

PHMSA BIL ENVIRONMENTAL ASSESSMENT APP USER GUIDE

This user guide is intended to assist PHMSA's provisional grantees to use the PowerApps platform to complete the Tier 2 Site Specific Environmental Assessment (SSEA).

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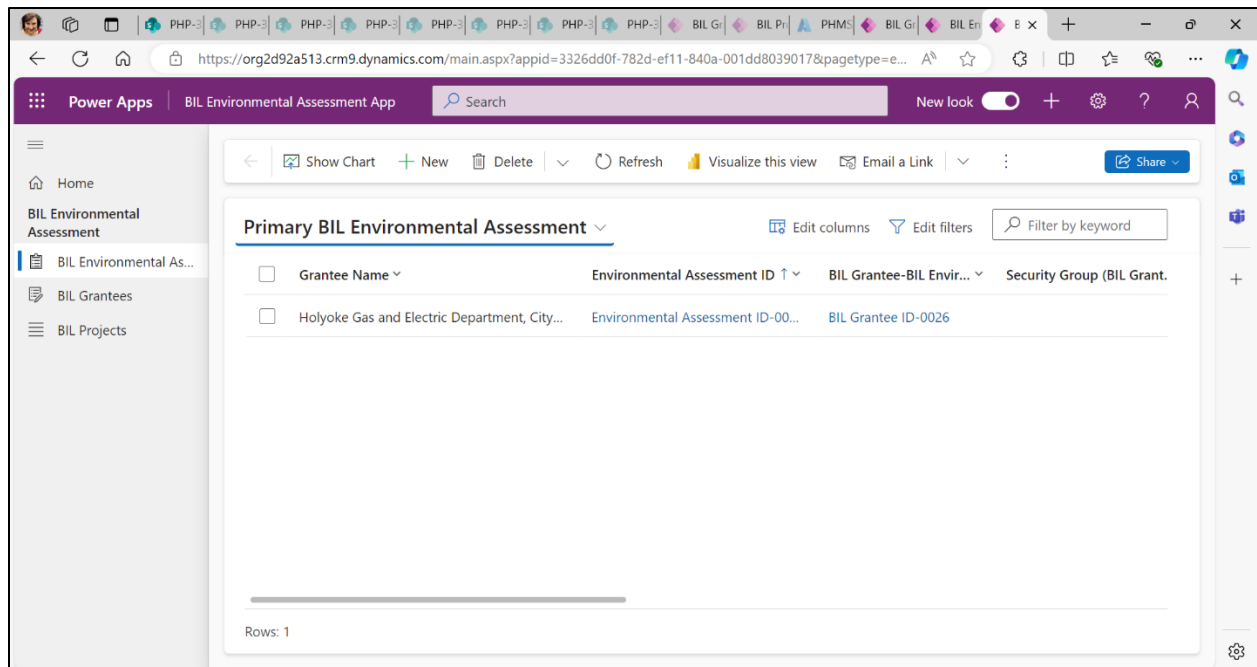
1 PURPOSE OF THE APP

The purpose of the PHMSA BIL Environmental Assessment App is to allow provisionally selected grantees to submit their environmental analysis. The app also facilitates communication between PHMSA and the grantee in the completion of the SSEA.

The PHMSA BIL Environmental Assessment App is available at the following URL:

<https://org2d92a513.crm9.dynamics.com/main.aspx?appid=3326dd0f-782d-ef11-840a-001dd8039017>.

Upon clicking the link, you will see a table like the one below. Double click the row to continue.



The screenshot displays the 'Primary BIL Environmental Assessment' app interface. The left sidebar shows navigation options: Home, BIL Environmental Assessment, BIL Environmental As..., BIL Grantees, and BIL Projects. The main content area features a table with the following data:

Grantee Name	Environmental Assessment ID	BIL Grantee-BIL Envir...	Security Group (BIL Grant.
Holyoke Gas and Electric Department, City...	Environmental Assessment ID-00...	BIL Grantee ID-0026	

At the bottom of the table, it indicates 'Rows: 1'. The interface also includes a top navigation bar with 'Power Apps' and 'BIL Environmental Assessment App' tabs, a search bar, and various action buttons like 'Show Chart', 'New', 'Delete', 'Refresh', 'Visualize this view', 'Email a Link', and 'Share'.

