


PROCEDURE NUMBER: <i>ENV 1-4</i>	PROCEDURE NAME: <i>Conservation Land Stewardship Program Coordination</i>
ADOPTION DATE: <i>July 21, 2022</i>	LAST UPDATED: <i>July 1, 2022</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: ENV 1 Environmental Policy	RELATED FORMS: <i>N/A</i>

PURPOSE

The purpose of this procedure is to provide direction on project-level coordination with the [Conservation Land Stewardship \(CLS\) Program](#) for compliance with RSA 162-C.

SCOPE

This procedure shall apply to all individuals needing to coordinate with the CLS Program as part of the development of a project funded or approved by the New Hampshire Department of Transportation (NHDOT).

GENERAL PROVISIONS

- [RSA 162-C:6 Purpose; Management](#)
- [ENV 1-2 Procedure for Environmental Documentation of State Funded Projects](#)
- [National Environmental Policy Act](#)
- [Bureau of Environment, Environmental Process Manual, February 26, 2015](#)

DEFINITIONS

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

RESPONSIBILITY

1. Environmental Manager/Environmental Coordination Lead
 - a. Coordinate with the Bureau of Right-of-Way and the design lead, as applicable, to determine if a project will involve temporary or permanent property impacts (acquisitions or easements) outside of the existing right-of-way.

- b. Document the environmental impacts associated with a project, including potential impacts to CLS Program properties.
 - c. Coordinate with the CLS Program, as needed.
2. Administrator, Bureau of Environment
 - a. Approve environmental documentation identifying project impacts, including any impacts to CLS Program properties.
 - b. Ensure that this procedure is followed for NHDOT-sponsored projects.
3. Design Lead/Bureau of Right-of-Way
 - a. Determine if, and the extent of, any impacts outside the limits of existing right-of-way and/or existing easements.
 - b. Ensure project plans, designs, and contract documents accurately identify impacts, if applicable, to CLS Program properties.
 - c. As applicable, coordinate with the Bureau of Environment if/when impacts to CLS Program properties are anticipated, pursuant to RSA 162-C:6.

PROCEDURES

1. When undertaking the environmental review of a project, the Environmental Manager/environmental coordination Lead shall coordinate with the designers to determine if there would be any proposed work outside the limits of the existing right-of-way and/or easements.
2. If it is determined that there would be no permanent project-related property impacts outside the limits of the existing right-of-way and/or existing easements, no coordination nor communication with the CLS Program shall be required for the project.
3. In such instances, the environmental document shall include an environmental commitment stating that the project does not include any permanent impacts outside the limits of the existing right-of-way and/or permanent easements, and that if the contractor or construction operator's method of construction would require such impacts, he/she shall coordinate with the CLS Program to determine if there would be impacts to CLS Program properties and if so, comply with any requirements stipulated thereby.
4. If, at any time during design, it is determined that proposed work would involve permanent impacts outside of limits of the existing right-of-way and/or any existing easements, the Environmental Manager/environmental coordination lead shall coordinate with the CLS Program to determine if there would be any permanent impacts to CLS Program properties. If impacts are anticipated, the requirements outlined in RSA 162-C shall be followed. In addition, the commitments in the environmental document shall be developed or modified accordingly.

TRAINING

All Bureau of Environment staff completing environmental review 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
7/21/2022	Original Procedure Adopted	William Cass	Assistant Commissioner