



**NORTH CAROLINA**  
Department of Transportation

**NCDOT ATLAS TRAINING**

A horizontal bar composed of several colored segments: a long red segment, a dark blue segment, a red segment, a light blue segment, a green segment, a purple segment, a grey segment, and a dark red segment.

# ATLAS External Workbench

RPO and MPO Workshop

April 11, 2022

# Welcome

- Introductions
- Discussion goal
- Please join the discussion!
  - Add a comment to the chat
  - Use the “raise hand” feature in Teams
- Log onto Workbench
- [ATLAS Log On Tip Sheet](#)

# ATLAS Workbench Log-On Tips

- Go to the NCDOT Connect Site
  - Select a project in Preconstruction  
(R-5808, U-5811, I-5973)
- Click on ATLAS Workbench
  - (See next three slides for steps if not in live training)

# Connect NCDOT Home

Bringing Business and Government together with online collaboration.



## Browse All Sections

### Doing Business

How to work with the North Carolina Department of Transportation.



### Bidding & Letting

Bidding and letting information for Central, Division, Design/Build and Bridge & Culvert Lets.



### Projects

For businesses working on NCDOT Projects and Contracts.



### Resources

Data and documents needed to work with the NCDOT.



### Local Governments

Municipalities, local government agencies and other non-business groups working with NCDOT.



## More Site Content

### Manuals

Important guides and handbooks from NCDOT.



### Maps

County, statewide and project-specific maps.



### Training

Certifications, course descriptions and online classes.



### Groups & Committees

Private and public organizations working with NCDOT.



### Events

Upcoming meetings, conferences, and gatherings.



### Contenido en Espanol

Contenido para nuestros socios de habla hispana.



## Your Team Sites

Find your team site

All Team Sites



Go directly to [Construction](#) | [Preconstruction sites](#)

Connect NCDOT



Projects



## Support & Help

### New User?

Read this brief section to get started.



### Signing In

Trouble signing in? Get quick solutions to common issues.



### Your Account

Find answers to questions about managing your account.



## Preconstruction ▶ Preconstruction Projects Home

Preconstruction information for NCDOT Highway and Bridge projects. Send any problems or concerns to [preconstructionhelp@ncdot.gov](mailto:preconstructionhelp@ncdot.gov). Send ProjectWise issues to [dot.pwsupport@ncdot.gov](mailto:dot.pwsupport@ncdot.gov).

Home ▶ Preconstruction

Home

My Precon

- [Precon Dashboard](#)
- [My Precon Projects](#)
- [My Submittal Reviews](#)

Tools

- [ATLAS Data Search Tool](#)
- [ATLAS Data Screening Tool](#)
- [Letting Admin Dashboard](#)
- [Manage Project Contacts](#)
- [Preconstruction Search](#)
- [Usage Assessment](#)

Resources

- [Bridge Plans and Reports](#)
- [Discipline Specific Links](#)
- [Division Specific Guidance](#)
- [ORD Working Documents & Action Items](#)
- [Signal Plans](#)

### Find a Site

Division 01

[15401.1048012 Southdock Emergency](#)

[15801.1027014 Currituck Bridge 7](#)

Division 02

[15BPR.11 Camden 43 and 44](#)

Division 03

[15BPR.23](#)

Division 04

[15BPR.41 Dare No.9](#)

Division 05

[15BPR.46](#)

[15BPR.60](#)

Division 06

[15BPR.7 Currituck No 15](#)

[15BPR.8 Bertie 38](#)

Division 07

[16.71080](#)

Division 08

[16901.1048010 Ocracoke Sandbags](#)

[17BP.1.R.63 Hyde 36](#)

Division 09

[17BP.1.R.76 Gates 20](#)

Preconstruction Home

Precon Dashboard

Project Site

- Change Report
- Recently Modified
- Key Documents
- Project Contacts
- Email Project Contacts
- Project Info R-5808
- Project Structures

Project Management

- Project Schedule

Precon Tools

- Pay Items & Quantities
- Project Commitments
- Submittal Tracker

Processing Requests

- Grant Consulting Firm Access
- Grant Municipality Access
- Lock/Unlock Projects
- Unlock Pay Items

Reference

- Preconstruction Help
- Discipline Specific Links

ATLAS Tools

- ATLAS Workbench
- ATLAS Data Search Tool
- ATLAS Screening Tool

**NOTICE:** All libraries will be locked approximately 7 weeks prior to letting to ensure there are no changes during plan checking and finalization. Please make sure everything is uploaded and marked before locking. This includes final sealed plans, final sealed special provisions, labeling key documents, etc.

