



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

DESIGN DIVISION
SUITE 1300 JAMES K. POLK BUILDING
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JOHN C. SCHROER
COMMISSIONER

BILL HASLAM
GOVERNOR

**INSTRUCTIONAL BULLETIN NO. 13-07
Regarding Green Sheet Certification**

Effective immediately, Section 3-411.00 is added to the Design Guidelines.

3-411.00 GREEN SHEET CERTIFICATION LETTER

On projects that included environmental commitments the Green Sheet Certification Process shall be completed as listed below.

1. Environmental Division will distribute the Environmental Document, Right-of-Way Re-evaluation or Construction Re-evaluation including any Green Sheets to the Design Manager throughout the plans development phase.
2. The Designer shall take the environmental commitments shown on the Green Sheets into account when preparing the plans.
3. The Design Manager and a representative of Environmental Division, NEPA Section shall review the Green Sheet Commitments at the Constructability Field Review.
4. The Design Manager and Environmental Division Representative shall complete the Green Sheet Certification Letter (GSCL see Figure 3-16) at the PS&E Review once all environmental commitments have been addressed or an explanation as to why it will not be addressed has been determined and written on the GSCL.
5. The Design Manager shall email the signed GSCL to TDOT.EnvironmentalDoc@tn.gov.
6. Environmental Division will submit the GSCL with the final Environmental Document.


Carolyn Stonecipher, PE
Civil Engineering Director
Design Division

CS:ARH:MWC
2-7-13

Green Sheet Certification Letter



Federal Construction Project Number _____

PIN # _____

County _____ Route _____

Project Description: _____

I certify that the roadway plans include all items from the attached environmental “green sheet” other than those noted below.

Explanation:

Name Title (Design Division) Date

I certify that the roadway design plans for this project have been reviewed by Environmental Division staff and that all items shown on the attached green sheet, other than any items specifically explained above, are included in the plans.

Name Title (Environmental Division) Date

Attachment
cc: _____, Project Manager

Figure 3-17
Green Sheet Certification Letter