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| SLAC_Logo_hires_smallEnvironment, Safety & Health Division  | National Environmental Policy Act (NEPA)Environmental Compliance ChecklistDate Effective: 16 December 2024URL: <https://esh.slac.stanford.edu/nepa>  |

**Purpose**

Under the National Environmental Policy Act (NEPA) (42 U.S.C. Section 4321 et seq.), federal agencies, such as the U.S. Department of Energy (DOE), must consider the environmental effects of their proposed actions prior to implementing those actions. This Environmental Compliance Checklist (ECC) serves as the DOE’s primary record to demonstrate compliance with NEPA for actions at SLAC National Accelerator Laboratory (SLAC) that the DOE has determined are categorically excluded (CX) from further NEPA review**.** More information on SLAC’s NEPA process can be found in the [NEPA Implementation Procedure](https://www-group.slac.stanford.edu/esh/groups/ep/epg/NEPA_Implementing.pdf).

**Instructions**

1. Project initiates NEPA review by completing Sections A through E of the ECC. The project is encouraged to contact the SLAC NEPA Program Manager (PM) for assistance during ECC preparation. **Note that both the project and their respective ES&H Coordinator must document their acknowledgements in Section E prior to submittal**.
2. Project, or project’s ES&H Coordinator, emails the ECC to the SLAC NEPA PM at nepa@slac.stanford.edu (Word document preferred).
3. SLAC NEPA PM assigns the project a unique NEPA Action Number (see Section A) and reviews the ECC, updating or modifying the form as needed based on the information provided by the project. Changes made by the SLAC NEPA PM, if any, will be summarized in Section F.
4. SLAC NEPA PM documents the CX determination and signs the ECC in Section G.
5. SLAC NEPA PM coordinates with the DOE SLAC Site Office (SSO) NEPA Coordinator, as needed, to obtain SSO concurrence with the CX determination.
6. SLAC NEPA PM sends the final approved ECC with the assigned NEPA Action Number to the project, after which it is **the project’s responsibility to review the ECC and ensure that the environmental controls documented in Section D are implemented, including those that may have been added by the SLAC NEPA PM during their review, per Step #3 above.**

**Important Notes**

* The ECC must be submitted and approved before the proposed activity occurs.
* The project is encouraged to work with their ES&H Coordinator and/or the SLAC NEPA PM during this process.
* Any changes made to the project following approval of this ECC may require additional NEPA review.
* All approved ECCs are posted on the [SLAC NEPA Compliance Sharepoint](https://slac.sharepoint.com/sites/ESH/ep/nepa/SitePages/Home.aspx) (internal)

**SECTION A.** **GENERAL INFORMATION**

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| Project Title: |  | **Action Number\*:** |  |
| Project Location(s): |  |
| Lead Department: |  |
| Estimated Start Date: |  |
| ECC Submitter: |  | Email: |  | Phone: |  |
| Project Manager: |  | Email: |  | Phone: |  |
| ES&H Coordinator: |  | Email: |  | Phone: |  |

***\*****To be assigned by SLAC NEPA PM*

**SECTION B. PROJECT DESCRIPTION**

Provide a brief and accurate description of the proposed activities associated with the project, including the type(s) of action (e.g., laboratory research, facility maintenance or repair, computer work\*, etc.), why they are being performed, duration of the project, location(s) details (e.g. will all work activities take place onsite) and if the project involves collaboration with external organizations. Ensure all acronyms are defined and include diagrams or maps where appropriate.

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*\*If the project activities will be fully performed on the computer or at a desk with no additional equipment (e.g., data analysis, computer modeling, literature surveys, product or study design, etc.), check the box below and proceed to Section E*

[ ]  **Project involves information gathering, analysis, and/or dissemination work only – proceed to Section E**

