



SEPA Record Submittal (SRS) User Guide

Department of Ecology Lead Agency Online
Portal to Submit State Environmental Policy Act
(SEPA) Records and Documents to Ecology

The screenshot displays the 'SEPA Record Submittal' web application interface. At the top left is the Department of Ecology logo. The main header reads 'SEPA Record Submittal'. Below the header is a navigation bar with links: 'My agency records', 'Create new record', 'Help', and 'My account'. The main content area is titled 'My agency records' and includes a '+ Add a SEPA record' link. A search section is present with a 'Search ^' dropdown and several filters: 'SEPA number', 'Submittal status', 'Created by' (set to 'Me'), 'Location', 'Document type', 'Document sub type', and 'Lead agency file number'. There is a 'Proposal name and description' text input field. At the bottom of the search section are 'Search' and 'Clear' buttons, and an 'Export search results' button. A footer bar contains tabs for 'SEPA number ^', 'Proposal name and description', 'Lead agency file number', 'Document type', and 'Submittal status'.

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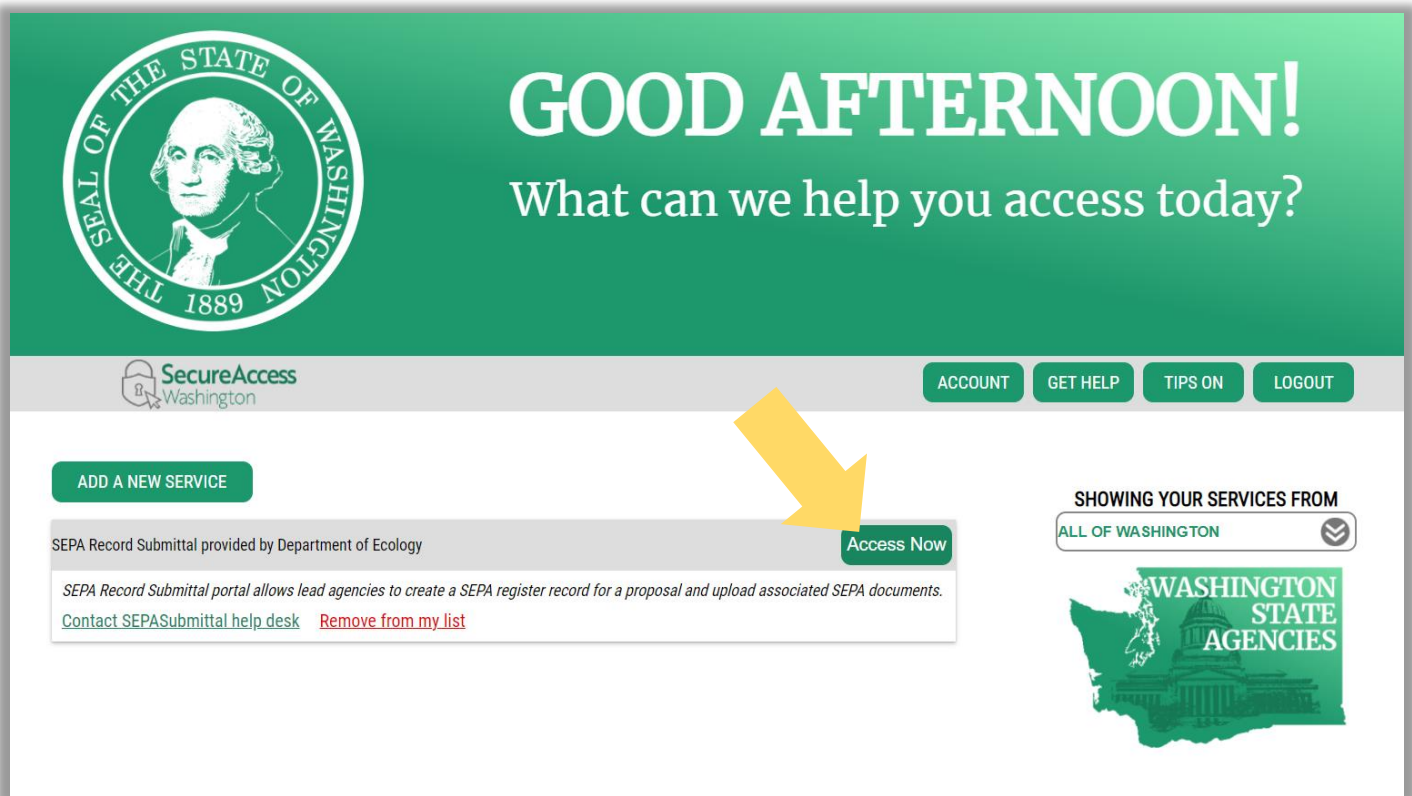
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To request ADA accommodation including materials in a format for the visually impaired, call Ecology at 360-407-6600 or <https://ecology.wa.gov/accessibility>. People with impaired hearing may call Washington Relay Service at 711. People with speech disability may call TTY at 877-833-6341.

