



United States Department of the Interior

Office of the Secretary
Washington, D.C. 20240

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PEP/NRM

PEP - ENVIRONMENTAL REVIEW MEMORANDUM NO. ERM 10-1

To: Heads of Bureaus and Offices

From: Michaela E. Noble, Director /s/09/12/2018
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.

PURPOSE

This memorandum addresses the environmental review (ER) assignments that OEPC issues to bureaus and offices for review and comment as part of the environmental review process. The ER System enables the Department to distribute and archive ER assignment documents from the review process described in this memorandum.

ELEMENTS OF THE SYSTEM

1. Current environmental review (ER) assignment memoranda may be accessed on the OEPC, Environmental Review Team web site, under quick links, titled “Environmental Review Assignments” at [OEPC website](#).
2. To the extent practicable, Environmental Review (ER) Assignments will include links to documents for review instead of having attachments. In cases where electronic media are provided to OEPC and copies are not available on a website, OEPC will make the review documents available on the ER Assignments website as an attachment to the ER Assignment.
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 electronic file for that ER on the ER Assignments webpage contains the remaining information necessary to begin the review.

4. At the time OEPC posts a document on the ER Assignments 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 link to the ER Assignment webpage for that document.

BUREAU/OFFICE CONTACTS

The 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 ER Assignments. 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.

Although any bureau may be called upon to take the lead in preparing the Department's comments to some ER requests where that bureau has a primary interest, typically the National Park Service regional office staff and certain U.S. Fish and Wildlife Service regional office staff serve this function. These two bureaus are requested to advise OEPC of any changes to the lists of their regional contacts at [OEPC website](#).

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. If you are experiencing problems and have already contacted your local IT support without resolution, please call the Environmental Review Team at 202-208-5464 and someone will try to assist you.

GENERAL

This memorandum replaces ERM 13-2.

This memorandum establishes internal Department guidelines. It does not create any legal rights, substantive or procedural, enforceable at law by any party.