2 PROJECT DETAILS

The environmental assessment form should open. Navigate to the “Project Details” tab. Several questions appear on this screen. You may begin editing the form. When you have finished editing, click save. Click another tab to proceed.

The screenshot shows a web browser window displaying a Power Apps application titled "Sandbox". The application is for "BIL Environmental Assessment". The main form is titled "Pipe Replacement Bare steel and Legacy Plastic 5mi - Saved". The "Project Details" tab is selected in the top navigation bar. The form contains several sections for data entry:

- Project Title**: A text input field.
- Project Location**: A text input field.
- Project Description/Proposed Action**: A large text area with a detailed instruction: "Include a detailed description of the project including a general location of the project, the limits of construction, construction staging areas, type and duration of construction methods to be used, and a detailed list of any right-of-way acquisitions or easements needed to construct the project. Please provide GIS files that show the location of the replacement pipes. Attach a project map identifying the project construction limits and supporting documentation. Describe the cover depth and material of the pipeline being repaired or replaced and provide the date (approximation acceptable if records do not exist) the pipeline was installed. For pipe replacements, provide the intended location of the replacement pipe if it differs from the existing location (e.g., above, to the right by 1 foot, etc.). For projects that require the replacement or removal of utility meters, describe if any alteration of buildings would be required. Confirm if any new right-of-way or easements are needed." Below this is a text input field.
- What are the dimensions of all ground disturbing activities (width and depth of trenching or excavation for borings?)**: A text input field.
- If location of new pipe is unknown, provide the anticipated depth of new pipe installation and width of the ROW where the pipe would be installed.**: A text input field.
- Will service lines be replaced? If so, include attachment that indicates the location of service line replacements if known.**: A text input field.
- What meter components will be replaced?**: A text input field.
- What portions of the pipeline will be abandoned?**: A text input field.
- What portions of the pipeline will be removed? A map should be included indicating where the existing line will be abandoned or removed.**: A text input field.
- What construction methods will be used? (Check all methods to be used)**: A text input field.

2.1 PROJECT DESCRIPTION/PROPOSED ACTION NOTES

- Project Description/Proposed Action should include a description of *all* provisionally awarded projects.
- Submitting attachments: See the Timeline Feature section of this user guide for instructions.

3 AIR QUALITY AND GREENHOUSE GASES (GHG)

Navigate to the “Air Quality” tab. Several questions appear on this screen. You may begin editing the form. When you have finished editing, click save. Click another tab to proceed.

The screenshot shows a Power Apps interface for a project titled "Pipe Replacement Bare steel and Legacy Plastic 5mi". The app is in "Sandbox" mode. The left navigation pane shows a hierarchy: Home, Recent, Pinned, and a list of projects including "BIL Environmental Assessment". The main content area is titled "Air Quality and Greenhouse Gases (GHG)" and contains several text input fields for the following questions:

- Is the project located in an area designated by the EPA as nonattainment or maintenance status for one or more of the National Ambient Air Quality Standards (NAAQS)? Attainment status can be found in 40 CFR Part 81, or in EPA's Green Book: <https://www.epa.gov/green-book>. See Appendix 4 for the steps required to identify that status of the project area.
- Will the construction activities produce emissions that exceed de minimis thresholds (tons per year) described in the Initial Tier 2 EA worksheet?
- Will mitigation measures be used to capture blowdown?
If yes, please describe how blowdown will be captured.
- What is the existing operating pressure (PSI)?
- Does the system have the capability to reduce pressure on the segments to be replaced?
If yes, what is the lowest psi your system can reach prior to venting?
- Will project proponent commit to reducing pressure on your line to this psi prior to venting?
- Please calculate venting emissions based on this commitment and also provide comparison figure of venting emissions volume without pressure reduction/drawdown using calculation methods identified in the Initial Tier 2 EA worksheet.

4 WATER RESOURCES

Navigate to the “Water Resources” tab. Several questions appear on this screen. You may begin editing the form. When you have finished editing, click save. Click another tab to proceed.