**SECTION C. ENVIRONMENTAL ASPECTS**

I. Indicate which of the following environmental aspects is associated with the project.

| **ENVIRONMENTAL ASPECT** | **YES** | **NO** | **ENVIRONMENTAL ASPECT** | **YES** | **NO** |
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| **1. Air Emissions** | **8b. Conservation of Resources** |
| Will the project increase emissions of greenhouse gases (e.g., SF6) or ozone-depleting substances (e.g., refrigerants), or install equipment that uses these substances? |[ ] [ ]  Will the project use significant (i.e., more than routine) quantities of non-renewable resources, such as water, energy, or fuel? |[ ] [ ]
| Will the project purchase, use, or rent a compressor, a generator larger than 50 horsepower (HP), or other equipment that uses gasoline or diesel? |[ ] [ ]   |  |  |
| Will the project generate or purchase other sources that will generate air emissions? |[ ] [ ]   |  |  |
| **2. Chemical Use, Storage, and Inventory** | **9. Construction, Renovation and Demolition By-Products** |
| Will the project use laboratory or industrial chemicals, solvents, fuels, oils, coolants, or cleaners? |[ ] [ ]  Will the project generate construction waste or debris, disturb lead or asbestos-containing materials, or involve demolition (including of structural elements of buildings)? |[ ] [ ]
| Will the project install any oil-filled equipment (e.g., transformers, generators, etc.), or involve storage of oil in quantities of 55 gallons or greater? |[ ] [ ]   |  |  |
| **3. Soil and Groundwater Contamination** | **10. Environmental Radiation and Radioactivity** |
| Will the project require any excavation or ground disturbance, such as grading, trenching, or drilling? |[ ] [ ]  Could the project result in the incidental generation and/or release of radiation or radioactivity to the environment (e.g., via a radiation-generating device [RGD] or modification of radiation shielding) (see ES&H Manual Chapter 9: [Radiological Safety](https://www-group.slac.stanford.edu/esh/eshmanual/pdfs/ESHch09.pdf))? |[ ] [ ]
| Will the project generate any soil stockpiles? |[ ] [ ]   |  |  |
| **4. Discharge to Wastewater Systems** | **11. Biohazards** |
| Could the project discharge any material, including wastewater, to the sanitary sewer system? |[ ] [ ]  Will the project use or generate biological materials, such as microorganisms (see ES&H Manual Chapter 34: [Biosafety](https://www-group.slac.stanford.edu/esh/eshmanual/pdfs/ESHch34.pdf))? |[ ] [ ]
| Will the project generate sludge? |[ ] [ ]   |  |  |
| **5. Hazardous Waste and Class II Waste Generation, Management, Storage, Transportation and Disposal** | **12. Nanomaterials** |
| Will the project manage, generate, and/or dispose of Class I hazardous wastes (e.g., unused or spent chemicals, fuel, oils, solvents, highly contaminated soil/asphalt, PCBs, lead, asbestos, etc.)? |[ ] [ ]  Will the project involve activities, such as research experiments, that use nanoparticles (i.e., materials with particle sizes 1 to 100 nanometers) (see SLAC’s [Nanomaterial Safety Plan](https://www-group.slac.stanford.edu/esh/eshmanual/references/chemsafetyPlanNano.pdf))? |[ ] [ ]
| Will the project manage, generate, and/or dispose of Class II wastes (e.g., soil/asphalt impacted with low levels of contaminants, sludge/water, etc.)? |[ ] [ ]   |  |  |
| **6. Radioactive Materials and Radioactive Mixed Waste Generation, Management, Storage, Transportation and Disposal** | **13. Interaction with Wildlife/Habitat** |
| Will any radioactive materials or radioactive waste be managed, transported, or generated by the project? |[ ] [ ]  Will the project require removal of trees or vegetation, or otherwise disturb undeveloped outdoor areas? |[ ] [ ]
| **7. Surface Water and Storm Water Contamination** | **14. Cultural/Historical Resources Disturbance** |
| Could the project discharge any material (including wastewater or soil) to the storm drain system? |[ ] [ ]  Will the project require a major physical modification(s) to the exterior of an existing building or structure? |[ ] [ ]
| Will the project occur in or near (i.e., within 50 feet) of a drainage channel, culvert, pond, or wetland? |[ ] [ ]   |  |  |
| Will the project footprint exceed 5,000 square feet?  |[ ] [ ]   |  |  |
| **8a. Use, Reuse, and Recycling** | **15. Noise** |
| Are any project activities designed to minimize generation of waste through reuse, recycling, and/or environmentally preferable purchasing, such as purchasing recycled materials? |[ ] [ ]  Could the project generate noise that could impact personnel, surrounding habitat, or adjacent properties? |[ ] [ ]

II. For each aspect checked “Yes” above, provide additional details, such as a description of any chemicals/solvents that will be used and/or any wastes that will be generated, method of disposal, and relevant quantities, volumes, or dimensions.

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**SECTION D. ENVIRONMENTAL CONTROLS**

Indicate the controls that the project will implement to comply with environmental requirements and minimize impacts to the aspects identified in Section C. **The SLAC NEPA PM may add additional controls to those indicated by the project**. Projects should contact their ES&H Coordinator and/or the SLAC NEPA PM for questions on implementation. This does not capture controls that may be required under other ES&H programs or policies (see SLAC’s [ES&H Manual](https://esh.slac.stanford.edu/eshmanual)).

