

1. A best practice identified for notifying EHP that something was added to the RER is to also put it in the “Known Concerns” section like the screen shot below. When multiple attachments are uploaded at once, it is easy for EHP staff to miss them. The example below indicates under “Known Concerns” that the preliminary plans were uploaded.

Known Concerns: Provide information you have about these resources that you have observed in the area.

Parkland:	Project will have no impacts to parkland.
Wetland/404 Permit:	Pending T&E review, a 404 permit application will be sent USACE.
Land Disturbance / Stormwater:	Less than 1 acre of land disturbance anticipated.
Farmland:	Project will have no impact on surrounding farmland.
Threatened & Endangered Species:	Gray Bat, Indiana Bat, Tricolored Bat, Northern Longeared Bat, Alligator Snapping Turtle, and Monarch Butterfly.
Migratory Birds: Are there birds nesting on the structure?	No, None Observed
Hazardous Waste:	None Observed.
Cultural Resources:	Structure holds no historical significance.
LPA Comments:	

2. Please remember to put the federal number on all correspondence going to resources agencies. This will help us tie it to the correct RER.
3. A best practice for projects that have a large number of photos (e.g. trees), please paste into one word or pdf document to upload rather than adding each individually.
4. Regarding Section 106 surveys, there are three situations where a survey is generally required. All bridge replacements, any new right of way, including permanent easements, even if just a few square feet, and any construction that requires grading, even within existing right of way. This isn't all-inclusive list but it is the baseline to consider including the need for section 106 surveys.