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# Web Environmental Survey Request (ESR) Instructions

*Environmental Survey Request (ESR), and  
Addendum Environmental Survey Request (AESR)*

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## Types of Submittals

### Environmental Survey Request (ESR)

An Environmental Survey Request (ESR) initiates the review for cultural, biological and special waste resources. An ESR for cultural and biological resources are required for Federal, State, or Motor Fuel Tax (MFT) funded projects, and any locally funded project that requires Department review and approval. An ESR for special waste is required regardless of funding source for projects on State right-of-way or under State jurisdiction or acquiring right-of-way in the name of the State. ESR's submitted for Local projects are required to follow the criteria in Chapter 20-2 of the BLRS Manual and ESR's submitted for DOH projects are required to follow the criteria in Chapter 27-1 for cultural and biological resources and Chapter 27-3 for special waste of the BDE Manual.

Projects require Department review for cultural and biological resources if any of the follow criteria are met:

- involve acquisition of additional right-of-way or easements (temporary or permanent), or construction activities outside the existing right-of-way;
- require a drainage structure runaround or any in-stream work (the installation of riprap on a stream bank is considered in-stream work);
- potentially affect a recognized Illinois Natural Areas Inventory site or Illinois-dedicated Nature Preserve, a wetland, a sole source aquifer, or a location where a State- or Federal-listed species is known to occur;
- involve or have the potential to affect a historic property (site, buildings, structure, object, or district) listed on, eligible for listing on, or potentially eligible for listing on the National Register of Historic Places (NRHP), including all National Historic Landmarks;
- involve replacement or rehabilitation of a bridge 40 years old or older;
- involve a bridge or culvert currently listed on IDOT's Historic Bridge List (HBL) (Note: that the HBL is out of date, and a bridge that is not on the HBL maybe eligible for listing on the NRHP);
- if a project does not require additional right-of-way, but does require cultural or biological resource coordination (e.g., a project is located within/adjoining a historic property or in-stream work), an ESR needs to be submitted to the district; or
- if there will be new road, bike trail, or sidewalk on new alignment regardless of who owns the right-of-way.

Projects require Department review for special waste if any of the following criteria are met:

- project plans are prepared by IDOT for a LPA;
- project or portion of a project affecting State right-of-way or a road under State jurisdiction;
- project crosses or involves railroad right-of-way (other than single rail rural right-of-way with no maintenance facilities) on a State-maintained Route;
- project involves any excavation or subsurface utility relocation on State right-of-way;
- project acquiring right-of-way in the name of the State; or
- project involving temporary or permanent easements in the name of the State.

### Addendum Environmental Survey Request (AESR)

Submittal of an AESR is **only** necessary when changes in the project will affect areas outside the original surveyed area or when a change in the scope of work for the project would invoke a different criterion, as listed above, from the original survey request.

If the location and scope of work remain the same as the initial request, but it is found that an additional survey is needed, or a survey has expired, an addendum, per se, is unnecessary; instead, contact the appropriate BDE Project Coordinator for State projects and District Local Roads Field Engineer for Local projects and inform them that an additional survey or update to an expired survey is needed. They will contact the appropriate Central Office review specialist and inform them that an additional survey or update is necessary for the project. Supporting documentation may be required for the additional survey or expired survey.

## Submittal Process

Consultants and Local Public Agencies (LPA) needing to submit an ESR or AESR to IDOT staff **are required to use the web version of these forms**. The web ESR and AESR forms, including these instructions, can be found at: <http://apps.dot.illinois.gov/environment/esrhome.html>. Submittal of the ESR initiates the Phase I environmental survey process, which takes **a minimum 6 months** to complete. Results of the environmental surveys must be completed in advance of the desired construction letting.

