

Revised: May 11, 2011

**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: May 11, 2011**

**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.

<u>Commenting Agency</u>	<u>Subject(s) of Comments</u>
*Planning Branch U.S. ARMY CORPS OF ENGINEERS TULSA DISTRICT ATTN: CESWT-PE-P 1645 S. 101 East Ave. Tulsa, OK 74128-4609 918-669-7518	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 U.S. Department of Agriculture	Prime farmlands & wetlands on agricultural lands

Natural Resources Conservation Service  
Oklahoma State Office  
100 USDA, Suite 206  
Stillwater, OK 74074-2655  
405-742-1204

\*U.S. Dept. of Interior  
Fish & Wildlife Service  
Ecological Services  
9014 East 21<sup>st</sup> St  
Tulsa, OK 74129  
918-581-7458

Threatened/Endangered Species, fish  
and wildlife protection

\*Oklahoma Historical Society  
State Historic Preservation Office  
800 Nazih Zuhdi Drive  
Oklahoma City, OK 73105-7917  
405-521-2491

Historical sites/landmarks

\* National Park Service  
Intermountain Region Off.  
PO Box 25287  
Denver, CO 80225-0287  
303-969-2500

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 E. Chesapeake  
Norman, OK 73019-5111  
405-325-7211

Archeological sites/cultural resources

\* U.S. Dept. of Homeland Security  
FEMA Region IV  
Federal Insurance & Mitigation Admin.  
800 North Loop 288  
Denton, TX 76209-3698

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:  
[www.owrb.ok.gov/hazard/fp/pdf\\_fp/fpa\\_list.pdf](http://www.owrb.ok.gov/hazard/fp/pdf_fp/fpa_list.pdf)  
or phone 405-530-8800)

\*Okla. Dept. of Environmental Quality  
Kara Williams  
Customer Assistance Manager  
707 N. Robinson  
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  
Eastern Oklahoma Regional Office

Native American sites, landmarks  
(for projects in Eastern Oklahoma)



Federal Building  
PO Box 8002  
Muskogee, OK 74401-6201  
918-781-4684

Bureau of Indian Affairs  
Southern Plains Regional Office  
WCD Office Complex  
P.O. Box 368  
Anadarko, OK 73005  
405-247-6673

\*Water Management Division  
Oklahoma Water Resources Board  
3800 N. Classen Blvd.  
Oklahoma City, OK 73118  
405-530-8800

\*Oklahoma Scenic Rivers Commission  
P.O. Box 292  
Tahlequah, OK 74465-0292  
918-456-3251

Oklahoma Dept. of Tourism and Recreation  
State Liaison Officer  
Land and Water Conservation Division  
120 N Robinson, 6<sup>th</sup> Floor  
Oklahoma City, OK 73102

\*U.S. Forest Service  
Department of Agriculture  
1720 Peachtree Rd NW  
Atlanta, GA 30309

Native American sites, landmarks  
(for projects in Western Oklahoma)

Development on State-owned property  
within floodplains and water rights permits

Wild and Scenic Rivers  
Only for projects in Adair, Cherokee,  
Delaware, Sequoyah, and McCurtain Counties.

Recreational/tourism facilities

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:

Association of Central Oklahoma Governments  
21 E. Main Street, Suite 100  
Oklahoma City, OK 73104-2405  
(405) 234-2264

Central Okla. Economic Development District  
P.O. Box 3398  
Shawnee, OK 74802-3398  
(405) 273-6410

Grand Gateway Economic Development Assoc.  
P.O. Drawer B  
Big Cabin, OK 74332-0502  
(918) 783-5793

Kiamichi Economic Development District  
P.O. Box 638

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

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

Indian Nations Council of Governments  
2 West 2<sup>nd</sup> Street, Suite 800  
Tulsa, OK 74103-3116  
(918) 584-7526

Northern Oklahoma Development Authority  
2901 N. Van Buren

Wilburton, OK 74578-0638  
(918) 465-2367

Enid, OK 73701  
(580) 237-4810

Oklahoma Economic Development Authority  
P.O. Box 668  
Beaver, OK 73932-0668  
(580) 625-4531

Southern Oklahoma Development Authority  
P.O. Box 709  
Durant, OK 74702  
(580) 920-1388

South Western Oklahoma Development Authority  
P.O. Box 569  
Burns Flat, OK 73624-0569  
(580) 562-4882

