

PROJECT ENVIRONMENTAL ISSUES IDENTIFICATION AND MANAGEMENT WORKSHEET

Introduction and General Guidance

The purpose of this simple checklist and worksheet is to assist in the identification and track resolution of potential environmental compliance requirements associated a project or action. The Checklist is intended to be applied to all University projects and actions, both on the Raleigh Campus and remote facilities.

It is intended to be used by the individual taking the subject action. Generally, this is the University Project Manager and project's Designer, working at the direction of the Project Manager. The University's Environmental Affairs is available to provide guidance or consultation, as requested.

The checklist is best applied during the planning stage of a project, as soon as plans have sufficiently solidified. This identification of broad potential issues is only a starting point and the user must make a determination of specific requirements based upon the details of the project/action. Once this specific determination has been made, the attached worksheet provides a means to track completion.

Information describing permit/plan review times and approximate costs are provided for some topical areas. However, for others such estimates span such a broad range or the situation is so rare, that no values are provided. Implementation of this review process early, thus identifying all potentially applicable environmental regulatory requirements, should allow the project manager planning time for those other topical areas.

This checklist/worksheet is available at the NC State EHS Environmental Affairs web site,

<http://www.ncsu.edu/ehs/environ.htm>

Responsibilities

It is the responsibility of the University Project Manager to ensure the following:

- That he/she and/or project Designer uses this Checklist to identify all potentially applicable environmental permits, approvals, and/or certifications related to the project;
- Required applications and supporting documentation are submitted to the appropriate agencies for approval;
- All applicable permits, approvals, and/or certifications are obtained prior to beginning any phase of construction;
- All conditions associated with the permits, approvals, and/or certifications are incorporated in to the design and construction process; and
- Maintain copies of all applicable permits, approval and/or certifications in the project file for at least five years. Copies should be immediately available upon request.

Environmental Affairs will provide technical support and guidance upon request.

Project Name / Number: _____
Project Manager: _____
Date: _____

A. North Carolina Environmental Policy Act

The criteria for determining whether a project requires preparation of an Environmental Assessment is contained in the document *Environmental Assessment Determination*, which is available at the Environmental Health and Safety – Environmental Affairs (EHS-EA) web site.

<http://www.ncsu.edu/ehs/envIRON.htm>

A shortened version of the **Criteria** is also available in the document entitled [Checklist/Worksheet Help](#).

Based upon application of those Criteria, the project is classified as:

| | | |
|-----------------------------------|-------|--------------------------|
| Major or Non-Routine | _____ | (EA required) |
| Non-Major Activity with Exception | _____ | (EA required) |
| Non-Major Activity | _____ | (EA <u>not</u> required) |

If the project qualifies as Major or Non-Routine or Non-Major with exception, then an environmental document is required. Indicate in the Project Environmental Worksheet that an EA is required and provide other appropriate information (e.g., Date Assigned and Date Due).

[Environmental Assessment Preparation and Submittal](#) provides details on the EA contents and submittal process.

Allow a minimum of 60 days from draft submittal to Environmental Affairs to receiving final Clearinghouse concurrence.

B. Surface Water

Evaluate the project site for **the presence of a surface water feature** (see [Checklist/Worksheet Help](#)).

| | Yes | No |
|---|-------|-------|
| Stream (including intermittent) | _____ | _____ |
| Wetland | _____ | _____ |
| Pond | _____ | _____ |
| Riparian Buffer | _____ | _____ |
| No potential for impacts to surface waters. | _____ | _____ |

If the project has a potential surface water impact, then indicate in the Project Environmental Worksheet and provide other appropriate information (e.g., Action to be taken, Date Assigned and Date Due).

It is important to get this identification done early and correctly, as it may affect project design. If there is a potential surface water feature, which requires validation, allow at least 30 days for coordinating the site visit by state and/or federal representatives. Depending upon the specific situation, permitting and approval timeframes may stretch to 90 days.

Project Name / Number: _____

Project Manager: _____

Date: _____

C. Stormwater Management

Any proposed project with a total affected area that exceeds 0.1 acre (4356 sqft) must submit a Stormwater Management Plan to the NC State Stormwater Program, regardless of whether the project proposes to increase or decrease total impervious surface area, relative to initial conditions.

Any proposed project which proposes a new **stormwater device** or affects an existing stormwater device, must receive approval from the Stormwater Program Manager prior to beginning construction (see [Checklist/Worksheet Help](#)).

No project shall begin any phase of construction prior to receiving written approval of its stormwater management plan from the Stormwater Program Manager. The Stormwater Program Manager may require copies of other applicable documentation, permits and/or approvals before Plan approval can be granted.

- _____ The project requires preparation of a stormwater plan.
- _____ The project will create a new or potentially impact an existing stormwater control device.
- _____ The project does not require a Stormwater Plan or approval.

The Stormwater & Nutrient Management Requirement and Nitrogen Calculation Worksheet are available at the EHS – Environmental Affairs – Stormwater web site.

