

## ESB DOCUMENT DISTRIBUTION PROCESS

### 1. Purpose

This work instruction describes the process the Environmental Services Bureau (ESB) uses to ensure that all documents received by the ESB are appropriately distributed, tracked, reviewed, responded to (as appropriate), and filed.

### 2. Scope

The ESB document distribution process is administered by Administrative Support (AS) within the ESB, in cooperation with the Environmental Services Bureau Chief (ESBC), designated Document Champions (DC) and Document Recipients (DR) within the ESB Environmental Engineering Section, Environmental Resources Section and Hazardous Waste Section. The process begins when a document is received by the ESB and is completed when the document is filed, along with any accompanying information prepared by ESB, after distribution within ESB and completion of any necessary action(s) by DCs, DRs and the ESBC.

### 3. Process

[Figure 1](#) presents a flowchart that illustrates the ESB document distribution process. Following the Figure is a description of each process task included within the flowchart.

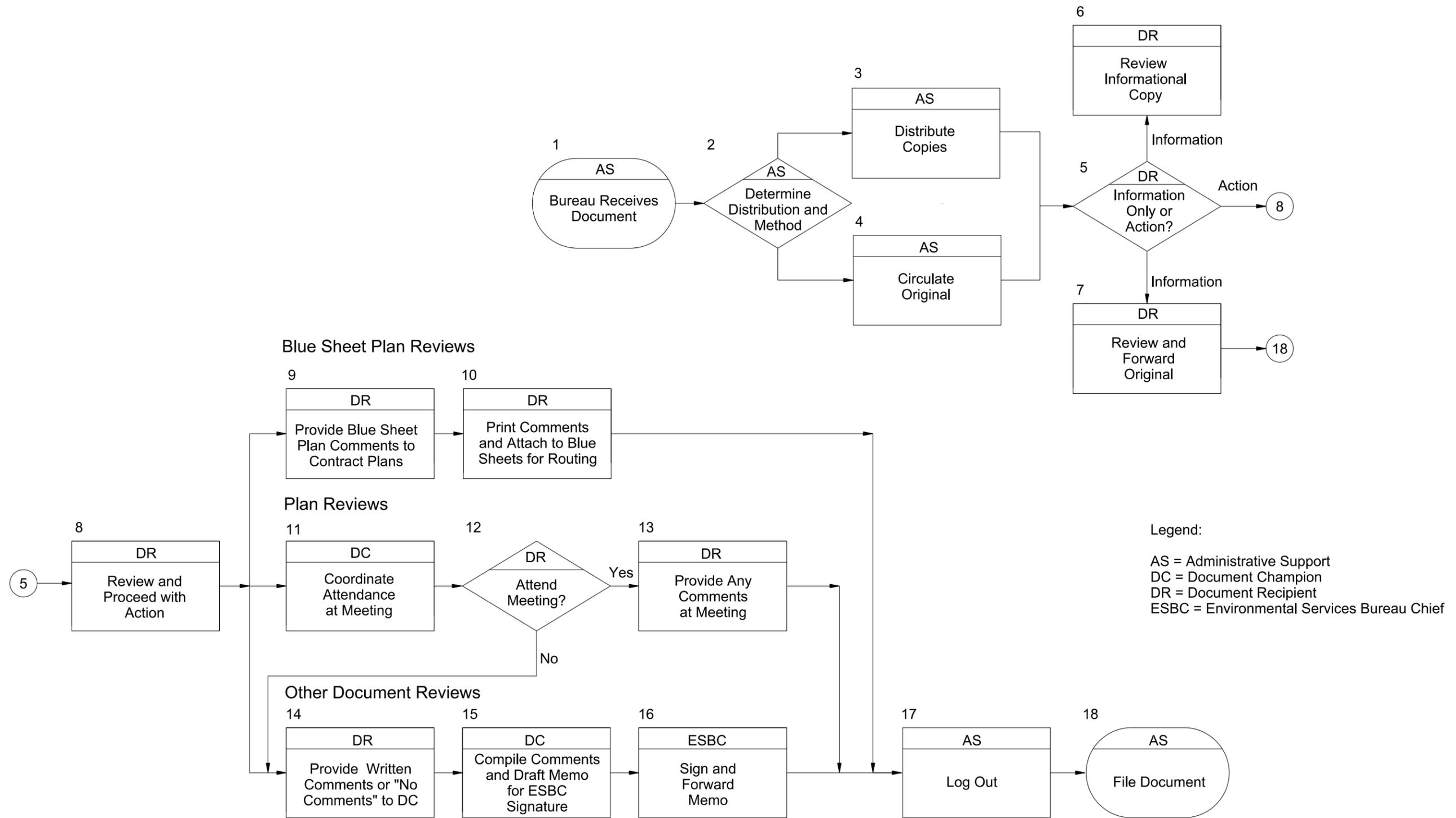


Figure 1 — ESB DOCUMENT DISTRIBUTION PROCESS

**PROCESS TASK**

Task Title: Bureau Receives Document

Task No.: 1

Task Description

The ESB receives various types of documents (e.g., plans, reports, checklists, memos, policies, letters, maps) from a range of sources. When a document is received, AS applies a date stamp to the document. AS applies a master file green stamp to all documents received by ESB from parties outside of MDT (e.g., permits, comments on environmental documents, agency correspondence).

## PROCESS TASK

Task Title: Determine Distribution and Method

Task No.: 2

### Task Description

AS determines the document type in accordance with the ESB Document Distribution Matrix and, based on the information in the Matrix, identifies who should be included in the distribution and, as applicable, who will be the DC.

After identifying the distribution for a document, AS determines the distribution method. For documents that can be duplicated, distribution is accomplished by providing each DR a copy of the document. For documents that are large, bound or otherwise not easily duplicated, distribution is accomplished by circulating the original document to each of the designated DRs and, as applicable, the DC.

AS then does the following:

- applies the appropriate green routing stamp to the document;
