National
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PROCEDURES

for

SUBMITTING DOCUMENTS

for

POSTING on the

DOE NEPA WEBSITE

www.gc.energy.gov/NEPA

August 2008

U.S. Department of Energy
Office of General Counsel
Office of NEPA Policy and Compliance

PREFACE

The DOE NEPA Website has served as the focal point for DOE NEPA practice since it was created in 1993. A reorganization in which the Office of NEPA Policy and Compliance became part of the Office of the General Counsel provided an opportunity to modernize the original DOE NEPA Website. Therefore, the Office of NEPA Policy and Compliance recently launched a brand new DOE NEPA Website at a new internet address: www.gc.energy.gov/NEPA/. The new DOE NEPA Website contains all of the content from the original DOE NEPA Website. The new DOE NEPA Website has been fundamentally redesigned to be more user-friendly, using standardized DOE "energy.gov" templates.

The Electronic DOE NEPA document archive (under the *DOE NEPA Documents* tab) is the only centralized electronic collection of DOE NEPA documents. Maintaining the archive, however, is resource-intensive, requiring cooperation from the DOE NEPA Community to ensure the accuracy and completeness of the collection. To that end, we have revised the procedures for submitting documents for publication as required by DOE Order 451.1B. *The Procedures for Submitting Documents for Posting on the DOE NEPA Website* was prepared by the Office of NEPA Policy and Compliance, in consultation with the Office of the Chief Information Officer.

**The Procedures for Submitting Documents for Posting
on the DOE NEPA Website (http://www.gc.energy.gov/NEPA)**

NOTE: For planning and informational purposes, before submitting *EISs* for posting per DOE O 451.1B, please notify the DOE NEPA Website Manager, Denise Freeman, and submit three paper copies, the attached DOE NEPA Document Certification and Transmittal Form, and the electronic files (no password or write protection, please – See the *"Do's and Don'ts of Electronic File(s) Submissions"* below) of completed Draft and Final EISs via overnight mail directly to:

> Ms. Denise C. Freeman
> Office of NEPA Policy and Compliance (GC-20)
> 1000 Independence Avenue, SW
> Washington, DC 20585-0103
> PH: 202-586-7879
> Denise.freeman@hq.doe.gov

For *environmental assessments and other NEPA documents,* continue to submit three paper copies, the attached DOE NEPA Document Certification and Transmittal Form, and the electronic files (no password or write protection) to the Office of NEPA Policy and Compliance:

> Ms. Carol M. Borgstrom
> U.S. Department of Energy
> Office of NEPA Policy and Compliance (GC-20)
> 1000 Independence Avenue, SW
> Washington, D.C. 20585-0103

DOE NEPA Document Certification and Transmittal Form

1. NEPA Document #:_____(e.g., DOE/EIS-XXX, DOE/EA-XXXX)
    Document date:_____
    Title:_____
    _____
    *Electronic format:_____

2. NEPA Document Keywords (No less than 5):
    Keyword 1:_____   Keyword 2:_____
    Keyword 3:_____   Keyword 4:_____
    Keyword 5:_____   Keyword 6:_____

3. Contact Information:
Transmittal date: _____

Organization:_____

NEPA Compliance Officer:_____
Telephone Number:_____ _____
E-mail:_____

NEPA Document Contractor (if applicable):_____
Technical Point of Contact (Name):_____
Telephone Number:_____
E-mail:_____

4. NEPA Compliance Officer Certification:

   a.   I certify that the attached paper copies and electronic files(s) are true copies of the original
           approved document, and the Office of NEPA Policy and Compliance should use the electronic
           file(s) in preparing the document for Web publication.

   b.   <u>Security Review</u> - This document has been reviewed by appropriate security officials and
           authorized for web publication in its entirety or in part (specify in "Comments" below).
   c.

           _____
                        Signature   Date

   The document should be posted on the:
   _____Secure Server   _____Non-Secure Server

   Comments/Posting Instructions or Miscellaneous:

THE DO'S & DONT'S OF ELECTRONIC FILE(s) SUBMISSIONS

For submitting NEPA documents to the Office of NEPA Policy and Compliance for Web Posting:

1. **Do NOT write protect the document!**
2. **Do** include alternative text for all graphics/images.
3. **Do** include metadata and appropriate tags to make your document Section 508 compliant.
4. **Do** optimize and reduce graphic file size and dimensions before converting to PDF.

