



United States Department of the Interior



BUREAU OF LAND MANAGEMENT
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December 18, 2009

Instruction Memorandum No. AK-2009-008
Expires: 09/30/2009

To: Bureau of Land Management (BLM)-Alaska Deputy State Directors, District Office
Managers, and Field Office Managers

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. The NEPA Register is part of the public involvement and notification process employed by the BLM-Alaska.

Timeframe: Effective Immediately

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

Signed by:
Julia Dougan
Associated State Director

Authenticated by:
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2 Attachments

- 1 – NEPA Guidelines and Format (2 pp)
- 2 – Sample NEPA Register

NEPA Guidelines and Format

To provide statewide consistency of NEPA Registers, the following guidelines and format shall be used:

Format

NEPA Registers for FY 2009 and beyond shall be posted on the BLM Alaska external website in a Communique table, and shall be titled “NEPA Registers,” (not “NEPA Logs” or any other name). NEPA Registers for previous fiscal years are encouraged, but not required to be in the Communique table format.

The table shall include the following columns (a sample table is provided at the end of this memo):

1. **NEPA Document Number:** NEPA Documents shall be numbered in accordance to IM-2008-199, “Numbering convention for Bureau of Land Management (BLM) documents developed to comply with the National Environmental Policy Act (NEPA),” which can be accessed at http://www.blm.gov/wo/st/en/info/regulations/Instruction_Memos_and_Bulletins/national_instruction/20080/IM_2008-199.html.
2. **Case File Number (if applicable):** Case file numbers apply to some programs (e.g., lands, minerals); if not needed, use “N/A.”
3. **Applicant:** For externally-generated documents, fill in name of applicant, i.e., “State of Alaska”; for internally-generated NEPA documents, use “BLM.”
4. **Proposed Action:** A long description is not needed; a title or short summation will suffice; 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 “Tanana River (Interior Alaska) Muddy River in Section 12 S 21 W, FM,” or “Northeast portion of the National Petroleum Reserve – Alaska.”
6. **NEPA Review Status:** Documents such as Categorical Exclusions (CXs) may only require the entry “Complete” in this field; for longer-lived documents, update status as information is available, such as “Notice of Intent published,” or “Draft Environmental Impact Statement Published/Public Comment Period ongoing,” etc.

Create a new row at the top of the table for each new entry (rather than at the bottom), so the most recent additions show up first and are easier to find.

Public access to NEPA Register Documents

The NEPA Document Number shall contain a live link to the actual document, when complete, in 508 compliant portable document format (PDF), or to the document’s website if one exists. Individual PDF documents may be housed in the Communique Media Library.

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 or Alaska State Office); do not include an individual employee's contact information.

Documents to include in the NEPA Register, and when to add them

Type of NEPA Document	When to Add to NEPA Register	When to update NEPA Register
EIS (including DEIS, FEIS, and ROD)	When NOI is published	<ul style="list-style-type: none"> • DEIS published • Comment Period Ends • FEIS Published • ROD is signed
EA (including FONSI and DR)	When NEPA number is assigned, at the beginning of the process	<ul style="list-style-type: none"> • Comment period (if one is provided) • When FONSI is signed • When DR is signed
CX	When signed	N/A
DNA	When signed	N/A

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

Creating NEPA Register Tables Annually

Offices with a large quantity of entries in their NEPA register are encouraged to create a separate table for each fiscal year. All previous years' registers should be available online for five years, starting in FY 2008 and beyond; if earlier years' registers are available, it is encouraged that they be posted as well.

Sample NEPA Register

NEPA Document Number	Case File Number	Applicant	Proposed Action	Affected Area	Status of NEPA Review
DOI-BLM-AK-930-2008-0002-DNA	AA-88253	BLM	Oil and gas lease sale in the Northwest National Petroleum Reserve - Alaska	Northwest portion of the National Petroleum Reserve - Alaska	Complete
DOI-BLM-AK-930-2008-0001-EIS	N/A	BLM	Northeast National Petroleum Reserve - Alaska Final Supplemental Integrated Activity Plan/Environmental Impact Statement	Northeast portion of the National Petroleum Reserve - Alaska	Complete
DOI-BLM-AK-920-2008-0001-CX	AA-085787	State of Alaska	Disclaimers of interest on submerged lands beneath navigable waters	Stikine River (Southeast Alaska)	Complete

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