<http://www.ncsu.edu/ehs/environ/Stormwater.htm>

Allow 30 days for preliminary review of a complete project stormwater plan. Also, the plan review fee (paid by the project) is \$2,000.

If the project requires a stormwater plan, then indicate in the Project Environmental Worksheet and provide other appropriate information (e.g., Action to be taken, Date Assigned and Date Due).

D. Sediment and Erosion Control (SEC)

Large Projects

Projects disturbing **one (1) acre or greater** of land shall follow the requirements established by NC DENR – Division of Land Resources, Land Quality Section. Regulations, forms, fee schedule, and other technical assistance can be found at the following website:

http://www.dlr.enr.state.nc.us/pages/sedimentation_new.html

Project Name / Number: _____
Project Manager: _____
Date: _____

Sediment and Erosion Control (Continued)

Small Projects

Projects disturbing **greater than 0.10 acre but less than one (1) acre** of land are required to submit a SEC Plan to NC State Stormwater Management for review and approval prior to beginning any phase of construction. The SEC Plan for small projects must include all applicable components of the [North Carolina State University SEC Technical Specification](#).

- _____ Project requires a NC DENR Land Resources-approved SEC Plan (Large Project)
- _____ Project requires a NCSU-approved SEC Plan (Small Project)
- _____ Project does not require an approved SEC Plan

If the project requires a sediment and erosion control plan, then indicate in the Project Environmental Worksheet and provide other appropriate information (e.g., Action to be taken, Date Assigned and Date Due).

Approval by the NC DENR Division of Land Resources of SEC Plans takes at least 30 days, depending upon the quality of the Plan and the competence of the preparer. The charge for plan review by the State is dependent upon the size of the project.

Approval of SEC Plans for small projects by the NC State Stormwater Program takes 15 days, depending upon the quality of the Plan and the competence of the preparer. There is no charge for this process.

E. Air Emission Sources

A project creating a new or modifying an existing air pollutant emission source (including movement or relocation), should evaluate potential permitting and regulatory issues. Emission sources include fuel combustion sources (e.g., boilers and emergency generators), pilot plants and processes, and vehicle parking lots and decks.

Addition or modification of a fume hood or vent does not generate an air permitting issue.

- _____ Project involves construction of a new or modification of an existing air pollutant emission source
- _____ Project does not involve air pollutant emission source

If the project involves any action on a new or existing air pollutant source, then indicate in the Project Environmental Worksheet and provide other appropriate information (e.g., Action to be taken, Date Assigned and Date Due).

NC DENR Division of Air Quality (DAQ) review and approval of a proposed air permit amendment can take up to 180 days, depending upon the size and complexity of the project. [Permit review fees](#) are listed on the NCDENR DAQ web site.

Project Name / Number: _____

Project Manager: _____

Date: _____

F. Wastewater Management

The project involves a new or modification of existing wastewater discharge.

- _____ Sanitary wastewater to a public treatment system (e.g. City of Raleigh)
- _____ Laboratory or other (e.g., process wastewater) to a public treatment system
- _____ Installation or removal of a grease trap or oil/water separator
- _____ Sanitary wastewater to an onsite treatment system
- _____ Animal waste management

- _____ The project does not involve new or modification to an existing wastewater discharge.

If the project involves any action indicated above (X), then indicate in the Project Environmental Worksheet and provide other appropriate information (e.g., Action to be taken, Date Assigned and Date Due).

G. Waste Management

If the project will generate any of the following waste types, then consult the appropriate requirements to ensure that waste is properly managed.

- _____ Building demolition debris
- _____ Biological or medical waste
- _____ Hazardous waste

For guidance on the management of any of the following wastes at the Raleigh Campus, contact Facilities Operations – Waste Reduction and Recycling at 515-2991.

- _____ Yard waste
- _____ Municipal solid waste

For guidance on any other waste generated by the project, contact Environmental Affairs at 515-6859 or duane_knudson@ncsu.edu

- _____ No solid waste will be generated by this project.

Indicate in the Project Environmental Worksheet the required waste management-related actions and provide other appropriate information (e.g., Action to be taken, Date Assigned and Date Due).

Project Name / Number: _____
Project Manager: _____
Date: _____

H. PCB Management

_____ The project involves the installation, repair, or removal of any **PCB-containing equipment** or component that is known to contain or has the potential of containing a dielectric fluid with a PCB concentration exceeding 50 ppm (see [Checklist/Worksheet Help](#)).

_____ The project does not involve any equipment with PCB-containing fluid.

If the project involves PCB-containing equipment, indicate in the Project Environmental Worksheet and provide other appropriate information (e.g., Action to be taken, Date Assigned and Date Due).

I. Petroleum, Oil and Lubricant Management (Oil Storage Tanks)

A **bulk oil storage container** is a container equal or greater than 55 gallons. Regulated petroleum products include fuel oil, lubricants, and waste oils, animal fats, and vegetable oils (see [Checklist/Worksheet Help](#)).

The project involves:

- _____ An action involving a new or existing underground storage tank (any size)
- _____ An action on a new or existing bulk above ground storage tank, bulk storage container,
- _____ An action involving oil-filled equipment, e.g., an emergency generator
- _____ Project does not involve construction, installation, removal, or modification of bulk oil storage tanks

If the project involves an action on a bulk oil storage container (new or existing), indicate in the Project Environmental Worksheet and provide other appropriate information (e.g., Action to be taken, Date Assigned and Date Due).

J. Drinking Water

- _____ The project involves installation of a new or modification to an existing public **water supply system** (see [Checklist/Worksheet Help](#)).
- _____ The project does not involve installation of a new or modification to an existing public water supply system.

Project Name / Number: _____
Project Manager: _____
Date: _____

Drinking Water (continued)

If the project involves installation or modification of an existing public water supply system, indicate in the Project Environmental Worksheet and provide other appropriate information (e.g., Action to be taken, Date Assigned and Date Due).

K. Historic and Cultural Resources

If the project has the potential to have an effect on a building or structure, which is in excess of 50 years old, then the action may be classified as Major under the UNC SEPA Implementation Guidelines. Notification to the State Historic Preservation Office (SHPO) is required.

_____ Project requires SHPO notification
_____ Project does not require SHPO notification

If the project involves a significant action on a building or structure which is in excess of 50 years old, indicate in the Project Environmental Worksheet and provide other appropriate information (e.g., Action to be taken, Date Assigned and Date Due).

NC STATE UNIVERSITY CONTACTS

NC Environmental Policy Act

Duane Knudson
Campus Box 8007
515-6859
duane_knudson@ncsu.edu

Surface Water

Duane Knudson
Campus Box 8007
515-6859
duane_knudson@ncsu.edu

Stormwater Management

Gwyn Ann Rowland, Stormwater
Program Manager
Campus Box 8007
(919) 513-4030
gwyn_Rowland@ncsu.edu

Sediment and Erosion Control

Gwyn Ann Rowland, Stormwater
Program Manager
Campus Box 8007
(919) 513-4030
gwyn_Rowland@ncsu.edu

Air Emission Sources

Duane Knudson
Campus Box 8007
515-6859
duane_knudson@ncsu.edu

Wastewater Management

Duane Knudson
Campus Box 8007
515-6859
duane_knudson@ncsu.edu

Hazardous Waste, Building Demolition

Debris, Bio Waste
Ellen Buckner
Campus Box 8007
515-6850
ellen_buckner@ncsu.edu

Municipal Solid Waste and Yard Waste

Nessa Stone
Campus Box 7516
513-8110
nessa_stone@ncsu.edu

PCB Management

Duane Knudson
Campus Box 8007
515-6859
duane_knudson@ncsu.edu

Petroleum Oils, and Lubricants (Oil Storage Tanks)

Duane Knudson
Campus Box 8007
515-6859
duane_knudson@ncsu.edu

Drinking Water

Duane Knudson
Campus Box 8007
515-6859
duane_knudson@ncsu.edu

Historical and Cultural Resources

Duane Knudson
Campus Box 8007
515-6859
duane_knudson@ncsu.edu

WORKING NOTES – ENVIRONMENTAL REGULATORY REQUIREMENTS

Project Name / Number: _____

Project Manager: _____

Date: _____

Environmental Assessment

Action:

Date assigned _____ Date due _____ Date completed _____

Expected completion of Clearinghouse Review _____

Assigned to _____

Notes

Surface Waters

Action:

Date delineation/determination assigned _____

Due Date _____

Date Completed _____

Assigned to _____

Required Permitting/Certification Actions

Notes

Stormwater

Action:

Plan Due Date _____

Date Completed _____

Assigned to _____

Notes

**Environmental Compliance
Working Notes
Page 2**

Project : _____

NPDES Construction Permit / Sediment and Erosion Control Plan

Action:

Plan/Permit Due Date _____
Date Completed _____
Assigned to _____
Notes

Air Permitting

Action:

Date Assigned _____
Due Date _____
Date Completed _____
Assigned to _____
Required Permitting Actions
Notes

Wastewater Management

Action:

Date Assigned _____
Due Date _____
Date Completed _____
Assigned to _____
Required Permitting Actions
Notes

**Environmental Compliance
Working Notes
Page 3**

Project : _____

Waste Management

Action:

Date Assigned _____
Due Date _____
Date Completed _____
Assigned to _____
Required Permitting Actions
Notes

PCB Management

Action:

Date Assigned _____
Due Date _____
Date Completed _____
Assigned to _____
Required Permitting Actions
Notes

Petroleum, Oils, and Lubricants Management

Action:

Date Assigned _____
Due Date _____
Date Completed _____
Assigned to _____
Required Permitting Actions
Notes

**Environmental Compliance
Working Notes
Page 4**

Project : _____

Drinking Water

Action:

Date Assigned _____

Due Date _____

Date Completed _____

Assigned to _____

Required Permitting Actions

Notes

Historic and Cultural Resources

Action:

Date delineation/determination assigned _____

Due Date _____

Date Completed _____

Assigned to _____

Required Permitting/Certification Actions

Notes