This guide will help you navigate through the new SEPA Record Submittal (SRS) lead agency portal and enter records into the SEPA register. Once you have set up your SAW account and SRS service, you can start entering SEPA records and documents for submission directly to the SEPA register.

Getting Started

Once you have set up your SAW account and added the SEPA Record Submittal (SRS) service, you are ready to get started! You will access the SRS portal by signing into your SAW account. You can also bookmark the link - <https://secureaccess.wa.gov/ecy/sepasubmittal/SeпаRecord/SeпаRecordSearch> for quicker access.



The screenshot displays the SecureAccess Washington website interface. At the top left is the Seal of the State of Washington, featuring George Washington and the text "THE SEAL OF THE STATE OF WASHINGTON 1889". To the right, a large green banner reads "GOOD AFTERNOON! What can we help you access today?". Below the banner is a navigation bar with "SecureAccess Washington" on the left and "ACCOUNT", "GET HELP", "TIPS ON", and "LOGOUT" buttons on the right. A yellow arrow points to the "Access Now" button in a service card. The service card is titled "ADD A NEW SERVICE" and contains the text: "SEPA Record Submittal provided by Department of Ecology", "SEPA Record Submittal portal allows lead agencies to create a SEPA register record for a proposal and upload associated SEPA documents.", and links for "Contact SEPASubmittal help desk" and "Remove from my list". To the right of the service card is a dropdown menu labeled "SHOWING YOUR SERVICES FROM" with "ALL OF WASHINGTON" selected. Below the dropdown is a graphic for "WASHINGTON STATE AGENCIES" featuring a map of Washington and the state capitol building.

Complete Your Contact Information

The first time you access SRS after signing up, you will need to complete your contact information. Fill in the information and select "save." Ecology will review and approve your account. You can update your contact information at any time by visiting the "my account" tab in the menu bar at the top of the SRS site page. You can create a bookmark with this address - <https://secureaccess.wa.gov/ecy/sepasubmittal/> - for quick access once you're registered with the site.

My account

Your agency

Agency name: WA Department of Ecology

Update your contact information

Your name and e-mail come from your SAW account. Please update your SAW account if this information has changed.

Contact name: Meg Bommarito
Email: mbom461@ecy.wa.gov

Phone (required) Ext.

Your mailing address

Please use the "Check address" button after you enter the address

Address, line 1

Address, line 2

City State ZIP



Entering SEPA Records

To enter a new SEPA record, select "Add a SEPA record." This option is accessible from the menu at the top of the page or above the search fields on the "my agency records" page.

My agency records

TIP: You can copy a previously published record to create a new record! This is helpful in cases where you have used the ODNs/NOA process and are now entering a new record for the final threshold determination. Other cases where this function might be helpful include:

- Withdrawing a record previously submitted
- For an environmental impact statement (EIS) when you have completed scoping and are now submitting records for the draft EIS.
- If you submitted records for a consultation and are now adding records for a threshold determination.