For any changes or additions needed after this date, please contact the Contract Office for central let projects [finalplans@ncdot.gov](mailto:finalplans@ncdot.gov), or the Division PM for division let projects.

▸ General

▸ Disciplines

▸ Collaboration

▸ LET Preparation

▸ Post LET

▸ ATLAS Tools

• **ATLAS Workbench**

Use the Workbench to monitor project status, submit your final project documents, and upload spatial deliverables.

• **ATLAS Data Search Tool**

Use the Data Search Tool to access GIS datasets from multiple sources in one single search interface.

• **ATLAS Screening Tool**

Use the Screening Tool to analyze a project study area for natural and human environment impacts based on key GIS datasets.

**Consulting Firm Access Summary**

Role	Firm Name
Prime	Kimley-Horn & Associates Inc
Reviewer	Stantec Consulting Services Inc
Reviewer	Alfred Benesh & Co
Roadway Design	Catlin Engineers and Scientists
Geotechnical	Catlin Engineers and Scientists

**Precon Project Map**



# Example Projects for Workshop

- Three projects backlogged with external collaboration files.
  - R-5808
  - U-5811
  - I-5973
- All RPO and MPO staff have access to these three projects regardless of their region.
- According to DIT schedule, by end of summer, all staff will have access to all projects statewide.

# Topics To Be Covered

- Connect/SharePoint refresher
- ATLAS and Connect/SharePoint
- Navigating the Workbench
- Finding geographic data
- Potential Workbench modifications
- Next steps for ATLAS

# Connect/SharePoint Refresher

Preconstruction Home

Precon Dashboard

Project Site

- Change Report
- Recently Modified
- Key Documents
- Project Contacts
- Email Project Contacts
- Project Info R-5930

Project Management

Precon Tools

- Pay Items & Quantities
- Project Commitments

**NOTICE:** All libraries will be locked approximately 7 weeks prior to letting to ensure finalization. Please make sure everything is uploaded and marked before locking. Take special provisions, labeling key documents, etc.

For any changes or additions needed after this date, please contact the Contract Office at [finalplans@ncdot.gov](mailto:finalplans@ncdot.gov), or the Division PM for division let projects.

▸ General

▸ Disciplines

▸ Collaboration

- External Collaboration (0)

▸ LET Preparation

▸ Post LET

▸ ATLAS Tools

# ATLAS and Connect/SharePoint

- ATLAS files are also available on the Connect External Collaboration page
- Files in ATLAS are organized by discipline
- ATLAS displays the most recent version of the final deliverable
- Spatial files are available in ATLAS

# ATLAS and Connect/SharePoint

ATLAS includes answers to qualitative data

## ICE/ICI - R-5930 Chatham Park Way



- 1. Federal Nexus

\* Does the project require a federal nexus (federal funding, individual 404 per

Yes

- 2. Traffic

\* Is a Traffic Influencing Construction Activity (TICA) assessment necessary? (

No

- 3. ICE

\* Is an Indirect and Cumulative Effects (ICE) screening report necessary?

Yes

**Example of qualitative data**

# ATLAS and Connect/SharePoint

## ATLAS

### Concurrence Point 1

Upload Concurrence Point 1 Packet (last saved:*brianpownall* 9/29/2021 4:44:22 PM)

[R-5808\\_CP1MergerMeetingPacket.pdf .pdf](#)

Upload Concurrence Point 1 - Meeting Summary (last saved:*brianpownall* 9/29/2021 4:43:05 PM)

[R-5808\\_CP1\\_MergerMeetingSummary.pdf](#)

Upload signed Concurrence Point 1 concurrence form (last saved:*brianpownall* 9/29/2021 4:44:28 PM)

[R-5808\\_CP1\\_ConcurrenceForm.pdf](#)

Enter date of concurrence (last saved:*brianpownall* 9/29/2021 4:44:29 PM)

02/25/2019

Upload Merger Study Area

### Concurrence Point 2

Upload Concurrence Point 2 Packet (last saved:*brianpownall* 9/29/2021 4:43:55 PM)

[R-5808\\_CP2\\_MergerMeetingPacket.pdf](#)

