

National
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NEPA DOCUMENT
ELECTRONIC PUBLISHING
STANDARDS AND
GUIDELINES

October 1998

U.S. Department of Energy
Environment, Safety and Health
Office of NEPA Policy and Assistance



memorandum

DATE: October 7, 1998

REPLY TO:
ATTN OF: Office of NEPA Policy and Assistance: Jessee (202-586-7600)

SUBJECT: National Environmental Policy Act (NEPA) Document Electronic Publishing Standards and Guidelines

TO: Secretarial Officers and Heads of Field Organizations (list attached)

I am pleased to provide updated NEPA Document Electronic Publishing Standards and Guidelines. Adherence to the Standards and Guidelines will help us post your NEPA documents on the Department of Energy (DOE) NEPA Web more quickly. This guidance is based on experience and technological advances made in Web-publishing. The recommended methods are widely used and should not be burdensome.

As part of DOE's effort to make NEPA documents more readily available, my office has placed NEPA-related documents on the Internet since 1992. This centralized service efficiently provides wide and speedy access to NEPA information, for use by DOE staff, contractors, and the public. NEPA Compliance Officers are responsible, under DOE O 451.1A, for providing an electronic file of specified types of NEPA-related documents to the Environment, Safety and Health (EH) Office of NEPA Policy and Assistance for this purpose.

Your staff's response has resulted in an impressive DOE-wide NEPA document library. For example, more than 40, or approximately two-thirds, of the final environmental impact statements issued since January 1994 are now available on the NEPA Web in searchable full-text format, including nearly all those issued in the past year. More than 180 environmental assessments also are available on the NEPA Web. However, electronic files for some NEPA-related documents (mainly older ones) were not submitted to us. (Further, some electronic files we received were not in Web-publishable format or were defective; we are working with the originators on these.)

In February 1996, EH formed a Process Improvement Team to recommend improvements to EH electronic publishing practices. The Team produced *Environment, Safety and Health Electronic Publishing Standards and Guidelines*, which was subsequently incorporated into *NEPA Contracting Reform Guidance* of December 1996, and into DOE-wide NEPA support contracts awarded in June 1997. The guidance I am sending you now (attached) explains how the standards should be applied to facilitate making NEPA documents available on the DOE NEPA Web.

Please distribute this guidance to those in your organization who prepare or assist in preparing NEPA documents. Questions regarding this guidance should be directed to Lee Jessee, DOE NEPA Webmaster (phone: 202-586-7600 or e-mail: lee.jessee@eh.doe.gov). This guidance and *Environment, Safety and Health Electronic Publishing Standards and Guidelines* are available electronically on the NEPA Tools module of the DOE NEPA Web (<http://tis.eh.doe.gov/nepa/>).

I would like to thank those of your NEPA Compliance Officers and NEPA Document Managers who have helped build this Departmental resource by submitting the electronic files of their NEPA-related documents.

A handwritten signature in black ink, appearing to read "Peter N. Brush", with a long horizontal flourish extending to the right.

Peter N. Brush
Acting Assistant Secretary
Environment, Safety and Health

Attachment

NEPA DOCUMENT ELECTRONIC PUBLISHING STANDARDS AND GUIDELINES

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NEPA DOCUMENT ELECTRONIC PUBLISHING STANDARDS AND GUIDELINES

A. Introduction

The following discusses requirements, standards and guidelines for Web-publication of National Environmental Policy Act (NEPA) documents. This information clarifies and supplements *Environment, Safety and Health (ES&H) Electronic Publishing Standards and Guidelines*. The recommended methods are widely used and should not be burdensome.

Objectives

The DOE NEPA Web is a centralized service to efficiently provide wide and speedy access to NEPA-related documents, for use by DOE staff, contractors and the public. Its goal is to provide comprehensive NEPA information promptly and cost effectively to the DOE NEPA community and the public, and to integrate NEPA information into the DOE-wide framework for planning and decision making. The DOE NEPA Web provides access to the remainder of the ES&H Digital Library and to the Government-wide NEPA net (<http://ceq.eh.doe.gov/nepa/nepanet.htm>).

