

## Standard Operating Procedures (SOP) for CATEX Determinations



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## Standard Operating Procedure (SOP)

### What is an SOP?

- A set of written instructions, following existing guidance, that detail necessary processes and procedures that assure consistent application of agency policy.

### What a SOP is not!

- SOPs do not establish new regulation or policy



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## CATEX SOP Development

- Reviewed existing Regional procedures and created a Draft SOP
- Review by Airports Division Managers
- Review & comment by all ARP employees
  - Over 80 comments received
- FAA Legal review & comment
- Input from ACI and ACC

Input from APP-400 and the SOP Oversight team, along the way



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## SOP FORMAT

### Purpose & Scope

NEPA overview, 3 levels of review

### Applicable Regulations, Policy, and Guidance

### Roles & Responsibilities

Sponsor, Consultants, FAA (**responsible FAA official**)

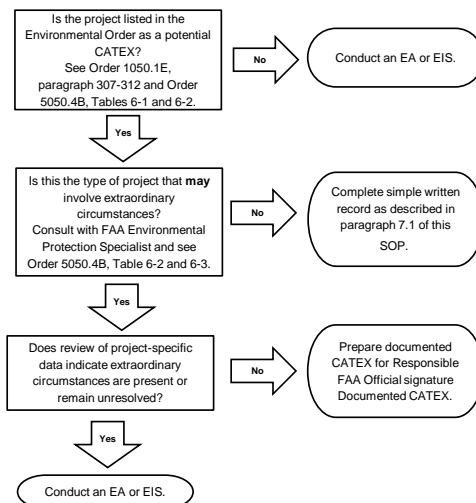
### Requirements and Objectives

1. Does this fit into a CATEX listed in the Order(s)? **YES**
2. Are there Extraordinary Circumstances (special purpose laws)? **NO**



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## Process Flowchart:



## FORMAT, continued

### Implementation

#### 1. Simple Written Record

- ✓ Meets the definition of CATEXs listed in 1050 par. 307-312
- ✓ Clearly does not involve extraordinary circumstances

Projects listed in 5050.4B, Table 6-1

OR

#### 2. Documented CATEX (Appendix A)



## Documented CATEX or not?

- Planning Grants
- Equipment Purchase
- **Pavement Repair** (grading or haul road in sensitive areas?)
- **Airfield Lighting** (cable trenches?)
- **Pavement/Building Expansion** (prev. disturbed area?)
- **New Pavement or Building** (H&Arch., new operations?)
- **On-Airport Tree Removal** (rare species, grubbing?)
- **Runway Extension** (new operations, public controversy?)
- **Off-Airport Tree Removal** (EA required, no CATEX listed)



## Appendix A instructions

### Appendix A. DOCUMENTED CATEX

Airport sponsors should use this form for projects eligible for a categorical exclusion (CATEX) that have greater potential for extraordinary circumstances or that otherwise require additional documentation, as described in the Environmental Orders (FAA Order 1050.1E and FAA Order 5050.4B).

To request a CATEX determination from the FAA, the sponsor should review potentially affected environmental resources, review the requirements of the applicable special purpose laws, and consult with the FAA Environmental Protection Specialist about the type of information needed. Complete this form and send it with any supporting environmental resource documentation to the appropriate FAA Airports Division/District Office. The form and supporting documentation should be provided in accordance with the provisions of FAA Order 5050.4B, paragraph 302b, to allow sufficient time for review. The CATEX cannot be approved until all information/documentation is received and all requirements have been fulfilled.

It is ultimately the sponsor's responsibility to ensure that all of the information necessary for the FAA to make an environmental determination is accurate and complete.



## Identify the Airport/Project/CATEX

Name of Airport, LOC ID, and location

[Click here to enter text.](#)

Project Title

[Click here to enter text.](#)

Provide a brief, but complete description of the proposed project, including all project components, justification, estimated start date, and duration of the project. Include connected actions necessary to implement the proposed project (including but not limited to moving NAVAIDS, changing flight procedures, and designating or developing haul routes, new material or expanded material sources, staging or disposal areas). Attach a sketch or plan of the proposed project. Photos can also be helpful.

[Click here to enter text.](#)

Provide a brief, but complete, description of the proposed project area. Include any unique or natural features within or surrounding the airport property.

