-Instructions-

Categorical Exclusion Determination – Minor Projects

In order to determine whether to use the Minor Projects form, review the lists below.
This form can *typically* be used for projects including but not limited to the following:

TIER I MINOR PROJECT	• No work shall occur below the sub-base (*see Figure 1*), excepting:
	  • Repair and replacement of signs, guardrail or fence. Replacement must be of the same size and in the same location.
	• Pavement preservation, pavement markings, striping
	• Railroad crossings
	  • Involving only minor improvements within the railroad or rail bed prism.
	• Does not occur on federal lands* or Tribal Reservation lands.
	• Does not propose structural work on bridges (pavement rehabilitation is acceptable).

TIER II MINOR PROJECT	• Minor bridge work**. • May involve ground disturbance. • May involve a project on a federal land easement. May involve Tribal Reservation lands. • May involve minor detours.

**Review land ownership prior to determination. If ITD is the "fee simple title holder" then the project is not on federal land.*
***Project actions may include minor bridge rehabilitation (replacement of bridge decking, expansion joints), bridge rail repair/replacement, scour protection, substructure alterations*

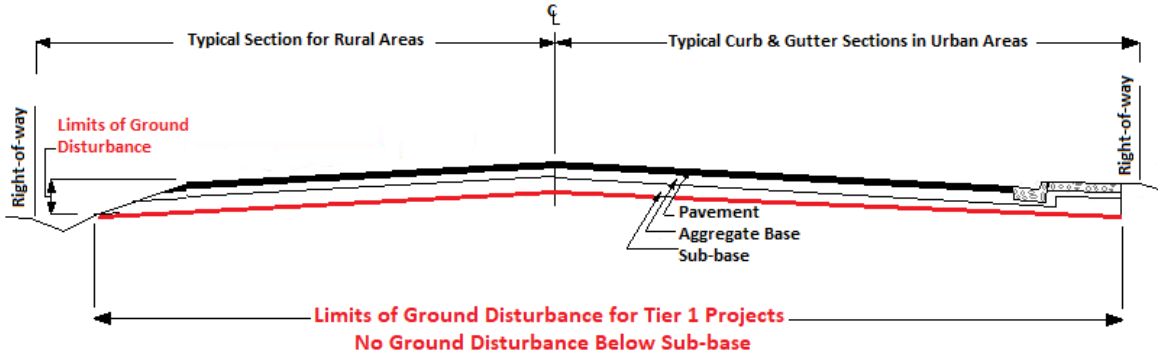


Figure 1.

PROJECT TRACKING
1. Identify ITD (choose district from drop down menu), LHTAC (choose LHTAC District from drop down menu AND list local sponsor) or check the box for an ACHD project.
2. Confirm the project as federally or state-funded.
3. List ITD Key Number, project name, county, route (US/SR no.or street), work authority no. and milepost limits. Verify project information in OTIS.

CE DETERMINATION
1. Choose one (c) list categorical exclusion from the drop down list choices (23 CFR 771.117(c)); choose the classification that fits best. Most frequently used for minor projects are (c) 3, 8, 22, 24, 26, and 28.

PREPARERS
1. Digital signatures (certificate or stamp) are required for the Project Manager and Environmental Planner. The signature is a statement that the preparers affirm that the information provided is true and correct to the best of their knowledge and belief.

APPROVED
1. The agency with final approval is the signatory in the "Approved" signature line.

Note: When the document is submitted to ITD HQ, the HQ reviewer will review then recommend approval of the document by forwarding to the HQ Environmental Services Manager (ESM) for approval.

Supporting Documentation Set (Tier I/II Minor Projects) *– List all documentation saved to ProjectWise[1] file.*

Tier I Minor Projects

Project must meet the following requirements:

- The project will not require state or federal permits.
- The project does not involve new easements, the acquisition of right of way, permanent changes to traffic/travel patterns, or displacements of any kind.
- The project does not involve changes in access or access control.
- The project will not use Section 4(f) resources or require conversion of 6(f) lands.
- The project will not impact aquatic resources, including floodplains and aquifers.
- The project is not considered a “Type 1” project for traffic noise.
- The project will have no effect on air quality.
- The project and project construction will not be a hazard to air navigation.
- There is no known public concern or controversy arising from or associated with the project.
- The project meets the Cultural Resources Programmatic Agreement (PA).
- The project will have no effect on threatened or endangered species or critical habitat.
- Project activities have low potential to encounter hazardous materials. If a project involves ground disturbance and is located within a Superfund site it does not qualify as a minor project, with the following exception. If the project consists of a simple mill and overlay or seal coat within a Superfund site, it qualifies as a minor project.

