

REF 400-ab3: Standard Messages in WSDOT Documents

All **preliminary versions of documents** sent out for review should include the following legal disclaimer:

“The FHWA has determined that this preliminary document is an intergovernmental exchange that may be withheld under the Freedom of Information Act request. Premature release of this material to any segment of the public could give some sectors an unfair advantage and would have a chilling effect on intergovernmental coordination and the success of the cooperating agency concept. For these reasons, we respectfully request that the public not be given access to this document.”

The following standard messages should be displayed in all WSDOT environmental documents that will be distributed to the public.

- 1) **Information Access for Persons with Disabilities** –This notice should be on a separate page, immediately following the title page of the EIS or EA. It should appear in larger type than the rest of the document:

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the Office of Equal Opportunity at wsdotada@wsdot.wa.gov or by calling toll free, 855-362 4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

It is the Washington State Department of Transportation’s (WSDOT) policy to assure that no person shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise discriminated against under any of its programs, services, or activities. Any person who believes their Americans with Disabilities protection has been violated, may file a complaint with WSDOT’s Office of Equal Opportunity (OEO). For additional information regarding ADA complaint procedures and/or information regarding our non-discrimination obligations, please contact Larry Watkinson WSDOT’s ADA Compliance Manager at wsdotada@wsdot.wa.gov or by calling toll free, 855-362 4ADA(4232).

- 2) **Civil Rights Assurance Statement** – Include the following statement on the back of the title page for all EAs/EISs.

Washington State Department of Transportation (WSDOT) hereby gives public notice that it is the policy of the department to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898, Executive Order 13166, and the related statutes and regulations in all programs and activities. Title VI requires that no person in the

United States of America shall, on the grounds of race, color, sex, national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which WSDOT receives federal financial assistance.

3) **Availability and Cost of Document Statement** – Include this statement and the bullets on the back of the title page for all EAs/EISs.

WSDOT practice is that copies of all published environmental documents are distributed during the initial circulation free of charge. Requests for documents received after the initial circulation, or for additional copies of a document, may be subject to a fee not to exceed the actual cost of reproducing the document. All published documents need to list the name and address of the contact person and the approximate fee for additional documents at the bottom of the signature page.

- If a fee is charged for a document, the document should include the following statement: “The cost of this document is \$ ____, which does not exceed the cost of printing.”
- The document should include a statement that “This document is available for public review at the following locations...” such as WSDOT regional office, Ecology, FHWA or other federal agency offices, public libraries, and city or county government offices.