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CE
Categorical Exclusions are used to document actions which meet the definition contained in 40 CFR 1508.4 and 23 CFR 771.117, and, based on past experience with similar actions do not involve significant environmental impacts.

EA
Environmental Assessments are used to document those actions that do not qualify for a CE and do not clearly require the preparation of an EIS, or where the FHWA Administration believes an EA would assist in determining the need for an EIS.

EDU Manager
NDOT Environmental Documents Unit Manager who oversees the NEPA program and NEPA Specialists.

EDU PM
NDOT Environmental Documents Unit Project Manager, also known as the NEPA Specialist

EDU UH
NDOT Environmental Documents Unit Head

EIS
Environmental Impact Statements are used to document actions that are likely to cause significant impacts on the environment.

FHWA
Federal Highway Administration

Green Sheet
Environmental commitment summary form used to track mitigation and commitments from NEPA through construction.

Green Sheet Author
Refers to the primary author of the Green Sheet, whether it is developed internally by NDOT or externally by a consultant.

LPA
Local Public Agency

LPS PM
Local Project Section Project Manager

LPS UH
Local Project Section Unit Head

NDOT
Nebraska Department of Transportation

NEPA
National Environmental Policy Act

NEPA Specialist
NDOT environmental staff or embedded consultant staff specializing in NEPA compliance.

NGPC
Nebraska Game and Parks Commission

PQS
Professionally Qualified Staff consist of the following technical resource areas: civil rights, public involvement, Section 106, hazardous materials, noise, threatened and endangered species, and wetlands.
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<td>T&amp;E PM</td>
<td>NDOT Threatened and Endangered Species Project Manager, also known as the T&amp;E PQS</td>
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<tr>
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<td>NDOT Technical Resources Unit Project Manager, also known as the Wetlands/WOUS PQS</td>
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<td>NDOT Technical Resources Unit Head</td>
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<td>USFWS</td>
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<td>Waters of the United States</td>
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Chapter 1 Introduction

1.1 Background

Transportation projects have the potential to impact the human and physical environment around them. The Nebraska Department of Transportation (NDOT) Local Project Agency (LPA) Green Sheets are used to communicate and document commitments that were developed during the Preliminary Engineering or National Environmental Policy Act (NEPA) phase. These commitments are actions used to avoid or minimize environmental impacts. Commitments can be found in the NEPA documentation such as Categorical Exclusions (CE), Environmental Assessments (EA), and Environmental Impact Statements (EIS). Examples of environmental commitments include:

- Traffic control,
- Erosion control,
- Threatened and endangered species,
- Wetlands and Waters of the United States (WOUS),
- Hazardous materials,
- Historic resources

These commitments will be implemented as the project moves forward to the Right-of-Way (ROW)/Final Design and Construction Phases.

1.2 Requirements and Preparation of the LPA Green Sheet

The NEPA document preparer, typically the environmental consultant, will create the project Green Sheet based off of the commitments identified in the NEPA document or technical analyses. Green Sheets must be included with the Plans, Specification, and Estimates (PS&E) package to document that all required coordination materials, NEPA documentation (including reevaluations), and environmental permits have been acquired. As such, the Green Sheet should only be submitted to NDOT for review when these materials have been completed or obtained.

*Incomplete Green Sheets will not be accepted*

**NOTE:** There can be more than one Green Sheet for a single project. Each Green Sheet will have a number in the upper right corner which denotes which Green Sheet number it is. All copies of the Green Sheet must be reviewed and approved by the appropriate NDOT staff and filed in the project file.
Chapter 2 Completing a Green Sheet Template

When all required coordination materials, NEPA documentation, and environmental permits have been acquired, the Green Sheet can be created by the NEPA document preparer. Please note that if a commitment has been fulfilled during the right-of-way or final design phase (i.e. floodplain commitments), the commitment can be removed from the Green Sheet.

2.1 Status of Environmental Commitments

The cover page of the Green Sheet has check and comment boxes to enter information on the environmental clearances and permits for a project.

2.1.1 Project Number, Control Number, and Location

Enter the Project Number (ex. BRO-7049(34)), control number (ex. 21597), and the official project name.

