
Ames Laboratory
Office Environment, Safety, Health & Assurance
Title NEPA Plan
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Plan 10200.025
Revision 3
Effective Date 08/29/05
Review Date 08/29/08

Ames Laboratory National Environmental Policy Act Plan

The Ames Laboratory National Environmental Policy Act (NEPA) Plan shall ensure that all Program Directors/Department Managers and Group/Section Managers properly address environmental concerns involving their research and/or operational activities. The Plan will also ensure environmental concerns of site investigation and restoration activities are addressed. This plan was formerly plan # 46400.007.

Comments and questions regarding this policy and procedure should be directed to the contact person listed below:

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SIGN-OFF RECORD:

Approved by: _____ Date: _____
Manager, ESH&A

Reviewed by: _____ Date: _____
Chief Operations Officer

Reviewed by: _____ Date: _____
Deputy Director

Reviewed by: _____ Date: _____
ESH&A Assistant Manager

Note: This document's Sign-off Record is maintained in the ESH&A Documents & Records Office, 151 TASF.

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1.0 Revision/Review Log

The environmental specialist will review this document every three years.

<u>Revision Number</u>	<u>Effective Date</u>	<u>Contact Person</u>	<u>Pages Affected</u>	<u>Description of Revision</u>
0	4/30/95	W. Waters	All	Initial Issue
1	11/1/99	D. Kayser	All	Review
2	11/4/02	D. Kayser	7	Revised Flowchart
3	08/29/05	D. Kayser	All	G:\Doc&Rec\DCP\Revision Description\ Plan 102_025revdesc.doc

2.0 Purpose and Scope

The purpose of this plan is to ensure that proposed actions at Ames Laboratory are reviewed in accordance with the Council on Environmental Quality (CEQ) and the National Environmental Policy Act (NEPA) for the Department of Energy (DOE). Applicable CEQ guidance is in 40 CFR 1500 through 1508. DOE NEPA is found in 10 CFR 1021. Research activities and site investigation and restoration activities will be conducted in such a manner that worker and public safety, including protection of the environment, is given the highest priority. The Laboratory will comply with all applicable federal and state environmental laws and regulations.

3.0 Prerequisite Actions and Requirements

3.1 Definitions

Categorical Exclusion (CX): Categorical Exclusions are a class of actions, as defined in CEQ Regulations in 40 CFR 1508 and listed in Section D, Appendix A, of the DOE NEPA guidelines (10 CFR 1021), that do not individually or cumulatively have significant impact on the human environment and for which neither and Environmental Assessment (EA) nor an Environmental Impact Statement (EIS) is normally required.

NEPA Environmental Evaluation Notification Form (CH-560): An Environmental Evaluation Notification Form is a comprehensive checklist that is utilized by the Laboratory's NEPA Coordinator to determine a proposed activities impact on the environment. The checklist may also be used to support a determination for a CX or for a recommendation to a Secretarial Officer in support of a preliminary proposal form (where authority has not been delegated to the Chicago Operations Office Manager).

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Environmental Assessment (EA): An Environmental Assessment is a document defined in 40 CFR 1508 that assesses whether a proposed action is a “major federal action significantly affecting the quality of the human environment,” and serves as the basis for determining whether to prepare an EIS or a Finding of No Significant Impact (FONSI).

Environmental Impact Statement (EIS): An EIS is a document defined in 40 CFR 1508 and prepared in accordance with the requirements of Section 102(2)(C) of NEPA for DOE, the CEQ regulations, and the DOE NEPA guidance. The EIS thoroughly details the environmental impacts of a proposed action.

ES&H Hazard Identification Checklist (form #10200.003): This is an internal form that helps the Project Manager and ESH&A identify hazards associated with the proposed activity.

Finding of No Significant Impact (FONSI): A FONSI is a document defined in 40 CFR 1508.13 of the CEQ Regulations. It is prepared to record a decision that the environmental impacts of a proposed activity considered in an EA will not have a significant effect on the environment, and that an EIS is not required for the proposed action.