1. Complete all fields on the ESR unless the information is unavailable at the time of submittal or is not applicable to the project. If an addendum to the ESR is needed, complete all fields on the web AESR form. The sequence number of the original ESR is required to complete the addendum form. If unknown, contact the appropriate BDE Project Coordinator for State projects and District Local Roads Field Engineer for Local projects for the district involved.
2. When completing the ESR form, Page 1, Section B. Reason(s) For Submittal contains the criteria for determining the need for completing environmental surveys and studies for biological and cultural resources. It also contains the criteria for determining if special waste investigations are necessary (i.e., Special Waste Level I Screening). All projects must conduct a special waste assessment unless they pass a Level I or Level II screening. Projects that don't pass Level I Screening may complete Page 2-Special Waste Level II Screening of the ESR to determine if a PESA is required (Note: If a project passes Level I Screening, Page 2 will not appear on the screen).
3. When completing the AESR form, an Addendum should **only** be submitted when changes in the project will affect areas outside the original surveyed area or when a change in the scope of work for the project would invoke a different criterion, listed in the Types of Submittals section, from the original survey. The sequence number of the original project is required to complete the addendum form. If unknown or questions arise on the need for submitting an addendum for specific projects, contact the BDE Project Coordinator for State projects and District Local Roads Field Engineer for Local projects for the district involved.
4. Once complete, click the "Submit Form" button at the bottom of the screen. A confirmation message will appear, and an email notification will be sent to designated BDE Project Coordinator for State projects or the District Local Roads Field Engineer responsible for reviewing the ESR or AESR.
5. After submitting the ESR or AESR, a separate folder containing a pdf copy of the ESR or AESR form and all supporting documentation must also be submitted (see Required Attachments section below). The folder must be labeled with the requesting entity's name, project's route and/or street name, and county (i.e., "Woodstock Airport Rd McHenry Co").
6. Within the folder, all supporting documents must be saved as separate files, each labeled as shown in the following Required Attachments section. Photos and images shall be in PDF format with file sizes minimized to facilitate transmittal and storage. Total folder size shall be **less than 15MB**.
7. After creating, properly naming, and filling the folder with the supporting documents, "zip" the folder by right clicking on the folder, hovering over "Send to", and then clicking on the "Compressed (zipped) folder". Then go to <https://filet.illinois.gov/filet/pimupload.asp> to upload your properly-named, zipped folder containing the supporting documents and submit to the appropriate BDE Project Coordinator for State projects and the District Local Roads Field Engineer for Local projects for the district involved.
8. After the folder containing the pdf copy of the ESR or AESR and supporting documents have been reviewed by the appropriate BDE Project Coordinator for State projects and District Local Roads Field Engineer for Local projects, it will be forwarded to the Central Office for processing. Submittal of the ESR or AESR initiates the Phase I environmental survey process, which takes a **minimum of 6 months** to complete. Results of the environmental surveys must be completed in advance of the desired construction letting.

## Required Attachments

The following supporting documents are required with the submittal of an ESR and AESR. Include a pdf copy of the ESR or AESR with all supporting documentation in a properly named folder as described in the previous Submittal Process section. All supporting documents must be saved as separate files within the properly named folder and labeled as shown in parenthesis below. Total folder size shall be **less than 15MB**.

### **The following supporting documents are required with the submittal of an ESR:**

Figure 1 - Location Map (Fig 1-Location Map) -- This document shows the project in relationship to the overall surrounding area. Identify the location of the project within the county or township; include landmarks such as towns and highways shown legibly and labeled, with a north arrow indicated. Plat books and USGS quadrangle maps are preferred.

Figure 2 - Project Area Map (Fig 2-Area Map) -- This document shows a close-up view of the project area (at a minimum where construction will occur) with the environmental survey request limits highlighted and labeled. If an AESR is submitted, the Project Area Map must clearly differentiate between the area that was surveyed in the original ESR, and the area surveyed in the addendum. Lines indicating new and existing ROW shall be clearly marked and color coded. Provide a legend, north arrow and scale. Aerial photos are sufficient for smaller projects. A USGS topographic map or a high-resolution air photography map is required for larger projects (projects greater than one mile in length or 10 acres in size).

Figure 3 - State ROW Map (Fig 3-ROW Map) -- When a special waste assessment is needed on a state project, or when a local project has excavation on state ROW (or a road under state jurisdiction), a figure is required clearly identifying the boundary between local and state ROWs and portion(s) of the project affecting the state ROW. Delineate the area(s) on this figure and explain it in text of the ESR submittal. This delineated area is where ISGS will conduct a PESA on behalf of IDOT. If these delineations can be clearly shown on an aerial, then a State ROW Aerial may be submitted instead of Figure 3-State ROW Map.

Aerials (Aerial) -- For projects anticipated to be processed as CE, aerials shall be at 1:200 (maximum) aspect with new ROW and existing ROW indicated. For large projects, scale shall be adjusted to an appropriate aspect. Provide a legend, north arrow, scale, and match lines.

Bridge and Building Photo Log (Photolog-BB) -- This is a pdf document showing **original** color photos (no more than four photos per page) located by key map and/or address of 40+ years old bridges and buildings within and adjacent to the environmental survey limits. Photos of all 40+ year old bridges are required. If 40+ years old buildings are not present, or if they can be seen on Google Earth Street view, then Photo Log is not required. IDOT's Photographing Historic Structures: Guidelines and Photo Logs can be found on the IDOT Environment website under the Cultural Resources tab at:

<http://www.idot.illinois.gov/Assets/uploads/files/Transportation-System/Manuals-Guides-&-Handbooks/Highways/Environment/IDOT%20Guidance%20Photographing%20Historic%20Structures.pdf>

Geographic Information System (GIS) Shapefiles -- The GIS Shapefiles of the project area with the environmental survey request limits highlighted and labeled should be placed in a separate folder within the supporting documents folder and named (Shapefiles). GIS shapefiles **must** include files with .prj, .shp, .shx, .dbf extensions. Please note, the survey review period can be expedited when the correct shapefiles are submitted. GIS shapefiles can be included with any project, however, required only for CREATE projects, complex railroad projects, and projects anticipated to be processed as an EA or EIS. It is also highly recommended for larger projects greater than one mile in length or 10 acres in size.

