Introduction and General Guidance

The purpose of the Project Environmental Issues Identification and Management Worksheet (Checklist) is to assist in the identification and track resolution of potential environmental compliance requirements associated a project or action.

It is intended to be used by the project’s Designer, at the direction of the University Project Manager and in consultation with the University’s Environmental Affairs group, if desired.

The Checklist can be applied to any action or activity in order to identify potential environmental compliance requirements and 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.

The Checklist 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:

- The 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 into 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.
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. A shortened version of the criteria is available at the end of this document. (This is denoted as “See Help” in subsequent discussions.)

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

Major or Non-Routine ______
Non-Major Activity ______

If the project qualifies as Major or Non-Routine, then an environmental document is required. If the project is Non-Major, then no environmental document is required. Indicate in the Project Environmental Worksheet that an EA is required and provide other appropriate information (e.g., Date Assigned, Due Date).

Guidelines for preparation and submittal of an environmental assessment (if necessary) are contained in the document Environmental Assessment Preparation and Submittal.

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

B. Surface Water

Evaluate the project site for the presence of a surface water feature (See Help).

Yes ________  No ________

Stream (including intermittent) ________ ________
Wetland ________ ________
Pond ________ ________
Riparian Buffer ________ ________

The project has no potential for impacts to surface waters. ________

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

March 2010
Surface Water (Continued)

It is important to get this identification done early and correctly as it may affect project design. If there is a potential impact to a surface water feature, which requires validation, allow at least 30 days to coordinate with appropriate regulatory agencies. Depending upon the specific situation, permitting and approval timeframes may stretch to 90 days.

C. **Stormwater Management**

Any proposed project with a total 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.

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.

If required, prepare a Stormwater Plan according to the [Nutrient Management for New Development and Re-Development and Nitrogen Calculation Worksheet](http://www.dlr.enr.state.nc.us/pages/sedimentation_new.html).

Allow 30 days for review and comment on a complete Stormwater Plan. The plan review fee is paid by the project and ranges from $1,000 to $1,500.

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 and other technical assistance can be found at the following website:

[http://www.dlr.enr.state.nc.us/pages/sedimentation_new.html](http://www.dlr.enr.state.nc.us/pages/sedimentation_new.html)
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 Guidelines and 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

Approval of a SEC plan by the NCDENR Division of Land Quality (Large Project) takes at least 30 days, depending upon the complexity of the Plan and the competence of the preparer. The charge of 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 a maximum of 15 days, depending upon the complexity of the project and the competence of the preparer. There is no charge for this review.

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

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).

March 2010
Air Emission Sources (Continued)

NC DENR Division of Air Quality (DAQ) review and approval of an air permit application or amendment can take up to 180 days, depending upon the complexity of the action. DAQ permit review fees are listed on their web site.

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

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

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

G. Waste Management

Guidance for the management of any of the following waste types can be found at the EHS-Environmental Affairs web site.

- [ ] 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.

- [ ] No solid waste will be generated by this project.
Waste Management (Continued)

Indicate in the Project Environmental Worksheet any waste-related action associated with the project and provide other appropriate information (e.g., Action to be Taken Date Assigned, and Date Due).

H. **PCB Management**

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

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

If the project involves any action involving PCB-containing equipment listed above, then 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 (See Help) is a container equal or greater than 55 gallons. Regulated petroleum products include fuel oil, lubricants, and waste oils.

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, or oil-filled equipment
_____ Project does not involve construction, installation, removal, or modification of bulk oil storage tanks

If the project involves any action involving a bulk storage container or underground storage tank, then 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 Help).
_____ The project **does not** involve installation of a new or modification to an existing public water supply system.

If the project involves any action involving a new or existing public drinking water, then 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 any action requiring SHPO notification, then 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
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March 2010
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

March 2010
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 _________________________________________________
Notes

Wastewater Management

Action: _________________________________________________________

Date Assigned __________________________
Due Date _______________________________________
Date Completed ____________________________________________
Assigned to _________________________________________________
Notes

March 2010
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

March 2010
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

March 2010
HELP FOR
PROJECT ENVIRONMENTAL ISSUES IDENTIFICATION

Criteria

Shortened version of the Criteria for determining a Major Project. From the UNC System implementation criteria for the North Carolina Environmental Policy Act.

Note: The designation of Non-Major status for a proposed only determines whether environmental documentation needs to be prepared, in compliance with the NC Environmental Policy Act. This determination does not eliminate the need to perform a complete environmental regulatory applicability analysis for the project to identify other potential permitting, plan approvals, etc.

The following is an abbreviated listing of criteria for classifying a proposed project as Non-Major.

Non-Major Projects

1) Standard maintenance or repair or other facility operations needed to maintain the originally defined function of a facility.

2) Sampling, surveying, and related research activities.

3) Minor construction, demolition, or real estate acquisitions not involving sensitive areas or resources.

Any new construction activity meeting the following criteria;

- A building or structure less than 10,000 sqft in footprint and not involving the handling or storage of hazardous materials, and/or
- Grading or disturbing of less than five (5) acres of previously undisturbed ground
- Construction of a two-lane road of less than 500 feet in length
- Acquisition of real estate in which the intended use is consistent with current use or is consistent with local land use plans
- Construction of utility systems limited to,
  - Water supply wells, pumping stations, and water tanks
  - Water and utility lines in existing rights of way of less than five (5) miles in length
  - Sewer lines not exceeding the minimum criteria of the permitting agency and not located in sensitive areas.

4) Natural resource, land, and forest management activities performed in accordance with approved plans and/or in compliance with applicable local, state, and federal requirements.
**Presence of a surface water feature**

The proper identification of a surface water feature is not necessarily associated with visual observation, but is rather a combination of inputs.

The University Project Manager (PM) generally does not have the information resources, knowledge of current approach and regulations, or experience with this sometimes-subjective determination. Therefore, the PM should assign this determination to the project Designer. If this is a small project, being performed with the services of an outside Design Consultant, then the PM should contact NC State Environmental Affairs for this determination.

**Stormwater Device**

A proposed action to install or modify an existing stormwater device needs to be reviewed with the NC State Stormwater Program Manager.

A stormwater devices can include:

- Ponds
- Outfalls
- Rain gardens
- Sand filters
- Wet Detention Ponds
- Constructed Wetlands
- Sand Filters
- Riparian Buffers
- Bioretention Areas
- Grass Swales
- Level Spreaders

Facilities Operations maintains an inventory of existing stormwater devices at the Raleigh campus.

For remote facilities, any action to install a new or modify an existing stormwater device should be discussed with Environmental Affairs (duane_kudson@ncsu.edu)

March 2010
**PCB Management**

PCB-containing fluid or material has a PCB concentration exceeding 50 ppm

Potential PCB-containing equipment includes

- Fluorescent light ballasts
- Transformers
- Capacitors

However, PCB-containing fluids can also be found in such applications as hydraulic oil.

Therefore, if the project involves equipment which may have been manufactured before about 1980, and contains such fluids or materials, an evaluation of the materials should be made.

If the unit was manufactured after 1980 or if it specifically says that it contains Non-PCB fluid, then it is PCB-free.

**Bulk oil storage container**

Bulk storage is any oil storage container equal or greater than 55 gallons. These bulk oil storage containers should be indicated on a Spill Prevention Control and Countermeasures Plan (SPCC Plan). Check with the facility manager or Environmental Affairs (duane_knudson@ncsu.edu) for the existence of an applicable SPCC Plan.

**Existing public water supply system**

This does not include work on municipal (e.g., City of Raleigh) water supply systems, which are not University owned.

Currently, the University owns and operates only one public water supply system, at the Sertoma 4-H Camp.