



## **e-NEPA**

# Electronic Submittal of Environmental Impact Statements to EPA

### **About e-NEPA**

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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.

## Preparing Your EIS Document for Electronic Submission

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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](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](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](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](http://help.adobe.com/en_US/Acrobat/9.0/Standard/WS58a04a822e3e50102bd615109794195ff-7c6c.w.html)