

Nebraska’s Conservation and Environmental Review Tool (CERT)

Interpret an Environmental Review Report

***Overall Result: “Potential impacts on listed species may occur,
further review is required...”***

Environmental Review Team
Nebraska Natural Heritage Program
Nebraska Game and Parks Commission
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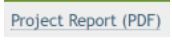
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Locating Your Report

Once CERT is finished analyzing your project, you'll receive an email notification to review your report.

Note: (Check your Junk folder if the notification email is not within your Inbox.)

1. Log back into your CERT account and click on **My Projects**  in the orange toolbar.
 - a. This page shows all the projects you've created using your account.
2. Click on the name of your project under "Title" to open the Project Review Results page.
3. Under Report File, click on **Project Report (PDF)**   to open the Environmental Review Report.
4. Download or print off the report so you can fill it out.

Environmental Review Report, aka CERT Report

1. Read the Project Information & Contact Information sections to ensure all information was entered correctly
2. Read the Nebraska Nongame & Endangered Species Conservation Act section. This section explains the Nebraska Game & Parks Commission's (NGPC) responsibility for protecting state-listed endangered and threatened species and outlines the legal obligation you are taking when filling out the report.
3. Per the red text, locate the Overall Results Section for your project results. Follow the instructions below.

The Overall Results Section

This help document will walk you through how to complete the review process if you have the result shown below.


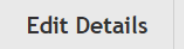
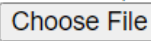




Overall Results

- Potential impacts on listed species may occur as a result of this project; further review is required. Sign and date the Certification section below and fill out the CERT Further Review Form located at <https://outdoornebraska.gov/conservation/environmental-review/cert-further-review-form/>.


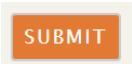
If you receive this result, it does not mean that your project will be canceled or stopped, just that the system was unable to analyze your project and it requires a "by-hand" review from a member of the Environmental Review Team.

To Complete Your Report

1. Read the text under the **Certification Section**.
 - a. Note: If your project information isn't accurate, please see our How to Create a Project help document for instructions on how to edit your project boundary or submission form details.
2. Sign and date in the spaces provided if all the information in the report is correct and true.

3. Save your completed report (in PDF format) to your computer or scan and upload a copy if you printed your report.
4. Go back to the CERT website and open the My Projects  tab and click on the project title.
5. Click the Edit Details  tab in the grey toolbar.
6. Scroll to the bottom of the page.
7. Under **File Attachments** click on Choose File . Upload your CERT Report and any additional documentation (e.g., engineering designs, maps, site photos, wetland delineations, etc.).
8. Click on Upload  to upload your files into the project.
9. Under **Project Edit Status**,  change it from Draft to Final .
10. Click Save .
 - a. Note: CERT will automatically generate a new report once you Save the project but ignore the additional report. The report you uploaded with your signature and date is the official environmental review.

To Request Further Review

11. Click on the CERT Further Review Form  located at <https://outdoornebraska.gov/conservation/environmental-review/cert-further-review-form/>. This link is also provided in your “Overall Results” and can be copied and pasted into your web browser.
12. Fill out the required fields on the form. Be as accurate as possible.
 - a. If you answer “Yes” to any of the questions, upload an image of a map with the areas of those activities marked – as is stated on the form
13. At the bottom, attach a copy of your signed and dated CERT report in PDF form. You will need to upload it from your computer files.
14. When you are sure the information in the form is correct, hit Submit . The NGPC Environmental Review team is **automatically** contacted with your request for further review. You should receive a notification that our staff has received your form.
 - a. Only once the NGPC Environmental Review team staff are contacted via the Further Review form, or by email, will your project be put into the staff’s review request queue. You can expect to hear from a member of staff within 30 days.
 - i. During peak planning and construction seasons, the review process may take longer. Plan accordingly and allow sufficient time for the review to be conducted. Projects are reviewed in the order they are received.
 - b. Once NGPC Environmental Review staff review all the information provided, they will write you a letter about your project and any conservation measures you may need to implement. This letter must be used in combination with your CERT report to constitute a complete environmental review of your project.
15. When you receive your letter, upload it into your project in CERT using Steps 4-8 as stated above.

- a. Once these steps are completed, you've completed the environmental review process with the Nebraska Game and Parks Commission and fulfilled the legal obligations as outlined under the Nebraska Nongame and Endangered Species Act (NESCA) section. No additional correspondence with the Nebraska Game and Parks Commission is required.