

**ENVIRONMENTAL IMPACT STATEMENTS -  
COUNCIL ON ENVIRONMENTAL QUALITY REGULATIONS CHECKLIST**

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**INTRODUCTION**

This checklist is based on the Council on Environmental Quality requirements for Environmental Impact Statements in 40 CFR 1500-1508, and those contained in the National Environmental Policy Act itself. It also includes space for customization to add agency-specific requirements for both content and format.

Each requirement of NEPA or the CEQ regulations is cited in column 2. Therefore, this checklist can serve both as a tool for reviewers and a tool for document preparers who wish to ensure that each document complies with all the necessary CEQ regulatory requirements. The checklist is arranged by chapters in an EIS: Purpose and Need, Alternatives, Affected Environment, and Environmental Consequences. Sections also are provided to ensure that the cover sheet, summary, list of preparers, and Record of Decision meet regulatory requirements.



## Council on Environmental Quality Regulation EIS Checklist

**Project Name:**

**Reviewed by:**

**Date:**

**Page** \_\_\_\_ **of** \_\_\_\_

Documentation Requirement	CEQ / NEPA Reference	+ / -	Remarks
<b>Cover Sheet:</b>			
• less than 1 page	§1502.11		
• name of lead agency	§1502.11 (a)		
• names of any cooperating agencies	§1502.11 (a)		
• title of proposed action	§1502.11 (b)		
• location (state and county) of action	§1502.11 (b)		
• name, address, and phone of contact	§1502.11 (c)		
• type of document (draft, final, suppl)	§1502.11 (d)		
• one-paragraph abstract	§1502.11 (e)		
• date comments must be received	§1502.11 (f)		
• any agency-specific requirements • • • •	[agency rules]		

Documentation Requirement	CEQ / NEPA Reference	+ / -	Remarks
<b>Summary:</b>			
• less than 15 pages	§1502.12		
• stress major conclusions	§1502.12		
• stress areas of controversy	§1502.12		
• stress issues raised by agencies	§1502.12		
• stress issues raised by public	§1502.12		
• stress issues to be resolved	§1502.12		
• stress choice among alternatives	§1502.12		
<b>Purpose and Need:</b>			
• brief description	§1502.13		
• agency purpose and need	§1502.13		
• related to alternatives including the proposed action	§1502.13		

Documentation Requirement	CEQ / NEPA Reference	+ / -	Remarks
<b>Alternatives Incl. Proposed Action:</b>			
<ul style="list-style-type: none"> <li>based on information /analysis in sections on Affected Environment and Environmental Consequences</li> </ul>	§1502.14		
<ul style="list-style-type: none"> <li>presents impacts in comparative form</li> </ul>	§1502.14		
<ul style="list-style-type: none"> <li>sharply defines issues</li> </ul>	§1502.14		
<ul style="list-style-type: none"> <li>provides clear basis for choice among options</li> </ul>	§1502.14		
<ul style="list-style-type: none"> <li>rigorously explores all reasonable alternatives</li> </ul>	§1502.14 (a)		
<ul style="list-style-type: none"> <li>objectively evaluates all reasonable alternatives</li> </ul>	§1502.14 (a)		
<ul style="list-style-type: none"> <li>describes alternatives eliminated from detailed study, and states why</li> </ul>	§1502.14 (a)		
<ul style="list-style-type: none"> <li>devotes substantial treatment to each alternative examined in detail</li> </ul>	§1502.14 (b)		
<ul style="list-style-type: none"> <li>includes reasonable alternatives not within the jurisdiction of the agency</li> </ul>	§1502.14 (c)		
<ul style="list-style-type: none"> <li>includes No Action</li> </ul>	§1502.14 (d)		
<ul style="list-style-type: none"> <li>identifies the agency's preferred alternative, if one or more exists</li> <li>optional in draft</li> <li>required in final, unless another law prohibits it</li> </ul>	§1502.14 (e)		

Documentation Requirement	CEQ / NEPA Reference	+ / -	Remarks
<ul style="list-style-type: none"> <li>range encompasses those to be considered by agency decision maker</li> </ul>	§1502.2 (e)		
<ul style="list-style-type: none"> <li>includes mitigation measures not described elsewhere</li> </ul>	§1502.14 (f)		

Documentation Requirement	CEQ / NEPA Reference	+ / -	Remarks
<b>Affected Environment:</b>			
• succinct description	§1502.15		
• areas to be affected or created	§1502.15		
• no longer than necessary to understand the effects of alternatives	§1502.15		
• commensurate with importance of impacts	§1502.15		
• summarize, consolidate, or reference less important material	§1502.15		
• concentrates effort and attention on important issues	§1502.15		

Documentation Requirement	CEQ / NEPA Reference	+ / -	Remarks
<b>Environmental Consequences:</b>			
<ul style="list-style-type: none"> <li>scientific and analytic basis for comparison of alternatives</li> </ul>	§1502.16		
<ul style="list-style-type: none"> <li>consolidates discussion of NEPA requirements:</li> <li>environmental impacts of proposed action</li> <li>adverse effects which cannot be avoided</li> <li>relationship between short-term uses and long-term productivity</li> <li>irreversible and irretrievable commitments of resources</li> <li>alternatives as needed</li> </ul>	§1502.16 102(2)(C) i 102(2)(C) ii 102(2)(C) iv 102(2)(C) v 102(2)(C) iii		
<ul style="list-style-type: none"> <li>direct effects and their significance</li> </ul>	§ 1502.16 (a)		
<ul style="list-style-type: none"> <li>indirect effects and significance</li> </ul>	§ 1502.16 (b)		
<ul style="list-style-type: none"> <li>conflicts with other plans, policies</li> </ul>	§ 1502.16 (c)		
<ul style="list-style-type: none"> <li>energy requirements and conservation potentials of alternatives and mitigation measures</li> </ul>	§ 1502.16 (e)		
<ul style="list-style-type: none"> <li>natural or depletable resource requirements and conservation potentials of alternatives and mitigation measures</li> </ul>	§ 1502.16 (f)		
<ul style="list-style-type: none"> <li>urban quality, historic and cultural resources, and design of the built environment, including reuse and</li> </ul>	§ 1502.16 (g)		

