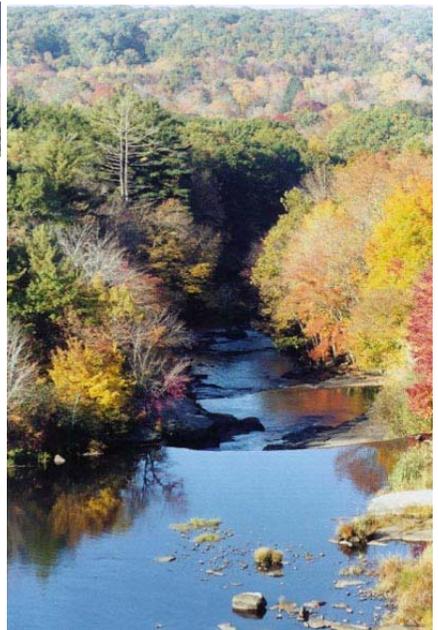


**STATE OF CONNECTICUT
DEPARTMENT OF CONSTRUCTION SERVICES**

**CONNECTICUT ENVIRONMENTAL
POLICY ACT MANUAL**



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ABBREVIATIONS

CEPA	Connecticut Environmental Policy Act
CEQ	Council on Environmental Quality
CGS	Connecticut General Statutes
DCS	Department of Construction Services
DEEP	Department of Energy and Environmental Protection
DOT	Department of Transportation
EA	Environmental Assessment
ECD	Environmental Classification Document
EIE	Environmental Impact Evaluation
FONSI	Finding of No Significant Impact
GIS	Geographic Information Systems
IER	Initial Environmental Review
MMC	Mitigation Measures Checklist
NEPA	National Environmental Policy Act
OPM	Office of Policy and Management
PM	Project Manager
RCSA	Regulations of Connecticut State Agencies
REC	Record of Environmental Consideration
ROD	Record of Decision
SHPO	State Historic Preservation Office
SPM	Supervising Project Manager
USDA	US Department of Agriculture

I. INTRODUCTION

The purpose of this *Connecticut Environmental Policy Act (CEPA) Manual* (manual) is to provide guidance, procedures, and standards for projects that are administered by the Department of Construction Services (DCS) which are subject to CEPA. In addition, this manual is designed to assist DCS Project Managers (PM), state agencies (client agencies) that work in corporation with DCS, and consultants in understanding DCS's CEPA procedures and standards, and to serve as a centralized source for CEPA information.

The purpose of CEPA is to identify and evaluate the impacts of proposed state actions, which may significantly affect the environment. This evaluation provides the decision maker (a state agency) with information necessary for deciding whether or not to proceed with the project.

Sections 22a-1 through 22a-1h of the Connecticut General Statutes (CGS) establishes the environmental policy for Connecticut and a process for evaluating the environmental impacts of state agency actions. The CEPA process is further defined by Sections 22a-1a-1 through 22a-1a-12 of the *Regulations of Connecticut State Agencies* (RCSA). The purpose of the regulations is to specify an environmental review process and to assist an agency in complying with CEPA. The regulations also identify in detail the procedures for the preparation of a CEPA document and the review of that document. *(Note: no DCS policy or guidance contained within this Manual shall take precedent over the CEPA statutes and regulations.)*

In 2002, the CEPA statutes were significantly changed as a result of Public Act 02-121, followed by some minor technical changes in 2003 as a result of Public Act 03-123. Subsequently, the current CEPA regulations have not been amended to reflect the changes that occurred to the statutes. As a result, the procedures for the preparation of a CEPA document will need to follow the CEPA statutes and where applicable, CEPA regulations. As with all relationships between statutes and regulations, statutes take precedence over regulations when there is a conflict between the two.

This Manual may be revised to reflect any changes in statutes, regulations, procedures, or standards that may occur after the publication date on the cover. As a result, users of this Manual should contact DCS CEPA Administrator to determine if there have been any changes.

CEPA Statutes:

<http://www.ct.gov/ceq/cwp/view.asp?a=987&Q=249024&PM=1&ceqNav=|>

CEPA Regulations:

<http://www.ct.gov/ceq/cwp/view.asp?a=987&q=249022&ceqNav=|>

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II. DESCRIPTION OF THE CEPA PROCESS

The Process in General

Prior to Public Act 02-121, state agencies routinely conducted Environmental Assessments (EAs) and Findings of No Significant Impact (FONSI), and Environmental Impact Evaluations (EIEs). However, in light of the Public Act, the Office of Policy and Management (OPM) advised state agencies to only submit EIEs, which under CEPA, are detailed environmental studies instead of EAs/FONSIs. An EIE examines in detail the environmental impacts of a proposed action and describes reasonable alternatives and compares the impacts of the alternatives. Based on the advice from OPM and until new regulations have been adopted, the following is the CEPA process in general.

1. The CEPA process should begin as close as possible to the time an agency formulates a proposal to ensure that it can contribute substantively to the planning and decision-making process. As part of this early process, agencies should initiate an environmental review to determine if an action is subject to CEPA. To assist agencies in making this determination, the sponsoring agency or participating agency compares the proposed action with the agency's Environmental Classification Document (ECD). An ECD categorizes the type of actions an agency normally undertakes and is used to help determine whether a CEPA document is needed. (A copy of the generic ECD is included in Section VI of this Manual.)
2. When the sponsoring agency determines a proposed action is subject to further CEPA review, the sponsoring agency conducts an Early Public Scoping Process (CGS § 22a-1b[b][1]) prior to preparing an EIE. This public scoping process is mandatory. The sponsoring agency must publish a notice of scoping in the *Environmental Monitor*. A 30-day review period starts on the day after the *Environmental Monitor* notice.

There are two main components to the Early Public Scoping Process:

- First, the sponsoring agency initiates the early public scoping process by giving notice about the proposed action to the Council on Environmental Quality (CEQ), the Office of Policy and Management (OPM), and to any other state agency, such as the Department of Energy and Environmental Protection (DEEP) and the State Historic Preservation Office (SHPO). CEQ will post this notice on its on-line *Environmental Monitor* publication (<http://www.ct.gov/ceq>). The *Environmental Monitor* is published every first and third Tuesday of every month. The review agencies and public may comment on any environmental impacts of the proposed action within 30 days following the date of publication in the *Environmental Monitor*.
- Second, the sponsoring agency must hold a public meeting (not a hearing) if requested by at least 25 people, an association having at least 25 members, or at the discretion of the sponsoring agency. The meeting can not be held within the first ten days following notice in the *Environmental Monitor*. Also, the public comment period shall remain open for at least five days following the meeting.

If a scoping meeting is held, the sponsoring agency must provide the following information, to the extent possible, at the meeting:

- a description of the proposed action;
 - a description of the purpose and need of the proposed action;
 - a list of the criteria for site selection;
 - a list of potential sites for the proposed action;
 - the resources of any proposed site of the proposed action;
 - the environmental limitations of such sites;
 - potential alternatives to the proposed action; and
 - any information the sponsoring agency deems necessary.
3. As a result of the public scoping process, the sponsoring agency can begin preparing an EIE. The EIE is to address any comments or information received during this process and to evaluate any substantive issues raised.
 4. Upon completion of the EIE, the sponsoring agency submits the EIE for review and comment to CEQ, DEEP, SHPO, OPM, the Department of Economic Community Development in the case of a proposed action affecting existing housing, other appropriate agencies, and the town clerk of each municipality affected by the proposed action. The sponsoring agency must publish a notice of availability of the EIE and a summary of it in a newspaper of general circulation in the municipality at least once a week for three consecutive weeks and in the *Environmental Monitor*.

The public review period typically starts on the day the notice of availability is published in the *Environmental Monitor*. Any agency or person may comment on the EIE in writing during a forty-five day review period or sixty days if a proposed project is very complex. Public hearings on the EIE may be requested by 25 persons or an association having more than 25 persons within ten days of the publication of the notice. The sponsoring agency may at its discretion schedule a public hearing and notice the hearing along with the notice of availability.

5. After the EIE public review period, the sponsoring agency reviews all comments received on the EIE and prepares responses to the substantive issues raised during the review period and amends the EIE if necessary. Afterwards, the sponsoring agency prepares a Record of Decision (ROD). The ROD is submitted to OPM.
6. OPM determines (in consultation with DEEP and CEQ) whether the EIE is adequate and whether the EIE satisfies the requirements of CEPA. If the document is determined to be inadequate, OPM recommends changes. If found to be adequate, the sponsoring agency may proceed with the project.

III. DCS CEPA PROCEDURES

Project Initiation

State capital improvement projects are generally initiated or recommended by a specific state agency and as a result, the agency is considered the *sponsoring agency* under CEPA. The DCS has the statutory authority to administer the planning and construction of all state capital improvement projects (CGS § 4b-1), except for University of Connecticut, Departments of Transportation and Economic and Community Development, and some DEEP projects. Since DCS has a significant role in implementing and constructing the project and technical expertise, in addition to statutory authority to hire environmental professionals, DCS serves as the *participating agency* under CEPA. In some cases there can be other participating agencies, however, one agency can only be the sponsoring agency.

When a sponsoring agency initiates a project, depending on the type of project, the agency can submit a B-100 supplemental form to DCS to implement the project. In some cases, the sponsoring agency can request to administer the project itself. However, and in most cases, particularly with new construction, DCS takes on the project administration. Part of this administration includes providing technical services in environmental planning and hiring environmental consultants to prepare an environmental document under CEPA.

When a project becomes a DCS administered project it is assigned to the appropriate DCS team supervisor. The Supervising Project Manager (SPM) then assigns the project to a DCS PM. The DCS PM meets with the sponsoring agency to scope the project. When the project is sufficiently scoped, the PM initiates the selection process for a design consultant. During these early stages of the project, the DCS PM contacts DCS CEPA Administrator to review the project scope with CEPA and/or other environmental concerns.

For projects involving repairs and renovations of state facilities, replacements of a structure's architectural features, interior construction and/or renovations, additions and/or renovations to lighting, fire alarm, heating/cooling and mechanical systems, roof repairs, chimney repairs, etc. the project is excluded from CEPA review. For these types of projects, the DCS PM does not need to contact DCS CEPA Administrator for CEPA review.

Depending on the project, DCS CEPA Administrator will notify the DCS PM whether further CEPA review is required for the project. In some cases, DCS CEPA Administrator may conduct an Initial Environmental Review (IER) for the project to assist in making a determination. Independent of whether an IER has been conducted, if the project warrants an EIE, then DCS CEPA Administrator should complete an IER for the project or have a CEPA consultant prepare one.

Initial Environmental Review

At the discretion of DCS CEPA Administrator or at the request of the DCS PM or sponsoring agency, an IER may be conducted to determine whether the project is applicable to CEPA or to assist in scoping out the environmental issues to be covered in an EIE. The IER is an internal cursory review or screening process that looks at issues in broad terms. It is not meant to be a detailed review process nor is it required for every project.

Part of the IER uses the generic version of the ECD and the issues identified under Section 22a-1a-3 of the RCSA (Determination of Environmental Significance) to assist in this review process. As a result, the IER serves these primary functions:

- to assist in determining if an EIE is needed;
- to document the review of potential issues that are determined not to be significant;
- to identify the significant issues to be analyzed in detail if an EIE is needed; and
- to assist in determining potential permits, certifications, and approvals for the project.

(Note: an IER does not replace the design consultant's obligation to continually assess what permits, certifications, or approvals the project may require as the project progresses or from submitting DCS's Checklist for Permits, Certifications, and Approvals with each phase of the project.)

After a review of the project, a determination is made whether the project warrants further CEPA review and therefore, an Early Public Scoping Process should be initiated, or no further action under CEPA is necessary.

No Further Action

After a review and it has been determined that no further action is necessary under CEPA, DCS CEPA Administrator can issue, if requested, a Record of Environmental Consideration (REC) form that documents the review and the conclusions. Any REC documentation should be kept with sponsoring agency and in the DCS project file.

In cases where an IER was completed and no further action under CEPA is necessary, the IER shall be given to the design consultant for the project, since it will contain useful information, such as site characteristics, areas to avoid, or special environmental concerns to be taken into consideration during the planning and design of the project, and potential permits, certifications, and approvals.

Early Public Scoping Process and Hiring a Consultant

When it is determined that the project requires further CEPA review, DCS CEPA Administrator, along with the sponsoring agency and DCS PM, will begin the Early Public Scoping Process under CEPA. For complex or major projects, the scoping process should not begin until a CEPA consultant has been selected and is under contract for the project.

In general, when a CEPA consultant is needed, DCS CEPA Administrator or PM will request that an on-call firm be selected from the DCS on-call NEPA/CEPA list. When selected, the consultant will meet with the DCS PM, sponsoring agency representative, and DCS CEPA Administrator for a *consultant scoping meeting*. If an early public scoping meeting is anticipated then part of the scope of work for the consultant will be to assist in the early public scoping process. As part of the consultant's proposal submittal, it shall include a signed original Consultant Disclosure Statement form (DCS Form 815F see Appendix E), indicating that neither the consultant nor any of its shareholders, principals, partners, or employees, as the case may be, has any financial interest in the outcome of the project and will not have such interest at any time during the duration of this contract or task letter.

The DCS CEPA Administrator will coordinate and initiate the public scoping process by placing a Scoping Notice in the *Environmental Monitor*. The *Environmental Monitor* is published on the first and third Tuesday of every month (except when the first Tuesday is the first day of the month, the notice will be placed in the *Environmental Monitor* the following Tuesday and fourth Tuesday). To limit confusion and for DCS projects, the 30-day public comment period starts on the day after the publication date for 30 days. The public and review agencies can submit any comments during this period.

Prior to placing the notice in the *Environmental Monitor*, the project team will discuss whether or not a public scoping meeting should be held for the project. The final decision is made by the sponsoring agency. However, if the sponsoring agency decides not to hold a public scoping meeting, then there is an opportunity for the public or agencies to request one within 10 days of the publication of the notice in the *Environmental Monitor*. If a public scoping meeting is held, the public comment period must remain open for at least 5 days following the meeting.

If a public scoping meeting is held, the following items shall be provided to the extent possible using readily available information and data:

- a description of the proposed action
- a description of the purpose and need of the proposed action
- a list of the criteria for site selection
- a list of potential sites for the proposed action
- the resources of any proposed site of the proposed action
- the environmental limitations of such sites
- potential alternatives to the proposed action
- any information the sponsoring agency deems necessary

Should the consultant assist with the public scoping meeting, then the consultant shall assist in developing the above bulleted items and giving a presentation on the bulleted items and the CEPA process.

The sponsoring agency, DCS, and the CEPA consultant will review and considered any comments received during the public scoping process. The substantive comments, in addition to other information gathered during the early stages of the process, are used in selecting the proposed actions, alternatives, or sites to be addressed in the EIE, including eliminating topics or issues determined not to be significant.

