

**MaineDOT**

# CE Quality Assurance Checklist

## CE Quality Assurance Checklist

Project Information	
<b>Project Title:</b>	<b>Team Leader:</b>
<b>Project WIN:</b>	<b>CE Reviewer:</b>
<b>Project Scope:</b>	

NEPA Determination	
Yes <input type="checkbox"/> No <input type="checkbox"/>	CE type selected is appropriate and meets the definition of a CE under 23 CFR 771.117?
Yes <input type="checkbox"/> No <input type="checkbox"/>	NEPA is documented on the permit, assessment, and NEPA checklist page in ProjEx?
Yes <input type="checkbox"/> No <input type="checkbox"/>	CE (23 U.S.C. 326 MOU) is the selected NEPA Classification on the NEPA Determination Tab?
Yes <input type="checkbox"/> No <input type="checkbox"/>	NEPA report saved in the NEPA CPD e-file folder using the file naming convention?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Is there a STIP approval date on the NEPA Certification Report?

Comments:

### Environmental Review Section

#### Air Quality Guidance

Yes <input type="checkbox"/> No <input type="checkbox"/>	Is Air Quality assessment and determination complete by the Environmental Specialist with the approval date in ProjEx?
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	If applicable, is the assessment and assessment details tab filled out in ProjEx?
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	If applicable, are supporting documents in the Air-Noise CPD e-file folder?

Comments:

#### Noise Guidance

Yes <input type="checkbox"/> No <input type="checkbox"/>	Is Noise assessment and determination complete by the Environmental Specialist with the approval date in ProjEx?
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	If applicable, is the assessment and assessment details tab filled out in ProjEx?
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	If applicable, are supporting documents in the Air-Noise CPD e-file folder?

Comments:

#### Section 7 (Federal Endangered Species)

Yes <input type="checkbox"/> No <input type="checkbox"/>	Is Section 7 assessment and determination complete by the Biologist with the approval date in ProjEx?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Are the appropriate assessment and assessment details tab filled out in ProjEx?
Yes <input type="checkbox"/> No <input type="checkbox"/>	All supporting documents in the Section 7 – Endangered Species CPD e-file folder?
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	If applicable, are final decision/approval documents in the NEPA CPD e-file folder using the file naming convention?

Comments:

#### Magnuson-Stevens Fishery Conservation and Management Act (EFH)

Yes <input type="checkbox"/> No <input type="checkbox"/>	Is Essential Fish Habitat assessment and determination complete by the Biologist with the approval date in ProjEx?
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Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	If applicable, is the assessment and assessment details tab filled out in ProjEx?
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	All applicable supporting documents in the EFH CPD e-file folder?
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	If applicable, are final decisions/approval documents in the NEPA CPD e-file folder using the file naming convention?
Comments:	
<b>Section 106 of the National Historic Preservation Act</b>	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Is Section 106 assessment and determination complete by the Historical Coordinator and/or Cultural Coordinator with the approval date in ProjEx?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Are the appropriate assessment and assessment details tab filled out in ProjEx?
Yes <input type="checkbox"/> No <input type="checkbox"/>	All supporting documents in the applicable Section 106 (Town-Historic Group Consultation, Tribal, Archaeology) CPD e-file folder?
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	If applicable, are final decisions/approval documents in the NEPA CPD e-file folder using the file naming convention?
Comments:	
<b>Section 4(f) of the Department of Transportation Act</b>	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Is Section 4(f) assessment and determination complete by the Historical Coordinator and/or Cultural Coordinator with the approval date in ProjEx?
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	If applicable, is the assessment and assessment details tab filled out in ProjEx?
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	All applicable supporting documents in the Section 4(f) and Section 6(f) CPD e-file folder?
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	If applicable, are final decisions/approval documents in the NEPA CPD e-file folder using the file naming convention?
Comments:	
<b>Section 6(f) of the Land and Conservation Act</b>	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Is Section 6(F) assessment and determination complete by the Historical Coordinator and/or Cultural Coordinator with the approval date in ProjEx?
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	If applicable, is the assessment and assessment details tab filled out in ProjEx?
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	All applicable supporting documents in the Section 4(f) and Section 6(f) CPD e-file folder?
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	If applicable, are final decisions/approval documents in the NEPA CPD e-file folder using the file naming convention?
Comments:	
<b>Executive Order (EO) 11988 and 13690 Floodplain Guidance</b>	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Is FEMA Floodplain assessment and determination complete by the Environmental Specialist with the approval date in ProjEx?
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	If applicable, is the assessment and assessment details tab filled out in ProjEx?
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	If applicable, supporting documents are in the Hydrology CPD e-file folder?
Comments:	
<b>Hazardous Material</b>	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Is Hazardous Material assessment and determination complete by the Senior Geologist with the approval date in ProjEx?
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	If applicable, is the assessment and assessment details tab filled out in ProjEx?



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Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	All applicable supporting documents in the Hazardous Materials CPD E-file folder?
Comments:	
<b>Additional Environmental Review Section</b>	
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	[REDACTED]
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	Public Involvement for the project has been conducted consistent with 23 CFR 771.111?
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	If applicable, Prime and Unique Farmland determination and supporting documents are appropriate?
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	If other considerations (Wild and Scenic River, Marine Mammals, Migratory birds, etc.) are present ensure the appropriate documentation is in ProjEx and the CPD e-file.
Comments:	
<b>Environmental Commitments</b>	
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	NEPA ENV Commitments are included on the Commitments tab in ProjEx?
Comments:	
<b>CPD E-File Review</b>	
Yes <input type="checkbox"/> No <input type="checkbox"/>	All template folders and subfiles in the Project File?
Yes <input type="checkbox"/> No <input type="checkbox"/>	All applicable documentation in the appropriate Project File with the file naming convention?
Yes <input type="checkbox"/> No <input type="checkbox"/>	All final decision/approval documents (NEPA report, BO, Signed EFH and PNF, 106 MOU, 4(f) programmatic, etc.) saved in the NEPA folder?
Comments:	

CE Reviewer: _____	Date: _____
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