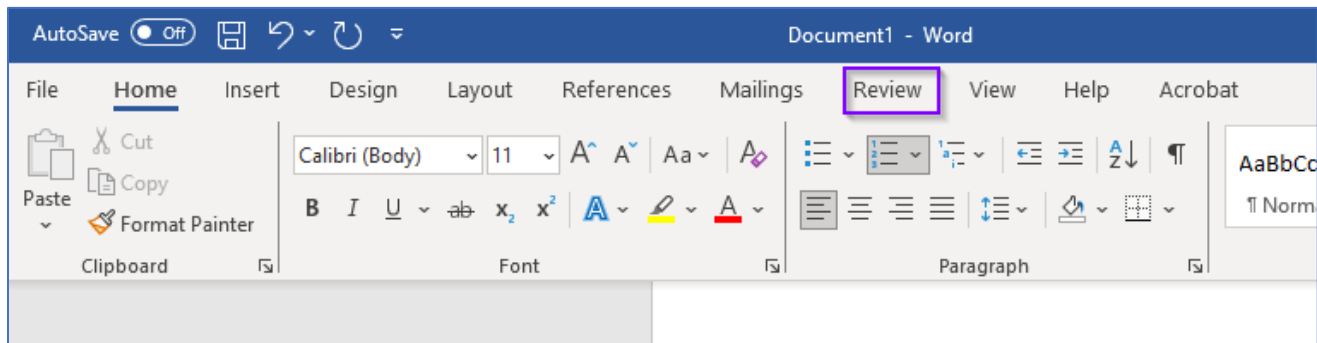


IMPACT RESPONSE LETTERS – INCLUDING A.D.A. ACCESSIBILITY AND COMPLIANCE

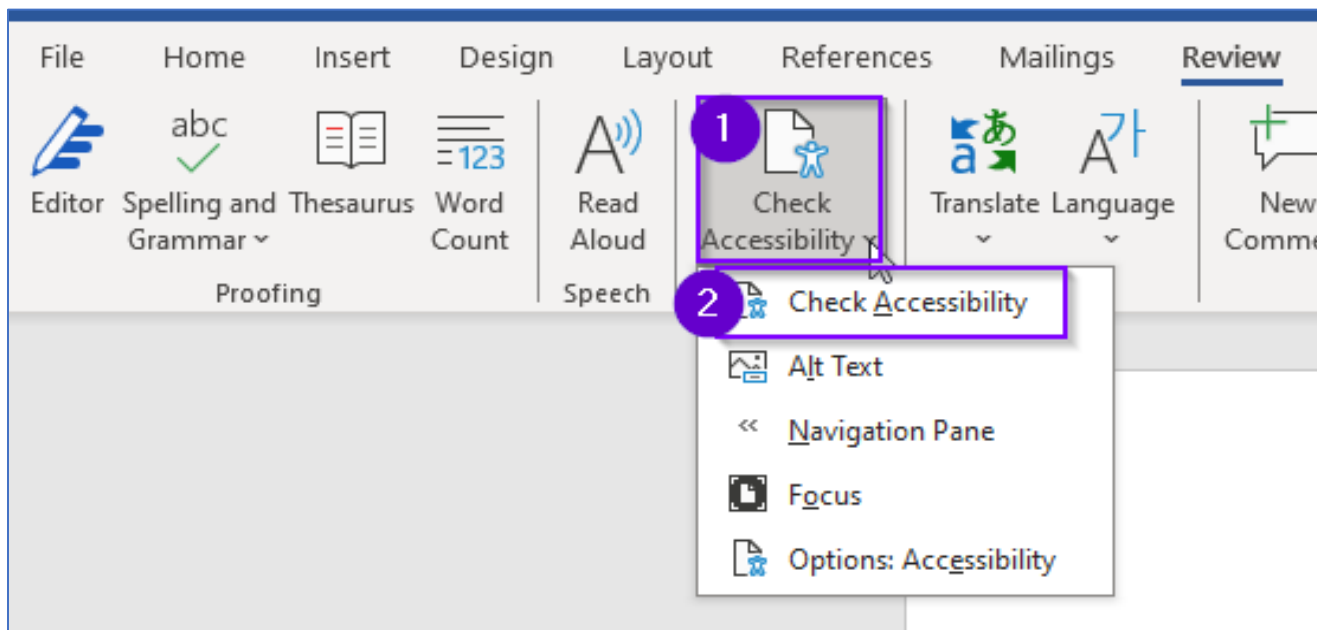
Once it is determined a project will lead to an environmental impact, the appropriate Area or Division shall provide a PDF accessible, written response on Departmental letterhead. Document accessibility is critical so that the public can view responses when they are published on the State Clearinghouse (SCH) website.

Please follow the below directions when e-mailing a letter in response to an “Impact.”

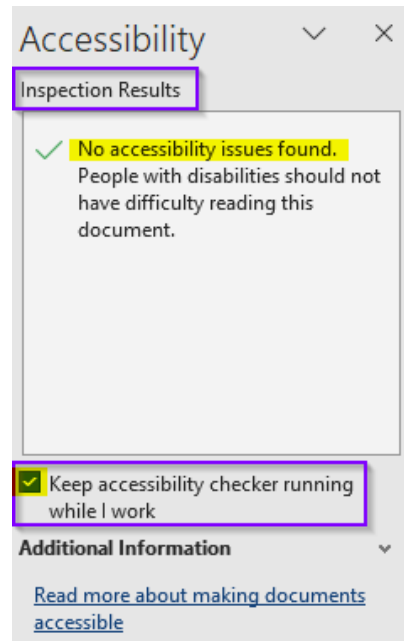
1. Create the response letter using Microsoft Word.
2. Once the response letter is complete, click “Review” in the menu bar.



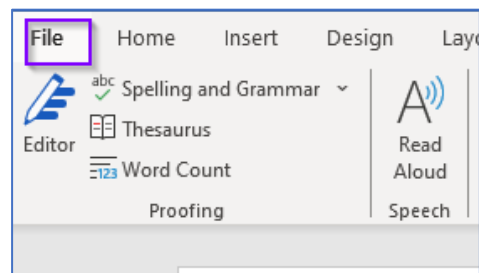
3. Click the “Check Accessibility” drop down, then click on “Check Accessibility” in the drop down.



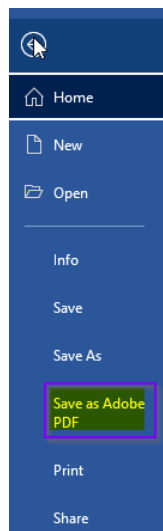
4. A pop up will appear on the right of the screen. Ensure there is a checkmark on the “Keep accessibility checker running while I work.” Review any errors presented in the “Errors” box and apply the suggestions as needed.



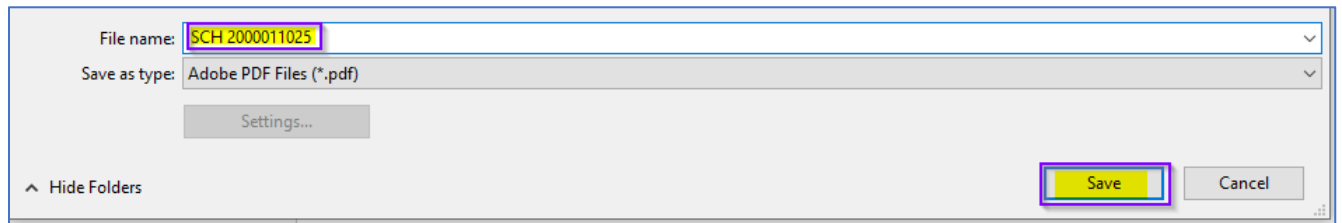
5. When no accessibility issues are found, click “File.”



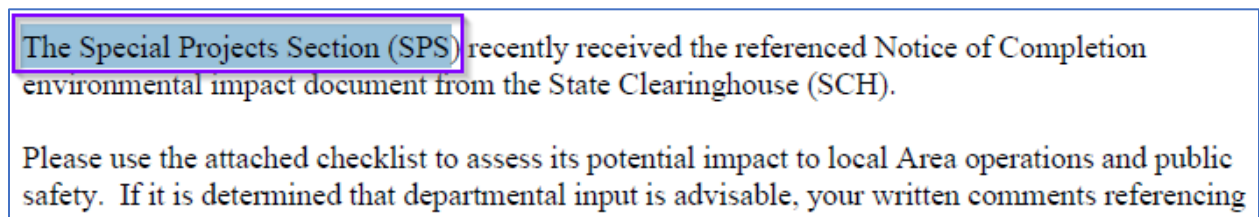
6. Click on “Save as Adobe PDF.”



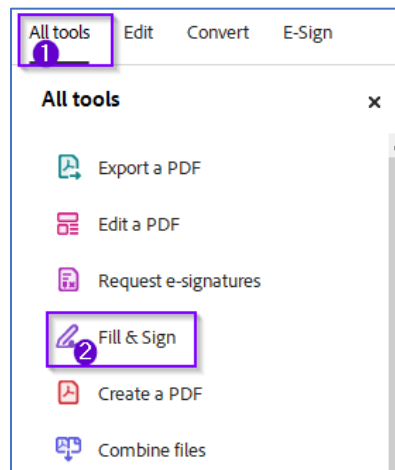
7. Name the File: SCH followed by the EIR number. (e.g., SCH 2000011025), then click “Save.”



8. You can now open the saved Adobe PDF file, and double check the accessibility by dragging your cursor over any line of text. If the line of text can be highlighted (shown below in blue), the document is accessible.

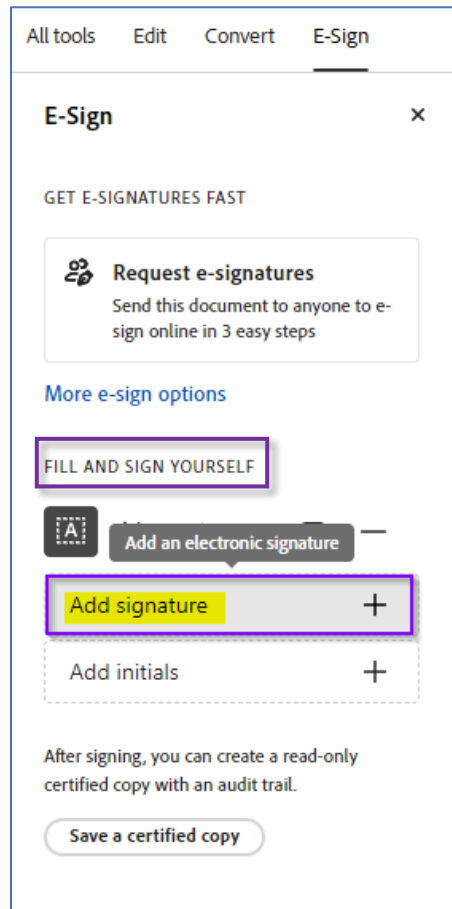


9. Once you open the PDF document, you can now sign it electronically. If your signature is not already digitally saved, follow steps 9a through 9d. If your signature is already saved electronically, skip to step 10.
 - a.) Click “All tools,” then click “Fill & Sign.”

