

### 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, distributes it to agencies and stakeholders, and provides it to the Office of Environmental Management (OEM) for e-NEPA submittal. OEM uses e-NEPA to submit the document to USEPA for the Federal Register. This process is described in the following chapters of the [\*Project Development & Environment \(PD&E\) Manual\*](#):

- ***Part 1, Chapter 8, Draft Environmental Impact Statement (DEIS)***
- ***Part 1, Chapter 9, Final Environmental Impact Statement (FEIS)***

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 EIS filing guidance provided at <https://www.epa.gov/nepa/environmental-impact-statement-filing-guidance>.

### Distribution of EIS Prior to e-NEPA Submittal

Use of e-NEPA does not replace requirements for distributing the EIS to other agencies and the public. If USEPA receives an EIS for official filing and the transmittal of that EIS is not complete, USEPA will not publish the Notice of Availability in the Federal Register. Therefore, the distribution of the Environmental Document must be complete before the District provides the file(s) to OEM for submittal.

The date by which comments are to be received is published on the cover of the EIS, in correspondence about availability, and in the Federal Register. When determining the date by which all comments on an EIS are to be received, ensure that the date used is based on the date of USEPA's publication of the Notice of Availability in the Federal Register. USEPA publishes the Notices of Availability on Fridays. The e-NEPA submittal deadline is on Mondays at 10:00 AM Eastern Time for publication that same week in Friday's Federal Register.

This table on the Federal Register site is helpful for identifying effective dates: <https://www.federalregister.gov/reader-aids/using-federalregister-gov/table-of-effective-dates-time-periods>.

The District follows the procedures described in the appropriate chapter of the [\*PD&E Manual\*](#) to distribute the EIS to agencies and stakeholders.

In addition, OEM submits one paper copy and one CD (or thumb drive) to the USEPA Region 4 via overnight delivery to:

NEPA Section, Strategic Program Office  
U.S. EPA Region 4  
61 Forsyth Street, SW  
Atlanta, GA 30303

The name of the current contact person can be found on the USEPA website:  
<https://www.epa.gov/nepa/national-environmental-policy-act-epa-region-4>.

## 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. (Note, that this may increase the file size and you may need to optimize the file again.)

#### 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**.

### 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](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.

If you use Heading styles in a Word version of the document the bookmarks can be created automatically:

- Open document in word
- Select Nuance PDF tab at the top of the page
- Select “Creation Settings”
- Check “Convert Word Headings to Bookmarks” (Use Heading 1, 2, & 3). Select “OK”.
- Select “Create PDF”

Nuance will create the PDF with Title Headings as bookmarks.

#### 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 dropdown list. 2) Click the **Initial View** tab. 3) Select **Bookmarks Panel and Page** from the **Display** dropdown menu and then click OK.

### 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>

- If you need to make edits to the PDF file after updating the metadata, be sure to re-check the metadata as the attributes may get over-written.

## Verification Checklist

### Document Distribution

- Project website upload verified
- EST upload verified on public and secure sites
- FDOT website upload verified
- Hardcopy and cd/thumb drive to arrive at USEPA Region 4 before Federal Register notice
- Hardcopies available to public prior to Federal Register notice
- Newspaper Ad to appear before Federal Register notice
- Email notifications sent with project website link to:
  - Interested parties and public
  - Elected and appointed officials
  - District ETDM ETAT members, must include:
    1. State Clearinghouse
    2. Cooperating and Participating agencies
  - Tribes

### PDF Checklist

- Size less than 50 mg
- Metadata complete
- Files open in bookmark view
- Searchable
- Files names correct

### Cover Page Checklist

- Standard language and format
- Lead and cooperating agencies
- FM Number
- Federal Project Number, if determine or To Be Determined
- ETDM Number
- Project Name
- Project Description
- MOU language
- Signature and date
- Contact information
- Comments received by date [based on FR notice of availability]

## Example Transmittal Letters

The following page provide examples of cover letters for hard copy and thumb drive delivery to USEPA Region 4 NEPA office.

Separate Word files of example cover letters are available from OEM.



