

# INTERDISCIPLINARY TEAM STRUCTURE

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## INTRODUCTION

Who are the players? This is the scorecard that lets everyone know who does what, and how. It should be created (and kept up to date) for every project, whether a nationwide Programmatic Environmental Impact Statement or a smaller scale Environmental Assessment. It will help you track who's who during the NEPA process, and as part of the administrative record will be a valuable tool during any internal appeal or subsequent litigation.

Other items you may wish to include as you customize this list for each project are:

- Who keeps the project file?
- Who is the point of contact with the contractor (if any)?
- Who is the contractor's point of contact (if any)?
- What methods are used to submit reports, data, reviews, input, etc.?
- What methods are used to ensure *interdisciplinary* analysis?
- How will each member know when they are finished collecting data?

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## INTERDISCIPLINARY TEAM

### Leader:

Name / Title:

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Address:

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Phone:

Fax:

E-mail:

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### Members:

Name / Title:

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Area of Responsibility:

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**Meetings:**

Who Calls:

Who determines agenda:

Who prepares materials:

Who chairs:

Who takes notes:

How often:

Dispute-resolution / decision-making process: