NEPA: Categorical Exclusions

Course #1620-12

Participant Guide

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Tips for Taking an Online Course

# Benefits to Online Learning

* You have control over the learning environment.
* You have control over the day and time of day you take the class.
* You have control over how long you participate at one sitting.
* You have control with whom you participate.

# Disadvantages to Online Learning

* You can’t interact with the instructors in real time (but you can contact them, see their contact information under the Resources tab on the left side of your screen).

# Learning Environment

* If you’re taking this course with a group of people, then you’re probably in a conference room.
* If you’re taking this course alone, then you’re probably at your desk or in a library or at home.
* Let others know you are taking a class and are not to be disturbed.
* Turn off your cell phone and other distractions.
* Put up a Do Not Disturb sign (although this would be a little odd if you’re in a library or coffee shop).
* Get comfortable.
* Make sure you can see and hear the screen.
* Use headphones if you’re in a place where you don’t want to disturb others.
* Keep side conversations to a minimum if you’re watching with a group of people. You may not be interested, but the person next to you might be, so shhhhhhh.
* Pick a day and a time of day when you are fresh and alert.
* If you miss something, stop the video and watch it again.
* If you need to think about something, stop the video and think about it.
* If you need to talk about what you heard with someone, stop the video and talk about it.
* That’s the beauty of online learning – you have control! (see Benefits, above)

# Course Materials

* Participant Guide.
* 2008 BLM NEPA Handbook (H-1790-1). You can download a copy of the Handbook by going to the Resources tab on the left of your screen.
* One or more categorical exclusions you or someone in your office is working on or has completed.
* Something to write with.

Course Outline

# Introduction

# Categorical Exclusions

# When to Document

# Decisions and Formats

# Energy and Fuels CXs

# Summary

Course Objectives

Upon completion of this course, the participant should be able to:

Determine whether an action is categorically excluded from NEPA.

Determine whether extraordinary circumstances apply.

Prepare appropriate documentation.

Instructors

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Departmental Categorical Exclusions and Extraordinary Circumstances

**Appendix 2 of the BLM NEPA Handbook** provides the list of categorical exclusions established by Section 390 of the Energy Policy Act of 2005 for exploration or development of oil or gas. *Please be aware that IM 2010-118 (May 17, 2010) revised the guidance for all five of the Section 390 CXs. For example, the instructions for CX2 and CX3 have been amended, all Section 390 CXs now require review of extraordinary circumstances, and all Section 390 CXs must be in conformance with the approved land use plan. See the IM for specifics.*

**Appendix 3 of the BLM NEPA Handbook** provides the list of Department of the Interior’s actions that are categorically excluded.There are errors in the wording of one or more of these categorical exclusions (CXs) in the NEPA Handbook; therefore, we have included the correct list below from the Departmental regulations (43 CFR 46.210).

**Appendix 4 of the BLM NEPA Handbook**provides the list of BLM actions that are categorically excluded. *Please be aware that categories D.10. (vegetation management activities) and D.11. (issuance of livestock grazing permits) in Appendix 4 have been discontinued per IM 2009-199 (August 21, 2009).*

Remember that even if an action is on the BLM or DOI CX list, it still must be subjected to review to determine if any of the extraordinary circumstances apply**.** If any of the extraordinary circumstances apply, an EA or an EIS must be prepared.

### § 46.205 Actions categorically excluded from further NEPA review.

Categorical Exclusion means a category or kind of action that has no significant individual or cumulative effect on the quality of the human environment. See 40 CFR 1508.4.

(a) Except as provided in paragraph (c) of this section, if an action is covered by a Departmental categorical exclusion, the bureau is not required to prepare an environmental assessment (see subpart D of this part) or an environmental impact statement (see subpart E of this part). If a proposed action does not meet the criteria for any of the listed Departmental categorical exclusions or any of the individual bureau categorical exclusions, then the proposed action must be analyzed in an environmental assessment or environmental impact statement.

(b) The actions listed in section 46.210 are categorically excluded, Department-wide, from preparation of environmental assessments or environmental impact statements.