The screenshot shows a web browser displaying the 'BIL Environmental Assessment App' in 'SANDBOX' mode. The app's interface includes a left-hand navigation menu with options like 'Home', 'Recent', 'Pinned', 'BIL Environmental Assessment', 'BIL Environmental As...', 'BIL Grantees', and 'BIL Projects'. The main content area is titled 'Pipe Replacement Bare steel and Legacy Plastic 5mi' and 'BIL Environmental Assessment'. A top navigation bar lists various assessment categories: 'Project Details', 'Air Quality', 'Water' (highlighted in yellow), 'Groundwater & HazMat/Waste', 'Biological Resources', 'Cultural Resources', 'Section 4(f)', 'Land Use & Transportation', 'Noise & Vibration', 'EJ', 'Safety', and 'Timeline'. The 'Water Resources' section contains three questions with text input fields for answers:

- Question 1: "Are there water resources within the project area, such as wetlands, streams, rivers, or floodplains?"
- Question 2: "If so, would the project temporarily or permanently impact wetlands or waterways? If water resources are present but will not be impacted, please describe how these impacts will be avoided (e.g. directional boring under the resource, etc.) If possible, please provide supporting maps identifying water resources within the project area."
- Question 3: "Under the Clean Water Act, is a Section 401 State certification potentially required?"

Below the third question, there is a section for "USACE Section 404 Permit required for the discharge of dredge and fill material?" with a corresponding text input field.

5 GROUNDWATER AND HAZARDOUS MATERIALS/WASTE

Navigate to the “Groundwater & HazMat/Waste” tab. Several questions appear on this screen. You may begin editing the form. When you have finished editing, click save. Click another tab to proceed.

The screenshot displays the SANDBOX application interface. The top navigation bar is purple with the 'SANDBOX' logo and a 'New look' toggle. Below the bar, a toolbar contains various action buttons like 'Save', 'Save & Close', 'New', 'Deactivate', 'Delete', 'Refresh', 'Check Access', 'Process', 'Add to Queue', 'Queue Item Details', 'Assign', and 'Share'. The main content area is titled 'Pipe Replacement Bare steel and Legacy Plastic 5mi' and is owned by 'Matthew Hufford'. A horizontal tab bar below the title includes 'Project Details', 'Air Quality', 'Water', 'Groundwater & HazMat/Waste' (which is highlighted), 'Biological Resources', 'Cultural Resources', 'Section 4(f)', 'Land Use & Transportation', 'Noise & Vibration', 'EJ', 'Safety', and 'Timeline'. The 'Groundwater & HazMat/Waste' section contains three questions with text input fields for answers:

- Question 1: "Does the project have potential to encounter and impact groundwater?"
If yes, describe potential impacts from construction activities.
- Question 2: "Will the project require boring or directional drilling that may require pits containing mud and inadvertent return fluids?"
If yes, describe measures that will be taken during construction activities to prevent impacts to groundwater resources.
- Question 3: "Will the project potentially involve a site(s) contaminated by hazardous waste? Sites identified as containing hazardous waste/materials can be identified through EPA's NEPAassist tool <https://nepassisttool.epa.gov/nepassist/nepamap.aspx> or local databases identifying Superfund, Brownfields, etc."

At the bottom of the form, there is a question: "Is there any indication that the pipeline was ever used to convey coal gas? If yes, PHMSA will work with the project proponent for required studies."

6 BIOLOGICAL RESOURCES

Navigate to the “Biological Resources” tab. Several questions appear on this screen. You may begin editing the form. When you have finished editing, click save. Click another tab to proceed.

The screenshot shows a web browser displaying a Power Apps form titled "Pipe Replacement Bare steel and Legacy Plastic 5mi". The form is part of a "BIL Environmental Assessment" and is currently on the "Biological Resources" tab. The left sidebar shows a navigation menu with options: Home, Recent, Pinned, BIL Environmental Assessment, BIL Environmental As..., BIL Grantees, and BIL Projects. The top bar includes a "Save" button and a "Share" button. The main content area contains three questions related to biological resources, each with a text input field for the answer.

Pipe Replacement Bare steel and Legacy Plastic 5mi - Saved
BIL Environmental Assessment
Matthew Hufford (Owner)

Project Details | Air Quality | Water | Groundwater & HazMat/Waste | **Biological Resources** | Cultural Resources | Section 4(f) | Land Use & Transportation | Noise & Vibration | EJ | Safety | Timeline

Biological Resources

Based on review of IPaC and NOAA Fisheries database, are there any federally threatened or endangered species and/or critical habitat potentially occurring within the geographic range of the project area?

Are there any state listed species within the geographical range of the project area? If no, no further analysis is required. Please provide a copy of IPaC species list and relevant state protected species list.

