Technical Guidance Document for Submission of Environmental Applications and Reports

EAD-EQ-PCE-TG-09

Environmental Quality Sector	*Corporate Management Representative	Secretary General
Originated By	Reviewed By	Approved By

* Refer to SG Circular S.G/C-08/12 Concerning Appointment and Responsibilities of the Corporate Management Representative at the Environment Agency – Abu Dhabi.

Submission of Environmental Applications and Reports

Table of Contents

Submission of Environmental Applications and Reports

List of Abbreviations

AD EHS Center	Abu Dhabi Environment, Health, and Safety Center
CEMP	Construction Environmental Management Plan
CEHSP	Construction Environment, Health and Safety Plan
DMP	Discharge Management Plan
EAD	Environment Agency–Abu Dhabi
EAP	Environmental Action Plan
EHS	Environment, Health, and Safety
EHSMS	Environment, Health and Safety Management System
EIA	Environment Impact Assessment
EMP	Environmental Management Plan
EMS	Environmental Management System
EPA	Environmental Permit Application
MSDS	Material Safety Data Sheet
NOC	No Objection Certificate
ODS	Ozone-Depleting Substance
PCB	Polychlorinated Biphenyls
PER	Preliminary Environmental Review
SRA	Sector Regulatory Authority

Purpose of This Guidance Document

The purpose of this guidance document is to provide clear instructions for the successful submission of Environmental Permit Applications and environmental studies and reports to the Environment Agency – Abu Dhabi (EAD).

Submission of Environmental Applications and Reports

Submission of Environmental Studies and Reports

1. Complete and submit the form for Submission of Environmental Studies. The Client / Consultant should check every requirement on the check list before submission of the report.

2. A cover letter from the project proponent detailing the purpose of submitting the study with a copy of EAD request for submission of the study should be included in the submission.

3. All environmental studies and reports submitted to EAD have to be prepared by an environmental consultant registered with EAD.

4. Two hard copies and four (non-PDF) soft copies should be submitted to EAD Customer Service Desk.

5. All hard copies to be submitted in a hard cover ring binder.

6. Formatting:

   a. The report cover page should clearly indicate the project title, the project proponent, environmental consultant, revision and date of submission.

   b. The project manager and the design consultants should be identified in the submitted documents (if available).

   c. All reports to be printed double-sided.

   d. Font type should be size 12 "Times New Roman" with justified alignment and single line spacing. Document margins should be no wider than one inch Number all pages of any documents, including appendices

   e. If appendices are to be submitted in a separate binder, ensure all project details are included on the cover page.

7. All maps included in the body of the report should also be submitted in soft copy format as a GIS shape file, and should include GPS coordinates. Maps should include standard map features and be clearly marked with appropriate scale and north arrow. If GIS format not available a JPEG or PDF of the map might be sufficient pending EAD approval.

8. The review period for environmental studies and reports is 30 working days. Additional time may be required in case of complex projects.

9. Revised studies should include a summary section detailing the response to EAD comments and a reference to the corresponding section of the report to which revisions have been made.

10. The PDF copy of the main body of the report should be presented in one file, provided the size of the PDF file does not exceed 20 Mb.

11. All appendices should be included in one file or separate files no exceeding 10 Mb in size. (Maximum number of files is 3 files).

12. File names should not be more that 8 to 10 characters long. With a maximum number of four subfolders.

Submission of Environmental Permit Applications (including Consultant Registration)

1. Submission of the complete application in both Hard and Soft Copy in PDF format including all required attachments provided the file size in not larger than 10 Mb. Applications must include all administrative and technical requirements listed in the permit application. Submission of incomplete applications may cause delays in processing of the application. The Client / Consultant should check every requirement on the check list before submission of the report.

Submission of Environmental Applications and Reports

2. Technical details shall include a brief description of the project indicating the scope of work, activities involved and project master plan (if available).

3. An application fee of 500 Dhs. should be submitted in advance. Application to be submitted to EAD Customer Service Desk.

4. All maps included in the permit application should be submitted in a GIS shape format including GPS coordinates. If not applicable the maps can be submitted in PDF or JPEG format.

5. Permit applications for individual activities within a permitted project should include the following:

   a. Completed permit application

   b. An authorization letter from the project proponent for the activities listed

   c. Detailed scope of work for the activities to be permitted

   d. Compliance statement to the project overall construction environmental management plan

   e. Method statement for the activities not listed in the overall construction environmental management plan.

6. Applications for permit renewal shall include the following:

   a. Completed permit application

   b. Project progress report detailing the current status of the project, completed phases and pending activities

   c. Original permit / No Objection Certificate (NOC).

7. Application for project technical modification shall include:

   a. Completed permit application

   b. Details of the proposed modifications.

8. The review period for permit applications (including development, infrastructure, industrial, and hazardous materials applications) is 10 working days from date of submission of a complete permit application. The review period for environmental consultant office registration is 30 working days from the date of the submission of a complete permit application.

9. Incomplete applications will be held with EAD for a maximum period of 30 days. Failure to submit all the required information within this time period will lead to automatic cancellation of the application.

Requests for Data (including Environmental Baseline Data)

The following is required for all requests for EAD data, including environmental baseline data:

1. A letter to EAD secretary general, issued by the project proponent, requesting the information required

2. A map of the area in question including a soft copy in GIS shape file format with GPS coordinates

3. Justification of the need for, and intended use of, the requested information.

Submission of Environmental Applications and Reports

Document Change History

Doc. No.	Rev. No.	Rev. Date	Revision Description	Page No.	Approved by
EAD-EQ-PCE-TG-09	00	01 May 2011	First Issue		SG
EAD-EQ-PCE-TG-09	01	14 April 2014	Reformat document and add abbreviations	All	SG
Remarks:					

Disclaimer

The information provided on our website is for general information purposes only. While WKC endeavours to provide the most up to date and accurate information, documents and links on our website, we will not be held liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from the use any of the information provided on our website. For any queries regarding the information on our website, please contact us on enquiries@wkcgroup.com.