

## Guide to Completing the Environmental Assessment Screening Form for Real Property Projects

The following is a guide to completing DFAIT form EXT 1721E (97/12). Text in *bold and italics* represents the questions as they appear on the form.

JEN staff are available to provide advice and assistance to project officers, mission personnel, directors, supervisors, SRD or HOMs throughout the screening process, including recommending the course of action for environmental assessment purposes. The extent to which advice provided by JEN or any public comments received will be incorporated remains the discretion of project officers, mission personnel, directors, supervisors, SRD or HOMs – within the bounds of DFAIT's legislated responsibilities.

- FEAI #** This is Federal Environmental Assessment Index number - a unique identifier assigned to each project registered. When a screening is completed and authorized, a copy must be sent to the Environmental Services Division (JEN) for registration.
- PROJECT'S TITLE:** Use a descriptive title (e.g. Chancery Construction, Nairobi).
- PROJECT'S ADDRESS:** Provide the full address including the name of the city, state/province, country and postal code (e.g. 123 First Street Ottawa, Ontario, Canada, K2P 1G4).
- PROJECT OFFICER:** Provide the name of the person with overall responsibility for the project and who would be able to answer project-specific questions.
- TITLE & DIVISION/MISSION:** Provide the title and division or mission of the project officer (e.g. Project Manager, SRPA or Mission Administrative Officer, Washington).
- PHONE:** Provide the project officer's telephone number.
- FAX:** Provide the fax number of the project officer.

### 1. *Nature of DFAIT's involvement in the project (check ALL that apply):*

- *Proponent* Means the federal department or authority that is proposing the project;
- *Financial support* Means the provision of funds to enable the project to proceed;
- *Federal land* Means lands that belong to Her Majesty in Right of Canada.

If DFAIT is not doing any of the above, there is no need to continue with the assessment. If DFAIT is doing one of the above and there is a "project", then an assessment is required.

There are two other "triggers" (Law List and transboundary effects); these will probably never apply to DFAIT real property projects and so are not included in this form.

### 2. *The project involves (check ALL that apply):*

- *Construction:* Refers to building a structure or physical work (something that is attached to the earth).
- *Maintenance/Repair:* Refers to the on-going care and repair of a building or equipment.
- *Operation:* Refers to the ongoing functioning of a physical work.
- *Demolition:* Refers to pulling down a building or structure.
- *Modification/Renovation* Refers to an alteration to a physical work that introduces a new structure or eliminates an existing structure and does not alter the purpose or function of the work, and does not include an expansion.