



e-NEPA Filing Guidance

About e-NEPA

e-NEPA is the EPA’s tool for submitting Environmental Impact Statement (EIS) documents electronically. The system meets the Council on Environmental Quality’s (CEQ) requirements for EIS filing under 40 CFR 1506.10. e-NEPA registration is only open to government employees. Contractors cannot submit EIS documents through e-NEPA. This system is for EISs only and not for Environmental Assessments (EA) or stand-alone Record of Decisions (ROD).

Please note that using e-NEPA for filing does not affect agencies' responsibilities for public distribution of EISs.

Section 1: User Registration

You must have a user account in e-NEPA before you can begin the filing process. EPA recommends that you register for your account as soon as you know you need to file an EIS. Do not wait to register until the day you need to file your EIS. Your first step is to go to <https://cdx.epa.gov> and select “**Register with CDX**”.

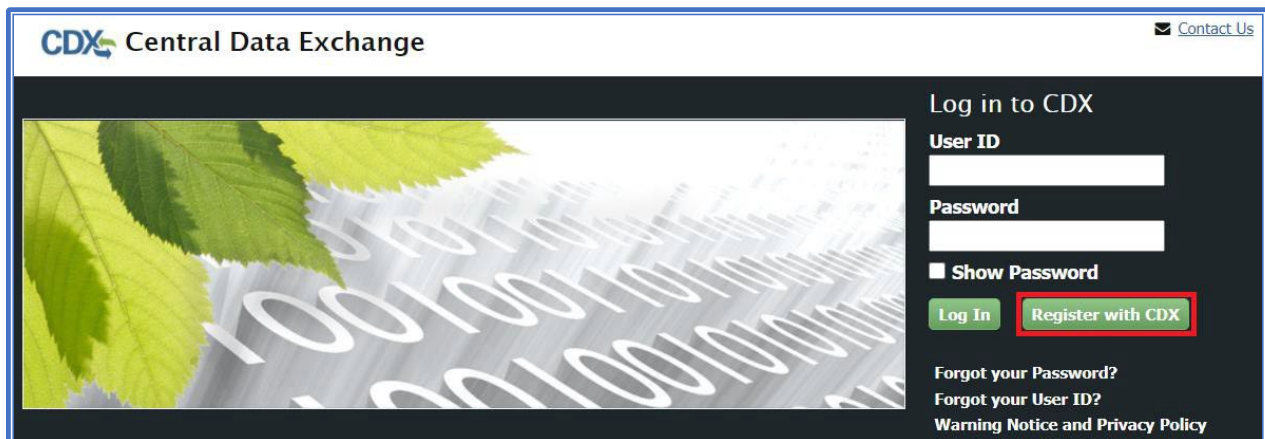
NOTICE OF AVAILABILITY - DEADLINE

To have your agency’s EIS appear in EPA’s Federal Register Notice of Availability (NOA), submit by 10:00 AM Eastern Standard Time on Monday for publication that same week in Friday’s Federal Register. Deadlines may change due to holidays. CEQ will also send out a mass mailer with date changes. Please consult the following website for any deadline changes:

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

QUESTIONS OR ASSISTANCE

If you have questions or need assistance, please contact the e-NEPA team at EIS-Filing@epa.gov or call Julie Roemele at 202-564-5632 or Jacob Widner at 202-564-4462.





Next, read and accept the Terms and Conditions then select **“Proceed”**.

I am this registrant. I will not share my account, and I accept the terms and conditions, above.

Proceed [Cancel](#)

You will then find yourself at the **“Request Program Service”** screen. From the list provided select **“e-NEPA: NEPA Electronic Filing System”**

EEP: General E-Enterprise Use

e-NEPA: NEPA Electronic Filing System

eNOI: Electronic Notice of Intent for the PGP

The next step is the **“User and Organization”** screen. Input your user and organization information. If your organization does not show up in the search results, or you get a message that says **“Too many organizations found”**, select **“request that we add your organization”** and input your organization’s information and select **“Submit Request for Access”**.

Part 2: Organization Info

EPA

Enter organization or organization ID

| Organization ID | Organization Name | Address | City | State | ZIP Code |
|--|-------------------|---------|------|-------|----------|
| Too many organizations found. Please refine your search using the advanced search below and try again. | | | | | |

Can't find your organization? [Use advanced search](#) or **request that we add your organization.**

A confirmation screen should appear asking you to enter a validation code. This code will arrive via email. You can either enter the code here or click the link for the registration process in the email. After you click the registration link or enter the verification code and click **“submit”**, the information will be sent to the e-NEPA administrators for review and approval.



Upon approval, you will receive a message notifying you of your account activation. Accounts are approved manually by the e-NEPA team and not the CDX helpdesk. If you do not receive an approval or disapproval message within 48 hours, please email EIS-Filing@epa.gov and the status of your request. Once you receive the email notifying you of your account activation, go to <https://cdx.epa.gov/> and login using your account information. You should now have the ability to create a new EIS filing as a Federal Agency Filer.

CDX Confirmation Contact Us

1. Program Service ✓ > 2. Role Access ✓ > 3. User and Organization ✓ > 4. Confirmation

A few more steps...
 You will soon receive an email confirmation message at [redacted] with a validation code. Enter the validation code below or follow the link provided in the email to activate your user account.
[Resend validation code](#)

User ID: TEST.ACCOUNT
Code:

[Create Account](#) [Return to CDX Home](#)

Section 2: EIS Filing

Section 2.1 Filing a New EIS

EIS Search | **EIS Submission** | File EIS Extension

You are here: [MyCDX](#) » e-NEPA Submissions

The table below shows all the open EIS submissions made by the user. If an EIS submission appears in the table below, it is **not officially submitted** and therefore will not be published in the EPA’s weekly Notice of Availability in the Federal Register. Once an EIS has been submitted, it will no longer show in the table below.

Nothing found to display.

[Start New EIS Submission](#)



To file a new EIS, or complete a submission already started, navigate to <https://cdx.epa.gov> and log in using your CDX login and password.

Prior to submission of your EIS, please prepare all documents for submission.

Section 2.1.1 Document Preparation

For your EIS to be processed, all documents, no matter the page size, must meet the EPA's document standards. This includes ensuring all documents are formatted correctly and are the proper file size.

File Size Requirements

- PDF files posted for the public must be no greater than 125MB.
- If the document is larger, please divide it into chapters or subchapters, if necessary.
- Adobe Acrobat Pro's Optimizer tool will allow you to compress portions of the document by adjusting various options in the document to reduce the file size.

Further Information on How to Save and Compress PDF Files:

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

Formatting the EIS for Submission

EPA recommends that you format the filenames with the chapter or subchapter number first, followed by its name. For example: "**Chapter 1 – Purpose and Need**" would be a recommended naming convention for the first chapter of an EIS if it is a separate file. If submitting a single file, please use the full EIS title as the filename.

All documents must be searchable. Most PDFs, other than scanned documents, are already searchable. For documents with unsearchable text, please run an optical character recognition.

