

Checklist of Requirements for Environmental Assessments (EAs)
Environmental Quality Protection Board (EQPB)

Project Title : _____ Name of Applicant : _____ Date of Review : _____
 Location : _____ Name of EA Preparer : _____ Name of Reviewer : _____

REQUIREMENTS	SUBMITTED/ COMPLETE	MISSING/ INCOMPLETE	REMARKS
1. Table of Contents			
2. Executive Summary of Project			
3. Introduction			
3.1 Identification of the applicant			
3.2 Identification of the EA Preparer(s)			
3.3 EA Process Documentation			
3.4 EA Methodology			
4. Detailed Project Description			
4.1 Goals and objectives of the project			
4.2 Location of project site using maps and site plans			
4.3 Total area to be disturbed by the project			
4.3.1 Volume of soil to be excavated or used as fill			
4.3.2 Source of fill materials to be used for the project			
4.3.3 Soil disposal site and method to dispose soil/waste material			
4.4 Detailed description including site development plan for all physical facilities to be constructed.			
4.5 Description of Project Phases			
4.5.1 Pre-Construction Phase			
4.5.2 Construction Phase			
4.5.3 Operational Phase			
4.5.4 Abandonment Phase			
4.6 Project Schedule/Duration of activity			
4.7 Project Cost			
5. Project Alternatives			
5.1 No action alternative			
5.2 Alternative site(s)			
5.3 Alternate and equally suitable projects, methods or processes			
5.4 Other alternative plans			

REQUIREMENTS	SUBMITTED/ COMPLETE	MISSING/ INCOMPLETE	REMARKS
6. Description of Environmental Setting Without (Before) the Project (including conditions on and adjacent to the proposed site)			
6.1 Physical environment			
6.2 Biological environment			
6.3 Socio-cultural, economic and political environment			
7. Impact Assessment			
7.1 Discussion of specific impacts on the physical environment			
7.2 Discussion of specific impacts on the biological environment			
7.3 Discussion of specific impacts on the human health			
7.4 Discussion of specific impacts on the socio-cultural, economic and political environment			
8. Mitigation measures for the project			
8.1 Brief discussion of mitigation and enhancement measures			
8.2 Summary matrix of predicted environmental issues/impacts and proposed mitigation/enhancement measures and responsibilities.			
8.3 Environmental management and monitoring plan			
9. Accountability Statement of EA Preparer(s)			

Recommendation: () Return to EA Preparer for Completion.

() Applicant/EA Preparer to make 12 copies + 1 CD Copy