(c) The CEQ Regulations at 40 CFR 1508.4 require agency procedures to provide for extraordinary circumstances in which a normally excluded action may have a significant environmental effect and require additional analysis and action. Section 46.215 lists the extraordinary circumstances under which actions otherwise covered by a categorical exclusion require analyses under NEPA.

(1) Any action that is normally categorically excluded must be evaluated to determine whether it meets any of the extraordinary circumstances in section 46.215; if it does, further analysis and environmental documents must be prepared for the action.

(2) Bureaus must work within existing administrative frameworks, including any existing programmatic agreements, when deciding how to apply any of the section 46.215 extraordinary circumstances.

(d) Congress may establish categorical exclusions by legislation, in which case the terms of the legislation determine how to apply those categorical exclusions.

### § 46.210 Listing of Departmental categorical exclusions.

The following actions are categorically excluded under paragraph 46.205(b), unless any of the extraordinary circumstances in section 46.215 apply:

(a) Personnel actions and investigations and personnel services contracts.

(b) Internal organizational changes and facility and bureau reductions and closings.

(c) Routine financial transactions including such things as salaries and expenses, procurement contracts (e.g., in accordance with applicable procedures and Executive Orders for sustainable or green procurement), guarantees, financial assistance, income transfers, audits, fees, bonds, and royalties.

(d) Departmental legal activities including, but not limited to, such things as arrests, investigations, patents, claims, and legal opinions. This does not include bringing judicial or administrative civil or criminal enforcement actions which are outside the scope of NEPA in accordance with 40 CFR 1508.18(a).

(e) Nondestructive data collection, inventory (including field, aerial, and satellite surveying and mapping), study, research, and monitoring activities.

(f) Routine and continuing government business, including such things as supervision, administration, operations, maintenance, renovations, and replacement activities having limited context and intensity (e.g., limited size and magnitude or short-term effects).

(g) Management, formulation, allocation, transfer, and reprogramming of the Department’s budget at all levels. (This does not exclude the preparation of environmental documents for proposals included in the budget when otherwise required.)

(h) Legislative proposals of an administrative or technical nature (including such things as changes in authorizations for appropriations and minor boundary changes and land title transactions) or having primarily economic, social, individual, or institutional effects; and comments and reports on referrals of legislative proposals.

(i) Policies, directives, regulations, and guidelines that are of an administrative, financial, legal,

technical, or procedural nature; or whose environmental effects are too broad, speculative, or conjectural to lend themselves to meaningful analysis and will later be subject to the NEPA process, either collectively or case-by-case.

(j) Activities which are educational, informational, advisory, or consultative to other agencies, public and private entities, visitors, individuals, or the general public.

(k) *This category was discontinued per IM 2009-199 (August 21, 2009).* ~~Hazardous fuels reduction activities using prescribed fire not to exceed 4,500 acres, and mechanical methods for crushing, piling, thinning, pruning, cutting, chipping, mulching, and mowing, not to exceed 1,000 acres. Such activities:~~

~~(1) Shall be limited to areas—~~

~~(i) In wildland-urban interface; and~~

~~(ii) Condition Classes 2 or 3 in Fire Regime Groups I, II, or III, outside the wildland-urban interface;~~

~~(2) Shall be identified through a collaborative framework as described in ‘‘A Collaborative Approach for Reducing Wildland Fire Risks to Communities and the Environment 10-Year Comprehensive Strategy Implementation Plan;’’~~

~~(3) Shall be conducted consistent with bureau and Departmental procedures and applicable land and resource management plans;~~

~~(4) Shall not be conducted in wilderness areas or impair the suitability of wilderness study areas for preservation as wilderness; and~~

~~(5) Shall not include the use of herbicides or pesticides or the construction of new permanent roads or other new permanent infrastructure; and may include the sale of vegetative material if the primary purpose of the activity is hazardous fuels reduction. (Refer to the ESM Series for additional, required guidance.)~~

(l) Post-fire rehabilitation activities not to exceed 4,200 acres (such as tree planting, fence replacement, habitat restoration, heritage site restoration, repair of roads and trails, and repair of damage to minor facilities such as campgrounds) to repair or improve lands unlikely to recover to a management approved condition from wildland fire damage, or to repair or replace minor facilities damaged by fire. Such activities must comply with the following (Refer to the ESM Series for additional, required guidance.):

(1) Shall be conducted consistent with bureau and Departmental procedures and applicable land and resource management plans;

(2) Shall not include the use of herbicides or pesticides or the construction of new permanent roads or other new permanent infrastructure; and

(3) Shall be completed within three years following a wildland fire.

### § 46.215 Categorical Exclusions: Extraordinary circumstances.

Extraordinary circumstances (see paragraph 46.205(c)) exist for individual actions within categorical exclusions that may meet any of the criteria listed in paragraphs (a) through (l) of this section. Applicability of extraordinary circumstances to categorical exclusions is determined by the Responsible Official.

(a) Have significant impacts on public health or safety.

(b) Have significant impacts on such natural resources and unique geographic characteristics as historic or cultural resources; park, recreation or refuge lands; wilderness areas; wild or scenic rivers; national natural landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands (EO 11990); floodplains (EO 11988); national monuments; migratory birds; and other ecologically significant or critical areas.

(c) Have highly controversial environmental effects or involve unresolved conflicts concerning alternative uses of available resources [NEPA section 102(2)(E)].

(d) Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks.

(e) Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects.

(f) Have a direct relationship to other actions with individually insignificant but cumulatively significant environmental effects.

(g) Have significant impacts on properties listed, or eligible for listing, on the National Register of Historic Places as determined by the bureau.

(h) Have significant impacts on species listed, or proposed to be listed, on the List of Endangered or Threatened Species or have significant impacts on designated Critical Habitat for these species.

(i) Violate a Federal law, or a State, local, or tribal law or requirement imposed for the protection of the environment.

(j) Have a disproportionately high and adverse effect on low income or minority populations (EO 12898).

(k) Limit access to and ceremonial use of Indian sacred sites on Federal lands by Indian religious practitioners or significantly adversely affect the physical integrity of such sacred sites (EO 13007).

(l) Contribute to the introduction, continued existence, or spread of noxious weeds or non-native invasive species known to occur in the area or actions that may promote the introduction, growth, or expansion of the range of such species (Federal Noxious Weed Control Act and EO 13112).

Exercise 1: Is The Action Excluded?

To do this exercise, you’ll need to look at Appendix 4 (BLM CXs) in the BLM NEPA Handbook and pages 5-7 of this Participant Guide for the Departmental CXs.

Review each of the following actions and determine if it is one of the BLM or DOI categorically excluded actions. Indicate which CX it is, and don’t forget to include the appropriate section of the guidance.

### 1. Stream temperature monitoring

### 2. Removing hazard trees in a campground

### 3. Approving a cash award for an employee

### 4. Approving a grazing permit for a new permittee

### 5. Granting a right-of-way for overhead power lines across multiple sections of BLM-administered land

### 6. Selling firewood permits

### 7. Approving a permit for a day-long endurance horse race

### 8. Approving a 1/8-mile right-of-way for Mr. Smith to access his private in-holding

#### Here are a few other things to consider:

* If an action fits under more than one category, pick the one that fits best.
* Some categories have specific requirements, like time limits or size restrictions, that your action must fit within to be excluded from NEPA.
* An action can be modified to fit a category.

Don’t forget, if any of the proposed actions are on one of the CX lists, you must review the list of extraordinary circumstances to see if any of them apply.

Exercise 2: Should I Document it?

For this exercise, look at the following actions and decide whether any documentation is needed.

### 1. Stream temperature monitoring

### 2. Removing hazard trees in a campground

### 3. Approving a cash award for an employee

### 4. Selling firewood permits

### 5. Approving a permit for a day-long endurance horse race

### 6. Approving a 1/8-mile right-of-way for Mr. Smith to access his private in-holding

#### Here is something else to consider:

* Something else to think about for proposed actions, in addition to documentation requirements, is public notification requirements. While NEPA may not require public notification, many programs do have notification requirements. If you’re not sure about your program, check with your field office, district, or state lead.

