Message

From: DeBell, Kevin [debell.kevin@epa.gov]
Sent: 1/23/2018 5:43:19 PM
To: Saltman, Tamara [Saltman.Tamara@epa.gov]; Darwin, Henry [darwin.henry@epa.gov]
CC: McIlwain, Serena [McIlwain.Serena@epa.gov]; Poole, Laura [Poole.Laura@epa.gov]
Subject: RE: andon: agency FOIA

Got it. I have asked IEc for Greg's availability.

From: Saltman, Tamara
Sent: Tuesday, January 23, 2018 12:38 PM
To: Darwin, Henry <darwin.henry@epa.gov>; DeBell, Kevin <debell.kevin@epa.gov>
Cc: McIlwain, Serena <McIlwain.Serena@epa.gov>; Poole, Laura <Poole.Laura@epa.gov>
Subject: RE: andon: agency FOIA

Thanks.

Kevin, I will wait to hear from you on what the reschedule date and let the team know. And get them to get invites out for that week ASAP!

Tamara

From: Darwin, Henry
Sent: Tuesday, January 23, 2018 12:26 PM
To: DeBell, Kevin <debell.kevin@epa.gov>
Cc: McIlwain, Serena <McIlwain.Serena@epa.gov>; Saltman, Tamara <Saltman.Tamara@epa.gov>; Poole, Laura <Poole.Laura@epa.gov>
Subject: FW: andon: agency FOIA

I think we should reschedule. I will take care of the accountability for the needing to change part, but I have every reason to trust Tamara's evaluation of the situation. It sounds like the best approach will be to pick a date later in February. Can you please check with Greg through Eric to see what works for him?

Thanks

Henry

From: Saltman, Tamara
Sent: Tuesday, January 23, 2018 12:21 PM
To: Darwin, Henry <darwin.henry@epa.gov>; DeBell, Kevin <debell.kevin@epa.gov>
Cc: McIlwain, Serena <McIlwain.Serena@epa.gov>; Poole, Laura <Poole.Laura@epa.gov>
Subject: andon: agency FOIA

I need some guidance on how to proceed with this team. After a slow start finding the right people to talk to, I now feel that I more or less know what is going on with the team and what prep work has already been completed.

Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

I'm happy to talk more if needed.

Tamara

Message

From: Kenny, Shannon [Kenny.Shannon@epa.gov]
Sent: 9/7/2017 8:16:10 PM
To: Dawes, Katherine [Dawes.Katherine@epa.gov]; Darwin, Henry [darwin.henry@epa.gov]
Subject: RE: Shannon's draft language for infrastructure and FOIA

Here's the language from the reform plan:

Deliberative Process / Ex. 5

From: Dawes, Katherine
Sent: Thursday, September 07, 2017 3:49 PM
To: Darwin, Henry <darwin.henry@epa.gov>; Kenny, Shannon <Kenny.Shannon@epa.gov>
Subject: Shannon's draft language for infrastructure and FOIA

Increase the amount of non-EPA resources leveraged by EPA infrastructure investments.

Increase timeliness of responses to Freedom of Information Act requests.

Katherine Dawes
Integrated Environmental Strategies Division
Office of Strategic Environmental Management
Office of Policy
US Environmental Protection Agency
Dawes.katherine@epa.gov
202-566-2189

Message

From: Palmer, Leif [Palmer.Leif@epa.gov]
Sent: 12/6/2018 10:23:48 PM
To: Darwin, Henry [darwin.henry@epa.gov]
CC: McIlwain, Serena [McIlwain.Serena@epa.gov]; Costa, Karen [Costa.Karen@epa.gov]
Subject: A3 SES PARS
Attachments: Leif Palmer FY 2019 A3 Project Draft.pptx

Good afternoon Henry –

I mentioned during your visit of developing an A3 project to reduce R4 FOIA response times. As you may recall, the Regional FOIA offices will be realigned into ORC offices. The R4 realignment date is March 3, 2019. I've spoked to my incoming FOIA Office Chief (Lou Ann Gross) have discussed an A3 project that revisits the R4 FOIA process and ORC/FOIA office interaction. We believe we can improve R4's A06 metric (FOIA backlog). My goal is to kick this off in January and hopefully complete our review and deliverables by March 3rd so that it is in place when FOIA becomes part of ORC. This will give us six months to show a measurable improvement.

We will look at internal R4 processes and review and revise checklists, delegations, SOPs, and look to simplify the way we handle simple/straightforward requests with an eye towards streamlining the process for those requests which will free up legal and FOIA office resources for complex requests.

I was not sure if I was expected to fill out the Analysis portion of the A3 chart – I think we will use a combination of brainstorming and "5-whys" to improve the process and reduce FOIA response time.

Leif Palmer
Regional Counsel
US EPA Region 4
61 Forsyth Street SW
Atlanta, Georgia 30303
(404) 562-9542
Ex. 6 (cell)

This email is from an attorney and may contain privileged information and attorney-client communications and should not be released under FOIA or discovery to individuals or entities outside of EPA or the U.S. Department of Justice without the knowledge of the sender.

From: Darwin, Henry
Sent: Tuesday, November 27, 2018 1:47 PM
To: Career SES <Career_SES@epa.gov>
Subject: Guidance for SES A3 Project

Colleagues,

By now you have likely received notice regarding the A3 project to be included in all SES FY19 PARS plans. I am incredibly excited about the prospect of working with each of you to improve a process you have chosen as one of EPA's senior executives. It's amazing to think that at the end of the fiscal year we will have improved at least 200 processes to

the benefit of EPA and our mission. The purpose of this e-mail is to provide additional guidance on this opportunity to improve something you have identified as important, while at the same time learning how to use a very important tool integral to the EPA Lean Management System (ELMS).

To ensure that your project is both impactful and achievable, you will need to submit your draft A3 with a proposed project definition to me via email, with a carbon copy to Serena McIlwain (McIlwain.Serena@epa.gov) and Karen Costa (Costa.Karen@epa.gov). The subject of the email should be "A3 SES PARS".

Once received, I will review your project definition and send back a either a notification of approval or a request for modification. Use this link to access the A3 template. In order to receive credit for the project in your PARS, the A3 with a completed project definition must be approved by me. Your role on the project is as the executive sponsor.

The project may be related to a bowling chart metric, a countermeasure from a bowling chart metric, or a known issue identified by you or your staff through visual management or by any other means. The scope of your A3 project should have a clear positive impact on your area of responsibility, but should also allow for completion of the project in a three to six-month time frame. Incremental improvement in a large problem is fine. If you're having trouble identifying a project, feel free to send me an e-mail, I will do what I can to help.

There is no requirement that you perform a week-long kaizen event to achieve your goal, but that is an EPA tried and true method for achieving remarkable outcomes. If you are interested in pursuing a kaizen event, please contact the Office of Continuous Improvement for assistance in identifying a proven facilitator.

The problem statement will serve as a foundation for the project. A good problem statement (i.e., a description of what you plan to improve) includes the current performance level in observable and measurable terms. It addresses the what, when, where and magnitude of the problem but avoids making assumptions for correcting the problem. It is based on data and facts, not perception.

Example of a bad problem statement:

The EPA hiring process takes too long and we can't get all of the work done.

Example of a good problem statement:

The hiring process at the EPA took an average of X days to complete in FY18. Delays in hiring cause delays in carrying out the functions the new hire will perform to carry out the mission of EPA.

The desired number of days for hiring would be addressed in the Goal statement (Reduce the number of days for the hiring process from X to Y by Z).

To be considered successful, the A3 project must result in least a 25% improvement over the baseline condition.

Training on the use of an A3 will be available from the Office of Continuous Improvement starting the first week of December. Feel free to contact Karen Costa, 202-564-2179, with questions related to the training. I am confident that by the end of the year we will all look back with pride on the amazing improvements you have achieved – with documented, measurable results.

Thank you,

Henry Darwin

Acting Deputy Administrator and Chief of Operations

Message

From: Darwin, Henry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7AE8E9D24EEB4132B25982E358EFBD9D-DARWIN, HEN]
Sent: 4/21/2019 8:05:19 PM
To: Badalamente, Mark [Badalamente.Mark@epa.gov]
CC: Costa, Karen [Costa.Karen@epa.gov]
Subject: RE: A3 Project proposal for Mark Badalamente, Director OECA/OAP

Thank you Mark for making the adjustment (that's what I was hoping for – rather than your picking a different project). I approve. If there's anything I can do to help you achieve your goal, please let me know.

Henry

From: Badalamente, Mark
Sent: Monday, March 25, 2019 8:25 AM
To: Darwin, Henry <darwin.henry@epa.gov>
Subject: RE: A3 Project proposal for Mark Badalamente, Director OECA/OAP

Henry – here is the revised A3 project definition per your comment on my initial submission:

Box 1. PROJECT DEFINITION (Plan)

Improvement Opportunity:

Increase the public knowledge of OECA's activities by providing faster responses to FOIA requests.

Goal:

Improve OECA's average response time (the time between when a FOIA is assigned to OECA until the time that FOIA request is completed and closed out) by 20%. The baseline average response time for FY2018 is 69.25 days. This project is designed to reduce that average response time to 51.94 days or fewer. Progress will be measured on a monthly basis, with quarterly and annual performance measures generated as well.

Scope:

This project will begin when approved by the EPA Chief Operating Officer. The scope will be limited to FOIA requests that are assigned to OECA and are completed and closed out

by OECA (FOIA requests that are assigned to OECA initially but are later transferred to another part of the Agency for response are excluded). This project will also be limited to "simple" FOIA requests, which represent the vast majority of OECA's assigned and completed FOIA requests.

Approval:

- *Chief Operations Officer signature required*

From: Darwin, Henry
Sent: Sunday, March 24, 2019 4:53 PM
To: Badalamente, Mark <Badalamente.Mark@epa.gov>
Subject: RE: A3 Project proposal for Mark Badalamente, Director OECA/OAP

Mark:

Thank you for submitting this project for review. I like the improvement opportunity you have chosen. I am ready to approve, but would need for you to make a commitment to at least a 25% improvement for this project to qualify as a SES PARS A3 project. If you aren't able to make a commitment to improve by at least 25%, I understand, but you'll have to pick another opportunity.

Let me know what you'd like to do.

Henry

From: Badalamente, Mark
Sent: Monday, March 18, 2019 11:58 AM
To: Darwin, Henry <darwin.henry@epa.gov>
Subject: A3 Project proposal for Mark Badalamente, Director OECA/OAP

Henry – here is my proposed A3 project. As OECA's SRO and SIO, OECA's overall FOIA program is within my area of responsibility and influence. Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

****

Mark Badalamente
Director, Office of Administration and Policy
Senior Resource Official (SRO)
Senior Information Official (SIO)
Office of Enforcement and Compliance Assurance

U.S. Environmental Protection Agency
William Jefferson Clinton Building
Room 3235 South
Office: 202-564-4673
Mobile: Ex. 6

Message

From: Tejada, Matthew [Tejada.Matthew@epa.gov]
Sent: 11/14/2017 6:23:56 PM
To: Walsh, Ed [Walsh.Ed@epa.gov]; Tomiak, Robert [tomiak.robert@epa.gov]; Dravis, Samantha [dravis.samantha@epa.gov]; Kime, Robin [Kime.Robin@epa.gov]
CC: Kelty, Diane [Kelty.Diane@epa.gov]
Subject: RE: draft package for your review -- without attachments
Attachments: OARM OEI OP proposed reorganization + tejada.docx

Some small edits from me attached.

Matthew Tejada
Director - Office of Environmental Justice
Environmental Protection Agency
202-564-8047

Stay in the know about all things EJ at EPA by subscribing to our email listserv here.

From: Walsh, Ed
Sent: Tuesday, November 14, 2017 11:47 AM
To: Tejada, Matthew <Tejada.Matthew@epa.gov>; Tomiak, Robert <tomiak.robert@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Kime, Robin <Kime.Robin@epa.gov>
Cc: Kelty, Diane <Kelty.Diane@epa.gov>
Subject: draft package for your review -- without attachments

For your review, here is the draft package that we plan to provide to the appropriators tomorrow. The narrative is taken directly from the original OP reorg package and simply now combined with the OARM/ OEI. Donna is also reviewing this package from the OARM perspective.

Please note that we are still working on the before and after organization charts which will be enclosed with the letter.

PS. I also have set up transportation for us tomorrow, leaving from 12th street (metro escalator) at 10:40.

Thanks

Ed

Edward A. Walsh
Senior Policy Advisor and Liaison to the Committees on Appropriations
Office of the Chief Financial Officer
United States Environmental Protection Agency
Washington, D.C. 20460
202.564.4594 (o)
walsh.ed@epa.gov

Message

From: Walsh, Ed [Walsh.Ed@epa.gov]
Sent: 11/14/2017 4:47:17 PM
To: Tejada, Matthew [Tejada.Matthew@epa.gov]; Tomiak, Robert [tomiak.robert@epa.gov]; Dravis, Samantha [dravis.samantha@epa.gov]; Kime, Robin [Kime.Robin@epa.gov]
CC: Kelty, Diane [Kelty.Diane@epa.gov]
Subject: draft package for your review -- without attachments
Attachments: OARM OEI OP proposed reorganization.docx

For your review, here is the draft package that we plan to provide to the appropriators tomorrow. The narrative is taken directly from the original OP reorg package and simply now combined with the OARM/ OEI. Donna is also reviewing this package from the OARM perspective.

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Thanks

Ed

Edward A. Walsh
Senior Policy Advisor and Liaison to the Committees on Appropriations
Office of the Chief Financial Officer
United States Environmental Protection Agency
Washington, D.C. 20460
202.564.4594 (o)
walsh.ed@epa.gov

Message

From: Dravis, Samantha [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=ECE53F0610054E669D9DFFE0B3A842DF-DRAVIS, SAM]
Sent: 10/11/2017 10:33:24 PM
To: Bowman, Liz [Bowman.Liz@epa.gov]; Ferguson, Lincoln [ferguson.lincoln@epa.gov]
Subject: Fwd: FOIA backlog
Attachments: Pending before 1 1 17.xls; ATT00001.htm; Plan to Address Backlogged Requests.xlsx; ATT00002.htm

What is this?

Sent from my iPhone

Begin forwarded message:

> **From:** "Kenny, Shannon" <Kenny.Shannon@epa.gov>
> **To:** "Dravis, Samantha" <dravis.samantha@epa.gov>
> **Cc:** "Bolen, Brittany" <bolen.brittany@epa.gov>
> **Subject: FOIA backlog**
>
> Hi, Ryan has directed us all to close out all FOIA requests from 2016 or before by the end of this calendar year. This will not impact you directly, but I wanted you to be aware we have a fair number of transition-related FOIAs in the backlog. Per direction below, we are putting together a plan for how to process them all. We have a full FTE (Andy Teplitzky) on this already, and much of the backlog is due to OGC and OEI – but we will do our best. Let me know if you would like to review the plan before we submit it on Friday.
> Shannon
>
> ---
>
> **From:** Fine, Steven
> **Sent:** Tuesday, October 10, 2017 8:10 PM
> **To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
> **Cc:** Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
> **Subject:** Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
>
> All,
>
> Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.
>
> The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.
>
> In developing your plan, please use the following targets:

- Complete 10% or more of backlog by Oct. 31
- Complete 50% or more by Nov. 30
- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Dravis, Samantha [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=ECE53F0610054E669D9DFFE0B3A842DF-DRAVIS, SAM]
Sent: 7/24/2017 3:55:22 PM
To: Bolen, Brittany [bolen.brittany@epa.gov]
Subject: FW: FOIA processing in the Office of the Administrator
Attachments: AO FOIA Centralization Pilot Project Description. 07.21.17. final.docx; AO FOIA Centralization Pilot Project. Cover Memo for Employee Communicat....docx; AO FOIA Centralization Project. Qs and As. 07.21.2017.docx; AO FOIA Centralization Pilot Project. Direction. 07.21.2017.docx; AO FOIA Centralization Pilot Project. Initial Implementation Plan.docx

From: Jackson, Ryan
Sent: Monday, July 24, 2017 11:46 AM
To: Minoli, Kevin <Minoli.Kevin@epa.gov>; Baptist, Erik <baptist.erik@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>
Cc: Darwin, Henry <darwin.henry@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>
Subject: FOIA processing in the Office of the Administrator

Due to the large amount of FOIA requests we are receiving, I am concerned that we are getting flooded without a new process to address this new problem. Working with the OGC, I am issuing the memo detailing a new process within the Office of the Administrator for responding to FOIAs with attachments on Q&A, next steps for the specific offices involved, and a general description of the new process. The attachments also include a memo for you to send to your offices regarding the new process.

I believe this will streamline the process and achieve a consistent process among the offices in the OA. Additionally, I believe this will help best inform FOIA improvement work throughout the agency as we are working on improving that system. This will be a good test case.

Please issue the memo from you offices at your convenience today, and I believe this will help you and relieve some of the added burdens from outside groups abusing the FOIA process.

I would like to especially thank Becky for her consistent work to inform us of new FOIAs and her work in organizing this project and taking on this added workload. She's a hero for this.

Thank you,

Ryan.

MEMORANDUM

FROM: Ryan Jackson, Chief of Staff

TO: Kevin Minoli, Acting General Counsel
Steve Fine, Acting Assistant Administrator, Office of Environmental Information
Samantha Dravis, Associate Administrator for Policy

Troy Lyons, Associate Administrator for OCIR
Liz Bowman, Acting Associate Administrator for Public Affairs
Brian Hope, Acting Director, Office of the Executive Secretariat

SUBJECT: Office of the Administrator FOIA Centralization Pilot Project

By this memorandum, I am asking you to implement a pilot project centralizing all incoming Freedom of Information Act requests directed to the Immediate Office of the Office of the Administrator, the Office of Public Affairs (OPA), the Office of Policy (OP) and the Office of Congressional and Intergovernmental Relations (OCIR) consistent with the attached project description.

This pilot project is anticipated to enhance the Agency's ability to provide effective and efficient FOIA production in response to the many FOIA requests directed to these four offices. Additionally, the pilot project will generate information on the benefits of increased centralization of FOIA processing responsibilities at the EPA and the resources necessary for such centralization. This information will be used in making near-term decisions regarding the potential increased centralization of FOIA at the Agency.

While I realize that the project will take time for full implementation, I ask that your offices begin those implementation efforts immediately. I have attached a cover memo and attachments for you to use to communicate this project with your staff and ask that you disseminate this information Monday.

Thank you for your willingness to assist in our efforts aimed at enhancing the overall efficacy of the Agency's FOIA program.

Attachments

cc: Henry Darwin
Byron Brown

Ryan Jackson
Chief of Staff
U.S. Environmental Protection Agency

Ex. 6

Message

From: Walker, Denise [Walker.Denise@epa.gov]
Sent: 4/27/2018 8:27:18 PM
To: Clarke, Victoria [clarke.victoria@epa.gov]; Fugh, Justina [Fugh.Justina@epa.gov]
CC: Rementer, Nicole [rementer.nicole@epa.gov]; Bigioni, Neil [bigioni.neil@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Re: Ethics records can be released FEAT and NFO Awareness Notification Review List 4/24/2018

Please wait till Monday to do the releases.

Sent from my iPhone

On Apr 27, 2018, at 3:47 PM, Walker, Denise <Walker.Denise@epa.gov> wrote:

Victoria:

The ethics records still awaiting review on the list below can now be released.

Per Beth White, the following releases on the attached list can now be provided to the requesters:

"Below are the FOIAs we can release for now. Again, on first class and security let's make sure we circle with Erik Baptist before we release- but my guess is we will release it all early next week.

2018-000227

2018-000228

2018-000367

2018-001516

2018-003413

2018-004708

2018-005535

2018-005662

2017-011934

2018-004453

"

Thank you! Please reach out to Nicole or Beth White if you need assistance. I am also available on my cell.

<FEAT and NFO Awareness Review List 04242018.xlsx>

<FEAT and NFO Awareness Review Prepared FOIA Releases 04242018.docx>

Message

From: Walker, Denise [Walker.Denise@epa.gov]
Sent: 4/27/2018 7:47:40 PM
To: Clarke, Victoria [clarke.victoria@epa.gov]; Fugh, Justina [Fugh.Justina@epa.gov]
CC: Rementer, Nicole [rementer.nicole@epa.gov]; Bigioni, Neil [bigioni.neil@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Ethics records can be released FEAT and NFO Awareness Notification Review List 4/24/2018
Attachments: FEAT and NFO Awareness Review List 04242018.xlsx; ATT00001.htm; FEAT and NFO Awareness Review Prepared FOIA Releases 04242018.docx; ATT00002.htm

Victoria:

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2018-005535

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2017-011934

2018-004453

"

Thank you! Please reach out to Nicole or Beth White if you need assistance. I am also available on my cell.

