



# Standard Operating Procedure for Complying with CMP Requirements

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## Purpose of This SOP

The purpose of this standard operating procedure (SOP) is to assist project sponsors in documenting compliance with Congestion Management Process (CMP) requirements at the project-level.

## Subject Overview

In accordance with [23 CFR 450.320\(d\)](#), federal funds may not be programmed for any project adding single occupancy vehicle (SOV) capacity in Transportation Management Areas (TMA) – urbanized areas over 200,000 in population – designated nonattainment for ozone or carbon monoxide (CO), unless the project is addressed through a congestion management process meeting the requirements of 23 CFR 450.320. In these areas, the CMP provides for the analysis of reasonable travel demand reduction and operational management strategies for the corridor in which a project adding SOV capacity is proposed. All identified reasonable travel demand reduction and operational management strategies shall be incorporated into the SOV project or committed to by the State and Metropolitan Planning Organization (MPO).

## Authorities

There is no specific authority or requirement to use this SOP, but it designed to help project sponsors meet the CMP requirements of 23 CFR 450.320 in regards to transportation projects.

## Toolkit

Use the SOP for Preparing Air Quality Statements in conjunction with this SOP.

## Personnel

The audience for this SOP includes project sponsors, contractors, and consultants responsible for preparing valid documentation that a project complies with the Metropolitan Planning regulations.

## Procedure

1. Determine if the project is exempt from a project-level CMP analysis by completing Steps 1.1 through 1.4 as directed.
  - 1.1. Determine if the project is located in a nonattainment area for CO or ozone. If so, continue to Step 1.2. If not, proceed to Step 3.
  - 1.2. Determine if this project is adding SOV capacity<sup>1</sup>. If so, continue to Step 1.3. If not, proceed to Step 3.

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<sup>1</sup> Added capacity projects typically include but are not limited to: new location roadways, adding main lanes, adding through lanes, adding auxiliary lanes > 1 mi, etc.



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- 1.3. Determine if this is a Federal Highway Administration (FHWA)/Federal Transit Authority (FTA) project. If so, continue to Step 1.4. If not, proceed to Step 3.
- 1.4. Determine if this project is located within a TMA, as listed in Appendix B. If so, continue to Step 2. If not, proceed to Step 3.
2. Coordinate with the MPO regarding the CMP analysis by completing Steps 2.1 through 2.4 as directed.
  - 2.1. Follow the established process of the local MPO or collaborate with the MPO in order to identify whether the project is included in their CMP. If so, proceed to Step 2.3. If not, continue to Step 2.2.
  - 2.2. Request that the MPO determine whether the project should be incorporated into the CMP. If so, the MPO will add this project to their CMP; when completed, continue to Step 2.3. If not, request that the MPO provide a waiver for the project indicating why it is not appropriate for this project to be included in the CMP, and proceed to Step 3.
  - 2.3. Follow the established process of the local MPO or collaborate with the MPO to identify other operational improvements, if any, within the project corridor. Continue to Step 2.4.
  - 2.4. Follow the established process of the local MPO or collaborate with the MPO to identify any reasonable travel demand reduction and operational management strategies that should be committed to for this project. Continue to Step 3.
3. Refer to the SOP for Preparing Air Quality Statements for the applicable CMP disclosure language to include in the environmental review document, or in a separate technical report in the project file when an environmental review document is not required.

**The procedure is complete.**



## Appendix A: Acronyms and Definitions

### Acronyms

Acronym	Full Name
CFR	Code of Federal Regulations
CMP	Congestion Management Process
CO	Carbon Monoxide
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
SOP	Standard Operating Procedure
SOV	Single Occupancy Vehicle
TMA	Transportation Management Area

### Definitions

Term	Definition
FHWA/ FTA Project	This type of project has FHWA/FTA funding, needs a FHWA/FTA decision, or has been delegated.
High-Occupancy Vehicles	These vehicles carry multiple passengers.
Single Occupancy Vehicle	An SOV is a privately operated vehicle whose only occupant is the driver.
TMA	Urbanized area with a population greater than 200,000 as determined by the 2010 Census. Refer to Appendix B for a list of TMAs in Texas.



## Appendix B: Transportation Management Areas in Texas

1. Dallas-Fort Worth-Arlington<sup>2</sup>
2. Houston<sup>3</sup>
3. San Antonio
4. Austin
5. El Paso<sup>4</sup>
6. McAllen
7. Denton—Lewisville
8. Corpus Christi
9. Conroe—The Woodlands
10. Lubbock
11. Laredo
12. Killeen
13. Brownsville
14. Midland-Odessa<sup>5</sup>

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<sup>2</sup> This is an ozone non-attainment TMA.

<sup>3</sup> This is an ozone non-attainment TMA.

<sup>4</sup> This is a PM10 non-attainment and CO maintenance TMA.

<sup>5</sup> The Midland and Odessa urbanized areas are each under 200,000 in population. However, the area requested and was granted designation as a TMA in July 2012.



## **Appendix C: Revision History**

The following table shows the revision history for this document.

<b>Revision History</b>	
<b>Effective Date Month, Year</b>	<b>Reason for and Description of Change</b>
September 2015	Version 1 was released.