

**EXAMPLE OF LETTER FOR FILING DRAFT/FINAL EIS  
WITH EPA**

U.S. Environmental Protection Agency  
Office of Federal Activities  
EIS Filing Section  
Ariel Rios Building (South Oval Lobby)  
1200 Pennsylvania Avenue, NW  
Mail Code 2252-A  
Washington, D.C. 20460

Dear Sir or Madam:

In compliance with Section 102(2)(C) of the national Environmental Policy Act of 1969 and in accordance with 40 CFR 1506.9, we are enclosing five (5) copies of a (*draft/final*) environmental impact statement for (*title of proposal*).

This EIS has been transmitted to all appropriate agencies, special interest groups, and the general public. The official responsible for the distribution of the EIS and knowledgeable of its content is (*name and phone number*). [Note: If the comment period is to be longer than the minimum periods required in the CEQ regulations, please so indicate to EPA.]

Sincerely,

FWS DIRECTOR or  
REGIONAL DIRECTOR [*for delegated EIS*]

or

Willie R. Taylor [*for non-delegated EIS*]  
Director, Office of Environmental  
Policy and Compliance

Enclosures

cc: OEPC (4 copies)  
DOI Natural Resources Library (2 copies)

Note: If you are hand delivering your EIS, you will make your delivery to:

U.S. Environmental Protection Agency  
Office of Federal Activities  
EIS Filing Section  
Ariel Rios Building (South Oval Lobby)  
1200 Pennsylvania Avenue, NW  
Room 7220  
Washington, D.C. 20460

Please check in with the building security guard and call the EIS Filing Section on 202/564-2400.