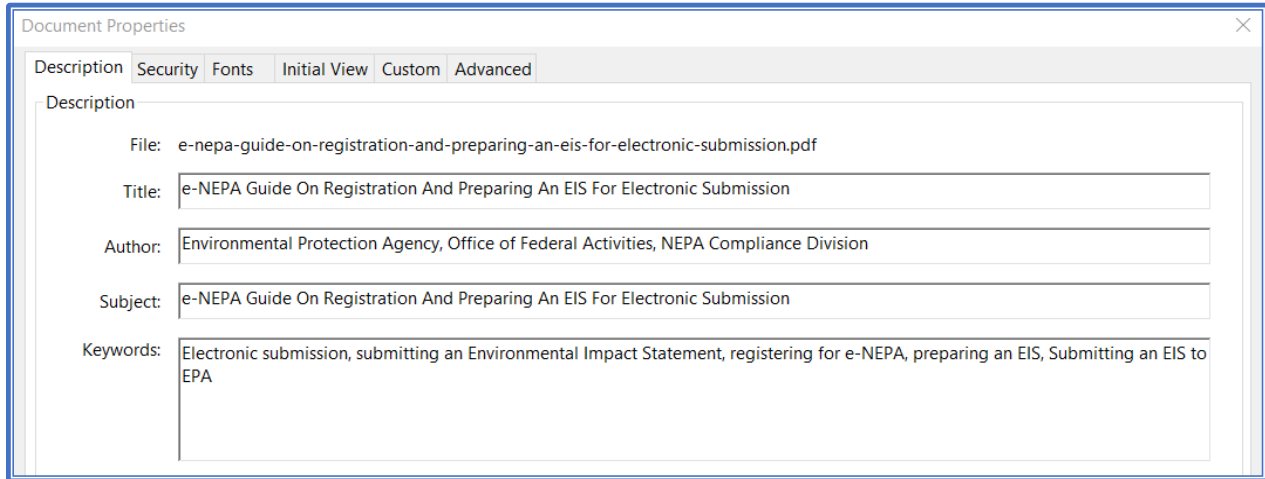
How to Run Optical Character Recognition (otherwise known as OCR)

[https://helpx.adobe.com/acrobat/using/scan-documents-pdf.html#recognize text in scanned documents](https://helpx.adobe.com/acrobat/using/scan-documents-pdf.html#recognize_text_in_scanned_documents)



Metadata

The EPA requires that filers enter metadata in “**Document Properties**” for Title, Subject, Author, and Keywords. “**Document Properties**” may be accessed by selecting the “**File**” menu and clicking on “**Properties**” and then selecting the “**Description**” tab. EPA recommends that you name of your agency in the Author field.



Further Instruction on EPA Metadata Requirements

https://cdxnodengn.epa.gov/cdx-enepa-ii/static/help/Required_Metadata_for_PDF_Documents-Web%20Guide_US_EPA.pdf

Bookmarking

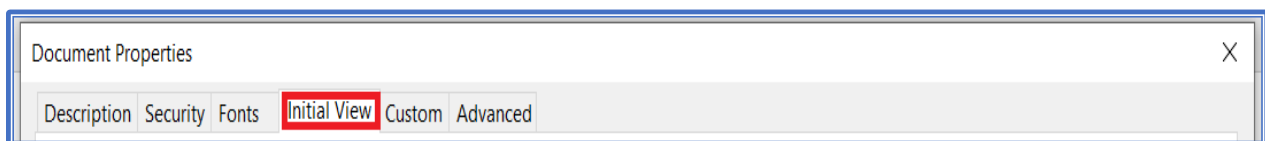
All PDF files should have chapters and subchapters bookmarked and the bookmark view should be displayed upon opening the file.