### **The following supporting documents are recommended with the submittal of an ESR:**

Project Plan View Sheet(s) (Plan-Profile) -- If available, plan and profile sheets shall be provided. Lines indicating new and existing ROW shall be clearly marked and color coded. Provide a legend and north arrow.

Ground-level Photos (Photolog-features) -- This is a pdf document including ground level color photos of natural features within the project area. If bridge and building photos are required, it is highly recommend including ground-level photos of natural features with the ESR submittal as a separate pdf document.

## Page 1 – ESR Form Instructions

Based on the type of project involvement, complete all fields unless information is non-applicable or unavailable at time of submittal. Select “Don’t Know” only if necessary after checking all resources.

### A. Project Information:

<b>Type of Surveys being requested</b>	Check all survey types being requested with this submittal. Biological, Cultural and Special Waste.		
<b>Submittal Date</b>	Date the Web ESR form is electronically submitted.	<b>Requesting Agency</b>	DOH, Local, Aeronautics, Transit, Highways, Railroads, or CDB-CL [ALL county, twp. & city projects should be marked “Local”.] <b>If this information is incorrect, the ESR will not be submitted to the appropriate person.</b>
<b>Contract #</b>	If known. Multiple contract numbers may be listed.	<b>Job No.</b>	Select prefix <b>P</b> (Preliminary Engineering), <b>D</b> (Design), <b>C</b> (Construction), <b>R</b> (ROW Acquisition) or <b>S</b> (Studies) and enter number in the text box. [Example: <b>AAA</b> (prefix)- <b>XX</b> (Admin ID)- <b>XXX</b> (Sequence)- <b>XX</b> (Fiscal Year)]
<b>PPS Project No.</b>	If unknown, obtain this # from the district office. [Example: HPD-0307(001)]	<b>Project Identifier</b>	For CREATE projects only.
<b>Section</b>	Project identifier (i.e. 99-00000-00FP) (Multiple sections may be entered.)		
<b>District</b>	If more than one district is involved, enter the Lead district number. <b>If this information is incorrect, the ESR will not be submitted to the appropriate person.</b>	<b>County(ies)</b>	List all counties involved. The first county should be the county the project starts in.
<b>Route</b>	FAP, FAU, CH, TR, etc.	<b>Marked</b>	IL, US, etc.
<b>Street</b>	Street name referred to locally (Marley Road, Oak Street, etc.)	<b>Project Length</b>	Number of miles
<b>Municipality(ies)</b>	List all municipalities involved.	<b>Township-Range-Section</b>	Location of the project as indicated on the topographic map
<b>Quadrangle</b>	Name of 7.5 minute series (topographic) map	<b>From-To (At)</b>	Name/location of project termini
<b>Survey Completion Target Date</b>	Estimated date surveys need to be completed. Must be <b>at least 6 months</b> in the future (minimum amount of time required for the completion of surveys). The project’s size and complexity should be considered when establishing this date, along with seasonal field conditions.		
<b>Anticipated Design Approval Date</b>	If only the year is known, use 01/01/ with the appropriate year.	<b>Anticipated NEPA Processing</b>	CE, ECAD, EA, EIS, SIR, Reevaluation, Local Non-Federal

### B. Reason for Submittal: Survey Types: B= Biological; C= Cultural; SW= Special Waste

<b>B,C</b>	<b>Acquisition of additional ROW or Easement/Acres</b>	Involves acquisition of additional right-of-way or easements (temporary or permanent), including number of <b>acres</b> .
<b>SW</b>	<b>Crosses or Involves RR ROW on a State-maintained Route</b>	<b>Special Waste Screening Level I criteria.</b> A project involving this situation is ineligible for District sign-off and must go through the PESA process.
<b>B,C</b>	<b>In-Stream Work</b>	Drainage structure runaround or in-stream work (i.e., any activity within the stream banks that effects the bed or banks [coffer dams, riprap, construction haul roads, abutment construction, bank excavation, etc.]). <b>Stream Name</b> where in-stream work is involved.
<b>C</b>	<b>Potential to Affect a Historic Property</b>	Listed on, eligible for listing on, or potentially eligible for listing on the National Register of Historic Places (NRHP), or a National Historic Landmark. These may generally be found at: IL SHPO HARGIS (Incomplete): <a href="http://gis.hpa.state.il.us/hargis/">http://gis.hpa.state.il.us/hargis/</a> NPS National Register Spreadsheets and CRGIS (through end of prior year, scroll page for links): <a href="https://www.nps.gov/subjects/nationalregister/database-research.htm">https://www.nps.gov/subjects/nationalregister/database-research.htm</a> IDOT’s HBL: <a href="http://historic-bridges.isas.illinois.edu/index.html">http://historic-bridges.isas.illinois.edu/index.html</a>
<b>C</b>	<b>Replacement or Rehabilitation of a Bridge/Culvert</b>	Involves replacement or rehabilitation of a bridge <b>40 years old or older.</b> <a href="http://apps.dot.illinois.gov/bridgesinfosystem/main.aspx">http://apps.dot.illinois.gov/bridgesinfosystem/main.aspx</a>
<b>SW</b>	<b>Acquisition of State ROW, Excavation on</b>	<b>Special Waste Screening Level I criteria.</b> A project involving this situation may continue to Page 2, Level II Screening. Excavation defined in BDE Manual 27-3.01

