

EIS FEDERAL REGISTER FORMAT

DEPARTMENT OF TRANSPORTATION (ALL CAPS)

Federal Transit Administration (Initial Caps Only)

Environmental Impact Statement on \_\_\_\_\_

AGENCY: Federal Transit Administration, DOT.

ACTION: Notice of intent to prepare an environmental impact statement.

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SUMMARY: The Federal Transit Administration and the \_\_\_\_\_ intend to prepare an Environmental Impact Statement (EIS) in accordance with the National Environmental Policy Act (NEPA) for transportation improvements in the \_\_\_\_\_ Etc.

Note - be brief - but remember, the summary must answer the following three questions:

- 1) what action is being taken?
- 2) why is the action necessary?
- 3) what is the intended effect of this action?

DATES: Comment Due Date: Written comments on the scope of alternatives and impacts to be considered should be sent to \_\_\_\_\_ by [Insert date xx days after publication in the FEDERAL REGISTER]. Scoping Meetings: Public scoping meetings will be held on (day), (date), (time), at the (location). See ADDRESSES below.

Note - include instructions for dates which you want computed by the Office of the Federal Register. See bracket above for exact format. In no case should dates be less than 15 days (between notice and first meeting), or less than 30 days (for receipt of comments).

ADDRESSES: Written comments on the project scope should be sent to \_\_\_\_\_. Scoping Meetings will be held at the following locations:

(Day) (Date) (Time)  
(location, including street address)

FOR FURTHER INFORMATION CONTACT: Name, title, and phone # (only) of an FTA employee who can answer questions regarding document.

SUPPLEMENTARY INFORMATION:

Includes background and specific information including:

- I. Scoping
- II. Description of Study Areas and Project Need
- III. Alternatives
- IV. Probable Effects/Potential Impacts for Analysis
- V. FTA Procedures

Issued On: (leave blank-TCC will date stamp)

(leave 6 spaces between date and signature line)

(Signature of Regional Administrator)  
Type name and title of Reg. Admin.

General Submission Requirements When Drafting a Notice for  
Publication in the Federal Register-

- \* Double space entire document
- \* Indent first line of each paragraph 5 spaces
- \* Pages numbered at top, beginning with Page #2
- \* Entries (major headings) must be flush left, except paragraphs
- \* Signature page must include text (the Office of the Federal Register requires text on the signature (last page))
- \* Provide TCC with 3 original, signed notices

Please note that underlining material in the document will instruct the Office of the Federal Register to set material in italics, while all caps will appear as bold.

Attached is a good example of an EIS Notice. Please note that this a copy of what we actually send to the Federal Register and the notices submitted should take the form of this document.

# THE DOCUMENT

- Bond paper or legible photocopy.
- 8½" x 11"
- Margins as shown.
- Double space text.
- Typed name and title.
- Ink signature.
- Three originals or one original and two certified copies.

