PRO 400-ab3:   Writing Discipline Reports

See also: EM Chapters 400 through 470   **Effective June 2012**

Start procedure: Completion of TSK 400-a shows that a specific discipline report is needed.

End procedure: Approval of the final discipline report.

Actor:	Action:
Region/Modal Project Lead or Regional Environmental Coordinator (REC)	1. **Right Sizes** the report to adequately identify the impacts and appropriate mitigation measures a. Analysis should be commensurate with the extent and severity of the potential impacts. Avoid unnecessary analysis while providing adequate support for the project? b. Consult with REC and WSDOT Discipline Report Reviewers. Use the list of reviewers or ask ESO NEPA Specialist for contact. Some disciplines, such as Noise, require review by specialists. c. Refer to EM chapters 412 – 470 and appropriate Discipline Report Checklist to determine the type of information required, depth of study needed, and procedures used to collect and evaluate data. Review appropriate GIS data layers. d. Review the budget and project time line.

Region/Modal Project Lead or REC	2. **Develops** Report Outline/Scope of Work based on the results of the analysis completed in Step 1.
	a. The following topics should be addressed in the report, but they may be combined if the information is brief.
	   • Summary (see Step 7
	   • Project Description
	   • Regulations
	   • Studies and Coordination
	   • Existing Conditions / Affected Environment
	   • Potential Effects (direct, indirect, cumulative)
	   • Measure to Avoid or Minimize Project Effects
	   • Proposed Mitigation
	   • Conclusion
	   • References
	   • Methodology
	b. Discipline reports are not required to use the Reader-Friendly format, but they must be concise and clearly written.
	c. Discipline report templates can be found on the corresponding Environmental Discipline web page.
	d. Review outline/scope of work with REC, ESO NEPA Specialist, or

Actor:	Action:
	subject matter expert as needed. Project Lead determines final format and content.

Region/Modal Project Lead or REC	3. **Selects** author and assign work.
	  a. Determine if WSDOT staff with appropriate level of expertise is available to do the work. If so, work with appropriate manager to establish deadlines and secure staff availability.
	  b. If WSDOT staff is not available, hire consultant – contact Jodie Vosse for a list of available "on call" environmental consultants and assistance.

Discipline Report Author	4. **Collects and analyzes** data as needed to comply with the level of detail and report outline developed in Steps 1 and 2.
	  a. Required methodology is described in EM chapters 412-470.
	  b. Data can come from any source including project inventories, field observations, WSDOT GIS Workbench, and previously published environmental documents.
	  c. PEO provides author copy of the Agency and Public Scoping meeting notes and comments to help identify key issues that must be addressed in the discipline report.
	  d. Some data, such as the location of archeological sites, is confidential. Do not inadvertently disclose sensitive sites by including them in the discipline report.

Discipline Report Author	5. **Writes** draft Discipline Report.
	  a. Authors should coordinate with related discipline authors to ensure that:
	    • Consistent data (age, source, and level of detail).
	    • The methodology is mutually acceptable.
	    • Results are coherent and reasonable.
	  b. Project Lead provides authors with contact information for authors of related disciplines and standard formats.
	  c. See guidance in Comment Form Analysis for avoiding common errors.

Region/Modal Project Lead or REC	6. **Edits** the draft document for organization, grammar and spelling. Make sure that graphics are legible, accurate, and reproduce well. This could be done by the author, a technical editor or admin staff.

Discipline Report Author	7. **Writes** the Summary
	  a. Incorporates all of the key topics covered in the report.
	  b. Presents significant findings and recommendations.
	  c. Uses Reader Friendly format.
	  d. Edits the summary thoroughly for grammar, spelling, project description, graphics, format and organization.
	  e. The summary should be suitable for presentation at public hearings and easily incorporated in the environmental

Actor:	Action:
	document.
Discipline Report Author	8. **Sends** draft report to Region/Modal Project Lead or REC.
Region/Modal Project Lead or REC	9. **Receives** draft and sends it to Discipline Report Reviewer for comment. Typically the reviewer is the same subject matter expert n consulted when "right sizing" the document in Step 1. a. Provides a copy of the draft report and the outline developed in Step 2.

Discipline Report Reviewer	10. **Reviews and comments** on the draft discipline report
	   a. The purpose of the review is to ensure independent evaluation of the technical accuracy, consistency with checklist and outline, and completeness of the document.
	   b. Use of the WSDOT standard comment form to streamline the review and comment process.
	   c. Comment Form Analysis provides suggestions to focus and improve review comments.

Discipline Report Reviewer	11. **Sends** comments to the Region Project Lead or REC.

Modal/Region Project Lead or REC	12. **Reviews** comments and send them to the discipline report author (WSDOT staff or consultant).
	   a. Identify consistency issues and provide guidance to
	   b. Ensure that related disciplines address issues in the same manner. Consults with subject matter experts if needed to resolve problems.
	   Meets with authors as needed to clarify issues.

Discipline Report Author	13. **Revises** the document.
	   a. Addresses comments and consistency issues identified in Steps 10 and 12.
	   b. Revises summary to reflect changes.
	   c. Steps 9 through 13 may be repeated as often as needed to secure an acceptable document.

Discipline Report Author	14. **Sends** final discipline report to the Project Lead or REC.
Region/Modal Project Lead or REC	15. **Checks** to ensure that all revisions have been addressed.
Region/Modal Project Lead or REC	16. **Sends** discipline report to Federal Lead Agency for review and comment.
Federal Lead Agency	17. **Reviews** discipline report and sends comments to Region/Modal Project Lead. a. Use of the WSDOT standard comment form to streamline the

Actor:	Action:
	review and comment process.

Region/Modal Project Lead or REC	18. **Reviews** comments and sends report and comments to Discipline Report Author for revision.
	    a. Meets with author to review comments.
	    b. Provides guidance for how to address consistency issues.
	    c. Coordinates responses between disciplines.

Discipline Report Author	19. **Revises** report and returns it to the Region/Modal Project Lead.
	    a. Changes text to address concerns as directed.
	    b. Documents changes.
	    c. Revises summary.
	    d. Edits report to ensure document consistency.

Region/Modal Project Lead or REC	20. **Reviews and approves** the final discipline report.
	    a. Reviews document to ensure that requested changes have been made. If not, repeat Steps 18 through 21.
	    b. Approves document

Region/Modal Project Lead or REC	21. **Sends** a copy of the approved discipline report to the environmental document author.
	    a. The author may incorporate the information contained in the discipline report by reference in the appropriate section of the environmental document. Include the statement "This report is incorporated herein by reference".
	    b. Discipline reports that become part of the technical appendix of the environmental document are made available for public review with the EA/EIS. The location of the report should be included in the environmental document (i.e. included in the appendix).
	    c. The discipline report should be identified by author, date, and subject matter. Reference the discipline report in the bibliography of the environmental document.

Region/Modal Project Lead or REC	22. **Includes** the discipline report in the Project File.