Introduction and General Guidance

This document is designed to be used in conjunction with the Environmental Management Plan (EMP). It is an abbreviated version that can be used to indicate the existence of environmental issues on a project. It is only a starting point and users must be aware that exceptions exist for nearly every environmental issue.

Sections A - L below follow the sections in Part II - Implementing Procedures of the EMP. More detailed information for each section is available in the corresponding section of the EMP. If you are unsure of the answer for any section, consult with Environmental Affairs. If you answer yes for any item, first read the appropriate section in the EMP, and then consult with Environmental Affairs. If the answer is no, document your answer and the rationale for it in the project file. These completed guidelines can be used for that documentation if supplemental information is provided on the rationale for the answers given.

Once this exercise is completed for a given project, the project manager is responsible for following up on any items which receive a positive response and gathering the necessary information to address the issue(s) raised.

The following items MUST be coordinated through Environmental Affairs:*

- Submittal of the Environmental Assessment to the State Clearinghouse.
- All permitting or permit-related environmental issues.
- All environmental sampling or surveillance.
- Project-specific negotiations and agreements with regulatory agencies.
- Stormwater Design.

* Exceptions and notes are provided at the end.

Project Planning Site Evaluation

Prior to investing time and resources into a project targeted to a site or location, it is recommended that a thorough site evaluation or characterization be performed to provide information on the suitability of the site for its intended use. Generally, projects which require an EA are those projects which may be affected by environmental conditions and constraints. It is suggested, therefore, that the site characterization performed for preparation of the EA be suitable for this purpose.
A. **State Environmental Policy Act**

Consult the definitions in the EMP Part II, North Carolina Environmental Policy Act to determine whether the project requires an Environmental Assessment as follows:

No Environmental Assessment (EA) is required if:

- Is the project listed as a Non-Major Action? YES __ NO __
- Does the project trigger any of the criteria listed under Exceptions to Minimum (Non-Major) Criteria? YES __ NO __

If the project is Non-Major and does not trigger an Exception, then no EA is required. Otherwise an EA is required for this project.

Is an EA required for this project? YES __ NO __

B. **Air Emission Sources**

Does the project involve modification, removal, or replacement of an existing air emission source or addition of a new air emission source (such as a heating boiler or emergency generator)?

YES __ NO __

Does the project involve the construction of a vehicle parking area or facility, which can accommodate more than 1500 vehicles, open parking area, or 250 vehicles for any combination of parking areas and decks.

YES __ NO __

C. **Wastewater Management**

Does the project involve construction or modification of a non-sanitary or laboratory discharge to the community sanitary sewer system?

YES __ NO __

Does the project involve construction or modification of an onsite sanitary treatment system (e.g., nitrification field)?

YES __ NO __

D. **Waste Management**

Does the project involve the construction or modification of a facility involved with the management or operation of any of the following activities?

- Solid waste YES __ NO __
- Yard waste YES __ NO __
- Scrap metals and recycleables YES __ NO __
- Medical or biological waste YES __ NO __
- Animal waste YES __ NO __
E. **Petroleum, Oil, and Lubricants Management**

Does the project involve:

- Action on an existing **underground** storage tank (UST) or installation of a new underground storage tank?  
  YES __ NO __

- Action on an existing **above** ground storage tank or installation of a new above ground storage tank?  
  YES __ NO __

F. **PCB Management**

Does the project involve installation, removal, or repair of any equipment or component which may contain a dielectric fluid? (e.g., transformers, capacitors, hydraulic systems, electromagnets, voltage regulators, or circuit breakers)  
YES __ NO __

G. **Hazardous Materials Management**

Hazardous material management is generally not an issue during the design process. However, if there are any questions or special issues, consult the EMP, or call Environmental Affairs.

H. **Stormwater, Wetlands and Surface Waters**

Does the project alter the amount of impervious surface area, affect stormwater runoff, or impact a stormwater device in the affected area?  
YES __ NO __

Does the project have the potential to affect wetlands, water bodies, or floodplains?  
YES __ NO __

Will the construction of the project disturb more than one (1) acre of ground?  
YES __ NO __

I. **Drinking Water**

Does the project include the installation of a water supply well or other onsite water supply system?  
YES __ NO __
J. **Pesticides Management**

Pesticides management is generally not an issue during the design process. However, if there are any questions or special issues, consult the EMP, or call Environmental Affairs.

K. **Cultural and Historic Resources**

Is the project outside and affecting a non-maintained or previously undisturbed area?

YES  NO

Does the project impact a building or structure listed as a Registered Historic Place or is it greater than 50 years of age?

YES  NO

L. **Environmental Noise and Odor**

Environmental noise and odor impacts are rare for University projects. However, any potential sources of excessive ambient noise should be discussed with Environmental Affairs.

**EXCEPTIONS AND NOTES**

Sedimentation and Erosion Control Plans do not require review by Environmental Affairs and can be submitted to the Land Quality Section directly by the contractor.

Stormwater management plans and calculations must be submitted to Environmental Affairs for approval prior to construction.