Guidelines for submission of EIA reports in soft copy version

1.0 INTRODUCTION

According to Section 18(1)(a) of the EPA, proponents applying for an EIA licence are required to submit EIA reports in both hard and soft copy versions. The objective for the posting of the soft copy version of EIA reports on the website is to enable users to access the EIA reports in a more user friendly format.

2.0 SPECIFICATIONS OF SOFT COPY VERSION

2.1 The soft copy version of the report, which should be identical to the hard copy version, should be submitted in electronic file preferably on a CD or in WinZip format in floppy disks.

    (a) The document should be broken into its different chapters with each chapter in a separate file. The executive summary also should be treated as a chapter and submitted in a separate file. If a chapter exceeds 50MB, then it should be further broken down into files of less than 50 MB.

    (b) The table of contents also should be submitted in one separate file.

    All the chapters/headings/appendices listed under the table of contents should have proper naming. This is important to allow the user to know which file he/she is accessing.

        e.g Chapter 10 - Mitigative measures

    (c) The table of contents should provide links to the different chapters including the executive summary and appendices.

    (d) All filenames must

        (i)   be less than 8 characters

        (ii)   be in small letters

        (iii) start with a letter

2.2 The soft copy version should be page numbered, in the same order as the hard copy and should be submitted in **any one** of the following 2 formats:

- Html format.
- PDF format

<u>with security measures so that the document cannot be edited or printed.</u>

2.3 All html files must be in the htm extensions file format. All image files must be in the gif/jpg extension file format.

2.4 The EA section will open the electronic file in the presence of the applicants in order to ensure that the hard and soft copy versions are absolutely the same. In case the soft copy version does not contain documents, which are present in the hard copy version, the applicants would be called upon to fill in the form as per Annex 1. Decision to accept or reject the soft copy version would be taken by the EA Division and the applicants would be informed at a later stage.

3.0 The Ministry encourages applicants to submit their soft copy version reports at the time of submission of the EIA reports (hard copy versions) in order to allow timely processing.

Ministry of Environment & SD
09 May 2011

ANNEX I

Please indicate which documents are missing from the soft copy version of the EIA report

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FULL NAME: …………………………………………………………………...

DESIGNATION: ………………………………………………………………..

PHONE: ……………….   FAX: ………………   EMAIL: ………………………….

SIGNATURE: …………………………………………………………………...

DATE: …………………………………………………………………………...

FOR OFFICE USE

Verified by: …………………………………………………………………………...

Signature: …………………………………………………………………………..

Date: …………………………………………………………………………..