U.S. Department of the Interior

Office of Environmental Policy and Compliance

National Environmental Policy Act (NEPA) and Permit Tracking Database

User Guide for Bureau/Office Administrators and Editors

May 2018
Draft Version

Table of Contents

1. About the Database and Project Types

The National Environmental Policy Act (NEPA) and Permit Tracking Database (Database) includes information on projects for which:

- A bureau/office is the Lead Federal agency for an environmental impact statement (EIS), or
- A bureau/office is a cooperating agency or participating agency for projects that fall under Title 41 of the Fixing America's Surface Transportation (FAST-41) or Executive Order (EO) 13807, *Establishing Discipline and Accountability in the Environmental Review and Permitting Process for Infrastructure Projects.*

The Database is not capturing information on proposed project environmental review and permitting processes for which:

- Another federal agency is the lead agency for NEPA on non-FAST-41 or non-EO 13807 projects,
- Environmental assessments (EAs), or
- Categorical exclusions.

2. User Types

There are four types of users for the Database: Readers, Bureau/Office Editors, Bureau/Office Administrators, and Database Administrators.

Readers

Any employee that is on the Department's network, will be able to access the Database and see the summary page and attachment for projects. Readers do not have the access to enter or edit projects in the Database. Readers do not need to register to see the Database content. To see the Database, Readers can go to: https://ecl.doi.gov/nepadocs.cfm.

Bureau/Office Editors

Bureau/Office Editors must register for the Database and be approved for access. After they are approved, Bureau/Office Editors will be able to enter and edit project information in the Database. Bureau/Office Editors will need to log into the Database to enter and edit project information. To log into the Database, go to: https://ecl.doi.gov/login.cfm.

Bureau/Office Administrators

Each bureau/office is to designate at least one Headquarters primary Bureau/Office Administrator and one backup Bureau/Office Administrator. The Bureau/Office Administrators have access to enter and edit all projects related to their bureau or office. Bureau/Office Administrators also have the role of approving Bureau/Office Editors. Each Agency's Bureau/Office Administrator is responsible for identifying users from their agency and assisting them in gaining access to the Database to enter/edit project information.

Database Administrators

Staff from the Office of Environmental Policy and Compliance (OEPC) and the DOI Office of the Chief Information Officer (OCIO) are Database Administrators. Database

Administrator's roles include: approval of Bureau/Office Administrators, management of data fields, and maintaining and making modifications to the database, as needed.

3. OEPC Contact

If you have any questions or need assistance regarding data entry or NEPA documents, please contact Cheryl Kelly of the Office of Environmental Policy and Compliance, at cheryl_kelly@ios.doi.gov or 202-208-7565 for assistance.

4. When to Enter and Update Data in the Database

Environmental Review Memorandum (ERM) 10-09 provides instruction on what information should be entered into the Database and when that data should be updated. The current version of the ERM will be located at: https://www.doi.gov/oepc/resources/environmental-memoranda-series.

ERM 10-09 states:

For bureau or office led EISs, a project must be entered into the Database once a bureau or office has developed the project timeline and prior to the publication of a Notice of Intent. The project timeline must be uploaded into the Database at the time the project is entered. If you are co-lead with another bureau, the bureau or office that is the main point of contact for the project is responsible for database entry.

For FAST-41 projects, review and permitting actions will be entered into the Database once the Coordinated Project Plan has been developed and posted in the Federal Permitting Dashboard (Dashboard) and not later than 60 days after initiation as a covered project. Bureaus/Offices will be responsible for entering data in both the Database and the Dashboard and ensuring that the same data is in both systems.

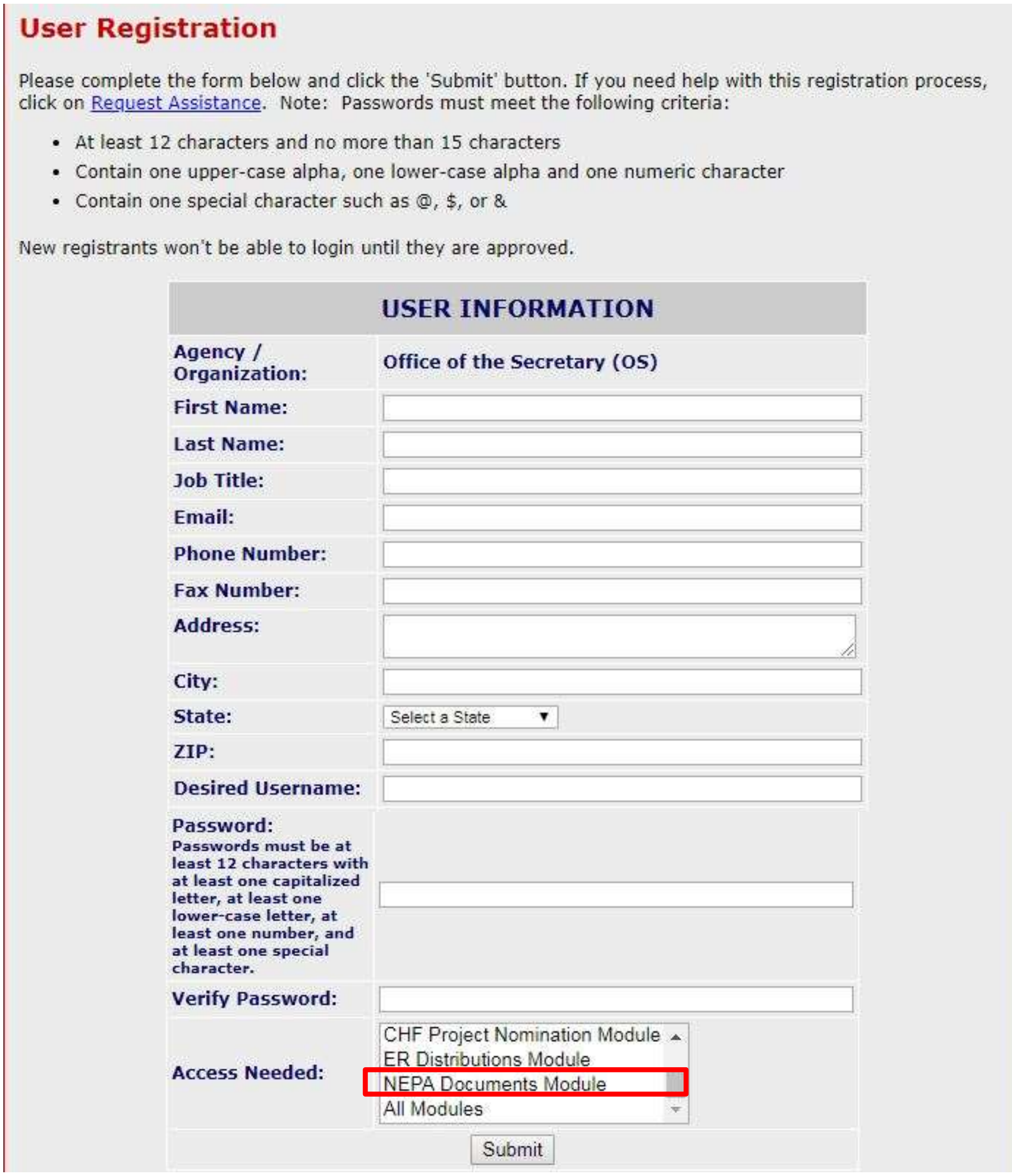
For EO 13807 projects, review and permitting actions will be entered into the Database once the Permitting Timetable has been established and the project is in the Dashboard. Bureaus/Offices will be responsible for entering data in both the Database and the Dashboard and ensuring that the same data is in both systems.

Each project entry should only be added once into the Database. Bureaus/offices should search for the project prior to entering any data to ensure that the project is not entered into the Database more than once.

The information in the Database should be updated by the responsible bureau or office on a quarterly basis (March, June, September, and December). However, other guidance for FAST-41 or EO 13807 projects may require more frequent information updates. Bureaus and offices should follow the update requirements outlined in guidance for those types of projects. Bureaus and offices should also ensure that the project's Database entry is up to date prior to scheduling any Headquarter briefings regarding the project.

5. Registration

To access the database as a Bureau/Office Administrator or Editor, you will need to register for the Database, if you are not already in the system. Registration can be found on the log-in page of the Database: https://ecl.doi.gov/login.cfm. Click the "Register Here" button in the top left of the log-in page. The graphic below shows the registration form to be filled out; please ensure that you pick "NEPA Documents Module" for the "Access Needed" field.



User Registration

Please complete the form below and click the 'Submit' button. If you need help with this registration process, click on Request Assistance. Note: Passwords must meet the following criteria:

- At least 12 characters and no more than 15 characters
- Contain one upper-case alpha, one lower-case alpha and one numeric character
- Contain one special character such as @, $, or &

New registrants won't be able to login until they are approved.

USER INFORMATION	
Agency / Organization:	Office of the Secretary (OS)
First Name:	
Last Name:	
Job Title:	
Email:	
Phone Number:	
Fax Number:	
Address:	
City:	
State:	Select a State
ZIP:	
Desired Username:	
Password: Passwords must be at least 12 characters with at least one capitalized letter, at least one lower-case letter, at least one number, and at least one special character.	
Verify Password:	
Access Needed:	CHF Project Nomination Module ER Distributions Module NEPA Documents Module All Modules
	Submit