New Document Naming Convention

Along with optimizing images and reducing file sizes, consistency in naming files is important. The new NEPA website is adopting the following file naming convention and your adherence to this standard will be greatly appreciated:

- Example for a draft EIS where there are lots of files for one document:

  EIS-01234_D-volume1.pdf, EIS-01234_D-volume2.pdf, etc.

- Example for a final EIS where there are lots of files for one document:

  EIS-01234_F-volume1.pdf, EIS-01234_F-volume2.pdf, etc.

- Example for a draft EIS when there is just a single file for one document:

  EIS-01234_D.pdf

- Example for a final EIS when there is just a single file for one document:

  EIS-01234_F.pdf

Also, please note that the filenames should never include a period or a slash or other special characters. Periods are reserved for file extensions and are automatically appended to the end of a filename. Slashes indicate directory structure and should never have spaces in them. Use an Underscore or Dash between words in a filename.

NEPA Documents Graphics Standards

Images (e.g., photographs, icons, and illustrations) can communicate a great deal of information while adding visual appeal to documents and Web pages. At the same time, images on the Web cause increased download time and accessibility issues, potentially causing users to leave without seeing your content.
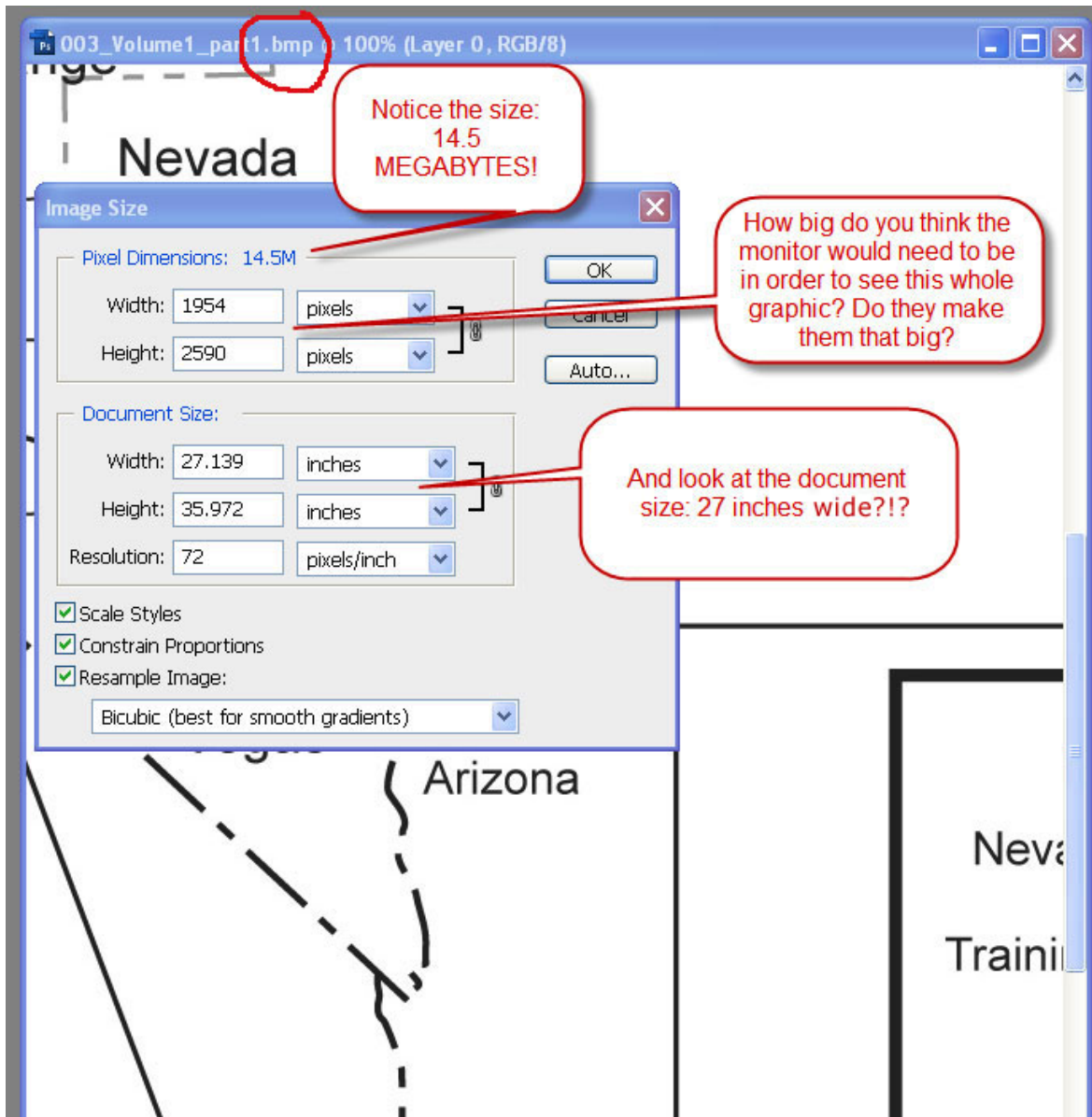
Best Practices for Graphics to be used in Documents on the web:
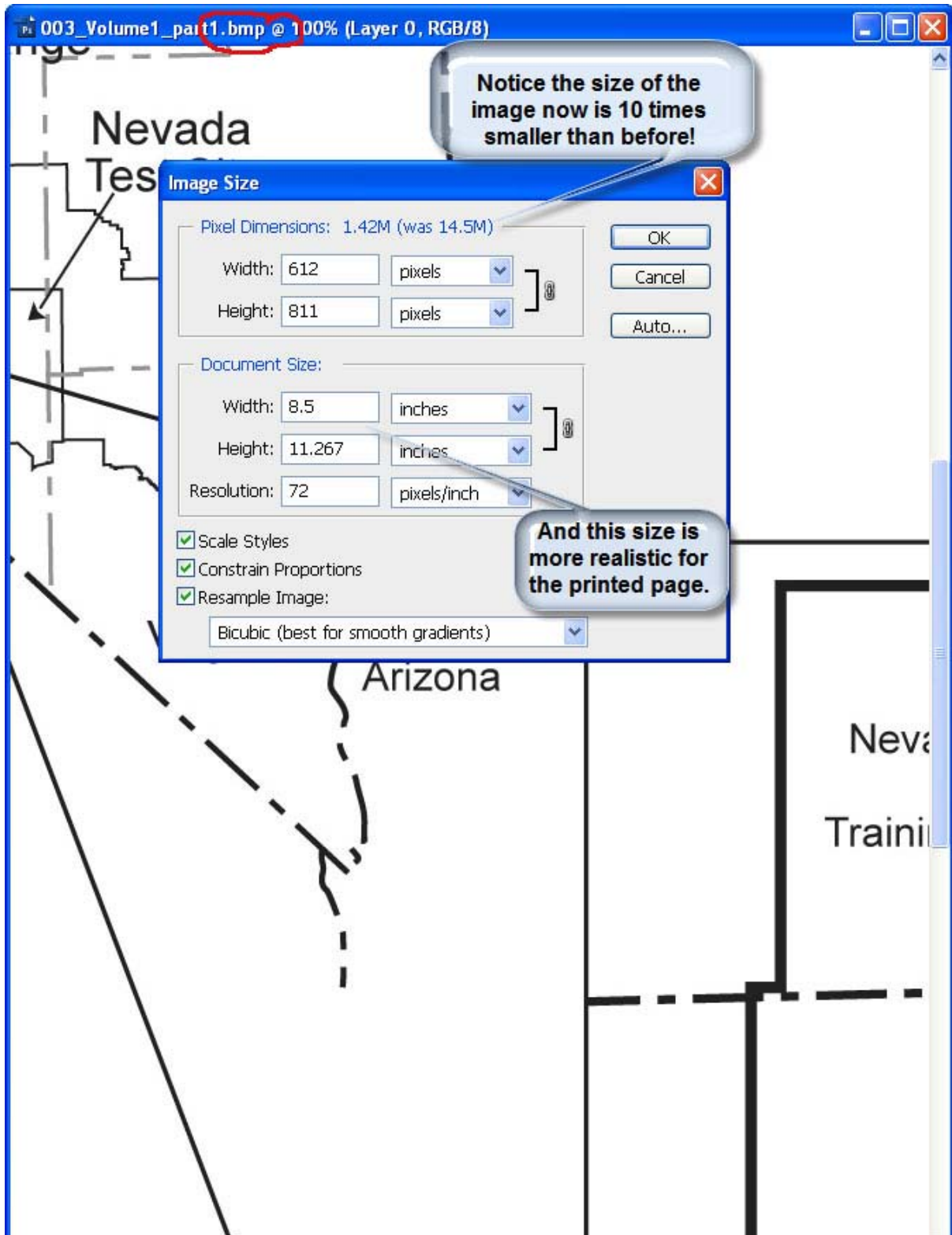
- Photos should be optimized prior to including them in documents that will be converted to PDF for the Web. While larger bitmap documents are desired for printed documents, they increase file size and impact download times for web documents.

