Step-by-Step
EQ-1 Submission Guide for DOE Award Recipients

The purpose of completing the Environmental Questionnaire (EQ-1) is to gather detailed information about the proposed project from the award recipient. The information in the EQ-1 is required for the DOE National Environmental Policy Act (NEPA) review. NEPA is a federal law requiring ALL federally-funded projects to undergo an environmental impact review. The following step-by-step instructions will guide you through the EQ-1 submission process. If you have any questions, please contact the Project Officer or Project Monitor assigned to your award, or you can send questions by email to gonepa@ee.doe.gov.

Note- after 15 minutes of inactivity, (which means 15 minutes between saving data-i.e. hitting “Next” to save data) users may receive a warning notice, but will automatically be logged out of the PMC. Users may want to consider completing the EQ-1 Microsoft Word document, in order to cut and paste information into the online EQ-1. The online version of the EQ-1 must still be completed. The EQ-1 Microsoft Word document is located on the PMC Recipients login page.

1. Access the Project Management Center (PMC) at https://www.eere-pmc.energy.gov/
   - The PMC is the database used to manage the NEPA process.
2. Click on the “Recipient Resources” tab, as depicted below.
3. As illustrated below, click on the “Create Recipient/Applicant Account (for Applicants, Recipients and Vendors)” link at the second bullet, as shown below.

   - If you already have a login, and completed the Multifactor Authentication, click on the first bullet of the column on the left, “Recipient/Applicant Login,” and then move to Step 18 of these instructions. If you have not completed the Multifactor Authentication, even with a login, you will be required to complete this process, and it is explained starting at Step 11.
4. Continue by clicking on, “Create New Account” as noted below:
5. Read the *System Rules of Behavior* and click on “Accept” as shown below, to continue:

---

**Recipient/Applicant Site Access**

**System Rules of Behavior**

Read the EERE Project Management Center (PMC) rules of behavior and click the “Accept” button below to continue creating the account.

Use of the EERE Project Management Center (PMC) by any user, authorized, or unauthorized, constitutes consent to the auditing, interception, recording, reading, copying, capturing, and disclosure of system activity. There is no right to privacy in using the EERE Project Management Center (PMC).

**NOTE:** The EERE Project Management Center (PMC) Security Rules of Behavior (ROB) are applicable to all individuals with access to the EERE Project Management Center (PMC) and must be read and accepted before they will be granted access privileges to the EERE Project Management Center (PMC).

**General Guidelines:**

- Do not attempt to view, change or delete data unless you are authorized to do so.
- Do not use your system privileges to obtain information for anyone who is not authorized to do so.
- Do not allow another user to logon to the EERE Project Management Center (PMC) using your username and password.
- Do not attempt to perform actions or processes for which you do not have authorization.
- Do not disable any security features or alter application settings/configurations unless explicitly authorized to do so.
- Do not violate Federal Copyright laws. Observe all software licensing agreements. If you have any questions about copyright or licensing, contact the EERE Project Management Center (PMC) Helpdesk BEFORE using the material in question.

**Security:**

- Promptly report all security incidents, no matter how insignificant they may appear, to the EERE Project Management Center (PMC) Helpdesk. These security incidents can include unauthorized disclosure of information, computer viruses/malware, theft/loss of equipment or data, deliberate alteration or destruction of data or equipment, phishing/spam emails, suspicious calls, etc.
- Protect all Personally Identifiable Information (PII) from disclosure. PII is information that can be used to uniquely identify an individual (such as name, address, and email).
- Do not share or disclose information to unauthorized individuals.

**Passwords:**

- Passwords must meet the minimum password complexity of at least 12 characters, mix of upper-case, lower-case, numerical, and special characters (at least one of each category).
- Protect all of your authentication credentials (username and password) from disclosure.
- Do not program your authentication credentials into automatic script routines or programs. If a login prompt asks to save or remember your username and/or password, do not select/accept this option.
- Immediately change any default passwords for your EERE Project Management Center (PMC) user account. If you think that a password has been compromised, change your password and immediately notify the EERE Project Management Center (PMC) Helpdesk.
- Passwords must be changed every 90 days. EERE Project Management Center (PMC) will inform you when it is time to change your password.

