A scoping notice is initially filed with the State Clearinghouse (SCH) and published in the Environmental Bulletin. The scoping procedure may include secondary and cumulative analysis to give a more accurate picture of the resources at risk in the decision-making process. Comments received by the applicant are analyzed and a draft document is prepared and submitted for a completeness review within DWQ to assure that it covers the necessary topics, makes reasonable conclusions that can be supported, and is easily understood. This completeness review can take up to five weeks and may result in the document being returned to the preparer for revisions. Please contact Hannah Headrick to provide a description of the project so she can tell you how many copies of the document will be necessary for review by DWQ staff.

The EIS is then reviewed by state and federal environmental agency representatives and, once approved, it is sent back to the SCH for another 45 calendar day review. DENR will also generally recommend that applicants drafting an EIS hold public hearings with notice of the hearing also provided in the Environmental Bulletin.

When the SCH 45-day review period closes, all comments made by state and local review agencies and the public are forward to DWQ to be addressed and incorporated into the final EIS. Substantial comments can occur within that 45-day period which may require a Supplemental Environmental Impact Statement.

The action agency or approved third party drafter makes any needed revisions to the DEIS and submits the EIS back to the Clearinghouse for a final 30 calendar day review. After the EIS is approved, the action agency or applicant submits a Record of Decision (ROD) and the EIS to the SCH for a final 30-day review period. Approval of the ROD completes the SEPA process.

The ROD consists of the following:
• Statement discussing the project and the decision made;
• Identification of all alternatives considered, specifying the most environmentally preferable;
• Discussion justifying the chosen alternative; and
• Certification that all methods of avoiding or minimizing environmental impacts contained in the EIS will be implemented, or the reasons why not.