Environmental Impact Evaluation Preparation

Data Collection

The CEPA consultant needs to request or obtain all relevant project data generated and gathered by the project design consultant, DCS, the sponsoring agency, federal or other state agencies, and all other applicable sources. The CEPA consultant is required to obtain or research, and when applicable, but not limited to, the following data or information:

- topographic mapping of the site and surrounding environment;
- current conceptual site plan for the project;
- anticipated project phasing;
- aerial photography of the project area (DEP, DOT, USDA, i.e., free sources);
- available water supply, pressure data to serve the proposed facility, and if applicable, wells and aquifer protection areas;
- available capacity of the sewage and wastewater treatment system to serve the proposed facility;
- available capacity at the municipal's solid waste disposal facility to serve the expanded development;
- soil boring data, including logs and groundwater observation well readings, if available;
- all necessary traffic data to assess level of significance, local accident reports with the project area, and any recent traffic studies within the project area;
- significant traffic generators within the project area and identify intersections and potentially affected state routes to be studied;
- existing public mass transit service to the area, including routes and schedules;
- air quality and noise data and criteria within the vicinity of the site;

- cultural resources review by SHPO;
- designated wetland areas (in some cases, DCS may have surveyed wetland limits; also when necessary, the CEPA consultant may have to assess wetlands for their function and values);
- prime agricultural areas (aerial photography and soils that are prime or statewide importance);
- state or federal endangered, threatened, or special concern species (DEP Natural Diversity Data Base [NDDB] and U.S. Fish and Wildlife Service);
- vegetation/habitat types;
- water resources (streams, water bodies, floodplains, stream channel encroachment lines, surface and groundwater water quality classifications);
- coastal resources;
- local and regional plans of conservation and development;
- local zoning map;
- local geographical information systems (GIS) or CAD data (planimetric);
- state plan of conservation and development;
- U.S. Census population and socioeconomic data;
- potential hazardous material or contamination review (environmental site assessment reports and DEP records review); and
- other existing pertinent data useful in the preparation of the environmental document or analysis.

The CEPA consultant shall review and incorporate the above data into the environmental document/analysis, as appropriate. The consultant shall also use standard or widely accepted methodologies in collecting and analyzing the data.

The majority of the above data should be obtained in a GIS format to the extent possible. Any unique GIS data obtained by the CEPA consultant shall be forward to the DCS CEPA Administrator.

Internal and Public Review Process

In preparing an EIE for a project, DCS has three internal review stages to prepare the EIE for public review. The purpose of these internal review stages is to ensure the work adequately addresses or analyzes the project's impacts and any substantive comments received during the early public scoping period. In addition, these stages are used to develop any potential mitigation measures that are warranted.

The following is a description of DCS's internal review stages:

- **Working Copy EIE:** The goal at this stage is for the CEPA consultant to submit a complete EIE to the DCS CEPA Administrator. The DCS CEPA Administrator will distribute the Working Copy to the project team. The DCS PM is responsible for submitting the Working Copy to the design consultant for its review and comment. The Working Copy EIE is generally submitted 60 days following the end of the public scoping process, however, a different time line can be discussed with the DCS CEPA Administrator and the DCS PM.

A review meeting generally follows two weeks after the Working Copy has been submitted to and reviewed by DCS and sponsoring agency. The purpose of the review meeting is to discuss and provide comments from the project team. The CEPA consultant is required to incorporate the comments for the next revision.

- **Revised Working Copy EIE:** The goal at this stage is for the consultant to submit a revised EIE incorporating the comments that were received from the Working Copy stage. The DCS CEPA Administrator will distribute the Revised Working Copy to the project team. The DCS PM is responsible for submitting the Revised Working Copy to the design consultant for its review and comment. The Revised Working Copy EIE is generally submitted 30 days following the acceptance of the Working Copy.

A review meeting generally follows two weeks after the Revised Working Copy has been submitted to and reviewed by DCS and the sponsoring agency. The purpose of the review meeting is to discuss and provide comments from the project team. The CEPA consultant is required to incorporate the comments for the next revision.

- **Proof Draft EIE:** The goal at this stage is for EIE to be near-ready for the public review stage. Generally, this stage is a "last minute" review to ensure minor issues have been taken care of. The Proof Draft EIE is generally submitted 14 days following the acceptance of the Revised Working Copy.

Generally, a review meeting is not required at this stage.

- **EIE (public review):** Upon approval of the Proof Draft by the sponsoring agency and DCS, the CEPA consultant is requested to prepare hardcopies of the EIE. Under CEPA statutes and regulations, there is only an Environmental Impact Evaluations stage. There is no "Draft" or "Final" stage of the EIE process. Therefore, the cover of the public review EIE should not reference the document as a "Draft" or "Final."

The CEPA consultant shall submit the number of specified copies to the DCS CEPA Administrator. The DCS CEPA Administrator will take care of distributing the EIE to the appropriate review agencies and places. In most cases, the CEPA consultant will be required to also submit an electronic revision of the EIE for posting on an agency's web site.

When an EIE is ready for public review, the DCS CEPA Administrator will place a notice in the *Environmental Monitor*. DCS will also place a notice of the availability of the EIE in

a newspaper of general circulation in the municipality at least once a week for three consecutive weeks.

Environmental Impact Evaluation Topics

The purpose of this section of the Manual is to provide guidance in completing and adequately evaluating impacts for the proposed project. Since this is a guidance document and each project is different, there should be some reasonable judgment as to how well a topic is adequately covered. Essentially, the level of effort should be commensurate with the magnitude of the project and its impacts.

The following are the topics to be covered within a DCS EIE document (an example of the DCS EIE format is in Appendix A):

Description of the Proposed Action

The description of the proposed action or project should begin with a sentence stating what exactly the proposed action is, such as expanding a state facility, relocating a new facility, constructing a new facility, etc. The parameters of the proposed action scope should also be described, such as approximate square footage of the facility, any specific utility or infrastructure needs, and any other associated improvements or auxiliary uses (i.e. parking).

Figures and maps should be used to clearly depict the existing site or project location, along with a conceptual layout of the proposed project (if available).

There should also be a brief and concise discussion about the background of the proposed action. For example, cite any previous reports, plans, or legislation that led to the development of the proposed action.

Purpose and Need

The purpose and need to a degree is the most important part of an EIE. A clear, well-defined purpose and need justifies impacts by clearly demonstrating the need for the proposed action. In most cases, the CEPA consultant should be able to utilize existing material or contact the appropriate sponsoring agency representatives in order to develop a complete purpose and need. However, in some cases, the sponsoring agency and DCS will work with the CEPA consultant to define the purpose and need.

The goal of the purpose and need section is to be brief, to the point, and reasonable – they should not be imprecise, long, or confusing. The *purpose* should state why the project is being proposed and articulate the positive outcomes that are intended; the *need* should describe the key problem or problems that are being addressed.

In developing the purpose and need statements, the CEPA consultant should use the following guidelines:

- the purpose and need should be concise, easy to read, and readily understandable;

- they should focus on essential needs and goals for the project, which generally relate to the sponsoring agency's mission or its program(s); other desirable elements or outcomes (e.g., environmental protection, mitigation, scenic improvements, etc.) should be separate from the purpose and need);
- they should be supported by data that justifies the need, such as major assumptions concerning growth and population; and
- they should focus on the problems that need to be addressed, and for which a proposed action is being considered and should not be written in a way that focuses on the solution or too narrowly constrains the range of alternatives.

Following the purpose and need statements, a section on desirable outcomes that are not the central purpose can be identified. The discussion of secondary goals and objectives should be distinct from the purpose and need. These attributes should not be used as the main factor in determining which alternatives should be analyzed or carried forward but can be used in order to support selection of a preferred alternative.

Alternative Analysis

The alternative analysis section must discuss and describe the range of alternatives, specifically all *reasonable alternatives under consideration* (RCSA Sec. 22a-1a-7[g][4]). The alternative analysis section should clearly focus on alternatives that are viable, meaning, they could be reasonably acted upon by the sponsoring agency. In other words, past alternatives, such as a site previously available to the sponsoring agency that is no longer available because it was sold, should not be considered a reasonable alternative. This will help avoid review agencies or the public from assuming an alternative is still viable, when in fact it is not.

However, and in most cases, this past information is useful to the reviewer of the EIE and in some cases, may be part of the need for the project. Therefore, it is best to include previous alternatives that are no longer under consideration in the Background section of the Introduction.

The primary purpose of the alternatives analysis is to look at the range of alternatives in more detail and determine if they warrant full evaluation in the EIE.

The following are standard alternatives that should be considered in the EIE; however, the no-action/build and sites available or controlled alternatives are mandatory:

- **Actions**

Since the majority of DCS projects involve state facilities/buildings, there should be at least the three actions which the EIE should evaluate alternative actions, these are:

- **No-Action (no-build) Alternative**

The no-action or no-build alternative, the "do nothing" alternative.

➤ **Significant Upgrades/Renovations Alternative**

Discuss the possibilities or limits of either upgrading or renovating existing facilities.

➤ **Build Alternative**

The build alternative is basically the preferred alternative.

▪ **Sites Reasonably Available or Controlled**

For most DCS projects, the sponsoring agency must have care, control, and custody over the project site in order for it to be considered “controlled.” For DCS projects, “sites available” means other state property that has been offered to the sponsoring agency by another state agency or private/municipal property that has been offered to the sponsoring agency or DCS as part of a solicitation process. The use of eminent domain is not considered a reasonable method in determining whether a site is reasonably available.

▪ **Major Alternative Design Concepts**

Reasonable major design concepts should be discussed in terms of relocating the project within the subject site, size, scale, architecture element, etc. In most cases, the project designer has considered various design alternatives.

▪ **Others**

If during the public scoping process a reasonable alternative was made that has been determined to have substance, then a discussion on the alternative needs to be included within this section of the EIE.

Existing Environment and Impact Evaluation

After the public scoping process is complete, the CEPA consultant, the DCS CEPA Administrator, and the sponsoring agency should assess which environmental topics warrant detailed discussion and evaluation of project impacts. In the cases where a topic is completely not relevant, (i.e. coastal resources), the related topic can be eliminated from discussion in the EIE. Furthermore, if a particular topic is affected in only a minor way, very briefly state that fact. Furthermore, impacts should be tied to information presented in the existing setting section. This will help reduce or eliminate unnecessary topic background information that is irrelevant to an impact. In other cases where the project is located in an area with little to no resources, a brief introductory paragraph can be made, documenting which resources were eliminated from further discussion and analysis based on comments received during scoping, review of documents, or data. Otherwise, the topics listed below should be incorporated into the part of the EIE.

Each of the topics listed below (excluding Cumulative Impacts and Construction Related Impacts) must include subheadings entitled: Existing Setting, Impact Evaluation, and Mitigation Measures.

Example:

3.1 TRAFFIC (AND BIKE & PEDESTRIAN ACCESS)

Existing Setting

Impact Evaluation (this sub-section is to analyze direct and indirect impacts)

Mitigation Measures

Both direct and indirect impacts are to be assessed for each topic. The impact analysis discussion is to occur under the *Impact Evaluation* heading. Under CEPA, direct and indirect impacts are:

- **Direct** effects are the primary environmental consequences which would result from the implementation of a proposed action. (RCSA Sec. 22a-1a-3[a]); and
- **Indirect** effects are the secondary consequences on local or regional social, economic or natural conditions or resources which could result from additional activities (associated investments and changed patterns of social and economic activities) induced or stimulated by the proposed action, both in the short-term and in the long-term. (RCSA Sec. 22a-1a-3[a])

Mitigation measures should be identified under the Mitigation Measures heading. Under CEPA, the definition of mitigation measures is:

- limiting the degree or magnitude of the action; rectifying by repairing, rehabilitation or restoring the impacted environment; reducing or eliminating the impact over time by preservation and maintenance operations; compensating for the impact by replacing or providing substitute resources or environments. (RCSA § 22a-1a-7[g][6][F])

The following are the environmental topics to be covered in the body of the EIE:

- Traffic (and Bike & Pedestrian Access)
- Air Quality
- Noise
- Water Resources (include floodplains, floodways, stream channel encroachment lines)
- Wetlands
- Water Quality (include erosion and sedimentation)
- Groundwater Quality and Resources (i.e. Aquifer Protection Area, Public/Private wells)

- Coastal Resources (if applicable)
- Endangered, Threatened, or Special Concern Species or Habitats
- Fish and Wildlife, Habitats, and Ecosystems (natural areas i.e. ecologically significant/sensitive areas)
- Historic Sites, Districts, and Archeologically Sensitive Areas
- Visual Resources (aesthetic and scenic resources)
- Agricultural Lands and Soils
- Pesticides, Toxic or Hazardous Materials
- Energy (Use and Conservation)
- Public Health and Safety
- Consistency with State Environmental Equity Policy (see Public Act 08-94)
- Consistency with Adopted Municipal and Regional Plans (Existing/Proposed Land Use)
- Consistency with State Plan of Conservation and Development
- Consistency with Connecticut Coastal Management Act (if applicable)
- Cumulative Impacts

Under CEPA, cumulative impacts are defined as the impacts on the environment which result from the incremental impact of the action when added to other past, present or reasonably foreseeable future actions to be undertaken by the sponsoring agency. For the purposes of these regulations, cumulative impacts include the incremental effects of similar actions with similar environmental impacts and the incremental effects of a sequence of actions undertaken pursuant to an ongoing agency program which may have a significant environmental impact, whereas the individual component actions would not. (RCSA § 22a-1a-3[b])

- Construction Related Impacts

Construction related impacts will only cover environmental issues that are directly or indirectly related to just construction phase impacts of the project. Therefore, there should not be any construction-related impacts discussed in the individual topic sections.

Unavoidable Adverse Environmental Impacts

Irreversible and Irretrievable Commitment of Resources

Under CEPA, *resources* means *materials devoted to the proposed action and the natural and cultural resources that would be committed to loss or destruction by the action.* (RCSA § 22a-1a-7[g][6][E])

Summary of Mitigation Measures

Mitigation measures should briefly be summarized using a matrix/table identifying the environmental topics that were identified in the Impact Evaluation section of the EIE with specific mitigation.

Here’s an example of a Mitigation Measure Matrix:

RESOURCE TOPIC	PROPOSED MITIGATION MEASURES
Water Resources	Best Management Practices; development of a stormwater pollution control plan.
Wetlands	No adverse impact; no mitigation proposed.
Air Quality	No adverse impact; no mitigation proposed.

Cost Benefit Analysis

Under CEPA, the cost benefit analysis is described as, *an analysis of the short-term and long-term economic, social and environmental costs and benefits of the proposed action. A comparison of benefits and costs shall be made for reasonable alternatives. The comparative analysis shall explicitly state and evaluate nonquantifiable benefits and costs as well as quantitative benefits and costs.* (RCSA § 22a-1a-7[g][6][H])

Potential Certificates, Permits, and Approvals

The DCS “Permit Checklist” is included in Appendix C to assist in determining potential certificates, permits and approvals for the project. The instruction guide to the Checklist is available upon request.

Conclusion

While the Conclusion is not to state a decision or make predictions of a final decision, the conclusion should however, summarize whether there will be a significant impact on the environment as a result of the proposed action and any mitigation measures necessary. It should also include a brief statement that public comments received during the public review period of the EIE will be considered in making a final decision on the proposed action.

References

Cite all referenced material in the EIE. Use standard citation protocol for all publications, websites, and verbal communication.

Appendices

The following is a general list of appendices typically including with an EIE; however, discretion should be used in determining what is included in the appendix:

- A. Special Studies (traffic, biological, etc.)
- B. Site Photographs
- C. Early Public Scoping Notices and Related Material (CEQ Notice and reviewer responses, including, if any, early public scoping meeting minutes)
- D. Consultant Disclosure Form (included in Appendix D of this manual.)

Public Hearing

A public hearing can be held at the discretion of the sponsoring agency and DCS. However, a public hearing can be requested if 25 persons or an association having not less than 25 persons requests such a hearing within 10 days of the publication of the notice in the *Environmental Monitor*.

DCS and the sponsoring agency will review all comments submitted on an EIE and any other pertinent information it obtains following circulation of the EIE, and conduct further environmental study and analysis or amend the evaluation if it determines appropriate. In all cases, the sponsoring agency and DCS or in case when a CEPA consultant has prepared an EIE, will prepare responses to the substantive issues raised during the public review of the EIE.

When a CEPA consultant prepares the response to comments, the consultant will be required to submit at least one draft of the response to comments to DCS and the sponsoring agency for review and comment. When the responses to comments are accepted by DCS and the sponsoring agency, the CEPA consultant may be required to also prepare a Record of Decision (ROD) and a Mitigation Measures Checklist (Appendix E).