Categorical Exclusion Documentation Format

This is taken from Appendix 6 of the NEPA Handbook. You will need it for Exercise 3.

Notice that this form is for categories that aren’t established by statute. Others, such as the categories established under Section 390 of the Energy Policy Act, may have different documentation requirements. Check with your field office, district office, or state office program lead or NEPA coordinator to be sure you’re using the latest form.

# Categorical Exclusion Documentation Format

# When Using CXs Not Established by Statute

## A. Background

BLM Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lease/Serial/Case File No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Action Title/Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Proposed Action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Proposed Action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## B. Land Use Plan Conformance

Land Use Plan Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Approved/Amended:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The proposed action is in conformance with the applicable LUP because it is specifically provided for in the following LUP decision(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The proposed action is in conformance with the LUP, even though it is not specifically provided for, because it is clearly consistent with the following LUP decision(s) (objectives, terms, and conditions): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## C. Compliance with NEPA

The Proposed Action is categorically excluded from further documentation under the National Environmental Policy Act (NEPA) in accordance with 516 DM 2, Appendix 1, \_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Insert appropriate CX number and text, or a paraphrase of the text*] or 516 DM 11.9, \_\_\_\_\_\_\_\_\_

[*Insert appropriate CX number and text, or a paraphrase of the text*].

This categorical exclusion is appropriate in this situation because there are no extraordinary circumstances potentially having effects that may significantly affect the environment. The

proposed action has been reviewed, and none of the extraordinary circumstances described in

516 DM 2 apply.

I considered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*Insert any pertinent design features incorporated into the project design or relevant situations discussed during project design, and explain why there is no potential for significant impacts.*]

## D. Signature

Authorizing Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (*Signature*)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Contact Person

For additional information concerning this CX review, contact [*Insert contact name, title, office name, mailing address, and telephone number*].

**Note:** A separate decision document must be prepared for the action covered by the CX.

#### Here are some other things to consider:

* Some offices include a checklist of the extraordinary circumstances and a place to include the rationale as to why that circumstance doesn’t apply. The NEPA Web Guide includes an example of a CX form with a checklist. You can either do a web search for “NEPA Web Guide” or click on this link: <http://www.blm.gov/pgdata/content/wo/en/prog/planning/news/webguide.html>.
* In August 2009, the BLM issued guidance (IM 2009-199) that discontinued the use of the categorical exclusions for fuels reductions, certain vegetation management activities, and grazing permit issuance. This IM can be found by selecting the Resources Tab on the left side of the screen in the CX course.
* In May 2010, the BLM issued guidance (IM 2010-118) that amends the instructions for the preparation and documentation of categorical exclusions established by Section 309 of the Energy Policy Act. For example, review of extraordinary circumstances is now required for these categories of actions. This IM can be found by selecting the Resources Tab on the left side of the screen in the CX course.
* ***Because there have been several recent changes to the guidance on preparing and documenting categorically excluded actions, be sure to talk with your NEPA coordinator for the latest requirements.***

Exercise 3: Is My Documentation Adequate?

For this exercise, look at our sample completed CX (see the following page), the blank CX Documentation Format (see on the previous couple pages or in Appendix 6 [or 7] of the BLM NEPA Handbook), and one of your own CXs that you selected for this class.

 *(Remember at the beginning of the class, we said you’d need to have one or two CXs? If you don’t have a CX now, go ahead and find one to use for this exercise.)*

Compare your CX with our sample CX (and/or blank CX format) and answer the following questions:

### 1. Are all the sections there in your CX?

### 2. Does your CX include any extra sections that don’t need to be there?

### 3. Are all the sections filled out properly (for example, does your description of the proposed action include Who, What, How, When *and* Where?)?

### 4. Does the land use plan conformance section (Section B) include the decisions that specifically provide for the proposed action *or* the decisions that the action is consistent with, if the action isn’t specifically provided for?

