**FTA Standard EIS and Section 4(f) Printing and Distribution Practices**

**Please consult FTA staff if you think a change may be warranted for your project.**

1. **EIS printing and distribution**
   * 1. **Distribution of the draft EIS should be made in accordance with 23 CFR Section 771.123(g).**
     2. **The draft EIS shall be transmitted to:**
        + Public officials, interest groups, and members of the public known to have an interest in the proposed action or draft which could include adjacent property owners;
        + Federal, State, and local government agencies expected to have jurisdiction or responsibility over, or interest or expertise in, the action. Copies shall be provided directly to appropriate State and local agencies, and to the State intergovernmental review contacts established under Executive Order 12372, if any;
        + State and Federal land management entities which may be significantly affected by the proposed action or any of the alternatives; and
        + Electronic copies of the draft EIS should be made available on the grant applicant’s website, dedicated project website, newspapers, newsletters, etc.
     3. **The final EIS shall be transmitted to:**
        + Any agency, business, organization, interest group, or member of the public that submitted substantive comments on the draft EIS in writing or at the public hearing; and
        + Any person, organization, or agency requesting a copy.
     4. **Printed versus electronic copies.** FTA regional staff should direct the grant applicant to inquire whether cooperating and participating agencies would prefer a printed copy of the full document or a printed executive summary accompanied by a CD/DVD. As standard practice, all other individuals and organizations shall receive a printed copy of the executive summary and a CD/DVD of the full document. For projects with an extremely large distribution list, it may be acceptable for grant applicants to distribute a post card containing information on the website location of the full EIS and library or other repositories where full printed copies of the EIS are available.
        + **Unanticipated request for full copies.** To accommodate unanticipated requests for full printed copies of the document, more copies of the full document (on the order of 10 to 15 percent more) should be printed than have been requested prior to printing.
        + **Charge for printed copies of EIS.** The grant applicant may charge for printed copies of the document. The price may not exceed the cost of printing. Moreover, the cost of the printed copy must be based on the first printing of the EIS rather than special subsequent printing.
     5. **Binding.** FTA does not permit hard copies of EISs to be distributed in loose-leaf form in three-ring binders because such documents appear temporary and unprofessional. FTA accepts EISs that are spiral-wire bound, plastic-comb bound or “perfect bound.” Double-sided printing of EISs should be used.
     6. **EPA filing.** EPA amended the [EIS Filing System Guidelines (PDF)](http://www.gpo.gov/fdsys/pkg/FR-2012-08-24/pdf/2012-20914.pdf) (3 pp, 202K) on August 24, 2012. Federal agencies file an EIS by submitting the document with *e-nepa*, including appendices. In addition to the EIS filed with EPA Headquarters, agencies should provide a paper copy of the EIS directly to the appropriate EPA Regional Office(s) for review and comment. Material which is incorporated into the EIS by reference is not required to be filed with EPA. For more details, see <http://www.epa.gov/compliance/nepa/submiteis/> .
     7. **Department of Interior.** The U.S. Department of the Interior (DOI) is unique in that it handles the internal distribution of all EISs to its component agencies, such as the National Park Service and the U.S. Fish and Wildlife Service, from a central office. It has its own mandated distribution process, which should be available through the DOI website (Office of Environmental Policy and Compliance). This link may work: [http://www.doi.gov/pmb/oepc/nrmlupload/Environmental Review Process.pdf](http://www.doi.gov/pmb/oepc/nrmlupload/Environmental%20Review%20Process.pdf). If you find the link is broken, contact FTA staff.