	<b>State ROW, or Subsurface Utility Relocation on State ROW</b>	
<b>Other</b>	Other projects could be: <ul style="list-style-type: none"> <li>potentially effects a recognized natural area/nature preserve, wetland or location where State/Federal-listed species are known to occur; or</li> <li>a new road, bike trail, or sidewalk on a new alignment regardless of who owns the ROW.</li> </ul> Others may apply. Describe in text field.	
<b>Type of Surveys being requested</b>	Based on the type of project involvement checked above, the appropriate survey's needing performed will be automatically checked in this section. If State ROW special waste is checked, Page 2 will appear on the screen and Special Waste Level II Screening is required. <b>Ensure these check boxes match with those that were checked in Section A above.</b>	

### C. Project Description:

<b>Project Description</b>	Concise statement describing scope of work to be performed (i.e., resurfacing, widening, reconstruction, add lanes, etc.). 255 characters ( <b>approx. 2 ½ lines</b> ). Use the <i>Additional Info field (F.)</i> for more detailed description or transmittal memo.		
<b>Proposed Work</b>	Roadway, Bridge, Railroad, Airport, Other (list in text field- i.e., culvert, bike trail). Check all that apply.		
<b>Tree Removal</b>	Yes, No, Don't Know	<b>Number or Acres</b>	Enter the number of trees or the number of acres involved.
<b>Mohomet SSA</b>	Check this box if this project within the SSA project review area.		
<b>Exist. Bridge(s) Structure Number/Historic Bridge List</b>	Multiple structures may be listed. Structure numbers can be found at: <a href="http://apps.dot.illinois.gov/bridgesinfosystem/main.aspx">http://apps.dot.illinois.gov/bridgesinfosystem/main.aspx</a> PMA will determine if the structure is currently on the Historic Bridge List (HBL) from the entered structure number.		
<b>Within or adjoining a Historic District</b>	Yes, No, Don't Know	<b>Other Historic Properties Involved/Potentially Affected</b>	Yes, No, Don't Know
<b>Sect. 4(f) Lands Involved</b>	Yes, No, Don't Know	<b>Section 6(f) Lands Involved</b>	Yes, No, Don't Know

### D. Funding & Permitting

<b>Funding</b>	Federal, State, TBP, MFT, Local Non-MFT, Other (Check all that apply.)
<b>404 Permit Required</b>	Check if required

### E. Project Contact Person

<b>Local Contact Person</b>	Name (mandatory), Telephone Number (mandatory), Title, E-mail (if available)
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### F. Additional Information

<b>Additional Information</b>	Use to expand on Project Description or include transmittal info. This field has a 1,000 character limit (approximately 14 lines). Identify author in the <b>Memo By:</b> field.
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## [Page 2 - Special Waste Level II Screening](#)

If the Special Waste box is checked in Section B above based on the type of work involved with the project, then Level I Special Waste Screening fails and a PESA is required. Submitting this ESR initiates the PESA process. Optionally, you may proceed with a Level II Special Waste Screening.

According to IDOT Policy, "due care" must be performed to determine whether regulated substances may be present on or adjoining a project. A PESA is IDOT's chosen initial and minimum method of demonstrating "due care". Thus, a PESA is required on every project where the Special Waste box is checked based on the Level I screening.

There are some select scenarios where the need for a PESA can be avoided and "due care" demonstrated based on the successful performance and documentation of a Level II Screening. The Level II Screening criteria have been carefully constructed and apply in project situations that are likely to pose minimal risk.

## Level I Screening Criteria

For Local Roads project, Level 1 and Level 2 screening criteria apply to the state route/state jurisdiction portion of the project. For the non-state route portion of the project, the Local Roads Manual/procedures should be followed. If all responses are No, then the Special Waste Coordinator may Sign-Off the project. Projects answering "Yes" or "Don't Know" to #2 below are not eligible for District Sign-Off and must go through the PESA process. If any response is "Yes" or "Don't Know", continue to Level II Screening Criteria.

