



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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PEP-ENVIRONMENTAL COMPLIANCE MEMORANDUM NO. ECM 10-3

To: Heads of Bureaus and Offices

From: Willie R. Taylor, Director 
Office of Environmental Policy and Compliance

Subject: Comprehensive Environmental Response, Compensation, and Liability Act
(CERCLA) Record of Decision Surname Process

The Office of Environmental Policy and Compliance (OEPC) is issuing this Environmental Compliance Memorandum (ECM), pursuant to the authority provided in 112 Department Manual Chapter 4, to provide guidance concerning the surname process for a Record of Decision (ROD) issued pursuant to the CERCLA. The issuance of a CERCLA ROD requires the signature of the Assistant Secretary - Policy, Management and Budget (AS-PMB). The authority of the AS-PMB to issue a CERCLA ROD is provided in 209 DM 4.

At any site where a bureau is undertaking a response action pursuant to CERCLA authority, and is selecting a remedial action for the cleanup of that site, the bureau shall prepare a ROD based upon the Proposed Plan previously issued by the bureau which identifies the bureau's preferred alternative from among those evaluated in the Feasibility Study. The Proposed Plan and ROD shall be prepared consistent with EPA's *A Guide to Preparing Superfund Proposed Plans, Records of Decision, and Other Remedy Selection Decision Documents* (OSWER 9200.1-23P, July 1999).

In order for a ROD to be approved by the AS-PMB, a surname package comprising of a copy of the ROD and a briefing memorandum summarizing site conditions and the primary components of the remedy being selected, must be signed by the bureau Director (or the Director's designee), the bureau's Deputy Assistant Secretary (DAS), and the Solicitor (or the Solicitor's designee). The bureau is responsible for obtaining each of these signatures before the surname package is forwarded on to OEPC. The bureau should coordinate with the Solicitor's Office, Branch of Environmental Compliance and Response, to obtain surnames from the Solicitor's Office. OEPC will rely on the bureau's representative on the Technical Review Committee of the Central Hazardous Materials Fund as the bureau's point of contact in completing this surname process.

Upon completion of the process outlined above, the ROD surname package should be sent to the Director of OEPC, in order to move the ROD package forward for signature by AS-PMB.