Message

From: Walker, Denise [Walker.Denise@epa.gov]
Sent: 5/16/2018 1:02:24 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Re: OMB Equities

I traced the document yesterday, Neil.

It's from Nathan Gentry's workspace in ORD. This the same Union of Concerned Scientists release we have been dealing with.

The doc is linked here. I've encouraged a best practice of always including the doc ID on the bottom right of the document that has the Relativity Workspace ID so I was able to confirm easily.

http://cdn3.ewg.org/sites/default/files/u352/EPA-ATSDR1.pdf

We need to follow up with ORD to see if they followed White House equity review procedures on their own. It didn't come though us/ Joan for WH review.

Denise

Sent from my iPhone

On May 16, 2018, at 7:38 AM, Bigioni, Neil <bigioni.neil@epa.gov> wrote:

> Can we trace the provenance of this document and answer Matt's question?
>
> **From:** Leopold, Matt
> **Sent:** Tuesday, May 15, 2018 7:16 PM
> **To:** Blake, Wendy <Blake.Wendy@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>
> **Subject:** OMB Equities

Team, this story has an email with OMB equities that appears to be part of our FOIA release. Please let me know if it went through the required review process per regulation prior to release. I would appreciate you following up tomorrow.

Thanks, Matt

https://insideepa.com/daily-news/eve-epa-summit-agencies-odds-over-calculating-pfas-risks

On Eve Of EPA Summit, Agencies At Odds Over Calculating PFAS Risks

May 11, 2018

On the eve of a major EPA summit over how to address contamination from widespread exposures to per- and polyfluoroalkyl substances (PFAS), EPA and other agencies are split over how to calculate the substances' risks, a division that recently prompted EPA and the Defense Department (DOD) to ask the White House to block a federal health agency from releasing draft risk values stricter than EPA's.

As a result of the dispute, the Agency for Toxic Substances and Disease Registry (ATSDR), an agency under the Centers for Disease Control and Prevention, has not yet released the draft risk values it floated to other agencies last year for four PFAS chemicals.

One factor that may account for the differences is that ATSDR sought to include the adverse immunological toxicity risks the substances pose while EPA does not.

But such differences make it unlikely that EPA or any other agency will agree on PFAS risk values anytime soon, despite calls from states and DOD to craft cleanup standards to provide national consistency as a growing number of states develop their own limits.

And communities across the country are urging DOD to remediate drinking water and groundwater contamination stemming from its use of fire-fighting foam that contained several of the PFAS substances at issue in ATSDR's draft toxicological profile.

The continuing debate comes as EPA is slated to hold a May 22-23 PFAS National Leadership Summit in Washington, D.C., with other federal agencies and state officials to work on challenges and issues related to PFAS contamination.

"As federal partners, EPA works closely with ATSDR on a wide range of projects. The Agency has provided input, at ATSDR's request, at multiple stages throughout the process of developing minimal risk levels for PFAS," an EPA spokeswoman says.

ATSDR's draft May 2017 profile, which has yet to be publicly released, included minimal risk levels (MRLs) for "intermediate" oral doses -- meaning limits derived for exposures lasting between 15 and 364 days -- for four PFAS. These include the two most commonly found chemicals: perfluorooctanoic acid (PFOA) and perfluorooctane sulfonate (PFOS), as well as perfluorononanoic acid (PFNA) and perfluorohexane sulfonic acid (PFHxS).

Such MRLs estimate the daily human exposure to a hazardous substance that is likely to be without appreciable risk of adverse non-cancer health effects over a specified duration of exposure, according to ATSDR, and are similar to the reference values that EPA develops to estimate non-cancer risks from inhalation or ingestion.

ATSDR's risk levels are used as “a screening tool to help public health professionals decide where to look more closely,” and most contain a degree of uncertainty due to the lack of precise toxicological data on those individuals who might be most sensitive to the substance's effects, it says. The agency stresses that “MRLs are not intended to define clean-up or action levels,” though they can be used as part of such a calculation.

ATSDR's Levels

For at least two of these chemicals -- PFOS and PFOA -- the levels ATSDR suggested are significantly more conservative than reference dose levels EPA used in its 2016 health advisories for those chemicals.

ATSDR's May 2017 draft toxicological profile for PFOS suggests an MRL for intermediate, oral dose of 2x10^-6 milligrams/kilogram/day (mg/kg/day) -- 10 times lower than EPA's health advisory.

While ATSDR's dose is for intermediate exposures, if extrapolated, the level for chronic exposure would presumably be the same or even lower than EPA's.

EPA's health advisory for PFOS and PFOA is for lifetime chronic doses. For PFOS, EPA's reference dose is 2x10^-5 mg/kg/day, which EPA then translated into a health advisory of 70 parts per trillion in drinking water for PFOS alone or combined with PFOA.

For PFOA, the May 2017 draft MRLs propose a level of 3x10^-6 mg/kg/day -- which is approximately seven times lower than EPA's reference dose of 2x10^-5 mg/kg/day.

For the other two chemicals, the draft MRLs ATSDR suggested in the May 2017 document are 4x10^-6 mg/kg/day for PFNA, and 2x10^-5 for PFHxS -- the latter of which is believed to have the longest human half life of any of the PFAS.

But according to internal agency emails obtained by the Union of Concerned Scientists under the Freedom of Information Act, top EPA and DOD officials challenged the draft MRLs and suggested the White House Office of Management and Budget (OMB) to intervene to prevent their public release.

The emails show they feared a “potential public relations nightmare” should the draft MRLs be released unchanged.

In EPA email exchanges from Jan. 17-18, EPA's acting research chief, Jennifer Orme-Zavaleta, says that on a call among ATSDR and various EPA offices, ATSDR “made the point that when converted to represent a drinking water intake level (as milligrams per liter) [the MRLs] do not differ significantly from EPA's Health Advisory.”

But both Nancy Beck, the top political appointee in EPA's toxics office, and Peter Grevatt, director of EPA's Office of Groundwater and Drinking Water, disagreed, arguing there is a significant difference.

"I think there may be significant concerns, especially considering implications for susceptible populations which came as a surprise to [toxics office] staff," Beck says in a Jan. 18 email to Grevatt, Chief of Staff Ryan Jackson, Richard Yamada, the top political appointee in EPA's research office, and others at EPA.

And in an email distributed Jan. 30, the White House Office of Intergovernmental Affairs summarizes the debate, indicating that "the public, media and Congressional reaction to these new numbers is going to be huge. The impact to EPA and DOD is going to be extremely painful. We (EPA and DOD) cannot seem to get ATSDR to realize the potential public relations nightmare this is going to be" if it releases the draft values.

Beck, in a subsequent email, says if DOD has concerns, "perhaps OMB can step up and coordinate interagency review of this important guidance document before it is released," noting they may be "a good neutral arbiter." She says that OMB played this role heavily under the Bush administration, but under the Obama administration, agencies were given more free range. She adds that ORD was planning to go to DOD to discuss the issue.

Immunotoxicity Risks

In response, Yamada says one big difference between EPA's reference dose and ATSDR's draft analyses appears to be over whether to include immunotoxicity data that ATSDR factored in.

For PFOS, EPA did not include such risks in its calculations but at least two state programs -- New Jersey and Minnesota -- have, as has the Department of Health and Human Services' National Toxicology Program (NTP).

In 2016 NTP produced a monograph on immunotoxicity linked to exposure to PFOS and PFOA, concluding that both chemicals are "presumed to be an immune hazard to humans," based on a "high level of evidence" that the chemicals suppressed antibody response in animal studies and a "moderate level of evidence" from human studies.

In addition, Minnesota's Department of Health in 2017 in its updated reference dose for PFOS included an additional uncertainty factor for immune system toxicity. And the New Jersey Drinking Water Quality Institute (DWQI) in 2017 support documentation for its PFOS draft maximum contaminant level criticizes EPA for not factoring in immune toxicity data. "In light of the weight of evidence for the immunotoxicity of PFOS at low levels of exposure, [the DWQI's health effects subcommittee] concludes that USEPA does not make a strong case for its decision not to choose the animal immune toxicity data for this endpoint as the basis for the PFOS Health Advisory." -- Suzanne Yohannan (syohannan@iwpnews.com) and Maria Hegstad (mhegstad@iwpnews.com)

Related News | Federal Facilities | Toxics | Waste | Water |

<epa2018_0843b.pdf>

Message

From: Rich, Stephanie [Rich.Stephanie@epa.gov]
Sent: 5/10/2018 12:27:28 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]; Beard, Deborah-Ward [beard.deborah-ward@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Hembrey, Cheri [Hembrey.Cheri@epa.gov]
Subject: RE: Delegation. Chief FOIA Officer (003).docx
Attachments: Delegation. Chief FOIA Officer_SKR.docx

Hi Neil,

I made a couple edits to the redelegation section. Note that we will need to Attorney Client / Ex. 5

Attorney Client / Ex. 5

Cc'ing Cheri so she knows we are in the final edits stage and will soon be sending it to her office.

Stephanie

Stephanie Rich
Attorney-advisor
Office of General Counsel
Civil Rights and Finance Law Office
U.S. Environmental Protection Agency
WJCN 7409F (Mail Stop 2399A)
1200 Pennsylvania Ave, NW, Washington, DC 20004
202-564-4963
Rich.stephanie@epa.gov

From: Bigioni, Neil
Sent: Monday, May 07, 2018 8:52 AM
To: Rich, Stephanie <Rich.Stephanie@epa.gov>; Beard, Deborah-Ward <beard.deborah-ward@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Delegation. Chief FOIA Officer (003).docx

All,

This process started under Becky Dolph and became stalled while I was waiting for feedback from Elise Packard and Kevin Minoli. I finally got the feedback last Thursday and I have revised the delegation by Attorney Client / Ex. 5

Attorney Client / Ex. 5

I would like to get this moving again, but I am not sure of all the next steps. I know that each of you had been involved with this delegation in the past, but I am not exactly sure what each of each of your roles had been. Nevertheless, I send this to you all today hoping for some feedback. I have a meeting with Kevin Minoli at 4 today. If you have any feedback for me by then I will pass it on to him. Otherwise, I will seek Kevin's feedback and touch base with all of you afterwards.

Thanks,

Neil

Neil R. Bigioni
Acting Director National FOIA Office
EPA Office of General Counsel
(202) 564-2281

Appointment

From: Schramm, Daniel [Schramm.Daniel@epa.gov]
Sent: 5/15/2018 5:08:25 PM
To: Schramm, Daniel [Schramm.Daniel@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]

Subject: FOIA Regs
Attachments: FOIA Regulations Briefing Paper_5.10.18_v2.docx
Location: 5315 WJC-North

Start: 5/16/2018 1:30:00 PM
End: 5/16/2018 2:00:00 PM
Show Time As: Busy

Moving the time per Wendy's request – and Wendy or Larry, could we meet in one of your offices? Are you now in OGC's suite in WJC-N?

**

I got Wendy's voicemail about the FOIA regs, and left her one in return. Thanks for reaching out; I have been meaning to connect with you all. Have mostly been doing background reading and getting up to speed at this point.

Would later this afternoon be a good time to touch base?

Attached is a briefing paper I drafted up last week at Wendy Blake's request in anticipation of briefing OGC front office on where this is at. I discussed this with Neil Bigioni last week as well so this draft reflects some input from him.

Also happy to chat later this week if this time is not good. Tomorrow I could talk at 9:30 am. Thursday at 1 pm is free.

I will be unavailable later Thursday afternoon and out of office on Friday.

Dan

Appointment

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 4/16/2018 4:13:37 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Bigioni, Neil [bigioni.neil@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]; Hammitt, Jennifer [Hammitt.Jennifer@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]

Subject: Times Reporter re: foia
Location: Skype Meeting

Start: 4/16/2018 6:30:00 PM
End: 4/16/2018 7:30:00 PM
Show Time As: Busy

Happy to come over to OGC if there is a conf. room available

-Brian

→ Join Skype Meeting

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

Join by Phone
Toll number: +1 (202) 991-0477
Find a local number

Conference ID: 6063155

Help

From: Blake, Wendy
Sent: Monday, April 16, 2018 8:33 AM
To: Bigioni, Neil <bigioni.neil@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Hammitt, Jennifer <Hammitt.Jennifer@epa.gov>
Subject: RE: Times Reporter re: foia

Neil – I am looping in Jennifer as our e-discovery team lead as well. I will call you now as well.

Wendy

Wendy L. Blake
Associate General Counsel
General Law Office
Office of General Counsel

U.S. Environmental Protection Agency
phone: (202) 564-1821
fax: (202) 564-5433

From: Bigioni, Neil
Sent: Monday, April 16, 2018 8:02 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>
Subject: FW: Times Reporter re: foia

I think the four of us need to talk.

I see several issues here:

1.
2. **Attorney Client / Deliberative Ex. 5**
3.

I will look for a time.

From: Grantham, Nancy
Sent: Sunday, April 15, 2018 11:56 AM
To: Bigioni, Neil <bigioni.neil@epa.gov>
Subject: RE: Times Reporter re: foia

Can we discuss the best approach first thing tomorrow? thanks ng

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
202-253-7056 (mobile)

From: Bigioni, Neil
Sent: Sunday, April 15, 2018 11:44 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Re: Times Reporter re: foia

I agree. I think we should go beyond a heads up and give the Regions a single POC to reach back to.

Neil

Sent from my iPhone

On Apr 13, 2018, at 5:13 PM, Grantham, Nancy <Grantham.Nancy@epa.gov> wrote:

FYI .. the NYT reporter that contacted steve fine re: foia and email accounts also contacted region 8 – see below. We may want to alert regions on Monday in case they are going region to region.

Thanks ng

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
202-253-7056 (mobile)

From: Mutter, Andrew
Sent: Friday, April 13, 2018 4:42 PM
To: regionalpress <regionalpress@epa.gov>
Subject: FW: Times Reporter

FYSA

Best regards,

Andrew

Andrew Mutter

Director, Office of Communication and Public Involvement
U.S. Environmental Protection Agency, Region 8 (Denver, CO)

Office: 303.312.6448
Cell: 720.520.3047

Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Engels, Alan
Sent: Friday, April 13, 2018 2:37 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Newton, Jonathan <Newton.Jonathan@epa.gov>; Sandfoss, Kristina <Sandfoss.Kristina@epa.gov>; Kennedy, Chandra <Kennedy.Chandra@epa.gov>; Malloy, Marilyn <Malloy.Marilyn@epa.gov>; Ingram, Earl <Ingram.Earl@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>; Williams, LaShawn <williams.lashawn@epa.gov>; Levine, Scott <Levine.Scott@epa.gov>; Barnett-Owens, Inga <Barnett-Owens.Inga@epa.gov>; Evanko, Peter <Evanko.Peter@epa.gov>; McLendon, Wanda <McLendon.Wanda@epa.gov>; Brown, Sineta <Brown.Sineta@epa.gov>; Schena, Cristeen <Schena.Cristeen@epa.gov>; Calderon, Wanda <Calderon.Wanda@epa.gov>; Tate, Rita <Tate.Rita@epa.gov>; Hines, Andrea <hines.andrea@epa.gov>; Wheatley, Jessica <wheatley.jessica@epa.gov>; Ho, Nancy <Ho.Nancy@epa.gov>; Stevens, Edie <Stevens.Edie@epa.gov>; Johnson, Ivry <Johnson.Ivry@epa.gov>; Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Person, Linda <Person.Linda@epa.gov>; Lewis, Monica <lewis.monica@epa.gov>; Lewis, Judith <Lewis.Judith@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>

Cc: Joffe, Brian <Joffe.Brian@epa.gov>; Boydston, Michael <Boydston.Michael@epa.gov>; Mutter, Andrew <mutter.andrew@epa.gov>; Duran, Matt <duran.matt@epa.gov>; Kortuem, Patrice <Kortuem.Patrice@epa.gov>
Subject: Times Reporter

A Times reporter called my office this afternoon asking generic questions about the agency's FOIA process to collect emails and review them. I asked them if there was a specific FOIA request that was involved. It became clear that the request was one involving the Administrator's Office.

At that point, I advised them that they should contact the AO's Office or if the FOIA was appealed to contact the attorney involved in responding to the appeal. They did not provide the specific FOIA request tracking number, so I cannot speak to what request was involved relating to the questions she asked. She was interested in determining whether it is possible that anyone reviewing the potentially responsive records could miss email conversations if they were not aware of an email address that should have been collected from. I again pointed them to the AO's office, OGC or any attorney, or public affairs officer with the agency that was already communicating with them regarding the specific FOIA they were asking questions about.

When asked if I was aware of any additional official email accounts that the Administrator had, I once again referred them to the AOs Office, OCG or any attorney or public affairs officer. I indicated that these people would be knowledgeable about these matters and that I could not speculate or answer questions relating to requests specific to a request that my office did not process because I would not have all of the facts to provide them with a clear answer.

I was asked if it was possible that anyone reviewing the potentially responsive documents could have missed a responsive document. I indicated that within the FOIA process we must conduct a reasonable search, so that is always something that is possible, but could not speak to a specific request that was not processed by our office and once again referred them to the appropriate offices.

I wanted to provide some detail and context, so that you are all aware that we received the call and asked some broad process questions, but when asking about which request was involved, so that I could provide additional guidance it was clear that it referred to a HQ AO FOIA. Asking them to be more specific about their questions allowed me to deflect the answers to the appropriate offices.

In the end, I also indicated to them that they always had the option to communicate with the agency FOIA liaison officer, as indicated on the agency's final response letter.

I hope providing this information will make other offices aware of the potential of these calls.

Alan Engels
Regional FOIA Officer
US EPA, Region 8
1595 Wynkoop Street
Attn: 8TMS-IMP-CMU (FOIA)
Denver, Colorado 80202

Message

From: Callewaert, Michael [Callewaert.Michael@epa.gov]
Sent: 12/11/2018 3:46:24 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Hearns, Liza [Hearns.Liza@epa.gov]; Thompson, Heather [Thompson.Heather@epa.gov]; Kennedy, Chandra [Kennedy.Chandra@epa.gov]; Soward, Ruth-Alene [Soward.Ruth-Alene@epa.gov]; Stilp, Mark [Stilp.Mark@epa.gov]; Scully, Carolyn [Scully.Carolyn@epa.gov]
Subject: RE: Lotus Notes Emails - eDiscovery for Notes FOIA

Thanks Brian.

Deliberative Process / Ex. 5

From: Thompson, BrianK
Sent: Tuesday, December 11, 2018 10:29 AM
To: Callewaert, Michael <Callewaert.Michael@epa.gov>
Cc: Hearns, Liza <Hearns.Liza@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Thompson, Heather <Thompson.Heather@epa.gov>; Kennedy, Chandra <Kennedy.Chandra@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Stilp, Mark <Stilp.Mark@epa.gov>; Scully, Carolyn <Scully.Carolyn@epa.gov>
Subject: RE: Lotus Notes Emails - eDiscovery for Notes FOIA

Michael,

Thank you for the email. The eDiscovery Division is not searching for Lotus Notes emails or Lotus Notes era emails until the migration of all custodians has been complete. This determination was made by OEI as a whole, in conjunction with OGC and others. The rationale for this is to ensure that when eDiscovery begins to search an employee's MS-Outlook emails for emails prior to 2013 (the Lotus Notes era email) the Agency is certain the migration has been completed for all potential custodians AND we have a final certification/verification that the migration is in fact complete/accurate. When we perform a search in a specific employees emails, there is no way for us to determine for sure that there are or are not emails from the Lotus Notes era or if the migration is 100% complete for that individual. Therefore, until a complete migration of the Lotus Notes emails into the MS-Outlook environment is complete for all email custodians/employees, the eDiscovery Division will not search MS-Outlook for any emails prior to 2013.

The current procedure that the Agency has laid out for the collection of Lotus Notes email is to request a Lotus Notes license from their IMO and perform a self-collection. I believe the National FOIA Office will have the specific procedures on that.

Thank you,
Brian

Brian K. Thompson | Acting Director
eDiscovery Division
U.S. Environmental Protection Agency, Headquarters | OEI, Office of Enterprise Information Programs
|office: (202) 564-4256 | cell: (202) 578-5903 | e-mail: Thompson.BrianK@epa.gov

Please email eDAT@epa.gov for questions or help on search requests
Please email Relativitysupport@epa.gov for all Relativity-based inquiries or requests
Please email eDiscovery@epa.gov for all general eDiscovery requests

From: Callewaert, Michael
Sent: Tuesday, December 11, 2018 9:43 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Hearns, Liza <Hearns.Liza@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Thompson, Heather <Thompson.Heather@epa.gov>; Kennedy, Chandra <Kennedy.Chandra@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>
Subject: FW: Lotus Notes Emails - eDiscovery for Notes FOIA

Brian,

Based on the below emails from Liza and Larry, we should be able to submit an eDiscovery request for emails going back to 2008. The reasoning being that if an individual's Lotus Notes emails were migrated to Outlook, then they should be discoverable; if an individual's emails have not been migrated, then obviously not.

When we submitted our original eDiscovery request, we were told that we could only go back to 2013, so we had to modify our search request from 2008 to 2013. We'd like to resubmit our request with the original 2008 date and if there are no emails returned for a specific individual, then we would initiate a separate Lotus Notes search. Based on the fact that most active users have had their Lotus Notes emails migrated to Outlook, any Lotus Notes searches should be minimal.

Please advise.

Regards,

Michael Callewaert, CISSP, CISM
Primary Information Security Officer
Office of the Chief Financial Officer
Office: 202-564-7379
Email: callewaert.michael@epa.gov

From: Hearns, Liza
Sent: Thursday, December 06, 2018 9:15 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Kennedy, Chandra <Kennedy.Chandra@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Callewaert, Michael <Callewaert.Michael@epa.gov>
Subject: Re: Lotus Notes Emails - eDiscovery for Notes FOIA

Most active users have had their email migrated to their Outlook archive so they can search there or have the eDiscovery team search their mail for them. If they still need to access Notes, their IMO can request a license for them (until the end of December when the licenses expire)

Liza

Sent from my EPA iPhone

On Dec 6, 2018, at 12:43 PM, Gottesman, Larry <Gottesman.Larry@epa.gov> wrote:

> Liza
>
> Can you provide any insight into this issue?
>
> Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Soward, Ruth-Alene
Sent: Thursday, December 06, 2018 11:47 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Callewaert, Michael <Callewaert.Michael@epa.gov>
Cc: Kennedy, Chandra <Kennedy.Chandra@epa.gov>
Subject: RE: Lotus Notes Emails - eDiscovery for Notes FOIA

Thanks, Larry. Unfortunately, many EPA employees no longer have access to Lotus Notes. It's my understanding that Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Ruth

Ruth Alene Soward, Director
Office of Resource and Information Management
Office of the Chief Financial Officer
202-566-0985 phone; 202-669-1876 mobile; 202-564-1433 fax
Mail Code 2710A

From: Gottesman, Larry
Sent: Thursday, December 06, 2018 9:21 AM
To: Callewaert, Michael <Callewaert.Michael@epa.gov>
Cc: Kennedy, Chandra <Kennedy.Chandra@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>
Subject: RE: Lotus Notes Emails - eDiscovery for Notes FOIA

Lotus notes emails are currently being migrated into Outlook to allow EPA to search all email records through Discovery Services. It is my understanding Deliberative Process / Ex. 5 Deliberative Process / Ex. 5 Until that happens, all current employees are required to conduct a self-collection for Lotus Notes emails that may be responsive to a FOIA request.

Hope this helps.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Callewaert, Michael
Sent: Tuesday, December 04, 2018 2:20 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Kennedy, Chandra <Kennedy.Chandra@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>
Subject: FW: Lotus Notes Emails - eDiscovery for Notes FOIA

Larry,

Do you know of a process for searching Lotus Notes emails? We've been asking around after eDiscovery informed us they don't do Lotus Notes email searches.

This is in regards to a FOIA request assigned to OCFO.

Thanks,

Michael Callewaert, CISSP, CISM
Primary Information Security Officer
Office of the Chief Financial Officer
Office: 202-564-7379
Email: callewaert.michael@epa.gov

From: Thompson, BrianK
Sent: Tuesday, December 04, 2018 12:38 PM
To: Kerchmar, Randy (Randolph) <kerchmar.randolph@epa.gov>; Callewaert, Michael <Callewaert.Michael@epa.gov>
Cc: Malone, Chad W. <Malone.Chad@epa.gov>
Subject: RE: Lotus Notes Emails - eDiscovery for Notes FOIA

All,

For FOIA, the eDiscovery Division does not collect Lotus Notes. That should still be done on an ad-hoc basis by the program office responsible for the FOIA. I know OGC has a procedure for doing that and I would suggest reaching out to them and the National FOIA Office (Larry Gottesman at 202-566-2162) for guidance on FOIA related matters.

_Brian

Brian K. Thompson | Acting Director
eDiscovery Division
U.S. Environmental Protection Agency, Headquarters | OEI, Office of Enterprise Information Programs
|office: (202) 564-4256 | cell: (202) 578-5903 | e-mail: Thompson.BrianK@epa.gov

Please email eDAT@epa.gov for questions or help on search requests
Please email Relativitysupport@epa.gov for all Relativity-based inquiries or requests
Please email eDiscovery@epa.gov for all general eDiscovery requests

From: Kerchmar, Randy (Randolph)
Sent: Tuesday, December 04, 2018 12:32 PM
To: Callewaert, Michael <Callewaert.Michael@epa.gov>
Cc: Malone, Chad W. <Malone.Chad@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: Lotus Notes Emails - eDiscovery for Notes FOIA

Chad Malone supplied me with another name, BrianK Thompson, the Director of the eDiscovery Division at HQ, at 202-564-4256. He can probably steer you to who does Notes eDiscovery.

Randolph Kerchmar
EUS Notes Administrators
919-541-5584

Message

From: Nguyen, Quoc [Nguyen.Quoc@epa.gov]
Sent: 12/3/2018 3:29:55 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]; Kelly, Lynn [Kelly.Lynn@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: REPLY BY NOV 30: FOIA Training 2019 mandatory - final review
Attachments: FOIA Training 2019 mandatory QPN 12-3-18.pptx

Kevin is out today, so please give him a call tomorrow to remind him that his review is required. In the meantime, here are my last comments. Please see my comments on the following slides:

- Slide 4
- Slide 5
- Slide 6
- Slide 20
- Slide 43

Lynn, can you take a look at slide 5's discussion of personal records. I suggested alternative language and would like your input.

Thanks.

Quoc

Quoc P. Nguyen
Office of General Counsel
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, DC 20460
202-564-6343

PRIVILEGED COMMUNICATION for internal deliberation only; may contain deliberative, attorney-client, attorney work product, or otherwise privileged material; do not distribute outside EPA or DOJ.

From: Schumacher, Wendy
Sent: Monday, December 03, 2018 9:04 AM
To: Miller, Kevin <Miller.Kevin@epa.gov>; Nguyen, Quoc <Nguyen.Quoc@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: REPLY BY NOV 30: FOIA Training 2019 mandatory - final review

Kevin and Quoc,

Your comments or approval are welcome!

If there will be a further delay please let me know so I can tell the Training Office.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Schumacher, Wendy
Sent: Friday, November 16, 2018 2:55 PM
To: Miller, Kevin <Miller.Kevin@epa.gov>; Nguyen, Quoc <Nguyen.Quoc@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: REPLY BY NOV 30: FOIA Training 2019 mandatory - final review

Kevin and Quoc,

It's time to finalize the mandatory training slides. You had some minor edits in the last round so it shouldn't take long.

Please reply by November 30, 2018, so that we can stay on schedule with the training office.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Stewart, Sabrena [Stewart.Sabrena@epa.gov]
Sent: 9/18/2018 8:13:28 PM
To: Hallum, Carrie [hallum.carrie@epa.gov]; Sigel, Jeremy [Sigel.Jeremy@epa.gov]; Larsen, Elena [Larsen.Elena@epa.gov]; Ellis, John [Ellis.john@epa.gov]; Townsend, Charleen [Townsend.Charleen@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Johnston, Robert [Johnston.Robert@epa.gov]; Kelly, Lynn [Kelly.Lynn@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Albores, Richard [Albores.Richard@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Monson, Mahri [Monson.Mahri@epa.gov]; Judd, Jennifer [Judd.Jennifer@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Boxton, Troy [Boxton.Troy@epa.gov]; Standifer, Juanita [Standifer.Juanita@epa.gov]; Kaufman, Michael [Kaufman.Michael@epa.gov]
Subject: RE: Status of the Audit of EPA Processes for Preserving Emails and Text Messages, and Responding to FOIA Requests, Project No. OA&E -FY18-0217

Thank you! We appreciate your response.

Sabrena

Sabrena Stewart
Senior IT Auditor, Office of Audit and Evaluation
Information Resources Management Directorate
Office of Inspector General
Environmental Protection Agency
202-566-2889
stewart.sabrena@epa.gov

From: Hallum, Carrie
Sent: Tuesday, September 18, 2018 4:06 PM
To: Stewart, Sabrena <Stewart.Sabrena@epa.gov>; Sigel, Jeremy <Sigel.Jeremy@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Ellis, John <Ellis.john@epa.gov>; Townsend, Charleen <Townsend.Charleen@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Johnston, Robert <Johnston.Robert@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Albores, Richard <Albores.Richard@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>; Judd, Jennifer <Judd.Jennifer@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Boxton, Troy <Boxton.Troy@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Kaufman, Michael <Kaufman.Michael@epa.gov>; Brevard, Rudy <Brevard.Rudy@epa.gov>
Subject: RE: Status of the Audit of EPA Processes for Preserving Emails and Text Messages, and Responding to FOIA Requests, Project No. OA&E -FY18-0217

Hi Sabrena,

Please find below the response to the highlighted questions, provided by John Ellis.

- Report No. 133-P-0433
    1. Based on the Records Management Policy, CIO-2155-3, that was Approved on 2/10/15, and has a Review date of 2/10/18. Was it reviewed?

Yes, an Interim Records Management Policy was signed on 8/22/18 and distributed via a Mass Mailer on 9/14/18.

~~2. Please provide how long the following employee has been an RLO:~~
~~a. Miriam Wiggins-Lewis, HQ, OW~~
~~3. Please provide the following:~~
~~a. What is the timeframe that Leticia Lane has been the Acting RLO for Region 6, and is she still the Acting RLO for Region 6?~~

~~b. Is Leticia Lane planning to take courses for certification for an RLO?~~

4. ~~How long has Lynn Calvin been the RLO? Did she complete the remainder courses (2&3)? If so, when? Has she retired?~~
5. How long can an employee operate as an RLO, or an Acting RLO without being certified?

There is no set time limit.

6. Is there a particular timeframe that is allowed to be in an acting capacity without being certified?

No

7. What does the policy state? Please provide page number, etc., from the policy.

In the Interim Records Management Policy, Directive No. CIO 2155.4, under Roles and Responsibilities on page 12, Item 11 states, RLOs re responsible for Obtaining NARA's Certificate in Federal Records Management.

From: Hallum, Carrie
Sent: Tuesday, September 18, 2018 3:58 PM
To: Stewart, Sabrena <Stewart.Sabrena@epa.gov>; Sigel, Jeremy <Sigel.Jeremy@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Ellis, John <Ellis.john@epa.gov>; Townsend, Charleen <Townsend.Charleen@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Johnston, Robert <Johnston.Robert@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Albores, Richard <Albores.Richard@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>; Judd, Jennifer <Judd.Jennifer@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Boxton, Troy <Boxton.Troy@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Kaufman, Michael <Kaufman.Michael@epa.gov>; Brevard, Rudy <Brevard.Rudy@epa.gov>
Subject: RE: Status of the Audit of EPA Processes for Preserving Emails and Text Messages, and Responding to FOIA Requests, Project No. OA&E -FY18-0217

Sabrena,

I've reached out to the program office to inquire about the status of this request and will let you know when I hear something.

Thanks,

Carrie Hallum
Program Analyst/Presidential Management Fellow
OEI Audit Follow Up Coordinator for OIG Audits
Backup Special Assistant, Office of Business Operations and Services
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: (202) 566-1274
Email: hallum.carrie@epa.gov

From: Stewart, Sabrena
Sent: Tuesday, September 18, 2018 2:19 PM
To: Hallum, Carrie <hallum.carrie@epa.gov>; Sigel, Jeremy <Sigel.Jeremy@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Ellis, John <Ellis.john@epa.gov>; Townsend, Charleen <Townsend.Charleen@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Johnston, Robert <Johnston.Robert@epa.gov>; Kelly, Lynn

<Kelly.Lynn@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Albores, Richard <Albores.Richard@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>; Judd, Jennifer <Judd.Jennifer@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Boxton, Troy <Boxton.Troy@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Kaufman, Michael <Kaufman.Michael@epa.gov>; Brevard, Rudy <Brevard.Rudy@epa.gov>
Subject: RE: Status of the Audit of EPA Processes for Preserving Emails and Text Messages, and Responding to FOIA Requests, Project No. OA&E -FY18-0217

Good Afternoon Carrie,

Please provide responses to the outstanding requests pertaining to Report No. 133-P-0433 (see yellow highlighted text below), from our updated 9/06/18 Status email, that were due yesterday, September 17, 2018.

Thanks,

Sabrena

Sabrena Stewart
Senior IT Auditor, Office of Audit and Evaluation
Information Resources Management Directorate
Office of Inspector General
Environmental Protection Agency
202-566-2889
stewart.sabrena@epa.gov

From: Hallum, Carrie
Sent: Thursday, September 6, 2018 3:48 PM
To: Sigel, Jeremy <Sigel.Jeremy@epa.gov>; Stewart, Sabrena <Stewart.Sabrena@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Ellis, John <Ellis.john@epa.gov>; Townsend, Charleen <Townsend.Charleen@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Johnston, Robert <Johnston.Robert@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Albores, Richard <Albores.Richard@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>; Judd, Jennifer <Judd.Jennifer@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Boxton, Troy <Boxton.Troy@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Kaufman, Michael <Kaufman.Michael@epa.gov>; Brevard, Rudy <Brevard.Rudy@epa.gov>
Subject: RE: Status of the Audit of EPA Processes for Preserving Emails and Text Messages, and Responding to FOIA Requests, Project No. OA&E -FY18-0217

Jeremy,

Thanks for the update. I can't speak for OGC (it looks like they would be responsible for answering #2 under 14-P-0262) but OEI will get right on responding to what we can.

Thanks,

Carrie Hallum

Program Analyst/Presidential Management Fellow
OEI Audit Follow Up Coordinator for OIG Audits
Backup Special Assistant, Office of Business Operations and Services

Office of Environmental Information
U.S. Environmental Protection Agency
Phone: (202) 566-1274
Email: hallum.carrie@epa.gov

From: Sigel, Jeremy
Sent: Thursday, September 06, 2018 3:26 PM
To: Hallum, Carrie <hallum.carrie@epa.gov>; Stewart, Sabrena <Stewart.Sabrena@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Ellis, John <Ellis.john@epa.gov>; Townsend, Charleen <Townsend.Charleen@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Johnston, Robert <Johnston.Robert@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Albores, Richard <Albores.Richard@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>; Judd, Jennifer <Judd.Jennifer@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Boxton, Troy <Boxton.Troy@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Kaufman, Michael <Kaufman.Michael@epa.gov>; Brevard, Rudy <Brevard.Rudy@epa.gov>
Subject: RE: Status of the Audit of EPA Processes for Preserving Emails and Text Messages, and Responding to FOIA Requests, Project No. OA&E -FY18-0217

Hi Carrie,

Sorry for the delayed response. I was consulting with our Director and in order to lessen the burden on OEI we went through each of the requests and updated as follows:

Follow-up Request:
Any new requests involving the previous audit reports will be requested based on that Report Number highlighted above. This will help everyone easily identify the correct audit report.

- Report No. 133-P-0433
    1. Based on the Records Management Policy, CIO-2155-3, that was Approved on 2/10/15, and has a Review date of 2/10/18. Was it reviewed?
    2. ~~Please provide how long the following employee has been an RLO:~~
        ~~a. Miriam Wiggins-Lewis, HQ, OW~~
    3. ~~Please provide the following:~~
        ~~a. What is the timeframe that Leticia Lane has been the Acting RLO for Region 6, and is she still the Acting RLO for Region 6?~~
        ~~b. Is Leticia Lane planning to take courses for certification for an RLO?~~
    4. ~~How long has Lynn Calvin been the RLO? Did she complete the remainder courses (2&3)? If so, when? Has she retired?~~
    5. How long can an employee operate as an RLO, or an Acting RLO without being certified?
    6. Is there a particular timeframe that is allowed to be in an acting capacity without being certified?
    7. What does the policy state? Please provide page number, etc., from the policy.

- Report No. 14-P-0262
    1. ~~Please have each Region/PO provide a copy of their FOIA procedures that they are currently using. Please ensure that the procedures are signed and dated (or noted that that is what they are using).~~
    2. Now that the FOIA office has been transferred to OGC:
        a. Will OGC be using the same policy and procedures that OEI had in place (FOIA Policy, CIO-2157-P-01, approved 9/30/14, review date 9/30/17, and Procedures CIO-2157-P-01.1, approved 12/18/14, review date 12/18/17)? If so, and since the policy and procedures review date has passed, is OGC planning to send out a memorandum/amendment to both stating that they will continue FOIA

under their directorate using the previous policy and procedures from OEI? If so, please provide a proposed completion date for the memorandum/amendment to be sent out (please keep in mind that the review date for both have passed).

b. Will OGC be developing their own policy/procedure? If so, please provide the proposed completion date?

For those items crossed out we will simply interview the individuals directly or reach out to their AFC. We feel with the updated request, consisting of 5 questions total – 4 of which apply to the same policy, the original due date of **September 17th** is reasonable.

Jeremy Sigel *CISA*
Project Manager, Information Resources Management Directorate
Office of Inspector General
Office of Audit and Evaluation
Environmental Protection Agency
Office: 202-566-0852
Cell: 202-878-9564

From: Hallum, Carrie
Sent: Thursday, September 6, 2018 12:50 PM
To: Stewart, Sabrena <Stewart.Sabrena@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Ellis, John <Ellis.john@epa.gov>; Townsend, Charleen <Townsend.Charleen@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Johnston, Robert <Johnston.Robert@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Albores, Richard <Albores.Richard@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>; Judd, Jennifer <Judd.Jennifer@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Sigel, Jeremy <Sigel.Jeremy@epa.gov>; Boxton, Troy <Boxton.Troy@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Kaufman, Michael <Kaufman.Michael@epa.gov>
Subject: RE: Status of the Audit of EPA Processes for Preserving Emails and Text Messages, and Responding to FOIA Requests, Project No. OA&E -FY18-0217

Hi Sabrena,

Due to the fact that both OEI and OGC have several people out on vacation and work travel this week and the next, we are requesting a two-week extension (October 1st) to provide our responses to the questions below.

Thank you,

Carrie Hallum
Program Analyst/Presidential Management Fellow
OEI Audit Follow Up Coordinator for OIG Audits
Backup Special Assistant, Office of Business Operations and Services
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: (202) 566-1274

Email: hallum.carrie@epa.gov

From: Stewart, Sabrena
Sent: Thursday, September 06, 2018 10:43 AM
To: Larsen, Elena <Larsen.Elena@epa.gov>; Ellis, John <Ellis.john@epa.gov>; Townsend, Charleen <Townsend.Charleen@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Johnston, Robert <Johnston.Robert@epa.gov>; Hallum, Carrie <hallum.carrie@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Albores, Richard <Albores.Richard@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>; Judd, Jennifer <Judd.Jennifer@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Sigel, Jeremy <Sigel.Jeremy@epa.gov>; Boxton, Troy <Boxton.Troy@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Kaufman, Michael <Kaufman.Michael@epa.gov>
Subject: Status of the Audit of EPA Processes for Preserving Emails and Text Messages, and Responding to FOIA Requests, Project No. OA&E -FY18-0217

Everyone,

In an effort to have an open line of communication and keep everyone informed as to the status of our work, below is IRMD's monthly status email summarizing what we've done, what we're currently doing, follow-up requests, new requests, our next steps, and any outstanding requests or areas of concerns. If there are any questions on a given item, please feel free to respond directly to this email or call me at 202-566-2889.

The three audit report recommendations that we are reviewing the Corrective Action's for are:

- *Congressionally Requested Audit: EPA Needs to Improve Processes for Preserving Text Messages as Federal Records* (Report No. 17-P-0062), issued December 21, 2016.

