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**CITY OF ANAHEIM PUBLIC UTILITIES DEPARTMENT ORDER****512 – ENVIRONMENTAL REVIEW OF PUBLIC UTILITIES DEPARTMENT PROJECTS**

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**I. BACKGROUND**

This Department Order (DO) establishes environmental review procedures for projects that have the potential for environmental impacts and are subject to the California Environmental Quality Act (CEQA). The intent is to ensure project components and activities incorporate environmental regulatory compliance requirements in their designs and schedules. The environmental review process is a critical part of how we carry out our mission to our customers. Unexpected environmental issues and permitting requirements can cause extreme delays. This process is intended to assist with the City's compliance with CEQA and its guidelines and environmental permitting requirements by identifying potential issues early, thereby reducing uncertainty and risk when undertaking projects.

**II. APPLICABLE REGULATIONS**

- CEQA, California Public Resources Code Sections 21000 et seq.
- Title 14 of the California Code of Regulations, Sections 15000 et seq. and other applicable sections within the regulations (CEQA Guidelines)
- DO 105 – Processing Public Utilities Board and City Council Agenda Items
- DO 500 – Internal Compliance Plan

**III. PROCEDURES****A. Project Consideration**

Many activities require a CEQA review (See Section B below for an overview of typical projects). For construction projects, once the Department has committed to beginning an engineering design for a project, the Project Manager will inform Environmental Services of the project, upcoming project activities and an estimated timeline associated with the project using the Environmental Evaluation Form (EEF) described below. Environmental consultation shall occur with Environmental Services during the budget process and other preliminary phases, and shall occur again during the 30 percent Design Phase and continue through the Construction Phase of a project. Environmental Services will assist the Project Manager when developing the design bid specifications to ensure environmental requirements are incorporated.

**B. Environmental Review Form**

Projects, which have the potential to cause a significant effect on the environment, require review by Environmental Services. These include:

- Any construction project, including any project covered by a master construction agreement;
- Clearing or grading of land (e.g., tree removal) or improvements to existing facilities;
- Any project requiring the issuance of a permit, license, lease, certificate or some other entitlement by a governmental agency;
- Power Purchase Agreements; and
- Sale, purchase, licensing, or leasing of real property.

The following generally do not require environmental review when none of the above apply; however, if there is any doubt, staff should contact Environmental Services:

- Routine maintenance and repair activities;
- Emergency work under a master construction agreement (staff should inform Environmental Services of such an event as soon as possible).

Environmental Services will evaluate projects to determine their environmental impact, if any, and provide a recommended CEQA determination, including whether the project is categorically exempt or requires a negative declaration, mitigated negative declaration, or an Environmental Impact Report. Environmental Services will also assist with the project's compliance with federal, state, and local environmental standards, and it will identify any necessary environmental permits or studies that may be required. Environmental Services has created a quick EEF to initiate the environmental review (an example is provided in Attachment A, the latest EEF is available from Environmental Services). The EEF is a checklist that can be used to identify potential environmental concerns, which allows Project Managers to incorporate environmental requirements in the project design and schedule. It is important for engineers to provide a detailed project description that discusses the entire scope of work that will be awarded to a contractor. Every project which might have even minor environmental impacts must be reviewed.

### **C. Project Manager Actions**

Project Manager shall involve Environmental Services by doing the following soon after a project requiring environmental review has been identified.

- Provide a completed EEF to Environmental Services;
- Present a complete and thorough Project Description;
- Attach a map to the Project Description with identified project locations;
- Submit draft design and construction specifications to Environmental Services for review;
- Participate in field or site visits, as requested by Environmental Services;
- Inform Environmental Services of the project schedule;
- Invite Environmental Services to design and construction meetings; and
- Promptly notify Environmental Services if the project description or any other components of the EEF have changed.
- Ensure project has a CEQA review when placing it on the General Manager's Proposed PUB/City Council Agenda Schedule

### **D. Environmental Services Actions**

Environmental Services shall provide the following in a prompt and timely manner.