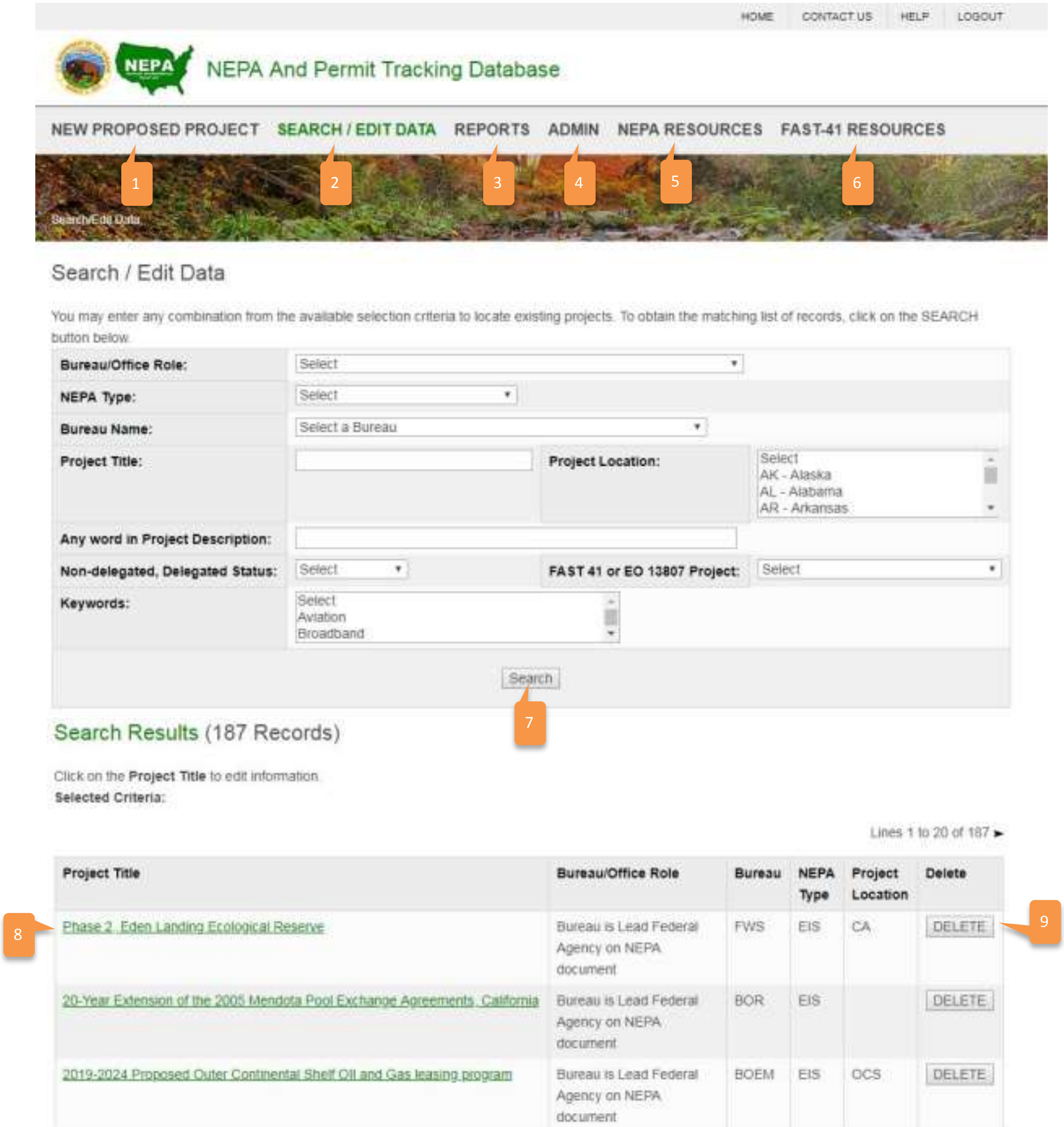
After you hit "Submit," OEPC or the Bureau/Office Administrator will receive an email with the registration request; you will be copied on this email. You will receive a second email once you have been approved for access to the Database.

6. Accessing the Database and Logging In

To access the Database go to: https://ecl.doi.gov/login.cfm. If you registered as a Bureau/Office Administrator or Editor, you can access the Database by logging in. If you are Reader, you can access the list of projects by clicking "here" link in the "To view the NEPA and Permit Tracking Database, click here" sentence or by clicking on the "NEPA Documents" tab at the top of the screen.

7. Search/Edit Data

After logging into the Database, you will come to the Search/Edit Data page.



Key features include:

1. **New Proposed Project**: Click on the "New Proposed Project" tab to add a new project to the Database. Please search for a project prior to adding a new project to ensure the project is not already in the Database.

2. **Search/Edit Data**: This is the page shwon; you can select this tab to get back to the Search/Edit Data page from a different page. Use this page to find an existing project and to select an existing project for editing.
3. **Reports**: In this tab, you will find the available reports to run on the data within the Database.
4. **Admin**: In this tab, Bureau/Office Administrators can approve Bureau/Office Editors by selecting "Manage User Information." See Section 10 for more information on this function.
5. **NEPA Resources**: In this tab, you will find the available NEPA Resources to assist bureaus and offices with NEPA documents.
6. **FAST-41 Resources**: In this tab, you will find the available FAST-41 Resources to assist bureaus and offices with FAST-41 projects.
7. **Search**: To find a specific project entry, use the search fields to locate the project. You can fill out one or more fields to narrow down the list of projects.
8. **Project Title link**: To see an existing project entry, click on the Project Title. After you click on the project, you will be able to edit the project information.
9. **Delete**: Clicking this button will remove a project from the Database.

8. New Proposed Project

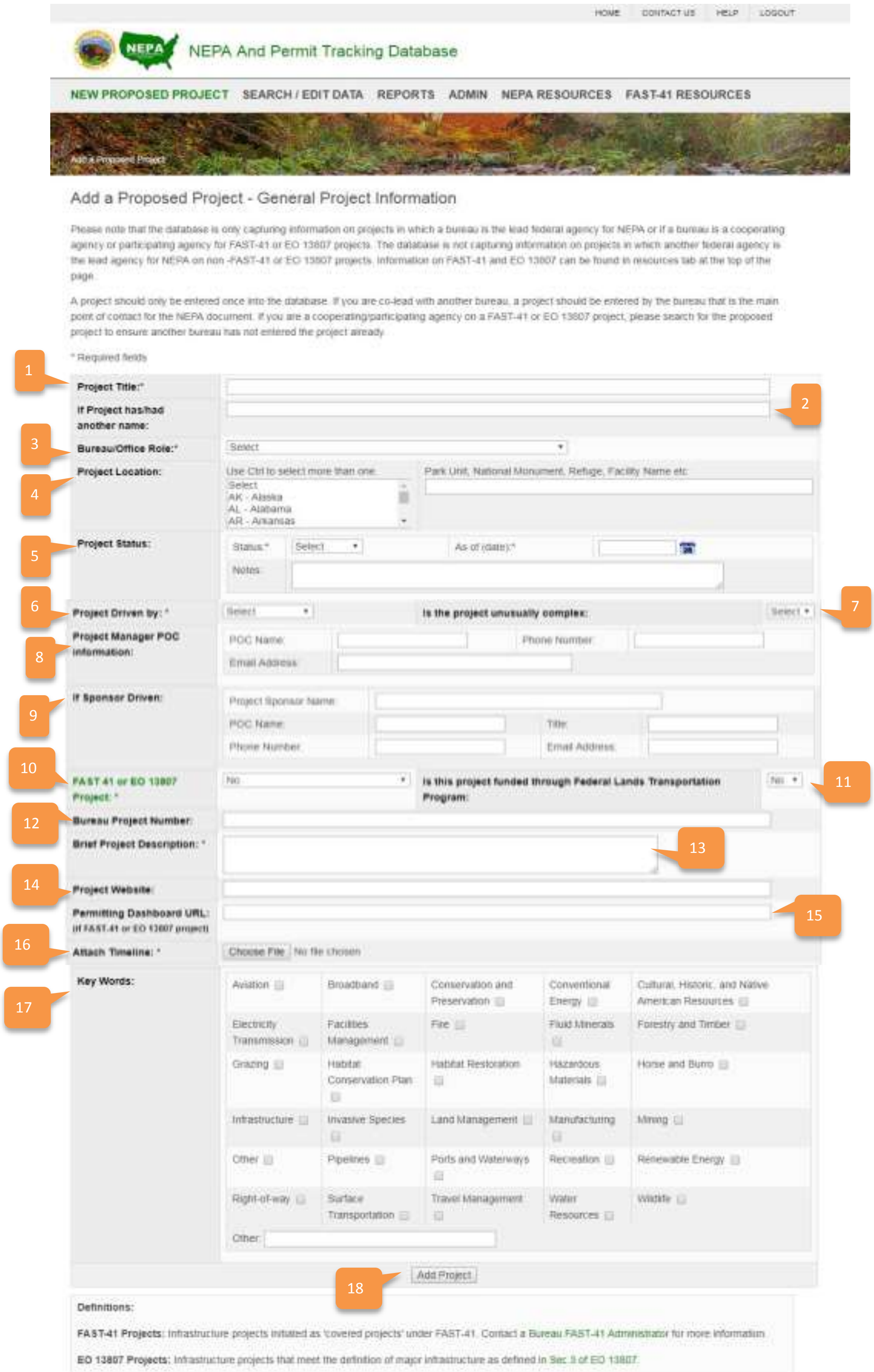
The following sections outline the process used to create a Database project entry or to edit an existing project. To add a new project to the Database, select the "New Proposed Project" tab on the top left corner.

For projects in which a bureau/office is the Lead Federal Agency for the NEPA document, there are 6 tabs of information that will need to be filled out; those tabs are: General Project Information, NEPA documentation information, Additional NEPA documentation information, Project Permitting – DOI-Bureau Actions, Additional Permitting – Non-DOI Actions; and Attachments.

For projects in which a bureau/office is a cooperating or participating agency for a FAST-41 or EO 13807 project, there are 4 tabs of information that will need to be filled out; those tabs are: General Project Information, Additional Information, Project Permitting – DOI-Bureau Actions, and Attachments.

Regardless of your bureau or office role, the first tab you'll come to for data entry is the General Project Information Page.

8.1 General Project Information Page



*Indicates a required field

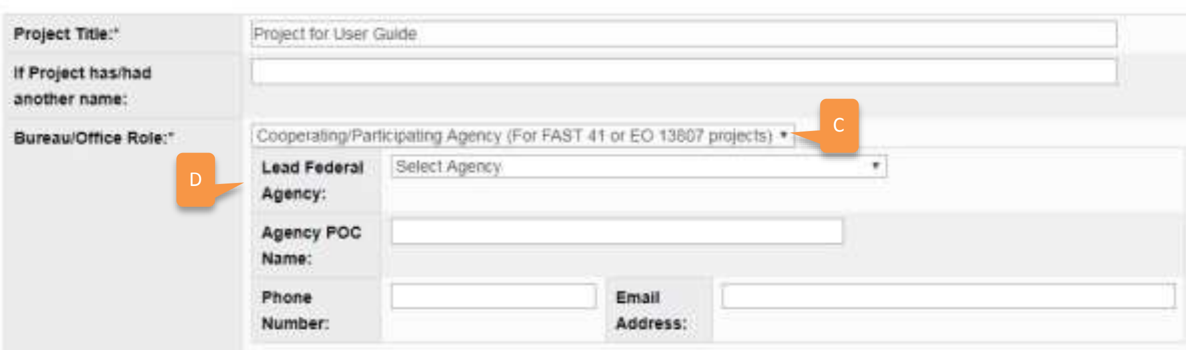
1. **Project Title***: Enter the name of a project into the field. This field is required in order to initiate a project entry. Do not duplicate titles for different segments of the same project. Each segment should include key details or numbers that differentiate each entry, such as using Phase I and Phase II.

2. **If Project has/had another name**: Occasionally, the project title changes or the project has multiple names, if that occurs, enter the old project title or additional title in this field.

3. **Bureau/Office Role***: In the dropdown select the Bureau/Office Role; the two options are “Bureau is Lead Federal Agency on NEPA document,” and “Cooperating/Participating Agency (For FAST 41 or EO 13807 projects).” Depending on what you choose, additional information is requested for input.

A. **Bureau is Lead Federal Agency on NEPA Document**: Select “Bureau is Lead Federal Agency on NEPA Document” for projects that your bureau/office is conducting an EIS and is designated the Lead Federal Agency consistent with 40 CFR 1501.5.

B. **NEPA Type**: The Database is currently only capturing information for bureau/office EISs. At this time, “Environmental Impact Statement” is automatically selected for NEPA type and no other option is available.



C. **Cooperating/Participating Agency (For FAST 41 or EO 13807 projects)**: Select “Cooperating/Participating Agency (For FAST 41 or EO 13807 projects)” when your bureau/office is involved in a FAST-41 or EO 13807 project in which another Federal agency is the Lead Federal Agency for the NEPA document.

   Note: You should only be inputting information when the other Federal Agency is a non-DOI bureau/office. If you are a cooperating/participating agency on a FAST-41 or EO 13807 project where a DOI bureau/office is the lead, that bureau/office is responsible for inputting the information.

D. **Lead Federal Agency**: From the dropdown list select the Federal agency that is the Lead Federal Agency for the FAST-41 or EO 13807 project. After selecting the Federal agency, type in the point of contact at the Federal agency for the project, including name, phone number, and email address.

4. **Project Location**:

- **States**: Scroll down to select where your project is located. You can select multiple locations by using the "Ctrl" button. The scroll down includes all 50 states, the Outer Continental Shelf, the Gulf of Alaska, the Gulf of Mexico, Guam, Nation-wide, Puerto Rico, the Virgin Islands, and the Pacific Territories. The Pacific Territories should be selected for any project located on the American Samoa, the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, the Republic of Marshall Islands, and the Republic of Palau. If Nation-wide is selected, no other state should be selected.

- **Park Unit, National Monument, Refuge, Facility Name etc**: In the field provided, enter the bureau/office property or facility name where the project will be located.

5. **Project Status**:

- **Status***: From the dropdown, select the current project status. The dropdown includes: cancelled, completed, in progress, paused, and planned. After submitted, a status can be changed when editing the project information. The statuses are defined as follows:

    - Cancelled – work on the project has been stopped and is not expected to restart at any point in the future.
    - Complete – all work on the project has been performed and a decision rendered.
    - In Progress – at least one action and/or related milestone is underway.
    - Paused – work on the project has stopped but is anticipated to restart in the future.
    - Planned – a project timeline, permitting timetable, or coordinated project plan has been developed but no milestones for the project are underway.

- **As of (date)** *: Enter the date that the current status started. The date should be in MM/DD/YYYY format.

- **Notes**: Enter any information that you find pertinent to the status.

6. **Project Driven by***: Use the dropdown to select if the project is "Bureau/Office Driven" or "Sponsor Driven."

7. **Is the project unusually complex**: Select "Yes" or "No" from the dropdown regarding if the project is unusually complex. Refer to the Deputy Secretary's

Memorandum on Additional Direction for Implementing Secretary's Order 3355, dated April 27, 2018, when determining if a project is unusually complex.

8. **Project Manager POC Information**: Provide the name, phone number, and email address for the bureau/office point of contact (POC) for both Bureau Driven and Sponsor Driven projects. This should be the POC for the overall project; the POC information for the NEPA document will be captured in another tab. The Project Manager is the individual within the bureau/office who is responsible for ensuring project information is accurate. The POC is also responsible for coordinating with other bureaus/offices and other Federal agency contacts on permitting action activities for the project.

9. **If Sponsor Driven**: If Sponsor Driven is selected from the dropdown (Number 6), provide the point of contact information for the sponsor/applicant, including: name, phone number, and email address.

10. **FAST 41 or EO 13807 Project?***: Use the dropdown to select if the project is a FAST-41 project, an EO 13807 project, both, or neither a FAST-41 nor a EO 13807 project. The definitions for what constitutes FAST-41 or EO 13807 projects are located at the bottom of the Database page and are as follows:

    - *FAST-41 Projects:* Infrastructure projects initiated as 'covered projects' under FAST-41.

    - *EO 13807 Projects:* Infrastructure projects that meet the definition of major infrastructure as defined in Sec.3 of EO 13807.

11. **Is this project funded through Federal Lands Transportation Program**: Use the dropdown to select "Yes" or "No" that the project is funded through the Federal Lands Transportation Program.

12. **Bureau Project Number**: If applicable, enter the number your bureau/office has designated the project. For example, this could be the BLM's ePlanning number for BLM projects or the NPS' PEPC number for NPS projects.

13. **Brief Project Description***: In the field, provide a brief description of the project. This should be a succinct, plain language summary of the project. This field may also be used to add additional useful information not otherwise collected in the other fields.

14. **Project Website**: If there is a publically accessible website that contains information regarding the overall, enter the url. Note: The field should contain the http://www address; no additional words should accompany the url address.

15. **Permitting Dashboard URL**: If the project is a FAST-41 project, enter the url to the public Permitting Dashboard webpage for the project. Note: The field should contain the http://www address; no additional words should accompany the url address.

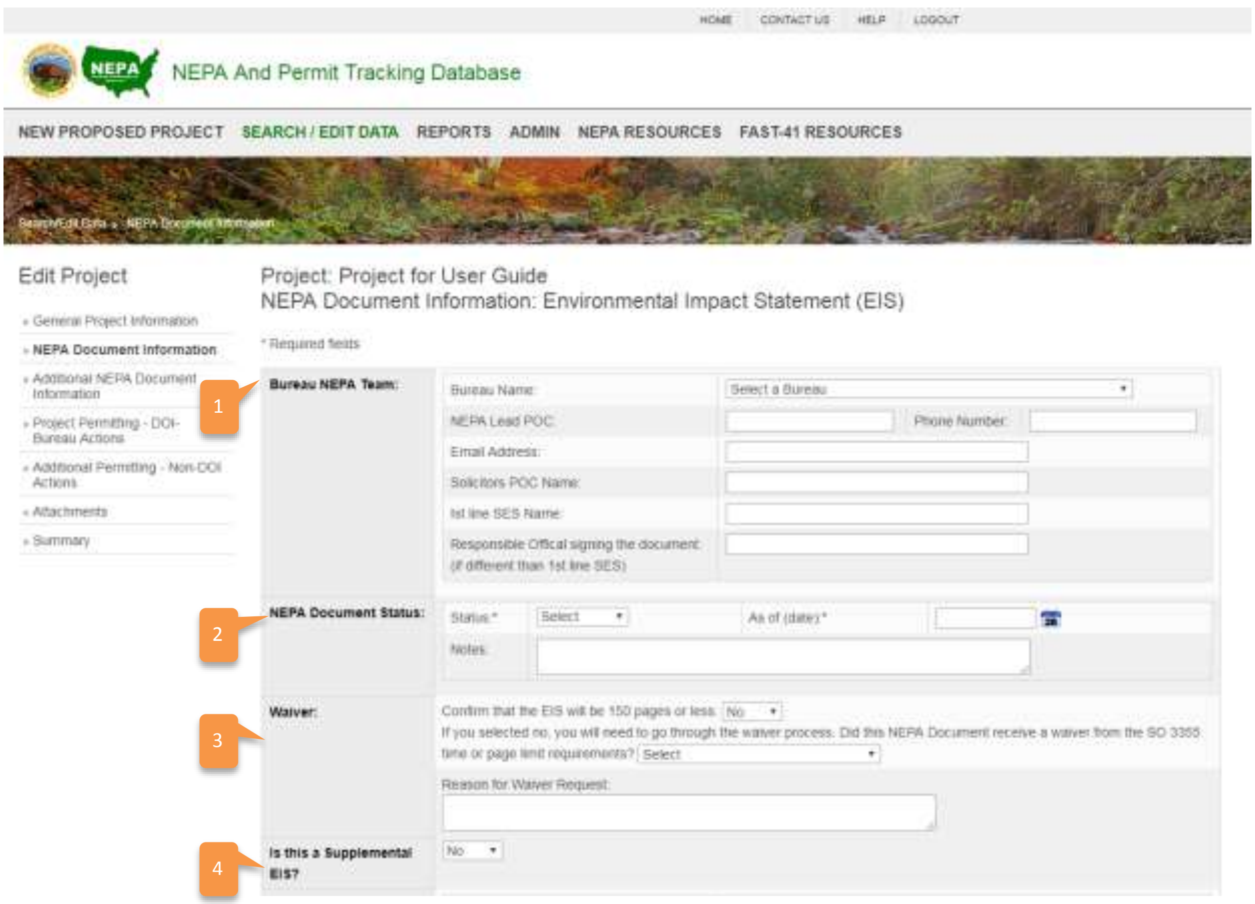
16. **Attach Project Timeline***: Prior to developing a project entry in the Database, a project timeline, a permitting timetable (for EO 13807 project), or a Coordinated Project Plan (for FAST-41 projects) should have been developed for the project. To attach the timeline, timetable, and/or plan, click the "Choose File" button to select the document. Once the general project information has been added to the

Database (Number 18), the project timeline, timetable, and/or plan will be added automatically to the attachments for the project (Section 8.7).

17. **Key Words**: Select the key word(s) that relate to your project.

18. **Add Project**: After data entry, click the "Add Project" button to submit the information and move on to the next tab. If you selected that your bureau/office is the Lead Federal agency for the NEPA document, you will proceed to the NEPA Document Information tab (Section 8.2). If you selected that your bureau/office is a cooperating/participating agency for a FAST-41 or EO 13807 project, you will proceed to the Additional Information tab (Section 8.4).

8.2 NEPA Document Information



1. **Bureau NEPA Team**: Enter the information on the NEPA Team.

   - **Bureau Name**: Select your bureau/office name from the dropdown list.
   - **NEPA Lead POC**: Provide the NEPA Lead point of contact information including name, phone number, and email address. The NEPA Lead is the employee in the bureau/office responsible for the development and completion of the NEPA document.
   - **Solicitors POC Name**: Provide the name of the Office of Solicitor point of contact that is working with the bureau/office on the development of the NEPA document.

- **1st in line SES Name**: Enter the name of the SES that has purview over the completion of the NEPA document.

- **Responsible Official signing the document (if different than the 1st in line SES)**: Enter the name of the person that will be responsible for signing the Record of Decision.

2. **NEPA Document Status**:

- **Status**: From the dropdown, select the current NEPA document status. The dropdown includes: cancelled, completed, in progress, paused, and planned. After submitted, a status can be changed when editing the project information. The statuses are defined as follows:

    - Cancelled – work on the NEPA document has been stopped and is not expected to restart at any point in the future.
    - Complete – all work on the NEPA document has been performed and a Record of Decision has been signed.
    - In Progress – at least one related milestone of the NEPA document is underway.
    - Paused – work on the NEPA document has stopped but is anticipated to restart in the future.
    - Planned – the Environmental Impact Statement is located on a project timeline, permitting timetable, or coordinated project plan but a milestone is not yet underway.

- **As of (date)** *: Enter the date that the current status started. The date should be in MM/DD/YYYY format.

- **Notes**: Enter any information that you find pertinent to the status.

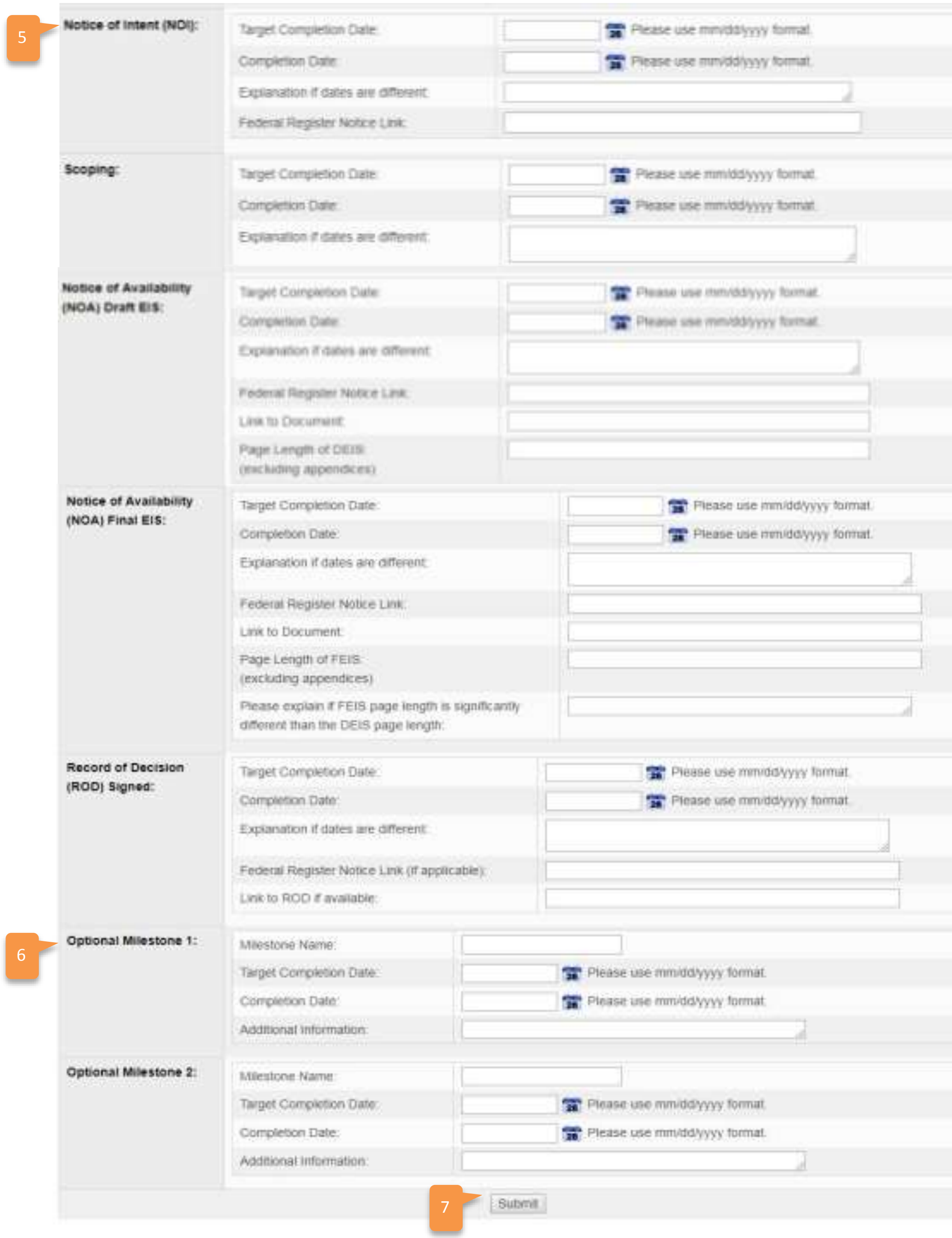
3. **Wavier**:

- **Confirm that the EIS will be 150 pages or less**: From the dropdown, select "Yes," if your EIS will meet the 150 page limit or select, "No," if your EIS will exceed 150 pages. The page count excludes appendices.

- Note: SO 3355 requires that an Environmental Impact Statement be limited to 150 pages (excluding appendices), unless the project is unusually complex and then the page limit is 300 pages. SO 3355 and the Deputy Secretary's Memo, dated April 27, 2018, requires that EISs only take 12 months from Notice of Intent to the Final Environmental Impact Statement, including the signing of the Record of Decision. If unable to make these requirements, a bureau/office is required to receive a waiver.

- **Did this NEPA Document receive a waiver from the SO 3355 time or page limit requirements?**: Select from the dropdown whether the NEPA document has received a waiver from either the page or time requirements outlined in Secretarial Order (SO) 3355. The dropdown includes: No, Yes – time limit wavier, Yes – page limit wavier, or Yes – both time and page limit wavier. If you select any of the yeses, type the reason for the waiver in the field provided. If you received a written waiver, it is recommended that the waiver be attached to the project in the Database. How to attach documents is discussed in Section 8.7.

4. **Is this a Supplemental EIS?**: Use the dropdown to select “Yes” or “No” if the EIS is a Supplemental EIS or not.

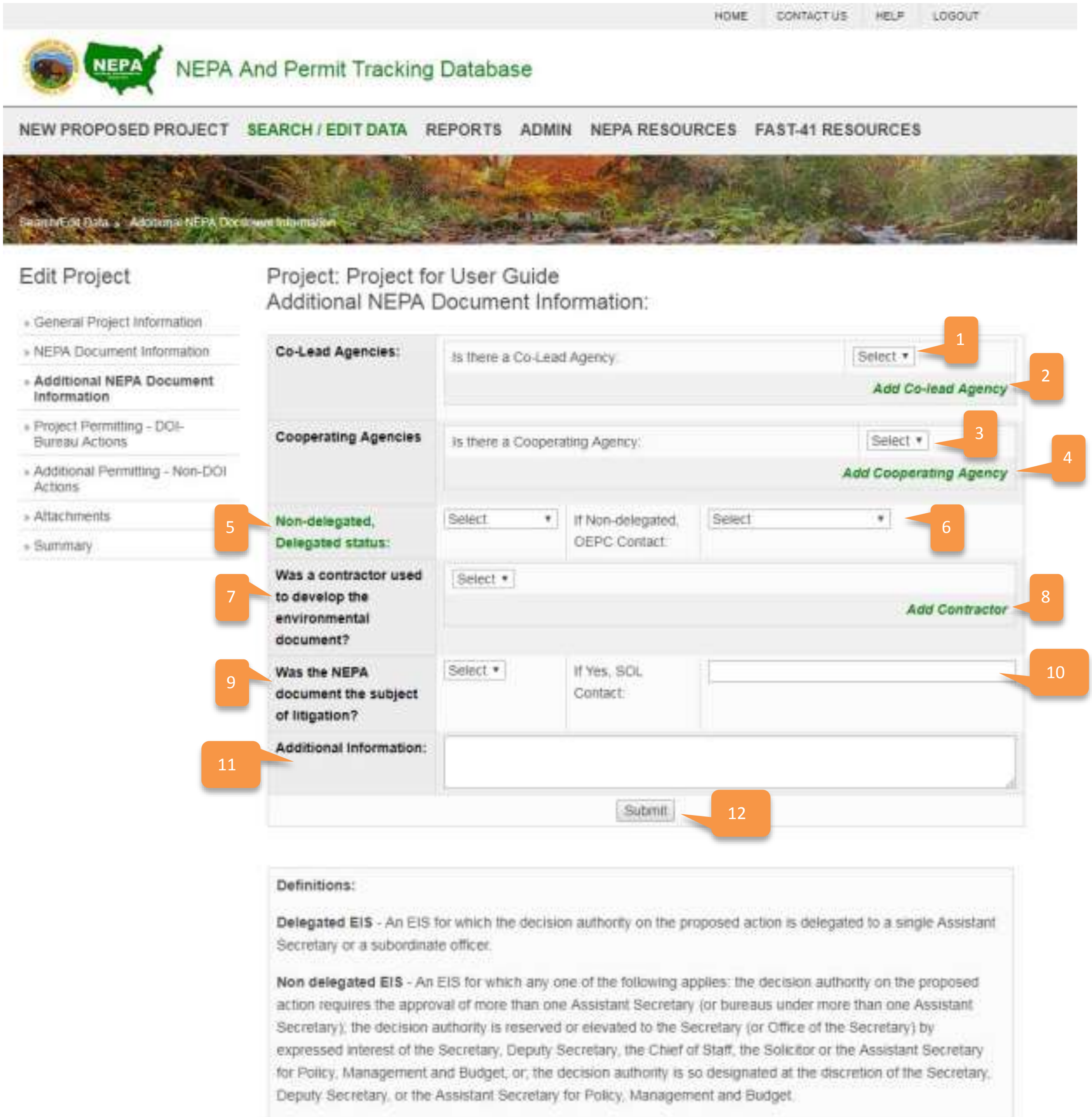


5. **Milestones**: Enter the information requested for the EIS regarding the Notice of Intent, Scoping, the Draft Environmental Impact Statement, the Final Environmental Impact Statement, and the Record of Decision.

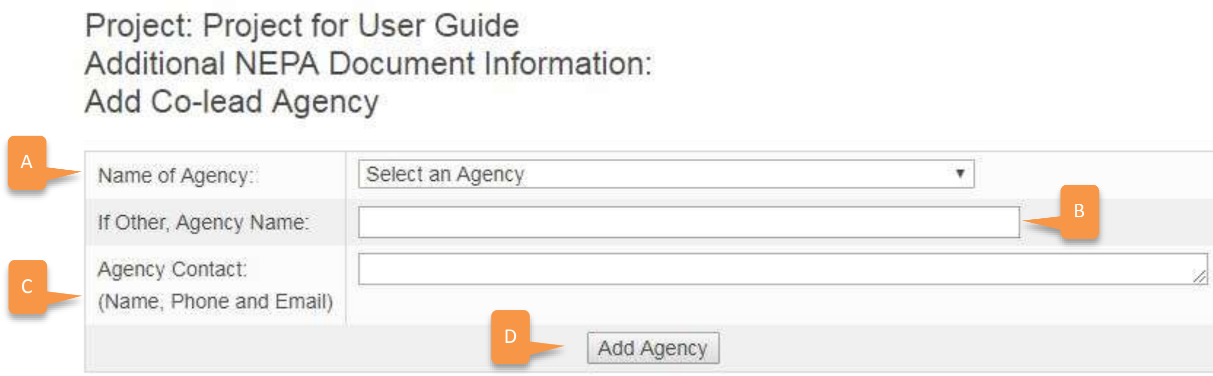
- **Target Completion Date**: Enter the target completion date for the milestone. The target completion date is established when the project's timeline, permitting timetable, or coordinated project plan has been agreed upon. If the target completion date changes, the Bureau/Office Editor can change the date in the Database and provide an explanation of the reason for the change.
- **Completion Date**: Once a milestone has been completed, enter the completion date in the Database. Until that happens, this should remain blank.
- **Explanation if the dates are different**: When you input the completion date, if the target completion date and the completion date are different, provide an explanation for why the dates are different.
- **Federal Register Link**: If there is a Federal Register notice for the milestone, provide the link to the notice.
- **Page Lengths**: Page lengths should be provided at the time that the completion date is entered for the Draft and Final EISs. At the time you input the page length for the Final EIS, if the page lengths are significantly different between the Draft and Final EISs, provide an explanation of why the lengths vary.

6. **Optional Milestones**: These fields can be filled out for additional milestones. Optional Milestones is used to track milestones that are not common across NEPA documents and are not pre-populated. An example of an optional milestone is a Revised Draft Environmental Impact Statement.
7. **Submit**: Once you have filled out the information, click the "Submit" button to save the information and move on to the next tab: Additional NEPA Document Information.

8.3 Additional NEPA Document Information



1. **Co-Lead Agencies**: Select “Yes” or “No” from the dropdown list if there is a co-lead agency for the NEPA document. If yes, click “Add Co-lead Agency,” to add information on the co-lead agency (Number 2).
2. **Add Co-lead Agency**: If you selected “Yes” that there is a co-lead agency (Number 1), select “Add Co-lead Agency,” to provide information on the co-lead agency. Once selected, a pop-up window will appear for information input.



A. **Name of Agency**: Select the agency name from the dropdown. If you do not see the agency name, select "Other" and type the name of the agency in the field below (Letter B).

B. **If Other, Agency Name**: If you selected "Other" in the dropdown for the Name of Agency, type the name of the agency in the field provided.

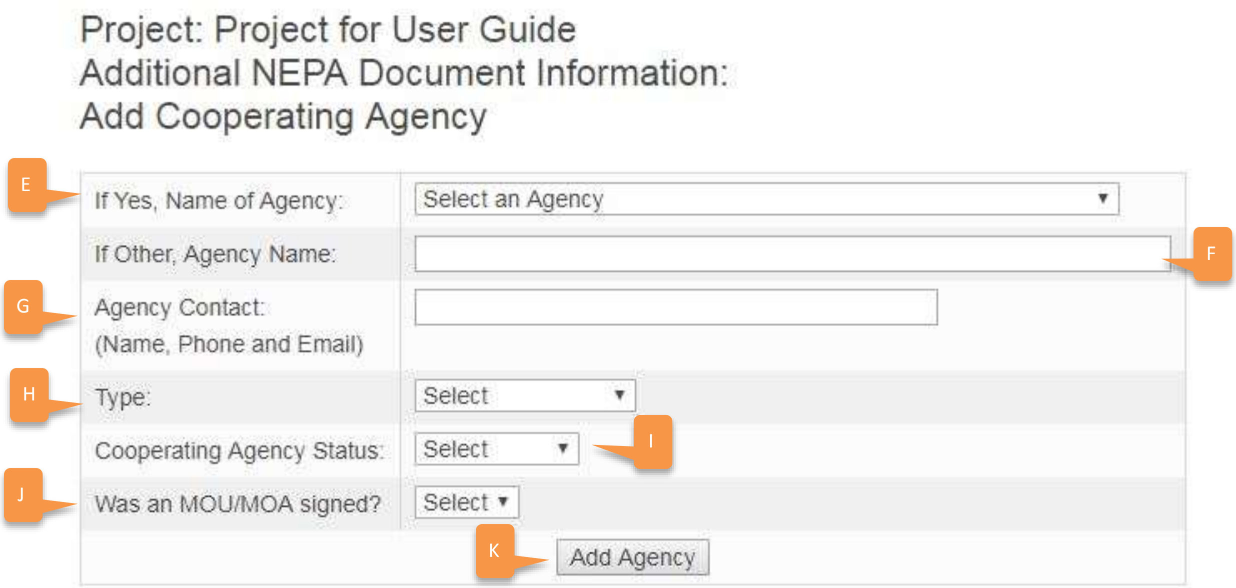
C. **Agency Contact**: Insert the point of contact information for the agency, including name, phone, and email information.

D. **Add Agency**: Select "Add Agency" once you are ready to submit the information. Once you select "Add Agency," you'll go back to the Additional NEPA Document Information page.

If you need to add another co-lead agency, click "Add Co-lead Agency" again to provide the information on for an additional co-lead agency.

3. **Cooperating Agencies**: Select "Yes" or "No" from the dropdown list if there is a cooperating agency for the NEPA document. If yes, click "Add Cooperating Agency," to add information on the cooperating agency (Number 4).

4. **Add Cooperating Agency**: If you selected "Yes" that there is a cooperating agency (Number 3), select "Add Cooperating Agency," to provide information on the cooperating agency. Once selected, a pop-up window will appear for information input. If there are multiple cooperating agencies, you will need to input the cooperating agency one at a time. The Database will show all the co-lead agencies added; users will be able to edit or delete the existing agencies as needed.



E. **Name of Agency**: Select the Agency name from the dropdown. If you do not see the agency name, select "Other" and type the name of the agency in the field below (Letter F).

F. **If Other, Agency Name**: If you selected "Other" in the dropdown for Name of Agency, type the name of the agency in the field provided.

G. **Agency Contact**: Insert the point of contact information for the agency, including name, phone, and email information.

H. **Type**: From the dropdown, select if the cooperating agency is a cooperating agency due to "special expertise" or "justification by law," as described in 40 CFR 1501.6.

I. **Cooperating Agency Status**: Select from the dropdown the current status of the cooperating agency; the dropdown includes: Active, Not Initiated, and Ended.

J. **Was an MOU/MOA signed?**: Select "Yes" or "No" from the dropdown list on if a MOU/MOA was signed between the bureau/office and the cooperating agency regarding roles and responsibilities.

K. **Add Agency**: Select "Add Agency" once you are ready to submit the information. Once you select "Add Agency," you'll go back to the Additional NEPA Document Information page.

If you need to add another cooperating agency, click "Add Cooperating Agency" again to provide the information on the additional cooperating agency. The Database will show all the cooperating agencies added; users will be able to edit or delete the existing agencies as needed.

5. **Non-delegated, Delegated Status**: Select from the dropdown if the Environmental Impact Statement is non-delegated or delegated. The definitions of what is a delegated or non-delegated Environmental Impact Statement originate from Environmental Statement Memorandum (ESM) 15-2, *Approving*

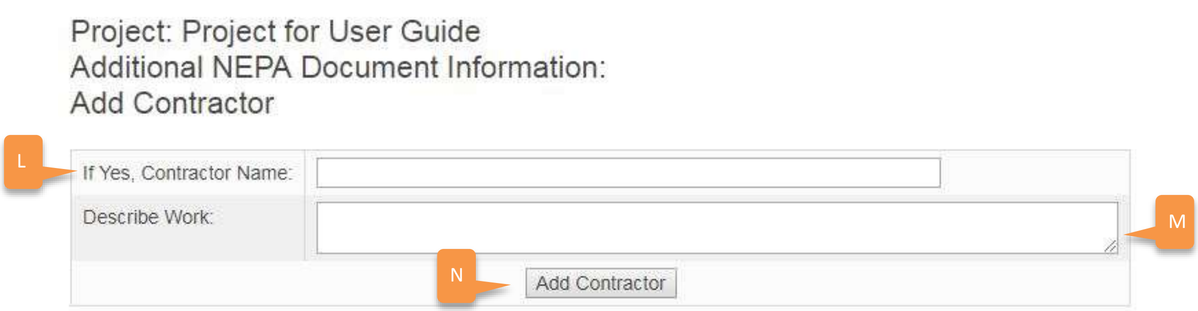
and Filing Environmental Impact Statements, and are located at the bottom of the Database webpage. These definitions are:

- *Delegated EIS* - An EIS for which the decision authority on the proposed action is delegated to a single Assistant Secretary or a subordinate officer.
- *Non delegated EIS* - An EIS for which any one of the following applies: the decision authority on the proposed action requires the approval of more than one Assistant Secretary (or bureaus under more than one Assistant Secretary); the decision authority is reserved or elevated to the Secretary (or Office of the Secretary) by expressed interest of the Secretary, Deputy Secretary, the Chief of Staff, the Solicitor or the Assistant Secretary for Policy, Management and Budget, or; the decision authority is so designated at the discretion of the Secretary, Deputy Secretary, or the Assistant Secretary for Policy, Management and Budget.

6. **If non-delegated, OEPC contact**: If you select "non-delegated" as the status (Number 5), then select your bureau from the dropdown list. The OEPC contact is correlated with the bureaus/offices. The OEPC contact will assist you in OEPC's review of the non-delegated EIS.

7. **Was a contractor used to develop the NEPA Document**: Select "Yes" or "No" from the dropdown if you are using/or used a contractor to assist in development of the NEPA document. If yes, click "Add Contractor," to add information on the contractor (Number 8).

8. **Add Contractor**: If you selected "Yes" that there is a contractor assisting with the development of the NEPA document (Number 7), select "Add Contractor," to provide information on the contractor. Once selected, a pop-up window will appear for information input (image provided on below). If there are multiple contractors, you will need to input the contractors one at a time.



L. **If Yes, Contractor Name**: Type of the name of the contractor used to assist in the development of the NEPA document.

