



# United States Department of the Interior



## BUREAU OF LAND MANAGEMENT

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Instruction Memorandum No. AK-2011-010  
Expires: 09/30/12

To: Bureau of Land Management (BLM)-Alaska Deputy State Directors,  
District Office Managers, Field Office Managers,  
Office of Pipeline Monitoring Authorized Officer,  
Alaska Fire Service Manager

From: State Director

Subject: National Environmental Policy Act (NEPA) Registers

**Program Area:** The National Environmental Policy Act (NEPA)

**Purpose:** To transmit new guidance regarding content and format consistency of Alaska NEPA Registers. BLM-Alaska uses the NEPA Register as part of its public involvement and notification process.

**Policy/Action:** Use of the following format and associated discussion will provide statewide consistency of NEPA Registers and ensure public notification of NEPA documents.

### **Format**

Post the NEPA Registers for FY2009 and beyond on the BLM Alaska external website in a Communiqué table. Title the table, "NEPA Registers" (not "NEPA Logs" or any other name). The State Office, Office of Pipeline Monitoring, and each Field Office will create a NEPA Register for each fiscal year.

For each new entry, create a new row at the top of the register (not at the bottom), so that the most recent additions are at the top of the list. Include NEPA documents that span one or more fiscal years or Field Offices in all applicable NEPA Registers. For example, if an Environmental Assessment (EA) starts in FY10, but will not finish until FY11, the FY10 NEPA Register should refer the reader to the FY11 NEPA Register in the "Status of NEPA Review" column in the NEPA Register.

Include the following columns in the NEPA Register (refer to the sample NEPA Register entries at the end of this memo):

1. NEPA Document Number: Number the NEPA documents in accordance with IM-2008-199- Change 1, “Numbering convention for Bureau of Land Management (BLM) documents developed to comply with the National Environmental Policy Act (NEPA),” which you can access at :  
[http://www.blm.gov/wo/st/en/info/regulations/Instruction\\_Memos\\_and\\_Bulletins/national\\_instruction/2009/IM\\_2008-199\\_ch1.html](http://www.blm.gov/wo/st/en/info/regulations/Instruction_Memos_and_Bulletins/national_instruction/2009/IM_2008-199_ch1.html)
2. Case File Number (if applicable): Case file numbers apply to some programs (e.g., lands, minerals); use “N/A” if not needed.
3. Applicant: For NEPA documents generated externally, fill in name of applicant, i.e., “State of Alaska”; for documents generated internally, use “BLM.”
4. Proposed Action: Use a title or short summation rather than a long description. For example, “Disclaimers of interest on submerged lands beneath navigable waters,” or “Programmatic Emergency Stabilization and Rehabilitation Plan.”
5. Affected Area: Use a brief, specific area location, such as “Northeast portion of the National Petroleum Reserve-Alaska,” or “35 miles northeast of Chicken, AK.” Do not use only the legal description; describe the general location of the action to the public.
6. NEPA Review Status: Include the status of the review. Documents such as Categorical Exclusions (CXs) may only require the entry “Complete” in this field; for longer-lived documents, update the status as information becomes available, such as “Notice of Intent published,” or “Draft Environmental Impact Statement Published/Public Comment Period ends January 15, 2011.”

### **Contact Information**

At the bottom of the NEPA Register web page, include the name and phone number of the Office of the authorized officer (e.g., Anchorage Field Office, Office of Pipeline Monitoring, or Alaska State Office); do not include an individual employee’s contact information.

### **Public Access to NEPA Register Documents**

For each NEPA Document Type (see table below for a list of “Documents to link to on NEPA Register”), post a live link in the NEPA Document Number column to the document in your NEPA Register. Use PDF format for the linked documents. The PDF document should be accessible and comply with Section 508 of the Rehabilitation Act. Instead of linking to a live document, you may link the NEPA Register to a project’s website if the NEPA documents are available on that project website. Activate live links within five (5) business days of any triggering action, as outlined in the table below (see “When to update NEPA Register”).

### Documents to include in the NEPA Register

NEPA document type	When to add notice to NEPA Register	When to update NEPA Register	Documents to link to on NEPA Register
EIS (DEIS, FEIS, and ROD)	When NOI is published	<ul style="list-style-type: none"> <li>• Announce scoping period</li> <li>• DEIS published</li> <li>• Announce public comment period</li> <li>• FEIS Published</li> <li>• ROD is signed</li> </ul>	<ul style="list-style-type: none"> <li>• DEIS</li> <li>• FEIS</li> <li>• ROD</li> </ul>
EA (FONSI and DR)	At the beginning of the process when the NEPA number is assigned	<ul style="list-style-type: none"> <li>• Scoping and comment periods (if provided)</li> <li>• When FONSI is signed</li> <li>• When DR is signed</li> </ul>	<ul style="list-style-type: none"> <li>• Preliminary EA</li> <li>• Final EA</li> <li>• FONSI</li> <li>• DR</li> </ul>
CX	When signed	N/A	<ul style="list-style-type: none"> <li>• CX documentation</li> <li>• Decision document</li> </ul>
DNA	When signed	N/A	<ul style="list-style-type: none"> <li>• DNA documentation</li> <li>• Decision document (if a new decision is made)</li> </ul>

#### Acronyms

EIS-Environmental Impact Statement

DEIS-Draft Environmental Impact Statement

FEIS-Final Environmental Impact Statement

EA-Environmental Assessment

ROD-Record of Decision

DNA-Determination of No Action

NOI-Notice of Intent

FONSI-Finding of No Significant Impact

DR-Decision Record

N/A-Not Applicable

CX-Categorical Exclusion

### Sample NEPA Register entries

NEPA Document Number	Case File Number	Applicant	Proposed Action	Affected Area	Status of NEPA Review
<a href="#">DOI-BLM-AK-F010-2010-0002-DNA</a>	AA-88253	BLM	Oil and gas lease sale in the Northeast National Petroleum Reserve-Alaska (NPR-A)	Northeast portion of the NPR-A	Complete
<a href="#">DOI-BLM-AK-9630-2010-0007-CX</a>	AA-085787	State of Alaska	Disclaimers of interest on submerged lands beneath navigable waters	Stikine River (Southeast Alaska)	Complete
<a href="#">DOI-BLM-AK-F020-2010-0021-EA</a>		Rugged Rover Outfitters	Special Recreation Permit	35 miles northeast of Chicken, AK	In Progress – Accepting Public Comment through 1/15/2011

For further information, contact the BLM-Alaska Public Room at (907) 271-5960.

**Timeframe:** Effective immediately.

**Budget Impact:** Minimal budget impacts are anticipated with the implementation of this Policy.

**Background:** The BLM NEPA Handbook (H-1790-1) requires public involvement and public notice related to development of NEPA documents. The BLM-Alaska NEPA Register process meets minimum public involvement and notice requirements for EAs, DNAs, and CXs.

**Coordination:** This IM is a re-issue of IM AK-2009-008 and was coordinated with the Alaska State Office of Communications. The direction in the 2009 IM was coordinated with the Anchorage and Fairbanks District Offices.

**Contact:** For more information related to this IM, please contact Caron McKee, Writer/Editor, 907-271-4208 or Jolie Pollet, Supervisory Planner and Environmental Coordinator, 907-271-5546.

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