



Introduction

The following document is a user's guide for tracking and documenting Air Quality (AQ) data for projects in Texas Environmental Compliance Oversight System (ECOS). The guide is organized according to the ECOS process after ECOS Phase 1 revisions. The goal of this manual is to facilitate your regular operations for gathering and maintaining AQ specific data. The manual is meant to provide consistency in ECOS documentation. These steps are intended to be used in conjunction with the **ENVIRONMENTAL HANDBOOK FOR AIR QUALITY**, which is available on the Environmental Compliance Toolkits (TxDOT Toolkits) webpage.

Items in **bold** are the names of electronic forms embedded in ECOS, and items in *italics* are hard-copy documents that may be uploaded into ECOS.

Please do NOT fill out any automated ECOS Forms; rather, upload specific documents into ECOS as described below¹.

Appendix A contains an outline of the **Forms** console on all of the potential ECOS elements that may be used to document air quality activities. More specific instructions are included in Appendix B for how to create and close ECOS **Forms, Tasks, Deliverables, and Coordinations**.

Scoping

1. The Work Plan Development Tool in ECOS will determine which ECOS **Forms** need to be created and give the user the ability to create those **Forms** automatically or document reasoning for not creating the **Form** under the Project Work Plan. The following chart outlines the Work Plan Development Tool logic for creating **Forms**.

Work Plan Development Tool Findings Response	ECOS Form in the Project Work Plan
Complete a transportation conformity analysis. Coordinate the conformity report with –the ENV Air Specialist. ENV will then coordinate with FHWA/ FTA, as appropriate, within 60 days prior to the project decision or approval.	Air Consistency and Conformity Details
General conformity rules apply to the proposed project. Consult with TxDOT Environmental Affairs - Air Specialist to identify the projects requirements for general conformity.	
Complete a Congestion Management Process (CMP) analysis.	CMP Disclosure

¹ In instances where an ECOS forms requires certain fields to be filled in in order to close; merely fill in a minimal amount of data with the understanding that the specific uploaded documents contain the final approved information.



Work Plan Development Tool Findings Response	ECOS Form in the Project Work Plan
Complete a hot-spot analysis.	Prepare a PM Hot-Spot Analysis (only applies in El Paso)²
The Consultation Partners must determine if the project is a "project of air quality concern". If the Consultation Partners determine that it is not, then no hot-spot analysis would be required. If yes, amend the scope to include a hot-spot analysis. Document the Consultation Partners' decision in the project file.	
Complete a CO TAQA analysis.	Prepare a CO TAQA
Initiate an MSAT conference call with the delegate to determine the level of MSAT analysis that will be required for the project. Include the identified tasks in the project scope.	Prepare a Quantitative MSAT Analysis
A qualitative MSAT analysis would be necessary.	Qualitative MSAT Analysis

- If the following finding statement is obtained, then please consult with the ENV air specialist to determine whether an **Air Quality Technical Report** would be required.

"This project has a federal lead other than Federal Highway Administration (FHWA)/Federal Transit Administration (FTA). Consult with TxDOT Environmental Affairs - Air Specialist to identify the projects requirements for Air Quality. Amend the project scope as necessary."

- If the Scope Development Tool indicates that coordination with TCEQ is required, then create a **Coordination** in ECOS for this compliance requirement. It does not have to be associated to air quality specifically. In addition, if you want to coordinate a technical report rather than the environmental document with TCEQ, then you may also create the **Air Quality Tech Report Form** in ECOS.

Production/Technical Work

- Please use the following chart to determine which ECOS **Form** (created during scoping or after) that uploaded documents³ should be associated with; as well as the ECOS **Deliverables, Reviews, and Coordinations** required for each uploaded document.

² Use this form regardless of whether it is a CO or PM hot-spot analysis.

³ Not all documents will be required for all projects, please consult the AQ Handbook to identify the applicable documents for specific projects.



