

**Avoidance & Minimization Measure Meeting (A3M)
Checklist
January 2018**

BEFORE MEETING

Environmental Analyst

- Provide Project Manager & Design with “Schedule P6 Activity: A3M” Letter
- Coordinate with Project Manager on which SMEs should attend the A3M

Project Manager

- Receive “Schedule P6 Activity: A3M” Letter from Env Analyst
- Coordinate with Env Analyst to determine which Env SMEs should attend the A3M
- Verify with Design that ESAs have been delineated and plans are ready for the A3M
- After Design has provided layouts with ESAs, schedule the A3M for when required personnel are available

Environmental SMEs

- Add all ESAs to the A3M tracking sheet
- Email the Designer (1) dgn files of survey boundary and all ESAs, and (2) link to A3M tracking sheet; copy the Env Analyst
- Review plans with ESAs prior to A3M for accuracy

Designer

- Receive “Please Schedule P6 Activity: A3M” Letter from Env Analyst
- Refer to the A3M Tracking Sheet to verify that all ESA delineations have been received
- Add all ESAs (with labels) to plans
- Provide Environmental team with plans showing ESAs

DURING MEETING

Environmental Analyst

- Introduce the goals of the meeting and facilitate the discussion (invite each specialist to discuss their ESAs)
- Ensure that the discussion focuses on design options within the survey area; areas outside the survey area need to be discussed with all Env SMEs

Project Manager

- Kick off the meeting with introductions and a discussion of the schedule (when “Resource ID Complete” was completed and when “Preliminary Plans to GDOT Offices” is scheduled).
- During the A&M discussion, ensure that project team is productive
- Take notes on Action Items
- Close the meeting with a recap of Action Items and Dates (next milestones between design & env)

Environmental SME

- Ensure that ESAs are delineated & labeled correctly
- Describe why individual ESAs need to be avoided/minimized (consultation, schedule impact)
- Discuss potential, acceptable design modifications to avoid/minimize ESA impacts (slopes pulled in, narrow median...)

Designer

- Verify that ESAs are delineated & labeled correctly
- Record requests from SMEs
- Explain which requests can be likely accommodated, which cannot; and why/why not

AFTER MEETING

Environmental Analyst

- Receive “Preliminary Plans to Begin Technical Studies” and an updated A3M Tracking Sheet. Submit to specialists with Request to Complete Technical Studies.
- Talk with Env SMEs to determine if a follow-up A3M is warranted

Project Manager

- Coordinate with the Env Analyst on Action Items
- Email meeting notes with action items and upcoming milestones (with schedule) to team
- Ensure that Env Team receives updated plans from Design per schedule
- After plans are submitted to the Env Team, coordinate with Env Analyst & Designer to determine if follow-up A3M is warranted
- Schedule follow-up meeting, if requested

Environmental SME

- Review updated plans & A3M Tracking Sheet
- Let Env Analyst & Designer know if there are questions or reason for follow-up meeting
- Begin writing Assessment of Effects Report

Designer

- Determine which requested design modifications can be accommodated
- Record all requested design changes in A3M Tracking Sheet, noting which could be accommodated and which could not and why
- Provide Env team with updated A3M Tracking sheet
- Consider providing updated (post-A3M) plans prior to submittal of Preliminary Plans to GDOT Offices to environmental for on complex projects.
- Provide Preliminary Plans for GDOT Offices per the baseline schedule