

FHWA Environmental Submittals – Procedural Guidance

1. Submittal Routing

- All Environmental documents requiring FHWA action must be sent to FHWA-Hawaii.Enviro@dot.gov by HWY DE Section head.
- Do NOT cc the FHWA Point of Contact (POC) on submissions to the Enviro Inbox.
- Do NOT send questions, meeting requests, or drafts not requiring signature to the Enviro Inbox. These should be emailed directly to the appropriate staff member (per latest FHWA POC list).

2. Email Subject Line Format

- Use the following format:
Island – Federal-aid Project No. – Project Title – Document Type
 - Example: *Oahu – NH-083-1(088) Kamehameha Hwy, Waiahole Bridge Replacement – ESA Section 7 Consultation Letter*
- When transmitting files for review, clearly state in the **transmittal subject line** the purpose of the submission.

3. General Submittal Requirements

- **Project Map** must be included with all submittals (e.g., Programmatic Informal Consultation, HI-waySLOPES, EFH consultation, Section 7, Section 106, Section 4(f), etc.).
- When referencing attachments:
 - Refer to them as **Enclosures** in the letter.
 - Number each Enclosure in the body of the letter and on the Enclosure itself.
 - If a label cannot be placed directly on the enclosure, provide a cover page.
- **Project descriptions** must be written in **layman's terms**, not engineering jargon.