

# Key Components

## Included in initial/draft Environmental Assessment Worksheet (EAW)

**Please note:** If there is a substantial change to the project (as determined by the Responsible Governmental Unit [RGU]) after environmental review has been completed but before all permits have been issued, a new EAW (Environmental Assessment Worksheet) may be required (Minn. R. 4410.1000, subp. 5).

- Ensure your submittal is electronically accessible.
- Use the EAW word document downloaded from [EQB's website](#). **Do not make any formatting changes to the document.** Include a word document and pdf with your initial submittal.
- Reference appendices, figures, and tables in the order of appearance.
  - Organize appendices with flysheets and bookmarks.
  - Include an Excel file of the Greenhouse Gas calculations.
- Include all references in the document as footnotes.
- Include full list of local/state/federal authorizations needed for the proposed project.
- Include letters from [Minnesota Indian Affairs Council](#), [Office of State Archaeologist](#), and [State Historic Preservation Office](#) (SHPO) (allow 45-60 days for processing). The SHPO Review results need to be in EAW. A formal signed SHPO letter stating that a formal project review must be completed and dated within one year of the EAW public notice date. If the public notice date is going to be over one year from the initial SHPO review letter, submit a new review request from the Minnesota SHPO.
- **Submit All major Minnesota Pollution Control Agency (MPCA) Permit Application(s)** concurrently with draft EAW unless otherwise noted below (contact permit writer to determine if clarification is needed), such as, but not limited to:
  - [MPCA Feedlot Permit Application](#) types (including Manure Management Plan with maps):
    - General Permit Application for Coverage
    - Individual Permit Application
  - [MPCA Solid Waste Permit Application](#):
    - Certificate of Need (CON) – May be required for some projects
  - [MPCA Aboveground Storage Tank Permit Application](#):
    - Consider Notification vs. Permit Application vs. Exemptions
    - Individual
    - For Anaerobic Digestors – Discuss permit needs with feedlot and industrial by-products (IBP) permitting staff.
  - [MPCA Construction Stormwater](#) (CSW) types:
    - General Permit Application for Coverage – Submit **after** environmental review (ER) is complete and findings of fact (FOF) signed because general CSW permit coverage is auto-issued within one day of application, which can conflict with government prohibition of final approvals.
    - Individual Permit Application

- [MPCA Air Emission Permit Application](#) types:
  - Applicability Determination – If (1) you or MPCA’s Environmental Review Unit (ERU) are uncertain if an air permit is needed, or (2) you believe no air permit is needed, ERU recommends you submit an air permit applicability determination to MPCA **prior** to submitting the draft EAW and provide verification received from MPCA air quality permits section.
  - Capped Emission Permit – Submit **after** final ER decision made and findings of fact signed.
  - Registration – Submit **after** final ER decision made and findings of fact signed.
  - State General – Submit **after** final ER decision made and findings of fact signed.
  - Initial or Amendments to Individual State Permit – Submit application and have it deemed complete **at time** of draft EAW. If not possible, then the complete air permit application is needed before the EAW can go on public notice.
  - Initial or Amendments to Individual Part 70 Permit – Submit application and have it deemed complete **at time** of draft EAW. If not possible, then the complete air permit application is needed before the EAW can go on public notice.
  - For environmental impact statements (EISs), submit air permit applications **after** Scoping EAW completion, during draft EIS preparation.
- Documentation Air Assessment has been completed per [Environmental Review Unit EAW air assessment practices \(state.mn.us\)](#).
  - If criteria pollutant and/or [Air Emission Risk Assessment](#) (AERA) is needed, air modeling protocol should be submitted/approved, modeling/significant impact analysis (SIA) assessment conducted/approved, and modeling report results approved **before** submission and **included** in the EAW.
  - If no air assessment is needed, rationale for no assessment needs to be included in the EAW.
- Minnesota Department of Natural Resources (DNR) [Water Permit Appropriation Permit Application](#) (including all relevant documents and requirements). For example:
  - DNR Water Appropriation Permit Application for groundwater or surface water usage for water supply (not the general water appropriations permit needed for construction dewatering).
  - DNR Preliminary Well Construction Assessment, i.e., well drilling permission letter.
  - DNR statutory Groundwater Assessment/Aquifer Test (per Minn Stat. § 116d.04 and Minn. R. 4410.0400, subp. 3):
    - If the DNR has determined an aquifer test is necessary, the following must be completed **before** MPCA places the EAW on public notice, i.e., submitting the EAW notice of availability to Environmental Quality Board (EQB) staff for publication in *The EQB Monitor*.
      - 1) The aquifer test must be conducted with the results report submitted to the MPCA and DNR; and
      - 2) The aquifer test results report must have been reviewed and approved and/or technical mitigation recommendations made by DNR so that MPCA can include those in the FOF, determine if the aquifer is sustainable for the project as proposed, and make an informed Environmental Impact Statement (EIS)-needs decision.

**Note:** It can take the DNR two to nine months to review the aquifer test results and reports, and approve/make technical mitigation recommendations. Plan accordingly!
  - If the DNR has not yet determined an aquifer test is necessary, or it has been determined to not be necessary, the draft EAW can move forward without an aquifer test being a key component.

- [Section 404 U.S. Army Corps of Engineers](#) (USACE) Permit Application/[MPCA 401 Certification Application](#)
- [MPCA Wastewater Treatment Facility](#) (WWTF) Application (including effluent discharge/Antidegradation Review, if needed)
  - If an Antidegradation Review is needed, it must be completed **before** MPCA places the EAW on public notice, i.e., submitting the EAW notice of availability to EQB staff for publication in *The EQB Monitor*.
- The EAW and EIS mandatory categories where MPCA is the RGU that may require air assessment include but are not limited to:
  - Petroleum Refineries, Fuel Conversion Facilities, Storage Facilities, Paper and Pulp Processing Mills, Hazardous Waste Facilities, Wastewater Treatment Facilities, and Solid Waste Facilities.
  - May include air dispersion criteria pollutant modeling and air toxics/hazardous air pollutants (HAPs) air emission risk analysis (AERA).
    - Submit model protocol for both modeling and AERA.
    - Have both protocols approved.
    - Run the modeling and AERA.
    - Submit modeling report and AERA for Risk Evaluation & Air Modeling (REAM) unit approval.
    - Final modeling and AERA results included in the draft EAW.
- The [DNR Natural Heritage Information Systems](#) (NHIS) Review, includes a Minnesota Conservation Explorer number (MCE #) and the results of the review are included in the EAW.
- The National Pollutant Discharge Elimination System (NPDES) Industrial Stormwater (ISW) Discharge Permit for hydrostatic testing or exemption letter (if needed) (storage facility).
- Facility and Discharge Map/Land Application Map (wastewater).