Record of Decision

Record of Decision Topics

For the specific outline of a Record of Decision (ROD), refer to Appendix A. The following is an explanation what the ROD needs to contain:

Sponsoring Agency Cover Letter: A signed letter by head of agency or by a person authorized to sign for the head of the agency requesting a Determination of Adequacy from the Secretary of OPM. A courtesy copy of the letter and Record of Decision is sent to DEP, CEQ, any interested agency, and any interested person.

Decision: The sponsoring agency's decision relative to proceeding with the proposed action.

Statement of Environmental Impact: A brief statement as to whether all practical means to avoid or minimize environmental harm have been adopted, and if not, why they were not. Include any major mitigation measures proposed in order to compensate for significant-adverse impacts.

Summary of Consultation with Agencies and Other Persons: Briefly state the consultation that took place during the Early Public Scoping Process, during the preparation of the EIE, and during and after the EIE public review period.

Notices and Advertisements: Copies of all required early public scoping notices and EIE notice of availability (e.g., *Environmental Monitor* and newspapers, for newspaper notices, a copy of the affidavit is required).

Early Public Scoping Comments: Include all comments received as a result of the early public scoping process.

EIE Public Review Period Comments: This section needs to briefly summarize the public review process and if a hearing was held, a summary of the public hearing record and include all comments received, including public hearing transcripts.

Response to Comments: The response to comments will be on the substantive issues raised during the public review period.

DCS CEPA Mitigation Measures Checklist

As part of the competing the CEPA process and after a determination of adequacy from OPM has been made, the DCS CEPA Administrator or the CEPA consultant may fill out and complete the DCS CEPA Mitigation Measures Checklist (MMC), see Appendix E. The MMC is intended to be a quick reference summarizing the mitigation measures that were recommended or committed to in the EIE or ROD. The purpose of the MMC is to assist in reviewing the project as it progresses through the DCS design and construction phases and at the completion of the project.

IV. DCS CEPA DOCUMENT STANDARDS

1. The document must be clear, concise, and easily understood. If there is little or no impact for a given issue, the consultant shall state that fact as briefly as possible (in one sentence or paragraph). Unnecessary verbiage should be eliminated during the consultant's own proof reading efforts.

In order to reduce or eliminate unnecessary verbiage, the consultant shall use maps, figures, or tables to convey the point to be made.

2. Public review documents shall be twelve-point font size, Times New Roman font, letter quality type, on 8½ x 11 white bond paper with one-inch margins on both sides. Working Copy, Revised Working Copy, Proof Draft and the public review document shall be single-spaced and double sided. The point is to produce a quality document based on the content, not the number of pages.
3. The CEPA consultant's name should appear only on the cover of the EIE as the preparer and may be listed once more in the executive summary. The consultant's name is not to be referenced again within or on the document; the consultant's letterhead is not to be used for the document stationary; the consultant's name is not to appear on maps, figures, tables, etc. Maps, figures, tables, etc. not prepared by the consultant should cite the preparer or the source. If a preparer or source is not noted, it is naturally assumed that the CEPA consultant was the preparer.

Other project consultants or the environmental consultant's subconsultant(s) should be given credit once upon first mentioning their report, design, plan, etc. Therefore, the subconsultant's work is referenced by the title of that work only. For example: "The Campus Master Plan, dated January 2004, prepared by Smith and Jones Associates states..."

Everyone responsible in any way for the information contained within the document should be given due credit once. The document, however, is not to become an advertisement for any firm and should not be cluttered with information that distracts from the work itself.

4. Reference to individuals should be by their title, whenever possible, and not by their personal name. For example, "The City of Hartford Planner stated..."
5. Table titles appear above the table. Figure titles appear below the figure.
6. Maps should always strive to depict both the proposed project and the specific resource that is being discussed.
7. The executive summary must be fully detailed and capable of standing along, as it may be the only portion of the document read. This includes applicable figures and maps.
8. The document shall include a list of abbreviations used within the document.
9. Use some method, such as: dividers, separately numbered pages, and/or different colored paper, to make the appendices easier to identify.

10. The cover page of the EIE or ROD is to conform to the DCS format as shown in Appendix A.
11. Provide the project number and the document type (Working Copy, Revised Working Copy, Proof Draft, Environmental Impact Evaluation, or Record of Decision) in the lower left hand corner of every page (footer) along with the page number in the lower right corner.
12. There should not be any unnecessary "white" space in the document, unless a new chapter is to follow.
13. A figure or map and more than a page long table should immediately follow on the same page or the next page after they have been referenced in the text.
14. The last appendix of the EIE shall be labeled, "Consultant Disclosure Form" and will include a copy of the signed DCS Consultant Disclosure Form (see form in Appendix E of this manual).

V. CEPA GENERAL STATUTES

Sec. 22a-1. Policy of the state

The General Assembly finds that the growing population and expanding economy of the state have had a profound impact on the life-sustaining natural environment. The air, water, land and other natural resources, taken for granted since the settlement of the state, are now recognized as finite and precious. It is now understood that human activity must be guided by and in harmony with the system of relationships among the elements of nature. Therefore the General Assembly hereby declares that the policy of the state of Connecticut is to conserve, improve and protect its natural resources and environment and to control air, land and water pollution in order to enhance the health, safety and welfare of the people of the state. It shall further be the policy of the state to improve and coordinate the environmental plans, functions, powers and programs of the state, in cooperation with the federal government, regions, local governments, other public and private organizations and concerned individuals, and to manage the basic resources of air, land and water to the end that the state may fulfill its responsibility as trustee of the environment for the present and future generations.

Sec. 22a-1a. Declaration of policy: Coordination of state plans and programs

(a) In furtherance of and pursuant to sections 22a-1 and 22a-15, the General Assembly, recognizing the profound impact of man's activity on the interrelations of all components of the natural environment, particularly the profound influence of population growth, high-density urbanization, industrial expansion, resource exploitation, and new and expanding technological advances, and recognizing further the critical importance of restoring and maintaining environmental quality to the overall welfare and development of man, declares that it is the continuing policy of the state government, in cooperation with federal and local governments, and other concerned public and private organizations, to use all practicable means and measures, including financial and technical assistance, in a manner calculated to foster and promote the general welfare, to create and maintain conditions under which man and nature can exist in productive harmony, and fulfill the social, economic, and other requirements of present and future generations of Connecticut residents.

(b) In order to carry out the policy set forth in sections 22a-1a to 22a-1f, inclusive, it is the continuing responsibility of the state government to use all practicable means, consistent with other essential considerations of state policy, to improve and coordinate state plans, functions, programs, and resources to the end that the state may: (1) Fulfill the responsibility of each generation as trustee of the environment for succeeding generations; (2) assure for all residents of the state safe, healthful, productive, and esthetically and culturally pleasing surroundings; (3) attain the widest range of beneficial uses of the environment without degradation, risk to health or safety, or other undesirable and unintended consequences; (4) preserve important historic, cultural, and natural aspects of our Connecticut heritage, and maintain, wherever possible, an environment which supports diversity and variety of individual choice; (5) achieve an ecological balance between population and resource use which will permit high

standards of living and a wide sharing of life's amenities; (6) enhance the quality of renewable resources and approach the maximum attainable recycling of depletable resources; and (7) practice conservation in the use of energy, maximize the use of energy efficient systems and minimize the environmental impact of energy production and use.

Sec. 22a-1b. Evaluation by state agencies of actions affecting the environment. Public scoping process. Environmental monitor

The General Assembly directs that, to the fullest extent possible:

(a) Each state department, institution or agency shall review its policies and practices to insure that they are consistent with the state's environmental policy as set forth in sections 22a-1 and 22a-1a.

(b) (1) Each sponsoring agency shall, prior to a decision to prepare an environmental impact evaluation pursuant to subsection (c) of this section for an action which may significantly affect the environment, conduct an early public scoping process.

(2) To initiate an early public scoping process, the sponsoring agency shall provide notice on a form that has been approved by the Council on Environmental Quality, which shall include, but not be limited to, the date, time and location of any proposed public scoping meeting and the duration of the public comment period pursuant to subdivision (3) of this subsection, to the council, the Office of Policy and Management and any other state agency whose activities may reasonably be expected to affect or be affected by the proposed action.

(3) Members of the public and any interested state agency representatives may submit comments on the nature and extent of any environmental impacts of the proposed action during the thirty days following the publication of the notice of the early public scoping process pursuant to this section.

(4) A public scoping meeting shall be held at the discretion of the sponsoring agency or if twenty-five persons or an association having not less than twenty-five persons requests such a meeting within ten days of the publication of the notice in the Environmental Monitor. A public scoping meeting shall be held not less than ten days following the notice of the proposed action in the Environmental Monitor. The public comment period shall remain open for at least five days following the meeting.

(5) A sponsoring agency shall provide the following at a public scoping meeting: (A) A description of the proposed action; (B) a description of the purpose and need of the proposed action; (C) a list of the criteria for a site for the proposed action; (D) a list of potential sites for the proposed action; (E) the resources of any proposed site for the proposed action; (F) the environmental limitations of such sites; (G) potential alternatives to the proposed action; and (H) any information the sponsoring agency deems necessary.

(6) Any agency submitting comments or participating in the public scoping meeting pursuant to this section shall include, to the extent practicable, but not be limited to, information about (A) the resources of any proposed site for the proposed action, (B) any plans of the commenting agency that may affect or be affected by the proposed action, (C) any permits or approvals that may be necessary for the proposed action,

and (D) any appropriate measures that would mitigate the impact of the proposed action, including, but not limited to, recommendations as to preferred sites for the proposed action or alternatives for the proposed action that have not been identified by the sponsoring agency.

(7) The sponsoring agency shall consider any comments received pursuant to this section or any information obtained during the public scoping meeting in selecting the proposed actions to be addressed in the environmental impact evaluation and shall evaluate in its environmental impact evaluation any substantive issues raised during the early public scoping process that pertain to a proposed action or site or alternative actions or sites.

(c) Each state department, institution or agency responsible for the primary recommendation or initiation of actions which may significantly affect the environment shall in the case of each such proposed action make a detailed written evaluation of its environmental impact before deciding whether to undertake or approve such action. All such environmental impact evaluations shall be detailed statements setting forth the following: (1) A description of the proposed action which shall include, but not be limited to, a description of the purpose and need of the proposed action, and, in the case of a proposed facility, a description of the infrastructure needs of such facility, including, but not limited to, parking, water supply, wastewater treatment and the square footage of the facility; (2) the environmental consequences of the proposed action, including cumulative, direct and indirect effects which might result during and subsequent to the proposed action; (3) any adverse environmental effects which cannot be avoided and irreversible and irretrievable commitments of resources should the proposal be implemented; (4) alternatives to the proposed action, including the alternative of not proceeding with the proposed action and, in the case of a proposed facility, a list of all the sites controlled by or reasonably available to the sponsoring agency that would meet the stated purpose of such facility; (5) an evaluation of the proposed action's consistency and each alternative's consistency with the state plan of conservation and development, an evaluation of each alternative including, to the extent practicable, whether it avoids, minimizes or mitigates environmental impacts, and, where appropriate, a description of detailed mitigation measures proposed to minimize environmental impacts, including, but not limited to, where appropriate, a site plan; (6) an analysis of the short term and long term economic, social and environmental costs and benefits of the proposed action; (7) the effect of the proposed action on the use and conservation of energy resources; and (8) a description of the effects of the proposed action on sacred sites or archaeological sites of state or national importance. In the case of an action which affects existing housing, the evaluation shall also contain a detailed statement analyzing (A) housing consequences of the proposed action, including direct and indirect effects which might result during and subsequent to the proposed action by income group as defined in section 8-37aa and by race, and (B) the consistency of the housing consequences with the long-range state housing plan adopted under section 8-37t. As used in this section, "sacred sites" and "archaeological sites" shall have the same meaning as in section 10-381.

(d) (1) The Council on Environmental Quality shall publish a document at least once a month to be called the Environmental Monitor which shall include any notices the council receives pursuant to sections 22a-1b to 22a-1i, inclusive, and shall include notice of the opportunity to request for a public scoping meeting. Filings of such notices received by five o'clock p.m. on the first day of each month shall be published in the Environmental Monitor that is issued not later than ten days thereafter.

(2) The Council on Environmental Quality shall post the Environmental Monitor on its Internet site and distribute a subscription or a copy of the Environmental Monitor by electronic mail to any state agency, municipality or person upon request. The council shall also provide the Environmental Monitor to the clerk of each municipality for posting in its town hall.

Sec. 22a-1c. Actions which may significantly affect the environment. Definition.

As used in sections 22a-1 to 22a-1i, inclusive, "actions which may significantly affect the environment" means individual activities or a sequence of planned activities proposed to be undertaken by state departments, institutions or agencies, or funded in whole or in part by the state, which could have a major impact on the state's land, water, air, historic structures and landmarks as defined in section 10-320c, existing housing, or other environmental resources, or could serve short term to the disadvantage of long term environmental goals. Such actions shall include but not be limited to new projects and programs of state agencies and new projects supported by state contracts and grants, but shall not include (1) emergency measures undertaken in response to an immediate threat to public health or safety; or (2) activities in which state agency participation is ministerial in nature, involving no exercise of discretion on the part of the state department, institution or agency.

Sec. 22a-1d. Review of environmental impact evaluations. Notification to municipalities and agencies

(a) Environmental impact evaluations and a summary thereof, including any negative findings shall be submitted for comment and review to the Council on Environmental Quality, the Department of Environmental Protection, the Connecticut Historical Commission, the Office of Policy and Management, the Department of Economic and Community Development in the case of a proposed action that affects existing housing, and other appropriate agencies, and to the town clerk of each municipality affected thereby, and shall be made available to the public for inspection and comment at the same time. The sponsoring agency shall publish forthwith a notice of the availability of its environmental impact evaluation and summary in a newspaper of general circulation in the municipality at least once a week for three consecutive weeks and in the Environmental Monitor. The sponsoring agency preparing an environmental impact evaluation shall hold a public hearing on the evaluation if twenty-five persons or an association having not less than twenty-five persons requests such a hearing within ten days of the publication of the notice in the Environmental Monitor.

(b) All comments received by the sponsoring agency and the sponsoring agency's responses to such comments shall be forwarded to the Secretary of the Office of Policy and Management.

(c) All comments and responses so forwarded to the Secretary of the Office of Policy and Management shall be available for public inspection.

Sec. 22a-1e. Review and determination by Office of Policy and Management

The Office of Policy and Management shall review all environmental impact evaluations together with the comments and responses thereon, and shall make a written determination as to whether such evaluation satisfies the requirements of this part and regulations adopted pursuant thereto, which determination shall be made public and forwarded to the agency, department or institution preparing such evaluation. Such determination may require the revision of any evaluation found to be inadequate. Any member of the Office of Policy and Management which has prepared an evaluation and submitted it for review shall not participate in the decision of the office on such evaluation. The sponsoring agency shall take into account all public and agency comments when making its final decision on the proposed action.

Sec. 22a-1f. Exceptions

(a) Environmental impact evaluations need not be prepared for projects for which environmental statements have previously been prepared pursuant to other state or federal laws or regulations, provided all such statements shall be considered and reviewed as if they were prepared under sections 22a-1a to 22a-1f, inclusive.

(b) Environmental impact evaluations shall not be required for the Connecticut Juvenile Training School project, as defined in subsection (l) of section 4b-55, and the extension of such project otherwise known as the Connecticut River Interceptor Sewer Project, or a project, as defined in subdivision (16) of section 10a-109c, which involves the conversion of an existing structure for educational rather than office or commercial use.

(c) A constituent unit of the state system of higher education may provide for environmental impact evaluations for any priority higher education facility project, as defined in subsection (f) of section 4b-55, or for any higher education project involving an expenditure of not more than two million dollars, by (1) reviewing and filing the evaluation for such project with the Office of Policy and Management for its review pursuant to section 22a-1e, or (2) including such project in a cumulative environmental impact evaluation approved by the Office of Policy and Management.

Sec. 22a-1g. Regulations

Within six months of October 1, 1977, the Commissioner of Environmental Protection shall adopt regulations to implement the provisions of sections 22a-1a to 22a-1f, inclusive. Such regulations shall include: (1) Specific criteria for determining whether or not a proposed action may significantly affect the environment; (2) provision for enumerating actions or classes of actions which are subject to the requirements of this part; (3) guidelines for the preparation of environmental impact evaluations, including the content, scope and form of the evaluations and the environmental, social and economic factors to be considered in such evaluations; and (4) procedures for timely and thorough state agency and public review and comment on all environmental impact evaluations required by this part and for such other matters as may be needed to assure effective public participation and efficient implementations of this part.

Sec. 22a-1h. Environmental impact evaluations

Until the adoption of regulations in accordance with the provisions of section 22a-1g, each state agency, department and institution shall prepare environmental impact evaluations in accordance with sections 22a-1b, 22a-1c and 22a-1d.

VI. CEPA REGULATIONS

The following regulations were adopted by the Department of Environmental Protection in 1972 to guide Connecticut state agencies in the preparation of Environmental Impact Evaluations (as required by Section 22a-1g of the Connecticut Environmental Policy Act). Because of changes made to the Connecticut Environmental Policy Act in 2002, these regulations will need to be amended. At this time, these regulations, while still in effect, do not reflect the changes made to the Act in 2002.

Sec. 22a-1a-1. Definitions

As used in Secs. 22a-1a-1 through 22a-1a-12, inclusive:

1. **Act** means Secs. 22a-1 to 22a-1f of the Connecticut General Statutes.
2. **Action** means an individual activity or a sequence of planned activities initiated or proposed to be undertaken by an agency or agencies, or funded in whole or in part by the state. Actions include, but are not limited to, capital improvements, alterations, repairs, or additions to the real property of the state; acquisition of real property for the purpose of capital improvements; lease/purchase agreements; grants-in-aid or financial assistance for housing, business, industry, restoration or demonstration projects; or other proposed activity for which an agency exercises judgment or discretion as to the propriety of that action.
3. **Environment** means the physical, biological, social, and economic surroundings and conditions which exist within an area which may be affected by a proposed action including land, air, water, minerals, flora, fauna, noise, objects of historic or aesthetic significance and community or neighborhood characteristics.
4. **Environmental Assessment** means a process to determine if a proposed action listed under Section 22a-1a-4(b)(2) may have a significant impact on the environment.
5. **Environmental Classification Document** means a document used by a sponsoring agency in conjunction with these regulations to determine which of its actions may have significant impacts.
6. **Environmental Impact Evaluation** means a detailed written document concerning the environmental impacts of a proposed action.
7. **Finding of No Significant Impact** means a written document concerning the environmental impacts of a proposed action listed in an environmental classification document which would not have a significant environmental impact.
8. **Sponsoring Agency** means an agency responsible for the preparation of environmental classification documents, environmental impact evaluations, and findings of no significant impact.

Sec. 22a-1a-2. Determination of sponsoring agency

(a) Each agency responsible for the primary recommendation or initiation of actions is considered a sponsoring agency for the purpose of preparing environmental classification documents, environmental impact evaluations, and findings of no significant impact. When more than one agency is involved in the primary recommendation or initiation of an action, one of those agencies shall act as the sponsoring agency. The participating agency which is determined not to be the sponsoring agency shall share the responsibility for the scope and content of documents prepared pursuant to these regulations.

(b) The determination of sponsoring agency shall be based on:

1. Magnitude of agency's involvement;
2. Activity approval/disapproval authority;
3. Expertise concerning the action's environmental effects;
4. Duration of agency's involvement;
5. Sequence of agency's involvement.

(c) The sponsoring agency may delegate the task of preparing environmental impact evaluations and findings of no significant impact. When such a document is prepared under contract for the sponsoring agency, the contractor shall execute a disclosure statement specifying that it has no financial interest in the outcome of the action. If an environmental document is prepared by contract, the sponsoring agency and other participating agencies shall furnish guidance and participate in the preparation and shall independently evaluate the document prior to its general circulation.

Sec. 22a-1a-3. Determination of environmental significance

Significant effect means substantial adverse impact on the environment. The significance of a likely consequence should be assessed in connection with its setting, its probability of occurring, its duration, its irreversibility, its controllability, its geographic scope, and its magnitude. The following factors shall be considered by agencies in preparation of environmental classification documents and in determining whether a proposed action may be expected to have a significant environmental effect.

(a) **Direct and indirect effects.** Direct effects are the primary environmental consequences which would result from the implementation of a proposed action. Indirect effects are the secondary consequences on local or regional social, economic or natural conditions or resources which could result from additional activities (associated investments and changed patterns of social and economic activities) induced or stimulated by the proposed action, both in the short-term and in the long-term. For the purposes of determining environmental significance, direct and indirect effects on the environment shall be considered, including but not limited to the following potential or actual consequences:

- (1) Impact on air and water quality or on ambient noise levels;

- (2) Impact on a public water supply system or serious effects on groundwater, flooding, erosion or sedimentation;
- (3) Effect on natural land resources and formations, including coastal and inland wetlands, and the maintenance of in-stream flows;
- (4) Disruption or alteration of an historic, archeological, cultural, or recreational building, object, district, site or its surroundings;
- (5) Effect on natural communities and upon critical species of animal or plant and their habitats; interference with the movement of any resident or migratory fish or wildlife species;
- (6) Use of pesticides, toxic or hazardous materials or any other substance in such quantities as to create extensive detrimental environmental impact;
- (7) Substantial aesthetic or visual effects;
- (8) Inconsistency with the written and/or mapped policies of the Statewide Plan of Conservation and Development and such other plans and policies developed or coordinated by the Office of Policy and Management or other agency;
- (9) Disruption or division of an established community or inconsistency with adopted municipal and regional plans;
- (10) Displacement or addition of substantial numbers of people;
- (11) Substantial increase in congestion (traffic, recreational, other);
- (12) A substantial increase in the type or rate of energy use as a direct or indirect result of the action;
- (13) The creation of a hazard to human health or safety;
- (14) Any other substantial impact on natural, cultural, recreational or scenic resources.

(b) **Cumulative Impacts.** Cumulative impacts are the impacts on the environment which result from the incremental impact of the action when added to other past, present or reasonably foreseeable future actions to be undertaken by the sponsoring agency. For the purposes of these regulations, cumulative impacts include the incremental effects of similar actions with similar environmental impacts and the incremental effects of a sequence of actions undertaken pursuant to an ongoing agency program which may have a significant environmental impact, whereas the individual component actions would not.

Sec. 22a-1a-4. Environmental classification documents

- (a) Each sponsoring agency shall prepare an environmental classification document.
- (b) The agency environmental classification document shall include:

(1) A list of typical agency actions which may have significant impacts on the state's land, water, air or other environmental resources, or which could serve short-term to the disadvantage of long-term environmental goals, thereby requiring the preparation of an environmental impact evaluation.

(2) A list of typical agency actions whose degree of impact is indeterminate, in the absence of information on the proposed location and scope of a specific action, but which could have significant environmental impacts. For each of these listed actions, when one is proposed, the sponsoring agency shall undertake an environmental assessment, using the criteria set forth in Section 22a-1a-3, to determine whether it shall prepare an environmental impact evaluation or a finding of no significant impact.

(3) A list of typical federal/state actions for which environmental impact statements are prepared pursuant to the National Environmental Policy Act, and for which the agency is the cognizant or sponsoring agency in the state.

Sec. 22a-1a-5. Review of agency environmental classification documents

(a) Each sponsoring agency shall file its environmental classification document with the Office of Policy and Management not later than sixty (60) days after the effective date of these regulations.

(b) Each environmental classification document shall be made available to the Department of Environmental Protection, the Council on Environmental Quality, and other appropriate governmental agencies as determined by the sponsoring agency. The sponsoring agency shall also make it available to interested persons.

(c) The sponsoring agency shall publish a notice of the availability of its environmental classification document in the Connecticut Law Journal and such other newspapers, journals, and periodicals as it deems adequate to insure adequate public notice.

(d) Any person may comment, in writing, on any environmental classification document within forty-five (45) days of the date of its availability. All comments should be forwarded to the Office of Policy and Management, which shall distribute them to the Department of Environmental Protection, the Council on Environmental Quality, and the sponsoring agency.

(e) The Office of Policy and Management, following consultation with the Department of Environmental Protection, the Council on Environmental Quality and the sponsoring agency shall approve each environmental classification document, or disapprove it with recommendations for change. Upon approval, each environmental classification document shall be filed with the Office of Policy and Management and shall be the basic criterion for the agency's determination whether or not to prepare an environmental study.

Sec. 22a-1a-6. Revision of environmental classification documents

Each environmental classification document shall be amended by the sponsoring agency to reflect significant changes in the agency's programs or operations. Each sponsoring agency shall review and revise as necessary its environmental classification

document at least every two years following initial approval by the Office of Policy and Management.

Sec. 22a-1a-7. Environmental impact evaluations

(a) Environmental impact evaluations shall be prepared for those proposed actions listed in an environmental classification document which may have significant environmental impacts. They shall provide full and fair discussions of environmental impacts, inform decision makers and the public of all reasonable alternatives, and compare the impacts of the alternatives on the environment.

(b) An environmental impact evaluation shall be prepared as close as possible to the time an agency proposes an action. The evaluation shall be prepared early enough so that it can practically serve as an important contribution to the decision-making process and shall not be used to rationalize or justify decisions already made. Preparation of an environmental impact evaluation shall not prevent an agency from conducting contemporaneous engineering, economic, feasibility and other studies which do not otherwise commit the agency to commence or engage in such action or limit the choice of reasonable alternatives.

(c) The sponsoring agency shall conduct an early and open process for determining the scope of issues to be addressed in an environmental impact evaluation. Through the process, the sponsoring agency shall identify the significant issues to be analyzed in detail, and eliminate from detailed study the issues which are not significant or which have been covered by prior environmental review. The agency shall invite the participation of federal, state and local agencies with special expertise or jurisdiction by law with respect to any relevant environmental impact, and other interested or affected persons. Such consultation may be integrated with any other early planning meetings or early participatory process the agency has.

(d) If an agency is proposing an action which is an interdependent part of a sequence of planned activities which may have a significant environmental impact and depends on the entire sequence for its justification, or which is part of a program of similar activities, the cumulative impact of which may have a significant environmental impact, a single environmental impact evaluation shall be prepared for that sequence or program. Such an environmental impact evaluation shall cover future component actions of a program or sequence of activities provided that there is no substantive change in the action's environmental setting, environmental impacts or alternatives which would merit a revision to the environmental impact evaluation. Subsequent environmental impact evaluations shall be prepared by the sponsoring agency when such actions have environmental impacts not adequately discussed in the initial evaluation.

(e) An environmental impact evaluation shall be clear, concise, and to the point, and written in plain language so that it may be understood by the general public. Impacts shall be discussed in proportion to their significance and the magnitude of the action.

(f) Environmental impact evaluations shall be prepared in a manner which will encourage clear presentation and independent evaluation of the proposed action and reasonable alternatives to it. Summary technical data, maps and diagrams should be presented as to be understandable to the general public. An agency may incorporate material by reference into an environmental impact evaluation when to do

so will cut down on bulk without impeding agency and public review of the action. Appendices and referenced documents shall be reasonably available for review, except those materials based on proprietary data.

(g) The environmental impact evaluation shall include:

(1) A brief summary which adequately and accurately summarizes the focus and conclusions of the evaluation. The summary shall include the appropriate agency contact person and an environmental impact evaluation distribution list.

(2) A description of the proposed action, a statement of its purpose and need and a justification for the action. Major assumptions concerning growth and population used to justify the action shall be clearly identified. The location and boundaries of the proposed action, if applicable, shall be indicated on a map of appropriate scale.

(3) A description of the environment of the area which would be affected by the proposed action, as it currently exists prior to commencement of the action. This description shall include the cultural, economic, recreational and ecological characteristics and activities, both in the immediate location of the proposed action and areas that would be affected by the action.

(4) A description and analysis of the reasonable alternatives to the proposed action, particularly those which might enhance environmental quality or avoid some or all of the adverse environmental effects. This discussion shall include but not be limited to alternatives such as taking no action or substituting an action of a significantly different nature which would provide similar benefits with different environmental impacts.

(5) A list of the necessary licenses, permits, certifications or other approvals required to implement the action from government agencies, boards or commissions having relevant regulatory jurisdiction.

(6) A discussion of the potential environmental impact of the proposed action. This discussion shall include:

(A) Direct environmental effects. The primary consequences for the environment during and subsequent to the activity as set forth in Section 22a-1a-3 with emphasis on the most significant effects.

(B) Indirect environmental effects. The secondary consequences for the environment as set forth in Section 22a-1a-3 which result from changes in the pattern of land use, population density, and related effects on air and water or other natural resources.

(C) The relationship of the proposed action to approved land use plans, policies and controls for the affected areas.

(D) Any probable adverse environmental effects which could not be avoided if the proposed action were implemented.

(E) Any irreversible and irretrievable commitments of resources which would occur should the proposed action be implemented. Resources means materials devoted to the proposed action and the natural and cultural resources that would be committed to loss or destruction by the action.

(F) Mitigation measures to the proposed action including: limiting the degree or magnitude of the action; rectifying by repairing, rehabilitation or restoring the impacted environment; reducing or eliminating the impact over time by preservation and maintenance operations; compensating for the impact by replacing or providing substitute resources or environments.

(G) The effects of the proposed activity on energy consumption and energy conservation.

(H) An analysis of the short-term and long-term economic, social and environmental costs and benefits of the proposed action. A comparison of benefits and costs shall be made for reasonable alternatives. The comparative analysis shall explicitly state and evaluate nonquantifiable benefits and costs as well as quantitative benefits and costs.

Sec. 22a-1a-8. Notice, distribution, and review of environmental impact evaluations

(a) The sponsoring agency shall publish notice of the availability of environmental impact evaluations in accordance with Section 22a-1(d) of the Act and shall utilize such other newspapers, journals and periodicals as it deems necessary to insure adequate public notice.

(b) The sponsoring agency shall distribute environmental impact evaluations in accordance with Section 22a-1(d) of the Act. In addition, the sponsoring agency shall distribute environmental impact evaluations to persons who have demonstrated an interest or concern in the proposed action, and other persons it deems necessary to insure effective public participation.

(c) Any person may comment, in writing, on an environmental impact evaluation. The initiating agency shall provide a time period of not less than forty-five (45) days for review and comment. If the proposed action is of unusual scope or complexity, the review period may be extended to sixty (60) days.

Sec. 22a-1a-9. Determination of adequacy

(a) A sponsoring agency shall review all comments submitted on an environmental impact evaluation and any other pertinent information it obtains following circulation of an environmental impact evaluation, and conduct further environmental study and analysis or amend the evaluation if it determines appropriate. In all cases, the sponsoring agency shall prepare responses to the substantive issues raised in review of the environmental impact evaluation, and shall forward such responses, as well as any supplemental materials or amendments and all comments received on the evaluation to the Office of Policy and Management.

(b) The sponsoring agency shall prepare a concise public record of decision, taking into consideration its findings in the environmental impact evaluation, and comments

received on that evaluation which it shall forward to the Office of Policy and Management. The record of decision shall state:

- (1) The agency's decision relative to proceeding with the proposed action.
- (2) Whether all practicable means to avoid or minimize environmental harm have been adopted, and if not, why they were not.

(c) To insure the sponsoring agency has complied with the procedural requirements of the Act and these regulations, it shall forward to the Office of Policy and Management;

- (1) Copies of required notices and other advertisements of the availability of an environmental impact evaluation;
- (2) A brief summary of the public hearing record, in those cases when one is conducted in accordance with Section 22a-1a-11;
- (3) A brief summary of consultation with agencies and other persons prior to and during the preparation of the environmental impact evaluation as required by Section 22a-1a-7(b).

(d) The Office of Policy and Management shall make a determination as to the adequacy of an environmental impact evaluation in accordance with Section 22a-1(e) of the Act. If the Office of Policy and Management determines that the environmental impact evaluation is inadequate it shall make such determination specifying the areas of inadequacy with reference to the Act and these regulations.

Sec. 22a-1a-10. Finding of no significant impact

(a) If an agency, in the course of an environmental assessment, finds that a proposed action listed in its environmental classification document would not have a significant environmental impact, it shall prepare a finding of no significant impact.

(b) The finding of no significant impact shall include:

- (1) A description of the proposed action;
- (2) A description of the environment of the area which would be affected by the proposed action, as it currently exists;
- (3) The probable impact of the proposed action on the environment, including both primary and secondary effects.

In the finding of no significant impact, the agency shall include information in reasonable detail to support its belief that the environmental impact which would ensue from the proposed action would not be significant.

(c) The finding of no significant impact shall be submitted by the sponsoring agency to the Office of Policy and Management, the Department of Environmental Protection, the Council on Environmental Quality, and other appropriate agencies as determined by the sponsoring agency. It shall also be submitted to the town clerk of each

municipality affected by the action, and shall be made available to any interested persons.

(d) Any agency or person may comment, in writing, on a finding of no significant impact within thirty (30) days of the date of its availability. All comments shall be sent to the sponsoring agency, which shall forward them to the Office of Policy and Management.

(e) If no dissenting comments regarding the environmental significance of the proposed action are filed during the comment period, the sponsoring agency may proceed with implementation of the action following notification to the Office of Policy and Management. If one or more dissenting comments are filed during the comment period, the Office of Policy and Management shall recommend, following consultation with the Department of Environmental Protection, the Council on Environmental Quality, and the sponsoring agency, within fifteen (15) days following the end of the comment period, whether an environmental impact evaluation should be prepared for the proposed action. If the Office of Policy and Management determines that a finding of no significant impact is appropriate, the agency may proceed with implementation of the action. If the Office of Policy and Management determines that an environmental impact evaluation is appropriate, one shall be prepared, considered and reviewed in accordance with these regulations.

Sec. 22a-1a-11. Public hearings

Public hearings held pursuant to the Act should be conducted, by the sponsoring agency, no sooner than thirty (30) days following the date of availability of an environmental impact evaluation. Public hearings held pursuant to other statutes on proposed actions shall be considered to fulfill the requirements of the Act provided:

- (1) Notification of the hearing states the hearing is being held in accordance with the Act and;
- (2) The environmental impact evaluation has been in public circulation for at least thirty (30) days prior to the date of the hearing.

The sponsoring agency shall consider all oral and written comments received at that public hearing in making a final decision on the proposed action.

Sec. 22a-1a-12. Application of these regulations to federal/state actions

Environmental impact statements prepared for federal/state actions may be submitted in lieu of environmental impact evaluations required by these regulations, in order to avoid unnecessary duplication of effort. Such federally required environmental impact statements shall be circulated for review and comment in accordance with Section 22a-1a-8 of these regulations, and shall be considered by the Office of Policy and Management in accordance with Section 22a-1a-9 of these regulations.

Statement of Purpose

To provide specific criteria for determining which state actions require environmental impact evaluations under the Connecticut Environmental Policy Act; a procedure for

enumerating classes of actions subject to the requirements of the Act; guidelines for the preparation of environmental impact evaluations; procedures for review and comment on environmental impact evaluations; and procedures for effective public participation and effective implementation of the Act.

VII. ENVIRONMENTAL CLASSIFICATION DOCUMENT

Effective 10/5/2010

Generic Environmental Classification Document (ECD) For State Agencies*

Prepared Pursuant to Section 22a-1a-4
of the Regulations of Connecticut State Agencies (RCSA)

- I. **Typical Actions For Which Environmental Impact Evaluations Shall Always Be Prepared.** Such actions may include, but are not limited to, instances where the State is obligating the following types of development through State funding or agreements:
 - a. Construction of new sewage treatment plants;
 - b. Construction of hazardous waste disposal facilities;
 - c. Construction of low-level radioactive waste disposal facilities; and
 - d. Construction of coal-fired heating plants.

- II. **Typical Actions Whose Degree of Impact Is Indeterminate, But Could Have Significant Environmental Impacts.** When any of the following actions are proposed, including, but not limited to, instances where the State is obligating the following types of development through State funding or agreements, the sponsoring agency shall conduct an early public scoping process in accordance with Section 22a-1b(b) of the Connecticut General Statutes (CGS). The sponsoring agency shall take into consideration comments received and shall prepare a written memorandum that documents its findings and subsequent determination of the proposed action's environmental significance using the criteria set forth in Section 22a-1a-3 of the Regulations of Connecticut State Agencies. Said memorandum shall be posted in the Environmental Monitor, unless the sponsoring agency determines that an environmental impact evaluation shall be prepared pursuant to CGS Section 22a-1b(c).
 - a. Construction of, addition to, or major alteration involving a change in use of a State leased, licensed, or owned facility involving 100,000 sq. ft. or greater of floor space if the facility is located in a Regional Center or Neighborhood Conservation Area, or 25,000 sq. ft. or greater of floor space if the facility is located outside of such areas as defined by the locational guide map of the Conservation and Development Policies Plan for Connecticut. A facility is defined as one or more concurrently planned or envisioned structures on a site, the sum total of which would equal or exceed the applicable figure for the project location;
 - b. Construction of new paved roads or lane additions to existing roads where the State's cost of such which would equal or exceed one million dollars (\$1,000,000) using current industry cost estimates;
 - c. Construction of new parking lots, garages, or additions thereto, that provide for an increase in capacity of 200 vehicles or more;

- d. Construction of new, or changes to, dams on watercourses resulting in a permanent change in water level of more than four (4) inches;
- e. Capacity expansion of sewage treatment plants, hazardous waste or low level radioactive disposal facilities and coal fired heating plants;
- f. Demolition or major alteration of any facility (i.e., building or structure) or site listed or eligible to be listed on the National or State Registers of Historic Places as determined by the State Historic Preservation Office; and
- g. Any other action that may significantly affect the environment in an adverse manner. The significance of a likely consequence of an action should be assessed by the sponsoring agency and/or the participating agency, as the case may be, in connection with its setting, its probability of occurring, its duration, its irreversibility, its controllability, its geographic scope, its magnitude, and regulatory requirements.

III. Any and all joint federal/state actions for which environmental assessments or environmental impact statements are prepared pursuant to the National Environmental Policy Act (NEPA), as amended, shall be recognized as meeting the Connecticut Environmental Policy Act (CEPA) requirements provided that such NEPA documents meet, and are circulated in accordance with, the CEPA document-equivalent requirements.

IV. Actions which do not warrant a review pursuant to CEPA. Notwithstanding the provisions of II.f. above, the following actions have been shown by past agency experience to have impacts which are determinate, sufficiently limited in scope or covered under specific state or federal requirements other than CEPA or NEPA, and include a determination by the State Historic Preservation Office, whenever appropriate, that there is either *No Effect* or *No Adverse Effect* to historic, architectural or archaeological resources.

- a. Maintenance, repairs, or renovations of facilities;
- b. Demolition of facilities;
- c. Environmental remediation at facilities or property;
- d. Energy conservation measures; and
- e. Licenses for non facility-related purposes.

*** Each agency that currently has its own ECD (i.e., DECD, DOT, DEP & DPH) shall either revise its ECD in accordance with RCSA Sec. 22a-1a-6 by April 1, 2011 or operate under the provisions of this Generic ECD after such date.**

*Connecticut Department of Construction Services
Connecticut Environmental Policy Act Manual*

**APPENDIX A:
DCS CEPA Document Formats**

DCS Environmental Impact Evaluation Cover Example

When submitting the internal drafts (Working Copy, Revised Working Copy, and Proof Draft), include these text on the cover. However, the public review version will look like this:

ENVIRONMENTAL IMPACT EVALUATION	
<i>Prepared in accordance with the Connecticut Environmental Policy Act</i>	
Project Title <i>Town, Connecticut</i>	
DATE	
	Sponsoring Agency: <i>State of Connecticut</i>
	Participating Agencies: <i>State of Connecticut Department of Construction Services</i>
DCS Project No. DCS Contract No.	Prepared by:

EIE Document Outline

Cover (See Cover Example)

Table of Contents

List of Abbreviations

Executive Summary

- Proposed Action Description
- Purpose and Need
- Alternatives Considered
- Benefits and Impacts
- Potential Certificates, Permits, and Approvals
- Conclusion (brief statement on the environmental impacts and process after public review period)
- Public Involvement (Early public scoping process and EIE public review period, include name and address of sponsoring agency contact person)
- EIE Distribution List

1. Introduction

- 1.1 Description of the Proposed Action
- 1.2 Purpose and Need (Justification for the Action)
- 1.3 Background

2. Alternatives Considered

- 2.1 Alternative Actions (No Action/No Build, programmatic alternatives, etc.)
- 2.2 Alternative Sites Controlled or Reasonably Available
- 2.3 Alternative Design Concepts (Significant Design Alternatives)

3. Existing Environment and Impact Evaluation

- 3.1 Traffic (and Bike & Pedestrian Access)
- 3.2 Air Quality
- 3.3 Noise
- 3.4 Water Resources (include floodplains, floodways, stream channel encroachment lines)
- 3.5 Wetlands
- 3.6 Water Quality (include erosion and sedimentation)
- 3.7 Groundwater Quality and Resources (i.e. Aquifer Protection Area, Public/Private Wells)
- 3.8 Coastal Resources (if applicable)
- 3.9 Endangered, Threatened, or Special Concern Species or Habitats

- 3.10 Fish and Wildlife, Habitats, and Ecosystems (natural areas i.e. ecologically significant/sensitive areas)
- 3.11 Historic Sites, Districts, and Archeologically Sensitive Areas
- 3.12 Visual Resources (aesthetic and scenic resources)
- 3.13 Agricultural Lands and Soils
- 3.14 Pesticides, Toxic or Hazardous Materials
- 3.15 Energy (Use and Conservation)
- 3.16 Public Health and Safety
- 3.17 Consistency with State Environmental Equity Policy
- 3.18 Consistency with Adopted Municipal and Regional Plans (Existing/Proposed Land Use)
- 3.19 Consistency with State Plan of Conservation and Development
- 3.20 Consistency with Connecticut Coastal Management Act (if applicable)
- 3.21 Cumulative Impacts
- 3.22 Construction-Related Impacts

4. Unavoidable Adverse Environmental Impacts

5. Irreversible and Irrecoverable Commitment of Resources

7. Summary of Mitigation Measures

8. Cost Benefit Analysis

9. Potential Certificates, Permits, and Approvals

10. Conclusions

11. References

Cite all referenced material in the EIE. Use standard citation protocol for all publications, websites, and verbal communication.

APPENDICES (to include, but limited to:)

- E. Special Studies (traffic, biological, etc.)
- F. Site Photographs
- G. Early Public Scoping Notices and Related Material (CEQ Notice and reviewer responses, including any early public scoping meeting minutes)
- H. Consultant Disclosure Form (included in Appendix C of this Manual.)

DCS Record of Decision Cover Example

<p>STATE OF CONNECTICUT SPONSORING AGENCY</p> <h1>RECORD OF DECISION</h1> <p><i>Prepared in accordance with the Connecticut Environmental Policy Act</i></p> <p>Project Title Town/City, Connecticut</p>  <p>DATE</p> <p>PARTICIPATING AGENCY: State of Connecticut Department of Construction Services</p>

Record of Decision Outline

Cover/Title Page (See Cover Example)

Sponsoring Agency Cover Letter

Table of Contents

I. Decision

II. Statement of Environmental Impact

III. Summary of Consultation with Agencies and Other Persons

Appendix A: Notices and Advertisements

Appendix B: Early Public Scoping Comments

Appendix C: Public Review Period Comments

Appendix D: Response to Comments

Appendix E: EIE Executive Summary

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**APPENDIX B:
DCS Initial Environmental Review Form**



INITIAL ENVIRONMENTAL REVIEW

Technical Services – Environmental Planning
165 Capitol Avenue, Room 275
Hartford, Connecticut 06106

This Initial Environmental Review (IER) is intended to provide the sponsoring/client agency and the project team with baseline environmental information and to assist in determining what effects, if any, the proposed project/action may have on the environment. This review is conducted using readily available information and is based on qualitative assessments. The IER may be used to assess potential issues that may or may not require additional environmental review or study. **This IER, however, does not replace the A/E Consultant's obligation to continually assess what permits, certifications, or approvals the project may require as the project progresses or from submitting DCS's Checklist for Permits, Certifications, and Approvals with each phase of the project.** If multiple sites apply to the project, then an IER should be filled out for each site.

Is this a revised IER Yes No If yes, date of previous IER:
Are multiple sites involved? Yes No If yes, how many:

SECTION A: PROJECT/ACTION INFORMATION

Project Title:	
DCS Project Number:	
Project Address:	
Sponsoring Agency:	
Agency Contact:	
Participating Agency(ies):	
DCS Project Manager:	

PROPOSED ACTION/ACTIVITY DESCRIPTION:

SITE INFORMATION:

- State owned property New Site
 Private property Located in Coastal Boundary

Was a site visit conducted? Yes No If yes, date conducted:

Existing land use:

Surrounding land uses:

Other site information:

STATE CONSERVATION AND DEVELOPMENT POLICIES PLAN LOCATIONAL GUIDE MAP AREAS:

<u>Development Areas</u>	<u>Within</u>	<u>Adjacent</u>	<u>Conservation Areas</u>	<u>Within</u>	<u>Adjacent</u>
Regional Center	<input type="checkbox"/>	<input type="checkbox"/>	Existing Preserved Open Space	<input type="checkbox"/>	<input type="checkbox"/>
Neighborhood Conservation	<input type="checkbox"/>	<input type="checkbox"/>	Preservation Areas	<input type="checkbox"/>	<input type="checkbox"/>
Growth Areas	<input type="checkbox"/>	<input type="checkbox"/>	Conservation Areas	<input type="checkbox"/>	<input type="checkbox"/>
Rural Community Centers	<input type="checkbox"/>	<input type="checkbox"/>	Rural Lands	<input type="checkbox"/>	<input type="checkbox"/>
			Level A/B Aquifer Protection Areas	<input type="checkbox"/>	<input type="checkbox"/>
			Historic Areas	<input type="checkbox"/>	<input type="checkbox"/>
			Tribal Settlement Lands	<input type="checkbox"/>	<input type="checkbox"/>

SECTION B: POTENTIALLY IMPACTED RESOURCES

Check all resource categories to determine if the proposed project/action may or may not have the potential to directly or indirectly affect the following resources:

Resources	Potential Impacts			Comments
	Yes	No	Unknown	
Wetlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water bodies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Groundwater resources <i>(Aquifer Protection Areas & wells)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floodplains (100-year)*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Base flood elevation is ft. (NGVD).</i>
Floodways*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Floodway elevation is ft. (NGVD).</i>
Stream channel encroachment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fish habitats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wildlife habitats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Endangered, threatened, and special concern species and habitats (NDDDB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Air quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coastal resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Agricultural lands and/or soils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Historic sites and districts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Archeologically sensitive areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Aesthetic / scenic resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Designated open space and recreational uses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Surrounding land uses / neighborhood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Utilities and Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

** Based on the community's Flood Insurance Study*

Comments or remarks:

SECTION C: DETERMINATION OF ENVIRONMENTAL SIGNIFICANCE

Using the information in Sections A and B as a guide in determining environmental significance, qualitatively assess the potential level of significance of the proposed project/action taking into account the direct and indirect effect on the environment.

