



# MEMORANDUM

**TO:** District Engineers **DATE:** November 6, 2012  
**FROM:** Carlos Swonke, P.G. *Carlos Swonke*  
**SUBJECT:** Designation of Texas ECOS as Environmental File of Record

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In an effort to streamline statewide access to information, I am designating Texas ECOS as the official file of record for environmental review documents and documentation. This change is necessary as the department increasingly relies on resource sharing to complete the environmental process. It will enable the department to automate tasks such as environmental scoping and producing checklists for approval of state BCEs. It will help to comply on federal projects with the FHWA-TxDOT PA requirements that allow a shift away from documents to checklists while still having the ability to respond to FHWA requests for background documentation. It will facilitate assembly and review of administrative records from remote locations.

Consequently, it shall be department policy that:

- Texas ECOS will be used as the file of record for environmental scopes, data and reports for environmental studies, records of coordination, BCE/PCE certifications, environmental documents, records of environmental decisions, and all other items that normally would be placed in the project file for documentation of the environmental process.
- Entry or upload of records into Texas ECOS will constitute placement of records into the project file of record.
- Documents uploaded into Texas ECOS will be in .pdf format.
- If materials such as plans, schematics, maps, or other large files are posted elsewhere on the department intranet, they can be placed in the project file by providing a link in the body of an email, memo, or other record.
- Paper documentation for local government projects will be converted to electronic files and uploaded. Local governments should be encouraged to submit documentation as electronic files for upload by the district upon receipt.

Designating ECOS as the file of record has implications for generating project scopes required by statute:

- Project scopes will be developed by entering information directly into Texas ECOS.

- Entry of tasks in ECOS shall satisfy the statutory requirement to identify tasks in a scope. All tasks must be entered. D/D/O/Rs are encouraged to use risk assessment screens in Texas ECOS to help ensure that the correct tasks have been identified and to help document decisions.
- Planned start and end dates for tasks must be entered to fulfill the statutory requirement to include a schedule in a scope.
- Complete entry of task, schedule, and project definition information will serve as completion of the project scope.
- In cases where the department sponsor and delegate are different D/D/O/Rs, upload of signed scopes will serve as the record of scope approval.
- In cases where the local government is the project sponsor, upload of signed scopes will serve as the record of scope approval.
- Addition, modification or deletion of tasks after the initial scope will serve as amendments to the project scope.
- In cases where the department sponsor and delegate are different D/D/O/Rs, upload of signed scopes will serve as the record of scope amendment approval.
- In cases where a D/D/O/R serves as both sponsor and delegate, completion of task and schedule entry in Texas ECOS will constitute approval of the project scope or scope amendment without requiring a formal signature process.

If you have any questions please call me at (512) 416-2734 or email me at [Carlos.Swonke@TxDOT.gov](mailto:Carlos.Swonke@TxDOT.gov).

cc: Marc Williams  
District Environmental Coordinators and Specialist