- *Briefing Report: Review of EPA's Process to Release Information Under the Freedom of Information Act* (Report No. 14-P-0262), issued May 16, 2014.

- *Congressionally Requested Inquiry into the EPA's Use of Private and Alias Email Accounts* (Report No. 13-P-0433), issued September 26, 2013.

What We've Done:

- We have reviewed follow-up documentation received from the Agency pertaining to Corrective Actions.

What We're Currently Doing:

- Following up on additional items needed.

Follow-up Request:

Any new requests involving the previous audit reports will be requested based on that Report Number highlighted above. This will help everyone easily identify the correct audit report.

- Report No. 133-P-0433
    1. Based on the Records Management Policy, CIO-2155-3, that was Approved on 2/10/15, and has a Review date of 2/10/18. Was it reviewed?
    2. Please provide how long the following employee has been an RLO:
        a. Miriam Wiggins-Lewis, HQ, OW
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        a. What is the timeframe that Leticia Lane has been the Acting RLO for Region 6, and is she still the Acting RLO for Region 6?

b. Is Leticia Lane planning to take courses for certification for an RLO?

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7. What does the policy state? Please provide page number, etc., from the policy.

- Report No. 14-P-0262
  1. Please have each Region/PO provide a copy of their FOIA procedures that they are currently using. Please ensure that the procedures are signed and dated (or noted that that is what they are using).
  2. Now that the FOIA office has been transferred to OGC:
     a. Will OGC be using the same policy and procedures that OEI had in place (FOIA Policy, CIO-2157-P-01, approved 9/30/14, review date 9/30/17, and Procedures CIO-2157-P-01.1, approved 12/18/14, review date 12/18/17)? If so, and since the policy and procedures review date has passed, is OGC planning to send out a memorandum/amendment to both stating that they will continue FOIA under their directorate using the previous policy and procedures from OEI? If so, please provide a proposed completion date for the memorandum/amendment to be sent out (please keep in mind that the review date for both have passed).
     b. Will OGC be developing their own policy/procedure? If so, please provide the proposed completion date?

Next Steps:

- Reviewing follow-up requests from this email.
- Completing fieldwork and drafting discussion document.

In conclusion, I would like to thank everyone for your help and speedy responses! In the event of my absence, please copy Jeremy Sigel on all responses.

Please provide responses to our follow-up requests by COB September 17, 2018.

Thanks,

Sabrena

Sabrena Stewart
Senior IT Auditor, Office of Audit and Evaluation
Information Resources Management Directorate
Office of Inspector General
Environmental Protection Agency
202-566-2889
stewart.sabrena@epa.gov

Message

From: Sigel, Jeremy [Sigel.Jeremy@epa.gov]
Sent: 9/6/2018 7:25:34 PM
To: Hallum, Carrie [hallum.carrie@epa.gov]; Stewart, Sabrena [Stewart.Sabrena@epa.gov]; Larsen, Elena [Larsen.Elena@epa.gov]; Ellis, John [Ellis.john@epa.gov]; Townsend, Charleen [Townsend.Charleen@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Johnston, Robert [Johnston.Robert@epa.gov]; Kelly, Lynn [Kelly.Lynn@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Albores, Richard [Albores.Richard@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Bigioni, Neil [bigioni.neil@epa.gov]; Monson, Mahri [Monson.Mahri@epa.gov]; Judd, Jennifer [Judd.Jennifer@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Boxton, Troy [Boxton.Troy@epa.gov]; Standifer, Juanita [Standifer.Juanita@epa.gov]; Kaufman, Michael [Kaufman.Michael@epa.gov]; Brevard, Rudy [Brevard.Rudy@epa.gov]
Subject: RE: Status of the Audit of EPA Processes for Preserving Emails and Text Messages, and Responding to FOIA Requests, Project No. OA&E -FY18-0217

Hi Carrie,

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Jeremy Sigel *CISA*
Project Manager, Information Resources Management Directorate
Office of Inspector General
Office of Audit and Evaluation
Environmental Protection Agency
Office: 202-566-0852
Personal Phone / Ex. 6

From: Hallum, Carrie
Sent: Thursday, September 6, 2018 12:50 PM
To: Stewart, Sabrena <Stewart.Sabrena@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Ellis, John <Ellis.john@epa.gov>; Townsend, Charleen <Townsend.Charleen@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Johnston, Robert <Johnston.Robert@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Albores, Richard <Albores.Richard@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>; Judd, Jennifer <Judd.Jennifer@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Sigel, Jeremy <Sigel.Jeremy@epa.gov>; Boxton, Troy <Boxton.Troy@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Kaufman, Michael <Kaufman.Michael@epa.gov>
Subject: RE: Status of the Audit of EPA Processes for Preserving Emails and Text Messages, and Responding to FOIA Requests, Project No. OA&E -FY18-0217

Hi Sabrena,

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Thank you,

Carrie Hallum
Program Analyst/Presidential Management Fellow
OEI Audit Follow Up Coordinator for OIG Audits
Backup Special Assistant, Office of Business Operations and Services
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: (202) 566-1274
Email: hallum.carrie@epa.gov

From: Stewart, Sabrena
Sent: Thursday, September 06, 2018 10:43 AM

To: Larsen, Elena <Larsen.Elena@epa.gov>; Ellis, John <Ellis.john@epa.gov>; Townsend, Charleen <Townsend.Charleen@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Johnston, Robert <Johnston.Robert@epa.gov>; Hallum, Carrie <hallum.carrie@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Albores, Richard <Albores.Richard@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>; Judd, Jennifer <Judd.Jennifer@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Sigel, Jeremy <Sigel.Jeremy@epa.gov>; Boxton, Troy <Boxton.Troy@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Kaufman, Michael <Kaufman.Michael@epa.gov>
Subject: Status of the Audit of EPA Processes for Preserving Emails and Text Messages, and Responding to FOIA Requests, Project No. OA&E -FY18-0217

Everyone,

In an effort to have an open line of communication and keep everyone informed as to the status of our work, below is IRMD's monthly status email summarizing what we've done, what we're currently doing, follow-up requests, new requests, our next steps, and any outstanding requests or areas of concerns. If there are any questions on a given item, please feel free to respond directly to this email or call me at 202-566-2889.

The three audit report recommendations that we are reviewing the Corrective Action's for are:

- *Congressionally Requested Audit: EPA Needs to Improve Processes for Preserving Text Messages as Federal Records* (Report No. 17-P-0062), issued December 21, 2016.

- *Briefing Report: Review of EPA's Process to Release Information Under the Freedom of Information Act* (Report No. 14-P-0262), issued May 16, 2014.

- *Congressionally Requested Inquiry into the EPA's Use of Private and Alias Email Accounts* (Report No. 13-P-0433), issued September 26, 2013.

What We've Done:

- We have reviewed follow-up documentation received from the Agency pertaining to Corrective Actions.

What We're Currently Doing:

- Following up on additional items needed.

Follow-up Request:

Any new requests involving the previous audit reports will be requested based on that Report Number highlighted above. This will help everyone easily identify the correct audit report.

- Report No. 133-P-0433
    1. Based on the Records Management Policy, CIO-2155-3, that was Approved on 2/10/15, and has a Review date of 2/10/18. Was it reviewed?
    2. Please provide how long the following employee has been an RLO:
        a. Miriam Wiggins-Lewis, HQ, OW
    3. Please provide the following:
        a. What is the timeframe that Leticia Lane has been the Acting RLO for Region 6, and is she still the Acting RLO for Region 6?
        b. Is Leticia Lane planning to take courses for certification for an RLO?
    4. How long has Lynn Calvin been the RLO? Did she complete the remainder courses (2&3)? If so, when? Has she retired?
    5. How long can an employee operate as an RLO, or an Acting RLO without being certified?
    6. Is there a particular timeframe that is allowed to be in an acting capacity without being certified?
    7. What does the policy state? Please provide page number, etc., from the policy.

- Report No. 14-P-0262
    1. Please have each Region/PO provide a copy of their FOIA procedures that they are currently using. Please ensure that the procedures are signed and dated (or noted that that is what they are using).
    2. Now that the FOIA office has been transferred to OGC:
        a. Will OGC be using the same policy and procedures that OEI had in place (FOIA Policy, CIO-2157-P-01, approved 9/30/14, review date 9/30/17, and Procedures CIO-2157-P-01.1, approved 12/18/14, review date 12/18/17)? If so, and since the policy and procedures review date has passed, is OGC planning to send out a memorandum/amendment to both stating that they will continue FOIA under their directorate using the previous policy and procedures from OEI? If so, please provide a proposed completion date for the memorandum/amendment to be sent out (please keep in mind that the review date for both have passed).
        b. Will OGC be developing their own policy/procedure? If so, please provide the proposed completion date?

Next Steps:

- Reviewing follow-up requests from this email.
- Completing fieldwork and drafting discussion document.

In conclusion, I would like to thank everyone for your help and speedy responses! In the event of my absence, please copy Jeremy Sigel on all responses.

Please provide responses to our follow-up requests by COB September 17, 2018.

Thanks,

Sabrena

Sabrena Stewart
Senior IT Auditor, Office of Audit and Evaluation
Information Resources Management Directorate
Office of Inspector General
Environmental Protection Agency
202-566-2889
stewart.sabrena@epa.gov

Message

From: Calvo, Kathy [Calvo.Kathy@epa.gov]
Sent: 9/24/2018 5:32:17 PM
To: Sherlock, Scott [Sherlock.Scott@epa.gov]
CC: Ellis, John [Ellis.john@epa.gov]; Edelstein, Rebecca [Edelstein.Rebecca@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Nguyen, Quoc [Nguyen.Quoc@epa.gov]; Passe, Loraine [Passe.Loraine@epa.gov]
Subject: RE: CSR#2018-474(Not Part of Collection)--FOIA-when the Agency no longer has the record but its in National Archives.

I would choose A. We would deny the request and give them further guidance on how to obtain the records from NARA
.

NARA FOIA guidance:

https://www.archives.gov/foia/regulations

Kathleen Calvo, CRM
Chemical Information and Testing Branch
Chemical Control Division
US EPA, Office of Pollution Prevention and Toxics
(202) 564-8089

From: Sherlock, Scott
Sent: Monday, September 24, 2018 11:58 AM
To: Calvo, Kathy <Calvo.Kathy@epa.gov>
Cc: Ellis, John <Ellis.john@epa.gov>; Edelstein, Rebecca <Edelstein.Rebecca@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Nguyen, Quoc <Nguyen.Quoc@epa.gov>
Subject: RE: CSR#2018-474(Not Part of Collection)--FOIA-when the Agency no longer has the record but its in National Archives.

I do not see how this document addresses the FOIA question→ what happens if we are FOIAed for a document at National Archives? What is the Agency to do?

A. Deny the request and advise the requestor to go to National Archives (where is the guidance that says this);
B. Do not deny the request but try to secure the docs from National Archives;
C. Deny the request and not make any references at all to the possibility that Archives might have responsive records;
D. Other?

From: Calvo, Kathy
Sent: Monday, September 24, 2018 11:37 AM
To: Sherlock, Scott <Sherlock.Scott@epa.gov>
Cc: Ellis, John <Ellis.john@epa.gov>; Edelstein, Rebecca <Edelstein.Rebecca@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Nguyen, Quoc <Nguyen.Quoc@epa.gov>
Subject: FW: CSR#2018-474(Not Part of Collection)--FOIA-when the Agency no longer has the record but its in National Archives.

Thanks, John and Katherine.

Kathleen Calvo, CRM
Chemical Information and Testing Branch
Chemical Control Division
US EPA, Office of Pollution Prevention and Toxics
(202) 564-8089

From: Rutsala, Katherine
Sent: Monday, September 24, 2018 11:28 AM
To: Calvo, Kathy <Calvo.Kathy@epa.gov>
Subject: FW: CSR#2018-474(Not Part of Collection)--FOIA-when the Agency no longer has the record but its in National Archives.

Kathy,

Please see page 5: http://intranet.epa.gov/records/rlos/files/frcGuidancehq.docx

Katherine Rutsala
Project Manager, Arctic Slope Mission Services
Providing contract support to EPA's
National Records Management Program
202-566-0169
Help Desk: 202-566-1494 or
records@epa.gov
www.intranet.epa.gov/records

From: Ellis, John
Sent: Monday, September 24, 2018 11:22 AM
To: Rutsala, Katherine <Rutsala.Katherine@epa.gov>
Subject: Fwd: CSR#2018-474(Not Part of Collection)--FOIA-when the Agency no longer has the record but its in National Archives.

Can you respond? Once records are accessioned into the Archives, they are under NARA's custody.

John B. Ellis, CRM
EPA Records Officer
Office of Environmental Information (OEI)
Office of Enterprise Information Programs (OEIP)
Enterprise Records Management Division (ERMD)
1301 Constitution Ave., NW, Washington, DC
William Jefferson Clinton West Building
Mail Code 2822T, Washington, DC 20460
Phone: 202-566-1643, Mobile: 202-657-3091

Begin forwarded message:

> **From:** "Calvo, Kathy" <Calvo.Kathy@epa.gov>
> **Date:** September 24, 2018 at 11:11:40 AM EDT
> **To:** "Ellis, John" <Ellis.john@epa.gov>
> **Cc:** "Sherlock, Scott" <Sherlock.Scott@epa.gov>
> **Subject: FW: CSR#2018-474(Not Part of Collection)--FOIA-when the Agency no longer has the record but its in National Archives.**

Hi John,

I hope you are doing well. I'm ok, still plugging away!

Are you aware of any guidance that has been published on the subject that once records have been retired to the Archives, that they no longer belong to us and that they are under the control of the Archives.

As far as FOIAs go, the Archives has their own FOIA procedures but there are also procedures on their website on how to request records from NARA and it's most likely easier or quicker to use the latter procedures. Is this your understanding also?

Kathleen Calvo, CRM
Chemical Information and Testing Branch
Chemical Control Division
US EPA, Office of Pollution Prevention and Toxics
(202) 564-8089

From: Sherlock, Scott
Sent: Monday, September 24, 2018 10:42 AM
To: Nguyen, Quoc <Nguyen.Quoc@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Edelstein, Rebecca <Edelstein.Rebecca@epa.gov>; Calvo, Kathy <Calvo.Kathy@epa.gov>
Subject: FW: CSR#2018-474(Not Part of Collection)--FOIA-when the Agency no longer has the record but its in National Archives.

Do you folks have any thoughts on this?

Has any guidance been published?

From: Edelstein, Rebecca
Sent: Monday, September 24, 2018 10:40 AM
To: Sherlock, Scott <Sherlock.Scott@epa.gov>
Subject: RE: CSR#2018-474(Not Part of Collection)--FOIA-when the Agency no longer has the record but its in National Archives.

I have no objections to you forwarding.

From: Sherlock, Scott
Sent: Monday, September 24, 2018 10:18 AM
To: Edelstein, Rebecca <Edelstein.Rebecca@epa.gov>; Calvo, Kathy <Calvo.Kathy@epa.gov>
Cc: Latham, John <Latham.John@epa.gov>
Subject: RE: CSR#2018-474(Not Part of Collection)--FOIA-when the Agency no longer has the record but its in National Archives.

Let me think about this. Kathy—would it be possible to query National Archives and ask the "preferred" procedure to ask for materials subject to a FOIA in its possession? Copying John.

Also does anyone have any objection to me forwarding this to Quoc and L Gottesman?

From: Edelstein, Rebecca
Sent: Monday, September 24, 2018 10:08 AM
To: Calvo, Kathy <Calvo.Kathy@epa.gov>; Sherlock, Scott <Sherlock.Scott@epa.gov>
Subject: FW: CSR#2018-474(Not Part of Collection)

From: Docket-CustomerService
Sent: Monday, September 24, 2018 10:07 AM
To: Edelstein, Rebecca <Edelstein.Rebecca@epa.gov>
Subject: RE: CSR#2018-474(Not Part of Collection)

Once it has been archives it is out of our control.

From: Edelstein, Rebecca
Sent: Monday, September 24, 2018 9:04 AM
To: Docket-CustomerService <Docket-CustomerService@epa.gov>
Subject: RE: CSR#2018-474(Not Part of Collection)

Thanks. Do you have information on how to retrieve it from the Federal Records Center or the National Archives?

From: Docket-CustomerService
Sent: Monday, September 24, 2018 8:59 AM
To: Edelstein, Rebecca <Edelstein.Rebecca@epa.gov>
Subject: RE: CSR#2018-474(Not Part of Collection)

yes

From: Edelstein, Rebecca
Sent: Thursday, September 20, 2018 6:11 PM
To: Docket-CustomerService <Docket-CustomerService@epa.gov>
Subject: Re: CSR#2018-474(Not Part of Collection)

Thanks for looking. Does this mean that the document has been transferred?

Sent from my iPhone

On Sep 20, 2018, at 11:06 AM, Docket-CustomerService <Docket-CustomerService@epa.gov> wrote:

<image001.png>

United States Environmental Protection Agency
Office of Environmental Information
EPA Docket Center, Public Reading Room
Room 3334, Mail Code:2822T
1200 Pennsylvania Avenue, NW
Washington, DC 20460

Dear Rebecca Edelstein:

Thank you for your interest in the environment !

The EPA Docket Center received your request for information, reference number CSR#2018-474, on 9/19/2018. After conducting a thorough search of the Docket Center's document collection and exhausting all other resources, we have concluded that the document(s) you requested are not part of the docket center collection. Please contact The Region 1 Hearing Cleark.

If you have any questions regarding this request, please contact the customer service team by replying to this email message (Docket-CustomerService@epa.gov) or by contacting Lisa Medley, contractor/manager, Artic Slope Mission Services (ASMS), at 202-566-0271.

Sincerely -

Adbul Stroman, Contractor

Artic Slope Mission Services (ASMS), Contractor
US EPA, Office of Environmental Information
EPA Docket Center
202-566-1745
Docket-customerservice@epa.gov

Message

From: Sherlock, Scott [Sherlock.Scott@epa.gov]
Sent: 9/24/2018 4:28:03 PM
To: Nguyen, Quoc [Nguyen.Quoc@epa.gov]; Calvo, Kathy [Calvo.Kathy@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Ellis, John [Ellis.john@epa.gov]
CC: Edelstein, Rebecca [Edelstein.Rebecca@epa.gov]
Subject: RE: CSR#2018-474(Not Part of Collection)--FOIA-when the Agency no longer has the record but its in National Archives.

I don't have time to do this today but it seems to me that Archives must provide guidance on this exact issue. I would think that the Agency records management folks would be best equipped to have access to this guidance.

From: Nguyen, Quoc
Sent: Monday, September 24, 2018 12:26 PM
To: Calvo, Kathy <Calvo.Kathy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Sherlock, Scott <Sherlock.Scott@epa.gov>; Ellis, John <Ellis.john@epa.gov>
Cc: Edelstein, Rebecca <Edelstein.Rebecca@epa.gov>
Subject: RE: CSR#2018-474(Not Part of Collection)--FOIA-when the Agency no longer has the record but its in National Archives.

Hi All:

Based on Larry's advice, it seems to me that there is a factual inquiry that needs to be determined first. When we send records to NARA, does EPA continue to maintain custody of the records or do we transfer custody to NARA. Does the record schedule answer this question?

I don't know if I agree with Kathy's broad interpretation. The key question is who has custody. I understand that even if the records are stored with NARA, custody is another issue.

Sincerely,
Quoc

From: Calvo, Kathy
Sent: Monday, September 24, 2018 11:59 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Sherlock, Scott <Sherlock.Scott@epa.gov>; Nguyen, Quoc <Nguyen.Quoc@epa.gov>; Ellis, John <Ellis.john@epa.gov>
Cc: Edelstein, Rebecca <Edelstein.Rebecca@epa.gov>
Subject: RE: CSR#2018-474(Not Part of Collection)--FOIA-when the Agency no longer has the record but its in National Archives.

The key is that if they are at NARA we no longer maintain custody of the records. NARA has custody of our records. NARA may decide the records no longer warrant continued permanent records status and can destroy them if they access the records this way.

Kathleen Calvo, CRM
Chemical Information and Testing Branch
Chemical Control Division
US EPA, Office of Pollution Prevention and Toxics
(202) 564-8089

From: Gottesman, Larry
Sent: Monday, September 24, 2018 11:53 AM
To: Sherlock, Scott <Sherlock.Scott@epa.gov>; Nguyen, Quoc <Nguyen.Quoc@epa.gov>; Ellis, John <Ellis.john@epa.gov>
Cc: Edelstein, Rebecca <Edelstein.Rebecca@epa.gov>; Calvo, Kathy <Calvo.Kathy@epa.gov>
Subject: RE: CSR#2018-474(Not Part of Collection)--FOIA-when the Agency no longer has the record but its in National Archives.

