

About e-NEPA

e-NEPA is the US Environmental Protection Agency's (USEPA's) tool for submitting Environmental Impact Statement (EIS) documents to appear in USEPA's Federal Register Notice of Availability. (NOTE: USEPA's e-NEPA should not be confused with FHWA's e-NEPA which is a collaboration tool between agencies working on NEPA documents.)

Submittal Process

After the Environmental Document is approved, the District prepares the document for electronic submittal and provides it to the Office of Environmental Management (OEM). OEM uses e-NEPA to submit the document to USEPA. This process is described in [Part 1, Chapter 9 of the Project Development & Environment \(PD&E\) Manual](#). The electronic submittal has specific requirements, including submittal naming convention, files to include and file size limitations.

The following instructions provide additional, more specific guidance to help the Districts prepare the documents beyond the procedures outlined in the PD&E manual. The instructions are based on USEPA's e-NEPA instructions provided at <https://www.epa.gov/nepa/e-nepa-guide-registration-and-preparing-eis-electronic-submission>.

Preparing Documents for Electronic Submittal

File Size Requirements

- PDF files must be no greater than 50MB.
- If the document is larger, please divide it into chapters or subchapters, if necessary.
- Before dividing a file, you can try compressing portions of the document, which can reduce file sizes.

How to Compress PDF Files

Adobe Acrobat: <https://helpx.adobe.com/acrobat/using/optimizing-pdfs-acrobat-pro.html>

Nuance Power PDF: First, use **Home > Tools > Reduce** and choose **Reduce current file** or **Reduce multiple files** from the dropdown menu. Compile a file list, click OK, then choose a target folder and a file name. Choose whether to overwrite existing files. These reduction options do not remove content or compress images, but they do remove unseen duplicated information. Next, choose **Optimize** from the **Reduce** tool dropdown menu. This reduces file size further by compressing images (to levels you can set) and removing certain types of file content that you can choose.

Formatting your EIS Document

- 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

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

Nuance Power PDF: Click **Make PDF Searchable** at the **Home > Convert** tab to allow scanned PDF documents to be searchable. Set preferences for the OCR process at **File > Options > Document > Searchable PDF Document**.

Metadata

Metadata is text information attributes to describe the resulting uploaded files. This information is useful to readers, as well as to finding appropriate search results.

- EPA requires metadata be entered in the **Document Properties** of the PDF for **Title**, **Subject**, **Author**, and **Keywords**.
 - Use the title of the document for both the **Title** and **Subject** fields.
 - Use “Florida Department of Transportation” in the **Author** field.
- Please see the link below for guidance on appropriate keywords:
<https://www.epa.gov/geospatial/epa-metadata-style-guide-keywords-and-epa-organization-names>

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

Adobe Acrobat: https://helpx.adobe.com/acrobat/using/page-thumbnails-bookmarks-pdfs.html#about_bookmarks

Nuance Power PDF: 1) Open the **Bookmarks panel** on the left. 2) Select text in the PDF using the **Select Tool** from the panel bar. 3) Choose the **New Bookmark** tool () that appears in the context menu. This will add the selected text as a bookmark in the panel.

How to Set the Bookmark View

Adobe Acrobat: 1) Choose **File > Properties**. 2) In the **Document Properties** dialog box, click **Initial View** tab. 3) Select **Bookmarks Panel and Page** from the **Navigation Tab** dropdown menu and then click OK.

Nuance Power PDF: 1) Open the **Document Properties** dialog box from **File > Info > Description**, click the title **Properties** and choose **Advanced Properties** from the drop-down list. 2) Click the **Initial View** tab. 3) Select **Bookmarks Panel and Page** from the **Display** dropdown menu and then click OK.