

### J.1. ...Use of the Environmental Considerations Checklist for Capital Projects

**DATE: October 7, 2021**

1. The goal of the Environmental Considerations Checklist (ECC) is to ensure the desired sustainability elements are incorporated into the conceptual design for all capital projects and that the applicable design elements are included in procurement documents and contracts early in the planning process.
2. During the development of a capital project, Departments and administrative units should reference the Form #J-01, Environmental Considerations Checklist, to supplement the internal project scoping, conceptual design and budgeting process. Checklist elements applicable to the project may be referenced in the “Project Detail and Status” section of the capital plan request form.
3. When establishing a capital project, the completed checklist should be retained in the Department or Administrative unit’s project records. Department Heads or Head of Administrative Units may elect to reference specific ECC sustainability elements in the resolution text when establishing the capital project.
4. Checklist elements that are required by Local Law or Resolution shall be implemented. These elements are identified in Form # J-01 with one or more asterisks.
5. All other checklist elements should be reviewed and implemented in the project if practicable. Contact the Department of the Environment for assistance as needed.
  - a. Practicable means the project element is readily available, can be reasonably implemented by the selected vendor and is priced comparably to alternatives when considering life cycle cost.
  - b. Life cycle cost means the amortized annual cost of the project element, including capital costs, installation costs, operating costs, maintenance costs, and disposal costs discounted over the lifetime of the product.
6. The department or administrative unit completing the ECC may consult with the Department of the Environment for guidance and assistance on completion of checklist items as needed. However, ECC approval from the Department of the Environment is not required.
7. **Required Project Elements**  
Not all project elements are required for each project. The ECC elements listed below should be reviewed based on the project categories below. All other ECC elements may be marked Not Applicable (N/A).

| <b>Capital Project Category</b>                                    | <b>Required ECC Elements</b>   |
|--|--------------------------------|
| General Government - Equipment – Central Auto Vehicles             | 3.2, 3.8, 3.12, 3.13, 6.2, 6.3 |
| Other Equipment (General Government, Education, and Public Safety) | 6.1, 6.3                       |

|  |   |
|--|---|
| Facilities - New Construction  | 1.1, 1.2, 2.1, 2.2, 3.1, 3.3, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 4.1, 4.2, 5.1, 5.2, 6.1, 6.3, 7.1, 7.2 |
| Facilities - Additions, Alterations, Repairs, Change of Occupancy or Use | 1.1, 2.1, 2.2, 3.4, 3.5, 3.6, 3.7, 3.9, 3.10, 3.11, 4.1, 4.2, 5.1, 5.2, 6.1, 6.3, 7.1                     |
| Transportation - Infrastructure  | 1.1, 1.2, 1.3, 2.1, 2.2, 3.5, 4.1, 4.2, 6.3   |
| Transportation - Equipment   | 3.2, 3.8, 3.12, 3.13, 6.2, 6.3  |
| Economic Development/Culture & Recreation                                | 1.1, 1.2, 1.3, 2.1, 2.2, 3.5, 3.8, 4.1, 4.2, 6.1, 6.3, 7.2  |

8. The Department of the Environment will maintain reference material and project element specific instructions on the Ulster County Intranet Portal. Department of the Environment staff will provide guidance, training, and assistance upon request for use of the ECC and this standard operating procedure.