

# **FACILITIES ENGINEERING SERVICES SECTION**

## **Environmental Review Procedure**

### **PURPOSE and SCOPE**

The purpose of this procedure is to ensure that all actions taken by FESS personnel, including procurements (requisitions, Pro-card purchases, and T&M Orders), construction, and field maintenance are conducted in accordance with applicable environmental regulations, DOE Orders, Fermilab requirements and the National Environmental Policy Act (NEPA). This procedure assists in identifying and avoiding potentially significant adverse impacts to the environment prior to the commencement of FESS actions and modifying these as necessary. This procedure shall be reviewed at least every five (5) years.

### **DEFINITIONS**

Action – For the purpose of this procedure, an action is any planned activity that commits funding for, or authorizes, an activity. An action may be initiated by Purchase Requisitions, T&M requests, pro-card orders, or any other mechanism that commits FESS to an activity.

Environmental Review Form (ERF) Application – An Internet application developed to assist in conducting and documenting potential environmental impacts of actions undertaken by FESS if they have clear and direct impacts on the environment. The application generates an Environmental Review Form (ERF), which is automatically forwarded to the ESH&Q Section for a NEPA determination.

FESS Environmental Liaison – The ESH&Q Section representative(s) responsible for formal communication between FESS, the ESH&Q Section, and FSO, on matters pertaining to Environmental Protection.

FESS NEPA Reviewers – FESS personnel who have been trained to evaluate requests and determine the level of NEPA review required. NEPA Reviewers are authorized to approve requests if they are included in the Pre-Qualified List.

Pre-qualified List (PQL) – A list of categories of actions that require no further NEPA review by ESH&Q or DOE-FSO. Requests for actions that are included in the PQL will be approved by FESS NEPA Reviewers.

Requester – Any employee within FESS who initiates a request to undertake an action.

Subject Matter Expert (SME) – FESS Personnel who have expertise in specific areas of environmental regulation and/or protection. FESS shall maintain a list of SMEs and their area(s) of expertise.

## **RESPONSIBILITIES**

### 1. FESS Section Head

- Ensure that section policies are consistent with all applicable environmental rules and regulations, DOE orders and Director's Policies.
- Review and approve this procedure and all subsequent revisions to it.
- Maintain a list of NEPA Reviewers, the FESS Pre-qualified List (PQL), and the FESS SME list, on the FESS web site.

### 2. FESS Department Heads

- Appoint Reviewers within the Department to evaluate proposed actions under this procedure.
- Ensure the implementation of this procedure as required.
- Make procurement decisions based on sound environmental principles in accordance with the [Fermilab Environmental Policy](#).
- Assist Requesters in the department in completing Environmental Review Forms.
- Consult with the FESS Subject Matter Experts to determine when additional documentation of environmental impacts may be necessary.

### 3. Requesters

- Prepare all requests for actions (including Pro-card requests) in accordance with DOE orders, Fermilab and FESS policies.
- Consider environment, safety, and health aspects (e.g., waste minimization, pollution prevention, sustainability etc.) for all proposed actions.
- Consult with appropriate SMEs regarding potential impacts and/or administrative procedures related to proposed FESS actions.
- Provide requested items and supporting documentation as necessary for NEPA approval.

### 4. FESS NEPA Reviewers

- Complete required Environmental Review training provided by FESS and/or FESS Environmental Liaison.

- Evaluate and approve all submitted requests that are included in the PQL, in accordance with this FESS procedure.
- Return any requests that are not included in the PQL to the requester for preparation of an ERF.

#### 5. FESS – Subject Matter Experts

- Provide assistance to FESS Requesters and reviewers as needed.

