

INSTRUCTIONS FOR PREPARING AF FORM 813
REQUEST FOR ENVIRONMENTAL IMPACT ANALYSIS (EIA)

Note: This is an official, legal document. All entries are to be typed. The ability to perform an EIA is directly related to the completeness of information in SECTION I. Attaching supporting documentation (DD Forms 1391, AF Form 332, etc.) is encouraged and often required for analysis. However, these supporting documents are not adequate as a stand-alone description of the proposed action and alternatives. The information contained in Blocks 4 and 5 will form the environmental analysis determination for your project. Therefore it is critical that these blocks be filled out as completely and accurately as possible. Incomplete requests will result in delays in completing the EIA, which could affect your project start date. Contact the EIAP Program Manager at DSN: 263-7926 for assistance.

SECTION I: Proponent Information (This is the only section the proponent organization needs to complete. Sections II and III are completed by AFRL/RVOI for efforts not being done at HAFB).

Block 1 (*Environmental Planning Function*): Enter K. M. Friedrichsen, AFRL/RVOI

Block 2 (*Proponent Organization & Functional Address Symbol*): Enter the name and office symbol of the working level point of contact for the proposed project.

Block 2a (*Telephone*): Enter the phone number of the working level POC for the proposed project.

Block 3 (*Title of Proposed Action*): Enter the complete project title.

Block 4 (*Purpose and Need for Action*): Type "See attached sheet". The space provided on the front of this form is inadequate for the level of detail necessary for the environmental impact analysis. On page 2 provide a detailed justification for the proposed project. For construction projects, explain why current facilities are inadequate, and what effect this has on your organization's mission. For research projects, describe the goal of the research and what benefit the project will yield. Also state the needed end date.

Block 5 (*Description of Proposed Action and Alternatives*): Type "See attached sheet".

On page 2 provide a detailed description of the proposed action and all reasonable alternatives. For construction projects, describe the proposed construction, the number of square feet involved, the purpose of the new facility/addition, and the proposed construction start and completion dates. This description should include available information on associated construction, such as access roads, parking lots, buried utility lines, etc. You should also attach a site map showing the proposed location. You must also include a discussion of alternatives considered by your organization. Alternatives can include such things as use of an existing building on base, renting space off-base, construction at an alternate site, etc. For research projects, include a complete description of the research to be conducted, the chemicals involved, and the quantities used. Give an estimate of the amount of waste that will be generated by this research. If available, please attach copies of Material Safety Data Sheets for chemicals to be used. Also include the date on which you plan to begin the research and how long you expect it to take.

Block 6 (*Proponent approval*): Enter the name and grade of a branch chief or division chief of the proponent organization. Working level personnel cannot sign this form!

Block 6a (*Signature*): Actual signature of the branch chief or division chief.

Block 6b (*Date*): Date when the branch chief or division chief signed the form.

REQUEST FOR ENVIRONMENTAL IMPACT ANALYSIS			Report Control Symbol RCS:			
INSTRUCTIONS: Section I to be completed by Proponent; Sections II and III to be completed by Environmental Planning Function. Continue on separate sheets as necessary. Reference appropriate item number(s).						
SECTION I - PROPONENT INFORMATION						
1. TO (Environmental Planning Function)		2. FROM (Proponent organization and functional address symbol)			2a. TELEPHONE NO.	
3. TITLE OF PROPOSED ACTION						
4. PURPOSE AND NEED FOR ACTION (Identify decision to be made and need date)						
5. DESCRIPTION OF PROPOSED ACTION AND ALTERNATIVES (DOPAA) (Provide sufficient details for evaluation of the total action.)						
6. PROPONENT APPROVAL (Name _____ and Grade)		6a. SIGNATURE			6b. DATE	
SECTION II - PRELIMINARY ENVIRONMENTAL SURVEY. (Check appropriate box and describe potential environmental effects including cumulative effects.) (+ = positive effect; 0 = no effect; - = adverse effect; U= unknown effect)						
7. AIR INSTALLATION COMPATIBLE USE ZONE/LAND USE (Noise, accident potential, encroachment, etc.)						
8. AIR QUALITY (Emissions, attainment status, state implementation plan, etc.)						
9. WATER RESOURCES (Quality, quantity, source, etc.)						
10. SAFETY AND OCCUPATIONAL HEALTH (Asbestos/radiation/chemical exposure, explosives safety quantity-distance, bird/wildlife aircraft hazard, etc.)						
11. HAZARDOUS MATERIALS/WASTE (Use/storage/generation, solid waste, etc.)						
12. BIOLOGICAL RESOURCES (Wetlands/floodplains, threatened or endangered species, etc.)						
13. CULTURAL RESOURCES (Native American burial sites, archaeological, historical, etc.)						
14. GEOLOGY AND SOILS (Topography, minerals, geothermal, Installation Restoration Program, seismicity, etc.)						
15. SOCIOECONOMIC (Employment/population projections, school and local fiscal impacts, etc.)						
16. OTHER (Potential impacts not addressed above.)						
SECTION III - ENVIRONMENTAL ANALYSIS DETERMINATION						
17. <input type="checkbox"/> PROPOSED ACTION QUALIFIES FOR CATEGORICAL EXCLUSION (CATEX) # _____ ; OR						
<input type="checkbox"/> PROPOSED ACTION DOES NOT QUALIFY FOR A CATEX; FURTHER ENVIRONMENTAL ANALYSIS IS REQUIRED.						
18. REMARKS						
19. ENVIRONMENTAL PLANNING FUNCTION CERTIFICATION (Name and Grade)		19a. SIGNATURE			19b. DATE	