Preliminary Proposal Form (#10100.001): The principal investigator completes this form. The form contains a concise description of a proposed activity and discussion of relevant potential environmental impacts intended to assist ESH&A and DOE Chicago Operations Office (DOE-CH) in determining the appropriate level of NEPA documentation needed for a proposed activity.

Work Authorization System (WAS): A comprehensive document describing research proposals and continuations, and requesting funding for the described work. NEPA and safety and health issues are addressed in the WAS for each project individually.

3.2 Responsibility

Line management is responsible for assuring minimal environmental impact by the Laboratory’s activities and for implementing the Laboratory’s environmental protection requirements. All employees are responsible for performing their work in a manner that complies with established environmental protection requirements. Employees are encouraged to suggest improvements in the environmental protection program. They have the right to bring to the attention of their supervisors or ESH&A any condition they believe is environmentally unsound or out of compliance with applicable environmental laws, regulations or orders. This plan applies to all employees at the main campus, the Applied Science Complex (ASC) and all spaces rented by the Laboratory.

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3.3.1 ESH&A Manager:

The Deputy Director shall approve the Laboratory's NEPA plan to ensure that environmental factors are adequately considered along with other action considerations in the decision making process. The ESH&A Manager has delegated the authority for signatory approval of NEPA documentation to the Laboratory's NEPA Coordinator and the ESH&A Assistant Manager.

3.3.2 Program Directors/Department Managers:

Program Directors and Department Managers are responsible for being knowledgeable of and implementing applicable environmental protection policies, procedures and directives. They are responsible for taking actions as required to assure that personnel and operations they supervise comply with requirements. This includes taking positive action to determine and reduce, to as low as reasonably achievable, the environmental impact associated with their activities. They will ensure that environmental factors are adequately considered along with other action considerations in the decision making process, and inform employees of the environmental hazards associated with their work.

Program Directors and Department Managers shall ensure that the potential environmental consequences of a proposed activity are identified, evaluated, and documented, as necessary. New activities may require completion of an environmental evaluation form (See Appendix A) early in the planning process. Appropriate alternatives and mitigative measures shall be identified and evaluated. They shall ensure that any EA's or EIS's are prepared in accordance with appropriate DOE Orders and CEQ Regulations. The NEPA Coordinator will assist directors and managers in these efforts. They shall inform the NEPA Coordinator in writing, in a timely matter, of all deviations from planned actions which would affect the accuracy and objectivity of completed NEPA documents.

3.3.3 Project Manager:

If required by the NEPA Coordinator or the ESH&A Assistant Manager the Project Manager shall prepare, sign and date an environmental evaluation form for each applicable activity. They shall initiate and coordinate necessary environmental documentation, reviews, and permit applications during the appropriate phases of action development. They shall assess any potential environmental impacts and develop suitable mitigation measures to minimize these impacts. They shall coordinate the applications for any environmental permits through the ESH&A office, and provide the NEPA Coordinator with sufficient documentation in a timely manner so as not to delay the proposed action.

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3.3.4 Ames Laboratory NEPA Coordinator:

The Ames Laboratory NEPA Coordinator shall provide the Project Manager with assistance concerning environmental factors that should be considered in action planning and execution. The NEPA Coordinator shall keep the ESH&A Manager advised of all NEPA activities. The NEPA Coordinator or ESH&A Assistant Manager shall review each **Preliminary Proposal Form (#10100.001) and determine if the proposed activity falls under the Laboratory's CX B3.6, for "Indoor Bench-Scale Research Projects and Conventional Laboratory Operations."** (See Appendix A). In coordination with the ESH&A Manager, the Coordinator shall advise the Project Manager and the applicable Program Director/Department Manager, of noncompliance with applicable laws and regulations, and Ames Laboratory or DOE policies. The Coordinator shall conduct reviews of the environmental evaluations for accuracy and completeness, and sign, date and transmit them to DOE-Chicago Operations Office. The NEPA Coordinator shall process and coordinate all necessary environmental permit applications through the DOE-Chicago Operations Office, and shall transmit DOE NEPA determinations and information requests to the appropriate Project Manager. The ESH&A Office shall maintain environmental documentation for all actions, including NEPA documentation in a suitable format for compliance auditing.

