

PREFACE

The *MDT Environmental Manual* has been developed to provide guidance to Department and consultant personnel performing environmental investigations and preparing environmental documents for Department projects. As practical, the user should follow the guidance presented in the *Manual*.

The *Manual* presents much of the information normally required for environmental analysis and documentation; however, it is impossible to address every situation that the user will encounter. Therefore, the user must exercise good judgment on individual projects and, frequently, they must be innovative in their approach to address environmental concerns and impacts. This may require, for example, additional research into the environmental literature or different approaches than are described in the following chapters. Where questions exist regarding the appropriate approach, the user should seek guidance from Environmental Services Bureau management personnel and other experienced and knowledgeable individuals.

It is also important to recognize that environmental rules and regulations continue to evolve with time. New laws will be passed, new regulations will be developed, existing regulations revised and new methods of mitigation will be identified. The mitigation methods described in this *Manual* are not intended to restrict consideration or use of these new developments. However, the user must identify possible limitations and evaluate the suitability of the method for the particular application. Where questions exist regarding the use of new methods, the user should seek guidance from Environmental Services Bureau management personnel and other experience and knowledgeable individuals. After appropriate review, this *Manual* may be modified to include these new methods.

The *MDT Environmental Manual* was developed by the MDT Environmental Services Bureau with assistance from the engineering consulting firm of Roy Jorgensen Associates, Inc., and their subconsultant Mr. Jeff Bruce. The *Manual* Preparation and Review Committee consisted of:

Tom Martin, PE	Environmental Services Bureau Chief, MDT
Kraig McLeod, PE	(Manual Project Coordinator) Consultant Project Engineer, MDT
Heidy Bruner	Environmental Engineering Section Supervisor, MDT
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Stan Sternberg	Hazardous Waste Section Supervisor
Lloyd Rue	FHWA
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Jeff Bruce	

Several other individuals from the MDT Environmental Services Bureau and FHWA not listed have also participated in the preparation and review of the *Manual* specific to their individual area of expertise.

MDT ENVIRONMENTAL MANUAL (Revision Process)

The *MDT Environmental Manual* is expected to be updated periodically as limitations within the *Manual* are identified and as new methods of investigation and design are implemented. Before making these updates, revisions to the *MDT Environmental Manual* will be submitted and reviewed according to the following process:

Revision and Review

1. All proposed revisions should be submitted to the Environmental Services Bureau Chief. The Revision Request Form (next page) should be used for the submittal.
2. A Review Committee will meet twice yearly, or as necessary, to review the proposed changes.
3. The Review Committee will consist of one member from each of the Bureau's Sections and will be chaired by the Bureau Chief. Members will be selected and replaced at the discretion of the Bureau Chief.
4. The Committee will submit their recommendations and will meet with the Environmental Services Bureau Chief to determine if the proposed revisions should be incorporated into the *Manual*.
5. If the revisions represent a policy change, the revisions will be presented to the appropriate entity.
6. If the *Manual* will be revised as recommended, a memo describing the revision will be distributed by the Environmental Services Bureau Chief and posted on the Montana Department of Transportation website.

Review Committee

The Review Committee will consist of three members. One member will be replaced each year; therefore, no one will serve on the Committee for more than three consecutive years. Individuals may serve on the Committee more than once.

In addition to the review of proposed revisions, the Committee will be responsible for the following:

- providing all updates for the *MDT Environmental Manual*,
- maintaining a tabulated summary of all revisions to the *Manual* and the reason for the change in chronological order,
- minutes will be maintained for each of the Review Committee Meetings.

**MDT ENVIRONMENTAL MANUAL
(Revision Request)**

Identification

Date Submitted: _____

Section To Be Revised: _____

Section Title: _____

Page Number(s): _____

Description of Revision

List other sections of the *Manual* that would be affected by the revision:

- A.
- B.
- C.

Justification For The Revision

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