Yes, No, Don't Know
Yes, No, Don't Know
Yes, No, Don't Know

1. Acquisition of additional right of way or easement (temporary or permanent)
2. Railroad ROW (other than single rail rural ROW with no maintenance facilities)
3. Excavation or subsurface utility relocation

## Level II Screening Criteria

If for any reason, the presence of any environmental condition cannot be determined from the site reconnaissance or from database searches, please check this box, add an explanation below, and submit for PESA.

If any response to Level II Screening questions in 2A below is "yes" or is undetermined, then the Level II Screening fails and a PESA is required.

**2A. Does the project involve any of the following environmental conditions within the corresponding minimum search distance?** Please answer Y/N to the following environmental conditions. Database search sites are provided below.

<u>Environmental Condition</u>	<u>Minimum Search Distance</u>	<u>Database Search</u>
Industrial and/or commercial property	0.25 miles	Identified during Site Reconnaissance
Other Environmental Conditions	Property & adjoining property	See detail below *
Crosses or otherwise involves railroad ROW	Property & adjoining property	See detail below **
State UST	Property & adjoining property	The Office of State Fire Marshall UST database <a href="http://webapps.sfm.illinois.gov/ustsearch/">http://webapps.sfm.illinois.gov/ustsearch/</a>
State LUST	0.5 miles	IEPA Bureau of Land, LUST Incident Tracking database <a href="http://epadata.epa.state.il.us/land/ust/">http://epadata.epa.state.il.us/land/ust/</a>
State Voluntary Cleanup or landfills	0.5 miles	IEPA Bureau of Land, Site Remediation Program database <a href="http://epadata.epa.state.il.us/land/srp/">http://epadata.epa.state.il.us/land/srp/</a>
State Brownfield	0.5 mile	IEPA Bureau of Land, Office of Brownfields database <a href="http://epadata.epa.state.il.us/land/brownfields/">http://epadata.epa.state.il.us/land/brownfields/</a>
State Landfills	0.5 miles	IEPA Bureau of Land Inventory database <a href="http://epadata.epa.state.il.us/land/inventory/">http://epadata.epa.state.il.us/land/inventory/</a>
Federal NPL site	1.0 miles	U.S. EPA SEMS database (includes NPL, Active, and Delisted sites) <a href="https://cumulis.epa.gov/supercpad/CurSites/srchsites.cfm">https://cumulis.epa.gov/supercpad/CurSites/srchsites.cfm</a>
Federal NPL site - Delisted	0.5 miles	
Federal SEMS site	0.5 miles	
Federal SEMS site -NFRAP site	0.5 miles	
Federal RCRA CORRACTS facilities list	1.0 miles	U.S. EPA RCRA database (includes CORRACTS, TSD RCRA, and other RCRA) <a href="https://www.epa.gov/cleanups/cleanups-my-community">https://www.epa.gov/cleanups/cleanups-my-community</a>
Federal RCRA non-CORRACTS TSD facilities list	0.5 miles	
Federal RCRA generators list	Property & adjoining property	
Federal Brownfield sites	0.5 miles	U.S. EPA Federal Brownfields & Land Revitalization database <a href="https://www.epa.gov/brownfields/brownfields-and-land-revitalization-activities-near-you">https://www.epa.gov/brownfields/brownfields-and-land-revitalization-activities-near-you</a>

Federal ERNS System	Property	The Right-To-Know Network, Spills and Accidents database <a href="http://www.rtk.net/erns/search.php">http://www.rtk.net/erns/search.php</a> (covers the years 1982-2008) <a href="http://www.nrc.uscg.mil/">http://www.nrc.uscg.mil/</a> (U.S. Coast Guard, National Response Center, covers the years 1990-Present)
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\* Other Environmental Conditions are identified through in-person site reconnaissance and include situations that may negatively affect the property including the presence of, for example, illegal dumping, unknown containers, waste associated with “crack” or methamphetamine houses (i.e., discarded hazardous material on the outside of a

property), battery piles, paint spills, abandoned transformers, surface staining, vegetative damage, etc. Historic land uses that include any of these activities also qualify.

\*\*Crosses or otherwise involves railroad ROW, other than a single rail rural ROW with no maintenance facilities.

<b>Describe Findings/Other Environmental Conditions:</b>	If for any reason, the presence of any environmental condition cannot be determined from the site reconnaissance or from database searches, please add an explanation here and submit for PESA.
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**2B. Were photographs taken of the site and/or surrounding area? Please answer Y/N**

**2C. Place a check next to the references that is reviewed. (Optional)**

To identify a property or condition that may negatively affect the project site or potential historical, industrial and/or commercial use, the following sources of information can be helpful while screening the project.

