

EIS Filing and Distribution  
(Draft and Final EISs)

**Overview of Total Number of Required Documents:**

**NOA**

- 3 original copies of the NOA, each **signed** by the RD (or acting RD) to be submitted to the Office of the Federal Register
- Courtesy copies as seen in the next section

**EIS or EIS/ROD**

1 electronic copy of the EIS uploaded to <https://cdx.epa.gov> for official e-filing

- 2 copies (1 Paper, 1 CD) of the EIS and courtesy photocopy of the NOA to the EPA Regional Office (see list below)
- 2 copies (CDs) of the EIS and courtesy photocopy of the NOA to the National NEPA Coordinator
- 2 copies (1 Paper, 1 CD) of the EIS (plus HCP and IA, if appropriate) and courtesy photocopy of the NOA for the DOI Natural Resources Library

Note: EPA – WO does not need a courtesy copy of the NOA

**Cover/transmittal letters or memos and signature authority**

- *Federal Register* – signed by the RD/DRD
- *Federal Register* – request for certain publication date to correlate with EPA's publication date – may be signed by RD/DRD or ARD
- Transmittal letters to EPA Regional, the National NEPA Coordinator, & the DOI Natural Resource Library [may be signed by the RD, ARD, or Field Supervisor, depending on where copies are sent from].
- Affected National and State congressionals [signed by FO]
- Interested Parties [signed by FO]

(If examples are needed, contact the RO)

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## INSTRUCTIONS

1. Prepare the NOA and send a copy to PPM (Sara Prigan) for N #, early review, & latest changes from HQ – or docket # for use of regulations.gov for comments (Marcia Cash – see docket request form) if expecting a lot of comments. Also provide a copy to your External Affairs contact at that time. After receiving PPM edits:
  
2. Prepare the Signature Package for **Regional Director** signature, consisting of:
  - Note to Reviewer
  - Final copy of the NOA for the draft EIS (or final EIS and ROD for final packages) with dates to correlate with EPA's public comment period (can be left highlighted until PPM approval);
  - Informational Memo (IM) for the Secretary (must be approved by the RD/DRD);
  - NOA Cover Sheet/List of High Level Reviewers;
  - Solicitor's surname (since it is outside of the DTS system);
  - Cover letter to the Director of the *Federal Register* requesting publication; and
  - Transmittal letters – EPA Region 6 Office – or Region 9 Office if Arizona, the National NEPA Coordinator, & the DOI Natural Resource Library

**Route for surname (check with your region for specific routing):** Lead biologist, Branch Chief/Regional HCP Coordinator, Solicitor, Division Chief, ARD ES, ARD EA (for review of Informational Memo to the Secretary only), & RD/DRD

3. After Regional Director (or acting) signature is obtained:
  - Send copies of the NOA, IM, SOL surname, and list of high level reviewers to PPM for approval/clearance of the notice via DTS (all documents must be reviewed and approved by the lead biologist before going on surname – and if questions, through the Branch Chief or

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Regional HCP Coordinator).

- Send PPM (Sara Prigan) an e-mail to let her know you're sending it through DTS
- Approval will come back as an e-mail message from PPM to the Branch Chief/ Regional HCP Coordinator or the requesting biologist.

**Note: DO NOT send the NOA to the *Federal Register* until you have clearance from HQ-PPM**

4. After approval/clearance from the Secretary's office, coordinate the approved *Federal Register* publication date with the EPAs publication date to the best of our abilities.
  - Call FR NOA scheduling to determine the time from receipt to publishing, OR
  - To correlate publication dates, send a cover letter to the Director of the *Federal Register* requesting publication on a particular date, signed by the ARD, when you know EPAs publication date.

(Note: EPA publishes notices only on Fridays, and the EIS must be uploaded by 5:00 PM EST on the Friday prior to the Friday of desired publication; e.g for EPA to publish on Friday, July 19, the filing package must be with EPA on or before 5:00 PM EST, Friday, July 12). **EPAs FR publication date in the *Federal Register* is the official START DATE** of the *comment period*. The official **END DATE** of the comment period is also listed in EPA's notice (we will determine this date depending on whether it is a draft EIS [90 days] or a final EIS & ROD [30 days]). Unless we are certain of the closing date, our NOA should not list the comment period's closing date. Instead, it may state the length of the review period to follow after publication of EPA's notice of availability. Extensions of comment periods do not require a separate *Federal Register* notice.