[Go to page 12](#) for more information on how to use this function.

Agency information

Most of your agency information will automatically fill in, based on the contact information you provided for your account.

Add a SEPA record

[Agency information](#) ^

Agency name:
WA Department of Ecology

Lead agency file number

Contact name (required)

Phone Ext.

Email

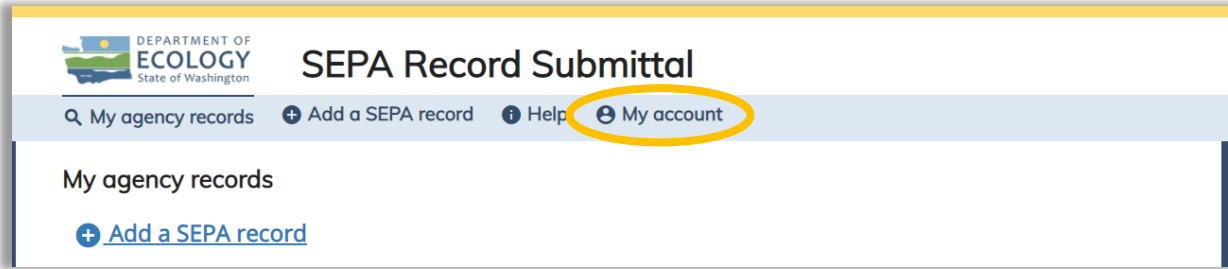
If there is an associated comment period, use the “URL” or “email” fields to share information about where people can go to leave comments.

To submit comments

Url

Email

You can edit your contact information at any point by clicking on “my account” at the top of the page.



Project location information

Enter as much location information as possible. Once you have entered the project location information, you can use the “check address” button to double check that an address is complete.

See the tips on the next page for more on how to enter data in project location fields.

Street address

- If a full physical address with city and zip is provided, it will also populate the latitude/longitude coordinates. If a partial, or newly created address, is used, the check address feature may not return results.

A screenshot of the "Project location information" form. At the top, there is a dropdown menu for "County (required)". Below this, a text prompt asks the user to "Enter as much location information as you can" and provides an example: "If you do not have an address please enter other identifying information (parcel, section, township, etc)". A section titled "At least one of the following is required:" contains a "Street address" section. This section includes a prompt: "Please use the 'Check address' button after you enter the address". It features two text input fields for "Address, line 1" and "Address, line 2". Below these are three input fields for "City", "State:" (with "WA" pre-filled), and "ZIP". A blue button with a checkmark and the text "Check address" is circled in yellow.

Parcel number

- Enter the full parcel number for each parcel
- If you have multiple parcels, put a comma between each one.

Parcel number
Enter complete parcel numbers. Separate multiple parcels with a comma.

Coordinates
Latitude Longitude

Section/Township/Range

Other identifying location information
For nonproject proposals, please describe the general geographic area. For example, city-wide, county-wide, downtown, etc.

Coordinates

- This is not required information but if you have it, please enter it.

Section/township/range

- This is not required information but if you have it, please enter it.

Other identifying location information

- This field can be used for nonproject proposals. Fill in a description of this site if there is no standard address available. You can indicate if this is a city-wide, multiple city or larger geographic proposal here.
- For project proposals, include details like cross streets or other landmarks if relevant. Use this if you don't have a complete address.

Project documentation

Proposal type

- Use the drop down menu to indicate if your proposal is a nonproject or project proposal.
- Select "combination" if your proposal has both project and nonproject components. For example, a land use decision and development of the site.

Project documentation ^

Proposal type
 Use "Combination" for proposals that have project and nonproject components (for example, a land use decision and development of the site)

Related SEPA numbers

Applicant name (required)

Applicant contact information

Document type (required)

Document sub type

Proposal name (required)

Proposal description (required)

Project website

Related SEPA numbers

- If the proposal has previous SEPA records, please add them to the "Related SEPA numbers" field. If you need to look up the SEPA number, use the "Save and search for related record" link to find it and enter it into the "Related SEPA numbers" field.
- For example, if the proposal is a final EIS, use the "save and search for the related record" to find the SEPA number for the draft EIS.
- After you click on "Save and search for related record," fill in the search fields and click "search."