M. **Describe Work**: Provide information on the type of work the contractor performed.

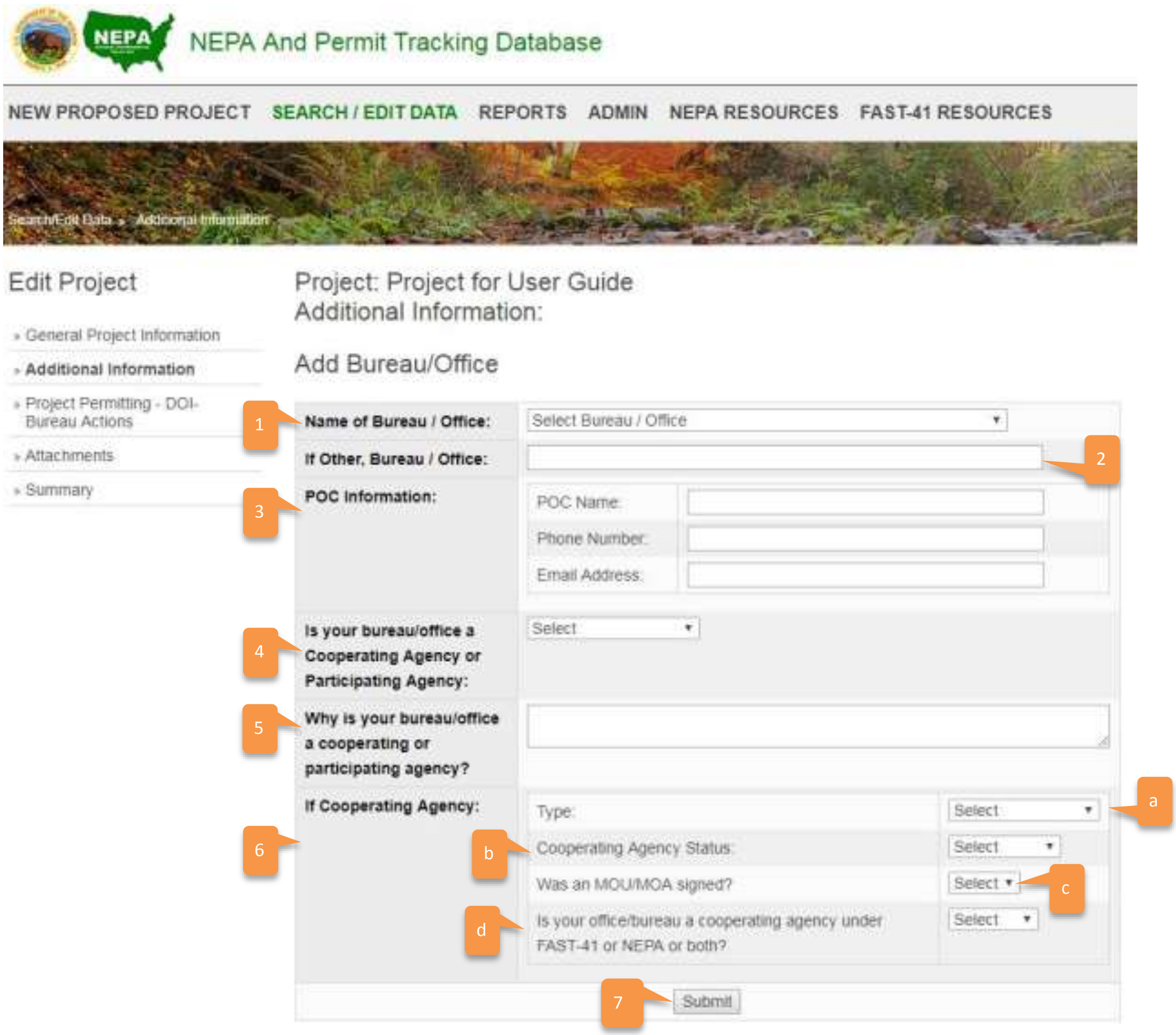
N. **Add Contractor**: Select "Add Contractor" once you are ready to submit the information. Once you select "Add Contractor," you'll go back to the Additional NEPA Document Information page.

If you need to add another contractor, click "Add Contractor" again to provide the information on the additional contractor(s).

9. **Was the document subject to litigation**?: Select "Yes" or "No" from the dropdown regarding if the NEPA document has been subject to litigation. If you select "Yes," provide the Office of the Solicitor contact in the next field.
10. **If yes, SOL contact**: If you select "Yes," in the question regarding litigation (Number 9), provide the Office of the Solicitor contact in the field.
11. **Additional Information**: The field gives you the opportunity to provide any additional information regarding the NEPA document not already addressed.
12. **Submit**: Click "Submit" when you have finished inputting the information. After you hit "Submit," you will go to the next tab: Project Permitting – DOI-Bureau Actions (Section 8.5).

8.4 Additional Information for Cooperating and Participating Agencies Only

If you are inputting information on your bureau's or office's involvement in permitting or review actions for FAST-41 or EO 13807 projects, in which your bureau/office is a cooperating or participating agency, the second tab you will come to is the Additional Information tab. This tab will capture point of contact information and whether your bureau/office is a participating or cooperating agency for the project. The next tab will capture the permitting actions your bureau/office is involved in.



1. **Name of Bureau/Office**: From the drop down, select your bureau or office. If your office is not represented in the drop down, select "Other" and type the name of your office in the space provided below (Number 2).
2. **If Other, Bureau/Office**: If you selected "Other" in the drop down (Number 1), type the name of your office.
3. **POC Information**: Type the name, phone number, and email address for the point of contact for the bureau/office permitting action and review.
4. **Is your bureau/office a Cooperating Agency or Participating Agency**: Use the dropdown to pick if your bureau/office is a "cooperating agency" or "participating agency" for the project.
5. **Why is your bureau/office a cooperating or participating agency**?: Type information and the reason for why your bureau/office is involved in the project.
6. **If Cooperating**: If you selected cooperating agency in the drop down (Number 5), fill out the following fields:

a. **Type**: From the dropdown, select if the cooperating agency is a cooperating agency due to special expertise or justification by law, as described in 40 CFR 1501.6.

b. **Cooperating Agency Status**: Select from the dropdown the current status of the cooperating agency; the dropdown includes: Active, Not Initiated, and Ended.

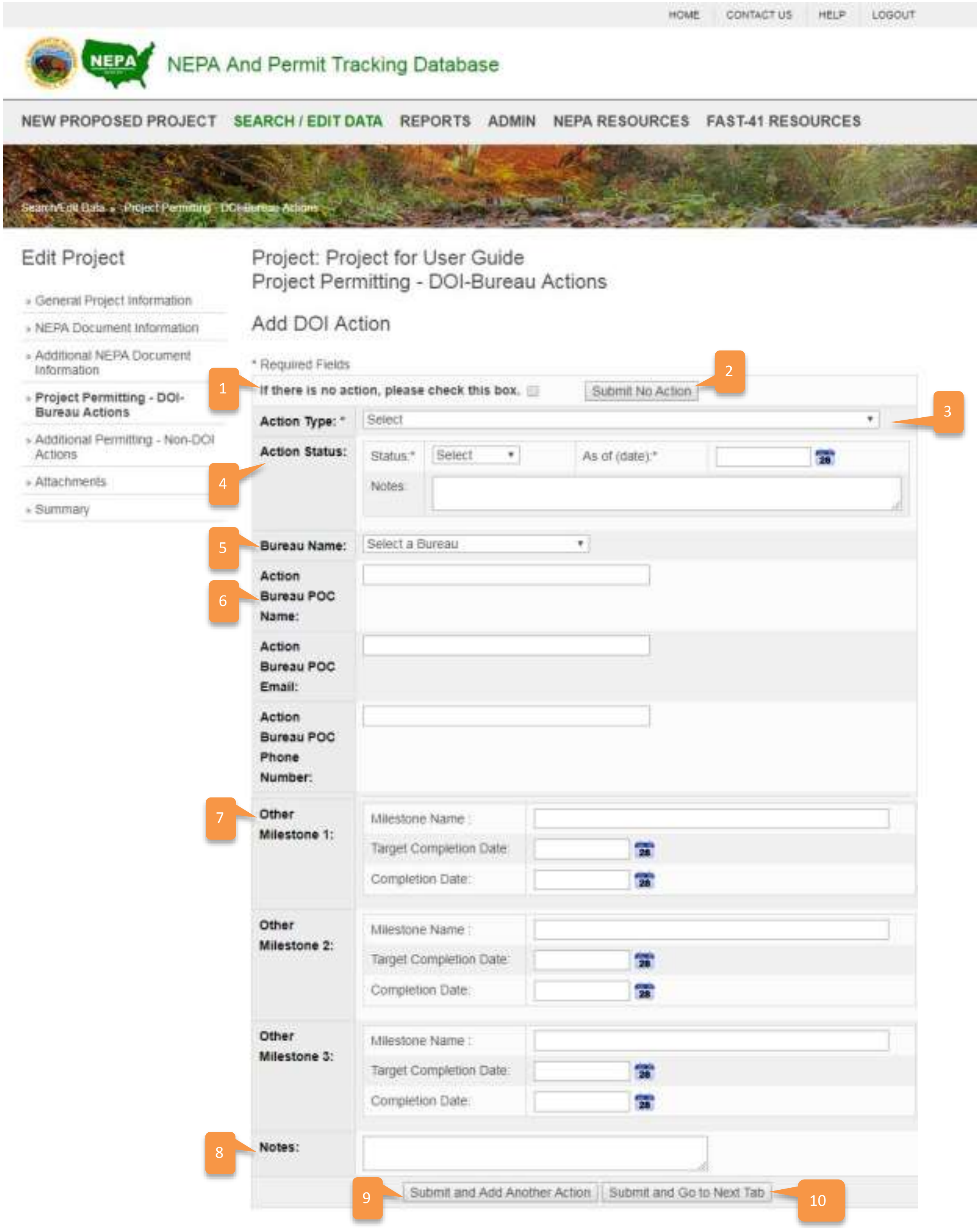
c. **Was an MOU/MOA signed?**: Select "Yes" or "No" from the dropdown list on if a MOU/MOA was signed between the bureau/office and the Lead Federal agency regarding roles and responsibilities.

d. **Is your bureau office/bureau a cooperating agency under FAST-41 or NEPA or both?**: Select from the dropdown if your bureau/office a cooperating agency for FAST-41 or for NEPA or for both. This status is identified on the permitting dashboard.

7. **Submit**: Click "Submit" when you have finished inputting the information. After you hit "Submit," you will go to the next tab: Project Permitting – DOI-Bureau Actions (Section 8.5).

8.5 Project Permitting – DOI-Bureau Actions

Please note that if you are Lead Federal agency for the NEPA document, you ;should capture all DOI bureau/office actions, including those for other bureaus and offices. The target completion dates for the milestones should be established with the tother bureaus and/or offfices as part of the project timeline. If you are a cooperating/participating agency for a FAST-41 or EO 13807 project, where the Lead Federal agency is not a DOI bureau or office, input your milestones for the project in this tab.



