IN SCOPE Guidance Document

June 2016

Background

IN SCOPE is INDOT's Section 106 electronic coordination website.   When the Federal Highway Administration (FHWA) is the lead federal agency for Section 106 compliance on INDOT and LPA projects, IN SCOPE will be used to post all Section 106 correspondence and documents.

The website is located here: http://erms.indot.in.gov/Section106Documents/

IN SCOPE is intended to reduce the environmental footprint associated with Section 106 documentation, minimize administrative costs with printing, while also improving and facilitating access to Section 106 documents.

Consultant Access to IN SCOPE

Consultants completing Section 106for INDOT and LPA projects will be posting Section 106 documents onto IN SCOPE after INDOT-CRO has reviewed and approved the document per the established review procedures currently in place.

Posting documents to IN SCOPE is done through the Electronic Records Management System ERMS program at INDOT's Technical Applications Pathway website (ITAP) - https://itap.indot.in.gov/.

The first step for consultants, who are already enrolled as a business in ITAP, is to request a new role-"*Section 106 Consultation and Outreach Portal Consultants*" by following the below application chain:

INDOT Applications
- ERMS
  - Section 106 Consultation and Outreach Portal
    - Section 106 Consultation and Outreach Portal Consultants

Each firm employee who will be posting documents into IN SCOPE should request this role. Once approved, the consultant will not have to complete this step again.

Once consultants have the proper access setup they will be provided a link in ITAP with access to the Oracle Universal Content Management (UCM) interface. Documents are checked-in to ERMS using the UCM interface.

Posting (Checking-In) Documents

All Section 106 documents should be posted to IN SCOPE. This primarily includes the following:

- Early Coordination Letters (ECL)*
- Archaeology Reports**
- History Property Reports
- Follow-up Correspondence
- Section 4f Alternatives Analysis
- Bridge Plan Reviews
- Finding/800.11 Documentation
- Memorandums of Agreement
- Other
- Public Notices***

*A link to IN SCOPE should be provided in the ECL. It is not necessary to include a copy of every letter sent to ever consulting party. A "generic" or template copy of the ECL may be uploaded that is addressed "Dear Consulting Party."

**Archaeology reports on IN SCOPE are only accessible to Native American Tribes.

***Public notices should include a link and reference to IN SCOPE so the public can view the Section 106 documents.

Consultants will be submitting documents to IN SCOPE only after the INDOT-CRO reviewer has reviewed the document and has provided approval to the consultant to upload the document.
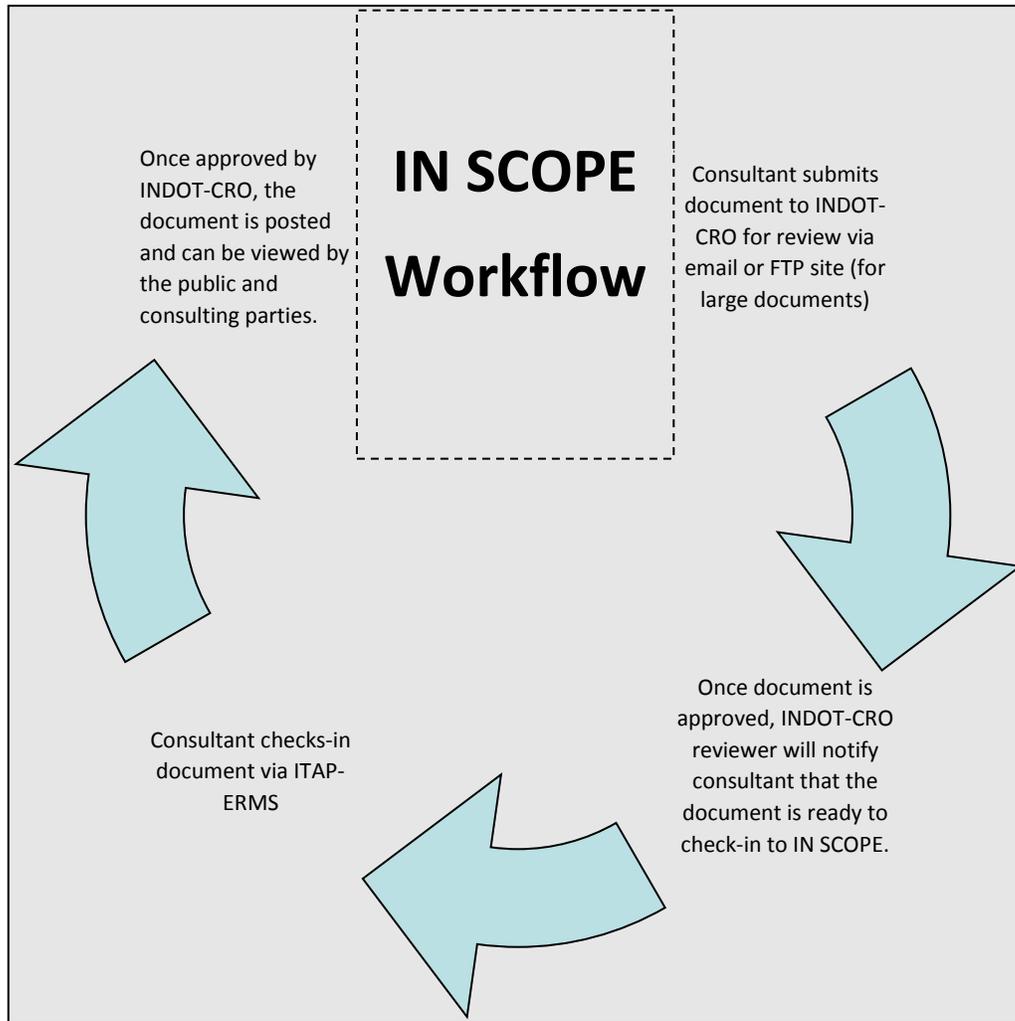
Once a document is checked-in by the consultant, the INDOT-CRO reviewer and team leads will receive an email that the document is ready for posting and will be directed to review/approve the document. Typically, the INDOT-CRO reviewer will approve documents. If however, the reviewer is out of the office and the document needs to be posted in their absence, team leads can approve. An email will be sent to the consultant and INDOT-CRO reviewer when the document is posted.

Tips

- A UCM Users Guide is available on the ERMS toolbar. Training videos are also available in ERMS.
- Consultants must use the INDOT-CRO Naming Convention guidance, located in the appendix, when submitting documents.

- Remember to always use the same Project Name when posting multiple documents so there are not multiple project listings for one project.
- Document size limit is 50 MB.

Please refer to the following workflow for further reference.

IN SCOPE Workflow

Consultant submits document to INDOT-CRO for review via email or FTP site (for large documents)

Once document is approved, INDOT-CRO reviewer will notify consultant that the document is ready to check-in to IN SCOPE.

Consultant checks-in document via ITAP-ERMS

Once approved by INDOT-CRO, the document is posted and can be viewed by the public and consulting parties.

Consulting Party Notification Protocol

Adhere to the following protocols when notifying consulting parties of document postings to IN SCOPE.

SHPO: **All Section 106 correspondence and documents will be provided to SHPO as a hard-copy.**

Native American Tribes: Tribal consulting parties have secured access to view archaeology reports posted onto IN SCOPE. As with any other consulting party, Tribes will be able to view any posted document. Tribal consulting

parties should be notified of postings via email following INDOT-CRO guidance.

Other consulting parties: Consulting parties can be notified of the ECL and other document postings via email correspondence. **The following procedures must be adhered to when using email as the primary correspondence delivery tool:**

- A list of consulting parties and their email addresses should be provided to INDOT-CRO at the same time the ECL is under review. Not providing this list up front will delay the review process.
- If an email is not located for a consulting party, then they should receive hard-copy correspondence. Please make a note in the consulting parties list when email addresses are not available.
- Emails to consulting parties notifying them of a IN SCOPE posting should not be sent until that document has been approved and posted on IN SCOPE by INDOT.
- The email subject line should indicate it is a FHWA Federal Aid project, also include the project name/location, and INDOT Designation number.
- The email should list the documents that have been posted.
- The Early Coordination Letter should be attached to the email for fast access by the recipients. The email can indicate that the recipient can reply to the email.
- The INDOT-CRO reviewer must be cc'd on email correspondence.
- If an email is not deliverable for a recipient, then a hard-copy must be sent.
- Include a copy of email correspondence in the 800.11 documentation.

Sample language to be included in the Early Coordination Letter and email regarding IN SCOPE:

Please note that a hard copy of these materials are being submitted to the INSHPO. In an effort to conserve resources, this letter and all of its attachments can be viewed electronically by accessing INDOT's Section 106 document posting website IN SCOPE at http://erms.indot.in.gov/Section106Documents/. Please use the project identification details provided in the subject heading to search for the documents. A hard copy of the materials will be

provided to any invited consulting party who makes such a request within seven (7) days of receipt of this notification.

Please keep in mind that IN SCOPE should not limit access to Section 106 documents. If a consulting party requests a hard copy, please provide it as expeditiously as possible so that they are able to review and provide any comments within the 30-day period.

Got Questions?

For any document specific questions, please direct to the INDOT-CRO staff reviewing the document. If there are any general problems or questions with accessing or posting documents, please direct those to Patrick Carpenter at 317-233-2061- pacarpenter@indot.in.gov or submit a help desk ticket through ITAP.

Appendix

Appendix A: Document Naming Conventions

Appendix B: Screen Shots

Section 106 Document Naming Conventions

Documents submitted to or prepared by INDOT's Cultural Resources Office (CRO) should be titled by the prescribed naming convention described in this memo. The naming conventions are intended to make it easier to locate and retrieve documents for agency, consultant and public use.

INDOT Section 106 documents should adhere to the following template:

Project name _Desxxxxxxx_ documenttype _Date (year-mm-dd)

Instructions for each title segment-

Project name- route#, street/roadname, common name, if state bridge-list route # and feature crossed, for county bridges-list county (use CO) and bridge #

INDOT Des. # - Des followed by seven digits (do not use # or No.)

