NEPA Scope of Service for ODOT Local Government Consultants

List of Contents

Procedure for NEPA for County or City Projects

I. All County or City projects involving Federal Highway funding or requiring a Federal Highway action must be submitted to the Environmental Program Division (EPD). Submittals shall include a request to initiate studies in compliance with the National Environmental Policy Act (NEPA) and a Local Government Initiation and NEPA Request, along with supporting documentation such as project plans, project footprint, project location map, property owner notifications, and other relevant materials.

II. Once the documents are verified as providing sufficient information to initiate NEPA, EPD will provide the Local Government Project Manager with a list of NEPA consultants under contract with the Department. The Local Government Project Manager will share this information with the County or City. The list will include the NEPA consultant firm name, the NEPA Consultant Project Manager identified in the contract, and their contact information.

III. The County or City will select a consultant from the list of available NEPA consultants and notify EPD through the Local Government Project Manager. Upon notification, EPD will issue a Task Order request to the selected consultant to perform the work.

IV. Prior to submission of the NEPA consultant's cost proposal, the Local Government Project Manager will assist in coordinating a meeting with the County or City, the County's or City's Design Consultant (if applicable) or the Circuit Engineering District (CED), the Environmental Programs Division, the Local Government Division, and the NEPA Consultant Project Manager. The purpose of the meeting is to clarify the project scope, define the responsibilities of the County or City and the NEPA consultant, and discuss project timelines. The meeting may be held in person or virtually. In certain cases where the project scope or required documentation needs further clarification, the Federal Highway Administration (FHWA) may also be invited to participate.

V. Once the Task Order is approved and the NEPA consultant receives a Notice to Proceed, the NEPA Consultant Project Manager shall work closely with the County or City to obtain the necessary information and complete the required studies and NEPA documentation.

VI. The NEPA consultant shall adhere to the agreed-upon schedule, which will include milestone dates for each major task and study. This schedule will be used as the target dates in the monthly status report. Any changes to the schedule must be approved in writing by the County or City and the Environmental Programs Division. Milestones as defined in the NEPA Status Tracking Sheet.

VII. The NEPA Consultant Project Manager shall submit monthly status reports on the 15th of each month to the ODOT Environmental Project Manager (EPM), the Local Government Project Manager, the Design Engineer and/or the Circuit

Engineering District (CED), and the County or City. The monthly status report shall describe the status of all studies, identify any milestones that are behind the agreed-upon schedule, explain the reasons for delays, and provide anticipated completion dates for delayed milestones.

VIII. The consultant shall attend plan-in-hand meetings, right-of-way (R/W) meetings, and other project-related meetings as required with the Local Government Division, design consultants, and the County or City.

IX. Plans showing construction limits and proposed right-of-way may be required to complete certain studies. In addition, plans reflecting the final proposed right-of-way are required for completion of the NEPA document. If the necessary plans are not available in time to meet the milestones in the NEPA schedule, the NEPA process will be suspended until the plans become available, and the schedule will be revised to reflect the delay.

X. If the plans extend beyond the project footprint provided to initiate the studies, additional studies and consultations may be required. In such cases, the project schedule will be revised to account for the additional work, and the NEPA consultant's task order may need to be amended to compensate for the added studies.

XI. If the project involves a historic structure, the Section 4(f) Analysis and Section 106 Proof of Public Involvement must be submitted as soon as possible. If this information is not available in time to meet the NEPA schedule milestones, the schedule will be revised to account for the delay.

XII. If the project involves residential or commercial relocations, the County or City must submit a relocation plan prior to the completion of the NEPA document. If the relocation plan is not provided in time, the schedule will be revised to reflect the resulting delay.

XIII. If the project involves a new alignment or a capacity increase (e.g., from 2 to 4 lanes), the County or City must conduct a public meeting or other approved public involvement activity and provide the summary and proof of participation to the NEPA consultant prior to completion of the NEPA document. If this information is not provided in time, the schedule will be revised to account for the delay.

XIV. Once all studies and agency consultations are completed and approved, and the design plans have been verified to remain within the project footprint, the NEPA consultant shall prepare the draft NEPA document for ODOT review and approval. After ODOT reviews and deems the document acceptable, it will be signed by the County Commissioner or City Manager and submitted to ODOT, and if required, to the FHWA for final approval.

Scope of Services for NEPA

Based on the project scope such as safety improvements (e.g., addition of shoulders, turn lanes, intersection improvements, or minor curve corrections) or bridge replacements on or near the existing alignment, the anticipated NEPA document will typically be a Categorical Exclusion (CE). Projects involving the addition of through lanes or construction on a new alignment may also qualify as a Documented CE, with more extensive documentation required to justify the CE determina
tion.

If a Section 4(f) or Section 6(f) property is involved, preparation of the Section 4(f) document will be handled under a separate task order unless otherwise specified. The County or City will be responsible for obtaining any necessary Section 6(f) approvals from the Department of Tourism.

The NEPA consultant shall be responsible for completing all required studies and preparing the final documentation in accordance with the following steps:

STEP 1
Initial Meeting
Once the Project Footprint and the initiation report are received, at the meeting with Environmental Programs Division, the County or the City, and Local Government Division, the NEPA Consultant Project Manager shall:

- Identify the Purpose and Need for the Project
- Establish the logical termini for environmental studies (if applicable)
- Identify alternatives considered (if applicable) and
- Identify any Section 4(f) or 6(f) eligible properties. If Section 4(f) coordination and documentation is deemed necessary, a scope will be provided for such coordination and documentation and a separate Task Order issued.

STEP 2
Tribal Coordination
The Consultant shall request the Initial Tribal Coordination by submitting the required information using the online form. The form can be found here: https://app.smartsheet.com/b/form/3faa6693f57c4bf6ab40dabd20cac6f3. The form requires a location map and KMZ to be uploaded. Any additional attachments are helpful but not required. You do not need a Smartsheet account to submit the form. Tribal Coordination will be in accordance with the latest guidelines provided by the Department. No Specialist Studies shall commence until the initial Tribal Coordination has been requested and completed by ODOT's Tribal Liaison, the 30-day response period for the Tribes is complete.

STEP 3
Property Owner Notification
The County Commissioner or the City Manager or their designee is responsible for notifying the property owners prior to start of NEPA. A letter from the County Commissioner or the City Manager confirming that the County/City has notified the

property owners and the list of property owners notified (or copies of the letters sent to the property owners) will be provided to the NEPA Consultant Project Manager by the Local Government Division as part of the Local Government Initiation and NEPA request. No Specialist Studies shall start until the property owner notification is complete. If property owner resistance is encountered during field studies, the NEPA Consultant Project Manager shall coordinate with the County Commissioner or the City Manager for resolution.

STEP 4

Solicitations *(Applicable to Capacity Expansion or new alignments projects)*

The Consultant shall send Solicitation Letters signed by the County/City to all local, State, Tribal, and Federal officials that may have an interest in the proposed project or are in the project area. The most current list and sample NEPA Solicitation letter should be obtained from the ODOT EPM. This step shall be completed simultaneously with Steps 2 and 3. The NEPA Consultant Project Manager shall prepare and summarize any response received from the solicitations regarding the project to be included in the CE document.

STEP 5

Specialist Studies

Once the studies are completed, the Consultant shall complete the SPECIALIST REVIEW REQUEST FORM with the necessary attachments and specialist reports and submit it to the Specialists and copy the County/City and the ODOT EPM. Incomplete submittals or reports not in compliance with the Specialist Studies scope will be returned to the NEPA Consultant and the County/City and the ODOT EPM will be copied in the return. Finalized documents will be included in the CE Document.

A. Cultural Resources

The Cultural Resources studies shall be in accordance with the latest guidelines provided by the Department and the project specific scope established by the ODOT Cultural Resources Specialist in Step 2. The Consultant shall not contact SHPO or other Agencies directly**.** Once the report is finalized and approved and all SHPO coordination completed, the ODOT Cultural Resources Specialist will send the final package back to the Consultant along with the letters from SHPO and the Tribes and copy the County/City and the ODOT EPM.

B. Threatened & Endangered Species and Wetland

The Threatened & Endangered Species and Wetland Studies shall be in accordance with the latest guidelines provided by the Department. The Consultant shall not contact USFWS or other Agencies directly**.** The Consultant shall submit electronically to the Biologist and copy the County/City and the ODOT EPM. Once the report is finalized and approved and all coordination completed, the ODOT Biologist will send the final memo back to the Consultant and any updated reports along with the letter from USFWS (if applicable) and copy the County/City and the ODOT EPM.

C. Hazardous Materials
The Hazardous Materials Studies shall be in accordance with the latest guidelines provided by the Department. The Consultant shall submit electronically to the ODOT Hazardous Materials (HM) Coordinator/Specialist and copy the County/City and the ODOT EPM. Once the report is finalized and approved, the ODOT HM Coordinator/Specialist will complete the internal review and prepare the Consultant Review Report memo, along with any supporting attachments such as plan notes or recommendations for further action and send the documents to the Consultant and copy the ODOT EPM.

D. Farmland Impact
The Consultant shall perform NRCS Coordination for determination for Farmland Impact in accordance with the following steps.

Complete the Form AD 1006 and send with the cover letter to NRCS. These forms can be sent either by mail or email to NRCS. If NRCS does not respond within 45 days, then Farmland Impact is considered not applicable. Otherwise, the NEPA Consultant shall complete the rest of Form AD1006 in accordance with the NRCS instructions found on the website.

- The Form and Instructions for completing the can be found at Farmland Protection Policy Act | NRCS (usda.gov) and the FHWA regulations relating to Farmland Impact can be found at http://www.environment.fhwa.dot.gov/guidebook/chapters/v1ch5.asp
- The Consultant shall use an approved sample letter for the typical wording on the NRCS Coordination letter, which can be obtained from the ODOT EPM.

E. Flood Plain Impact
The Consultant shall obtain current Flood Plain Maps from the FEMA website to identify whether the project falls within the regulated flood plain extents (Zone A-E) and create a FIRMette. If the project falls within Zone A-E, the NEPA Consultant shall contact the Designer to check if a FEMA map revision is anticipated as a result of the proposed project.

F. Noise *(Applicable to Capacity Expansion or new alignment projects)*
The noise studies shall be in accordance with the latest guidelines provided by the Department. The Consultant shall consult the ODOT Noise Specialist to determine whether a study is needed. If a study is required, the ODOT Noise Specialist will provide the project specific scope prior to the start of studies. The Consultant shall submit to the ODOT Noise Specialist electronically and copy ODOT EPM. Once the report is finalized and approved, the ODOT Noise Specialist will provide the summary language to be included in the main body of the NEPA document to the Consultant Project Manager and copy the ODOT EPM. In addition, the results of the noise studies may need to be presented at the Public Meetings.

G. Identification of Required Permits

The Consultant shall identify the need for any 404 permits based on the biological studies and FAA Permits if the project is within 4 miles of a public airport. If the project is over any known navigable waters such as Arkansas/Verdigris River, the Consultant shall contact the Coast Guard to determine the need for permit. This can be done via letter, email or phone call. Contact name for the Bridge Specialist can be found at U.S. Coast Guard Heartland District. Phone calls require memo to file with a summary of the conversation. The actual permit coordination will be done by ODOT during plan development. Coastguard permits are required for Section 10 Waters or Navigable Waters. Section 10 Waters can be identified at http://www.swt.usace.army.mil/Missions/Regulatory/Section10Waters.aspx

H. Identification of Wild and Scenic Rivers

If the project involves any state Wild and Scenic Rivers, the Consultant shall coordinate with the ODOT EPM to send a solicitation letter to the Scenic River Commission. Response to any comments from the Scenic River Commission shall be coordinated through the Local Government Project Manager.

STEP 6

Public Meeting *(Applicable to Capacity Expansion or new alignment projects)*

The County or the City will need to have a Public Meeting to provide information to the public about the expansion of 2 to 4 lanes or projects on new alignment. The County or the City through the Local Government Division can obtain guidelines from the ODOT Government and Community Affairs Division. The County or the City or its designee will summarize the information presented at the meeting, number of attendees, and any written and verbal comments and the responses to such comments and provide copies of the Public Meeting notice such as letters with list of invitees, certified media notice (if used), Agenda for the Public Meeting, Handouts at the meeting, and copies of the meeting sign-in sheet with names of attendees. This information will be included in the Public Involvement section of the NEPA document by the Consultant. The Consultant will attend the public meeting to provide information on any known environmental concerns and answer questions related to environmental studies.

STEP 7

Preparation of NEPA Document

The document shall be prepared only after the plans with the proposed right-of-way are available. The Consultant shall verify that the plans are within the original project footprint. If the plans are outside the project footprint, the Consultant shall identify these areas and coordinate with the ODOT EPM to determine whether additional study is required. If additional study is required, the Consultant will be provided with additional budget and time as needed.

If the plans show the need for any relocations, the Consultant shall coordinate with the ODOT Local Government Division and the County or the City to obtain a relocation plan. The County or the City is responsible for providing a relocation plan identifying the relocations and the availability of suitable replacement housing. A

scope for the relocation plan is available from the ODOT EPM. A Community Impact Analysis (CIA) may be required for any projects with relocations. The Consultant will coordinate with the ODOT EPM to determine if the CIA is needed. The CIA will be done by task order.

Prior to preparation of the document, the Consultant shall obtain the latest CE form from the ODOT Environmental webpage, contacting the ODOT EPM if unavailable. The Consultant shall prepare the document for ODOT and FHWA signatures.

The document shall include the supporting studies and be arranged in the same order as the issues being discussed in the document.

The Consultant shall provide a single pdf of the complete draft document for review by ODOT and FHWA. Once the document is approved, the Consultant shall provide a single pdf of the document signed by the Consultant and County or City. A copy of the approved final document with environmental commitments will be provided to the County or the City through the Local Government Division.

Local Government NEPA Project Status Tracking

CONTRACT # _____ TO# _____ CONSULTANT: _____ Revised 1/15/2026

PROJECT J/P # _____ COUNTY: _____

DESCRIPTION: _____

Task	Duration	TO - Start	TO - Completion	Actual Start	Actual Completion	Comments
LG Scope Clarification Meeting	20	**5/5/2025**	5/25/2025			
Notice to Proceed Date	45	5/25/2025	7/9/2025			
Tribal Coordination Initiation	10	7/9/2025	7/19/2025			
Tribal Coordination 30 Day Waiting Period prior to Start Studies	30	7/19/2025	8/18/2025			
NRCS Coordination	60	7/19/2025	9/17/2025			
Cultural Resources Studies	180	8/18/2025	2/14/2026			
Natural Resources Studies	120	8/18/2025	12/16/2025			
Hazardous Materials Studies	90	8/18/2025	11/16/2025			
Receive Preliminary (30%) Plans	0		1/0/1900			Enter Date of Scope Clarification Meeting if plans are available at that time.
Review Preliminary Plans with Project Footprint	15	1/0/1900	1/15/1900			
Attend Plan Review Meeting in behalf of EPD (if applicable)	10	1/15/1900	1/25/1900			
Receive Revised (R/W) Plans	0		1/0/1900			Enter the proposed date estabished at the Scope Clarification Meeting.
Review R/W Plans with Project Footprint	15	1/0/1900	1/15/1900			
CE Submission (Draft with R/W Plans) and ODOT comments	30	2/14/2026	**3/16/2026**			This Date goes in the Request for Task Order
Final CE Preparation (with signature of Local Official)	5	3/16/2026	3/21/2026			
FHWA Review CE (If Applicable)	15	3/21/2026	4/5/2026			
Distribution of CE	1	4/5/2026	4/6/2026			

Request for Specialist Studies/Review

OKLAHOMA Transportation

Environmental Programs Division Office 405 - 521-3050

REQUEST FOR SPECIALIST STUDIES/REVIEW

Due Date: ***DATE NEEDED BY.***
Review the Studies Request Decision Matrix or Project Schedule for study duration.

☐ **RUSH: Less than 30 days:** Choose an item.
Reason for RUSH (if applicable):

☐ **SPECIALIST STUDIES** ☐ **SPECIALIST REVIEW: ATTACH COMPLETED STUDIES**

☐ **Cultural Resources** ☐ **Tribal Consultation** ☐ **Biological**
☐ **Hazardous Materials** ☐ **Noise**

PURPOSE FOR SPECIALIST STUDIES:

☐ ***New Project***

☐ ***Update Studies***

- ☐ ***Major or minor change in study area or scope. (Highlight area on plan outside of study area.)***
  NEPA document complete Date: *Choose an item.*
- ☐ ***NEPA or Re-evaluation document was completed 2011 or before.***

NEPA document complete Date: *Choose an item.*
Has R/W been purchased: *Choose an item.*

CHECK ONE OF THE FOLLOWING:

☐ **FHWA funding or FHWA approval.**
(ALL STATE projects have the potential for federal funds to be applied or for FHWA approval unless a decision has been made in consultation between EPD, PMD and Field District to entirely state fund the project.)

☐ **Project will be entirely state funded.**
If the decision to entirely state fund the project was made, check one of the following:

- ☐ **404 permit only**
- ☐ **Other Federal Nexus:** Choose an item.
  Explain:
- ☐ **No federal nexus. Technical Assistance only.**

IMPORTANT: DO NOT START ENVIRONMENTAL STUDIES UNTIL TRIBAL CONSULTATION HAS BEEN INITIATED THROUGH THE ODOT TRIBAL LIAISON AND THE 30 DAY WAITING PERIOD IS COMPLETED.

IMPORTANT: CONSULTATION WITH USFWS WILL BE COMPLETED ONCE 30% PLANS ARE PROVIDED TO THE NATURAL RESOURCE PROGRAMS. DRAFT REPORTS WILL BE PROVIDED IF STUDIES AND REVIEW WERE REQUESTED PRIOR TO THE AVAILABILITY OF PLANS.

CONSULTANTS: THE SPECIALIST HAS MET WITH ODOT'S CULTURAL RESOURCE COORDINATOR TO ESTABLISH SCOPE AND REQUIREMENTS OF THE CR SURVEY.

CONSULTANTS: ENSURE PLANS, INITIATION REPORT, RECON DATA, SCOPE CLARIFICATION MEETING MINUTES AND STUDY REQUESTS/REVIEWS ARE SHARED WITH ALL SUBCONSULTANTS.

Date: DATE REQUESTED

Field Division: X

County: COUNTY NAME

State Highway or County Road No.: HIGHWAY NO

Job Piece No.: JP NO

Type of Project: STATE/LOCAL GOVERNMENT

Bridge NBI No. *(For County & State Projects)* & Location No. *(County Projects Only):* NBI NO. & LOCATION NO.

Project Description: PROVIDE WORK DESCRIPTION & PROJECT LOCATION FROM ORACLE (Verify project extents with extents on plan, if available)

Requested by: NAME

Company Name if applicable: NAME

Phone: (405) XXX-XXXX

ODOT Environmental Project Manager (For Consultant Projects Only): ODOT EPM NAME

Sub-consultant Name and Company (For Consultant Projects Only): NAME, COMPANY

R/W Date or Let Date: RW DATE FOR PROJECTS BEING SUBMITTED FOR RW AUTHORIZATION and LET DATE FOR PROJECTS BEING SUBMITTED FOR LETTING. FFY FOR WHEN LET DATE IS UNKNOWN.

Use the Target Dates from PMD OR Design Contracts if available. Otherwise use the 8 Year Program dates for State Projects Only.

ATTACHMENTS (Check all that apply):

- ☐ **NEPA Study Footprint or As-built Plans**
- ☐ **Project Plans**
  Phase of Plans: Choose an item.
- ☐ **Property Owner Notification Letter**
- ☐ **List of Property Owners Notified**
- ☐ **Bridge Inspection Report**
- ☐ **Location Map**
- ☐ **Initiation Report or Project Scope**
- ☐ **Local Government NEPA Checklist**
- ☐ **Previous Studies for Re-evaluations**
- ☐ **KMZ of Footprint, Location or Extents**
- ☐ **Shapefiles**
- ☐ **PDF of Oracle/Project Status System**
- ☐ **Written confirmation the Project will be entirely state funded from Project Management**
- ☐ **Other (Describe):**

TYPE OF WORK (Check all that apply):

☐ **Alignment:** Choose an item.
☐ **R/W:** Choose an item.
☐ **Utility Relocation**
☐ **Intersection Modification**
☐ **Guardrail/Median Barriers**
☐ **Pavement Reconstruction/ Rehab/ Resurfacing/Overlays**
Choose an item.

☐ **Other (Describe):**

☐ **Adding Lanes**
☐ **Adding/Widening shoulders**
☐ **Sidewalks/Bike Lanes**
☐ **Bridge Paint/Joint Seal/Waterproof**
☐ **Bridge Replacement**
☐ **Bridge Rehabilitation/Repair**
Choose an item.
(Verify with the District if haul/work roads are needed for all bridge rehab projects.)

Please provide the following information which will be part of the NEPA Document

Existing Conditions *(Describe existing bridge width, approach roadway width, etc., traffic (current and projected), Existing Problems such as sufficiency rating):*

For bridge projects, use the following language:
The existing SH-XX or US-XX or I-XX bridge (Include bridge type (span or box), width for span bridges or length for box. Check against Bridge Report, rounded to a whole number) and (an approach) roadway consisting of [number of lanes (two, four)] xx ft. wide driving lanes and xx ft. wide [type of shoulder (inside, outside)] shoulders]. The bridge has a sufficiency rating of xx and is [at risk of becoming structurally deficient, structurally deficient, functionally obsolete]. [Provide additional description of existing roadway conditions and deficiencies, if work will there is proposed work on roadway extending past the approach roadway. Use language provided for roadway projects]. The current Annual Average Daily Traffic (AADT) is [provide current traffic] vehicles per day (vpd) with a future 20-year AADT of [provide projected traffic] vpd.

For roadway projects, use the following language:
The existing [SH-XX or US-XX or I-XX] roadway has [number of lanes (two, four)] xx ft. wide driving lanes and xx ft. wide [Provide type of shoulder] shoulders. [Provide additional description of any roadway geometric deficiencies such as sight distance, sharp vertical curves, poor pavement conditions, capacity deficiencies, etc.]. [Provide additional description of existing bridge conditions and deficiencies, if there is proposed bridge work. Use language provided for bridge projects]. The current Annual Average Daily Traffic (AADT) is [provide current traffic] vehicles per day (vpd) with a future 20-year AADT of [provide projected traffic] vpd.

For intersection projects, use the following language:
The existing intersection at [SH-XX or US-XX] and [SH-XX or US-XX] has [number of lanes (two, three, four or five)] in each direction or describe each leg. [Provide additional description of deficiencies with the intersection such as level of service/congestion/accidents, lack of pedestrian facilities, etc.]. The current Annual Average Daily Traffic (AADT) is [provide current traffic for each road or leg] vehicles per day (vpd) with a future 20-year AADT of [provide projected traffic] vpd on [SH-XX or US-XX] and XXX vpd with a future 20-year AADT of [provide projected traffic] vpd.

(For all projects: Include information about existing pedestrian access, any Section 4(f) resources or historic structures, Tribal or Federal properties and accident rate, if applicable. NOTE: Existing conditions need to support Purpose & Need.)

Purpose & Need *(Why the project is needed such as structural deficiency or bridge does not meet current state/federal standards for width or vertical clearance or the roadway has sharp horizontal curves or sight distance problems or narrow shoulders which do not meet current standards):*

(Why the project is needed such as structural deficiency or bridge does not meet current state/federal standards for width or vertical clearance or the roadway has sharp horizontal curves or sight distance problems or narrow shoulders which do not meet current standards Examples: To correct a narrow or structurally deficient bridge, To correct a narrow roadway, To provide a safe roadway, etc.)

Alternatives considered & Proposed Improvement *(Provide reason why an offset alignment to one side is selected vs the other side, Proposed construction such as roadway and bridge widths, AND mention whether the road will be open to traffic during construction.):*
The proposed improvement consists of [widening, replacing, repairing, etc.][describe the proposed roadway and/or bridge (clear roadway width for bridges or length of reinforced concrete box (RCB)) with an approach roadway description. Also, describe if the improvement will be on existing alignment or an offset alignment to the east/west/north/south of the existing alignment. (Provide reason why an offset alignment to one side is selected vs the other side), AND mention whether the road will be open to traffic during construction and whether the construction will remain within existing right-of-way.) Describe work within streams and drainage structures, such as clearing drainage, adding piers, shoofly's, etc. For intersection projects describe the proposed improvement such as added lanes, improved turning radius, sidewalks – don't go into too much detail.
Does this project involve any Tribal or Indian Properties and all Federal Property (This is based on information available in the Recon or other readily available information): Choose an item.

Additional Information: Please provide any additional information such as project background or any other special issues which would be helpful to the Specialists. If the project is a rush provide reason below.
Add special instructions here. If special instructions are added to the email body, it should also be added here to ensure information is not lost.

Procedures for Consultants Performing Cultural Resources Studies

Rev. 1/8/2026

Procedures for Consultants Performing Cultural Resources Surveys for Oklahoma Department of Transportation

All cultural resources surveys for the Oklahoma Department of Transportation (ODOT) must follow the procedures outlined in the ODOT Cultural Resources Studies Manual, applicable guidance from the Oklahoma State Historic Preservation Office (SHPO) or Oklahoma Archeological Survey (OAS), and/or any Programmatic Agreements that FHWA and ODOT may have with SHPO and OAS. These items may be updated as needed, therefore the Specialist shall review these materials prior to scope preparation and the field investigations for each project. All such documents can be found at the following website: Such documents can be found at: http://www.odotculturalresources.info/documents-and-toolkits.html.

- The Cultural Resources Consultant Principal Investigator and Field Director must meet the Secretary of Interior's Standards Professional Qualifications Standards to perform identification, evaluation, registration, and treatment activities for the respective field, specifically archaeological studies and built environment studies. These qualifications are outlined in 36 CFR Part 61. Qualifications for all Principal Investigators must be reviewed and approved by ODOT Cultural Resources Program Staff prior to conducting archaeological or built environment investigations.

Cultural Resources Scope of Work for Scope and Fee Preparation:

1. Complete the ODOT-CRP Cultural Resources Investigations Scope of Work. This form is the blank template for the Cultural Resources Scope of Work, Hours Proposal, and Methodology proposed by the consultant CR Specialists for each federal-aid undertaking requiring cultural resources studies. Find the scope form and the ODOT CRP Manual here: http://www.odotculturalresources.info/documents-and-toolkits.html.
2. The consultant-prepared Scope of Work must be submitted as part of the contract scope and fee to the Contract Administrator with:
    a. a kmz of the project footprint used to prepare the proposal;
    b. a pdf copy of the images and results from the OASIS site file check (instructions are available here): https://www.ou.edu/archsurvey/cultural-resource-management/forms).

    The proposed Scope of Work will be reviewed for conformity with the ODOT CRP Manual and FHWA standards, and the proposed methodology will be reviewed for its appropriateness to the specific project footprint.

Initiation of Tribal Consultation:

In order to ensure that the environmental studies can begin, it is important that the ODOT staff have the necessary information to initiate Section 106 consultation with Native American Tribes. Consultation must be initiated with Native American Tribes prior to conducting any field investigations. Certain projects that contain historic properties within

or adjacent to the project footprint may necessitate initiation of consultation with SHPO and/or OAS prior to conducting field studies. The following information is required for submittal to request initiation of consultation:

1. Initiate Tribal Consultation. The consultant may initiate tribal consultation using the online portal:

   (https://app.smartsheet.com/b/form/3faa6693f57c4bf6ab40dabd20cac6f3).

   All submittals must include the following items:

   a. Project location map made from the County Highway Maps available at County Maps (oklahoma.gov).
   b. Project location map made from the County Highway Maps available at County Maps (oklahoma.gov).
      i. Include a map with labeled legal description (Township, Range, Section) of the project footprint
      ii. Label County Roads, highways, etc.
      iii. Ensure that the closest town or other clear reference point is included on the map.
   c. Project footprint map or plans must be submitted as a pdf and as a separate kmz file.
   d. Written description of the proposed project (including all proposed work), project footprint location, and extents.
   e. County or Project Initiation Report with County, Project Number, and Job/Piece number.
   f. Landowner information (for all state projects with new right-of-way and for county projects). Any Federal land, Tribal-trust, Individual trust (Indian Land or Restricted Land), or Jointly-held trust land (e.g. KCA, WCD, etc.) should be identified and shown on the project footprint maps and described.

   This process must be completed before any field studies can begin. Should you have any questions regarding tribal consultation, please contact:

   Rhonda Fair – Director Community Engagement
   Oklahoma Department of Transportation
   200 NE 21st Street
   Oklahoma City, Oklahoma 73105
   Phone No: (405) 517-5670
   Email: rfair@odot.org

Once the above is completed, the ODOT Tribal Liaison will inform the Consultant that tribal consultation has been initiated, and provide a list of the tribes consulted, the date field investigations can begin, and the number of hard copies of the final Cultural Resources Survey Report required for tribal consultation.

Initiation of Cultural Resources Studies

1. Initiate Cultural Resources Studies. The consultant may initiate cultural resources

studies concurrently with the initiation of tribal consultation by submittal of the studies request to the cultural resources program District reviewer. Contacts and mailing address of the CRP District Review staff are available here: http://www.odotculturalresources.info/staff.html.

All submittals must include the following items:

a. Request to Initiate Cultural Resources Study Form.
b. The Cultural Resources Scope of Work submitted as part of the Contract or Task Order approval.
c. A pdf copy of the images and results from the OASIS site file check (instructions available here: https://www.ou.edu/archsurvey/cultural-resource-management/forms)
d. Project footprint location map made from the County Highway Maps available at County Maps (oklahoma.gov).
    i. Include a map with labeled legal description (Township, Range, Section) of the proposed study area
    ii. Label County Roads, highways, etc.
    iii. Ensure that the closest town or other clear reference point is included on the map.
e. Project footprint map or plans must be submitted as a pdf and as a separate kmz file. The kmz must illustrate the project footprint.
f. Description of the proposed project (including all proposed work), project footprint location, and extents.
g. County or Project Initiation Report with County, Project Number, and Job/Piece number.
h. Landowner information (for all state projects with new right-of-way and for county projects). Any Federal land, Tribal-trust, Individual trust (Indian Land or Restricted Land), or Jointly-held trust land (e.g. KCA, WCD, etc.) should be identified and shown on the project footprint maps and described.

Cultural Resources Survey and Reporting:

1. Field Studies and Reporting. Phase I investigations and reports shall adhere to the standard ODOT-CRP format discussed in the Cultural Resources Studies Manual, ODOT-CRP Cultural Resources Investigations Scope of Work, and any other guidance or Programmatic Agreement that FHWA and ODOT may have with SHPO and OAS.

   Use of this format facilitates review of the report by ODOT Cultural Resources Specialist, SHPO, OAS, Native American Tribes, and FHWA.

   a. *Draft Report Deliverables.* A pdf and MS Word copy of the report, along with pdf copies of all OAS archeological site forms, SHPO Historic Preservation Resource Identification (HPRI) Forms, and Bridge HPRI Forms should be submitted to the ODOT Cultural Resources District Review staff for review. All

reports must have received an internal QA/QC review from the Principal Investigator or other technical editor and be in "Final-ready" form before submittal to ODOT. Reports that are submitted with egregious technical, grammatical, or formatting errors will be returned.

i. The Consultant NEPA Project Manager and ODOT NEPA Project Manager should be copied on this correspondence.

b. *Resource Form Submittals.* All archaeological site forms must be submitted for review. ODOT-CRP will issue the Site Trinomial. Do not obtain a Trinomial from OAS. Do not submit archaeological site forms to the OAS.

All SHPO Historic preservation Resources Identification Forms, photographs and streetscapes should be completed according to SHPO standards available online at https://www.okhistory.org/shpo/programs/106/rcmanual2015.pdf. Do not submit Historic Preservation Resource Identification Forms to SHPO.

2. Report Review. ODOT Cultural Resources Specialists will provide review comments to the Cultural Resources Consultant and the Consultant Project Manager. All review comments must be addressed prior to submitting the final report and all forms for distribution.

Final Report Submission and Distribution

1. Final Report Submittal – Digital Copies. The following deliverables can be submitted via email and in the format presented below.
   a. A pdf copy of the final report
   b. A MS Word copy of the final report
   c. An individual pdf copy of all archaeological site and HPRI forms.
   d. Shapefiles of the project footprint and archeological site boundaries submitted in North American Datum 1927 (NAD 27). The NAD 27 format is needed in order to comply with the format that the OAS will use for their digital archaeological site management system.
   e. Final Report Submittal Form.
2. Final Report Submittal – Hard Copies. The following must be submitted in hard copy format to the CRR Staff Reviewer and Tribal Coordinator.
   a. Hard copies of the report. The number of reports needed (for consultation with SHPO, State Archaeologist, Native American Tribes, and other consulting parties) will be provided during the scope process.
   b. All hard copies of forms and reports must be single-sided.

Completion of Section 106 Process

Upon completion of the Section 106 process, the ODOT Cultural Resources District Reviewer will provide the Consultant Project Manager and ODOT Environmental Program Manager with a digital (pdf) copy of the completed Section 106 consultation:

1. Copies of consultation with SHPO, OAS, Native American Tribes, and consulting parties will be included.

Scope of Services for Biological Studies

Scope of Services for Biological Studies

Threatened and Endangered Species Assessment
Bald Eagle Assessment
Migratory Bird Assessment
and
Waters and Wetlands Assessment

Updated January 2026

Threatened and Endangered Species Assessment will include:

1) Detailed guidance for completing the Biological Assessment Report is attached.
2) Follow the project review process outlined by the USFWS at https://wwwS.fws.gov/office/oklahoma-ecological-services/project-reviews
3) Review of federally listed, proposed and candidate species in Oklahoma at https://ecos.fws.gov/ecp/report/species-listings-by-state?stateAbbrev=OK&stateName=Oklahoma&statusCategory=Listed, and additional species information with USFWS updates available through links provided, including https://www.fws.gov/office/oklahoma-ecological-services/species and https://www.wildlifedepartment.com/wildlife/threatened-and-endangerednd http://obis.ou.edu/#/landing
4) Review of federally designated critical habitat maps relative to the project's Action Area at https://fws.maps.arcgis.com/home/webmap/viewer.html?webmap=9d8de5e265ad4fe09893cf75b8dbfb77 and https://ecos.fws.gov/ecp/report/table/critical-habitat.html
5) USFWS federally listed, proposed and candidate aquatic species and aquatic dependent species watersheds and occupied water bodies of Oklahoma. Most (not all) species range data has changed in the last year and can be downloaded from USFWS species pages (a few like gray bat are still county wide, so you may use the pdfs for Gray bat (copy provided for reference, but these are not to be used for your watersheds maps. Recreate using the HUC11 data on the back of the pdf for Gray bat).
6) Create project in IPaC (Information for Planning and Conservation) and create an official species list ONLY after the boundaries are accurately defined, found at https://ipac.ecosphere.fws.gov/user/login Operate from a Resource List until ready to finalize and create ONLY 1 official list for a project!
   a) **Define the project boundaries by the ACTION AREA**, NOT by the Project Footprint (see #1 above). This can be generalized. So for example, include 6.2 miles downstream if the project is over a direct tributary to a listed fish species, include 0.25 miles for listed bird species, etc. If you need to edit or change your IPAC action area, expand the map on the project home page and there will be a link to edit/change the project area and upload a new one (for example, the Action Area shapefiles you may have created for your project.). Update the species list afterward to get species for the new area.
   b) **Name the project using the JP number.** This is the only way for the reviewer to find this project when it has to be updated years later. ODOT Biological Division tracks every project, review, survey, etc. by the County and JP number!
   c) **Provide a good description of the project activities.** As IPaC becomes more interactive and eventually more of the review steps become built into the system, the importance of a complete description will be ever more important.
   d) Add the following Natural Resources Program Managers as Project Members in IPaC to ALL your ODOT Projects before submitting for review: elizabeth.nichols@ou.edu, amcyintyre@odot.org, ktaylor@odot.org AND **jmulhouse@odot.org** We can no longer request access to projects and must be specifically added to the project by the person who creates the project in IPaC.

7) Review of the Indiana bat and Northern long-eared bat FHWA programmatic, updated January 2025, available at https://www.fws.gov/program/endangered-species/bat-consultation-conservation-strategy; with **user's guide** and assistance for bridge/culvert assessments, IPaC key, etc, available at https://www.fws.gov/media/users-guide-appendices-e-range-wide-programmatic-consultation-indiana-bat-and-northern-long.
   a) Bridge/Structure/Shed form, dated 3/2022, available at the above location is to be used for all projects with impacts to bats.
   b) Summer survey guidance, dated 9/2025 at https://www.fws.gov/library/collections/range-wide-indiana-bat-and-northern-long-eared-bat-survey-guidelines
8) Contact Oklahoma Natural Heritage inventory of rare species database for any records of federally listed, proposed or candidate species, by uploading Project Footprint, or providing lat./long. of project end points, **ONLY** at https://www.ou.edu/oknaturalheritage/request-data
9) Field studies, and observations, of the proposed Project Footprint to determine its suitability as habitat for listed, proposed and candidate species, as well as habitat for all protected migratory birds, including Birds of Conservation Concern. **This includes a detailed assessment of aquatic habitats for listed fish and mussels.**
10) Bat Assessments. There have been recent (May 2025) range changes for most bats based on the most current survey data; this range will be updated by USFWS (thus likely expanded for TCB) based on annual survey data. Therefore, regardless of no listed bats on your IPAC species list, **bridges, culverts and structures will continue to be assessed, identified, and mapped for bat signs and characteristics** so that data is available years down the line when these projects go to let and the ranges have changed. Since you are looking at culverts and bridges for migratory birds, we ask that you also look for signs of bats and characteristics of the structures. We have had a number of bridges being used as maternity sites for non-listed bats all over the state, and that is information that ODOT needs to know as early as possible, since it could potentially impact design, letting schedules, etc.
   a) Field assessment of **ALL existing bridges and culverts 3-ft or greater** in GROUND height (not the changing water level) for potential use by listed bat species within the Project Footprint and recorded individually on current USFWS Bridge/Culvert Inspection Forms. GPS or locate WHERE on structures there is evidence of bat use and describe in the Note section of the Biological Assessment structure assessment section; any bat signs will also be included on the Bridge, Culvert and Structure Map along with signs of migratory bird nests. The **Bat Bridge, Culvert and Structure Assessment Form** is the record of EACH structure assessed, it must include all structures 3-ft diameter/height and larger, and any barns, sheds, or other structures that may be removed during construction. Record using NBI# if bridge, or plan STA. # for culverts or structures (or NAD83 if no plans available), so this information can be used to help advise construction. DO NOT use survey Stationing since these are often not the same as what is found on ROW or other construction plans. These USFWS forms will be submitted separate from the Biological Assessment and placed into the figures after "flattening" the form fields so that they do not overwrite when multiple forms are joined.
   b) If listed bats present on IPAC species list, also include:
      i) Field assessment and measurement (in acres) of wooded foraging and roosting habitat within the Project Footprint and split out between 0-100, 100-300 and >300 feet from pavement of all treed habitat within the Project Footprint. Provide map and shapefiles of habitat, as well as the 1 mile buffer action area (these are also required map figures).
      ii) Field pedestrian survey of the entire Project Footprint, as well as 30-ft buffer (if possible) when in a karst landscape, to identify any karst features; GPS any karst features observed.
      iii) Photographs of each bridge, culvert or structure. There is some leeway here with culverts – if there are 20 3-ft culverts, for example, then photograph a representative of each type, as well as any that are sufficiently different when it comes to surrounding habitat.

11) Field assessment and measurement (in acres) of suitable American burying beetle habitat within the Project Footprint, if on species list. Provide map and shapefiles of habitat.
    a) Updated Southern Plains Analysis Area and Conservation Lands found here: https://ecos.fws.gov/ecp/species/66 as downloadable shp and in Reclassification document with 4(d), dated October 2020.
12) Lesser Prairie Chicken habitat suitability, with range and lek data downloads found at https://www.sgpchat.org/ Please keep providing analysis for this species if it is on your species list, even though it's listing was vacated August 2025.
    a) Include map of all lek buffers within 3 miles of the Project Footprint.
13) Pollinators – proposed and/or candidate species
    A. Field assessment of suitable monarch butterfly habitat within the Project Footprint to include:
        a. Presence of milkweed (*Asclepias sp.*) species specifically. Map and shapefiles of any milkweed habitat with >3 stems and address in effects section for the species.
    B. Field assessment of suitable western fritillary habitat within the Project Footprint to include:
        a. Presence of violet (*Viola sp.*) species specifically. Map and shapefiles of any violet habitat with >3 stems and address in effects section for the species.
    C. Presence of flowering or potentially flowering nectar plants *(defined as forbs that can provide nectar for pollinators at some point in the growing season).*
    D. Field assessment of additional native grassland habitat* within the Project Footprint and make sure its included in the Community Description and/or Effects sections.

    **Native habitat may have the potential to provide suitable monarch, fritillary, and pollinator habitat during the growing season. Habitat such as grasslands dominated by invasive grass species, or woody thickets too dense to support herbaceous flowering vegetation would be considered unsuitable.*
14) If plans are available, provide station #s in the Biological Assessment where requested, and submit the Plans optimized/reduced with your project submittal.
15) **SOURCES**: Reference all sources used for the reports, including those cited in the document.
16) **MAPS**: 8.5x11 size. North must always point toward top of page and segmented maps (Fig.1a, 1b, etc) must follow plan layout (e.g. south to north and west to east). Remove logos and other inclusions and callouts to minimize size of attachments in the submittal. Specifics on the maps to include are located within the Biological Assessment document itself.
17) **In the future we will convert over to an online Biological Assessment, currently being tested by the Natural Resources Program. When converting over to the online reporting tool, the Biological Assessment Guidance document attached will continue to provide precise directions for each section. Make sure to refer to it and the embedded directions when using the online Biological Assessment tool**.

Bald Eagle Habitat Assessment:

1) Review multiple sources for history of occurrences (ONHI primarily, Sutton Avian Research Center, and eBird https://ebird.org/home), species information and guidelines.
   Buehler, D. A. 2000. Bald Eagle (*Haliaeetus leucocephalus*). *In* The Birds of North America, No. 564 (A. Poole and F. Gill, eds.). The Birds of North America Online, Ithaca, New York. https://birdsna.org/Species-Account/bna/species/baleag/introduction
   USFWS. May 2007. National Bald Eagle Management Guidelines https://ecos.fws.gov/ServCat/DownloadFile/36458?Reference=36436
2) Field studies shall include a 1000-foot buffer around the Project Footprint, determining suitability for Bald Eagle nesting, roosting and/or foraging habitat, each addressed separately. Field studies of buffered area can include using binoculars or a spotting scope from a high point, driving adjacent roads, etc. Make sure that any nests within 2000 feet are reported.
3) Overview photo(s) of the buffer and Project Footprint from highest points.
4) Provide shapefiles of 660-foot buffer of the Project Footprint

5) GIS boundary of treed areas with suitable nesting habitat within the Project Footprint and within 660-feet. Provide shapefiles of that habitat, ***as well as*** a 660-foot buffer of that habitat. So NOT a 660-ft buffer of the Project Footprint, but a 660-ft buffer around suitable nesting habitat identified above.
6) Provide landscape level reference points (roads usually) as well as the STA #s in the Assessment that correspond with the 660-ft buffer of potential nesting habitat. This can include STA #s from ROW Plans and any other project specific plans, BUT NOT STATION #s FROM LAND SURVEYORS REPORT since they are not the same as ROW or Construction plans Stationing.
7) Provide approximate location point of any suspected Bald Eagle nest within the Project Footprint or provide general location point within 2000-feet of the Project Footprint. DO NOT APPROACH NEST WITHIN 660' SO NO DISTURBANCE TO BALD EAGLES WILL OCCUR. Include the GPS point in shapefiles and label as potential nest, but do not provide the location on a map for security reasons.
8) The assessment cannot be left blank

Migratory Bird Assessment:

1) Bridge/Culvert/Structure Survey of any species using the features to nest.
   a) Field assessment of ALL the existing roadway structures within the Project Footprint for use by swallows and other migratory birds greater than 2-ft including metal culverts, and record on the Swallow Assessment table, using NBI# if bridge, or ROW/construction plan STA. # for culverts (or NAD83 extent if no plans available), so this information can be used to help advise any work on these structures.
   b) Identify each structure by type (span bridge, RCB bridge, RCB, RCP, CGMP), roadway, over what named water feature or road, NBI, and Station # if culvert (lat/long if no plans).
   c) GPS all structures surveyed and clearly identify which structures exhibit current or past nests, and which ones do not (this is also a required map figure). Provide shapefiles identifying all positive and negative structures.
2) Birds of Conservation Concern Assessment (BCC)
   a) Review all BCC listed in IPAC and if habitat is present in the Project Footprint with a focus on breeding/nesting habitat and tree and/or ground nesting species, as well as what construction activities will impact that nesting habitat. Review nesting habitat at https://www.allaboutbirds.org/news/ and eBird for occurrences at https://ebird.org/home. In addition, guidance is provided in the IPaC list.
   b) **Bald Eagles are not a BCC** (see info. provided when they are included in the BCC simply for information purposes). DO NOT include Bald Eagles here.
3) Interior Least Tern
   a) Document if within or adjacent to an occupied waterbody, results from NHI occurrences, and analysis of any direct impacts to nesting habitat.

Potential Jurisdictional Waters and Wetlands Evaluation will include:

1) There are numerous places to find the following information. You can find the National Wetlands Inventory (NWI) maps at https://fwsprimary.wim.usgs.gov/wetlands/apps/wetlands-mapper/ and USGS 7.5 minute topographic quadrangle maps for the Project Footprint at https://topobuilder.nationalmap.gov/; https://ngmdb.usgs.gov/topoview/viewer/#4/39.98/-100.06
2) Review of the Natural Resources Conservation Service (NRCS) soil survey maps for the county in which the proposed project will occur at http://websoilsurvey.nrcs.usda.gov/app/
3) Review of hydric soils lists published by the NRCS for the county in which the proposed project will occur.
4) Field studies of the Project Footprint for identification and delineation of all aquatic resources (e.g. wetlands and other water bodies).
5) Characterization of onsite streams, drainage features, wetlands and open water features.

6) Delineation of onsite wetlands according to the 1987 U.S. Army Corps of Engineers (USACE) Wetlands Delineation Manual and the applicable Regional Supplement, and associated policy documents.
7) Delineate the ordinary high water mark (OHWM) on both sides of every stream, drainage features and the boundary of every wetland and open water features with GPS. The area (in acres) within the OHWM of all aquatic resources (streams, drainage features, wetlands and open waters) based on GPS field data.
8) See Waters and Wetlands Report template for more detailed instructions on completing the Waters and Wetlands Report. Follow all of the naming conventions and guidance in that report template.
9) Reason for proposing whether a feature is likely or unlikely to be a jurisdictional waterbody by USACE, based on the current guidance, such as under Rapanos or under the most current Waters rule.

Biological Studies Submittal Process and Procedures:

The Consultant Project Manager and/or the Biological Consultant shall contact the ODOT Biological Consultant Manager, Kait Taylor, for **current report formats**, prior to beginning studies (contact information below) to establish connection to a shared folder with the reports that can be bookmarked and easily accessed at any time to get the most recent report formats.

Prepare two separate reports: one for the species' assessments and one for the potential jurisdictional waters and wetlands evaluation. Templates for these reports are attached.

The ODOT Natural Resources Program will serve as a liaison between ODOT and all Federal Agencies, including the USFWS for any required Endangered Species Act Section 7 consultation and Migratory Bird Treaty Act coordination. The consultant shall be responsible for all documentation requirements of Section 7 of the Endangered Species Act, the Migratory Bird Treaty Act, and Section 404 of the Clean Water Act under the oversight of the ODOT Biological Resources Program Manager.

UPDATED INFORMATION: Once 30% or other plans are available, the Consultant Project Manager will review the plans to determine if there is any change of scope from the original submitted studies and any change in footprint that exceeds the previous study footprint. The plans, with any changes highlighted on the plans, and a description of work in these areas and any additional changes or clarification in project activities, along with a map and shp file of the original study area and the new study area (which will show the change in footprint), will be submitted to the Biological Consultant Manager, Kait Taylor. The Biological Consultant Manager will review the updated information provided and consult directly with USFWS or advise the Consultant if an Amended Biological Assessment will be needed (this report can be requested at any time and will be provided by the Consultant Manager if the update involves a change in scope or impacts to newly listed species that has not been assessed by the previous studies.

File Naming Procedures and Submission Process:

1) The Consultant Project Manager shall provide the ODOT Biological Consultant Manager with the following documents. **All files MUST start with the COUNTY NAME and JP NUMBER followed by the document type below** (e.g. Tulsa County JP 12345(06) Biological Assessment Report):
   a) Request to Review **(as a PDF)**
   b) Project Scope/Initiation Report
   c) Bridge Data Sheets for any bridges impacted
   d) Any available plans or footprints
   e) KMZ polygon of the Project Footprint

f) Biological Assessment Report (in Word format)
g) Biological Assessment Figures (as a PDF – no logos) must be optimized and kept under 5MB (if possible). The figures document will include:
    i) Maps relevant to your project outlined in the Biological Assessment Guidance
    ii) Photos – ideally 6 to a page to minimize document size
    iii) USFWS Bridge/Culvert/Structure Assessment Sheets – label top of this document same as the associated tables in the report
        (1) The USFWS documents must first be "flattened" individually before merging and placing into figures so that form entries do not overwrite each other (which happens if you just merge all the forms together while the forms are still interactive/writable)
    iv) IPAC official species list
        (1) This MUST be **updated and current to within 1 month of your submittal** for review, since you are responsible for submitting a CURRENT report and analysis
h) Waters and Wetlands Report (in Word format)
i) Waters and Wetlands Figures (as a PDF – no logos) must be optimized and kept under 5MB (if possible).
    i) Maps relevant to your project outlined in the Waters and Wetlands Report
    ii) Photos – ideally 6 to a page to minimize document size and of the streams and wetlands as well as overview of the project
    iii) Wetland Delineation Forms - these must first be "flattened" before merging and placing into figures so that form entries do not overwrite each other (which happens if you just merge all the forms together while the forms are still interactive/writable)
j) GIS Files (of all data created for Biological Studies, in single zipped folder)
    i) EACH SHP ALSO MUST HAVE COUNTY JP, not just the shapefile name
    ii) Including, but not limited to Study Area, Action Area, species habitat maps, bridge and culvert locations identifying positive and negative migratory bird nesting and those with evidence of roosting bats, photo location sites, suitable eagle nesting habitat with 660-ft buffer around suitable eagle nesting habitat, delineated wetlands with classification, delineated streams with mapped classification, and hydrological sampling locations.
    iii) all shapefiles should be together in a single GIS folder with NO SUBFOLDERS.

All the above files should be zipped into a single file and emailed to the Natural Resources Program. **Send all documents, or provide access to the ftp or shared drives, to all of the following people:**

Kait Taylor
Consultant Manager
ODOT Natural Resources
Program at OU
Norman, OK
405-227-5915
ktaylor@odot.org

Elizabeth Nichols
Assistant Manager
ODOT Natural Resources
Program at OU
Norman, OK
405-325-6802
405-850-0084 (cell)
enichols@odot.org

Amber McIntyre
Program Manager
ODOT Natural Resources
Program at OU
Norman, OK
405-210-3671
amcintyre@odot.org

2) The Consultant Manager will verify receipt of all documents with a confirmation email response.

3) Once reports and all accompanying information above has been provided, the Biological Consultant Manager will correspond directly with the Consultant Biological Specialist as needed to finalize the report documents. The Consultant Project Managers shall be copied on any correspondence with the Consultant Biological Specialist to keep them aware of any issues. **Review will begin only after a complete and accurate submission is received.**

4) **All Coordination with Federal Agencies will be done by the ODOT Natural Resources Program. The Consultant shall not contact Federal Agencies on any ODOT projects without a written approval from the ODOT Environmental Program Division.**

Guidance for Biological Assessment Report

GUIDANCE FOR:
ENDANGERED, THREATENED AND CANDIDATE SPECIES, DESIGNATED CRITICAL HABITAT, BALD EAGLE AND MIGRATORY BIRD ASSESSMENTS

For

USFWS Project Code		Found at the top of the USFWS species list generated through IPAC			
Email used to request IPaC official species list					
County		JP Number		Project Number	Usually found on plans
Road Number		Water Body Name		If impacts any mapped streams/ tributaries to mapped streams	
ROW Date		Let Date		Project Length	
Project General Location		Locate in relation to the closest town (preferrable), intersection or other landmark			
Project Description & Statement From Oracle		This is both the project type and description. For example: Resurface SH-9 from 2.5 miles east of the SH-177 junction, extend east 5 miles			

Prepared for:
Oklahoma Department of Transportation
Environmental Programs Division
200 NE 21st Street
Oklahoma City, OK 73105

Prepared by:

Biologist Name	
Company/Agency Name	
Address	
City, State Zip	

Report Date:	
Field Survey Date	
Field Survey Biologist(s)	

Guidance Date: January 2026

1. PROJECT OVERVIEW

1.1 Federal Nexus

This biological assessment, prepared by the above named Company/Agency for the Oklahoma Department of Transportation (ODOT), addresses the above named project in compliance with Section 7(c) of the Endangered Species Act (ESA) of 1973, as amended. Section 7 of the ESA requires that, through consultation with the U.S. Fish and Wildlife Service (Service), federal actions do not jeopardize the continued existence of any threatened, endangered, or proposed species or result in the destruction or adverse modification of critical habitat. This assessment evaluates the potential effects of the proposed transportation project on species that are federally listed under the ESA. Specific project design elements are identified that avoid or minimize adverse effects of the proposed project on listed species and designated critical habitat.

1.2. Project Description

Choose an item.

Description of the **existing** bridge/roadway facility and reason for proposed project

YOU MUST INCLUDE THE FOLLOWING:

- Where the project is located
- The kind of county road, city road with curb and gutter, divided highway, etc it is
- WHAT the roadway is surfaced with – asphalt, concrete, gravel
- The width of the driving lanes and shoulders and other typicals if, for example, it spans town and country
  (e.g. 4-lane divided highway with two 12-ft concrete driving lanes, 4-ft asphalt inside shoulder, 10-ft asphalt outside shoulder, 3-ft of gravel beside both shoulders, and a 50-ft vegetated median.)
- Include if there are any bridges and types within the project footprint.
- Condition of the roadway.

All bridges that will be worked on MUST include for each bridge:

- Roadway and feature crossed
- NBI #
- Type (triple span, 3-cell RCB, etc.)
- Dimensions (from as-built, bridge sheets, or plans, and verified from field observations)
- Description (concrete beams with concrete piers and deck, steel I-beams with concrete piers and concrete deck, concrete slab span with brick pier and asphalt surface, 3 cell RCB below roadway, etc.).
- How many and which piers are within the OHWM
- WHEN it was built
- Condition/deficiency of each bridge

If major work on a culvert is proposed:

- List Station # (if known) to locate/identify it (only use NAD 83 coordinates if no plans with Station #s)
- Same information required information as bridge section above

Additional information required:

- Estimated & projected traffic and the years associated with those (try to use current data, so within a few years)
- Provide any pertinent information you observed in the field about the condition of the structures and roadway – such as the road or bridge being closed, or cattle panels placed on the bridge by a landowner, or severe erosion undercutting the bridge, etc.
- THIS WILL HAVE MORE INFORMATION THAN THE SPECIALIST REQUEST or other documents!

What is the formally identified purpose & need of the project.

Description of **proposed** improvements

Description of the proposed work is SPECIFIC TO THIS PROJECT and must include:

- Statement of what the proposed work is in general terms (for example, overlay of the driving lanes, widening shoulders, adding guardrails, and replacing culverts as needed). Followed by specifics, to include:
- CONSTRUCTION ACTIVITIES: Any diamond griding or milling, depth or mill and fill, dowel bar retrofitting, saw cutting at the shoulders to widen them, extending asphalt shoulders for guardrail replacement, etc.
- What the proposed roadway will be surfaced with
- The width of the driving lanes and shoulders and other typicals in the plans
- Alignment of the proposed work, with amount of offset if known.
- Identify any bridges that will be design exceptions, including NBI
- Identify if there are any culverts in the study area and whether they will be replaced or expanded as needed.

All bridges that will be worked on MUST include for each bridge:

- Identify roadway and feature crossed, and existing NBI
- Proposed work to be done to each structure, including whether replacing, rehabilitating, widening, etc.
- Resulting structure details (if replaced or widened):
    - New NBI # if known
    - Type (triple span, 3-cell RCB, etc.)
    - Dimensions (from plans or discussion)
    - Description (concrete beams with concrete piers and deck, steel I-beams with concrete piers and concrete deck, concrete slab span with brick pier and asphalt surface, 3 cell RCB below roadway, etc.).
    - Alignment or offset if replaced or only widened on one side
    - if new piers will be needed and any are within the OHWM
    - if work road will be needed
    - if channel re-alignment or similar work construction to alter or reinforce the channel will occur
    - if shoo-fly will be needed
- If rehabilitating – describe specifically the work that will be done to the deck, substructure, piers, etc. and if work road and shoo-fly will be needed

If major work on a culvert is proposed:

- List Station # (if known) to locate/identify it (only use NAD 83 coordinates if no plans with Station #s)
- Same required information as bridge section above

Additional information required:

- If tree clearing will or will not be likely
- If clearing out along drainages of debris and overgrowth will be needed
- If work within the OHWM will or will not be likely
- If wetlands will be impacted and where
- If blasting will be needed for altered alignment
- Any permanent or temporary rights-of-way needed for the project and, if known, WHY
- If the road will be closed and detour on side roads made available for traffic, remain open and have temporary lane closures, or remain open and construct a shoofly
- Discuss, if known, where and details of shoofly, if over stream if pipes to maintain flow will be used, where cross-over or shoulder widening for phased construction, or detours if road will be closed during construction
- THIS WILL HAVE MORE INFORMATION THAN THE SPECIALIST REQUEST & SHOULD BE DETAILED BASED ON PLANS AVAILABLE!

If any plans available, they must be used in this report.

- Identify if there are any PLANS that were used for these studies
- Identify phase of the plans
- Record date on the plans.
- Plans MUST be submitted along with the report.

If plans are available before submittal, then the REPORT MUST BE UPDATED with project information, STA# for culverts and other information where lat/longs were originally used.

Check if any of the following is expected as part of the proposed action

Work within OHWM is expected ☐
Project is OFF-SET alignment ☐ or **NEW alignment** ☐
Project involves **NO OFF EXISTING PAVEMENT** work ☐
Project requires new ROW (permanent &/or temporary) ☐

1.3. Project Area and Setting

Project Location		**Project Footprint**		**Ecoregion & Game Type**	
Section Range & Township	Lat/Long NAD 83)	Dimensions	Acreage	Level IV Ecoregion (Woods et al. 2005)	Game Type (Duck and Fletcher 1943)
S_, T_N, R_E	bridge center for bridge & appr. project; start and end	Ft from center of road, including bump-out distances			

	points for longer projects	around streams or other areas of additional ROW			

Action Area:

- There is only one Action Area for a project.
- **Guidance for each species is at the end of this report.**
- To determine the action area, include areas of habitat that occur within the limits defined within the guidance table at the end of this report for each of your listed species. If there is habitat within that defined area for a species, then it will go into your final Action Area. Then add those together for every species to get your final Action Area.
- For example, for the Whooping Crane, include a 0.25 mile buffer surrounding the Project Footprint if loafing or foraging habitat occurs within the 0.25 mile buffer. If bat habitat is ALSO present within 1 mile (if Indiana bat, NLEB, or TCB listed), then the Action Area is 1 mile (because it encompasses the 0.25 mile buffer). If mussel habitat is ALSO present within 1.6 miles downstream, then the Action Area is 1 mile surrounding the Project Footprint, as well as 1.6 miles downstream

2. FEDERALLY LISTED SPECIES AND DESIGNATED CRITICAL HABITAT

Species	Status	IPaC[1]	Watershed[2]	Water Body[3]	Records[4]
		Check if Yes	Check if YES	Check if Yes	Check if Yes
Whooping Crane	E	☐	☐		☐
Gray Bat	E	☐	☐		☐
Indiana Bat	E	☐			☐
Northern Long-eared Bat	E	☐			☐
Ozark Big-eared Bat	E	☐			☐
Peppered Chub	E	☐	☐		☐
Neosho Mucket	E	☐	☐	☐	☐
Ouachita Rock Pocketbook	E	☐	☐	☐	☐
Scaleshell Mussel	E	☐	☐	☐	☐
Winged Mapleleaf	E	☐	☐	☐	☐
Benton County Cave Crayfish	E	☐	☐	☐	☐
Harperella	E	☐			☐
American Burying Beetle	T	☐			☐
Eastern Black Rail	T	☐			☐
Lesser Prairie Chicken	T	☐			☐
Piping Plover	T	☐			☐
Red Knot	T	☐			☐
Red-cockaded Woodpecker	T	☐			☐
Arkansas River Shiner	T	☐	☐	☐	☐

Species	Status	IPaC[1]	Watershed[2]	Water Body[3]	Records[4]
		Check if Yes	Check if YES	Check if Yes	Check if Yes
Leopard Darter	T	☐	☐	☐	☐
Neosho Madtom	T	☐	☐	☐	☐
Ozark Cavefish	T	☐	☐		☐
Rabbitsfoot Mussel	T	☐	☐	☐	☐
Western Fanshell	T	☐	☐	☐	☐
Mead's Milkweed	T	☐			☐
Missouri Bladderpod	T	☐			☐
American Alligator	SAT	☐			☐
Texas Kangaroo Rat	PE	☐			☐
Tri-colored Bat	PE	☐			☐
Alligator Snapping Turtle	PT	☐			☐
Monarch Butterfly	PT	☐			☐
Western Regal Fritillary	PT	☐			☐

[1]Species is on USFWS species list from IPAC
[2]Action Area is within a watershed associated with occupied water bodies
[3]Action Area includes an occupied water body
[4]Project site within 5 miles of known records

Final or Proposed Designated Critical Habitat	Status	Action Area includes Designated Critical Habitat (Check √ if Yes)
Whooping Crane	F	☐
Peppered Chub	F	☐
Arkansas River Shiner	F	☐
Leopard Darter	F	☐
Neosho Mucket	F	☐
Rabbitsfoot	F	☐
Louisiana Pigtoe	P	☐

3. ENVIRONMENTAL BASELINE

3.1. Ecological Processes and Conditions

Soils (Use Soil Map of Oklahoma by Carter and Gregory 2008)

Soil Class	Click here to enter text.
Soil Name	Click here to enter text.
Soil Type	Click here to enter text.

Soil Characteristics	Click here to enter text.

Climate (Use Woods et al. 2005)

Precipitation	Mean annual inches	Click here to enter text.
Growing Season	Number of days	Click here to enter text.
Mean Temperatures	Summer min/max	Click here to enter text.
	Winter min/max	Click here to enter text.

River System

List all USGS 7.5 minute Quad mapped Streams within the Project Footprint AND ***Action Area.***
Provide name of Quad maps, if available.

Land Use and Land Ownership

From Woods et al. 2005	Click here to enter text.
From Field investigation	Click here to enter text.

Terrestrial and Aquatic Community Descriptions (based on field site visit)

Identify community types present within the Project Footprint as an overview.

- There is NOT a single community type for a project (usually)!
- Community types will always include rights-of-way, and may also include fence lines, agricultural fields, improved pasture, range pasture, upland woodland, riparian zone, residential lawn, commercial area, etc.

Describe EACH community type SEPARATELY with the following information:

- vegetation identified
- brief generalized location of that community type within the Project Footprint
- whether a dominant community type within the Project Footprint.
- Community types will always include rights-of-way, and may also include fence lines, agricultural fields, improved pasture, range pasture, upland woodland, riparian zone, residential lawn, commercial area, etc.

Hydrology - This is a generalization of aquatic community types, NOT a description of each stream and wetland feature from the waters and wetlands report.

- Provide a general description of HYDROLOGY across the site and
- Provide general conditions based on rain, drought or other circumstances (such as human or animal impacts) that may have altered hydrology or conditions at the time of field investigations.
- Identify presence of mapped streams and describe as a group, if possible, and include common vegetation if present within banks, common aquatic species observed across the site, stream flow, etc.
- Identify mapped streams by their name or as tributaries to what named stream, NOT by arbitrary field number assigned in the waters and wetlands report.
- Identify if wetlands present and provide general description, common wetland vegetation, invertebrates and other observations from the field.

Identify observed patterns of use or condition, if appropriate (such as highly eroded, cows grazing, fence falling down, compacted from human foot-traffic, etc.)

3.2 Species Habitat Analysis

Pedestrian survey of entire Project Footprint ☐

Survey includes 300-ft buffer around work zone, if in karst area ☐

If not, provide reason: Enter reason, ONLY if project is within a karst area.

SPECIES	HABITAT (DELETE THOSE SPECIES NOT ON YOUR IPAC LIST)	
Whooping Crane	Shallowly-submerged sandbars in large river channels occur within **0.25 miles of the Project Footprint**.	☐
	If within the 75% migration corridor, provide the number of acres of emergent wetlands that occur within the **Project Footprint**.	enter acres.
	Croplands suitable for foraging occur within **0.25 miles of the Project Footprint** and are within the 95% migration corridor.	☐
	Project Footprint is within what percentage of the migration corridor?	%
	Critical Habitat in Salt Plains National Wildlife Refuge is within **15 miles of the Project Footprint**.	☐
	Hackberry Flat or Foss Reservoir is within **15 miles of the Project Footprint**.	☐
Gray Bat	Limestone karst features occur within **0.5 mile of the Project Footprint.**	☐
	Riparian forest near streams, rivers and associated wetlands occurs within **0.5 mile of the Project Footprint.**	☐
	The Ozark Plateau National Wildlife Refuge is within **1 mile of the Project Footprint.**	☐
	ODOT will provide the following:	
	All or part of the Project Footprint is within **1 mile of a 10 mile cave buffer.**	☐
	All or part of the Project Footprint is within **1 mile of a 2 mile cave buffer.**	☐
	If within a cave buffer, total linear feet of ALL perennial and intermittent streams within the **Project Footprint that will be impacted.**	enter ft
Indiana Bat	Limestone karsts features occur within **0.5 mile of the Project Footprint.**	☐
	Live or dead trees/and or snags with a DBH of >= 5 inches occur within the **Project Footprint**.	☐
	10 trees or less with DBH of >= 5 inches	☐
	Riparian forest occurs within **1 mile of the Project Footprint.**	☐

SPECIES	HABITAT (DELETE THOSE SPECIES NOT ON YOUR IPAC LIST)	
	Linear treed features such as fencerows, riparian forests, and other wooded corridors occur within the **1 mile of the Project Footprint.** Wooded corridors may be dense or loose aggregates of trees with variable amounts of canopy closure.	☐
	Number of acres of forested/wooded area within the **Project Footprint** (include shapefiles). Include forests and woodlots, as well as linear features such as fencerows, riparian forests, and other wooded corridors. Wooded areas may be dense or loose aggregates of trees with variable amounts of canopy closure. Individual trees may be considered suitable habitat when they exhibit characteristics of suitable roost trees and are within 1000 feet of other forested/wooded habitat.	**enter acres.** TOTAL
Northern Long-eared Bat	Limestone karsts features occur within **0.5 mile of the Project Footprint.**	☐
	Live or dead trees/and or snags with a DBH of >= 3 inches occur within the **Project Footprint**.	☐
	10 trees or less with DBH of >= 3 inches	☐
	Barns or sheds occur within the **Project Footprint.**	☐
	Linear treed features such as fencerows, riparian forests, and other wooded corridors occur within **1 mile of the Project Footprint.** Wooded corridors may be dense or loose aggregates of trees with variable amounts of canopy closure.	☐
	Number of acres of forested/wooded area within the **Project Footprint** (include shapefiles). Include forests and woodlots, as well as linear features such as fencerows, riparian forests, and other wooded corridors. Wooded areas may be dense or loose aggregates of trees with variable amounts of canopy closure. Individual trees may be considered suitable habitat when they exhibit characteristics of suitable roost trees and are within 1000 feet of other forested/wooded habitat. All Bat habitat within the Project Footprint must be mapped. If less will be impacted, then that can be discussed and acreage specified in the analysis section.	enter acres.
	Acres of trees within 100 feet from pavement	enter acres.
	Acres of trees between 100- 300 feet from pavement	enter acres.
	Acres of trees greater than 300 feet from pavement	enter acres.
Ozark Big-eared Bat	Limestone karst features occur within **0.5 mile of the Project Footprint.**	☐
	Mature oak-hickory forest occurs within **0.5 mile of the Project Footprint.**	☐
	Riparian forest near intermittent streams occurs within **0.5 mile of the Project Footprint.**	☐

SPECIES	HABITAT (DELETE THOSE SPECIES NOT ON YOUR IPAC LIST)	
Peppered Chub	Sandy-bottomed main channel rivers, designated as occupied water bodies or their direct tributaries, with slow moving shallow water, occur within **0.25 upstream and 6.2 miles downstream of the Project Footprint.**	☐
Neosho Mucket Mussel	Designated occupied water bodies, or their direct tributaries, that exhibit moderate flow, clean and stable gravel and rubble substrates, and shallow water shoal and riffles, occur within **330 feet upstream and 1.6 miles downstream of the Project Footprint.**	☐
Ouachita Rock Pocketbook Mussel	Pools, backwaters and side channels of designated occupied water bodies, or their direct tributaries, that exhibit little or no current, occur within **330 feet upstream and 1.6 miles downstream of the Project Footprint.**	☐
	Large mussel beds containing a diversity of mussel species within occupied water bodies or direct tributaries to occupied water bodies are present within **330 feet upstream and 1.6 miles downstream of the Project Footprint.**	☐
Scaleshell Mussel	Stretches of stable channels within designated occupied water bodies, or their direct tributaries, that exhibit riffle areas with assemblages of gravel, cobble, boulder, sand or mud and relatively good water quality, occur within **330 feet upstream and 1.6 miles downstream of the Project Footprint**.	☐
Winged Mapleleaf Mussel	Stretches of stable channels within designated occupied water bodies, or their direct tributaries, that exhibit riffles with clean gravel, sand or rubble bottoms, and clear, high quality water occur within **330 feet upstream and 1.6 miles downstream of the Project Footprint**.	☐
Harperella	Rocky or gravel shoals and sandbars along sunny margins of clear, swift-flowing streams occur within the **Project Footprint.**	☐
American Burying Beetle	Number of acres of native perennial plant vegetation (where native perennial vegetation is the dominant vegetation) within the **Project Footprint** (include shapefiles). All ABB habitat within the Project Footprint must be mapped. If less will be impacted, then that can be discussed and acreage specified in the analysis section.	enter acres.
	Suitable habitat is present **adjacent** to the Project Footprint.	☐
	The Project Footprint is within or adjacent to conservation lands at **McAlester Army Ammunition Plant** or **Camp Gruber/Cherokee WMA**	☐
Lesser Prairie Chicken	Mixed grass and shrubland vegetation communities dominated by sand bluestem, little bluestem and sand dropseed, with sand sagebrush or shinnery oak, are present within the **0.25 miles of the Project Footprint,** and within the **current range of the species.**	☐
	Project is within Modeled habitat (SGP CHAT 3)	☐
	Project is within a Connectivity Zone (SGP CHAT 2)	☐

SPECIES	HABITAT (DELETE THOSE SPECIES NOT ON YOUR IPAC LIST)	
	Project is within a Focal Area (SGP CHAT 1)	☐
	Project is within 3 miles of an Active Lek Buffer. If yes, create map figure showing the project in relation to the lek buffer.	☐
Piping Plover	Sparsely vegetated sandy or gravelly shorelines and islands associated with the major river systems occur within **0.25 miles of the Project Footprint.**	☐
	Salt flats or mudflats associated with reservoirs occur within **0.25 miles of the Project Footprint.**	☐
Red Knot	Mudflats associated with reservoirs occur within **0.25 miles of the Project Footprint.**	☐
Red-cockaded Woodpecker	Old-growth loblolly, shortleaf, slash or longleaf pine forests occur within **0.25 miles of the Project Footprint.**	☐
	Park-like stands of pines with little or no understory growth occur within **0.25 miles of the Project Footprint.**	☐
	Living pine trees over 60 years old occur within **0.25 miles of the Project Footprint.**	☐
	The McCurtain County Wilderness Area or the Pushmataha Wildlife Management Area is within **10 miles of the Project Footprint**	☐
Arkansas River Shiner	Sandy-bottomed main channel rivers, designated as occupied water bodies or their direct tributaries, with slow moving shallow water, occur within **0.25 upstream and 6.2 miles downstream of the Project Footprint.**	☐
Leopard Darter	Designated occupied water bodies, or their direct tributaries, that exhibit clear water, and large quiet pools with a rubble and boulder substrate, occur within **0.25 upstream and 6.2 miles downstream of the Project Footprint.**	☐
Neosho Madtom	Designated occupied water bodies, or their direct tributaries, that exhibit riffles with gravel-sized substrate particles and moderate current, occur within **0.25 upstream and 6.2 miles downstream of the Project Footprint.**	☐
Ozark Cavefish	Clear groundwater-fed streams in caves with chert and rubble beds occur within the **0.5 miles of the Project Footprint**.	☐
American Alligator	Fresh or brackish marshes, ponds, lakes, rivers, swamps, bayous, canals or large spring runs occur within the **Project Footprint**.	☐
	The Little River or Little River National Wildlife Refuge is within **0.25 miles of the Project Footprint.**	☐
Rabbitsfoot Mussel	Designated occupied water bodies, or their direct tributaries, that exhibit sand and gravel substrates, and moderate to swift current, occur within **330 feet upstream and 1.6 miles downstream of the Project Footprint**.	☐

SPECIES	HABITAT (DELETE THOSE SPECIES NOT ON YOUR IPAC LIST)	
Tricolored Bat	Limestone karsts features occur within **0.5 mile of the Project Footprint.**	☐
	Live or dead trees/and or snags with a DBH of >= 4 inches occur within the **Project Footprint**.	☐
	Barns or sheds occur within the **Project Footprint.**	☐
	Linear treed features such as fencerows, riparian forests, and other wooded corridors occur within **1 mile of the Project Footprint.** Wooded corridors may be dense or loose aggregates of trees with variable amounts of canopy closure.	☐
	Number of acres of forested/wooded area within the **Project Footprint** (include shapefiles). Include forests and woodlots, as well as linear features such as fencerows, riparian forests, and other wooded corridors. Wooded areas may be dense or loose aggregates of trees with variable amounts of canopy closure. All Bat habitat within the Project Footprint must be mapped. If less will be impacted, then that can be discussed and acreage specified in the analysis section.	enter acres.
	Acres of trees within 100 feet from pavement	enter acres.
	Acres of trees between 100- 300 feet from pavement	enter acres.
	Acres of trees greater than 300 feet from pavement	enter acres.
Alligator Snapping Turtle	Canopy covered, stagnant or slow flowing, deep, freshwater to brackish rivers, tributaries, bayous, canals, swamps, reservoirs, and ponds are present within the **Project Footprint.**	☐
	Submerged vegetation, snags, logs, boulders, beaver dams or dens, and/or undercut banks present within the **Project Footprint.**	☐
	Forested riparian areas with sandy soils or dry substrate present outside of the floodplain and within 656 ft of the suitable waterbodies are present within the **Project Footprint.**	☐
	The Little River or Little River National Wildlife Refuge is within **0.25 miles of the Project Footprint.**	☐
Monarch Butterfly	Presence of milkweed (*Asclepias sp.*) species within the **Project Footprint.** If yes, create pollinator map showing the location and identifying the milkweed within the study area.	☐
	Presence of flowering or potentially flowering nectar plants *(defined as forbs that can provide nectar for monarchs at some point in the growing season)* within the **Project Footprint.**	☐
	Presence of additional native habitat within the **Project Footprint.**	☐
	Presence of violet (*Viola sp.*) species within the **Project Footprint.** If yes, create pollinator map showing the location and identifying the violets within the study area.	☐

SPECIES	HABITAT (DELETE THOSE SPECIES NOT ON YOUR IPAC LIST)	
Western Regal Fritillary	Presence of native grassland habitat within the **Project Footprint.**	☐
	Presence of additional flowering or potentially flowering nectar plants (defined as forbs that can provide nectar for regal fritillary at some point in the growing season) within the **Project Footprint.**	☐

3.4 Bridge, Culvert & Structure Bat Assessment Form

A FIELD ASSESSMENT OF STRUCTURES FOR BAT USE AND CHARACTERISTICS SUITABLE FOR BAT ROOSTING IS **REQUIRED** REGARDLESS OF TIME OF YEAR OR WHETHER OR NOT A BAT SPECIES IS CURRENTLY ON YOUR IPAC SPECIES LIST!!

- Since you are looking at structures for migratory birds, then also look for signs of bats
- BOTH THE ASSESSMENT BELOW & THE USFWS REPORT FORM MUST BE ATTACHED.
- Each bridge, culvert and structure will have INDIVIDUAL assessments below, along with individual USFWS inspection forms.
    - Fill out p.2 ONLY of Appendix K Assessment for EACH bridge/culvert/structure below.
    - K-1 is only for those structures that do not have any habitat within 1,000-ft
- **Make sure that characteristics that make the structures suitable for roosting bats, or not, are discussed in the NOTES section.**

Choose an item.

If all bridge, culverts and structures are 1,000 feet or more from suitable bat habitat (e.g. an urban or agricultural area without suitable foraging habitat or corridors linking the bridge, culvert or structure to suitable foraging habitat), check this box and STOP HERE. **Fill out p.1 of Appendix K Assessment.** ☐

BRIDGE INSPECTION: Identify ALL Bridges by NBI # (include RCB bridges)
CULVTERT INSPECTION: Identify ALL Culverts ≥3 feet in diameter within the Project Footprint
BARN/SHED INSPECTION: Identify ALL structures within the Project Footprint that potentially could be removed

- **LABEL each Bridge, Culvert or Structure by # (ie Bridge #1, Bridge #2, Culvert #1, Structure #1)**
- **Proceed in direction of plans (so from west to east, or south to north(**
- **THE MIGRATORY BIRD TABLE AND THE BRIDGE/CULVERT/STRUCTURE TABLES BELOW MUST CORRESPOND, in Label, use of STA#, etc.**
- The corresponding USFWS Bat Assessment Form will need to have this label added to the top of the form

1. **Label:** Enter as Bridge #1, Bridge #2, Culvert #1, Structure #1, etc and label the USFWS form the same in the Notes section.

Road Number /Name	**NBI # or STA # or lat/long**	**Water Body (or road if over road)**
Click here to enter text.	Bridge – use NBI Culverts – use STA # (lat/longs if no plans) Structures – use STA # with feet of offset from road (lat/longs if no plans)	If water body, provide named stream or tributary to what named stream. Also provide FS# from Waters and Wetlands Report, particularly if numerous unnamed streams

		Multi-span/cell	**Material (Beam, Substructure, Deck)**	**Dimensions (L,W,H,Dia as given):**
Bridge Type:	Choose an item.	☐	Choose an item	Use As Builts, Bridge Sheets, or Plans as available
Culvert Type:	Choose an item.	☐	Choose an item	
Structure Type:	Choose an item.		Choose an item	

Method of Inspection (check all that apply): ☐ Visual ☐ Ladder ☐ Snooper ☐ Thermal
☐ Acoustic Survey ☐ Emergence Survey (30 minutes at dusk and 1 hour after dark)

Bats Observed ☐	**Signs of Bat Use** ☐

BRIDGE/CULVERT/STRUCTURE COULD NOT BE FULLY INSPECTED ☐
due to height, traffic, or other conditions limiting access to thoroughly inspect all parts of bridge due to inundation or other conditions limiting access. Explain reasons in the Notes.

Assessment Notes:
Provide Assessment Overview Here!

- Identify where habitat is, and where signs of bats specifically are located.
- Enter why they could not be fully inspected
- Enter if could be inspected by ladder, or lift, or use of a snooper is likely.
- Enter reason if you think it is not suitable habitat.
- Enter any observations, such as frequent flooding, or other pertinent information.

2. **Label:** Enter as Bridge #1, Bridge #2, Culvert #1, Structure #1, etc and label the USFWS form the same in the Notes section.

Road Number /Name	**NBI # or STA # or lat/long**	**Water Body (or road if over road)**
Click here to enter text.	Bridge – use NBI Culverts – use STA # (lat/longs if no plans) Structures – use STA # with feet of offset from road	If water body, provide named stream or tributary to what named stream. • Provide FS# from Waters and Wetlands Report, particularly if numerous unnamed streams

		Multi-span/cell	**Material (Beam, Substructure, Deck)**	**As Built Dimensions (L,W,H,Dia as given):**
Bridge Type:	Choose an item.	☐	Choose an item	
Culvert Type:	Choose an item.	☐	Choose an item	
Structure Type:	Choose an item.		Choose an item	

Method of Inspection (check all that apply): ☐ Visual ☐ Ladder ☐ Snooper ☐ Thermal
☐ Acoustic Survey ☐ Emergence Survey (30 minutes at dusk and 1 hour after dark)

Bats Observed ☐	**Signs of Bat Use** ☐
BRIDGE/CULVERT/STRUCTURE COULD NOT BE FULLY INSPECTED ☐ due to height, traffic, or other conditions limiting access to thoroughly inspect all parts of bridge due to inundation or other conditions limiting access. Explain reasons in the Notes.	
Assessment Notes: Provide Assessment Overview Here! • Identify where habitat is, and where signs of bats specifically are located. • Enter why they could not be fully inspected • Enter if could be inspected by ladder, or lift, or use of a snooper is likely. • Enter reason if you think it is not suitable habitat. • Enter any observations, such as frequent flooding, or other pertinent information.	

4. ANALYSIS OF EFFECTS

4.1 Direct Effects

Species/ Resource	Habitat impacts expected from project activities	Describe habitat, construction activities that will impact that habitat, and impacts to the species, such as deterrence.
• Address each endangered species first, threatened next, proposed next, candidates lat • THEN any Critical Habitat addressed last	This is direct impacts, whether temporary or permanent, to habitat. Deterrence alone to a species is not a habitat impact	If any habitat is checked yes for a species identified above in Section 3.2, that species MUST BE ENTERED HERE - If any of that habitat will not be impacted, **describe the habitat, where it is, and why the project will not impact it or the species** - If no habitat is present within the action area, do not enter that species here. Analysis for each SPECIES must include the following: • Identify if the project or action area is within a defined watershed or range for each species, or if just the action area is. • Identify if the project or action area contains specially protected reproductive habitat for that species (critical habitat, occupied waterbodies, cave buffers, special conservation areas, etc) • Identify any occurrences of the species within 5 miles (provide ONHI with project footprint to get this information) Habitat • Describe all suitable habitat that is present within the project footprint • Specify if any reproductive habitat, in particular, is present • Describe the specific construction activities that will impact the identified habitat types

		Species • Identify if there is habitat within the area of impacts for each species (see guidance at the end of this report) • Describe how species utilizing this habitat could be impacted by construction activities Analysis for Critical Habitat must include: • Identify what the critical habitat is • Identify if there is critical habitat within the Project Footprint • Identify how many STREAM MILES between the project and confluence with critical habitat • Identify construction activities that could impact that critical habitat • Identify how the critical habitat could be altered **DO NOT DISCUSS AMMs HERE** (stormwater BMPs are an AMM, something done to minimize impacts). **Delineation of habitat must include the complete Project Footprint!!** • Analysis of construction activities can define if any portion of that will not be impacted and why • Analysis must be based on "**worst case scenario**" – meaning, all habitat for the complete **Project Footprint** must be mapped and discussed and included in the species analysis, unless it's known beyond a shadow of doubt that it won't be impacted by any future plan changes. o So, for example your project footprint exceeds the right-of-way by a lot, but you have confirmation that the project will stay within existing right-of-way. o Use of TOC/TOS from plans is not a valid reason, since these often change as the design progresses.
Additional information to include for specific species listed below:		
Gray bat and Ozark big-eared bat	☐	• Identify if the project footprint is within 1 mile of the Ozark Plateau National Wildlife Refuge • Focus on identifying the construction work that will impact riparian habitat

		• How that will impact the streams in terms of drinking water and invertebrates that bats forage on • Identify any karst features, and any construction activities that could impact karst system • Identify bridges and culverts as potential day roosting sites and construction impacts to that habitat and to the species itself that could be roosting on the structure • Describe any potential deterrence impacts (like lighting, noise, vibrations. etc)
Tree-roosting bats	☐	• Focus on identifying construction work that will remove or trim trees • Specifically identify potential roost trees within the project footprint (specific to each species) and how construction could impact them. • Identify bridges and culverts as potential roosting sites and construction impacts to that habitat and to the species itself that could be roosting on the structure • Describe any potential deterrence impacts (like lighting, noise, vibrations. etc)
Whooping Crane	☐	• Identify % of migration corridor the project is located within • Identify it is within watershed to critical habitat • Identify if the project is within 15 miles of Salt Plains National Wildlife Refuge, Hackberry Flats, or Foss Reservoir • Include habitat impacts, **as well as deterrence impacts** on the species.
Lesser Prairie Chicken	☐	• While the listing has been vacated, as long as it is on the species list, an analysis of the species and project impacts are required. • Specifically note if the project is within a Connectivity Zone, Focal Area or within 3 miles of a lek buffer • If within 3 miles of a lek buffer, provide a map showing the project distance to lek buffers
Pollinators	☐	• If any violets or milkweed is observed, delineate and provide map of each resource within the Project Footprint
Fish and mussels	☐	• Identify whether there is species specific suitable habitat WITHIN the stream in question and describe in detail

		• or if the project is within 1.6 miles for mussels or 6.2 miles for fish • Identify in **STREAM MILES** distance to occupied waterbody and/or critical habitat • Detail construction activities and impacts to your stream IN DETAIL and how that could impact any habitat downstream as well. • Detail how that could impact the species during its lifecycle, particularly if there is habitat within the action area.
Critical Habitat		• Identify in **STREAM MILES** distance to Critical Habitat • ONLY DISCUSS CRITICAL HABITAT IMPACTS, not the stream in question, and not the species

4.2 Indirect Effects

Long-term habitat alterations

Species/ Resource	**Identify long-term, permanent changes in habitat**
Enter species/ resource from above	• All species in section 4.1 must be addressed here • Describe long term impacts (whether indirect or not) • Explain if all impacts are expected to be short term for the duration of the project only • If any species above is a No Effect, enter None here for that species

Indirect land use impacts

Describe if there will be any changes to land use, leading to further impacts to habitats.

4.3 Interrelated and Interdependent Actions and Activities

- If the project involves replacement of existing roadway or bridge structures, with no capacity expansion, and the project will not impact current land use in the area, no interrelated and interdependent actions are expected.
- Any altered alignment or capacity expansion needs to address any activities, like relocation of utilities or increased development, that would not happen BUT for this project.

USFWS Project Code:	
ODOT Project JP Number:	

SPECIES / DESIGNATED CRITICAL HABIT	**CONCLUSION**		**ESA SECTION 7**						**NOTES AND DOCUMENTATION Check √ all that apply to the project**			
	Species Habitat present within the action area	Project Activities expected to impact habitat	No Effect	May affect, determination based on D-key	May affect, not likely to adversely affect	May affect, Likely to adversely affect	Not likely to jeopardize the continued existence of the species	Likely to jeopardize the continued existence of the species	Field Studies	ONHI data present	USFWS occupied waterbodies & watersheds	Crucial Habitat in Action Area*
Click here to enter species or critical habitat.	☐	☐	☐		☐	☐			☐	☐	☐	☐
Click here to enter species or critical habitat.	☐	☐	☐		☐	☐			☐	☐	☐	☐
Click here to enter species or critical habitat.	☐	☐	☐		☐	☐			☐	☐	☐	☐
American Burying Beetle	☐	☐	☐	☐					☐	☐	☐	☐
Tricolored bat	☐	☐	☐				☐	☐	☐	☐	☐	☐
Alligator snapping turtle	☐	☐	☐				☐	☐	☐	☐	☐	☐
Monarch butterfly	☐	☐	☐				☐	☐	☐	☐	☐	☐

SPECIES / DESIGNATED CRITICAL HABIT	CONCLUSION		ESA SECTION 7						NOTES AND DOCUMENTATION Check √ all that apply to the project			
	Species Habitat present within the action area	Project Activities expected to impact habitat	No Effect	May affect, determination based on D-key	May affect, not likely to adversely affect	May affect, Likely to adversely affect	Not likely to jeopardize the continued existence of the species	Likely to jeopardize the continued existence of the species	Field Studies	ONHI data present	USFWS occupied waterbodies & watersheds	Crucial Habitat in Action Area*
Western regal fritillary	☐	☐	☐				☐	☐	☐	☐	☐	☐

* This is any critical habitat, but also any gray bat buffers; Ozark Plateau WMA; ABB conservation lands like Camp Gruber, etc.; Little River NWA; Salt Plains NWR, Hackberry Flats, or Foss SP; Push WMA or McCurtain WA; leks, etc.

CONCLUSIONS

No Effect	Enter all species and critical habitat for which the project will have "no effect"
May Affect	This is only for species with a D-key from IPAC
May affect, not likely to adversely affect	Enter all species and critical habitat for which the project is "not likely to adversely affect"
May affect, likely to adversely affect	**Enter all species and critical habitat for which the project is "likely to adversely affect"**
Not likely to jeopardize the continued existence of the species – Proposed & Candidate species only (no conference required)	Enter all proposed and candidate species and critical habitat the project is "not likely to jeopardize the continued existence of the species"
Appropriate Effect Determination for ABB has been made under the BO for the final 4(d) rule (D-key attached)	☐
Appropriate Effect Determination for Indiana bat or NLEB has been made under the range-wide key (D-key attached)	☐
Appropriate Effect Determination has been made under the FHWA Bat Programmatic (D-key attached)	☐

RECOMMENDED AVOIDANCE AND MINIMIZATION MEASURES
ODOT WILL ADD THIS INFORMATION

ODOT, as a Certificate of Inclusion partner in the Nationwide **Monarch Butterfly** CCAA for Energy and Transportation lands, will adhere to the conservation measures, as well as minimize threats to the monarch butterfly as stipulated in this CCAA.

5. BALD AND GOLDEN EAGLE PROTECTION ACT ASESSMENT

5.1. Bald Eagle Assessment

The Bald Eagle (*Haliaeetus leucocephalus*) is a large predatory bird protected by the Bald and Golden Eagle Protection Act and the Migratory Bird Treaty Act. Activities that would disturb eagles are prohibited under the Bald and Golden Eagle Protection Act. "Disturb" means to agitate an eagle to the degree that causes or is likely to (1) cause injury, (2) interfere with breeding, feeding or sheltering behavior, or (3) nest abandonment.

Potential Bald Eagle Habitat Present	w/in Project Footprint	w/in 660 ft Buffer of Project Footprint	DO NOT LEAVE BLANK
Presence of Cottonwood, Sycamore, Pecan or Pine	☐	☐	Describe abundance, location and size in relation to other trees in the area, of any large open-canopied trees
Open foraging areas with large trees	☐	☐	Describe edge habitat near large trees (open water AND open fields)
Distance to closest perennial water bodies	River or Lake	mi or ft	Provide miles to perennial water sources Describe nearest rivers, streams, lakes or any other perennial body of water within 10 miles. • Be sure and identify closest river or lake for prime habitat
	Stream or Pond	mi or ft	
Potential Bald Eagle Nests Observed	☐	☐	Provide location and description of possible nest observed. • Provide or estimate GPS location
Bald Eagles Observed in the general vicinity	☐	☐	Describe number of individuals, age, and general location seen in relation to the Project Footprint.
General Description of Bald Eagle Nesting Habitat and Impact Determination, within the Project Footprint and within 660-ft of the Project Footprint	• Provide overview of WHY there is, or is not, suitable habitat for nesting, specifically • How could construction activities directly impact this habitat OR the species		
Location of Bald Eagle Habitat	Locate NESTING habitat by STA #s, feet from a bridge or named water source, or between identified roads		
In order to avoid impacts to Bald Eagles, if Bald Eagles or their habitat are observed during the biological assessment, a survey for eagles and their nests will be conducted within 660 feet of the Project Footprint, during the winter prior to, and within one year of, the start of construction. If a nest is found, appropriate conservation measures based on the National Bald Eagle Management Guidelines will be implemented.			

6. MIGRATORY BIRD TREATY ACT (MBTA) ASSESSMENT

6.1 Structure Assessment

Cliff Swallows (*Petrochelidon pyrrhonota*) and Barn Swallows (*Hirundo rustica*) are small colonial and semi-colonial nesting birds protected by the federal Migratory Bird Treaty Act. Barn Swallows use man-made structures for nesting and live in close association with humans. Both species commonly use bridges and culverts in Oklahoma for nesting. Other migratory birds can also nest on transportation structures.

Identify ALL structures within the Project Footprint:
• Only include 2-ft and greater.
• LABEL must correspond to Bridge/Culvert Section 3.4
• Type of structure with basic dimensions, for example:
  ○ Triple span bridge
  ○ 5x10 ft RCB
  ○ 3x100 ft CGMP
• Roadway over what feature.
  ○ Identify named streams where possible.
  ○ ID if driveway ditch, ephemeral stream, etc.
• Location will be **NBI for bridges**
  ○ STA # for culverts
  ○ Or NAD83 lat-longs if no plans
 	
Provide map and shapefiles with the following information:
• LABEL
• NBI if present
• Stream name if applicable
• If structure is pos/neg/not suitable for migratory birds
• If structure has bats or signs of bat use
	Approx. Number of Cliff Swallow Nests	Approx. Number of Barn Swallow Nests	Approx. Number of Eastern Phoebe Nests

Label– Structure Type – Rd – Feature crossed– location			
Label– Structure Type – Rd – Feature crossed– location			
Label– Structure Type – Rd – Feature crossed– location			
Label– Structure Type – Rd – Feature crossed– location			

Other MB and Nests Observed	• Describe any other migratory bird use of transportation structures, such as owls, or any nests observed. • Include any observed migratory bird use and nests within trees or barns/sheds within the Project Footprint as broader observation
Based on existing plans, no work on suitable drainage structures will occur	☐

In order to avoid impacts to migratory birds, if structures are being used by these birds, any activities that may destroy active nests, eggs or birds shall be completed between September 1, and February 28, when nests are not occupied. If seasonal avoidance cannot be accomplished, structures shall be protected from new nest establishment prior to March 1, by means that do not result in death or injury to these birds.

6.2 Birds of Conservation Concern

Choose an item.

Check IPAC project online if the species list did not include BCC for some reason
- Differentiate impacts between ground nesting and tree nesting species.
- Utilize guidance in your species list about when the species is in the area
- Use All About Birds to help determine nesting habitat for the listed species
- Identify generally where within the Project Footprint NESTING habitat is located
- Identify what construction activities would impact that habitat.

In order to avoid impacts to ground nesting and tree nesting USFWS Birds of Conservation Concern, ground disturbance and/or the removal of trees and shrubs will be restricted to areas within the actual limits of construction, and all aspects of the project (e.g. temporary work areas, alignments) will be modified to avoid ground disturbance and/or tree removal, if possible.

6.3 Interior Least Tern

Sparsely vegetated islands or sandbars along large rivers, with nearby areas of shallow water, occur within the 0.25 miles of the Project Footprint.	☐
If habitat identified above, provide overview of nesting habitat within 0.25 mile, assess impacts from construction activities, and provide if any NHI occurrences	
Interior Least Terns are protected under the Migratory Bird Treaty Act. In order to avoid impacts to Interior Least Terns, any activities that may destroy active nests, eggs or birds shall be completed between September 1 and April 30, outside the nesting season. If construction activities will occur during the active nesting season, a 0.25 mile no-work-zone buffer from the Ordinary High Water Mark of the River will be established until the nesting survey can be completed. Any Interior Least Terns nesting in the area must be protected by limiting all work within 0.25 miles of any nesting colonies until after September 1 and be completed by April 30, the following year.	

7. REFERENCES:

Sources are cited in the documents SO THIS CANNOT BE BLANK
All sources need to be included.

8. FIGURES

- **Include the following figures and attachments.**
- **North should always point to the top of the page!**
- **If need multiple pages for each figure, use letters as subset (3a, 3b, 3c…).**
- **Make sure multiple maps for a single figure progress in the order that design plans do!!**
  - **south to north or west to east.**
  - **For example, Figure 4a would be the southern-most portion of the project, progressing north from there.**
- **MERGE all maps, figures, photos, bridge forms, species list, etc. into a SINGLE PDF**
- **Optimize or COMPRESS pdf attachments before submitting to ODOT, to minimize file size!**

Figure 1. Location: County level map showing the location of the proposed project

Figure 2. Action Area: The Project Footprint and Action Area boundaries illustrated on a current aerial photo

Figure 3. Watersheds: County level map showing any critical habitat, occupied water bodies and watersheds in relation to the proposed project.

Figure 4. Bat Habitat: Mapped areas of bat treed habitat (if applicable) on latest aerial photography

Figure 5. Bat Travel Corridors: Aerial photo with 1 mile buffer around Project Footprint (if any bats on IPAC list)

- no actual mapping of bat travel corridors is needed.
- If the project's action area is also 1 mile, then you can label Figure 2 "Action Area and 1 Mile Bat Travel Corridors"

Figure 6. ABB Habitat: Delineation of suitable ABB habitat (if applicable) & highlight any adjacent ABB Conservation Lands

Figure 7. LEPC Leks: 3 mile buffer of the project footprint if a lek falls within it (if applicable)

Figure 8. Pollinator Habitat: Map and identify all milkweed and/or violet habitat observed within the Project Footprint (if pollinators are listed on your IPAC and those specific species are observed)

Figure 9. Bridge, Culvert and Structure Locations:

- Include LABEL corresponding to Migratory Bird **AND** Bat Bridge Assessment (ie. Bridge #1, Bridge #2, Culvert #1, Structure #1, etc.),
- Identifying whether each structure is positive or negative for migratory birds (can be in label or color coded with a key)
- Identify each structure positive for signs of bats or bat use
- The GIS attribute table should include LABEL, type, roadway, feature crossed, migratory bird type and # of nests observed, and any bats or signs of bat use observed.

Figure 10. Photo Locations: Label should correspond to the Site Photo Log below

- Include NBI and stream names as reference on the map

Site Photos (provide 4-6 images to a page to minimize file size, including any bridges within the project)

- Every bridge and culvert should be photographed, wetlands, overview of the project, representative pictures of various community types, different habitats observed, etc.
- Photo description should be clear and use labels and other corresponding information found throughout the report so it's clear what that photo is showing and where it is located.

Appendix K. USFWS Bridge/Structure Bat Assessment Forms

- Inserted headers that are equivalent to the LABELS in the report, Section 3.4
- These will need to be individually flattened so that the fields do not overwrite each other when they are put together.

USFWS Official Species List

- This MUST be CURRENT within **1 month** of submittal to ODOT for review!
- You are responsible for updating the report to make it current!

Action Area Guidance Table	
Species	**Geographic Area to be Included in the action area for each species**
American Alligator & Alligator Snapping Turtle	Project Footprint
Invertebrates	Project Footprint
Plants	Project Footprint
Migratory Birds	Project Footprint and include 0.25 mile area surrounding the Project Footprint if habitat occurs within that area.
Ozark Cavefish	Project Footprint and include 0.5 mile area surrounding the Project Footprint where karst features could occur.
Bats	Project Footprint and include 0.5 mile area surrounding the Project Footprint where karst features could occur.
	For Indiana bat, northern long-eared bat and tricolored bat, include a 1 mile buffer for travel corridors.
Mussels	Project Footprint as well as 330 feet upstream and 1.6 miles downstream of occupied water bodies or direct tributaries of occupied water bodies
Fish	Project Footprint as well as 0.25 upstream and 6.2 miles downstream of occupied water bodies or direct tributaries of occupied water bodies

Guidance for Waters and Wetlands Report

GUIDANCE FOR:
WATERS AND WETLANDS EVALUATION REPORT

For

County		JP Number		Project Number	
Road Number		Water Body Name			
ROW Date		Let Date		Project Length	
Project General Location					
Project Statement					

The information in this report must match the Biological Assessment Report.

Specifics for aquatic delineations are in the last sections of this Guidance document.

Prepared for:
Oklahoma Department of Transportation
Environmental Programs Division
200 NE 21st Street
Oklahoma City, OK 73105

Prepared by:

Biologist Name	
Company/Agency Name	
Address	
City, State Zip	

Report Date:	
Field Date:	

PROJECT OVERVIEW

Project Type (Choose one)	**Check √**
Bridge and Approaches or bridge widening/structure extension	
Grade, Drain, Surface and Bridge	
Grade, Drain and Surface	
Asphalt Overlay Resurfacing	
Widen and Resurface existing lanes	
Pavement Reconstruction or rehabilitation	
Bridge Rehabilitation	
Safety Improvements (Cable Barrier, Guardrail, signage)	
Intersection Modifications	
Safe Routes to School (Describe)	
Enhancements (Describe)	
Other (Describe)	

Description of the **existing** bridge/roadway

Description of **proposed** improvements **SPECIFIC TO THIS PROJECT**

Project Footprint

Project Location		Footprint	
Section Range & Township	Lat/Long (NAD 83)	Dimensions	Acreage
S_, T_N, R_E	Provide bridge center for bridge & appr. project; start and end points for longer projects		

Project Footprint Soils (NRCS Soil Survey Map)

Map Unit Name	Percent Slope	Drainage Class	Hydric Rating		Description
			YES	NO	

Project Footprint General Description and Vegetation Present

WATERS AND WETLANDS EVALUATION

Data Sources Reviewed (list)

USGS 7.5 minute Quad	NWI Map	USACE Wetland Regional Supplement	Additional Resources Reviewed

Streams and Drainage Features Summary Table

Individual Feature #	Stream Name	Mapped on 7.5 Minute USGS	Feature Type Based on Field Data	Potential Jurisdictional Status	Acres within Project Footprint
E.g. S1, S2	If unnamed, tributary to what named stream	Yes or No	E.g. perennial, intermittent, ephemeral	Likely or Unlikely	
E.g. DF1, DF2			E.g. ditch, swale, gully, wash	Likely or Unlikely	

Note: Include each delineated feature in this table, one feature per row and do not group features. Organize features by types (such as all the Streams in order, then all the Drainage Features)

Wetlands and Open Waters Summary Table

Individual Feature #	Type of Wetland or Pond	Cowardin Classification	Potential Jurisdictional Status	Acres within Project Footprint
E.g. W1, W2	E.g. emergent, scrub-shrub, forested		Likely or Unlikely	
E.g. OW1, OW2	E.g. pond, lake		Likely or Unlikely	

Note: Include each delineated feature in this table, one feature per row and do not group features. Organize features by types (such as all the Wetlands in order, then all the Open Water Features)

- **All features mapped on the USGS Topographic Map for the Project Footprint MUST be described in this report, regardless of condition.**
  - **EXAMPLES:**
    - **Intermittent blue line streams no longer displaying an OHWM or bed and bank – Describe the feature as such and conditions that may have led to that.**
    - **Intermittent blue line streams altered by human activity – Describe if channel redirected, if impounded and now a wetland, etc.**
- **What you see in the field is what should be stated in the field site description along with any pertinent information – your field investigations are our eyes in the field and detailed information is very helpful in the permitting process.**
- **Make you jurisdictional calls based on the current guidance, such as under Rapanos or under the most current Waters rule.**

Streams and Drainage Features Descriptions

Info about streams and other linear aquatic features:

- Delineate the OHWM on both sides of every stream and drainage features with GPS. If OHWM width is less than 3 ft. in width, then you can delineate one line along the center. If a feature does not have an OHWM, just delineate the defined feature as a line along the center of it. Don't delineate the OHWM through a box (RCB) or pipe, only delineate on either side. Linear aquatic features should be named as the appropriate type, either Stream if there is an OHWM or Drainage Feature if there is not an OHWM (use label S# or DF#). Streams should be further identified by their type, such as perennial, intermittent, ephemeral. All stream types will have the same label, but the type of stream needs to be described in the feature description and table in the report, and shown as different shades of blue or different hatching or line type on Figure 5. Stream types also need to be in the attributes of the shapefiles. If it is determined that an ephemeral stream is unlikely jurisdictional, use yellow on Figure 5. Types of features to be included in the Drainage Feature type are ditches, swales, and erosional features (including gullies and washes). All Drainage Feature types will have the same label, but the type of Drainage Feature needs to be described in the feature description and table in the report. All Drainage Feature types should be shown as yellow on Figure 5. It is not necessary to differentiate between the types of Drainage Features by special line types or hatching. Drainage Feature types also need to be in the attributes of the shapefiles. Features without an OHWM are to be shown as a line and to determine acreage, use 1 ft. for width. For streams that have been relocated into ditches (such as roadside ditches that are blue lines on the USGS topo), classify that feature as a stream instead of a drainage feature.

Include the following information in a paragraph for each feature:

1. State the water body's USGS name (if known) or identify as tributary to what named stream.
2. Describe whether the feature is mapped or not on the USGS topo.
3. Describe the feature by type based on field conditions of the feature, not by the USGS Topo classification (although you can use the USGS topo type to help aid in your determination). For streams, the types will be perennial, intermittent, or ephemeral. For drainage features, the types will be ditches, swales, and erosional features (including gullies and washes).
4. Record acres and linear feet of the feature within the Project Footprint.
5. Record the average stream width within the Project Footprint, OR if the stream width is variable, provide the maximum, minimum, and average stream width within the Project Footprint.
6. Describe hydrology and channel characteristics – which direction the feature is flowing, the depth of water, whether fed by groundwater, channel substrate such as cobble, sand, mud, etc. Also briefly describe where the feature is located in its drainage area.
7. List the dominant riparian plant species present and where occurs (banks, bed, etc.).
8. Describe jurisdictional status (likely or unlikely jurisdictional) and the reasons for why the feature is likely jurisdictional or not.

Wetlands and Open Water Descriptions

Delineate the boundary of every wetland and open water features with GPS. Delineation of onsite wetlands shall be according to the 1987 U.S. Army Corps of Engineers (USACE) Wetlands Delineation Manual and the applicable Regional Supplement, and associated policy documents. Wetland and Open Water features should be named as the appropriate type, either Wetland or Open Water (use label W# or OW#). Wetlands should be further identified by their type, such as emergent, scrub-shrub, or forested. All wetland types will have the same label, but the types of wetlands needs to be described in the feature description and table in the report, shown as different shades of green or different hatching or line type on Figure 5. Wetland types also need to be in the attributes of the shapefiles. If it is determined that wetland is unlikely jurisdictional, use yellow on Figure 5. Types of features to be included in the Open Water feature type are ponds, lake, reservoirs, etc. (any type of open water or deep water feature). All Open Water feature types will have the same label, but the type of Open Water feature needs to be described in the feature description and table in the report. All Open Water features should be shown as shades of blue on Figure 5. It is not necessary to differentiate between the types of Open Water features by special line types or hatching. Open Water feature types also need to be in the attributes of the shapefiles. If it is determined that an Open Water feature is unlikely jurisdictional, use yellow on Figure 5. For Wetland data points, take at least one per wetland. The exception can be if one wetland data point and wetland data form (and description) can be used for multiple wetland features that are compositionally the same and in close proximity to one another. In this situation, label each wetland uniquely such as W2a, W2b, W2c, etc. Generally, take a corresponding non-wetland data point for each wetland data point. However, one non-wetland data point can serve as a contrast for multiple wetland features and data points in close proximity.

Include the following information in a paragraph for each feature:

1. List the Cowardin classification abbreviations based on field characteristics.
2. Describe whether the wetland is illustrated on the NWI map or not.
3. Describe the field indicators used for the wetland determination.
4. Record the number of acres within the Project Footprint for that feature.
5. List dominant vegetation within wetland.
6. Describe hydrology of a wetland – where the feature receives its source of hydrology (groundwater,

surface runoff, over bank flooding, etc.), and does the feature have hydrology long enough to be considered a wetland. Also mention if the wetland or open water feature is in a floodplain of a large river or flood control pool of a USACE reservoir.

7. Describe jurisdictional status (likely or unlikely jurisdictional) and the reasons for why the feature is likely jurisdictional or not. Such as, describe if the wetland is abutting a jurisdictional feature, adjacent to, or if it has a significant nexus to a jurisdictional water.
8. ALL field delineated wetlands MUST have an accompanying data sheet filled out completely and correctly.

Naming Key:

- Streams – S1, S2, S3 …
- Drainage Features – DF1, DF2, DF3 …
- Wetlands – W1, W2, W3 …
- Open Water Features – OW1, OW2, OW3 …

FIGURES

- **Include the following figures and attachments, but do not list here.**
- **North should always point to the top of the paper.**
- **If need multiple pages for each figure, use letters as subset (ie. 3a, 3b…).**
- **Make sure multiple maps for a single figure progress in the order that design plans do!! Which is south to north and west to east. For example, Figure 4a would be the southern-most portion of the project, progressing north from there. For horizontal projects, Figure 4a would be the western-most portion of the project, progressing east from there.**
- **Optimize attachments before submitting to ODOT, to minimize file size.**

Figure 1. Project Location: Show the proposed project location within the county on a county highway map so that it can be easily located by just looking at the map.

Figure 2. USGS 7.5" Quad: Show the proposed Project Footprint on the USGS 7.5 minute quad and make sure you identify the name of the quad.

Figure 3. NRCS Soils: Show the NRCS Soil Survey with Project Footprint overlayed on top of a current high quality aerial photo

Figure 4. NWI Map: Show the NWI with the Project Footprint overlayed (if available digitally) on top of a current high quality aerial photo, OR delineate the Project Footprint on a hard copy of the NWI map (if not available digitally).

Figure 5. Delineated Features: Show each aquatic resource identified with the Project Footprint delineated on top of a current high quality aerial photo. Identify feature numbers on this figure to correspond with the text in the charts and the text in the descriptions of the features. Also, show wetland and non-wetland data points, and photo points. If multiple pages needed, use letters as subset (ie. 5a, 5b, 5c…)

For each feature number, **label** to include name (S1, DF1, W1, OW1, etc.) and acreage of feature within Project Footprint. Also, in the **legend**, include the different shades of colors/hatching/line types to differentiate the different types of streams and wetlands visually on

this figure. Use yellow for all features that are unlikely jurisdictional (as determined by delineator).

Site photographs

- Take photos of each aquatic feature identified and any other pertinent features within the Project Footprint.
- Label all photo point locations on Figure 5 and include photo points as shapefiles.
- Include a caption for each photo which describes the feature being photographed and what direction the photo is facing.

Completed Wetland Determination Data Forms

- Fill out completely and according to procedures set forth in 1987 U.S. Army Corps of Engineers (USACE) Wetlands Delineation Manual and the applicable Regional Supplement, and associated policy documents.
- On wetland data forms, label the form (the Sampling Point) the same as the wetland number (W1, W2, …).
- On non-wetland data forms, you can us whatever numbering format you see appropriate, just label the points and numbers on Figure 5.
- Flatten forms so they do not over-write each other when combined.

Shapefiles

- For naming the various waters and wetlands shapefiles, include County and JP in name, but also name each of the individual shapefiles by the above described names. Such as streams, drainage features, wetlands, and open waters, wetland data points, non-wetland data points.
- Group shapefiles of all the same type; do not combine different types into a single shapefile. For example, all the wetland shapefiles are in one shapefile together, all streams are in one shapefile together, and so on.
- Make sure the following attributes are included in the field delineated shapefiles attribute tables:
    - Name/label (e.g. W1), type (e.g. emergent wetland), jurisdictional status (likely or not likely), area (in acres), mapped or not on USGS topo (for streams and drainage features only), linear feet (for streams and drainage features only), and Station #s from Construction Plans if available.

Hazardous Materials Scope of Services

Hazardous Materials Scope of Services

- The Consultant Project Manager shall provide the ODOT Hazardous Materials Coordinator/Specialist (ODOT Coordinator/Specialist) with a completed Consultant Specialist Review Request Form, Project Initiation Report, plans (if available), a .kmz of the project footprint along with the report; copying the ODOT NEPA Project Manager in an electronic (pdf) format.

- Once the request has been provided, the ODOT Coordinator/Specialist will correspond directly with the Consultant Specialist as needed. The Consultant Project Manager and the ODOT NEPA Project Manager shall be copied on any correspondence with the Consultant Specialist to keep them aware of any issues.

- If the ODOT Coordinator/Specialist requires additional information from the Designer or others, they will request this information through the Consultant Project Manager. The Consultant Project Manager is responsible for acquiring the required information from the Designer or others for the ODOT Coordinator/Specialist. Usually, 65% Right-of-Way Plans are needed to complete hazardous materials studies if there will be significant ground disturbance during construction of the project. If 65% plans will not be available, then the most complete set of construction plans should be made available along with a detailed description of the planned construction activities.

- Once the ODOT Coordinator/Specialist completes the internal review, the ODOT Coordinator/Specialist will prepare either the Consultant Recon Report Review memo or the Consultant Report Review memo based on the Consultant's report and will then include a copy of the report (or relevant excerpts) portions of the Consultant's report, any memos, commitments or mitigation measures to send to the Consultant Project Manager through the NEPA Project Manager. These documents will then be included in the NEPA Document.

- Contact information:

  Jeri Edmondson – ODOT Hazardous Materials Program Manager
  David Edwards – ODOT Hazardous Materials Specialist
  Kristen Wallace – ODOT Hazardous Materials & Air Quality Coordinator
  Environmental Programs Division
  200 NE 21st Street, Room 3D-3
  Oklahoma City, Oklahoma 73105
  Phone Nos: Jeri – (405) 249-6703
  David – (405) 923-5171
  Kristen – (405) 204-2864
  Fax – (405) 522-5193
  Email: jedmondson@odot.org; daedwards@odot.org; kdwallace@odot.org

The Consultant will be responsible for identifying potential or known hazardous material/waste-related conditions within, adjacent to existing and proposed right-of-way and/or within the vicinity through either a Reconnaissance Level Review (Recon) or Initial Site Assessment (ISA) at the direction of ODOT Environmental Programs Division on all projects.

Reconnaissance Level Review (Recon):

The Recon Scope of Work will include but is not limited to the following:

The Consultant shall:

1. Identify Sites located in the proximity of the project footprint (using ASTM E1527-21, or its most recent edition radius guidelines). This consists of a database search of Federal, State, Tribal, regional and local agency environmental records.

2. Identify Aboveground Storage Tanks (AST), Underground Storage Tanks (UST), Leaking Aboveground Storage Tanks (LAST), Leaking Underground Storage Tanks (LUST) Sites and oil/gas and monitoring wells according to the above ASTM search radius guidelines.

3. Identify any current and/or abandoned coal mines within the project footprint. This information can be found from historic aerial photos, topographical maps and/or Oklahoma Department of Mines data.

4. NOTE: site visits are not typically required but may be approved on a case-by-case basis. Note any field observations if applicable.

5. Summarize the findings from the database search in a letter report format, including conclusions and recommendations for follow-up investigations with justification for such follow-up. If no additional investigation is recommended, the Consultant shall state such and include justification for such.

Initial Site Assessment:

The ISA Scope of Work will include but is not limited to the following:

The Consultant shall:

1. Provide a regulatory database search report of hazardous waste sites of Federal, State, Tribal, regional and local agencies in accordance with ASTM E1527-21 or its most recent edition, including but not limited to:
   - EPA - National Priority List (Superfund Sites).

- ODEQ - Voluntary Cleanup Program List
- EPA and ODEQ - Comprehensive Environmental Response Compensation and Liability Act Information System (CERCLIS) List
- ODEQ – Solid and Hazardous Waste Treatment, Storage or Disposal Facilities Lists
- Emergency Response Notification Listing Report (ERNS) list
- Oklahoma Water Resource Board
- Local Fire Departments
- County records (maps and files)
- Utility Companies records (maps, plans, records)
- Department's right-of-way maps, aerials and files
- OCC - PST and LAST/LUST lists
- OCC – Oil/Gas/Disposal Well databases

Frequently, database reports contain a list of sites which meet the criteria established in the ASTM standard, but are identified as "unlocatable" or "unmappable" due to incomplete address information. The Consultant shall make every effort to determine whether the unlocatable sites are within the respective ASTM-required distance relative to the project footprint, and shall make a statement to such effect in the body of the ISA report. Typically, readily accessible information available via Internet search will yield sufficient data for this purpose. If not, the Consultant may contact the Hazardous Materials Coordinator/Specialist for guidance.

2. Perform a file/case review at the Federal, State, Tribal or Local agency (unless equivalent details may be obtained by other means such as the internet, phone interview, fax, or by mail) when a site is deemed to be a potential risk to the project (Moderate to High Risk), and copies of pertinent information are to be included in the ISA's appendices.

3. Review Sanborn Fire Insurance Maps, aerial photographs and other reports, maps and photographs as necessary, to determine past and present land uses to assist in identifying known or potentially hazardous material/waste sites on parcels of land within current and/or future right-of-way as shown on provided mapping. The time frame for this review shall extend as far back as necessary to determine the use and presence of any hazardous material/waste on parcels of land in question as determined by ODOT's Hazardous Materials Coordinator/Specialist.

4. Identify any current and abandoned coal mines within the project footprint. This information can be found from historic aerial photos, topographical maps and/or Oklahoma Department of Mines data.

5. Conduct a field survey to identify all potentially hazardous material/waste sites on the parcels of land within and adjacent to the proposed right-of-way using the standardized Land Use Windshield Survey form. The forms shall

be used to describe land use(s) within and adjacent to the project footprint. The forms shall be used as field notes and attached in an appendix, not prepared as a result of title searches or other database searches.

At least one Land Use Windshield Survey form shall be completed for each observed land use within or adjacent to the project (agricultural, industrial, etc.). If a recognized environmental condition (REC) is identified, the REC shall receive a separate form.

It is not necessary to confirm the actual presence of hazardous material/waste in soil or groundwater during the ISA. However, overt indications of potential contamination, such as stained soil around drums, tanks, etc., shall be noted on the form.

6. Provide reports for the ISA, to include but not be limited to:
    - Title sheet identifying work order number(s), project number(s), project location, Consultant's address and telephone number, author and date prepared
    - Signature page with signature and title of person(s) responsible for the investigation
    - Table of contents
    - Investigative Summary - A summary of all technical data and findings
    - Investigative narrative, including:
        - Investigative methods and evaluation criteria
        - A list of contacts with regulatory agencies, personnel contacted, and contact information
        - Known hazardous material/waste sites (problem type, schedule for cleanup, etc.)
        - Potentially hazardous material/waste sites (name, type, operations, why suspect, potential area of impact)
        - The name, address and telephone number of the business/owner(s) of each such site
        - The type of hazardous material/waste containers involved at each site, such as sludge pits, ponds, underground or aboveground storage tanks, etc. (as noted on the Land Use Windshield Survey form)
        - Chemicals/hazardous material that has been stored/used in the past at each site, and the known generators (if available) of those materials
        - Permits, violations, plans, records and any other information reviewed
        - Locations of public water supplies (wells, surface water), and wellhead protection areas (ODEQ website or other published sources).
        - Aquifer descriptions and locations within the project footprint (major bedrock and major alluvium) (ODEQ website or other

published sources)
    - General description of utilities in the area (i.e. water/sanitary sewer – municipal, rural, private; storm sewers; natural gas; electrical – overhead, below grade; etc.)
    - Mapped geologic units - Shallow subsurface conditions, i.e. less than 50 feet below grade, will have the greatest impact on construction
    - Location and use of all known groundwater monitoring wells within or adjacent to the project footprint
    - Discussion of the proximity of potential environmental concerns/potential areas of contamination to the limits of construction, and type of construction planned (i.e. excavation, fill, potential dewatering, etc.)
    - Description of future plans, if any, by ODEQ or any other regulatory agency with jurisdiction within or adjacent to the proposed right-of-way
    - Résumés of staff performing the ISA, or identification of staff, if résumés were not provided in the bid proposal
    - Description of the process followed and identification of individuals or agencies contacted in developing the information included in the ISA. Any limitations in the adequacy and/or conclusion reached in this assessment shall be explained in detail
    - Locations of oil/gas wells within or adjacent to the project footprint
- Findings and Recommendations, including:
    - A summary of any sites within or adjacent to the project footprint that are identified as RECs or potential RECs, and the level of risk they present to the project (i.e. low, moderate or high)
    - Recommendations for follow-up investigations, including justification for such follow-up. If no additional investigation is recommended, the Consultant shall state such and include justification for such
- Appendices, including:
    - Sketches, photographs and/or descriptive comments to identify important features discussed in the Investigative Narrative
    - A regulatory database report with search radii performed in accordance with ASTM E1527-21 or its most recent edition
    - A site locus map with the site location pinpointed, utilizing a USGS Topographical Map or other map of similar scale
    - A project footprint map or aerial photo depicting all identified properties of potential environmental concern
    - Land Use Windshield Survey form(s)
    - Any supporting documentation retrieved from file reviews, etc.
    - Summary Tables, including:
        - Summary Table of all parcels evaluated, specifying those of potential environmental concern and associated “at-

risk” characteristics (i.e. evidence of current or former PSTs, hazardous material/waste use/handling/storage, “high risk” industrial/commercial operations, etc.) - Land Use Windshield Survey forms for each parcel shall be attached as one appendix.

Land Use Windshield Survey Form (Available on Excel Spreadsheet)

Land Use Windshield Survey

Date: _____ Site/Business Name: _____

ODOT JP: _____ Street Address/Legal Desc: _____

Highway/Street: _____

County: _____

LAND USE CHARACTERISTICS:

_____ Forested Land _____ Oil/Gas Production (wellsite/tank battery); other: _____

_____ Cleared/Vacant _____ Industrial (describe): _____

_____ Single-family Residential _____ Commercial (describe): _____

_____ Multi-family Residential _____ Other (describe): _____

_____ Agricultural

PETROLEUM STORAGE TANKS/HAZARDOUS MATERIALS STORAGE:

USTs _____ Fill cap(s) (indicate number) _____ Fuel Dispensers (indicate number)

_____ Vent pipe(s) (indicate number) Product Types: _____

ASTs _____ Pedestal (indicate number) _____ Exterior Drums/Containers (indicate number)

_____ At Grade (indicate number) Size, Contents: _____

_____ Secondary Containment

Other: _____

UTILITIES:

_____ On-site water supply well _____ Electrical transformers _____ Natural gas

_____ On-site sanitary disposal (septic tank/vent/lagoon) _____ Backup generator/fuel tank _____ Propane

_____ Evidence of undergound lines/pipes (cap, meter, valve, etc. - indicate utility type): _____

EVIDENCE OF ENVIRONMENTAL INVESTIGATIONS/RELEASES:

_____ Monitoring wells (indicate number) _____ Remedial system (trailer/shed/extraction wells/public notice)

_____ Dumping _____ Burial Pits _____ Stained Ground _____ Stressed Vegetation

_____ Other (describe): _____

FIELD INTERVIEW:

NOTE: IF COOPERATIVE, CONTACT MAY ASSIST IN COMPLETION OF ABOVE CHECKLIST (INTERVIEWER'S DISCRETION)

Contact Name: _____

Title/Organization: _____

Phone Number: _____

Comments/Additional Details: _____

RECOGNIZED ENVIRONMENTAL CONDITION: *"The presence or likely presence of any hazardous substances or petroleum products in, on, or at a property: (1) due to any release to the environment; (2) under conditions indicative of a release to the environment; or (3) under conditions that pose a material threat of a future release to the environment. De minimis conditions are not recognized environmental conditions."*

Please identify any observed conditions that may be considered a REC: _____

NOTES: _____

Traffic Noise Studies
(Consultant Scope of Services)

Oklahoma Department of Transportation
Consultant Scope of Services - Traffic Noise Studies

(Revised 01/02/2026)

All traffic noise studies completed for the Oklahoma Department of Transportation (ODOT) must meet the Federal Highway Administration (FHWA) regulations, 23 CFR 772, *Procedures for Abatement of Highway Traffic Noise and Construction Noise,* and the most current version of the ODOT Highway Traffic Noise Abatement Policy Manual. . **Appendix A** includes the current ODOT Highway Traffic Noise Abatement Policy Manual. A complete analysis shall be a "stand-alone" study describing the project area and land use, sound terminology/theory, methodology, traffic data, representative receivers, determining existing and future predicted noise levels, identifying impacted receivers, and identifying those receivers who can benefit from feasible and reasonable noise abatement. The analysis must use the FHWA Traffic Noise Model version 2.5 (TNM 2.5). Although FHWA guidance resources and the ODOT Highway Traffic Noise Abatement Policy Manual provide details on the noise analysis requirements, the following offers for basic analysis steps, report format, report review/approval procedures, and personal qualifications needed in completing a noise study:

Analysis Steps

(1) Describe the proposed project and any associated project or environmental analysis history in sufficient detail.

(2) Identify existing activities, developed lands, and undeveloped lands for which development is planned, designed, and programmed that may be affected by noise from the highway being considered for reconstruction or construction.

(3) Field measurements are required for model validation using an FHWA-approved Type II or better sound level meter. Measurements must be consistent with the methodology presented in *Measurement of Highway Related Noise FHWA-PD-96-046* (http://www.fhwa.dot.gov/environment/noise/) and the ODOT Highway Traffic Noise Abatement Policy Manual. The consultant will be responsible for providing their sound level meter.

(4) After model validation has been completed, computer modeling of existing noise levels will need to be conducted for the existing highway facility within the project footprint utilizing TNM 2.5. For two-lane roadways, each traffic lane, including the outside paved shoulder, shall be modeled in each direction of travel. In some cases (i.e., highly congested facilities where trucks avoid peak automobile travel periods), both a peak traffic period and non-peak period field measurements may be required to verify the worst-hour noise levels. For studies with no highway traffic noise sources (e.g., highway on a new location), ambient field readings representing existing sound levels will be required using an FHWA-approved Type II or better sound level meter. Depending on circumstances, such field measurements will require durations ranging from 15 minutes to a maximum of 1 hour, preferably during peak AM or PM periods.

(5) Prediction of traffic noise levels of representative receivers in the future condition shall be determined using TNM 2.5. All traffic noise impacts are identified based on the ODOT Highway Traffic Noise Abatement Policy Manual. This requires quantifying noise levels. A brief explanation of the basis for no traffic noise impacts should be documented if no impacts exist. For two-lane roadways, each traffic lane, including the outside paved shoulder, shall be modeled

for each direction of travel.

(6) If impacts exist, determine if any feasible and reasonable measures will lessen the impacts per the ODOT Highway Traffic Noise Abatement Policy Manual. Abatement benefits and costs should be quantified to the extent possible. The final NEPA document should indicate which abatement measures are "likely" to be incorporated into the project and identify impacts for which no prudent solution is reasonably available. All engineering considerations regarding noise barrier location must be thoroughly investigated, especially in identifying potential safety, utility, or drainage conflicts. For some noise studies, it may be required to evaluate two or more alternative noise barrier locations inside the existing or proposed right-of-way that can be considered during the final project design phase.

Report Format

Sample noise report(s) can be provided to the consultant, but the following are the essential contents for a Traffic Noise Assessment report:

Section:	Include Discussion Of:
1. Executive Summary	Concise project description, noise impacts, abatement considerations, mitigation commitments
2. Introduction	This section should include a detailed project description
3. Fundamentals of Noise & Sound Theory	**Appendix B** provides ODOT's standard text
4. Analysis Methodology	Modeling analysis procedure, model version and inputs, FHWA NAC, and ODOT Highway Traffic Noise Abatement Policy Manual criteria.
5. Traffic Data	Existing and future design year traffic data were used in the analysis.
6. Model Validation	Sound meter validation/calibration process and results. Include the actual date of field inspection and measurements taken.
7. Existing Condition & Noise Analysis Results	Land uses roadway classification/information; receptors are used in measurement and modeling. Present modeled receptors' existing noise levels for each appropriate FHWA NAC activity area to determine worst-case existing noise conditions.
8. Future Noise Analysis Results	Modeled noise level results of the future Build. In addition, modeled noise levels of the future no-build condition may be required based on the project involved consisting of using the future traffic data of the existing roadway being considered for improvement.
9. Traffic Noise Impacts	Identification of impacted and non-impacted receptors in the future condition, comparisons between Build vs. existing levels, and, if required, the No-build vs. existing levels.
10. Consideration of Abatement	The report shall evaluate noise mitigation for impacted receivers identified in the Build condition that may benefit from feasible and reasonable noise abatement measures per the ODOT Highway Traffic Noise Abatement Policy Manual. Only noise abatement measures that are feasible and reasonable will be recommended, including barrier type with estimated location(s), height(s), extent, and associated benefit-cost analysis. In addition, an explanation should be included explaining why for those impacted receivers for which mitigation is not feasible or reasonable.
11. Construction Noise	**Appendix B** provides ODOT's standard language only if it has been determined that construction noise associated with the proposed project does not appear severe or if no public concerns are received due to early public involvement.
12. Coordination with Local Officials	**Appendix B** provides ODOT's standard text and table examples.
13. Appendix	Include general project location map(s) and aerial photo or plan sheets depicting the project footprint that identifies the modeled receptors, field measurement site locations, any existing and proposed noise barriers, and the 66 dB(A) and 71

	dB(A) noise impact zone contours. In addition, the aerial photo or plan sheets need to include a north arrow, scale, and labeling of adjacent or intersecting roadways and other necessary landmarks.

Review and Approval Procedures

The following are the noise study review and approval procedures:

(1) Initial consultation between the ODOT Noise Specialist and the Consultant Project Manager and Consultant Noise Specialist shall be conducted before the noise study, also called the "kick-off" meeting. The ODOT Noise Specialist's contact information is as follows:

Evan Mace
Noise Specialist
Oklahoma Department of Transportation,
Environmental Programs Division
200 N.E. 21st Street, Rm. 3D-2
Oklahoma City, Oklahoma 73105
Mobile: (405) 416-0831
Email: EMace@odot.org

(2) After completing the field task and noise analysis, the Consultant Noise Specialist shall provide deliverables in phases to the ODOT Noise Specialist via Outlook, Zip File for Microsoft Windows 10, or other agreed upon method. The ODOT Noise Specialist will review, approve and file each Phase described as follows:

Phase I Submittal – Field Data

- ODOT Consultant Review Request Form.
- Adobe Acrobat Pro (PDF) copy of the field record sheets with traffic counts
- TNM 2.5 files (i.e., "objects.dat" and "objects.idx" files) for each successful run of the model validation site.
- Sound Level Meter (SLM) files of each recorded reading (Excel format is acceptable).
- Certificate of calibration for all sound level meters and associated calibration units used for the noise readings.