1. **If there is no action, please check this box**: If you have no bureau or office actions to add, check the box.
2. **Submit No Action**: Once you have checked the box that there is no action to add, you'll need to hit the "Submit No Action" button. Once you do this, you'll

move on to the next tab, Additional Permitting – Non-DOI actions (Section 8.6), automatically.

3. **Action Type**: From the dropdown, pick the action type that you would like to add to the Database. These actions are actions that you or another bureau/office with the Department are conducting. Actions conducted by other Federal agencies will be capture in a different tab (Section 8.6). Once an action type is selected, the action milestones will auto populate on the page.

4. **Action Status**:

   - **Status**: From the dropdown, select the current action status. The dropdown includes: cancelled, completed, in progress, paused and planned. After submitted, a status can be changed when editing the project information. The statuses are defined as follows:

     - Cancelled – work on the action has been stopped and is not expected to restart at any point in the future.
     - Complete – all work on the action has been performed and a decision rendered.
     - In Progress – at least a milestone for the action is underway.
     - Paused – work on the action has stopped but is anticipated to restart in the future.
     - Planned – the action is located on a project timeline, permitting timetable, or coordinated project plan but a milestone for the action is not yet underway.

   - **As of (date)** *: Enter the date that the current status started. The date should be in MM/DD/YYYY format.

   - **Notes**: Enter any information that you find pertinent to the status.

5. **Bureau Name**: Select from the dropdown the bureau/office responsible for completing the action.

6. **Action Bureau POC Name, Email, and Phone Number**: Provide the point of contact for the bureau/office employee responsible for the completion of the action. The point of contact information includes: name, email, and phone number.

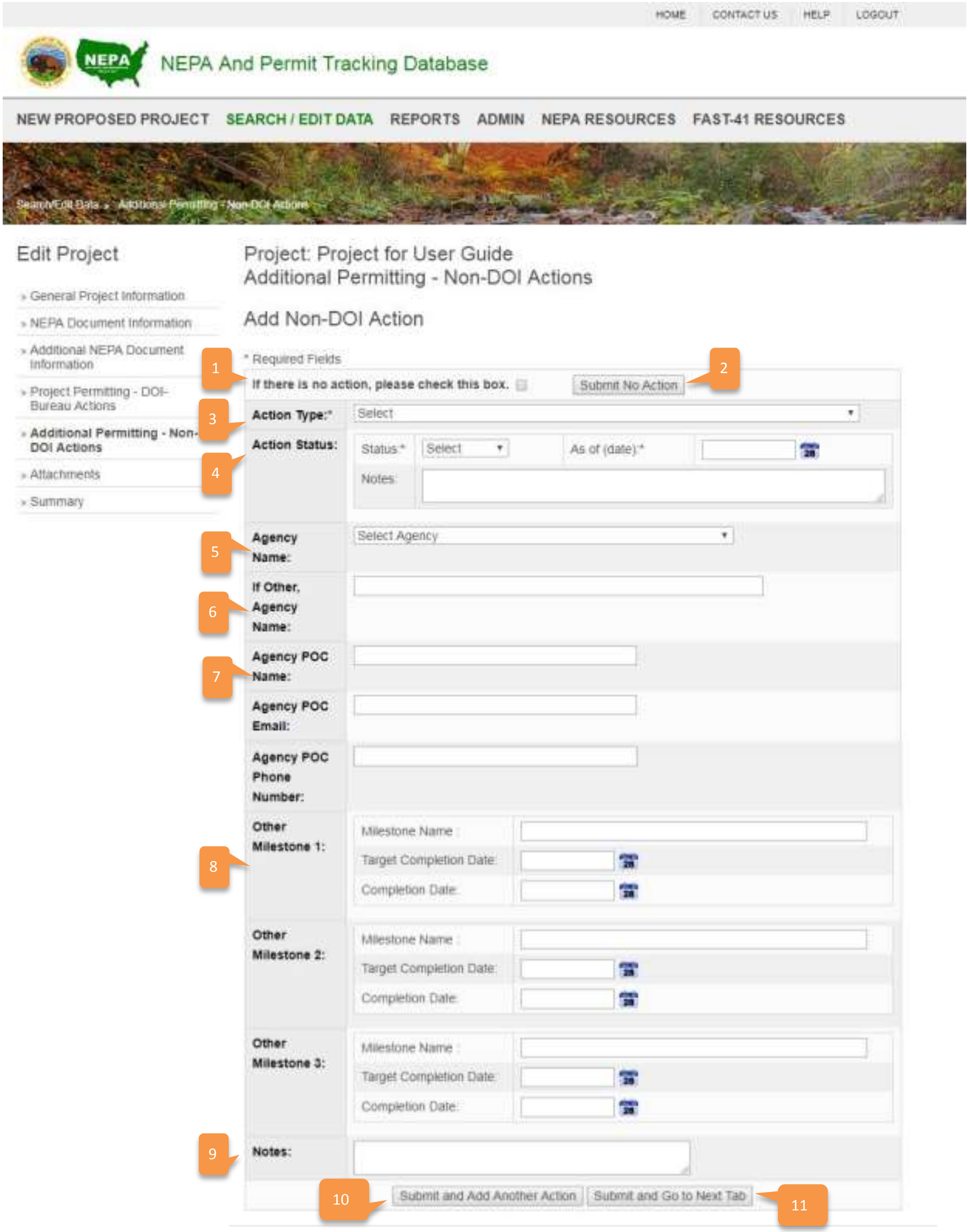
7. **Milestones**: The milestones will auto generate based on the action type. Optional milestones will also appear for input of additional milestones, if needed. You will need to input the target completion date and the completion date, once the action is completed, for each milestone that is applicable.

8. **Notes**: Add any additional information pertinent to the action.

9. **Submit and Add Another Action**: Click this "Submit" button if you have an additional action to add to the list of DOI-bureau permitting actions. After you hit "Submit," you will return to the same page to select and input information on a different action. You will be able to see the action you already inputted at the bottom of the page. Bureau/Office Administrators or Editors will be able to edit or delete any existing action within the Database as needed.

10. **Submit and Go to Next Tab**: Click this submit button when you have finished inputting all the DOI-bureau permitting actions, when you are identified as the Lead Federal agency; if you are identified as a cooperating/participating agency for FAST-41 or EO 13808 project in which another Federal agency is the Lead, click the submit button after you have submitted all action related to your bureau. After you hit submit, you will go to the next tab: Additional Permitting – non-DOI Actions (Section 8.6).

8.6 Additional Permitting – Non-DOI Actions



1. **If there is no action, please check this box**: If you have no Federal agency actions to add, check the box.

2. **Submit No Action**: Once you have checked the box that there is no action to add, you'll need to hit the "Submit No Action" button. Once you do this, you'll move on to the next tab, Attachments (Section 8.7), automatically.

3. **Action Type**: From the dropdown, pick the action type that you would like to add to the Database. These actions should be the actions that are being conducted by another Federal agency. Once an action type is selected, the action milestones will be auto populated on the page.

4. **Action Status**:

   - **Status**: From the dropdown, select the current action status. The dropdown includes: cancelled, completed, in progress, paused, and planned. After submitted, a status can be changed when editing the project information. The statuses are defined as follows:

     - Cancelled – work on the action has been stopped and is not expected to restart at any point in the future.
     - Complete – all work on the action has been performed and a decision rendered.
     - In Progress – at least a milestone for the action is underway.
     - Paused – work on the action has stopped but is anticipated to restart in the future.
     - Planned – the action is located on a project timeline, permitting timetable, or coordinated project plan but a milestone for the action is not yet underway.

   - **As of (date)** *: Enter the date that the current status started. The date should be in MM/DD/YYYY format.

   - **Notes**: Enter any information that you find pertinent to the status.

5. **Agency Name**: Select from the dropdown the Federal agency responsible for completing the action. If the Federal agency's name is not in the dropdown, select "Other" and type the Federal agency's name in the field provided (Number 6).

6. **If Other, Agency Name**: If you selected "Other" in the dropdown for the Agency Name (Number 5), type the name in the field.

7. **Agency POC Name, Email, and Phone Number**: Provide the point of contact for the Federal agency responsible for the completion of the action. The point of contact information includes: name, email, and phone number.

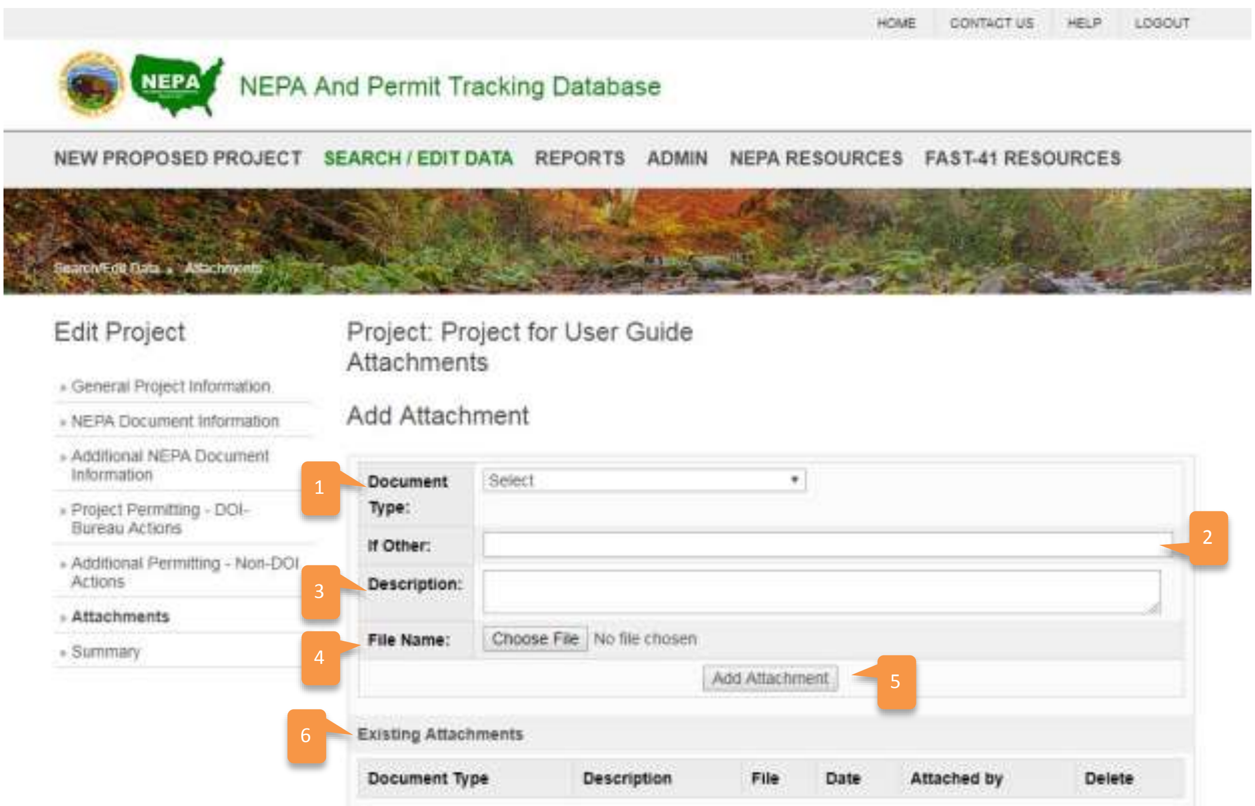
8. **Milestones**: The milestones will auto generate based on the action type. Optional milestones will also appear for input of additional milestones, if needed. You will need to input the target completion date and the completion date, once the action is completed, for each milestone.