Document type -HPR for Historic Property Report as example, see examples below

Date- year (four digits)-month (mm-two digits)-date (dd-two digits)

Examples

Document Types   Naming Conventions

Early Coordination Letter   SR62_Des1234567_Early Coordination_2013-12-02

Archaeology Phase 1A   US31_Des1234567_Phase1A_2013-12-02

Historic Property Report   SR114_Des1234567_HPR_2013-12-2

Section 4f Alternatives Analysis   SR4overTurtleCreek_Des1234567_4fAltAnalysis_2013-12-02

                                        SullivanCoBridge#11_Des1234567_4fAltAnalysis_2013-12-02

Finding/800.11 Documentation   CulturalTrailNorth_Des1234567_Finding,800.11Doc._ 2013-12-
02

Memorandum of Agreement   SR55_Des1234567_MOA_2013-12-02

                                        SR55_Des1234567_MOA_2013-12-04_Signed

Bridge Plan Review   SR1overFlatRockRiver_Des1234567_BRPlanReview_2013-12-02

Letters received   I69Section5_Des0300381_SHPOLetter_2013-12-02

                                        ORB_Des0300799_IndianaLandmarksLetter_2013-12-02

INDOT Technical Application Pathway
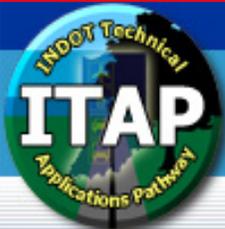
Home
Application
Business
User
Training Videos List

Main Page

- INDOT Applications
  - Clean Answers
  - ERMS
    - Environmental Records
    - Section 106 Consultation and Outreach Portal
  - Human Resources
  - Milestones
  - Professional Services Contracting System
  - Project Close Out
  - Project Commitments
  - ProjectWise
  - Scheduling Project Management System

Application Details	
Name	ERMS
URL	
Description	Electronic Records Management System
Abbreviation	UCM
Last Login Time	
No of Users Logged In Today	0

Select to access IN SCOPE

Click here to request a new application

Indiana Department of Transportation

ORACLE' INDOT

| ∨ New Check-In | ERMS User Manuals | Helpdesk

Public Profile

Section 106 Documents

⊞ My Con

⊞ Browse

⊞ Search

⊞ Content Management

Select to begin check-in process

ORACLE INDOT

⊞ My Content Server
⊞ Browse Content
⊞ Search
⊞ Content Management

Content Check-In Form for Section 106 Documents

* Title Section 106 Document
Author PACarpenter
* Revision 1
* Security Group NET ▾
Profile section_106 ▾
* Project Name [_____]
* DES Number [_____]
* Municipality No Selection ▾
* County No Selection ▾
* Route Number [_____] No Selection ▾
* District No Selection ▾
* Posting Name [_____]
* Comment Deadline [_____] 📅
* Comment Period [_____]
* Document Type No Selection ▾
* Status No Selection ▾
* Section 106 CRO Reviewer No Selection ▾
* Submitter [_____]

* Primary File Choose File No file chosen
Alternate File Choose File No file chosen

Check In   Reset   Quick Help

Route/Road name and project description (road reconstruction, added travel lanes, as examples). Typically, programmed project name will suffice.

Enter only 7-digits, if multiple Des. Nos, enter each on separate line

For LPA projects-Manually enter road name/#

State projects-select from drop down

Follow document naming convention guidelines

Date when 30-day comment period expires (provide extra days to account for delivery of posting notice to consulting parties when hard-copy)

Enter "30-days" (unless otherwise approved by INDOT-CRO)

Select CRO staff who reviewed and approved document for posting.

Select "Submitted"

Name of person checking in the document

Select to upload document

Last Step-Select when fields are completed and document uploaded

- ⊞ **My Content Server**
- ⊞ **Browse Content**
- ⊞ **Search**
- ⊞ **Content Management**

📁 **/ HelpDocs**

ˇ Select   ˇ Actions

Select

Please refer to the UCM User Guide for general guidance on checking-in/managing documents.

0 of 0 displayed

Select

Select	Content ID	File Name	Title
☐	DOT_959232	Construction Changes Workflow	Construction Changes Workflow User Manual
☐	DOT_846767	Contract Document Workflow U:	Contract Document Workflow User Guide
☐	DOT_322144	Contract Letting Document Wor	Contract Letting Document Workflow User Guide
☐	DOT_3111726	Copy of Geotech User Manual.p	Geotech User Manual
☐	DOT_659846	Design_Consultant_Services_U:	Design Submittals Help Manual
☐	DOT_943513	Geotech User Manual.pdf	GeoTech User Manual
☐	DOT_322145	Mass Update ERMS User Guide.(	Mass Update ERMS User Guide
☐	DOT_2196672	Real Estate Document Managen	Real Estate Document Workflow User Guide
☐	DOT_1915020	Real Estate Workflow Version 2.	Real Estate Document Management Workflow Chart
☐	DOT_660016	UCM User Guide.pdf	UCM User Guide