Revised: 01/01/04

OKLAHOMA FUNDING AGENCY COORDINATING TEAM

Environmental Information Document Checklist

for

Water and Wastewater Projects

ENDORSED BY:

OKLAHOMA WATER RESOURCES BOARD STAFF
OKLAHOMA DEPARTMENT OF COMMERCE
OKLAHOMA CITY AREA INDIAN HEALTH SERVICE
USDA - RURAL DEVELOPMENT - OKLAHOMA
OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

REVISED: January 1, 2004

State of Oklahoma
Environmental Information Document
Checklist

Introduction

The attached "Checklist for the Preparation of the Environmental Information Document" (EID) has been developed to facilitate funding agency compliance with the National Environmental Policy Act (NEPA) for proposed water and wastewater projects in Oklahoma. The applicants for funding of these types of projects will be required to submit an EID to the appropriate funding agency(s) unless the proposed project meets the criteria for being excluded from an environmental review as discussed below. An EID will need to be sent to DEQ for Drinking Water SRF projects only. Upon final acceptance of the EID the agencies will notify the applicant of the acceptance of the EID and of further agency-specific requirements to conclude the environmental review process.

The state and federal agencies which provide funding for water and wastewater projects in Oklahoma have agreed to accept the attached checklist to assist in the preparation of the EID. It is important for the EID to follow the format as shown in the checklist. This will facilitate agency review and acceptance of the EID.

Please note that only projects which will utilize funds which have a federal identity require the completion of an EID. Those funding sources would be as follows:

1. Rural Development Loan and Grant Programs for Water and Wastewater
2. Department of Commerce Community Development Block Grants
3. OWRB-DEQ State Revolving Loan Funds
4. Indian Health Service

National Environmental Policy Act

The National Environmental Policy Act (NEPA) establishes the basic charter for the protection of the environment. The goals of NEPA have been extended through executive orders and additional environmental laws and regulations since the initial inception of NEPA. In order to achieve the goals, NEPA set up a tiered approach to environmental compliance. Those tiers are as follows:

First Tier - Categorical Exclusions

Certain types of projects may not require the completion of an EID. Generally these types of projects would not cumulatively over time, or in conjunction with other projects have a significant effect on the quality of the human environment.

Categorical Exclusions must be approved by the funding agencies, based upon the information provided to the agency by the applicant. It is extremely important for the applicant to contact the agency in the early planning stages to determine if the proposed project will fit the criteria for a Categorical Exclusion. Each agency has their own criteria for what projects qualify for Categorical Exclusions.

Second Tier - Environmental Information Document

The EID describes the proposed project and its relationship to the environment and should supplement the Engineering Report. It is recommended that the Engineering Report (ER) and the EID be submitted in one combined document. For example:

Section I - Engineering Report
Section II - Environmental Information Document

The agencies will use the EID to assess project compliance with NEPA. Upon acceptance of the EID the applicant will be notified of any additional information needed to conclude the environmental review process. Each funding agency has their own process to follow after accepting the EID. Generally this involves the agency taking the EID and completing an Environmental Assessment. At the point of completion of the assessment the agency will issue the “Finding of No Significant Environmental Impact” (FONSEI). The issuance of the FONSEI most generally would involve public notification as directed by each agency.

Third Tier - Environmental Impact Statement

If through the environmental review process it is determined that the proposed project will have a significant impact on the environment, and cannot be resolved by the completion of an EID, then an Environmental Impact Statement will need to be completed. Alternatives to mitigate the impacts to affected environmental resources will need to be further examined. Additional consultation will need to occur with other federal and state agencies that have jurisdiction over specific environmental resources.

CHECKLIST FOR THE PREPARATION OF THE ENVIRONMENTAL INFORMATION DOCUMENT FOR WATER PROJECTS

Name of Project: _____
Funding Agency Project No.:_____ Date:_____

1. Engineering Report (ER) submitted to owner for review on _____.
2. Resolution accepting ER & Environmental Information Document (EID).
3. ER Reviewed and Accepted by ODEQ: _____.
4. ER and EID Reviewed and Accepted by applicable Funding Agency(s):
   ( ) Funding Agency or Agencies
   Date Accepted _____ (USDA - RD)
   Date Accepted _____ (ODOC)
   Date Accepted _____ (OWRB)
   Date Accepted _____ (IHS)
   Date Accepted _____ (Others)
   Date Accepted _____ (ODEQ - Drinking Water SRF projects).

