



United States Department of the Interior

Office of the Secretary
Washington, D.C. 20240

JAN - 7 2013

PEP - ENVIRONMENTAL REVIEW MEMORANDUM NO. ERM 13-2

To: Heads of Bureaus and Offices

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

Subject: Electronic Distribution of Environmental Review Assignments

The electronic distribution system is not intended to replace or usurp the authorities or internal coordination processes of the bureaus/offices. Bureau/office staff should continue to process and coordinate replies as stipulated by their managers.

Elements of the System

1. Current environmental review (ER) assignment memoranda may be accessed on the Office of Environmental Policy and Compliance (OEPC), Natural Resources Management Team web site, under quick links, titled "Environmental Review Distributions (Bureau ER Notifications)" at <https://ecl.doi.gov/ERs.cfm>.
2. To the extent practicable, ER assignments will include links to documents for review instead of having attachments. In cases where CDs are provided to OEPC and copies are not available on a website, OEPC will endeavor to make the review documents available on an internal website. Other ER assignments that can only be distributed with attachments (paper or CD), will be posted on the Internet site (cover memorandum only) and the attachment(s) along with a copy of the cover memorandum will be distributed by regular and inter-office mail.
3. Each entry's location by State and County is included in the "Title" field, and bureau/office assignments are displayed in the "Bureaus Addressed" field so that users do not have to open all postings on a given day. The file contains the remaining information necessary to begin the review.
4. At the time OEPC posts a document on the ER webpage, an automatic e-mail notification will be sent to assigned contact persons in each bureau/office. Attached to that automatic e-mail will be a copy of the ER assignment memorandum. This will allow the user to obtain assignment memoranda both from the OEPC web site and from the

e-mail notification. If the OEPC e-mail system is down or if the e-mail is ever lost, the assignment memoranda will still be available on the OEPC web page.

Bureau/Office Contacts

OEPC requests that you provide us with the names of one primary contact person and one backup person in your bureau/office who is normally responsible for the daily tracking and distribution of ERs. Any further distribution of ERs within your bureau/office should be performed by these contacts. We will maintain this list in order to quickly distribute new information about the system as it may become available and for other purposes as well.

The National Park Service regional office staff and certain US Fish and Wildlife Service regional office staff are called upon to take the lead in preparing the Department's comments to some ER requests. These two bureaus are requested to advise OEPC of any changes to the lists of their regional contacts (available at <http://www.doi.gov/pmb/oepec/nrm/bureau-links.cfm>).

STATEMENT OF ELECTRONIC DISTRIBUTION

This system constitutes a valid distribution of a Departmental review request under [516 DM 4](#). Bureaus are expected to act upon a "web-posted" request the same way as if it arrived in paper form. No other notification will be made except for the one noted in Item 4 under Elements of the System. If you are experiencing problems and have already contacted your local IT support without resolution, please call the Natural Resources Management Team at 202-208-5464 and someone will try to assist you.

This memorandum replaces ERM 10-4.