How to Create a Bookmark

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

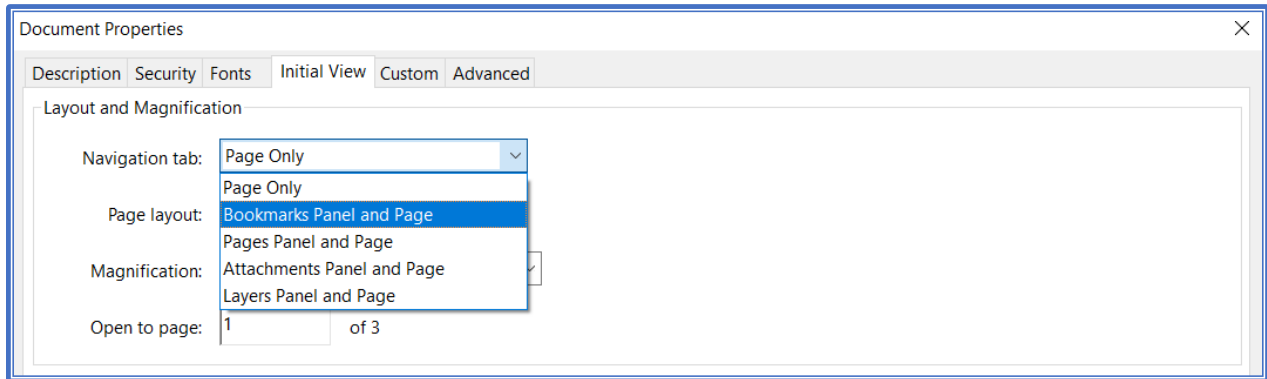
How to Set the Bookmark View

To set bookmark view, in Adobe Acrobat Pro, navigate to the document properties window by selecting “**File**” and then clicking on “**Properties**.” Next, select the “**Initial View**” tab:

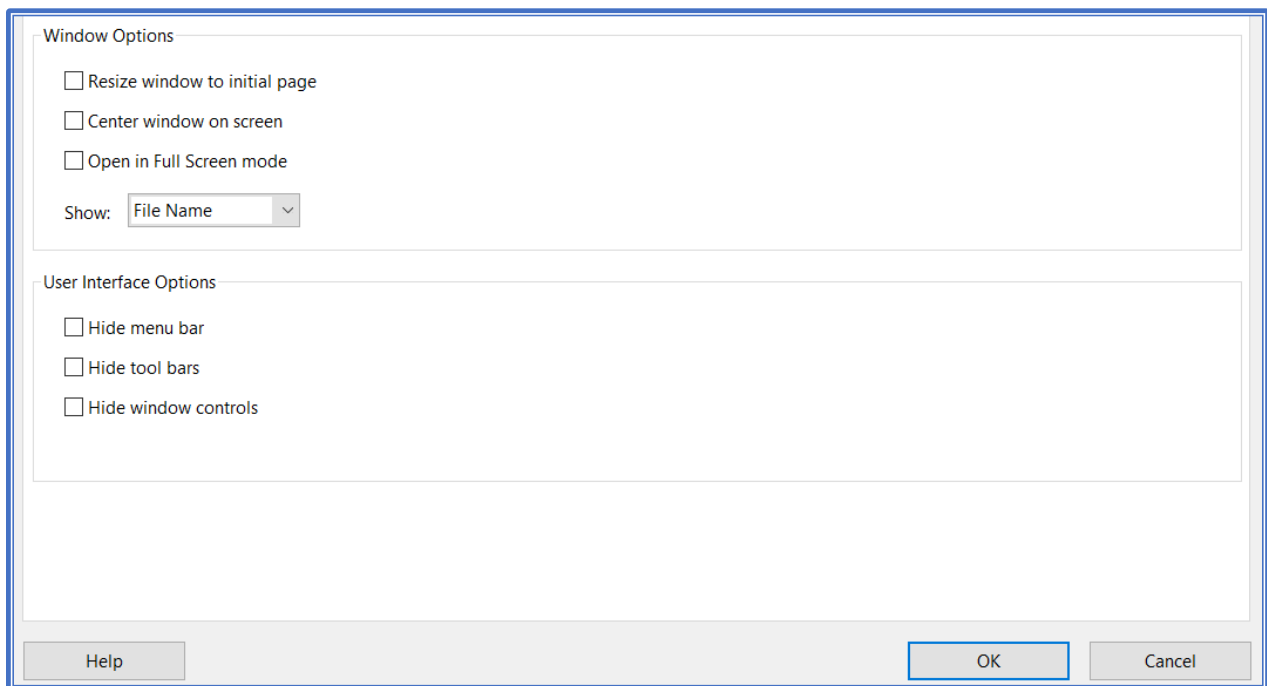




Under “**Layout and Magnification**”, click on the drop-down menu next to “**Navigation tab**” and select “**Bookmarks Panel and Page**”:



Click “**OK**” and save your document.



Section 2.1.2 e-NEPA Filing Process

After preparing all your documents, navigate to <https://cdx.epa.gov> and login. After logging in, select “**Federal Agency Filer**” from the middle of the page.



