

FACILITIES ENGINEERING SERVICES SECTION

Environmental Review Procedure

PURPOSE and SCOPE

The purpose of this procedure is to ensure that all procurement activities, including requisitions, Pro-card purchases, and T&M Orders within the Facilities Engineering Services Section (FESS) are conducted in accordance with applicable environmental regulations, Fermilab requirements and the National Environmental Policy Act (NEPA). This procedure assists in identifying and avoiding adverse impacts to the environment prior to the commencement of FESS activities and modifying these activities as necessary. This procedure implements FESHM 5010 and shall be reviewed at least every five (5) years.

RESPONSIBILITIES

1. FESS Section Head

- Ensure that section policies are consistent with all applicable regulations, DOE orders and Director's Policies.
- Review and approve this procedure and subsequent revisions to it.
- Appoint FESS NEPA Reviewers.

2. FESS Department Heads

- Ensure the implementation of these procedures as required by DOE and Fermilab.
- Make procurement decisions based on sound environmental principles in accordance with [Director's Policy #3](#).
- Consult with the FESS Environmental Officer to determine when additional documentation of environmental impacts may be necessary.

3. Requesters

- Prepare purchase requisitions (including Pro-card requests) in accordance with DOE orders, Fermilab and FESS policies.
- Consider environment, safety, and health concerns for all purchase requisitions (e.g., waste minimization, pollution prevention, sustainability etc.).
- Provide requested items and supporting documentation as necessary for NEPA approval.

- When there is a clear and direct impact on the environment, such as construction and excavation actions, the web-based [Environmental Review Tool](#) should be used to conduct the review and document its conclusions.

4. FESS NEPA Reviewers

- Complete required Environmental Review training provided by FESS - ES&H.
- Review all submitted procurement requests in accordance with Fermilab and FESS review procedures and the requirements of FESHM 8060 (NEPA).

5. FESS – Environmental Officer

- Act as lead contact person for all NEPA compliance issues.
- Provide assistance to FESS NEPA reviewers as requested.
- Maintain the FESS [Pre-qualified List](#) on the FESS web site.
- Maintain the FESS list of [NEPA Reviewers](#) on the FESS web site.
- Review all Environmental Reviews submitted by FESS personnel using the Environmental Review Tool.
- Perform periodic reviews of this procedure.

6. FESS Senior Safety Officer

- Provide back-up environmental reviews for Environmental Officer
- Review requests concurrently for Industrial Health and Safety issues.

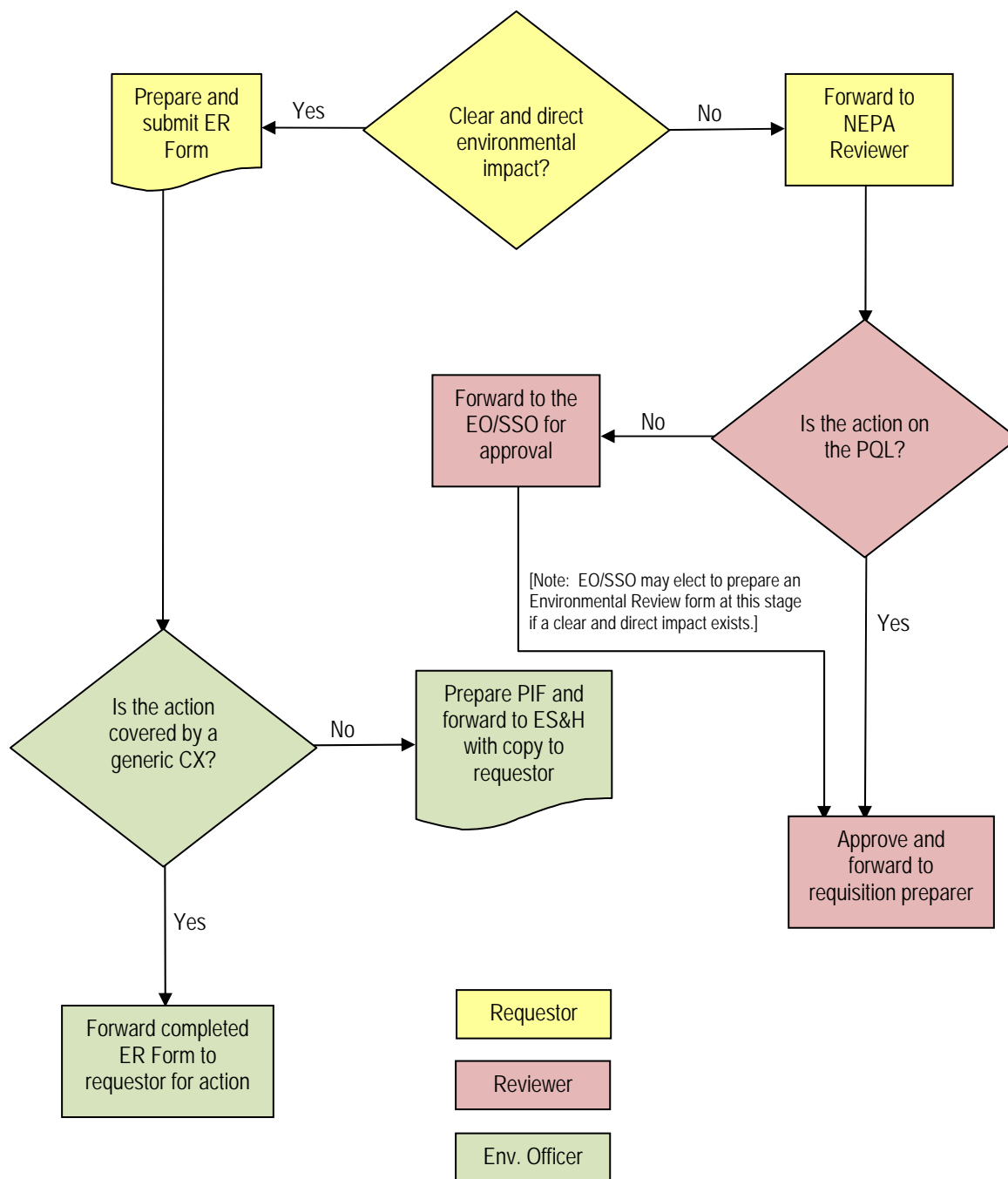
PROCEDURES

Initiators of FESS actions first determine whether clear and direct environmental impacts are present. If so, an environmental review must be prepared, using the ER web tool. Submitting the completed form will result in an analysis by the Environmental Officer, who will determine if the action is covered by a generic CX (described in FESHM 8060, Technical Appendix C) or must be referred to the ES&H Section by preparing and submitting a Project Information Form (PIF). If the action does not involve clear and direct impact to the environment, the action can be referred to a FESS NEPA Reviewer.

The NEPA Reviewer will determine if the action is on the Pre-qualified List of actions. If it is, he/she will enter her/his ID# to the “NEPA Approval” box on the requisition and forward to the Requisition Preparer for entry into the procurement system. If not on the PQL, the action must be forwarded to the Environmental Officer, who may determine that the action is covered by a generic CX. If it is covered, he/she will enter her/his ID# to the “NEPA Approval” box on the requisition and forward to the Requisition Preparer. (Note: At this stage, the Environmental Officer may determine that the action

does involve clear and direct impacts on the environment, in which case, he/she will return the action to the initiator for preparation of an Environmental Review using the web tool.)

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



Approved:

Original signed by Ortgiesen, 4/2/2010
Section Head

_____ Date

Revision History

Revision No.	Revision Date	Revision Title	Approved