- marks the appropriate distribution, including designation of the DC, if applicable;
- indicates the DRs that are to take action on the document and, when action is required, the timeframe or date for providing a response (typically, two weeks from the date the document is received by ESB); and
- logs the document into the AS document tracking database if the document requires review and comment.

If distribution is accomplished by providing a copy of the document to each DR and the DC, AS proceeds to [Task 3](#).

If distribution is accomplished by circulating the original document, AS proceeds to [Task 4](#).

**PROCESS TASK**

Task Title:                      Distribute Copies

Task No.:                         3

Task Description

AS makes the appropriate number of copies of the document and accomplishes the distribution to all designated DRs and, as applicable, the DC. The DC is responsible for reviewing the list of DRs to ensure appropriate personnel review the document. The DC provides AS any needed modifications to the distribution list. Electronic distributions mimic the process used for hard copy distributions.

**PROCESS TASK**

Task Title: Circulate Original

Task No.: 4

Task Description

AS circulates the original document, starting with the DC. The DC is responsible for reviewing the list of DRs to ensure appropriate personnel review the document. The DC provides AS any needed modifications to the distribution list. The DC is responsible for tracking the progress of the document through the designated DRs to comply with the response time frame.

## PROCESS TASK

Task Title: Information Only or Action?

Task No.: 5

### Task Description

Each DR reviews the information in the routing stamp to determine if the document requires action or is being provided for informational purposes only.

For documents copied and distributed to each DR:

- if the document is provided for informational purposes only, the DR proceeds to [Task 6](#); and
- if the document requires action, the DR proceeds to [Task 8](#).

For documents distributed through circulation of the original:

- if the document is provided for informational purposes only, the DR proceeds to [Task 7](#); and
- if the document requires action, the DR proceeds to [Task 8](#).

**PROCESS TASK**

Task Title: Review Informational Copy

Task No.: 6

Task Description

The DR reviews the document copy for informational purposes. The DR may retain the copy of the document in the DR's working files. This copy is not returned to the AS for filing.

