



Advancing Transportation through Linkages, Automation, and Screening (ATLAS) Training Courses

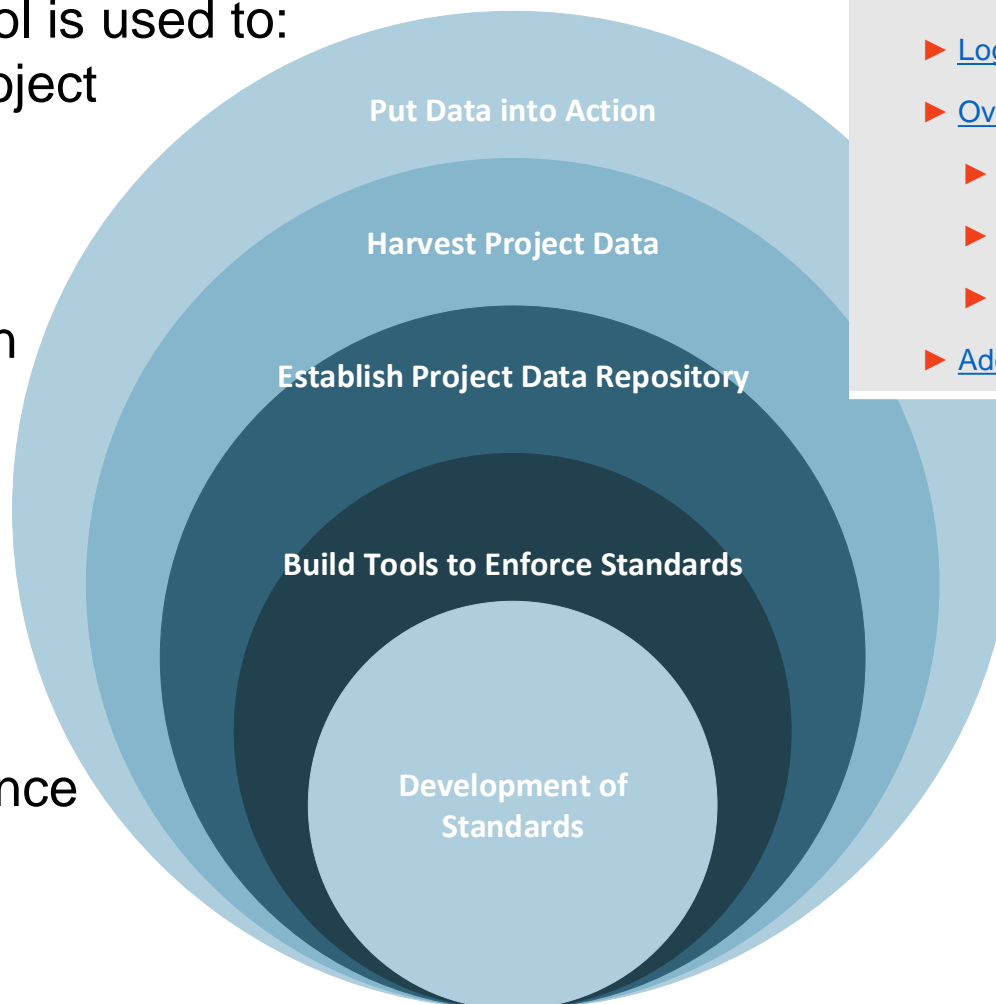
WB.00

A Guide to the ATLAS Workbench Tool

Introduction

The ATLAS Workbench tool is used to:

- Manage and upload project data and deliverables
- Collect documents as part of a project file
- Improve communication across Units and agencies
- Track project progress
- Report on activities
- Generate automated reports
- Establish data governance



Learning Outcomes

In this module, the user will gain an understanding of:

- ▶ [Log into ATLAS](#)
- ▶ [Overview of the Workbench Tool](#)
 - ▶ [Header](#)
 - ▶ [Basic project info page](#)
 - ▶ [Left side tabs](#)
- ▶ [Additional Tools](#)



Advancing Transportation through Linkages, Automation, and Screening (ATLAS) Training Courses

How to Log into ATLAS Workbench Tool

- Via Connect Project Site

Accessing ATLAS Workbench Tool

There is one way to log into the Workbench Tool. Unlike the Screening and Search Tools, Workbench is project-specific, and so can only be accessed from the Connect project site.

To gain access to ATLAS or for questions, contact ATLAS@ncdot.gov.

- 0.1 There is one way to log in to access the ATLAS Workbench Tool:
1. Via Project Site: When working within projects on the Connect project site, easily jump into the Workbench Tool.



Division	Site Information
Division 01	BP1.R004.1 Bertie 9
Division 02	BP1.R005.1 Tyrrell 23
Division 03	R-2574
Division 04	R-5808
Division 05	R-5809
Division 06	R-5809A NC 45 south of US 17
Division 07	R-5809B NC 45 north of US 17
Division 08	R-5856
Division 09	Webinar lab test rename title

1.1 To access ATLAS via the **Connect Project Site**, navigate to the Preconstruction homepage and log into your project.

Division 09 Preconstruction ▶ U-6004

- Preconstruction Home
- Precon Dashboard
- Project Site
 - Change Report
 - Recently Modified
 - Key Documents
 - Project Contacts
 - Email Project Contacts
 - Project Info U-6004
 - Project Structures
- Project Management
 - Project Schedule
- Precon Tools
 - Pay Items & Quantities
 - Project Commitments
 - Submittal Tracker
 - Avoidance and Minimization 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 finalizing everything is uploaded and marked before locking. This includes final sealed plans, final sealed special provisions, labeling key document. For any changes or additions needed after this date, please contact the Contract Office for central let projects finalplans@ncdot.gov, or I 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.

