

>>C. Humphrey: So that is about all the time -- it's not really all the time we have for questions. It's all the questions we have for the time. And I want to thank everybody for your thoughtful input, and I want to just summarize a few things that I picked up, a few little sound bites I picked up from this broadcast.

It's better to save than to be sorry.

It's better to include than not.

File early and often, and start now, please, please start now. That was from Megan.

Set your standards and your expectations up-front in writing. That's for both contractors and BLM folks.

Write lots of memos to the file. Paint a picture. Tell a story. Use your creativity to -- you don't want to stretch the truth, but -- the story can show internal disagreement but remember also to show the resolution. So we can show that we're a little dysfunctional but we can also show we come to a conclusion.

One of my favorites is The Administrative Procedures Act give us great power.

And then I think the best sound bite of the day was: "it's quietly horrifying not to have a project file." That was my favorite one.

Okay. Now, what I would like to do now is hear from the panel any last words of wisdom, any pearls that you would like to leave with the folks that are watching. Why don't we start in Portland with Anne Boeder.

>> A. Boeder: Yes, thanks, Cathy. It's been a pleasure to be part of this broadcast. I think a lot of times it's easy to treat the project file as a secondary task. You know, you pick up whoever happens to be available to work on it, someone that has time, but there's not a lot of thought put into it. My word of wisdom is use the same degree of care and intention in putting the project file together as you would in writing your EA, EIS or project file -- or, I am sorry, your RMP. If you don't do that, in the end you're going to spend a lot of time sort of making up for your mistakes. So really give it that attention it deserves.

>> C. Humphrey: Thank you, Anne. And now we'll go to the Washington with Laura Damm.

>> L. Damm: Yeah, thank you for the opportunity to be here today and to discuss this topic. Final words of wisdom, I would just echo what Anne just mentioned. Also I would just say, don't be shy about asking for help. A lot of times, at least in my experience, the devil's really in the details here, and it's the small details that really can become a headache in the end. So don't be shy about asking for help.

>> C. Humphrey: That's a good one. And now from our studio. Linda, final thoughts?

>> L. Garrison: Well, it's funny, because both have just said what I had been thinking about, and I just feel very strongly about the record, and we all know that it is -- when a project comes about that there is a very heavy workload. You need to remember, though, that the project file is as important as the project itself. By ensuring that the records are being maintained throughout the record -- throughout the project, you will be saving yourself and everyone else a lot of heartburn. Trust me.

>> C. Humphrey: Megan? Let's hear some pearls of wisdom.

>> M. Stouffer: Thank you, Cathy. I just have to say again it's better to save than be sorry. You know, make it a habit for yourself to start saving your e-mails and saving your files in an organizational manner that makes sense for you and is consistent with every other project that you're working on. Do it regularly. It becomes such a habit that it doesn't seem like such a large workload.

You're going to empty your e-mail box and organize it into all your little files. You're going to make sure you're saving everything you work on in a certain way and in a certain folder. Be OCD like me. Don't be afraid. It's not a disease. At least not for me, anyway. You can control it so, again, just keep saving. It's better to be safe than to be sorry.

>> C. Humphrey: And, Michael, final thoughts?

>> M. Williams: Yes, I just want to say that please be careful what you write in e-mails. Something may be in an e-mail that's embarrassing. I don't think it's going to lose us ever a case in court, but it will be very embarrassing to everyone involved, including the lawyers defending the BLM in court. So be careful what you write in e-mails.

>> C. Humphrey: Thanks, Michael. And now just a couple of quick items before we sign off. Don't forget to complete the Metrics That Matter evaluation. You'll be sent to it by e-mail today or tomorrow and that's only if you registered in DOI Learn for the broadcast. I think a lot of you were watching the broadcast that didn't register on DOI Learn, and most of you that are -- all of you that did register, you got an e-mail from Mark Harner. So if you would either e-mail Mark Harner with the people that were watching with you or you can fax your list of people that were watching to 602-906-5619, and if you didn't get that fax number but you have the other fax number, that's fine, too. Because we want to know everybody that participated because we want to hear your feedback.

As you know, those Metrics That Matter feedbacks, they're very helpful to us especially when you're specific and detailed. We have crafted a lot of our broadcasts based on the feedback you've given us in the past.

Some of the upcoming topics for our Planning/NEPA Forums will include public involvement for environmental assessments, and climate change guidance--whenever it comes out. I think those were probably the two topics that were most requested when I've

been asking for them. And then as usual, if you have any other ideas for relevant topics, send them to me and we'll see.

As I've mentioned a few times, we will post this broadcast to our Knowledge Resource Center page. So we won't be sending out DVD's like we have done in the past. And this will be posted to the same page we've been talking about where you found the prework materials. And it will probably be ready in a couple few weeks, a month or two.

So if you have any questions about any on-site classes that are scheduled or if you want to schedule a class in your office, NEPA or planning, or if you want to know what courses are under development, or if you have any ideas about a course that you'd like us to develop, then go ahead and contact me or my cohort Mark Chamberlain.

And we have a lot of other broadcasts and classes posted to the KRC as well as DOI Learn. If you are interested go to the KRC and type in either NEPA or planning or whatever topic you're interested in and see what we have there.

That wraps up our Forum and I want to thank the panel for your time and insights both here in the studio and out there in D.C. and Portland, and I want to thank our audience for your time and attention and participation, and I'm sure you feel a lot more comfortable with and knowledgeable about project files and administrative records. I'm sure you picked up terrific ideas tips and tools and you can start using them immediately. So long from Phoenix and we'll see you next time.

This broadcast has been a production of the BLM National Training Center.