- Use Only GIFs and JPEGs.
  - Index colors at 256 or lower for GIFs.
  - Turn off interlacing (it adds to the file size).
  - Using transparency for GIFs adds to the size of the file, so gauge the use of this against the importance of download time.

- JPEGs retain a full spectrum of color and are good for gradients.

- Resolution for graphics on the web should be no more than 96 dpi and 200 dpi for print; graphics in the PDF documents sent to the Office of NEPA Policy & Compliance should not exceed 96 dpi.

- Graphic dimensions should be no larger than 576 pixels wide by 736 pixels in height (equal to 8"X10" - using graphics that may be 72 dpi but over 1,000 pixels wide results in a file size of almost 14MB).
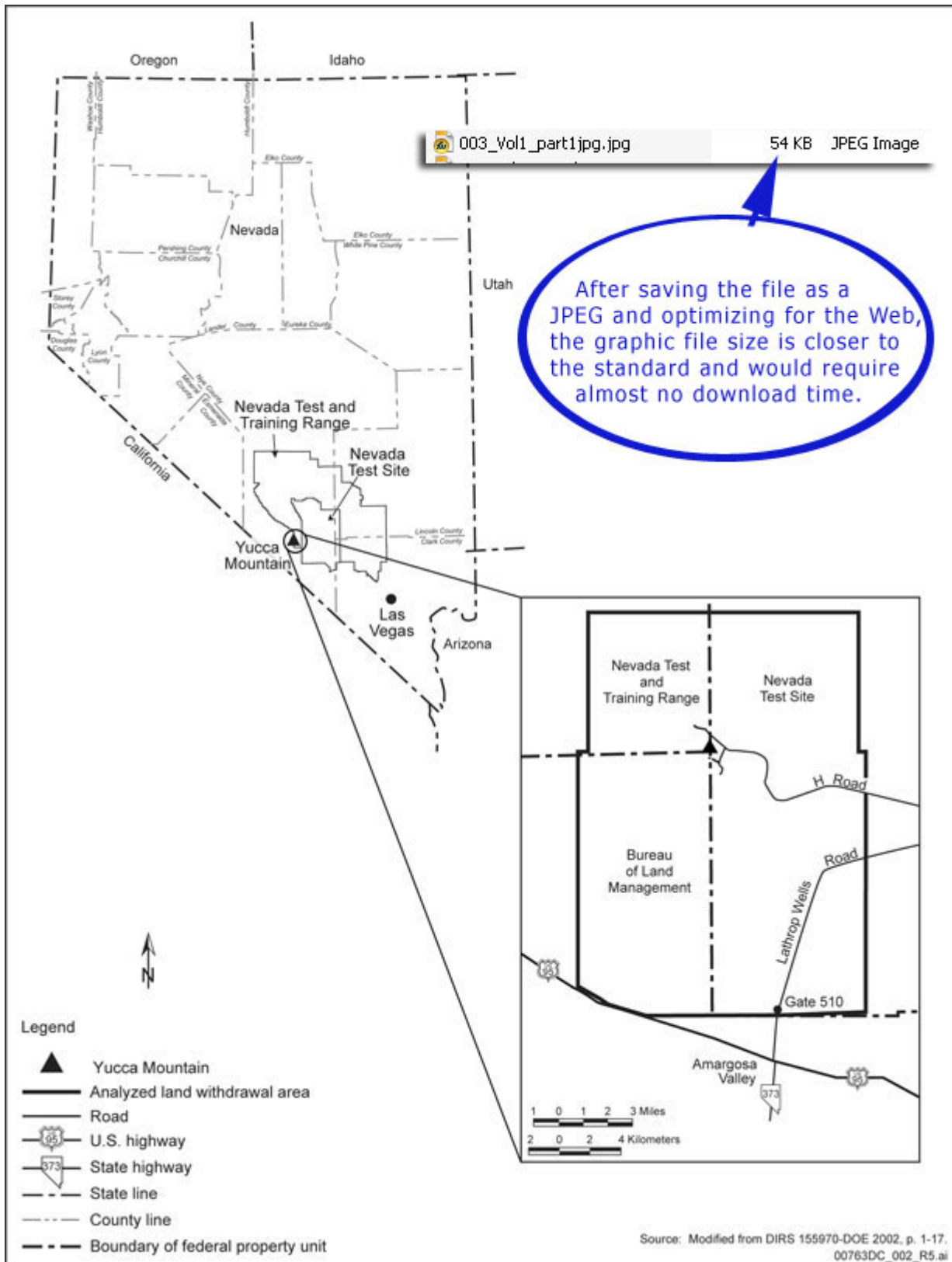
When saving JPEGs:
  - Compress file at no lower than setting 6 (high). Compressing a JPEG more than that can cause the quality of the graphic to degrade (*Photoshop Filter > Sharpen* > Sharpen should be used on all photos and images for better quality).
  - Note that using "Progressive Scan" will add bytes to the file size.
  - Use either "Baseline Standard" or "Optimized" under "Format Options."

