

**Environmental Impact Statement Preparation Notice,
Draft and Final Environmental Impact Statements
Submission Process**

Prior to the distribution of the above, have the following delivered or emailed to the Office of Environmental Quality Control (OEQC) by the EIS submittal deadline:

1. Document. One (1) copy in pdf format and one (1) hardcopy << We prefer this [or four (4) hardcopies of the document]
2. Agency transmittal letter: An agency letter to OEQC is required with the contact person and telephone number listed along with the tentative date of distribution
3. OEQC Environmental Notice Publication Form: Fill out the form completely. If you are unsure how to complete any of the items call OEQC for guidance.
4. Distribution List: Using a copy of the distribution list, place a check mark next to the name of each recipient receiving the DEIS. **Remember that distribution cannot take place until OEQC has verified the accuracy of each distribution list.**

OEQC will review the submitted Distribution List and call the contact person to verify that the information submitted is complete. OEQC will verbally confirm the acceptance of the distribution list and will follow-up with a letter stating this confirmation, either by mail or by fax. After verbal confirmation, the agency or applicant may distribute the document.