If you have any unsigned EISs, they will appear on this page. If you would like to continue filing an EIS you have already started, click on the title of the EIS.

EIS Search | **EIS Submission** | File EIS Extension

You are here: [MyCDX](#)» e-NEPA Submissions

The table below shows all the open EIS submissions made by the user. If an EIS submission appears in the table below, it is **not officially submitted** and therefore will not be published in the EPA’s weekly Notice of Availability in the Federal Register. Once an EIS has been submitted, it will no longer show in the table below.

One item found.

| EIS Title | EIS Type | Status | Creation Date ▼ | Remove |
|--|--------------------------|------------------------|---------------------------------|------------------------|
| Example Draft Environmental Impact Statement | Draft | Created | 11-12-2020 9:24:17 AM | ✖ |

One item found.

[Start New EIS Submission](#)

Each week you will receive an email reminder of any unsigned EISs you may have. To stop receiving emails, remove or sign any unsubmitted EIS’s that appear on your **“EIS Submission”** page.

If you want to start a new EIS submission, click on the **“Start New EIS Submission”** button.

EIS Search | **EIS Submission** | File EIS Extension

You are here: [MyCDX](#)» e-NEPA Submissions

The table below shows all the open EIS submissions made by the user. If an EIS submission appears in the table below, it is **not officially submitted** and therefore will not be published in the EPA’s weekly Notice of Availability in the Federal Register. Once an EIS has been submitted, it will no longer show in the table below.

Nothing found to display.

[Start New EIS Submission](#)



On the first page, fill out all relevant information making sure to fill in all required entries marked with a “*”. Once complete, click on “**Click Here to Begin Submission**” to continue your filing.



The next page is the PDF Checklist.

The most common issues with EIS filings are PDF documents not meeting the document standards. This frequently holds up processing and may result in missing the targeted NOA deadline. Take this opportunity to ensure all PDF documents associated with your filing meet the document standards outlined on this page. As you check your files, mark the appropriate checkboxes and then click the “**Next**” button and click “**Ok**” on the popup.

PDF Checklist

| | |
|---|-------------------------------------|
| Files are bookmarked | <input checked="" type="checkbox"/> |
| Bookmark view is shown when file is opened | <input checked="" type="checkbox"/> |
| Metadata is required for all PDFs. Required metadata can be found here | <input checked="" type="checkbox"/> |
| Making PDFs accessible is part of EPA's compliance with Section 508 of the Rehabilitation Act and it is required for all PDFs posted on EPA.gov. Information on how to make PDF accessible can be found here | <input checked="" type="checkbox"/> |

Next

The final page is the EIS Filing Form. On this page, use the “**Add Files**” button to upload all PDFs associated with your EIS filing. Once all your files are added, hit the “**Upload/Save**” button.



Once all the files have been added and uploaded, you may click **“Sign and Submit”** to complete the submission process. Once you sign and submit, you will no longer be able to edit or have access to your submission. Be sure your submission is complete before hitting the **“Sign and Submit”** button. If you need to edit any information after clicking the **“Sign and Submit”** button, please contact the e-NEPA team at EIS-Filing@epa.gov.

Troubleshooting Tip:
If you have trouble with files failing to upload, check to make sure the files are less than 125 MB in size. Also, try adding then uploading files one at a time.

Saving your submission for later

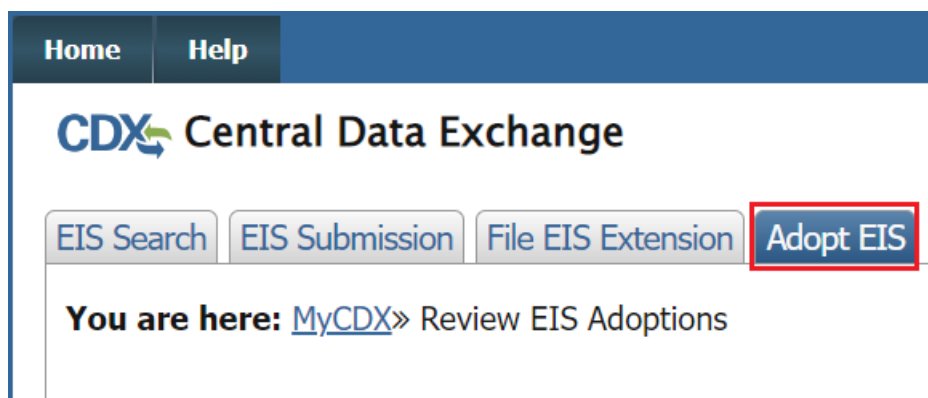
If you would like to save and complete your submission later, click the **“Save for Later”** button. Please note that the EPA will only receive your filing after you **“Sign and Submit.”** Thus, your EIS will not be processed until you click on **“Sign and Submit.”**

Section 2.2 Adopting an EIS

The EPA requires an official notification requesting an agency decides to adopt an EIS. Official notification may be a signed letter on agency letterhead by an appropriate approving official or a copy of the agency’s published Federal Register notice of the adoption. An email is not a sufficient official notification. We recommend using the following format for your official notification:

The (name of adopting agency) is adopting (title of the EIS) (EIS/CEQ Number _____) originally filed by (Original Lead Agency) with the EPA on _____, 20_. The (name of adopting agency) was/was not a cooperating agency on the original EIS.

To submit your extension request, begin by logging into CDX and selecting **“Federal Agency Filer”** from the middle of the page. Near the top of the page click on the **“Adopt EIS”** tab:



Any previously filed adoptions and their status will appear here. To begin, click the **“File New Adoption”** button at the bottom of the page.

EPA will need an official notification to process an adoption request. An official notification may be a signed letter on agency letterhead by an appropriate approving official or a copy of the agency's published Federal



Register public notice detailing an adoption. Sample language to include on the letter is as follows:

The (name of adopting agency) is adopting (title of the EIS) (EIS/CEQ Number _____) originally filed by (Original Lead Agency) with the EPA on _____, 20_. The (name of adopting agency) was/was not a cooperating agency on the original EIS.

A CEQ/EIS Number is required to submit EIS adoption requests. Use the [Environment Impact Statement \(EIS\) Database](#) to search for CEQ/EIS Numbers.

After you enter in the CEQ/EIS number, ensure the information populated from the original EIS is correct.

Enter in the required information for the Adopting agency:

Adopting Lead Agency:* **This field is required.**

Adopting Lead Agency was a Cooperating Agency

Lead Agency Contact Name:* **This field is required.**

Contact Email:* **This field is required.**

Contact Phone:* **This field is required.**

Comment/Review Due Date* (mm/dd/yyyy)
 Note: Draft EIS comment periods are a minimum of 45 days, while Final EIS review periods are a minimum of 30 days.
 Comment/Review Period end dates cannot end on weekends or holidays.

If the adopting agency was a cooperating agency on the original EIS, then select the “Adopting Lead Agency was a Cooperating Agency” checkbox. This will remove the “Comment/Review Due Date” dialog box as a review period is not required when a cooperating agency adopts an EIS.

Next, click the “Add Files” button and select the signed letter from the adopting agency created to notify the EPA of the adoption. Once added, click the “Upload/Save” button.

Once all files have been uploaded and required information has been entered, click the “Submit” button.

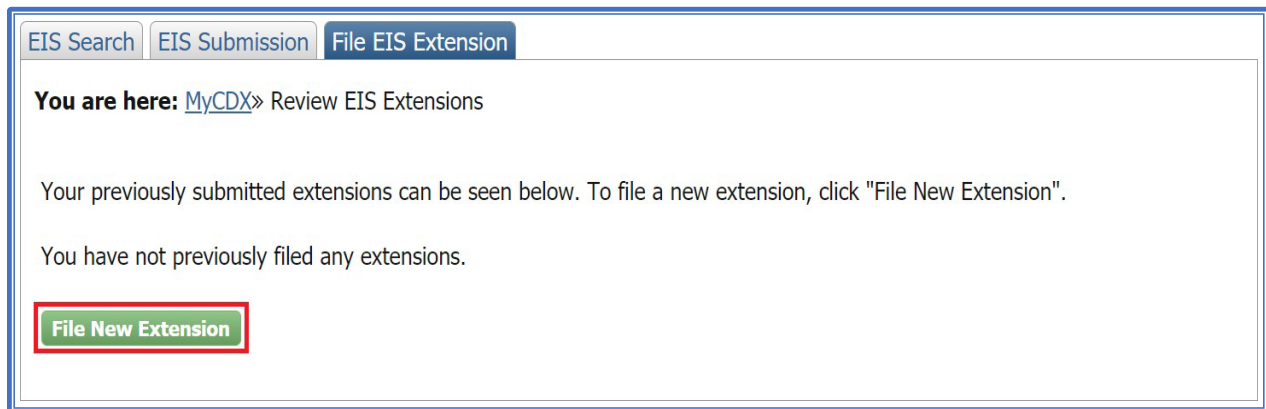
Once submitted, you should be returned to the “Adopt EIS” tab and your new adoption request will show as “pending.” Once the request has been processed by the EPS, this status will change to “Approved” and you will receive an email notifying you that your adoption has been approved.



Section 2.3 Submitting a Comment/Review Period Extension

The EPA requires an official notification requesting a comment/review period extension. Official notification may be a signed letter on agency letterhead by an appropriate approving official or a copy of the agency's published Federal Register notice detailing a comment/review period extension. An email is not a sufficient official notification.

Please note that comment/review period due dates cannot fall on a weekend or a holiday. To submit your extension request, begin by logging into CDX and selecting "**Federal Agency Filer**" from the middle of the page. Near the top of the page click on the "**File EIS Extension**" tab: Any previously filed EIS extensions and their status will appear here. To begin, click the "**File New Extension**" at the bottom of the page.



On this page you can look up an EIS by the CEQ/EIS number that was assigned to it and listed in EPA's NOA for the EIS in question.

Once you enter the CEQ/EIS number, hit the enter key. This will bring up information for the EIS including the title, current comment due date, the date of the original NOA, and the projected amended notice date.



| File EIS Extension | |
|--|--|
| CEQ Number* | <input type="text" value="20200178"/> Open EIS |
| EIS Title | Example Draft Environmental Impact Statement |
| Current Due Date (mm/dd/yyyy) | 01/04/2021 |
| Comment Period Extension Date* (mm/dd/yyyy) | <input type="text"/> This field is required. |
| Original Federal Register Date (mm/dd/yyyy) | 11/20/2020 |
| Amended Notice Date (mm/dd/yyyy) | 11/20/2020 |

Enter the desired end date for the comment/review period extension, add and upload the comment extension letter. Please note that comment/review period due dates cannot fall on a weekend or a holiday.

As a reminder, EPA requires an official notification requesting a comment/review period extension. Official notification may be a signed letter on agency letterhead by an appropriate approving official or a copy of the agency’s published Federal Register public notice detailing a comment/review period extension. An email is not a sufficient official notification.

If your agency chooses to submit a signed letter on agency letterhead, requesting a comment/review period extension request, please include the following sample language in your agency’s letter:

The (name of agency) respectively requests that EPA extends the public comment period for (title of the EIS) (EIS Number _____) by ___ days. The comment/review period for the EIS is currently set to expire on _____, 20__. Please change the date to _____, 20__.

Once complete, click the **“Submit”** button.

You will then be taken to the **“File EIS Extension”** where your request should appear in the middle of the page.

EPA will review your extension request and update its status. You can view your extension’s status on this page as well.

You will receive an email notifying you of the approval or rejection of your request.

Further Information

If you need further information, please visit <https://www.epa.gov/nepa/environmental-impact->



[statement-filing-guidance](#).

If you have questions or need assistance, please contact the e-NEPA team at EIS-Filing@epa.gov or call Julie Roemele at 202-564-5632 or Jacob Widner at 202-564-4462.