

## HEROS – Packaging and Previewing the Environmental Review Record

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Welcome to the HUD Environmental Review Online System e-Tutorial. This is one in a series of video tutorials on completing an environmental review through HEROS. This video will show you how to complete the Package Screen.

After you've completed the Mitigation Measures and Environmental Finding screens, you will be taken to Screen 6220–Package Screen. On this screen, you can generate a Microsoft Word version of the Environmental Review Record for internal review by clicking the <Generate preview of Environmental Review Record> button.

After clicking the button a pop-up box appears. The file name defaults to “heros-download-” followed by a long string of numbers. You are encouraged to save a local copy and change the file name to meet local document management standards.

The Environmental Review Record contains the information you entered, uploaded documents, and your selection of responses. The documents you uploaded over the course of your environmental review will appear as hyperlinks. The Environmental Review Record is organized to include your initial and project summary screens at the beginning of the document.

You will also see the chart found on Screen 2005–Related Laws and Authorities. Your responses from the Federal Laws and Authorities screens will appear in “Appendix A” at the end of the document.

When reviewing this preview of the Environmental Review Record, take special care to ensure that all the information entered in the review is recorded accurately and that all supporting documentation appears as hyperlinks.

Some fields may not be complete because they pull from screens that follow the Package Screen. If you find the “Direct Comments to,” “Approval documents,” and “Completed Mitigation Measures” are blank, just know that you will be directed to provide this documentation later in the review.

If changes are needed they should be made in the corresponding HEROS screen. You can use the side menu to navigate to the appropriate screen. You can re-generate the preview after making changes to confirm that all fields are complete.

After previewing, click the <Save and Continue> button. You will be taken to the signature and posting screen depending on your level of review.

Thank you for your participation. This concludes the e-Tutorial on completing the Package Screen in HEROS. For additional tutorials and resources go to the OneCPD Resource Library.