

# PRO 400-ab4: Conducting ESO Signature Briefing

Effective June 2012

See also: [EM Chapter 400](#)

**Start procedure:** EA/DEIS/FEIS has been revised to address all public and agency comments and is ready for WSDOT approval. (This procedure is used for the EA, DEIS, and the FEIS.)

**End procedure:** WSDOT ESO Director signs environmental document.

Actor:	Action:
<b>Region/Mode Project Lead or Region Environmental Coordinator (REC)</b>	1. <b>Secures</b> “camera ready” copy of the draft or final document (EA/DEIS/FEIS).
<b>Region/Mode Project Lead or (REC)</b>	2. <b>Schedules</b> pre-briefing with HQ ESO NEPA Specialist. <ul style="list-style-type: none"> <li>• Contact NEPA/SEPA Compliance Program at 360-705-7492.</li> <li>• The intent of the pre-briefing is to review the environmental document and the formal briefing agenda to ensure all necessary information will be available and covered in the formal meeting.</li> <li>• Schedule the pre-briefing 1 to 2 weeks before the formal briefing to allow time to incorporate revisions prior to formal meeting.</li> <li>• Invite key players to the pre-briefing. This could include Region/Modal staff, local agency representatives, consultants and WSDOT Region or H&amp;LP staff with profound knowledge of the project who will need to present information at the formal briefing.</li> <li>• Reserves meeting room.</li> </ul>
<b>Region/Mode Project Lead or REC</b>	3. <b>Assembles</b> pre-briefing packet. The packet includes: <ul style="list-style-type: none"> <li>• A copy of the EA/DEIS/FEIS. Tab pages that will be referenced in the briefing.</li> <li>• Draft agenda – see <a href="#">REF 400-ab4: Annotated Briefing Agenda</a>.</li> </ul>

Actor:	Action:
Region/Mode Project Lead or REC	<p>4. <b>Conducts</b> pre-briefing with HQ ESO NEPA Specialist.</p> <ul style="list-style-type: none"> <li>• Reviews EA/DEIS/FEIS to be presented at the formal briefing. Discuss major issues encountered on the project and how those issues have been resolved to ensure that the formal briefing goes smoothly and the document will be signed.</li> <li>• Set meeting date for the formal briefing.</li> <li>• The pre-brief is usually includes a “dry run” of the formal briefing presentation.</li> <li>• Bring a copy of the draft agenda, meeting attendee list, and a tabbed copy of the EA/DEIS/FEIS.</li> </ul>
HQ ESO NEPA Specialist	<p>5. <b>Confirms proposed agenda and meeting materials or recommends</b> changes during the pre-briefing.</p> <ul style="list-style-type: none"> <li>• Determines appropriate length of the formal briefing. The formal briefing usually takes 45 minutes. More complex and controversial projects may require additional time.</li> <li>• Reviews the agenda for the formal briefing and confirms the right material is covered and time allocations are appropriate.</li> <li>• Confirms attendee list for the formal briefing.</li> <li>• Briefing may include Federal Lead Agency(ies) for concurrent signature with ESO Director's consent.</li> <li>• Region/Mode Project Lead or REC is responsible for recording recommendations.</li> </ul>
HQ ESO NEPA Specialist	<p>7. <b>Schedules</b> the formal meeting with HQ ESO Director</p> <ul style="list-style-type: none"> <li>• Reserves meeting room</li> <li>• Invites attendees</li> </ul>
Region/Mode Project Lead or REC	<p>8. <b>Collects</b> meeting materials for the formal briefing.</p> <ul style="list-style-type: none"> <li>• A tabbed copy of the environmental document for each meeting attendee</li> <li>• A copy of the agenda for each meeting attendee</li> <li>• 3 Copies of the document cover page for signature by the HQ ESO Director.</li> <li>• Provide the HQ ESO NEPA Specialist with 2 copies of the tabbed environmental document and final briefing agenda 3 days prior to the formal briefing.</li> </ul>
HQ ESO NEPA Specialist	<p>9. <b>Facilitates</b> the formal briefing</p> <ul style="list-style-type: none"> <li>• Region/Mode Project Lead and appropriate team members present material and answer questions.</li> <li>• Records comments and provides Project Lead with a copy within 2 working days of the briefing</li> <li>• Use the Signature Briefing Comment Form</li> </ul>

<b>Actor:</b>	<b>Action:</b>
<b>HQ ESO Director</b>	<p>10. <b>Attends</b> briefing, provides comment and signs document.</p> <ul style="list-style-type: none"> <li>• Suggests revisions to the environmental document.</li> <li>• Signs 3 copies of the cover sheet if revisions are minor.</li> <li>• If significant revisions are required, the ESO Director may request a follow-up briefing to review the revised document prior to signature.</li> <li>• May include Federal Lead Agency representative in meeting with HQ ESO Director's approval.</li> </ul>
<b>Region/Mode Project Lead or REC</b>	<p>11. <b>Revises</b> environmental document as recommended in the formal briefing.</p> <ul style="list-style-type: none"> <li>• Includes signed cover sheet in the final copy.</li> <li>• If requested, provides a follow-up briefing to demonstrate how significant revisions identified in Step 10 are addressed.</li> </ul>
<b>Region/Mode Project Lead or REC</b>	<p>12. <b>EA/DEIS/FEIS</b> ready for printing and public distribution.</p>