

# PHMSA NGDISM 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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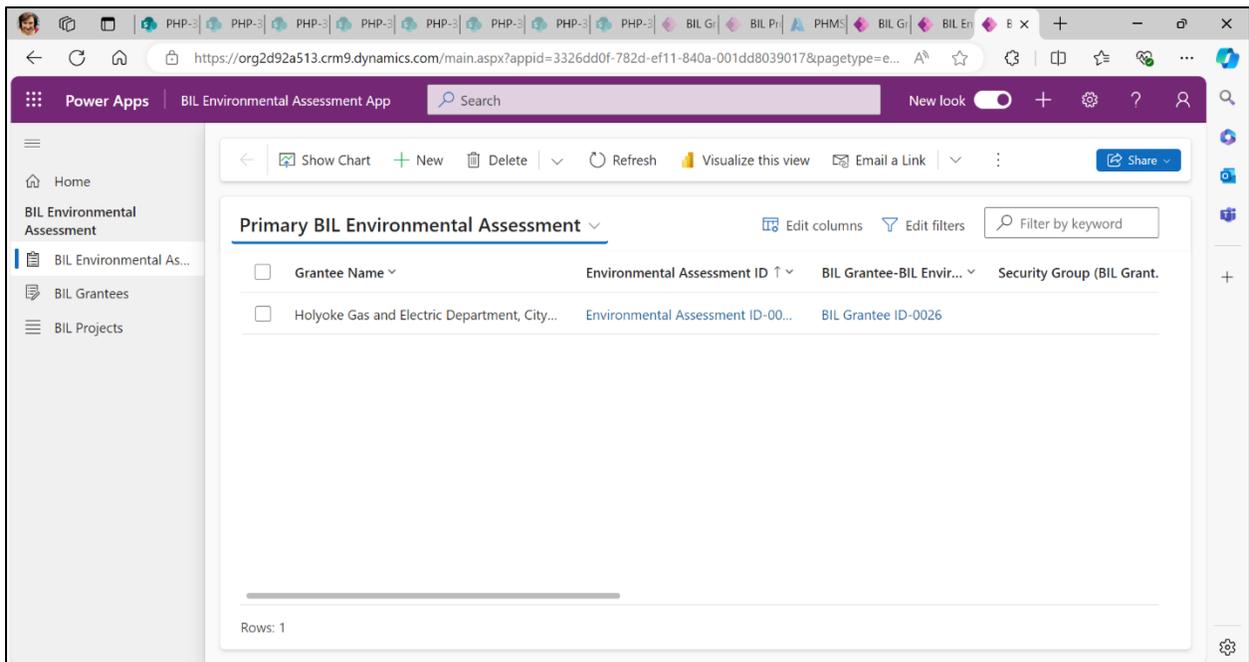
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# 1 PURPOSE OF THE APP

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:  
**TO BE PROVIDED AFTER WEBINAR.**