[Project documentation](#) ^

Proposal type

Use "Combination" for proposals that have project and nonproject components (for example, a land use decision and development of the site)

Related SEPA numbers

[Save and search for related record](#)

Applicant name (required)

Applicant contact information

Find a related record

[Search](#) ^

SEPA number

Created by

Location

Document type

Document sub type

Lead agency file number

Proposal name and description

Lead agency issue date

Start of range

End of range

[Search](#)

[Clear](#)

Find a related record

[Search ^](#)

SEPA number	Proposal name and description	Lead agency file number	Document type	
202103365	Amend Chapter 173-423 WAC, Low Emission Vehicles Ecology is revising two rules in this rulemaking action: Chapter 173-423 WAC, Low Emission Vehicles		DNS	Select

- Click on “Select” for the related record and it will populate the “Related SEPA numbers” field automatically

Related SEPA numbers

202103365 [Save and search for related record](#)

- Repeat this process if there is more than one related record.
- You can also enter the records by hand if you know the SEPA number(s). Include a comma in between each SEPA number if there are multiple numbers associated with a proposal.

Applicant contact information

- At a minimum, include the applicant name and an email address, phone number or mailing address.

Document type and Document sub type

- Select a document type. Use “document sub-type” to further describe the SEPA document as needed.
- For example, if you are submitting an addendum to an EIS, first select EIS and then select “addendum” from the sub-document menu.
- **Special notes when using the optional notice of application combined SEPA process (ODNS/NOA):**
 - When submitting your notice of application/SEPA checklist for a comment period, select “ODNS/NOA” for your document type.
 - Once your agency is issuing your decision and SEPA determination, select “ODNS” for the document type.
 - If using mitigation, use the ODNS/NOA-M and ODNS-M document types.

Document type (required)

Document sub type

Proposal name (required)

Proposal description (required)

Project website

- CONSULT - Request for informal comments
- DNS - Determination of Nonsignificance
- DNS-M - Determination of Nonsignificance with mitigation measures
- EIS - Environmental Impact Statement
- NAT - Notice of Action Taken
- ODNS - DNS issued after NOA comment period ends
- ODNS-M - MDNS issued after NOA comment period ends
- ODNS/NOA - Optional Determination of Nonsignificance Process / Notice of Application
- ODNS/NOA-M - Optional Determination of Nonsignificance Process / Notice of Application with mitigation measures
- DS/SCOPING - Determination of Significance/Scoping notice
- DNS/ADOPT - Used when adopting a document -not for an EIS
- DS/ADOPT - Used when adopting EIS
- MDNS/ADOPT - Used when adopting a NEPA or SEPA document -not an EIS

Document type (required)

Document sub type

Proposal name (required)

Proposal description (required)

Project website

- ADDENDUM - Used when entering an EIS with Addendum or DNS with Addendum
- DNS - Determination of Non-Significance
- DNS-M - Determination of Nonsignificance with mitigation measures
- DRAFT - Draft Environmental Impact Statement
- EIS - Environmental Impact Statement
- FINAL - Final EIS
- RETAINED - SEPA "final" DNS is issued
- REVISED - Document revised and reissued
- SCOPING - Notice of Intent to Prepare an EIS - used for NEPA
- SUPPLEMENTAL - Supplemental EIS
- WITHDRAWN - SEPA document withdrawn

- You can use the document sub type if you need it.
- For example, if you are releasing a draft EIS, select “EIS” as the document type and “DRAFT – Environmental Impact Statement” as the document sub type.
- Another example, if you are releasing an addendum to a previously released DNS, select “DNS” as your document type and “Addendum” as your document sub type.

