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2.0 ROLES AND RESPONSIBILITIES

All Environmental Services staff members must work as a team to successfully perform environmental studies and document findings. To achieve this goal, staff members must understand their own roles and responsibilities as well as those of others. The following sections describe the roles and responsibilities of Region and Central environmental staff. The lists and descriptions provided are not all-inclusive and are meant to briefly capture roles and responsibilities.

A. Matrix Organization

UDOT's Environmental Services Division operates under a matrix-type organizational structure which encourages increased partnership between Region and Central environmental staff. The goals of this type of organization are to increase efficiency, improve consistency, and enhance core competency. This allows the Environmental Services Division to allocate resources where needed given fluctuating workloads; establish consistency in environmental reviews, implementing policies and procedures, and communication with partners; and creates opportunities for professional development by gaining a broader understanding of various resource areas.

2.1 Region Environmental Staff

The role of [Region Environmental Services](#) staff is to support project delivery for the Region and provide guidance to Region staff on environmental issues.

A. Region Environmental Manager

The role of the Region Environmental Manager is to ensure that all Region projects and activities comply with state and federal environmental laws. Either the Environmental Manager or assigned staff may serve as the Environmental Lead for projects.

1. Responsibilities

- Manage Region Environmental staff.
- Ensure compliance with state and federal laws and with UDOT policies and procedures for all Region activities.
- Approve Delegated CEs (prepared under the 6004 MOU) and Type A state environmental studies.
- Review EAs and EISs.
- Coordinate with Central Environmental on approval of Documented CEs (CEs requiring FHWA approval) and Type B state environmental studies.

- Ensure Region compliance with environmental mitigation commitments and regulatory permit requirements.
- Perform quality control (QC) of region environmental documents.
- Communicate environmental issues or project requirements with other Region staff (i.e., project managers, design engineers, construction, and maintenance).
- Select consultants.

B. Regional NEPA/NHPA Specialist

The role of the Regional NEPA/NHPA Specialist is to ensure compliance with Section 106 of the NHPA, State Law Utah Code Annotated (UCA) 9-8-404, and Section 4(f). Additionally, the Regional NEPA/NHPA Specialist prepares and reviews NEPA documents according to Region needs.

1. Responsibilities

- Provide cultural and paleontological clearances.
- Prepare Determinations of Eligibility/Findings of Effect (DOE/FOE).
- Prepare and review cultural resource inventory reports.
- Consult with the State Historic Preservation Officer (SHPO).
- Prepare cultural resource Memorandums of Agreement (MOA).
- Prepare Native American consultation letters.
- Prepare and review CE documents and state environmental studies.

C. Region Landscape Architect

The role of the Region Landscape Architect is to serve as a resource for Region vegetation and landscape issues, including wetlands delineations and erosion control. Additionally, the Region Landscape Architect may prepare and/or review NEPA documents according to Region needs.

1. Responsibilities

- Provide wetlands clearances.
- Consult on wetland, stream alteration, and aesthetics issues.
- Coordinate Region landscape design issues.
- Prepare and review Storm Water Pollution Prevention Plans (SWPPP).
- Prepare Section 404 permits.

2.2 Central Environmental Services Staff

The role of [Central Environmental Services](#) staff is to provide Region project support, guidance on UDOT policies and procedures, and training on environmental issues.

A. Responsibilities and Project Support Functions

- Representative on Region EAs, EISs, and Type B SESs
- NEPA program administration, including monitoring of the 6004 CE MOU
- Develop environmental policies, procedures, guidance, and interagency agreements
- FHWA coordination (including class of action letters, document reviews, and approval of NEPA documents)
- Resource agency coordination
- Threatened and endangered species consultation
- ACHP consultation
- Provide specialized technical expertise
- Inform Regions of national environmental trends
- Consultant selection team member