5. Existing and proposed Water Rights (include copy of permit or application)_____.
6. Certification of technical, managerial & financial capacity for construction and O&M.
7. Specific reference for legal basis for implementation & obtaining site_____.
8. Public Hearing held on __/__/__. ER, EID, and financial information presented. (Contact each agency for required procedures for Public Hearings.)

I. Project Information - Purpose and Need

☐ A. Applicant,_____, Signatory agents_____
☐ B. Purpose, need, water quality to be attained, and description of proposed project including, a legal description as well as Latitude and Longitude in degrees, hours, and minutes
☐ C. Existing problems and needs
   1. Schematic of existing plant
   2. Condition and age of each unit and existing components to be abandoned, retained, or renovated and why
   3. Design parameters and capacity for each unit
   4. Treatment efficiencies for each unit
   5. O&M problems
☐ D. Projected problems and needs
☐ E. Scope of planning and drinking water standards to be attained

II. Cost & Design Analysis of Alternatives and Their Environmental Impacts

(May reference specific section in ER to address issues in this section)

☐ A. Design criteria
B. Identification of source alternatives (briefly describe)
☐ 1. Surface
☐ a) Safe yield
☐ b) Watershed description (existing or potential sources of pollution)
☐ c) Raw water quality and fluctuations
☐ 2. Ground
☐ a) Source capacity
☐ b) Elevations with respect to surroundings
☐ c) Character of formation

- ☐ d) Geologic conditions affecting the site
- ☐ e) Test well data including chemical and radiological quality
- ☐ f) Potential sources of contamination
- ☐ g) Water demand by others in the area
- ☐ h) Selection of site discussed

C. Identification of Treatment Alternatives (briefly describe)

- ☐ 1. No action
- ☐ 2. Upgrading O&M efficiency (evaluation as an alternative or supplement)
- ☐ 3. Renovation or upgrading existing system
- ☐ 4. Alternate source
- ☐ 5. New treatment facility or specific treatment units
- ☐ 6. The purchase of treated water rather than a treatment option

D. Line rehabilitation & proposed new distribution systems

- ☐ 1. Document public health problem
  - ☐ a) For new lines, describe and show location of all existing private systems
  - ☐ b) Documentation of quality standard violations
  - ☐ c) Documentation of pressure problems
- ☐ 2. Alternative configurations discussed
- ☐ 3. Estimated footage of each size line for each area and basis for need
- ☐ 4. Phasing considered, if applicable

☐ E. Alternatives screened to identify the ones that are feasible for further evaluation

F. Evaluation of each feasible alternative for:

- ☐ 1. Site considerations
- ☐ 2. Ability to meet drinking water standards
- ☐ 3. Ultimate disposal of waste
- 4. Flood hazard
  - ☐ a) 100 year flood plain map
  - ☐ b) Alternatives to avoid adverse effects and incompatible development in floodplains.
  - ☐ c) Discuss all protective measures
- 5. Cost Analysis
  - a) Non-monetary cost described
    - ☐ 1) Primary and secondary effects
    - ☐ 2) Implementation capability
    - ☐ 3) Operability
    - ☐ 4) Performance reliability
    - ☐ 5) Flexibility
  - b) Monetary costs (May need to seek funding agency guidance as to what are eligible project expenses.)
    - ☐ 1) Planning cost
    - ☐ 2) Field exploration, soil test when required
    - ☐ 3) Design engineering
    - ☐ 4) Land -Contact funding agency for guidance
    - ☐ 5) Relocation, easement, leases and right-of-way costs
    - ☐ 6) Construction cost
    - ☐ 7) Engineering services during construction
    - ☐ 8) Project Inspector
    - ☐ 9) Administrative and legal costs
    - ☐ 10) Interest during construction
    - ☐ 11) Cost of bond sales
    - ☐ 12) Contingency (10% before bid, 5% after bid)
    - ☐ 13) O&M costs (including present worth Analysis)
    - ☐ 14) Laboratory equipment and/or facility costs
- ☐ 5. Tabulation of monetary costs for each alternative
- ☐ 6. Environmental impacts for each alternative

G. Alternatives ranked in terms of:

- ☐ 1. Environmental effects

☐ 2. Monetary costs
☐ 3. Public acceptability
☐ 4. Resources and energy use
☐ 5. Reliability
☐ 6. Selection of lowest costs without over-riding adverse factors
☐ 7. Solving existing problem