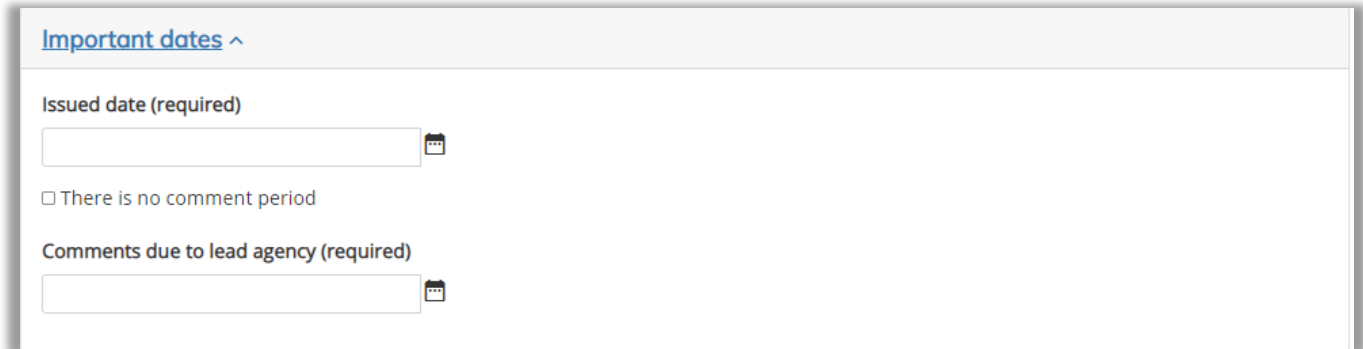
Proposal name

- Use this field to include a brief title for the proposed project

Proposal description

- Provide a project description in this field. You can copy and paste this from the SEPA checklist.

Important dates



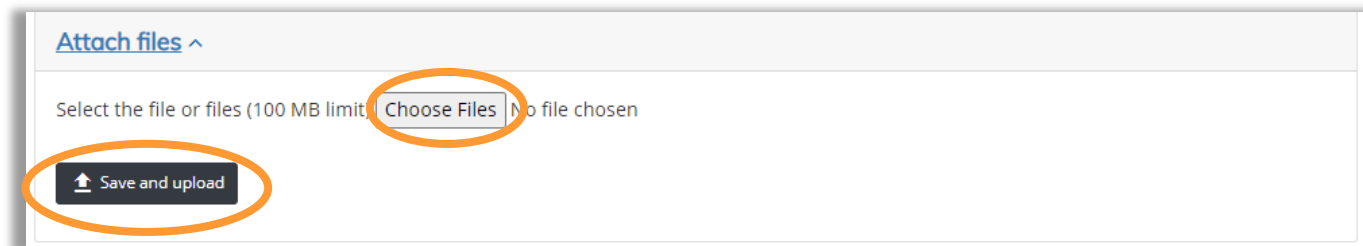
The screenshot shows a form titled "Important dates" with a dropdown arrow. It contains two date input fields, each with a calendar icon. The first field is labeled "Issued date (required)". Below it is a checkbox labeled "There is no comment period". The second field is labeled "Comments due to lead agency (required)".

- Make sure you use the same issue and comments due date that are included in your SEPA documents. Check the box under the issue date if there is no comment period.

Attach files

At a minimum, upload the SEPA checklist and determination. You can enter multiple documents at one time.*

***Please note: DO NOT UPLOAD** documents, maps or other information that identify the location of archaeological sites, historic sites, artifacts, or the sites of traditional religious, ceremonial, or social activities of Indian tribes. Instead, please reference any reports in the checklist to acknowledge studies that were completed. This information may be protected via [RCW 42.56.300: Archaeological sites. \(wa.gov\)](#).



The screenshot shows a form titled "Attach files" with a dropdown arrow. It contains a text input field with the placeholder "Select the file or files (100 MB limit)" and a "Choose Files" button. Below the input field is a "Save and upload" button with an upward arrow icon. Both the "Choose Files" button and the "Save and upload" button are circled in orange.