NEPA Compliance Program and the Web

Among other duties, NEPA Compliance Officers (NCOs) are required by DOE Order 451.1A, NEPA Compliance Program, to submit electronic files of specified types of approved NEPA documents to the Office of Environment, Safety and Health (EH), Office of NEPA Policy and Assistance (Appendix 1). By publishing these files on the DOE NEPA Web, EH makes DOE NEPA documents widely accessible in the electronic medium. To avoid delay in Web-publishing, files must be prepared in a format that is conducive to electronic dissemination. The following provides guidance to accomplish this goal.

B. Standards and Guidelines for Web-publishing of NEPA Documents

ES&H Electronic Publishing Standards

In February 1996, the Assistant Secretary for Environment, Safety and Health formed an Electronic Publishing Process Improvement Team to recommend improvements to the EH document publishing practices. The Team recommended steps for EH to follow in order to: (1) make use of the Internet as a cost-saving means of publication and distribution, (2) build into new information products a greater level of portability and exchangeability, and (3) provide document preparers with the tools and methods to achieve goals (1) and (2).

Accordingly, EH undertook to develop a digital (electronic) library of EH documents, including NEPA documents. Simultaneously, EH installed a search engine called Verity. Verity features full-text searching of all electronic media and a system of tagging information for precise search and retrieval. Through the use of Verity, the ES&H Digital Library provides various tools for finding, using, and analyzing information.

Further work by the Process Improvement Team produced *ES&H Electronic Publishing Standards and Guidelines*. These standards and guidelines were subsequently incorporated into the *NEPA Contracting Reform Guidance* of December 1996, and into the DOE-wide NEPA document preparation support contracts awarded in June 1997.

DOE NEPA Web Standards

NEPA document creators should apply *ES&H Electronic Publishing Standards and Guidelines*, which will be revised from time to time. It can be found at two locations on the Web: (1) Electronic Publishing Guidance and Tools module of EH's Technical Information Services (TIS) Web site (<http://tis.eh.doe.gov/support/guidance.html>), and (2) and under the Tools module of the DOE NEPA Web site (<http://tis.eh.doe.gov/nepa/>).

File Formats

EH has chosen file formats based on the users' needs and the effort required to publish material on the Web. Electronic files of NEPA documents should be submitted to the Office of NEPA Policy and Assistance in a Web-compatible format. Web-compatible formats are file formats that can be loaded on the Web without conversion. Early planning will ensure an appropriate

outcome; consult EH (see "Contacts," below) if there is any uncertainty regarding Web-compatibility.

Documents prepared with one of many Web-document authoring tools, such as WordPerfect 6.0 or newer and Microsoft Word 6.0 or newer, should be converted to hypertext markup language (HTML) by using the built-in conversion feature of these tools. For those graphics and images that are not inherent in the Web-document authoring program, the preferred file formats are: joint photographic experts group (JPEG) and graphics interchange format (GIF).

JPEG is intended for Areal-world@scenes (including photographs) as opposed to line art and nonrealistic images. GIF works well for icons and line art, as they often have large sections of one color.

Entire NEPA documents also may be submitted in portable document format (PDF), which combines full-text capabilities with the image of each page. EH can readily convert PDF documents for Web-publication.

C. Procedures for Web-publishing of NEPA Documents

DOE Order 451.1A directs the NEPA Compliance Officer to promptly (generally within two weeks of their availability) provide the Office of NEPA Policy and Assistance with five hardcopies and one electronic file of certain NEPA documents. A completed DOE NEPA Document Certification and Transmittal Form (Appendix 2) should accompany each such transmission. This form certifies that the submitted document is an authentic approved version, and provides format information to facilitate Web-publication.

EH has Web-published NEPA documents for the DOE NEPA community since 1992, and maintains a technical assistance staff. (See AContacts,@below.) To ensure successful Web-publication of NEPA documents, NEPA Document Managers should plan at the outset for electronic publication, use a recommended electronic format, request any needed technical assistance, and keep EH apprised of the NEPA document completion schedule. Advance planning is especially important for draft environmental impact statements, because there usually is only a short time available to execute Web-publishing before the start of the comment period.

Referencing Web Publications

When referencing NEPA-related documents (especially press releases and notices of availability for EISs), EH recommends that the uniform resource locator (URL) address for the DOE NEPA Web site (i.e., <http://tis.eh.doe.gov/nepa/>) be used; the lower-level document URL (e.g., <http://nepa.eh.doe.gov/eis/eis0277/volume1/eis0277f.htm>) should not be used to obtain access to the document because the ES&H Digital Library is often reindexed as new documents are added.

