

The Avoidance and Minimization Measures Meeting (A3M)

Roles and Responsibilities

Per the Department's Plan Development Process Manual, "[c]oncept decisions shall be sensitive to environmental resources." [Section 5.8] Additionally, environmental laws and regulations require the avoidance and minimization of impacts to environmentally sensitive resources. For the A3M to be effective environmental resources must be identified (P6 activity 11499) and design must have preliminary cross sections developed (P6 activity 21352).

Elements of a Successful A3M

Environmental Analyst

- 📄 Sends "resource id" complete letter to PM; requests that A3M be scheduled
- 📄 Review plans/layouts containing ESAs & community resources 5 business days prior to A3M

Designer

- 📄 Place ESAs on plans
- 📄 Begin looking at avoidance & minimization methods before the meeting
- 📄 Continue working on preliminary cross sections
- 📄 Provide project layout 10 business days prior to A3M
- 📄 Discusses potential impacts to each ESA at A3M meeting
- 📄 Continues to work on avoidance & minimization
- 📄 Records efforts & justification for unavoidable impacts on tracking list 10 business days before the meeting
- 📄 Submits completed tracking list with completed plans (for use by SMEs in preparing AOE)

Environmental Subject Matter Expert (SME)

- 📄 Provide resource delineations to design
- 📄 Adds environmental resources to tracking list 10 business days prior
- 📄 Reviews plans; confirms that ESAs are shown correctly
- 📄 Discuss the need to avoid & minimize (and schedule implications) at A3M meeting

Project Manager

- 📄 Schedule A3M meeting 20 business days before the meeting – invite designer, OES team & consultant environmental (who did field work)
- 📄 Lead the meeting
- 📄 Take notes on action items at A3M meeting; circulate notes
- 📄 Update P6 activity
- 📄 Schedule 2nd meeting, if needed

During the Avoidance and Minimization Measures Meeting (A3M) (P6 activity 20937), project team members evaluate measures to avoid and minimize impacts to environmental and community resources. The process results in the identification of a preferred alternative to advance through environmental technical studies and preliminary design

Participants will always include the PM, Designer, and Environmental Analyst as well as all SMEs who identified an environmental resource in the project area. Other team members should be invited, as needed. Note that consultants completing the work (design and/or environmental) are key participants. Office of Environmental Services staff assigned to consultant projects will attend at their discretion.

Each project team member plays a vital role during A3M discussions. Environmental team members will discuss their resources as well as the initial impacts shown. Designers will present the initial layout and discuss avoidance and minimization possibilities.

Avoidance and minimization discussions must consider schedule and budget implications.

Failure to adequately avoid and minimize could lead to:

- 🕒=\$ Phase II archaeology testing
- 🕒=\$ Section 4(f) evaluation
- 🕒=\$ Formal Section 7
- 🕒=\$ Cemetery Permit
- 🕒=\$ Additional Agency Coordination
- 🕒=\$ Non-Concurrence from Agencies
- 🕒=\$ Rework

Avoidance & Minimization Measures Meeting (A3M) Process P6 Activity #20937

