

## Standard Operating Procedures

### Using ATLAS for Mapping for Expedited PNDF Projects

For projects under the Expedited PNDF Process, this Standard Operating Procedures will guide the designer on how to create a map(s) when the project limits fall within CTDEEP Aquifer Protection Area, CTDPH Drinking Water Watershed or EPA Sole Source Aquifer - SSA.

This process requires the designer to create a map(s) of the project area with the following layers showing:

1. CTDEEP Aquifer Protection Areas
2. CTDPH Drinking Water Watersheds
3. EPA Sole Source Aquifer - SSA

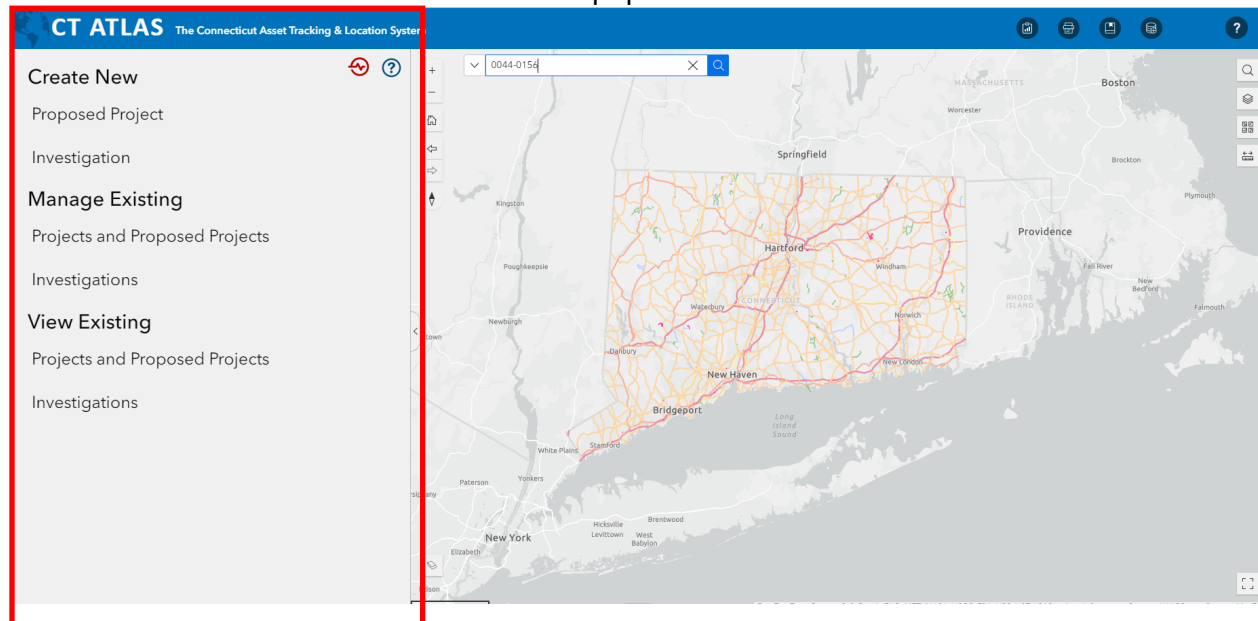
If a project boundary falls within any of these layers, the designer will be required to include an amended Section 1.10 APA, SSA and Public Water Supply Areas special provision and attach ATLAS created map(s) showing the layer limits as noted above into the contract Special Provision Package. If a project does not fall within any of these boundaries, no action is required.

Link to Amended Section 1.10:

[https://portal.ct.gov/dot/-/media/dot/policy/waternoisecompliance/helpfuldesign/section-110---apa\\_.docx?rev=877e326407b749ffbe50a51086bc1b2b&hash=0DFE975CFBE1B6AF66F9B5D052074C0F](https://portal.ct.gov/dot/-/media/dot/policy/waternoisecompliance/helpfuldesign/section-110---apa_.docx?rev=877e326407b749ffbe50a51086bc1b2b&hash=0DFE975CFBE1B6AF66F9B5D052074C0F)

