

## Helpful tips

### General Environmental Assessment Worksheet items

- There should be an answer to every question/section of the form. If you really can't say anything, and this is somewhat rare, then use "Not Applicable."
- Work with the community early in the process.
- Use plain language in your draft Environmental Assessment Worksheet (EAW).
- Ensure permit applications match the draft EAW.
- Be consistent in labeling structures/operations throughout the draft EAW and attachments.
- Reference all attachments in the draft EAW and put them in the order in which they appear in the draft.
- Use recently completed Minnesota Pollution Control Agency (MPCA) EAWs as an example for completing your draft EAW: Projects under MPCA review
- Ensure that the words beneath a question/section discusses/answers the question.
- Project (use capital "P", this is the proposed activities) and Site (use capital "S", this is the contiguous property boundary which includes the Facility) vs. Facility (use capital "F", is it an existing or new Facility, this is the physical location - including all buildings, ancillary equipment) – define all three terms under project description, then be consistent, i.e., make sure each term is used appropriately throughout the document. Doing a search for each one and double-checking makes this easier. Control F is your friend for this and other items below.
- Under item 6, include a project description for the *Environmental Quality Board (EQB) Monitor* – keep it simple (50 words or less if possible) without all the acronyms spelled out. Use the detailed description with acronyms as the first paragraph in the right section of the EAW.
- Use the proposer's name throughout the document instead of referring to them as "the Proposer"  
ex: Johnson Hog Farm (Johnson)
- Create a list of Attachments in item 5 of the EAW that is in order and referenced in the document.
- For Figures:
  - Ensure building and other labels match the terms used in the document (example: animal mortality structure, stormwater basin).
  - Nearby roads should be labeled to orient the project so it can be found on a map.
  - Ensure what the maps depict is accurate and matches the descriptions in the text.
- Double-check attachments and figures:
  - Ensure attachments and figures are cited in the document (do a search for each one).
  - Ensure attachments and figures are cited in the document in the order in which they are listed.
- Infiltration basin vs. stormwater basin or pond – Make sure the document is really clear on what type of pond is being put in, these terms are not always used appropriately. If in doubt, verify with MPCA Stormwater staff. Check for consistent use of the term throughout the document.
  - EAWs must spell out exactly what permanent (post-construction) volume control is proposed when one acre or more of new impervious surface is proposed, as stated in the attached link <https://www.pca.state.mn.us/sites/default/files/wq-strm2-05.pdf>. The MPCA needs the details on permanent treatment, (when required if there's one acre or more of new impervious surface) as it is a Construction Stormwater (CSW) permit requirement.
- The appropriate phrase is "one acre or more;" not "one or more acre".

- Check for and/or verify what is discussed regarding impaired waters within one mile of the proposed project using the MPCA mapping tool on the MPCA website.
- Check the MPCA What's in My Neighborhood (WIMN) and [Department of Agriculture WIMN](#) for other sites of concern near the proposed project.
- Water Appropriation is singular. It is **not** Water Appropriations.
- Make sure the numbers in the Air Quality Modeling tables match with what is in the text.
- Check all Hydrological Unit Codes (HUC) to make sure they are correct – and correct throughout EAW.
  - HUC codes are the identifying number of public waters (lakes, streams, etc.)
- Remove the word “located” from sentences when it is not necessary:
  - There are a total of thirteen rural residences and one church ~~located~~ within one mile of the proposed Project site.
- GPS coordinates for the project location: use decimal degrees (e.g. 46.481766, -93.983762)
- It's groundwater, not ground-water
- When listing tasks the proposer will take, use the first sentence to state that, then list the tasks using a parallel structure. No need to start each task with “The Proposer will...”
- For numbers: structures/things = one barn  
measurements/days/units = one mile

## Feedlot EAW items

- Facility vs. feedlot – Be consistent throughout the document.
- Hogs vs. swine – Use “swine” in all swine feedlot EAWs.
- For Figures, if adding to an existing feedlot, the existing structures should be labeled as such (Existing Barn, etc.).
- Manure application site descriptions – **Need to verify and correct if necessary:**
  - a. Make sure the description in the text matches what is shown on the maps (look at each site on Google Earth to verify).
  - b. Nearby water bodies, residences, and other important features should be mentioned.
  - c. Maps should label the nearby roads to orient the site to something concrete so a person can find the sites on a map.
- In the section discussing setbacks:
  - a. Include a setback table for each requirement discussed (state/county) or combine them in one table.
  - b. Double-check setback tables for accuracy.
- Under the Nearby Resources section:
  - a. No need to discuss items that are checked “no”.
  - b. For items you do discuss, because they are checked “yes,” you should discuss them in the order they are listed above.
- Various terms are used for the “animal mortality structure” within the same document:
  - a. Pick a term and use it consistently throughout the document and on the figures.
  - b. Make sure it is clear and consistently discussed throughout the document if the animals are composted on-site or only held for a short time until taken off by a rendering service.
- Make sure to reference the Feedlot Permit throughout EAW (**not** NPDES permit) - do a search to help with this.
- Once the liquid manure storage area (LMSA) is defined, there is no need to continue saying “professionally engineered reinforced concrete pits” or other versions of this. Just say LMSA.
- They are manure application sites, **not** land application sites.
- Under cumulative potential effects (CPE) - Double check the data on the number of nearby feedlots – make sure the numbers in the text match the number of dots on the attached map.