H. Selected Alternative

III. Affected Environment/Environmental Consequences of Selected Alternative

☐ A. Description of the planning area

1. Service area - Maps which shows outlined project areas
   ☐ a) USGS Topographic Maps (1:24,000)
   ☐ b) NRCS Soil Survey Maps
   ☐ c) FEMA Flood Insurance Rate Maps
   ☐ d) Nationwide Wetland Inventory Maps
   ☐ e) Hydrologic Atlas
   ☐ f) Site Photographs
2. ☐ Physical characteristics of the project area
3. Environmental setting and future of the area with and without the project
   ☐ a) Land Use
      ☐ 1) Prime Farmland
      ☐ 2) Prime Forestland
      ☐ 3) Prime Rangeland
      4) Formerly Classified Lands Which Includes the Following:
         ☐ National Parks and Monuments
         ☐ National Natural Landmarks
         ☐ National Battlefield Park Sites
         ☐ National Historic Sites and Parks
         ☐ Wilderness Areas
         ☐ Wild, Scenic, and Recreational Rivers
         ☐ Wildlife Refuges
         ☐ National Seashores, Lake Shores and Trails
         ☐ State Parks
         ☐ Bureau of Land Management (BLM) Administered Lands
         ☐ National Forests and Grasslands
         ☐ Native American Owned Lands; and Leases Administered by the Bureau of Indian Affairs (BIA)
   ☐ b) Floodplains
   ☐ c) Wetlands
   d) Cultural Resources
      ☐ 1) State Historic Preservation Officer (SHPO)
      ☐ 2) State Archeologist
   e) Biological Resources
      ☐ 1) Threatened and Endangered Species
      ☐ 2) Fish and Wildlife Resources
      ☐ 3) Vegetation
   ☐ f) Areas of geological hazards
   ☐ g) Socio-Economic Issues/Environmental Justice
   ☐ h) Air Quality
   ☐ i) Transportation
   ☐ j) Noise
   ☐ k) Miscellaneous
4. Population
   ☐ a) Existing (basis for estimate given including 2000 census, current water use data, etc)

☐ b) Past population, 1980, 1990 census
☐ c) Projections for 5, 10, 15, and 20 years

B. Water Demand and Water Quality Issues

☐ 1. Available water sources.
☐ 2. Utilized water sources.
- Percent of capacity utilized
☐ 3. Aquifer recharge zones
☐ 4. Sole Source Aquifer
☐ 5. Present water production (MGD) and maximum flow
☐ 6. Per capita requirement (G/C/D) as determined from records
☐ 7. Projected water production (MGD) and proposed maximum flow (Design Flow)
☐ 8. Fire flow requirements
☐ 9. Identify existing and projected industrial demand in planning area

C. Composite water characteristics

☐ 1. Raw water quality
☐ 2. Treated water quality
☐ 3. Chart including design and DEQ standards

D. Additional Impacts

☐ 1. Recreational and open space issues
☐ 2. General growth impacts

E. Project effects on environmental resources

☐ 1. Direct effects
☐ 2. Indirect effects
☐ 3. Cumulative effects

F. Justification of selected alternative solving project requirements

IV. Summary of Mitigation Measures

V. Correspondence and Public Participation Program

A detailed project description and legible location map must be sent to the following agencies for review. **The transmittal to each agency must identify the specific federal authority for which the review is requested (see "Subject(s) of Comment" below).** As a minimum, response letters must be received from commenting agencies preceded with an (*) unless the project will not occur within or near the counties listed in the "Subjects of Comments" column below. Additional requirements requested in response letters from commenting agencies must also be completed. Include copies of the transmittal letters and all response letters in the EID.

