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

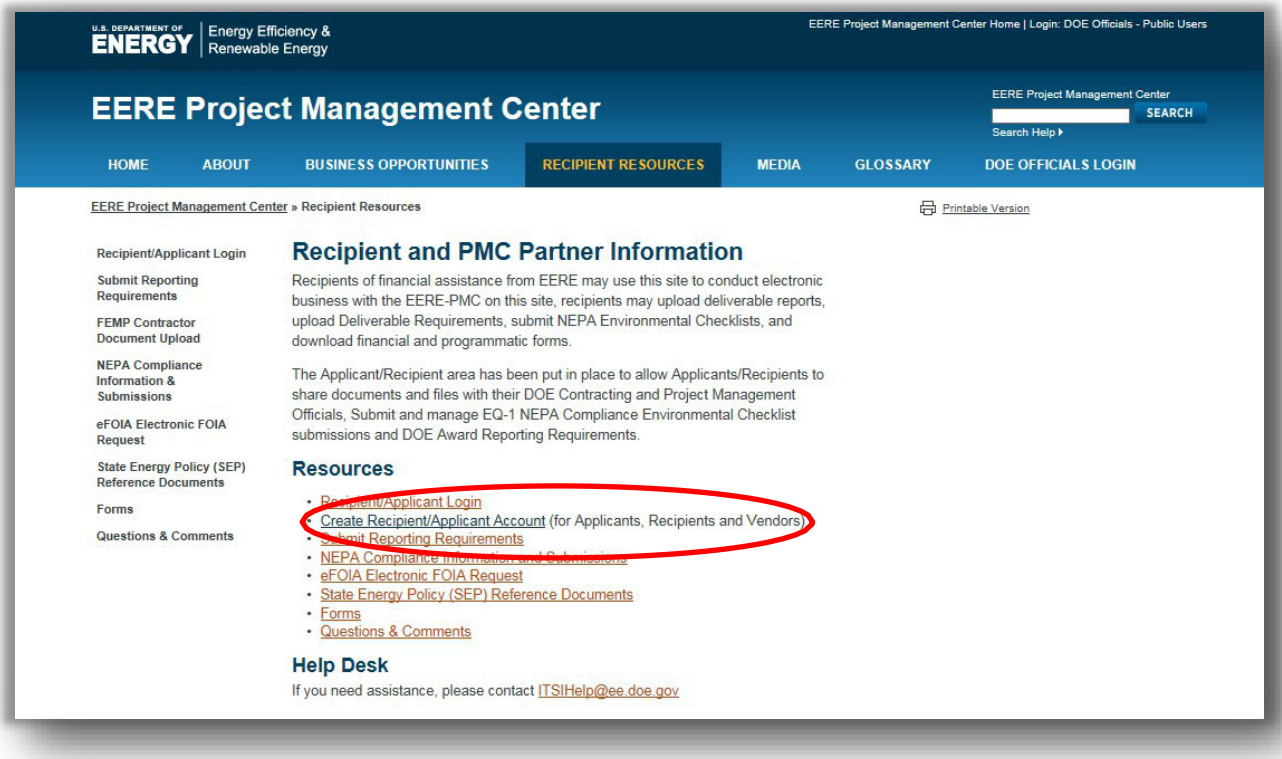
The purpose of completing the Environmental Questionnaire (EQ-1) is to gather detailed information about the proposed project from the award recipient. The information in the EQ-1 is required for the DOE National Environmental Policy Act (NEPA) review. NEPA is a federal law requiring ALL federally-funded 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.

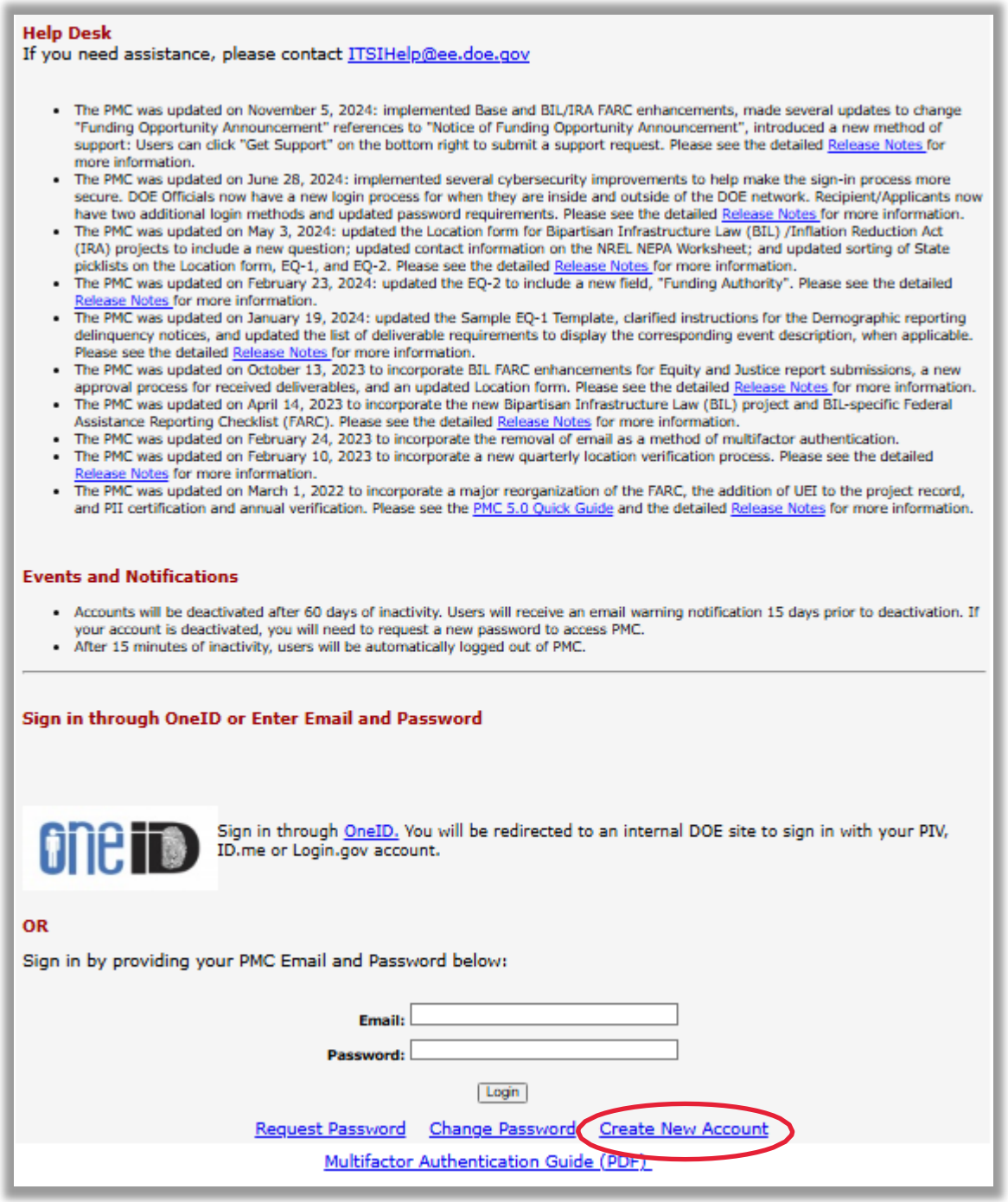
1. Access the Project Management Center (PMC) at https://www.eere-pmc.energy.gov/.
    - The PMC is the database used to manage the NEPA process.
2. Click on the "**Recipient Resources**" tab, as depicted below.

3. As illustrated below, click on the "**Create Recipient/Applicant Account (for Applicants, Recipients and Vendors)**" link at the second bullet after "**Resources**", as shown below.

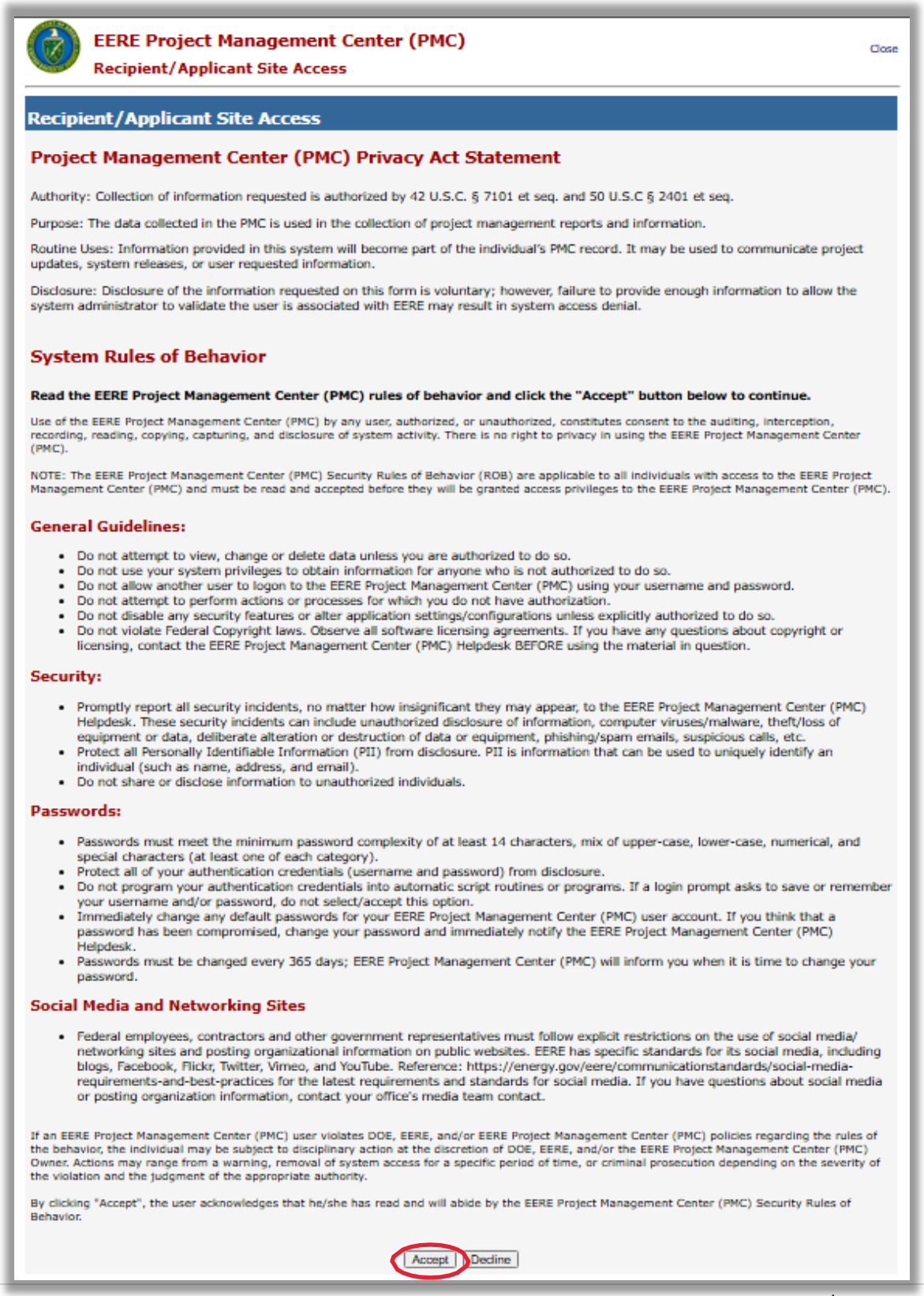
    - If you already have a login, and completed the Multifactor Authentication, click on the first bullet in the list, "**Recipient/Applicant Login,**" and then jump to Step 17 of these instructions. If you have not completed the Multifactor Authentication, even with a login, you will be required to complete this process, and it is explained starting at Step 12.



