

SEPA Document Distribution/Notification Requirements

Document	Comment Period	Public Notification	Agency Distribution (<i>jurisdiction, expertise, services affected, Tribes</i>) <i>Send electronic or paper copy</i>	SEPA Register Submittal sepaunit@ecy.wa.gov <i>send electronic copy (except one hardcopy of EISs)</i>
DNS	14 days -if required	If comment period required, Per agency procedures or SEPA rules	Required to distribute If comment period DNS letter plus checklist Staff report if available	Required for all DNSs Require electronic documents DNS letter plus checklist Staff report if available
Mitigated DNS	14 days	required	Same as above	Require electronic documents DNS letter plus checklist Staff report if available
Optional DNS process DNS- NOA	Combined with NOA (14 to 30 days)	Required	Required to distribute Include checklist	Required to submit Require electronic documents Clearly stating <i>NOA and Optional Process</i> Include checklist
DNS issued after NOA	Optional 14 days	Optional (but required if there's a comment period)	Required – but not checklist unless it's been revised	Require electronic documents but no checklist unless it's been revised
Revised/Modified DNS	<i>Not required but recommended</i>	<i>Not required but recommended</i>	Required – but not checklist unless it's been revised	Require electronic documents No checklist unless revised
DNS after withdrawal of a DS	14 days	Required to submit	Required to distribute Include checklist	Required to submit Require electronic documents Include checklist
Determination of significance (DS) with Scoping notice	21 days, up to 30 days for "expanded scoping"	Required	Required to distribute	Required to submit Require electronic documents
Draft environmental impact statement (EIS)	30 days, with possible 15-day extension	Required to submit Public Hearing upon request Notification of document on-line is sufficient	Required to submit Distribute DEIS (hardcopy or electronic)	Required to submit One hardcopy plus one CD

Supplemental draft EIS	30 days, with possible 15-day extension	Same as above	Same as above	Same as above
Final EIS	No, but a 7-day waiting period is required before agency action	Not required, but notification to interested parties/parties of record	Same as above	Same as above
Final supplemental EIS	No, but 7-day wait	Same as above	Same as above	Same as above
Adoption Notice with DNS	14-day comment period may be required	Yes, if comment period required	Required Distribute document adopted or provide website access	Required to submit Require electronic documents Include document adopted or provide website access
Adoption of EIS with DS (no Supplemental or Addendum)	Not required but 7-day wait	No required, but encouraged to notify parties of interest	Same as above	Same as above
Addendum to a Checklist for Revised DNS	<i>Not required but recommended</i>	Not required, but should go to interested parties	Required Distribute checklist and revised DNS	Required to submit Require electronic documents Submit checklist and revised DNS
Addendum to an EIS	<i>Not required but recommended</i>	Distribute to recipients of EIS	Required Distribute addendum plus CD or access to original EIS	Required to submit One hardcopy and one CD of addendum and CD or website access to original EIS