Google-type aerial maps	Extranet data	Historic Aerial Photos	Survey Books	Other Files & Photos
City Directories	County Assessor	Sanborn Fire Insurance Maps	Plat Books	
Other source (describe):	e.g., NETR			

If any historical reference indicates the possible presence of a property or condition that may negatively affect the project site, then a PESA is required.

If all responses for database and site reconnaissance are conclusively “No”, then the Level II screening is successful, and the District Special Waste Coordinator may sign-off the project. Ensure the “Special Waste” box in Section A is checked.

For local roads projects, the local public agency (LPA) shall complete the Level 2 Screening form for portions of the project affecting State right-of-way. The District Special Waste Coordinator must confirm the screening results and shall replace the LPA information in the sign-off box with their own information prior to submittal to BDE.

The Level II District Sign-off is valid for up to six months. After that, the District Sign-off must be validated for the project to achieve design approval and ultimately cleared for letting. If any response for database search and site reconnaissance is “Yes”, or if a database search or site reconnaissance is not performed or is inconclusive, then a PESA is required. See BDE Manual 27-3 for additional instructions.

Special Waste Screen Preparation Date:	
Prepared By (name):	
Organization/firm:	
Telephone #:	
Email:	



On Behalf of (project developer):	
Other Information:	

## Page 1 – AESR Form Instructions

Submittal of an AESR is only necessary when changes in the project will affect areas outside the original surveyed area or when a change in the scope of work for the project would invoke a different criterion, listed in the Types of Submittal section, from the original survey request.

If the location and scope of work remain the same as the initial request, but it is found that an additional survey is needed, or a survey has expired, an addendum, per se, is unnecessary; instead, contact the appropriate BDE Project Coordinator for State projects and District Local Roads Field Engineer for Local projects and inform them that an additional survey or update to an expired survey is needed. They will contact the appropriate Central Office review specialist and inform them that an additional survey or update is necessary for the project. Supporting documentation may be required for the additional survey or expired survey.

The sequence number of the original project is required to complete the addendum form. If unknown or questions arise on the need for submitting an addendum for a specific project, contact the BDE Project Coordinator for State projects and District Local Roads Field Engineer for Local projects for the district involved.

Based on the type of project involvement, complete all fields unless information is non-applicable or unavailable at time of submittal. Select “Don’t Know” only if necessary after checking all resources.

### A. Addendum Information:

<b>Type of Surveys being requested</b>	Check all survey types being requested with this Addendum submittal. Biological, Cultural and Special Waste.		
<b>Submittal Date</b>	Date the Web AESR form is electronically submitted.	<b>Sequence No.</b>	The sequence number of the original ESR is required to complete the addendum form. If unknown, contact the appropriate BDE Project Coordinator for State projects and District Local Roads Engineer for Local projects to obtain.
<b>Project Information</b>	Update <b>ONLY</b> fields where info is different from the original submittal (i.e., original was for only Cook County; addendum includes DuPage, enter Cook & DuPage).		
<b>Survey Completion Target Date</b>	Estimated date surveys need to be completed. Must be <b>at least 6 months</b> in the future (minimum amount of time required for the completion of surveys). The project’s size and complexity should be considered when establishing this date, along with seasonal field conditions.		
<b>Anticipated Design Approval Date</b>	If only the year is known, use 01/01/ with the appropriate year.	<b>Anticipated NEPA Processing</b>	CE, ECAD, EA, EIS, SIR, Reevaluation, Local Non-Federal

### B. Reason for Submittal: Survey Types: B= Biological; C= Cultural; SW= Special Waste

<b>B,C</b>	<b>Acquisition of additional ROW or Easement</b>	Involves acquisition of additional right-of-way or easements <b>FOR THIS ADDENDUM ONLY</b> (temporary or permanent). (Acquisitions not included in original <u>ESR</u> or previous AESRs.) Acres for this Addendum only and Acres for the Total Project.
<b>SW</b>	<b>Crosses or Involves RR ROW on a State-maintained Route</b>	Special Waste Screening Level I. A project involving this situation is ineligible for District sign-off and must go through the PESA process.
<b>B,C</b>	<b>In-Stream Work</b>	Drainage structure runaround or in-stream work (i.e., any activity within the stream banks that effects the bed or banks [coffer dams, riprap, construction haul roads, abutment construction, bank excavation, etc.]). <b>Stream Name</b> where in-stream work is involved.
<b>C</b>	<b>Potential to Affect a Historic Property</b>	Listed on, eligible for listing on, or potentially eligible for listing on the National Register of Historic Places (NRHP), or a National Historic Landmark. These may generally be found at: IL SHPO HARGIS (Incomplete): <a href="http://gis.hpa.state.il.us/hargis/">http://gis.hpa.state.il.us/hargis/</a> NPS National Register Spreadsheets and CRGIS (through end of prior year, scroll page for links): <a href="https://www.nps.gov/subjects/nationalregister/database-research.htm">https://www.nps.gov/subjects/nationalregister/database-research.htm</a> IDOT’s HBL: <a href="http://historic-bridges.isas.illinois.edu/index.html">http://historic-bridges.isas.illinois.edu/index.html</a>
<b>C</b>	<b>Replacement or Rehabilitation of a Bridge/Culvert</b>	Involves replacement or rehabilitation of a bridge <b>40 years old or older</b> . <a href="http://apps.dot.illinois.gov/bridgesinfosystem/main.aspx">http://apps.dot.illinois.gov/bridgesinfosystem/main.aspx</a>
<b>SW</b>	<b>Acquisition of State of State ROW, Involves Excavation on State</b>	Special Waste Screening Level I criteria. A project involving this situation may continue to Page 2, Level II Screening. Excavation defined in BDE Manual 27-3.01