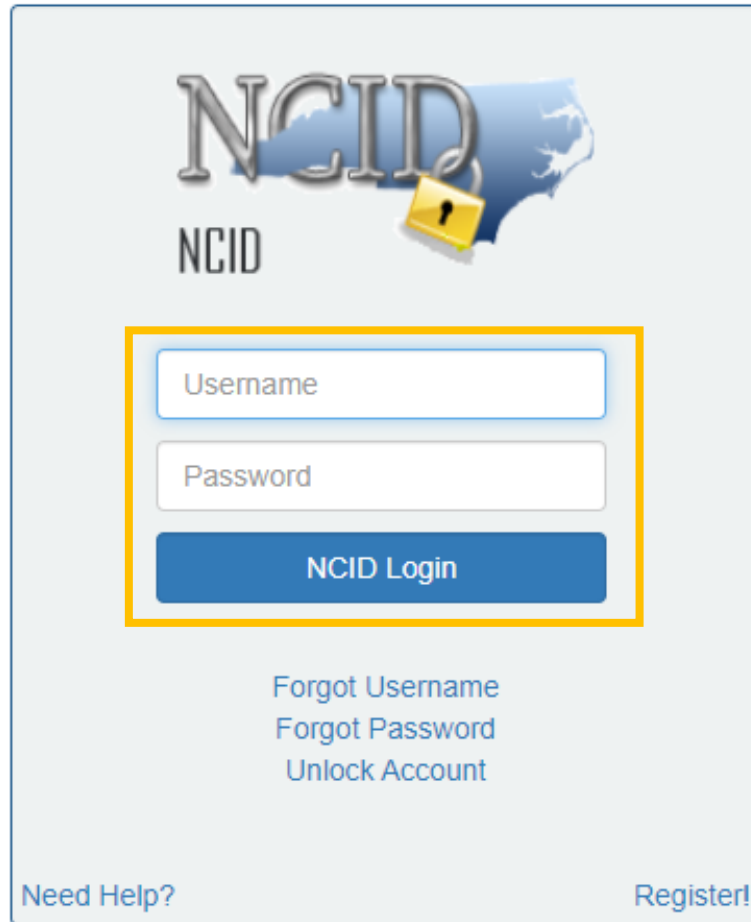
Consulting Firm Access Summary

Role	Firm Name
Utilities	CH Engineering PLLC
Roadway Design	Michael Baker Engineering Inc
Roadway Design	Pinecone Transportation Professionals PLLC
Project Management	Michael Baker Engineering Inc
Project Management	Pinecone Transportation Professionals PLLC
Utilities	Michael Baker Engineering Inc
Utilities	Pinecone Transportation Professionals PLLC
Right of Way	Michael Baker Engineering Inc
Right of Way	Pinecone Transportation Professionals PLLC
Location and Surveys	Wadelynn Geospacial LLC
Location and Surveys	NV5 (formerly CALYX Engineers and Consultants Inc)
Location and Surveys	O. R. Colan Associates LLC
Location and Surveys	Mattern & Craig Inc

1.2 Once you are logged into a project page on Connect, you can access the Screening Tool in two places:

1. In the menu on the left side, under the **ATLAS Tools** section at the bottom of the list.
2. From the bottom tab on the right side, under the **ATLAS Tools** tab.

NCID Tips



NCID

NCID

Username

Password

NCID Login

[Forgot Username](#)
[Forgot Password](#)
[Unlock Account](#)

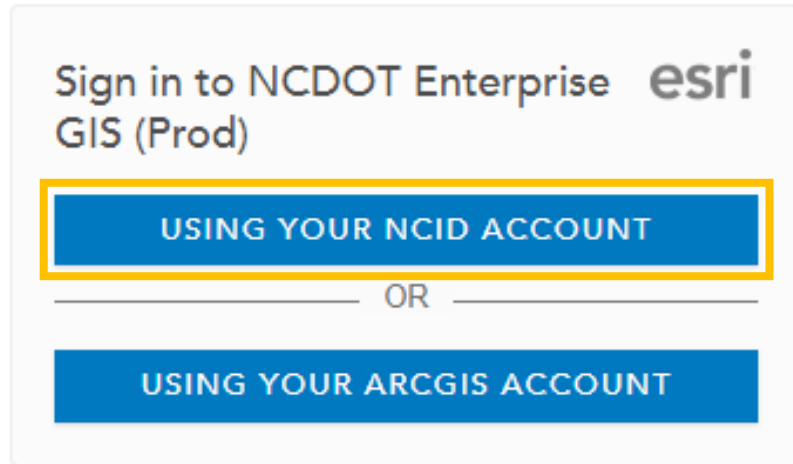
[Need Help?](#) [Register!](#)

- 2.1 You will need to log into ATLAS regardless of the method you used to access the ATLAS Screening Tool, if you are an NCDOT or non-NCDOT user, or if you previously logged into Connect.

When prompted with this log in, fill out your NCID **Username** and **Password**.

- 2.2 Click the **NCID Login** button.





2.3 When given the choice between 'using your NCID account' or 'using your ArcGIS account,' choose 'using your NCID account.'



2.4 When prompted with the **Disclaimer**, click **I Accept** and you are in!



ATLAS will automatically log out after a period of inactivity.



ATLAS Search Tool



Disclaimer

General

The N.C. Department of Transportation takes great care to provide secure, accurate and complete information for this service.

