ENVIRONMENTAL IMPACT STATEMENT
GENERIC ANNOTATED OUTLINE FORMAT

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INTRODUCTION

Why bother with another EIS outline? Doesn't everybody know what's in the CEQ regulations, and/or agency guidelines? Well, yes and no. The purpose of an annotated outline is to operationalize those requirements, so everyone knows what his or her role and assignments are throughout the document preparation process.

If an EIS is supposed to be 150 pages (exclusive of appendices), how long should each section be, in order to include the necessary information yet not become encyclopedic? This format will help each researcher, analyst, and section writer know

- what specific data or topics to include

- how much to include

- what format (maps, tables, text, etc.) to use

- what their deadline is

- who else is available to help

- what information is still missing (when used to track progress)

If your agency has a specific required format, or particular locations for information in addition to that required by the Council on Environmental Quality, simply customize the format as needed for each project.

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Outline Elements	# Pages	Responsible Person(s)	Contents / Data Needs
1.0 Purpose and Need 1. Purpose and need for the action 2. Specific objectives of the project 3. List of significant issues to be resolved 4. List of other permits etc. required 5. Location map(s) 6. Relationship to other National Environmental Policy Act actions 7. The Agency decision to be made 8. Evaluation criteria and weighting			This chapter outlines the results of scoping for the project. It sets the scene for the descriptions and analyses that follow in Chapters 2, 3, and 4. *Current information needs include:*
2.0 Alternatives 1. Description of the proposed action(s), including maps as appropriate 2. Description of alternatives considered and eliminated, along with reasons why 3. Description of No Action			This chapter describes alternative ways of meeting the objectives stated in the Purpose and Need statement of Chapter 1. *Current information needs include:*

Outline Elements	# Pages	Responsible Person(s)	Contents / Data Needs
4. Description of other reasonable courses of action that will meet the purpose and need and project objectives (i.e., alternatives)			
5. Description of any reasonable alternatives not within the jurisdiction of the Agency			
6. Identify the Agency preferred alternative (if any)			
7. Comparison of environmental impacts of each alternative, including No Action			
8. Mitigation measures			
3.0 Affected Environment			This chapter provides data on baseline conditions (the "existing environment") for those features to be affected by the proposed action or alternatives, including No Action.
1. A brief description of the physical setting for the proposed action			*Current information needs include:*
2. Concise descriptions of each component of the environment that will be affected by the project (keyed to issues in Chapter 1 and to impacts in Chapter 4)			
3. Maps and graphics as appropriate			

Outline Elements	# Pages	Responsible Person(s)	Contents / Data Needs

4.0 Environmental Consequences
 	
1.   Effects of each alternative, including No Action
 	
    a. Direct effects and their significance
 	
    b. Indirect effects and their significance
 	
    c. Cumulative effects and their significance
 	
2.   Possible conflicts between the proposed action and other agency plans / policies
 	
3.   Energy requirements and conservation potential of alternatives
 	
4.   Natural / depletable resource requirements and conservation potential of alternatives
 	
5.   Urban quality, historic and cultural resources, and the design of the built environment, including reuse for each alternative
 	
6.   Mitigation measures
			This chapter is based on analyses and predictions for each alternative examined in detail, including No Action and various mitigation measures. A summary is also placed in Chapter 2 as required by 40 CFR 1502.14
			
			Current information needs include: