



July 23, 2001

To: Business Services Section Department Heads
From: David Carlson
Subject: Business Services Section NEPA Review Program Implementation
Reference: National Environmental Policy Act Review Policy (FESHM 8060)

Introduction

This memorandum describes the Business Services Section NEPA Review Program implemented in accordance with FESHM Chapter 8060.

Authority

Authority to initiate or approve actions and/or projects within the areas under control of Business Services Section (BSS) resides with the Section Head. This authority has been delegated within limits to the Assistant Head, Business Services Section and to BSS Department heads via: 1) a chain of authority memorandum, and 2) a requisition signature authorization memorandum. The Section Office maintains these documents. Individuals with delegated authority shall be familiar with FESHM 8060 and in particular the NEPA Program Description and NEPA Procedure Flow Chart contained therein.ⁱ

Policy

In general, BSS initiates few actions or projects that are likely to have an impact on the environment.ⁱⁱ Before BSS initiates any action or project, the person providing approval will determine if there is any potential for environmental impact. If there is any doubt or question concerning that determination the approver will confer with the BSS ES&H Liaison or other specifically trained NEPA reviewer regarding possible need for NEPA or other ES&H review prior to initiation of the action or project.

For acquisition of items for normal business operations such as materials, supplies and services no further ES&H review is required, except in cases where introduction of new materials or work processes will occur. If new materials or changes in work processes and procedures will result from the acquisition, then the approver will first confer with the BSS ES&H Liaison.

For any acquisition or work activity undertaken that has potential for impact on the environment, NEPA review will be carried out in conformance with FESHM 8060, through coordination with the BSS ES&H Liaison. When an action or project includes elements delegated to another organization, certain aspects of the NEPA review may be carried out by that organization. (For example, FESS design or construction coordination may assist in the preparation of a NEPA Project Information Form.) However, the BSS approver will ensure that roles, responsibilities and details of any inter-organizational work agreement are clearly defined, and the BSS approver will maintain responsibility to see that all ES&H and NEPA review steps are faithfully accomplished.

Rules regarding ES&H review and NEPA review of ProCard transactions are contained in the Fermilab Procurement Card Users Guide.ⁱⁱⁱ

Practical Reminders

Any time new materials, chemicals, or processes are introduced to the work place approvers will first consult with the BSS ES&H Liaison for possible ES&H impact. Any time movement or disruption of soil or hard stand, or other changes to land or property occupied by BSS is contemplated the approvers of such actions will consult with the BSS ES&H Liaison.

cc: B. Chrisman
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ⁱ <http://www-esh.fnal.gov/FESHM/8000/8060.html>

ⁱⁱ Fermilab Tripartite Self-Assessment Report ID #23595, page 2

ⁱⁱⁱ <http://www-bss.fnal.gov/Procurement/procardusersguide.pdf>