**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<sub>5</sub> / BOD<sub>5</sub> \_\_\_\_\_ 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<sub>5</sub> / BOD<sub>5</sub> \_\_\_\_\_ TSS \_\_\_\_\_  
 NH<sub>3</sub>N \_\_\_\_\_ 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. Existing Population \_\_\_\_\_
- c. Existing Avg. daily flow \_\_\_\_\_ MGD
  - .Domestic \_\_\_\_\_ MGD
  - .Industrial \_\_\_\_\_ MGD
  - .I/I \_\_\_\_\_ MGD
- d. Exist. Peak flow \_\_\_\_\_ MGD
- e. Current Influent/Effluent Quality:

	Influent (mg/l)	Effluent (mg/l)
CBOD <sub>5</sub> /BOD <sub>5</sub>	_____	_____
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  
918-669-7518

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  
U.S. Department of Agriculture  
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  
9014 East 21<sup>st</sup> St  
Tulsa, OK 74129  
918-581-7458

Threatened/Endangered Species, fish  
and wildlife protection

\*Oklahoma Historical Society  
State Historic Preservation Office  
800 Nazih Zuhdi Drive  
Oklahoma City, OK 73105-7917  
405-521-2491

Historical sites/landmarks

\* National Park Service  
Intermountain Region Off.  
PO Box 25287  
Denver, CO 80225-0287  
303-969-2500

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 E. Chesapeake  
Norman, OK 73019-5111  
405-325-7211

Archeological sites/cultural resources

\* U.S. Dept. of Homeland Security  
FEMA Region IV  
Federal Insurance & Mitigation Admin.  
800 North Loop 288  
Denton, TX 76209-3698

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: [www.owrb.ok.gov/hazard/fp/pdf\\_fp/fpa\\_list.pdf](http://www.owrb.ok.gov/hazard/fp/pdf_fp/fpa_list.pdf) or phone 405-530-8800)

\*Okla. Dept. of Environmental Quality  
Kara Williams  
Customer Assistance Manager  
707 N. Robinson  
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  
Eastern Oklahoma Regional Office  
Federal Building  
PO Box 8002  
Muskogee, OK 74401-6201  
918-781-4684

Native American sites, landmarks  
(for projects in Eastern Oklahoma)

Bureau of Indian Affairs  
Southern Plains Regional Office  
WCD Office Complex  
P.O. Box 368  
Anadarko, OK 73005  
405-247-6673

Native American sites, landmarks  
(for projects in Western Oklahoma)

\*Water Management Division  
Oklahoma 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.

Oklahoma Dept. of Tourism and Recreation  
State Liaison Officer  
Land and Water Conservation Division  
120 N Robinson, 6<sup>th</sup> Floor  
Oklahoma City, OK 73102

Recreational/tourism facilities

\*U.S. Forest Service  
Department of Agriculture  
1720 Peachtree Rd NW  
Atlanta, GA 30309

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

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

Central Okla. Economic Development District  
P.O. Box 3398  
Shawnee, OK 74802-3398  
(405) 273-6410

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

Grand Gateway Economic Development Assoc.  
P.O. Drawer B  
Big Cabin, OK 74332-0502  
(918) 783-5793

Indian Nations Council of Governments  
2 West 2<sup>nd</sup> Street, Suite 800  
Tulsa, OK 74103-3116  
(918) 584-7526

Kiamichi Economic Development District  
P.O. Box 638  
Wilburton, OK 74578-0638  
(918) 465-2367

Northern Oklahoma Development Authority  
2901 N. Van Buren  
Enid, OK 73701  
(580) 237-4810

Oklahoma Economic Development Authority  
P.O. Box 668  
Beaver, OK 73932-0668  
(580) 625-4531

Southern Oklahoma Development Authority  
P.O. Box 709  
Durant, OK 74702  
(580) 920-1388

South Western Oklahoma Development Authority  
P.O. Box 569  
Burns Flat, OK 73624-0569  
(580) 562-4882

**VI. Exhibits**

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

**CWSRF Public Participation Documentation**

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(SAMPLE)

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)

NOTICE OF PUBLIC HEARING  
PUBLIC WORKS AUTHORITY  
CWSRF PROJECT NO. ORF-\_\_-\_\_\_\_-CW

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.

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

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

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[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 \_\_\_\_\_, 20\_\_ 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 \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

MAYOR/CHAIRMAN

ATTEST:

\_\_\_\_\_

CITY CLERK/SECRETARY

(SEAL)