



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Wyoming State Office

P.O. Box 1828

Cheyenne, Wyoming 82009-1828



IN REPLY REFER TO:

1792 (930) P

January 7, 2010

EMS TRANSMISSION: January 11, 2010
Instruction Memorandum No. WY-2010-014
Expires: 9/30/2011

To: District Managers

From: State Director

Subject: Update of the Review Procedures of Environmental Documents

Following recent discussions with the State of Wyoming's Planning Coordinator and staff, we have agreed to update the review procedures of environmental documents to reflect the State's current staffing. This Instruction Memorandum (IM) is a re-issue of WY-2004-027 with the exception of the following information: e-mail addresses for several State agencies contacts have been updated and the Wyoming Department of Transportation has been added to the matrix and addresses.

The following environmental documents for review are to be sent to State agencies listed:

1. All Resource Management Plan Environmental Impact Statements (EIS), including Draft and Final EISs;
2. All project EISs including Drafts and Finals;
3. Major Environmental Assessments (EA) for significant Activity Plans (i.e., Allotment Management Plans, Herd Management Plans, etc.), unique proposals, or other actions deemed significant by the Field Manager or specifically requested by State agencies.

Effective immediately: Send one copy of all environmental documents requiring review directly to each of the appropriate State agencies. A matrix (Attachment 1) showing which State agencies desire to review copies of EAs addressing actions proposed for BLM-administered lands and minerals is attached. An updated list of the State agency addresses and electronic mail contacts are also included (Attachment 2). Please note, one copy of the environmental document will always be sent to the State Planning Coordinator, the State Department of Game and Fish, State Historic Preservation Office (SHPO), Department of Agriculture, and the Office of State Lands and Investments. Field Offices will continue to send review and comment copies of environmental documents to their associated regional Game and Fish offices as before.

The State would prefer an electronic copy of the environmental document be sent to the electronic inboxes of the contacts listed on Attachment 2. To comply with BLM e-mailing conventions, only send electronic documents through the mail if they meet the BLM email size requirements. Sending large electronic documents to many recipients at once using a mailing list can create a multiplier effect. Therefore, when working with large documents (3 Megabytes or larger), first send an electronic message to the recipient notifying them that the document is available for viewing on line or as a compact disc (CD). In the message, note the website address where the document may be viewed. The State's second preferred medium would be to have a CD sent to the individual State agencies. Provide a statement in your message that directs the recipient to request that a CD version be sent to the reviewer(s) through the mail.

If neither of these electronic media is available, a printed "hardcopy" paper format may be sent.

When transmitting an environmental document to the State, place in the upper right corner of the memorandum or in the subject line in an electronic message, the number used in the NEPA Registers to aid in tracking.

Provide the State with the same comment period that you have established for public review. The individual State agencies will send comments directly to the requesting Field Office with a copy of their comments sent to the State Planning Coordinator. If no comments are provided by the State agencies within the allotted time assume no comments will be provided and move forward with the NEPA process.

This procedure will also apply to the 60-day consistency review period by the Governor required for Resource Management Plans 43 CFR 1610.3-2e.

If you have any questions or need more information about this process, contact Ken Peacock, at 307-775-6329.

Signed by:
Donald A. Simpson
State Director

Authenticated by:
Pamela D. Hernandez
Wyoming Central Files

2 Attachments:

- 1 – Agency Addresses and Contacts (3 pp.)
- 2 – Document Request Matrix (1 p.)

State of Wyoming
Agency Addresses & Contacts
For Environmental Documents

State Planning Office

Herschler Building, 1st Floor East
122 West 25th Street, Cheyenne, WY 82002
sfurtn@state.wy.us (Steve Furtney); mhayes2@state.wy.us (Melissa Hayes)

Office of State Lands & Investments

Herschler Building, 3rd Floor West
122 West 25th Street, Cheyenne, WY 82002
schild@state.wy.us (Susan Child)

Department of Agriculture

2219 Carey Avenue, Cheyenne, WY 82002
mmacdo@state.wy.us (Michelle MacDonald)

Department of Environmental Quality

Air Quality Division

Herschler Building, 4th Floor West
122 West 25th Street, Cheyenne, WY 82002
mstoll@wyo.gov (Mike Stoll); kbott@wyo.gov (Kelly Bott)

Land Quality Division

Herschler Building, 3rd Floor West
122 West 25th Street, Cheyenne, WY 82002
dmcken@wyo.gov (Don McKenzie)

Water Quality Division

Herschler Building, 4th Floor West
122 West 25th Street, Cheyenne, WY 82002
mconra@wyo.gov (Mark Conrad); dwater@wyo.gov (David Waterstreet)

Solid and Hazardous Waste Division
Herschler Building, 4th Floor West
122 West 25th Street, Cheyenne, WY 82002
canders@wyo.gov (Carl Anderson)

