

memorandum

date: August 30, 2012

to Thomas A. Harley
Bureau Chief
Bureau of Engineering and Construction

from Mark W. Alexander
Trans. Assist. Planning Dir.
Bureau of Policy and Planning

As part of an ongoing directive from the Governor's office, the Department of Transportation (Department) has undertaken a streamlining process known as the LEAN initiative. This initiative will focus on several key Department processes that through a more streamlined or LEAN approach will help ensure that our end deliverable is produced in a faster and more comprehensive manner.

Beginning on April 23, 2012, members from the Bureau of Policy and Planning's Office of Environmental Planning (OEP), the Bureau of Engineering and Construction and outside consultant engineering firms met for a week long workshop. Goals for that week included evaluating the current Department practices and developing a set process for coordination between OEP and the various engineering units in conformance with Department Policy EX.0-29. An additional week long LEAN workshop was held beginning on June 25, 2012 with the Department of Energy and Environmental Protection. Resulting from these two workshops, a list of Department process changes are being developed, some of which are being implemented as outlined below.

Permit Need Determination Form:

The Environmental Review form is a preliminary analysis for both cultural and water resources that may be impacted by a project in order to identify the level of documentation required under the National Environmental Policy Act (NEPA) and the Connecticut Environmental Policy Act (CEPA). This process was identified as one that has contributed to significant confusion with regard to wetland and water resource permitting as it is currently being mis-interpreted as a permit need determination form.

Beginning on September 17, 2012, only information which is required to help determine the level of NEPA / CEPA documentation will be supplied on the Environmental Review. In conjunction with this revision, a new permit need determination form has been created and will be implemented as the main tool to establish a set procedure for permit coordination. This form will require that the design engineer fill out the top portion and submit the form to the OEP's Water / Natural Resources section. The form is available from any member of the unit and is also housed on the X drive at:

<\\SH3DGS18\CTDOT Projects\PMIS Forms\Water and Natural Resources>

This form and coordination with OEP must be initiated before or at the scoping phase of all projects. OEP will now be involved in the review of the scope, and will begin to identify possible

project permitting hurdles, and begin to determine project permit needs at that time. All engineers assigned to a project that is initiated after September 17th should be informed that the attached form and coordination during the scoping phase will need to be completed. If a question arises regarding water and natural resources permit requirements, the new form will be the governing document.

Early Environmental Coordination:

In addition to the new form, other requirements for environmental coordination during design have been developed through the LEAN process. During the scoping phase, OEP may request a field meeting with design and other appropriate units to review the project and help identify potential concerns. This procedure will be formalized as our LEAN initiatives continue and will possibly include members of the regulatory agencies as appropriate.

Efforts to Reduce Permit Revisions:

Other LEAN initiatives are being implemented to reduce the number of required revisions to permit approvals during construction. Therefore, when draft permit applications are submitted for review to OEP, the design engineer now must include the responses to comments from all support units from the most recent plan review that has occurred (currently in most instances, the 60% plan review). This initiative is expected to be slightly amended once other changes from the DOT / DEEP LEAN process are up and running.

As of September 17th, design engineers must also include a list of changes that have occurred to the project since the permit application was processed when requesting a ninety (90%) percent design review. This initiative will help the Department immediately identify if changes are needed to the permit applications pending at the regulatory agencies and will help reduce delays during construction.

Training:

We will develop a training protocol to help disseminate a full update on the numerous changes that are expected to occur as the LEAN process continues. It has also been identified that the need exists to offer training on the 2002 Erosion and Sedimentation Control Manual, the 2004 Stormwater Quality Manual, and new general permits and streamlined permitting processes that have or will be issued this year. Training that is specific to the permitting needs of particular units is also envisioned for this winter.

In order to help facilitate the permitting process in the near term; we will be implementing the changes highlighted above as of the September 17, 2012. Any questions regarding these new procedures may be directed to Ms. Kimberly C. Lesay, Transportation Supervising Planner of my staff, at (860) 594-2933.

Attachment

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