



U.S. Department  
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**Federal Highway  
Administration**

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# South Carolina Environmental Mileposts Newsletter

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## Director's Corner *By Chad Long*

It is my pleasure to announce that Mr. Michael J. Queen, P.E. has been selected to fill the position of Compliance Division Manager.

Mickey is a 2002 graduate from the University of South Carolina. He began his career as a civil engineer consultant in Myrtle Beach, SC. He obtained his SC Professional Engineer license in 2007. In 2010, he began working at the SCDOT as the Charleston Lab Manager, then in 2014 he transferred to the Environmental Services Office - Compliance Division. Mickey enjoys the beach, golfing, hunting and spending time with his wife Brittany and two daughters Sutton (age 3) and Marin (age 6). Over the next few months, Mickey will be working on hiring a Compliance Coordinator and exploring how other states are tracking environmental commitments through the project development process.

As some of you are aware, Mark Mohr will be leaving SCDOT to join the private sector and we wish him the best. David Kelly will be taking over projects the Lowcountry region, and we will be advertising a NEPA Coordinator position for the Upstate region in the upcoming month. In addition, we will be advertising a Compliance Coordinator position. So if you are interested, or know of anyone who would be interested, please let them know to be on the lookout for the advertisements at the following website: <https://careers.sc.gov/>. This website lists the current job openings, as well as the benefits to working for the State of South Carolina, including a better work-life balance. If you have any general questions about the position, please feel free to contact the NEPA Division Manager, Henry Phillips, at [phillipsmh@scdot.org](mailto:phillipsmh@scdot.org).

## Tips for Keeping a Good Project File *By Michelle Herrell*

We have been preparing an administrative record for a project and wanted to share some tips for keeping a good project file. The AASHTO Guidance—Maintaining a Project File and Preparing an Administrative Record for a NEPA Study, is a good resource to start with and can be found on AASHTO's website at <https://environment.transportation.org/pdf/programs/ph01-2.pdf>. It is good to review this guidance at the start of each project to ensure that you're keeping files correctly. A few things to keep in mind:

1. Develop a good protocol of how your project file will be set up and make sure it is utilized.
2. Watch what you put in your emails. Personal and extraneous information needs to be kept to a minimum if possible.
3. Also, be wary of what emails are kept, the final email in a chain is more valuable than the back and forth emails in the chain, and should be kept as it would reduce the number of emails needing to be reviewed.
4. Compile the project file as you develop the NEPA document.
5. Keep final, signed versions of documents, not the draft versions of documents, like letters for example.

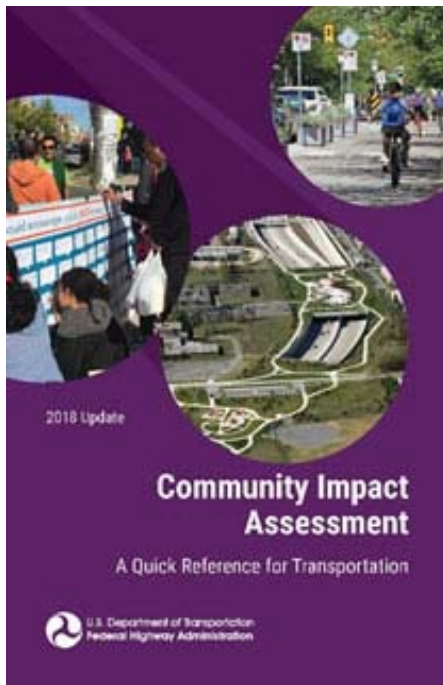
# FHWA Releases Several New Guidance Documents!

By Michelle Herrell

FHWA has released several new guidance documents pertaining to community impact assessments, context sensitive solutions, and noise.

## Community Impact

**Assessment:** The FHWA released and updated version of the *Community Impact Assessment (CIA): A Quick Reference for Transportation* in June 2018. The first version of the book was published in 1996 and became affectionately known as the “Purple Book”. This new version incorporates current guidance, resources, and provides examples of CIA techniques and approaches that have been used throughout the country on other FHWA projects. Please go to <https://www.fhwa.dot.gov/livability/cia/index.cfm> for the new version of the Purple Book and examples/ approaches.



## Context Sensitive Solutions:

FHWA Headquarters has released two reports on “Using Context Sensitive Solutions to Achieve Context Sensitive Design”. The first document, *Context Sensitive Solutions and Design, State of the Practice Assessment*, provides information on how CSS/D has evolved over time and highlights key takeaways from interviews and group discussions with 12 States, case study analysis, and a review of all State DOT websites for CSS/D content. The CSS/D State of the Practice Assessment is posted here: [https://www.fhwa.dot.gov/planning/css/key\\_references/](https://www.fhwa.dot.gov/planning/css/key_references/).

The other report, *Context Sensitive Solutions and Design Summary Report*, provides key takeaways from targeted technical assistance provided in 6 States and 4 virtual peer exchanges to better incorporate CSS/D in transportation decision making. The CSS/D Summary Report is posted here: [https://www.fhwa.dot.gov/planning/css/resources/cssta1617/summary\\_report/](https://www.fhwa.dot.gov/planning/css/resources/cssta1617/summary_report/).

**Noise:** FHWA has released four guidance documents related to noise, including an update of the field measurement guide, reviewing noise analyses, and reviewing TNM 3.0 Model runs.

The first two reports, are the *Noise Measurement Handbook*, which can be found at <https://www.fhwa.dot.gov/environment/noise/measurement/handbook.cfm>, and *Noise Measurement Field Guide*, which can be found at [https://www.fhwa.dot.gov/environment/noise/measurement/field\\_guide.cfm](https://www.fhwa.dot.gov/environment/noise/measurement/field_guide.cfm).

The Handbook provides guidance on which measurement methodologies apply to which project type, how to plan noise measurements, and a description of measurement methodologies and related considerations. The field guide provides checklists and steps for properly planning, preparing, and conducting noise measurements. These noise measurement handbook and field guide documents will be incorporated into the upcoming revisions to the SCDOT Traffic Noise Abatement Policy.

The next report, *Techniques for Reviewing Noise Analyses and Associated Noise Reports*, provides information on how to review a noise study report and guidance on reviewing the noise section in the NEPA document. It also includes a checklist for reviewers to ensure that all required information per FHWA regulations and policy is included. It can be found at: While this is a good starting point, reviewers will still need to consider the requirements in the SCDOT Traffic Noise Abatement Policy. The upcoming revisions to the SCDOT Traffic Noise Abatement Policy will incorporate some of the guidance in this report.

The other report, *Techniques for Reviewing TNM Model Runs and Associated Noise Modeling Reports*, discusses how to review noise models from the upcoming release of TNM 3.0, along with checklists for reviewers to provide more efficient reviews. This report can be found at [https://www.fhwa.dot.gov/environment/noise/resources/reviewing\\_tnm\\_model/](https://www.fhwa.dot.gov/environment/noise/resources/reviewing_tnm_model/) and guidance from this report will be incorporated into the upcoming revisions to the SCDOT Traffic Noise Abatement Policy.