

**Exhibit A (Act 172-12)**

**SAMPLE LETTER FOR A PROPOSING AGENCY FILING AN ACT 172 (12)  
ENVIRONMENTAL IMPACT STATEMENT PREPARATION NOTICE DETERMINATION  
FOR ITS PROPOSED ACTION (NO ENVIRONMENTAL ASSESSMENT REQUIRED)**

Proposing Agency Name (on agency letterhead)  
[Street Address]  
[City, ST ZIP Code]  
Date

Director  
Office of Environmental Quality Control  
Department of Health, State of Hawaii  
235 S. Beretania Street, Room 702  
Honolulu, Hawai'i 96813

Dear Director:

Under the provisions of Act 172 (12), the [Proposing agency name] has determined at the outset that an environmental impact statement is required for our (ACTION NAME) situated at (TMK Number), in the (DISTRICT NAME) on the island of (ISLAND NAME). A completed Bulletin Publication Form and a summary of the proposed action is enclosed (with a copy of the same sent via electronic mail to [oeqc@doh.hawaii.gov](mailto:oeqc@doh.hawaii.gov)).

Pursuant to the requirements of Section 11-200-3, Hawaii Administrative Rules, and Section 11-200-15, Hawaii Administrative Rules, we request that you public notice of this statutory determination in the next available periodic bulletin (Environmental Notice) for the public to submit comments to the [Proposing agency] during a thirty-day public comment period.

If there are any questions, please contact \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,

PROPOSING AGENCY official

Copy: Accepting authority (Governor or County Mayor)

Enclosures: (1) Completed OEQC Publication form  
(2) Summary description of action in electronic format

(rev. July 2012)