

e-NEPA

Electronic Submittal of Environmental Impact Statements to EPA

About e-NEPA

e-NEPA is EPA's tool for submitting EIS documents electronically. The system meets EPA's requirements for EIS filing, and eliminates the need to mail hard copies of EISs to EPA. As before, to have your agency's EIS appear in EPA's Federal Register Notice of Availability, submit by 5:00 pm Eastern Standard Time on the prior Friday.

Please note that using e-NEPA for filing does not affect agencies' responsibilities for public distribution of EISs. Additionally, e-NEPA registration is only open to government employees: contractors cannot submit EIS documents through e-NEPA.

How to Register for e-NEPA

- 1. Go to https://cdx.epa.gov/epa_home.asp
- 2. Begin filling out the registration requirements
- 3. In the *Add Program* screen select *NEPA Electronic Filing System (e-NEPA)* and click *Next* (See Figures 1 and 2)
- 4. Once Registration is complete you will receive a notification that your registration has been approved
- 5. You are now able to submit documents

Figure 1

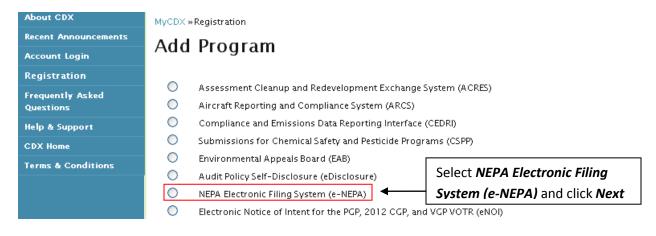
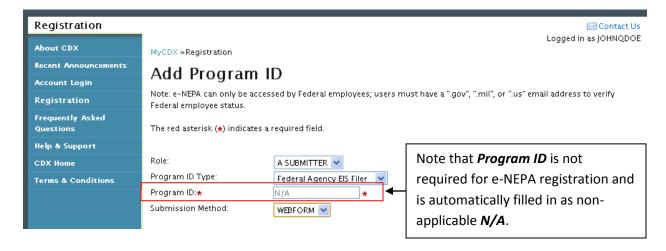


Figure 2



Preparing Your EIS Document for Electronic Submission

EPA will be hosting all submitted EIS PDF documents on the EPA website. All PDF documents must meet EPS's online PDF requirements

File Size Requirements

- PDF files posted for the public must be no greater than 50MB.
- 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

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 that, 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*.
- 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 above for guidance on appropriate keywords.

Further instruction on EPA metadata Requirements

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

How to Set the Bookmark View

http://help.adobe.com/en_US/Acrobat/9.0/Standard/WS58a04a822e3e50102bd615109794195 ff-7c6c.w.html

How to Submit Your Document

- 1. When you are ready to submit your document, return to https://cdx.epa.gov
- 2. Log in with your username and password
- 3. Upon logging-in select *e-NEPA: Submit and EIS* (See Figure 3)
- 4. You will then be directed to the form shown in Figure 4.
- 5. After clicking *Submit* you will be prompted to digitally sign the uploaded files (See Figure 5)
- 6. Once signed, you will receive a confirmation email verifying your signature and submission.
- 7. Congratulations! You've completed filing your EIS with e-NEPA.

Figure 3

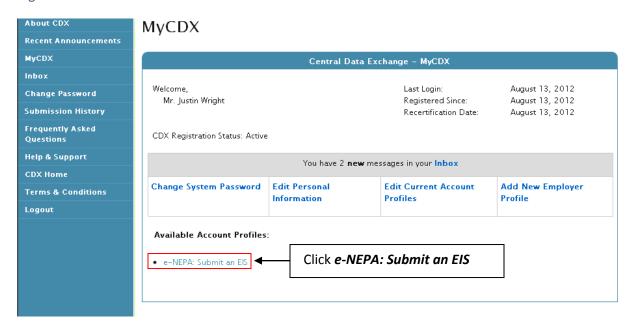


Figure 4

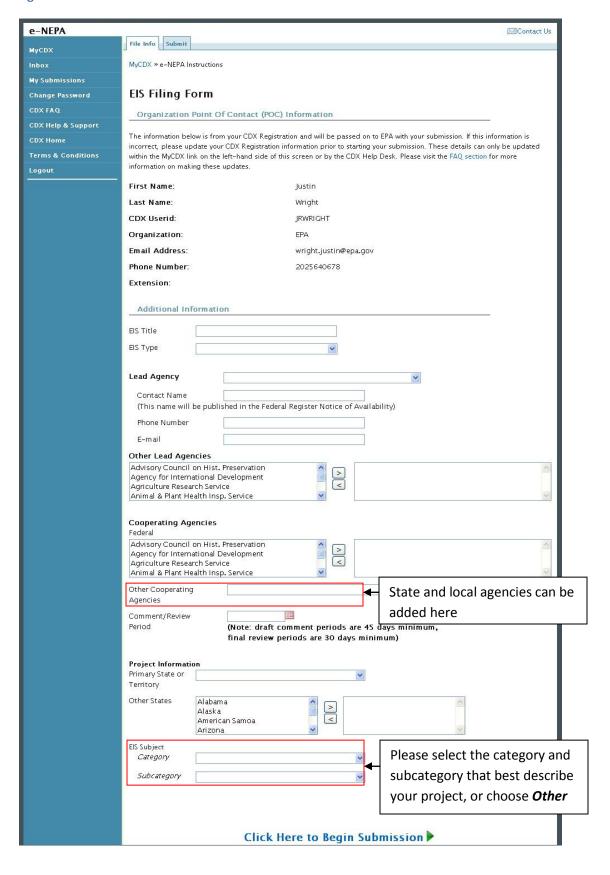


Figure 5