Upload Concurrence Point 2 - Meeting Summary (last saved:*brianpownall* 9/29/2021 4:44:36 PM)

[R-5808\\_CP2\\_MergerMeetingSummary.pdf](#)

Upload signed Concurrence Point 2 concurrence form (last saved:*brianpownall* 9/29/2021 4:44:02 PM)

[R-5808\\_CP2\\_ConcurrenceForm.pdf](#)

Enter date of concurrence (last saved:*brianpownall* 9/29/2021 4:43:06 PM)

5/13/2019

## Connect

### EXT Topic: Merger Documents (16)

	R-5808 CP 1 and 2 Meeting Minutes	...	April 5, 2019
	R-5808 CP 1 and 2 Packet	...	April 5, 2019
	R-5808 CP 2 and 2A Meeting Minutes	...	May 13, 2019
	R-5808 CP 2 and 2A Packet	...	April 5, 2019
	R-5808 CP 3 and 4A Packet	...	August 23, 2019
	R-5808_CP1_ConcurrenceForm	...	September 29
	R-5808_CP1MergerMeetingPacket.pdf	...	September 29
	R-5808_CP2_ConcurrenceForm	...	September 29
	R-5808_CP2_MergerMeetingPacket	...	September 29

# Navigating the Workbench

Basic Project Info
Project Scoping
Merger Pre Screening
Merger
Public Involvement
LGA Coordination
Survey & Photogrammetry
Community Characteristics Report (CCR)
Traffic Management
Traffic Safety
Natural Resources
Threatened & Endangered Species
Air Quality
Noise Analysis
Historical Architecture
Archaeology
Geo-Environmental
Permitting
Community Impact Assessment (CIA)
Hydraulics
ICE/ICI
Utilities
Right of Way
Bicycle, Pedestrian, & Transit
Value Management
Project Management
Final Environmental Documentation



## Basic Project Info - R-5808

Project Name	R-5808
Project Description	US 158 from SR 1002 to Pasquotank CL - Modernize Roadway
County	Gates
Division	01
TIP ID	R-5808
Prime Firm Name	Kimley-Horn & Associates Inc
Project Commitments Status	None
Funding Source	1
Is there a lead federal agency?	Yes
Agency Name	FHWA
Document Type	2

# Navigating the Workbench

## Natural Resources - R-5808



### 1. Water Resources Mapping

Upload WEX file (DGN)

Upload WET file (DGN) (last saved:*brianpownall* 9/29/2021 5:07:09 PM)

[R-5808\\_WET.dgn](#)

Upload Potential Jurisdictional Wetlands GIS (SHP)

Upload Potential Jurisdictional Streams GIS (SHP)

Upload Potential Surface Waters GIS (SHP)

\* Upload Preliminary Jurisdictional Determination Package (PDF)

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### 2. NRTR

\* Upload Natural Resource Report (NRTR) (last saved:*brianpownall* 9/29/2021 5:07:02 PM)

Is an NRTR addendum needed? (last saved:*brianpownall* 9/29/2021 5:06:43 PM)

No

If yes, upload NRTR Addendum (PDF)

---

### 3. NRTR Summary

\* Is the project located in anadromous fish spawning waters? <sup>CE</sup> (last saved:*brianpownall* 9/29/2021 5:07:03 PM)

No

\* Does the project impact waters classified as Outstanding Resource Water (ORW), High Quality Water (HQW), Water Supply Watershed Critical Areas, 303(d) listed impaired water bodies, buffer rules, or Submerged Aquatic Vegetation (SAV)? <sup>CE</sup> (last saved:*brianpownall* 9/29/2021 5:06:44 PM)

No

\* Does the project impact waters of the United States in any of the designated mountain trout streams? <sup>CE</sup> (last saved:*brianpownall* 9/29/2021 5:07:10 PM)

No

\* Does the project involve construction activities in, across, or adjacent to a designated Wild and Scenic River present within the project area? <sup>CE</sup> (last saved:*brianpownall* 9/29/2021 5:07:10 PM)

# Navigating the Workbench

## Natural Resources - R-5808

- 1. Water Resources Mapping
  - Upload WEX file (DGN)
  - Upload WET file (DGN) (last saved:*brianpownall* 9/29/2021 5:07:09 PM)  
[R-5808\\_WET.dgn](#)
  - Upload Potential Jurisdictional Wetlands GIS (SHP)
  - Upload Potential Jurisdictional Streams GIS (SHP)
  - Upload Potential Surface Waters GIS (SHP)
  - \* Upload Preliminary Jurisdictional Determination Package (PDF)

