

## **PEP – ENVIRONMENTAL STATEMENT MEMORANDUM NO. ESM03-3**

To: Heads of Bureaus and Offices

From: Willie R. Taylor, Director  
Office of Environmental Policy and Compliance

Subject: Procedures for Implementing Tiered and Transference of Analyses

The requirements in this Environmental Statement Memorandum (ESM) are being issued under the authority provided to the Office of Environmental Policy and Compliance (OEPC) by 381 Departmental Manual (DM) 4.5B, to convey instructions and guidance through its Environmental Memoranda Series, and by 516 DM 6.2, which authorizes OEPC to provide advice and assistance to the Department on matters pertaining to environmental quality and for overseeing and coordinating the Department's compliance with NEPA, the CEQ Regulations, and 516 DM 4.22, which authorizes OEPC to provide further guidance concerning NEPA.

### 1. Purpose and Scope

The purpose and scope of this memorandum is to provide guidance to bureaus and offices on implementing the tiering and transferring of analyses under NEPA.

### 2. Tiered and Transferred Analyses

Tiered analysis as described in the CEQ Regulations, refers to coverage of general matters in broader documents often including national programs or large geographic areas. These documents are then followed by narrower ones that cover site specific actions within the program or area and incorporate by reference much of the general information contained in the overall document.

Transferred analysis is where environmental impact information learned in one circumstance can be used in the analysis of a similar project or circumstance, thus avoiding duplication of effort. Transferred analysis can be assisted by the exchange of existing information that is often stored in agency libraries and databases.

### 3. Procedures

a. Bureaus should establish a network of communication with Interior and other agencies to share environmental information particularly in the same geographic area.

- b. Bureaus should establish, when possible, common databases of environmental information so that bodies of similar information can be re-used in future environmental impact work.
- c. The types of information bureaus should store and share with other bureaus and agencies are: examples of good and bad documents, sources with contact information, procedures for tiered and transferred analyses, and limits on use of certain information.
- d. Bureaus should seek training for tiered and transferred analyses or provide it to their personnel.
- e. Bureaus should work toward establishing interdisciplinary teams which can provide quick assistance to offices needing help in identifying where tiered and transferred analyses would be appropriate.
- f. When appropriate, bureaus should determine the sufficiency of existing environmental analyses. If an existing analyses is found to be sufficient, that document may be cited in the record of decision without doing additional and duplicate analysis.