Phase II Submittal – TNM files

- TNM 2.5 files (i.e., "objects.dat" and "objects.idx" files) for Existing, Future, and Future No-Build (if required) and barrier analysis (if needed).
- Traffic data spreadsheet(s) and a copy of the traffic data source, either the plan title sheet or a traffic study report.
- Graphics to be included in the report in PDF format (Project Location Map and Receiver/Model Validation Site Map).
- .kmz file showing the receiver and model validation locations.

Phase III – Report & TNM Final Run Printouts

- Traffic Noise Assessment Report (Microsoft Word and PDF format).
- PDF printouts of the final TNM 2.5 run of all successful Model Validations, Existing,

Future, Future No-Build (if required), and Barrier Analysis (if needed). The PDF page order is as follows: sound level results, plan view (with labeled receivers), roadway input, traffic input, receiver input, barrier input (if required, existing, and proposed), and all other data inputs included in the respective TNM run.

NOTE: The above Phases are considered the standard deliverable process. However, modifications may be necessary case-by-case, depending on the circumstances. For example, if a need arises to provide analysis results at a public meeting, delaying the field task would be allowed so the noise modeling could be advanced.

(3) For each Phase Submittal, the ODOT Noise Specialist will correspond directly with the Consultant Noise Specialist. The Consultant Project Manager and the ODOT Environmental Project Manager shall be copied on any correspondence with the Consultant Noise Specialist to inform them of any major issues. Once the draft report and support documentation have been reviewed, the ODOT Noise Specialist will return via email attachment, the draft report directly to the Consultant Noise Specialist with comments and suggested edits/revisions and, if necessary, request any omitted data not included in the item (2) above to be provided or, in some cases, additional data or information may be requested. Suppose the Consultant Noise Specialist has questions or concerns about the report review comments/edits. In that case, the Consultant Noise Specialist must contact the ODOT Noise Specialist and the assigned Noise Specialist directly with specific inquiries before sending the final report. Once the comments/edits have been addressed, and if required, requested additional data have been provided, then the Consultant Noise Specialist shall compile the final noise report with graphics in PDF format, sign/date by the preparer, and send it to the last review of the ODOT Noise Specialist.

(4) The ODOT Noise Specialist will issue a written approval memorandum to the Consultant Project Manager and be included on the first page of the final noise report. The ODOT Noise Specialist will distribute the approved final noise report to the Consultant Project Manager, Consultant Noise Specialist, ODOT Environmental Project Manager, and others deemed necessary.

Qualifications

All individuals performing or responsible for preparing noise studies and performing computer noise modeling shall, at a minimum, have completed the FHWA TNM 2.5 Training Course. In addition, these same individuals should have appropriate training for using either a Type I or Type II sound level meter and be knowledgeable in conducting field measurements.

Appendix A

ODOT Highway Traffic Noise Abatement Policy Manual

Oklahoma Department of Transportation

Highway Traffic Noise Abatement Policy Manual
Version 1

ODOT Environmental Programs Division

December 1, 2025

In accordance with ODOT Policy Directive C-201-3

Table of Contents

PURPOSE

This manual outlines the processes and recommendations for evaluating and assessing highway traffic noise impacts for federal or federally funded Type I highway projects, in compliance with the National Environmental Policy Act (NEPA) of 1969.

The guidance provided for noise impact evaluations, noise abatement methods, criteria, coordination steps, and reporting requirements is based Title 23 of the Code of Federal Regulations, Part 772, the Federal Highway Administration's (FHWA) Procedures for Abatement of Highway Traffic Noise and Construction Noise. All transportation improvement projects prepared under the Oklahoma Department of Transportation (ODOT) guidelines must follow FHWA regulations and recommendations. FHWA rules and guidance require that noise mitigation be considered whenever noise impacts are identified.

DEFINITIONS

Benefitted Receptors - All receptors, impacted and non-impacted, which, by placement of the noise abatement measure, receive a minimum noise level reduction at or above 5 dB(A).

Categorical Exclusion (CE) - Categorical exclusion means a category of actions which do not individually or cumulatively have a significant effect on the human environment and for which neither an environmental assessment nor an environmental impact statement is required.

Common Noise Environment - A group of receptors within the same Activity Category in Table 1 that are exposed to similar noise sources and levels; traffic volumes, traffic mix, and speed; and topographic features. Generally, common noise environments occur between two secondary noise sources, such as interchanges, intersections, cross-roads and may be modeled using representative receivers.

Date of Public Knowledge - The date of approval of the Categorical Exclusion (CE), the Finding of No Significant Impact (FONSI), or the Record of Decision (ROD), as defined in 23 CFR 771. After this date, local governments are responsible for noise compatible land use planning, and ODOT is not responsible for noise impacts occurring after this date.

Design Year - The future year is used to estimate the probable traffic volume for which a highway is designed.

Environmental Assessment (EA) - A concise public document that serves to briefly provide sufficient evidence and analysis for determining whether to prepare an Environmental Impact Statement (EIS) or a Finding of No Significant Impact (FONSI), to aid an agency's compliance with the National Environmental Policy Act when no environmental impact statement is necessary, and to facilitate preparation of an EIS when one is necessary.

Environmental Impact Statement (EIS) - A full disclosure document that details the process through which a transportation project was developed, includes consideration of a range of reasonable alternatives, analyzes the potential impacts resulting from these alternatives, and demonstrates compliance with other applicable environmental laws and executive orders. An EIS is required for major actions that significantly affect the quality of the human environment.

Existing Noise Levels - The highest noise level over an hour that is resulting from the combination of natural and mechanical sources and human activity usually present in a particular area.

Finding of No Significant Impact (FONSI) - When applicable, the conclusive determination after completion of the Environmental Assessment process that a highway project will not create any significant environmental impacts.

Leq - The equivalent steady-state sound level which in a stated period of time contains the same acoustic energy as the time-varying sound level during the same time period.

Leq(h) - The equivalent sound level for a one-hour period of time.

Multi-Family Dwelling - A residential structure containing more than one residence. Each residence in a multifamily dwelling shall be counted as one receptor when determining impacted and benefitted receptors.

NEPA - National Environmental Policy Act of 1969, which establishes the basic national policy for protection of the environment during the development of federal actions. It provides an interdisciplinary framework to ensure that decision-makers adequately take the human and natural environmental factors into account.

Noise - Any unwanted sound.

Noise Abatement - Type of attenuation, such as an earthen berm or solid-mass wall, used to reduce traffic noise levels.

Noise Abatement Criteria (NAC) - FHWA has determined noise levels for various activities or land uses which represent the upper limit of acceptable traffic noise level conditions, which are found in 23 CFR 772. These regulations do not require meeting the abatement criteria in every instance; rather, they require highway agencies to make every reasonable and feasible effort to provide noise mitigation when the criteria are approached or exceeded.

Noise Contour - A linear representation of equal noise levels similar to elevation contour lines on a topographic map.

Noise Reduction Design Goal - The optimum desired dB(A) noise reduction determined from calculating the difference between future build noise levels with abatement, to future build noise levels without abatement. The ODOT noise reduction design goal is 7 dB(A) and must be achieved for at least 75 percent of the benefitted receptors identified within the first row of receptors for the abatement measure to meet ODOT reasonableness criteria.

Permitted - A definite commitment to develop land with an approved specific design of land use activities as evidenced by the issuance of a building permit.

Property Owner - An individual or group of individuals that holds a title, deed, or other legal documentation of ownership of a property or a residence.

Receiver - A discrete or representative location representing receptors that are included in the computer model used for noise analysis.

Receptor -A discrete or representative location of a noise sensitive area(s) for any of the land uses listed in Noise Abatement Criteria Activity Categories (Table 1).

Record of Decision (ROD) - The final step in the EIS process whereby the Federal Government issues final approval of the environmental documentation.

Residence - A dwelling unit, either a single-family residence or each dwelling unit in a multifamily dwelling.

Statement of Likelihood - A statement provided in the environmental clearance document based on the feasibility and reasonableness analysis completed at the time the environmental document is being approved.

Substantial Construction - The granting of a building permit, prior to right-of-way acquisition or construction approval for the highway.

Substantial Noise Increase - Along with the NAC defined above, one of two criteria to determine noise impacts created by a proposed highway project. A receptor is considered impacted if the predicted future hourly equivalent traffic noise level exceeds the existing ambient noise level by 15 dB or more.

Traffic Noise Impact

1. Impacts which occur when the future predicted exterior Leq(h) traffic noise levels approach by one (1) decibel, meet or exceed any of the Federal Highway Administration (FHWA) Noise Abatement Criteria (see Table 1); or,

2. Impacts which occur when there is a substantial noise increase as defined in this section.

Type I Project - A federal aid project that meets one or more of the following criteria, see 23 CFR 772 for the full definition of at Type I project:

1. The construction of a highway on new location; or,

2. The physical alteration of an existing highway where there is either:

    a. Substantial Horizontal Alteration. A project that halves the distance between the traffic noise source and the closest receptor between the existing condition to the future build condition; or,

    b. Substantial Vertical Alteration. A project that removes shielding, therefore, exposing the line-of-sight between the receptor and the traffic noise source. This is done by either altering the vertical alignment of the highway or by altering the topography between the highway traffic noise source and the receptor; or

3. The addition of a through-traffic lane(s). This includes the addition of a through-traffic lane that functions as a HOV lane, bus lane, or truck climbing lane; or,

4. The addition of an auxiliary lane, except for when the auxiliary lane is a turn lane; or,

5. The addition or relocation of interchange lanes or ramps added to a quadrant to complete an existing partial interchange; or,

6. Restriping existing pavement for the purpose of adding a through-traffic lane or an auxiliary lane; or,

7. The addition of a new or substantial alteration of a weigh station, rest stop, ride-share lot.

8. If a project is determined to be a Type I project under this definition, then the entire project area as defined in the environmental document is a Type I project.

Type II Project - A Federal or Federal-aid highway project for noise abatement on an existing highway without meeting the criteria listed in the Type 1 definition. For a Type II project to be eligible for Federal-aid funding, the highway agency must develop and implement a Type II program in accordance with section 772.7(e). ODOT does not have a Type II program.

Type III Project - A Federal or Federal-aid highway project that does not meet the classifications of a Type I or Type II project. Type III projects do not require noise analysis.

IMPLEMENTATION (SPECIFIC)

A. Analysis of Traffic Noise Impacts

The ODOT will determine and analyze expected traffic impacts and document the results in a traffic noise analysis for highway projects in accordance with the following methodology:

1. Identify Noise Sensitive Receivers

   Identify existing activities, developed lands, and those areas for which development of this type is permitted with local authorities (i.e., an approved building permit) which may be affected by noise. Classify the activities according to the Noise Abatement Criteria (NAC) in Table 1 (Next Page) for each alternative under detailed study; and for each Activity Category that is present in the study area.

TABLE 1 Federal Highway Administration Noise Abatement Criteria (NAC) [Hourly A-Weighted Sound Level, decibels dB(A)]		
Activity Category	**Activity Criteria[1] Leq(h)[2]**	**Activity Description**
A	57 (Exterior)	Lands on which serenity and quiet are of extraordinary significance and serve an important public need and where the preservation of those qualities is essential if the area is to continue to serve its intended purpose.
B[3]	67 (Exterior)	Residential
C[3]	67 (Exterior)	Active sport areas, amphitheaters, auditoriums, campgrounds, cemeteries, day care centers, hospitals, libraries, medical facilities, parks, picnic areas, places of worship, playgrounds, public meeting rooms, public or nonprofit institutional structures, radio studios, recording studios, recreational areas, Section 4(f) sites, schools, television studios, trails, and trail crossings.
D	52 (Interior)	Auditoriums, day care centers, hospitals, libraries, medical facilities, places of worship, public or nonprofit institutional structures, radio studios, recording studios, schools, and television studios
E[3]	72 (Exterior)	Hotels, motels, offices, restaurants/bars, and other developed lands, properties or activities not included in A-D or F.
F	_ _	Agriculture, airports, bus yards, emergency services, industrial, logging, maintenance facilities, manufacturing, mining, rail yards, retail facilities, shipyards, utilities (water resources, water treatment, electrical), and warehousing
G	_ _	Undeveloped lands that are not permitted

[1] The Leq(h) Activity Criteria values are for impact determination only and are not design standards for noise abatement measures.
[2] The equivalent steady-state sound level which in a stated period of time contains the same acoustic energy as the time-varying sound level during the same time period, with Leq(h) being the hourly value of Leq.
[3] Includes undeveloped lands permitted for this activity category.

Select receptor locations to represent each activity area or discrete location to be evaluated for noise. For all Activity Categories, primary consideration shall be given to exterior areas where frequent human use occurs in the determination of traffic noise impacts. The following are specific requirements for each Activity Category.

Activity Category A

ODOT will submit in writing justification to the FHWA on a case-by-case basis for approval of an Activity Category A designation.

Activity Category B

The receptor location will be placed between the right-of-way line and the building, near an area of frequent human use, like patios, pools, and sitting areas, if applicable. These locations will be no nearer than 10 feet from the represented structure. For multifamily dwellings, all dwelling units will be analyzed for traffic noise impacts, including units above the ground level; however, only

impacted units will be considered for noise abatement. For common areas shared by residents, the owner or association representing the users/residents will be solicited for information regarding the average number of daily, time of day of peak usage, average number of hours per visit. This will be used to identify the number of potential impacts for the area and to determine impacts and evaluate potential abatement for that specific location, if applicable.

Activity Category C

Includes the exterior impact criteria for a variety of land use facilities and may include public or private facilities. Structures (e.g., hospitals, libraries, medical facilities) with an exterior area of frequent human use shall have one receptor location placed at each area. For cemeteries, parks, trails and other expansive Category C activities, the number of equivalent receptors will be determined using the Frontage Methodology as approved by FHWA. This will be determined as follows:

1) Determination of the Non-Residential Receptor (NRR) value.

    a. A standard frontage-length section of 100 feet shall be used to determine the NRR value.

    b. NRR Value = Frontage of the facility along the roadway (feet) / 100 feet

    c. Fractions shall be rounded to the nearest whole number.

2) Placement of receptor points will vary depending on usage. Example: A trail along a roadway will have receptor points placed 100 feet apart along the trail path, whereas a park will have receptor points located every 100 feet parallel to the roadway set back the distance to the closest area of frequent human use (e.g., picnic tables, pavilions).

3) NRR points are equally spaced in the center of each frontage line section.

    Example #1: A park with a playground has 650 feet of frontage along the studied roadway.

    NRR = 650 feet / 100 feet = 6.5 (rounded up to 7)

    The park will contain 7 receptor points spaced evenly in the center of each 100-foot section, parallel to the roadway, setback at a distance from the roadway to the playground.

    Example #2: A library has an outdoor picnic table area and a basketball court on the property. One receptor point will be placed at each of these exterior areas of frequent human use.

Activity Category D

ODOT will conduct an indoor analysis after a determination is made that exterior abatement measures will not be feasible and reasonable and shall only be done after exhausting all outdoor analysis options. In situations where no exterior activities are to be affected by traffic noise, or where the exterior activities are far from or physically shielded from the roadway in a manner that prevents an impact on exterior activities, ODOT will use Activity D as the basis of determining noise impacts. One receiver location shall be placed in the center of each structure. Interior noise levels will be predicted in accordance with **D. 6. Traffic Noise Prediction.**

Activity Category E
Receptor locations will be placed at outside use areas. Information from property owners or lessee(s) will identify how many receptors to assign to these areas, time of day and seasonal variation in use will be considered as part of the noise analysis and feasible and reasonableness evaluation if noise impacts are identified. Interest in noise mitigation measures will be established with the property owner(s) prior to initiating noise mitigation analysis.

Activity Category F
There are no impact criteria for the land use facilities in this activity category and no analysis of noise impacts is required.

Activity Category G
As part of the noise study, ODOT will determine if undeveloped land is permitted for development. The milestone and its associated date for acknowledging when undeveloped land is considered permitted shall be the date of issuance of a building permit by the local jurisdiction or by the appropriate governing entity. If undeveloped land is determined to be permitted, then ODOT will assign the land to the appropriate Activity Category and analyze it in the same manner as developed lands in that Activity Category. If undeveloped land is not permitted for development by the date of public knowledge, ODOT will determine noise levels in accordance with 772.17(a) and document the results in the project's environmental clearance documents and noise analysis documents. Federal participation in noise abatement measures will not be considered for lands that are not permitted by the date of public knowledge.

2. Determination of Existing and Future Noise Levels.

    a. For projects on new alignment, determine existing noise levels by field measurements, in accordance with **C. Field Measurement Requirements.**

    b. For projects on existing alignments, predict the existing noise levels and predict the design year traffic noise levels of the future condition in accordance with **D. Traffic Noise Prediction**.

    c. Using the current approved FHWA noise model, the future noise levels must be predicted for all build alternatives under consideration in the NEPA document (all reasonable alternatives, but not alternatives rejected for detailed analysis because they are not reasonable.

3. Noise Impact Determination
   Traffic noise impacts occur by meeting either of the following two conditions:

    a. The predicted traffic noise levels for the Design Year approach (reach one decibel less than) meet or exceed the FHWA NAC contained in 23 CFR 772 and in Table 1, or;

    b. The predicted traffic noise levels for the Design Year substantially exceed existing noise levels by 15 dB(A) or more.

B. Analysis of Noise Abatement Measures

When traffic noise impacts are identified, noise abatement must be evaluated to determine if it is feasible and reasonable. Noise barriers are the most commonly used form of noise abatement and are the only form of noise abatement required for consideration on Federal-aid projects in accordance with 772.13(c)(1). A noise barrier consists of a physical obstruction that is constructed between the highway noise source and the noise sensitive receiver(s) that lowers the noise level, including free standing noise walls, berms (earth or other material), and combination berm/wall systems. If noise barriers are determined to not be feasible or reasonable, other noise abatement measures include traffic management measures such as traffic control devices and modified speed limits, alteration of horizontal and vertical alignments, acquisition of buffer zones of unimproved property, and noise insulation of only Activity Category D facilities will be considered. The Department will not consider insulation of residences as noise mitigation.

In accordance with FHWA policy, planting of vegetation or landscaping is not an acceptable Federal-aid noise abatement measure because only dense stands of evergreen vegetation at least 100 feet deep will reduce noise levels. Use of quieter pavements is not an acceptable Federal-aid noise abatement measure for Federal projects unless part of an FHWA-approved Quiet Pavement Pilot Program.

All of the following will guide consideration in order for noise abatement to be justified, eligible for federal aid, and incorporated into project design, as applicable.

1. Noise Abatement Feasibility Criteria

   Noise abatement must be feasible. Feasibility refers to the combination of acoustic and engineering factors considered in the evaluation of a noise abatement measure. The engineering considerations include whether it is possible to build an abatement measure given site constraints (drainage, safety, utilities) and acoustic considerations include whether the abatement measure provides an acceptable reduction in noise levels. The following are engineering and acoustic considerations that determine the feasibility of a noise barrier.

   a. Noise abatement measures will achieve at least a five dB(A) highway traffic noise reduction for at least 50% of all impacted receptors to be considered feasible.

   b. Consideration of other noise sources in the area, if identified during existing noise surveys. For example, ambient noise levels from industrial sources that exceed future noise levels predicted from the project would make abatement measure ineffective, unless the barriers also provided incidental shielding for the receptors. If the reduction cannot be achieved, then abatement is not feasible.

   c. Determination that it is possible to design and construct the noise abatement measure. This determination will consider adverse impacts created by or upon the safety, property access, drainage, topography, utilities, and maintenance requirements.

   d. American Association of State Highway and Transportation Officials (AASHTO) adopted publications, including the Green Book, governs design requirements for highways and streets regarding engineering feasibility concerns like safety for location of noise barriers.

2. Noise Abatement Reasonableness Criteria

   Mitigation measures must be reasonable. The following are criteria that must be evaluated to determine reasonableness:

   a. The property owners' and residents' desire for mitigation. Only benefitted receptors viewpoints shall receive consideration. Details on how the Department will receive the viewpoints of the benefited property owners and residents are provided in **E. Public Involvement.**

   b. Cost Effectiveness: A square footage per benefitted receptor criteria for determining cost effectiveness will be utilized. This shall be calculated by taking the total area of a proposed noise wall in square feet divided by the number of benefitted receptors (defined below) determined for the noise wall. For a noise barrier to meet the cost effectiveness criteria, barrier cost effectiveness shall not exceed 1,200 square feet per benefitted receptor.

      1) A benefitted receptor is any receptor that achieves at least a five (5) dB(A) reduction. This calculation is made on a per barrier basis, and includes the total number of benefitted receptors, not just modeled receivers.

      2) Cost effectiveness will be reanalyzed at a regular interval not to exceed five (5) years from the effective date of this policy manual. This cost effectiveness criteria will be applied statewide.

   c. Noise Reduction Design Goal: The optimum desired dB(A) noise reduction determined from calculating the difference between future build noise levels with abatement, to future build noise levels without abatement. The ODOT noise reduction design goal is 7 dB(A) and must be achieved for at least 75 percent of the benefitted receptors identified within the first row of receptors for the abatement measure to meet ODOT reasonableness criteria.

These three criteria will be used to evaluate the reasonableness of noise abatement.

The additional factors that may be considered to increase the cost effectiveness criteria listed above are as follows: if the overall magnitude of the future noise level without mitigation exceeds 75 dBA for any receptor in a noise abatement area; if the date of permitted construction of the residential area pre-dates the date of initial highway construction, and if local officials have implemented measures to control incompatible growth and development adjacent to highways, then an additional 400 square feet per benefitted receptor will be allowed in the Reasonableness Criteria, for a total of 1,600 square feet per benefitted receptor.

Additionally, FHWA policy states third party funding cannot be used to make a noise barrier cost effective. Third party funding can only be used to pay for additional features such as landscaping, aesthetic treatments, etc. for noise barriers that meet cost effectiveness criteria.

C. Field Measurement Requirements

The primary purpose of field measurements is to measure existing ambient noise levels and ascertain other pertinent information in the vicinity of the project. Existing ambient noise measurements are obtained to quantify the existing acoustic environment and to provide a basis

for assessing potential impacts due to predicted project traffic noise level increases, and to validate the noise modeling results.

1. Field measurements shall be made using sound meters of sufficient accuracy to yield valid data for the particular project. Sound meters shall have suitable specifications consistent with American National Standards Institute (ANSI) S1.4-1983, Type II or better. All devices must have been calibrated within the past twelve calendar months or in accordance with the manufacturer's recommendation.

2. Field measurements of existing highway traffic noise are made to represent an hourly equivalent sound level, Leq(h). For existing highways, a minimum measurement of 15-minute time periods to represent the Leq(h). Measurements along low-volume highways (less than 1200 vehicles per day) or along new alignments may require longer measurement periods (e.g., 30-60 minutes) to attain desirable statistical accuracy. In some cases (e.g., highly congested facilities where trucks avoid peak automobile travel periods), both a peak traffic period and a non-peak period noise measurement may be required to verify the worst hour noise levels. If information is not available to identify the noisiest hour of the day or if there is public controversy at a specific location, 24-hour measurements may be necessary.

3. Field documentation shall include traffic conditions, climatic conditions, land uses and other non-highway sources of noise at the time of measurement. In addition, make, model, serial number and certificate of calibration for all sound meters and associated calibration units used for field noise readings will be recorded with all results.

D. Traffic Noise Prediction

1. All traffic noise analyses shall use the most current version of the FHWA Traffic Noise Model (TNM®) or any other model determined by the FHWA to be consistent with the methodology of the TNM® model, pursuant to 23 CFR 772.9.

2. The Average Pavement Type setting shall be used in the FHWA TNM® for future noise level prediction. However, should there be a need for substantiating the use of a different pavement type the ODOT shall obtain approval by the FHWA. It is noted that specific pavement types in FHWA TNM® are allowed to predict the existing condition.

3. Noise contour lines (future condition) may be used for project alternative screening or for land use planning to comply with 23 CFR 772.17 but shall not be used for determining highway traffic noise impacts. The future 66 dB(A) noise contours lines can either be determined by using a Noise Contour function of the noise model or by modeling discrete receiver points and extrapolating between them. When using a Noise Contour function, adequate grid spacing is required to provide sufficient resolution and when using discrete receivers, the receivers need to be close enough together to enable relatively accurate extrapolation between receiver points. For projects that have a substantial amount of undeveloped land adjacent to the highway project, the traffic noise analysis should include predicted noise impact contours at approximate distances from the highway centerline or center of near lane.

   As a minimum, these distances should equate to the predicted 66 dBA and 71 dBA noise levels.

4. In predicting noise levels and assessing noise impacts, traffic characteristics that would yield the worst hourly traffic noise impact for the design year shall be used for all Activity Categories. For urban highway projects this generally requires analysis of Level of Service C or D.

5. The basic input parameters and general modeling considerations are as follows:

   a. Grouping of receivers is permitted as long as the representative receiver is the same distance and elevation from the roadway being evaluated for the group and come from a common noise environment. However, under all circumstances the two end receivers of a group must be evaluated as individual receivers.

   b. The actual width of roadway pavements should be modeled, including travel lanes and shoulders.

6. Predicting Interior Noise Levels

   For Activity Category D, interior locations are only used where there are no outside activities (e.g., in places of worship, hospitals, libraries, theaters, etc.) or where the exterior areas have characteristics that prevent highway traffic noise impacts on exterior activities (e.g., located far from the highway or already shielded from highway traffic noise). In the absence of calculations or field measurements, compute interior noise level predictions by subtracting noise reduction factors from the predicted exterior levels for the building in question, using the information in Table 3.

TABLE 3
INTERIOR NOISE REDUCTION FACTORS

Building Type	Window Condition*	Noise Reduction
All	Open	10 dB
Light frame	Ordinary sash (closed)	20 dB
	Storm windows	25 dB
Masonry	Single glazed	25 dB
	Double glazed	35 dB

* Windows shall be considered open unless there is firm knowledge that the windows are in fact kept closed almost every day of the year.