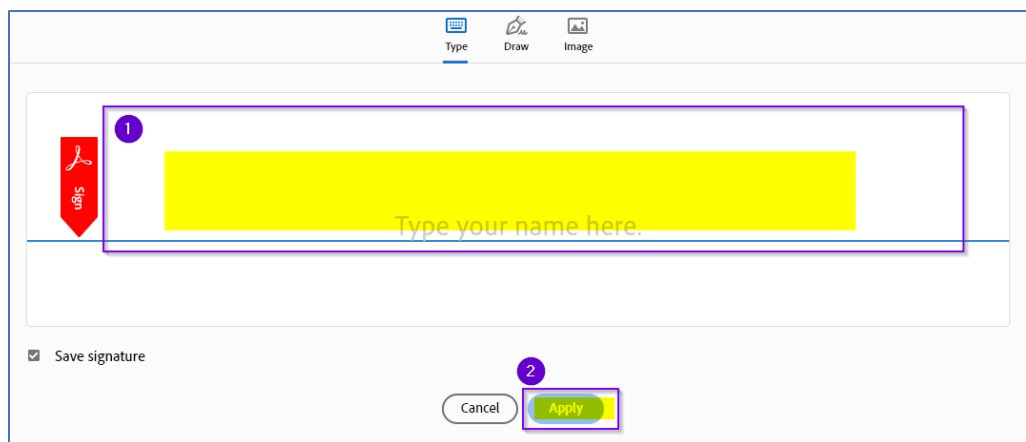


*Screens may appear slightly different depending on your version of Adobe.

b.) Click “Sign Yourself” and/or “Add Signature.”



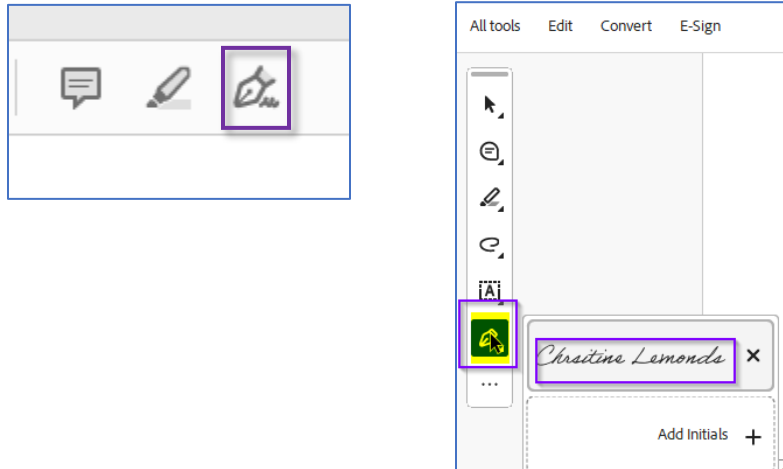
c.) A large box will pop up where you can type your signature; click “Apply.”



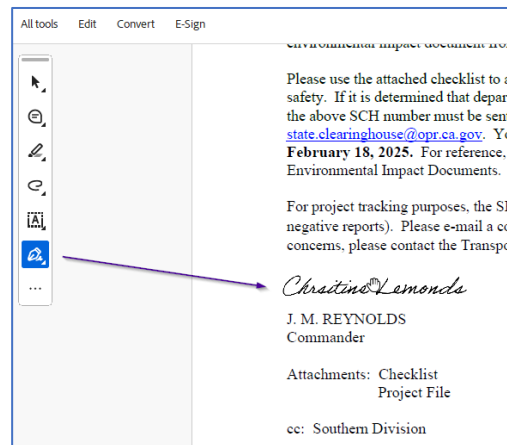
d.) After clicking “Apply,” the PDF document will reappear, and your signature will automatically show on the document. Use your cursor to move your signature to the appropriate place

you want the document to be signed. Steps 9a through 9d will only need to be completed once.

10. Click the pen tip icon on the top or side of your PDF document, your saved electronic signature will show.



11. Use your cursor to drag your signature to the appropriate location on the document.



12. Click the save icon. Your accessible PDF document is now ready to attach and send via e-mail.

