

Annex 18.1 – Format / Outline for an EIA Report / EIS  
(for Category A projects)

- I. Table of Contents  
*Include all Sections of the Report, List of Tables, Figures, Annexes / Appendices, etc.*
- II. Executive Summary
  - a. Brief Project Description  
*Include project location and area, rationale, project components, project phases, process / technology (if applicable), products and production capacity or rate (if applicable), types and estimated generation rate of major waste streams (e.g., air, water, waste, etc.), built-in pollution control measures, manpower requirement, project duration and schedule*
  - b. Brief Summary of Project's EIA Process  
*Include name/s and expertise of each of the members of the preparer team, study period, study area, EIA method, summary of scoping conducted*
  - c. Summary of Baseline Characterization  
*Indicate key findings / conclusions for each applicable ecosystem (e.g., air, water, land, people, etc.) in terms of criticality of the current environmental status; detailed findings per ecosystem shall be discussed in the body of the report*
  - d. Summary of Impact Assessment and Environmental Management Plan (EMP)  
*Include key project activities for each project phase; its corresponding (1) environmental component to be affected, (2) nature and magnitude of most significant impacts and (3) proposed mitigating measures for each of the most significant impacts.*
  - e. Summary of Environmental Monitoring Plan (EMoP)  
*Include the most significant monitoring objectives and corresponding parameters to be monitored for each phase of the project, permissible limits to be complied with (if any), monitoring frequency and specifications of the station / location to be monitored*
- III. Policy / Legal Administrative Framework  
*Include the current local, federal and international policies and/or regulations relevant to the environmental impacts of the proposed project*
- IV. Description of Project's EIA Process
  - a. Terms of Reference of the EIA Study  
*Include the main concerns gathered during the Scoping stage and discuss on how each concerns has been addressed in the EIA Study*

- b. EIA Team  
*Include the list of EIA preparer/s, field of expertise of each member and the EIA component assigned to each member*
- c. EIA Study Schedule  
*Specify the period (climate, season, etc.) by which the EIA Study has been conducted*
- d. EIA Study Area  
*Illustrate by map, drawing, etc. the study area considered*
- e. EIA Methodology  
*Include the process on how the EIA study has been conducted*

#### V. Project Description

- a. Project Location and Area  
*Present map/s, figure/s, etc. that will show the project site; existing facilities, major roads, landmarks, residential area, etc. should be included*
- b. Project Rationale  
*Provide discussion on any issue/s the proposed project will resolve*
- c. Project Alternatives  
*Discuss the criteria used in determining the primary decision for the project location and process / technology selection*
- d. Project Development Plan and Project Components  
*Attach project layout indicating project components and its corresponding specifications / support facilities / infrastructures*
- e. Process / Technology Description  
*Discuss process / technology option considered; provide process flowchart (if applicable); list equipment / machinery / built-in pollution control equipment to be used; provide material balance diagram (where applicable)*
- f. Raw Materials and Products  
*Tabulate all raw materials and products; specify for each its corresponding amount to be used and production capacity at a specific timeframe (daily, monthly or annually); attach MSDS for each chemical to be used in the process*
- g. Description of Project Phases  
*Tabulate all project phases, activities / environmental aspects, associated wastes, significant environmental issues and built-in pollution control measures; the types of wastes, estimated volume of waste to be generated within each phase and the estimated waste generation rate should be specified*

- h. Manpower Requirements  
*Present estimated manpower requirement for each project phase*
- i. Project Duration and Schedule  
*Indicate the projected duration and schedule of each project phase*
- j. Resource Utilization  
*Tabulate the projected amount of resources (e.g., fuel, electricity, water, etc.) to be utilized for each project phase*
- VI. Monitoring and Evaluation of Baseline Environmental Conditions  
*For each environmental aspect relevant to the proposed project, attach sampling site map with reference to the project site; tabulate summary of the primary / secondary data (attach detailed data as appendix); identify and provide description of findings and conclusions on the baseline profiling as to the sensitivity of project impacts; provide analysis of the baseline data compared with relevant environmental standards*
- VII. Description of the Existing Environment and Future Environmental Conditions without the Project
- VIII. Impact Assessment and Mitigation  
*Discuss the significant impacts (both immediate and long term) across each project phase for each environmental aspect (refer to aspects under Section VI) to be affected by the project; for mitigation, present interventions / actions for each identified significant impact; include discussion of indirect, residual, unavoidable and cumulative impacts, where applicable*
- IX. Social Acceptability  
*Include the socio-economic aspect and issues of the affected community of the project*
- X. Waste Audit and Reuse, Recovery and Recycling (RRR)  
*Include estimated amount of waste to be generated and rate of waste generation for each project phase and its corresponding disposal methods and RRR measures*
- XI. Green Building Initiatives and Waste Minimization Plan for Cleaner Production and Sustainable Development  
*Include description of key sustainable initiatives and how will these initiatives result on waste generation and energy and water demand reduction*
- XII. Environmental Management Plan (EMP)
- a. Impacts Management Plan  
*Include the most significant aspects for each project phase and for each environmental component arising from significant environmental aspects*

- b. Contingency / Emergency Response Plan  
*State contingency / emergency policies and procedures*
- c. Abandonment / Decommissioning / Rehabilitation Plan  
*State abandonment / decommissioning / rehabilitation policies and procedures*
- XIII. Environmental Organization for EMP Implementation  
*Discuss the manpower positions and the reporting line that will be responsible for the monitoring and implementation of the EMP*
- XIV. Environmental Monitoring Plan  
*Discuss the most significant monitoring objectives and corresponding parameters to be monitored for each phase of the project, permissible limits to be complied with (if any), monitoring frequency and specifications of the station / location to be monitored*
- XV. Environmental Organization for EMP Implementation Conclusions
- XVI. Environmental Monitoring Plan Recommendations
- XVII. Conclusions List of References
- XVIII. Recommendations Appendices
  - a. Records of Inter-Agency Communications
  - b. Data and Reference Documents
  - c. Others