3.3.5 ESH&A Assistant Manager:

The ESH&A Assistant Manager shall assume the duties of the NEPA Coordinator in his absence and shall have signature authority as delegated by the ESH&A Manager.

4.0 Introduction Statement

All new or continuing activities, including projects, programs, and activities entirely or partly financed, assisted, conducted, regulated or approved by DOE shall require NEPA evaluation prior to commencement of the proposed activity. Each work proposal shall be identified with one of the four Work Authorization Systems (WAS) categories. If NEPA documentation needs to be prepared for DOE approval, it shall result in a categorical exclusion (CX), an environmental assessment (EA), or environmental impact statement (EIS).

5.0 NEPA Policy (# 10200.008) formerly # 46400.007

It is the policy of Ames Laboratory to conduct all its activities in an environmentally safe manner. This will be accomplished through formal reviews and evaluations at appropriate levels of the organizational structure.

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6.0 NEPA Procedure (# 10200.050) formerly # 46400.033

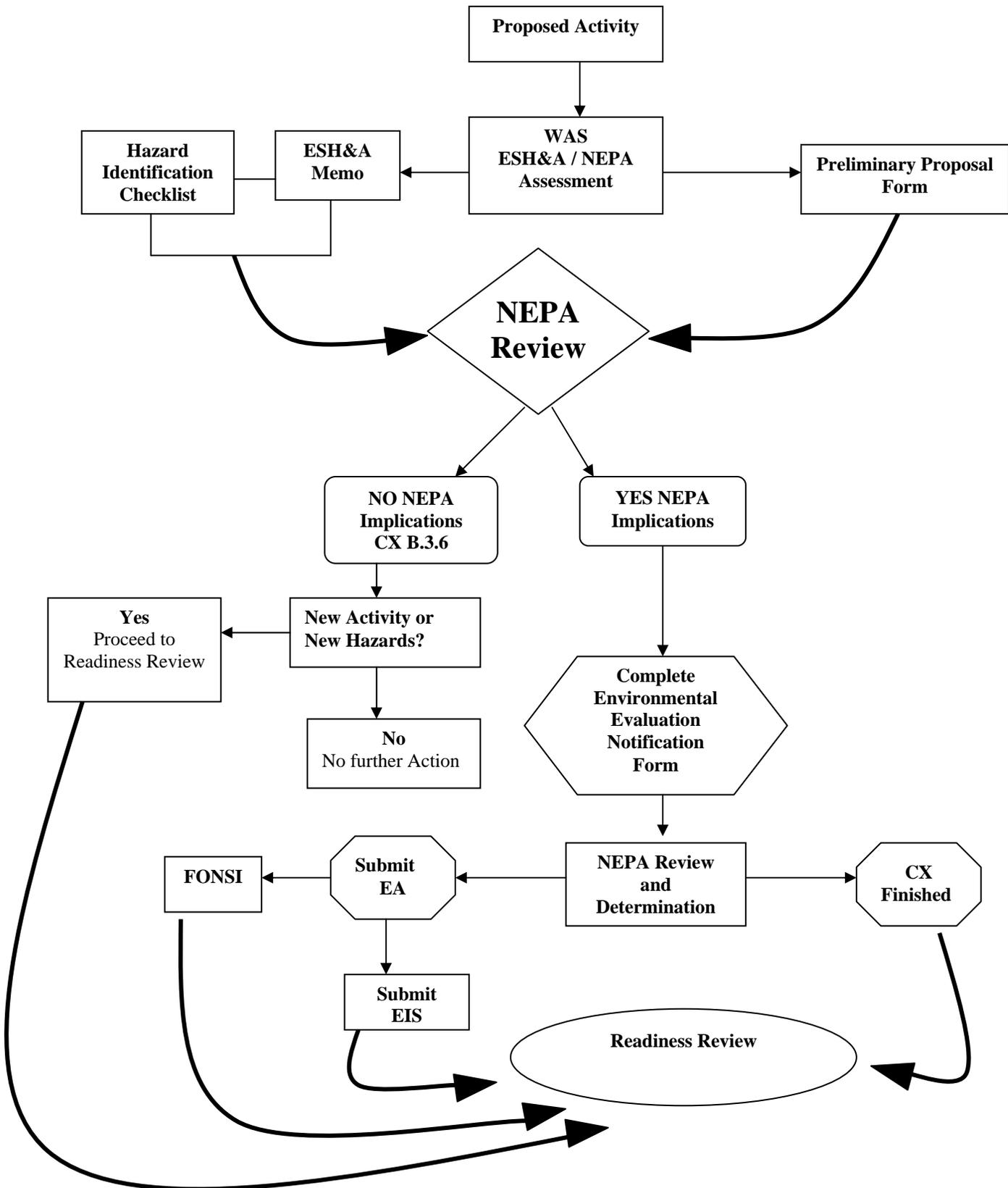
Work Authorization Systems (WAS) submissions, along with the ES&H Hazard Identification Checklist (form #10200.003, see Appendix A), and ESH&A Memo (see Appendix A) are reviewed by the NEPA Coordinator and/or ESH&A Assistant Manager. The NEPA Coordinator or Assistant ESH&A Manager should be contacted during preliminary proposal stage of all proposed activities. The preliminary proposal (form # 10100.001, see Appendix A) is reviewed by the NEPA Coordinator and/or the assistant ESH&A Manager. The DOE-CH NEPA Compliance Officer will be consulted as needed by the NEPA Coordinator. The NEPA Coordinator will provide guidance on the NEPA review process and on preparation of the environmental evaluation form, if required, to the appropriate personnel.