ECOS Form Name	Upload Document	Create ECOS Deliverable	Create ECOS Reviews	Create ECOS Coordination
Air Consistency and Conformity Details	<i>Transportation Conformity Report Form (Word document on toolkit)</i>	Generic Deliverable Report	Review – Report (District Core Team member ⁴)	AQ Specialist will coordinate with FWHA as applicable
			Review – Report (ENV Core Team member ⁵)	
			Review – Report (ENV AQ Specialist)	
	<i>General Conformity Report</i>	Generic Deliverable Report	Review – Report (District Core Team member ⁴)	N/A
			Review – Report (ENV Core Team member ⁵)	
			Review – Report (ENV AQ Specialist)	
CMP Disclosure	<i>CMP disclosure statement</i>	Generic Deliverable Report	Review – Report (ENV AQ Specialist) (not mandatory)	N/A
Prepare a PM Hot-Spot Analysis (only applies in El Paso)⁶	<i>Hot-Spot Analysis Data for a Consultation Partner Decision (Word document on toolkit)</i>	Generic Deliverable Report	Review – Report (ENV AQ Specialist)	District must coordinate with Consultation Partners
	<i>Hot-Spot Pre-Analysis Consensus Form (Word document on toolkit)</i>	Generic Deliverable Report	Review – Report (ENV AQ Specialist)	
	<i>Hot-Spot Analysis Technical Report</i>	Generic Deliverable Report	Review – Report (District Core Team member ⁴)	
Review – Report (ENV Core Team member ⁵)				
Review – Report (ENV AQ Specialist)				

⁴ If not produced by the district – i.e. produced by consultant or local government.

⁵ Only necessary for EA/EIS level documents.

⁶ Use this form regardless of whether it is a CO or PM hot-spot analysis.



ECOS Form Name	Upload Document	Create ECOS Deliverable	Create ECOS Reviews	Create ECOS Coordination
Prepare a CO TAQA	<i>CO TAQA Technical report</i>	Generic Deliverable Report	Review – Report (District Core Team member ⁴)	N/A
			Review – Report (ENV Core Team member ⁵)	
			Review – Report (ENV AQ Specialist)	
Prepare a Quantitative MSAT Analysis	<i>MSAT Meeting Notes</i>	Generic Deliverable Report	Review – Report (District Core Team member ⁴)	N/A
			Review – Report (ENV Core Team member ⁵)	
			Review – Report (ENV AQ Specialist)	
	<i>Quantitative MSAT Technical Report</i>	Generic Deliverable Report	Review – Report (District Core Team member ⁴)	N/A
			Review – Report (ENV Core Team member ⁵)	
			Review – Report (ENV AQ Specialist)	
Qualitative MSAT Analysis	<i>Qualitative MSAT analysis</i>	Generic Deliverable Report	Review – Report (ENV AQ Specialist) (not mandatory)	N/A
Air Quality Tech Report	<i>AQ Tech Report</i>	Generic Deliverable Report	Review – Report (District Core Team member ⁴)	N/A
			Review – Report (ENV Core Team member ⁵)	
			Review – Report (ENV AQ Specialist)	

- When all of the applicable documents have been uploaded, reviews approved, and coordinations completed; please close out the applicable ECOS form.

The procedure is complete.



APPENDIX A - Outline of ECOS Air Quality Forms

Note: This represents what fully developed air quality ECOS documentation may look like on the **Forms** console. Please note that not all **Forms, associated Deliverables, Reviews, and Coordinations** will be required for all projects.

- **Air Consistency and Conformity Details (F)** – The Conformity Report Form will be placed under this ECOS form.
 - **Generic Deliverable Report (D)**
 - **Generic Review (R)** – AQ Specialist review of the *Conformity Report Form*
 - **Generic Review (R)** – ENV Core Team review of the *Conformity Report Form*
 - **Generic Review (R)** – District Core Team review of the *Conformity Report Form*
 - On Coordination Console
 - **Coordination (C)** – Coordination of *Conformity Report Form* with FHWA

- **Prepare a CO/PM hot-spot analysis (F)** – The *Hot-Spot Technical Report* will be placed under this ECOS form
 - **Generic Deliverable Report (D)** – Deliverable placeholder for the *Hot-Spot Analysis Technical Report*
 - **Generic Review (R)** – AQ Specialist review of the *Hot-Spot Technical Report*
 - **Generic Review (R)** – ENV Core Team review of the *Hot-Spot Technical Report*
 - **Generic Review (R)** – District Core review of the *Hot-Spot Technical Report*
 - **Generic Deliverable Report (D)** – Deliverable placeholder for the *Hot-Spot Analysis Data for a Consultation Partner Decision* form
 - **Generic Review (R)** – AQ Specialist review of the *Hot-Spot Analysis Data for a Consultation Partner Decision* form
 - **Generic Deliverable Report (D)** – Deliverable placeholder for the *Hot-Spot Pre-Analysis Consensus Form*
 - **Generic Review (R)** – AQ Specialist review of the *Hot-Spot Pre-Analysis Consensus Form*
 - On Coordination Console
 - **Coordination (C)** – Coordination of the *Hot-Spot Analysis Data for a Consultation Partner Decision* form, the *Hot-Spot Pre-Analysis Consensus Form*, and the *Hot-Spot Technical Report* with the Consultation Partners, as applicable

