ADMINISTRATIVE INFORMATION:

- Effective Date: This Engineering Bulletin (EB) is effective for projects initiated on or after May 1, 2017.
- Superseded Issuances: None
- Disposition of Issued Materials: These changes will be incorporated into the on-line Project Development Manual at https://www.dot.ny.gov/divisions/engineering/design/dqab/pdm

PURPOSE: The purpose of this EB is to announce the availability of an update to the Project Development Manual (PDM) Appendix 7, Exhibits 7-1 and 7-11, including the referenced report shells and supporting documentation (e.g., Social, Economic, and Environmental Resources Checklist).

TECHNICAL INFORMATION:

Changes to PDM Appendix 7 Exhibit 7-1:

- Table headings (i.e., Project Category and Category Criteria)
  - These headings have been eliminated and replaced by an Environmental Classification heading.
- Maintenance Project Category and Category Criteria
  - This project category is renamed to cover NEPA Class II (Categorical Exclusion), SEQR Exempt, and SEQR Type II classifications.
  - The project examples listed under the Category Criteria column have been removed. A new “Bridge Rehabilitation Report” has been added under the report formats columns.
- Simple Project Category and Category Criteria
  - This project category is renamed to cover NEPA Class II (Categorical Exclusion)/SEQR Non-Type II (EA) projects.
  - The examples listed under the Category Criteria column were removed.
- Moderate Project Category and Category Criteria
  - This project category is renamed to cover NEPA Class III (EA) and SEQR Non-Type II (EA) projects.
  - The examples listed under the Category Criteria column were removed.
- Complex Project Category and Category Criteria
  - This project category is renamed to cover NEPA Class I (EIS) and SEQR Non-Type II (EIS) projects.
  - Category Criteria was edited “…significant public controversy on environmental grounds.”
- Footnotes
  - 1 – hyperlink updated
  - 2 – no change
  - 3 through 9 have been edited or deleted.
Exhibit 7-11 has been updated to reflect the technical appendices to be considered for Design Approval Documents.

IMPLEMENTATION:
- These changes may be implemented prior to the Effective Date.
- Project Identification Numbers (PINs) – Designers should consult with the Regional Planning and Programing group regarding obtaining a PIN early in project development.

TRANSMITTED MATERIALS: The updated PDM, Bridge Rehabilitation Report shell, IPP/FDR shell, and Social, Economic and Environmental Resources Checklist (SEERC) is available at https://www.dot.ny.gov/divisions/engineering/design/dqab/pdm

CONTACT:

Questions regarding report format and content should be directed to Mary Ricard, P.E. of the Design Quality Assurance Bureau at (518) 485-2216 or via e-mail at Mary.Ricard@dot.ny.gov.

Questions regarding the Bridge Rehabilitation Justification Report should be directed to Mathew Royce, P.E. of the Structures Design Quality Bureau at (518) 485-9396 or via e-mail at Mathew.Royce@dot.ny.gov.
### Exhibit 7-1  Project Initiation, Scoping & Design Approval Document Formats

<table>
<thead>
<tr>
<th>Environmental Classification</th>
<th>Project Initiation</th>
<th>Scope Approval Document Format</th>
<th>Design Approval Document Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEPA Class II (Categorical Exclusion) and/or SEQR Exempt (NYCRR15.12) or Type II 3,4 (NYCRR15.14).</td>
<td><strong>IPP/FDR</strong> – Format uses an IPP/FDR with attachments to obtain initiation, scope, and design approval. <strong>Bridge Rehabilitation Report (BRR)</strong> – Major Bridge Rehabilitations will use the BRR with attachments to obtain initiation, scope, and design approval. Attachments to the IPP/FDR and BRR must address and document all engineering and environmental requirements, including design criteria, FEAW for Federally-funded projects, environmental checklist, and others, as necessary. See PDM Appendix 7, Sec. 6 and Exhibit 7-11 for a list of recommended attachments.</td>
<td></td>
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</tr>
<tr>
<td>NEPA Class II (Categorical Exclusion) and/or SEQR Non-Type II (EA) 3.</td>
<td><strong>IPP</strong> – Format uses a simple form to obtain approval to begin project scoping. <strong>PSR/FDR</strong> - Format uses a simplified Design Report to obtain scope and design approval. Chapters 2 and 3 of the standard report format are combined and a simplified format is used for the environmental chapter. Additional documentation needed for environmental topics are included in the appendices.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEPA Class III (EA) and SEQR Non-Type II (EA) All projects with potential for significant social, economic or environmental impacts, and/or potential for significant public controversy on environmental grounds.</td>
<td><strong>IPP</strong> – Format uses a simple form to obtain approval to begin project scoping. <strong>Scope Approval</strong> – Uses the Design Report format (DDR) to facilitate scoping decisions and to eliminate re-work in preparation of the FDR.5 Scope approval occurs at the end of Design Phase I. <strong>FDR</strong> – Uses the Design Report format to obtain design approval.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEPA Class I (EIS) and/or SEQR Non-Type II EIS – All projects for which a NEPA Class I (EIS) and/or SEQR Non-Type II EIS is thought to be needed, based on significant social, economic or environmental impacts, and/or significant public controversy on environmental grounds.</td>
<td><strong>IPP</strong> – Format uses a simple form to obtain approval to begin project scoping. <strong>Scope Approval</strong> – Uses the DDR format with attachments for design criteria and environmental screening to obtain scope approval and eliminate re-work in preparation of the DEIS5.</td>
<td><strong>DDR/DEIS &amp; FDR/FEIS</strong> – Format uses the Design Report format to obtain design approval.</td>
<td></td>
</tr>
</tbody>
</table>
Notes:

1. Report Shells with guidance and sample statements are available electronically on the Department’s Internet site at: [https://www.dot.ny.gov/divisions/engineering/design/dqab/pdm](https://www.dot.ny.gov/divisions/engineering/design/dqab/pdm)

2. The Final Design Approval Document requires professional stamps in accordance with the report shells and PDM Exhibits 7-10 and 7-11.

3. Some projects involve environmental or engineering issues that require additional documentation (e.g., design criteria). This documentation is to be included as an appendix to the Design Approval Document.

SEQR Non-Type II Projects may utilize an IPP/FDR format if the only reason for the Non-Type II classification is a finding of No Adverse Effect (or No Adverse Impact) under Section 106 (or 1409).

4. Element-specific project work (as listed in PDM Appendix 7 Exhibits 7-4 and 7-5) is covered under this environmental classification regardless of funding source.

5. The Scoping stage should identify reasonable alternatives (that meet project purpose and objectives, and address the project needs) to be progressed to preliminary design. The document for Scope Approval should facilitate informed decision-making, discussing only those topics necessary to reach closure on the project scope, and should identify topics that need to be studied and addressed prior to the environmental determination; see [PDM §3.1.2](https://www.dot.ny.gov/divisions/engineering/design/dqab/pdm). Scope Approval should be granted when a reasonable range of alternatives can be defined.