### 5. Jot down any new ideas you’d like to try for your next CX or how you could improve the one you’re working on now.

#### Here are a couple other things to consider:

* If you have any questions, be sure to ask an experienced colleague or NEPA expert.
* If you have any great ideas, be sure to write them down and share them with your colleagues and NEPA lead.
* There are other sample CXs for your use or comparison in the BLM’s NEPA Web Guide (<http://www.blm.gov/wo/st/en/prog/planning/news/webguide/document_pages/4_2_4_2__examples.html>)

Sample Categorical Exclusion (for Exercise 3)

**United States**

**Department of the Interior**

**Bureau of Land Management**

**Categorical Exclusion Documentation**

.

**A.** **Background**

**BLM Office:** XX District Office **Case File No.:** DOI-BLM-AZ-xxxx-2009-00064-CX

**Proposed Action Title/Type:** North Trail Closure

**Location of Proposed Action:** T. 5 S., R. 1 W., section 7; and T. 5 S., R. 2 W., section 13.

**Description of Proposed Action:** The BLM XX Field Office of the XX District proposes to temporarily close designated trails 15, 16, 17, and 18 within the Big Valley Off- Highway Vehicle (OHV) Trail system.

The purpose of the action is to mitigate potential user conflict and safety issues due to proposed timber harvest activities adjacent to these trails.

Trail closure would be in effect from approximately late August 2009 to February 2011. Prior to recreation activities, signs would be posted at all trail access points notifying the public of the closure.

Specific direction for OHV management on BLM lands is to provide for visitor safety and minimize conflicts between various users (2004 RMP, page 94).

**B. Land Use Plan Conformance**

**Land Use Plan Name**: XXX Land Use Plan **Date Approved/Amended:** July 10, 2008

The proposed action is in conformance with the land use plan, even though it is not specifically provided for, because it is clearly consistent with the following plan decisions:

 CA-PS 5. Restrict public access to areas that have a need to ensure safety (e.g. near open mine shafts) or protect resources (e.g. near rare plants).

 B-R 8.1.4 Provide for motorized recreation on designated trails in a manner that will maximize user enjoyment and safety and minimize conflicts with wildlife and their habitats.

 B-TA 1.4 Use temporary road closures during wet seasons for safety and to minimize sediment erosion impacts and localized damage to the road resources.

 **C.** **Compliance with NEPA**

The Proposed Action is categorically excluded from further documentation under the National Environmental Policy Act in accordance with 516 DM 11.9(G)(3): temporary closure of roads and trails.

This CX is appropriate in this situation because there are no extraordinary circumstances potentially having effects that may significantly affect the environment. The XX District reviewed the proposed action and none of the extraordinary circumstances in 516 DM 2 apply.

I considered the timing and duration of the trail closure in relation to when the hunting and fishing activities occur most often in this area and found there is no potential for significant effects.

**D. Signature**

Authorized Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_April 1, 2009\_\_\_\_\_\_

 Meredith Manager

 XXX Field Office Manager

**Contact Person**

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BLM XX Field Office

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555-906-7758

Exercise 4: Top 10 Things to Remember About CXs

As the instructor reads off the top 10 things to remember about categorical exclusions, write them down below:

## 10. ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exercise 5: Bringing it Home

It’s easy to forget what you’ve learned in a class unless you write it down. That’s what this exercise is about.

### 1. Write down what you’re going to do differently with your categorical exclusions as a result of what you learned today.

Take your time. Think about what you learned during this short course, including the notes you took and the tidbits you heard during the summary (Top 10 Things). Think about what you work on most, what you struggle with the most, and where you have been the weakest. Your notes should be clear and complete so they will make sense when you refer back to them next week or next year.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 2. Write down what you still need in order to become a “CX expert”.

Is it more practice? More guidance? Clarification in something?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### 3. Write down how you’re going to meet your needs from Question 2.

Do you need to talk about it to your supervisor or NEPA coordinator? Work with someone on a CX? Shadow a NEPA expert?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### 4. Implement your plan! Make it happen!

Thanks for your time and attention!