTIVITY**

Activity Title: Conduct Field Reviews and Surveys

Activity No.: 2

Activity Description:

The Environmental Services Division will conduct preliminary field reviews of the site to confirm and augment the resource information.

For sites on public land, the Environmental Services Division will contact the BLM or FS office to arrange a joint field review. The field review will include agencies and disciplines involved in species, land or other resources or issues on or adjacent to the site.

The Environmental Services Division will complete the "Material Site Field Checklist" (see [Figure 17.2-B](#)) to determine areas of potential impact.

The Environmental Services Division will conduct field reviews and surveys to document resources and determine impacts. Each Section within the Environmental Services Division will be responsible for surveys and reviews within their area or areas of expertise.

For initial testing of a new site, the Environmental Services Division will provide the land management agencies a report of the survey results.

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; "Operating Manual User Guide", "Chapter 2, Highway Material Sources."*

**MATERIAL SITE FIELD CHECKLIST**

BLM Site #: \_\_\_\_\_ NDOT Site #: \_\_\_\_\_ Date: \_\_\_\_\_

**Areas of Impact**

Critical Element	Yes	No	Information/Comment
Air Quality			
Area of Critical Environmental Concern (ACEC)			
Cultural Resources			
Environmental Justice			
Farm Lands (prime or unique)			
Floodplain			
Invasive, Non-native Species			
Native American Religious Concerns			
Threatened or Endangered Species			
Waste, Hazardous or Solid			
Water Quality			
Wetlands or Riparian Areas			
Wild and Scenic Rivers			
Wilderness			
<b>Additional Considerations</b>			
Forestry & Vegetation			
Grazing/Range			
Noise			
Recreation			
Social & Economic			
Visual			
Wild Horse & Burro			
Wildlife & Fisheries			
Other land uses (mining claims, leases, utilities)			
Other			

Land Status: \_\_\_\_\_ Land Use Plan: \_\_\_\_\_

Does the action conform to the land use plan: Yes \_\_\_\_\_ No \_\_\_\_\_

Notes:

Signed:

\_\_\_\_\_  
NDOT Representative

\_\_\_\_\_  
BLM Representative

**Figure 17.2-B — MATERIAL SITE FIELD REVIEW CHECKLIST**

**PROJECT ACTIVITY**

Activity Title: Initiate Consultations and Permit Acquisition Process

Activity No.: 3

Activity Description:

If the site requires consultation with regulatory agencies and/or permit acquisition, the Environmental Services Division will pursue the necessary actions in conjunction with development of the NEPA document.

The Environmental Services Division will provide copies of the acquired permits and documentation of consultations to the land management agency or agencies.

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; "Operating Manual User Guide", "Chapter 2, Highway Material Sources."*

**PROJECT ACTIVITY**

Activity Title: Prepare Draft NEPA Document

Activity No.: 4

Activity Description:

The Environmental Services Division will prepare the NEPA document, which is typically an Environmental Assessment (EA) for use of a material site. If the site is on BLM land, the format will be as described in the reference listed below.

The Environmental Services Division will review the draft environmental document and will forward the document to the land management agency for review and comment.

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; "Operating Manual User Guide", "Chapter 2, Highway Material Sources."*

**PROJECT ACTIVITY**

Activity Title: Finalize NEPA Document and Obtain Decision Record

Activity No.: 5

Activity Description:

The Environmental Services Division will prepare the final NEPA document based on comments received from the land management agency. The Environmental Services Division will send the final NEPA document to the land management agency with a recommendation letter and request for concurrence in the determination of impact. The agency, usually the BLM, will review the final NEPA document and issue a decision record of their findings, recommendations and requirements.

The Environmental Services Division will submit the land management agency decision record and the final NEPA document to the FHWA for concurrence. The FHWA will prepare its NEPA approval documentation and will forward a copy to the NDOT.

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; "Operating Manual User Guide", "Chapter 2, Highway Material Sources."*

**PROJECT ACTIVITY**

Activity Title: Provide Environmental Clearance

Activity No.: 6

Activity Description:

The Environmental Services Division will prepare an environmental clearance memorandum specifying the type of clearance (e.g., site acquisition), clearance information and environmental restrictions or requirements for the site. Permits, documentation of consultations, evidence of fee payment and mitigation also will be included in the clearance document. The Environmental Services Division will send the memorandum to the Materials Division, the Right-of-Way Division and, if requested, the Maintenance Division.

