

**SAMPLE LETTER FOR PROPOSING AGENCY FILING A FINAL ENVIRONMENTAL
IMPACT STATEMENT SIMULTANEOUSLY WITH THE OEQC AND THE
ACCEPTING AUTHORITY (FOR AGENCY ACTIONS)**

Proposing Agency Name
[Street Address]
[City, ST ZIP Code]
Date

Director
Office of Environmental Quality Control
Department of Health, State of Hawai'i
235 S. Beretania Street, Room 702
Honolulu, Hawai'i 96813

The Honorable (Mayor/Governor)
County of ___ or State of Hawai'i
Street Address
City, Hawai'i 96___

Dear Director and Honorable (Mayor/Governor):

With this letter, the (Proposing Agency Name) hereby transmits the documents package for the final environmental impact statement for the (Action Name) situated at (TMK Number) in the (District Name) on the island of (Island Name) for publication of a notice of availability in the next available edition of the Environmental Notice and for evaluation for acceptability under Section 11-200-23, Hawai'i Administrative Rules.

Also enclosed is a distribution list for the verification of OEQC under Section 11-200-20, Hawai'i Administrative Rules. Upon receiving verification from OEQC (along with the bulletin proof of the notice containing the pertinent details for commenters), we will make the final EIS and the bulletin proof available to those so indicated on the distribution list.

Finally, enclosed is a completed OEQC Publication Form, two copies of the final EIS, an Adobe Acrobat PDF file of the same, and an electronic copy of the publication form in MS Word. Simultaneous with this letter, we have submitted the summary of the action in a text file by electronic mail to the OEQC.

If there are any questions, please contact (Proposing Agency Contact Name) at (Contact Telephone Number).

Sincerely,

(Official of the Proposing Agency)

Enclosures