At the same time, the State of North Carolina, including NCDOT and its employees or agents, shall not be liable for damages or losses of any kind arising out of or in connection with the use of information on this site, including but not limited to, damages or losses caused by reliance upon the accuracy or timeliness of any such information or damages incurred from the viewing, distributing or copying of those materials.

The materials and information provided on this website are provided "as is." No warranty of any kind, implied, expressed or statutory, including but not limited to the warranties of non-infringement of third party rights, title, merchantability, fitness for a particular purpose and freedom from computer virus, is given with respect to the contents of this site or its hyperlinks to other Internet resources.

ATLAS

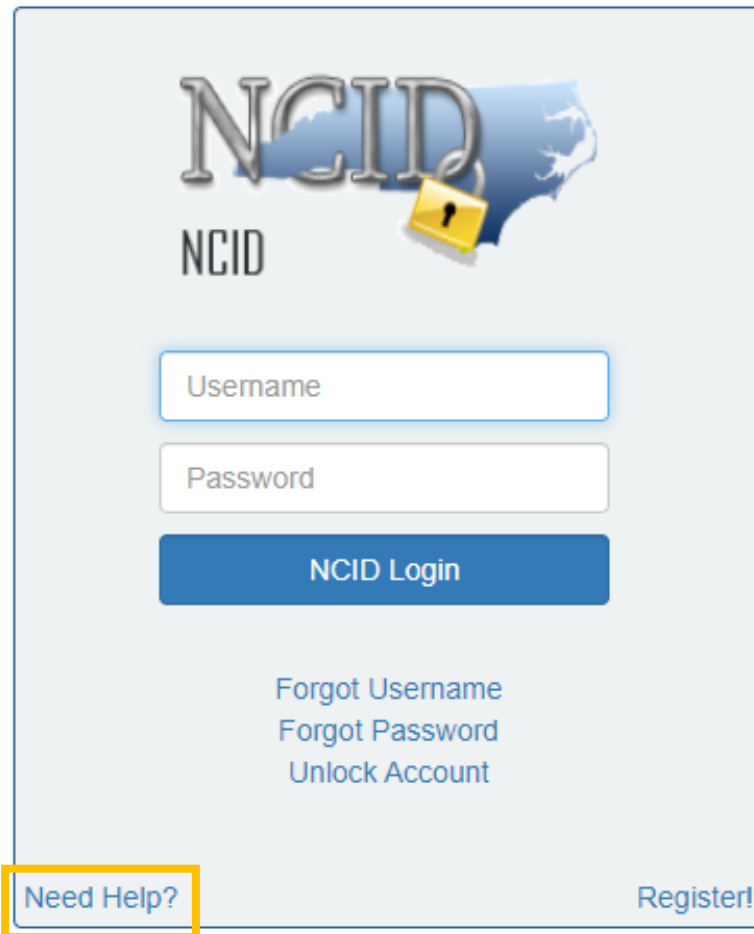
I Accept



Return to Introduction Slide



NCID Tips



The image shows a screenshot of the NCID login interface. At the top, there is a logo for NCID featuring the letters 'NCID' in a stylized font with a map of North Carolina behind them and a yellow padlock icon. Below the logo, the text 'NCID' is displayed. There are two input fields: 'Username' and 'Password'. Below these fields is a blue button labeled 'NCID Login'. Underneath the button, there are three links: 'Forgot Username', 'Forgot Password', and 'Unlock Account'. At the bottom left of the form, there is a link 'Need Help?' which is highlighted with a yellow border. At the bottom right, there is a link 'Register!'.

[Privacy and Other Policies](#)

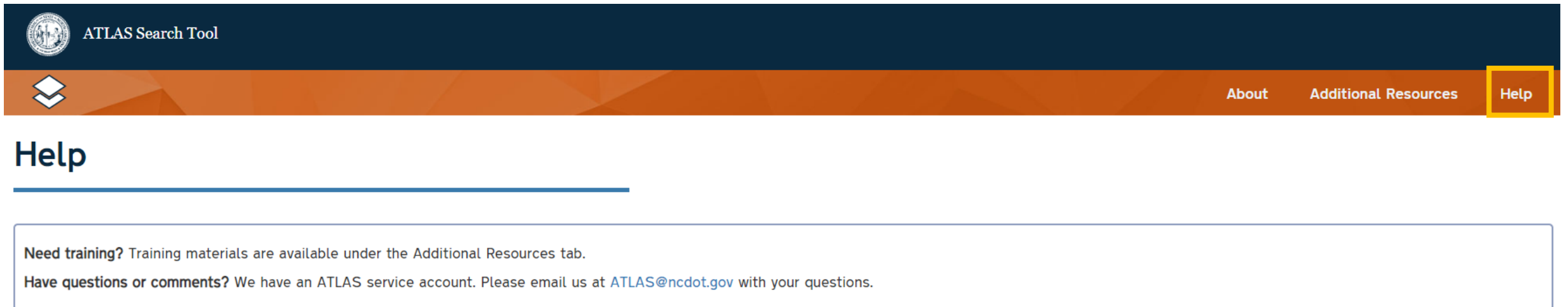
[Contact Us](#)

- 3.1 If you are having issues with your **NCID** log in, you can follow the **Need Help?** prompt.



Return to Introduction Slide

3.2 If you are having issues within your ATLAS account, you can follow the **Help** function found on the header or send an email to **ATLAS@ncdot.gov**.



The screenshot shows the ATLAS Search Tool interface. At the top left is the ATLAS Search Tool logo and name. Below it is a navigation bar with three tabs: 'About', 'Additional Resources', and 'Help'. The 'Help' tab is highlighted with a yellow border. Below the navigation bar is a large 'Help' heading. Underneath the heading is a text box containing the following information:

Need training? Training materials are available under the Additional Resources tab.

