

Oil and Gas Lease Sale District Office Checklist:

Field Office (FO)
District Office (DO)
Lease Sale Date:

Step:	Date Completed:	Action:
1	_____	Pre-Planning Coordination meeting with Deputy State Director, Minerals Management (DSD), and District Manager (DM). (DSD will decide if a pre-planning call is needed)
2	_____	DO and FO receive parcel list and shapefiles from Nevada State Office (NVSO) DO sets timeline dates for project: Tribal Consultation; Draft Environmental Assessment (EA); 30-day public comment period; EA/Decision Record (DR)/Finding of No Significant Impact (FONSI) to meet (NVSO) deadline. (BE SURE TO ACCOUNT FOR ADDITIONAL TIME DUE TO THE INCREASE IN PUBLIC COMMENTS)
3	_____	
4	_____	Hold internal scoping meetings for appropriate FOs
5	_____	Management coordination call with DSD
6	_____	Complete District wide Cultural Resources Inventory Needs Assessment (CRINA)
7	_____	Create a parcel map for scoping and tribal consultation
8	_____	Send out tribal consultation letters (30 day reply)
9	_____	Create parcel areas based on similar geographical locations Specialists conducts site inspection visits for each parcel group and completes parcel site inspection forms (created by each District). Documents site inspection forms with comments, photos and Geographic Information System (GIS) photo stops shapefile and completes forms to include information for questions that cannot be answered by using just field notes, GIS, Resources Management Plans, etc.
10	_____	
11	_____	National Environmental Policy Act (NEPA) status (Mid-point) call with DSD
12	_____	Submit a list of any parcels that have more than 75% No surface Occupancy (NSO) stipulation (via email) to the NVSO for a "takings" determination.
13	_____	Prepare parcel stipulations and notices for NVSO.
14	_____	Begin drafting proposed action for EA
15	_____	Hold Interdisciplinary Parcel Review Team (IDPR) meeting to discuss issues and decide which specialist is to write respective sections of the EA.
16	_____	Send draft EA out for 2 week internal review Post draft EA in ePlanning for 30 day public comment period and send link or EA copy to people directly affected by sale. Notify Chief, Branch of Minerals Adjudication (via email) that it is posted.
17	_____	
18	_____	Incorporate and or address all substantive comments in EA document. Submit final EA, DR, FONSI (unsigned) (per section 1790, 40 CFR 1501.4 Delegation of Authority)) with stipulations and suggested parcel deferral list to NVSO by due date.
19	_____	