---

- 2. NRTR
  - \* Upload Natural Resource Report (NRTR) (last saved:*brianpownall* 9/29/2021 5:07:02 PM)
  - Is an NRTR addendum needed? (last saved:*brianpownall* 9/29/2021 5:06:43 PM)  
 No  
 If yes, upload NRTR Addendum (PDF)

---

- 3. NRTR Summary
  - \* Is the project located in anadromous fish spawning waters? <sup>CE</sup> (last saved:*brianpownall* 9/29/2021 5:07:03 PM)  
 No
  - \* Does the project impact waters classified as Outstanding Resource Water (ORW), High Quality Water (HQW), Water Supply Watershed Critical Areas, 303(d) listed impaired water bodies, buffer rules, or Submerged Aquatic Vegetation (SAV)? <sup>CE</sup> (last saved:*brianpownall* 9/29/2021 5:06:44 PM)  
 No
  - \* Does the project impact waters of the United States in any of the designated mountain trout streams? <sup>CE</sup> (last saved:*brianpownall* 9/29/2021 5:07:10 PM)  
 No
  - \* Does the project involve construction activities in, across, or adjacent to a designated Wild and Scenic River present within the project area? <sup>CE</sup> (last saved:*brianpownall* 9/29/2021 5:07:10 PM)

## Natural Resources - R-5808

- 1. Water Resources Mapping
  - + 2. NRTR
  - + 3. NRTR Summary
  - \* = Required Response
  - <sup>CE</sup> = Related to Preliminary CE Checklist Question

# Navigating the Workbench

## - 3. Concurrence Points

*Note: If a combined meeting was held, upload the documents under both concurrence points. If multiple meetings were held for the same concurrence point, combine documents into a single PDF and upload.*

If you combined Concurrence Points, please list which were combined (last saved:brianpownall 9/29/2021 4:43:05 PM)

2 and 2A, 3 and 4A

*Concurrence Point 1*

Upload Concurrence Point 1 Packet (last saved:brianpownall 11/8/2021 5:51:40 AM)

[R-5808\\_CP1MergerMeetingPacket.pdf .pdf](#)

Upload Concurrence Point 1 - Meeting Summary (last saved:brianpownall 11/8/2021 5:51:40 AM)

[R-5808\\_CP1\\_MergerMeetingSummary.pdf](#)

Upload signed Concurrence Point 1 concurrence form (last saved:brianpownall 11/8/2021 5:51:40 AM)

[R-5808\\_CP1\\_ConcurrenceForm.pdf](#)

Enter date of concurrence (last saved:brianpownall 9/29/2021 4:44:29 PM)

02/25/2019

**Example of qualitative data**

# Navigating the Workbench

## - 3. Concurrence Points

*Note: If a combined meeting was held, upload the documents under both concurrence points. If multiple meetings were held for the same concurrence point, combine documents into a single PDF and upload.*

If you combined Concurrence Points, please list which were combined (last saved:brianpownall 9/29/2021 4:43:05 PM)

2 and 2A, 3 and 4A

### *Concurrence Point 1*

Upload Concurrence Point 1 Packet (last saved:brianpownall 11/8/2021 5:51:40 AM)

[R-5808\\_CP1MergerMeetingPacket.pdf .pdf](#)

Upload Concurrence Point 1 - Meeting Summary (last saved:brianpownall 11/8/2021 5:51:40 AM)

[R-5808\\_CP1\\_MergerMeetingSummary.pdf](#)

Upload signed Concurrence Point 1 concurrence form (last saved:brianpownall 11/8/2021 5:51:40 AM)

[R-5808\\_CP1\\_ConcurrenceForm.pdf](#)

Enter date of concurrence (last saved:brianpownall 9/29/2021 4:44:29 PM)

02/25/2019

**Example of available file**

# Workbench Geographic Data



- Content Search
- Check Status

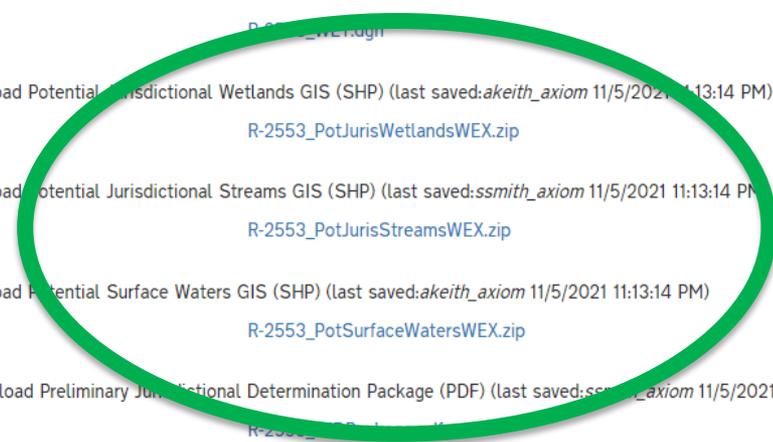
Merger Pre Screening	✓
Merger	✓
Public Involvement	✓
LGA Coordination	✓
Survey & Photogrammetry	✓
Community Characteristics Report (CCR)	✓
Traffic Management	✓
Traffic Safety	✓
Natural Resources	✓
Threatened & Endangered Species	✓
Air Quality	✓
Noise Analysis	✓
Historical Architecture	✓
Archaeology	✓
Geo-Environmental	✓
Permitting	✓
Community Impact Assessment (CIA)	✓
Hydraulics	✓

## Natural Resources - R-2553

Is this section required?  Yes  No

### 1. Water Resources Mapping

- Upload WEX file (DGN) (last saved: *ssmith\_axiom* 11/5/2021 11:13:15 PM)  
[R-2553\\_WEX.dgn](#)
- Upload WET file (DGN)  
[R-2553\\_WET.dgn](#)
- Upload Potential Jurisdictional Wetlands GIS (SHP) (last saved: *akeith\_axiom* 11/5/2021 11:13:14 PM)  
[R-2553\\_PotJurisWetlandsWEX.zip](#)
- Upload Potential Jurisdictional Streams GIS (SHP) (last saved: *ssmith\_axiom* 11/5/2021 11:13:14 PM)  
[R-2553\\_PotJurisStreamsWEX.zip](#)
- Upload Potential Surface Waters GIS (SHP) (last saved: *akeith\_axiom* 11/5/2021 11:13:14 PM)  
[R-2553\\_PotSurfaceWatersWEX.zip](#)
- \* Upload Preliminary Jurisdictional Determination Package (PDF) (last saved: *ssmith\_axiom* 11/5/2021 11:13:14 PM)  
[R-2553\\_PotJurisWetlandsWEX.dgn](#)



Example of What Is Uploaded

# Finding Geographic Data

Search Tool – to view and download GIS layers for a project


ATLAS Workbench

Basic Project Info	
Project Scoping	✓
Merger Pre Screening	✓
Merger	✓
Public Involvement	✓
LGA Coordination	✓
Survey & Photogrammetry	✓
Community Characteristics Report (CCR)	✓
Traffic Management	✓
Traffic Safety	✓
Natural Resources	✓
Threatened & Endangered Species	✓
Air Quality	✓
Noise Analysis	✓
Historical Architecture	✓
Archaeology	✓
Geo-Environmental	✓
Permitting	✓
Community Impact Assessment (CIA)	✓
Hydraulics	✓

## Natural Resources - R-2553

Is this section required?  Yes  No

^ 1. Water Resources Mapping

Upload WEX file (DGN) (last saved: *ssmith\_axiom* 11/5/2021 11:13:15 PM)  
[R-2553\\_WEX.dgn](#)

Upload WET file (DGN)  
[R-2553\\_WET.dgn](#)

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[R-2553\\_PotJurisWetlandsWEX.zip](#)

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[R-2553\\_PotJurisStreamsWEX.zip](#)

Upload Potential Surface Waters GIS (SHP) (last saved: *akeith\_axiom* 11/5/2021 11:13:14 PM)  
[R-2553\\_PotSurfaceWatersWEX.zip](#)

\* Upload Preliminary Jurisdictional Determination Package (PDF) (last saved: *ssmith\_axiom* 11/5/2021 11:13:14 PM)  
[R-2553\\_PJDPackage.pdf](#)

