


PROCEDURE NUMBER: <i>ENV 1-10</i>	PROCEDURE NAME: <i>NH Fish & Game Project-Level Coordination</i>
ADOPTION DATE: <i>January 19, 2023</i>	LAST UPDATED: <i>January 19, 2023</i>
PROCEDURE APPROVED BY: <i>Chairperson, Policy & Records Workgroup</i>	SIGNATURE: 
RESPONSIBLE OFFICE: <i>Bureau of Environment</i>	CONTACT PERSON: <i>Administrator, Bureau of Environment</i>
RELATED POLICY: ENV 1 Environmental Policy	RELATED FORMS:

PURPOSE

The purpose of this procedure is to provide direction on project-level coordination with the NH Fish and Game Department (NHFG) for compliance with RSA 212-A:9, III; NHFG Chapter Fis 1000; and the Memorandum of Agreement (MOA) between the New Hampshire Department of Transportation (NHDOT) and NHFG.

SCOPE

This procedure shall apply to all individuals needing to comply with the requirements of RSA 212-A:9, III and NHFG Chapter Fis 1000 as part of the development of a project funded or approved by NHDOT, not including locally managed projects.

GENERAL PROVISIONS

- [RSA 212-A:9](#)
- [Fis 1000 Conservation of Threatened and Endangered Species](#)
- [ENV 1-2 Procedure for Environmental Documentation of State Funded Projects](#)
- [National Environmental Policy Act](#)
- [Bureau of Environment, Environmental Process Manual, February 26, 2015](#)
- [Memorandum of Agreement Between the Fish and Game Department and the Department of Transportation Regarding Environmental Review of NHDOT Projects \(RSA 212-A:9, III\) \(F&G MOA\)](#)

DEFINITIONS

Definitions related to this procedure may be viewed on the SOS [Approved Definitions](#) page.

RESPONSIBILITY

1. Design Lead
 - a. Evaluate recommended wildlife conservation measures and document the reasonableness of incorporating conservation measures into project designs.
 - b. As applicable, ensure that NHDOT projects are designed to include final, agreed-to conservation recommendations resulting from coordination described in the NHFG MOA.
 - c. Verify consultant-led NHDOT projects comply with this procedure and the NHFG MOA, excluding locally managed projects.
2. Construction Lead/Contract Administrator – As applicable, ensure that NHDOT projects are constructed in accordance with contract plans and documents, which include any commitments resulting from coordination in accordance with the NHFG MOA.
3. Maintenance Lead – As applicable, ensure that NHDOT maintenance activities are planned in accordance with the NHFG MOA, in coordination with the BOE Operations Management Section.
4. Environmental Manager
 - a. Coordinate among designers, and the Bureau of Environment (BOE) Plants & Wildlife Program to determine applicability of the NHFG MOA to individual projects.
 - b. Coordinate with NHFG as specified in the MOA.
 - c. Verify that agreed-to conservation measures are included in project designs, as applicable.
 - d. Document the environmental impacts associated with a project, including:
 - i. Impacts to threatened and endangered species, and
 - ii. Conservation recommendations incorporated into project design to avoid and minimize impacts to threatened and endangered species.
5. BOE Plants and Wildlife Program
 - e. Assist the Design Lead and Environmental Manager to ensure project designs are coordinated in accordance with the NHFG MOA.
 - f. Coordinate MOA-stipulated meetings between NHFG and NHDOT.
 - g. Promote the discussion of NHFG conservation recommendations for projects reviewed at Monthly Natural Resource Agency Coordination Meetings.
6. BOE Wetlands Program
 - a. Verify that Standard Dredge and Fill plans and application materials include agreed-upon NHFG requirements and conservation measures.
 - b. Promote the discussion of NHFG conservation recommendations for projects reviewed at Monthly Natural Resource Agency Coordination Meetings.
 - c. Ensure that NHFG representatives are copied on electronic distributions of wetland and shoreland permit applications.
7. BOE Operations Management Section

- a. Assist the Division of Operations with understanding the applicability of the NHFG MOA, as well as promoting compliance.
 - b. Coordinate among designers, the Plants and Wildlife Program, and the Wetlands Program to verify the requirements of this procedure are met.
 - c. Coordinate with NHFG as specified in the MOA.
8. Environmental Coordinator – Coordinate among construction staff, the Environmental Manager, and the Plants and Wildlife Program to ensure construction phase project implementation complies with contract plans and documents, which include any commitments resulting from coordination in accordance with the NHFG MOA.
9. BOE Administrator
- a. Approve environmental documentation identifying project impacts/compliance, including any threatened and endangered species.
 - b. Ensure that this procedure is followed for NHDOT-sponsored projects.

PROCEDURES

1. When undertaking the environmental review of a project, the Environmental Manager shall coordinate with the designers/Design Lead and the BOE Plants and Wildlife Program Manager to determine if the project is subject to the NHFG MOA.
2. If applicable, the Plants and Wildlife Program shall coordinate among the designers/Design Lead, and the Environmental Manager to ensure that designs comply with the coordination completed in accordance with the NHFG MOA.
3. If modifications to the design are required during construction, the Construction Lead/Contract Administrator shall coordinate with the BOE Environmental Coordinator, who will coordinate with the BOE Plants and Wildlife Program to ensure that the revisions comply with the NHFG MOA.
4. Per the NHFG MOA, the BOE Plants and Wildlife Program shall ensure that NHDOT and NHFG meet in accordance with the NHFG MOA.

TRAINING

All NHDOT staff completing environmental reviews, and/or overseeing project designs shall be made aware of this procedure. The procedure will also be made available to external organizations completing environmental reviews on behalf of NHDOT.

DISCIPLINE

Disciplinary action related to this procedure can be found in the referenced policy.



AMENDMENT RECORD

This procedure shall be reviewed every two years to ensure its continuing relevance and accuracy. The record of amendments is recorded below.

Date	Comments	Name	Authority
1/19/2023	Original Procedure Adopted	Andre Briere	Deputy Commissioner