Industrial Siting Division
Herschler Building, 4th Floor West
122 West 25th Street, Cheyenne, WY 82002
tschro@wyo.gov (Tom Schroeder)

Administration
Herschler Building, 4th Floor West
122 West 25th Street, Cheyenne, WY 82002
tparfi@wyo.gov (Todd Parfitt); dclark@wyo.gov (Dan Clark)

Game & Fish Department
5400 Bishop Boulevard, Cheyenne, WY 82006
gwen.booth@wgf.state.wy.us (Gwen Booth)

Oil & Gas Conservation Commission
P.O. Box 2640, Casper, WY 82602-2640
gstron@state.wy.us (Gary Strong); tdoll@state.wy.us (Thomas Doll)

State Historic Preservation Office
Barrett Building, 3rd Floor
2301 Central Avenue, Cheyenne, WY 82002
nlenz@state.wy.us (Natalya Lenz); rcurri@state.wy.us (Richard Currit);
Hopkins@uwyo.edu (Mary Hopkins)

Wyoming Business Council – West Central Region
213 West Main Street, Suite C
Riverton, WY 82501
Roger.bower@wybusiness.org (Roger Bower)

State Engineer's Office
Herschler Building, 4th Floor East
122 West 25th Street, Cheyenne, WY 82002
jpring@seo.wyo.gov (Jodee Pring); slowry@seo.wyo.gov (Sue Lowry)

State Geological Survey

P.O. Box 1347, Laramie, WY 82073

rsurdam@uwyo.edu (Ron Surdam); verploeg@uwyo.edu (Alan Verploeg)

State Parks, Historic Sites, and Trails

Barrett Building, 4th Floor

2301 Central Avenue, Cheyenne, WY 82002

cchris@state.wy.us (Christy Christensen); tthibo@state.wy.us (Todd Thibodeau);

dbravo@state.wy.us (Dominic Bravo)

Travel & Tourism

1520 Etchepare Circle, Cheyenne, WY 82007

Vicki.morris@visitwyo.gov (Vicki Morris);

Diane.shober@visitwyo.gov (Diane Shober)

Water Development Commission

6920 Yellowtail Road, Cheyenne, WY 82002

jwade@state.wy.us (Jon Wade); pogle@state.wy.us (Phil Ogle)

Department of Revenue, Ad Valorem Tax

Herschler Building, 2nd Floor West

122 W. 25th Street, Cheyenne, WY 82002

kuhric@state.wy.us (Ken Uhrich)

Wyoming State Forestry Division

1100 West 22nd Street, Cheyenne, WY 82002

bcraps@state.wy.us (Bill Craps); bhaage@state.wy.us (Bill Haagenson)

Wyoming Department of Transportation

5300 Bishop Boulevard, Cheyenne, WY 82009

Timothy.stark@dot.state.wy.us (Timothy Stark);

pat.collins@dot.state.wy.us (Pat Collins)

Wyoming Livestock Board

1934 Wyoott Drive, Cheyenne, WY 82002

Jlogan1@state.wy.us (Jim Logan); rkrako@state.wy.us (Renea Krakow)

DOCUMENT REQUEST MATRIX	WY G & F; SHPO; Dept. of Ag.; St. Planning Office; St. Lands & Inv.	DEQ- Air Quality	DEQ - Water Quality	DEQ - Land Quality	DEQ - Solid and Hazardous Waste	DEQ - Industrial Siting	DEQ - Administration	Geological Survey	State Engineer	O & G Commission	Forestry	Dept. of Revenue	State Parks, Historic Sites, and Trails	Water Development Commission	Travel & Tourism	WY Livestock Board	WYDOT	WY Business Council
Resource Mngmt. Plans	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X	X
Lands & Realty (<i>Acquisitions, Disposal, Withdrawals, Use Authorizations- Major, and Wind Energy Dev.</i>)	X		X	X		X	X	X				X	X		X		X	X
O&G Proj. Dev./Geophysical	X	X	X	X			X	X	X	X		X		X			X	X
Saleable/Leaseable Minerals	X	X	X	X			X	X									X	X
Hydropower	X		X	X		X	X	X	X			X		X				X
Range Management (Renewals/S&G's, Transfers, and Allotment Plan Mngmt. Plans)	X		X	X			X									X		X
Wild Horse & Burro Mngmt.	X														X	X		X
Forest Mngmt. /Fuels /Fire	X	X	X				X				X		X		X		X	X
Travel, Recreation, Visitor Use, OHV Mngmt.	X		X								X	X	X		X		X	X
H2O Resource, Air Quality Activity Plans	X	X	X	X			X	X	X		X			X			X	X
Fisheries & Wildlife Activity Plans	X		X	X							X					X	X	X
Threatened & Endangered Species Activity Plans	X		X	X			X	X	X		X			X			X	X
Paleontological, Cultural Resources & Heritage Activity Plans	X			X				X			X		X	X	X		X	X