- **Prepare a CO TAQA (F)** – The *CO TAQA technical report* will be placed under this ECOS form.
 - **Generic Deliverable Report (D)** – Deliverable placeholder for the *CO TAQA Technical Report*
 - **Generic Review (R)** – AQ Specialist review of the *CO TAQA technical report*
 - **Generic Review (R)** – ENV Core Team review of the *CO TAQA technical report*
 - **Generic Review (R)** – District Core Team review of the *CO TAQA technical report*



- **Prepare a Quantitative MSAT analysis(F)** – The *Quantitative MSAT Technical Report* will be placed under this ECOS form.
 - **Generic Deliverable Report (D)** – Deliverable placeholder for the *Quantitative MSAT Technical Report*
 - **Generic Review (R)** – AQ Specialist review of the *Quantitative MSAT Technical Report*
 - **Generic Review (R)** – ENV Core Team review of the *Quantitative MSAT Technical Report*
 - **Generic Review (R)** – District Core Team review of the *Quantitative MSAT Technical Report*
 - **Generic Deliverable Report (D)** – Deliverable placeholder for the *MSAT Meeting Notes*
 - **Generic Review (R)** – AQ Specialist review of the *MSAT Meeting Notes*
- **Prepare a Qualitative MSAT Analysis (F)** – The *Qualitative MSAT analysis language* will be placed under this ECOS form.
 - **Generic Deliverable Report (D)** – Deliverable placeholder for the *qualitative MSAT analysis*
 - **Generic Review (R)** – Voluntary AQ Specialist review of the *qualitative MSAT analysis*
- **Prepare a CMP Disclosure (F)** – The *CMP Disclosure Statement* will be placed under this ECOS form.
 - **Generic Deliverable Report (D)** – Deliverable placeholder for the *CMP disclosure statement*
 - **Generic Review (R)** – Voluntary AQ Specialist review of the *CMP disclosure statement*
- **Prepare an Air Quality Technical Report (F)** – Although not required, if a preliminary review or early coordination with TCEQ is desired, this technical report may also be used to document the disclosure language that would be placed in an environmental review document.
 - **Generic Deliverable Report (D)** – Deliverable placeholder for the *AQ Tech Report*
 - **Generic Review (R)** – AQ Specialist review of the *AQ Tech Report*
 - **Generic Review (R)** – ENV Core Team review of the *AQ Tech Report*
 - **Generic Review (R)** – District Core Team review of the *AQ Tech Report*

On Coordination Console

- **Coordination (C)** – Coordination of applicable environmental review documents with TCEQ for compliance with the TCEQ MOU.



Appendix B – ECOS General Detailed Steps

Please Note: The steps are categorized by below user roles.

AQ - Air Quality Subject Matter Expert (SME)

DEC/DES - District Environmental Coordinator/ District Environmental Specialist

PDM - ENV Project Delivery Manager

A. Create an ECOS Form.

DEC/DES:


1. Open the specific project in ECOS.
2. Navigate to **Forms** console.
3. Click on **(F+)** under the heading bar.
4. Select **Program Area: Air**.
5. Select **Task Type: Form** - and select the appropriate form name.
6. Select **Organization Type: TxDOT** for TxDOT sponsored projects or Select **Organization Type: Project Sponsor** for local sponsored projects.
7. For TxDOT sponsored projects - Enter the **Employee Name:** as the DEC or DES and enter **Assigned Date:** as current date. Click **Add**.
8. For Local Sponsored projects - Enter the applicable sponsor's information and enter **Assigned Date:** as current date. Click **Add**.
9. Enter **Planned Start** and **End Date:** and **Planned Hours:** for the task. Click **Save**.

B. Create a Generic Deliverable.

DEC/DES:


1. Navigate to the **Forms** console.
 2. Click on **(D+)** next to applicable form.
 3. **Program Area: Air** is already selected.
 4. Select **Task Type: Deliverable - Submit Generic Deliverable**.
 5. Select **Organization Type: TxDOT** for TxDOT sponsored projects or Select **Organization Type: Project Sponsor** for local sponsored projects.
 6. For TxDOT sponsored projects - Enter the **Employee Name:** as the DEC or DES and enter **Assigned Date:** as current date. Click **Add**.
 7. For Local Sponsored projects - Enter the applicable sponsor's information and enter **Assigned Date:** as current date. Click **Add**.
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8. Enter the same **Planned Start** and **End Date** with the date of delivery for the initial review of the deliverable, and 0 for **Planned Hours**. **Comments**: are optional. Click **Save**.
9. Upload the Deliverable by clicking on **Upload Document Icon** next to the deliverable **Form** just created. Ensure that the document has "Draft" in the title and draft watermark if available.
10. Once uploaded, enter applicable **Comment**: on the delivery of the document in the **Form** and click **Validate** to save.
11. Navigate to the **Task** by clicking the  next to the deliverable form and enter the date of delivery in the **Actual Start** and **End Dates**:, enter 0 for **Actual Hours**:, and click **Save** to close the **Task**.

