



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

MyCDX » Registration

Add Program

- Assessment Cleanup and Redevelopment Exchange System (ACRES)
- Aircraft Reporting and Compliance System (ARCS)
- Compliance and Emissions Data Reporting Interface (CEDRI)
- Submissions for Chemical Safety and Pesticide Programs (CSPP)
- Environmental Appeals Board (EAB)
- Audit Policy Self-Disclosure (eDisclosure)
- NEPA Electronic Filing System (e-NEPA)
- Electronic Notice of Intent for the PGP, 2012 CGP, and VCP VOTR (eNOI)

Select **NEPA Electronic Filing System (e-NEPA)** and click **Next**

Figure 2

Registration

MyCDX » Registration

Add Program ID

Note: e-NEPA can only be accessed by Federal employees; users must have a ".gov", ".mil", or ".us" email address to verify Federal employee status.

The red asterisk (*) indicates a required field.

Role: A SUBMITTER

Program ID Type: Federal Agency EIS Filer

Program ID: * N/A *

Submission Method: WEBFORM

Note that **Program ID** is not required for e-NEPA registration and is automatically filled in as non-applicable **N/A**.

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 EPA'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/WS58a04a822e3e50102bd615109794195ff-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

The screenshot displays the MyCDX user interface. On the left is a vertical navigation menu with the following items: About CDX, Recent Announcements, MyCDX, Inbox, Change Password, Submission History, Frequently Asked Questions, Help & Support, CDX Home, Terms & Conditions, and Logout. The main content area is titled 'MyCDX' and 'Central Data Exchange - MyCDX'. It shows a welcome message for Mr. Justin Wright, last login and registration dates of August 13, 2012, and an active registration status. Below this, a notification states 'You have 2 new messages in your Inbox'. A row of four buttons is visible: 'Change System Password', 'Edit Personal Information', 'Edit Current Account Profiles', and 'Add New Employer Profile'. Under the heading 'Available Account Profiles:', the item 'e-NEPA: Submit an EIS' is highlighted with a red box. A callout box with an arrow points to this item, containing the text 'Click e-NEPA: Submit an EIS'.

Figure 4

e-NEPA Contact Us

MyCDX File Info Submit

MyCDX » e-NEPA Instructions

EIS Filing Form

Organization Point Of Contact (POC) Information

The information below is from your CDX Registration and will be passed on to EPA with your submission. If this information is incorrect, please update your CDX Registration information prior to starting your submission. These details can only be updated within the MyCDX link on the left-hand side of this screen or by the CDX Help Desk. Please visit the [FAQ](#) section for more information on making these updates.

First Name: Justin
Last Name: Wright
CDX Userid: JRWRIGHT
Organization: EPA
Email Address: wright.justin@epa.gov
Phone Number: 2025640678
Extension:

Additional Information

EIS Title
EIS Type

Lead Agency

Contact Name
(This name will be published in the Federal Register Notice of Availability)

Phone Number
E-mail

Other Lead Agencies

Advisory Council on Hist. Preservation
Agency for International Development
Agriculture Research Service
Animal & Plant Health Insp. Service

Cooperating Agencies

Federal
Advisory Council on Hist. Preservation
Agency for International Development
Agriculture Research Service
Animal & Plant Health Insp. Service

Other Cooperating Agencies ← State and local agencies can be added here

Comment/Review Period
(Note: draft comment periods are 45 days minimum, final review periods are 30 days minimum)

Project Information

Primary State or Territory

Other States
Alabama
Alaska
American Samoa
Arizona

EIS Subject
Category ← Please select the category and subcategory that best describe your project, or choose **Other**
Subcategory

[Click Here to Begin Submission](#) ▶

Figure 5

e-NEPA Contact Us

MyCDX File Info Submit

MyCDX » e-NEPA Submit

PDF Checklist

- Files are bookmarked
- Bookmark view is shown when file is opened
- Document text is searchable
- Use "Document Summary" and enter data into the following fields:

"Title" – EIS Title
"Author" – Lead Agency
"Subject" – EIS Title
"Keywords" – Include several relevant terms, including synonyms, which describe the content of the document

File Upload

By submitting, you verify that this EIS has been transmitted to commenting agencies and the public simultaneously with this filing, and that the EIS will be received by all interested parties prior to EPA's Notice of Availability appearing in the Federal Register.

All files must be submitted in PDF format. Individual file sizes must be no greater than 50MB. If the entire EIS is less than 50MB, please submit it as a single file. If the EIS file is greater than 50MB, separate your document into files sized less than 50MB.

There is no file size limit per submission nor is there a limit on the number of files per submission; you must select all PDFs comprising the EIS and submit them at one time.

File: No file chosen

File Name	Number of Pages	File Size (in MB)	
Chapter 01_Purpose and Need_FEIS.pdf	135	44.2	<input type="button" value="Delete"/>
Chapter 02_Alternatives_FEIS.pdf	85	48.1	<input type="button" value="Delete"/>
Chapter 03_Affected Environment_FEIS (File 1 of 2, Pages 1-144)	144	45.3	<input type="button" value="Delete"/>

Note that there is no limit on the number of files that may be submitted at one time: please select all files and click submit only once

Note that...
recomm...
1 - Purp...
mitted. It is...
me (i.e., "Chapter