2.1.2 404 Permit Required

- **No:** Check “No” - Remove the following text boxes and language: Received, Permit Number, Acres Impacted, Acres Mitigated, Location, and Project Mitigation Ratio. - **Comments:** State “No 404 permit required”

- **Yes:** Check “Yes” and answer the following boxes: - **Received:** Enter the date the 404 permit was received - **Permit No.:** Enter the 404 permit number. - **Acres Impacted:** State the number of wetland acres total that will be impacted by this project - **Acres Mitigated:** State the number of wetland acres total that will be mitigated - **Location:** State the location of the wetlands in the 404 permit. - **Project Mitigation Ratio:** Enter the ratio listed in the 404 permit (ex. 4:1) - **Comments:** State any comments regarding the 404 permit. A statement should be included noting whether the permit was a notifying or non-notifying.

2.1.3 401 Water Quality Certification Required

- **No:** Check “No” and remove the “Received” text box and language.

- **Yes:** Check “Yes” and answer the following boxes: - **Received:** State the date the certification was received.
2.14 State Title 117 Waters:

- **No**: Check “No” and remove the following text boxes and language: Received, Permit Number, Acres Impacted, Acres Mitigated, Location, and Project Mitigation Ratio.

- **Yes**: Check “Yes” and answer the following boxes:
  - **Received**: State the date the permit was received
  - **Permit Number**: State the permit number
  - **Acres Impacts**: State the total Title 117 waters acres impacted by this project
  - **Acres Mitigated**: State the total Title 117 water acres mitigated for this project.
  - **Location**: State the location of the Title 117 Waters
  - **Project Mitigation Ratio**: State the ratio (ex. 4:1)
  - **Comments**: State any comments regarding the Title 117 waters or permit.

2.15 Floodplain Permit Required

- **No**: Check “No” and remove the following text boxes and language: Received and Permit Number
  - **Comments**: State any comments regarding the floodplain permit.

- **Yes**: Check “Yes” and answer the following boxes:
  - **Received**: State the date the permit was received
  - **Permit Number**: State the permit number
  - **Comments**: List any information regarding the floodplain or the permit.

2.16 Historic Clearance

- **No**: Check “No” and remove the “Received” text box and language.

- **Yes**: Check “Yes” and answer the following boxes:
  - **Received**: State what Professionally Qualified Staff (PQS) Tier the memo was and the date it was issued. Also include the coordination dates for State Historic Preservation Officer, Tribal Historic Preservation Officer, Certified Local Government, and Memorandum of Agreements, if applicable.
  - **Comments**: State the finding determination (i.e. “no historic properties affected”) and any comments pertaining to the project historic clearance.

2.17 Threatened and Endangered Species Clearance

- **No**: Check “No” and remove the “Received” text box and language.

- **Yes**: Check “Yes” and answer the following boxes:
  - **Received**: State the date of the Threatened and Endangered Species (T&E) PQS memo and any coordination dates with the Federal Highway Administration (FHWA), U.S. Fish and Wildlife Service (USFWS) and Nebraska Game and Parks Commission (NGPC), if applicable.
- **Comments**: State the effect finding (i.e. May Affect, Not Likely to Adversely Affect) and any comments pertaining to T&E Species commitments

2.1.8 **NEPA Environmental Clearance**

- **No**: Check “No” and remove the “Received” text box and language.
- **Yes**: 
  - **Received**: State the document level and approval date. Also include all reevaluation approval dates.
  - **Comments**: add any comments regarding the NEPA clearance of this project.

2.1.9 **NPDES/Stormwater Permit Number**

State the NPDES permit number or whether one will be obtained prior to letting.

2.1.10 **Special Provisions and Special Notes on Plans**

State “See attached Environmental Commitment sheet if this project” was issued any permit or environmental clearance that requires this project to follow specific conditions. For example if this project was issued a 404 permit or Title 117 Waters permit then there are specific conditions in the permit that this project must follow. If there were any notes that were written on the project plans for this project that pertain to any commitments specify that here.

2.1.11 **Initial and Date Lines**

The individuals listed must initial and date this section when the Green Sheet is complete. By signing this line, the signatory agrees that “I have compared environmental documentation, final project plans, and project correspondence with environmental commitments shown on this form and found them to be accurate and complete”

2.2 **Project Commitments**

The second page will list all the Environmental Commitments that this project is subject to.

2.2.1 **Green Sheet Number**

This item is found on the first page in the upper right hand corner of each Green Sheet in red text. The Green Sheet number is used to track the Green Sheets for a project as there may be more than one of them for a single project.