4. Scroll down to the bottom and click on "**Create New Account**" as noted below:



5. Read the *System Rules of Behavior* and click on "**Accept**", as shown below, to continue:



EERE Project Management Center (PMC)

Recipient/Applicant Site Access

Close

Recipient/Applicant Site Access

Project Management Center (PMC) Privacy Act Statement

Authority: Collection of information requested is authorized by 42 U.S.C. § 7101 et seq. and 50 U.S.C § 2401 et seq.

Purpose: The data collected in the PMC is used in the collection of project management reports and information.

Routine Uses: Information provided in this system will become part of the individual's PMC record. It may be used to communicate project updates, system releases, or user requested information.

Disclosure: Disclosure of the information requested on this form is voluntary; however, failure to provide enough information to allow the system administrator to validate the user is associated with EERE may result in system access denial.

System Rules of Behavior

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

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 14 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 365 days; EERE Project Management Center (PMC) will inform you when it is time to change your password.

Social Media and Networking Sites

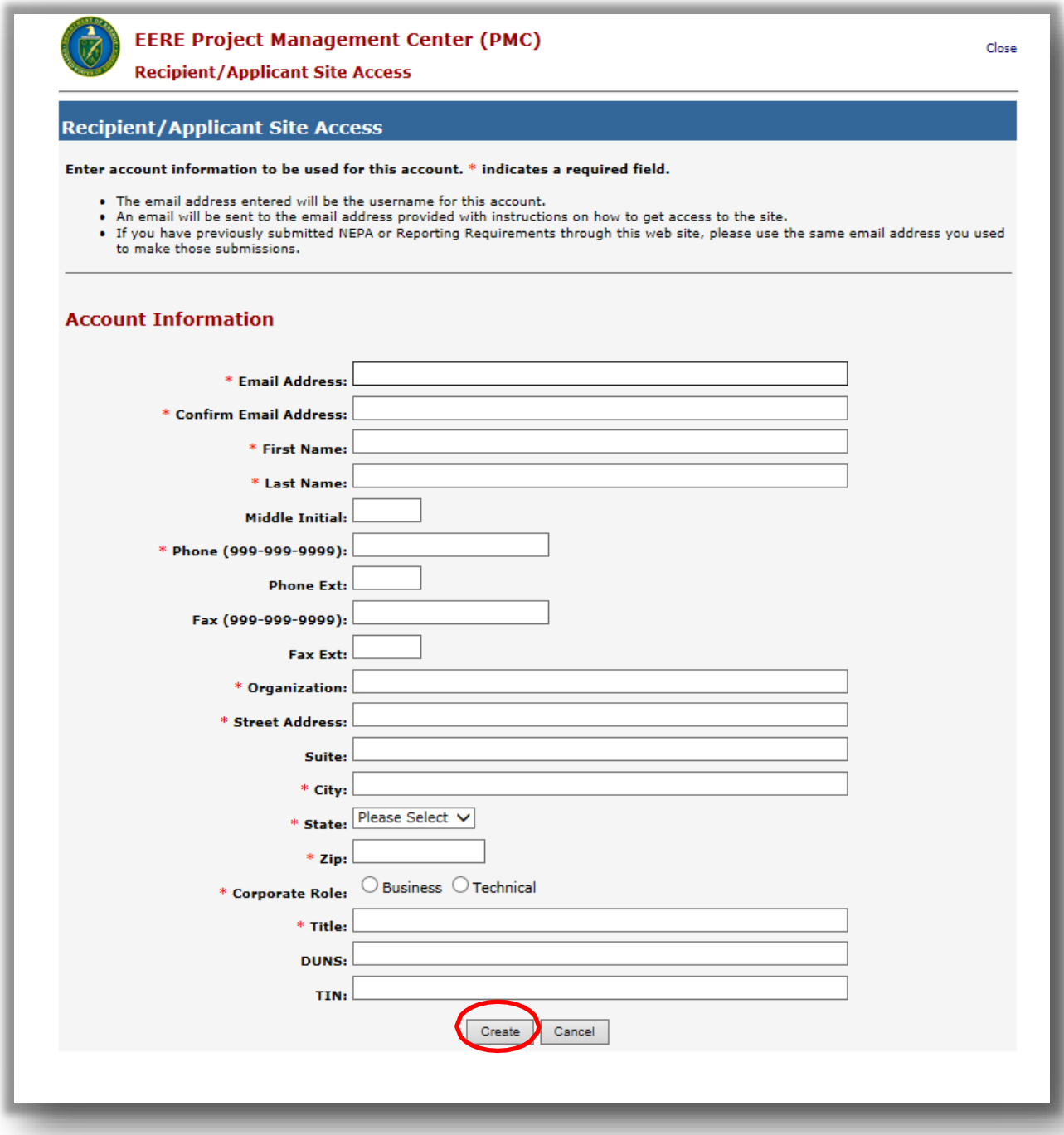
- Federal employees, contractors and other government representatives must follow explicit restrictions on the use of social media/ networking sites and posting organizational information on public websites. EERE has specific standards for its social media, including blogs, Facebook, Flickr, Twitter, Vimeo, and YouTube. Reference: https://energy.gov/eere/communicationstandards/social-media-requirements-and-best-practices for the latest requirements and standards for social media. If you have questions about social media or posting organization information, contact your office's media team contact.

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.

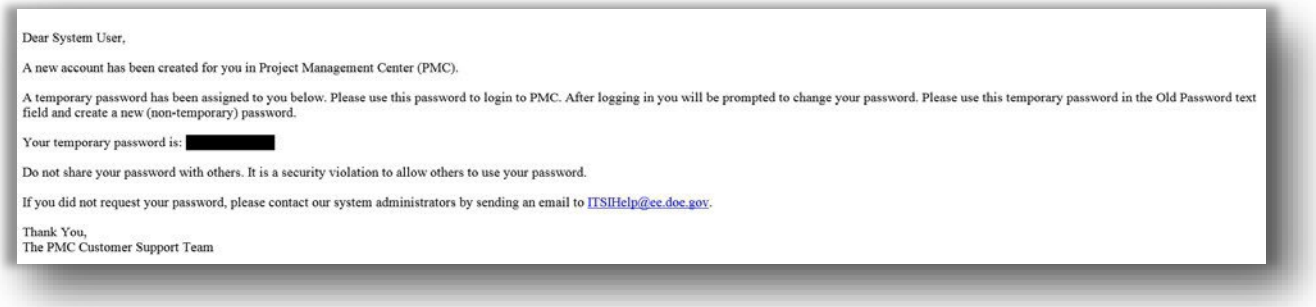
By clicking "Accept", the user acknowledges that he/she has read and will abide by the EERE Project Management Center (PMC) Security Rules of Behavior.

Accept | Decline

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 this:



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.

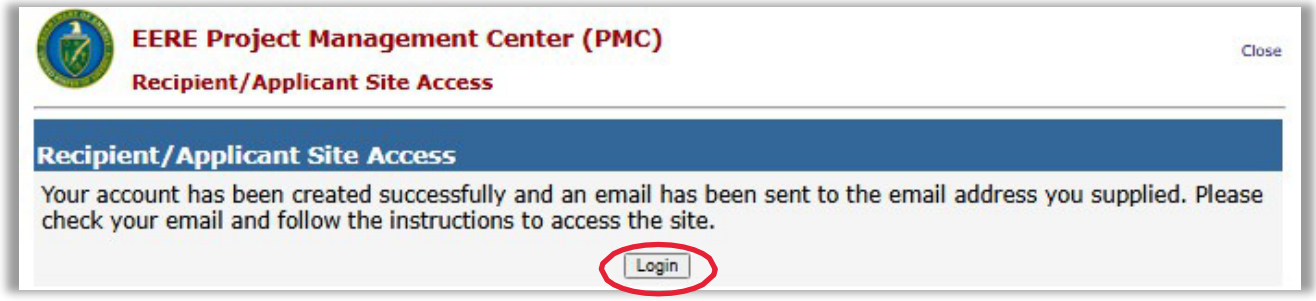
Your temporary password is: [redacted]