The examples on the next few pages show the "before and after" of one graphic taken from the Yucca Mountain Final EIS, using Adobe Photoshop.
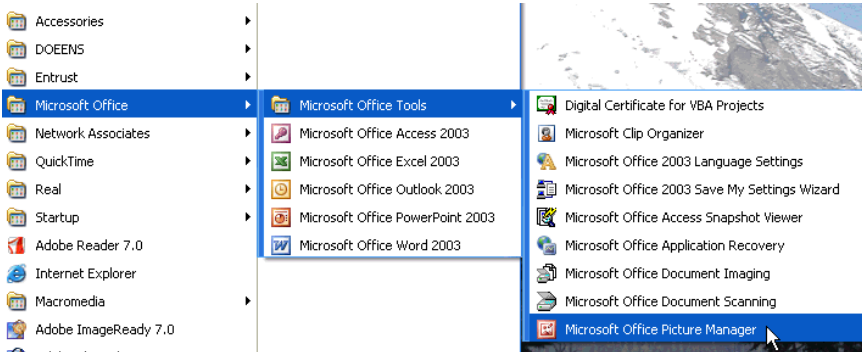
003_Volume1_part1.bmp @ 100% (Layer 0, RGB/8)

Nevada
Test

Notice the size of the image now is 10 times smaller than before!

Image Size

Pixel Dimensions: 1.42M (was 14.5M)

Width: 612 pixels
Height: 811 pixels

OK
Cancel
Auto...

Document Size:

Width: 8.5 inches
Height: 11.267 inches
Resolution: 72 pixels/inch

☑ Scale Styles
☑ Constrain Proportions
☑ Resample Image:

Bicubic (best for smooth gradients)

And this size is more realistic for the printed page.

Arizona

Neva

Traini

003_Vol1_part1jpg.jpg   54 KB   JPEG Image

After saving the file as a JPEG and optimizing for the Web, the graphic file size is closer to the standard and would require almost no download time.

Legend

▲ Yucca Mountain
── Analyzed land withdrawal area
── Road
─⑨⑤─ U.S. highway
─③⑦③─ State highway
─ ─ ─ State line
─ ·─ ·─ County line
─ ── ·─ Boundary of federal property unit

Source: Modified from DIRS 155970-DOE 2002, p. 1-17.
00763DC_002_R5.ai

Resizing Images Using Microsoft Office Picture Manager:
(*NOTE*: Picture Manager may be available in Microsoft Office Suite. DOECOE machines offer it in the MS Suite).

Access Picture Manager

Use the following procedure to access Microsoft Office Picture Manager.

1. Click **start**.
2. Click **All Programs**.
3. Click **Microsoft Office**.
4. Click **Microsoft Office Tools**.
5. Click **Microsoft Office Picture Manager**.
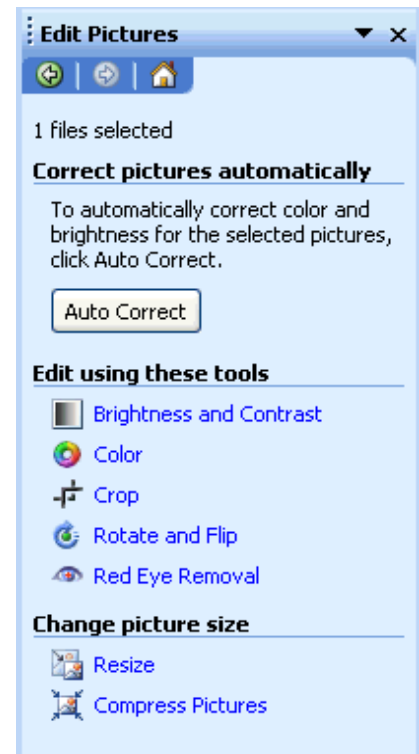

Edit Pictures

Use the Edit Pictures features to resize the image and/or compress it for faster loading and viewing on a Website.

