

Memorandum

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Be energy efficient!*

To: ALL DISTRICT DEPUTY DIRECTORS
FOR ENVIRONMENTAL
ALL DISTRICT ENVIRONMENTAL
OFFICE CHIEFS

Date: July 3, 2003

File: EMO

From: 
GARY R. WINTERS
Chief
Division of Environmental Analysis, MS27

Subject: Division of Environmental Analysis (DEA) Review Timeframes for Technical Documents

As part of the DEA's internal performance measures for Fiscal Year 2003/04, effective immediately, I am establishing a target of 15 calendar days for the DEA staff to review technical studies and compliance reports¹ when the following conditions are met:

- For Environmental Impact Statement (EIS) reviews, the District/Region staff has notified the appropriate DEA Environmental Coordinator in accordance with the established EIS review procedures;
- When technical studies or compliance reports supporting a Categorical Exemption/Exclusion (CE) or Negative Declaration/Finding of No Significant Impact (ND/FONSI) are submitted to DEA for review, the District/Region has notified the appropriate DEA branch chief no less than one week in advance that the report is forthcoming and the expected date of receipt;
- The technical study or compliance report follows the standardized document format, if available, for that type of report.
- The technical study or compliance report has undergone the Quality Control review if established for that type of report in the District/Region Quality Control plan.

For EIS reviews, the 15 day review period for technical studies and compliance reports will take place during the DEA Environmental Coordinator's 30-day review of the EIS and will allow the Coordinator to gather the technical specialists' comments and synthesize them into the overall review of the EIS. If you have any questions regarding these target review periods, please call me at 8-453-7136, or Denise O'Connor at 8-453-5157. Thank you.

¹ "Compliance Reports" are documents prepared for compliance with Section 106: the Historic Property Survey Report (HPSR) and supporting reports or Section 7: Biological Assessment (BA), Biological Evaluation (BE), Natural Environment Study (NES) and Natural Environment Study (Minimal Impact)(NES(MI)).