For site acquisition, receipt of this document allows the site to be used by the Maintenance Division or on a project.

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; "Operating Manual User Guide", "Chapter 2, Highway Material Sources."*



### **17.3 RIGHT-OF-WAY REQUEST FOR CLEARANCE PRIOR TO ACQUISITION**

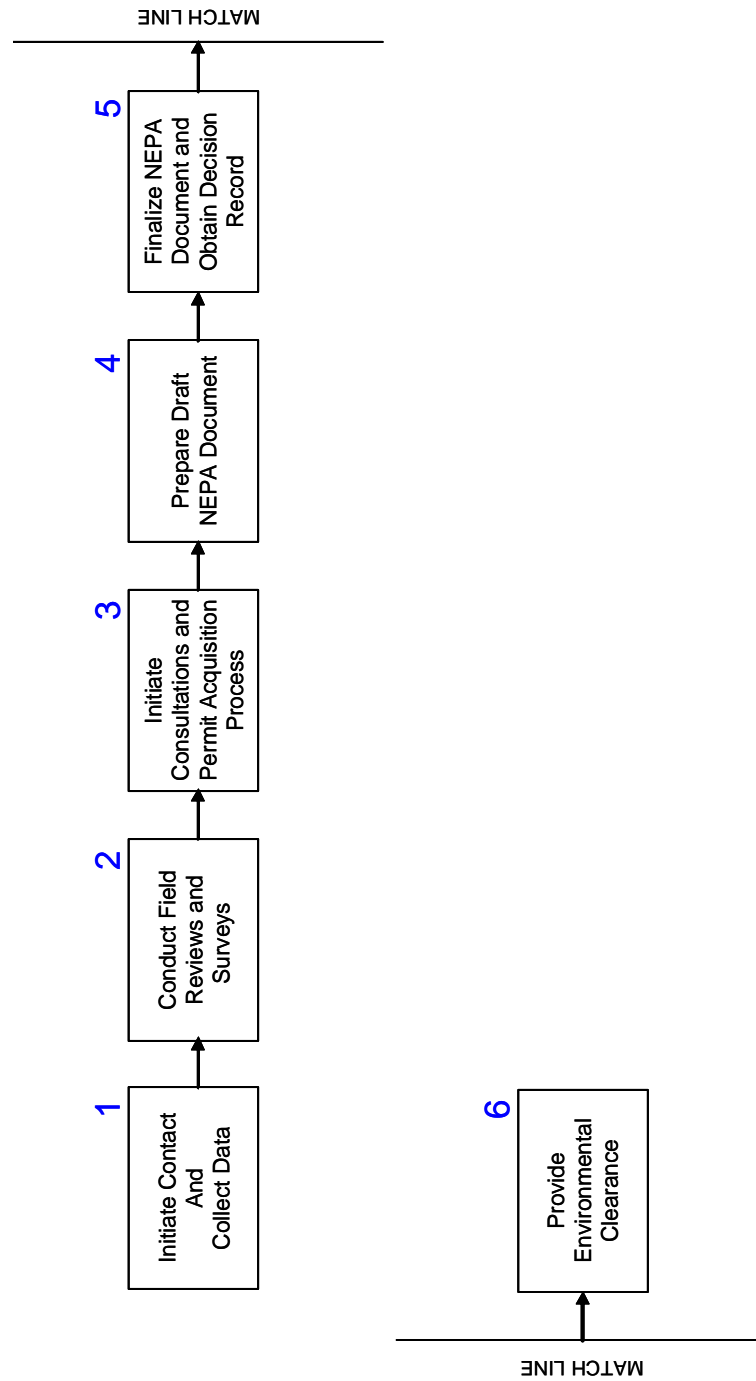


Figure 17.3-A — R/W REQUEST FOR CLEARANCE PRIOR TO ACQUISITION

**PROJECT ACTIVITY**

Activity Title: Initiate Contact and Collect Data

Activity No.: 1

Activity Description:

Upon receipt of a request from the Right-of-Way Division for environmental clearance prior to acquisition of a site, the Environmental Services Division will collect information from the following:

- Materials Division – location, maps, report; and
- Right-of-Way Division – legal description, pit sketch (if available), deeds/grants, entry permit for private lands

The Environmental Services Division will collect data for reviewing environmental conditions, potential impacts and applicable legal requirements (e.g., cultural resources, biological resources, air quality, water quality, hazardous materials/waste, noise, socio-economics).