If the records are no longer EPA records, but transferred to the NARA, they have to process the request. If the records are stored at the NARA, but are still EPA records, then we have to call them back and process. I am looping John Ellis, in the Agency Records Office.

Hope this helps.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Personal Phone / Ex. 6
202-566-1667 (Main line)

From: Sherlock, Scott
Sent: Monday, September 24, 2018 10:42 AM
To: Nguyen, Quoc <Nguyen.Quoc@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Edelstein, Rebecca <Edelstein.Rebecca@epa.gov>; Calvo, Kathy <Calvo.Kathy@epa.gov>
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Do you folks have any thoughts on this?

Has any guidance been published?

From: Edelstein, Rebecca
Sent: Monday, September 24, 2018 10:40 AM
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Subject: RE: CSR#2018-474(Not Part of Collection)--FOIA-when the Agency no longer has the record but its in National Archives.

I have no objections to you forwarding.

From: Sherlock, Scott
Sent: Monday, September 24, 2018 10:18 AM
To: Edelstein, Rebecca <Edelstein.Rebecca@epa.gov>; Calvo, Kathy <Calvo.Kathy@epa.gov>

Cc: Latham, John <Latham.John@epa.gov>
Subject: RE: CSR#2018-474(Not Part of Collection)--FOIA-when the Agency no longer has the record but its in National Archives.

Let me think about this. Kathy—would it be possible to query National Archives and ask the "preferred" procedure to ask for materials subject to a FOIA in its possession? Copying John.

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Sent: Monday, September 24, 2018 10:08 AM
To: Calvo, Kathy <Calvo.Kathy@epa.gov>; Sherlock, Scott <Sherlock.Scott@epa.gov>
Subject: FW: CSR#2018-474(Not Part of Collection)

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Subject: RE: CSR#2018-474(Not Part of Collection)

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Sent: Monday, September 24, 2018 8:59 AM
To: Edelstein, Rebecca <Edelstein.Rebecca@epa.gov>
Subject: RE: CSR#2018-474(Not Part of Collection)

yes

From: Edelstein, Rebecca
Sent: Thursday, September 20, 2018 6:11 PM
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Subject: Re: CSR#2018-474(Not Part of Collection)

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<image001.png>

United States Environmental Protection Agency
Office of Environmental Information
EPA Docket Center, Public Reading Room
Room 3334, Mail Code:2822T
1200 Pennsylvania Avenue, NW
Washington, DC 20460

Dear Rebecca Edelstein:

Thank you for your interest in the environment !

The EPA Docket Center received your request for information, reference number CSR#2018-474, on 9/19/2018. After conducting a thorough search of the Docket Center's document collection and exhausting all other resources, we have concluded that the document(s) you requested are not part of the docket center collection. Please contact The Region 1 Hearing Cleark.

If you have any questions regarding this request, please contact the customer service team by replying to this email message (Docket-CustomerService@epa.gov) or by contacting Lisa Medley, contractor/manager, Artic Slope Mission Services (ASMS), at 202-566-0271.

Sincerely -

Adbul Stroman, Contractor

Artic Slope Mission Services (ASMS), Contractor
US EPA, Office of Environmental Information
EPA Docket Center
202-566-1745
Docket-customerservice@epa.gov

Message

From: Calvo, Kathy [Calvo.Kathy@epa.gov]
Sent: 9/24/2018 4:27:09 PM
To: Sherlock, Scott [Sherlock.Scott@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Nguyen, Quoc [Nguyen.Quoc@epa.gov]; Ellis, John [Ellis.john@epa.gov]
CC: Edelstein, Rebecca [Edelstein.Rebecca@epa.gov]
Subject: RE: CSR#2018-474(Not Part of Collection)--FOIA-when the Agency no longer has the record but its in National Archives.

I want to be clear, I am only giving guidance as far as who has legal custody of the records at EPA, FRC or the National Archives. I have no control over whether there is an agency decision that could dictate who shepherds a FOIA if EPA records are at the National Archives and they are requested via a FOIA.

Kathleen Calvo, CRM
Chemical Information and Testing Branch
Chemical Control Division
US EPA, Office of Pollution Prevention and Toxics
(202) 564-8089

From: Sherlock, Scott
Sent: Monday, September 24, 2018 12:20 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Nguyen, Quoc <Nguyen.Quoc@epa.gov>; Ellis, John <Ellis.john@epa.gov>
Cc: Edelstein, Rebecca <Edelstein.Rebecca@epa.gov>; Calvo, Kathy <Calvo.Kathy@epa.gov>
Subject: RE: CSR#2018-474(Not Part of Collection)--FOIA-when the Agency no longer has the record but its in National Archives.

So I think Kathy disagrees with you. Do you know of any FOIA specific guidance/instructions on this issue?

From: Gottesman, Larry
Sent: Monday, September 24, 2018 11:53 AM
To: Sherlock, Scott <Sherlock.Scott@epa.gov>; Nguyen, Quoc <Nguyen.Quoc@epa.gov>; Ellis, John <Ellis.john@epa.gov>
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Larry F. Gottesman
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202-566-2162 (Direct line)
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Subject: RE: CSR#2018-474(Not Part of Collection)

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<image001.png>

United States Environmental Protection Agency
Office of Environmental Information
EPA Docket Center, Public Reading Room
Room 3334, Mail Code:2822T
1200 Pennsylvania Avenue, NW
Washington, DC 20460

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If you have any questions regarding this request, please contact the customer service team by replying to this email message (Docket-CustomerService@epa.gov) or by contacting Lisa Medley, contractor/manager, Artic Slope Mission Services (ASMS), at 202-566-0271.

Sincerely -

Adbul Stroman, Contractor

Artic Slope Mission Services (ASMS), Contractor
US EPA, Office of Environmental Information

EPA Docket Center
202-566-1745
Docket-customerservice@epa.gov

Message

From: Judd, Jennifer [Judd.Jennifer@epa.gov]
Sent: 8/9/2018 7:30:44 PM
To: Stewart, Sabrena [Stewart.Sabrena@epa.gov]
CC: Hallum, Carrie [hallum.carrie@epa.gov]; Sigel, Jeremy [Sigel.Jeremy@epa.gov]; Larsen, Elena [Larsen.Elena@epa.gov]; Ellis, John [Ellis.john@epa.gov]; Townsend, Charleen [Townsend.Charleen@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Johnston, Robert [Johnston.Robert@epa.gov]; Kelly, Lynn [Kelly.Lynn@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Monson, Mahri [Monson.Mahri@epa.gov]; Albores, Richard [Albores.Richard@epa.gov]; Bigioni, Neil [bigioni.neil@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Boxton, Troy [Boxton.Troy@epa.gov]; Standifer, Juanita [Standifer.Juanita@epa.gov]; Kaufman, Michael [Kaufman.Michael@epa.gov]; Standifer, Juanita [Standifer.Juanita@epa.gov]
Subject: RE: Status of the Audit of EPA Processes for Preserving Emails and Text Messages, and Responding to FOIA Requests, Project No. OA&E-FY18-0217
Attachments: RE: OGC Proposed Reorg - Effective Date Request for 3.15.18

Hi Sabrena,

Please find below the responses to your questions.

Question 1 - Based on the review date of 9/30/17 for CIO 2157-P-01.1, has it been reviewed for a possible update?
No. OEI originally selected this procedure for revision during FY 2018 to reflect upcoming changes to EPA's FOIA regulations. However, since the National FOIA Program has since been transferred to OGC, that office will manage the FOIA Policy and Procedure and will be responsible for updating those directives going forward.

Question 2 - What was the date of the change in Program Offices from the Office of Environmental Information (OEI), to the Office of General Counsel (OGC), for FOIA responsibilities? Please provide documentation.
Please see the attached email. (Despite the subject line of that email, my understanding is the date was actually **04/15/2018**.) I spoke with Troy Boxton of OARM regarding this matter and he advised that 4/15/18 is the date that the new organizational codes went into effect. If you have any questions on that particular subject, Troy mentioned you are welcome to contact him. However, he will be out on military leave starting on Monday. Rachel Stanton is his OARM colleague who could likely help with information after Monday.

Question 3 - Is 2015 the last time that Senior Information Officials (SIOs) at each region and program office certified that their local FOIA procedures are consistent with the agency's final procedures dated 9/30/14? If not, please provide the most recent documentation.
The SIOs have not certified their FOIA procedures since 2015. The FOIA office has been updating their procedures since then and will begin certification by SIOs once the updates are complete.

Question 4 - Please provide the point of contact for these FOIA requests.
Larry Gottesman, formerly with OEI and now with OGC, is the POC for the Agency FOIA Program. The OGC AFCs would likely be your first point of contact for FOIA items, going forward.

Please let me know if you have any additional questions or need further clarification.

Thank you,
Jennifer

Jennifer Judd
OEI Continuity of Operations (COOP) Planner
Office of Business Operations & Services (OBOS)
US EPA Office of Environmental Information (OEI)
Office 202.566.9993, Mobile 202.286.7950

From: Stewart, Sabrena
Sent: Thursday, August 09, 2018 1:14 PM
To: Hallum, Carrie <hallum.carrie@epa.gov>; Judd, Jennifer <Judd.Jennifer@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Ellis, John <Ellis.john@epa.gov>; Townsend, Charleen <Townsend.Charleen@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Johnston, Robert <Johnston.Robert@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>; Albores, Richard <Albores.Richard@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Sigel, Jeremy <Sigel.Jeremy@epa.gov>
Subject: Status of the Audit of EPA Processes for Preserving Emails and Text Messages, and Responding to FOIA Requests, Project No. OA&E-FY18-0217

Everyone,

In an effort to have an open line of communication and keep everyone informed as to the status of our work, below is IRMD's monthly status email summarizing what we've done, what we're currently doing, follow-up requests, new requests, our next steps, and any outstanding requests or areas of concerns. If there are any questions on a given item, please feel free to respond directly to this email or call me at 202-566-2889.

The three audit report recommendations that we are reviewing the Corrective Action's for are:

- *Congressionally Requested Audit: EPA Needs to Improve Processes for Preserving Text Messages as Federal Records* (Report No. 17-P-0062), issued December 21, 2016.
- *Briefing Report: Review of EPA's Process to Release Information Under the Freedom of Information Act* (Report No. 14-P-0262), issued May 16, 2014.
- *Congressionally Requested Inquiry into the EPA's Use of Private and Alias Email Accounts* (Report No. 13-P-0433), issued September 26, 2013.

What We've Done:

- We have reviewed follow-up documentation received from the Agency pertaining to Corrective Actions.

What We're Currently Doing:

- Reviewing documentation that we have received.

Follow-up Request:

Any new requests involving the previous audit reports will be requested based on that Report Number highlighted above. This will help everyone easily identify the correct audit report.

- Report No. 133-P-0433
    1. Based on your response email with attachments, please provide 2016's reminder email sent out. Also, please provide the most recent RLO status report of obtaining a NARA Certification. This should include the following: Name, location, office qualified, date, and progress notes.

Next Steps:

- Preparing documentation/sample requests for our testing phase pertaining to corrective actions received and reviewed. If a meeting is necessary, we will work through the appropriate channels to set them up and provide all relevant information prior to the meeting.

Outstanding Requests:

Based on a change of command for these requests, the OIG is in communication with OEI and they are already working to provide us responses to these requests by next Tuesday:

- Report No. 14-P-0262
    1. Based on the review date of 9/30/17 for CIO 2157-P-01.1, has it been reviewed for a possible update?
    2. What was the date of the change in Program Offices from the Office of Environmental Information (OEI), to the Office of General Counsel (OGC), for FOIA responsibilities? Please provide documentation.
    3. Is 2015 the last time that Senior Information Officials (SIOs) at each region and program office certified that their local FOIA procedures are consistent with the agency's final procedures dated 9/30/14? If not, please provide the most recent documentation.
    4. Please provide the point of contact for these FOIA requests.

In conclusion, I would like to thank everyone for your help and speedy responses! In the event of my absence, please copy Jeremy Sigel on all responses.

Please provide responses to our follow-up request(s) by COB August 15, 2018.

Thanks,

Sabrena

Sabrena Stewart
Senior IT Auditor, Office of Audit and Evaluation
Information Resources Management Directorate
Office of Inspector General
Environmental Protection Agency
202-566-2889
stewart.sabrena@epa.gov

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 8/16/2018 2:18:44 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Revisions to awareness notification process

Larry,

Please see the following suggested changes to process for awareness notifications. Please let me know what edits you have.

Headquarters Programs

Deliberative Process / Ex. 5

Regional Offices

Deliberative Process / Ex. 5

Wendy
Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Engels, Alan
Sent: Friday, August 10, 2018 2:04 PM

To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA EPA-R8-2018-009010

Larry,

As indicated within the FOIA file, the response went through our Office of Regional Counsel for review and redactions. Those redacts only consisted of Exemption 6 to cover phone numbers and conference call in numbers.

Office of Regional Counsel consulted with the RA's Office and they did not have any issues with the information contained in the Calendar or travel for the period of the request.

My office also took a look at the document to make sure that no phone numbers and conference codes were missed on these documents before having the response letter signed.

It is my understanding that the RA did not have any issues with the information contained with his calendar, which is also what was submitted, in whole, to be released on the agency calendar information shared for RA's in the agency.

Please let me know if there is any additional information we can provide to move the request forward.

The system has been having some issues sending notification to the assigned coordinator when a review during the closeout process is completed, so we would appreciate a follow up email to let us know when the review has been signed off.

Thank you.

Alan Engels
Regional FOIA Officer
US EPA, Region 8
1595 Wynkoop St.
8TMS-IMP-CMU
Denver, CO 80202
(303) 312-6306
Engels.alan@EPA.gov

Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 4/16/2018 5:50:01 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]
CC: Blake, Wendy [Blake.Wendy@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]; Hammitt, Jennifer [Hammitt.Jennifer@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Subject: Re: Times Reporter re: foia

We can certainly meet here in West: 6303 is likely available. I'll set it up.

Brian K. Thompson | Acting Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
phone: (202) 564-4256
e-mail: Thompson.BrianK@epa.gov

On Apr 16, 2018, at 1:08 PM, Bigioni, Neil <bigioni.neil@epa.gov> wrote:

> Brian, I'd prefer face-to-face rather than Skype. I will be meeting with Rebecca Moser prior to this so I would have no problem with being in OEI space for the meeting if you have a room.
>
> -----Original Appointment-----
> **From:** Thompson, BrianK
> **Sent:** Monday, April 16, 2018 12:14 PM
> **To:** Blake, Wendy; Bigioni, Neil; Gottesman, Larry; Walker, Denise; Miller, Kevin; Hammitt, Jennifer; Moser, Rebecca
> **Subject:** Times Reporter re: foia
> **When:** Monday, April 16, 2018 2:30 PM-3:30 PM (UTC-05:00) Eastern Time (US & Canada).
> **Where:** Skype Meeting
>
> Happy to come over to OGC if there is a conf. room available
>
> -Brian
>
> → Join Skype Meeting
>
> This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.
>
> Join by Phone
> Toll number: +1 (202) 991-0477
> Find a local number
>
> Conference ID: 6063155
>
> Help

From: Blake, Wendy
Sent: Monday, April 16, 2018 8:33 AM
To: Bigioni, Neil <bigioni.neil@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Hammitt, Jennifer <Hammitt.Jennifer@epa.gov>
Subject: RE: Times Reporter re: foia

Neil – I am looping in Jennifer as our e-discovery team lead as well. I will call you now as well.

Wendy

Wendy L. Blake
Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
phone: (202) 564-1821
fax: (202) 564-5433

From: Bigioni, Neil
Sent: Monday, April 16, 2018 8:02 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>
Subject: FW: Times Reporter re: foia

I think the four of us need to talk.

I see several issues here:

1.
2. **Attorney Client / Deliberative Ex. 5**
3.

I will look for a time.

From: Grantham, Nancy
Sent: Sunday, April 15, 2018 11:56 AM
To: Bigioni, Neil <bigioni.neil@epa.gov>
Subject: RE: Times Reporter re: foia

Can we discuss the best approach first thing tomorrow? thanks ng

Nancy Grantham

Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
202-253-7056 (mobile)

From: Bigioni, Neil
Sent: Sunday, April 15, 2018 11:44 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Re: Times Reporter re: foia

I agree. I think we should go beyond a heads up and give the Regions a single POC to reach back to.

Neil

Sent from my iPhone

On Apr 13, 2018, at 5:13 PM, Grantham, Nancy <Grantham.Nancy@epa.gov> wrote:

> FYI .. the NYT reporter that contacted steve fine re: foia and email accounts also contacted region 8 – see below. We may want to alert regions on Monday in case they are going region to region.
>
> Thanks ng
>
> **Nancy Grantham**
> **Office of Public Affairs**
> **US Environmental Protection Agency**
> **202-564-6879 (desk)**
> **202-253-7056 (mobile)**
>
> **From:** Mutter, Andrew
> **Sent:** Friday, April 13, 2018 4:42 PM
> **To:** regionalpress <regionalpress@epa.gov>
> **Subject:** FW: Times Reporter
>
> FYSA
>
> Best regards,
>
> Andrew
>
> ***Andrew Mutter***
>
> Director, Office of Communication and Public Involvement
> U.S. Environmental Protection Agency, Region 8 (Denver, CO)
>
> Office: 303.312.6448
> Cell: 720.520.3047

Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Engels, Alan
Sent: Friday, April 13, 2018 2:37 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Newton, Jonathan <Newton.Jonathan@epa.gov>; Sandfoss, Kristina <Sandfoss.Kristina@epa.gov>; Kennedy, Chandra <Kennedy.Chandra@epa.gov>; Malloy, Marilyn <Malloy.Marilyn@epa.gov>; Ingram, Earl <Ingram.Earl@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>; Williams, LaShawn <williams.lashawn@epa.gov>; Levine, Scott <Levine.Scott@epa.gov>; Barnett-Owens, Inga <Barnett-Owens.Inga@epa.gov>; Evanko, Peter <Evanko.Peter@epa.gov>; McLendon, Wanda <McLendon.Wanda@epa.gov>; Brown, Sineta <Brown.Sineta@epa.gov>; Schena, Cristeen <Schena.Cristeen@epa.gov>; Calderon, Wanda <Calderon.Wanda@epa.gov>; Tate, Rita <Tate.Rita@epa.gov>; Hines, Andrea <hines.andrea@epa.gov>; Wheatley, Jessica <wheatley.jessica@epa.gov>; Ho, Nancy <Ho.Nancy@epa.gov>; Stevens, Edie <Stevens.Edie@epa.gov>; Johnson, Ivry <Johnson.Ivry@epa.gov>; Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Person, Linda <Person.Linda@epa.gov>; Lewis, Monica <lewis.monica@epa.gov>; Lewis, Judith <Lewis.Judith@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>
Cc: Joffe, Brian <Joffe.Brian@epa.gov>; Boydston, Michael <Boydston.Michael@epa.gov>; Mutter, Andrew <mutter.andrew@epa.gov>; Duran, Matt <duran.matt@epa.gov>; Kortuem, Patrice <Kortuem.Patrice@epa.gov>
Subject: Times Reporter

A Times reporter called my office this afternoon asking generic questions about the agency's FOIA process to collect emails and review them. I asked them if there was a specific FOIA request that was involved. It became clear that the request was one involving the Administrator's Office.

At that point, I advised them that they should contact the AO's Office or if the FOIA was appealed to contact the attorney involved in responding to the appeal. They did not provide the specific FOIA request tracking number, so I cannot speak to what request was involved relating to the questions she asked. She was interested in determining whether it is possible that anyone reviewing the potentially responsive records could miss email conversations if they were not aware of an email address that should have been collected from. I again pointed them to the AO's office, OGC or any attorney, or public affairs officer with the agency that was already communicating with them regarding the specific FOIA they were asking questions about.

When asked if I was aware of any additional official email accounts that the Administrator had, I once again referred them to the AOs Office, OCG or any attorney or public affairs officer. I indicated that these people would be knowledgeable about these matters and that I could not speculate or answer questions relating to requests specific to a request that my office did not process because I would not have all of the facts to provide them with a clear answer.