5. Work with External Affairs to ensure that the outreach package is complete.
6. Upload the EIS onto e-NEPA at <https://cdx.epa.gov>

Ensure that courtesy copies of the EIS and NOA have been or are being sent to the appropriate parties prior to publication:

- 2 copies (1 Paper, 1 CD) of the EIS and courtesy photocopy of the NOA to the EPA

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### Regional Office

- 2 copies (CDs) of the EIS and courtesy photocopy of the NOA to the National NEPA Coordinator
- 2 copies (1 Paper, 1 CD) of the EIS (plus HCP and IA, if appropriate) and courtesy photocopy of the NOA for the DOI Natural Resources Library

7. If using regulations.gov, ask Marcia Cash to upload docs from DTS

### **Preparing Your EIS Document for Electronic Submission**

All pdf documents must meet EPA's online pdf requirements

#### **File Size Requirements**

Files posted for the public must be in pdf format and must not exceed 50MB.

If working with a contractor, you can have the contractor ensure that documents meet the following requirements (it's standard practice).

If the document is larger, please divide it into chapters or subchapters, if necessary.

Adobe's *Reduce File Size* option will compress portions of the document, and offers the opportunity to limit backwards compatibility, which can further reduce file sizes.

#### **Further Information on How to Save and Compress PDF Files**

[http://help.adobe.com/en\\_US/acrobat/pro/using/WSFCDFBF6D-795A-4364-BA93BB157AAD53ED.w.html](http://help.adobe.com/en_US/acrobat/pro/using/WSFCDFBF6D-795A-4364-BA93BB157AAD53ED.w.html)

#### **Formatting your EIS Document for Electronic Submission**

It is recommended to format the filenames with the chapter or subchapter number first, followed by its name

Example: *Chapter 1 – Purpose and Need*

If submitting a single file, please use the full EIS title as the filename.

All documents must be searchable. Most PDFs (other than scanned documents) are already searchable. For documents with unsearchable text, please run an optical character recognition.

### How to Run Optical Character Recognition

<http://tv.adobe.com/watch/learn-acrobat-x/recognizing-text-in-scanned-pdf-documents/>

### Metadata

EPA requires metadata be entered in *Document Properties* for *Title*, *Subject*, *Author*, and *Keywords*. *I recommend that you create a word doc with the pertinent information in it so you can cut & paste rather than typing information into each field (see attached example).*

Use the title of the document for both the *Title* and *Subject* fields.

Use the name of your agency in the *Author* field.

Please see the link below for guidance on appropriate keywords.

### Further instruction on EPA metadata Requirements

[http://yosemite.epa.gov/OEI/webguide.nsf/content/pdf\\_metadata](http://yosemite.epa.gov/OEI/webguide.nsf/content/pdf_metadata)

### Bookmarking

All PDF files should have chapters and subchapters bookmarked and the bookmark view should be displayed upon opening the file.

### How to Create a Bookmark

[http://help.adobe.com/en\\_US/acrobat/pro/using/WS58a04a822e3e50102bd615109794195ff-7cc6.w.html](http://help.adobe.com/en_US/acrobat/pro/using/WS58a04a822e3e50102bd615109794195ff-7cc6.w.html)

**How to Set the Bookmark View**

[http://help.adobe.com/en\\_US/Acrobat/9.0/Standard/WS58a04a822e3e50102bd615109794195ff-7c6c.w.html](http://help.adobe.com/en_US/Acrobat/9.0/Standard/WS58a04a822e3e50102bd615109794195ff-7c6c.w.html)

**How to Submit Your Document**

- a. When you are ready to submit your document, return to <https://cdx.epa.gov>
- b. Log in with your username (currently luelaprs) and password (currently Wild456Life)
- c. Upon logging-in select “**Submit an EIS**” (See Figure 5 in attached document)
- d. You will then be directed to the form shown in Figure 6 in attached document.
- e. After clicking “**Submit**” you will be prompted to digitally sign the uploaded files (See Figure 7 in attached document)
- f. Once signed, you will receive a confirmation email verifying your signature and submission.
- g. Congratulations! You’ve completed filing your EIS with e-NEPA.

7. Submit original signature FWS NOAs with cover letter to the Director of the Office of the **Federal Register**. You may include an additional letter signed by the ARD to request a particular publication date to correlate with EPAs publication date.

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**IMPORTANT CONTACTS and ADDRESSES for FILING an EIS**

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**Office of the Federal Register (OFR)**

**Questions to FR:** 202/741-6060

Documents sent via **messenger service, overnight delivery, Express Mail**, etc. may be delivered Monday through Friday between 8:45 am and 5:15 pm, except on Federal holidays, to;

Oliver Potts, Director

Office of the Federal Register

National Archives and Records Administration

800 N. Capitol Street NW, Suite 700

Washington, DC 20001

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**FWS HQ Policy, Performance, and Management Programs (PPM)**

Division Policy, Performance, and Management Programs

U.S. Fish and Wildlife Service

MS BPHC-PPM; 5275 Leesburg Pike;

Falls Church, VA 22041-3803

FAX number 703/358-2269

**EIS Filing & Distribution** August 1, 2016

Attn: Sara Prigan

Phone 703/358-2508

Email: [sara\\_prigan@fws.gov](mailto:sara_prigan@fws.gov)

Attn: Marcia Cash

Phone 703/358-2013

Email: [marcia\\_cash@fws.gov](mailto:marcia_cash@fws.gov)

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**National NEPA Coordinator's Office**

National NEPA Coordinator

Attn: Stephanie Nash (*Environmental Protection Specialist*)

U.S. Fish & Wildlife Service Headquarters

MS: ES 2W006C

5275 Leesburg Pike

Falls Church, VA 22041-3803

703/358-1896 (Office)

703/358-1783 (Fax)

Email: [stephanie\\_nash@fws.gov](mailto:stephanie_nash@fws.gov)

**Department of Interior Office of Environmental Policy and Compliance (OEPC)**

Dave Sire

Natural Resources Management Team Leader

Office of Environmental Policy and Compliance, DOI

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Washington, DC 20240

Phone: 202/208-6661

E-mail: *david\_sire@ios.doi.gov*

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**DOI Natural Resources Library**

U.S. Department of the Interior Library

1849 C Street, NW, MS 1151

Washington, DC 20240

Phone: 202/208-5815

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**Environmental Protection Agency, Regional Offices**

Region 1 (CT, MA, ME, NH, RI, VT)

Environmental Protection Agency  
5 Post Office Square - Suite 100  
Boston, MA 02109-3912  
Phone: (617) 918-1111  
Fax: (617) 918-1809  
Toll free within Region 1: (888) 372-7341

Region 2 (NJ, NY, PR, VI)

Environmental Protection Agency  
290 Broadway  
New York, NY 10007-1866  
Phone: (212) 637-3000  
Fax: (212) 637-3526

Region 3 (DC, DE, MD, PA, VA, WV)

Environmental Protection Agency  
1650 Arch Street  
Philadelphia, PA 19103-2029  
Phone: (215) 814-5000  
Fax: (215) 814-5103  
Toll free: (800) 438-2474  
Email: [r3public@epa.gov](mailto:r3public@epa.gov)

Region 6 (AR, LA, NM, OK, TX)

Environmental Protection Agency  
Fountain Place 12th Floor, Suite 1200  
1445 Ross Avenue  
Dallas, TX 75202-2733  
Phone: (214) 665-2200  
Toll free within Region 6: (800) 887-6063

Region 7 (IA, KS, MO, NE)

Environmental Protection Agency  
11201 Renner Blvd.  
Lenexa, KS 66219  
Phone: (913) 551-7003  
Toll free: (800) 223-0425

Region 8 (CO, MT, ND, SD, UT, WY)

Environmental Protection Agency  
1595 Wynkoop St.  
Denver, CO 80202-1129  
Phone: (303) 312-6312  
Fax: (303) 312-6339  
Toll free: (800) 227-8917  
Email: [r8eisc@epa.gov](mailto:r8eisc@epa.gov)

Region 4 (AL, FL, GA, KY, MS, NC, SC, TN)

Environmental Protection Agency

Atlanta Federal Center

61 Forsyth Street, SW

Atlanta, GA 30303-3104

Phone: (404) 562-9900

Fax: (404) 562-8174

Toll free: (800) 241-1754

Region 5 (IL, IN, MI, MN, OH, WI)

Environmental Protection Agency

77 West Jackson Boulevard

Chicago, IL 60604-3507

Phone: (312) 353-2000

Fax: (312) 353-4135

Toll free within Region 5: (800) 621-8431

Region 9 (AZ, CA, HI, NV)

Environmental Protection Agency

75 Hawthorne Street

San Francisco, CA 94105

Phone: (415) 947-8000

(866) EPA-WEST (toll free in Region 9)

Fax: (415) 947-3553

Email: [r9.info@epa.gov](mailto:r9.info@epa.gov)

Region 10 (AK, ID, OR, WA)

Environmental Protection Agency

1200 Sixth Avenue, Suite 900

Seattle, WA 98101

Phone: (206) 553-1200

Fax: (206) 553-2955

Toll free: (800) 424-4372

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EPA DC

Current Environmental Impact Statements

Dawn Roberts 202/564-7146

Metadata example:

Title:

Final Environmental Impact Statement: Edwards Aquifer Recovery Implementation Program  
Habitat Conservation Plan

Subject:

Final Environmental Impact Statement: Edwards Aquifer Recovery Implementation Program  
Habitat Conservation Plan

Key Words:

Habitat Conservation Plan, aquifer management; aquifer management during extreme drought conditions; human water use: drinking water for more than 2 million people in south-central Texas, domestic, livestock, irrigation, industrial, municipal, and recreational; San Marcos Springs and River; Comal Springs and River.