Minor Project Purpose and Need
Select the most relevant “Minor Project Purpose and Need” statement or select the last statement and insert narrative in the text boxes.

Minor Project Description
The project description typically contains all information necessary to determine if the action fits the CE description, qualifies as a minor project action, and that no unusual circumstances exist that would require further environmental studies. Include the following. Use common language and/or define technical terms for the general public.

- Description of the project work
- Project limits (this should match the limits identified in OTIS).

Tier I Minor Project Finding – All project activities must meet the list of conditions. Proposed actions that are found to be categorically excluded under 23CFR771.117 as minor for the purpose of this documentation.

1. Check the box to make the Tier I project finding.
2. Attach the Vicinity Map.
3. Submit a 1500 to Cultural@itd.idaho.gov and attach an approved 1502 to the ITD-649.
4. Analysis is complete. Remove/delete all extra pages from the document prior to final signature.

[1] See ENV Memo 23-2-1 (SOP 23-2) on the ITD Environmental website here: https://itd.idaho.gov/env/

Tier II Minor Projects

Project must meet the following requirements:

- The project will not require state or federal permits (excluding qualified activities under a non-reporting NWP).
- The project does not involve new easements, the acquisition of right of way, permanent changes to traffic/travel patterns, or displacements of any kind.
- The project does not involve changes in access or access control.
- The project will not use Section 4(f) resources or require conversion of 6(f) lands.
- The project will not impact aquatic resources, including floodplains and aquifers.
- The project is not considered a "Type 1" project for traffic noise.
- The project will have no effect on air quality.
- The project and project construction will not be a hazard to air navigation.
- There is no known public concern or controversy arising from or associated with the project.
- The project meets a Cultural Resources Programmatic Agreement (PA) or SHPO or THPO concurrence has been received.
- The project will have no effect on threatened or endangered species or critical habitat.
- Project activities have low potential to encounter hazardous materials. If a project involves ground disturbance and is located within a Superfund site it does not qualify as a minor project, with the following exception. If the project consists of a simple mill and overlay or seal coat within a Superfund site, it qualifies as a minor project.

Minor Project Purpose and Need
Select the most relevant "Minor Project Purpose and Need" statement or select the last statement and insert narrative in the text boxes.

Minor Project Description
The project description typically contains all information necessary to determine if the action fits the CE description, qualifies as a minor project action, and that no unusual circumstances exist that would require further environmental studies. Include the following and use common language and/or define technical terms for the general public.

- Description of the project work, including all ground disturbing activities, such as:
  - sidecasted materials
  - temporary access areas
- All staging/stockpiling areas
- Detours (including location and duration)
- Project limits (this should match the limits identified in OTIS)
- Utility adjustments or relocations (only those that are part of the proposed action).

In order to make the Tier II Minor Project Finding

1. Analysis – save all documentation to ProjectWise and list in the Supporting Documentation table.
   a. Aquatic Resources – coordinate with HQ CWA 404 SME to verify non-reporting NWP applicability.
   b. Cultural Resources – follow the usual protocols to get an ITD 1502 form completed.
   c. Biological Resources – this analysis involves Section 7 ESA only.
      Step 1. Request an official species list from IPaC[2] and if warranted lists from the NOAA West Coast Region Species and Habitat App[3].
      Step 2. If no species are listed within the project area, check the first box.
      Step 3. Evaluate for project impacts on all species and critical habitat. If a No Effect determination is appropriate for **ALL** species and critical habitat, proceed to Step 4. If there is any risk for impact to species or critical habitat, the project no longer qualifies as a Minor Project.
      Step 4. If species are listed in the project area, check the second box and list each species and critical habitat separately in the table, identify the listing status, and give a rationale for the No Effect determination for each species and critical habitat. Analysis is complete.

2. Check the box to make the Tier II Minor Project Finding.
3. Attach the Vicinity Map.
4. Analysis is complete. Remove/delete all extra pages from the document prior to final signature.

[2] https://ipac.ecosphere.fws.gov/
[3] NOAA West Coast Region Species and Habitat App