C. Close an ECOS Form

DEC/DES:

1. Open the specific project in ECOS.
2. Navigate to the applicable **Form** and verify the form is filled out or references an uploaded "Approved" deliverable.
3. Click Validate to close **Form**.
4. Navigate to the **Task** by clicking the  next to the associated **Form** and enter the appropriate **Actual Start**: and **End**: dates. **Actual Hours**: should reflect the effort by TxDOT personnel for the task. **Comments**: are optional. Click **Save** to close task.

D. Create a Review Task associated with a Generic Deliverable

DEC/DES, or PDM:

1. Open the specific project in ECOS.
2. Navigate to the **Forms** console.
3. Click on **(R+)** Review next to the applicable deliverable **Form**.
4. **Program Area: Air** is already selected.
5. Select **Task Type: Review-** and select applicable review.
6. Select **Organization Type: TxDOT**.
7. Enter the **Employee Name**: and enter **Assigned Date**: as current date. Click **Add**.
8. Enter **Planned Start Date**: as the date the deliverable was submitted to TxDOT, and enter the **Planned End Date**: as the anticipated date that the review of the deliverable will be completed. Enter **Planned Hours**: as the anticipated effort to review the deliverable. **Comments**: are optional. Click **Save**. TxDOT reviewer will conduct review of the deliverable by recording comments in ECOS and/or recording comments on a *Comment Response Matrix* template available on the TxDOT Toolkits.
9. Repeat for additional reviewers (if necessary) using the same **Task Type**:.



E. Close the Review Task associated with a Generic Deliverable

AQ or DEC/DES:

1. Open the specific project in ECOS.
2. Navigate to the applicable **Form** and verify the form is filled out fully and correctly.
3. Click **Validate** to close **Form**.
4. Navigate to the **Task** by clicking the **T** next to the associated **Form** and enter the appropriate **Actual Start:** and **End:** dates. **Actual Hours:** should reflect the effort by TxDOT personnel in the production/review of the *deliverable*. **Comments:** are optional. Click **Save** to close task.

F. Create a Coordination

AQ or DEC/DES (or PDM – TECQ MOU coordination only):

1. Open the specific project in ECOS.
2. Navigate to the **Forms** console.
3. Click on **(C+)** coordination next to the form associated with the task necessitating the coordination.
4. Or Navigate to **Coordination** console and Click **(C+)** under the heading bar.
5. Choose the **Program Area:** and **Task Type:** outlined by the program area guidance related to the coordination.
6. Assigned the coordination task to the project sponsor or personnel who will carry out the coordination.
7. Enter **Assigned Date:** as current date. Click **Add**.
8. Enter **Planned Start** and **End Dates:** and **Hours:**. Click **Save**.
9. Conduct coordination
10. Click on **(C+)** next to applicable form.
11. Enter the Task Type, Organization Type, Organization, and Assigned Date.
12. Enter the Contact information. Click Add.
13. Enter Planned dates and Hours for reviewer to complete the review. Click Save.
14. Enter the Agency Name and Coordination Status. Click Save.
15. Click Back To List.
16. The Coordination and associated Task are automatically created.

G. Close a Coordination

AQ or DEC/DES (or PDM):

1. Open the specific project in ECOS.



2. Navigate to **Coordination** console.
3. Open the applicable **Coordination Form** and fill in applicable fields and/or verify the form is filled out fully and correctly.
4. Click **validate**.
5. Reopen the **Task** by clicking the **T** next to the applicable coordination form and enter the **Actual Start Date**: to reflect the submittal of the correspondence to the respective agency and enter the **Actual End Date**: to reflect the date when the agency responds with concurrence or approval. Enter **Actual Hours**: with the amount of hours it took to complete the coordination and **Save** to close **Task**.



Appendix D

The following table shows the revision history for this document.

Revision History	
Effective Date Month, Year	Reason for and Description of Change
July 2014	Version 1 was released.
February 2016	Version 2 was released to address new scoping process.
January 2017	Version 3 was released to support the ECOS Phase I rollout.