

# **PDEA Procedures Manual**

## **Purpose**

The purpose of the web-based procedures manual is to offer current, ongoing guidance and training for the professional staff within the three units that comprise the Project Development and Environmental Analysis Branch. Each unit plays a vital role in ensuring compliance with the many federal and state laws and regulations in order to efficiently meet the objectives of the mission statement of the North Carolina Department of Transportation.

## **Background**

Environmental laws and regulations are constantly changing. Each change affects how NCDOT approaches the task of ensuring our compliance with these requirements. Policies and procedures manuals produced and distributed to each staff member in a binder are difficult to maintain and update, which can result in lost time due to outdated information and forms. Therefore, an online procedures manual allows for quick and easy updating while providing staff with the most current information available.

Another goal of the manual is to increase our efficiency in working as a team with other units within NCDOT, other government agencies, and within the three units that form our branch.

## **How is the Manual Organized?**

- The available procedures are listed by Section.
- The procedure titles are active links. Point and click on the title of the procedure to access the file.