United States Department of the Interior
OFFICE OF THE SECRETARY
Washington, D.C. 20240

PEP - ENVIRONMENTAL REVIEW MEMORANDUM NO. ERM 10-09

To: Heads of Bureaus and Offices

From: Michaela E. Noble, Director/s/4/30/2018
           Office of Environmental Policy and Compliance (OEPC)

Subject: Entering Information into the Department National Environmental Policy Act
           (NEPA) and Permit Tracking Database

The purpose of this environmental review memorandum (ERM) is to instruct the bureaus and offices on what information to enter into the Department-wide NEPA and Permit Tracking Database (Database).

The Database

The Database can be accessed at the OEPC Environmental Management Information System (EMIS) website at https://ecl.doi.gov/nepadocs.cfm. If you are experiencing problems and have already contacted your local IT support without resolution, please call OEPC at 202-208-5464 and someone will try to assist you.

Information Entered in the Database

Bureaus and offices are to follow this guidance when inputting data:

▪ Enter information on all projects in which a bureau or office is the Lead Federal Agency for an environmental impact statement (EIS) or if a bureau or office is a cooperating agency or participating agency for Title 41 of the Fixing America's Surface Transportation (FAST-41) or Executive Order (EO) 13807 project. At this time, the database does not capture information on proposed project environmental review and permitting processes in which another federal agency is the lead agency for NEPA on non-FAST-41 or EO 13807 projects. Nor does this database track environmental assessments (EAs) or categorical exclusions.

▪ Each project entry should only be added once into the Database. Bureaus/offices should search for the project prior to entering any data to ensure that the project is not entered into the Database more than once.

▪ For bureau or office led EISs, a project must be entered into the Database once a bureau or office has developed the project timeline and prior to the publication of a Notice of Intent. The project timeline must be uploaded into the Database at the time the project is

entered. If you are co-lead with another bureau, the bureau or office that is the main point of contact for the project is responsible for database entry.

- For FAST-41 projects, review and permitting actions will be entered into the Database once the Coordinated Project Plan has been developed and posted in the Federal Permitting Dashboard (Dashboard) and not later than 60 days after initiation as a covered project. Bureaus/Offices will be responsible for entering data in both the Database and the Dashboard and ensuring that the same data is in both systems.

- For EO 13807 projects, review and permitting actions will be entered into the Database once the Permitting Timetable has been established and the project is in the Dashboard. Bureaus/Offices will be responsible for entering data in both the Database and the Dashboard and ensuring that the same data is in both systems.

- Required data fields are marked by an asterisk in the database. The information submitted for projects in which a bureau or office is the Lead Federal Agency should capture: general project information; NEPA team points of contact; co-lead and cooperating agencies and points of contact for each of the agencies; NEPA document milestones; bureau/office permitting actions and milestones; and other Federal Agency permitting actions and milestones.

- For FAST-41 or EO 13807 projects in which a bureau or office is a cooperating agency or participating agency, the information submitted should capture: general project information, bureau or office points of contact, and bureau/office permitting actions and milestones.

Updating Information in the Database

The project data must be kept up-to-date. At a minimum, the information in the Database should be updated by the responsible bureau or office on a quarterly basis (March, June, September, and December). However, other guidance for FAST-41 or EO 13807 projects may require more frequent information updates. Bureaus and offices should follow the update requirements outlined in guidance for those types of projects and update the Database at the same time. Bureaus and offices should also ensure that the project's Database entry is up to date prior to scheduling any Headquarter briefings regarding the project.

On occasion, OEPC will receive data requests from the Council on Environmental Quality (CEQ) and senior leadership. If adequate time allows, OEPC will inform bureaus and offices of the request and allow time to update project information. However, if time does not permit for bureau/office updates, OEPC will run the data request with the information currently available in the Database on behalf of the Department.

Database Resources

Within the Database are two resource tabs; one for NEPA resources and one for FAST-41 resources. More detailed instructions on how to fill out the Database fields is located under the NEPA resource tab to assist the bureaus and offices in entering information correctly.

Bureau/Office Administrators and Users

Each bureau/office is to designate at least one Headquarters primary administrator and one backup administrator. The bureau/office administrators have access to edit all projects related to their bureau or office. Bureau/office administers also have the role of approving bureau/office users. After they are approved, bureau or office users will be able to edit project information. Bureaus are responsible for submitting the names and contact information of their administrators to OEPC.

All other Department employees that are on the Department's network will be able to search for projects and see the project summaries for all projects in the Database.