[Click here to enter text.](#)

Identify the appropriate CATEX paragraph(s) from Order 1050.1E (paragraph 307-312) or 5050.4B (tables 6-1 and 6-2) that apply to the project. Describe if the project differs in any way from the specific language of the CATEX or examples given as described in the Order.

[Click here to enter text.](#)



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## Review 20 Extraordinary Circumstances

- **National Historic Preservation Act (NHPA) resources**
- **Department of Transportation Act Section 4(f) and 6(f) resources**
- **Natural, Ecological or Scenic Resources (6)**
- **Disruption of an Established Community (2)**
- **Surface Transportation**
- **Noise**
- **Air Quality**
- **Water Quality**
- **Highly Controversial on Environmental Grounds**
- **Inconsistent with Federal, State, Tribal or Local Law**
- **Lighting, Visual, Hazardous Materials, Construction Impacts (4)**



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## Detailed Questions on Extraordinary Circumstances

Floodplains	YES	NO
<p>Will the project be located in, encroach upon or otherwise impact a floodplain? If yes, describe impacts and any agency coordination or public review completed including coordination with the local floodplain administrator. Attach the FEMA map if applicable and any documentation.</p> <p><a href="#">Click here to enter text if necessary</a></p>	<input type="checkbox"/>	<input type="checkbox"/>

Wild and Scenic Rivers	YES	NO
<p>Is there a river on the Nationwide Rivers Inventory, a designated river in the National System, or river under State jurisdiction (including study or eligible segments) near the project?</p> <p><a href="#">Click here to enter text if necessary</a></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Will the project directly or indirectly affect the river or an area within ¼ mile of its ordinary high water mark?</p> <p><a href="#">Click here to enter text if necessary</a></p>	<input type="checkbox"/>	<input type="checkbox"/>



## Detailed Questions on Extraordinary Circumstances

### 304a. National Historic Preservation Act (NHPA) resources

Projects that have the potential to cause effects on historic properties require a Section 106 finding in order to meet the requirements of the NHPA regardless of the type of NEPA document being completed. Check with your local Airports Division/District Office to determine if a Section 106 finding is required. Consultation with the State Historic Preservation Officer/Tribal Historic Preservation Officer (SHPO/THPO) may be required, and should be conducted through the FAA.

	YES	NO
<p>Are there historic/cultural resources listed (or eligible for listing) on the National Register of Historic Places located in the Area of Potential Effect? If yes, provide a record of the historic and/or cultural resources located therein.</p> <p><a href="#">Click here to enter text if necessary</a></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Does the project have the potential to cause effects? If yes, describe the nature and extent of the effects.</p> <p><a href="#">Click here to enter text if necessary</a></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Is the project area previously undisturbed? If yes, provide more information</p> <p><a href="#">Click here to enter text if necessary</a></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Will the project impact tribal land or land of interest to tribes? If yes, describe the nature and extent of the effects and provide information on the tribe affected. Consultation with their THPO may be required.</p> <p><a href="#">Click here to enter text if necessary</a></p>	<input type="checkbox"/>	<input type="checkbox"/>



## Other useful information to be gathered in the Documented CATEX Form

**Public Involvement**

**Indirect/Secondary/Induced Impacts**

**Permits**

**Environmental Commitments**



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## Signatures

- **“Preparer” contact information and signature**
- **“Sponsor” contact information, signature and certification**

I certify that the information I have provided is, to the best of my knowledge, correct. I also recognize and agree that no construction activity, including but not limited to site preparation, demolition, or land disturbance, shall proceed until...



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# FAA Decision

Having reviewed the above information, certified by the responsible airport official, it is the FAA's decision that the proposed project (s) or development warrants environmental processing as indicated below.

\_\_\_ No further NEPA review required. Project is categorically excluded per \_\_\_\_\_  
(cite applicable 10501.E CATEX that applies)

\_\_\_ An Environmental Assessment (EA) is required.

\_\_\_ An Environmental Impact Statement (EIS) is required.

\_\_\_ The following additional documentation is necessary for FAA to perform a complete environmental evaluation of the proposed project.

[Click here to enter text if necessary](#)

Name: \_\_\_\_\_ Title \_\_\_\_\_  
Responsible FAA Official

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Questions?