Have questions or comments? We have an ATLAS service account. Please email us at ATLAS@ncdot.gov with your questions.



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Advancing Transportation through Linkages, Automation, and Screening (ATLAS) Training Courses

Overview of the Workbench Tool



ATLAS WORKBENCH STANDARDS

**A Guide for Uploading Final Project Documentation
and Spatial Data to the
ATLAS Workbench**

This is a living document and updated regularly.

0.1 Throughout this training module, references are made to the ATLAS Workbench Standards. These standards provide a guide for uploading final project documentation and spatial data to the ATLAS Workbench.

The ATLAS Workbench Standards can be found at the link below:

▶ [ATLAS Workbench Standards](#)



Workbench is a project-specific application. A user can explore GIS data in any area using the Search and Screening tools, but all information shared through Workbench is tied to the specific project.



The screenshot displays the ATLAS Workbench interface. At the top is a dark blue header with the ATLAS logo and the text 'ATLAS Workbench'. Below the header is a navigation bar with icons for home and search. On the left is a vertical sidebar with a 'Content Search' button and a list of project categories: General Project Information, NEPA and Agency Coordination, Human Environment, and Tribal. The main area shows a 'Basic Project Info - U-6004' form with fields for Project Name, Project Description, County, Division, TIP ID, Prime Firm Name, Funding Source, Is there a lead federal agency?, and Document Type. At the bottom of the form are two buttons: 'View and Edit Project Commitments' and 'Add and Edit Avoidance and Minimization Measures'. Red circles with numbers 1 through 4 highlight the header, the sidebar, the project info form, and the bottom buttons respectively.

0.2 Let us begin by reviewing the main components of the Workbench Tool.

1 Header – The header includes links to other ATLAS tools and additional resources.

2 Basic Project Info Page – The Basic Project Info Page appears on the right side when you first open the Workbench.

3 Left Side Bar – Information is stored on the Workbench by Discipline, listed on the left. This section also includes buttons for Content Search, Check Status, and Generate Reports.

4 Saving and Additional Tools – At the bottom of each Data Entry Area, users can view a PDF of that page and access other tools.



Click on the hyperlinks in the list to the right to jump directly to one of these components or continue to advance the module to view all components.




Return to Introduction Slide

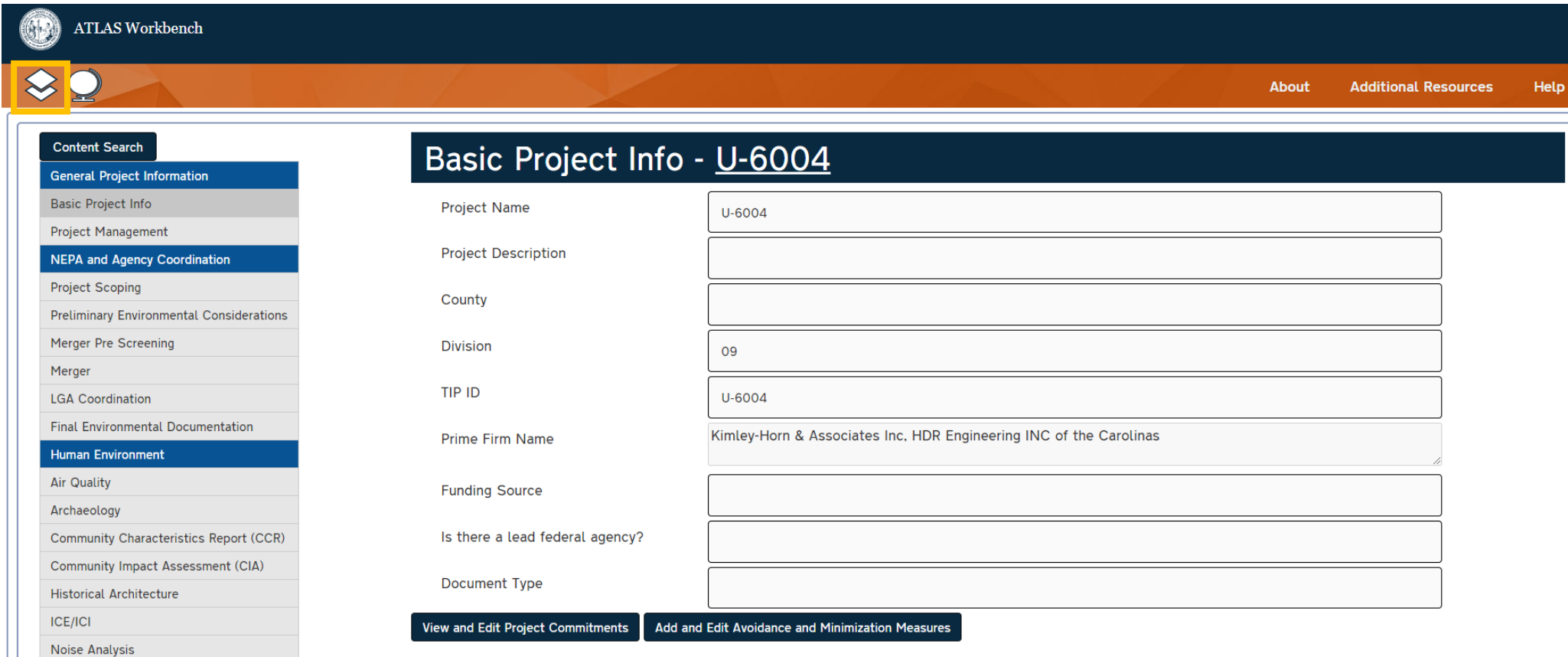
1.1 The ATLAS Workbench Tool Header provides links to other ATLAS tools and helpful resources.

