

*This is an annotated example agenda for the formal signature briefing held at HQ with the Director of Environmental Services. Since the purpose of the briefing is to gain approval and signature of your environmental document prior to releasing it to the public, the briefing will focus on the format and content of the environmental document as if it is being read by a member of the public.*

## **Name of Project (EA or EIS?)**

**Date:**

**Location:**

**Time:**

**Attendees:**

---

## **Formal Signature Briefing Agenda**

### **1. *Introductory Points* (~5 minutes)**

Welcome and Introductions.

As the facilitator of the briefing, your HQ NEPA support person will begin the briefing with a round of introductions and an overview of the agenda. The intro is also a good time to identify any important overall project highlights. For example, “This project has very few effects.” or “This environmental document was written in plain language.”

### **2. *Summarizing Document* (~35 minutes)**

This portion of the briefing should briefly (~3 minutes each) discuss the following bullet points (it is helpful to tab the document page(s) that you will refer to):

- Summary of the project (proposed action) including alternative(s)
- Summary of the environmental review process
  - When was the Notice of Intent (NOI) published? Scoping notice?
  - How was the public involved? Where is it outlined in the document?
  - Tribal coordination steps: What tribes did you consult with?
- For an EIS, discuss the significant environmental impact/mitigation issues
  - Discuss how the project was designed to avoid, minimize, or mitigate adverse effects.
- What was the cost to prepare the environmental document? Does this include preliminary engineering?
- Are there any environmental commitments (where in the document are they located?)
- Any other significant (if an EIS) or controversial issues? Discuss any public opposition to the project.
- Will the project be constructed within existing right of way?

- All project commitments to mitigation measures shall be specifically identified in the document including (but not limited to): (a) who will oversee follow-through, and (b) likelihood of the commitments being implemented.
- Project environmental benefits (i.e.: stormwater retrofit, habitat enhancements, air quality improvements, etc.) should be clearly identified as positive environmental outcomes incorporated into the project.
- For Final EISs, explain how the project and associated documents have changed based upon the comments received in the public review process.

### **3. *Formal Signature Briefing Wrap-up* (~5 minutes)**

This portion of the briefing allows you to recap the meeting discussion. It is important to discuss the necessary steps that may be required to modify the document.

- Do you need to make any document revisions?
- Do you have any other action items identified during the briefing?

If approved and in agreement with the process for modifying the document (if appropriate), the Director of Environmental Services signs three copies of the EA/EIS title page.