



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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PEP - ENVIRONMENTAL REVIEW MEMORANDUM NO. ERM 10-9

To: Heads of Bureaus and Offices

From: Stephen G. Tryon, Director /s/ 06.28.2022
Office of Environmental Policy and Compliance (OEPC)

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

PURPOSE

The purpose of this Environmental Review Memorandum (ERM) is to instruct the bureaus and offices (Bureaus) on what information to enter in the Department's NEPA Tracking Database (Database).

GUIDANCE

The Database can be accessed at: <https://ecl.doi.gov/nepadocs.cfm>. To access the Database, you must be on the network.

Information Entered in the Database

Bureaus are to follow this guidance when inputting data:

- Enter information on all projects in which a Bureau is the lead or co-lead Federal agency for the preparation of an environmental impact statement (EIS). The Database does not capture information on proposed actions for which another Federal agency is the lead agency for NEPA. Nor does this Database track proposed actions that rely on environmental assessments or categorical exclusions. Database entry is not required when a Bureau adopts another Federal agency's EIS.
- Each project entry should only be added once into the Database. Bureaus should search for the project prior to entering any data to ensure that the project is not entered into the Database more than once. If you are co-lead for an EIS with another Bureau, the Bureau that is the main point of contact for the project is responsible for Database entry.
- A project should be entered into the Database once a Bureau has decided to prepare an EIS and the Bureau's target date for publication of a Notice of Intent is 45 days or greater.
- Required data fields are marked by an asterisk in the Database. The information captured includes: general project information; EIS points of contact; EIS information, status, milestones; cooperating and co-lead agencies information; and information used to

determine if the EISs will go through the Departmental Review Team (DRT) process, including recommendation by the Bureau Executive as to whether the action should be subject to the DRT process (see ERM 10-11 for more information on the DRT process). These data fields may be used by Department of the Interior senior leadership and its Bureaus to discuss projects and whether DRT briefings at key milestones will be required. As a result, Bureaus are expected to keep all fields current and updated at least monthly, with general project information sufficient for senior decision-makers.

- When a Bureau is the lead for an EIS related to a Title 41 of the Fixing America's Surface Transportation Act (FAST-41) project, the project must be entered into both the Database and the Federal Permitting Improvement Steering Council's (FPISC) Permitting Dashboard (<https://www.permits.performance.gov/>). Bureaus should follow FPISC's latest guidance on inputting information into the FPISC Permitting Dashboard.

Updating Information in the Database

Bureaus are responsible for accurate and timely data entry, as well as meeting milestone target dates for all EIS, regardless of whether the DRT process is required. In addition to serving Department and Bureau leadership in consideration of projects and whether DRT briefings at key milestones will be required, the Database also serves as the system for DOI to respond to requests for information on EISs from the Office of Management and Budget (OMB), the Council on Environmental Quality (CEQ), and the FPISC. At a minimum, the information in the Database should be updated by the responsible Bureau within 30 calendar days of the completion of a milestone or within 30 calendar days of when a target milestone is missed. If the EIS is being reviewed by the DRT, Bureaus should ensure that the project's Database entry is up to date prior to scheduling briefings regarding the EIS.

As requests for information are received from OMB, CEQ, and FPISC, OEPC will request that Bureaus update project entries. However, if time does not allow for Bureau updates, the OEPC will run the data request with the information currently available in the Database on behalf of the Department.

Bureau Administrators and Editors

There are two Bureau user types in the Database – administrators and editors. Each Bureau is requested to have at least one Headquarters primary administrator and one backup administrator. The Bureau administrators have access to add, edit, and delete projects related to their Bureau within the Database. Bureau administrators also have the role of approving Bureau editors. After they are approved, Bureau editors will be able to add and edit project information. It is up to the Bureaus to determine who are Bureau administrators and Bureau editors and who is responsible for data entry. Bureaus are responsible for evaluating the list of users in the Database periodically to ensure that those with administrator and editor access should continue to have access. First time users to the Database may register at: <https://ecl.doi.gov/registration/checkuser.cfm>.

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

GENERAL

This memorandum is intended to improve the internal management of the Department. It is not intended to, and does not create any right or benefit, substantive or procedural, enforceable at law or in equity by a party against the United States, its departments, agencies, instrumentalities or entities, its officers, employees, or agents, or any other person. To the extent there is any inconsistency between the provisions of this memorandum and any Federal law or regulations, the laws or regulation will control.