

Template
Environmental Assessments (EA)
Consultation Documentation on Time and/or Page Limit Exceedance
(S.O. 3355/Secretarial Memo of August 6, 2018)
NOT TO EXCEED TWO PAGES

To: Commissioner

Through: Solicitor [Name] *If necessary.* ⁱ

From: [Regional Director]

Date:

1. Office Name: *Region (and Area Office, if appropriate)*
2. Title of Document: *Document Title*
3. Description of Action: *Description of the action or project that the EA document is analyzing, including the name of the project proponent and any other federal permits/approvals needed and by whom.*

4. Time (more than 180 days) Page waiver (more than 75 pages)

5. Description of Reason for Request:

For Example: At this time, the project schedule cannot be expedited any further to meet the new time frames due to...Therefore, we propose a Final EA and Finding of No Significant Impact (FONSI), if appropriate of (date). We propose ___ pages, exclusive of appendices. The project presents particular environmental challenges such as...

6. Proposed course of action and why this course is best among others:

7. Other relevant considerations: *Such as positions of affected stakeholders, budget, analysis needs etc.*

8. Attachments (optional): *For example, attach a copy of the original and the new proposed project timeline*

Commissioner or Designee:

Concur: _____

Date: _____

Conditions or Further Direction: _____

Date: _____

ⁱ An attorney in the Office of the Solicitor, based either regionally or in Washington, DC, shall be incorporated into all new and existing EA Project Teams if the EA is expected to be controversial, complex, or is perceived to possess a greater-than-average risk of litigation. Bureaus and their EA Project Teams shall present EAs that may meet this criteria to the Office of the Solicitor, which will then determine whether an attorney needs to be assigned to the EA Project Team. The assigned attorney is responsible for ensuring that the EA is legally sufficient prior to the conclusion of the EA analysis.