

ACCESSING DNRC ENVIRONMENTAL DOCUMENTS (updated May 2011)

The Department of Natural Resources and Conservation maintains copies of all of its documents analyzing environmental impacts under the Montana Environmental Policy Act (MEPA), (see [Title 75, chapter 1, MCA](#), and [ARM 36.22.521 et al.](#)). In general, these documents are available electronically on the DNRC website for the first thirty days, and thereafter on the Environmental Quality Council (EQC) MEPA reports search index.¹

DNRC ENVIRONMENTAL DOCUMENTS WEBPAGE: ACCESSING DNRC DOCUMENTS POSTED WITHIN THE LAST 30-60 DAYS.

1. All environmental documents posted within the past 30 days can be found on the DNRC [environmental documents webpage](#). Documents are listed by subject categories, with the most recently posted documents at the top of each category. Selecting "Expand All" will show all documents currently posted.
2. Visible links are removed after 30 days; however, the document itself remains on the website for another 30 days (for a total of 60 days) and can be accessed if the user bookmarks the link or if a web keyword search is performed. At the end of the 60-day period, the document is permanently removed from the DNRC website.
3. DNRC environmental documents are also sent to Legislative Services (EQC) and entered into their [MEPA search index database](#). Those documents remain permanently searchable and accessible.
4. A report of all DNRC environmental documents published for the previous quarter is also posted on the webpage.

USING THE EQC MEPA SEARCH INDEX: ACCESSING DNRC DOCUMENTS NO LONGER AVAILABLE ON THE DNRC WEBSITE

1. DNRC forwards all of its environmental documents to EQC to be added to their electronic database. Electronic versions of DNRC environmental documents are permanently available on this website (see footnote 1).
2. To search the database for a DNRC environmental document that is older than 30 days:
 - go to the [MEPA reports search page](#);
 - click on "Advanced Detailed Report";
 - enter a beginning and ending date range to search by;²
 - select "Montana Department of Natural Resources and Conservation" as the agency;
 - you may also search by project type, document type, or location. However, to ensure getting all DNRC documents for a time period, it is advisable to search only by agency name; and
 - click "Create Report". The report will run for all DNRC MEPA documents submitted within the selected time frame.
3. Tip: Once you have run a report, there is no way to sort it. However, if you know a keyword that would be in the title of the document you can use the CTRL + F ("Find") function to search the page for that word.
4. The EQC database is maintained by Legislative Services. For technical issues with the search or website, please contact the [Legislative Services Webmaster](#).

¹ All DNRC documents are available electronically on the MEPA reports search index from January 1, 2010 through present. Older documents may not **yet** be listed or posted electronically. If you have difficulty finding older DNRC documents, please contact [Lucy Richards](#) (444-6699).

² Note: The date refers to the date that the environmental document was originally signed.