Will the project impact any areas in or adjacent to habitat for Federally listed threatened or endangered species or their critical habitat? If no, provide justification and avoidance measures. If yes, PHMSA will work with the project proponent to conduct necessary consultation with resource agencies.

Conclusion - Biological Resources

7 CULTURAL RESOURCES

Navigate to the “Cultural Resources” tab. Several questions appear on this screen. You may begin editing the form. When you have finished editing, click save. Click another tab to proceed.

The screenshot displays the SANDBOX web application interface. The top navigation bar includes a 'Power Apps' button, the application name 'BIL Environmental Assessment App', and the 'SANDBOX' logo. A user profile for 'Matthew Hufford' is visible in the top right. The left sidebar shows a navigation menu with options like 'Home', 'Recent', 'Pinned', and 'BIL Environmental Assessment'. The main content area is titled 'Pipe Replacement Bare steel and Legacy Plastic 5mi - Saved' and features a tabbed interface with 'Cultural Resources' selected. The form contains several text input fields for describing ground disturbing activities, ground disturbance locations, and project area history.

Project Details | Air Quality | Water | Groundwater & HazMat/Waste | Biological Resources | **Cultural Resources** | Section 4(f) | Land Use & Transportation | Noise & Vibration | EJ | Safety | Timeline

Cultural Resources

Please describe all ground disturbing activities associated with the project (including pipeline installation, service line installation, gas meter replacements, metering station construction or demolition, etc.) What is the maximum depth, width and length of excavations for each activity involving ground disturbance?

Will ground disturbance take place entirely in existing ROW or utility easements?

Will it be restricted entirely to paved areas or will some disturbance take place in grassy, undisturbed, or natural areas?

Has the entire project area (width, length and depth) been previously disturbed by the original installation or other activities? If so, provide documentation or description of prior ground disturbances, such as road or utility cross sections, plans or as-builts. If this information/documentation is not available provide justification for how the ground was previously disturbed/prior ground disturbance.

8 SECTION 4(F)

Navigate to the “Section 4(f)” tab. Several questions appear on this screen. You may begin editing the form. When you have finished editing, click save. Click another tab to proceed.

The screenshot displays the 'BIL Environmental Assessment App' interface within a 'SANDBOX' environment. The app title bar includes a 'Save' button and various action icons. The left sidebar shows a navigation menu with 'Home', 'Recent', 'Pinned', and 'BIL Environmental Assessment' (selected). The main content area is titled 'Pipe Replacement Bare steel and Legacy Plastic 5mi - Saved' and lists several tabs: 'Project Details', 'Air Quality', 'Water', 'Groundwater & HazMat/Waste', 'Biological Resources', 'Cultural Resources', 'Section 4(f)' (highlighted), 'Land Use & Transportation', 'Noise & Vibration', 'EJ', 'Safety', and 'Timeline'. The 'Section 4(f)' tab contains three text input fields with the following questions:

- Are there Section 4(f) properties within or immediately adjacent to the project area? 4(f) properties include publicly owned parks, recreational areas, wildlife or waterfowl refuges, and historic sites.
- If yes, provide a list of properties and/or a map of 4(f) properties as an attachment.
- Will any construction activities temporarily impact use of the park including but not limited to access to any portion of the park, parking lots, trails, recreational fields, etc.?
- Will any construction activities occur within the property boundaries of a Section 4(f) property?

Below the questions is a 'Conclusion - Section 4(f)' section.

8.1 SECTION 4(F) NOTES

- To submit an attachment (e.g., a list of properties), please post a note using the timeline feature. Please see the Timeline Feature section of this user guide for instructions.

9 LAND USE AND TRANSPORTATION

Navigate to the “Land Use & Transportation” tab. Several questions appear on this screen. You may begin editing the form. When you have finished editing, click save. Click another tab to proceed.