I was asked if it was possible that anyone reviewing the potentially responsive documents could have missed a responsive document. I indicated that within the FOIA process we must conduct a reasonable search, so that is always something that is

possible, but could not speak to a specific request that was not processed by our office and once again referred them to the appropriate offices.

I wanted to provide some detail and context, so that you are all aware that we received the call and asked some broad process questions, but when asking about which request was involved, so that I could provide additional guidance it was clear that it referred to a HQ AO FOIA. Asking them to be more specific about their questions allowed me to deflect the answers to the appropriate offices.

In the end, I also indicated to them that they always had the option to communicate with the agency FOIA liaison officer, as indicated on the agency's final response letter.

I hope providing this information will make other offices aware of the potential of these calls.

Alan Engels
Regional FOIA Officer
US EPA, Region 8
1595 Wynkoop Street
Attn: 8TMS-IMP-CMU (FOIA)
Denver, Colorado 80202

Message

From: Mills, Derek [Mills.Derek@epa.gov]
Sent: 2/28/2018 6:29:37 PM
To: Leopold, Matt [Leopold.Matt@epa.gov]; Packard, Elise [Packard.Elise@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Dolph, Becky [Dolph.Becky@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]
CC: Minoli, Kevin [Minoli.Kevin@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Monson, Mahri [Monson.Mahri@epa.gov]; Burke, Marcella [burke.marcella@epa.gov]
Subject: RE: Draft Briefing Paper for Matt -- FOIA Reorg — info needed ASAP
Attachments: FOIA Reorganization. GC Briefing Document.docx; FOIA Reorganization. Facts and Figures. GC Briefing Document.docx

Matt,

Attached are the two documents that Becky sent yesterday at 5:07 pm.

Derek Mills
Special Assistant, Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-3341

From: Leopold, Matt
Sent: Wednesday, February 28, 2018 1:28 PM
To: Packard, Elise <Packard.Elise@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>; Mills, Derek <Mills.Derek@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>
Subject: RE: Draft Briefing Paper for Matt -- FOIA Reorg — info needed ASAP

Could someone forward the final electronic version of the briefing materials. Thanks so much for pulling this together!

Matthew Z. Leopold
General Counsel
U.S. Environmental Protection Agency
(202) 564-8040

From: Packard, Elise
Sent: Tuesday, February 27, 2018 11:23 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>; Mills, Derek <Mills.Derek@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>
Subject: RE: Draft Briefing Paper for Matt -- FOIA Reorg — info needed ASAP

In terms of the Backlog Project, at the beginning of the backlog project (October, 2017) we had 651 FOIA requests that were still open and had been filed prior to January 1, 2017. Offices committed to closing 479 of those by December 31, 2017 (the other 172 had various issues (dependent on litigation, huge numbers of documents, complex issues) that required more time). As of February 15, EPA had closed all but 91 of the 479 FOIAs that had been promised to be closed

by 12/31/17 (81%). Larry is working on updated numbers for me, which I will get you ASAP. Folks also continue to work on the 172 complex FOIAs.

Let me know if you need anything else.

Elise

Elise B. Packard
Associate General Counsel for Civil Rights and Finance
U.S. EPA Office of General Counsel, Rm. 7353C
(202) 564-7729

From: Gottesman, Larry
Sent: Tuesday, February 27, 2018 10:57 AM
To: Dolph, Becky <Dolph.Becky@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>; Mills, Derek <Mills.Derek@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>
Subject: RE: Draft Briefing Paper for Matt -- FOIA Reorg — info needed ASAP

EPA received 11,930 FOIA requests from January 1, 2017 through December 31, 2017.

EPA received 11,416 FOIA requests from January 20, 2017 through December 31, 2017.

EPA received 1,826 FOIA requests from January 1, 2018 through February 27, 2018 (10:45 AM)

Let me know if you need anything further.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Dolph, Becky
Sent: Tuesday, February 27, 2018 10:31 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>; Mills, Derek <Mills.Derek@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>
Subject: Re: Draft Briefing Paper for Matt -- FOIA Reorg — info needed ASAP

Elise, Larry and Denise—please provide stats for backlog project as requested by Marcella below.

Larry—please provide stats on FOIA requests received as follows:
CY17

1/20/2017 to 12/31/2017
CY18 to date

We need this info as quickly as possible in prep for meeting Matt has at White House this week.

Thanks,
Becky

Sent from my iPhone

On Feb 27, 2018, at 10:06 AM, Burke, Marcella <burke.marcella@epa.gov> wrote:

> All –
>
> Matt reviewed the draft and further requests stats on the FOIA backlog and how many FOIAs we've received since Jan 2017. He would also like to remain copied on our emails about the briefing paper. Thanks!
>
> **Marcella Burke**
> Deputy General Counsel
> Office of General Counsel
> U.S. Environmental Protection Agency
> 1200 Pennsylvania Ave. NW
> Washington, DC 20460
> (202) 564-1609
> burke.marcella@epa.gov
>
> ---
>
> **From:** Burke, Marcella
> **Sent:** Monday, February 26, 2018 10:07 PM
> **To:** Dolph, Becky <Dolph.Becky@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>
> **Cc:** Blake, Wendy <Blake.Wendy@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>; Mills, Derek <Mills.Derek@epa.gov>
> **Subject:** RE: Draft Briefing Paper for Matt -- FOIA Reorg
>
> Becky – thanks for this.
>
> We have a terrific FOIA story, and one that we hope might resonate across other agencies. I understand this is an incomplete document and that the others have not yet had an opportunity to comment, so apologies in advance for any premature comments.
>
> I made comments asking for specifics: how and why questions that I hope will draw out more of the story and provide examples of specific fixes that EPA will be implementing.
>
> Thanks for getting this out; please (everyone) respond to the comments with your immediate, initial thoughts when you can. I understand you may have to follow up to complete your thoughts, but please provide more detail.
>
> EPA's is a great story, and Matt anticipates fielding questions on specifics, so thanks for your help.
>
> Thank you!
>
> **Marcella Burke**
> Deputy General Counsel

Office of General Counsel
U.S. Environmental Protection Agency
1200 Pennsyvlania Ave. NW
Washington, DC 20460
(202) 564-1609
burke.marcella@epa.gov

From: Dolph, Becky
Sent: Monday, February 26, 2018 7:39 PM
To: Minoli, Kevin <Minoli.Kevin@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>; Mills, Derek <Mills.Derek@epa.gov>
Subject: Draft Briefing Paper for Matt -- FOIA Reorg

Kevin and Marcella – attached is a draft briefing document regarding the FOIA reorganization for Matt's General Counsels' White House meeting Thursday. Because of the need to get this document to you for review tonight, Wendy has not had a chance to review it first so I am copying her on this message for comments as well.

Although Mahri mentioned that Larry Gottesman and/or Tim Crawford sent something over for this briefing paper, neither Wendy nor I received anything; they are both gone for the evening so I was unable to incorporate that material into the attached document.

Please let me know if you need something more/different.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Message

From: Dolph, Becky [Dolph.Becky@epa.gov]
Sent: 2/27/2018 10:07:07 PM
To: Mills, Derek [Mills.Derek@epa.gov]
CC: Minoli, Kevin [Minoli.Kevin@epa.gov]; Burke, Marcella [burke.marcella@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Monson, Mahri [Monson.Mahri@epa.gov]
Subject: RE: FOIA Briefing materials for Matt's tonight binder
Attachments: FOIA Reorganization. GC Briefing Document.docx; FOIA Reorganization. Facts and Figures. GC Briefing Document.docx

Try these attachments – thanks.

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Dolph, Becky
Sent: Tuesday, February 27, 2018 5:02 PM
To: Mills, Derek <Mills.Derek@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>
Subject: FOIA Briefing materials for Matt's tonight binder

Thanks!

And for those of you in the briefing, a few bullets re: FOIAonline have been added to Facts and Figures document.

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Message

From: Dolph, Becky [Dolph.Becky@epa.gov]
Sent: 2/27/2018 10:02:10 PM
To: Mills, Derek [Mills.Derek@epa.gov]
CC: Minoli, Kevin [Minoli.Kevin@epa.gov]; Burke, Marcella [burke.marcella@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Monson, Mahri [Monson.Mahri@epa.gov]
Subject: FOIA Briefing materials for Matt's tonight binder
Attachments: FOIA Reorganization. GC Briefing Document.docx; FOIA Reorganization. Facts and Figures. GC Briefing Document (Recovered)

Thanks!

And for those of you in the briefing, a few bullets re: FOIAonline have been added to Facts and Figures document.

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Message

From: Smink, Jill [Smink.Jill@epa.gov]
Sent: 4/17/2018 4:46:35 PM
To: Nickerson, William [Nickerson.William@epa.gov]; Owens, Nicole [Owens.Nicole@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Grimm, Patrick [Grimm.Patrick@epa.gov]; Braxton, Marilyn [Braxton.Marilyn@epa.gov]; Williams, Pat [Williams.Pat@epa.gov]; Gutshall, Renee [Gutshall.Renee@epa.gov]; Jones, Beth [Jones.Beth@epa.gov]; DeBell, Kevin [debell.kevin@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]
Subject: Agency-wide Rulemaking Data

Hi Bill and Nicole,

I understand that you are the POCs for the Agency-wide Rulemaking Data that is updated and shared every month for the monthly Bowling Charts. (If not, can you please let me know who is?)

OEI is currently identified as the owner of 5757- "Revisions to 40 CFR Part 2, Subpart b (Confidentiality of Business Information)." Upon discussion at our Monthly Business Review yesterday, we believe this is a FOIA-related regulation that should be transferred to OGC with the rest of the FOIA program.

Can you please advise on next steps for doing so?

Thank you!
JILL

Jill Smink
Office of Environmental Information
Smink.jill@epa.gov
202-540-9196
Location: 5412B EPA West

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 2/27/2018 4:33:42 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Backlog reduction 02-27-18.xlsx
Attachments: Backlog reduction 02-27-18.xlsx

Message

From: Crawford, Tim [Crawford.Tim@epa.gov]
Sent: 1/10/2018 7:26:08 PM
To: Holzer, James [James.Holzer@hq.dhs.gov]; Barksdale-Perry , Nicole [nicole.barksdale-perry@hq.dhs.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: NFTC Toolkit
Attachments: FOIA-Toolkit-National-FOIA-Training-2017.pdf

Hi James/Nicole:
Thanks for your time and our discussion.

Attached is the training tool kit that Larry mentioned. Hope you find it useful and I look forward to future discussions and attempting to contribute to a strategic alignment of FOIA tools to promote agency and National program needs and objectives.

Tim Crawford, FOIAonline Program Manager
Office of Enterprise Information Programs
Environmental Protection Agency
crawford.tim@epa.gov
(o) 202.566.1574
(c) 202.603.8538

From: Gottesman, Larry
Sent: Wednesday, January 10, 2018 2:20 PM
To: Crawford, Tim <Crawford.Tim@epa.gov>
Subject: NFTC Toolkit

Can you send to James, per our conversation, I don't have his email at DHS.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Bigioni, Neil [bigioni.neil@epa.gov]
Sent: 5/17/2018 7:38:54 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: FEAT and NFO Awareness Notification Review List 4/24/2018

FYI

From: Reeder, Melissa
Sent: Thursday, May 17, 2018 3:38 PM
To: Walker, Denise <Walker.Denise@epa.gov>
Cc: Bigioni, Neil <bigioni.neil@epa.gov>
Subject: RE: FEAT and NFO Awareness Notification Review List 4/24/2018

I've apparently done something wrong because I thought I took care of all of the OCFO ones with either interim or final responses. I'm going in now and taking a look.

From: Walker, Denise
Sent: Thursday, May 17, 2018 2:32 PM
To: Reeder, Melissa <Reeder.Melissa@epa.gov>
Cc: Bigioni, Neil <bigioni.neil@epa.gov>
Subject: Fwd: FEAT and NFO Awareness Notification Review List 4/24/2018

Hi Melissa:
Have all of these releases gone out?
Beth White is asking.

Thanks!
Denise

Sent from my iPhone

Begin forwarded message:

> **From:** "White, Elizabeth" <white.elizabeth@epa.gov>
> **Date:** May 17, 2018 at 2:25:29 PM EDT
> **To:** "Walker, Denise" <Walker.Denise@epa.gov>
> **Cc:** "Burke, Marcella" <burke.marcella@epa.gov>, "Minoli, Kevin" <Minoli.Kevin@epa.gov>, "Blake, Wendy" <Blake.Wendy@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>, "Packard, Elise" <Packard.Elise@epa.gov>, "Bigioni, Neil" <bigioni.neil@epa.gov>
> **Subject: Re: FEAT and NFO Awareness Notification Review List 4/24/2018**
>
> Hey - it appears that some of these FOIAs have not been released - particularly OCFO FOIAs. What's going on here?
>
> Sent from my iPhone
>
> On Apr 30, 2018, at 11:15 AM, Walker, Denise <Walker.Denise@epa.gov> wrote:
>
> > All:

The following 13 FOIA releases that were on the FEAT awareness review list were cleared for release last week.
Some are full responses and some are partial responses. Some have been released already and some are in the process of being released today.

Thank you,
Denise

FOIA	Requester	Topic of the Request
OCFO EPA-HQ-2018-000181	Justin McCarthy Judicial Watch	Premium Travel by EPA employees -
OCFO EPA-HQ-2018-000227	David Schultz, Bloomberg BNA	Redacted travel vouchers Non OCEFT employees
OCFO EPA-HQ-2018-000228	David Schultz, Bloomberg BNA	Redacted travel vouchers Non OCEFT employees
OCFO EPA-HQ-2018-000367	Anne L. Weismann CREW	Redacted travel vouchers February 21 through November 7, 2017
OCFO EPA-HQ-2018-001516	Margaret E. Townsend, CBD	Redacted travel vouchers February 21 through December 7, 2017
OCFO EPA-HQ-2018-003413	Austin R. Evers American Oversight	All travel expenses for anyone in the Office of the Administrator
OCFO EPA-HQ-2018-004708	Rene Marsh CNN	All travel vouchers paid for anyone in the Office of the Administrator
OCFO EPA-HQ-2018-005535	Elijah Kaplan	Travel expenditures of all agency political appointees
OCFO EPA-HQ-2018-005662	Nick Surgey	expenses to government issued credit card "SmartPay"
OECA EPA-HQ-2018-005128	Ebbs ABC News	e-mails related to March 29, 2017 door incident
OECA EPA-HQ-2018-005256	Munoz	e-mails related to March 29, 2017 door incident
Ethics EPA-HQ-2017-011934	Stephanie Ebbs ABC News	5 travel forms for the Administrator.
Ethics EPA-HQ-2018-004453	Tiffany Stecker Bloomberg BNA	5 travel forms for the Administrator.

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. |7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

From: Walker, Denise
Sent: Tuesday, April 24, 2018 1:42 PM
To: White, Elizabeth <white.elizabeth@epa.gov>; Burke, Marcella

<burke.marcella@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>
Subject: FEAT and NFO Awareness Notification Review List 4/24/2018

Good afternoon:

Attached, please find a list of FOIA requests that are currently in the awareness review process. I updated the list with the National FOIA Office's latest report and to include added releases for the FEAT. The FEAT requests are listed first followed by the National FOIA Office matters. I have also included an excel file of the combined information sorted by date.

The FEAT has provided 32 document productions to Beth White for awareness review that are still pending. These requests are related to the Administrator's condo, premium travel, travel more broadly, PSD information, and ethics forms related to the Administrator's travel.

The National FOIA Office reported 35 pending releases as of April 14, 2018 for a total **of 67 pending releases**.

Please let me and Larry Gottesman know as soon as any of these productions can be provided to the FOIA requesters.

If you have questions or need more information, please contact me.

Thank you and have a good week,

Denise

Best,
Denise

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. |7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

From: Walker, Denise
Sent: Tuesday, April 03, 2018 8:35 PM
To: White, Elizabeth <white.elizabeth@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>
Subject: FEAT and NFO Awareness Notification Review List 4/3/2018

Good evening:

Attached, please find a list of FOIA requests that are currently in the awareness review process. I updated the list with the National FOIA Office's latest report and to include added releases for the FEAT. The FEAT requests are listed first followed by the National FOIA Office matters. I have also included an excel file of the information sorted by date.

The FEAT has provided 32 document productions to Beth White for awareness review that are still pending. 2 are related to the Administrator's condo, 25 are related to travel and PSD information, 2 are Bristol Bay requests and 2 are ethics forms related to the Administrator's travel.

The National FOIA Office reported 36 pending releases as of April 2, 2018 for a total of 68 pending releases.

Please let me and Larry Gottesman know as soon as any of these productions can be provided to the FOIA requesters.

If you have questions or need more information, please contact me.

Thank you and have a good week,

Denise

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. | 7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

From: Walker, Denise
Sent: Friday, March 16, 2018 5:54 PM
To: White, Elizabeth <white.elizabeth@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>
Cc: Dolph, Becky <Dolph.Becky@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>
Subject: RE: FEAT and NFO Awareness Notification Review List 3/16/2018

Good afternoon,

Attached, please find a list of FOIA requests that are currently in the awareness review process. I updated the list with the National FOIA Office's latest report and to include added releases for the FEAT.

The FEAT has provided 25 document productions to Beth White for awareness review that are still pending. 21 are related to travel and PSD information, 2 are Bristol Bay requests and 2 are ethics forms related to the Administrator's Travel.

The National FOIA Office reported 48 pending releases as of March 14, 2018 including 2 that are also on the FEAT list for a total of 71 pending releases.

Please let me and Larry Gottesman know as soon as any of these productions can be provided to the FOIA requesters.

If you have questions or need more information, please contact me.

Thank you and have a good weekend,

Denise

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. | 7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 5/17/2018 6:08:57 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: Updating the A3
Attachments: Agency FOIA April 2018 A3_Updated.pptx

Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Poole, Laura
Sent: Thursday, May 17, 2018 2:03 PM
To: Bigioni, Neil <bigioni.neil@epa.gov>; Moumbleaux, Joan <moumbleaux.joan@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: Updating the A3

Good Afternoon,
The Updated A3s for the priority area projects are due tomorrow. I have cleaned up some of the action items (removed the older completed items) on the Action Registry. As Joan, Wendy and I discussed this morning it would be good to add some of the current work that is now underway to this list and update those items where progress has been made. I would also suggest reviewing other elements of the file to make sure all the names and roles are up to date.

Finally, as mentioned we want to begin to place the bowling chart metric for the National FOIA office in the results section, I understand that metric may be changing, and it can be updated if needed. The purpose is to show progress that is being made as we implement visual management and process improvement.

Please let me know if you have any questions or need assistance.

Thank you,
Laura

Message

From: Bigioni, Neil [bigioni.neil@epa.gov]
Sent: 6/13/2018 12:07:51 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Additions to A3
Attachments: Agency FOIA JUne 2018 A3_Updated.pptx

Wendy, here is the master slide. Can you please add the information to it and return it to me for review by COB tomorrow?

Thanks,

Neil

From: Schumacher, Wendy
Sent: Tuesday, June 12, 2018 1:59 PM
To: Bigioni, Neil <bigioni.neil@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Additions to A3

Neil,

You'll be getting a request to update the A3 shortly. In addition to the table previously provided (below) please add the last row which is in red for your convenience.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Schumacher, Wendy
Sent: Thursday, May 31, 2018 1:44 PM
To: Bigioni, Neil <bigioni.neil@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Additions to A3

Neil,

I don't have the master slide so here is a draft table with the information Laura told me to add. These are the quick wins from the Lean event.

#	Assigned Date	Action to be Taken	Action Owner	Due Date	Percent 25	age 50	Comp 75	lete 100	Completed Date
		AO Backlog Project – Clean out oldest requests	Neil		X	X			

	2/23/18	Relativity Analytics	Brian Thompson	7/31/18	X	X			
		LN Migration	Liza Hearns	12/31/18	X	X			
	2/23/18	MyProperty	Larry	7/31/18	X				
	2/23/18	Full text search of supporting documents in FOIAonline	Larry	9/30/19	X				
		FOIA Toolkit updates	Joan	ongoing	X	X	X	X	
	2/23/18	eSignature Authorization	Larry		X	X	X	X	5/17/18
	2/23/18	Add cc/bcc to emails from FOIAonline	Larry	6/30/18	X	X	X		
	2/23/18	National Pulse Board	Larry	ongoing	X	X			

Please let me know if you have any questions.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 3/20/2018 7:45:32 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Backlog reduction 03-20-18 sorted.xlsx
Attachments: Backlog reduction 03-20-18 sorted.xlsx

Sorted within org by pending/closed

Message

From: Albores, Richard [Albores.Richard@epa.gov]
Sent: 6/12/2018 6:01:37 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]; Youngblood, Charlotte [Youngblood.Charlotte@epa.gov]
Subject: FW: UPDATE RE: ACTION: EPA/OMB FY 2018 Strategic Review Meeting on June 19
Attachments: Environmental Protection Agency FY 2018 Strategic Review.pptx

Neil/Wendy:

Any chance that you all might have given some thought to the messages that Kevin may want to transmit at the OMB strategic review meeting next week? He will be attending a June 14 run-through with OCFO, so if you could send me your thoughts by COB tomorrow for his evening materials, that would be great.