Contacts

For further information or assistance regarding the use of the NEPA Web, please contact Lee Jessee, DOE NEPA Webmaster, at (202) 586-7600 or e-mail (lee.jessee@eh.doe.gov). Please direct questions regarding the NEPA compliance program to Carol Borgstrom, Director, Office of NEPA Policy and Assistance (telephone: 202-586-4600).

APPENDIX 1: Excerpt from DOE O 451.1A

DOE O 451.1A , section 5d(11), directs the NEPA Compliance Officer to promptly (usually within 2 weeks) provide the Office of NEPA Policy and Assistance five hardcopies and one electronic file of:

- (a) An approved environmental assessment and any finding of no significant impact (FONSI),
- (b) A proposed FONSI required under the Council on Environmental Quality Regulations,
- (c) [Removed and reserved]
- (d) An approved draft or final environmental impact statement (EIS),
- (e) A record of decision for an EIS,
- (f) A mitigation action plan and corresponding annual mitigation report,
- (g) An EIS supplement analysis and any determination based on it.

APPENDIX 2. DOE NEPA Document Certification and Transmittal Form

Appendix 2. DOE NEPA Document Certification and Transmittal Form

DOE NEPA Document Certification and Transmittal Form

Contact Information

1. Transmittal date: _____
2. Organization : _____
3. NEPA Compliance Officer: _____
Telephone number: _____
E-mail: _____
4. NEPA Document Contractor (if applicable): _____
5. Technical Point of Contact (Name): _____
Telephone number: _____
E-mail: _____

6. NEPA Compliance Officer Certification:

I certify that the attached paper copies and electronic file/s are true copies of the original approved document, and the Office of NEPA Policy and Assistance should use the electronic file/s in preparing the document for Web publication.

Signature

Date

Comments:

(continued)

DOE NEPA Document Certification and Transmittal Form

**DOE NEPA Document Information
(Provide all applicable information)**

7. For Environmental Assessment (EA):

DOE/EA-_____

Document date: _____

Title: _____

*Electronic format: _____

Proposed/FONSI: document date: _____

*Electronic format: _____

Final/ FONSI: document date: _____

*Electronic format: _____

Mitigation Action Plan (MAP): document date: _____

*Electronic format: _____

MAP Annual Mitigation Report: document date: _____

*Electronic format: _____

8. For Environmental Impact Statement (EIS):

DOE/EIS-_____

DOE/EIS-_____ -S1, -S2, -S3 (for Supplemental EIS)

Draft EIS or Draft SEIS

Document date: _____

Title: _____

*Electronic format: _____

Final EIS

Document date: _____

Title: _____

*Electronic format: _____

(continued)

DOE NEPA Document Certification and Transmittal Form

EIS (continued)

ROD (if multiple RODs, indicate sequential number and date)

EIS/SEIS ROD date: _____

*Electronic format: _____

MAP:

Document date: _____

Title: _____

*Electronic format: _____

MAP Annual Mitigation Report:

Document date: _____

Title: _____

*Electronic format: _____

9. For EIS Supplement Analysis (SA):

DOE/EIS-_____ -SA-01, -02, -03

EIS/SEIS Supplement Analysis (SA): document date: _____

Title: _____

*Electronic format: _____

10. NEPA Document Keywords: (No less than 5. See *EH Electronic Publishing Standards and Guidelines* for instructions.)

Keyword 1: _____ Keyword 2: _____

Keyword 3: _____ Keyword 4: _____

Keyword 5: _____ Keyword 6: _____

11. Posting Location: <http://tis.eh.doe.gov/nepa/>

Transmit five hardcopies and the electronic file/s to: Director, Office of NEPA Policy and Assistance (EH-42), U.S. Department of Energy, Room 3E-094, 1000 Independence Avenue, SW, Washington, DC 20585, tele. (202) 586-4600, fax (202) 586-7031.

**List file format(s)(e.g., Word 7.0, Word 7.0) and publishing method (HTML, PDF, or combination). Attach additional sheets of paper as needed.*