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

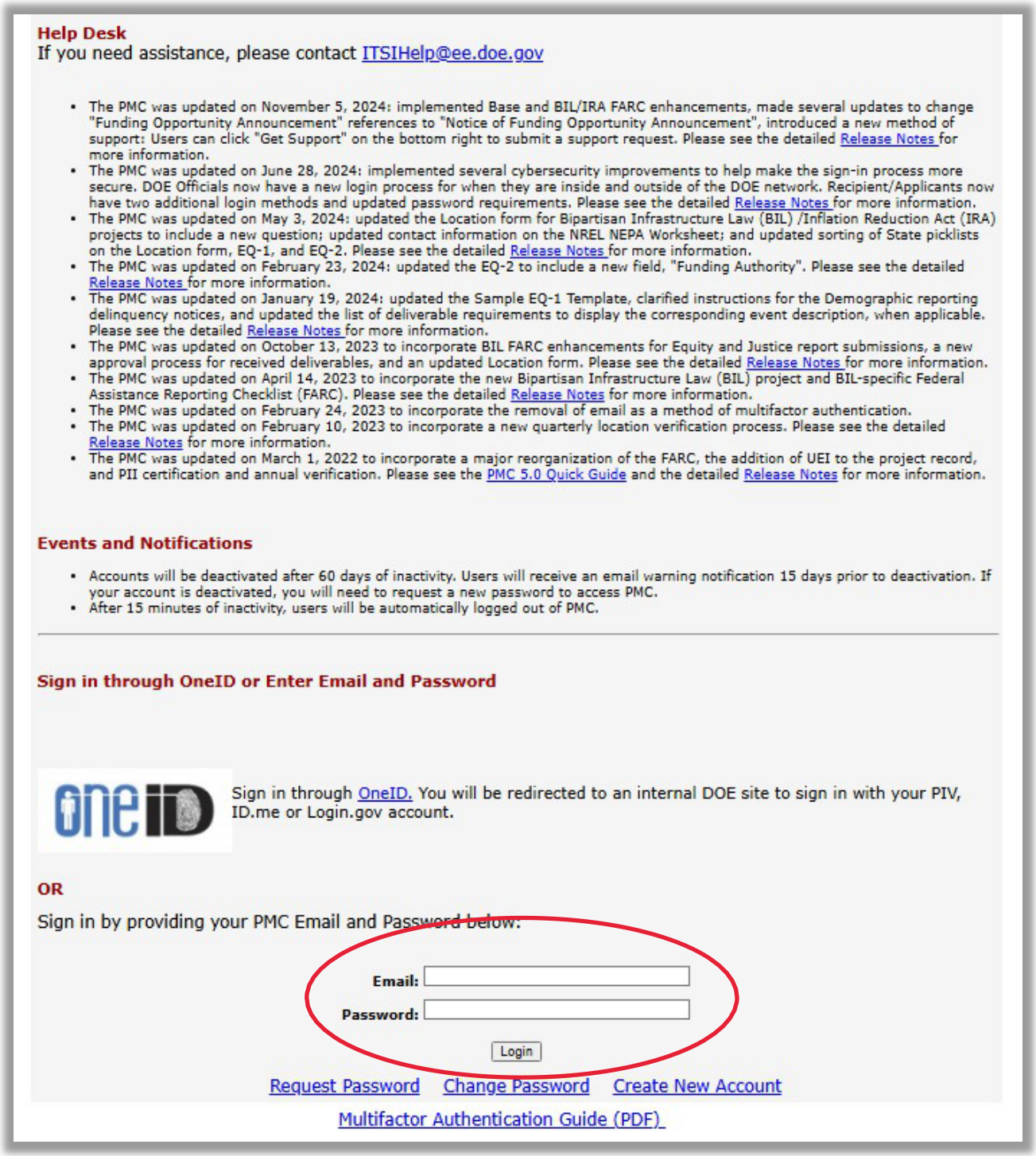
If you did not request your password, please contact our system administrators by sending an email to ITSIHelp@ee.doe.gov.

Thank You,
The PMC Customer Support Team

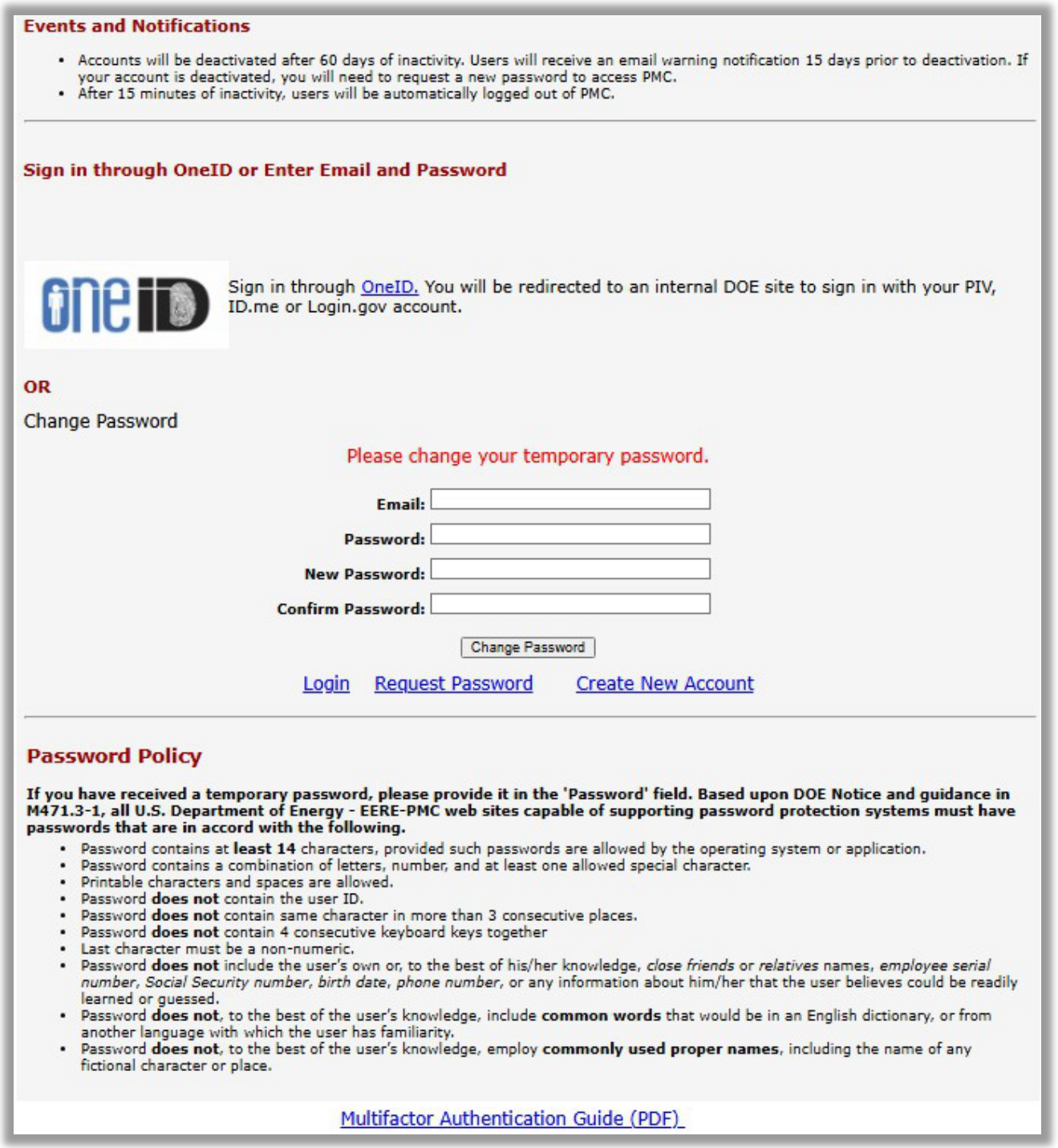
8. Click "**Login**":



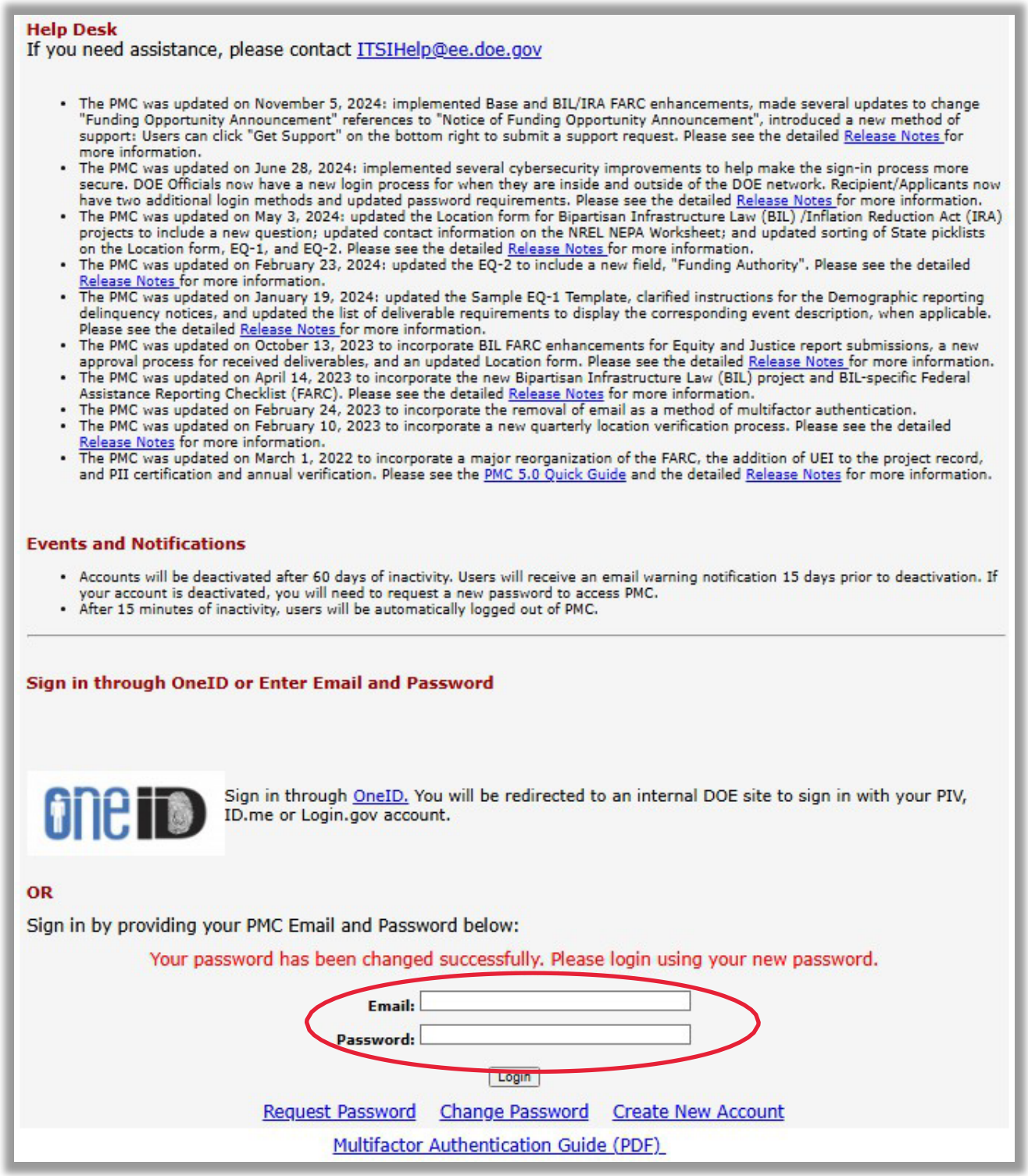
9. Scroll down to the bottom and enter your email address, along with your temporary password:



10. Once you enter your temporary password, you will be prompted to change your password on the screen below (once again, scroll down to the bottom of the page):