	<b>ROW, or Involves Subsurface Utility Relocation on State ROW</b>	
	<b>Other</b>	Other projects could be: <ul style="list-style-type: none"> <li>potentially effects a recognized natural area/nature preserve, wetland or location where State/Federal-listed species are known to occur; or</li> <li>a new road, bike trail, or sidewalk on a new alignment regardless of who owns the ROW. (Others may apply. Describe in text field.)</li> </ul>
	<b>Type of Surveys being requested</b>	Based on the type of project involvement checked above, the appropriate survey's needing performed will be automatically checked in this section. If State ROW special waste is checked, Page 2 will appear on the screen and Special Waste Level II Screening is required. <b>Ensure these check boxes match with those that were checked in Section A above.</b>

**C. Addendum Description:**

<b>Addendum Description</b>	Concise statement describing any changes or additions from the original <u>ESR</u> and any previous <u>AESRs</u> . (This description should detail any potential environmental effects not included in previous submittals [i.e., tree removal, abandoned railroad rights-of-way, in-stream work changes, etc.].) 255 characters allowed ( <b>approx. 2 ½ lines</b> ). The Addendum Description may be further explained in the Additional Information field. (See E below.)		
<b>Tree Removal</b>	Yes, No, Don't Know	<b>Number or Acres</b>	Enter the number of trees or the number of acres not included in the original project.
<b>Mohomet SSA</b>	Check this box if the Addendum is within the SSA project review area.		
<b>Exist. Bridge(s) Structure Number/Historic Bridge List</b>	List only structures that were not included in the original ESR submittal. Multiple structures may be listed. Structure numbers can be found at: <a href="http://apps.dot.illinois.gov/bridgesinfosystem/main.aspx">http://apps.dot.illinois.gov/bridgesinfosystem/main.aspx</a> PMA will determine if the structure is currently on the Historic Bridge List (HBL) from the entered structure number.		

**D. Project Contact Person**

<b>Local Contact Person</b>	Name (mandatory), Telephone Number (mandatory), Title, E-mail (if available)
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**E. Additional Information**

<b>Additional Information</b>	Use to expand on Addendum Description or include transmittal info. This field has a 1,000 character limit (approx. 14 lines). Identify author in the <b>Memo By:</b> field
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[Page 2 – Addendum Special Waste Level II Screening](#)

If the Special Waste box is checked in Section B above based on the type of work involved with the project, then Level I Special Waste Screening fails and a PESA is required. Submitting this ESR initiates the PESA process. Optionally, you may proceed with a Level II Special Waste Screening.

According to IDOT Policy, "due care" must be performed to determine whether regulated substances may be present on or adjoining a project. A PESA is IDOT's chosen initial and minimum method of demonstrating "due care". Thus, a PESA is required on every project where the Special Waste box is checked.

There are some select scenarios where the need for a PESA can be avoided and "due care" demonstrated based on the successful performance and documentation of a Level II Screening. The Level II Screening criteria have been carefully constructed and apply in project situations that are likely to pose minimal risk. **If any response to Level II Screening questions in 2A below is "yes" or is undetermined, then then the Level II Screening fails and a PESA is required.**

**Level II Screening Criteria**

**If for any reason, the presence of any environmental condition cannot be determined from the site reconnaissance or from database searches, please check this box, add an explanation below, and submit for PESA.**

**2A. Does the project involve any of the following environmental conditions within the corresponding minimum search distance?** Please answer Y/N to the following environmental conditions. Database search sites are provided below.

