

Notice regarding Massachusetts Environmental Policy Act (MEPA) project submittals

To ensure adequate and timely review, the MEPA Office is continuing to work towards improving consistency of the Environmental Monitor and project submittals. Please note that the MEPA Office has prepared guidance on how to prepare an Environmental Notification Form (ENF), Environmental Impact Report (EIR), and Notice of Project Change (NPC) which can be found on our website at <https://www.mass.gov/ready-to-file> .

To date, the most common issues with project submittals include failure to:

- provide 2 hard copies of the ENF by the submittal deadline (electronic copies are not sufficient)
- provide complete and accurate information on MEPA forms
- provide an adequate alternatives analysis.

The alternatives analysis is a significant component of MEPA review. The alternatives analysis should identify the project purpose and criteria for selecting the preferred alternative. The alternatives analysis should clearly identify, quantify, and compare and contrast the environmental impacts associated with each alternative. Examples of alternatives include, but are not limited to, alternative site locations, site uses, site/building configurations, and construction methodologies. The alternatives analysis and project narrative should support the selection of the Preferred Alternative and demonstrate that the project avoids environmental impacts or, to the extent impacts cannot be avoided, that it minimizes, and mitigates environmental impacts to the maximum extent practicable. In addition, project filings should address consistency with relevant Massachusetts Executive Orders and Executive Office of Energy and Environmental Affairs Policies as applicable (see <https://www.mass.gov/service-details/mepa-resources>).

Please note that the staff at the MEPA office is available for consultation and pre-filing meetings. MEPA staff have been assisting project proponents by providing opportunities to complete and revise submittals prior to publication in the Environmental Monitor. **Going forward, a filing will not be published in the Environmental Monitor unless it is complete upon submission.** If you have questions or would like to schedule a consultation or pre-filing meeting, please contact us at 617-626-1031 or mepa@mass.gov.

General Administrative Items:

- For all general inquires please contact the MEPA Office at 617-626-1031 or mepa@mass.gov. Individual Staff Contact Information can be found at <https://www.mass.gov/service-details/mepa-office-contact-list>.
- All Public Notices to be published in the Environmental Monitor should be sent to mepa@mass.gov .
- Changes to the website may affect previously-bookmarked links. Please consult <https://www.mass.gov/orgs/massachusetts-environmental-policy-act-office> for access to the Environmental Monitor, publication of recent decisions, and filing information.