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; "Operating Manual User Guide", "Chapter 2, Highway Material Sources."*

**PROJECT ACTIVITY**

Activity Title: Conduct Field Reviews and Surveys

Activity No.: 2

Activity Description:

The Environmental Services Division will conduct preliminary field reviews of the site to confirm and augment the resource information.

For sites on public land, the Environmental Services Division will contact the BLM or FS office to arrange a joint field review. The field review will include agencies and disciplines involved in species, land or other resources or issues on or adjacent to the site.

The Environmental Services Division will complete the “Material Site Field Checklist” (see [Figure 17.2-B](#)) to determine areas of potential impact.

The Environmental Services Division will conduct field reviews and surveys to document resources and determine impacts. Each Section within the Environmental Services Division will be responsible for surveys and reviews within their area or areas of expertise.

For initial testing of a new site, the Environmental Services Division will provide the land management agencies a report of the survey results.

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; “Operating Manual User Guide”, “Chapter 2, Highway Material Sources.”*

**PROJECT ACTIVITY**

Activity Title: Initiate Consultations and Permit Acquisition Process

Activity No.: 3

Activity Description:

If the site requires consultation with regulatory agencies and/or permit acquisition, the Environmental Services Division will pursue the necessary actions in conjunction with development of the NEPA document.

The Environmental Services Division will provide copies of the acquired permits and documentation of consultations to the land management agency or agencies.

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; "Operating Manual User Guide", "Chapter 2, Highway Material Sources."*

**PROJECT ACTIVITY**

Activity Title: Prepare Draft NEPA Document

Activity No.: 4

Activity Description:

The Environmental Services Division will prepare the NEPA document, which is typically an Environmental Assessment (EA) for use of a material site. If the site is on BLM land, the format will be as described in the reference listed below.

The Environmental Services Division will review the draft environmental document and will send the document to the land management agency for review and comment.

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; "Operating Manual User Guide", "Chapter 2, Highway Material Sources."*

**PROJECT ACTIVITY**

Activity Title: Finalize NEPA Document and Obtain Decision Record

Activity No.: 5

Activity Description:

The Environmental Services Division will prepare the final NEPA document based on comments received from the land management agency. The Environmental Services Division will send the final NEPA document to the land management agency with a recommendation letter and request for concurrence in the determination of impact. The agency, usually the BLM, will review the final NEPA document and issue a decision record of their findings, recommendations and requirements.

The Environmental Services Division will submit the land management agency decision record and the final NEPA document to the FHWA for concurrence. The FHWA will prepare its NEPA approval documentation and will forward a copy to the NDOT.

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; "Operating Manual User Guide", "Chapter 2, Highway Material Sources."*

**PROJECT ACTIVITY**

Activity Title: Provide Environmental Clearance

Activity No.: 6

Activity Description:

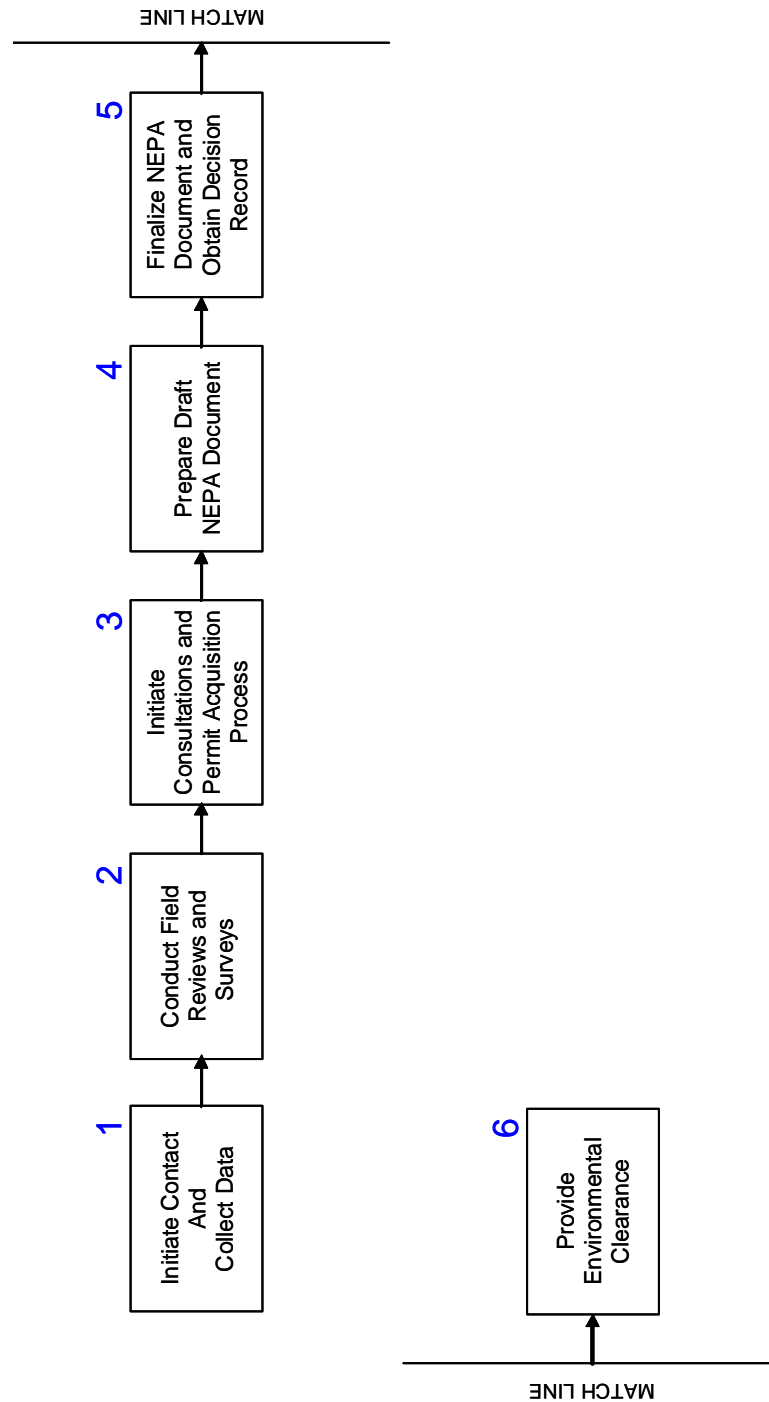
The Environmental Services Division will prepare an environmental clearance memorandum specifying the type of clearance (e.g., site acquisition), clearance information and environmental restrictions or requirements for the site. Permits, documentation of consultations, evidence of fee payment and mitigation also will be included in the clearance document. The Environmental Services Division will send the memorandum to the Right-of-Way Division, the Materials Division and, if requested, the Maintenance Division.

For site acquisition, receipt of this document prompts the Right-of-Way Division to contact the land management agency or private land owner to begin the acquisition process.

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; "Operating Manual User Guide", "Chapter 2, Highway Material Sources."*

## **17.4 RIGHT-OF-WAY REQUEST FOR USE OF AN EXISTING SITE**



**Figure 17.4-A — RW REQUEST FOR USE OF AN EXISTING SITE  
(Unused site without Previous Clearance)**

**PROJECT ACTIVITY**

Activity Title: Initiate Contact and Collect Data

Activity No.: 1

Activity Description:

Upon receipt of a request from the Right-of-Way Division for environmental clearance for use of an existing unused site without previous clearance, the Environmental Services Division will collect information from the following:

- Materials Division – location, maps, report; and
- Right-of-Way Division – legal description, pit sketch (if available), deeds/grants, entry permit for private lands

The Environmental Services Division will collect data for reviewing environmental conditions, potential impacts and applicable legal requirements (e.g., for cultural resources, biological resources, air quality, water quality, hazardous materials/waste, noise, socio-economics).

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; "Operating Manual User Guide", "Chapter 2, Highway Material Sources."*

**PROJECT ACTIVITY**

Activity Title: Conduct Field Reviews and Surveys

Activity No.: 2

Activity Description:

The Environmental Services Division will conduct preliminary field reviews of the site to confirm and augment the resource information.

For sites on public land, the Environmental Services Division will contact the BLM or FS office to arrange a joint field review. The field review will include agencies and disciplines involved in species, land, or other resources or issues on or adjacent to the site.

The Environmental Services Division will complete the “Material Site Field Checklist” (see [Figure 17.2-B](#)) to determine areas of potential impact.