<u>Environmental Condition</u>	<u>Minimum Search Distance</u>	<u>Database Search</u>
Industrial and/or commercial property	0.25 miles	Identified during Site Reconnaissance
Other Environmental Conditions	Property & adjoining property	See detail below *
Crosses or otherwise involves railroad ROW	Property & adjoining property	See detail below **
State UST	Property & adjoining property	The Office of State Fire Marshall UST database <a href="http://webapps.sfm.illinois.gov/ustsearch/">http://webapps.sfm.illinois.gov/ustsearch/</a>
State LUST	0.5 miles	IEPA Bureau of Land, LUST Incident Tracking database <a href="http://epadata.epa.state.il.us/land/ust/">http://epadata.epa.state.il.us/land/ust/</a>
State Voluntary Cleanup or landfills	0.5 miles	IEPA Bureau of Land, Site Remediation Program database <a href="http://epadata.epa.state.il.us/land/srp/">http://epadata.epa.state.il.us/land/srp/</a>
State Brownfield	0.5 mile	IEPA Bureau of Land, Office of Brownfields database <a href="http://epadata.epa.state.il.us/land/brownfields/">http://epadata.epa.state.il.us/land/brownfields/</a>
State Landfills	0.5 miles	IEPA Bureau of Land Inventory database <a href="http://epadata.epa.state.il.us/land/inventory/">http://epadata.epa.state.il.us/land/inventory/</a>
Federal NPL site	1.0 miles	U.S. EPA SEMS database (includes NPL, Active, and Delisted sites) <a href="https://cumulis.epa.gov/supercpad/CurSites/srchsites.cfm">https://cumulis.epa.gov/supercpad/CurSites/srchsites.cfm</a>
Federal NPL site - Delisted	0.5 miles	
Federal SEMS site	0.5 miles	
Federal SEMS site -NFRAP site	0.5 miles	
Federal RCRA CORRACTS facilities list	1.0 miles	U.S. EPA RCRA database (includes CORRACTS, TSD RCRA, and other RCRA) <a href="https://www.epa.gov/cleanups/cleanups-my-community">https://www.epa.gov/cleanups/cleanups-my-community</a>
Federal RCRA non-CORRACTS TSD facilities list	0.5 miles	
Federal RCRA generators list	Property & adjoining property	
Federal Brownfield sites	0.5 miles	U.S. EPA Federal Brownfields & Land Revitalization database <a href="https://www.epa.gov/brownfields/brownfields-and-land-revitalization-activities-near-you">https://www.epa.gov/brownfields/brownfields-and-land-revitalization-activities-near-you</a>
Federal ERNS System	Property	The Right-To-Know Network, Spills and Accidents database <a href="http://www.rtk.net/erns/search.php">http://www.rtk.net/erns/search.php</a> (covers the years 1982-2008) <a href="http://www.nrc.uscg.mil/">http://www.nrc.uscg.mil/</a> (U.S. Coast Guard, National Response Center, covers the years 1990-Present)

\* Other Environmental Conditions are identified through in-person site reconnaissance and include situations that may negatively affect the property including the presence of, for example, illegal dumping, unknown containers, waste associated with “crack” or methamphetamine houses (i.e., discarded hazardous material on the outside of a property), battery piles, paint spills, abandoned transformers, surface staining, vegetative damage, etc. Historic land uses that include any of these activities also qualify.

\*\*Crosses or otherwise involves railroad ROW, other than a single rail rural ROW with no maintenance facilities.

<b>Describe Findings/Other Environmental Conditions:</b>	If for any reason, the presence of any environmental condition cannot be determined from the site reconnaissance or from database searches, please add an explanation here and submit for PESA.
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**2B. Were photographs taken of the site and/or surrounding area?** Please answer Y/N

**2C. Place a check next to the references that is reviewed. (Optional)**

To identify a property or condition that may negatively affect the project site or potential historical, industrial and/or commercial use, the following sources of information can be helpful while screening the project.

Google-type aerial maps	Extranet data	Historic Aerial Photos	Survey Books	Other Files & Photos
City Directories	County Assessor	Sanborn Fire Insurance Maps	Plat Books	
Other source (describe):	e.g., NETR			

If any historical reference indicates the possible presence of a property or condition that may negatively affect the project site, then a PESA is required.

If all responses for database and site reconnaissance are conclusively “No”, then the Level II screening is successful, and the District Special Waste Coordinator may sign-off the project. Ensure the “Special Waste” box in Section A is checked.

For local roads projects, the local public agency (LPA) shall complete the Level 2 Screening form for portions of the project affecting State right-of-way. The District Special Waste Coordinator must confirm the screening results and shall replace the LPA information in the sign-off box with their own information prior to submittal to BDE.

The Level II District Sign-off is valid for up to six months. After that, the District Sign-off must be validated for the project to achieve design approval and ultimately cleared for letting. If any response for database search and site reconnaissance is “Yes”, or if a database search or site reconnaissance is not performed or is inconclusive, then a PESA is required. See BDE Manual 27-3 for additional instructions.

Special Waste Screen Preparation Date:	
Prepared By (name):	
Organization/firm:	
Telephone #:	
Email:	
On Behalf of (project developer):	
Other Information:	