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



## 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.

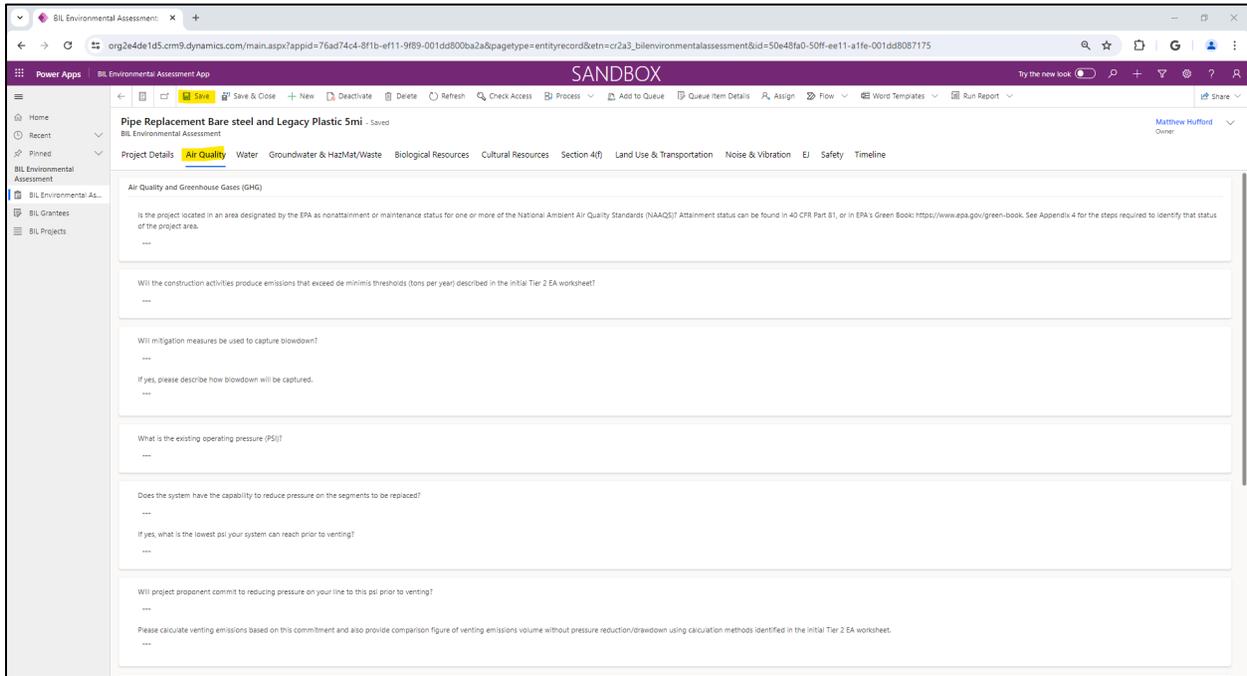
The screenshot shows a web browser window displaying the 'Project Details' form for a project titled 'Pipe Replacement Bare steel and Legacy Plastic 5mi'. The browser address bar shows the URL: `org2e4de1d5.ccm9.dynamics.com/main.aspx?appid=76ad74c4-8f1b-ef11-9f89-001dd800ba2a&pagetype=entityrecord&etn=c243_bilenvironmentalassessment&id=50e48fa0-50ff-ee11-a1fe-001dd8087175`. The application header includes 'Power Apps', 'Bil Environmental Assessment App', and 'SANDBOX'. The left navigation pane shows 'Home', 'Recent', 'Pinned', and 'Bil Environmental Assessment' with sub-items like 'Bil Environmental As...', 'Bil Grants', and 'Bil Projects'. The main content area has a tabbed interface with 'Project Details' selected. The form includes a 'Project Description/Proposed Action' section with a text area for 'Project Title' and 'Project Location'. Below this is 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.' The form contains several text input fields for: 'Project Description/Proposed Action', 'What are the dimensions of all ground disturbing activities (width and depth of trenching or excavation for borings)?', '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.', 'Will service lines be replaced? If so, include attachment that indicates the location of service line replacements if known.', 'What meter components will be replaced?', 'What portions of the pipeline will be abandoned?', 'What portions of the pipeline will be removed? A map should be included indicating where the existing line will be abandoned or removed.', and 'What construction methods will be used? (Check all methods to be used)'. The user 'Matthew Hufford' is listed as the owner.

### 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.



## 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 a Power Apps 'SANDBOX' environment. The application is titled 'Pipe Replacement Bare steel and Legacy Plastic 5mi' and is owned by Matthew Hufford. The 'Water' tab is selected in the navigation menu. The form contains the following questions and input fields:

**Water Resources**

Are there water resources within the project area, such as wetlands, streams, rivers, or floodplains?

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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.

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Under the Clean Water Act, is a Section 401 State certification potentially required?

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If yes, describe anticipated permit and how project proponent will ensure permit compliance.

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Under the Clean Water Act, is a USACE Section 404 Permit required for the discharge of dredge and fill material?

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If yes, describe anticipated permit and how project proponent will ensure permit compliance. (Section 404)

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## 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 shows a Power Apps interface for an environmental assessment. The title bar indicates 'SANDBOX' and 'New look' is enabled. The main content area is titled 'Pipe Replacement Bare steel and Legacy Plastic 5mi' and is owned by 'Matthew Hufford'. The 'Groundwater & HazMat/Waste' tab is selected, showing the following questions and input fields:

- Groundwater and Hazardous Materials/Waste**
- Does the project have potential to encounter and impact groundwater?  
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- If yes, describe potential impacts from construction activities.  
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- Will the project require boring or directional drilling that may require pits containing mud and inadvertent return fluids?  
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- If yes, describe measures that will be taken during construction activities to prevent impacts to groundwater resources.  
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- 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.  
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- 
- 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 Power Apps interface in a browser window. The title bar reads "Power Apps | BIL Environmental Assessment App" and "SANDBOX". The browser address bar shows a URL from "https://org2e4de1d5.crm9.dynamics.com". The app's navigation pane on the left includes "Home", "Recent", "Pinned", "BIL Environmental Assessment", "BIL Environmental As...", "BIL Grantees", and "BIL Projects". The main content area displays the form for "Pipe Replacement Bare steel and Legacy Plastic 5mi" - Saved, owned by Matthew Hufford. The "Biological Resources" tab is selected in the top navigation bar. The form contains three text input fields with the following questions:

- 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?  
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- 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.  
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- 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.  
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At the bottom of the form, there is a section for "Conclusion - Biological Resources" with a text input field.

## 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 shows a web application interface for a 'BIL Environmental Assessment'. The main content area is titled 'Pipe Replacement Bare steel and Legacy Plastic 5mi - Saved' and is owned by 'Matthew Hufford'. The 'Cultural Resources' tab is active, showing a form with the following questions:

- 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?  
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- Will ground disturbance take place entirely in existing ROW or utility easements?  
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- Will it be restricted entirely to paved areas or will some disturbance take place in grassy, undisturbed, or natural areas?  
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- 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.  
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## 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 shows a Power Apps interface for a BIL Environmental Assessment. The app title is "Pipe Replacement Bare steel and Legacy Plastic 5mi". The "Section 4(f)" tab is selected in the top navigation bar. The main content area contains three text input fields with questions about Section 4(f) properties and construction impacts. The "Save" button is highlighted in yellow.

**Section 4(f)**

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.

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If yes, provide a list of properties and/or a map of 4(f) properties as an attachment.

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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.?

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Will any construction activities occur within the property boundaries of a Section 4(f) property?

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If so, please detail these activities and indicate if these are temporary or permanent uses of the Section 4(f) property. Further coordination with PHMSA is required for all projects that might impact a Section 4(f) property.

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Conclusion - Section 4(f)

### 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

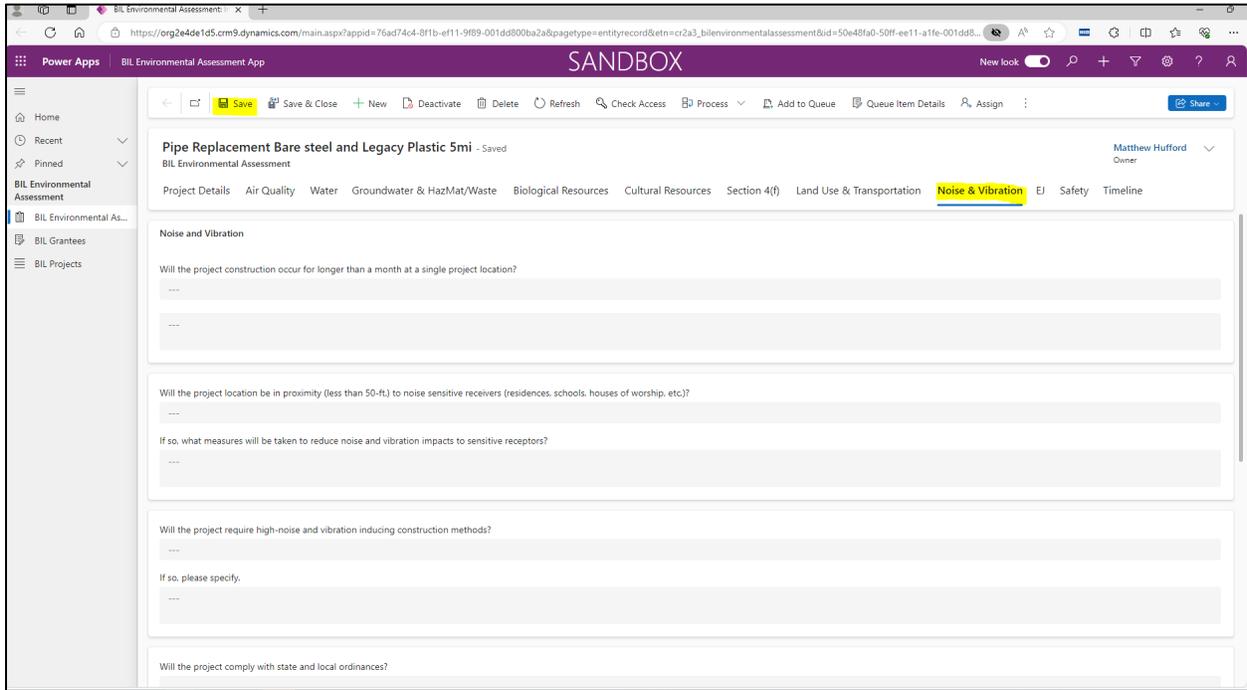
Navigate to the “Land Use & Transportation” tab. Several questions appear on this screen. You may begin editing the form. When you have finished editing, click save. Click another tab to proceed.

The screenshot shows a web application interface for a 'Pipe Replacement Bare steel and Legacy Plastic 5mi' project. The 'Land Use and Transportation' tab is active, displaying the following questions and input fields:

- Question 1: "Will the full extent of the project boundaries remain within the existing right-of-way or easements?"  
Input field: [Text area]
- Question 2: "If no, please describe any right-of-way acquisitions or additional easements needed and provide a map of these areas as an attachment."  
Input field: [Text area]
- Question 3: "Will the project result in detours, transportation restrictions, or other impacts to normal traffic flow or to existing transportation facilities during construction?"  
Input field: [Text area]
- Question 4: "How long are construction activities estimated to last?"  
Input field: [Text area]
- Question 5: "Will there be any permanent change to existing transportation facilities?"  
Input field: [Text area]
- Question 6: "If so, what are the changes, and how would changes affect the public?"  
Input field: [Text area]

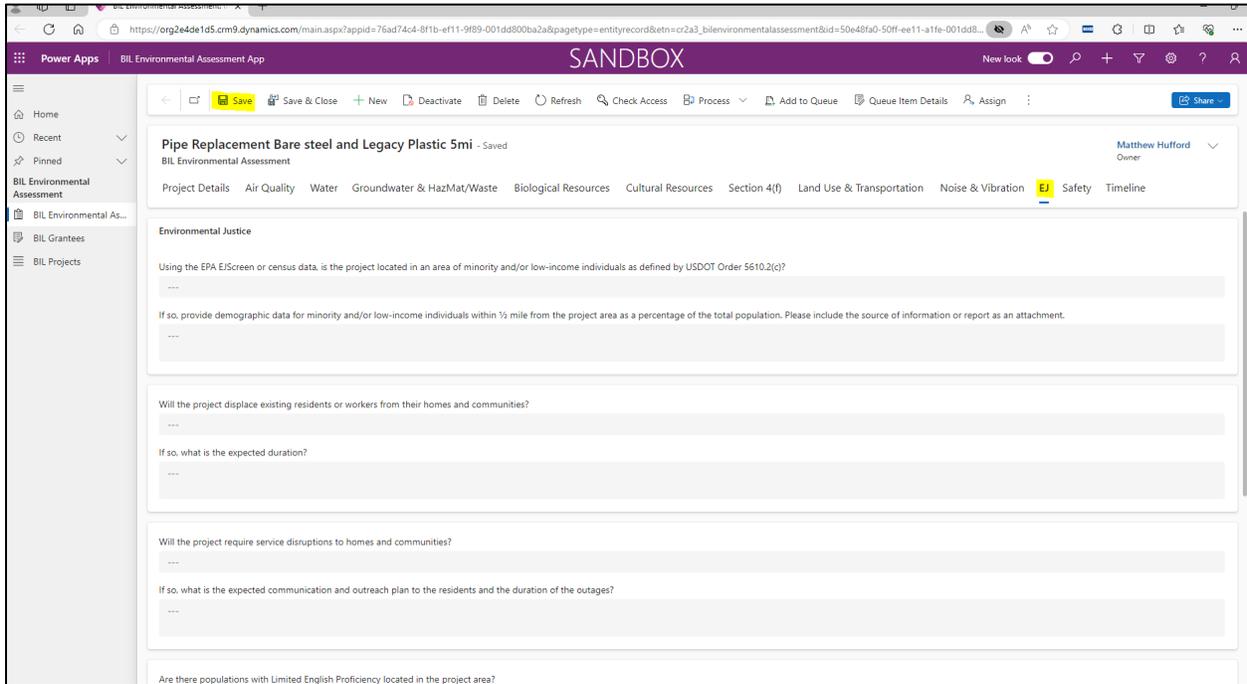
# 10 NOISE AND VIBRATION

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.



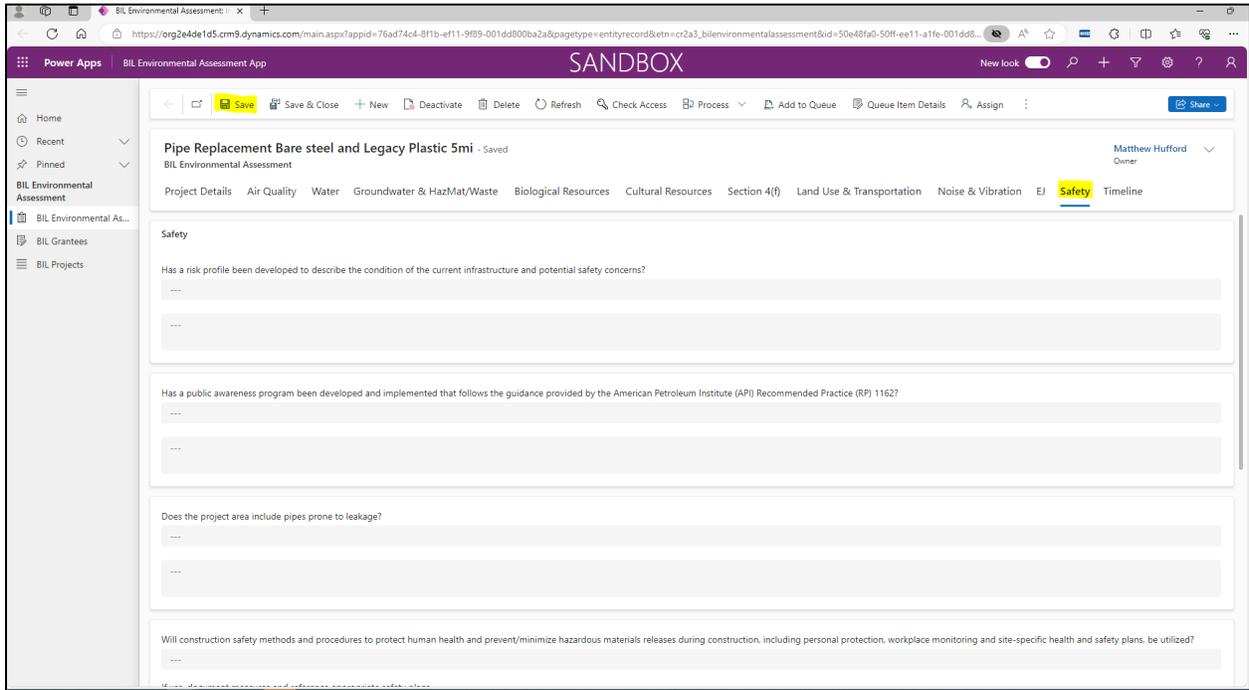
# 11 ENVIRONMENTAL JUSTICE

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.



# 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.

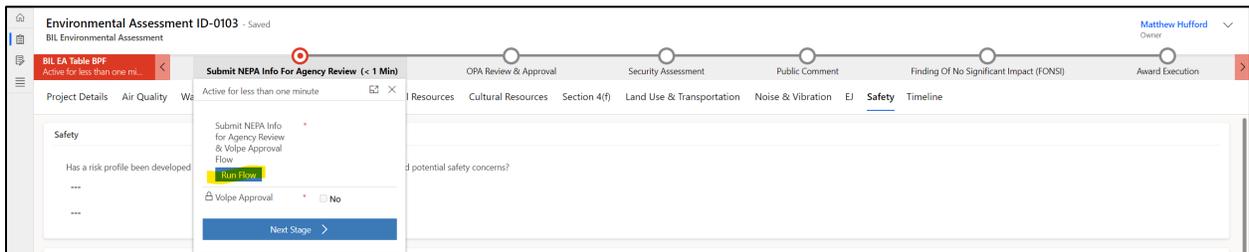


# 13 RELEASE FORM

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.