The Environmental Services Division will conduct field reviews and surveys to document resources and determine impacts. Each Section within the Environmental Services Division will be responsible for surveys and reviews within their area or areas of expertise.

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; “Operating Manual User Guide”, “Chapter 2, Highway Material Sources.”*

**PROJECT ACTIVITY**

Activity Title: Initiate Consultations and Permit Acquisition Process

Activity No.: 3

Activity Description:

If the site requires consultation with regulatory agencies and/or permit acquisition, the Environmental Services Division will pursue the necessary actions in conjunction with development of the NEPA document.

The Environmental Services Division will provide copies of the acquired permits and documentation of consultations to the land management agency or agencies.

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; "Operating Manual User Guide", "Chapter 2, Highway Material Sources."*

**PROJECT ACTIVITY**

Activity Title: Prepare Draft NEPA Document

Activity No.: 4

Activity Description:

The Environmental Services Division will prepare the NEPA document, which is typically an Environmental Assessment (EA) for use of a material site. If the site is on BLM land, the format will be as described in the reference listed below.

The Environmental Services Division will review the draft environmental document and send the document to the land management agency for review and comment.

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; "Operating Manual User Guide", "Chapter 2, Highway Material Sources."*

**PROJECT ACTIVITY**

Activity Title: Finalize NEPA Document and Obtain Decision Record

Activity No.: 5

Activity Description:

The Environmental Services Division will prepare the final NEPA document based on comments received from the land management agency. The Environmental Services Division will send the final NEPA document to the land management agency with a recommendation letter and request for concurrence in the determination of impact. The agency, usually the BLM, will review the final NEPA document and issue a decision record of their findings, recommendations and requirements.

The Environmental Services Division will submit the land management agency decision record and the final NEPA document to the Federal Highway Administration (FHWA) for concurrence. The FHWA will prepare its NEPA approval documentation and will forward a copy to the NDOT.

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; "Operating Manual User Guide", "Chapter 2, Highway Material Sources."*

**PROJECT ACTIVITY**

Activity Title: Provide Environmental Clearance

Activity No.: 6

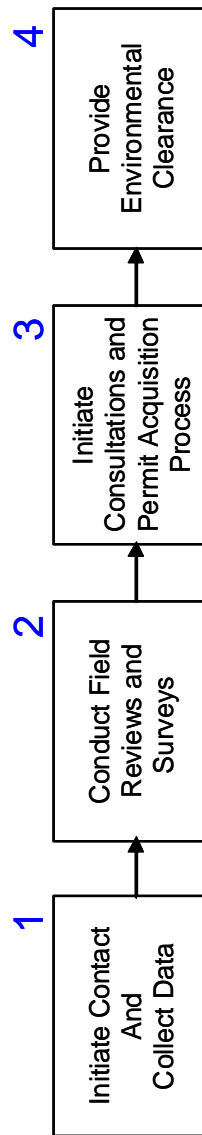
Activity Description:

The Environmental Services Division will prepare an environmental clearance memorandum specifying the type of clearance (e.g., site use), clearance information and environmental restrictions or requirements for site testing. Permits, documentation of consultations, evidence of fee payment and mitigation also will be included in the clearance document. The Environmental Services Division will send the memorandum to the Right-of-Way Division, the Materials Division and, if requested, the Maintenance Division.

For existing sites, receipt of this document prompts the Right-of-Way Division to advise the Materials Division the site is cleared for use.

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; "Operating Manual User Guide", "Chapter 2, Highway Material Sources."*



**Figure 17.4-B — R/W REQUEST FOR USE OF AN EXISTING SITE  
(Used Site or Site with Previous Clearance)**

**PROJECT ACTIVITY**

Activity Title: Initiate Contact and Collect Data

Activity No.: 1

Activity Description:

Upon receipt of a request from the Right-of-Way Division for environmental clearance for use of an existing used site or site with previous clearance, the Environmental Services Division will collect information from the following:

- Materials Division – location, maps, report; and
- Right-of-Way Division – legal description, pit sketch (if available), deeds/grants, entry permit for private lands

The Environmental Services Division will collect data for reviewing environmental conditions, potential impacts and applicable legal requirements (e.g., cultural resources, biological resources, air quality, water quality, hazardous materials/waste, noise, socio-economics).

