United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

OCT 5 1998

PEP - ENVIRONMENTAL STATEMENT MEMORANDUM NO. ESM98-3

To: Heads of Bureaus and Offices

From: Willie R. Taylor, Director
Office of Environmental Policy and Compliance

Subject: Procedures for Intra-Departmental Review of National Environmental Policy Act Compliance Documents Prepared by Bureaus and Offices

This memorandum describes procedures for the intra-Departmental distribution and review of NEPA Compliance Documents prepared by bureaus and offices and filed at the Environmental Protection Agency (EPA) and supplements the Departmental Manual (516 DM 4.15). The following definitions are included for clarity:

> Preparing office--Departmental bureaus, offices, or other entities which prepare and circulate NEPA Compliance Documents for review.
>
> Reviewing office--Heads of other bureaus, offices, or other entities from which comments are sought on NEPA Compliance Documents.

Preparing offices shall first obtain a DOI control number (see ESM98-2) from the Office of Environmental Policy and Compliance (OEPC) and then direct their requests for review to the reviewing offices. This request should be sent to the bureau environmental contacts as listed on Attachment 1 to this memorandum. Information copies may be sent to field elements of reviewing offices, but the transmittal must clearly indicate that the official review will only be accepted from the headquarters level.

Copies of environmental documents shall be made available to the reviewing bureaus as shown in Attachment 1 to facilitate simultaneous review by different organizational units or field offices of the bureau. Bureaus may wish to advise other bureaus of any special mailing requirements for these copies. Information copies shall be sent to the Department's Regional Environmental Officers (REO's) for activities within their geographic areas. Please refer to Attachment 2 for these persons.

Preparing offices may consult with reviewing offices to determine whether a particular reviewing office has an interest in reviewing a specific environmental document. If the reviewing office agrees, a preparing office may delete that reviewing office from its distribution list for that environmental document.

For tracking purposes, the reviewing bureaus shall use the DOI control number assigned by OEPC. This number shall be stamped or written in ink on the outside cover of all copies. If your copies are not numbered, the bureau environmental contact can furnish this information. For draft statements, the statement control number takes the form: DES (year)-(sequential number). For final statements: FES (year)-(sequential number).

Reviewing bureaus may delegate their response within their bureau; however, the response shall be directed to the specific office of the preparing bureau that made the original review request. A copy of the review comments shall be sent to the Natural Resources Management Team, OEPC and to the appropriate REO.

Reviewing bureaus shall not independently release to the public their comments on environmental statements prepared by other bureaus or offices. Preparing bureaus are responsible for making comments received available to the public as part of the final environmental statement in accordance with 40 CFR 1503.4(b). Further, preparing bureaus are responsible for making comments received available to the public pursuant to provisions of the Freedom of Information Act (FOIA) [40 CFR 1506.6(f)]. See Departmental regulations at 43 CFR 2 which implement the FOIA.

Occasionally bureaus will participate as joint lead agency along with other Federal or State agencies to prepare an environmental impact statement. It is important to understand that only one of the joint leads can file the Federal EIS and receive comments. This decision must be made as early as possible in the process by the interagency team developing the EIS. Joint lead environmental statements prepared in coordination with other Federal or State agencies will be treated as Interior statements if Interior files them with EPA. Such statements will be treated as non-Interior statements if they are filed by a non-Interior joint lead agency.

In cases where Interior files the EIS with EPA, the provisions of this memorandum apply and the bureau will be the recipient of comments from other Interior bureaus, will consider them individually, and will publish these individual comments and responses in the final EIS. This is the same process as the one followed when Interior bureaus have no joint lead responsibilities. In cases where another non-Interior joint lead agency files the EIS with EPA, this memorandum does not apply, and the statement will be circulated for review under 516 DM 7. This circulation will result in a consolidation of bureau comments and recommendations into a single Interior response to the filing agency.

This memorandum replaces ESM94-2.

Attachments

Attachment 1

BUREAU ENVIRONMENTAL CONTACTS

BUREAU	CONTACT	ADDRESS	PHONE	FAX	NUMBER OF COPIES *
FWS	Don Peterson (Stephanie Nash)	4401 N. Fairfax Drive MS 400 Arlington, VA 22203	703-358-2183	703-358-1869	1
NPS	Jake Hoogland (Dale Morlock)	1849 C Street, NW NPS-2310 MS 2749 Washington, DC 20240	202-208-5214	202-208-4260	5
GS	Celso Puente	12201 Sunrise Valley Dr. MS 423 Reston, VA 20192	703-648-5601	703-648-4530	4
BLM	Carol MacDonald	1620 L Street, NW MS 1075 Washington, DC 20036	202-452-5111	202-452-5112	1
BR	Roy Arnold	1849 C Street, NW MS 7612 Washington, DC 20240	202-513-0598		1
BIA	Don Sutherland	1849 C Street, NW MS 4513 Washington, DC 20240	202-208-4791	202-208-1605	1
MMS	Dick Wildermann	381 Elden Street MS 4042 Herndon, VA 20070-4817	703-787-1674	703-787-1053	1
OSM	Sam Bae	1951 Constitution Avenue, NW MS 10 Washington, DC 20240-0001	202-208-2633	202-219-0239	1

*Reviewing bureaus may request additional copies in specific EIS cases. Preparing Bureaus should keep enough copies on hand to serve this need.

Notes:

1. This attachment may be updated as necessary without re-issuing the entire ESM.
2. The date of this attachment is August 9, 2002.

Attachment 2

REGIONAL ENVIRONMENTAL OFFICERS

NAME	STATES COVERED	ADDRESS	PHONE
Andrew L. Raddant	CT,MA,ME,NH, NJ,NY,RI,VT	408 Atlantic Avenue Room 142 Boston, MA 02210-3334	**617-223-8565**
Michael T. Chezik	DC,DE,IL,IN, MD,MI,MN,OH, PA,VA,WI,WV	Custom House, Room 244 200 Chestnut Street Philadelphia, PA 19106	**215-597-5378**
Gregory Hogue	AL,FL,GA,KY, MS,NC,PR,TN, SC,VI	Russell Federal Building Suite 1144 75 Spring Street, S.W. Atlanta, GA 30303	**404-331-4524**
Glenn B. Sekavec	AR,LA,NM,OK, TX	P.O. Box 649 Albuquerque, NM 87103 *When street address is needed, use:* 625 Silver Ave., SW Suite 190 Albuquerque, NM 87102	**505-766-3565**
Robert F. Stewart	CO,IA,KS,M0, MT,NE,ND,SD, UT,WY	P.O. Box 25007 (D-108) Denver Federal Center Denver, Colorado 80225-0007 *When street address is needed, use:* Building 56, Room 1003 6th and Kipling Denver, Colorado 80225-0007	**303-445-2500**
Patricia S. Port	AS,AZ,CA,CM, GU,HI,NV	600 Harrison Street Suite 515 San Francisco, CA 94107-1376	**415-427-1477**
Preston A. Sleeger	ID,OR,WA	500 NE Multnomah Street Suite 600 Portland, OR 97232-2036	**503-231-6157**
Pamela A. Bergmann	AK	1689 C Street, Room 119 Anchorage, AK 99501-5126	**907-271-5011**

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