

PREFACE

The *NDOT Environmental Services Procedures Guide* has been developed to provide uniform environmental practices for Department and consultant personnel preparing contract plans for Department projects.

The *Guide* presents much of the information normally required for an environmental study; however, it is impossible to address every situation encountered during the project development process. Therefore, the project design team must exercise good judgment on individual projects and, frequently they must be innovative in their approach to environmental design.

The *NDOT Environmental Services Procedures Guide* was developed by the NDOT Environmental Services Division with assistance from the engineering consulting firm of Roy Jorgensen Associates, Inc. The Guide Review Committee consisted of:

Daryl James	NDOT Department of Transportation
Dan Nollsch	NDOT Department of Transportation
Dan Harms	NDOT Department of Transportation
Cliff Creger	NDOT Department of Transportation
Patty Brisbin	NDOT Department of Transportation
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Darlene Bucciero	Roy Jorgensen Associates, Inc
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In addition to the Guide Review Committee, the following Environmental Services Division staff contributed to the development of the *Guide*:

Lori Bellis	Sandra Morse
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NDOT ENVIRONMENTAL SERVICES PROCEDURES GUIDE **(Revision Process)**

All revisions to the *NDOT Environmental Services Procedures Guide* will be submitted and reviewed according to the following process:

Revision and Review

1. All proposed revisions shall be submitted to the Environmental Services Division Chief. The Revision Request Form (next page) shall be used for the submittal.
2. A three-person Review Committee, selected by the Environmental Services Division Chief, will meet as necessary, to review the proposed changes.
3. The Committee will submit their recommendations and will meet with the Environmental Services Division Chief to determine if the proposed revisions should be incorporated into the *Guide*.
4. If the *Guide* will be revised as recommended, a memo describing the revision will be distributed by the Environmental Services Division Chief. The revised pages of the *Guide* will be attached to the memo and will be sent to the *Guide* holders.

Review Committee

The Review Committee will consist of three members (e.g., one each from Cultural Resources Section, Environmental Studies Section, Environmental Engineering Section). One member will be replaced each year; therefore, no one will serve on the Committee for more than four consecutive years. Individuals may serve on the Committee more than once. In addition to the review of proposed revisions, the Committee will be responsible for the following:

1. providing updates for the *NDOT Environmental Services Procedures Guide*,
2. maintaining a comprehensive list of the *Guide* holders, and
3. maintaining a library of the revisions to the *Guide* in chronological order.

NDOT ENVIRONMENTAL SERVICES PROCEDURES GUIDE (Revision Request)

Identification

Date Submitted: _____

Section To Be Revised: _____

Section Title: _____

Page Number(s): _____

Description of Revision

List other sections of the *Guide* that would be affected by the revision:

- A.
- B.
- C.

List the *Detailed Drawings* affected by the revision:

- A.
- B.
- C.

Justification For The Revision

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