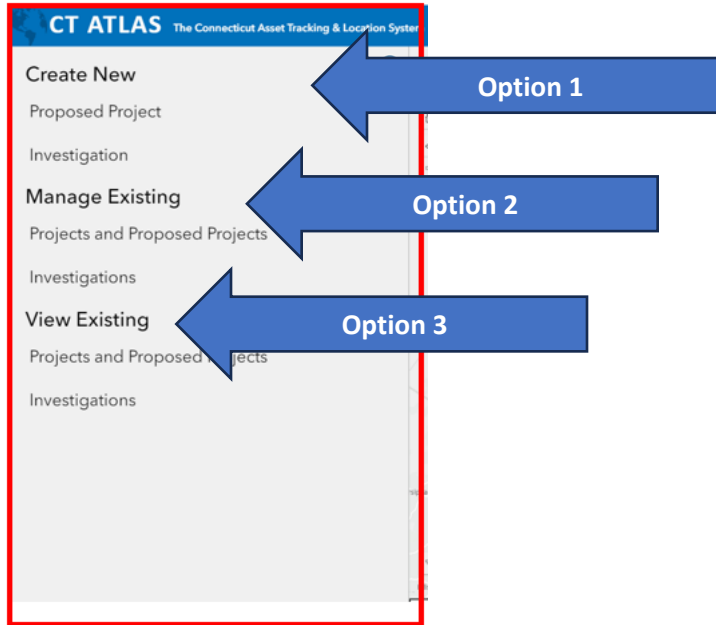
#### Step 1: Open ATLAS [Atlas 2.0 Production.](#)

The screen with State of Connecticut should populate within the window as shown.



**Step 2: In the highlighted box (shown in red), select the one of the 3-Options provided.**

1. Create New
2. Managing Existing
3. View Existing



**Step 3: If selecting Option 2 or 3, set cursor over Projects and Proposed Projects and hit enter. The following screen will populate. Project 0044-0156 is being used as an example.**

The 'Find Project' screen displays the following elements:

- Header: Find Project
- Navigation tabs: Project Number (selected), My Projects, My Teams Projects, By Assets, Recent Projects
- Input field: Enter Project Number (containing '0044-0156')
- Action button: Find Project (highlighted by a blue arrow labeled 'Enter Project #/Find Project')
- Footer buttons: View Selected, Cancel

**Step 4: After Find Project selection, the following screen will populate. Check the box (Red Star) and select View Selected in the bottom right (Arrow).**

Find Project

Project Number
My Projects
My Teams Projects
By Assets
Recent Projects

Enter Project Number

Find Project

1 Project(s) found

Project #	Proposed Project #	Nickname	Last Modified By	Last Modified Date
<input checked="" type="checkbox"/> 0044-0156	PP044-0002	I-95 in East Lyme	Charles.Grillo_CTDOTGIS	11/6/2023

View Selected

Cancel

**Step 5: The following screen will populate. Close side bar menu (Arrow). Navigate to the selected project limits.**

CT ATLAS The Connecticut Asset Tracking & Location System

View Proposed Project

Project: 0044-0156 (PP044-0002)
Nickname: I-95 in East Lyme
Link to project 0044-0156 in Compass

Project Type: Capital Project
Location Type: Local
Last Modified By: Charles.Grillo\_CTDOTGIS
Last Modified Date: Mon Nov 06 2023
Scanned Assets: Signals, Bridges
Scanned GIS Info:
Towns: East Lyme
Team Members: Charles.Grillo\_CTDOTGIS, Jeffrey.Pflainger\_CTDOTGIS

View Assets and GIS Info by:
Work Areas [1]