Remember, he will only have 3-5 minutes to elaborate on the slide about FOIA as a focus area for improvement. We may want to message ways for OMB to assist EPA in achieving its goals (e.g., help with proposed regulatory changes; budget etc.)

Thanks!

R

~~~~~
RICHARD L. ALBORES
Associate Deputy General Counsel * Office of General Counsel * U.S. EPA * 1200 Pennsylvania Avenue, NW * MC2310A * Washington, DC 20460 * email: albores.richard@epa.gov * phone: 202.564.7102 * mobile: 202.809.8029

**From:** Albores, Richard
**Sent:** Thursday, June 07, 2018 1:47 PM
**To:** Minoli, Kevin <Minoli.Kevin@epa.gov>
**Cc:** Monson, Mahri <Monson.Mahri@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Koslow, Karin <Koslow.Karin@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>; Koslow, Karin <Koslow.Karin@epa.gov>; Jones, Kimberly M <Jones.Kimberly@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
**Subject:** UPDATE RE: ACTION: EPA/OMB FY 2018 Strategic Review Meeting on June 19

Hi Kevin:

Just writing to update you on the staff meeting in preparation for the EPA/OMB FY 2018 SRM on June 19.

**Deliberative Process / Ex. 5**

**I can work with Neil and Wendy to come up with talking points/messages for you that conform to the instructions I got today.** There will also be a "dry run" or pre-brief scheduled on or about June 14 (look for a scheduler from David Bloom).
~~~~~

Copy of the slide:

Focus Area for Improvement:
Objective 2.2: Increase Transparency and Public Participation

Deliberative Process / Ex. 5

A full set of the slides as currently envisioned is attached.

R

~~~~~~
RICHARD L. ALBORES
Associate Deputy General Counsel * Office of General Counsel * U.S. EPA * 1200 Pennsylvania Avenue, NW * MC2310A * Washington, DC 20460 * email: albores.richard@epa.gov * phone: 202.564.7102 * mobile: 202.809.8029

From: Albores, Richard
Sent: Thursday, June 07, 2018 10:14 AM
To: Packard, Elise <Packard.Elise@epa.gov>
Cc: Monson, Mahri <Monson.Mahri@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Koslow, Karin <Koslow.Karin@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>; Koslow, Karin <Koslow.Karin@epa.gov>; Jones, Kimberly M <Jones.Kimberly@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>
Subject: RE: ACTION: EPA/OMB FY 2018 Strategic Review Meeting on June 19

I just spoke with Kevin, and he is planning to take this on for the FOIA reform issue, especially. So, we need to make sure he is prepared.

I am attending a staff level preparation meeting with OCFO at 1pm today. I will report back after that.

Thanks.

R

~~~~~~
RICHARD L. ALBORES
Associate Deputy General Counsel * Office of General Counsel * U.S. EPA * 1200 Pennsylvania Avenue, NW * MC2310A * Washington, DC 20460 * email: albores.richard@epa.gov * phone: 202.564.7102 * mobile: 202.809.8029

From: Albores, Richard
Sent: Wednesday, June 06, 2018 12:11 PM
To: Packard, Elise <Packard.Elise@epa.gov>
Cc: Monson, Mahri <Monson.Mahri@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Koslow, Karin <Koslow.Karin@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>; Koslow, Karin <Koslow.Karin@epa.gov>; Jones, Kimberly M <Jones.Kimberly@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>
Subject: ACTION: EPA/OMB FY 2018 Strategic Review Meeting on June 19

Elise:

EPA will be having a Strategic Review Meeting with OMB on June 19, 2018 (strategic reviews are a senior leader-led annual assessment of enterprise-level progress to date toward the strategic objectives in EPA's Strategic Plan).

Kevin is on the invitation from David Bloom as OGC's representative. Given his ethics blitz, it is likely that we will need to find a way to cover this for him.

There is also a planned June 14, 2018, dry run of the materials with key participants (not yet identified), which could be us, since we have the FOIA measure and champion the Legal Deadlines measure. I have copied the relevant managers who can contribute to the discussion that OCFO envisions we might have with OMB. (See highlighted language below)

Happy to discuss with you a path forward when you have some time.

R

~~~~~
RICHARD L. ALBORES
Associate Deputy General Counsel * Office of General Counsel * U.S. EPA * 1200 Pennsylvania Avenue, NW * MC2310A * Washington, DC 20460 * email: albores.richard@epa.gov * phone: 202.564.7102 * mobile: 202.809.8029

**From:** Green, Holly
**Sent:** Wednesday, June 06, 2018 8:55 AM
**To:** Murphy, Dan <Murphy.Dan@epa.gov>; Dexter, Michael <Dexter-Luffberry.Michael@epa.gov>; Benton, Michael <benton.michael@epa.gov>; Weckesser, Mike <Weckesser.Mike@epa.gov>; Albores, Richard <Albores.Richard@epa.gov>; DeBell, Kevin <debell.kevin@epa.gov>; Coogan, Daniel <Coogan.Daniel@epa.gov>; Smink, Jill <Smink.Jill@epa.gov>
**Cc:** Gross, Hayley <gross.hayley@epa.gov>; Francois, Jahan <francois.jahan@epa.gov>; Kocian, Aaron <kocian.aaron@epa.gov>; Heller, Emily <heller.emily@epa.gov>; Grzegozewski, Nicholas <Grzegozewski.Nicholas@epa.gov>
**Subject:** FW: EPA/OMB FY 2018 Strategic Review Meeting on June 19

Hi all,

I wanted to follow-up with next steps in preparing for the Strategic Review meeting with OMB on June 19, as your senior leaders were invited to the meeting. David Bloom put holds on attendee calendars and sent the follow-up email below

**Deliberative Process / Ex. 5**
~~~~~

Deliberative Process / Ex. 5

Feel free to engage others in your program or other assistants to your participants.

Thanks so much in advance for your time and help.

Holly

Holly Sage Green
Director, Planning Division
Office of Planning, Analysis, and Accountability
USEPA Office of the Chief Financial Officer
1200 Pennsylvania Ave. NW
Washington, DC 20004
Desk: (202) 566-0651
Cell: (202) 594-6563

From: Bloom, David
Sent: Tuesday, June 5, 2018 2:21 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; McIlwain, Serena <McIlwain.Serena@epa.gov>; DeBell, Kevin <debell.kevin@epa.gov>
Cc: Wheeler, Andrew <wheeler.andrew@epa.gov>; Darwin, Henry <darwin.henry@epa.gov>; Greaves, Holly <greaves.holly@epa.gov>; Osborne, Howard <Osborne.Howard@epa.gov>; OBrien, Kathy <Obrien.Kathy@epa.gov>; Green, Holly <Green.Holly@epa.gov>
Subject: EPA/OMB FY 2018 Strategic Review Meeting on June 19

Colleagues,

As a follow-up to the hold I placed on your calendar, you are invited to attend the EPA/OMB strategic review meeting on Tuesday, June 19 from 1:00-2:30 pm. Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

While I put the hold on your calendar, OMB will send the official meeting invitation. OMB's meeting invitation will include a link through which attendees will have to provide their White House security credentials in advance of the meeting.

OCFO is working to coordinate transportation for the group to/from the Eisenhower Executive Office Building. I anticipate we will depart EPA no later than 12:15 pm to allow sufficient time to get through the EEOB's security so please hold this additional time on your calendar.

As a reminder, strategic reviews are a senior leader-led annual assessment of enterprise-level progress to date toward the strategic objectives in EPA's Strategic Plan. The results of the strategic reviews inform annual planning and budget formulation, and identify areas where the agency faces challenges in achieving strategic objectives that require additional leadership attention. Thank you in advance for your participation in making this a successful meeting with OMB.

Please contact me with any questions or your staff may contact Holly Green at green.holly@epa.gov or (202) 566-0651.

Thanks,
David

David Bloom
Deputy Chief Financial Officer
Office of the Chief Financial Officer
Environmental Protection Agency
(202) 564-1151

Message

From: Hines, Andrea [hines.andrea@epa.gov]
Sent: 6/3/2019 8:07:39 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Pearce, Jennifer [Pearce.Jennifer@epa.gov]
Subject: RE: Pearce, Jennifer shared the folder "EPA-R4-2019-004877" with you.

Hello Larry,

I will check with Jennifer tomorrow. Thank you. Hope you had a great holiday.

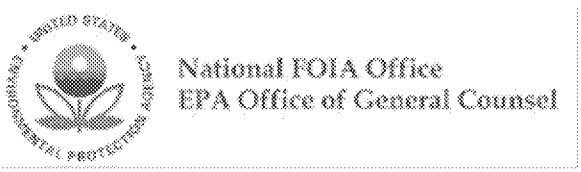
Andrea Hines
Office of FOIA, Privacy and Litigation Support
U.S. Environmental Protection Agency, Region 4
61 Forsyth Street, S.W.
Atlanta, Georgia 30303
(404) 562-9698
Email: hines.andrea@epa.gov

From: Gottesman, Larry
Sent: Monday, June 3, 2019 4:04 PM
To: Pearce, Jennifer <Pearce.Jennifer@epa.gov>
Cc: Hines, Andrea <hines.andrea@epa.gov>
Subject: RE: Pearce, Jennifer shared the folder "EPA-R4-2019-004877" with you.

I do not have task to close out this review.

Larry F. Gottesman
Agency FOIA Officer
National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)



From: Pearce, Jennifer
Sent: Wednesday, May 29, 2019 4:22 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Tran, Victoria <tran.victoria@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Richardson, RobinH

<Richardson.RobinH@epa.gov>; Konkus, John <konkus.john@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
Subject: Pearce, Jennifer shared the folder "EPA-R4-2019-004877" with you.

Awareness Notification EPA-R4-2019-004877

This link only works for the direct recipients of this message.

EPA-R4-2019-004877

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Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

Message

From: Dolph, Becky [Dolph.Becky@epa.gov]
Sent: 12/19/2017 9:48:43 PM
To: Rawls, Dena [Rawls.Dena@epa.gov]; Lee, Maja [Lee.Maja@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]; Ghazvini, Iraj [Ghazvini.Iraj@epa.gov]; Larsen, Elena [Larsen.Elena@epa.gov]; Bednar, Georgia [bednar.georgia@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]
Subject: RE: Freedom of Information Request: EPA Mirror Website Information

I am out of the office Ex 6 won't be back until late January. However, I will forward the correspondence to the requester to you (did you look under "other correspondence" in FOIAonline? If the request was indeed closed, then they need to file a new request. Please contact Denise Walker of the FEAT if further questions. Thanks.

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Rawls, Dena
Sent: Tuesday, December 19, 2017 3:36 PM
To: Lee, Maja <Lee.Maja@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Ghazvini, Iraj <Ghazvini.Iraj@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Bednar, Georgia <bednar.georgia@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: Freedom of Information Request: EPA Mirror Website Information

So Georgia, please begin the route on this FOIA or assign a new number. I'm not sure what the process is since it was supposed to be closed.

From: Lee, Maja
Sent: Tuesday, December 19, 2017 3:32 PM
To: Rawls, Dena <Rawls.Dena@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Rawls, Dena <Rawls.Dena@epa.gov>; Ghazvini, Iraj <Ghazvini.Iraj@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Bednar, Georgia <bednar.georgia@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: Freedom of Information Request: EPA Mirror Website Information

Dena – I'm just learning here but a couple thoughts….seems we should post the letter back to the responder in the system so its available and please ask Iraj to get back to the requestor. We received a note from the requestor about this FOIA so they are interested in a response so we need to pick this back up.

Maja Lee, Deputy Director
Office of Information Management
US EPA, Office of Environmental Information
Office: 6130B WJC West
Desk: 202-564-1436 / Mobile: Personal Phone / Ex. 6

From: Bednar, Georgia
Sent: Tuesday, December 19, 2017 3:13 PM
To: Lee, Maja <Lee.Maja@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Dreisch, Rick <Dreisch.Rick@epa.gov>

Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Rawls, Dena <Rawls.Dena@epa.gov>; Ghazvini, Iraj <Ghazvini.Iraj@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>
Subject: RE: Freedom of Information Request: EPA Mirror Website Information

Maja,
According to the comments area Beck Dolph stated "Based on discussion with Matt Leopard, clarification email sent to requester 5/19/2017. See attached correspondence." Although I am now confused as I am not seeing attached correspondence other than the original request from Ms. Lamdan.

I might be missing something as I am till a rookie for the whole FOIA world.

Becky,
Any guidance would be great.

Thanks,
Ga-

From: Lee, Maja
Sent: Tuesday, December 19, 2017 3:06 PM
To: Bednar, Georgia <bednar.georgia@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Dreisch, Rick <Dreisch.Rick@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Rawls, Dena <Rawls.Dena@epa.gov>; Ghazvini, Iraj <Ghazvini.Iraj@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>
Subject: RE: Freedom of Information Request: EPA Mirror Website Information

Thanks Georgia.

A little confused. Was a response sent back to the requestor?

Maja Lee, Deputy Director
Office of Information Management
US EPA, Office of Environmental Information
Office: 6130B WJC West
Desk: 202-564-1436 / Mobile: Personal Phone / Ex. 6

From: Bednar, Georgia
Sent: Tuesday, December 19, 2017 3:05 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Dreisch, Rick <Dreisch.Rick@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Lee, Maja <Lee.Maja@epa.gov>; Rawls, Dena <Rawls.Dena@epa.gov>; Ghazvini, Iraj <Ghazvini.Iraj@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>
Subject: RE: Freedom of Information Request: EPA Mirror Website Information

Hello all. In the FOIA online system this has not been "assigned" to anyone. It does have a notation from Kevin Haywood that this request is being closed. Hate to use the word assume but this is what I am doing that it in fact has not been closed.

Please advise and thank you,
Ga

Submitted Evaluation Assignment Processing Closed

Request Details

Tracking Number :	EPA-HQ-2017-006788	Submitted Date :	05/02/2017
Requester :	Sarah Lamdan	Perfected Date :	05/18/2017
Organization :	N/A	Last Assigned Date :	05/10/2017
Requester Has Account :	No	Fee Limit :	$25.00

Submission Details | Case File | Admin Cost | Assigned Tasks | Comments (4) | Review

Date / Time	User Name	Edit	Remove	Detail
07/18/2017 03:01 PM	Kevin Haywood			
Per attached OGC guidance and no clarification from requestor well beyond 10 working days, this FOIA request is being closed.				
05/19/2017 03:40 PM	Becky Dolph			
Based on discussion with Matt Leopard, clarification email sent to requester 5/19/2017. See attached correspondence.				
05/03/2017 04:10 PM	Cynthia Floyd-Coleman			
Per: Conversation Larry G. had with Matt Leopard, this request should be assigned to OIM/OEI				
05/03/2017 02:48 PM	Cynthia Floyd-Coleman			
attn: OIM				

From: Schumacher, Wendy
Sent: Tuesday, December 19, 2017 8:24 AM
To: Dreisch, Rick <Dreisch.Rick@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Lee, Maja <Lee.Maja@epa.gov>; Rawls, Dena <Rawls.Dena@epa.gov>; Ghazvini, Iraj <Ghazvini.Iraj@epa.gov>; Bednar, Georgia <bednar.georgia@epa.gov>
Subject: RE: Freedom of Information Request: EPA Mirror Website Information

Rick,

This is assigned to Dena Rawls. Georgia Bednar should make any reassignment needed.

Wendy

From: Dreisch, Rick
Sent: Monday, December 18, 2017 9:24 AM

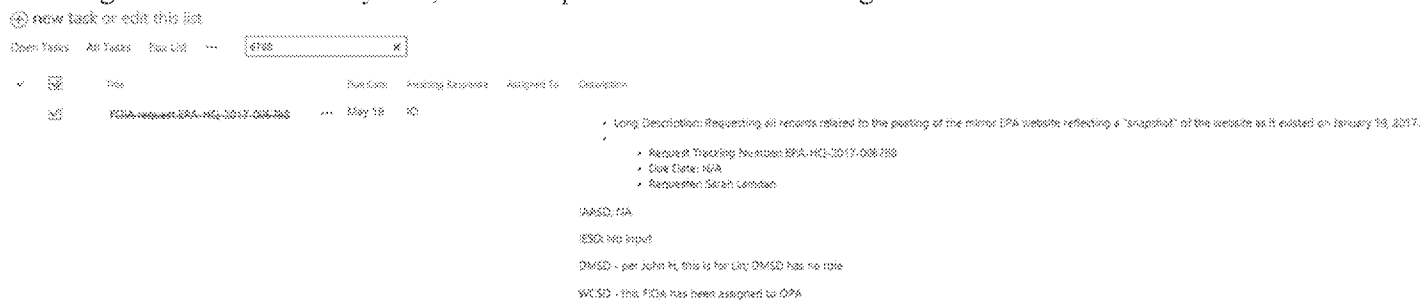
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Lee, Maja <Lee.Maja@epa.gov>; Rawls, Dena <Rawls.Dena@epa.gov>; Ghazvini, Iraj <Ghazvini.Iraj@epa.gov>; Bednar, Georgia <bednar.georgia@epa.gov>
Subject: FW: Freedom of Information Request: EPA Mirror Website Information

Wendy,
Can you verify the task below was actually assigned to OPA. We're making sure this one isn't assigned to OEI/OIM and the two FOIA coordinators in our office are out today.

Rick
Special Assistant, OEI/OIM
(202) 566-2992

From: Dreisch, Rick
Sent: Monday, December 18, 2017 7:22 AM
To: Leopard, Matthew <Leopard.Matthew@epa.gov>; Rawls, Dena <Rawls.Dena@epa.gov>
Cc: Gutshall, Renee <Gutshall.Renee@epa.gov>; Lee, Maja <lee.maja@epa.gov>; Darlington, Lin <Darlington.Lin@epa.gov>
Subject: RE: Freedom of Information Request: EPA Mirror Website Information

According to our Action Task system, WCSD reported the FOIA was assigned to OPA.



Rick
Special Assistant, OEI/OIM
(202) 566-2992

From: Leopard, Matthew
Sent: Monday, December 18, 2017 7:11 AM
To: Rawls, Dena <Rawls.Dena@epa.gov>
Cc: Gutshall, Renee <Gutshall.Renee@epa.gov>; Lee, Maja <Lee.Maja@epa.gov>; Dreisch, Rick <Dreisch.Rick@epa.gov>
Subject: Fwd: Freedom of Information Request: EPA Mirror Website Information

this is worrisome- I thought this FOiA was addressed- do we know for certain this was reassigned to OPA?

Sent from my iPhone

Begin forwarded message:

> **From:** "37017-68429123@requests.muckrock.com" <37017-68429123@requests.muckrock.com>
> **Date:** December 18, 2017 at 5:01:12 AM EST
> **To:** Dolph.Becky@epa.gov
> **Cc:** Leopard.Matthew@epa.gov, Gutshall.Renee@epa.gov
> **Subject: RE: Freedom of Information Request: EPA Mirror Website Information**

Environmental Protection Agency
FOIA Office
1200 Pennsylvania Avenue Northwest
Washington, DC 20004

December 18, 2017

This is a follow up to a previous request:

To Whom It May Concern:

I wanted to follow up on the following Freedom of Information request, copied below, and originally submitted on April 30, 2017. Please let me know when I can expect to receive a response, or if further clarification is needed.

Thanks for your help, and let me know if further clarification is needed.