7. Model Validation

   All noise studies will require validation to verify the accuracy of noise models used to predict existing or future noise levels. Validation of the model requires a series of noise measurements along a project, taking a minimum of three noise measurements per site along with simultaneous traffic counts. In certain situations, consider two sets of measurements at each location at different times and different days to account for variations in traffic. Model the sites using traffic volumes and speeds collected during the measurement. If the measured and predicted highway traffic noise levels are within +/- 3 dB for all the measurements at all

the sites, then the model is considered valid and can be used to predict existing highway traffic noise levels along the entire project. If the model is not within +/-3 dB for all the measurements at all the sites, then the model is not considered valid until additional measurements are made or until the analyst identifies the reason for the discrepancy and makes a correction within the model.

E. Public Involvement

Communication with the community regarding noise impacts and possible noise abatement shall occur at the start of the noise study process and continue throughout the development of the project. ODOT will communicate with citizens to present information on the nature of highway traffic noise and discuss the effects of noise abatement measures in attenuating traffic noise and the types of noise abatement measures that may be considered. All noise sensitive areas and any known noise abatement measures will be presented and discussed at public hearings and/or public meetings. The concerns of the community shall be a major consideration in reaching a decision on the abatement measures to be provided.

The viewpoints of the property owners and residents of the benefitted receptors of proposed noise abatement measures shall be actively solicited and considered. The primary method for notices will be by US mail. Flyers or personal contact may be used in the event that mailings are unsuccessful in engaging property owners and /or residents in the public involvement process. ODOT will hold meetings with the benefitted property owners and residents and present a brief program on highway traffic noise to explain and demonstrate the characteristics of highway traffic noise, the effects of noise barriers in attenuating traffic noise, and the types of barriers that may be considered. As available, specific details of noise barriers being studied will be presented in addition to a discussion of alternatives to barrier construction. After completion of barrier design, ODOT will meet again with the property owners and benefitted residents to present final details and to solicit the residents' final views and opinions. The decision on whether the noise abatement measure is desired or not desired will be based on the preference provided by 51 percent or more of the benefitted property owners and residents that respond to the solicitation. One owner ballot and one resident ballot shall be solicited for each benefitted receptor. Points per ballot shall be distributed in the following weighted manner:

- 3 points/ballot for benefitted front row property owners
- 1 point/ballot for all other benefitted property owners
- 1 point/ballot vote for all residents

For Category C impacted properties, the property owner/official of jurisdiction only will be balloted regarding desire for abatement.

Consideration of the noise abatement measure will continue unless a simple majority of all distributed points are returned that indicates the balloted voters do not want the abatement measure. The final determination on the noise abatement will be shared with the property owners and residents by letter.

F. Information Required for NEPA

Prior to a Categorical Exclusion (CE) approval or request of a Finding of No Significant Impact (FONSI) or Record of Decision (ROD) for a highway project requiring a noise study, ODOT will identify:

1. The environmental document will include the proposed highway traffic noise abatement and will identify locations where noise impacts are predicted to occur, where noise abatement is feasible and reasonable, and locations with impacts that have no feasible or reasonable noise abatement alternative.

2. For environmental clearance, the analysis will be completed to the extent that design information on the alterative(s) under study in the environmental document is available at the time the environmental clearance document is completed.

   A Statement of Likelihood will be included in the environmental document since feasibility and reasonableness determinations may change due to changes in project design after approval of the environmental document. The statement of likelihood will include the preliminary location and physical description of noise abatement measures determined feasible and reasonable in the preliminary analysis. The statement of likelihood shall also indicate that final recommendations on the construction of abatement measure(s) are determined during the completion of the project's final design and the public involvement processes.

G. Information for Local Government Officials

For highway projects where there are undeveloped lands, ODOT will make the results of the noise analyses and any proposed mitigation measures available to local government officials within whose jurisdiction the highway project is located. This will include expected noise levels as found in the NEPA document or in separate documentation. This information is provided to assist local officials to protect future land development from becoming incompatible with anticipated highway noise levels. ODOT is not responsible for mitigation of noise impacts that occur in developments permitted after the Date of Public Knowledge.

H. Construction Noise

In general, construction noise related to highway projects is not a major issue. Sources of noise include heavy machinery like backhoes and scrapers, cranes, pile drivers, and trucks transporting materials. Typically, construction noise is addressed in a project's noise analysis report and in the project environmental document. Most projects will not require modeling or any form of analysis associated with construction-related noise. In many cases, construction noise may be adequately addressed through a narrative discussion. Typically, construction noise can be minimized by implementing time-of-day restrictions for construction operations adjacent to noise sensitive areas. For projects that require compliance with local ordinances, more detailed analysis techniques should be included in the noise analysis report.

I. Federal Participation

The costs of noise abatement measures may be included in federal aid participating project costs with the federal share being the same as that for the system on which the project is located when:

- Traffic noise impacts have been identified; and
- Abatement measures have been determined to be feasible and reasonable pursuant to 23 CFR 772 and this policy manual.

J. Abatement Measures Reporting

The ODOT will maintain an inventory of all constructed noise barriers. The inventory shall include the following parameters: type of abatement; cost (overall cost, unit cost per/sq. ft.); average height; length; area; location (State, county, city, route); year of construction; average insertion loss/noise reduction as reported by the model in the noise analysis; NAC category(s) protected; material(s) used (precast concrete, berm, block, cast in place concrete, brick, metal, wood, fiberglass, combination, plastic (transparent, opaque, other); features (absorptive, reflective, surface texture); foundation (ground mounted, on structure); and project funding source.

K. Duties and Responsibilities

1. Director-Project Delivery

    a. Environmental Programs Division will implement and oversee the requirements of this policy manual.

    b. The appropriate design division will incorporate noise mitigation measures recommended by Environmental Programs Division in project plans. The Environmental Programs Division Engineer/Manager and Noise Mitigation Specialist must be notified in writing of any modification prior to completion of final construction plans. Such modification may require additional barrier analysis.

    c. Noise abatement measures not covered in the manual of “Standard Specifications for Highway Construction” will be discussed at the Plan-in-Hand meeting and detailed in the Plan-in-Hand report**.**

    d. Pay items will be established for noise abatement measures not covered in the manual of "Standard Specifications for Highway Construction”.

2. Director-Operations

    a. Noise abatement measures not covered in the manual of "Standard Specifications for Highway Construction" will be discussed at the pre-work conference and documented in the report of the meeting.

    b. Any field modifications to noise abatement measures must be approved by the Environmental Division. Such modification may require additional barrier analysis.

L. Review of Policy Manual

This policy manual shall be reviewed by the ODOT at least every five years, specifically, the Cost Effectiveness criteria.

Appendix B

ODOT's Standard Noise Report Sections

FUNDAMENTALS OF NOISE AND SOUND THEORY

Noise, defined as unwanted or excessive sound, is an undesirable by-product of our modern way of life. From these known effects of noise, criteria have been established to help protect public health and safety and prevent the disruption of certain human activities. These criteria are based on such known impacts of noise on people as speech interference, sleep interference, physiological responses, hearing loss, and annoyance. Highway traffic noise is a major contributor to overall transportation noise and is considered a line source of energy from which the energy levels dissipate vertically and laterally from the roadway. The rate at which the sound energy degrades depends on several factors, including distance, buildings, solid fences/walls, topography, ground surfaces, and atmospheric conditions. Traffic noise is not constant. It varies as each vehicle passes a point. The time-varying characteristics of environmental noise are analyzed statistically to determine the duration and intensity of noise exposure. In an urban environment, noise is made up of two distinct parts. One is ambient or background noise. Wind noise and distant traffic noise make up the project's acoustic environment. These sounds are not readily recognized but combine to produce a nonirritating ambient sound level. This background sound level varies throughout the day, lowest at night and highest during the day. The other component of urban noise is intermittent and louder than the background noise. Transportation noise and local industrial noise are examples of this type of noise. It is for these reasons that environmental noise is analyzed statistically.

Highway traffic sounds are generated primarily from a vehicle's tires, engine, and exhaust. It is commonly measured in decibels (dB) and is a logarithmic unit instead of the more common linear units such as temperature. The sound pressure level from two equal sources is 3 dB greater than the sound pressure level of just one source. For example, two trucks producing 90 dB each combine to create 93 dB, not 180 dB. In other words, doubling the noise source by only 3 dB increases the sound pressure level. Studies have shown that this increase is barely perceptible by the human ear. Research indicates that a 10 dB increase is perceived as twice as loud. One dB(A) is the slightest change in sound that an average person can detect. Usually, an observer cannot perceive an increase in noise of three to four dB if the increase occurs over several years.

This analysis will discuss the noise levels as L_{EQ} (h), defined as the steady-state sound level containing the same acoustic energy as the time-varying sound level during the same period. L_{EQ} (h) is the hourly value of L_{EQ} and is based on the more commonly known decibel (dB) and the "A-weighted" decibel unit or dB(A). Sound comprises different frequencies, each perceived differently by the human ear. Since human hearing is not sensitive to low and very high frequencies, the dB(A) scale approximates the human ear's response by compensating for high and low-end frequency insensitivity and rendering noise level readings more meaningful. The dB(A) unit measures perceptible sound energy and factors out the fringe frequencies. This analysis will express all traffic noise levels in dB(A) L_{EQ} (h).

CONSTRUCTION NOISE

Construction noise related to highway projects is not a major issue. Noise sources include heavy machinery like backhoes and scrapers, cranes, pile drivers, and trucks transporting materials. Construction noise can be minimized by implementing time-of-day restrictions for construction operations adjacent to noise-sensitive areas. ODOT is concerned with any unique noise-sensitive land uses or activities that may be affected by construction noise from the proposed project. Any special measures that are feasible and reasonable will be added to the project plans and specifications. No particular noise-sensitive land uses, or activities that may be affected by construction noise are close to the project.

STATEMENT TO LOCAL OFFICIALS

Traffic noise approaching and exceeding the sound levels specified in the ODOT Noise Policy resulting from the proposed facility has been identified. Considering noise-compatible land use planning, using the TNM model, the approximate distance from the centerline of the proposed roadway was used to determine the 66 dB(A) and 71 dB(A) future contour lines and summarized in Table X and shown in Figure 2. The distances vary due to variations in the topography of the receivers to the roadway. Development within these respective zones on either side of the proposed reconstructed roadway facility should be compatible with elevated traffic noise levels. Due to anticipated future noise levels, all residential and NAC Activity Category C land uses are discouraged within the 66 dB(A) impact zone.

TABLE X
Noise Contour Impact Zones*

Roadway Section	66 dB(A)	71dB(A)**
SH-XX	XXX'	XX'

*Distance from the centerline of the existing roadway.

**NOTE: Only include the 71 dB(A) contour in the above table and aerial maps if it is determined to fall outside the project right-of-way.

NRCS Letter (Available on Microsoft Word)

NRCS COORDINATION LETTER
IMPORTANT: SEND THIS ON CONSULTANT'S LETTERHEAD or COPY AND PASTE THIS LETTER TO AN EMAIL TO NRCS

[Date]

[Name of NRCS District Conservationist from the NRCs Website]
District Conservationist
Natural Resources Conservation Service
[Address]

RE: Site assessments for Farmland Protection Policy Act (FPPA) [*Project Description, Project Number, Job Piece Number]* and Identification of any NRCS Structures or Properties within the Study Area

Dear *[Name]*

The City of [XXXX] or XXXX County is in the early developmental stages *of [project description]*.

Please find attached two copies of USDA Form AD-1006 and plans for the following federal actions in XXX County, OK:

In accordance with the current 7 CFR Part 658 - Farmland Protection Policy Act, Parts 1 and III of Form AD-1006 have been completed. Please complete the NRCS portions of this form within the next 45 days and return one copy to:

[Consultant Project Manager]
[Company Name and Address of Consultant]

In addition, please let us know if the proposed project would impact any NRCS structures or properties such as flood control dams, wetlands, etc.

Your assistance is greatly appreciated. If you have any questions, please call me at *[Consultant Phone number]* or *[Consultant email]*.

Sincerely,

Consultant Project Manager
Consultant Company

Enclosures: Plans and Form AD-1066

Copy to: City of XXXXX or XXXX County

Programmatic/Individual or Documented CE Template
And DCE Justification

Environmental Programs Division Office 405 - 521-3050

Programmatic/Individual Categorical Exclusion

	PCE		ICE

Date		Project Number	
County		State Job Piece No:	
NEPA Project Manager		Phone Number	
ODOT Field District		Bridge NBI No. *(For County & State Projects)* & Location No. *(County Projects Only)*	
Project Description from JPINFO			

This project is included in: *(Check all applicable ones)*		**State 8 Year Construction Program**
		County 5 Year Construction Program
		State Transportation Improvement Program
This project has federal funds: *(Check applicable one.)*		**Currently has Federal Funds**
		Potential for Future Federal Funds
This project is in the Metropolitan Transportation Improvement Program (If applicable) *(Check applicable one)*		**Yes**
		Not Applicable

The Oklahoma Department of Transportation (ODOT) has completed the environmental analysis and review of the referenced project. ODOT has determined that this project does not individually or cumulatively have a significant impact of the environment as defined by the National Environmental Policy Act (NEPA) or involve unusual circumstances as defined in 23 CFR 771.117(b) and is therefore excluded from the requirements to prepare an Environmental Assessment or Environmental Impact Assessment.

Existing Conditions:

For bridge projects, use the following language:

[For bridge] The existing (SH-XX or US-XX or I-XX) bridge has a clear roadway width of xx ft. and an approach roadway consisting of [number of lanes (two, four)] xx ft. wide driving lanes and xx ft. wide [type of shoulder (inside, outside)] shoulders. *[For RCB]* The existing (SH-XX or US-XX or I-XX) reinforced concrete box (RCB) is xx ft. long and the roadway consists of [number of lanes (two, four)] xx ft. wide driving lanes and xx ft. wide [type of shoulder (inside, outside)] shoulders. *[Provide widths from Bridge Inventory or Plans, rounded to a whole number]*. The bridge has a sufficiency rating of xx and is (at risk of becoming structurally deficient, structurally deficient, functionally obsolete). *[Provide additional description of existing roadway conditions and deficiencies, if work will there is proposed work on roadway extending past the approach roadway. Use language provided for roadway projects]*. The current Annual Average Daily Traffic (AADT) is (provide current traffic) vehicles per day (vpd) with a future 20-year AADT of (provide projected traffic) vpd.

For roadway projects, use the following language:
The existing (SH-XX or US-XX or I-XX) roadway has [number of lanes (two, four)] xx ft. wide driving lanes and *xx* ft. wide *(Provide type of shoulder)* shoulders. *[Provide additional description of any roadway geometric deficiencies such as sight distance, sharp vertical curves, poor pavement conditions, capacity deficiencies, etc.]*. *[Provide additional description of existing bridge conditions and deficiencies, if there is proposed bridge work. Use language provided for bridge projects]***.** The current Annual Average Daily Traffic (AADT) is (provide current traffic) vehicles per day (vpd) with a future 20-year AADT of (provide projected traffic) vpd.

For intersection projects, use the following language:
The existing intersection at (SH-XX or US-XX and SH-XX or US-XX) has [number of lanes (two, three, four or five)] in each direction or describe each leg. *[Provide additional description of deficiencies with the intersection such as level of service/congestion/accidents, lack of pedestrian facilities, etc.].* The current Annual Average Daily Traffic (AADT) is (provide current traffic for each road or leg) vehicles per day (vpd) with a future 20-year AADT of (provide projected traffic for each road or leg) vpd.

(For all projects: Include information about existing pedestrian access, any Section 4(f) resources or historic structures, Tribal or Federal properties and accident rate, if applicable. NOTE: Existing conditions need to support Purpose & Need.)

Purpose & Need

(Why the project is needed such as structural deficiency or bridge does not meet current state/federal standards for width or vertical clearance or the roadway has sharp horizontal curves or sight distance problems or narrow shoulders which do not meet current standards Examples: To correct a narrow or structurally deficient bridge, To correct a narrow roadway, To provide a safe roadway (need justification), To improve the operations of an intersection, etc.) It is WHY the project is needed. It is NEVER WHAT is being done.

Alternatives considered & Proposed Improvement

The proposed improvement consists of *[widening, replacing, repairing, etc.] [describe the proposed roadway and/or bridge (clear roadway width for bridges or length of reinforced concrete box (RCB)) with an approach roadway description. Also, describe if the improvement will be on existing alignment or an offset alignment to the east/west/north/south of the existing alignment. (Provide reason why an offset alignment to one side is selected vs the other side), AND mention whether the road will be open to traffic during construction and whether new right-of-way is needed.)*
For intersection projects describe the proposed improvement such as added lanes, improved turning radius, sidewalks – don't go into too much detail.

Did the project have public involvement *(Check the applicable items and include public involvement summary and supporting documents in the appendix)*

	Property Owner Notification			Road Closure Letter			Public/Stakeholder Meeting
	Legal Notice/Website Posting			Small City Letter			None

All documentation, analyses, and agency coordination regarding this Categorical Exclusion are attached to this document and maintained in the project file at the Oklahoma Department of Transportation, Environmental Programs Division.

Criteria Identified in Section IV.A.1.b. of the 2024 FHWA/ODOT Programmatic Agreement for Processing Categorical Exclusions that would require Individual Review and Approval by FHWA:
Check Yes or No below. If the answer to any of the questions below is Yes, an Individual CE will be required.

	Description/Question	**Yes**	**No**
i.	Does the project result in capacity expansion of a roadway by addition of through lanes?		
ii.	Does the project involve any permanent changes limits of access control or to the operation of an Interstate highway, associated interchanges or ramps or requires an Access Justification Report (AJR)?		

Criteria Identified in Section IV.A.1.b. of the 2024 FHWA/ODOT Programmatic Agreement for Processing Categorical Exclusions that would require Individual Review and Approval by FHWA: **Check Yes or No below. If the answer to any of the questions below is Yes, an Individual CE will be required.**			
Description/Question		**Yes**	**No**
iii.	Is the project not included in or is inconsistent with the statewide transportation improvement program, and in applicable urbanized areas, the transportation improvement program?		
iv.	Does the project involve any requirement of new right-of-way that is not adjacent to the existing right-of-way?		
v.	Does the project involve residential or non-residential displacements?		
vi.	Does the project include acquisition of land for hardship or protective purposes, or early acquisition pursuant to Federal acquisition project (23 U.S.C. § 108(d))		
vii.	VOID		
viii.	Does the project involve property in which another Federal Agency or Federally Recognized Tribe has ownership, oversight, or any other encumbrance?		
ix.	Does the project involve a determination of adverse effect by Oklahoma State Preservation Office (SHPO) or a designated Tribal Historic Preservation Office (THPO) in accordance with Section 106?		
x.	Does the project involve a Programmatic Section 4(f) or a de minimis finding which has not been previously approved by FHWA?		
xi.	Requires the acquisition of lands under the protection of Section 6(f) of the Land and Water Conservation Act of 1965 (54 U.S.C. § 200305), the Federal Aid in Sport Fish Restoration Act (16 U.S.C. 777-777k, 64 Stat. 430), the Federal Aid in Wildlife Restoration Act (16 U.S.C. 669-669i; 50 Stat. 917), or other unique areas or special lands that were acquired in fee or easement with public-use money and have deed restrictions or covenants on the property		
xii.	Does the project involve any impact on Noise Abatement Criteria (NAC) Category A, B, C or D receptors?		
xiii.	Does the project involve a finding of "may effect, likely to adversely affect" determination under Section 7 of the Endangered Species Act or the Bald and Gold Eagle Protection Act and can be processed as under programmatic agreement?		
	a. Does the project involve a Section 7 Formal Consultation Process prior to start of construction?		
xiv.	Does the project require an Individual Section 404 Permit (This is generally for major River Crossings, waters or wetlands impact greater than 3.0 AC, Projects with Formal Consultation, structures on new alignment or others as determined by USACE.)?		
xv.	Does the project involve construction across or adjacent to a river designated as a component in the National System of Wild and Scenic Rivers?		
xvi.	Does the project require a Coast Guard Permit?		
xvii.	Does the project involve an adverse impact on prime farmland where Natural Resources Conservation Agency (NRCS) has required consideration of alternatives and measures to avoid and minimize impacts?		
xviii.	Does the project involve increase to the base 100 Year floodplain in a regulatory floodway (Zone A-E in a FEMA Map) that will require a flood map revision as determined by the appropriate state or local authority?		
xix.	Does the project not conform to the State Implementation Plan which is approved or promulgated by the U.S. Environmental Protection Agency in air quality non-attainment areas		
xx.	Does the project involve any known Superfund site?		
xxi.	If the project involves road or bridge closure or ramp closure, do any of the following conditions apply? (Check the boxes ONLY if the project involves road closure)		

Criteria Identified in Section IV.A.1.b. of the 2024 FHWA/ODOT Programmatic Agreement for Processing Categorical Exclusions that would require Individual Review and Approval by FHWA: **Check Yes or No below. If the answer to any of the questions below is Yes, an Individual CE will be required.**		
Description/Question	**Yes**	**No**
a. No Access will be provided to local traffic or posted		
b. Through traffic dependent businesses will be affected		
c. The detour or closure will substantially alter the environmental consequences of the action, such as by creating unsafe conditions on the detour route or requiring additional work or expansion to detour routes to carry the additional traffic.		
d. There is a public controversy associated with the detour or closure		
e. The detour closure will interfere with special events or activities		
xxii. Does the project have substantial public or agency controversy on environmental grounds?		

Explanation for Individual CE (If any of the answers above are YES):	
Item for which the answer is YES	
Explanation that CE Classification is appropriate	
Item for which the answer is YES	
Explanation that CE Classification is appropriate	

Pre-Construction Commitments:

(Add any conservation or pre-construction commitments in regular font here)

(Standard pre-construction commitments are listed below. Remove the commitment, if not applicable to the project.)

The action may involve work in potentially jurisdictional waters and potentially jurisdictional wetlands. For State Projects, the 404 permit application form needs to be submitted by the Designer through Project Management Division to Environmental Programs Division at the time of Right-of-Way submittal for evaluation and determination of the appropriate Clean Water Act Section 404 permit application for the project. For Local Government Projects or Special Projects, a copy of the 404 permit obtained by the County/City should be submitted by Local Government Division or Special Projects to Environmental Programs Division for the Project File.

The action involves work in Critical Resource Waters and requires Pre-Construction Notification (PCN) to USACE regardless of the area of impact. For Local Government Projects or Special Projects, a copy of the PCN by the County should be submitted by Local Government Division or Special Projects Branch to Environmental Programs Division for the Project File.

The action will require a FEMA Map revision.

(Only for Local Government Projects) The roadway will be closed to traffic during construction. The County or City will be responsible for notifying all local residential and commercial property owners, schools, and emergency services providers prior to construction. The County or City will be responsible for posting the detour routes. The Contractor will provide access to local property owners at all times during construction.

(Only for Local Government Projects) The Local Government Project Manager shall coordinate any required species surveys with Environmental Programs Division prior to letting the project. Note the seasonal restrictions for surveys in the biological studies summary.

The following Airport/Airfield located within 4 miles of this project. This action may require notifying the Federal Aviation Administration (FAA) of proposed construction via FAA Form 7460-1 prior to construction. *List the name of the Airport*

Right-of-Way and Utility Commitments

The following Construction Commitments requiring avoidance, restrictions or minimization of natural and human resources during Right-of-Way clearance and Utility relocation activities will be discussed with the Right-of-Way and Utility Owners at the start of Right-of-Way and Utility Process.

Construction Commitments

ODOT Commitment: All operators, employees, and contractors will be made aware of all environmental commitments, including the following Plan Notes.

The following plan notes requiring avoidance, restrictions, or minimization of natural and human resources in the project and off-site project areas will be added to the final project plans under "Environmental Mitigation Notes" per policy Directive C-201-2.

Non-Compliance Note:
Failure to implement the commitments specified in the plan notes can result in non-compliance issues on the project. Work activities may be suspended on the project, for an undetermined duration, while working with regulators to bring the project back into compliance. The contractor will not be compensated for time lost.

Water Quality Conservation Note:
Appropriate best management practices to minimize impacts from storm water discharges and sedimentation in streams, as established by the Oklahoma Department of Environmental Quality, shall be conscientiously implemented throughout the proposed construction periods, in order to minimize any potential impacts to any listed species. The effectiveness of erosion controls shall be maintained for the duration of construction activities. Hazardous materials, chemicals, fuels, lubricating oils, and other such substances shall be stored at least 100 feet outside of the ordinary high water mark (OHWM). Refueling of construction equipment shall also be conducted at least 100 feet from the OHWMS. Sediment and erosion controls shall be installed around staging areas to prohibit discharge of materials from these sites. Construction waste materials and debris shall be stockpiled at least 25 feet outside of the OHWMS, and these materials shall be removed and disposed of properly following completion of the project. Preventative measures must be taken to prohibit the discharge of contaminants into any surface waters.

(Add additional plan notes in Bold here)

The Environmental Programs Division shall provide **the final plan sheet with the mitigation notes** to the Designer for inclusion in Final Plans and keep a copy for the project records. The mitigation measures above should be discussed at all Pre-work conferences per Policy Directive C-201-2.

All documentation, analyses, and agency coordination regarding this Categorical Exclusion are contained in a Supporting Appendix maintained in the project file at the Oklahoma Department of Transportation, Environmental Programs Division.

Development of the project including coordination and assessment of potential social, economic, and environmental impacts has been considered in accordance with DOT ORDER 5610.1C, and CEQ REGULATIONS 40 CFR 1500 - 1508 as amended, 23 CFR 771.117 and the 2024 FHWA/ODOT Programmatic Agreement for processing of categorical exclusions. Implementation of this action as a "Categorical Exclusion" will satisfy the requirements of the National Environmental Policy Act.

