*12. **Summarize public concerns and any comments received with respect to the project if applicable.***

As a result of the notification process or communication through any other medium (demonstrations, letters, newspaper articles, telephone calls, petitions) summarize public concern and comments received.

*13. **Identify any environmental effects that may occur due to accidents or malfunctions. Describe the contingency plan including specific measures proposed to mitigate such effects.***

Note potential environmental effects of an accidental release of substances causing a decrease in indoor air quality, contamination of soil or water due to accidental discharges.

*14. **Describe any anticipated cumulative environmental effects likely to result from the project, in combination with pre-existing development or current activity.***

Will the environmental effects of the proposed project in combination with other projects in the area result in significant environmental effects? If so, what measures are planned to mitigate these effects.

*15. **List and provide contact information for any departments, agencies or individuals consulted with respect to potential environmental implications of the project.***

It may be necessary, and will usually be of considerable assistance, for project officers to contact external departments, agencies or individuals. For example, the local municipality or state or federal ministries of planning and environment can help to identify local zoning laws, environmental regulations, and permitting processes. Engineering and consulting firms may provide expertise, and public interest groups and individuals will likely be in contact sought out for input during the course of the EA. Provide contact information and a record of any such consultations made during the course of the project's EA.

*16. **Project/Environment Matrix***

Compare major project stages (as identified in question 3) with the environmental components listed in the matrix. Note the significance of potential impacts as **(S)** significant, **(NS)** not significant, or **(PS)** potentially significant.

The purpose of the matrix is to help flag possible effects that project activities may have on the environmental elements identified. There are four key steps to completing the matrix:

— identify the main activities of the project;
— mark an "X" where the project activities might have an effect on the environmental components (or vice versa);
— establish if the effects are adverse, significant, and likely; and
— propose/outline mitigation measures.

(a) Major Project Stages

Begin by identifying the key activities of the project as outlined in question 3. For example, the construction of new chancery may include the following activities:

— acquisition of property;
— demolition of existing buildings on that site;
— additional site clearing (removal of trees, shrubs);
— building construction; and
— road/parking lot development or expansion.