



ENVIRONMENTAL SCREENING POLICY

Approved by the Board of Directors November 12, 2016

INTRODUCTION

Preservation of clean water, air and soil are among the most basic and important conservation objectives. Thus, for a wide variety of environmental and legal reasons, it will be in the best interests of the Geneva Lake Conservancy (“GLC”) to avoid any easement or other ownership interest in, or other involvement with, any property that may require environmental remediation or otherwise present risks to human health or the environment. The GLC therefore has adopted this policy with respect to its land acquisition and stewardship activities, with the objective of evaluating potential environmental issues on a property before deciding whether to obtain and easement or other ownership interest in that property, and to integrate an awareness of potential environmental problems into the GLC’s stewardship efforts.

ENVIRONMENTAL SCREENING ASSESSMENT REQUIREMENT

An environmental screening assessment shall be conducted for every tract of land in which the GLC is proposing to acquire any interest. . Each step of the assessment, including the results, shall be documented in the project files prior to a final GLC Board vote on acquisition.

The results of the screening assessment shall be considered in determining whether to proceed with the project.

This policy applies to all acquisitions of land, including gifts, purchase, pre-acquisitions, land value transfers, as well as acquisitions of fee title, conservation easements, and or any other interests of land from the date of the GLC board of director’s approval of this policy.

SCREENING ASSESSMENT PROCEDURES

Every environmental screening assessment will include four components that will be documented in the land project file:

1. Contact the Wisconsin Department of Natural Resources Contaminated Land Environmental Action Network (CLEAN) or other appropriate source to determine if the property is on or near any federal, state, county, city or town list of contaminated sites.
2. Conduct a visual inspection of the property and surrounding property. This inspection should be done by a GLC staff member. If any concerns about environmental hazards are noted, the staff person should report them to the Land Protection Committee who will make a recommendation to the board on whether a qualified environmental contractor should be hired to survey the property.
3. Review the history of the site and surrounding property. At a minimum, a GLC representative should talk to someone knowledgeable about current and past uses of this tract of land and surrounding property. This component also should include a review of government records, maps, aerial photographs or other materials obtained in response to Freedom of Information Act Requests that the GLC will issue to all relevant and appropriate agencies. A list of sources, their contact information and a summary of the discussion will be included in the project file.
4. Complete the attached Evaluation Form.

POTENTIAL FOLLOW-UP INVESTIGATION

If the preliminary screening investigation reveals a potential environmental problem, the Board may request a much more detailed investigation of the land. The GLC may hire a consultant to do a more detailed investigation, including water or soil sampling and testing. Any decision to do additional work will be made on a case-by-case basis in consultation with the GLC's environmental attorney and Land Protection Committee.

DOCUMENTATION

Each step of an environmental screening assessment, including the results, must be documented in the project files.

Essentially, the written documentation should note "who did what, when and where." It should address what was seen or learned about the site (facts) and what was concluded (opinion).

The Environmental Screening Checklist (attached) must be completed and included in each project file. It should be signed by the GLC staff person responsible for the project.

**GENEVA LAKE CONSERVANCY
CHECKLIST FOR PRELIMINARY ENVIRONMENTAL SCREENING**

EVALUATION

Name of Property Owner: _____

Location: _____

Town: _____

Type of Property:

- _____ Potential Permanent Ownership
- _____ Land Value Transfer
- _____ Pre-acquisition for government agency
- _____ Conservation Easement
- _____ Other

Sources of Information:

- _____ Inspection of documents (attach copies)
- _____ Interview with landowner (attach notes)
- _____ Interview with abutters (specify whom, attach notes)
- _____ Interview with government officials (specify whom, attach notes)

Documents Attached:

- _____ Survey and/or site plan showing any current or former locations of:
 - _____ Buildings
 - _____ Above ground or underground storage tanks
 - _____ Pipes
 - _____ Electrical transformers
 - _____ Chemical storage locations
 - _____ On-site hazardous waste and nonhazardous waste storage or disposal sites.
 - _____ Known or suspected locations of asbestos
 - _____ Motor vehicle garage or service site
 - _____ Drainage systems
 - _____ Ditches
 - _____ Groundwater production or monitoring wells

- _____ Septic systems and leach fields
- _____ Easements
- _____ Water bodies, including streams, wetlands, lakeshore
- _____ Land features

- _____ Aerial photographs
- _____ Copies of reports, permits, etc.

- _____ Conditional or special use permits
- _____ Easement agreements
- _____ Land use restrictions
- _____ Title reports
- _____ Documents from federal, state or local agencies regarding property use.
- _____ Environmental impact reports
- _____ Environmental audits or assessments
- _____ Technical reports or studies of the geology and hydrology of the area.

_____ Chemicals (a list of chemicals, fuels or pesticides known to have been used or stored on the property, including the location and estimated amount of each substance used or stored.)

_____ Waste (a list of types, amounts and locations of any wastes known to have been generated, stored, treated, recycled or disposed of on-site).

- _____ Correspondence copy of letter and any response from DNR or EPA
- _____ Other

Site Information and History:

_____ Agricultural

- What types of crops were grown?
- Was the property irrigated?
- Were drain tiles used?
- What types of pesticides, herbicides and fertilizers were used?

_____ Forestry

Were any chemicals used in processing on the site? What were they?

_____ Manufacturing

- _____ What was manufactured and what chemicals were used?
- _____ Do any chemicals, raw materials, finished products, fuel or machinery remain on property?
- _____ Were any industrial waste, sewage, or waste water disposed or discharged to land or water that may have left deposits of hazardous substances on the land or in groundwater? Describe

_____ Residential

_____ Was asbestos use on the siding or roof of the house?

_____ Is there a well and has it recently been tested? What were the results?

_____ Mining or non-metallic mining

What was mined?

What methods or processes were used?

How and where were tailings and waste disposed of?

What chemicals were used in mining and processing?

_____ Surrounding properties

What are the current and past uses of the surrounding properties?

Could the activities on these properties pose potential environmental risks?

_____ Other potential hazardous waste

Physical Inspection of property:

Performed by: _____

Date: _____

Check applicable property features

_____ Stained soil or concrete

_____ Vegetation damage

_____ Foul or unusual odors

_____ Oily sheens or discoloration of surface water

_____ Storage tank – above or below ground?

_____ Surface pond or impoundment

_____ Incinerator

_____ Waste dump, junk pile, storage pit

_____ Disposal well or bed

_____ Storage drums or other containers waste water outlet or pipe

_____ Emission stack, chimney or vent

_____ Railroad tracks

_____ Truck parking

_____ Soil disturbance

_____ Signs of waste dumping

_____ Stream or other flowing surface water

____ Pipeline
____ Other

Prepared by: _____

Date: _____

Reviewed by Legal Counsel: _____

Date: _____

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