Work Area 1

Road Sections

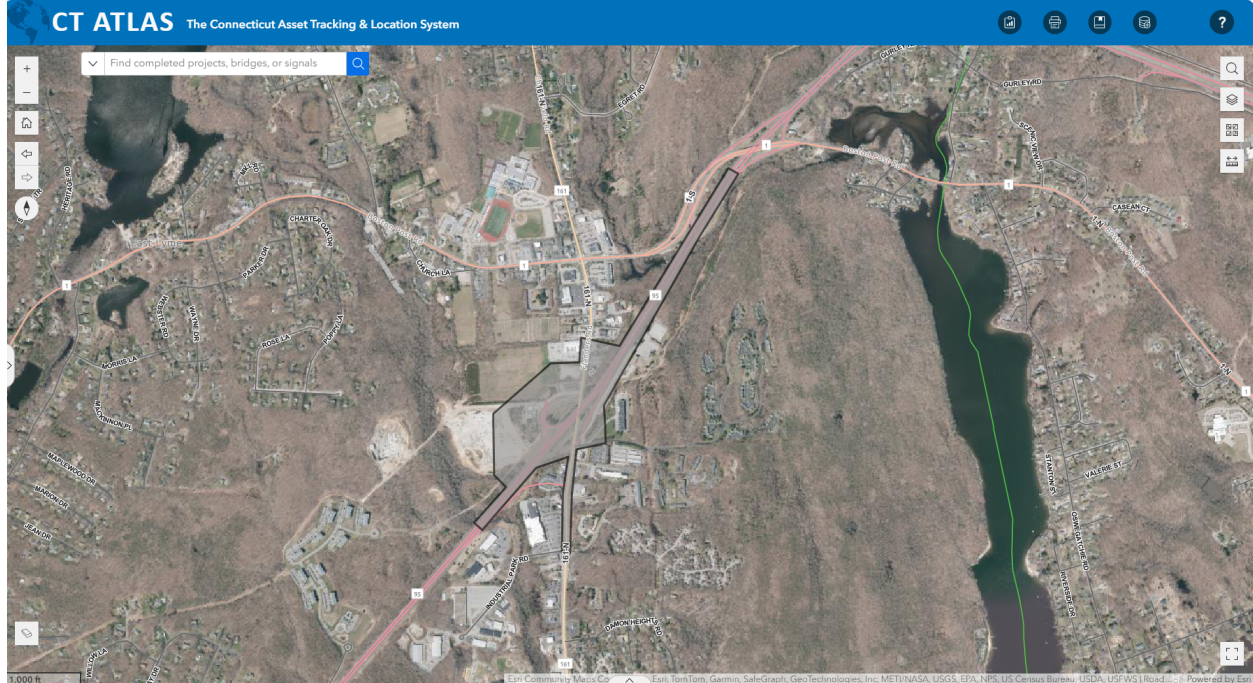
Zoom To	Road Name	Town	Begin Point
<input checked="" type="checkbox"/>	161-N	East Lyme	2.66
<input checked="" type="checkbox"/>	95-N	East Lyme	86.9
<input checked="" type="checkbox"/>	95-N-237	East Lyme	0
<input checked="" type="checkbox"/>	95-N-237A	East Lyme	0
<input checked="" type="checkbox"/>	95-N-240	East Lyme	0

