



Ordering Procedures

ERIS Information, Inc. Environmental Database Record Search
Master Blanket – PO #60100*13018

Approval Authority: PPA Section Director
Review Authority: Terry Dempsey, PPA

Effective Date: February 2023
Version: 3

Purpose of this Procedure

This document provides instructions for ordering ERIS Information, Inc. (ERIS) environmental database search reports under the Environmental Affairs Division (ENV) statewide purchase order contract. These reports are used to identify potential hazardous materials sites as required to complete the TxDOT Initial Site Assessment for hazardous materials. Environmental Database Search Reports orders are generally coordinated through the Environmental Affairs Division (ENV-ERM-HMM) by email, using the procedures outlined below:

Upon identifying the need for an environmental record search report, district personnel contact their ENV hazardous materials subject matter expert (hazmat SME) with location information. The ENV hazmat SME reviews the request and emails the project information to ERIS (asugg@erisinfo.com) for cost confirmation. ERIS responds with an email confirming the price based on contract line items and the length of the project. Note that the length of the corridor may be rounded up to the next higher mile when calculating the not-to-exceed cost for the purchase order release. As an example, if a District requests a standard database search for a 5.3-mile corridor, the cost would be calculated for a 6 mile corridor, based on the contract line items shown in Table 1 below. Line item one covers the first one mile of a corridor (as well as any radius searches from an individual intersection or parcel), with additional miles under line item 2, as shown below.

Line Item 1	(Radius Search or Linear Corridor Search (first one mile,))	1 @ 95.00	= \$95.00
Line Item 2	(Linear Search, additional miles exceeding initial 1 mile)	5 @ \$35.00	= \$175.00
Total Cost (6-mile corridor)			= \$270.00

1. The hazmat SME emails the project location information, ERIS cost confirmation (broken down by contract line item as shown above), and funding source (usually ENV 111) to the ENV contract administrator. The contract administrator obtains the required approvals, issues the PO Release in PeopleSoft, and emails the PO release to the ENV hazmat SME.
2. The hazmat SME places the order by sending an email request to Amanda Sugg at asugg@erisinfo.com (Ph: 830.660.6807). The request should include the project name, a map and description of the project limits, and the TxDOT PO Release provided by the ENV contract administrator. An email from ERIS confirming receipt should be received shortly after sending the order.
3. The hazmat SME receives the database record search report via email (usually within a week), reviews the report for completeness, and forwards to the requestor. The hazmat SME may perform a more detailed review, depending on the needs of the requestor. Receipt of the report should be recorded as a deliverable in the ENV Contract Management database to facilitate processing of the



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invoice by the ENV contract administrator. If there are issues with ordering or receiving the report the ENV SME should contact the ERIS Regional Account Manager, Garrett Rosenbaum (grosenbaum@erisinfo.com, Ph. 843-437-1473).

Table 1 GeoSearch Report Ordering Options by Contract Line Item

Contract Line Item	Description	Units	Cost Per Unit
1	<u>Environmental database list search services, point/radius report or linear corridor report, first one mile, standard databases</u>	Each	\$105
2	Linear Corridor Standard List Search, additional miles after the first one mile, standard databases.	Mile	\$35
3	Database Services, Conduct Regulatory File Review, Personnel Labor	Hour	135

For questions about these procedures, please contact Terry Dempsey at 512-416-3010.



Appendix A: Document Revision History

The following table shows the revision history for this SOP document.

	Reason for and Description of Change
February 2023	Version 3 was released. Updates to reflect new contract and processing procedures
January 2020	Version 2 was released. Updates to reflect new contract and processing procedures
April 2017	Version 1 was released.