- Click on "Choose Files" to start loading files. When the document load dialog box pops up, you can select more than one file to load.
- Once the file or files are selected, click on "Save and upload"
- You will then be prompted to change file names or add file descriptions

Add file descriptions

File name (required)

File description

File name (required)

File description

File name (required)

File description

Save

- You can rename and add descriptions. File descriptions are not required.
- Click on “Save” to save the file name and description.
- You can change the file names once they are loaded by clicking on “Edit file names and descriptions”
- Don’t forget to click on “Save and upload” to make sure your files get uploaded.

Attach files ^

Select the file or files (100 MB limit) No file chosen

[Edit file names and descriptions](#)

File name	File description
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Appendix E	<input type="button" value="Delete"/>
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Appendix F	<input type="button" value="Delete"/>
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Appendix G	<input type="button" value="Delete"/>
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Files

- To add files after a record has been published to the register, you will need to contact Ecology at separegister@ecy.wa.gov. Files can be added if a record is saved as a draft.

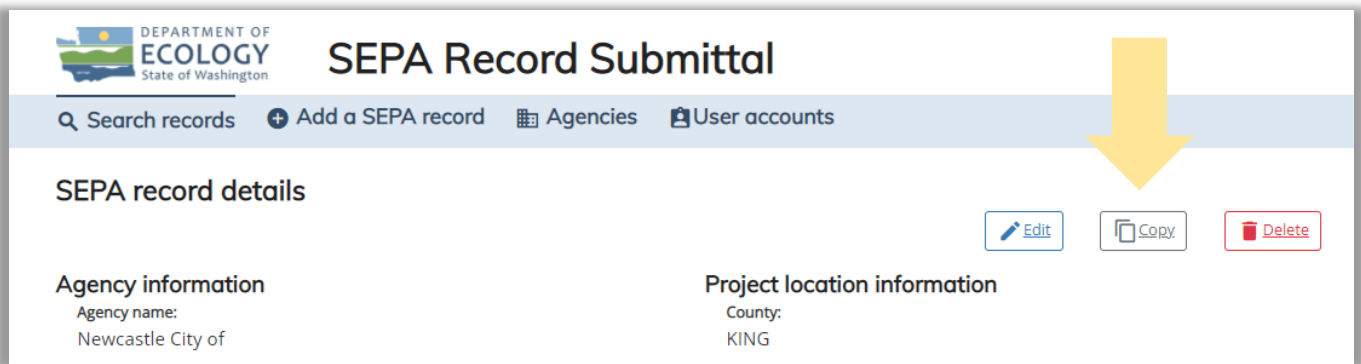
Save draft and publish



Once you've filled out the record and uploaded documents, you have two options. You can save your record as a "draft" so you can come back to it to make changes or, if you are finished with the record, you can select "Submit to Ecology" and the record will be sent to SEPA staff to review and approve the record.

Copy Record Function

- In some cases, it may be easier to start a new record by copying an older record for the same project. This can be used in cases where you used the ODNs/NOA process, or are working on an EIS, or need to withdraw a proposal.
- **To use this function:**
 - Open up the original record that you want to copy (for the ODNs/NOA or EIS scoping record, etc.). This will pull up a new record with most of the fields already filled out.
 - Make sure to **update the information** – determination, dates, etc. as needed.
 - Load the new SEPA documents (checklist, etc.)
 - Follow the standards steps to save the record as a draft (to continue working on it later) or submit to Ecology for approval.



Record Review Process:

Once Ecology receives your record, a staff person will review it for accuracy and make sure that the correct documents are attached. You will receive an email confirming that we received the record.

If your record needs corrections, you will receive a follow-up email with an explanation of the edits that are needed. Once you have completed all the edits, select "submit to Ecology" and staff will review again.

If the record has been edited successfully, or if no edits were needed, you will receive an email notifying you when your record has been approved and is available in the SEPA register.

Resources

Visit our website for more information on the SEPA Record Submittal Portal. You can also email us at separegister@ecy.wa.gov.