

## Tier II Environmental Review Guidelines

### Tier II Checklist:

**Before completing the checklist for a Tier II location, please double check the regulations** (see [Determining the Level of Environmental Review](#)) to ensure that the project activities fit within the Tier I level of environmental review (e.g. categorically excluded or assessment). If you are unsure, please contact the Environmental Officer.

To complete a Tier II Environmental Review (ER), work from the Tier I ER Checklist that was previously approved by the Environmental Officer. The original Tier I ER Checklist will be modified to fit the Tier II project location and proposed activities. All of the original text from the Tier I checklist should remain, below the existing text type in a “Tier II” heading and write out the summary of appropriate information for the specific location. **The finalized checklist for each individual Tier II location should be saved as a PDF (not a Word Document that can be edited).**

### Tier II Supporting Documentation:

Use the [Environmental Review Compliance Guidance and Statutory Checklist Requirements](#) as you work through the checklist and create the supporting documentation for each Tier II project location. Please follow the above link to be sure you are referencing the most up-to-date Compliance Guidance. If regulations or required documentation has changed between the time of completing the original Tier I and putting together the Tier II, **the Tier II will be required to meet the most current standards (even if those differ from when the original Tier I was completed).**

### Approval of a Tier II Environmental Review:

**NOTE: No funds can be used, contracts cannot be signed, and no bidding for construction related work can take place until after the approval of the Tier II.**

A Tier II ER should be sent to the Environmental Officer for review as soon as it is completed. **The site-specific Tier II should be completed, sent to and approved by the Environmental Officer before initiating any project activities.** If the need for an emergency repair arises and the Tier II has not been completed, alert the Environmental Officer. If project activities were initiated prior to receiving approval of the Tier II this needs to be clearly stated in the project description with sufficient reasoning as to why immediate action needed to be taken. *Initiating project activities prior to Tier II approval should only be considered in extreme/emergency situations, and should never be considered for projects involving substantial rehab.* Please consult the Environmental Officer for specific project guidance.

Each Tier II Environmental Review Record for **Categorically Excluded** projects should contain the following (NOTE: If the Tier II triggers a higher level of review, you must work with the Environmental Officer to complete a new ER):

1. Tier II ER Cover Sheet
2. Tier II Environmental Review Checklist (modified from the approved Tier I ER Checklist)
3. Supporting Documentation for Tier II

Tier II ERs do not receive a release letter once approved. The date of Tier II completion, on all relevant documents listed above, need to reflect the date that the ER was submitted to the Environmental Officer. **If updates are requested, the dates should be changed to reflect the new submission.**

Keep this document in your files to reference prior to completing a new Tier II ER.

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**Please Note:** If the project award is increased and the existing Tier I is more than five-years-old, the Environmental Officer will review the existing Tier I, updates to the existing Tier I will be required as necessary.