

## Contents

<b>2.0</b>	<b>ROLES AND RESPONSIBILITIES.....</b>	<b>2-2</b>
	A. Organizational Structure.....	2-2
<b>2.1</b>	<b>Region Environmental Staff.....</b>	<b>2-2</b>
	A. Region Environmental Manager.....	2-2
	B. Regional NEPA/NHPA Specialist.....	2-3
	C. Region Landscape Architect.....	2-3
<b>2.2</b>	<b>Central Environmental Staff.....</b>	<b>2-4</b>
	A. Responsibilities and Project Support Functions.....	2-4

## 2.0 ROLES AND RESPONSIBILITIES

All UDOT environmental staff members 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 roles and responsibilities of the environmental staff at the Region and Central UDOT offices are described in the following sections. The lists and descriptions provided are not all-inclusive and are meant to briefly capture roles and responsibilities.

### A. Organizational Structure

UDOT Environmental Services operates under a central leadership organizational structure where the Central UDOT division oversees the environmental department of each Region. This organizational structure allows for greater consistency and quality control of environmental documents throughout the Regions.

## 2.1 Region Environmental Staff

The role of Region environmental 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 NEPA CE and or state environmental studies (SESSs) as defined in the UDOT Environmental Policy for State Projects.

#### 1. Responsibilities

- Manage Region environmental staff as assigned.
- Ensure compliance with state and federal laws and with UDOT policies and procedures for all Region activities.
- Approve Delegated CEs (prepared under the 326 CE MOU) and Type A SESSs.
- Support Central Environmental as requested in the preparation and review of EAs and EISs.
- Coordinate with Central Environmental on approval of Documented CEs (projects not listed under 23 CFR 771.177(c) or (d) and require additional documentation demonstrating that the criteria for CEs are satisfied and that significant effects will not result) and Type B SESSs as defined in the UDOT Environmental Policy for State Projects.

- 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).
- Consultant selection team member.

## B. Regional Archaeologist

The role of the Regional Archaeologist 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 Archaeologist prepares and reviews NEPA CE and Type A state environmental documents.

### 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 Agreements (MOA).
- Prepare Native American consultation letters.
- Prepare and review CE documents and Type A SESs.
- Project tracking to support the Section 106 Programmatic Agreement reporting requirements.

## 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 CE and Type A state environmental documents.

### 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 (SWPPPs).
- Prepare Section 404 of the Clean Water Act permits.

## 2.2 Central Environmental Staff

The role of Central environmental staff is to provide Region project support, guidance on UDOT policies and procedures, and training on environmental issues. Central environmental staff duties also include management of environmental programs, a lead role on EA or EIS projects, and/or subject matter expertise.

### A. Responsibilities and Project Support Functions

- Oversee Region environmental staff.
- Environmental Lead role on EAs, EISs, and Type B SESs.
- NEPA program administration, including monitoring and reporting for the 326 CE MOU and 327 NEPA Assignment MOU.
- Develop environmental policies, procedures, guidance, training, and interagency agreements.
- Determination of NEPA class of action.
- Preparation, review, management, and approval of EA, EIS, and Type B SES documents.
- Resource agency coordination and consultation.
- Threatened and endangered species consultation.
- Advisory Council on Historic Preservation (ACHP) consultation.
- Provide specialized subject matter technical expertise.
- Inform Regions of national environmental trends or changes to environmental laws or policies.
- Consultant selection.