*Florida Department of Transportation*

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E.  
SECRETARY

[DATE]

Ntale Kajumba  
Acting Chief of the NEPA Program Office  
NEPA Section, Strategic Program Office  
U.S. EPA Region 4  
61 Forsyth Street, SW  
Atlanta, GA 30303

Subject: Draft Environmental Impact Statement  
[PROJECT NAME]  
Financial Management Number: [FM#]  
[COUNTY NAME(S)] County, Florida

Dear Ms. Kajumba:

Pursuant to the National Environmental Policy Act of 1969, Florida Department of Transportation (FDOT) is transmitting the Draft Environmental Impact Statement (DEIS) as approved by FDOT's Office of Environmental Management. You will find enclosed a hardcopy and electronic version of the DEIS. As noted in the DEIS, technical reports incorporated by reference are available at the project website: [LINK TO PROJECT WEBSITE]. For additional information, please contact [CONTACT NAME] at FDOT District [#] via phone at [PHONE NUMBER] or email at [EMAIL]. The review period for this document closes 45 Days from posting on the Federal Register through e-NEPA.

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried out by the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. 327 and a Memorandum of Understanding dated 12/14/2016 and executed by the Federal Highway Administration and FDOT.

Sincerely,

[NAME]

[TITLE]

Office of Environmental Management

Enclosures



*Florida Department of Transportation*

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E.  
SECRETARY

[DATE]

Ntale Kajumba  
Acting Chief of the NEPA Program Office  
NEPA Section, Strategic Program Office  
U.S. EPA Region 4  
61 Forsyth Street, SW  
Atlanta, GA 30303

Subject: Final Environmental Impact Statement  
[PROJECT NAME]  
Financial Management Number: [FM#]  
[COUNTY NAME(S)] County, Florida

Dear Ms. Kajumba:

Pursuant to the National Environmental Policy Act of 1969, Florida Department of Transportation (FDOT) is transmitting the Final Environmental Impact Statement (FEIS) as approved by FDOT's Office of Environmental Management. You will find enclosed a hardcopy and electronic version of the FEIS. As noted in the FEIS, technical reports incorporated by reference are available at the project website: [LINK TO PROJECT WEBSITE]. For additional information, please contact [CONTACT NAME] at FDOT District [#] via phone at [PHONE NUMBER] or email at [EMAIL]. The review period for this document closes 30 Days from posting on the Federal Register through e-NEPA.

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried out by the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. 327 and a Memorandum of Understanding dated 12/14/2016 and executed by the Federal Highway Administration and FDOT.

Sincerely,

[NAME]

[TITLE]

Office of Environmental Management

Enclosures



*Florida Department of Transportation*

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E.  
SECRETARY

[DATE]

Ntale Kajumba  
Acting Chief of the NEPA Program Office  
NEPA Section, Strategic Program Office  
U.S. EPA Region 4  
61 Forsyth Street, SW  
Atlanta, GA 30303

Subject: Final Environmental Impact Statement/Record of Decision  
[PROJECT NAME]  
Financial Management Number: [FM#]  
[COUNTY NAME(S)] County, Florida

Dear Ms. Kajumba:

Pursuant to the National Environmental Policy Act of 1969, Florida Department of Transportation (FDOT) is transmitting the Final Environmental Impact Statement/Record of Decision (FEIS/ROD) as approved by FDOT's Office of Environmental Management. You will find enclosed a hardcopy and electronic version of the FEIS/ROD. As noted in the FEIS/ROD, technical reports incorporated by reference are available at the project website: [LINK TO PROJECT WEBSITE]. For additional information, please contact [CONTACT NAME] at FDOT District [#] via phone at [PHONE NUMBER] or email at [EMAIL]. Per 23 U.S.C. § 139, a single FEIS and ROD has been issued. Therefore, the 30-day wait/review period under NEPA does not apply to this action.

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried out by the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. 327 and a Memorandum of Understanding dated 12/14/2016 and executed by the Federal Highway Administration and FDOT.

Sincerely,

[NAME]  
[TITLE]

Office of Environmental Management

Enclosures