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; "Operating Manual User Guide", "Chapter 2, Highway Material Sources."*

**PROJECT ACTIVITY**

Activity Title: Conduct Field Reviews and Surveys

Activity No.: 2

Activity Description:

The Environmental Services Division will conduct field reviews and surveys to document resources and determine impacts to establish whether the previous clearance remains valid. Each Section within the Environmental Services Division will be responsible for surveys and reviews within their area or areas of expertise.

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; "Operating Manual User Guide", "Chapter 2, Highway Material Sources."*

**PROJECT ACTIVITY**

Activity Title: Initiate Consultations and Permit Acquisition Process

Activity No.: 3

Activity Description:

If the site requires consultation with regulatory agencies and/or permit acquisition, the Environmental Services Division will pursue the necessary actions to accomplish the consultation and/or obtain the necessary permits.

The Environmental Services Division will provide copies of the acquired permits and documentation of consultations to the land management agency or agencies.

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; "Operating Manual User Guide", "Chapter 2, Highway Material Sources."*

**PROJECT ACTIVITY**

Activity Title: Provide Environmental Clearance

Activity No.: 4

Activity Description:

The Environmental Services Division will prepare an environmental clearance memorandum specifying the type of clearance (e.g., for use) and providing clearance information. Permits, documentation of consultations, evidence of fee payment and mitigation also will be included in the clearance document. The Environmental Services Division will send the memorandum to the Right-of-Way Division, the Materials Division and, if requested, the Maintenance Division.

For existing sites, receipt of this document prompts the Right-of-Way Division to advise the Materials Division the site is cleared for use.

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; "Operating Manual User Guide", "Chapter 2, Highway Material Sources."*



**17.5 MAINTENANCE DIVISION REQUEST FOR USE**

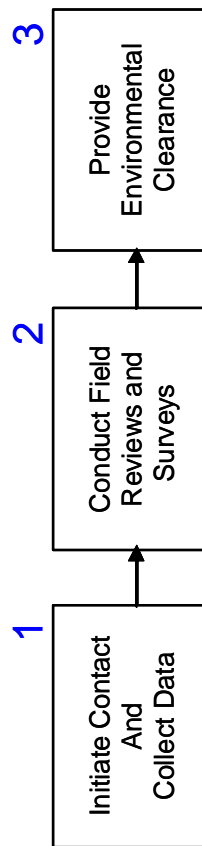


Figure 17.5-A — MAINTENANCE DIVISION REQUEST FOR USE

**PROJECT ACTIVITY**

Activity Title: Initiate Contact and Collect Data

Activity No.: 1

Activity Description:

Upon receipt of a request from the Maintenance Division for use of an existing site, the Environmental Services Division will collect information from the following:

- Materials Division – location, maps, report; and
- Right-of-Way Division – legal description, pit sketch (if available), deeds/grants, entry permit for private lands

The Environmental Services Division will collect data for reviewing environmental conditions, potential impacts and applicable legal requirements (e.g., cultural resources, biological resources, air quality, water quality, hazardous materials/waste, noise, socio-economics).

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; "Operating Manual User Guide", "Chapter 2, Highway Material Sources."*

**PROJECT ACTIVITY**

Activity Title: Conduct Field Reviews and Surveys

Activity No.: 2

Activity Description:

The Environmental Services Division will conduct field reviews and surveys to document resources and determine impacts. Each Section within the Environmental Services Division will be responsible for surveys and reviews within their area or areas of expertise.

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; "Operating Manual User Guide", "Chapter 2, Highway Material Sources."*

**PROJECT ACTIVITY**

Activity Title: Provide Environmental Clearance

Activity No.: 3

Activity Description:

The Environmental Services Division will prepare an environmental clearance memorandum specifying the type of clearance (e.g., for use) and providing clearance information. Permits, documentation of consultations, evidence of fee payment and mitigation also will be included in the clearance document. The Environmental Services Division will send the memorandum to the Right-of-Way Division, the Materials Division and, if requested, the Maintenance Division.

For existing sites, receipt of this document by the Maintenance Division confirms the site is cleared for use.

Regulations and Guidance

*Memorandum of Understanding Among United States Department of Interior, Bureau of Land Management; United States Department of Transportation, Federal Highway Administration; State of Nevada Department of Transportation Concerning: Operating Procedures for Processing Federal-aid Highway Rights-of-Way; "Operating Manual User Guide", "Chapter 2, Highway Material Sources."*

