Task 400-e: SEPA DS/Scoping Notice

See Also: EM Chapter 400   **Effective Date: June 2012**

Task Start: Project Initiation meeting completed. The SEPA checklist is completed and a SEPA threshold Determination of Significance (DS) has been made and the project will require an EIS.

Task End: SEPA scoping is complete.

1. **Complete** the Determination of Significance (DS) and Scoping Notice form in WAC 197-11-980.
2. **Send** the completed form and a copy of the SEPA Checklist to the Department of Ecology with a request that the notice be posted in the SEPA Register. Electronic submission is now required, see the Updated SEPA Register Document Submittal Procedures web page.
3. **Include** a copy of the DS and Scoping Notice in the project file.
   - Scoping is not required if the agency is adopting another environmental document for the EIS, or preparing a supplemental EIS.
   - Expanded Scoping is optional under WAC 197-11-410. If the lead agency chooses to use this option it must be noted in the Scoping Notice.
4. **Circulate** copies of the DS and Scoping Notice to:
   - Agencies with jurisdiction and expertise.
   - Affected Tribes.
   - The public
   - Contact the HQ ESO NEPA/SEPA Compliance Program staff for assistance in preparing the distribution list.
5. **Notify** the public that a DS has been issued and scoping has begun.
   - WSDOT's public notice procedures for SEPA include:
     i. Posting the affected property.
     ii. Publishing the notice in local newspapers.
     iii. Sending a copy of the checklist and threshold determination to any agency, group or citizen upon receipt of a written request.
     iv. If appropriate, additional public outreach to minority, low-income, or Limited English Proficient (LEP) populations may include the notice in appropriate regional, neighborhood, ethnic, or trade journals.
6. **Invite** all of the groups contacted in Step 4 o comment on the DS.
   - A 21-day comment period is required.
   - The comment period starts on the day the DS/Scoping Notice was sent to the Department of Ecology (date of issuance).
7. **Collect and consider** comments.
   - Use the information received to adjust the scope of the environmental analysis, the range of reasonable alternatives, or the areas of concern that will be studied in the EIS.
   - Record comments received and how they were addressed in the project file.