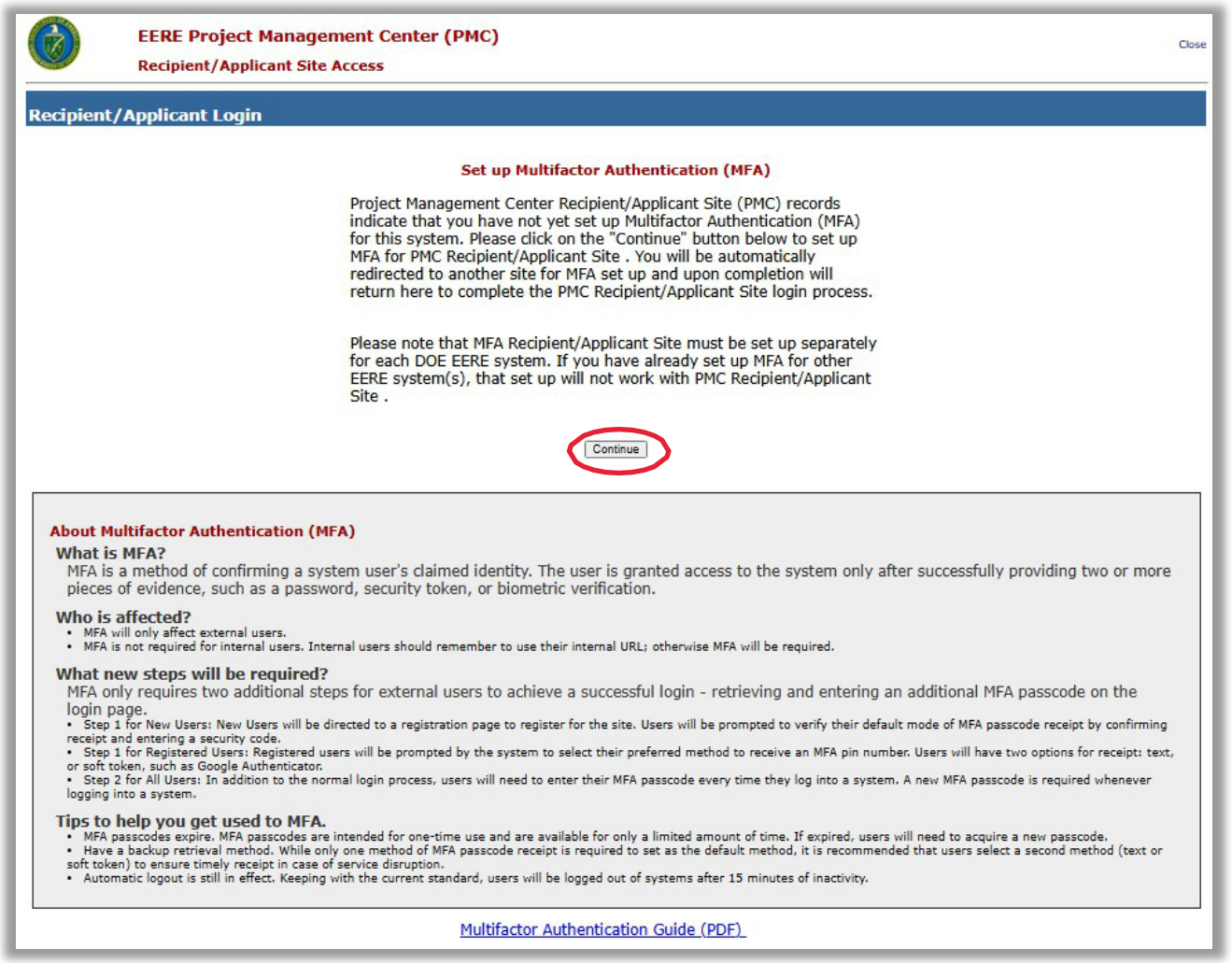


11. Once your new password is accepted, the system will take you back to the Recipient/Applicant login to log in with your new password, as demonstrated below (again, scroll all the way down):

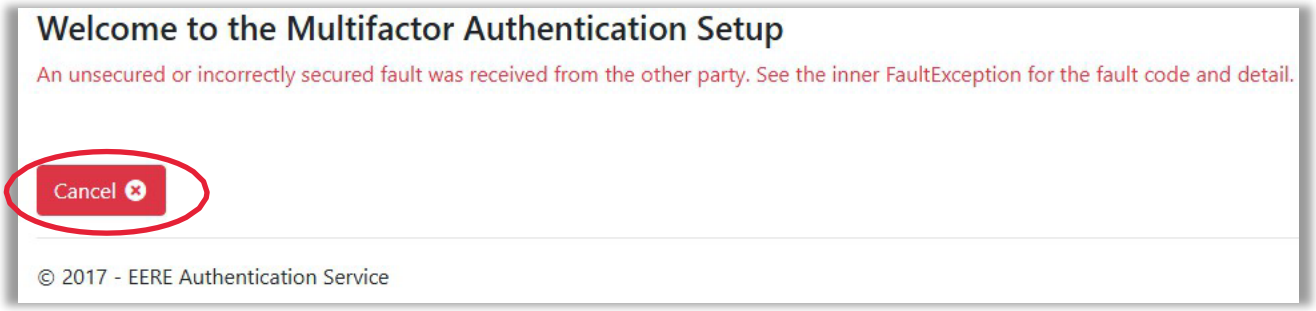


12. You will need to set up Multifactor Authentication (MFA) if this is your first time using the system. If you've used the system in the past, you may also be prompted to set up Multifactor Authentication if you haven't yet done so. If MFA needs to be set up, you will see the prompt illustrated below. Click on "**Continue**" to proceed to the next screen.

    - If you've already set up MFA, please skip to Step 17.

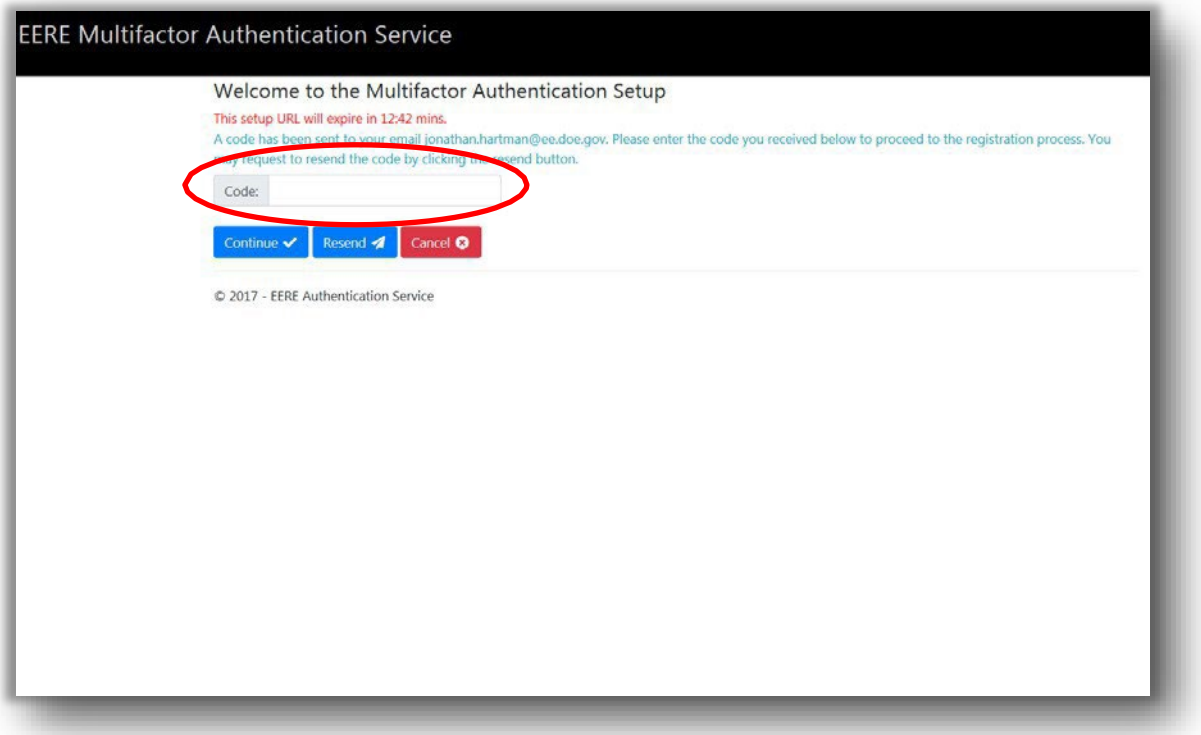


13. Sometimes you'll see this screen. If this happens, click "**Cancel**". If not, skip to Step 14.

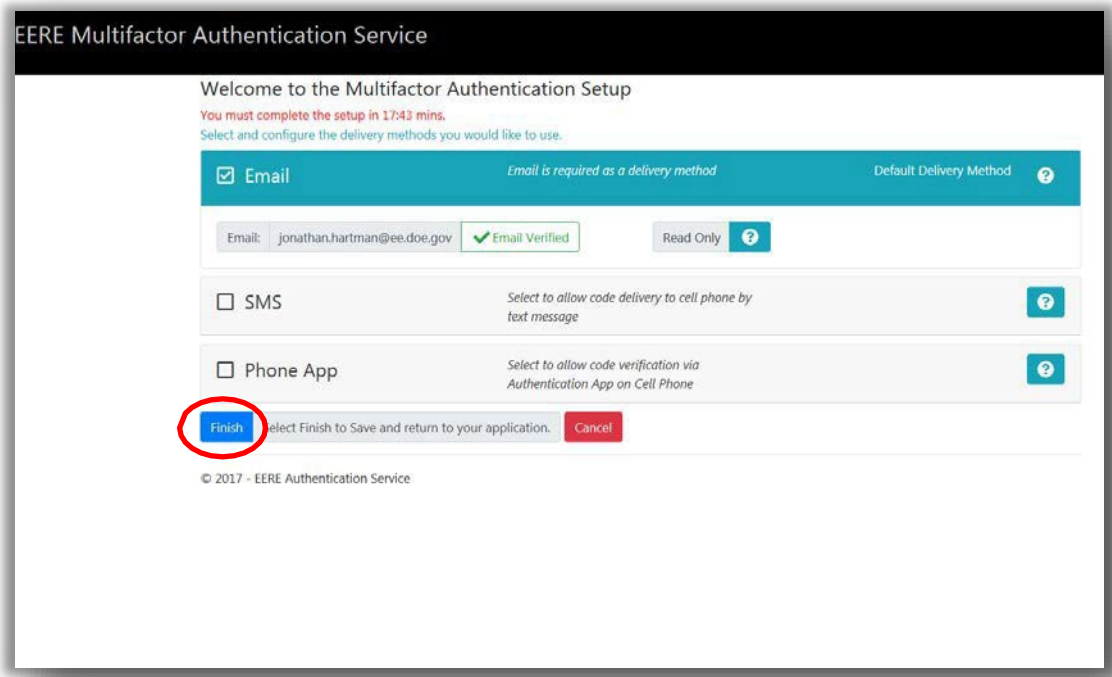


You'll be forced to return to the screen shown on Step 3, where this time you'll click "**Recipient/Applicant Login**" (the first option listed under **"Resources**"). This will take you back to Step 11, where you'll have to enter in your email and password again.

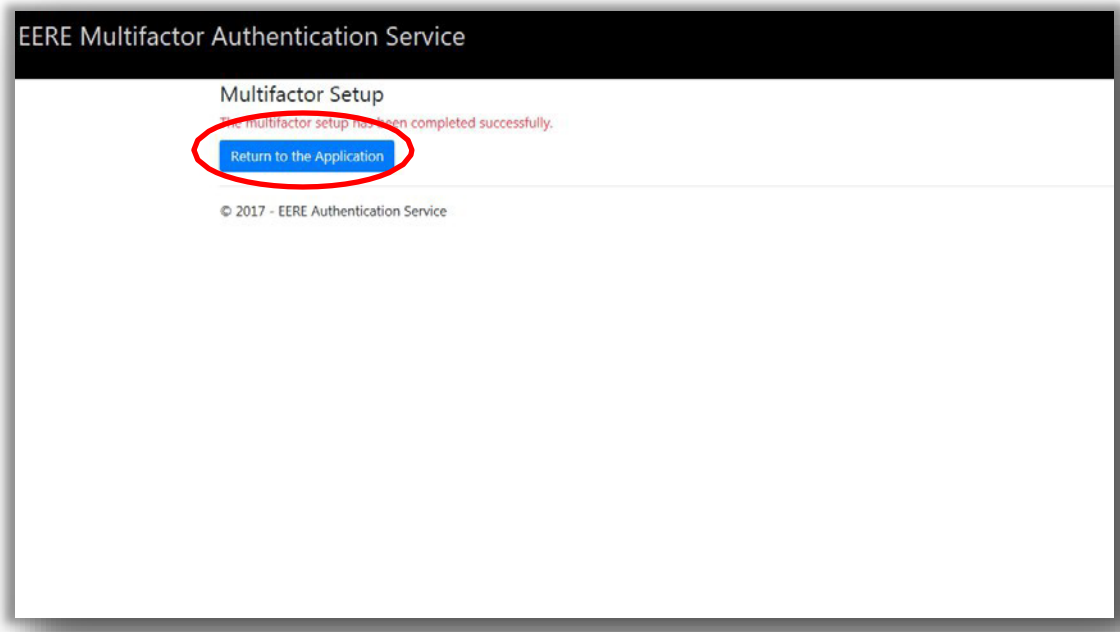
14. If the website works as intended, you'll see the screen below and an email will be sent to the address you provided previously with a verification code required for MFA setup. Review your inbox for the verification code and enter it into the field highlighted below. Click on "**Continue**" to proceed to the next screen.



15. 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 "**Set as Default**" and then click "**Finish**" to proceed to the next screen.



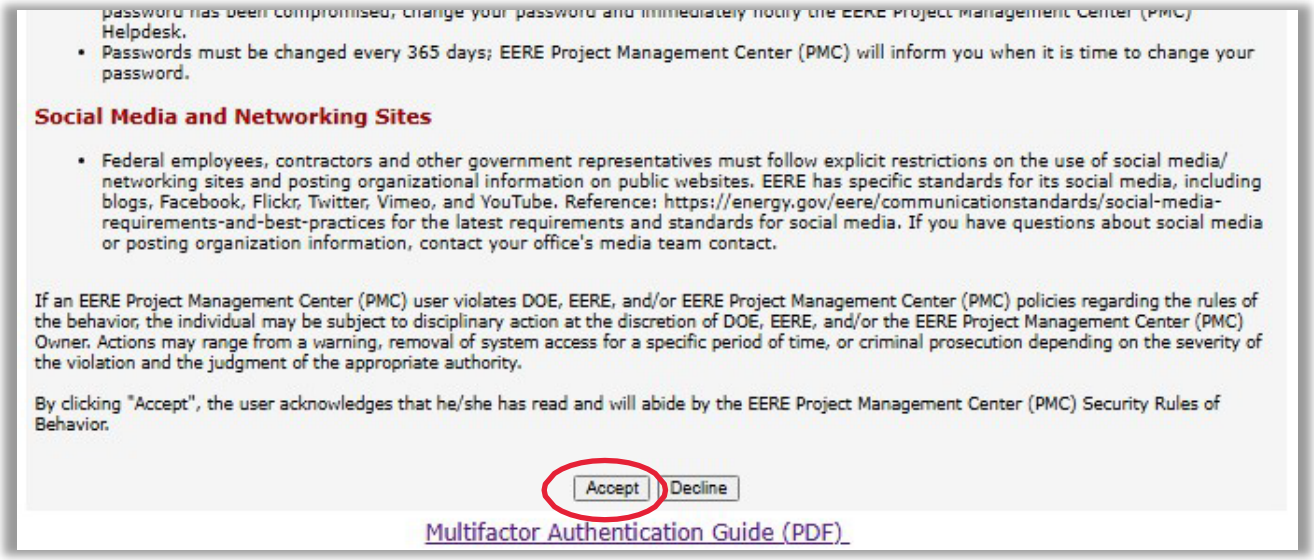
16. Upon completion, you will see the confirmation screen presented below. Click on "**Return to the Application**" to proceed to the login screen.



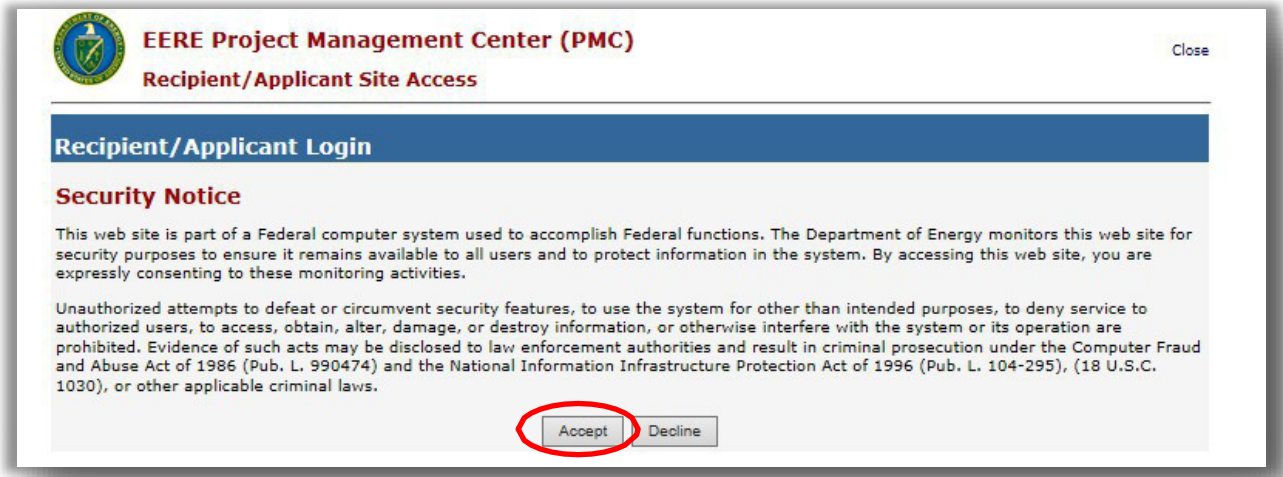
17. After logging in again, you will be prompted to select your method for receiving an MFA code. Select the appropriate delivery method. Click on "**Continue**" to proceed to the next screen.

18. Review your text messages (or other delivery method if selected) for a temporary MFA passcode. Enter the passcode into the screen below. Click on "**Continue**" to proceed to the next screen.

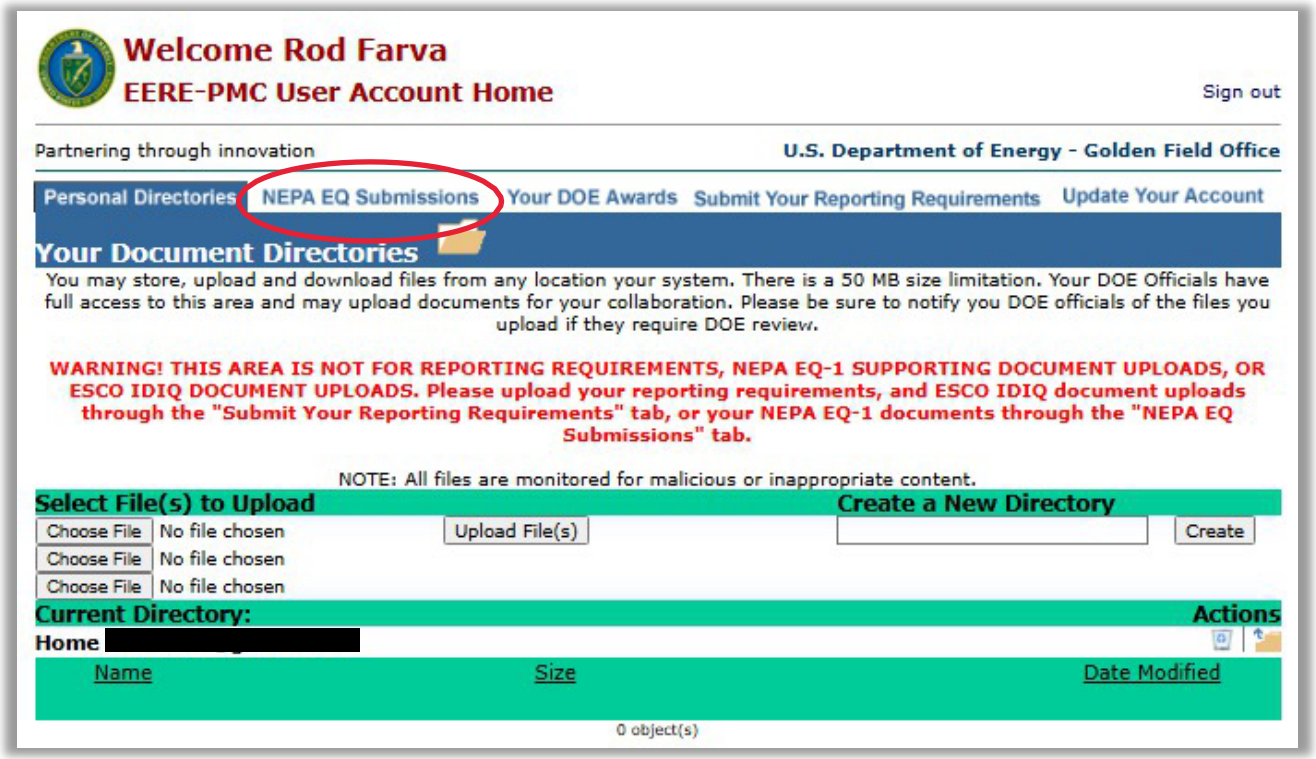
19. Read the *Privacy Act Statement* and the *System Rules of Behavior*, scroll all the way down, and click on **"Accept**", as noted below, to continue:



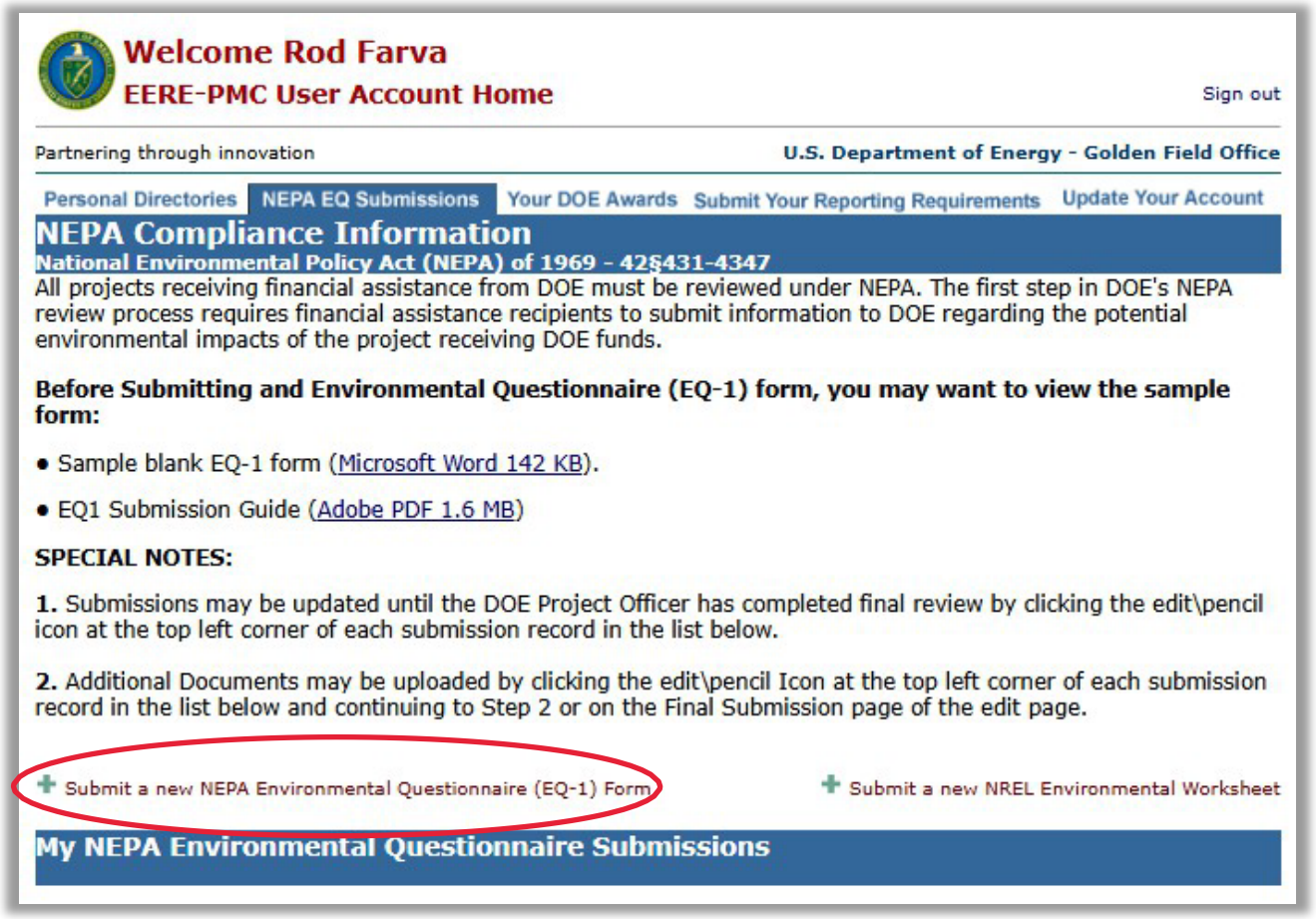
20. Read the *Security Notice* and click on **"Accept",** as noted below, to continue:



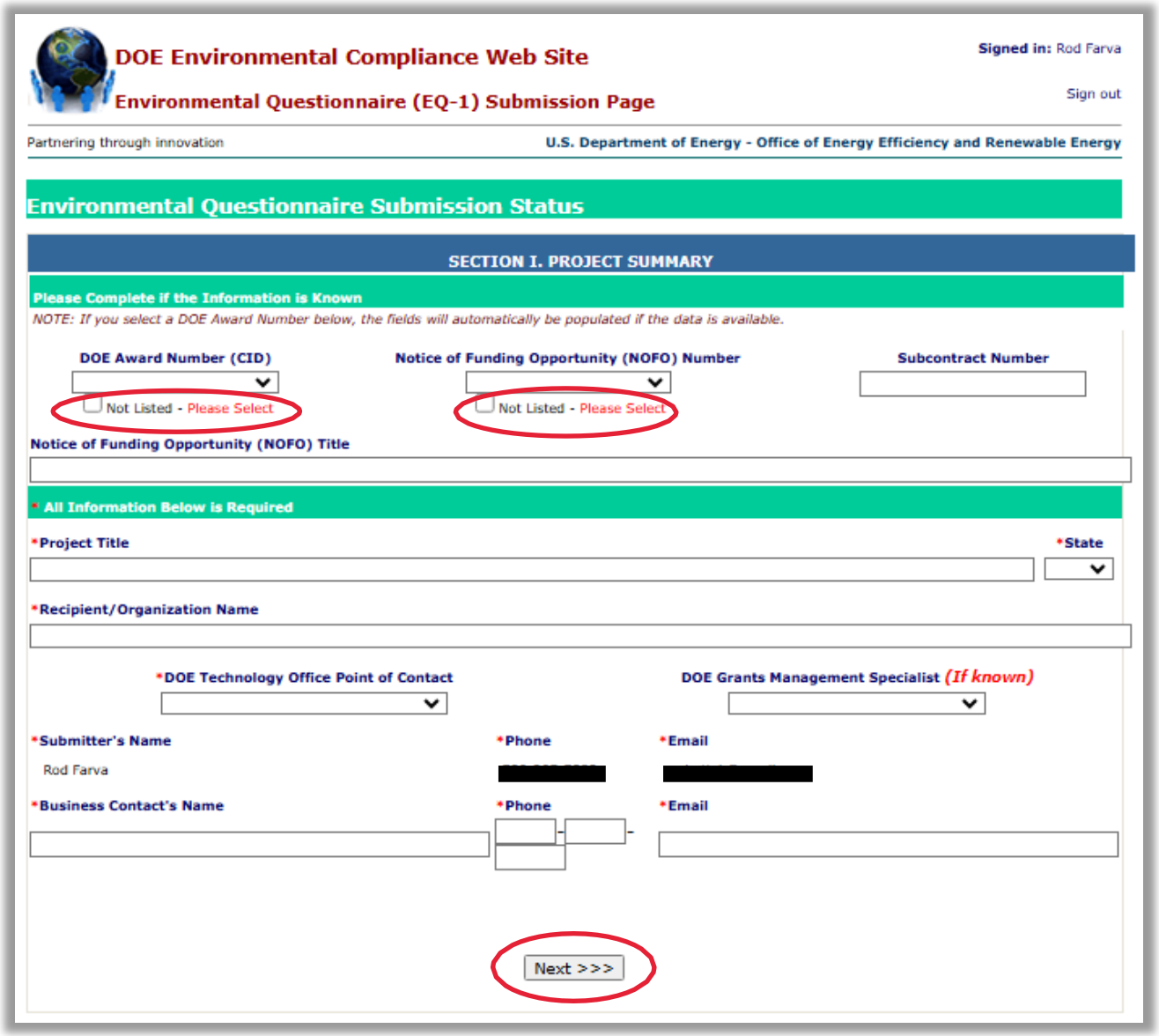
21. You're in! Now click on the "**NEPA EQ Submissions**" tab.



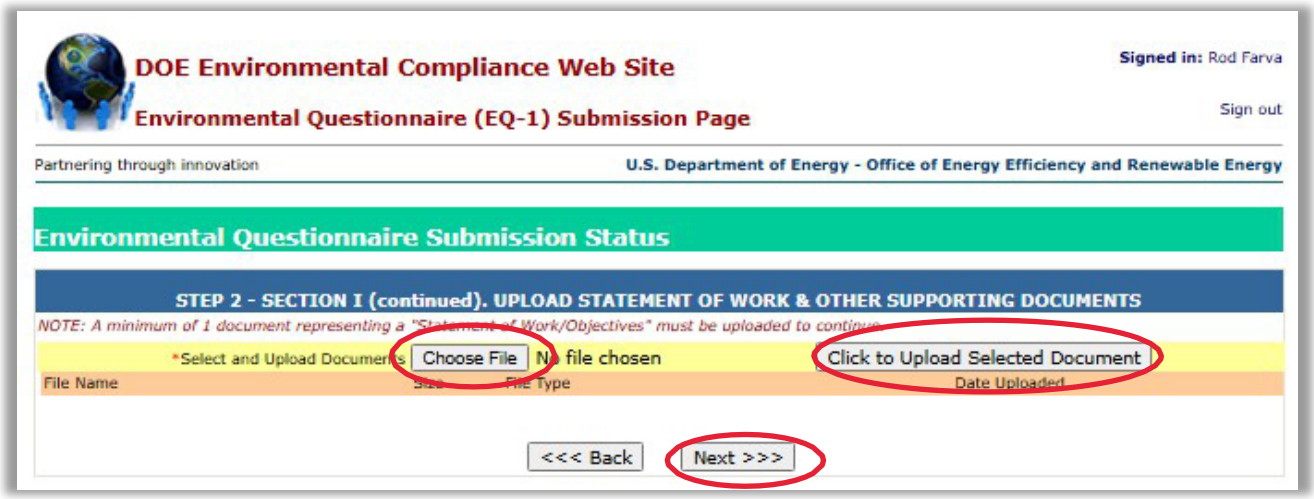
22. Click on the "**Submit a new NEPA Environmental Questionnaire (EQ-1) Form**" link highlighted below.



