

SUBMISSION OF EIA REPORTS - PLANNING

Dear Sir/ Madam,

Kindly be informed of the followings:-

To ensure smooth and efficient processing and decision making on an EIA report by the DOE, **Project Proponents and EIA Consultants** are advised to **appropriately plan and organize the submission of the EIA report to the Department of Environment (DOE) for review**, taking into consideration the following measures, among others:-

(i) **One Stop Agency (OSA) Meeting/ Panel Review Meeting**

Project Proponents and EIA Consultants must be prepared to present the findings of the EIA report in the EIA meetings conducted at the DOE:-

- a. **for Preliminary EIA (PEIA) procedure** - in the **second week** from the date the PEIA report is received and recorded at the DOE; or
- b. **for Detailed EIA (DEIA) procedure** - in the **eighth week** from the date the DEIA report is received and recorded at the DOE.

(ii) **Additional Information (if any)**

Project Proponents and EIA Consultants should comply with the time set by the DOE for the submission of additional information (if any). **Any additional information has to be submitted to the DOE no less than one week before the processing time ends, or earlier.** In the event where the time cannot be met, for example due to re-modeling requirement involving data collection etc. for the additional information, the Project Proponents/EIA Consultants must notify the DOE in writing with justifications, at least one week before the processing time ends, or earlier.

**(iii) Announcement in Local Newspapers and Display of DEIA Reports-
Only for DEIA Procedure**

Project Proponents and EIA Consultants are advised to make **arrangements with the relevant local newspaper agencies for the display of the DEIA report, no later than the second week from the date the DEIA report is received and recorded at the DOE.** The DEIA reports shall be distributed to designated display locations in the second week.

The **announcements in local newspapers** are for **three consecutive weeks (one day/week)** in the **third week, fourth week and fifth week.**

The **display of the DEIA reports** at designated locations is for **30 days – from third week until sixth week.**

The period allocated for **public comments** is **45 days – from third week until seventh week.**

Thank you,
Secretariat
EIA Consultant Registration Scheme
Department of Environment Malaysia

**ACTIONS TO BE TAKEN BY PROJECT PROPONENTS
AND EIA CONSULTANTS
FOR PRELIMINARY EIA (PEIA) PROCEDURE**

NO	ACTIONS TO BE TAKEN BY PROJECT PROPONENTS AND EIA CONSULTANTS	TIME FRAME, Week (W)				
		W1	W2	W3	W4	W5
1	Send PEIA reports to the DOE State Office or Headquarters Office <i>(for EIA projects involving more than one State, etc)</i>					
2	Distribute PEIA reports to OSA members identified by the DOE (agencies) – letter from the DOE. <i>Note : PEIA reports can be distributed by the DOE (mail).</i>					
7	OSA Meeting					
8	Submit additional information (if any) to the DOE no less than one week before the processing time ends, or earlier.					

**ACTIONS TO BE TAKEN BY PROJECT PROPONENTS
AND EIA CONSULTANTS
FOR DETAILED EIA (DEIA) PROCEDURE**

NO	ACTIONS TO BE TAKEN BY PROJECT PROPONENTS AND EIA CONSULTANTS	TIME FRAME, Week (W)											
		W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
1	Send DEIA reports to the DOE Headquarters Office.												
2	Distribute DEIA reports to DEIA Panel members identified by the DOE (agencies, expert panels) – letter from the DOE. <i>Note : DEIA reports can be distributed by the DOE (mail).</i>												
3	Arrange with the relevant local newspaper agencies for the display of the DEIA report												
4	Announcements in local newspapers - three consecutive weeks (one day/week)												
5	Display of the DEIA reports at designated locations for 30 days.												
6	Period for public comments - 45 days												
7	DEIA Panel Review Meeting												
8	Submit additional information (if any) to the DOE no less than one week before the processing time ends, or earlier.												