Compress Images

NOTE: You will not need to do this if the original file sent to you has been compressed to 72 dpi for Web page display.

Use the following procedure to compress an image for faster loading and viewing on a Website.

1. Click **Compress Picture** from the Edit Pictures menu.
2. Select **Compress for Web Pages**. Under Estimated Total Size, you will see the original file size and the compressed file size.
3. Click **OK** to accept the file size compression.

Resize Images

Use the following procedure to resize an image (that is—changing the width and height of the image).

1. Click **Resize** from the Edit Pictures menu.
2. Click **Percentage of original width x height**.
3. Click the arrows up or down to increase or decrease the image size. The new size of the image displays under the Size setting summary.
4. Click **OK** when satisfied with the new size (dimensions) of the image.

Save Edited File

1. Click **File** on the MS Office Picture Manager menu bar.
2. Click **Save As** to save the file. *NOTE: JPEG is the best file type for Web viewing.*
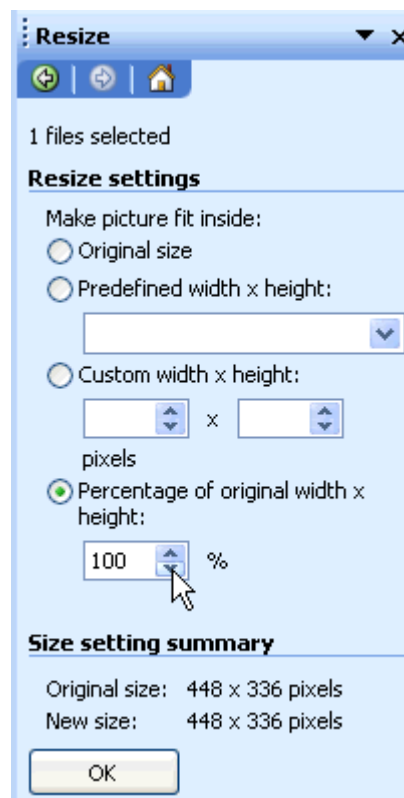
There is also assistance for optimizing scanned pages at:
http://blogs.adobe.com/acrobatineducation/2007/02/optimizing_scanned_pages_part.html

NOTE: Smaller document file size could result in the ability to email them to the Offoce of NEPA Policy and Compliance instead of via USPS or other delivery services, thereby providing cost savings.

Section 508
Alt Text, etc

It is a Federal requirement that all documents posted to the web be Section 508 compliant. That means including metadata, alternative text (ALT tags) for graphics, and proper tagging of the document elements.

Screen readers use ALT tags to provide visually impaired users with a description of a graphic. Your alternative text, therefore, should accurately and completely describe the information you are presenting.

Creating Accessible PDFs

In an ideal world, making a PDF 508 compliant is a two-step process:

1) The base content used to create the PDF must be 508 compliant first.
2) Once your base content is 508 compliant, then you can create a PDF that is compliant.

In other words...

The best way to create accessible PDFs is to start with your native files (Word, WordPerfect, etc). Use the following techniques to make native files in your word processing software as accessible as possible before creating PDFs:

- Use headings and styles, not just all caps, **bold** or *italics.*
- Use true columns, not tabs and spaces
- Use tables to format your data instead of applying fonts and using tabs.
- Be sure to select the "Enable Accessibility and Reflow" option from PDFMaker or, once the PDF is created.
- Adobe Acrobat's "Add Tags to Document" option can be used to further enhance accessibility by tagging the PDF for use in a screen reader.

Let's assume you have a Word document that you wish to convert to a PDF compliant with Section 508:

1. The Word document must be made 508 compliant during its creation.
2. Once you have a 508 compliant Word document (master), you can then create a 508 compliant PDF document.

The steps for making a Section 508 compliant PDF are on a reference card created by Adobe.
(http://blogs.adobe.com/accessibility/assets/WordToPDFReferenceCard_v1.pdf)

Some research indicates a Word .rtf document format is not compliant and should not be used to create PDFs. You must use the Word .doc file format in order to create a compliant PDF. Your mileage may vary with other content formats but the process remains the same.

Additional resources:

Creating Accessible PDFs
(http://www.adobe.com/enterprise/accessibility/pdfs/acro6_pg_ue.pdf)

Adobe Conversion for Word
(http://www.hhs.gov/web/policies/pdfaccessibility/accessiblepdf.pdf)
WWW.Section508.GOV (http://www.section508.gov/)