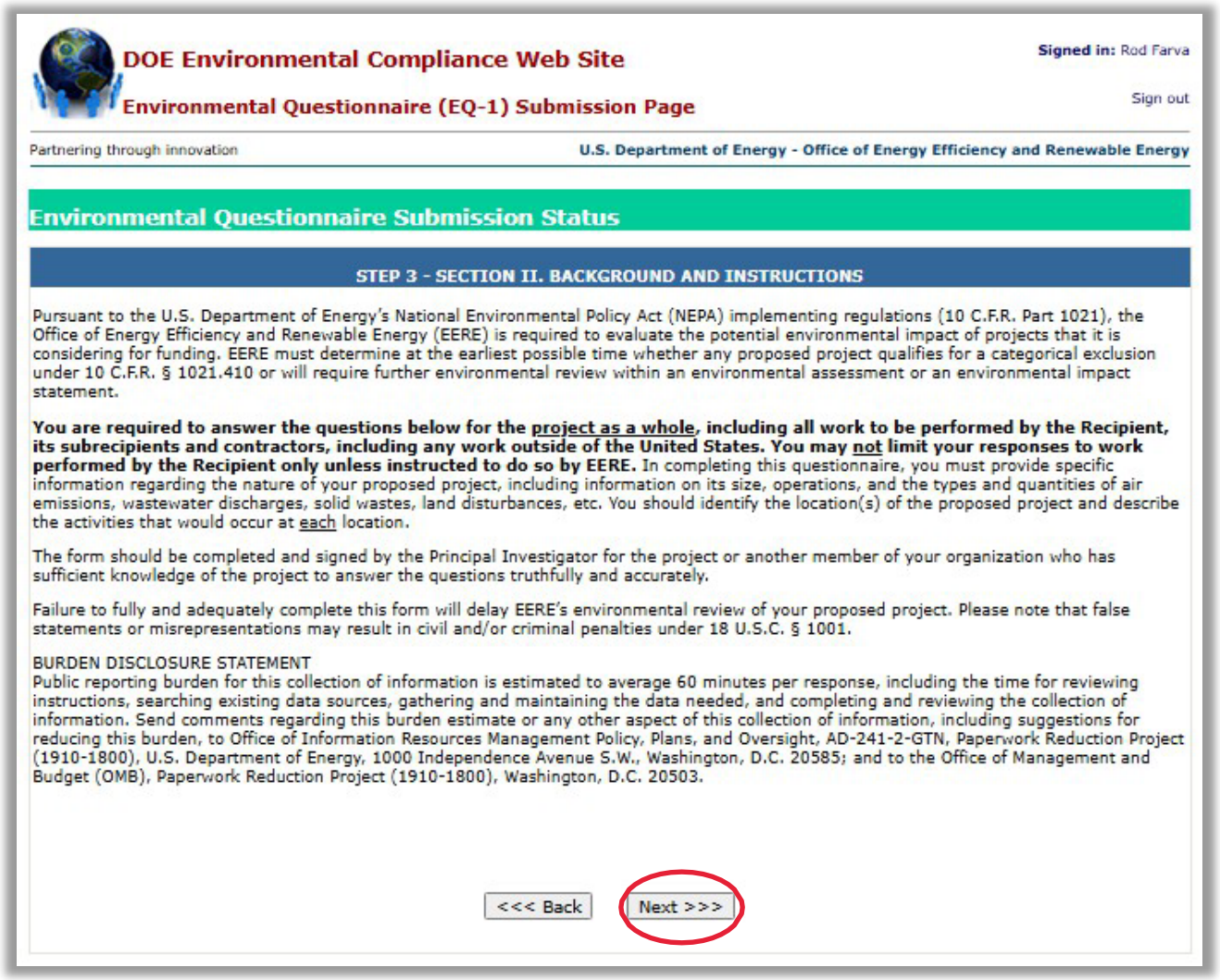
23. Complete the required fields as indicated by the red asterisks. If you have the Financial Opportunity Announcement (FOA) Number or DOE Award Number (CID), enter those in the appropriate fields, and click on "**NEXT**" as indicated below. The "**Not Listed**" box(es) may need to be checked to allow new Award or Funding Opportunity Numbers to be added.



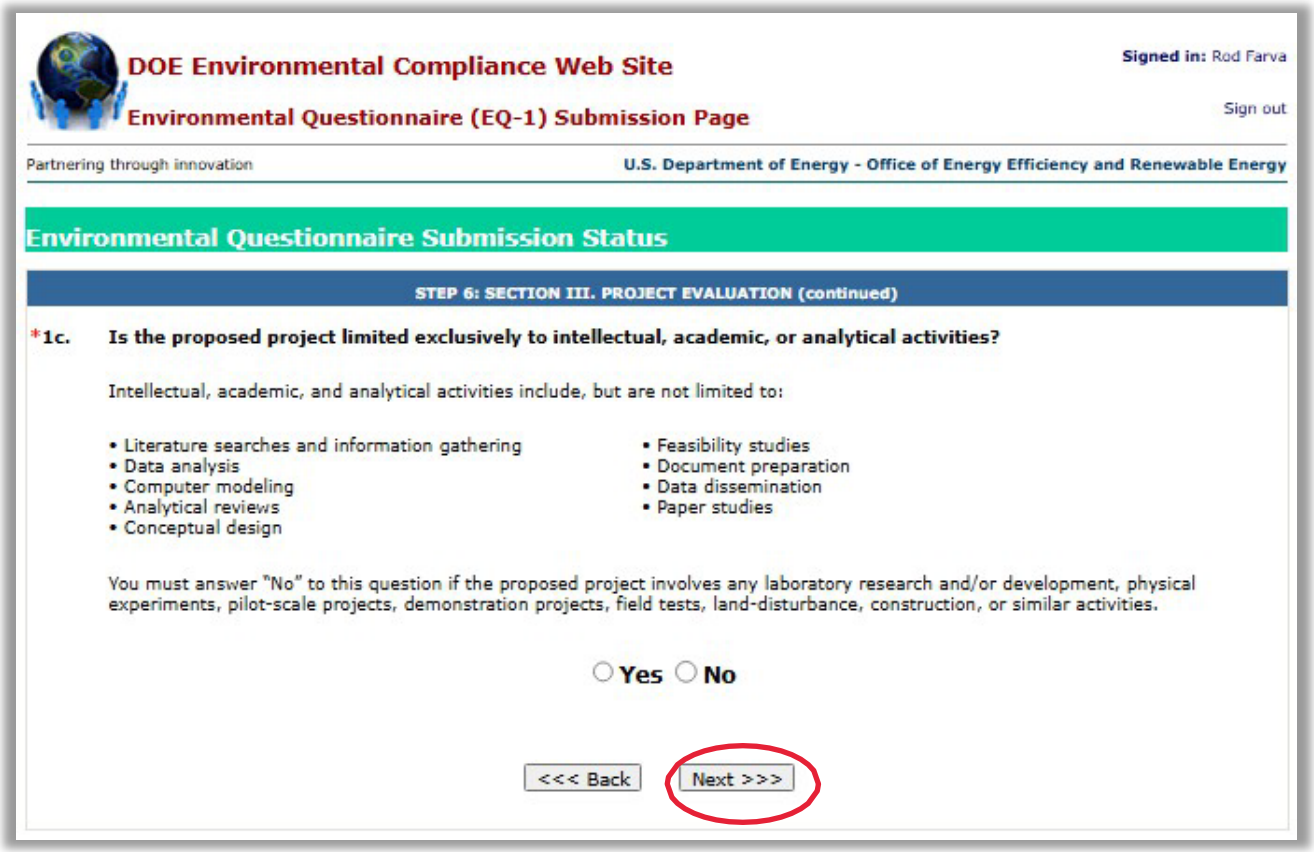
24. Upload a Statement of Work, also known as a Statement of Project Objectives (SOPO), for the proposed project, and click "**Next**".
    - You are required to upload a document to move to the next step. If your SOPO isn't final, upload a draft SOPO, indicating the draft status by naming the file "DRAFT SOPO."
    - Later in the process you will have the opportunity to upload additional documentation, if necessary.



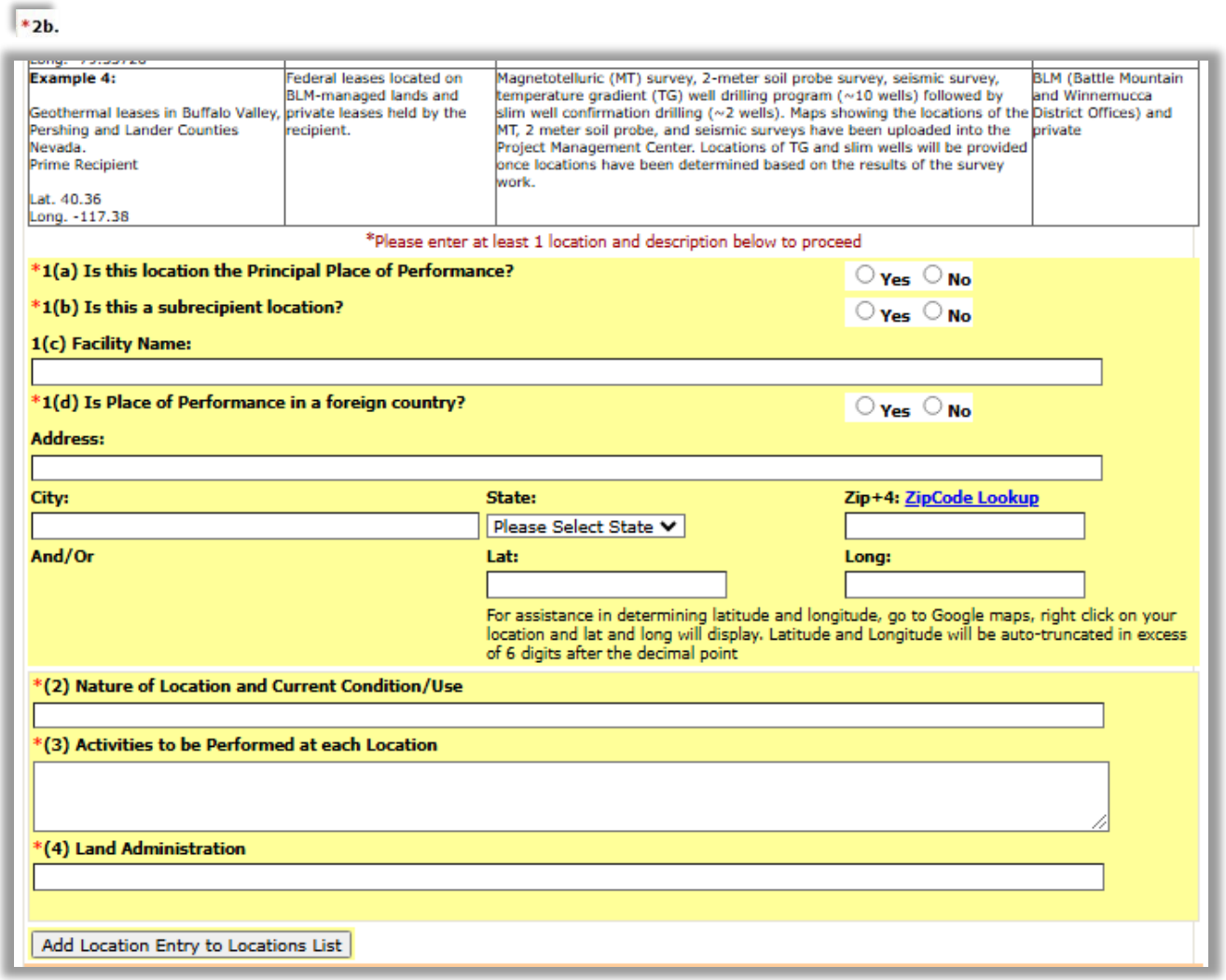
25. You will see the instructions for filling out the EQ-1. Please read carefully. Click "**Next**" to begin filling out the EQ-1.