**Social Media and Networking Sites**

- Federal employees, contractors and other government representatives must follow explicit restrictions on the use of social media/networking sites and posting organizational information on public websites. EERE has specific standards for its social media, including blogs, Facebook, Flickr, Twitter, Vimeo and YouTube. Reference: https://energy.gov/eere/communicationstandards/social-media-requirements-and-best-practices.

If an EERE Project Management Center (PMC) user violates DOE, EERE, and/or EERE Project Management Center (PMC) policies regarding the rules of the behavior, the individual may be subject to disciplinary action at the discretion of DOE, EERE, and/or the EERE Project Management Center (PMC) Owner. Actions may range from a warning, removal of system access for a specific period of time, or criminal prosecution depending on the severity of the violation and the judgment of the appropriate authority.

By clicking “Accept”, the user acknowledges that he/she has read and will abide by the EERE Project Management Center (PMC) Security Rules of Behavior.
6. Once you have entered the required information, click “Create” as demonstrated below:
7. You will then receive an email with a temporary password, like the one below:

```
Dear System User,

A new account has been created for you in Project Management Center (PMC).
A temporary password has been assigned to you below. Please use this password to login to PMC. After logging in you will be prompted to change your password. Please use this temporary password in the Old Password text field and create a new (non-temporary) password.

Your temporary password: [redacted]

Do not share your password with others. It is a security violation to allow others to use your password.

If you did not request your password, please contact our system administrators by sending an email to ITSHelp@ee.doe.gov.

Thank You,
The PMC Customer Support Team
```

8. Click on [https://www.eere-pmc.energy.gov/PMCREcipient/](https://www.eere-pmc.energy.gov/PMCREcipient/), and enter your temporary password, in the password box, along with your email address:
9. Once you enter your temporary password, you will be prompted to change your password, in the screen below:

![Password Change Form](image)

**WARNING!**

This computer is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action, and/or civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

**Help Desk**

If you need assistance, please contact [ITSIHelp@eeec.doe.gov](mailto:ITSIHelp@eeec.doe.gov)

**Events and Notifications**

- Accounts will be deactivated after 60 days of inactivity. Users will receive an email warning notification 15 days prior to deactivation. If your account is deactivated, you will need to request a new password to access PNC.
- After 15 minutes of inactivity, users will be automatically logged out of PNC.

**Change Password**

Internet Explorer 9.0 or higher is required

Please change your temporary password.

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>Yes</td>
</tr>
<tr>
<td>Password</td>
<td>Yes</td>
</tr>
<tr>
<td>New Password</td>
<td>Yes</td>
</tr>
<tr>
<td>Confirm Password</td>
<td>Yes</td>
</tr>
</tbody>
</table>

[Change Password]

**Password Policy**

Based upon DOE Notice and guidance in M471-3-1, all U.S. Department of Energy - EERE-PNC web sites capable of supporting password protection systems must have passwords that are in accord with the following.

- Password contains at least 12 non-blank characters, provided such passwords are allowed by the operating system or application.
- Password contains a combination of letters, number, and at least one allowed special character.
- Allowed special characters are: ! # $ % ^ \* + - ; = ? @ _ | ~
- Password does not contain the user ID.
- Password does not contain same character in more than 3 consecutive places.
- Password does not contain 4 consecutive keyboard keys together
- Last character must be a non-numeric.
- Password does not include the user's own or, to the best of his/her knowledge, close friends or relatives names, employee serial number, Social Security number, birth date, phone number, or any information about himself/her that the user believes could be readily learned or guessed.
- Password does not, to the best of the user's knowledge, include common words that would be in an English dictionary, or from another language with which the user has familiarity.
- Password does not, to the best of the user's knowledge, employ commonly used proper names, including the name of any fictional character or place.
10. Once your password is accepted, the system will take you back to the Recipient/Applicant login to login with your new password, as demonstrated below:
11. You will need to set up Multifactor Authentication (MFA) if this is your first time using the system. If you’ve used the system in the past, you may also be prompted to set up Multifactor Authentication if you haven’t yet done so. If MFA needs to be set up, you will see the prompt illustrated below. Click on “Continue” to proceed to the next screen.