The screenshot shows a web application interface for the 'BIL Environmental Assessment App' in a 'SANDBOX' environment. The browser address bar shows a URL from 'org2e4de1d5cm9.dynamics.com'. The app's left sidebar contains navigation links: Home, Recent, Pinned, BIL Environmental Assessment, BIL Environmental As..., BIL Grantees, and BIL Projects. The main content area has a title bar with 'Pipe Replacement Bare steel and Legacy Plastic 5mi - Saved' and the owner 'Matthew Hufford'. Below the title bar is a horizontal menu with tabs: Project Details, Air Quality, Water, Groundwater & HazMat/Waste, Biological Resources, Cultural Resources, Section 4(f), Land Use & Transportation (highlighted), Noise & Vibration, EJ, Safety, and Timeline. The 'Land Use & Transportation' section contains four questions, each with a text input field and a 'Save' button. The questions are: 1. 'Will the full extent of the project boundaries remain within the existing right-of-way or easements?' 2. 'If no, please describe any right-of-way acquisitions or additional easements needed and provide a map of these areas as an attachment.' 3. 'Will the project result in detours, transportation restrictions, or other impacts to normal traffic flow or to existing transportation facilities during construction?' 4. 'How long are construction activities estimated to last?' 5. 'Will there be any permanent change to existing transportation facilities?' 6. 'If so, what are the changes, and how would changes affect the public?'

Power Apps | BIL Environmental Assessment App | SANDBOX

Home | Recent | Pinned | BIL Environmental Assessment | BIL Environmental As... | BIL Grantees | BIL Projects

Pipe Replacement Bare steel and Legacy Plastic 5mi - Saved | Matthew Hufford (Owner)

Project Details | Air Quality | Water | Groundwater & HazMat/Waste | Biological Resources | Cultural Resources | Section 4(f) | **Land Use & Transportation** | Noise & Vibration | EJ | Safety | Timeline

Land Use and Transportation

Will the full extent of the project boundaries remain within the existing right-of-way or easements?

If no, please describe any right-of-way acquisitions or additional easements needed and provide a map of these areas as an attachment.

Will the project result in detours, transportation restrictions, or other impacts to normal traffic flow or to existing transportation facilities during construction?

How long are construction activities estimated to last?

Will there be any permanent change to existing transportation facilities?

If so, what are the changes, and how would changes affect the public?

10 NOISE AND VIBRATION

Navigate to the “Noise & Vibration” tab. Several questions appear on this screen. You may begin editing the form. When you have finished editing, click save. Click another tab to proceed.

The screenshot shows a Power Apps interface for a 'BIL Environmental Assessment' app in 'SANDBOX' mode. The left sidebar contains navigation options: Home, Recent, Pinned, BIL Environmental Assessment, BIL Environmental As..., BIL Grantees, and BIL Projects. The top navigation bar includes 'Save', 'Save & Close', 'New', 'Deactivate', 'Delete', 'Refresh', 'Check Access', 'Process', 'Add to Queue', 'Queue Item Details', 'Assign', and 'Share'. The main content area displays the 'Noise and Vibration' tab for the project 'Pipe Replacement Bare steel and Legacy Plastic 5mi' by Matthew Hufford. The form contains several questions with text input fields:

- Will the project construction occur for longer than a month at a single project location?

- Will the project location be in proximity (less than 50-ft.) to noise sensitive receivers (residences, schools, houses of worship, etc.)?

- If so, what measures will be taken to reduce noise and vibration impacts to sensitive receptors?

- Will the project require high-noise and vibration inducing construction methods?

- If so, please specify.

- Will the project comply with state and local ordinances?

11 ENVIRONMENTAL JUSTICE

Navigate to the “EJ” tab. Several questions appear on this screen. You may begin editing the form. When you have finished editing, click save. Click another tab to proceed.

The screenshot displays the 'BIL Environmental Assessment App' interface. The top navigation bar is purple with the 'Power Apps' logo and the app name. Below this, a 'SANDBOX' header is visible. The left sidebar contains navigation options: Home, Recent, Pinned, BIL Environmental Assessment, BIL Grantees, and BIL Projects. The main content area shows the 'Pipe Replacement Bare steel and Legacy Plastic 5mi' project. The 'Environmental Justice' section is active, displaying three questions with text input fields for answers. The questions are: 1. 'Using the EPA EJScreen or census data, is the project located in an area of minority and/or low-income individuals as defined by USDOT Order 5610.2(c)?' 2. 'Will the project displace existing residents or workers from their homes and communities?' 3. 'Will the project require service disruptions to homes and communities?' Each question has a corresponding text input field for the answer.