# Recent Workbench Modifications

## Link to commitments on Connect from ATLAS

### Basic Project Info - R-5808

Project Name	R-5808
Project Description	US 158 from SR 1002 to Pasquotank CL - Mod
County	Gates
Division	01
TIP ID	R-5808
Prime Firm Name	Kimley-Horn & Associates Inc
Project Commitments Status	None
Funding Source	Federal
Is there a lead federal agency?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Agency Name	FHWA
Document Type	CEType1

[Save](#)[View and Edit Project Commitments](#)

# Recent Workbench Modifications

## Add Content Search

The screenshot displays the ATLAS Workbench interface. At the top left, the 'ATLAS Workbench' logo and name are visible. Below the header, there are two navigation buttons: 'Content Search' and 'Check Status'. The 'Content Search' button is highlighted with a green oval. To the right, the 'Natural Resources' section is expanded, showing a list of items with checkboxes and upload options.

Item	Status	Action
Basic Project Info		
Project Scoping	✓	
Merger Pre Screening	✓	
Merger	✓	
Public Involvement	✓	
LGA Coordination	✓	
Survey & Photogrammetry	✓	
Community Characteristics Report (CCR)	✓	
Traffic Management	✓	
Traffic Safety	✓	
Natural Resources	✓	
Threatened & Endangered Species	✓	
Air Quality	✓	

**Natural Resources -**

Is this section required?  Yes

...ping

Upload WEX file (DGN)

Upload WET file (DGN) (la

Upload Potential Jurisdicti

Upload Potential Jurisdicti

# Recent Workbench Modifications

Start with “closed” tabs instead of “open”

## Natural Resources - R-5808



- + 1. Water Resources Mapping
- + 2. NRTR
- + 3. NRTR Summary

\* = Required Response

<sup>CE</sup> = Related to Preliminary CE Checklist Question

## Next Steps for ATLAS

- Combine Search and Screening tool into one Map tool
- Align ATLAS Workbench with PDN
- Creation of ATLAS Home Page

# Next Steps for ATLAS: Home Page

The screenshot shows the ATLAS Workbench interface. At the top, there's a navigation bar with 'ATLAS Screening Tool', 'ATLAS Search Tool', 'Connect', and 'PDN'. To the right are links for 'About', 'Additional Resources', and 'Help'. The main content area is titled 'Search Projects' and contains several search filters:

- Division: Choose Division(s) [dropdown]
- County: Choose County(s) [dropdown]
- DOT Discipline: Choose Discipline(s) [dropdown]
- Firm Assignment: Select Firm(s) [dropdown]
- Env Doc Complete: Choose Status [dropdown]
- ROW Date: Choose Month(s) [dropdown] Choose Year(s) [dropdown]
- Project Manager: [text field]
- Project Name: [text field]
- STIP ID: [text field]
- SPOT ID: [text field]
- WBS: [text field]
- Let Date: Choose Month(s) [dropdown] Choose Year(s) [dropdown]

A 'Search Projects' button is located at the bottom right of the search area. Below the search filters is a table with the following data:

Launch WB	Project Name	SPOT #	TIP #	WBS#	Division	County	Date Last Change	Last Changed By
<a href="#">➔</a>	U-1000 Project Name	H100000	U-1000	WBS ex	4	Wake	6/26/21	abcsresine
<a href="#">➔</a>	U-5000 Ridge Road	Unknown	U-5000	WBS ex	5	Wake	6/29/21	abcsresine
<a href="#">➔</a>		H10000	Unknown	WBS ex	5	Wake	6/29/21	abcsresine

Annotations on the page include:

- 'Dropdowns should be multi-select' pointing to the filter dropdowns.
- 'Some predictive text support for text fields' pointing to the Project Name field.
- 'Launch WB would link to the ATLAS Workbench page for that specific project. Opening in new browser tab.' pointing to the blue arrow icons in the table.
- 'Filterable columns' pointing to the column headers in the table.

# Next Steps for ATLAS

- Modifications based on user input
  - External agencies
  - NCDOT staff
  - Consultants
- Email [ATLAS@ncdot.gov](mailto:ATLAS@ncdot.gov) with ideas
  - Label “External Workbench” in subject line
- Follow-up external agency workshop for further requirements gathering
- Need for external agency training?

# Discussion and Questions for Follow up Survey

- What are top priority projects for backlogging project files?
- What functionality would like to add to the external Workbench?
- Do you recommend changes to how input data is shown (user ID and date)?
- Do you see a need for external uploads to the Workbench?
- Do you have any suggestions for Map tool?