

VIRGINIA DEPARTMENT OF TRANSPORTATION

ENVIRONMENTAL DIVISION

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

DIRECTED TO: District Environmental Managers Assistant District Environmental Managers District Environmental Planners	AUTHORITY: Commissioner's Delegation Memo -Chief of Policy 11/25/13; 2022 Programmatic Agreement for Categorical Exclusions
GENERAL SUBJECT: National Environmental Policy Act	NUMBER: IIM-ED-708.2
SPECIFIC SUBJECT: Roles and Responsibilities for Signatures and Approvals on VDOT National Environmental Policy Act Documents	DATE: 09/21/2023
	SUPERSEDES: EM-NEPA-708.1
APPROVED: <div style="text-align: center;">Christopher J Swanson For Public Distribution 2023.09.21 16:08:22-04'00'</div>	

Changes are shaded.

BACKGROUND

The ability and authority of Virginia Department of Transportation (VDOT) staff to transmit and sign National Environmental Policy Act (NEPA) documents has changed over the past 25 years. These changes have resulted in inconsistencies along the way. The Commissioner's Delegations of Authority regarding the roles and responsibilities for NEPA document signatures has addressed any inconsistencies.

PURPOSE

This document conveys the roles and responsibilities for signatures and approvals on VDOT NEPA documents.

SCOPE & APPLICABILITY

The requirements contained in this document apply to all NEPA document deliverables, including those for Locally Administered Projects (LAPs). The intent of this document is to specify who within VDOT shall sign approval for each level of NEPA documents.

REQUIREMENTS

The District Environmental Manager or Central Office (CO) NEPA Programs Manager or their designee shall sign for each NEPA document specified below:

1. NEPA Concurrence,
2. Programmatic Categorical Exclusion,
3. Categorical Exclusion,
4. Re-evaluations, and
5. Requests for Federal Highway Administration (FHWA) approval of Public Availability for Environmental Assessments (EA).

The CO NEPA Programs Manager shall **review** and be provided with enough information by District Environmental Planners to brief and request the signature of the Chief of Policy or the Environmental Division Director for the documents specified below:

1. Findings of No Significant Impact (FONSI),
2. Environmental Impact Statements (EIS), and
3. Requests for a Record of Decision (ROD).

The Chief of Policy or Environmental Division Director shall sign within five days of receipt from the CO NEPA Programs Manager.

For any of the documents listed above, A Comprehensive Environmental Data and Reporting system (CEDAR)-generated signature is acceptable but shall include a date of approval.

VDOT does not provides signatures for a Notice of Intent, an EA document, a FONSI, or a ROD.