



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

AUG 17 1994

**PEP - ENVIRONMENTAL STATEMENT MEMORANDUM NO. ESM94-16**

To: Heads of Bureaus and Offices

From: Director, Office of Environmental Policy and Compliance

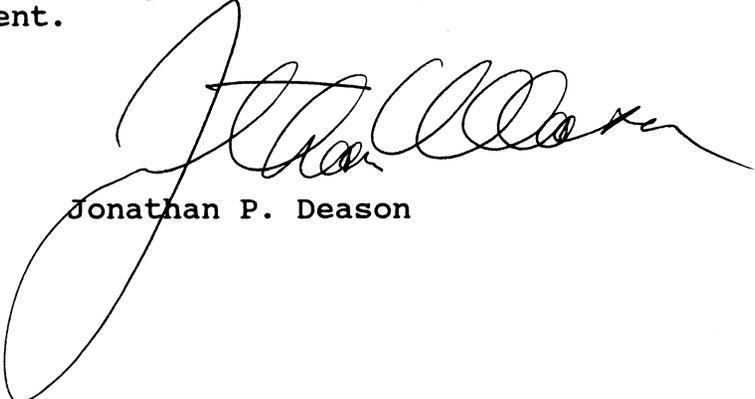
Subject: Procedures for Review and Approval of Bureau NEPA Appendices (516 DM 6), Handbooks, Categorical Exclusions, and Other Procedures

Bureaus must have the approval of the Council on Environmental Quality (CEQ) and Office of Environmental Policy and Compliance (OEPC) before publishing appendices to the Department's NEPA instructions (516 DM 1-6), handbooks, and categorical exclusions and other procedures for implementing CEQ Regulations. Authority is contained in CEQ Regulations at 1507.3.

Bureaus should contact OEPC when they contemplate preparing and publishing any of the subject documents. The OEPC will assign the matter to the OEPC division which normally works with the originating bureau.

When a draft document has reached the point where it is ready for publication in the Federal Register or the Departmental manual as a proposal, it will be made available to OEPC for review and circulation to CEQ. The OEPC will forward the draft to CEQ requesting their review and approval. Upon receipt of that approval or recommended changes, OEPC will contact the bureau with an approval to publish or with a request to consider and implement any changes from CEQ or OEPC. Following acceptance of the revision, the bureau will be given its approval to publish by OEPC.

After publication of the draft, consideration of public comments, and revision, the bureau will again submit its proposed final copy to OEPC for OEPC and CEQ review and approval. In a manner identical to item 3., OEPC will seek CEQ approval and will convey approval or recommended changes back to the bureau. When all changes have been acted upon OEPC will give a clearance to publish a final document.



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