- If you’ve already set up MFA, please skip to Step 15.
12. An email will be sent to the address you provided previously with a verification code required for MFA setup. Review your inbox for the verification code and enter into the field highlighted below. Click on “Continue” to proceed to the next screen.
13. Select the delivery method you would like to use to complete MFA when logging in. The selected delivery method will be used to receive a temporary password that will be required for login to the PMC. Click on “Finish” to proceed to the next screen.

![EERE Multifactor Authentication Service](image1)

14. Upon completion, you will see the confirmation screen presented below. Click on “Return to the Application” to proceed to the login screen.

![EERE Multifactor Authentication Service](image2)
15. At the login screen you will be prompted to select your method for receiving an MFA code. Select the appropriate delivery method. Click on “Continue” to proceed to the next screen.

16. Review your email (or other delivery method if selected) for a confirmation email with a temporary MFA passcode. Enter the passcode into the screen below. Click on “Continue” to proceed to the next screen.
17. Read Security Notice and click on “Accept” as noted below to continue:

18. After login, click on the “NEPA EQ Submissions” tab.
19. Click on the “Submit a new NEPA Environmental Questionnaire (EQ-1) Form” link highlighted below.
20. Complete the required fields as indicated by the red asterisks. If you have the Financial Opportunity Announcement (FOA) Number or DOE Award Number (CID), enter those in the appropriate fields, and click on “NEXT” as indicated below. The “Not Listed” box(es) may need to be checked to allow new Award or Funding Opportunity Numbers to be added.
21. Upload the Statement of Project Objectives (SOPO) for the proposed project, and click “Next”.
   • You are required to upload a document to move to the next step. If your SOPO isn’t final, upload a draft SOPO, indicating the draft status by naming the file “DRAFT SOPO.”
   • Later in the process you will have the opportunity to upload additional documentation, if necessary.
16. You will see the instructions for filling out the EQ-1. Please read carefully. Click “Next” to begin filling out the EQ-1.
17. You should now see the first page of the questionnaire starting with question 1a. Each question will have an example of the type of information you should be entering into the field.

- The EQ-1 has 13 total questions with question 1 having three parts (a, b, and c) and question 2 having eight parts (a, b, c, d, e, f, g and h).
- Please pay close attention to question 1c. Only answer “Yes” to question 1c if your project will not include any activities beyond Intellectual, academic, and analytical activities. If your project has activities composed of laboratory work or field work, you must answer “No” to question 1c.
- Answering “Yes” to question 1c means that you have completed the EQ-1. If your project requires a “No” answer to question 1c, you must complete all 13 questions in the EQ-1.
- Continue to click on “Next” to continue to advance to the next screen.
18. Question 2b asks you to describe the locations where proposed project activities would occur. It is helpful to include the associated Task/Subtask number(s) if the SOPO is finalized for each activity described.

2b.
19. The person completing the EQ-1 should certify and submit, as shown below. Once the EQ-1 is submitted, the Project Officer selected at the beginning of the NEPA submission process will be notified automatically.
20. It is important to note that if you wish to return to edit your EQ-1 or upload additional documentation, you will not create a new EQ-1. When you login, click on the “NEPA EQ Submissions” tab as shown in Step 12. A list of current projects you have created will be displayed. Click on the “Update the DOE EQ-1” link for the project you wish to edit.