If the proposed activity does not fall under the **Laboratory's CX for "Indoor Bench-Scale Research Projects and Conventional Laboratory Operations"**(10200.184) the Project Manager of the proposed activity must fill-out the environmental evaluation form (form CH-560, see Appendix A). The form is then given to the NEPA Coordinator. The NEPA Coordinator for accuracy and completeness reviews the completed environmental evaluation form. If the form is found to be incompletely prepared, or inaccurate, the Project Manager will be requested to provide the necessary information. When the environmental evaluation has been satisfactorily prepared, the NEPA Coordinator will sign and date the form and transmit to the DOE-CH NEPA Compliance Officer.

The environmental evaluation is reviewed by DOE-CH for accuracy and completeness. If the environmental form is found to be deficient in any way, the NEPA Coordinator will be requested by DOE-CH to obtain the additional information from the Project Manager. DOE's determination as to the level of NEPA documentation (i.e. CX, EA, or EIS) required for the proposed action, is transmitted to the Ames Laboratory's NEPA Coordinator. DOE-CH has authority to approve CX's and some EA's. Upon receipt of the official notification from DOE-CH, the NEPA Coordinator notifies the Project Manager and the appropriate Program Director/Group Manager. Upon receipt of official notification from DOE-CH of a CX determination, the approved activity may proceed. If an EA or EIS is determined to be necessary, the Project Manager must respond to the DOE request by preparing the document and submitting it to DOE via the NEPA Coordinator. After a period of review and document on EA or EIS, DOE will notify the NEPA Coordinator of the final NEPA decision. The NEPA Coordinator will notify the Project Manager and appropriate Program Director/Department Manager of DOE's final decision.

An additional step in the process at Ames Laboratory is supportive to the NEPA procedure. The Readiness Review (Procedure #10200.10) of a new activity addresses all safety, health and environmental concerns. The Project Manager and/or Program Director identify any hazards associated with the proposed activity. ESH&A staff meets to discuss the concerns and to assign a lead specialist. The lead specialist works with the activity supervisor to resolve all safety and environmental concerns from project proposal, equipment procurement, testing and operation of the new activity.

NEPA REVIEW FLOW CHART



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APPENDIX A

ATTACHMENTS

- **ESH&A Memo**
- **Activity ES&H Identification Checklist (form # 10200.003)**
- **Preliminary Proposal Form (form # 10100.001)**
- **CX NEPA Environmental Evaluation Form (CH-560) for Indoor Bench-Scale Research Projects and Conventional Laboratory Operations (10200.184).**
- **CX NEPA Environmental Evaluation Form (CH-560) for Facility Renovations/Maintenance Activities (10200.173).**