



Environmental Updates

Dear most awesome ECAP Environmental firms-

We've been working on several improvements and initiatives and wanted to take a quick moment to share some of those with you.

Quality Control/ Assurance Checklists

Technical Services (for which EAU/ ECAP falls under) has implemented Quality Control/Assurance Checklists as a requirement for all deliverables.

This initiative is multi-fold:

- helps to ensure firms are delivering quality and a near-perfect product the first time,
- reduces NCDOT staff review time,
- helps NCDOT ensure consistent reviews among staff with various experience.

We now have Quality Checklists for the following ECAP deliverables:

- Survey Notification Letter (formerly the Landowner Notification Letter) Procedure and Quality Checklist.
- Jurisdictional Determination Package Guidance and Quality Checklist.
- NRTR Quality Checklist*.

While I realize we're adding an extra step, we're hopeful you'll find these checklists helpful and provide a more organized and efficient review.

*This checklist replaces the previous 3 review/signature page that accompanied the NRTR. We feel the checklist is robust enough to only require 1 independent QC reviewer. Additional reviews will not be discouraged, and the checklist does have space for two.

NRTR Scope

Related to the above initiative, the NRTR Scope has been revised to meet/match the checklist/ clarity initiative. When we scope something to you, we will be using this new Scope for consistency and clarity.

[A blank version is located on our ECAP Website.](#)

The Scope now serves as more of a guidance checklist to navigate through each deliverable. It now includes:

- task descriptions,
- references and links to the guidance document to complete each task,
- provides the location on where to place the deliverable (including SharePoint Location and Topic) and any other additional steps (such as which Checklist to use and where to put it).

We have made some tweaks to many of the details to streamline the process (e.g. ETRACS requests for reviews). Those instructions and deliverable locations are now included in the scope.

A scope is really just a communication document. **As a valuable partner of ECAP, please feel free to let us know how we can improve the clarity of these Scopes/Guidance Documents.**

The “Landowner Letter” is now the Survey Notification Letter

We have made several changes to the letter in an effort to reduce several instances of landowner confusion, as well as to streamline the process.

The first is the name change. There has been a misconception that the letter can satisfy Public Involvement requirements. To that end, we have renamed the letter from “Landowner Letter” to “[Survey Notification Letter](#)” to better describe the purpose of the letter. This also fits better considering that Locations and Surveys also uses the letter in some instances.

It too now has a [Procedure/ Guidance/ Quality Checklist](#) to help ensure it is accurate and placed at consistent SharePoint locations.

The good news is there are fewer steps and no signature required which removes a logistical step. But there are some significant process changes to this, so please make sure to use the Guidance/Checklist to ensure all of the steps are accomplished.

Pre-Filing Notifications

When the Pre-Filing Notification requirement came back into play in April 2022, we sent NCDWR a Pre-Filing request using the Department’s Comprehensive Project List.

With the publishing of the new STIP, there are some projects that were not included on this list.

Therefore, on June 30, ECAP distributed a new mass Pre-Filing Meeting Request with the latest comprehensive project list AND also included the Department’s Maintenance Improvement Program. Hopefully, this will alleviate the Department from having to Pre-file for a while.

[The pre-filing documentation \(and list\) can be found here](#)