


PROCEDURE NUMBER: <i>ENV 1-8</i>	PROCEDURE NAME: <i>Environmental Permits/Approvals Delegation of Authority</i>
ADOPTION DATE: <i>February 7, 2017</i>	LAST UPDATED: <i>September 27, 2022</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 EX 6 Delegation of Authority	RELATED FORMS: <i>ENV 1-8 Environmental Approval Appendix A</i>

PURPOSE

Consistent with *EX 6 Delegation of Authority, Comment 7*, the purpose of this procedure is to document the approval authority for signature of environmental permit applications, permits and amendments, memoranda, and other related environmental approvals issued by various regulatory agencies for NHDOT projects and activities (collectively referred to herein as *Environmental Applications and Approvals*).

SCOPE

This procedure shall apply to all employees in all organizational units of NHDOT.

GENERAL PROVISIONS

The table in *Appendix A* outlines the signature authority for *environmental applications and approvals*. With the approval of the Policy & Records Workgroup, *Appendix A* may be modified as needed without reissuance of this procedure. Modifications shall be listed on the Amendment Record below.

DEFINITIONS

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

RESPONSIBILITY

1. Individuals authorized as signatories
 - a. Sign *environmental applications and approvals*, as necessary.

- b. Coordinate with the Bureau of Environment, as necessary to ensure understanding of applications and approvals.
- 2. Administrator, Bureau of Environment
 - a. Ensure that this procedure is followed and authorized signatories are aware of requirements.

PROCEDURES

1. Authority is granted to the individuals identified in *Appendix A* for signature of *environmental applications and approvals*.
2. Questions regarding *environmental applications and approvals* for NHDOT projects and activities shall be directed to the Bureau of Environment Administrator.

TRAINING

Staff to whom authority is granted as signatories of *environmental applications and approvals* shall be made aware of this procedure, and given the opportunity to ask questions.

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
9/27/2022	Updated, converted to SOS	William Cass	Assistant Commissioner
2/7/2017	Original Procedure Adopted	Victoria Sheehan	Commissioner

Environmental Approval Appendix A

The table below identifies signature authority for *environmental applications and approvals* with the individual most often signing identified as “primary.”

Application/Approval	Primary Signatories		Contingent Signatories				
DES Wetlands (RSA 482-A)	Project Manager (Project Development)	District Engineer (Operations)	Originating Bureau Administrator	Bureau of Environment (BOE) Administrator	Director	Assistant Director	Commissioner (Deputy & Assistant)
DES Shoreland (RSA 483-B)	Project Manager (Project Development)	District Engineer (Operations)	Originating Bureau Administrator	BOE Administrator	Director	Assistant Director	Commissioner (Deputy & Assistant)
ACOE Section 404 (Wetlands) (33 USC 1344)	Project Manager (Project Development)	District Engineer (Operations)	Originating Bureau Administrator	BOE Administrator	Director	Assistant Director	Commissioner (Deputy & Assistant)
DES Section 401 Water Quality Certificate (RSA 485-A & USC 1341)	Project Manager (Project Development)	District Engineer (Operations)	Originating Bureau Administrator	BOE Administrator	Director	Assistant Director	Commissioner (Deputy & Assistant)
EPA CGP NOI & NOT (33 USC 1342)	BOE Environmental Coordinator	BOE Administrator	BOE Water Quality Program Manager	BOE Section Chief	Project Manager/District Engineer	Bureau of Construction (Cons.) Contract Administrator	Commissioner (Deputy & Assistant) Director & Assistant
EPA MS4 Permit (33 USC 1251 et seq)	Commissioner (Deputy & Assistant)		Director of Operations	BOE Administrator			
EPA Dewatering & Remediation General Permit (33 USC 1251 et seq)	BOE Environmental Coordinator	BOE Administrator	BOE Program Manager (Contamination/ Water Quality)	BOE Section Chief	Project Manager/District Engineer	Cons. Contract Administrator	Commissioner (Deputy & Assistant) Director & Assistant

DES Groundwater Management (RSA 485-A)	BOE Administrator	BOE Contamination Program Manager	Project Manager/District Engineer	Director	Assistant Director	Commissioner (Deputy & Assistant)	
DES Temporary Groundwater Discharge (Env-Wq 402)	BOE Administrator	BOE Contamination Program Manager	Project Manager/District Engineer	Director	Assistant Director	Commissioner (Deputy & Assistant)	
DES Rules Waivers (various)	Project Manager (Project Development)	District Engineer (Operations)	Originating Bureau Administrator	BOE Administrator	Director	Assistant Director	Commissioner (Deputy & Assistant)
Section 408 Alteration of an ACOE Civil Works Project (33 USC 408)	Project Manager (Project Development)	District Engineer (Operations)	Originating Bureau Administrator	BOE Administrator	Director	Assistant Director	Commissioner (Deputy & Assistant)
US Coast Guard Bridges (33 CFR 115)	Bureau of Bridge Design Administrator		Project Manager/District Engineer	Originating Bureau Administrator	Director	Assistant Director	Commissioner (Deputy & Assistant)
Cultural Resources MOU and MOA	<i>Approved under separate procedure</i>						
Execution of Environmental Documentation	<i>Approved under separate procedure</i>						
Any other unspecified <i>environmental application and approval</i> until specifically included	Project Manager (Project Development)	District Engineer (Operations)	Originating Bureau Administrator	BOE Administrator	Director	Assistant Director	Commissioner (Deputy & Assistant)