Preparer/Reviewer Signatures

Environmental Consultant Project Manager & Firm Name (If Applicable)	Date
County Commissioner or City Manager (Loc. Gov. Projects)	Date
ODOT NEPA Project Manager	Date
ODOT Environmental Programs Assistant Division Manager	Date
ODOT Environmental Programs Division Manager	Date

ODOT has reviewed the conditions identified in Section IV.A.1.b of Federal Highway Administration 2024 (FHWA)/ODOT Programmatic Agreement for Processing Categorical Exclusions (CE) and determined that an Individual CE must be submitted to FHWA for approval.		**YES**
		NO

For Individual CEs requiring FHWA Approval:
Concurrence that this project qualifies for a Categorical Exclusion:

Environmental Programs Manager, FHWA	Date

Attachments:

1. Location Map
2. Current Plans and Study Footprint
3. Early Coordination
4. Tribal and Federal Properties
5. Studies and Coordination
6. Public Involvement
7. Other Section – Initiation and Inspection Reports/NEPA Submittal, QA/QC Checklist

Distribution List (Check Applicable Ones)

	Project Management Division (All State Projects)
	Roadway Design Division (All State projects with the exception of projects from Traffic Division and Special Projects)
	Bridge Division (All State Bridge Projects)
	Traffic Division (For projects from Traffic Division)
	Local Government Division (County, City, TAP or Special Projects)
	District Engineer (All Projects)
	Right-of-Way Division (All Projects)
	Noise Specialist (For projects with noise studies)

OKLAHOMA Transportation

Environmental Programs Division Office 405 - 521-3050

Documented Categorical Exclusion Justification Request

Date		Project No.	
County		State Job Piece No.	
NEPA Project Manager		Phone Number	
ODOT Field Division		Bridge NBI No. *(County & State Projects)* & Location No. *(County Projects Only)*	
Project Description from JPINFO			

Existing Conditions and Purpose and Need for the Action

Describe existing bridge width or RCB length, approach roadway width, etc., traffic (current and projected), Existing Problems such as sufficiency rating.

The existing bridge has a clear roadway width of [Provide Clear Roadway Width from Bridge Inventory rounded to a whole number] ft and an approach roadway width of [Provide Approach Roadway Width from Bridge Inventory rounded to a whole number] ft. The existing roadway has [Provide Number of Lanes] – [Provide width of Driving Lanes rounded to a whole number] ft wide driving lanes and [Provide width of existing shoulders rounded to a whole number] ft wide [Provide type of shoulder] shoulders. The existing bridge is structurally deficient and/or functionally obsolete [Pick appropriate one based on Bridge Inventory]. [For Roadway projects, provide additional description of any roadway geometric deficiencies such as substandard vertical or horizontal curves]. The current Annual Average Daily Traffic (AADT) is [provide current traffic] vehicles per day (vpd) with a future 20-year traffic of [provide projected traffic] vpd. [Provide additional justification for capacity increase if applicable].

Why the project is needed such as structural deficiency or bridge does not meet current state/federal standards for width or vertical clearance or the roadway has sharp horizontal curves or sight distance problems or narrow shoulders which do not meet current standards.

The purpose and need for this project is [Provide purpose and need – PURPOSE & NEED INCLUDES INFRASTRUCTURE DEFICIENCIES, GEOMETRIC DEFICIENCIES, SAFETY, CAPACITY, CONNECTIVITY, ECONOMIC DEVELOPMENT, ETC. IT ANSWERS THE QUESTION ON WHY THE PROJECT IS NEEDED]. [EXAMPLES: The purpose of the project is to correct a structurally deficient bridge. The purpose of the project is to correct a functionally obsolete bridge which is too narrow. The purpose of the project is to improve an existing low water crossing over XXXX to maintain year-round access on County Road XX.] Identify project's fit with Long Range Plan such as County's, City's or State's Long Range/Construction Program. This project is in the Department's Current 8 Year Construction Program or the County's Five-Year Construction Program or the City's Long-Range Plan and the urban Transportation Improvement Plan. [Pick one].

Describe the extent of study area such as logical termini. If project could be logically considered part of a broader planned corridor improvement, justify the selected NEPA study area considering travel patterns

and needs, local safety needs, current and projected land use prompting improvement and other appropriate factors to show compliance with FHWA logical termini guidance.

Alternatives Considered, Proposed Improvement, Public Involvement Summary, Environmental and Relocation Summary

Describe and evaluate alternatives if there was an alternatives analysis done in planning or pursuant to NEPA, 4(f), or for other reasons.

The proposed improvement consists of [Provide width of the proposed structures] ft wide bridge (or reinforced concrete box (RCB)) with an approach roadway with [Provide number of proposed lanes] – [Provide width of proposed lane] ft wide driving lanes and [Provide width of proposed shoulders] ft wide paved (or sod) shoulders on existing alignment or an offset alignment to the east/west/north/south of the existing alignment.
(Provide reason why an offset alignment to one side is selected vs the other side, Proposed construction such as roadway and bridge widths, AND mention whether the road will be open to traffic during construction.):
There was a Public Meeting held on [Date]. The comments received from the public included [Summarize Comments]. Mention any property owner notifications or small city letters or stakeholders' meetings. Briefly summarize any comments received.
Briefly Summarize any solicitations sent and comments received. Does the project have any substantial or public controversy on environmental grounds?
Summarize any relocations
Summarize any environmental impacts briefly

Did the project have public involvement *(Check the applicable items and include public involvement summary and supporting documents in the appendix)*							
	Property Owner Notification			Road Closure Letter			Public/Stakeholder Meeting
	Legal Notice/Website Posting			Small City Letter			None

Reasons DCE format is being proposed rather than EA.		
Description/Question	**Yes**	**No**
1. Based on prior planning studies and public involvement – this project has no or little substantive controversy.		
2. This project is within existing right-of-way or has new right-of-way adjacent to the existing facility and no or few residential/commercial relocations.		
3. The project has no potentially significant social, economic, environmental impacts identified by studies or agency solicitation		

Requester's Signatures

Environmental Consultant Project Manager & Firm Name (If Applicable)	Date
ODOT NEPA Project Manager	Date
ODOT Environmental Programs Assistant Division Manager	Date
ODOT Environmental Programs Division Manager	Date

CONCLUSION:

Based on the 2024 ODOT/FHWA Programmatic Agreement for Categorical Exclusion processing and information provided, FHWA concurs that this project may be processed as a Documented CE (DCE). Upon completion of all studies and coordination, a draft DCE document will be submitted to FHWA for review and approval.		**YES**
		NO

Special Requirements from FHWA	
Environmental Programs Manager, FHWA	Date

Attachments:

Location Map
Current Plans and Study Footprint
Public Involvement
Initiation Report/Local Government NEPA Request

OKLAHOMA Transportation

Environmental Programs Division Office 405 - 521-3050

Documented Categorical Exclusion (DCE) for *PROJECT DESCRIPTION* *XXXX* County *PROJECT NO, JOB PIECE NUMBER*

Existing Conditions and Purpose and Need for the Action

Describe existing bridge width or RCB length, approach roadway width, etc., traffic (current and projected), Existing Problems such as sufficiency rating.

The existing bridge has a clear roadway width of [Provide Clear Roadway Width from Bridge Inventory rounded to a whole number] ft and an approach roadway width of [Provide Approach Roadway Width from Bridge Inventory rounded to a whole number] ft. The existing roadway has [Provide Number of Lanes] – [Provide width of Driving Lanes rounded to a whole number] ft wide driving lanes and [Provide width of existing shoulders rounded to a whole number] ft wide [Provide type of shoulder] shoulders. The existing bridge is structurally deficient and/or functionally obsolete [Pick appropriate one based on Bridge Inventory]. [For Roadway projects, provide additional description of any roadway geometric deficiencies such as substandard vertical or horizontal curves]. The current Annual Average Daily Traffic (AADT) is [provide current traffic] vehicles per day (vpd) with a future 20-year traffic of [provide projected traffic] vpd. [Provide additional justification for capacity increase if applicable].

Why the project is needed such as structural deficiency or bridge does not meet current state/federal standards for width or vertical clearance or the roadway has sharp horizontal curves or sight distance problems or narrow shoulders which do not meet current standards.

The purpose and need for this project is [Provide purpose and need – PURPOSE & NEED INCLUDES INFRASTRUCTURE DEFICIENCIES, GEOMETRIC DEFICIENCIES, SAFETY, CAPACITY, CONNECTIVITY, ECONOMIC DEVELOPMENT, ETC. IT ANSWERS THE QUESTION ON WHY THE PROJECT IS NEEDED]. [EXAMPLES: The purpose of the project is to correct a structurally deficient bridge. The purpose of the project is to correct a functionally obsolete bridge which is too narrow. The purpose of the project is to improve an existing low water crossing over XXXX to maintain year-round access on County Road XX.] Identify project's fit with Long Range Plan such as County's, City's or State's Long Range/Construction Program. This project is in the Department's Current 8 Year Construction Program or the County's Five-Year Construction Program or the City's Long-Range Plan and the urban Transportation Improvement Plan. [Pick one].

Describe the extent of study area such as logical termini. If project could be logically considered part of a broader planned corridor improvement, justify the selected NEPA study area considering travel patterns and needs, local safety needs, current and projected land use prompting improvement and other appropriate factors to show compliance with FHWA logical termini guidance.

Prior Planning & Alternatives Considered

Describe and evaluate alternatives if there was an alternatives analysis done in planning or pursuant to NEPA, 4(f), or for other reasons.

Description of Proposed Action

The proposed improvement consists of [Provide width of the proposed structures] ft wide bridge (or reinforced concrete box (RCB)) with an approach roadway with [Provide number of proposed lanes] – [Provide width of proposed lane] ft wide driving lanes and [Provide width of proposed shoulders] ft wide paved (or sod) shoulders on existing alignment or an offset alignment to the east/west/north/south of the existing alignment.

(Provide reason why an offset alignment to one side is selected vs the other side, Proposed construction such as roadway and bridge widths, AND mention whether the road will be open to traffic during construction.):

Public Involvement & Agency Solicitations

There was a Public Meeting held on [Date]. The comments received from the public included [Summarize Comments].

Mention any property owner notifications or small city letters or stakeholders' meetings. Summarize any comments received.

Summarize any solicitations sent and comments received.

Does the project have any substantial or public controversy on environmental grounds?

Social, Economic and Environmental Impacts & Agency Coordination

Right of Way and Relocations

1. *Does the project involve residential or commercial relocation?*
2. *Does the project involve acquisition of right-of-way not adjacent to the existing facility?*
3. *Does the project involve property in which another Federal Agency or Federally Recognized Tribe has ownership, oversight, or any other encumbrance?*

A. The project has no additional right-of-way.

B. The project involves acquisition of right-of-way. However, the acquisition does not involve any residential or commercial relocations nor involve property in which another Federal Agency or Federally Recognized Tribe has ownership, oversight, or any other encumbrance.

C. The Department completed a Relocation Plan and the Plan identified XX potential residential (and XX commercial) relocation(s). Acquisition and relocation assistance will be conducted in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, effective February 3, 2005. Housing of last resort may be required and will be provided if sufficient comparable replacement housing is not available within the financial means of displaces. *Describe any social and economic impact of the relocations and attach the Relocation Plan from R/W Division.*

D. The project involve property in which another Federal Agency or Federally Recognized Tribe has ownership, oversight or any other encumbrance. Specify Agency.

Cultural Resources

Does the project involve a determination of adverse effect by Oklahoma State Preservation Office (SHPO) or a designated Tribal Historic Preservation (THPO) in accordance with Section 106? An exception to this would apply if adverse effects were addressed programmatically as part of a previously executed general Section 106 Programmatic Agreement with SHPO, FHWA and others, and a project-specific MOA will not be required.

Include the language from CR summary provided by ODOT CRP but modified slightly to make it fit with DCE

Section 4(f) and Section 6(f) Involvement
Does the project involve a Programmatic Section 4(f) or de minimis finding which has not been previously approved by FHWA?
Does the project involve a Section 6(f) property?

A. The action does not involve the use of public recreational or historic properties protected by Section 4(f) of the U.S. Department of Transportation Act of 1966 (U.S. DOT Act) (49 U.S.C. 303) nor properties that have been developed using Land and Water Conservation Funds Act (LWCFA) of 1965(16 USC 4601-4 et seq) protected under Section 6(f) of the Act.
B. There is a recreational property – XXXX within the project limits. However, it is privately owned and hence is not protected by Section 4(f) of the Department of Transportation Act of 1966 (49 U.S.C. 303) which protects publicly owned recreational and historic properties.
C. There is a property protected by Section 4(f) of the Department of Transportation Act of 1966 (49 U.S.C. 303) *(NAME OF PROPERTY)* within the vicinity of the project. However, the project does not affect the property. *[If possible 4(f) properties are in immediate vicinity but are determined either not 4(f) or are not impacted, provide brief explanation why 4(f) does not apply]*
D. The action involves the use of properties protected by Section 4(f) of the Department of Transportation Act of 1966 (49 U.S.C. 303). *Describe the Section 4(f) Resource. Attach Section 4(f) Coordination Documents and summarize whether Programmatic or de minimus is used and the conditions of the Section 4(f) mitigation. If use is de minimus, include discussion of how the de minimus determination was reached in the CE itself – no separate de minimus finding report is necessary. Discuss any public involvement for Section 4(f) here. If Programmatic 4(f) is used, attach the separate Programmatic 4(f) Statement. Discuss whether Section6(f) applies.*
E. This project adversely affects an archaeological resource eligible for inclusion in the National Register of Historic Places (NRHP). In coordination with FHWA, the Department has determined that this resource is important chiefly for information that can be obtained by data recovery and has minimal value for preservation in place. As provided in 23 CFR 774.13, use of this site is exempted from the requirement for Section 4(f) approval. The officials with jurisdiction have been informed and do not object to this determination. Information regarding this property and the measures proposed to mitigate the adverse impact are included with the cultural resources' appendix.

Waters and Wetlands
A. The action involves work in XXXX Creek, exhibiting the characteristics of a jurisdictional waterway (and potentially jurisdictional wetlands). The proposed construction activities will be evaluated to ensure that the appropriate Clean Water Act Section 404 permit application is made.
B. The action involves work in Critical Resource Waters and requires a General Permit and a Preconstruction Notification to USACE regardless of the area of impact.
C. The action involves work in a USACE Lake. An Individual Permit may be required for any work below the normal elevation at the top of the conservation pool.

Threatened & Endangered Species, Bald Eagles, and Migratory Birds
1. Does the project involve a finding of "may effect, likely to adversely affect" to a federally listed endangered or threatened species or its critical habitat determined during the Section 7 Informal Consultation Process? The exception to this is the American Burying Beetle or any other species which has been addressed under a separate formal programmatic agreement.

2. *Does the project involve a Section 7 Formal Consultation Process?*

A. A biological field review was performed for the referenced project. ODOT on behalf of FHWA has determined that the project, as proposed, will have no effect on the federally listed LIST SPECIES and CRITICAL HABITAT. The project, as proposed, is unlikely to adversely affect the LIST SPECIES. The U.S. Fish and Wildlife Service (USFWS) has concurred with the Department's findings. The project, as proposed, is likely to adversely affect the American Burying Beetle (ABB). This project has been incorporated into a programmatic biological assessment for the ABB and the USFWS has concurred with ODOT's effects determination based on ODOT's and FHWA's implementation of the USFWS biological opinion under the final 4(d) rule. Prior to Right-of-Way submittal, plan notes for mitigation and/or avoidance of LIST SPECIES will be added to the project plans under "Environmental Mitigation Notes" per policy Directive C-201-2D(2).

B. The project, as proposed, is unlikely to adversely affect the Bald Eagle. The USFWS removed the Bald Eagle from the Federal List of Threatened and Endangered Wildlife and Plants on July 9, 2007.

C. The project, as proposed, may affect the Bald Eagle. There will be a plan note for the bald eagle added to the plans and a bald eagle survey will be conducted during the winter prior to the start of construction.

D. The project as proposed could adversely affect nesting habitat for migratory birds, a species protected by the Migratory Bird Treaty Act (MBTA), if construction activities occur during the nesting season of this species. A Migratory Bird Plan note requiring avoidance of demolition or construction of any existing structures with migratory birds use during the nesting season will be added to the construction plans.

Scenic River Coordination (If applicable)

Does the project involve construction across or adjacent to a river designated as a component in the National or State System of Wild and Scenic Rivers?

Discuss coordination with Scenic River Commission

Floodplains

Does the project involve increase to the base 100 Year floodplain in a regulatory floodway (Zone A-E in a FEMA Map) that will require a flood map revision as determined by the appropriate state or local authority?

A. The project involves increase to the base 100 Year floodplain in a regulatory floodway (Zone A-E in a FEMA Map) that will require a flood map revision as determined by the appropriate state or local authority.

B. The project is not located in a regulatory floodway that will require a flood map revision as determined by the appropriate state or local authority.

C. The project is located in a regulatory floodway. However, the proposed project will not require a flood map revision as determined by the appropriate state or local authority.

D. No Flood Insurance Map was available for the Project Location. However, all work in the floodplain will conform to applicable State or local floodplain protection standards.

Farmlands

Does the project involve an adverse impact on prime farmland where Natural Resources Conservation Agency (NRCS) has required consideration of alternatives and measures to avoid and minimize impacts?

A. The action does pass through areas containing prime, unique, or farmlands of statewide importance.

B. In accordance with the current 7 CFR Part 658 - Farmland Protection Policy Act, Parts 1 and III of Form AD-1006 was completed and sent to Natural Resources Conservation Services (NRCS). The NRCS did not return the form within 45 days. Hence FPPA does not apply.

C. In accordance with the current 7 CFR Part 658 - Farmland Protection Policy Act, Parts 1 and III of Form AD-1006 was completed and sent to Natural Resources Conservation Services (NRCS). The NRCS responded that there was no prime farmland.
D. In accordance with the current 7 CFR Part 658 - Farmland Protection Policy Act (FPPA), Parts 1 and III of Form AD-1006 was completed and sent to Natural Resources Conservation Services (NRCS). However, the site assessment score received a total score less than 160 points. Hence FPPA does not apply.
E. In accordance with the current 7 CFR Part 658 - Farmland Protection Policy Act (FPPA), Parts 1 and III of Form AD-1006 was completed and sent to Natural Resources Conservation Services (NRCS). The site assessment score received a total score exceeding 160 points. The "no-build" alternative retains the substandard bridge and does not fulfill the purpose and need for this project. Replacing the bridge on another alignment would affect more farmland than the proposed solution. In addition, the proposed wider bridge would accommodate the wider widths of agricultural equipment crossing the bridge and improve the general accessibility of agricultural landowners in the vicinity to farm support services and markets. In light of this it is our determination that no further consideration or protection of farmland is warranted.
F. The action occurs within existing right of way or in an urban area. Hence the project will not affect any farmlands.

Hazardous Materials

Does the project involve any known Superfund site? Include additional information from HM review as needed.

A. There are no known hazardous material sites or previous land uses with potential for hazardous materials remaining within the proposed action area.
B. There are no known hazardous material sites or previous land uses with potential for hazardous materials remaining within the proposed action area. However, prior to Right-of-Way submittal, plan notes for avoidance of potential LUST or hazardous material sites in the vicinity of the project will be added under "Environmental Mitigation Notes" per policy Directive C-201-2D(2).

Changes to Access or Access Control (If Applicable)

Does the project involve any permanent changes to the operation of an Interstate highway, associated interchanges or ramps?

Describe change in limits of no access and the reason for it. Identify any access control issues and its effect.

Temporary Construction Impacts

If the project involves road closure or ramp closure, do any of the following conditions apply?

i. No Access will be provided to local traffic or posted
ii. Through traffic dependent businesses will be affected
iii. The detour closure will interfere with special events or activities.
iv. The detour or closure will substantially alter the environmental consequences of the action, such as by creating unsafe conditions on the detour route or requiring additional work or expansion to detour routes to carry the additional traffic.
v. There is a public controversy associated with the detour or closure

A. The road will remain open to through traffic. The Contractor will provide access to local property owners at all times.
B. There will be temporary shoo fly constructed for the through and local traffic for use during construction. The Contractor will provide access to local property owners at all times.

C. The roadway will be closed to through traffic during construction. The Department has notified all local residential and commercial property owners, schools, post offices, nearby towns, State Troopers, and emergency services providers. The proposed detour is XX miles long and the anticipated duration of closure is XX days. *Summarize any public involvement for road closure [Attach road closure letter + list of recipients, public comments, and Field Division's response to Public comments]. Describe any social & economic impacts of the road closure.* The Contractor will provide access to local property owners at all times.
D. The roadway will be closed to through traffic during construction. The Department has notified all local residential and commercial property owners, schools, post offices, nearby towns, State Troopers, and emergency services providers. The proposed detour is XX miles long and the anticipated duration of closure is XX days. There were no concerns expressed over the closure. The closure is not expected to affect the through traffic dependent local businesses. The Contractor will provide access to local property owners at all times.
E. The roadway will be closed to through traffic during construction. The County or City will be responsible for notifying all local residential and commercial property owners, schools, and emergency services providers prior to construction. The County or City will be responsible for posting the detour routes. The Contractor will provide access to local property owners at all times.

Noise
Does the project involve any impact on Noise Abatement Criteria (NAC) Category A, B, C or D receptors?
Summarize any noise impacts and whether noise barriers are warranted or feasible.

Other Permits & Coordination
Appropriate coordination with U.S. Coast Guard will be done during the development of Design plans and the appropriate permit shall be obtained.

Mention if FAA permit will be required due to proximity to Airport (within 4 miles)
The action may require notifying the Federal Aviation Administration (FAA) of proposed construction via FAA Form 7460-1 prior to construction, in accordance with 14 CFR 77.13 – 77.17 due to the location of [NAME OFAIRPORT] airport within 4 miles of the project location.

Mention if there were any NRCS structures or properties identified within the study area.
The Natural Resources Conservation Service (NRCS) has noted that the action may impact the floodplain of a Watershed Dam located downstream of the proposed project. Additional coordination with NRCS will be required during the design.

Summary of Commitments
Pre-Construction Commitments:
(Standard pre-construction commitments are listed below. Remove the commitment, if not applicable to the project.)

The action may involve work in potentially jurisdictional waters and potentially jurisdictional wetlands. For State Projects, the 404 permit application form needs to be submitted by the Designer through Project Management Division to Environmental Programs Division at the time of Right-of-Way submittal for evaluation and determination of the appropriate Clean Water Act Section 404 permit application for the project. For Local Government Projects or Special Projects, a copy of the 404 permit obtained by the County/City should be submitted by Local Government Division or Special Projects to Environmental Programs Division for the Project File.

The action involves work in Critical Resource Waters and requires Pre-Construction Notification (PCN) to USACE regardless of the area of impact. For Local Government Projects or Special Projects, a copy of the PCN by the County should be submitted by Local Government Division or Special Projects Branch to Environmental Programs Division for the Project File.

The action will require a FEMA Map revision.

(Only for Local Government Projects) The roadway will be closed to traffic during construction. The County or City will be responsible for notifying all local residential and commercial property owners, schools, and emergency services providers prior to construction. The County or City will be responsible for posting the detour routes. The Contractor will provide access to local property owners at all times during construction.

(Only for Local Government Projects) The Local Government Project Manager shall coordinate any required species surveys with Environmental Programs Division prior to letting the project. Note the seasonal restrictions for surveys in the biological studies summary.

The following Airport/Airfield located within 4 miles of this project. This action may require notifying the Federal Aviation Administration (FAA) of proposed construction via FAA Form 7460-1 prior to construction. List the name of the Airport

Right-of-Way and Utility Commitments

The following Construction Commitments requiring avoidance, restrictions, or minimization of natural and human resources during Right-of-Way clearance and Utility relocation activities will be discussed with the Right-of-Way and Utility Owners at the start of Right-of-Way and Utility Process**.**

Construction Commitments
ODOT Commitment: All operators, employees, and contractors will be made aware of all environmental commitments, including the following Plan Notes.

The following plan notes requiring avoidance, restrictions, or minimization of natural and human resources in the project and off-site project areas will be added to the final project plans under "Environmental Mitigation Notes" per policy Directive C-201-2.

Non-Compliance Note:
Failure to implement the commitments specified in the plan notes can result in non-compliance issues on the project. Work activities may be suspended on the project, for an undetermined duration, while working with regulators to bring the project back into compliance. The contractor will not be compensated for time lost.

Water Quality Conservation Note:
Appropriate Best Management Practices to minimize impacts from storm water discharges and sedimentation in streams, as established by the Oklahoma Department of Environmental Quality, shall be conscientiously implemented throughout the proposed construction periods, in order to minimize any potential impacts to any listed species. The effectiveness of erosion controls shall be maintained for the duration of construction activities. Hazardous materials, chemicals, fuels, lubricating oils, and other such substances shall be stored at least 100 feet outside of the ordinary high water mark (OHWM). Refueling of construction equipment shall also be conducted at least

100 feet from the OHWMs. Sediment and erosion controls shall be installed around staging areas to prohibit discharge of materials from these sites. Construction waste materials and debris shall be stockpiled at least 25 feet outside of the OHWMs, and these materials shall be removed and disposed of properly following completion of the project. Preventative measure must be taken to prohibit the discharge of contaminants into any surface waters.

(Add additional plan notes in Bold here)

Conclusions (DO NOT CHANGE THIS SECTION)

The Oklahoma Department of Transportation (ODOT) has completed the environmental analysis and review of the referenced project. ODOT has determined that this project does not individually or cumulatively have a significant impact on the environment as defined by NEPA, or involve unusual circumstances as defined in 23 CFR 771.117(b) and is therefore excluded from the requirements to prepare an Environmental Assessment or Environmental Impact Statement. As provided by the 2024 Federal Highway Administration (FHWA)/ODOT Programmatic Agreement Processing of Categorical Exclusions, FHWA has previously determined that processing this action as a Documented Categorical Exclusion (DCE) is appropriate. Based on consideration of prior planning studies, appropriate agency solicitation, thorough environmental review, and public coordination, ODOT has determined that this action results in no significant impacts to the human and natural environment, involves no public controversy on environmental grounds, and no inconsistency with any federal, state or local laws, regulations, and administrative determinations relating to the environment. FHWA concurrence with this finding is requested.

All documentation, analyses, and agency coordination regarding this Categorical Exclusion are contained in a supporting appendix maintained in the project file at the Oklahoma Department of Transportation, Environmental Programs Division.

Preparer/Reviewer Signatures

Environmental Consultant Project Manager & Firm Name (If Applicable)	Date
County Commissioner or City Manager (If Applicable)	Date
ODOT NEPA Project Manager	Date
ODOT Environmental Programs Assistant Division Manager	Date
ODOT Environmental Programs Division Manager	Date

Concurrence that this project qualifies for a Documented Categorical Exclusion:

Environmental Programs Manager, FHWA	Date

Attachments:

Location Map
Current Plans and Study Footprint
Early Coordination
Tribal and Federal Properties
Public Involvement
Studies and Coordination
DCE Justification Document
AJR Main Body if applicable

Distribution List (Check Applicable Ones)

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	Right-of-Way Division (All Projects)
	Noise Specialist (For projects with noise studies)