Commenting Agency	**Subject(s) of Comments**
*Planning Branch U.S. ARMY CORPS OF ENGINEERS TULSA DISTRICT ATTN: CESWT-PE-P 1645 S. 101 East Ave. Tulsa, OK 74128-4609 918-669-7401	Floodplain management
*Regulatory Branch U.S. ARMY CORPS OF ENGINEERS TULSA DISTRICT ATTN: CESWT-PE-R 1645 S. 101 East Ave. Tulsa, OK 74128-4609 918-669-7401	Section 404 Permits

*State Conservationist Natural Resources Conservation Service Oklahoma State Office 100 USDA, Suite 206 Stillwater, OK 74074-2655 405-742-1204	Prime farmlands & wetlands on agricultural lands
*U.S. Dept. of Interior Fish & Wildlife Service Ecological Services 222 South Houston, Suite A Tulsa, OK 74127 918-581-7458	Threatened/Endangered Species, fish and wildlife protection
*Oklahoma Historical Society State Historic Preservation Office 2704 Villa Prom, Shepherd Mall Oklahoma City, OK 73107 405-521-6249	Historical sites/landmarks
National Park Service Southwest Division Environmental Review & Coordination P.O. Box 728 Santa Fe, NM 87502	National Parks, recreation areas
*State Archeologist The University of Oklahoma Oklahoma Archeological Survey 111 Chesapeake Norman, OK 73019 405-325-7211	Archeological sites/cultural resources
*Federal Emergency Management Agency Region IV, Mitigation Division Federal Regional Center 800 North Loop 288 Denton, TX 76209 940-898-5334	Floodplain management, seismic conditions (FEMA's general response will be to contact the local floodplain coordinator for comment. A list of local coordinators can be found at the following web site: http://www.owrb.state.ok.us/hazard/fp/pdf_fp/fpa_list.pdf (or phone 405-530-8800)
Okla. Dept. of Environmental Quality Margaret M. Graham Environmental Review Coordinator P.O. Box 1677 Oklahoma, OK 73101-1677 405-702-1000	Water quality, sludge management, 208 Wastewater Water Quality Management Planning Air Quality Waste Management Sole Source Aquifer (Arbuckle-Simpson) - (Only for projects in Carter, Johnston, Murray, and Pontotoc Counties.)

Bureau of Indian Affairs (for projects in Eastern Oklahoma) U.S. Department of Interior Federal Building 3100 W. Peak Blvd. Muskogee, OK 74401 (Area Archeologist) 918-781-4684	Native American sites, landmarks
Bureau of Indian Affairs (for projects in Western Oklahoma) P.O. Box 368 Anadarko, OK 73005 (Area Archeologist) 405-247-6673	
Water Management Division Okla. Water Resources Board 3800 N. Classen Blvd. Oklahoma City, OK 73118 405-530-8800	Development on State-owned property within floodplains and water rights permits
*Oklahoma Scenic Rivers Commission P.O. Box 292 Tahlequah, OK 74465-0292 918-456-3251	Wild and Scenic Rivers Only for projects in Adair, Cherokee, Delaware, Sequoyah, and McCurtain Counties
Okla. Dept. of Tourism and Recreation State Liaison Officer Land and Water Conservation Division P.O. Box 52002 Oklahoma City, OK 73105	Recreational/tourism facilities
U.S. Forest Service Department of Agriculture 401 W. Peach St. Atlanta, GA 30365	Forest, grassland resources (only if project is in LeFlore, McCurtain or Roger Mills counties)

The project description and location map must also be sent to the Substate Planning District in which the project is located. Their addresses are listed below:

Association of Central Oklahoma Governments 21 E. Main Street, Suite 100 Oklahoma City, OK 73104-2405 (405) 234-2264 / fax:234-2200 email: acog@acogok.org 405-234-2264	Association of South Central Okla. Govts. P.O. Box 1647 Duncan, OK 73534 (580) 252-0595
Central Okla. Economic Development District 400 North Bell Shawnee, OK 74801 (405) 273-6410	Eastern Okla. Economic Development Dist. P.O. Box 1367 Muskogee, OK 74402 (918) 682-7891
Indian Nations Council of Governments 201 West 5th Street, Suite 600 Tulsa, OK 74103	Southwestern Okla. Development Authority P.O. Box 569 Burns Flat, OK 73624

(918) 584-7526

Kiamichi Economic Development District
P.O. Box 638
Wilburton, OK 74578
(918) 465-2367

Northern Okla. Development Association
2901 N. Van Buren
Enid, OK 73703
(580) 237-4810

Southern Okla. Development Association
P.O. Box 709
422 Cessna St.
Durant, Oklahoma 74702
(580) 920-1388

(580) 562-4886

Grand Gateway Economic Development Assoc.
P.O. Drawer B
Big Cabin, OK 7433-0502
(918) 783-5793

Oklahoma Economic Development Assoc.
P.O. Box 668
Beaver, OK 73932
(580) 625-4531