The screenshot shows the ATLAS Workbench interface. At the top is a dark blue header with the ATLAS Workbench logo and name. Below this is an orange navigation bar with icons for home and search, and links for 'About', 'Additional Resources', and 'Help'. The main content area is divided into a left sidebar and a central panel. The sidebar contains a 'Content Search' section and a list of project categories, with 'Human Environment' currently selected. The central panel displays 'Basic Project Info - U-6004' with a form containing the following fields: Project Name (U-6004), Project Description, County, Division (09), TIP ID (U-6004), Prime Firm Name (Kimley-Horn & Associates Inc. HDR Engineering INC of the Carolinas), Funding Source, Is there a lead federal agency?, and Document Type. At the bottom of the central panel are two buttons: 'View and Edit Project Commitments' and 'Add and Edit Avoidance and Minimization Measures'.

 Return to Introduction Slide

1.2 Clicking the  in the top left of the page will open the ATLAS Screening Tool in a new tab.

Click **'I Accept'** to accept the disclaimer




The screenshot displays the ATLAS Workbench interface. At the top left is the ATLAS Workbench logo. Below it is a navigation bar with a 'stacked paper' icon highlighted in a yellow box. To the right of the icon are links for 'About', 'Additional Resources', and 'Help'. On the left side, there is a 'Content Search' sidebar with a list of project categories. The main content area is titled 'Basic Project Info - U-6004' and contains a form with the following fields:

Project Name	U-6004
Project Description	
County	
Division	09
TIP ID	U-6004
Prime Firm Name	Kimley-Horn & Associates Inc. HDR Engineering INC of the Carolinas
Funding Source	
Is there a lead federal agency?	
Document Type	

At the bottom of the form are two buttons: 'View and Edit Project Commitments' and 'Add and Edit Avoidance and Minimization Measures'.

 Return to Introduction Slide

1.3 Clicking the  in the top left of the page will take open the ATLAS Search Tool in a new tab.

Click **'I Accept'** to accept the disclaimer.



Content Search

- General Project Information
 - Basic Project Info
 - Project Management
 - NEPA and Agency Coordination**
 - Project Scoping
 - Preliminary Environmental Considerations
 - Merger Pre Screening
 - Merger
 - LGA Coordination
 - Final Environmental Documentation
- Human Environment
 - Air Quality
 - Archaeology
 - Community Characteristics Report (CCR)
 - Community Impact Assessment (CIA)
 - Historical Architecture
 - ICE/ICI
 - Noise Analysis

Basic Project Info - U-6004

Project Name	<input type="text" value="U-6004"/>
Project Description	<input type="text"/>
County	<input type="text"/>
Division	<input type="text" value="09"/>
TIP ID	<input type="text" value="U-6004"/>
Prime Firm Name	<input type="text" value="Kimley-Horn & Associates Inc. HDR Engineering INC of the Carolinas"/>
Funding Source	<input type="text"/>
Is there a lead federal agency?	<input type="text"/>
Document Type	<input type="text"/>

[View and Edit Project Commitments](#) [Add and Edit Avoidance and Minimization Measures](#)

 Return to Introduction Slide

1.4 Clicking 'About' in the top right of the page will take the user to a brief ATLAS Release summary.

The screenshot displays the ATLAS Workbench interface. At the top, the 'ATLAS Workbench' logo is on the left, and the navigation bar on the right contains 'About', 'Additional Resources', and 'Help'. The 'About' button is highlighted with a yellow border. Below the navigation bar, a sidebar on the left lists various project categories, with 'Human Environment' currently selected. The main content area is titled 'Basic Project Info - U-6004' and contains a form with the following fields:

Project Name	U-6004
Project Description	
County	
Division	09
TIP ID	U-6004
Prime Firm Name	Kimley-Horn & Associates Inc. HDR Engineering INC of the Carolinas
Funding Source	
Is there a lead federal agency?	
Document Type	

At the bottom of the form, there are two buttons: 'View and Edit Project Commitments' and 'Add and Edit Avoidance and Minimization Measures'.

 Return to Introduction Slide

1.5 Clicking 'Additional Resources' in the top right of the page will take the user to a list of ATLAS resources.

ATLAS Workbench

About Additional Resources Help

Content Search

- General Project Information
 - Basic Project Info
 - Project Management
- NEPA and Agency Coordination
 - Project Scoping
 - Preliminary Environmental Considerations
 - Merger Pre Screening
 - Merger
 - LGA Coordination
 - Final Environmental Documentation
- Human Environment
 - Air Quality
 - Archaeology
 - Community Characteristics Report (CCR)
 - Community Impact Assessment (CIA)
 - Historical Architecture
 - ICE/ICI
 - Noise Analysis

Basic Project Info - U-6004

Project Name	U-6004
Project Description	
County	
Division	09
TIP ID	U-6004
Prime Firm Name	Kimley-Horn & Associates Inc. HDR Engineering INC of the Carolinas
Funding Source	
Is there a lead federal agency?	
Document Type	

View and Edit Project Commitments Add and Edit Avoidance and Minimization Measures



Return to Introduction Slide

1.6 Clicking 'Help' in the top right of the page will allow the user to click a link to email ATLAS@ncdot.gov with any questions.

The screenshot displays the ATLAS Workbench interface. At the top left is the ATLAS Workbench logo. Below it are navigation icons. On the right side of the top bar are links for 'About', 'Additional Resources', and 'Help'. The main content area is titled 'Basic Project Info - U-6004'. On the left is a sidebar menu with categories like 'Content Search', 'General Project Information', 'NEPA and Agency Coordination', 'Human Environment', and 'Noise Analysis'. The main form contains the following fields:

Project Name	U-6004
Project Description	
County	
Division	09
TIP ID	U-6004
Prime Firm Name	Kimley-Horn & Associates Inc, HDR Engineering INC of the Carolinas
Funding Source	
Is there a lead federal agency?	
Document Type	

At the bottom of the form are two buttons: 'View and Edit Project Commitments' and 'Add and Edit Avoidance and Minimization Measures'.

 Return to Introduction Slide

2.1 The Basic Project Info page is used as an overview page for key information to be quickly accessed.



Selecting the underlined project number will take you back to the preconstruction connect site.

ATLAS Workbench

Content Search

- General Project Information
- Basic Project Info
- Project Management
- NEPA and Agency Coordination
- Project Scoping
- Preliminary Environmental Considerations
- Merger Pre Screening
- Merger
- LGA Coordination
- Final Environmental Documentation
- Human Environment
- Air Quality
- Archaeology
- Community Characteristics Report (CCR)
- Community Impact Assessment (CIA)
- Historical Architecture
- ICE/ICI

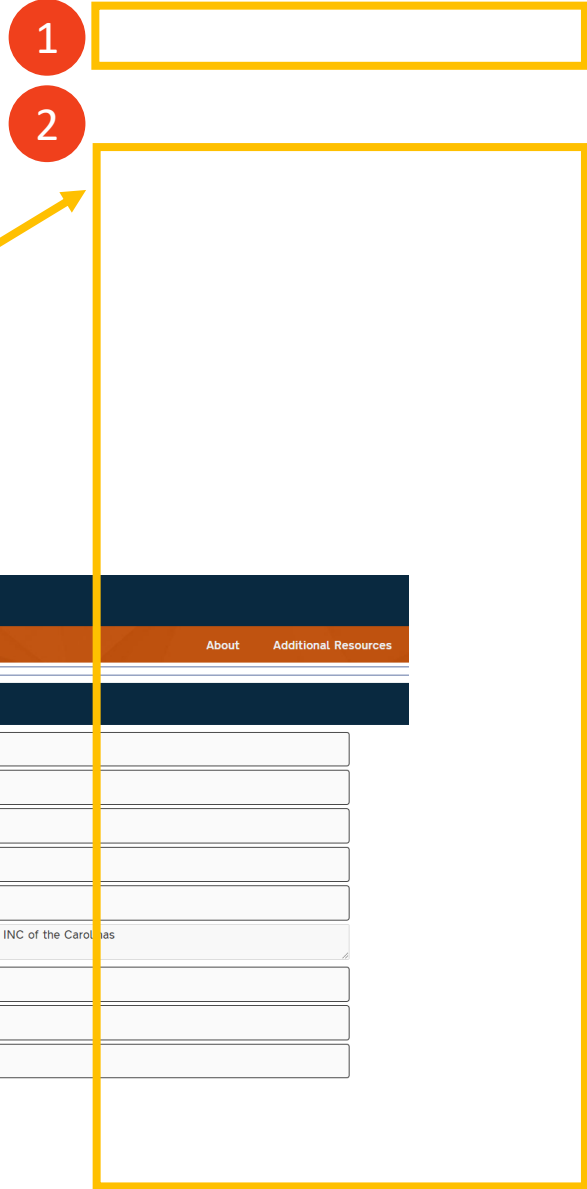
Basic Project Info - U-6004

Project Name	U-6004
Project Description	
County	
Division	09
TIP ID	U-6004
Prime Firm Name	Kimley-Horn & Associates Inc, HDR Engineering INC of the Carolinas
Funding Source	
Is there a lead federal agency?	
Document Type	

[View and Edit Project Commitments](#) [Add and Edit Avoidance and Minimization Measures](#)



Return to Introduction Slide



3.1 The left side tabs include the following four areas:

- 1 **Content Search** – Click to find where to upload or find deliverables in the Disciplines List.
- 2 **Discipline List** – Click each tab to identify available/needed information for that specific discipline, and to upload or find deliverables.



 Return to Introduction Slide

The screenshot displays the ATLAS Workbench interface. At the top left, the ATLAS Workbench logo and name are visible. Below this is a navigation bar with icons for home and search. The left sidebar contains a list of tabs, with 'Content Search' highlighted in yellow. The main content area shows the 'Basic Project Info - U-6004' form. The form fields are as follows:

Basic Project Info - <u>U-6004</u>	
Project Name	U-6004
Project Description	
County	
Division	09
TIP ID	U-6004
Prime Firm Name	Kimley-Horn & Associates Inc, HDR Engin
Funding Source	
Is there a lead federal agency?	
Document Type	

At the bottom of the form, there are two buttons: 'View and Edit Project Commitments' and 'Add and Edit Avoidance and Minimization Measures'.

3.1 Use the **Content Search** to quickly find the location of an upload in the Workbench.

Click on the button in the top left corner of the left side tabs to begin the search.



Content Search

Search Text: *(Use this search to find Disciplines, Discipline sections, questions, and file uploads.)*

Project Name: U-6004

Project Description:

County:

Division: 09

TIP ID: U-6004

Prime Firm Name: Kimley-Horn & Associates Inc, HDR Engineering INC of the Carolinas

Funding Source:

Is there a lead federal agency?:

Document Type:

3.3 A pop-up box will appear at the top of the screen; enter the search term here.



Cannot find what you are looking for? Try a different search word, such as “road” vs. “street.”



Content Search

Search Text: (Use this search to find Disciplines, Discipline sections, questions, and file uploads.)