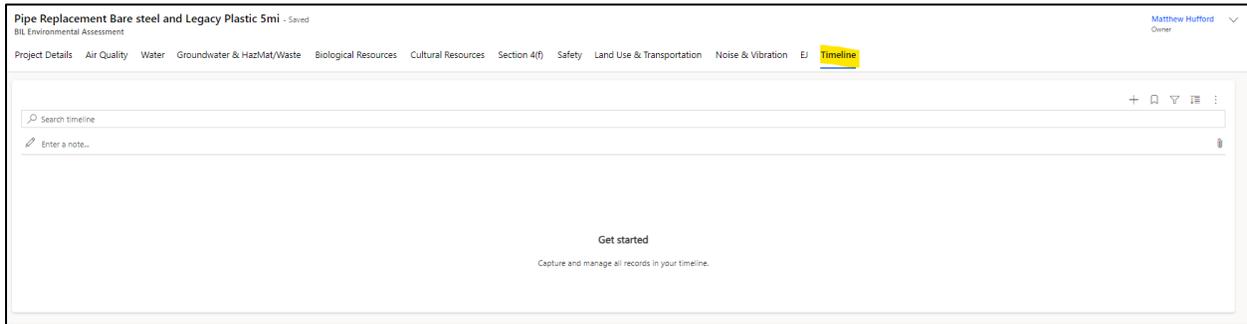
When you are ready to release the form for review, click “Run Flow”.



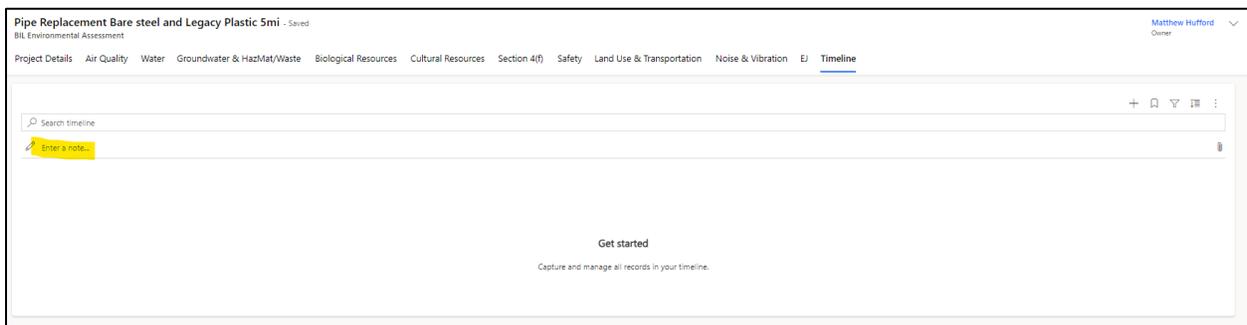
# 14 TIMELINE FEATURE

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”.



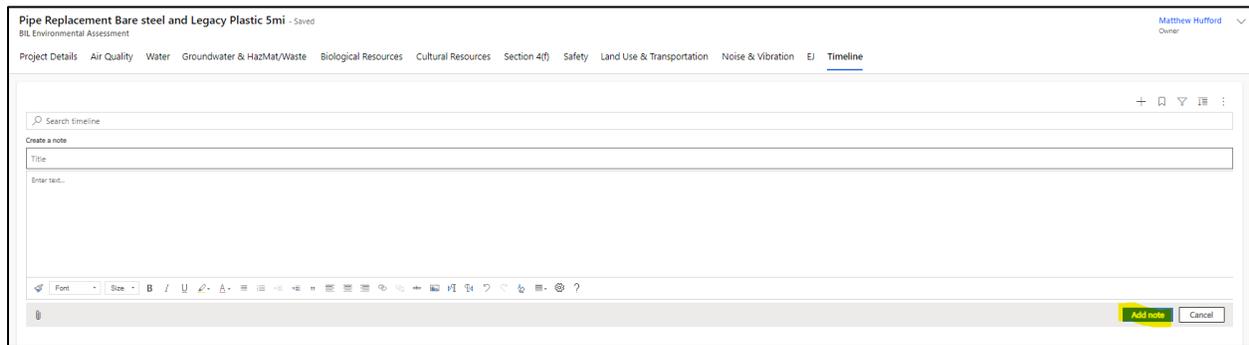
To create a new note on the timeline, select “Enter a note...”.



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" and is currently on the "Timeline" tab. The navigation menu includes: Project Details, Air Quality, Water, Groundwater & HazMat/Waste, Biological Resources, Cultural Resources, Section 4(f), Safety, Land Use & Transportation, Noise & Vibration, and EI. The main content area is titled "Create a note" and features a search bar for the timeline, a "Title" input field, and a larger "Enter text..." input field. At the bottom right, there are "Add note" and "Cancel" buttons. The user's name, Matthew Hufford, is visible 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

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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