If the Green Sheet Author is creating the first Green Sheet for a project then place a 1 in this space. If this is the second Green Sheet for a project then place a 2 in this space. All green sheets must be filed
in the project file so check the project file in order to determine how many approved Green Sheets have been created for a project.

### 2.2.2 General Information

**Project Number, Control Number, and Location**
Enter the Project Number (ex. BRO-7049(34)), control number (ex. 21597), and the official project name.

### 2.2.3 Commitments

If the project has any of the following Environmental Commitments or Permits then you must include them in this section of the Green Sheet. Include each commitment under the appropriate resource area. Each resource area will have an NDOT PQS assigned to the specific commitments. This section can be as short or as long as needed.

**Wetlands and Waters of U.S.**
List the Specific Conditions from the 404 permit. Insert the site descriptions of all wetland sites from the project’s 404 permit application. State any other commitments pertaining to wetlands. Be sure to include the contact information, including name, phone number, and email address, for the person that applied for the 404 permit.

**Threatened and Endangered Species**
State all commitments the NDOT T&E PQS identified in the PQS memo and requires for this project.

**National Environmental Policy Act**
State any other commitments that this project is required to follow (e.g. traffic management, Section 4(f), etc.). Add the NDOT Highway Environmental Biologist-NEPA Specialist (NEPA Specialist) and their contact information.

### 2.3 Distribution List

Once the Green Sheet has been reviewed and approved by the NDOT PQS and Local Project Section, a notification and/or a copy of the green sheet will be sent to those persons identified on this page. An internal copy of the Green Sheet will be placed in the NDOT project file (OnBase).
2.4 Green Sheet Review and Approval

The Green Sheet must be reviewed by the Project Sponsor prior to submittal to NDOT to ensure that the roles and responsibilities of the remaining commitments are understood. **By submitting the Green Sheet to NDOT, NDOT makes the assumption that the Project Sponsor understands their roles and responsibilities in fulfilling the commitments.**

The Project Sponsor or consultant, on the Project Sponsor’s behalf, will submit the Green Sheet to the NDOT NEPA Specialist and Local Projects Section for review. The Green Sheet must be submitted in a word document format with the attachments in a PDF format. The NDOT NEPA Specialist will review the Green Sheet for accuracy and provide comments if necessary. The Green Sheet will then route to the appropriate NDOT staff and PQS:

1. The NEPA Specialist (EDU PM) will provide an electronic copy of the Green Sheet for the Section 106 and Hazardous Materials/Noise PQS. Signatures are not needed.
2. Environmental Documents Unit Manager (EDU UH)
3. Threatened and Endangered Species PQS (T&E PM)
4. Wetlands PQS (TRU PM)
5. Technical Resources Unit Manager (TRU UH)
6. Roadside Stabilization Unit Manager (RSU UH)
7. Local Projects Section Project Manager (LPS PM)
8. Local Projects Section Unit Head (LPS UH)

Any comments found during this routing will be provided to the NEPA Specialist and routed back to the Green Sheet preparer. The final reviewed and approved Green Sheet will be sent to the LPA Administrator. A copy of the green sheet will be placed in the PS&E package and distributed to the staff, locations, and agencies listed on the distribution list.

If you have any questions on this guidance or project specific questions please contact the NDOT NEPA Specialist assigned to the project.

## Chapter 3 Attachments

Generally, if a section had documentation, such as a permit or certification, it should be attached to the green sheet.

### 404 Permit:
- Permit
- Corresponding permit type fact sheet is a required attachment but will be added by the NDOT NEPA Specialist during the green sheet approval process.
- Attachment 1 provided by the NDOT Wetlands/WOUS PQS, if applicable
401 Water Quality Certification
- Nebraska Department of Environmental Quality letter

State Title 117 Waters:
- Nebraska Department of Environmental Quality letter

Threatened and Endangered Species
- T&E protocol sheets are required for all applicable green sheets. These will be added to the green sheet by the NDOT NEPA Specialist during the green sheet approval process.

Floodplain Permit:
- Permit

NPDES/Stormwater Permit:
- Permit

Please note that some coordination documents do not need to be attached to the green sheet but should be included in the submittal for the project file if they are not already there. These may include:
- Section 106 Tier memos
- T&E PQS memos
- NEPA documentation and reevaluations
- Federal Aviation Administration 7460-1 Form
- Farmland Evaluation forms