

Appropriate Attachments and Appendices for Environmental Documents

What SHOULD always be included as attachments or appendices?

- Project location maps with at least one map where the roadway names are visible. Every roadway and identifying landmark cited in the document should show up on an attached map.
- WDNR letters/emails. As a minimum, the initial correspondence letter from WDNR needs to be included. Any other WDNR correspondence that evidences how you arrived at project environmental commitments should also be included.
- Any other final correspondence with agencies, consulting parties, etc. that evidences how you arrived at project commitments.
- The signed Section 106 form, appropriate documentation if state-funded only, or, printout of the screening list.
- One example of the Tribal Notification Letter and any responses from the Tribes.
- The Conceptual Stage Relocation Plan for EISs.

What SHOULD be included as attachments or appendices as needed?

- Factor Sheets as necessary for PCEs and CECs.
- Plan and profile sheets or other aerials if they are needed to define impacts such wetland fills, Section 4(f) impacts, relocations, etc.
- Existing and future cross-sections if there is a change in the roadway characteristics.
- If the Section 106 form or state-funded only documentation indicates that historic properties may be affected by the project, the signed DOEs for newly identified eligible properties must be included in the draft environmental document (Draft ER, EA or Draft EIS) as a minimum. The Determination of No Adverse Effect (DNAE), Conditional DNAE or Memorandum of Agreement (MOA) must be included in the final environmental document. If a Determination of No Adverse Effect has been made, only the signed cover letter should be included in the document. If a Conditional DNAE has been made, the signed cover sheet and any documentation detailing the conditions should be included in the document. If an MOA has been completed, the signed MOA should be included.
- Evidence of compliance with the Endangered Species Act.
- Relevant correspondence with other state and federal agencies (BOA, USACE, USCG, USEPA, etc.) as identified on Basic Sheet 5 or as needed for PCEs and CECs.
- Other relevant correspondence with legislators, metropolitan planning organizations, regional planning commissions, local units of government, etc. if the correspondence shows how project decisions were made.
- The Conceptual Stage Relocation Plan for EAs, ERs, PCEs and CECs if there are a substantial number of relocations or if there will be difficulty relocating one or more properties.
- Section 4(f) documentation as applicable.
- The Pre-Screening Worksheet for Indirect Effects for EAs, ERs, PCEs and CECs.

What should NOT be included as attachments or appendices?

- Any coordination letters sent to agencies when there has been a response from the agency (except the Tribal Notification Letter).
- Personally identifiable information (property owner's names, addresses).
- Exact locations of endangered species, archaeological resources and burials.
- Publicly available documents when the information can be summarized in the document. Examples include; public involvement meeting and hearing handouts, the public hearing record or other meeting minutes, entire land use and transportation plans, archeological and historical surveys, the Documentation for Consultation document on his historic properties, agricultural impact statements, threatened and endangered species surveys, traffic projection or crash analyses, hazardous materials reports, asbestos inspection reports, technical research studies, etc. The name/source of the document should be cited along with a method for viewing the actual document (website, project contact, etc.). A copy of the document referenced should be included in the project files so it can become part of the administrative record if needed.
- Every e-mail ever sent regarding a project. Ask yourself if it truly adds value before inclusion.