Power Apps | BIL Environmental Assessment App

SANDBOX

New look

Save Save & Close + New Deactivate Delete Refresh Check Access Process Add to Queue Queue Item Details Assign Share

Pipe Replacement Bare steel and Legacy Plastic 5mi - Saved

BIL Environmental Assessment

Matthew Hufford Owner

Project Details Air Quality Water Groundwater & HazMat/Waste Biological Resources Cultural Resources Section 4(f) Land Use & Transportation Noise & Vibration **EJ** Safety Timeline

Environmental Justice

Using the EPA EJScreen or census data, is the project located in an area of minority and/or low-income individuals as defined by USDOT Order 5610.2(c)?

If so, provide demographic data for minority and/or low-income individuals within ½ mile from the project area as a percentage of the total population. Please include the source of information or report as an attachment.

Will the project displace existing residents or workers from their homes and communities?

If so, what is the expected duration?

Will the project require service disruptions to homes and communities?

If so, what is the expected communication and outreach plan to the residents and the duration of the outages?

Are there populations with Limited English Proficiency located in the project area?

12 SAFETY

Navigate to the “Safety” tab. Several questions appear on this screen. You may begin editing the form. When you have finished editing, click save. Click another tab to proceed.

The screenshot displays the 'Safety' tab of a Power Apps form titled 'Pipe Replacement Bare steel and Legacy Plastic 5mi'. The app is part of the 'BIL Environmental Assessment' suite. The interface includes a left-hand navigation pane with options like 'Home', 'Recent', 'Pinned', and 'BIL Environmental Assessment'. The top bar features the 'Power Apps' logo, the 'SANDBOX' environment name, and various utility icons. The main content area contains four questions with corresponding text input fields:

- Question 1:** "Has a risk profile been developed to describe the condition of the current infrastructure and potential safety concerns?"
- Question 2:** "Has a public awareness program been developed and implemented that follows the guidance provided by the American Petroleum Institute (API) Recommended Practice (RP) 1162?"
- Question 3:** "Does the project area include pipes prone to leakage?"
- Question 4:** "Will construction safety methods and procedures to protect human health and prevent/minimize hazardous materials releases during construction, including personal protection, workplace monitoring and site-specific health and safety plans, be utilized?"

At the bottom of the form, there is a note: "Must document measures and reference appropriate infrastructure".

13 RELEASE FORM

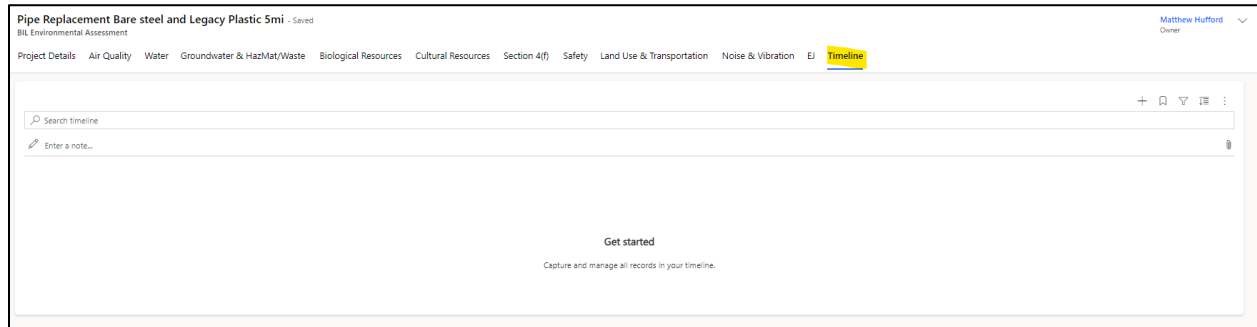
When your form has been completed, you are ready to submit it for review. Click “Submit NEPA Info for Agency Review” at the top of the screen.

When you are ready to release the form for review, click “Run Flow”.