AQ

Results:

Discipline:	Natural Resources
Section:	NRTR Summary
Text:	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)?
Discipline:	Preliminary Environmental Considerations
Section:	Checklist
Text:	Waters Questions: Are waters classified as Outstanding Resource Water (ORW), High Quality Water (HOW), Water Supply Watershed Critical Areas, 303d listed impaired water bodies, buffer rules, or Submerged Aquatic Vegetation (SAV) present?
Discipline:	Preliminary Environmental Considerations

Close Search

Is there a lead federal agency?

Document Type

[View and Edit Project Commitments](#) [Add and Edit Avoidance and Minimization Measures](#)

3.4 The results will display below the search term. If there are multiple results, use the scroll bar on the right side to see all results.

1

The results list the discipline name first, then the file name.

The **Discipline** listed at the top of the results table matches the name of the tab on the left side of the Workbench where the deliverable can be accessed.

To access the deliverable identified in the search results table, click on the associated Discipline tab on the left side, and navigate through that tab to find the correct deliverable.



If there are multiple results, use the scroll bar to see all results, grouped by Discipline tab.



The screenshot displays the ATLAS Workbench interface. At the top left, the ATLAS Workbench logo and name are visible. Below this is a navigation bar with icons for home and search. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Content Search' button and a list of tabs: 'General Project Information', 'Basic Project Info' (highlighted with a yellow border), 'Project Management', 'NEPA and Agency Coordination', 'Project Scoping', 'Preliminary Environmental Considerations', 'Merger Pre Screening', 'Merger', 'LGA Coordination', 'Final Environmental Documentation', 'Human Environment', 'Air Quality', 'Archaeology', 'Community Characteristics Report (CCR)', 'Community Impact Assessment (CIA)', 'Historical Architecture', 'ICE/ICI', 'Noise Analysis', 'Public Involvement', and 'Tribal'. The main panel shows the 'Basic Project Info - U-6004' form. The form fields are: Project Name (U-6004), Project Description (empty), County (empty), Division (09), TIP ID (U-6004), Prime Firm Name (Kimley-Horn & Associates Inc, HDR Engin), Funding Source (empty), Is there a lead federal agency? (empty), and Document Type (empty). At the bottom of the form are two buttons: 'View and Edit Project Commitments' and 'Add and Edit Avoidance and Minimization Measures'.

3.5 The first tab in the Discipline List is the **Basic Project Info** page (covered in [section 2](#)). The remaining tabs are individual disciplines or major deliverables/milestones within each discipline.



Return to Introduction Slide



ATLAS Workbench

About Additional Resources Help

Content Search

General Project Information

Basic Project Info

Project Management

NEPA and Agency Coordination

Project Scoping

Preliminary Environmental Considerations

Merger Pre Screening

Merger

LGA Coordination

Final Environmental Documentation

Human Environment

Air Quality

Archaeology

Community Characteristics Report (CCR)

Community Impact Assessment (CIA)

Historical Architecture

ICE/ICI

Noise Analysis

Public Involvement

Tribal

Air Quality - U-6004

1. Air Quality Summary

If project is anticipated to be a CE or MCDC, then Air Quality Report is not required. If project is anticipated to be a EA, EA/FONSI, or EIS, then a Air Quality Report is required.

* Is a project level Mobile Source Air Toxics (MSAT) analysis required?^{CE} (last saved:ext-trgresham 5/22/2023 11:46:33 PM)

No

If design year AADT is 140,000 or greater, choose YES. If not, choose NO.

If MSAT is needed, is a qualitative or quantitative MSAT required?

2. Upload

2EN2. Air Quality Report (PDF)

2EN2. Quantitative MSAT Study Area (GIS)

3. Conclusion

* Are all Air Quality related activities considered complete for this project?

* = Required Response
^{CE} = Related to Preliminary CE Checklist Question

View and Edit Project Commitments Add and Edit Avoidance and Minimization Measures

3.6 The other tabs are associated with individual Disciplines and major milestones. Click on each to upload final deliverables and answer qualitative questions related to that Discipline.

In this example, **Air Quality** has been selected.

The deliverables uploaded through the Workbench are given a consistent file name so users can easily find the correct document. Properties are also automatically incorporated to help with data governance (such as designating them as “final”).



If the file to be uploaded has a name different from the standard naming convention, the user will be prompted to approve the change before the file upload is complete.



3.7 Each Discipline tab is uniquely designed based on that group’s specific needs, but most include two elements:

1 **Qualitative questions:** These are questions that help users understand potential issues, what has been completed, and when major milestones were completed.

2 **Uploads:** These are the final versions of important deliverables that together create the project record. As an external user, you can view and download uploaded documents, but cannot upload any of your own.

 A “CE” designation after a question indicates that it is included on the CE Reports, which can be automatically generated through Workbench.

ATLAS Resources
Resources for using ATLAS

Home > Connect NCDOT > Resources > Environmental > Environmental Analysis > ATLAS Resources

ATLAS News

- ATLAS Frequently Asked Questions (PDF icon)
- ATLAS 2023 Quarter 1 Release Notes (Word icon)
- ATLAS Previous Release Notes (Link icon)

ATLAS Tools

- ATLAS Data Search Tool (Link icon)
- ATLAS Data Screening Tool (Link icon)

ATLAS Training Resources

- ATLAS Training Site (Link icon)

ATLAS Deliverables and GIS Resources

- ATLAS Search and Screening GIS Layers 10-1-23.xlsx (Excel icon)
- NCDOT ATLAS Standards (PDF icon)
- ATLAS Comprehensive List Document (PDF icon)
- ATLAS External Collaboration Deliverables (PDF icon)
- ATLAS GIS Templates (ZIP icon)

Contact

Contact for ATLAS Questions
ATLAS@ncdot.gov

ATLAS Policy Resources

- NCDOT ATLAS Policy (PDF icon)
- ATLAS Policy FAQs (PDF icon)
- ATLAS Policy Memo May 2021 (PDF icon)

3.8 The final deliverables required to be uploaded to the ATLAS Workbench can be broadly categorized into two groups:


- ▶ Documentation (PDF, XSLX, ZIP)
- ▶ Spatial Data (SHP created using GIS, DGN data created using AD software).

