

PRO490-a: Establish A Commitment File

See also: [Environmental Manual – Chapter 490](#)

Effective September 2015

Start procedure: A Project Office/Manager submits an Environmental Review Summary Request to the Region Environmental Office.

End procedure: The Commitment File contains copies of all final environmental documents required for the project.

Actor:	Action:
Region Environmental Manager	1. Assigns an Environmental Coordinator to the project.
Project Office/Manager	2. Discuss with the Environmental Coordinator the location on the WSDOT computer network to store copies of electronic documents.
Environmental Coordinator	3. Accesses the network drive for the project and creates a folder entitled “Commitment File.” This folder should contain sub-folders for the following categories of documents: <ul style="list-style-type: none"> a. National Environmental Policy Act/State Environmental Policy Act; b. Endangered Species Act; c. Section 106; d. Permits; and e. Letters or memos. 4. Obtains electronic copies of final documents from agencies or WSDOT support programs. When possible, obtain electronic copies, preferably Microsoft Word. This format makes it easier to enter commitments into the Commitment Tracking System (see Pro490-c).
	5. Adds copies of the documents in the corresponding sub-folders of the Commitment File.