

EEP PPM Section 8.2.1.5		Document No.: PLN.PRO.01.03.01	
Procedure Title: Receipt and Validation of NCDOT Impact Projections Data		Rev. No. 1	Page: 1 of 4
		Date: July 26, 2007	

## 1.0 PURPOSE AND SCOPE

- 1.1 Purpose. This procedure describes how to receive and certify NCDOT environmental impact projection data. The impacts are included in the mitigation targets that EEP plans for via its Operational Strategic Plan.
- 1.2 Scope. This procedure applies to receiving and performing quality control for NCDOT projections, entering projection data into the EEP forecasting database, and certifying NCDOT's impact projection data.
- 1.3 Participants. This procedure applies to the following personnel:
- EEP NCDOT Coordinator
  - EEP Strategic Planning Supervisor
  - NCDOT Environmental Management Director
  - NCDOT EEP Coordinator

## 2.0 PROCEDURE STEPS

- 2.1 Receive impacts data. Each February 1 (and possibly quarterly), the EEP NCDOT Coordinator receives annual impact projection data from NCDOT. The data is certified by NCDOT.
- 2.2 Check data. The EEP NCDOT Coordinator runs a battery of accuracy tests on the data to reveal problems (e.g., format problems, missing data, inconsistencies in geographic coding, unusually large or small numbers) and generates several standard reports identifying real or possible errors. If the data fails any of the tests, go to step 3. Otherwise, go to step 6.
- 2.3 Generate error report. The EEP NCDOT Coordinator develops a report explaining the errors.
- 2.4 Send error report to NCDOT. EEP's NCDOT Coordinator addresses the error report to the NCDOT Environmental Management Director and asks for corrections and resubmission of the data. The report is delivered to the NCDOT EEP Coordinator.
- 2.5 NCDOT submits corrected data to the EEP NCDOT Coordinator. When the EEP NCDOT Coordinator is satisfied that the data is acceptable, go to step 6.
- 2.6 Certify data. When all issues have been resolved, the data is certified by the Strategic Planning Supervisor by sending an acceptance letter to the NCDOT Environmental Management Director.

2.7 Format data into data base. The EEP NCDOT Coordinator enters the data into EEP's Excel forecasting file. The impacts of NCDOT's planned projects are now included in the targets for EEP's mitigation program. (See PLN.PRO.01.04.01, Operational Strategic Plan.)

2.8 Complete.

### 3.0 RESPONSIBILITIES AND AUTHORITIES

Table 1 summarizes the responsibilities and authorities of key participants in this procedure.

**Table 1. Responsibilities and Authorities**

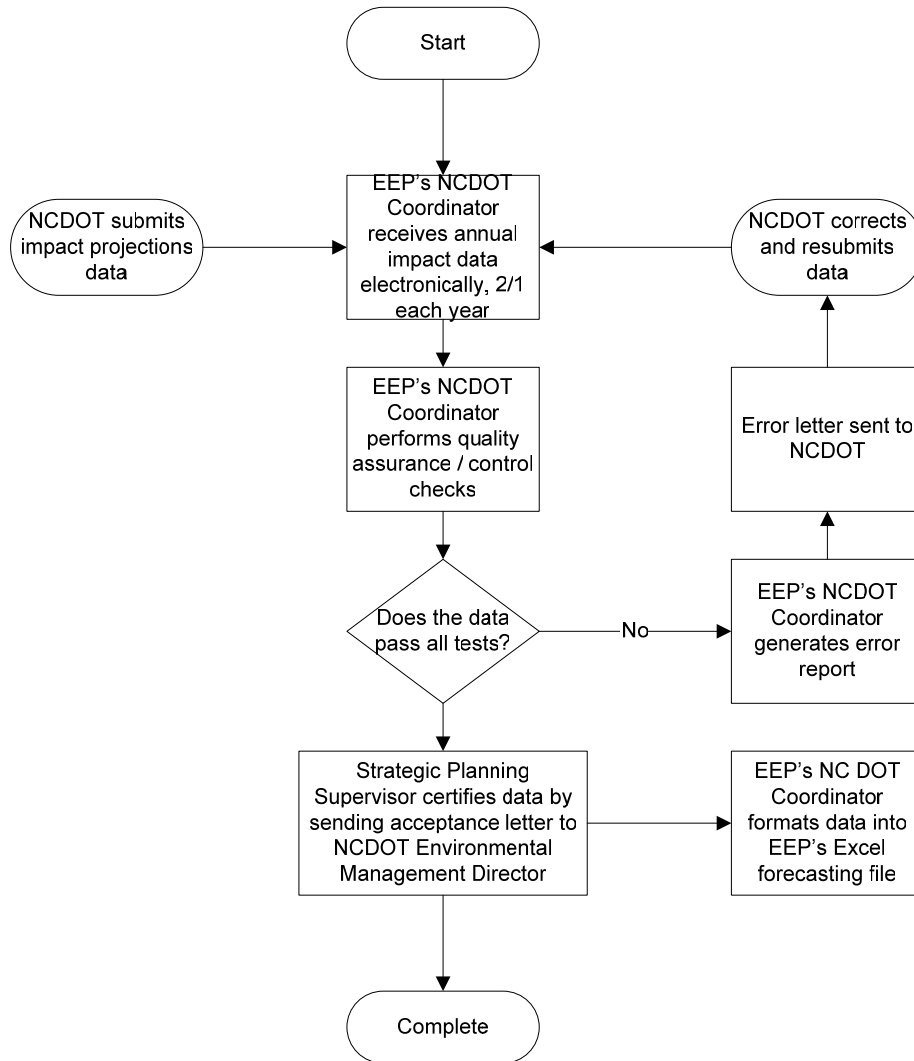
Step #	Procedure Step	EEP NCDOT Coordinator	NCDOT's EEP Coordinator	EEP Strategic Planning Supervisor	NCDOT's Environmental Management Director
1	Receive impact projection data	P	A		
2	Check data	P			
3	Generate error report	P			
4	Send error report to NCDOT	P	S	RA	
5	NCDOT submits corrected data	S	P		
6	Certify data	A		P	S
7	Format data into data base	P			
8	Complete				

Legend:

- P** = Primary responsibility
- A** = Assist
- RI** = Review to provide Input
- RA** = Review and Approve
- N** = Notify
- S** = Submit final output to this person



### 4.0 PROCEDURE FLOW DIAGRAM



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## 5.0 REFERENCES

None.

## 6.0 FORMS

None.