26. 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, shown below. Only answer "Yes" to Question 1c if your project consists exclusively of 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 will complete the EQ-1. If your project requires a "No" answer to Question 1c, you must complete all 13 questions in the EQ-1.
    - Click on "**Next**" to advance to the next screen.



27. 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.

Example 4: Geothermal leases in Buffalo Valley, Pershing and Lander Counties Nevada. Prime Recipient Lat. 40.36 Long. -117.38	Federal leases located on BLM-managed lands and private leases held by the recipient.	Magnetotelluric (MT) survey, 2-meter soil probe survey, seismic survey, temperature gradient (TG) well drilling program (~10 wells) followed by slim well confirmation drilling (~2 wells). Maps showing the locations of the MT, 2 meter soil probe, and seismic surveys have been uploaded into the Project Management Center. Locations of TG and slim wells will be provided once locations have been determined based on the results of the survey work.	BLM (Battle Mountain and Winnemucca District Offices) and private

*Please enter at least 1 location and description below to proceed

*1(a) Is this location the Principal Place of Performance? Yes No

*1(b) Is this a subrecipient location? Yes No

1(c) Facility Name:

*1(d) Is Place of Performance in a foreign country? Yes No

Address:

City: State: Please Select State Zip+4: ZipCode Lookup

And/Or Lat: Long:

For assistance in determining latitude and longitude, go to Google maps, right click on your location and lat and long will display. Latitude and Longitude will be auto-truncated in excess of 6 digits after the decimal point

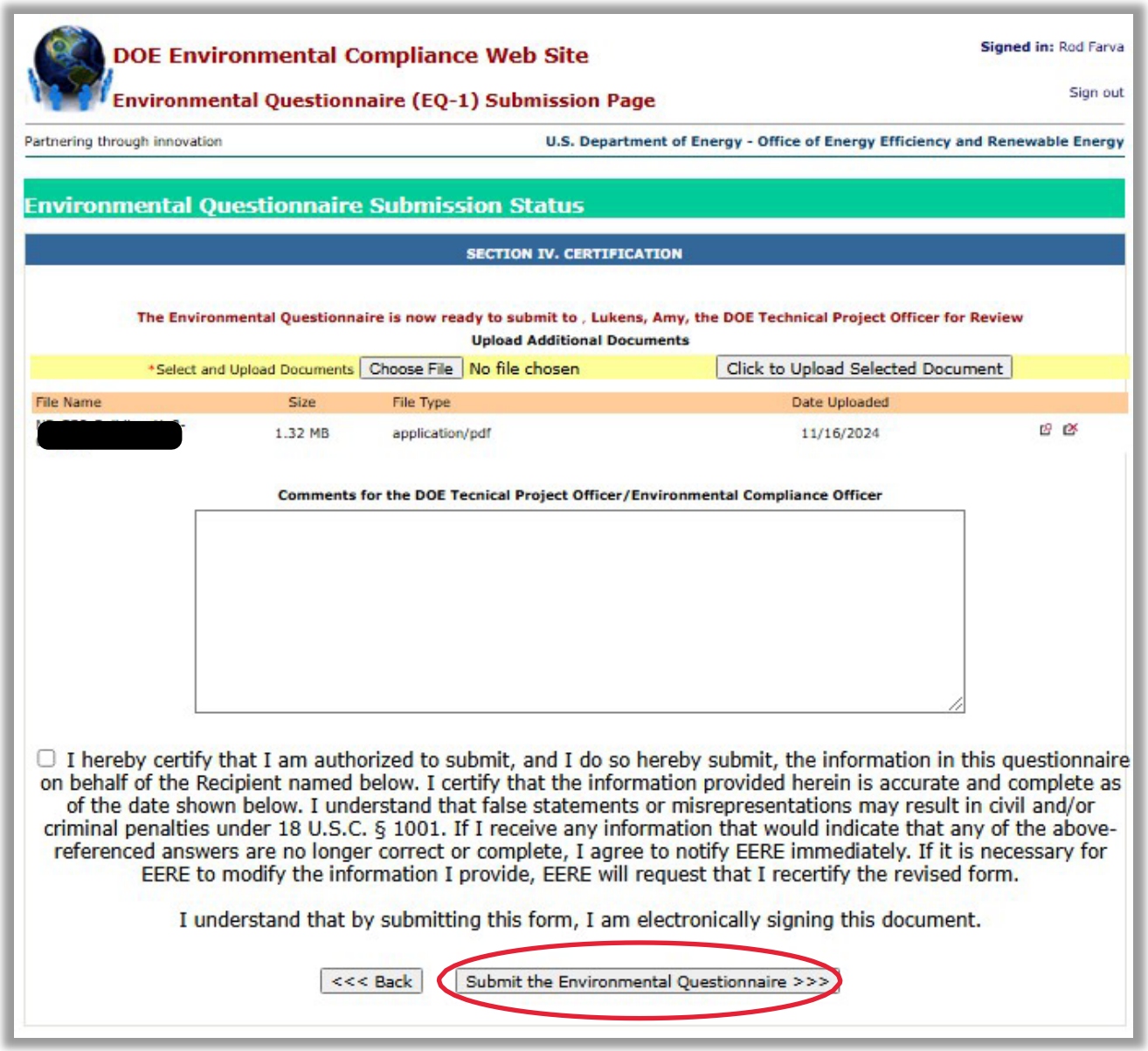
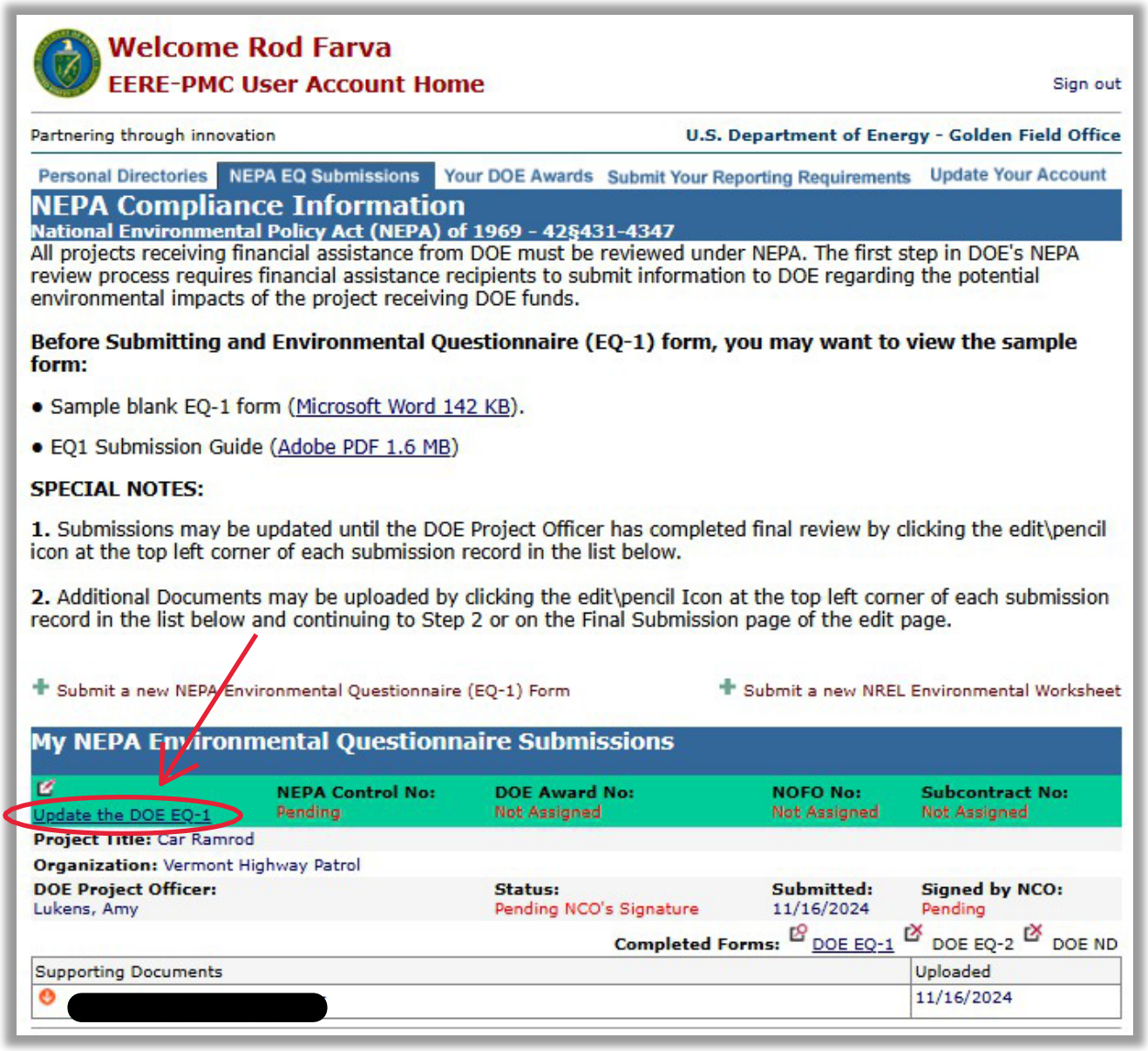
*(2) Nature of Location and Current Condition/Use

*(3) Activities to be Performed at each Location

*(4) Land Administration

Add Location Entry to Locations List

28. 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.



29. 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 log in, click on the "**NEPA EQ Submissions**" tab as shown in Step 21. 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.