VI. Exhibits

( ) ( ) A) Letters of Correspondence from Individuals and Agencies
( ) ( ) B) Maps
( ) ( ) C) Photographs

CHECKLIST FOR THE PREPARATION OF THE ENVIRONMENTAL INFORMATION DOCUMENT FOR WASTEWATER PROJECTS

Name of Project: _____
Funding Agency Project No.: _____ Date:_____

1. Engineering Report (ER) submitted to owner for review on _____.
2. Resolution accepting ER and Environmental Information Document (EID).
3. ER reviewed and accepted by ODEQ _____.
4. ER and EID reviewed and accepted by applicable funding agency(s):
   ( ) Funding Agency or Agencies
   Date Accepted _____ (USDA - RD)
   Date Accepted _____ (ODOC)
   Date Accepted _____ (OWRB)
   Date Accepted _____ (IHS)
   Date Accepted _____ (Others)
5. EID for review on _____
6. Certification of technical, managerial & financial capacity for construction and O&M.
7. Specific reference for legal basis for implementation & obtaining site_____.
8. Public Hearing held on __/__/__. ER, EID, and financial information presented. (Contact each agency for required procedures for Public Hearings.)

I. Project Information - Purpose and Need

☐ A. Applicant,_____, Signatory agents_____

☐ B. Purpose, need, and description of proposed project

Proposed Project: Give a legal description as well as Latitude and Longitude in degrees, hours, and minutes for the project. Describe the proposed project including unit processes and sizes and lengths of any proposed linework. Attach a schematic and hydraulic profile of the proposed treatment facility. If project is to be phased, describe the work, estimated cost, and projected construction dates for each phase.

Design Data:
1. Design avg. daily flow _____MGD
   . Domestic _____MGD
   . Industrial _____MGD
   . I/I _____MGD
2. Design peak flow _____MGD
3. Design year _____ Design Pop. _____
4. Effluent limits to be achieved:
   $CBOD_5$ / BOD_5 _____mg/l
   TSS _____mg/l
   _____mg/l
   _____mg/l
   _____mg/l

☐ C. Project information

1. Receiving Stream _____Segment no. _____(208 WQMP)
2. NPDES Permit No. _____ Date Issued _____ Expiration Date _____

Effluent limits:
(mg/l)
$CBOD_5$ / BOD_5 _____ TSS _____
NH_3N _____ D.O._____

3. Provide status of compliance with the 208 Plan (if applicable include current revisions w/DEQ and EPA approval letters).
4. Is sludge being managed in accordance with an approved Sludge Management Plan? (if applicable, attach DEQ's approval of sludge management plan)

☐ D. Existing problems

Existing Facilities: Describe the existing wastewater collection and treatment system including unit processes and include a schematic of the treatment facility.

Description:

1. Facility Data:
   a. Design capacity _____ MGD
   b. Exist. Population _____
   c. Exist. Avg. daily flow _____ MGD
      .Domestic _____ MGD
      .Industrial _____ MGD
      .I/I _____ MGD
   d. Exist. Peak flow _____ MGD
   e. Current Inf./Eff. Quality:

	Influent (mg/l)	Effluent (mg/l)
$CBOD_5$ /BOD_5	_____	_____
TSS	_____	_____
	_____	_____

   f. Schematic of existing plant
   g. Condition and age of each treatment unit
   h. Design parameters and capacity for each unit
   i. Treatment efficiencies for each unit
   j. O&M problems
   k. List the existing components to be abandoned, retained, or renovated, and why

☐ E. Projected problems and needs

☐ F. Scope of planning and water quality standards to be attained

II. Cost & Design Analysis of Alternatives and Their Environmental Impacts
(May reference specific section in ER to address issues in this section)

☐ A. Design criteria

☐ B. Identification of Treatment Alternatives (briefly describe)

☐ 1. No action

☐ 2. Upgrading O&M efficiency (evaluation as an alternative or supplement)

☐ 3. Renovation or upgrading existing system

☐ 4. New treatment facility or specific treatment units

C. Line rehabilitation & proposed new collection systems

☐ 1. Document public health problem

☐ a) For new lines, describe and show location

☐ b) Documentation of water quality standard violations

☐ 2. Alternative configurations discussed

☐ 3. Estimated footage of each size line for each area and basis for need

☐ 4. Phasing considered, if applicable

☐ D. Alternatives screened to identify the ones that are feasible for further evaluation

E. Evaluation of each feasible alternative for:

☐ 1. Site considerations
   a. Geologic conditions affecting the site
   b. Character of formation
   c. Test bore data
   d. Selection of site discussed relative to geologic considerations.

