

RMP Scoping Report Format

The following is a suggested format for field offices to use in preparing scoping reports following the completion of scoping to achieve a common and consistent approach meeting minimum requirements. It is recognized that some situations (for example scoping reports dealing with an unusually large number of comments) may require additional content and detail.

Documents should be as brief, concise, and “user-friendly” as possible. Authority for the scoping report can be found at 43 CFR 1610.2(d).

Cover Letter (optional - signed by Field Office Manager)

Introduction

- Overview/purpose and need for the plan (tie to planning evaluation)
- Brief description of the planning area (including a map)
- Brief description of the scoping process (NOI history, meetings, contacts, etc.)
- Cooperating agencies/invitees
- Collaboration with tribes

Issue Summary

- Summary of public comments
- Issues and identified during scoping
- Anticipated decisions to be made
- Issues raised that won't be addressed (including rationale)
- Valid existing management to be carried forward
- Special designations, including nominations

Draft Planning Criteria (include if not previously published in initial notice. Otherwise incorporate by reference)

Data Summary/Data Gaps (include if not previously published in initial notice. Otherwise incorporate by reference)

- Refer to to more detailed lists in prep plan or elsewhere (state that these are available upon request)
- Identify any relevant data provided or identified as available during scoping
- List data gaps identified during scoping

Summary of Future Steps in the Planning Process

- Identify planning process time lines and opportunities for public participation (including webpage address, key contact address and information, etc.)