APPENDIX 1.

Flow charts depicting steps for completing:

Categorical exclusions.

Environmental assessments.

Findings of No Significant IMPACT.

Environmental Impact Statements. and

Records of Decision.
**STEP 1:** Sponsor describes proposed action and why it is needed.

**STEP 2:** Sponsor reviews CATEX lists in Tables 6-1 and 6-2 to determine if the proposed action is on either list. Is action on either list?

**STEP 3:** If the action is listed as a categorical exclusion, the sponsor reviews extraordinary circumstances in Table 6-3 to determine if the action involves extraordinary circumstances.

**STEP 4:** Sponsor provides information regarding extraordinary circumstances to the responsible FAA official.

**STEP 5:** Responsible FAA official reviews proposed action and information on extraordinary circumstances. Does official determine that the action can be categorically excluded?

**STEP 6:** Sponsor and/or FAA prepare required documentation to comply with special purpose laws that apply to the proposed action.

**STEP 7:** FAA categorically excludes action. FAA unconditionally approves proposed action. Responsible FAA official sends dated e-mail or letter to sponsor stating FAA categorically excluded the action.

**STEP 8:** Sponsor may undertake proposed action.
### Chart 2: The Environmental Assessment and FONSI. Chapters 7 and 8

**Step 1A:** Sponsor identifies problem (i.e., need) and proposes a solution (i.e., purpose) that is an action normally requiring an environmental assessment (EA). See paragraphs 702.a – j.

**Step 1B:** FAA requires sponsor to prepare an environmental assessment (EA), since the proposed action cannot be categorically excluded.

**Step 2:** Sponsor prepares EA and sends EA to the appropriate regional or district airports office.

**Step 3:** The responsible FAA official reviews the EA to determine if it complies with Order 5050.4B. The official also determines if regional counsel review of the EA is needed.

**Step 4A:** FAA requires the sponsor to correct deficiencies. Return to Step 2.

**Step 4B:** The responsible FAA official and regional counsel, if needed, review EA. FAA takes responsibility for the EA and accepts it.

**Step 4C:** FAA requires sponsor to revise EA to address substantive comments.

**Step 5:** Public hearing opportunity provided, if required or requested.

**Step 6:** Sponsor consolidates substantive comments obtained during hearing and forwards them to the responsible FAA office.

**Go to next page**
STEP 8: RESPONSIBLE FAA OFFICIAL AND REGIONAL COUNSEL, IF NEEDED, REVIEW REVISED EA, EXPECTED IMPACTS AND PROPOSED MITIGATION. DO IMPACTS EXCEED THE SIGNIFICANCE THRESHOLD FOR THE AFFECTED RESOURCE?

YES

STEP 9A. RESPONSIBLE FAA OFFICIAL RECOMMENDS THAT FAA PREPARE AN ENVIRONMENTAL IMPACT STATEMENT.

NO

STEP 10A. IF REQUESTED OR REQUIRED, FAA SENDS A COPY OF THE EA AND FONSI TO FEDERAL AGENCIES FOR REVIEW AND COMMENT.

EA SENT TO AGENCIES

EA NOT SENT TO AGENCIES

STEP 11. IF NEEDED, RESPONSIBLE FAA OFFICIAL PREPARES A ROD FOR THE FONSI, OTHERWISE, GO TO STEP 12.

STEP 12. APPROVING FAA OFFICIAL SIGNS FONSI.

STEP 13. RESPONSIBLE FAA OFFICE DISTRIBUTES THE APPROVED EA/FONSI TO REVIEWING AGENCIES THAT PROVIDED SUBSTANTIVE COMMENTS IN STEP 10A. AND ADVISES THE PUBLIC OF EA/FONSI AVAILABILITY.

STEP 14. APPROVING FAA OFFICIAL UNCONDITIONALLY APPROVES PROPOSED ACTION.

STEP 15. SPONSOR MAY UNDERTAKE PROPOSED ACTION.
**CHART 3. THE ENVIRONMENTAL IMPACT STATEMENT AND RECORD OF DECISION. CHAPTERS 9-13**

**STEP 1:** RESPONSIBLE FAA OFFICIAL DETERMINES AN EIS IS NEEDED BECAUSE AN EA INDICATED SIGNIFICANT IMPACT WOULD OCCUR (SEE (CHART 2, STEP 9A), OR THE PROPOSED ACTION NORMALLY REQUIRES AN EIS. SEE PARAGRAPHS 902.a – c.

**STEP 2:** RESPONSIBLE FAA OFFICE PUBLISHES “NOTICE OF INTENT TO PREPARE AN EIS” IN THE FEDERAL REGISTER.

**STEP 3:** RESPONSIBLE FAA OFFICIAL DEVELOPS SCOPING TOPICS, CONDUCTS SCOPING, AND IF NEEDED, ASSIGNS RESPONSIBILITY FOR EIS INPUT TO VARIOUS COOPERATING AGENCIES.

**STEP 4:** FAA SELECTS A CONTRACTOR TO HELP FAA PREPARE THE EIS. THE CONTRACTOR MUST SIGN A DISCLOSURE STATEMENT.

**STEP 5:** RESPONSIBLE FAA OFFICIAL COMPLETES DRAFT EIS (DEIS) AND DISTRIBUTES IT FOR PUBLIC REVIEW. OFFICIAL SENDS DEIS COPIES TO APP-400. REVIEWS LAST AT LEAST 45 DAYS.

**STEP 6A:** FAA CERTIFIES TO EPA THAT FAA HAS DISTRIBUTED THE DEIS FOR PUBLIC REVIEW AND COMMENT. EPA PUBLISHES “NOTICE OF AVAILABILITY OF DEIS” IN FEDERAL REGISTER.

**STEP 6B:** APP-400 CIRCULATES DEIS WITHIN FAA.

**STEP 7:** PUBLIC HEARING OPPORTUNITY PROVIDED IF REQUIRED. IF REQUESTED, HEARING HELD AT LEAST 30 DAYS AFTER SPONSOR PUBLISHES MEETING SCHEDULE IN LOCAL MEDIA.
STEP 8: APP-400 forwards comments from FAA HQ to responsible FAA official.

STEP 9: FAA prepares final EIS (FEIS) by:
- Reviewing comments on the DEIS and public hearing;
- Revising EIS as needed;
- Preparing responses to public comments on the DEIS.

STEP 10: Responsible FAA office sends FEIS to APP-400 for review.

STEP 11: APP-400 reviews FEIS. APP-400 recommends that ARP-1 approve FEIS or informs ARP-1 that EIS approval is already delegated to the region responsible for the proposed action.

STEP 12: Either ARP-1 or the approving FAA official approves FEIS. Responsible FAA official distributes FEIS.

STEP 13: EPA publishes "Notice of Availability of the FEIS" in Federal Register. 30-day "wait period" begins.

STEP 14: During 30-day period, FAA prepares record of decision (ROD). Regional FAA approving official or ARP-1 will sign ROD, depending upon delegation decision in Step 11.

STEP 15: Regional approving FAA official or ARP-1 unconditionally approves action, depending on delegation decision.

STEP 16: Sponsor takes action.