☐ 2. Ultimate disposal of waste

3. Flood hazard
☐ a) 100 year flood plain map
☐ b) Alternatives to avoid adverse effects and incompatible development in floodplains.
☐ c) Discuss all protective measures
4. Cost Analysis
a) Non-monetary cost described
☐ 1) Primary and secondary effects
☐ 2) Implementation capability
☐ 3) Operability
☐ 4) Performance reliability
☐ 5) Flexibility
b) Monetary costs (May need to seek funding agency guidance as to what are eligible project expenses.)
☐ 1) Planning cost
☐ 2) Field exploration, soil test when required
☐ 3) Design engineering
☐ 4) Land- Contact funding agency for guidance.
☐ 5) Relocation, easement, leases and right-of-way costs
☐ 6) Construction cost
☐ 7) Engineering services during construction
☐ 8) Administrative and legal costs
☐ 9) Interest during construction
☐ 10) Cost of bond sales
☐ 11) Contingency (10% before bid, 5% after bid)
☐ 12) O&M costs (including present worth analysis)
☐ 13) Laboratory equipment and/or facility costs
☐ 5. Tabulation of monetary costs for each alternative
☐ 6. Environmental impacts for each alternative

F. Alternatives ranked in terms of:
☐ 1. Environmental effects
☐ 2. Monetary costs
☐ 3. Public acceptability
☐ 4. Resources and energy use
☐ 5. Reliability
☐ 6. Selection of lowest costs without over-riding adverse factors

G. Selected Alternative

III. Affected Environment/Environmental Consequences of Selected Alternative

☐ A. Description of the planning area
1. Service area - Map which show outlined project areas
☐ a) USGS Topographic Maps (1:24,000)
☐ b) NRCS Soil Survey Maps
☐ c) FEMA Flood Insurance Rate Maps
☐ d) Nationwide Wetland Inventory Maps
☐ e) Hydrologic Atlas
☐ f) Site Photographs
☐ 2. Physical characteristics of the project area
3. Environmental setting and future of the area with and without the project
☐ a) Land Use
☐ 1) Prime Farmland **(NOTE: If prime farmland is identified as being affected, the funding agency should be notified as soon as possible; alternative sites may or may not need to be identified for the project)**
☐ 2) Prime Forestland
☐ 3) Prime Rangeland
4) Formerly Classified Lands Which Includes the Following:

☐ National Parks and Monuments
☐ National Natural Landmarks
☐ National Battlefield Park Sites
☐ National Historic Sites and Parks
☐ Wilderness Areas
☐ Wild, Scenic, and Recreational Rivers
☐ Wildlife Refuges
☐ National Seashores, Lake Shores and Trails
☐ State Parks
☐ Bureau of Land Management (BLM) Administered Lands
☐ National Forests and Grasslands
☐ Native American Owned Lands; and Leases Administered by the Bureau of Indian Affairs (BIA)

☐ b) Floodplains
☐ c) Wetlands
d) Cultural Resources
☐ 1) State Historic Preservation Officer (SHPO)
☐ 2) State Archeologist
e) Biological Resources
☐ 1) Threatened and Endangered Species
☐ 2) Fish and Wildlife Resources
☐ 3) Vegetation
☐ f) Areas of geological hazards
☐ g) Socio-Economic Issues/Environmental Justice
☐ h) Air Quality
☐ i) Transportation
☐ j) Noise
☐ k) Miscellaneous

4. Population
☐ a) Existing (basis for estimate given)
☐ b) Past population , 1980, 1990, 2000 census
☐ c) Projections for 5, 10, 15, and 20 years

B. Water Quality Issues
☐ 1. Aquifer recharge zones in project area
☐ 2. Sole Source Aquifer in project area
☐ 3. Present wastewater production (MGD) and maximum flow
☐ 4. Per capita requirement (G/C/D) as determined from records
☐ 5. Projected wastewater production (MGD) and proposed maximum flow (Design Flow)
☐ 6. Identify existing and projected industrial demand in planning area

