

Memorandum

To: ALL DIVISION OF ENVIRONMENTAL
ANALYSIS EMPLOYEES

Date: August 21, 2001

File No.:

From: DEPARTMENT OF TRANSPORTATION
DIVISION OF ENVIRONMENTAL ANALYSIS - MS27

Subject: Required Accessibility Statements for Publications

The Division of Environmental Analysis has completed a self-evaluation survey of our compliance with Title II of the Americans with Disabilities Act of 1990. As a result, the following statements shall be included on all brochures, pamphlets, newsletters and reports, meeting notices, etc. that are circulated by the Division of Environmental Analysis to our public customers. These notices serve to provide a "good faith effort" to meet the requirements of the ADA in terms of "effective communication."

Required Statement on Publications:

"For individuals with sensory disabilities, this document is available in Braille, large print, on audiocassette, or computer disk. To obtain a copy in one of these alternate formats, please call or write to (your name here), Caltrans Division of Environmental Analysis, P.O. Box 942874, MS-27, Sacramento, CA 94274-0001 (916) (your phone number here) Voice, or use the CA Relay Service TTY number 1-800-735-2929."

Required Statement on Any Meeting Notice, Both for Employees and the Public:

"For individuals with sensory disabilities, if you require alternate formats such as an agenda or handouts in Braille, large print format, audiotape, or on computer disk to attend this meeting, or assistive services, such as sign-language interpreting, real-time captioning, note-taking assistance or other service, please call (your name here), Caltrans Division of Environmental Analysis, P.O. Box 942874, MS-27, Sacramento, CA 94274-0001 (916) (your phone number here) Voice, or use the CA Relay Service TTY number 1-800-735-2929 at least 10 working days prior to the date of the meeting above."

If you are asked to provide a document in an alternative format, or if you have any questions, please contact Steve Dondero at 653-8117.



GARY R. WINTERS
Acting Chief
Division of Environmental Analysis