**C. Templates for EIS Distribution Letters**

Adapt the following templates to the circumstances of each particular EIS.

1. Template for Draft EIS Distribution Letter

To: Parties interested in the **EIS title (DOE/EIS-####)**

The Department of Energy (DOE) has completed the Draft **EIS title (DOE/EIS-####)**. This letter requests your comments on the Draft EIS and invites you to public hearings. **If applicable: Agency #1, Agency #2, etc. participated as cooperating agencies in the preparation of this EIS.**

DOE is proposing to **state proposed action, including location(s) – use text from the EIS cover sheet**.

DOE is considering **number** alternatives for the proposed action, as well as the No Action Alternative. **Name and give a one sentence description of each alternative. Note the preferred alternative, if one or more exists, or state that CEQ regulations require that it be identified in the Final EIS (40 CFR 1502.14(e)).**.

**Draft EIS**

The Draft EIS describes the alternatives, discusses potential environmental impacts, and identifies mitigation measures that would help avoid or minimize impacts.

We invite your comments on the Draft EIS, available at **project website**. If you have any questions, please call our toll-free document request line at **phone number**. Please leave a message with the project name, your name, complete mailing address, phone number, and preferred method of receipt of the Draft EIS **insert format options**.

**Public Hearings**

We have scheduled **number** public hearing**(s)** to answer questions and accept comments about the potential environmental impacts identified in the Draft EIS:

**Provide logistics for each hearing – date, time, facility, city (this could be in an enclosure) – or explain how this information will be provided at a later date.**

**How to Comment**

Comments should be received by **comment period end date and, as applicable, time**. DOE will also consider late comments to the extent practicable. All comments will be posted in their entirety on the project website. Any personally identifiable information, such as names, addresses, and email addresses included in a comment will automatically be made available to the public. If you wish for the Department to withhold your name and/or other personally identifiable information, please state this prominently at the beginning of your comment or check the appropriate box on the comment form. Additionally, the Department will accept comments submitted anonymously.

There are several ways to comment:

* Email: **EIS-specific email address**
* Website: **EIS-specific URL**
* FAX: **fax number**
* Mail: **name, title (usually the NEPA Document Manager), full address, including mail stop**. **If applicable: Note that mail to DOE Headquarters is delayed by security screening.**

We will consider all comments received during the comment period and provide responses to comments in the final EIS, which is expected to be available **FEIS estimated date if available**.

**For More Information**

The Draft EIS is available at public reading rooms and libraries: **list locations and operating hours and phone number**. It is on the Department of Energy’s NEPA Website at <http://energy.gov/nepa> under NEPA Documents and on the EIS’s Website at **URL**. For further information on the [EIS title] or to request additional copies **or other volumes or formats**, please contact **me or name** at the above address, call **phone number**, or e-mail **EIS-specific e-mail address**. For information on the Department of Energy’s NEPA program, please contact the Office of NEPA Policy and Compliance at askNEPA@hq.doe.gov or 202-586-4600.

Thank you for your interest in our work.

Sincerely,

**Name (normally the senior responsible program official)**
**Title**

Enclosure: **List enclosures**

2. Template for Final EIS Distribution Letter

To: Parties interested in the **EIS title (DOE/EIS-####)**

The Department of Energy (DOE) has completed the Final **EIS title (DOE/EIS-####)**. This document has been prepared in accordance with the National Environmental Policy Act (NEPA) and its implementing regulations. **If applicable: Agency #1, Agency #2, etc. participated as cooperating agencies in the preparation of this EIS.**

DOE is proposing to **state proposed action, including location(s) – use text from the EIS cover sheet**.

DOE considered **number** alternatives for the proposed action, as well as the No Action Alternative. **Name and give a one sentence description of each alternative. Note the preferred alternative.**.

The Final EIS describes the alternatives, discusses potential environmental impacts, and identifies mitigation measures that would help avoid or minimize impacts.

**Public Participation**

DOE issued the Draft EIS for public comment on **date of EPA’s Notice of Availability**. The **xx-day** public comment period extended through **end date**, with **number** public hearings held **state date or date range and location(s), if not numerous**. DOE also considered late comments to the extent practicable. DOE has considered all comments received as of **time and date of last considered comments** in preparing this EIS and incorporated both the comments and DOE’s responses in the document.

Major changes between the Draft and Final EIS include **briefly summarize**.

**Record of Decision**

DOE will issue a Record of Decision for this Final EIS no sooner than 30 days after the Environmental Protection Agency publishes its Notice of Availability of this Final EIS in the *Federal Register*.

**For More Information**

The Final EIS is available at public reading rooms and libraries: **list locations and phone number**. It is on the Department of Energy’s NEPA Website at <http://energy.gov/nepa> under NEPA Documents and on the EIS’s Website at **URL**. For further information on the **EIS title** or to request additional copies **or other volumes or formats**, please contact **me or name** at the above address, call **phone number**, or e-mail **EIS-specific e-mail address**. For information on the Department of Energy’s NEPA program, please contact the Office of NEPA Policy and Compliance at askNEPA@hq.doe.gov or 202-586-4600.

Thank you for your interest in our work.

Sincerely,

**Name (normally the senior responsible program official)**
**Title**

Enclosure: **List enclosures**

**D. Template for Memorandum to Reading Room or Library**

DATE: **Date**

REPLY TO
ATTN OF: **Name**

SUBJECT: **EIS title (DOE/EIS-####)**

TO: **Freedom of Information Public Reading Room**

Please make the enclosed copy of **EIS title (DOE/EIS-####)** available in the reading room through **date (usually after the expected issuance of a record of decision)**.

Any inquiries concerning this document may be directed to me at:

**Name**
**Title**
**Address**

or leave a message at **toll-free telephone number** or send electronic mail to **EIS-specific e-mail address**.

Thank you for your assistance.

**Name**
NEPA Document Manager