**PROCESS TASK**

Task Title: Review and Forward Original

Task No.: 7

Task Description

The DR reviews the original document for informational purposes and forwards it to the next DR on the routing stamp. If the DR receiving the document for informational purposes is the final designated DR on the routing stamp, the DR forwards the original document to AS for filing ([Task 18](#)).

**PROCESS TASK**

Task Title: Review and Proceed with Action

Task No.: 8

Task Description

Each DR receiving a document for action reviews and evaluates the document and determines the appropriate course of action, as follows:

- for blue sheet plan reviews, the DR proceeds to [Task 9](#);
- for plan reviews (e.g., Alignment and Grade Plans, Plan-In-Hand Plans, Final Plan Review Plans), the DR proceeds to [Task 11](#); and
- for other document reviews, the DR proceeds to [Task 14](#).

**PROCESS TASK**

Task Title: Provide Blue Sheet Plan Comments to Contract Plans

Task No.: 9

Task Description

Approximately eight weeks before a scheduled letting, the Contract Plans Bureau distributes blue sheet plans for review.

Based on review of the blue sheet plans, if a DR has any comments to provide, the DR submits them via e-mail directly to the Contract Plans Bureau and copies the AS and the other DRs on the ESB distribution list.

**PROCESS TASK**

Task Title: Print Comments and Attach to Blue Sheets for Routing

Task No.: 10

Task Description

When a DR provides blue sheet plan review comments to the Contract Plans Bureau, the DR prints a copy and attaches them to the blue sheet plans for routing to other DRs.

After the final DR designated on the routing stamp for action has reviewed the blue sheet plans and provided any comments, the DR forwards the blue sheet plans and all attached comments to AS for logging out and filing ([Tasks 17 and 18](#)).

**PROCESS TASK**

Task Title: Coordinate Attendance at Meeting

Task No.: 11

Task Description

The DC coordinates with DRs regarding plan review meetings to determine if DRs will attend.

**PROCESS TASK**

Task Title: Attend Meeting?

Task No.: 12

Task Description

It is the goal of ESB to provide either attendance at meetings or written correspondence regarding ESB's review of the plan set.

The DRs coordinate which parties will attend the meeting and represent ESB. If ESB will be represented at the meeting, the DRs not attending the meeting provide written comments to the meeting representative. Proceed to [Task 13](#).

If ESB will not be represented at the meeting, proceed to [Task 14](#).

**PROCESS TASK**

Task Title: Provide Any Comments at Meeting

Task No.: 13

Task Description

DRs attending the plan review meeting provide any comments verbally and/or in writing at the meeting. Subsequent to the meeting, DRs attending the meeting relay the major discussions and comments from the meeting to the other DRs.

**PROCESS TASK**

Task Title: Provide Written Comments or “No Comments” to DC

Task No.: 14

Task Description

For reviews of documents other than plans, and for plan reviews when ESB will not be represented at the plan review meeting, the DR provides the DC written comments or a written statement indicating they have no comments.

**PROCESS TASK**

Task Title: Compile Comments and Draft Memo for ESBC Signature

Task No.: 15

Task Description

The DC compiles all comments from the DRs and prepares a memo, for approval and signature by the ESBC, to the party that provided the document to ESB.

**PROCESS TASK**

Task Title: Sign and Forward Memo

Task No.: 16

Task Description

The ESBC reviews and requests edits and/or approves and signs the memo transmitting ESB review comments. The ESBC forwards the signed memo to AS.

**PROCESS TASK**

Task Title: Log Out

Task No.: 17

Task Description

For documents that have been distributed and reviewed by ESB, AS logs the document out of the AS document tracking database.

**PROCESS TASK**

Task Title: File Document

Task No.: 18

Task Description

AS performs the following tasks to complete the process:

- makes copies of the document and/or ESB comment memo for filing, if necessary;
- files the document and associated ESB comments in the ESB filing system; and
- distributes the ESB comment memo or other outgoing ESB correspondence according to the distribution list.