

## Quarterly Reports – NCDOT Funded Positions

**STATE AGENCIES – DWQ, DCM, WRC, HPO**  
**(for permit review or regulatory staff only)**

**Quarter Reporting:** \_\_\_\_\_ to \_\_\_\_\_ **Date of Report:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Position Number:** \_\_\_\_\_  
**Position Title:** \_\_\_\_\_  
**Agency:** \_\_\_\_\_ **Division:** \_\_\_\_\_  
**Unit:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_  
**If vacant, position was vacant from:** \_\_\_\_\_ to \_\_\_\_\_

<b>1. Document review and comment (excluding NCTA projects)</b>	<b>Total Number</b>
Categorical exclusions	
Environmental assessments	
FONSI's	
DEISs/FEISs	
RODs	
Scoping letters	
Corridor & alternative studies	
404/401 permit application/notices	
Mitigation plans	
CAMA permit applications/notices	
Rail projects	
Aviation projects	
Ferry projects	
Enhancement projects	
Recordation Plans	
Historic Structure Survey Reports	
Natural Resource Technical Reports	
Contracts & Memorandum of Agreements (draft or final)	
Other	
Other	
<b>2. Participation in project related-meetings (excluding NCTA projects)</b>	<b>Total Number</b>
On-site agency review meetings	
401 water quality certifications & buffer authorizations	
Stream origin/stream and buffer determinations	
EEP mitigation sites	
DOT on-site mitigation sites	
Other on-site meetings related to merger projects	
Other site visits	
Merger Team meetings (concurrence points, hydraulic reviews, etc.)	
Preconstruction meetings (scoping, project planning, etc.)	
Public involvement meetings/public hearings	
Internal agency meetings (i.e. project discussions)	
Division level project meetings (secondary roads, bridge maintenance, etc.)	
Other	
Other	

<b>3. Participation in other meetings (excluding NCTA projects)</b>		<b>Total Number</b>
Process improvement meetings attended		
Bimonthly Interagency Meetings attended		
Task force meetings attended		
Commission/Board meetings attended		
Multi-agency meetings attended (i.e. ILT, etc.)		
LET approval meetings attended		
Legal proceedings attended		
Eligibility/Effects meetings attended		
Other _____		
Other _____		
<b>4. Non-project related activities</b>	<b>Total Number</b>	<b>Brief Description including Deliverables and Outcomes</b>
Technical assistance provided		
Training presented/facilitated (e.g. presentations given to DOT or other parties)		
Process improvement activities undertaken		
Agency administrative duties (i.e. office staff meetings/activities, personnel functions, etc.)		
Other _____		
Other _____		
<b>5. Professional development</b>	<b>Total Number (Days)</b>	<b>Brief Description</b>
Internal training (internal to Agency)		
External training (e.g. Rosgen, Conferences, Plant ID, etc.)		
Other _____		
<b>6. Non-DOT related activities (please list) (May require pre-approval from DOT)</b>	<b>Total Hours</b>	<b>Brief Description</b>
<b>7. Administrative Activities (for use by Administrative Staff Only)</b>	<b>Total Number</b>	<b>Brief Description including Deliverables and Outcomes</b>
Number of 401 applications entered into BIMS		
Qualitative Description of Activities (list activities)		
Other _____		
Other _____		

**8. Please list any issues or items of interest that you would like to bring to our attention, including any periods of extended leave for either professional or personal reasons.**

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**9. Has your work contact information changed in the last quarter? If so, please update.**

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Please return all reports to: NCDOT's Office of Environmental Quality  
1502 Mail Service Center  
Transportation Building, Museum Annex-First Floor  
27699-1502

email to: [emeister@dot.state.nc.us](mailto:emeister@dot.state.nc.us)  
fax: 919-733-1142

**NOTE: IF ANY ITEM IS NOT APPLICABLE PLEASE LEAVE BLANK OR NOTE N/A**

## North Carolina Turnpike Authority (NCTA) Project Tracking

<b>PROJECT NUMBER (TIP):</b>		
<b>Activity</b>	<b>Time (hours)</b>	<b>Comments/Notes</b>
document review		
travel		
field visits		
coordination/concurrence meetings		
correspondence		
Other _____		
Other _____		
Other _____		
Other _____		
Other _____		
<b>PROJECT NUMBER (TIP):</b>		
<b>Activity</b>	<b>Time (hours)</b>	<b>Comments/Notes</b>
document review		
travel		
field visits		
coordination/concurrence meetings		
correspondence		
Other _____		
Other _____		
Other _____		
Other _____		
Other _____		
<b>PROJECT NUMBER (TIP):</b>		
<b>Activity</b>	<b>Time (hours)</b>	<b>Comments/Notes</b>
document review		
travel		
field visits		
coordination/concurrence meetings		
correspondence		
Other _____		
Other _____		
Other _____		
Other _____		
Other _____		
<b>MISCELLANEOUS (activity not associated directly with a TIP):</b>		
<b>Activity</b>	<b>Time (hours)</b>	<b>Comments/Notes</b>
Other _____		
Other _____		
Other _____		
Other _____		