### **PROCEDURES**

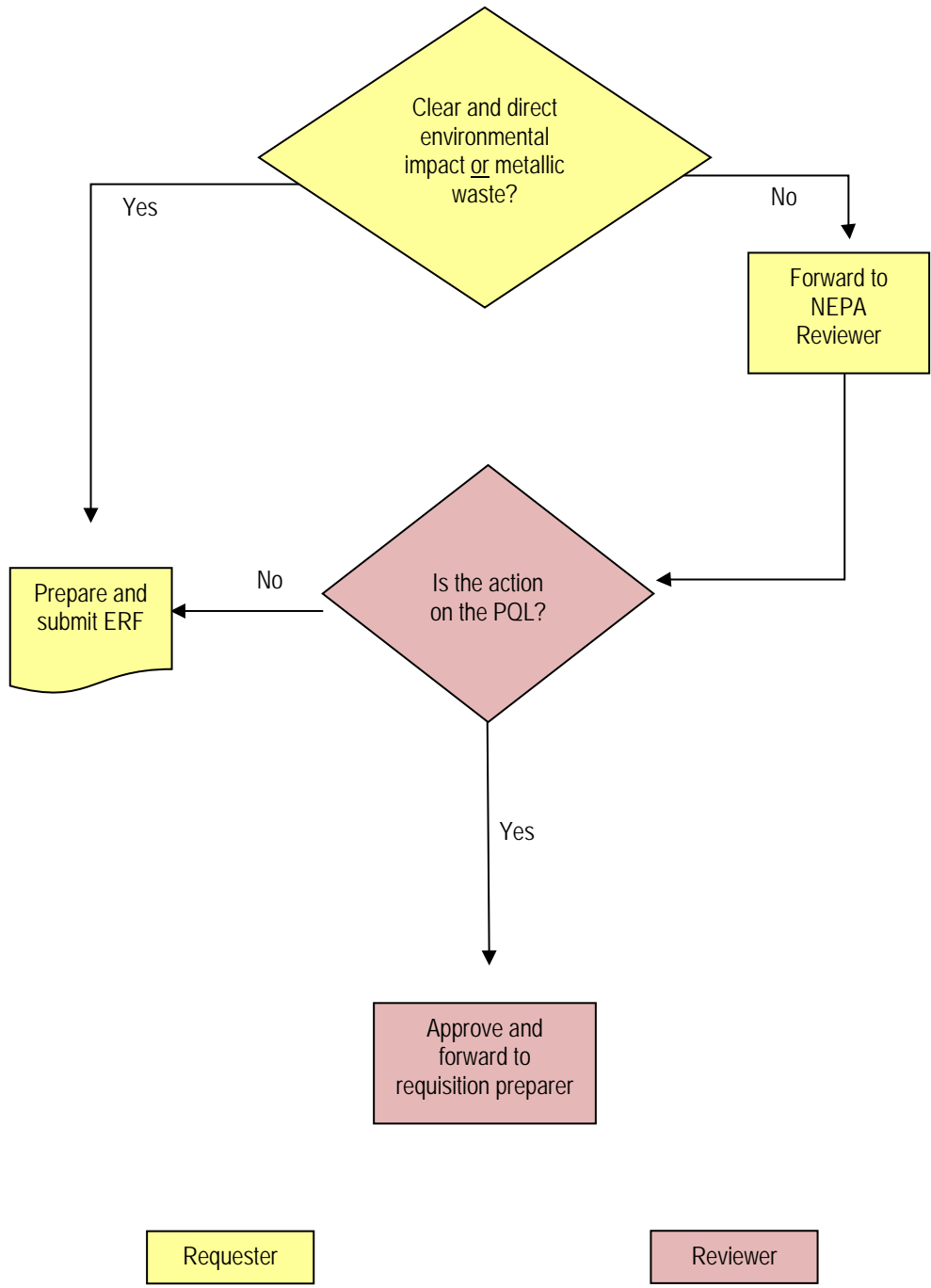
Initiators of FESS actions first determine whether the action has the potential for clear and direct environmental impacts, such as construction or excavation. If so, the web-based [Environmental Review Application](#) should be used to prepare an Environmental Review Form (ERF) to document the action and refer the NEPA determination to the ESH&Q Section. The Environmental Review Form must **always** be completed if any metallic wastes would be generated for recycling from the action.

If the action does not involve a clear and direct impact to the environment and would not involve recycling metals, the action can be referred to a FESS NEPA Reviewer for evaluation.

The NEPA Reviewer will determine if the action is included in the [PQL](#). If it is, he/she will enter her/his ID# to the “NEPA Approval” box on the requisition and forward to the appropriate location for entry into the procurement system.

If the request for action is not in the PQL, it must be returned to the requestor, to complete and submit an ERF.

These procedures are reflected in the flow chart contained in this procedure (see Figure 1.).



Approved:

\_\_\_\_\_  
Section Head

\_\_\_\_\_  
Date

### Revision History

Revision No.	Revision Date	Revision Title	Approved
0.0	4/1/2010	Original document	Ortgiesen
1.0	5/21/2014	Incorporate procedures for metals suspension	Collins
2.0	3/17/2016	Incorporate ESH&Q re-organization; update FESS Reviewer list.	Collins
3.0	8/10/2016	Added "Definitions" section; revised PQL; introduced SME list; removed reference to EO and SSO.	Collins