

NEPA DOCUMENT PRODUCTION (v 2.0)

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INTRODUCTION

Producing the NEPA document, whether it is an EA or an EIS, can be a project in itself. Therefore, this checklist helps to keep track of all the parts, their current status, who does what, etc.

While the checklist may seem simple, producing a big EIS can be a complicated and challenging task, even after the scientists and analysts are finished with their work. It is especially important to have a systematic way of keeping track of chapters, sections, graphics, appendices, and other materials when the NEPA project is large, long, and/or there are multiple contractors and agencies involved.

Used in conjunction with an Annotated Outline and a CEQ Requirements Checklist, this checklist can help keep a large project on track through the final distribution of the document, and serve as an important item for the administrative record and project file.

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Document Component	Concept	Draft	Review	Final	To Printer	Done
Front Matter:						
• Cover Sheet						
• Summary						
• Table of Contents						
Body:						
• Purpose and Need						
• Alternatives						
• Affected Environment						
• Environ. Consequences						
Back Matter:						
• List of Preparers						
• References Cited						
• Appendices						
• List of Agencies, etc.						

Document Component	Concept	Draft	Review	Final	To Printer	Done
Decision Documents:						
• FONSI (for EA)						
• Records of Decision (EIS)						
Other:						
• Maps						
• Figures						
• Tables						
• Photographs						
• Cover design						
•						
•						

Production Data:

Total number of copies:

Distribution:

Mailing list (which one? who maintains it? how are corrections/deletions handled?)

In-house copies:

Reproduction Method:

Printer:

Address / phone:

Binding Method:

Details: (color, size of binding, cover stock/color, special instructions for maps or other non-standard page sizes)

Who is responsible for liaison with printer?

Who is responsible for distributing the document?

Who must approve the final document before distribution?

Where do the file copies get filed? Who is responsible for this function?

Electronic Distribution:

Who is the webmaster?

What sites will the document be posted on?

Will there be an index or other interactive features?

How will maps be available on line?

Will a CD also be published?

Who is the contact person for electronic distribution?