

## Benefits of EA Training

- Communicates DOE EA expectations
- Streamlines the EA process
- Shortens preparation & review time.
- Provides quality at the start of the EA process.
- Focuses on outcomes of the EA process - Quality decisions and environmental stewardship.

### Course Participant Comments...

*"The idea of presenting 'lessons learned' is very valuable."*

*"...well organized and helpful. I understand much better the expected contents of an EA"*

*"Within six months the course has improved the initial quality of our site EAs."*

## Environmental Assessment Preparation Training Course

*"Quality at the Start"*

Sponsored by  
the U.S. DOE  
Office Energy Research  
Office of Environment, Safety and Health  
Technical Support

TO:

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## EA Course Description

The EA Preparation Training course focuses on the development and writing of an Environmental Assessment (EA). Included in the agenda is a brief overview of NEPA and the EA's function in the NEPA process. The course is targeted towards individuals who are familiar with NEPA and are involved in the preparation and review of EAs. The course is structured in a hands-on workshop environment to facilitate and encourage communication between the instructors and attendees. Each participant receives an EA preparation handbook and a certificate of training.

## A Lessons Learned Approach

The Office of Energy Research (ER) EA Preparation Training course was developed utilizing a "lessons learned" approach. Comments submitted by the DOE Office of Environment, Safety, and Health (EH), Office of General Counsel (GC), and the States on completed ER EAs were identified and categorized. The content of the course was then developed to insure that information was included to provide course attendees with the tools and references necessary to address these issues in future EAs. By using this approach ER has successfully implemented a course that is targeted at addressing deficiencies identified within the EA preparation process.

## Course Logistics

- The course lasts 1 to 1½ days, depending on the components that are presented.
- The content can be tailored to address special site needs.
- To facilitate interaction between instructor and attendees, session is limited to 30 participants.

*Environmental  
Assessment  
Preparation  
Training*

## Host Requirements

- Provide an adequate size training room
- Promote the scheduled course to attendees
- Organize and handle course logistics
- Provide all necessary AudioVisual equipment
- Coordinate with Operations Office and NCO

## Specific Topic Areas

The course consists of seven components addressing various elements of the EA preparation process. The components are:

### **NATIONAL ENVIRONMENTAL POLICY ACT - Regulatory/ Historical Overview**

### **LOCAL OPERATIONS OFFICE - Procedures & Expectations for EAs - Based on DOE Guidance/ Requirements**

### **DEFINITION, FORMAT, AND SYNTAX for EAs**

### **FIGURES - Use of adequate & value added figures**

### **ENVIRONMENTAL ASSESSMENT TECHNICAL CONTENT - Review of items in a "Quality" DOE EA.**

### **CONTACTS AND REFERENCES**

### **FINDING OF NO SIGNIFICANT IMPACT - Format & Content**