Manage
Done

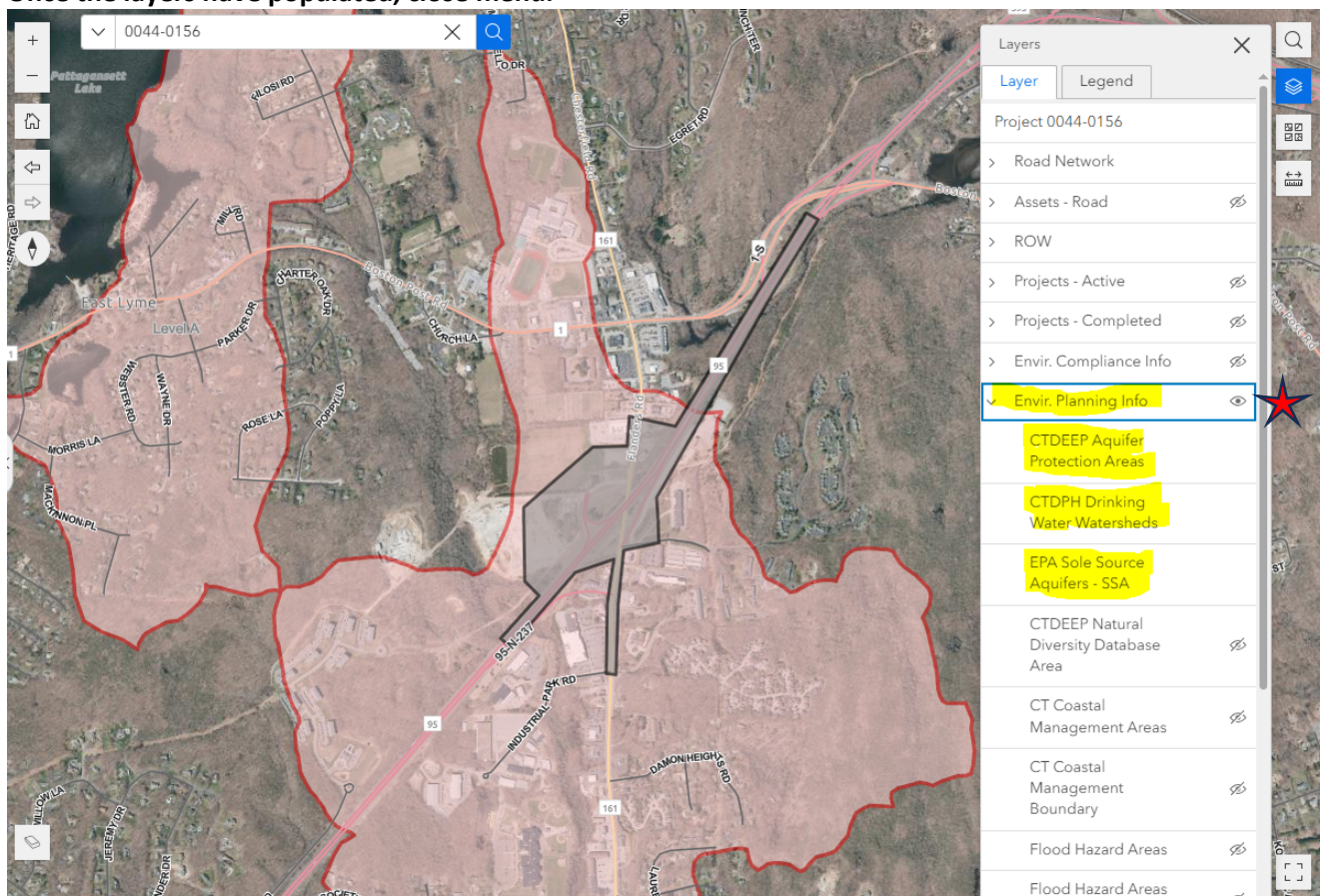
Find completed projects, bridges, or signals