Potential or Actual Consequences	Potentially Significant with Mitigation	Not Significant with Mitigation	No Anticipated Significant Effects	Effects Undetermined at this time
Impact on air quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact on ambient noise levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact public water supply system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serious effects on groundwater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serious effects on flooding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serious effects on erosion or sedimentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effects on natural land resources and formations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effects on tidal wetlands or other coastal resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effects on inland wetlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effects on maintenance of in-stream flows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disruption or alteration of an historic, archeological, cultural, or recreational building, object, district, site or its surroundings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effects on natural communities and critical species of animal or plant and their habitats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interference with fish and wildlife movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of pesticides, toxic or hazardous materials or any substance in such quantities as to create extensive detrimental environmental impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substantial aesthetic or visual effects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inconsistency with written and/or mapped policies of the State Conservation and Development Policies Plan or other state plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disruption or division of an established community or inconsistency with adopted municipal and regional plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substantial increase in congestion (traffic, recreational, other)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substantial increase in the type or rate of energy use as a direct or indirect result of the action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a hazard to human health or safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other substantial impact on natural, cultural, recreational or scenic resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cumulative Impacts (RSCA Section 22a-1a-3[b])		Potential Impacts <input type="checkbox"/>	No Anticipated Impacts <input type="checkbox"/>	Undetermined at this time <input type="checkbox"/>
MITIGATION MEASURES:				

SECTION D: POTENTIAL ENVIRONMENTAL PERMITS, CERTIFICATIONS, OR APPROVALS

In the absence of detailed project information, such as a developed site layout, detailed plans, field verification of resources, etc., the following is a preliminary assessment of potential environmental permits, certifications, or approvals for the proposed project. This assessment does not replace or eliminate the A/E consultant's obligation to identify and obtain any applicable permits, certifications, or approvals necessary as the project progresses.

Agency and Permit Name	Potentially Applicable	Not Applicable	Undetermined at this time
DEPARTMENT OF ENVIRONMENTAL PROTECTION			
Air Management			
Title V Operating Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Source Review Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Limit Potential to Emit From Major Stationary Sources of Air Pollution (Title V General Permit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radiation Division			
X-Ray and Ionizing Radiation Source Registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Protection and Land Reuse			
Discharge of Domestic Sewage Permit (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge of Food Preparation Establishment Wastewater (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge of Food Processing Wastewater (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge of Groundwater Remediation Wastewater Directly to Surface Water (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge of Groundwater Remediation Wastewater to Sanitary Sewer (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge of Hydrostatic Pressure Testing Wastewater (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge of Minor Boiler Blowdown Wastewater (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge of Minor Non-Contact Cooling and Heat Pump Water (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge of Minor Photographic Processing Wastewater (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge of Minor Printing and Publishing Wastewater (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge of Minor Tumbling or Cleaning of Parts Wastewater (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous Discharges of Sewer Compatible (MISC) Wastewater (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge of Stormwater and Dewatering Wastewater Associated with Construction Activities (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge of Stormwater Associated with Commercial Activity (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge of Stormwater Associated with Industrial Activity (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge of Swimming Pool Wastewater From a Public Pool (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge of Vehicle Maintenance Wastewater (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge of Water Treatment Wastewater (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inland Water Resources			
Inland Wetlands & Watercourses Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stream Channel Encroachment Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Diversion Permit (Detention/Retention Ponds)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inland 401 Water Quality Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dam Construction Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flood Management Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
De/Retention Pond Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authorization for Diversion of Water for Consumptive Use (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dam Safety Repair and Alteration (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Habitat Conservation (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lake, Pond and Basin Dredging (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minor Grading (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minor Structures (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities and Drainage (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authorization for Diversion of Remediation Groundwater (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Agency and Permit Name (continued)	Potentially Applicable	Not Applicable	Undetermined at this time
Office of Long Island Sound Programs			
Structures, Dredging & Filling Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tidal Wetlands Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coastal 401 Water Quality Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Permission (Short Permit Process)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consistency with the Coastal Management Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Materials Management and Compliance Assurance			
Wastewater Discharge: Ground Water Discharge Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wastewater Discharge: Surface Water Discharge Permit (NPDES)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wastewater Discharge: Pre-treatment Permit (Sewer Permit) for Discharges to Publicly Owned Treatment Works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Waste Treatment, Storage, & Disposal Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solid Waste Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CGS Section 22a-454 Waste Facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Waste or Asbestos Disposal Authorization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Underground Storage Tank Registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aerial Pesticide Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aquatic Pesticide Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contaminated Soil and/or Sediment Management (GP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natural Diversity Database (Endangered Species) Review			
NDDB Review Request (<i>endangered, threatened, and special concern species and habitats</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMISSION ON CULTURE AND TOURISM / STATE HISTORIC PRESERVATION OFFICE			
Art in Public Spaces Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact to Cultural Resources (three part review: new construction [site work/archeological], rehabilitation, and demolition)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEPARTMENT OF CONSTRUCTION SERVICES			
Acquisitions/Takings/Municipal Negotiations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Site Assessment Phase I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Site Assessment Phase II, III, RAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Connecticut Environmental Policy Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Environmental Policy Act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Cycle Cost Analysis (LCCA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transfer Act Site Assessment (TASA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Underground Storage Tanks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Material Inspection/Abatement Request (asbestos, lead, or indoor air quality)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEPARTMENT OF TRANSPORTATION			
State Traffic Commission Review Determination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Traffic Commission Major Traffic Generator Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U. S. ARMY CORPS OF ENGINEERS			
Individual Permit <i>For new fill/excavation discharges greater than 1 acre</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programmatic General Permit * with review (5,000 SF – 1 acre) * without review (less than 5,000 SF)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U. S. ENVIRONMENTAL PROTECTION AGENCY			
Sole Source Aquifer Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments or remarks:

SECTION E: SIGNATURE

THIS INITIAL ENVIRONMENTAL REVIEW WAS CONDUCTED BY:

SIGNATURE OF THE REVIEWER

DATE

NAME AND TITLE OF REVIEWER

Connecticut Department of Construction Services
Connecticut Environmental Policy Act Manual

APPENDIX C:
DCS Record of Environmental Consideration Form



State of Connecticut

RECORD OF ENVIRONMENTAL CONSIDERATION



Department of
Construction Services

PROPOSED PROJECT/ACTION INFORMATION:

Project Title:
 Project Address:
 Sponsoring Agency:
 Sponsoring Agency
 Representative:
 DCS Project Manager:
 DPW Project Number:
 Project/Action Description:

CONNECTICUT ENVIRONMENTAL POLICY ACT (CEPA) APPLICABILITY:

Environmental Classification Document (ECD):

Determination of Environmental Significance:

Was early public scoping conducted?
If yes, list date:

Was the proposed project/action covered under an existing CEPA document?
If yes, list project title, project number, and date:

BASED ON THE ABOVE INFORMATION THE PROPOSED PROJECT:

- is excluded or exempt from the requirements of CEPA; or
- has been adequately assessed in existing documents (environmental review) and has been determined not to be environmentally significant; therefore, an Environmental Impact Evaluation is not necessary at this stage of the project. However, if the project scope should significantly change, then an updated review should be conducted.

Prepared by:

_____ Date

Environmental Analyst
DCS Environmental Planning

*Connecticut Department of Construction Services
Connecticut Environmental Policy Act Manual*

**APPENDIX D:
DCS Checklist for Permits, Certifications, and Approvals**



Checklist for Permits, Certifications, and Approvals

CTDCS Project Manager:	_____		
CTDCS Project No.:		Date:	_____
Project Title	_____		
Facility/Address::	_____		
Anticipated Bid Date	_____		

INSTRUCTIONS

Checklist: This Checklist shall be submitted with the A/E Consultant's ("Consultant") proposal and revised and resubmitted with each Preconstruction Phase Submittal to the CTDCS Project Manager for all DCS Projects. Copies of the Checklist are to be sent to DCS Environmental Planning and DCS Code Services. The Consultant shall submit drafts of all applications as part of the Design Development Phase Submission.

For DCS Design-Bid-Build Projects and CMR Projects, the Consultant (or in the case of a Design-Build Project, the design-build firm) shall ensure all the required permits, certificates, and/or approvals are obtained for the project. The Consultant shall review all prior environmental documents for the project to assist in determining required permits and/or mitigation measures.

The Consultant shall review each permit, certification, or approval to determine if it is applicable to the project. For supplemental information about an individual permit, certification, or approval, contact the appropriate agency or agency website for specific information. Furthermore, as specified in the DCS Consultant's Procedure Manual, the Consultant shall coordinate with the appropriate Agency(ies), complete all necessary application forms, and submit the permit(s), certification(s), and/or approvals for the project, **EXCEPT FOR DEEP** Inland Water Resources and State Traffic Commission approvals, in which case the Consultant shall coordinate with DCS Environmental Planning.

If additional study is required by the permitting agency, then an additional scope of work can be negotiated with the DCS Project Manager for such services. DCS is responsible for all application fees, except for the "General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities," which shall be submitted and paid for by the General Contractor or CMR. However, in the case of the stormwater general permit, the Consultant shall complete all of the required information and include it in the construction contract documents for use by the General Contractor or CMR.

Permit Letter: The Consultant shall submit a "Permit Letter" to DCS Environmental Planning documenting that all applicable permits (not code related) have been reviewed, and that the project has been designed in accordance with applicable permits (e.g., DEEP General Permits for Food Preparation Establishment Wastewater and/or Minor Boiler Blowdown Wastewater). See the Permit Evaluation and Letter Instructions (3031) at the end of the Checklist for additional information.

Permit Closeout Binder: Once all environmental permits have been evaluated, submitted, registered, and/or approved, the Consultant shall submit a Permit Closeout Binder to DCS Environmental Planning, including, but not limited to, the Permit Letter, applicable calculations, operational requirements as per applicable permits, and all associated permits.

The Consultant must select the appropriate answer from the dropdown menus for each permit, certification, and approval.

Project Delivery Method:	<input type="checkbox"/> Design-Bid-Build	<input type="checkbox"/> Design-Build	<input type="checkbox"/> CMR
Submitted With:	<input type="checkbox"/> Proposal Phase <i>(Preliminary Applicable Review)</i> <input type="checkbox"/> SD Phase <input type="checkbox"/> DD Phase <i>(Include Completed Drafts Of All Applicable Permit Applications)</i> <input type="checkbox"/> CD Phase <input type="checkbox"/> Bid Phase <input type="checkbox"/> Environmental Phase		
Project Type: <i>(Check All Applicable to this Project)</i>	<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Minor Renovation
Other Information:	Existing Gross Square Footage (GSF): _____ No. of Existing Parking Spaces: _____ Proposed New (GSF): _____ No. of Proposed New Parking Spaces: _____ Proposed GSF To Be Demolished: _____ No. of Existing Parking Spaces To Be Demolished: _____		



3030 Checklist for Permits, Certifications, and Approvals

CT DCS Project No.: _____ Date: _____

AGENCIES / PERMIT	Telephone Number	Click On Drop Down Box In Each Category		
		Is the Permit Required?	Who is responsible to obtain Permit?	Permit Status
FEDERAL AGENCIES	—	—	—	—
Programmatic General Permit (PGP) <i>(Category I - without review [less than 5,000 sf]) (Category II - with review [5,000 sf – 1 acre])</i>	978 318-8338			
Individual Permit <i>(Does not meet Category II - greater than 1 acre of fill/excavation)</i>	978 318-8338			
ENVIRONMENTAL PROTECTION AGENCY (EPA) Sole Source Aquifer Review <i>(CT has two Sole Source Aquifers: the Pootatuck Aquifer (Newtown, Monroe, and Easton) and the Pawcatuck River Aquifer (Stonington and North Stonington))</i>	— 617 918-1111	—	—	—
FEDERAL AVIATION ADMINISTRATION (FAA) Notice of Proposed Construction or Alteration	— 781 238-7522	—	—	—
FEDERAL COMMUNICATIONS COMMISSION (FCC) General Mobile Radio Service License	— 888 225-5322	—	—	—
UNITED STATES ARCHITECTURAL AND TRANSPORTATION BARRIERS COMPLIANCE BOARD (ATBCB) Americans with Disabilities Act	— 800 872-2253	—	—	—
STATE AGENCIES	—	—	—	—
CONNECTICUT COMMISSION ON CULTURE AND TOURISM (CCT) Art in Public Spaces Program	— 860 256-2800	—	—	—
State Historic Preservation Office (SHPO): Impact to Cultural Resources <i>(Three part review: New construction [site work / archeological], Rehabilitation, and Demolition)</i>	— 860 256-2800			
CONNECTICUT SITING COUNCIL (CSC) Certificate of Environmental Compatibility & Public Need <i>(Towers, Transmission Lines and Hazardous Waste Storage Facilities)</i>	— 860 827-2935	—	—	—



3030 Checklist for Permits, Certifications, and Approvals

CT DCS Project No.: _____ Date: _____

AGENCIES / PERMIT	Telephone Number	Click On Drop Down Box In Each Category		
		Is the Permit Required?	Who is responsible to obtain Permit?	Permit Status
STATE AGENCIES	—	—	—	—
DEPT. OF ADMINISTRATIVE SERVICES (DAS) Leasing and Property Transfers Leasing/Acquisitions/Takings/Municipal Negotiations	— 860 713-5682	—	—	—
Proximity to Railroads/Bus Routes <i>(Only for leasing or purchasing properties)</i>	860 713-5706			
DEPARTMENT OF AGRICULTURE (DOA) Farmland Preservation Program <i>(25 plus acres of prime or statewide farmland soils) Contact DCS Environmental Planning</i>	— 860 713-2511	—	—	—
DEPT. OF CONSTRUCTION SERVICES (DCS) Legal Services	—	—	—	—
Easements	860 713-5662			
Technical Services – Environmental and Energy Connecticut Environmental Policy Act (CEPA)	860 713-5706			
Initial Environmental Review	860 713-5706			
Environmental Site Assessments:	860 713-5705			
• Phase I	—			
• Phase II	—			
• Phase III	—			
• Remedial Action Plan (RAP)	—			
Hazardous Material Inspection/Abatement Request (asbestos, PCBs, lead, or indoor air quality)	860 713-5705			
Life Cycle Cost Analysis (LCCA)	860 713-5705			
National Environmental Policy Act (NEPA)	860 713-5706			
Transfer Act Site Assessment (TASA)	860 713-5705			
Above and/or Under Ground Storage Tanks	860 713-5705			



Checklist for Permits, Certifications, and Approvals

CT DCS Project No.: _____ Date: _____

AGENCIES / PERMIT	Telephone Number	Click On Drop Down Box In Each Category		
		Is the Permit Required?	Who is responsible to obtain Permit?	Permit Status

CODE EVALUATIONS
The following procedure is required for all DCS administered and agency administered state construction projects.

