**Special Notice – Agency Specific ECD**

**[NOTE – The instructions in the brackets are meant to assist agency staff complete the notice. Please delete all instructions and brackets prior to submitting for publication - including this note.** **If pasting text from MS Word, always paste as plain text]**

**Proposed Environmental Classification Document for [name of agency]**

The proposed Environmental Classification Document (ECD), which is the basic criterion for the [agency’s] determination to enter into the public scoping process for an action, is available for review and comment. The ECD includes 1) a list of typical actions that require public scoping and the preparation of an environmental impact evaluation (EIE); 2) a list of typical actions that require public scoping to determine whether an EIE is required; and 3) a list of typical federal/state actions for which environmental impact statements are prepared, pursuant to the National Environmental Policy Act, and for which the *[agency]* is the cognizant or sponsoring agency in the state. The proposed ECD also includes a list of actions or categories of actions that do not warrant a review pursuant to the Connecticut Environmental Policy Act (CEPA) and regulations and therefore do not require public scoping or the preparation of an environmental review document. *[delete last sentence if not applicable]*

Click here [insert link to document, PDF is preferred] to view the proposed ECD.

Written comments on the proposed ECD for [agency] are welcome and will be accepted until the close of business on: **[Insert Date in bold type –** should be no less than forty-five (45) days from the publication date**]**

**Written comments should be sent to:**

**Name:** [insert name – not bold]

**Agency:** [insert agency – not bold]

**Address:** [insert Address – not bold]

**Fax:** [Use a fax number only if your agency is actively monitoring and responding to faxes]

**E-Mail:** [insert email – not bold]

**What Happens Next:** The [agency] will forward all comments received during the public comment period to the Office of Policy and Management (OPM), which shall distribute them to the Department of Energy and Environmental Protection (DEEP) and the Council on Environmental Quality (Council). Following consultation with DEEP, the Council, and the [agency] [delete last phrase if the agency is DEEP], OPM will either approve the proposed ECD, or disapprove it with recommendations for change.