**Step 6: After navigating to project limits, select the Layer button (Red Star).**



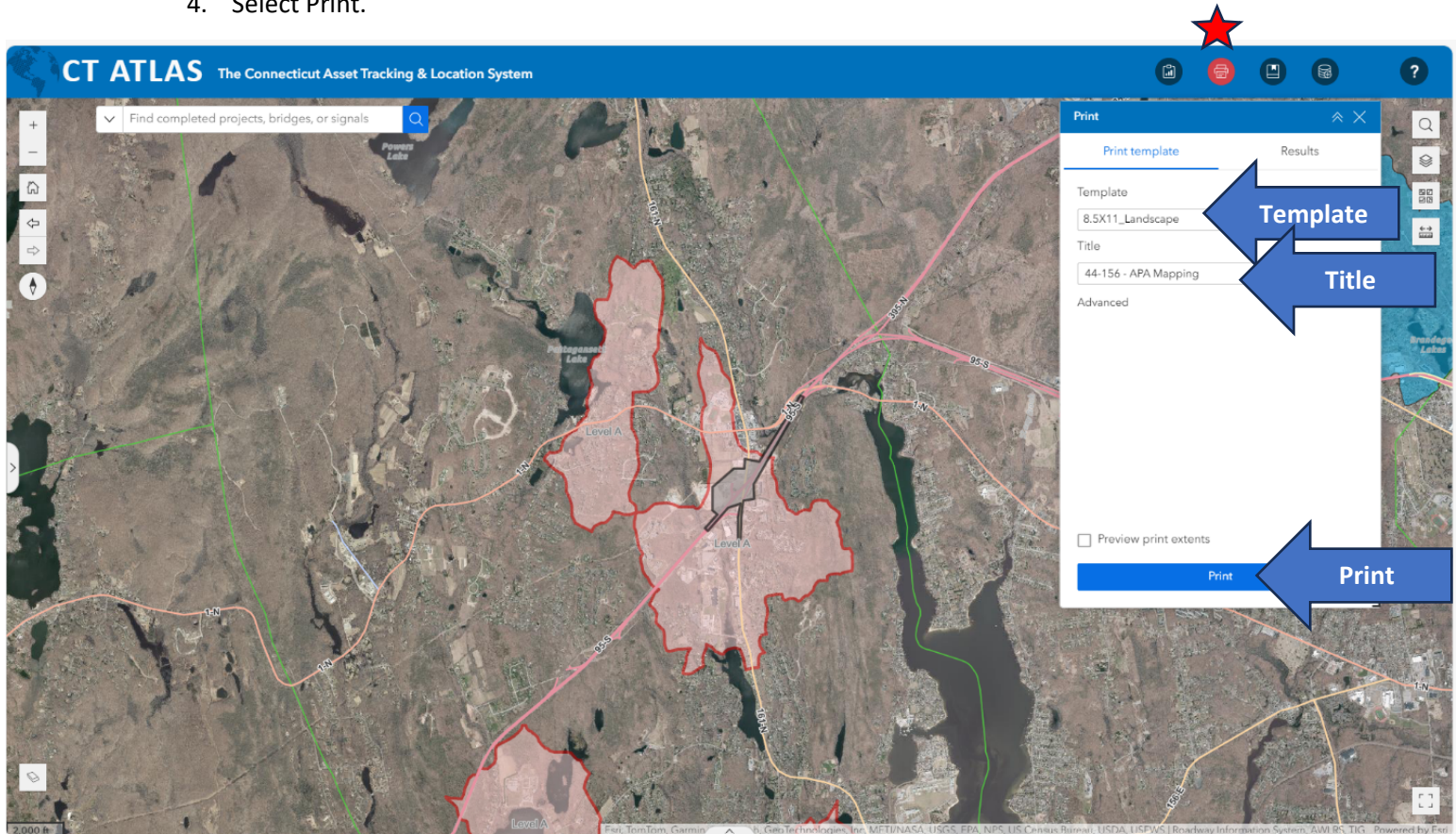
**Step 7: Within the Layer list, find Envir. Planning Info. Drop down and select the highlighted layers. Once the layers have populated, close menu.**



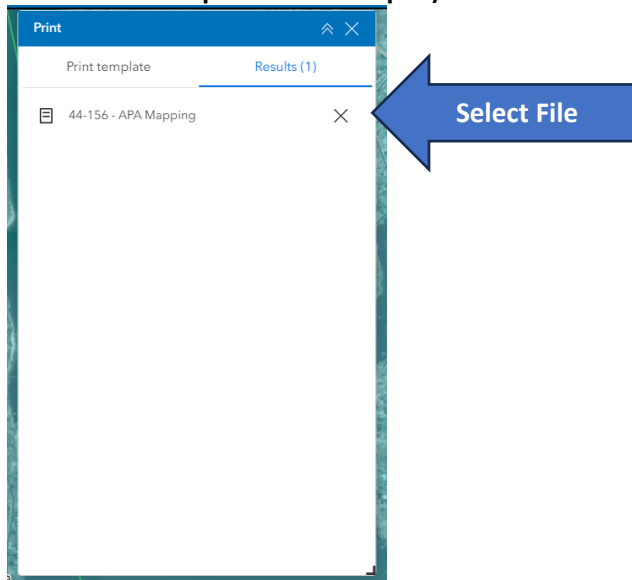


**Step 8: Map creation.** The scale of map should be large enough to see project limits. In some cases, multiple maps may need to be created if the project limits are too large.

