

ENVIRONMENT PROTECTION AGENCY –SIERRA LEONE

Protecting our environment for a better Future

CITIZEN SERVICE DELIVERY CHARTER

Rational for the establishment of the Environment Protection Agency

The Agency is established by an Act of Parliament in 2008, and has the overall mandate to effectively protect and sustainably manage the environment and natural resources to ensure a quality environment adequate for human health and wellbeing of all Sierra Leoneans

Who do we serve?

The entire population of Sierra Leone including Government institutions, local authorities, large, medium scale business enterprises, Parastatals, development partners, local and international Non-governmental Organizations, Media, civil society groups.

Responsibilities/Obligations of our customers

- a. Desist from activities that would have negative impacts on the environment
- b. Be knowledgeable on the Environment Protection Agency Act 2008 as amended in 2010 and all other relevant national environmental legislations
- c. Operate as responsible corporate entities respecting all national environmental legislations.
- d. Timely submission of environmental impact assessment report and other required documentations
- e. Report to the Agency any activity that has potential negative impacts on the environment
- f. Participate in public disclosures meetings for Environmental and Social Impact Assessment

Environmental Impact Assessment

<i>Service</i>	<i>Requirements</i>	<i>Service charge</i>	<i>Timeline</i>			
Application and screening of projects	Applicant must be a duly registered corporate entity. <ul style="list-style-type: none"> ➤ Submit application letter to the Agency ➤ Submission of duly completed application and screening forms and project proposal 	Le 200,000 No Service Charge	1 – 7 days			
Review of scoping report	Submission of scoping report	No service charge	Depends on the category of project <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Class A: 1-2 weeks</td> </tr> <tr> <td>Class B: 1-7 days</td> </tr> <tr> <td>Class C: 1 – 3 days</td> </tr> </table>	Class A: 1-2 weeks	Class B: 1-7 days	Class C: 1 – 3 days
Class A: 1-2 weeks						
Class B: 1-7 days						
Class C: 1 – 3 days						
Permission to proceed to Public disclosure	<ul style="list-style-type: none"> ➤ Submission of Environmental and Social Impact Assessment report to the Agency 	No service charge, but cost of Environment Protection Agency participation must be borne by proponent	Mandatory for Class A and B projects;			

Environmental and Social impact Assessment report review	<ul style="list-style-type: none"> ➤ Notices in 3 widely read newspaper ➤ Publish in government gazette ➤ Display reports at Environment Protection Agency, National Library and other points 	Time frame for submission of Environmental statements dependent on consultant	1 week to 1 month
			7 days interval between publications
Submission of public disclosure report (hard & soft copies)		No service charge	Class C: 1 week 1 Week – 1 Month
Environmental Impact Assessment approval	<ul style="list-style-type: none"> ➤ Board receives Environmental and Social Impact Assessment review report ➤ Board decision on review reports and other issues related to the Environmental Impact Assessment ➤ Notification letter to applicant 	No service charge	1 – 3 days (applicable to all category of projects)
Issuance of Environmental Impact Assessment License with Terms and Conditions	<ul style="list-style-type: none"> ➤ Calculation of Environmental Impact Assessment License fees with proponent representatives. ➤ Invoice indicating the Environmental Impact Assessment License fees and monitoring fees ➤ Receipt of bank notification of payment by the Agency 	Depends on the project category:	1 day
		Class A: USD 50,000 – 700,000 plus bank transfer fees	
		Class B: USD 5,000 – 50,000 plus bank transfer charges	
		Class C: USD 1,000 – 5,000 plus bank transfer charges	
Monitoring and inspection of project with Environmental Impact Assessment License	Must have acquired an Environmental Impact Assessment License	Cost included in the Environmental Impact Assessment License fees	Quarterly, and spot checks
Annual renewal of Environmental Impact Assessment Licenses	Application letter for renewal Quarterly reports annual reports	Based on the categories above but also subject to compliance incentives	1 – 3 months before expiry date of Environmental Impact Assessment License
Geographic Information Systems resources and services			
Provision of Geographic Information Systems information: 1 Land use data 2 Marine and coastal sensitivity data	Submit official request on specific data needed	Cost dependent on size of data: Government institutions = No service charge	2 – 5 days
		Private sector/corporate = cost depends on item requested	
Training on Geographic Information Systems 1 Introductory 2 Intermediate 3 Advance	Submit expression of interest to the Executive chairperson	Introductory course – Le 750,000/person	7 days
		Intermediate course – Le 2,000,000/person	14 days
		Advance course – Le 3,000,000/person	21 days
Ground truthing	Submit Environmental Impact Assessment application and screening forms together with coordinates of concession boundaries	Small scale project – Le 1,500,000	1 - 3 days
		Medium scale project – Le 6,500,000	3 – 5 days
		Large scale project: Le	3 – 7 days

25,000,000

Environmental Information, Education and Awareness

EIA statements accessible to the public	Submit a request or visit the Agency headquarter or regional offices	No service charge	1 day
Provision of information on Environmental Impact Assessment process (Checklist)	Submit a request through letter, phone call, or physically visit the office	No service charge	1 day
Provision of information on Environmental Impact Assessment Licenses issued	Submit a request letter to the Executive chairperson	No service charge	2 - 3 days
Provision of Information on Multi-lateral Environmental Agreements	Submit a request letter to the Executive chairperson	No service charge	2- 3 days
Short term training on environmental management	Submit expression of interest to the Executive Chairperson	Government (Ministries, Department & Agencies) Le 2,000,000/person/session	2 – 6 weeks
		Private or corporate: Le 3,000,000/person/session	

Complaints on environmental issues, contaminations/pollution and other concerns

Inspections of premises/facilities/sites for environmental violations and/or other concerns	<ul style="list-style-type: none"> ➤ Letter to the Executive Chairperson outlining the violations/incidents or concerns ➤ Telephone calls to lodge any such complains ➤ Visit the Agency office in person to make any such report. 	No service charge	Freetown: 1 - 2 Days (depending on the time the complaint/report is received by the Agency)
			Outside Freetown and the Provinces: 2 – 5 days.

Other Licensing

License for importation of coolants for refrigerators, air conditioners and fire extinguishers	<ul style="list-style-type: none"> ➤ Applicant must be a registered supplier ➤ Application must include details of chemicals and quantities to be imported; Material datasheet 	Le 200,000	3 working days
Notification documentation for Trans-boundary movement of banned substances and hazardous wastes	<ul style="list-style-type: none"> ➤ Applicant must be a duly registered entity ➤ Submit letter of request to the Agency ➤ Submit completed notification documents ➤ Submit proof of compliance with legal requirements of import country 	Charges dependent on import country regulations	1- 3 weeks

Complaints: The Environment Protection Agency encourages client and the general public to lodge genuine complaints, suggestions or compliments through the following addresses:

The Executive Chairperson Environment Protection Agency – Sierra Leone Office of the President	Bo regional Office: The Senior Regional Environment Officer	Koidu New Sembehun City Council, Old Library Building, Bona Street	Makeni Regional Office; The Senior Regional Environment Officer, Northern region St Lawrence Complex building,
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21 Old Railway Line, Brookfields, Freetown 025219110		+232 76644582	Azzolini Highway, Makeni 078 020 355
The time frame indicated are dependent on the timely submission of documents by the proponent's consultants			