C. Additional Impacts
☐ 1. Recreational and open space issues
☐ 2. General growth impacts

D. Project effects on environmental resources
☐ 1. Direct effects
☐ 2. Indirect effects
☐ 3. Cumulative effects

E. Justification of selected alternative solving project requirements

IV. Summary of Mitigation Measures

V. Correspondence and Public Participation Program

A detailed project description and legible location map must be sent to the following agencies. **The transmittal to each agency must identify the specific federal authority for which the review is requested (see "Subject(s) of Comment" below).** As a minimum, response letters must be received from commenting agencies preceded with an (*) unless the project will not occur within or near the

counties listed in the "Subjects of Comments" column below. Additional requirements requested in response letters from commenting agencies must also be completed. Include copies of the transmittal letters and all response letters in the EID.

Commenting Agency	**Subject(s) of Comments**
*Planning Branch U.S. ARMY CORPS OF ENGINEERS TULSA DISTRICT ATTN: CESWT-PE-P 1645 S. 101 East Ave. Tulsa, OK 74128-4609 918-669-7197	Floodplain management
*Regulatory Branch U.S. ARMY CORPS OF ENGINEERS TULSA DISTRICT ATTN: CESWT-PE-R 1645 S. 101 East Ave. Tulsa, OK 74128-4609 918-669-7401	Section 404 Permits
*State Conservationist Natural Resources Conservation Service Oklahoma State Office 100 USDA, Suite 206 Stillwater, OK 74074-2655 405-742-1204	Prime farmlands & wetlands on agricultural lands
*U.S. Dept. of Interior Fish & Wildlife Service Ecological Services 222 South Houston, Suite A Tulsa, OK 74127 918-581-7458	Threatened/Endangered Species, fish and wildlife protection
*Oklahoma Historical Society State Historic Preservation Office 2704 Villa Prom, Shepherd Mall Oklahoma City, OK 73107 405-521-6249	Historical sites/landmarks
*National Park Service Southwest Division Environmental Review & Coordination P.O. Box 728 Santa Fe, NM 87502	National Parks, recreation areas (Only if your project area is near a National park or recreation area)
*State Archeologist The University of Oklahoma Oklahoma Archeological Survey 111 Chesapeake Norman, OK 73019 405-325-7211	Archeological sites/cultural resources

*Federal Emergency Management Agency Region IV, Mitigation Division Federal Regional Center 800 North Loop 288 Denton, TX 76209 940-898-5334	Floodplain management, seismic conditions (FEMA's general response will be to contact the local floodplain coordinator for comment. A list of local coordinators can be found at the following website: http://www.owrb.state.ok.us/hazard/fp/pdf_fp/fpa_list.pdf or phone 405-530-8800)
*Okla. Dept. of Environmental Quality Margaret M. Graham Environmental Review Coordinator P.O. Box 1677 Oklahoma, OK 73101-1677 405-702-1000	Water quality, sludge management, 208 Wastewater Water Quality Management Planning Air Quality Waste Management Sole Source Aquifer (Arbuckle-Simpson) - (Only for projects in Carter, Johnston, Murray, and Pontotoc Counties.)
Bureau of Indian Affairs (for projects in Eastern Oklahoma) U.S. Department of Interior Federal Building 3100 W. Peak Blvd Muskogee, OK 74401 (Area Archeologist) 918-781-4684	Native American sites, landmarks
Bureau of Indian Affairs (for projects in Western Oklahoma) P.O. Box 368 Anadarko, OK 73005 (Area Archeologist) 405-247-6673	
*Water Management Division Okla. Water Resources Board 3800 N. Classen Blvd. Oklahoma City, OK 73118 405-530-8800	Development on State-owned property within floodplains and water rights permits
*Oklahoma Scenic Rivers Commission P.O. Box 292 Tahlequah, OK 74465-0292 918-456-3251	Wild and Scenic Rivers Only for projects in Adair, Cherokee, Delaware, Sequoyah, and McCurtain Counties.
Okla. Dept. of Tourism and Recreation State Liaison Officer Land and Water Conservation Division P.O. Box 52002 Oklahoma City, OK 73105	Recreational/tourism facilities
*U.S. Forest Service Department of Agriculture 401 W. Peach St. Atlanta, GA 30365	Forest, grassland resources (only if project is in LeFlore, McCurtain or Roger Mills county)

* The project description and location map must also be sent to the Substate Planning District in which the project is located. Their addresses are listed below. Please include copies of transmittal letter(s) and all response letter(s) in the EID.

