

# Green Sheet Guidance

Project Development and Environmental Analysis Unit		Approved: October 16, 2007 Version: 1.1
[Contents]		
<a href="#">Purpose</a> <a href="#">Background</a> <a href="#">Responsibility</a> <a href="#">Procedures</a> <a href="#">Contact Information</a>	(Any additional sections that may be needed)	

## ***Purpose***

The purpose of this procedure is to provide a consistent methodology within PDEA for documenting environmental commitments that are special in nature to a project (e.g., involving protected species; or protecting historical properties) and ensuring that they are implemented and completed during later phases of the project.

## ***Background***

NCDOT initiated the environmental “Green Sheet” process in August 1999. As environmental issues related to transportation improvements grow more complex, a wide range of environmental commitments are often required because of endangered species laws, permit requirements, historic preservation laws, and other agreements with regulatory agencies (e.g., USACE, NC-HPO, NCDWQ). ([See Environmental Commitments Procedures](#))

Special environmental commitments are noted on a “green sheet” in all documents (NEPA/SEPA) approved by NCDOT.

**Note:** There may be other project commitments that are not directly related to the environment such as sidewalk and bicycle/pedestrian issues.

## ***Responsibility***

PDEA Project Planning Engineers are responsible for preparing the green sheets for each project. PDEA Natural Environment Section (NES) Project Managers are responsible for compiling and distributing the final list of environmental commitments along with the permit conditions during the permit process.

## ***Procedures***

Procedure Input(s) – Commitments (documented correspondence) made to environmental agencies, schools, counties, cities, and community requests. This also includes

commitments made in community meetings, surveys (e.g., changes in design), during the merger process, and in Memoranda of Agreement (MOAs) regarding historical resources.  
 Procedure Output(s) – Final Green Sheet

It is the responsibility of the PDEA Project Planning Engineer to complete the following procedure steps.

Step	Action
1	NES and HES staff members, as well as staff members from other NCDOT units, provide applicable information regarding environmental commitments to the appropriate Project Planning Engineer.
2	The Project Planning Engineer determines project commitment that will be documented in Green Sheet based on input provided during the project development process. If there is any question regarding the applicability of a project commitment, the Project Planning Engineer must coordinate with the NCDOT Branch/Unit responsible for its implementation prior to publishing the commitment. (See <a href="#">Types of Topics and Responsible Branch/Unit</a> )
3	The Project Planning Engineer drafts the Green Sheet to include the pertinent project commitments in the standard format. (See <a href="#">Environmental Document Green Sheet with Format Notes</a> and <a href="#">Environmental Document Green Sheet with no Format Notes</a> )
4	The Green Sheet is then included in the appropriate NEPA and/or SEPA document (following the signature pages). If commitments change between preparation of an Environmental Assessment and a Finding of No Significant Impact, the commitments shown in the FONSI will supercede those in the previous document. EIS documents are handled similarly, with commitments in the Record of Decision superceding those shown in the FEIS and DEIS.
5	During the right-of-way (ROW) and construction *consultations, the Project Planning Engineer reviews the project plans for consistency with environmental commitments, as well as reviews the status of all environmental commitments to ensure that they are on track to be implemented.
6	For *consultation, the Project Planning Engineer updates the Green Sheet from the previous NEPA and/or SEPA document(s) by including any changes made in existing commitments, or adding any new commitments made during the project design phase (recording status of each commitment in <i>italics</i> ). (See <a href="#">Consultation Green Sheet with Format Notes</a> and <a href="#">Consultation Green Sheet with no Format Notes</a> ) (*Consultation defined in Glossary)
7	After the ROW or construction consultation, the Project Planning Engineer sends an electronic copy to the NES Project Manager for later use (e.g., during permit phase)
8	<b>Steps in preparing the permit Green Sheet:</b> <i>(to be completed by the NES Project Manager):</i> a) Receive an electronic copy of the Green Sheet from the Project Planning Engineer. b) Add an introductory paragraph stating the types of permit and standard conditions that have been issued for the project (including BMPs). c) Review Commitments Developed during Project Development phase and put in <i>italics</i> where commitments have changed or been completed. Do not remove any originally listed commitments.

