



**U.S. Department of the Interior**  
**"To-Be" Trust Business Model**  
**Process Template**

<b>Title: Request Environmental Clearances &amp; DOI Approvals</b> <i>Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)</i>	<b>Process Number</b> <b>___P.2.4.1___</b>
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**1. Process Definition** *Provide an overview of the process and define its starting and ending points*

<b>1.1 Starts With</b>	Review feedback to the NEPA documentation.
<b>1.2 Process Overview</b>	<p>Obtain final clearances from jurisdictional tribal, DOI agencies, and other federal agencies; e.g., EPA, ACOE. NRCS.</p> <p>The planning team evaluates all comments submitted from public meetings and written comments received within an imposed deadline. From all the comments received, determinations are made as to which recommendations 1) can be implemented without mitigating environmental consequences, 2) require mitigative measures be established and made operational in order for implementation to commence, and 3) are eliminated from implementation based on environmental consequences.</p> <p>Item 2) above will continue establishing permits and procedures with the appropriate jurisdictional agencies in order to develop the specific mitigative procedures to be complied with during implementation through site inspections. Historically, agencies that permit land and natural resources want the environmental documentation to be site-specific. However, greater efficiency and expediency can be gained by securing permits and clearances for program areas or management units rather than at specific sites.</p> <p>Appropriate jurisdictional units provide documented approvals of the mitigative procedures required for compliance during implementation phases (cultural inventories, biological opinions, findings, taking and/or construction permits, etc.).</p>
<b>1.3 Stops With</b>	Required environmental disclosures are in place and clearances issued.

**2. Trust Business Objectives** *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

<b>Goal/Objective</b>
Goal 4: Land and natural resources management that maximizes return while meeting beneficiary desires
Objective 4.1 Land and natural resource asset plans and stewardship strategies: Develop land and natural resource asset plans and stewardship strategies.
Objective 4.2 Preservation and protection of land and natural resource assets: Preserve and protect the long-term viability of land and natural resource assets consistent with fiduciary duties and with the beneficiaries' intended use of the assets.



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<b>Goal/Objective</b>
Objective 4.3 Land and natural resource asset business management: Manage land and natural resource assets effectively and proactively to obtain fair market value for beneficiaries and to incorporate beneficiary requirements.

**3. How should Beneficiaries be involved in this process?**

<b>Beneficiary Involvement</b>
Beneficiary representatives may serve on the planning team responsible for securing clearances.

**4. Organizations, Offices and Roles.** *Identify the DOI organizations and related roles that should be involved in performing the process.*

**4.1 DOI Organizations.** *Identify the DOI organizations, offices and individual roles that contribute to this process. DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others. Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc. All individual roles that contribute, in a significant manner, should be identified.*

<b>Organization</b>	<b>Office</b>	<b>Role</b>	<b>Contribution</b>
Tribes	Tribal Office		May serve on the review team.
BIA	Regional Office Agency/Field Office		Coordinate clearances process.
Fish and Wildlife	Regional Office Field Office		Sign environmental clearance.
BIA Div. of Energy and Mineral Resources	Central Office		May serve on interdisciplinary review team.
BLM	State Office		May serve on interdisciplinary review team.



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<b>Organization</b>	<b>Office</b>	<b>Role</b>	<b>Contribution</b>
BIA	Regional Office Agency		Recommend approval. May serve as informal consultants with Fish and Wildlife Service and/or EPA staff on clearance approvals.
OST	Regional Office Agency		Recommend approval. May serve as informal consultants with Fish and Wildlife Service and/or EPA staff on clearance approvals.
Office of Surface Mining	Regional Office		May serve on interdisciplinary review team.
Bureau of Reclamation			May serve on interdisciplinary review team as rural water systems subject matter expert.

**4.2 External Organizations.** *Identify the non-DOI organizations that support the execution or control of this process.*

<b>External Organization</b>	<b>Contribution</b>
Army Corp of Engineers	Identify areas within the plan's boundaries that will require 404 (jurisdictional waters) and 401 (water quality) clearances.
Environmental Protection Agency	Identify air and water quality areas that may require permits. Issue air and water quality permits. Sign environmental clearances.
Indian Health Services	Issue permits for community sewer and drinking water systems.
Federal Emergency Management Agency	Provide flood plain information.



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**5. Event(s)** *Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).*

Event	Description	Estimated Frequency
An environmental clearance request is received.	The tools and basis for a site-specific clearance are provided.	
Changes in ownership, land and natural resource use, acquisition or disposal	May require new clearances.	

**6. Inputs and Outputs.** *Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.*

**6.1 Inputs**

Input	Description
Environmental documentation	Identified environmental concerns that may require permits or clearances.

**6.2 Outputs**

Output	Description
Environmental permits or clearances	

**7. Fiduciary and Legal Obligations and Controls**

**7.1 Obligations**

*Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.*

Obligation	Source	Business Impact
See Schedule 1 Attached		



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**7.2 Controls**

*Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).*

<b>Control</b>	<b>Reason</b>	<b>Description</b>
DOI approval signatures	Ensure approval has been obtained.	
EPA clearance signatures	Ensure approval has been obtained.	
Fish and Wildlife clearance signatures	Ensure approval has been obtained.	

**8. Mechanisms (Systems of Record)**

*Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.*

<b>System Name</b>	<b>Support</b>
Integrated data	Related information on clearances and studies conducted by other parties. For example, a human impact study related to LNR use prepared in one region could form the basis for an impact study in another region.

**9. Inter-Process Relationships**

*Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.*

**9.1 Predecessors.**

*Predecessors are processes that either produce information required by this process or that result in the need to execute this process.*

<b>Process No.</b>	<b>Name</b>	<b>Condition of Relationship</b>
UM.1.4	LNRUM: Obtain Site-Specific Environmental Clearances	Request a clearance.
P.2.3.2	Prepare Documentation	When the plan has been documented and reviewed by the beneficiary, the planning team is ready to request environmental clearances and DOI approval of the plan.



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Process No.	Name	Condition of Relationship
B.6.2.2	BRDM: Beneficiary Involvement in the Plan	Conduct informational meetings on the NEPA documentation if required.

**9.2 Successors.** *Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.*

Process No.	Name	Condition of Relationship
UM.1.4	LNRUM: Obtain Site-Specific Environmental Clearances	Receive an environmental clearance.
B.6.2.2	BRDM: Beneficiary Involvement in the Plan	Conduct informational meetings on the NEPA documentation if required.
P.2.4.2	Document Support for the Plan	After DOI approves the plan, beneficiary support for the plan will be documented.

**10. Comments** *Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)*

Category	Comment
Note	Indian lands are not lands of the general public and the environmental laws were prepared for the general public lands. A special project team has been initiated to address environmental law as it applies to Indian Country.