

**GENERAL GUIDANCE ON THE PREPARATION OF
TERMS OF REFERENCE FOR
DETAILED ENVIRONMENTAL IMPACT ASSESSMENT REPORT**

INTRODUCTION

1. For projects which have been determined by the Department of Environment (DOE) to go through the detailed environmental impact assessment (EIA) procedure, the project proponent must submit the terms of reference (TOR) in accordance to the format outlined in specific EIA guidelines.

2. A project proponent must make sure that the proposed project concept and project location do not contradict any development plans, policies or any decisions of the Government of Malaysia prior to the submission of the TOR for the Detailed EIA report, namely (but not limited to the following):-
 - (i) National Physical Plan.
 - (ii) Structure Plan.
 - (iii) Local Plan.
 - (iv) Agreement between the Government of Malaysia and Kualiti Alam Sdn Bhd. on the disposal of scheduled wastes in Malaysia.
 - (v) Agreement between the Government of Malaysia and Pantai Medivest Sdn. Bhd., Faber Mediserve Sdn. Bhd. and Radicare Sdn. Bhd. on the disposal of clinical wastes from Government Hospitals.
 - (vi) Guidelines on Highland Development (*Garis panduan Pembangunan Di Kawasan Tanah Tinggi*).
 - (vii) Guidelines on Siting and Zoning of Industries.

3. The TOR or scoping exercise will identify key issues and further outline the environmental data collection that are required, determine the assessment techniques to be used and identify the appropriate methodologies for impact prediction and assessment. Thus this procedure is a vital stage in the detailed EIA procedure.

SUBMISSION OF TOR

4. The DOE has revised the existing procedure for the submission of TOR as shown in the flowchart in Annex 1.

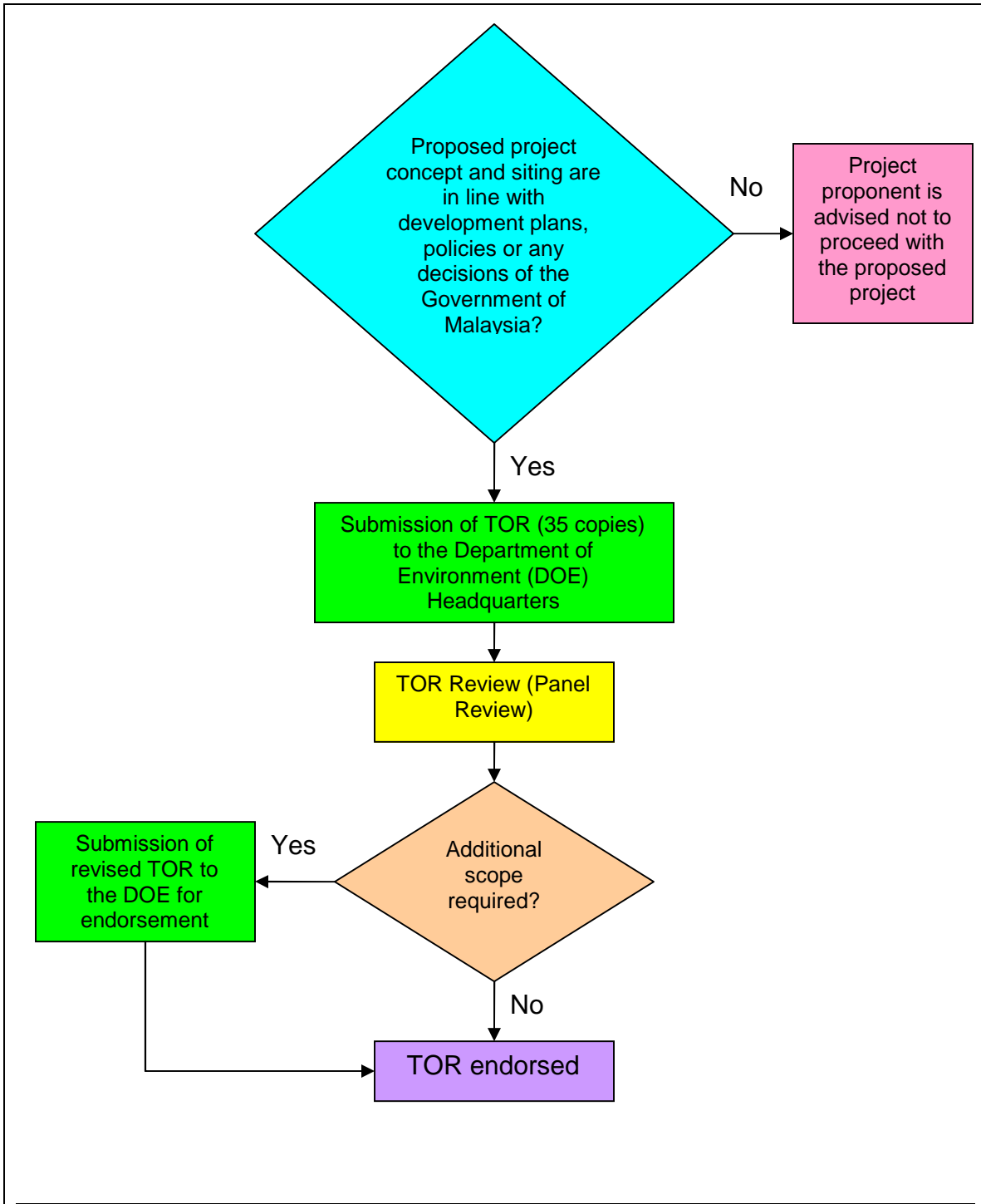
OBJECTIVE

5. A significant number of TOR received by DOE for the Detailed EIA report did not focus on key issues related to the specific project, resulting in poorly focused analysis and, time and effort wasted in the overall EIA procedures.
6. Therefore, this document is prepared as a general guidance to project proponents in submitting a **project-related and site-specific TOR** for the purpose of Panel Review process. This is crucial as it helps both parties in appreciating the real, critical and sensitive issues of the projects to be focused on in the Detailed EIA study.
7. The key aspect during the scoping process is to ensure the environmental impact assessment is at the appropriate level of detail, corresponding with the scale and significance of the proposed activity. Scoping will ensure that the critical issues are fully addressed.