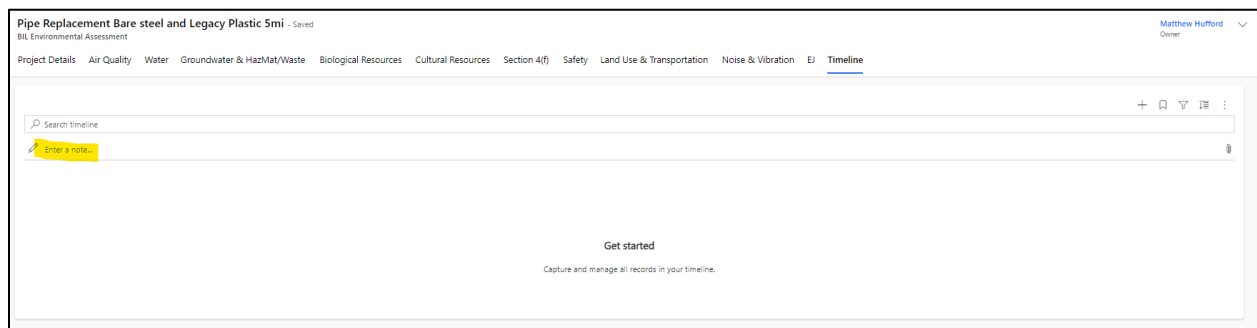
14 TIMELINE FEATURE

The app features a robust timeline feature, which helps facilitate communication between the project proponent and the agency.

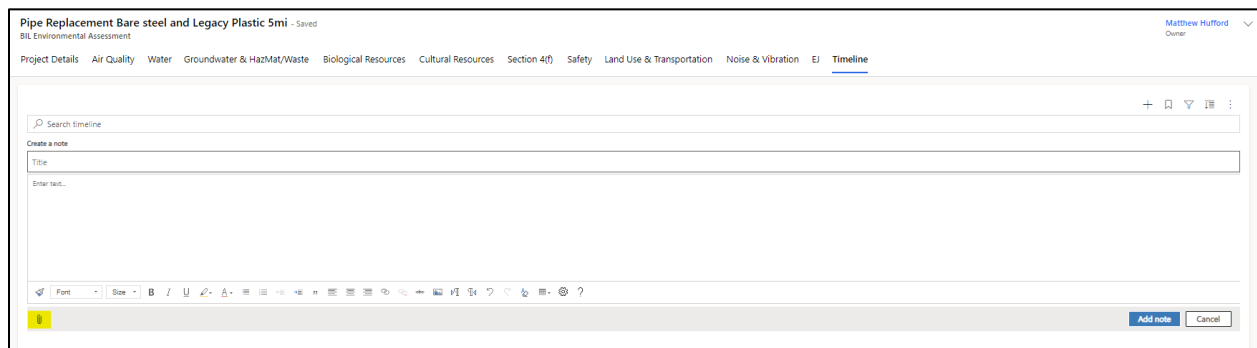
To access the timeline, navigate to the tab named “Timeline”.



To create a new note on the timeline, select “Enter a note...”.



You may also attach files by clicking the paperclip icon and selecting the desired file from your computer.



When you are ready to post the note to the timeline, click “Add Note” at the bottom of the screen.

The screenshot displays a web application interface for a project titled "Pipe Replacement Bare steel and Legacy Plastic 5mi". The page is part of a "BIL Environmental Assessment". A navigation bar at the top lists various project sections: Project Details, Air Quality, Water, Groundwater & HazMat/Waste, Biological Resources, Cultural Resources, Section 4(f), Safety, Land Use & Transportation, Noise & Vibration, and EJ. The "Timeline" section is currently selected. Below the navigation bar, there is a search bar labeled "Search timeline". A "Create a note" form is visible, featuring a "Title" field and a larger "Enter text..." area. At the bottom right of the form, there is a yellow "Add note" button and a "Cancel" button. The user's name, "Matthew Hufford", is displayed in the top right corner.

14.1 TIMELINE NOTES

- The timeline feature should be used to post any required documents (e.g., project maps, agency consultation documents, etc.).
- You are encouraged to post a note stating which part(s) of the form are ready for review/feedback in advance of submitting the completed form.
- Similarly, you may post a note to the timeline stating which section(s) need technical assistance.

15 WORKFLOW

The project proponent drafts the form. Project proponents may complete some sections of the form prior to submitting the completed form for review.

- To improve efficiency, you may post a note if a section is ready for review prior to submitting the full form for review.
- Similarly, you may post a note to request technical assistance prior to submitting the form for review.

When the SSEA is submitted, Volpe will be notified and conduct a review.

- If rejected, the provisional grantee must correct the error(s) and re-submit the form.
- If approved, the Office of Planning and Analytics (OPA) will receive a notification.

OPA will conduct the second review.

- If rejected, the form is returned to Volpe and the previous step repeats itself.
- If approved, the BIL grant program office receives a notification that the form is approved. The program office will contact you about next steps. Next steps include the agency conducting a security review, posting the form for public comment, drafting a FONSI, and executing the grant award.

POWERAPPS WORKFLOW