Association of Central Oklahoma Governments
21 E. Main Street, Suite 100
Oklahoma City, OK 73104-2405
(405) 234-2264 / fax:234-2200
email: acog@acogok.org
405-234-2264

Association of South Central Okla. Govts.
P.O. Box 1647
Duncan, OK 73534
(580) 252-0595

Central Okla. Economic Development District
400 North Bell
Shawnee, OK 74801
(405) 273-6410

Eastern Okla. Economic Development District
P.O. Box 1367
Muskogee, OK 74402
(918) 682-7891

Indian Nations Council of Governments
201 West 5th Street, Suite 600
Tulsa, OK 74103
(918) 584-7526

Southwestern Okla. Development Authority
P.O. Box 569
Burns Flat, OK 73624
(580) 562-4886

Kiamichi Economic Development District
P.O. Box 638
Wilburton, OK 74578
(918) 465-2367

Grand Gateway Economic Development Association
Drawer B
Big Cabin, OK 7433-0502
(918) 783-5793

Northern Okla. Development Association
2901 N. Van Buren
Enid, OK 73703
(580) 237-4810

Oklahoma Economic Development Assoc.
P.O. Box 668
Beaver, OK 73932
(580) 625-4531

Southern Okla. Development Association
P.O. Box 709
422 Cessna St.
Durant, Oklahoma 74702
(580) 920-1388

VI. Exhibits

( ) ( ) A) Letters of Correspondence from Individuals and Agencies
( ) ( ) B) Maps
( ) ( ) C) Photographs

CWSRF Public Participation Documentation

Please attach the following documentation:

1. Certified newspaper advertisement of the public hearing notice **(30 days notice is required)**.
2. List of attendees/witnesses
3. Verbatim Transcript or an audible tape recording of the hearing.
4. Applicant's statement that hearing was held in conformance with the hearing notice.
5. Resolution adopting the Facilities Plan. (see ORF-203R)

A copy of the Notice of Public Hearing and availability of the planning and environmental information document(s) must be sent to (no response required):

1. Local DEQ Office (Contact State DEQ Director for Addresses)

2. Bureau of Indian Affairs (Area Director)
   U.S. Department of Interior
   Federal Building
   Muskogee, Oklahoma 74401

3. U.S. Department of the Interior
   Bureau of Land Management
   P.O. Box 27115
   Santa Fe, New Mexico 87502-7115

4. Department of Housing & Urban Development
   Environment & Standards Officer
   P.O. Box 2905
   Ft. Worth, Texas 76113

5. Land Owners effected by the project

(SAMPLE)

NOTICE OF PUBLIC HEARING
PUBLIC WORKS AUTHORITY
CWSRF PROJECT NO. ORF _____

The _____ Authority will hold a public hearing at __P.M. on (Month, Day, and Year) in the council chambers of the _____ City Hall. The hearing is to discuss proposed improvements to the Authority's wastewater collection and treatment facilities, alternatives to the proposed improvements and their associated costs. One purpose of the hearing is to discuss the potential environmental impacts of the project and the alternatives to it.

The proposed project is identified in the Planning and Environmental Information Document and consists of the following major elements:

1. (Describe major component)

2. (Describe major component)

3. etc.

The Planning document which includes environmental information is on file and available for public inspection at (District Office) (City Hall), _____(address), Oklahoma. These documents provide a detailed description of the project cost, financing information, cost to users, alternatives considered and environmental effects.

The public is invited to attend.

Authority Chairman

_____, Secretary

SEAL

[Note: Resolution should be adopted in next public meeting following the Public Hearing]

SAMPLE ORF-203R

RESOLUTION NO. _____

The _____ Authority, acting through the City of _____, hereby adopts the Planning and Environmental Information Document for the proposed wastewater improvements. Said document dated _____, 200_ and was prepared by _____, consulting engineers.

The Authority sets forth the intent to construct, operate, and maintain such proposed facilities in accordance with state and federal requirements if said facility is approved and funded with a loan from the Clean Water State Revolving Fund.

The Authority hereby further certifies that a Public Hearing was held on _____ in accordance with the Public Notice as attached hereto:

PASSED AND ADOPTED THIS ___ DAY OF _____ , 200__.

_____

MAYOR/CHAIRMAN

ATTEST:

_____

CITY CLERK/SECRETARY

(SEAL)