TERMS OF REFERENCE (TOR)

8. In preparing a project-related and site-specific TOR for the Detailed EIA study, the project proponent and EIA consultant shall be able to identify key issues related to the project being proposed.
9. The contents of TOR shall be as in Annex 2.

Submission of Term of Reference (TOR) for the Detailed EIA Report



CONTENTS OF TERMS OF REFERENCE FOR DETAILED EIA REPORT

No	Contents	Description
1	Project Proponent	Include contact details (complete address, phone and fax numbers) of the appropriate and responsible person(s) to whom enquiries regarding EIA should be directed
2	List of Consultants/ Study Team	<p>Details of each individuals (must be registered with DOE) who will carry out the EIA study, which include:-</p> <ul style="list-style-type: none"> • DOE Registration number. • Academic background. • Experience. • Area of study. • Declaration (signatures). <p>The EIA consultant team is to be lead by a Team/Project leader/ manager who is responsible for the EIA report. Include contact details (complete address, phone and fax numbers) of the appropriate and responsible person(s) to whom enquiries regarding EIA should be directed</p>
3	Statement of Need	The statement of need for a project should be clearly established early in the project planning. The basis and rationale for the proposal would reflect the objective of a project and provide direction during planning. A statement of need also highlights the various benefits of the proposed project.
4	Project Description/ Concept	<p>The project concept must not contradict any development plans, policies or decisions of the Government of Malaysia .</p> <p>A description of the project must be given, including a description of the preferred project option including:-</p> <ul style="list-style-type: none"> • Clear description of the proposed project concept, project size, project components, process technologies and development phases including future phase . • Clear, coloured and readable maps, diagrams and photographs sufficient to enable panel reviewers to clearly understand the nature of the project and the location of all the project

No	Contents	Description
		<p>components. The location maps should include general location, specific location, project boundaries and project site/layout plan.</p> <ul style="list-style-type: none"> • A clear and readable flow chart of the process production and explanation on the process including criteria involved and the maximum capacity, for industrial-based projects.
4	Project Options	A brief discussion on the project options of how the reasonable options were selected and provide the basis for the elimination or options determined to be not reasonable.
5	Description of Existing Environment	<p>The description of the existing environment should identify as appropriate:</p> <ul style="list-style-type: none"> • The conditions of the physico-chemical, biological and human environment prior to implementation of the project. • The spatial boundaries within which the environment has been considered. • Environmental sensitive areas of special or unique scientific, socio-economic or cultural value that may be affected by the proposed project. The area to be studied (zone of impact) will invariably need to extend beyond the immediate project boundaries as ecological effects can be fairly widespread.
6	Baseline information on the proposed location	Outline the sampling methodologies, sampling locations, monitoring stations and sampling parameters in the collection of baseline information.
7	Project Location and Existing Landuse	<p>The location of the project must be in accordance to the Guidelines on Siting and Zoning for Industries published by DOE; development plans such as the National Physical Plan, Structural Plan and Local Plan; and other relevant guidelines or requirements from other agencies.</p> <p>Description of the project location shall include: -</p> <ul style="list-style-type: none"> • Exact location of proposed project with clear coordinates. • Existing land use and constraints.

No	Contents	Description
		<ul style="list-style-type: none"> • Distance of the proposed project site to any environmentally sensitive receptors and areas. • Macro scale maps (1:50,000 & 1:25,000), plans, photographs or satellite images, clearly identifying the location of the proposed project location. • The landuse map must be clear, readable and in colored form. An updated satellite image to indicate the recent existing environment may be used. The coverage of the landuse map must be at least within 5 km radius (interval of 250m). For large scale project such as the construction of dams or impounding reservoirs, the coverage of the landuse map may be beyond 5 km radius depending on the catchment area. • Other types of map to be produced in the TOR to describe the existing environment depends on the key and critical issues of the proposed project. They are cadastral map, topography and geological map, bathymetry map, hydrological map, coral population map and etc.
8	Potential Significant Impacts	<ul style="list-style-type: none"> • Based on the critical issues of the proposed project, briefly describe the potential significant impacts to be studied and criteria that may be used for impact analysis. • Outline the methodologies on the impact analysis / assessment.
9	Mitigation and Abatement Measures	<p>Based on the prediction of impacts to be studied, define the areas of the proposed project activities to be focused when discussing mitigation and abatement measures at these stages:-</p> <ul style="list-style-type: none"> • Pre-construction (including feasibility studies and design); • Construction; and • Post-construction (including operation and maintenance)
10	Residual Impacts	<p>Outline potentially significant environmental impacts which may remain after mitigating measures have been applied (long term effects), to be studied in the EIA.</p>
11	Environmental Management Plan (EMP)	<p>Briefly describe the components to be addressed in the Environmental Management Plan.</p>

Note: Please submit **35 copies** of the Term of Reference to:

Director General
Department of Environment
Ministry of Natural Resources & Environment
Level 1-4, Podium 2 & 3, Wisma Sumber Asli
No. 25, Persiaran Perdana, Precinct 4
62574 PUTRAJAYA
(Attn. to: Director of Assessment Division)