- Provide an environmental review of each project and supporting documentation;
- Provide CEQA compliance language;
- Identify permitting and/or other environmental concerns;
- Submit permit applications as required;
- Maintain monitoring and reporting of permit requirements;
- Work with City Attorney's Office to provide environmental language for staff reports;
- Review bid packages for additional environmental language;
- Provide mitigation measures, as needed;
- Maintain monitoring and reporting of mitigation measures;
- File the official CEQA documents with the appropriate agencies; and
- Discuss important CEQA and permitting actions in the Internal Compliance Report, which is submitted to the Public Utilities Board quarterly.

## **IV. DEPARTMENT ORDER RESPONSIBILITIES**

The Environmental Services Manager is responsible for implementation, administrative controls, interpretation, communication, employee training, and any changes or updates pertaining to this DO.

## **V. ATTACHMENT**

### **A. Environmental Review Form**

**APPROVAL**

Submitted:



5/23/19

Dukku Lee  
Public Utilities General Manager

Date

Approved by the Public Utilities Board on

05/22/2019

Date

**Attachment A**  
Environmental Review Form

<b>Project Name and Location (Attach Map):</b>	<b>Date:</b>
<b>Project Manager Name and Extension:</b>	<b>Project Tracker Number (If Available):</b>
<b>Work Order Number (If Available):</b>	<b>Anticipated Construction Dates:</b>
<b>Contract Type:</b> <input type="checkbox"/> Master Construction Agreement Number: <input type="checkbox"/> Existing Agreement / Contract <input type="checkbox"/> New Agreement / Contract <input type="checkbox"/> Other	<b>Is City Council or PUB Action Expected:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, specify anticipated dates:
<b>Work Category:</b> <input type="checkbox"/> Repair or Maintenance <input type="checkbox"/> Replacement <input type="checkbox"/> New Construction	<b>Project Type:</b> <input type="checkbox"/> Underground Electric <input type="checkbox"/> Overhead Electric <input type="checkbox"/> Water Pipeline <input type="checkbox"/> Fixed Facility <input type="checkbox"/> Other
<b>Project Description (Attach Additional Pages if Necessary):</b>	

<b>Environmental Question</b>	<b>Answer (Attach Additional Pages if Necessary)</b>
Will any ground disturbing activity (excavation, pavement removal, brush clearance, etc.) be conducted?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, specify area or disturbance or exposed soil (acres):  If yes, specify maximum depth (feet):
Will work be conducted on or near a drainage ditch, streambed, culvert, or other similar feature?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe:

Environmental Question	Answer (Attach Additional Pages if Necessary)
Will any water be generated or discharged? Include potable water, equipment washing, well development, vault pumping, flushing, etc.	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe source and planned disposal method:
Will any vegetation removal or maintenance occur?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe location and specific activities:
Will SF <sub>6</sub> equipment be added, replaced, or otherwise handled (electrical projects only)?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe acquisition and storage methods and quantities:
Will construction, demolition, or maintenance occur on any city-owned building or structure (do not include electric service installations)?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe activities and include building age:
If maintenance or demolition activities are occurring, has the project been evaluated for the presence of lead paint, asbestos, and other hazardous materials?	<input type="checkbox"/> Not Applicable <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe results and provide report:
Will waste be generated during this project? Include poles, concrete, cable, transformers, piping, and chemicals.	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe materials and methods for disposal:
Will hazardous materials (including diesel) be stored at the project site longer than 30 days?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe materials and quantities:

Environmental Question	Answer (Attach Additional Pages if Necessary)
Will any work be conducted on private property or through easements?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe property ownership:
Will any permanent or portable engines be used (generators, pumps, etc.)? Do not include vehicles or off-road construction equipment.	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe:
Is there a sewer or storm water connection? If yes, where does the water discharge?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe:
Does the project have phases or is it associated with, or near other existing projects?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe:
Will reflective surfaces such as solar panels be installed?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe:
Is the project manager aware of any other potential environmental concerns?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe: