

## NEPA PROCEDURES HANDBOOK

02.2 Processing Environmental Documents

The Planning Staff Officer shall review all environmental documents when the Forest Supervisor, Regional Forester, or Chief is the Deciding Officer. These environmental documents include environmental assessments, draft and final environmental impact statements, decision notices, findings of no significant impact, records of decisions, categorical exclusions, supplements, and revisions.

Processing. Following are the steps to take for review processing:

## 1. Processing scheduling:

a. By October 1 of each year, field unit managers shall submit to the Planning Staff Officer a timetable displaying when environmental documents shall be submitted for review.

b. Timetable shall cover the next fiscal year and recommend reviewing staff officers for each project.

c. The scheduling shall allow adequate time for State consistency reviews, public notices and comment periods before the activity is scheduled to occur.

d. The Planning Staff Officer shall route this schedule to the staff officers.

## 2. Changes to schedule:

a. Shall be submitted to allow adequate time for reviewers to respond.

b. Unit managers shall inform the appropriate staff officers and the Planning Staff Officer of projects requiring short turn around times as soon as possible.

Transmittal Procedures. The environmental documents shall be submitted for review in the following manner:

## 1. Transmittal letter:

a. Signed by Line Officer - District/Monument, or

b. Staff Officer - S.O.

c. Dual file designation.

1) 1950 Planning, and

2) Principle subject.

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d. Contents to include:

- 1) Recommendations, or preferred alternative.
- 2) Staff Officer(s) to be included in review.
- 3) Justification for a shorter than three week turn around

time.

e. Copies required:

- 1) Original or 1 copy of all documents; except, 2 originals of decision document.
- 2) Sufficient copies of any large scale maps needed for review. Refer to 1.d.2).

2. Log in Procedures:

a. The Environmental Coordinator shall log in and coordinate the review of the document.

b. Each document shall be assigned a number reflecting field unit and date submitted.

c. The Environmental Coordinator shall route the document with a review sign-off letter to the necessary Staff Officers within five days of receipt.

d. The Environmental Coordinator shall record in the electronic log when a decision document is signed by the Responsible Official.

3. Reviewing and Routing Procedures:

a. Staff Officers shall review and return the document to the Environmental Coordinator within four days after receipt.

b. The Environmental Coordinator shall consolidate the review letters and present them to the Planning Staff Officer within two days.

c. The Planning Staff Officer shall review the letters and make the appropriate determination:

- 1) Return document for rework,
- 2) Approve document with modifications, or
- 3) Approve document as is.

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## 4. Approval by the responsible official.

a. The Planning Staff Officer will transmit the environmental document to the reviewing officer within two days for action. The environmental document shall be enclosed with a cover letter stating the Planning Staff Officers recommendation for action. The transmittal will include a a cover letter for the responsible officials signature.

b. Within three weeks of its log-in-date, the status of the document will be reported to the originating unit.

c. In cases where the responsible official is the Regional Forester or Chief, the Environmental document will be transmitted to the Regional Foretser enclosed to a cover letter from the Forest Supervisor.

d. The Environmental Coordinator shall record in the electronic log when a decision document is signed by the Responsible Official.