

INSTRUCTIONS FOR USE OF TRANSLATED SITE VISIT/REMOTE CONSULTATION NOTICES

These translated notices are intended for use in providing notice of MEPA site visits/ remote consultation sessions to community-based organizations (CBOs) and tribes/indigenous organizations listed on the “EJ Reference List” provided by the MEPA Office. These notices are intended to provide basic information about the date and location of the site visit/remote consultation session. A separate description of the project (either a fact sheet or the “EJ Screening Form” provided by the MEPA Office) should be attached to the notice in all of the languages identified for the project.

To use the site visit notice, the following process should be followed:

1. Determine the date and location of the site visit/remote consultation session with the MEPA analyst assigned to the project. Also determine the proponent contact and the email address for the MEPA analyst.
2. Complete the translated notice by filling in the **highlighted** spaces on the form. The information to be completed includes the following:
 - EEA # and project name (in English)
 - Date/time for the meeting (use the formatting provided and delete any unnecessary lines; note that a translation is provided for every month of the year, so only the line with the applicable month of the site visit/remote consultation session should be used)
 - Date by which oral interpretation must be requested
 - Proponent contact information
 - Web link or physical address for the meeting
 - Dates for comment period deadline and certificate issuance
 - MEPA analyst email address
3. The first page of the translated notice should be used for remote meetings, and the second page should be used for in-person meetings. If any “hybrid” meetings are proposed (e.g., a remote consultation session, followed by an in-person site walk), the first page can be used, and then the first line from page 2, along with text identifying the date/time and address for the in-person meeting can be inserted at the end of page 1.
4. To transmit the translated notice to the EJ Reference List, please forward the site visit notice sent from the MEPA analyst and attach the translated site visit/remote consultations notice and project description. If the project requires translation into multiple languages, all translated site visit/remote consultation notices can be combined into one document, titled “NOTICE.” Depending on the length of the project descriptions, all translated versions of these descriptions can also be combined into one document or attached as multiple documents.
5. Finally, include at the top of the email forwarded under #4, one or more of the translated sentences shown on page 2 of this document below, indicating that the reader should open the attachment to access translated versions of the email.

One-line sentence to be added at the top of the circulation to the EJ Reference List

English:

For language translation, please see attached.

Arabic:

للحصول على خدمة الترجمة التحريرية، يُرجى الإطلاع على الملف المُرفق.

Chinese (Mandarin):

如需要语言翻译请见附件

Haitian Creole:

Pou tradiksyon lang, tanpri gade dokiman ki atache a.

Khmer (Cambodian):

សម្រាប់ការបកប្រែភាសា សូមមើលឯកសារភ្ជាប់។

Russian:

Пожалуйста, ознакомьтесь с вложением если требуется перевод.

Spanish:

Para averiguar por servicios de traducción, consulte el documento adjunto.

Vietnamese:

Vui lòng xem bản dịch đính kèm.

Portuguese:

Para tradução, consulte o arquivo anexo.