STATE AGENCIES	—	—	—	—
DEPT. OF CONSTRUCTION SERVICES (DCS)	—	—	—	—
<i>Division of Design and Construction – Code Services</i>	860 713-5705	—	—	—
<i>Division of Fire and Building Services</i>	—	—	—	—
Office of the State Building Inspector (OSBI) <i>(Do not contact OSBI initially, first contact DCS Project Manager)</i>	860 685-8310			
Office of the State Fire Marshal (OSFM) <i>(Do not contact OSFM initially, first contact DCS Project Manager)</i>	860 685-8380			
Building and Fire Safety Codes Review	—	—	—	—
• Schematic Design Submittal	—	—	—	—
• Design Development Submittal	—	—	—	—
• Contract Documents Submittal	—	—	—	—
• Bid Document Submittal/Building Permit Application	—	—	—	—
• <i>(Submit to DCS Project Manager for processing through the appropriate authority having jurisdiction)</i>	—	—	—	—
o ICC Plan Review Record Forms	—			
o Connecticut State Demolition Code	—			
o Certificate of Compliance	—			
o Certificate of Occupancy	—			
o Statement of Special Inspections	—			
o Third Party Structural Review	—			
Accessibility Exemption Waiver Request <i>(Submit to DCS Project Manager for processing through the appropriate authority having jurisdiction)</i>	—			
Chair Lifts, Wheelchair, and Limited Elevators Application Request <i>(Submit to DCS Project Manager for processing through the appropriate authority having jurisdiction)</i>	—			
Building Code Modification Request <i>(Submit to DCS Project Manager for processing through the appropriate authority having jurisdiction)</i>	—			



3030 Checklist for Permits, Certifications, and Approvals

CT DCS Project No.: _____ Date: _____

AGENCIES / PERMIT	Telephone Number	Click On Drop Down Box In Each Category		
		Is the Permit Required?	Who is responsible to obtain Permit?	Permit Status
STATE AGENCIES	—	—	—	—
Fire Code Modification Request <i>(Submit to DCS Project Manager for processing through the appropriate authority having jurisdiction)</i>	860 685-8350			
Construction Project Close-out:	—			
• Certificate of Substantial Completion	—			
• Certificate of Compliance	—			
• Certificate of Acceptance	—			
• Certificate of Completion	—			
• Certificate of Compliance Requirements for: <ul style="list-style-type: none"> ○ Fire Alarm System Inspection Testing; ○ Certification for all Protective Signaling Systems. 	—			
DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION (DEEP)	—	—	—	—
Permits Assistance Office	860 424-3003	—	—	—
Central Permit Processing Unit	860 424-4004	—	—	—
Bureau of Air Management (Individual Permits)	—	—	—	—
Title V Operating Permit	860 424-4152			
New Source Review Permit <i>(Permit to Construct/Operate)</i>	860 424-4152			
Bureau of Air Management (General Permits)	—	—	—	—
Limit Potential to Emit from Major Stationary Sources of Air Pollution (Title V General Permit)	860 424-4152			
Bureau of Air Management, Radiation Division	—	—	—	—
X-Ray and Ionizing Radiation Source Registration	860 424-3029			
Bureau of Materials Management and Compliance Assurance (Individual Permits)	—	—	—	—
Surface Water Discharge Permit (NPDES)	860 424-3018			
Ground Water Discharge Permit	860 424-3018			
Pre-treatment Permit (Sewer Permit) for Discharges to Publicly Owned Treatment Works	860 424-3018			
Aerial Pesticide Application	860 424-3369			
Aquatic Pesticide Application	860 424-3369			
Asbestos Disposal Authorization	860 424-3366			



Checklist for Permits, Certifications, and Approvals

CT DCS Project No.: _____ Date: _____

AGENCIES / PERMIT	Telephone Number	Click On Drop Down Box In Each Category		
		Is the Permit Required?	Who is responsible to obtain Permit?	Permit Status

STATE AGENCIES	—	—	—	—
Hazardous Waste Treatment, Storage, and Disposal Facilities	860 424-3372			
Solid Waste Facilities	860 424-3366			
Special Waste Disposal Authorization	860 424-3567			
Underground Storage Tank Registration	860 424-3374			
CGS Sec. 22a-454 Waste Facility	860 424-3372			
Bureau of Materials Management and Compliance Assurance (General Permits) Contaminated Soil and/or Sediment Management <i>(Staging and Transfer)</i>	— 860 424-3372	—	—	—
Bureau of Water Protection and Land Reuse (General Permits)	—	—	—	—
Aquifer Protection Area	860 424-3020			
Domestic Sewage	860 424-3003			
Food Preparation Establishment Wastewater	860 424-3755			
Food Processing Wastewater	860 424-3003			
Groundwater Remediation Wastewater Directly to Surface Water	860 424-3003			
Groundwater Remediation Wastewater to a Sanitary Sewer	860 424-3003			
Hydrostatic Pressure Testing Wastewater	860 424-3003			
Minor Boiler Blowdown Wastewater	860 424-3003			
Minor Non-Contact Cooling and Heat Pump Water	860 424-3003			
Minor Photographic Processing Wastewater	860 424-3003			
Minor Printing and Publishing Wastewater	860 424-3003			
Minor Tumbling or Cleaning of Parts Wastewater	860 424-3003			
Miscellaneous Discharges of Sewer Compatible (MISC) Wastewater	860 424-3003			
Stormwater and Dewatering Wastewater Associated with Construction Activities <i>(Greater than 1-acre of site disturbance)</i>	860 424-3003			
Stormwater Assoc. w/ Commercial Activity	860 424-3003			
Stormwater Assoc. w/ Industrial Activity	860 424-3003			
Swimming Pool Wastewater (Public Pool)	860 424-3003			
Vehicle Maintenance Wastewater	860 424-3003			
Water Treatment Wastewater	860 424-3003			



3030 Checklist for Permits, Certifications, and Approvals

CT DCS Project No.: _____ Date: _____

AGENCIES / PERMIT	Telephone Number	Click On Drop Down Box In Each Category		
		Is the Permit Required?	Who is responsible to obtain Permit?	Permit Status

STATE AGENCIES	—	—	—	—
<i>Inland Water Resources Division (Individual Permits)</i> <i>(Contact DCS Environmental Planning for DEEP Coordination 860-713-5706)</i>	—	—	—	—
Dam Construction Permit	860 424-3706			
De/Retention Pond Review	860 424-3706			
Flood Management Certification	860 424-3706			
Inland 401 Water Quality Certification	860 424-3019			
Inland Wetlands & Watercourses Permits	860 424-3019			
Stream Channel Encroachment	860 424-3019			
Water Diversion Permit <i>(Detention/Retention Ponds)</i>	860 424-3019			
<i>Inland Water Resources Division (General Permits)</i> <i>(Contact DCS Environmental Planning for DEEP Coordination 860-713-5706)</i>	—	—	—	—
Dam Safety Repair and Alteration	860 424-3019			
Diversion of Remediation Groundwater	860 424-3717			
Diversion of Water for Consumptive Use	860 424-4192			
Habitat Conservation	860 424-3019			
Lake, Pond and Basin Dredging	860 424-3019			
Minor Grading	860 424-3019			
Minor Structures	860 424-3019			
Utilities and Drainage	860 424-3019			
<i>Office of Long Island Sound Programs</i>	—			
Structures, Dredging & Filling Permit	860 424-3034			
Tidal Wetlands Permit	860 424-3034			
Coastal 401 Water Quality Certification	860 424-3034			
Certificate of Permission <i>(Short Permit Process)</i>	860 424-3034			
Consistency with Coastal Management Act	860 424-3034			
<i>Natural Diversity Database Review</i>	—	—	—	—
NDDB Review Request <i>(Endangered, threatened, and special concern species and habitats)</i>	860 424-3011			



3030 Checklist for Permits, Certifications, and Approvals

CT DCS Project No.: _____ Date: _____

AGENCIES / PERMIT	Telephone Number	Click On Drop Down Box In Each Category		
		Is the Permit Required?	Who is responsible to obtain Permit?	Permit Status

STATE AGENCIES	—	—	—	—
DEPARTMENT OF PUBLIC HEALTH (DPH)	—	—	—	—
Asbestos Abatement Notification	860 509-7367			
Asbestos Alternative Work Practice Approvals	860 509-7367			
Asbestos Management Plan	860 509-7367			
Child Day Care Licensing Program	860 509-8045			
Demolition Notification Form	860 509-7367			
Environmental Laboratory Certification	860 509-7389			
Lead-Based Paint	860 509-7299			
Public Water System Approval	860 509-7333			
Subsurface Sewage Disposal System (Septic tanks)	860 509-7296			
Swimming Pools	860 509-7296			
DEPARTMENT OF SOCIAL SERVICES (DSS)	—	—	—	—
Certificate of Need <i>(Nursing home facilities)</i>	860 424-5105			
DEPARTMENT OF TRANSPORTATION (DOT)	—	—	—	—
Encroachment Permit	860 594-2610			
State Traffic Commission (STC) <i>(Contact DCS Environmental Planning for STC Coordination 860-713-5706)</i>	—	—	—	—
STC Administrative Decisions	860 594-3020			
STC Major Traffic Generator Certificate	860 594-3020			
OFFICE OF HEALTH CARE ACCESS (OHCA)	—	—	—	—
Certificate of Need <i>(Non-nursing home facilities)</i>	860 418-7038			
PUBLIC UTILITIES REGULATORY AUTHORITY (formerly DPUC, now consolidated into DEEP)	—	—	—	—
NOTE: <i>The Consultant shall not contact the Public Utilities Regulatory Authority unless requested to do so by the CTDCS Project Manager. In the event that the utility company and DCS are unable to reach an agreement with regard to utility services for the project the Consultant may be instructed to contact the Public Utilities Regulatory Authority.</i>				
Utility Service:	860 827-1553			



Checklist for Permits, Certifications, and Approvals

CT DCS Project No.: _____ Date: _____

AGENCIES / PERMIT	Telephone Number	Click On Drop Down Box In Each Category				
		Is the Permit Required?	Who is responsible to obtain Permit?	Permit Status		
MUNICIPAL	—	—	—	—		
CITY OF HARTFORD Greater Hartford Flood Certificate of Approval	860 722-6206	—	—	—		
MUNICIPALITIES Planning and Zoning <i>(Note: State agencies are exempt from local planning and zoning regulations. However, where possible the goal is to be consistent with local regulations.)</i>	—	—	—	—		
Building Demolition Permit	—	—	—	—		
UTILITY SERVICE COMPANIES	—	—	—	—		
Energy Conservation Programs	—	—	—	—		
Energy Conscious Blueprint <i>Connecticut Light and Power Co. (CL&P) [new construction]</i>	860 665-3790 Lamont White	—	—	—		
Energy Opportunities <i>Connecticut Light and Power Co. (CL&P)</i>	860 665-3054 John Matchett	—	—	—		
Energy Blueprint <i>United Illuminating Company (UI)</i>	860 499-2032 860 499-2025 Roy Haller	—	—	—		
PERMANENT UTILITY SERVICES <i>(A copy of the specific project data from the permanent utility company including the date of the agreement shall be sent to the design engineer.) The Consultant is required to research, as applicable, potential connection fees associated with each permanent utility service provider.</i>						
NOTE: <i>If permanent utility connections are required then the Architect/Engineer must note in the applicable utility CSI Construction Specification Section that the Contractor or CMR shall be responsible for obtaining all approvals and paying all fees and costs associated with the permanent utility connection to each permanent utility provider.</i>						
Date Of Agreement	Permanent Utility	Connection Needed?	Potential Connection Fees	Is the Permit Required?	Who is responsible to obtain Permit?	Permit Status
	Cable TV					
	Closed Circuit TV <i>(Agency System)</i>					
	Electric <i>(NU, UL etc.)</i>					
	Fire Alarm <i>(Connected to Fire Dept.)</i>					
	Gas <i>(CNG, YES etc.)</i>					
	Security Systems					
	Septic <i>(Dept. of Health/DEP)</i>					
	Sewer <i>(Town, MDC, agency-owned systems, etc.)</i>					
	Telephone					
	Water Supply <i>(Utility)</i>					
	Other:					



**Checklist for Permits,
Certifications, and Approvals**

CT DCS Project No.: _____ Date: _____

AGENCIES / PERMIT	Telephone Number	Click On Drop Down Box In Each Category		
		Is the Permit Required?	Who is responsible to obtain Permit?	Permit Status

OTHER PERMITS, CERTIFICATIONS, OR APPROVALS	—	—	—	—

COMMENTS	—	—	—	—

SIGNATURE	—	—	—	—
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At this submission phase, I/we have reviewed each permit, certification, and approval to determine if it is applicable to the project and will prepare all necessary permit, certification, or approval applications, as well as all required documentation for each application for the project.

Signed: _____ Date: _____
(Architect/Engineer Signature)

Architect/ Engineer Firm Name: _____
(Typed or Printed)

Phone Number: _____
(Typed or Printed)

Attach comments to this Checklist if needed.
 In addition to submitting this Checklist to the DCS Project Manager, submit a copy of **just** the Checklist to:

Department of Construction Services Environmental Planning & GIS Services 165 Capitol Avenue, Room 275 Hartford, Connecticut 06106 Or via fax: (860) 713-7250	AND	Department of Construction Services Codes Services 165 Capitol Avenue, Room 280 Hartford, Connecticut 06106 Or via fax: (860) 713-7251
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**End
Checklist for Permits,
Certifications, and Approvals**

**A/E CONSULTANT PERMIT EVALUATION:**

The A/E Consultant ("Consultant") is required to evaluate all environmental permits, certifications, and/or approvals ("permits") prior to the completion of the project. The following list of permits is meant to assist the Consultant with their evaluations of the permits. The list is not intended to be all-inclusive. Ultimate responsibility for evaluating all permits resides with the Consultant. All permit evaluations must be discussed in a **Permit Letter** ("letter") to be prepared by the Consultant prior to the completion of the project. If applicable, the Consultant must complete the appropriate permits prior to project close-out in order for the facility to be in compliance with the appropriate regulatory agency and provide them in a **Permit Binder** to the DCS Project Manager, DCS Environmental Planning, and the Client Agency Representative.

If new air emission equipment (including, but not limited to, boilers, hot water heaters, laboratory fume hoods, spray paint booths, and/or emergency generators) are to be installed as part of the project, then the Consultant shall include appropriate air emission calculations in their Permit Letter. Actual and potential air emissions calculations shall be performed in accordance with DEEP Bureau of Air Management Regulations. Air emission equipment (to be installed as part of this project) must be evaluated individually (New Source Review Permit) and facility-wide (Title V Permit) with all existing air emission equipment. If there are any exemptions to the permits which are based on operational requirements (e.g. – emergency generator), then the letter must state the applicable operational requirements so as to remain in compliance with the permit. The letter must also state that should anything change (e.g., additions or modifications to the equipment), then the owner/agency is responsible for reviewing and updating the permits as necessary.

For additional details and information about a particular permit, please consult the Connecticut Department of Energy and Environmental Protection ("DEEP") website for environmental permits:

http://www.ct.gov/dep/cwp/view.asp?a=2709&q=324216&depNav_GID=1643

NEW SOURCE REVIEW PERMIT:

The New Source Review Permit requires the Consultant to calculate **potential** (24 hours a day, 365 days a year – 8,760 hours per year) and **actual** air emissions of new and/or modified boilers, water heaters, Emergency Generators, laboratory fume hoods, spray paint equipment, other air emission units, etc. in order to determine permit applicability or exemption according to section 22a-174-3a, -3b, or -3c of the Regulations of Connecticut State Agencies (RCSA).

- If the potential emissions of the Emergency Generator are greater than 15 tons per year, and the generator will be operated using actual emissions (which are less than 15 tpy), then in order to be exempt from the permit, the facility must operate in accordance with either 3b or 3c of the regulations. If the Consultant claims an exemption for the Emergency Generator under 3b or 3c, the Consultant must clearly state in the letter what mandatory record-keeping requirements and/or operational thresholds are required to be kept by the facility.
- The letter from the Consultant should clearly state whether the emissions factors are derived from manufacturing specs, U.S. EPA AP-42, or stack testing. If they are manufacturing specs, did the Consultant use the lowest or highest potential emissions? If the engineer does not have the manufacturing specs at this time, it is acceptable to use the U.S. EPA AP-42 emission factors in their calculations of air emissions.

TITLE V OPERATING PERMIT:

If new air emission equipment is to be installed and/or modified, then the Consultant must calculate potential and actual air emissions **facility-wide** to determine if the *Title V Operating Permit* is applicable in accordance with Section 22a-174-33 and 22a-174-26(d) of RCSA.

- The owner or operator of a source otherwise subject to the Title V operating permit program may seek coverage under the *General Permit to Limit Potential to Emit from Major Stationary Sources of Air Pollution* (GPLPE), instead of obtaining a Title V operating permit, if such Title V source chooses to "cap" (or limit) their emissions to levels below the applicable major source thresholds. The Consultant must calculate potential and actual emissions facility-wide to determine the applicability of the Title V or GPLPE permits, and submit the appropriate permit accordingly.



DOMESTIC SEWAGE:

If the proposed renovations/additions will change any information previously submitted with an existing *General Permit for the Discharge of Domestic Sewage*, then the Consultant must submit, on behalf of the agency/facility, the correct information in writing to the DEP. This is in accordance with Part VII, Section D of the *General Permit for the Discharge of Domestic Sewage*. The Consultant must obtain a copy of the existing permit to determine applicability and correct submittal information.

FOOD PREPARATION ESTABLISHMENT WASTEWATER:

If a "Fats, Oil, and Grease" separator is installed as part of the project, the following information must be confirmed and/or modified by the Consultant and stated in the letter or modified to be correct:

"The Fats, Oil, and Grease (FOG) separator is connected to the fixtures that produce fats, oils and grease, and discharges to the sanitary system. The unit has a capacity of _____ gallons and a depth of ___ feet, and is accessible for convenient inspection and maintenance. The FOG separator meets the requirements of the *General Permit for the Discharge of Wastewater Associated With Food Preparation Establishments*, Section 5(b). In order to be in compliance with the *General Permit for the Discharge of Wastewater Associated With Food Preparation Establishments*, the facility must operate the FOG separator unit in accordance with Section 5 of the permit, including but not limited to Effluent Limitations, Pollution Prevention/BMPs, Reporting and Record Keeping Requirements, and Recording and Reporting Violations."

MINOR BOILER BLOWDOWN WASTEWATER:

This permit has design requirements, especially regarding floor drains in rooms containing boilers. The Consultant must ensure that the design is in compliance with these permits.

- The *General Permit for the Discharge of Minor Blowdown Wastewater* states that if chemicals are to be added to the boiler water, then the entire system must be enclosed from the boiler to the sanitary sewer connection to the POTW with no open floor drains. The Consultant must determine if the client agency will be using chemicals in their boilers and if there are any open floor drains in the vicinity of the boiler(s).
- **Open Floor Drains:** If the boiler blow-down flows into open floor drains that are connected to the sanitary sewer, then the boiler blow-down flowing to the floor drains can be covered as "undesignated miscellaneous sewer compatible wastewater" under the *General Permit for Miscellaneous Discharges of Sewer Compatible (MISC) Wastewater*. If the discharge is less than 500 gallons per day, the facility does not need to file a registration of this permit. The Consultant must discuss these specifications in their letter. If the Consultant determines that the discharge is greater than 500 gallons per day, then the Consultant must complete the *General Permit for Miscellaneous Discharges of Sewer Compatible (MISC) Wastewater*.
- In order to be in compliance with the MISC General Permit the facility must perform the following:
 - Keep maintenance records showing that there have not been spills in the Boiler Room; and
 - Follow the BMPs in the MISC General Permit for the floor drain (for example, proper chemical storage and good housekeeping);

The Consultant must discuss these operational requirements in their letter.

- If chemicals are added to the boiler water, then annual monitoring of boiler blow down must be performed for pH, temperature, lead and copper according to the *General Permit for the Discharge of Minor Blowdown Wastewater*. An estimate of flow must be made as well. **The Consultant must discuss these requirements, and any other applicable requirements, in the letter.** All other conditions of the permit remain in effect, and should be followed.

**MINOR NON-CONTACT COOLING AND HEAT PUMP WATER:**

The Consultant must evaluate the *General Permit for the Discharge of Non-Contact Cooling and Heat Pump Water* for applicability, based upon equipment installed as part of the project. In accordance with this permit, the facility does **not** need to submit or register for the permit if the facility does **not** discharge more than **5,000 gallons per day** of “blow down” water. If the facility needs to discharge greater than 5,000 gallons per day, they must contact the DEEP to determine the best course of action. This could include discharging the 5,000 gallons over a period of two days, or re-evaluating based upon the type of discharge. If that is the case, additional sampling may be required, which must be discussed with the DEEP at that time. If applicable, the Consultant must discuss the operational requirements in their letter.

As part of Best Management Practices (BMPs) under this permit, the facility must ensure the following:

- the pH of the discharge is between 5.5 and 10 standard units;
- the temperature of the discharge shall not exceed 150 degree F at the first manhole after leaving the site;
- the discharge shall not contain a visible oil sheen, or cause visible discoloration or foaming in the POTW’s final effluent;
- water treatment chemicals or additives (containing chromium, copper, lead, zinc, or tributyl tin) shall not be added to the discharge nor shall sacrificial metals be used within the cooling system;
- general contaminants shall be tested for annually, as we are currently doing; and
- the equipment shall be maintained so as to stay in compliance with the permit.

The Consultant must discuss these operational requirements in their letter.

Floor Drains: If the discharge flows into floor drains that are connected to sanitary sewer, then the floor drains can be covered as “undesignated miscellaneous sewer compatible wastewater” under the *General Permit for Miscellaneous Discharges of Sewer Compatible (MISC) Wastewater*. If the discharge is less than 500 gallons per day, the facility does not need to file a registration of this permit. In order to be in compliance with the MISC General Permit the facility must perform the following:

- Keep maintenance records showing that there have not been spills in the Boiler Room; and
- Follow the BMPs and other conditions specified in the MISC General Permit for the floor drain (for example, proper chemical storage and good housekeeping).

The Consultant must discuss these operational requirements in their letter.

MINOR PHOTOGRAPHIC PROCESSING WASTEWATER:

The Consultant must evaluate the applicability of this permit if the facility will be discharging wastewater from photographic processing facilities (including dental film processing units) through a silver recovery system to a publically owned treatment works (POTW). The discharge must be to the sanitary sewer, and must be no greater than 5,000 gallons per day. Registration is required to be submitted *and* approved in writing by the DEEP in order for the discharges to be authorized by this general permit. Approval from the receiving POTW is also required and must be obtained by the Consultant prior to submitting the permit to the DEP.



MISCELLANEOUS DISCHARGES OF SEWER COMPATIBLE (MISC) WASTEWATER:

The Consultant must evaluate all sources of wastewater discharge that will be added to or affected by the renovation/addition. If discharges are greater than exemption limits in permit, then the Consultant must complete the permit application. If discharges are exempt, the Consultant must state this in the letter and show calculations and BMPs that must be followed.

If the discharge is less than **500 gallons per day**, the facility does **not** need to file a registration of this permit, provided such discharge is consistent with Section 4(b) of the MISC permit. If the facility determines a need to discharge more wastewater than stated above, the facility must contact the DEEP to determine the best course of action.

Although not required to register the permit, the facility must still operate in compliance with the MISC permit since they do release MISC wastewater. In order to be in compliance with the permit, at a minimum the facility must perform the following:

- Keep maintenance records showing that there have not been spills; and
- Follow the BMPs and other conditions specified in the MISC General Permit (for example, proper chemical storage and good housekeeping).

The Consultant must discuss these operational requirements in their letter.

MISC WASTEWATER - TECHNICAL HIGH SCHOOLS WITH AUTOMOTIVE PROGRAMS:

If renovations/additions are planned at a Technical High School, and changes will be made to their Automotive Program, then the following statement may be included in the Permit Letter (if applicable, and if discharge is to a municipal sanitary sewerage system):

“Students in the Automotive Technology Program at _____ Technical High School (the “facility”) receive instruction in engine mechanical systems, vehicle maintenance, and shop operation. Technology-related mathematics, reading, writing, vocabulary, blueprint reading and science are integrated throughout the curriculum.

Since the Automotive Technology Program is a collaboration of instructional coursework, operational curriculum, and vehicle maintenance, the program does not qualify as a “routine vehicle servicing operation”. Therefore, the wastewater that is generated at the Automotive Technology shop can be covered under the *General Permit for Miscellaneous Discharges of Sewer Compatible (MISC) Wastewater* (“MISC permit”) as “undesignated miscellaneous sewer compatible wastewater”.

In order for the discharge from the shop to be in compliance with the MISC permit, the facility must discharge the wastewater to a municipal sanitary sewerage system. In addition, the facility must follow the treatment and control requirements, best management practices, and other conditions that are described in Section 5 of the MISC permit.

The facility is authorized to discharge no more than 500 gallons per day of “undesignated” sewer compatible wastewaters without the filing of a registration, provided such discharge is consistent with Section 4(b) of the MISC permit. If the facility determines a need to discharge more wastewater than stated above, the facility must contact the DEEP to determine the best course of action.”

UNDERGROUND STORAGE TANK(S):

If an underground storage tank(s) (UST) is installed as part of the project, then the Consultant must provide a site plan showing the location of the UST, all installation specs, and all operational specs (including warranties) to the facility with a copy to DCS Environmental Planning.

If an UST is removed as part of the project, then the Consultant must remove the tank in accordance with the DEEP regulations, including the collection of soil and/or groundwater samples, the preparation of a Tank Removal Report, and remedial actions if necessary.

The UST installation/removal must be registered by the Consultant with the DEEP using all applicable DEEP UST Registration Forms (with a copy to DCS Environmental Planning and the facility).

**ACID NEUTRALIZATION TANKS:**

If the project involves the installation of an acid neutralization tank, then the Consultant must include a paragraph similar to the following. The Consultant must evaluate the quantity of discharge, and **if below 500 gallons per day**, they may use the following paragraph (after it has been customized to the project). Items that should be customized are noted in [brackets]:

"The acid waste neutralization tank collects the wastewater from the [science labs] and neutralizes the acidic waste before discharging it. The [only] acid currently being used is [acetic (vinegar) at a rate of 8 liters per year of vinegar (pH3)]. The quantities of acidic liquids will consist of [500 milliliters per year of hydrochloric acid (pH1), 500 milliliters per year of sulfuric acid (pH1), and 200 milliliters per year of nitric acid (pH1)]. The acid waste is drained into an approved neutralizer adequate to handle [8 liters of acidic waste per year]. The discharge from the acid waste neutralization tank is covered under the *General Permit for Miscellaneous Discharges of Sewer Compatible (MISC) Wastewater*. Since the discharge is less than 500 gallons per day, the facility does not need to file a registration. However, the facility must still operate in accordance with the MISC permit, which includes, but is not limited to, following the treatment and control requirements and best management practices in Section 5 of the MISC GP.

The facility is authorized to discharge no more than 500 gallons per day of "undesigned" sewer compatible wastewaters without the filing of a registration, provided such discharge is consistent with Section 4(b) of the MISC permit. If the facility determines a need to discharge more wastewater than stated above, the facility must contact the DEEP to determine the best course of action."

**End
Permit Evaluation
And Letter Instructions**

*Connecticut Department of Construction Services
Connecticut Environmental Policy Act Manual*

**APPENDIX E:
DCS CEPA Mitigation Measures Checklist Form**



State of Connecticut

Mitigation Measures Checklist



Department of
Construction Services

This Mitigation Measures Checklist (MMC) shall be submitted with the Consultant's **Final** Environmental Impact Evaluation (EIE) to DCS Environmental Planning for all DCS Design-Bid-Build and Design-Build Projects.

The MMC is intended to summarize the conditions or mitigation measures that were recommended in the EIE in order to minimize adverse environmental impacts and restore or enhance environmental quality. The MMC, however, does not replace the A/E Consultant's obligation to continually assess what conditions or mitigations measures the project may require as the project progresses. If multiple sites apply to the project, then an MMC will be filled out for each site.

Is this a revised MMC? Yes No If yes, date of previous MMC: _____ Are multiple sites involved? Yes No

SECTION A: PROPOSED PROJECT/ACTION INFORMATION

Project Title:

Project Address:

Sponsoring Agency:

Sponsoring Agency Representative:

DCS Project Manager:

DCS Project Number:

Project/Action Description:

SECTION B: MITIGATION MEASURES CHECKLIST

Review the EIE to determine the significance of the effects of the proposed project or action on the character, features and resources of the project area. If it is determined that the proposed project or action will have an adverse impact on the environment, then describe the conditions or mitigation measures that are recommended in order to minimize adverse environmental impacts and restore or enhance environmental quality. If additional space is necessary, attach a separate piece of paper and note the "Environmental Impact" to which the "Recommended Mitigation Measures" apply.

Environmental Impact	Mitigation Necessary? (Y/N)	Recommended Mitigation Measures
Traffic (include bike and pedestrian access)		
Air Quality		
Noise		
Water Resources (include floodplains, floodways, stream channel encroachment lines)		

Environmental Impact	Mitigation Necessary? (Y/N)	Recommended Mitigation Measures
Wetlands		
Water Quality (include erosion and sedimentation)		
Groundwater Quality and Resources (i.e., Aquifer Protection Area, public/private wells)		
Coastal Resources (if applicable)		
Endangered, Threatened, or Special Concern Species or Habitats		
Fish and Wildlife, Habitats, and Ecosystems (natural areas i.e., ecologically significant/sensitive areas)		
Historic Sites, Districts, and Archeologically Sensitive Areas		
Visual Resources (aesthetic and scenic resources)		
Agricultural Lands and Soils		
Pesticides, Toxic or Hazardous Materials		
Energy (use and conservation)		
Public Health and Safety		
Consistency with State Environmental Equity Policy		
Consistency with Adopted Municipal and Regional Plans		
Consistency with State Plan of Conservation and Development		
Consistency with Connecticut Coastal Management Act (if applicable)		
Cumulative Impacts		

Environmental Impact	Mitigation Necessary? (Y/N)	Recommended Mitigation Measures
Construction-Related Impacts		

SECTION D: SIGNATURE

THIS MITIGATION MEASURES CHECKLIST WAS PREPARED BY:

SIGNATURE OF THE PREPARER

DATE

NAME AND TITLE OF PREPARER

*Connecticut Department of Construction Services
Connecticut Environmental Policy Act Manual*

**APPENDIX F:
DCS Consultant Disclosure Statement Form**



Proposed Project/Action Information:

Project Title:

Project Address:

**Sponsoring Agency:
Sponsoring Agency
Representative:**

DCS Project Manager:

DCS Project Number:

Project/Action Description:

Environmental Consultant Disclosure Statement:

I, _____ , Hereby declare that neither, _____
(Name Of Officer Or Principal Of Firm) *(Name Of Corporation Or Firm)*

Nor any of its shareholders, principals or partners, as the case may be, has any financial interest in the outcome of the environmental assessment or the use of the property described above, and will not have such interest at any time during the term of the contract or task letter, which is later.

Authorized Signature:

(Typed Name) *(Date)*

Name Of Firm: _____

Address Of Firm: _____

Copies To:

Supervising Environmental Analyst: J. Bolton, DCS
DCS Project Manager:
DCS Project File:

END
1160 – Environmental Consultant Disclosure Statement