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|[ ]  Contact SLAC’s Air Quality PM prior to purchase or rental of generator(s) larger than 50 HP to verify compliance with California Air Resources Board (CARB) and/or Bay Area Air Quality Management District (BAAQMD) requirements |
|[ ]  Contact SLAC’s Spill Prevention, Control, and Countermeasures (SPCC) PM prior to purchase or installation of oil-filled equipment or storage of oil in quantities of 55 gallons or greater to ensure compliance with SLAC’s SPCC Plan |
|[ ]  Obtain an [Excavation Permit](https://www-group.slac.stanford.edu/esh/eshmanual/references/excavationsFormPermit.pdf) from SLAC’s Excavation PM and conduct activities in accordance with permit conditions\*\**Required if an excavation will have a depth of one foot or more; if power tools will be used; if utilities are present; if soil will be disturbed as a result of asphalt and/or concrete removal; or if any hazardous condition is likely to be encountered (see ES&H Manual Chapter 11:* [*Excavation Safety*](https://www-group.slac.stanford.edu/esh/eshmanual/pdfs/ESHch11.pdf)*)* |
|[ ]  Coordinate management, relocation, and/or disposal of soil with SLAC’s Excavation PM and SLAC Facilities and Operations (F&O) |
|[ ]  Contact SLAC’s Industrial Wastewater PM prior to discharges to the sanitary sewer system to ensure compliance with SLAC’s Industrial Wastewater permit |
|[ ]  Chemical waste will be collected in designated waste bins for disposal through SLAC Waste Management |
|[ ]  Ensure chemicals are not disposed of in sinks without prior approval through SLAC’s Sink Disposal Program, in accordance SLAC’s Industrial Wastewater permit (see ES&H Manual Chapter 58: Laboratory Safety – [*Non-Hazardous Waste Sink Disposal Procedure*](https://www-group.slac.stanford.edu/esh/eshmanual/references/labsafetyProcedDisposalSink.pdf)) |
|[ ]  Chemicals will be stored in accordance with ES&H policy when not in use to prevent spills or accidental release (see ES&H Manual Chapter 53: [Chemical Safety](https://www-group.slac.stanford.edu/esh/eshmanual/pdfs/ESHch53.pdf) and Chapter 58: [Laboratory Safety](https://www-group.slac.stanford.edu/esh/eshmanual/pdfs/ESHch58.pdf)) |
|[ ]  Coordinate implementation of best management practices (BMPs) to protect storm drains and drainages during work with SLAC’s Storm Water PM in accordance with SLAC’s site-wide [Storm Water Pollution Prevention Plan (SWPPP)](https://www-group.slac.stanford.edu/esh/environment/stormwater/) |
|[ ]  Submit an [Erosion and Sedimentation Control Plan](https://www-group.slac.stanford.edu/esh/eshmanual/references/stormFormErosionControlPlan.pdf) for review and approval to SLAC’s Storm Water PM\**\*Required for ground-disturbing projects that will disturb less than 1 acre of soil* |
|[ ]  Prepare an Energy Independence and Security Act (EISA) Section 438 report\**\*Required for projects that will have a project footprint, that exceeds 5,000 square feet.* |
|[ ]  Prepare a project-specific SWPPP and coordinate with SLAC’s Storm Water PM to file a Notice of Intent with the State Water Resources Control Board\**\*Required for projects that will disturb more than 1 acre (or 43,560 sq. feet) of soil* |
|[ ]  Recycle non-hazardous materials |
|[ ]  Submit an asbestos notification to BAAQMD at least 10 business days beforehand in coordination with SLAC’s Air Quality PM\**\*Required for projects that will remove* *more than 100 linear feet, 100 sq. feet, or 35 cu. feet of asbestos-containing material or will wreck, dismantle, or move any load-supporting structural member, or portion thereof, of a building, regardless of whether there is asbestos present* |
|[ ]  Contact SLAC’s Biological Resources Protection PM to schedule a nesting bird survey for tree/vegetation removal or building demolition work occurring during nesting bird season (February 15 – August 31) and coordinate tree removals with SLAC F&O |
|[ ]  Other (describe):  |

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| **SECTION E. ACKNOWLEDGEMENT**I. ECC Submitter/Project Manager By typing out my name below, I acknowledge on behalf of the project that:[ ]  I have answered all questions completely and accurately.[ ]  I understand that any changes to the proposed project may require additional NEPA review and/or an update to this ECC.[ ]  **Upon receipt of the final ECC, the project will review and implement the environmental controls indicated by the project and/or the SLAC NEPA PM in Section D**. |
| Name: Click or tap here to enter text.  | Date: Click or tap to enter a date. |
| II. ES&H Coordinator/ES&H Coordinator RepresentativeBy typing out my name below, I, as the project’s responsible ES&H Coordinator or the ES&H Coordinator’s approved representative, confirm that I have reviewed and approve this ECC for submittal. |
| Name: Click or tap here to enter text.  | Date: Click or tap to enter a date. |

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| **DO NOT TYPE OR WRITE BELOW THIS LINE. FOR REVIEWER(S) USE ONLY.** |

**SECTION F. SUMMARY OF CHANGES**

Changes made to the ECC by the SLAC NEPA PM during review are summarized below.

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**SECTION G. CATEGORICAL EXCLUSION DETERMINATION**

**ACTION NUMBER:** Click or tap here to enter text.

I. SLAC NEPA PM

Based on the information provided by the project, the proposed action meets the definition of a CX as stated in 10 CFR Part 1021.410(b) and fits within the following class(es) of actions:

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| --- | --- |
|[ ]  Generic CX | CX-GEN-Choose an item. |
|[ ]  CX (as listed in Appendix A or B to Subpart D of 10 CFR Part 1021) | Click or tap here to enter text. |

Name: Click or tap here to enter text. Date: Click or tap to enter a date.