9. **Notes**: Add any additional information pertinent to the action.

10. **Submit and Add Another Action**: Click this submit button if you have an additional action to add to the list of non-DOI permitting actions. After you hit submit, you will return to the same page to select and input information on a different action. You will be able to see the action you already inputted at the bottom of the page. Bureau/Office Administrators and Editors will be able to edit or delete any existing action within the Database as needed

11. **Submit and Go to Next Tab**: Click this submit button when you have finished inputting all the non-DOI permitting actions. After you hit submit, you will go to the next tab: Attachments (Section 8.7).

8.7 Attachments



1. **Document Type**: Use the drop down to select the type of document that will be attached. The drop down currently includes: briefing paper, Finding of No Significant Impacts (FONSI), MOA/MOUs, Project Timeline, Record of Decision, and Other. If you do not see the type of document you would like to attach, select "Other" in the dropdown and type the type of project in the line provided below (number 2).

   Note: If you are finding that you are consistently selecting "Other" for the same type of attachment, let OEPC know and we can add the type of attachment to the dropdown list.

2. **If Other**: As noted above, if you select "Other" in the dropdown list for document type (number 1), type in the type of project in this field.

3. **Description**: Type information that would provide detail on the attachment. For example, your attachment type may be MOA/MOUs and your description may be – Cooperating Agency MOU with FWS.

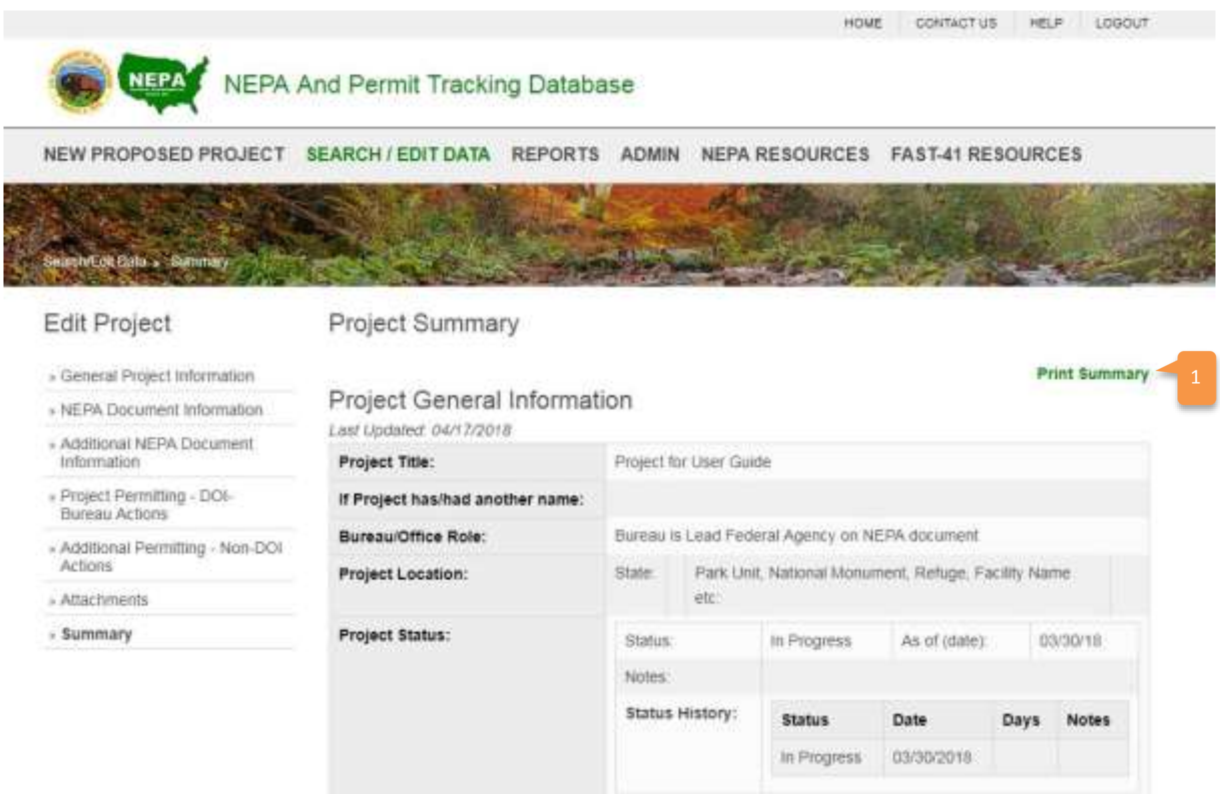
4. **File Name**: Click “Choose File” to find the document on your computer for selection. Once you have found the document on your computer, select the document and click “Open” in the bottom right of the selection window. After clicking “Open,” the file name will show up next to the “Choose File” button.

5. **Add Attachment**: Once you have added the information in numbers 1 through 4 as needed, click the “Add Attachment” button. Once you click the button, the attachment and related information will be located in the Existing Attachments section.

6. **Existing Attachments**: The attachments will appear in the “Existing Attachments” section of the page, with data showing in the Attachment Type, Description and File Name columns. It will also display the date and who posted the attachment. Administrators have the option to delete unwanted attachments uploaded using the “Delete” button.

8.8 Summary

The last tab is the “Summary” tab. The Summary includes all the information that was inputted in the previous tabs.



1. **Print Summary**: To print the summary page, click “Print Summary” in the top right corner of the page.

9. Reports

In this tab, you will find the available reports to run on the data within the Database. If you find that you need a report that is not listed, reach out to Cheryl Kelly of the Office of Environmental Policy and Compliance, at cheryl_kelly@ios.doi.gov or 202-208-7565 to evaluate the development of a report.

10. Admin – “Manage User Information”

In this tab, Bureau and Office Administrators can approve Bureau/Office Editors by selecting “Manage User Information.” When a person registers, an email notification will be sent to the Bureau/Office Administrators to approve the user request.


Manage Users

Please use the search form to narrow down the listing below.

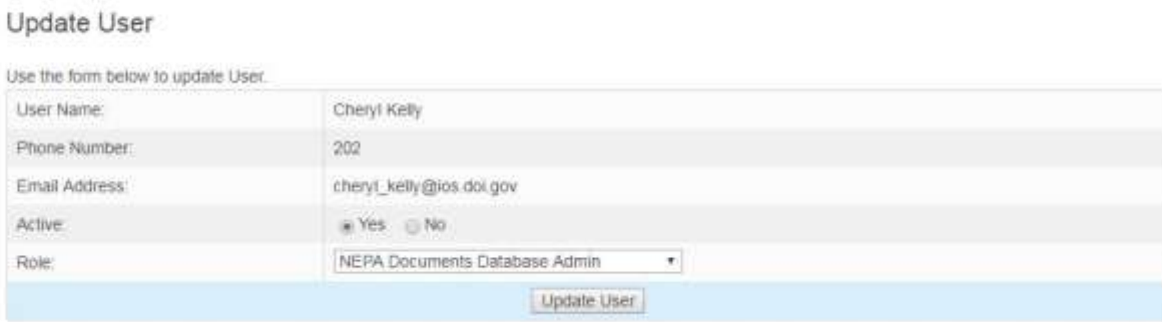
User Name: Search Reset

Lines 1 to 9 of 9

User Name	Bureau	Role	Approve	Active User
Ashley Stilson (ashley_stilson@fws.gov)	FWS	NEPA Documents Database Bureau Admin		Yes
Ben Thatcher (ben_thatcher@fws.gov)	FWS	NEPA Documents Database Bureau Admin		Yes
Cheryl Kelly (cheryl_kelly@ios.doi.gov)	OS	NEPA Documents Database Admin		Yes
Glenn Degnitz (glenn.degnitz@bsee.gov)	BSEE	NEPA Documents Database Bureau Admin		Yes
Jordan Creed (jordan.creed@bsee.gov)	BSEE	NEPA Documents Database Bureau Admin		Yes
Renu Chaudhry (newtwst@ios.doi.gov)	OS	NEPA Documents Database Admin		Yes
renu chaudhry (renu_chaudhry@nbc.gov)	OS	NEPA Documents Database Admin		Yes
renu Chaudhry (rchaudhry@nbc.gov)	BLM	NEPA Documents Database Bureau Admin		Yes
stephanie nash (stephanie_nash@fws.gov)	FWS	NEPA Documents Database Bureau Admin		Yes

Approve Users

Once you select “Manage User Information,” you will see the current list of all uses that can access the Database. You can search for a person by typing the name in the search bar or by clicking on the Next button in the upper right. When a new Bureau/Office Editor registers, after verifying if the person needs the access being requested and their information, the Bureau/Office Administrator checks the “Approve” box and clicks on “Approve Users” at the bottom of the screen. After approval, new users will receive an email with login and with password instructions.



To change the user's access to the system, click on their name, then select the new Role from the drop-down and click on "Update User" button at the bottom. To deactivate a user, under "Active" select "No."

11. NEPA Resources

In this tab, you will find the available NEPA Resources to assist bureaus and offices with NEPA documents. If you find that you need a resource that is not listed or have any questions on the resources, reach out to Cheryl Kelly of the Office of Environmental Policy and Compliance, at cheryl_kelly@ios.doi.gov or 202-208-7565 for assistance.

12. FAST-41 Resources

In this tab, you will find the available FAST-41 Resources to assist bureaus and offices with FAST-41 projects. If you find that you need a resource that is not listed or have any questions on the resources, reach out to Erika Vaughan of the Office of Planning and Performance Management, at erika_vaughan@ios.doi.gov or 202-219-2257 for assistance.