




PROCEDURE NUMBER: <i>ENV 1-2</i>	PROCEDURE NAME <i>Environmental Documentation of State-Funded Projects</i>
ADOPTION DATE: <i>March 18, 2022</i>	LAST UPDATED: <i>February 2, 2023</i>
PROCEDURE APPROVED BY: <i>Chairperson, Policy & Records Workgroup</i>	SIGNATURE: 
RESPONSIBLE OFFICE: <i>Bureau of Environment</i>	CONTACT PERSON: <i>Kevin T. Nyhan</i>
RELATED POLICY: <i>ENV 1 Environmental Policy</i>	RELATED FORMS: <i>Environmental Review Short Form</i>

PURPOSE

This procedure is to be used to document the environmental review undertaken for non-Federal aid projects using the *Environmental Review Short Form, State-Funded Projects (Short Form)*.

SCOPE

This procedure shall apply to all Department non-Federally funded projects/actions requiring an environmental review.

GENERAL PROVISIONS

- [*RSA 227-C:9 Directive for Cooperation in the Protection of Historic Resources*](#)
- [*Land and Water Conservation Fund Act of 1964*](#)
- [*Clean Water Act of 1972, Section 404*](#)
- [*Rivers and Harbors Appropriation Act of 1899, Section 10*](#)
- [*National Flood Insurance Program*](#)
- [*National Wild and Scenic River Act of 1968*](#)
- [*Endangered Species Act of 1973*](#)
- [*Clean Air Act Amendments of 1990*](#)

DEFINITIONS

For definitions related to this procedure, see the SOS [*Approved Definitions*](#) page.

RESPONSIBILITY

1. Bureau of Environment Administrator
 - a. Review and approve *Short Forms*
 - b. Ensure this procedure is reviewed and updated every 2 years
2. Bureau of Environment Section Chief
 - a. Review *Short Forms*, and recommend for Administrator approval once determined adequate
3. Environmental Managers and other Department staff as appropriate
 - a. Prepare *Short Forms* for approval
 - b. Complete resource-specific environmental reviews
4. Bureau of Environment Program Managers and staff
 - a. Undertake and/or oversee resource-specific environmental reviews

PROCEDURES

1. For State-funded projects (non-Federal) that require environmental review and documentation, the *Short Form* will be used for documentation.
2. The *Short Form* may be approved by:
 - a. The Administrator of the Bureau of Environment;
 - b. A Bureau of Environment Section Chief, in the absence of the Bureau of Environment Administrator;
 - c. A Division Director and/or Assistant Director (Project Development, Operations, etc.); or
 - d. A Commissioner.
3. Approved *Short Forms* will be on file in the Bureau of Environment.

TRAINING

All Bureau of Environment staff completing environmental reviews 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 and related policy shall be reviewed every two years to ensure its continuing relevance and accuracy. The record of amendments is recorded below.

Date	Comments	Name	Authority
2/2/2023	Updated Procedure	Andre Briere	Deputy Commissioner
3/18/2022	Original Procedure Adopted	Andre Briere	Deputy Commissioner