



e-NEPA

Electronic Submittal of Environmental Impact Statements to EPA

About e-NEPA

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.

How to Register for e-NEPA

1. Go to 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

The screenshot shows the 'Core CDX Registration' interface. At the top right is a 'Contact Us' link. Below the title is a progress bar with four steps: '1. Request Program Service' (highlighted), '2. Request Role Access', '3. Provide User and Organization Information', and '4. Confirmation'. A search instruction reads: 'Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act)'. Below this is the 'Active Program Services List' with a search input field containing 'Enter search criteria'. The list contains several items, with 'e-NEPA: NEPA Electronic Filing System' highlighted in red. A callout box with an arrow points to this item, containing the text: 'Select “e-NEPA: NEPA Electronic Filing System”'. Other items in the list include ACRES: Assessment Cleanup and Redevelopment Exchange System, ARCS: Aircraft Reporting and Compliance System, CEDRI: Compliance and Emissions Data Reporting Interface, CSPP: Submissions for Chemical Safety and Pesticide Programs, EAB: Environmental Appeals Board, and eDisclosure: Audit Policy Self-Disclosure.

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

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

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

How to Set the Bookmark View

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

How to Submit Your Document

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

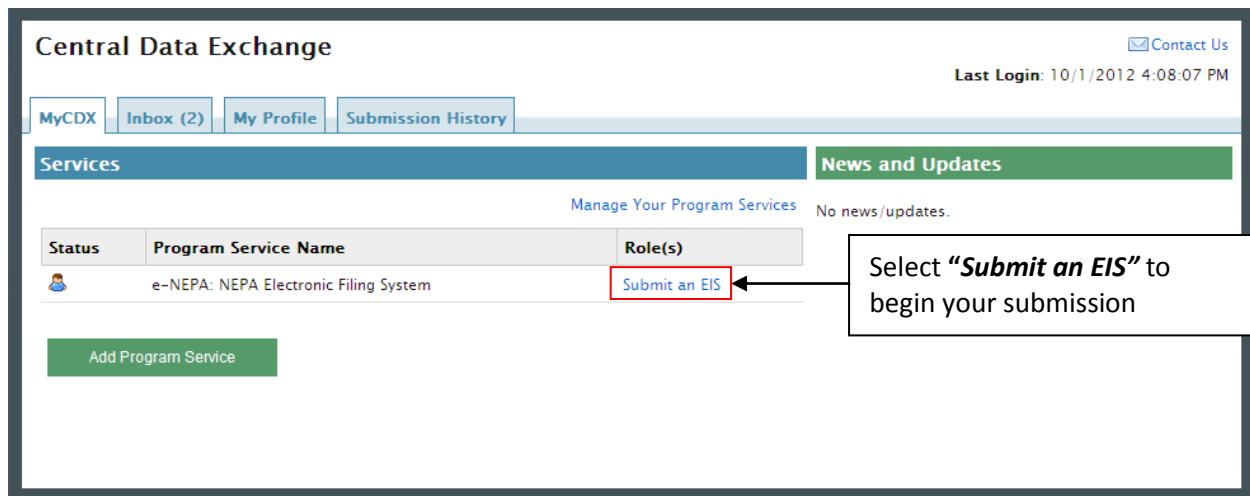


Figure 6

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"