When uploading spatial files, users need to be aware that the tool requires specific attributes within the SHPs in order to properly upload.

It is recommended that users use the ATLAS Templates, available for download on the right side of the Project ATLAS home page. If using a template, additional fields may be added by the user.

The other option is to upload your own spatial data. More information available in following slide.





ATLAS WORKBENCH STANDARDS

**A Guide for Uploading Final Project Documentation
and Spatial Data to the
ATLAS Workbench**

Version Publish Date: 10/05/2022

This is a living document and updated regularly.

- 3.9 If you choose to upload your own spatial data without using the ATLAS templates, there are a few necessary steps:
- ▶ ATLAS requires a specific naming convention for files:
(ProjectID_ShapefileName.pdf)
 - ▶ SHP files are required to have certain attributes to be uploaded successfully. These are marked by an “R” for **required** in the ATLAS Workbench Standards. Users may also add their own attributes (data fields).
 - ▶ Each specific subcategory, e.g., Traffic Management, has unique project documentation and geospatial file uploads.



For more information about each ATLAS Workbench GIS upload, see the [ATLAS Workbench Standards](#).





Advancing Transportation through Linkages, Automation, and Screening (ATLAS) Training Courses

Additional Tools



- Content Search
- General Project Information
 - Basic Project Info
 - Project Management
- NEPA and Agency Coordination
- Project Scoping
- Preliminary Environmental Considerations
- Merger Pre Screening
- Merger
- LGA Coordination
- Final Environmental Documentation
- Human Environment
 - Air Quality
 - Archaeology
 - Community Characteristics Report (CCR)
 - Community Impact Assessment (CIA)
 - Historical Architecture
 - ICE/ICI
 - Noise Analysis
 - Public Involvement
 - Tribal

Basic Project Info - U-6004

Project Name: U-6004

Project Description:

County:

Division:

TIP ID:

Prime Firm Name:

Funding Source:

Is there a lead federal agency?

Document Type:

1 [View and Edit Project Commitments](#) [Add and](#)

Preconstruction - Precon Dashboard

Preconstruction information for NCDOT Highway and Bridge projects. Send any problems or concerns to preconstructionhelp@ncdot.gov. Send ProjectWise issues to dot.pwsupport@ncdot.gov.

Home

My Precon

- Precon Dashboard
- My Project Portfolio
- 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

Processing Requests

- Site Requests

Help

2

PRECONSTRUCTION DASHBOARD

Plan Turn In: U-6004 Let Date:

Project Manager: Connie James

All Projects | Division 09 | U-6004 | Add Project

Project Commitments

All Project Commitments | New Commitment | Validation Tracking | Fulfillment Tracking | Green Sheets

ID	Title	Phase	Frequency	Status
Search ...				

No commitments match your search criteria.

4.1 **1** To view and edit project commitments through the SharePoint tool, click the **View and Edit Project Commitments** button.

2 Clicking on this button will take you to the Project Commitments tool in SharePoint in a new browser window.

ATLAS Workbench

Content Search

- General Project Information
 - Basic Project Info
 - Project Management
 - NEPA and Agency Coordination
 - Project Scoping
 - Preliminary Environmental Considerations
 - Merger Pre Screening
 - Merger
 - LGA Coordination
 - Final Environmental Documentation
- Human Environment
 - Air Quality
 - Archaeology
 - Community Characteristics Report (CCR)
 - Community Impact Assessment (CIA)
 - Historical Architecture
 - ICE/ICI
 - Noise Analysis
 - Public Involvement
 - Tribal

Basic Project Info - U-6004

Project Name	U-6004
Project Description	
County	
Division	09
TIP ID	U-6004
Prime Firm Name	Kimley-Horn & Associates Inc, HDR En
Funding Source	
Is there a lead federal agency?	
Document Type	

[View and Edit Project Commitments](#) [Add and Edit Avoidance and Minimization Measures](#)

4.2 To view and edit avoidance and minimization measures through the SharePoint tool, click the **Add and Edit Avoidance and Minimization Measures** button.

1

2 Clicking on this button will take you to the Avoidance and Minimization Tracker tool in SharePoint in a new browser window.

Return To Dashboard

PRECONSTRUCTION DASHBOARD

Plan Turn In: U-6004 Let Date:

Project Manager : Connie James

All Projects Division 09 U-6004 Add Project

Avoidance and Minimization Tracker

Avoidance and Minimization (A&M) decisions are made throughout the project lifecycle. NCDOT seeks to avoid and minimize impacts to the natural and human environment to meet our regulatory requirements. While all projects have some level of A&M measures, the Merger Process may include more detailed A&M discussions with resource agencies. This list provides a means of tracking A&M measures that can support the 404 permit application process, in particular. For more information on A&M contact EAU or EPU staff, or see guidance [here](#).

Add New Item

No Avoidance & Minimization Items found.



WB.00

A Guide to the ATLAS Workbench Tool

You have now completed this module.

For additional questions, email
ATLAS@ncdot.gov

Module WB.00 Reference Table

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