



## **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. Starting August 26, 2019, EPA will be extending the EIS submittal deadline to Mondays at 10:00 AM Eastern Time for publication that same week in Friday's Federal Register.

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](https://cdx.epa.gov/epa_home.asp) and select **“Register with CDX”**
2. Read and accept the Terms and Conditions. Select **“Proceed”**
3. In the Request Program Service screen select **“e-NEPA: NEPA Electronic Filing System”** (See Figure 1)
4. On the Request Role Access Screen, select the role Federal Agency EIS Filer and select **“Request Role Access”** (See Figure 2)
5. On the Registration Information Screen, input User and Organization Information. If your Organization does not show up in the search results, select **“request that we add your organization”** and input Organization information to add to the system and select **“Submit Request for Access”** (See Figures 3 and 4)
6. A confirmation screen appears, and soon you will receive a confirmation e-mail with a verification link to activate your account. When you receive the email, click the link and log in to create additional security questions for signature verification.
7. You are now able to submit documents

Figure 1

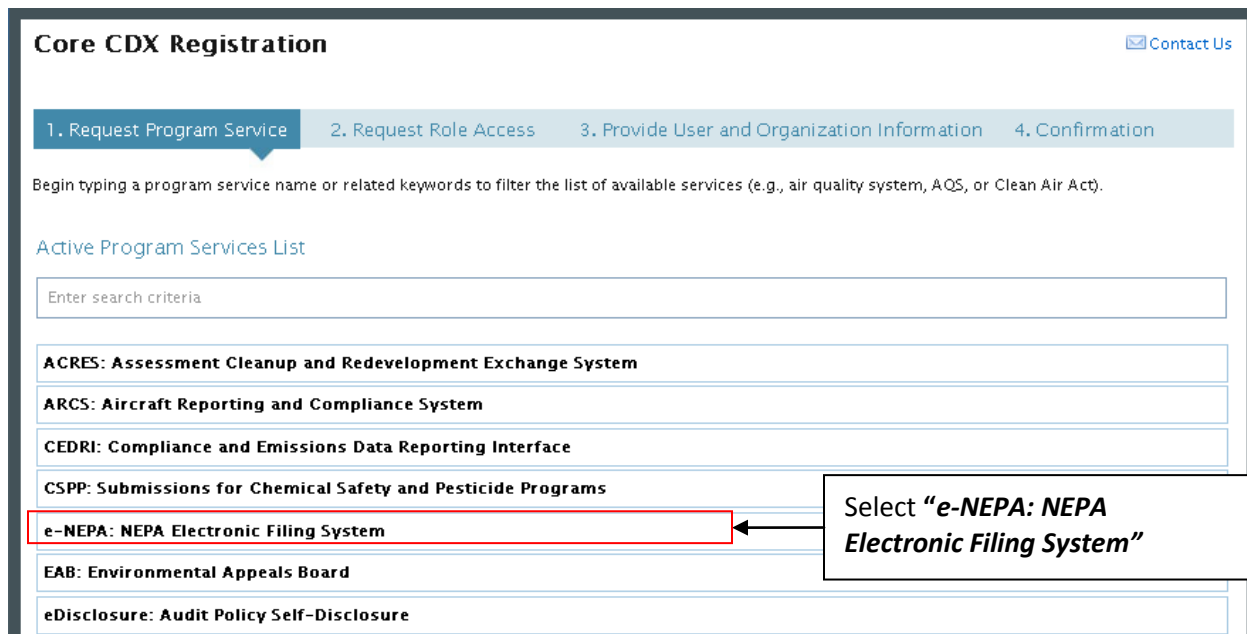


Figure 2

## Core CDX Registration [Contact Us](#)

1. Request Program Service ✔ 2. Request Role Access 3. Provide User and Organization Information 4. Confirmation

**Registration Information**

**Program Service:** NEPA Electronic Filing System

**Role:** Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

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

Select Role

Request Role Access Cancel

Figure 3

**Registration Information**

**Program Service:** NEPA Electronic Filing System

**Role:** Federal Agency EIS Filer

Essential information is marked with an asterisk(\*)

**Part 1: User Information**

Description of Fields ⓘ

User ID *	<input style="width: 90%;" type="text"/>	<b>User ID may not be blank.</b>
Title *	<input style="width: 90%;" type="text" value="-Please Select-"/>	
First Name *	<input style="width: 90%;" type="text"/>	
Middle Initial	<input style="width: 90%;" type="text"/>	
Last Name *	<input style="width: 90%;" type="text"/>	
Suffix	<input style="width: 90%;" type="text" value="-Please Select-"/>	
Password *	<input style="width: 90%;" type="password"/>	
Re-type Password *	<input style="width: 90%;" type="password"/>	
Security Question 1 *	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Security Question 2 *	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Security Question 3 *	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

**Part 2: Organization Information**

Search for your organization using the text box below. You may search by entering the Organization Name or the Organization ID.

Search

Figure 4

**Part 2: Organization Information**

Search for your organization using the text box below. You may search by entering the Organization Name or the Organization ID.

Select your organization from the table below.

Organization Id	Organization Name	Address	City	State	ZIP Code
28257	CEMEX, INC -DEMOPOLIS PLANT	1617 ARCOLA ROAD	DEMOPOLIS	AL	36732
84439	EPA DEMO FACILITY	OAK DRIVE			
144519	GE CEP DEMO FACILITY	3135 EASTON TURNPIKE			
145963	FOSTER FARMS DEMOPOLIS PLANT	232 INDUSTRIAL PARK NORTH			
158517	CEMEX, INC. -DEMOPOLIS PLANT	P.O. BOX 839			

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

If your organization does not show up in the search results, select **"request that we add your organization"**, and input your organization information

## 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](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 below 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)

## How to Submit Your Document

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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 ***“Submit an EIS”*** (See Figure 5)
4. You will then be directed to the form shown in Figure 6.
5. After clicking ***“Submit”*** you will be prompted to digitally sign the uploaded files (See Figure 7)
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 5

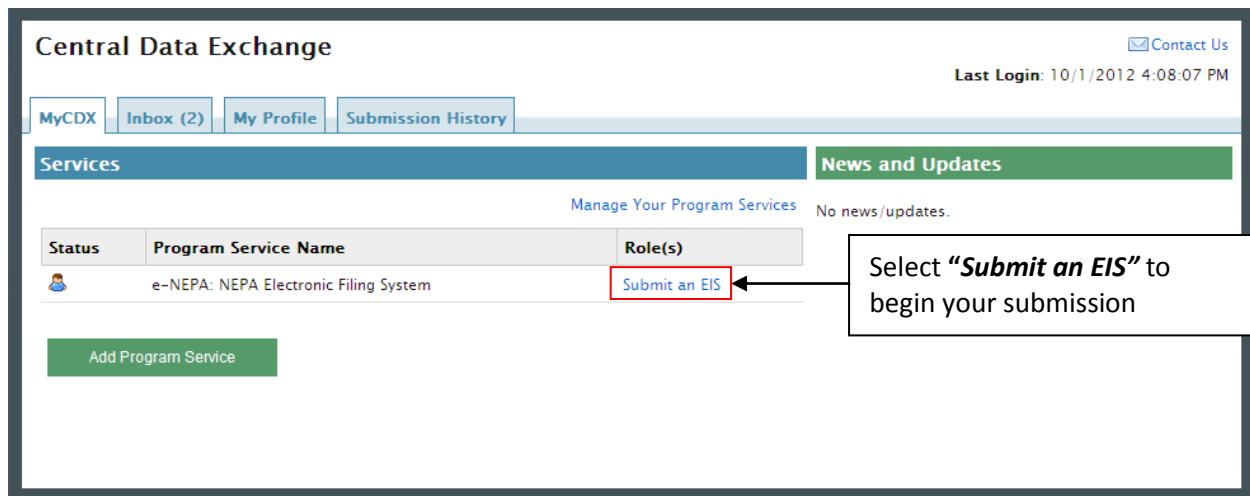


Figure 6

**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

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   
Subcategory

[Click Here to Begin Submission](#)

State and local agencies can be added here

Please select the category and subcategory that best describe your project, or choose "Other"

Figure 7

**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"/>

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 recommended file size is 50MB. It is recommended to submit files in smaller chunks (i.e., "Chapter 01 - Purpose and Need", "Chapter 02 - Alternatives", "Chapter 03 - Affected Environment", etc.)