Documentation Requirement	CEQ / NEPA Reference	+ / -	Remarks
conservation potential of alternatives and mitigation measures			
• mitigation measures	§ 1502.16 (h)		
• cumulative impacts	§ 1508.7		



Documentation Requirement	CEQ / NEPA Reference	+ / -	Remarks
<b>List of Preparers:</b>			
• normally less than 2 pages	§ 1502.17		
• names and qualifications of persons who: • prepared EIS or sections • prepared background papers	§ 1502.17		
• include expertise, experience, and professional disciplines of each person	§ 1502.17		
<b>Appendix:</b>			
• material prepared specifically for EIS	§ 1502.18		
• substantiates fundamental analyses	§ 1502.18		
• analytic and relevant to decision	§ 1502.18		
• circulated with EIS or available on request	§ 1502.18		

Documentation Requirement	CEQ / NEPA Reference	+ / -	Remarks
<b>Other CEQ Requirements:</b>			
<ul style="list-style-type: none"> <li>includes a detailed list of agencies, organizations, and persons to whom draft is sent</li> </ul>	§ 1502.19		
<ul style="list-style-type: none"> <li>normally less than 150 pages (300 pages for proposals of unusual scope or complexity)</li> </ul>	§ 1502.7		
<ul style="list-style-type: none"> <li>length proportional to potential environmental problems and to project size</li> </ul>	§ 1502.2(c)		
<ul style="list-style-type: none"> <li>prepared using an inter-disciplinary approach</li> </ul>	§ 1502.6		
<ul style="list-style-type: none"> <li>disciplines of preparers appropriate to scope and issues identified in scoping process</li> </ul>	§ 1502.6		
<ul style="list-style-type: none"> <li>written in plain language</li> </ul>	§ 1502.8		
<ul style="list-style-type: none"> <li>uses graphics for clarity</li> </ul>	§ 1502.8		
<ul style="list-style-type: none"> <li>includes incomplete information essential to making a reasoned choice among alternatives</li> </ul>	§ 1502.22(a)		
<ul style="list-style-type: none"> <li>if relevant information is missing: <ul style="list-style-type: none"> <li>state it is unavailable</li> <li>state its relevance</li> <li>summarize existing credible info</li> </ul> </li> </ul>	§ 1502.22(b)		

Documentation Requirement	CEQ / NEPA Reference	+ / -	Remarks
<ul style="list-style-type: none"> <li>evaluate impacts based on generally accepted data or methods</li> </ul>			
<ul style="list-style-type: none"> <li>cuts down on bulk by incorporating material by reference when possible</li> </ul>	§ 1502.21		
<ul style="list-style-type: none"> <li>avoids repetitive discussions by identifying other statement(s) it is tiered to</li> </ul>	§ 1502.20		
<ul style="list-style-type: none"> <li>is analytic, not encyclopedic</li> </ul>	§ 1502.2(a)		
<ul style="list-style-type: none"> <li>discusses impacts in proportion to their significance</li> </ul>	§ 1502.2(b)		
<ul style="list-style-type: none"> <li>assesses impacts of proposed agency actions rather than justifying decisions already made</li> </ul>	§ 1502.2(g)		
<ul style="list-style-type: none"> <li>prepared at the earliest possible planning stage</li> </ul>	§ 1502.5		
<ul style="list-style-type: none"> <li>cost-benefit analysis (if needed) included or incorporated by reference</li> </ul>	§ 1502.23		
<ul style="list-style-type: none"> <li>methodologies and scientific sources are identified and referenced</li> </ul>	§ 1502.24		
<ul style="list-style-type: none"> <li>prepared concurrently with other required surveys and analyses:</li> <li>Fish and Wildlife Coordination Act</li> <li>National Historic Preservation Act</li> <li>Endangered Species Act</li> <li>other laws and executive orders</li> </ul>	§ 1502.25(a)		

Documentation Requirement	CEQ / NEPA Reference	+ / -	Remarks
<ul style="list-style-type: none"> <li>lists all Federal permits, licenses, and other entitlements needed</li> </ul>	§ 1502.25(b)		
<ul style="list-style-type: none"> <li>all substantive comments on DEIS are included in FEIS</li> <li>includes all agency-specific contents</li> <li></li> <li></li> <li></li> <li></li> <li></li> </ul>	§ 1503.4(b)  [agency rules]		

Documentation Requirement	CEQ / NEPA Reference	+ / -	Remarks
<b>Record of Decision:</b>			
• concise, public	§ 1505.2		
• states what the decision was	§ 1505.2 (a)		
• identifies all alternatives considered	§ 1505.2 (b)		
• specifies alternative(s) considered environmentally preferable	§ 1505.2 (b)		
• includes relevant factors such as economic and technical considerations and agency statutory mission	§ 1505.2 (b)		
• identifies all such factors balanced in making the decision	§1505.2 (b)		
• includes any considerations of national policy balanced in making the decision	§ 1505.2 (b)		
• states how these factors entered into the decision	§ 1505.2 (b)		
• states whether all practicable means to avoid or minimize harm have been adopted, and if not, why they were not	§ 1505.2 (c)		
• describes any applicable monitoring and enforcement program for mitigation	§ 1505.2 (c)		