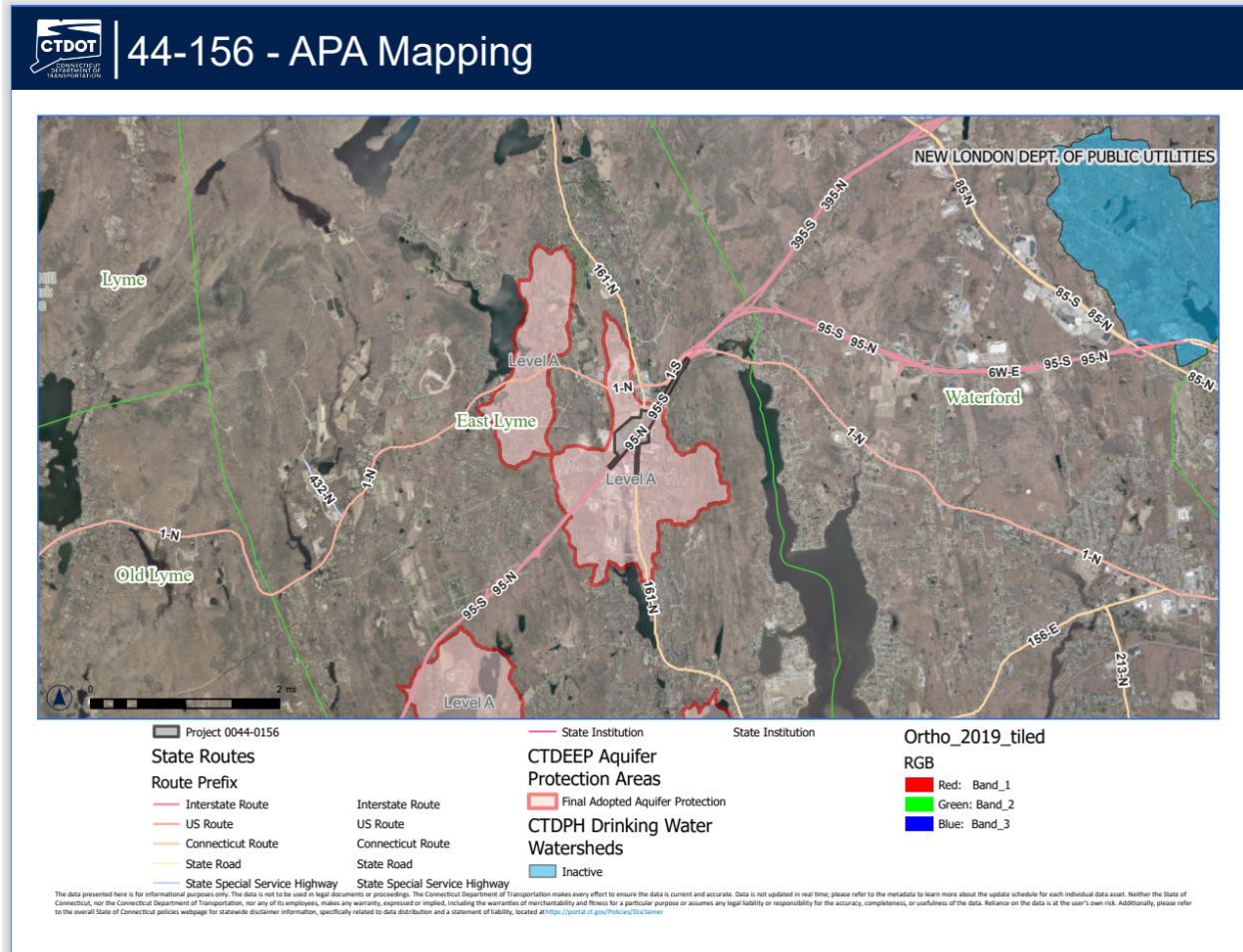
1. To print, use the Print Widget (Red Star). The print menu will populate.
2. Template. Select 8 ½ x 11- Landscape.
3. Provide a Title of the Map.
4. Select Print.



**Step 9: After selecting Print, ATLAS will provide a Result Menu. Select Results (1) and click your file (File will be the Title provided in Step 8.)**



**Step 10: When file is selected, Map will be generated. The map should be included with the Section 1.10 and incorporated into the Final Specification Package of the Contract. Save file.**



**Note:**

**If project sites are in multiple locations through multiple towns, each location must be reviewed, and a map must be generated for each location.**