Filed via MuckRock.com
E-mail (Preferred): 37017-68429123@requests.muckrock.com
Upload documents directly: https://www.muckrock.com/accounts/agency_login/environmental-protection-agency-75/epa-mirror-website-information-37017/?uuid-login=995944b2-ee47-4aaa-b492-53a2d9d10100&email=Dolph.Becky%40epa.gov#agency-reply
Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):
MuckRock News
DEPT MR 37017
411A Highland Ave
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

On Aug. 17, 2017:
Ms. Dolph, We are quite sorry for the delay. I left you a voicemail on your work line just now. I am working with Sarah Lamdan on some pending FOIA requests. I hope we can email or talk soon. My cell is Personal Phone / Ex. 6 and my email is Personal Email / Ex. 6 or you can of course reply here via Muckrock). Thank you. Jon
---

On May 19, 2017:
Dear Ms. Lamden: I am writing in regard to your FOIA Request EPA-HQ-2017-006788 in which your seek the following:

All records related to the posting of the mirror EPA website reflecting a "snapshot" of the website as it existed

on January 19, 2017, including all FOIA requests for the mirror, processing notes for those requests, and any
discussion, including but not limited to emails and memos, about the posting of the mirror website, including
the EPA statement or communication including the statement:
"Immediately following the 2017 Presidential inauguration, the agency received numerous FOIA requests
regarding historic versions of the EPA website. The Agency is making its best reasonable effort to 1) preserve
agency records that are the subject of a request; 2) produce requested agency records in the format requested;
and 3) post frequently requested agency records in electronic format for public inspection. To meet these goals,
EPA has re-posted a snapshot of the EPA website as it existed on January 19, 2017.".

Your request as submitted is not a proper FOIA request because it does not reasonably describe the records sought as required by both the FOIA statute and the Agency's regulations. See 5 U.S.C. § 552(a)(3)(A); 40 C.F.R. § 2.102(c). In order for us to process your request, you should "include specific information about each record sought, such as the date, title or name, author, recipient, and subject matter. If known, you should include any file designations or descriptions for the records that you want. The more specific you are about the records or type of records that you want, the more likely EPA will be able to identify and locate records responsive to your request. . ." 40 C.F.R. § 2.102(c).

I note that FOIA requests received by the Agency and the Agency's responses to those requests are available to the public on FOIAonline at
https://foiaonline.regulations.gov/foia/action/public/home.

You did not provide a telephone number at which you could be contacted. Please contact me at 202-564-5771 within 10 days of the date of this correspondence so that we can assist in clarifying request. If we do not hear from you by that date, we will consider your request voluntarily withdrawn.

Thank you for your interest in EPA.

Becky Dolph

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

On May 2, 2017:
This message is to confirm your request submission to the FOIAonline application: View Request. Request information is as follows:
(https://foiaonline.regulations.gov:443/foia/action/public/view/request?objectId=090004d2812d3c6c)
* Tracking Number: EPA-HQ-2017-006788
* Requester Name: Sarah Lamdan
* Date Submitted: 05/02/2017
* Request Status: Submitted

* Description: Requesting all records related to the posting of the mirror EPA website reflecting a "snapshot" of the website as it existed on January 19, 2017.

On April 30, 2017:
To Whom It May Concern:

This is a request under the Freedom of Information Act. I hereby request the following records:

All records related to the posting of the mirror EPA website reflecting a "snapshot" of the website as it existed on January 19, 2017, including all FOIA requests for the mirror, processing notes for those requests, and any discussion, including but not limited to emails and memos, about the posting of the mirror website, including the EPA statement or communication including the statement:

"Immediately following the 2017 Presidential inauguration, the agency received numerous FOIA requests regarding historic versions of the EPA website. The Agency is making its best reasonable effort to 1) preserve agency records that are the subject of a request; 2) produce requested agency records in the format requested; and 3) post frequently requested agency records in electronic format for public inspection. To meet these goals, EPA has re-posted a snapshot of the EPA website as it existed on January 19, 2017."

A news article containing this statement and more information about the mirror website is linked here: https://techcrunch.com/2017/02/16/the-epa-posted-a-backup-of-its-website-dated-just-before-inauguration-day/

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 20 business days, as the statute requires.

Sincerely,

Sarah Lamdan

Filed via MuckRock.com
E-mail (Preferred): 37017-68429123@requests.muckrock.com
Upload documents directly: https://www.muckrock.com/accounts/agency_login/environmental-protection-agency-75/epa-mirror-website-information-37017/?uuid-login=995944b2-ee47-4aaa-b492-53a2d9d10100&email=Dolph.Becky%40epa.gov#agency-reply
Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):
MuckRock News

DEPT MR 37017
411A Highland Ave
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 1/29/2018 7:16:50 PM
To: Jones, Monica [Jones.Monica@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]; Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]
Subject: Re: Late-breaking Comment

Seems fine to me...thanks.

Sent from my iPhone

On Jan 29, 2018, at 1:02 PM, Jones, Monica <Jones.Monica@epa.gov> wrote:

Larry & Lisa,

Deliberative Process / Ex. 5

Monica D. Jones, Deputy Director
Office of Enterprise Information Programs
Office of Environmental Information
Mailcode: 2821T
Office Phone: (202) 564-1641
Cell Phone / Ex. 6

NOTICE: This communication may contain deliberative, privileged or other confidential information. Do not release under FOIA without appropriate review. If you are not the intended recipient or believe you have received this communication in error, please delete the copy you received, and do not print, copy, retransmit, disseminate or otherwise use the information. Thank you.

From: Youngblood, Charlotte
Sent: Monday, January 29, 2018 12:40 PM
To: Jones, Monica <Jones.Monica@epa.gov>
Cc: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Dolph, Becky <Dolph.Becky@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Hammitt, Jennifer <Hammitt.Jennifer@epa.gov>
Subject: Late-breaking Comment

Monica,

DP / AC (Ex. 5)

Thanks!

Charlotte Youngblood

Deputy Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-0283
youngblood.charlotte@epa.gov

DP / AC (Ex. 5)

Deliberative Process / Ex. 5

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 2/7/2018 1:51:51 PM
To: Byrd, Jonda [byrd.jonda@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: National FOIA Office Operations Manual_20180130 WS edits.docx
Attachments: National FOIA Office Operations Manual_20180130 WS edits.docx

Jonda,

Per your reply.

Thanks, Wendy

From: Schumacher, Wendy
Sent: Wednesday, January 31, 2018 3:01 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>
Subject: National FOIA Office Operations Manual_20180130 WS edits.docx

Jonda,

Would you like me to circulate to the rest of the office now or would you like to review first?

Thanks, Wendy

Message

From: Bigioni, Neil [bigioni.neil@epa.gov]
Sent: 6/15/2018 5:29:27 PM
To: Walker, Denise [Walker.Denise@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Fwd: FEAT and NFO Awareness Notification Review List 6/14/2018

Sent from my iPhone

Begin forwarded message:

> **From:** "White, Elizabeth" <white.elizabeth@epa.gov>
> **Date:** June 15, 2018 at 12:34:59 PM EDT
> **To:** "Bigioni, Neil" <bigioni.neil@epa.gov>
> **Subject: RE: FEAT and NFO Awareness Notification Review List 6/14/2018**
>
> Thanks Neil. We talked about some of these this morning. My understanding is Deliberative Process / Ex. 5 Deliberative Process / Ex. 5 We needed to get her the information we gave Congress in order to include in the response and that is being handled in coordination with OCIR.
>
> As for the ones marked National FOIA Office, the majority have been through the process and should be going out. There are a couple that state they are in "awareness review" but we have not received the documents so can't really provide awareness. Larry is helping on that.
>
> **Beth White**
> Director, Office of the Executive Secretariat
> U.S. Environmental Protection Agency
> (202) 564-1781 direct
> Cell Phone / Ex. 6
>
> ---
>
> **From:** Bigioni, Neil
> **Sent:** Friday, June 15, 2018 12:28 PM
> **To:** White, Elizabeth <white.elizabeth@epa.gov>
> **Subject:** Fwd: FEAT and NFO Awareness Notification Review List 6/14/2018
>
> Per our call, here's the list.
>
> Sent from my iPhone
>
> Begin forwarded message:
>
> > **From:** "Walker, Denise" <Walker.Denise@epa.gov>
> > **Date:** June 14, 2018 at 5:31:33 PM EDT
> > **To:** "Bigioni, Neil" <bigioni.neil@epa.gov>
> > **Cc:** "Gottesman, Larry" <Gottesman.Larry@epa.gov>
> > **Subject: FEAT and NFO Awareness Notification Review List 6/14/2018**
> >
> > Neil, good afternoon:

Attached, please find a list of FOIA requests that are currently in the awareness review process. The list includes requests from the FOIT and FEAT. FEAT requests are listed first followed by the FOIT matters.

The FEAT has provided 4 document productions to Beth White for awareness review that are still pending. These requests are related to premium travel, and PSD. I understand that OECA is no longer sending requests to me to send to Beth White for awareness review. They are now going to Patrick Traylor.

The National FOIA Office reported 16 pending releases as of May 7, 2018 for a total of 20 pending releases.

Please let me and Larry Gottesman know as soon as any of these productions can be provided to the FOIA requesters.

If you have questions or need more information, please contact me.

Thank you and have a good week,

Denise

Denise A. Walker
U.S. Environmental Protection Agency
Acting Assistant Director, OGC FOIA Expert Assistance Team
Washington, D.C. | 7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

Message

From: Bigioni, Neil [bigioni.neil@epa.gov]
Sent: 6/15/2018 4:29:01 PM
To: Walker, Denise [Walker.Denise@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Re: FEAT and NFO Awareness Notification Review List 6/14/2018

Spoke with Beth and she asked that I send her the list. Just did. Hopefully we'll hear back soon or I'll nudge again.

Sent from my iPhone

On Jun 14, 2018, at 5:31 PM, Walker, Denise <Walker.Denise@epa.gov> wrote:

> Neil, good afternoon:
>
> Attached, please find a list of FOIA requests that are currently in the awareness review process. The list includes requests from the FOIT and FEAT. FEAT requests are listed first followed by the FOIT matters.
>
> The FEAT has provided 4 document productions to Beth White for awareness review that are still pending. These requests are related to premium travel, and PSD. I understand that OECA is no longer sending requests to me to send to Beth White for awareness review. They are now going to Patrick Traylor.
>
> The National FOIA Office reported 16 pending releases as of May 7, 2018 for a total of 20 pending releases.
>
> Please let me and Larry Gottesman know as soon as any of these productions can be provided to the FOIA requesters.
>
> If you have questions or need more information, please contact me.
>
> Thank you and have a good week,
>
> Denise
>
> Denise A. Walker
> U.S. Environmental Protection Agency
> Acting Assistant Director, OGC FOIA Expert Assistance Team
> Washington, D.C. | 7308A WJCN
> Office: 202-564-6520
> EPA Cell: 202-816-9872
>
> Have a FOIA question? Try here first!
>
> <FEAT and NFO Awareness Review Prepared FOIA Releases 06142018.docx>

Message

From: Schena, Cristeen [Schena.Cristeen@epa.gov]
Sent: 3/7/2018 8:23:27 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Flores, Priscilla (Feliciano) [Flores.Priscilla@epa.gov]
Subject: URGENT - FW: Requesting Status Update on EPA-R1-2018-000401 (State Implementation Plan Submittals)
Attachments: 2017.11.22_EPA_Email_re_Extension.pdf

Importance: High

Larry,

This is one of the FOIA held up by the awareness notification process.

The requester is asking for a status update and I recall you indicating that you would handle such inquiries.

You should know that our FOIA coordinator mistook this FOIA for another and was trying to be efficient and sent a reply back to her and included a copy of the original response letter (that never went out via FOIAonline) as well as an attachment but the attachment was incorrect, it belonged to another FOIA. The responsive information for this one has never been sent.

Once we noticed what happened she sent her another email explaining the error and indicating that she would look into this and get back to her.

I'm hoping you can reply to the requester soon, otherwise, she is likely going to follow up with our FOIA Coordinator who won't be able to respond.

Please let me know when you talk to her or if you email her back. Thanks

Cris

From: Virginia Vu [mailto:VVu@biologicaldiversity.org]
Sent: Wednesday, March 07, 2018 2:07 PM
To: Schena, Cristeen <Schena.Cristeen@epa.gov>; Flores, Priscilla (Feliciano) <Flores.Priscilla@epa.gov>
Cc: FOIA <foia@biologicaldiversity.org>
Subject: Requesting Status Update on EPA-R1-2018-000401 (State Implementation Plan Submittals)

Good Morning,

I would like to check in on the status of this request assigned tracking number EPA-R1-2018-000401. In your November 22, 2017 email you stated a response would be provided by December 4, 2017, however we have yet to receive any response. Please let me know when we may expect to receive the final response.

Much appreciated,

Virginia Vu, Filing Clerk

Endangered Species Program

Center for Biological Diversity

P.O. Box 11374

Portland, OR 97211

NEW EMAIL: vvu@biologicaldiversity.org

Message

From: Schena, Cristeen [Schena.Cristeen@epa.gov]
Sent: 3/20/2018 10:25:38 AM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: URGENT - URGENT - FW: Requesting Status Update on EPA-R1-2018-000401 (State Implementation Plan Submittals)

Importance: High

Larry,

As predicted the requester is asking again for an update, see below. My emails from March 7th are also below.

Reply Reply All Forward IM

Mon 3/19/2018 8:28 PM

Virginia Vu <VVu@biologicaldiversity.org>

Re: Requesting Status Update on EPA-R1-2018-000401 (State Implementation Plan Submittals)

To Flores, Priscilla (Feliciano); Schena, Cristeen

Cc FOIA

Retention Policy Inbox (Never) Expires Never

You replied to this message on 3/20/2018 6:21 AM.

Hello Ms. Flores,

I just wanted to check in on this matter as I haven't heard back from you. Please let me know when we may expect the final response.

Thanks,
Virginia Vu, Filing Clerk

Endangered Species Program

Center for Biological Diversity

P.O. Box 11374

Portland, OR 97211

NEW EMAIL: vvu@biologicaldiversity.org

Cris

From: Schena, Cristeen
Sent: Wednesday, March 07, 2018 3:25 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Flores, Priscilla (Feliciano) <Flores.Priscilla@epa.gov>
Subject: URGENT - FW: Requesting Status Update on EPA-R1-2018-000401 (State Implementation Plan Submittals)
Importance: High

Larry,

This is one of the FOIA held up by the awareness notification process.

The requester is asking for a status update and I recall you indicating that you would handle such inquiries.

You should know that our FOIA coordinator mistook this FOIA for another and was trying to be efficient and sent a reply back to her and included a copy of the original response letter (that never went out via FOIAonline) as well as an attachment but the attachment was incorrect, it belonged to another FOIA. The responsive information for this one has never been sent.

Once we noticed what happened she sent her another email explaining the error and indicating that she would look into this and get back to her.

I'm hoping you can reply to the requester soon, otherwise, she is likely going to follow up with our FOIA Coordinator who won't be able to respond.

Please let me know when you talk to her or if you email her back. Thanks

Cris

From: Virginia Vu [mailto:VVu@biologicaldiversity.org]
Sent: Wednesday, March 07, 2018 2:07 PM
To: Schena, Cristeen <Schena.Cristeen@epa.gov>; Flores, Priscilla (Feliciano) <Flores.Priscilla@epa.gov>
Cc: FOIA <foia@biologicaldiversity.org>
Subject: Requesting Status Update on EPA-R1-2018-000401 (State Implementation Plan Submittals)

Good Morning,

I would like to check in on the status of this request assigned tracking number EPA-R1-2018-000401. In your November 22, 2017 email you stated a response would be provided by December 4, 2017, however we have yet to receive any response. Please let me know when we may expect to receive the final response.

Much appreciated,

Virginia Vu, Filing Clerk

Endangered Species Program

Center for Biological Diversity

P.O. Box 11374

Portland, OR 97211

NEW EMAIL: vvu@biologicaldiversity.org

Message

From: Bigioni, Neil [bigioni.neil@epa.gov]
Sent: 6/14/2018 10:22:17 PM
To: Walker, Denise [Walker.Denise@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Re: FEAT and NFO Awareness Notification Review List 6/14/2018

I will raise with Beth

Sent from my iPhone

On Jun 14, 2018, at 5:31 PM, Walker, Denise <Walker.Denise@epa.gov> wrote:

> Neil, good afternoon:
>
> Attached, please find a list of FOIA requests that are currently in the awareness review process. The list includes requests from the FOIT and FEAT. FEAT requests are listed first followed by the FOIT matters.
>
> The FEAT has provided 4 document productions to Beth White for awareness review that are still pending. These requests are related to premium travel, and PSD. I understand that OECA is no longer sending requests to me to send to Beth White for awareness review. They are now going to Patrick Traylor.
>
> The National FOIA Office reported 16 pending releases as of May 7, 2018 for a total of 20 pending releases.
>
> Please let me and Larry Gottesman know as soon as any of these productions can be provided to the FOIA requesters.
>
> If you have questions or need more information, please contact me.
>
> Thank you and have a good week,
>
> Denise
>
> Denise A. Walker
> U.S. Environmental Protection Agency
> Acting Assistant Director, OGC FOIA Expert Assistance Team
> Washington, D.C. | 7308A WJCN
> Office: 202-564-6520
> EPA Cell: 202-816-9872
>
> Have a FOIA question? Try here first!
>
> <FEAT and NFO Awareness Review Prepared FOIA Releases 06142018.docx>

Message

From: Dolph, Becky [Dolph.Becky@epa.gov]
Sent: 3/19/2018 10:49:15 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Clarke, Victoria [clarke.victoria@epa.gov]; Moumbleaux, Joan [moumbleaux.joan@epa.gov]
Subject: re: FOIA Lean -- status update
Attachments: Agency FOIA March 2018 A3 .pptx; ATT00001.htm

FYI – not for sure who this gentleman is, but here you go.

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Adkins, Norman
Sent: Monday, March 19, 2018 7:40 AM
To: Dolph, Becky <Dolph.Becky@epa.gov>
Subject: Fwd: FOIA Lean -- status update

Becky,

I hope you are doing well. I would be happy to participate in the workgroup if you are looking for volunteers.

Thanks.

Norman Adkins

Begin forwarded message:

> **From:** "Dolph, Becky" <Dolph.Becky@epa.gov>
> **Date:** March 15, 2018 at 7:32:26 PM EDT
> **To:** "Schumacher, Wendy" <schumacher.wendy@epa.gov>, "Clarke, Victoria" <clarke.victoria@epa.gov>, "Moumbleaux, Joan" <moumbleaux.joan@epa.gov>, "Hammitt, Jennifer" <Hammitt.Jennifer@epa.gov>, "Kelly, Lynn" <Kelly.Lynn@epa.gov>, "Thompson, BrianK" <Thompson.BrianK@epa.gov>, "Crawford, Tim" <Crawford.Tim@epa.gov>, "Lubetsky, Jonathan" <Lubetsky.Jonathan@epa.gov>, "Evanko, Peter" <Evanko.Peter@epa.gov>, "Kercheval, Stephanie" <Kercheval.Stephanie@epa.gov>, "Busterud, Gretchen" <Busterud.Gretchen@epa.gov>, "Engels, Alan" <engels.alan@epa.gov>, "Price, Lisa" <Price.Lisa@epa.gov>, "Wheatley, Jessica" <wheatley.jessica@epa.gov>
> **Cc:** "Gottesman, Larry" <Gottesman.Larry@epa.gov>, "Poole, Laura" <Poole.Laura@epa.gov>
> **Subject: FOIA Lean -- status update**
>
> Hi Core FOIA Lean Team – As an update to where we are on follow-up to last month's event, we are working with our EPA coach Laura Poole to coordinate a sub-group to recommend next steps on the intake/processing portion of your work

as well as working in conjunction with OEI on IT recommendations. Attached is the updated monthly A3 chart which I submitted today to the Administrator's Office reflecting where we are in the process.

Thanks for your continued work on this –

Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office

U.S Environmental Protection Agency

Office of General Counsel | 7309B WJCN | 202-564-5771

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 6/14/2018 4:34:18 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Additions to A3
Attachments: Agency FOIA June 2018 A3_Updated.pptx

Neil,

With the revised numbers from Kimberly.

Wendy

Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Schumacher, Wendy
Sent: Thursday, June 14, 2018 11:31 AM
To: Bigioni, Neil <bigioni.neil@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Additions to A3

Neil,

Here is the revised A3 with the updates. The bowling chart is from the slides we received from Kevin DeBell.

Please let me know if you have any questions or need anything else.

Wendy

Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Bigioni, Neil
Sent: Wednesday, June 13, 2018 8:08 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Additions to A3

Wendy, here is the master slide. Can you please add the information to it and return it to me for review by COB tomorrow?

Thanks,

Neil

From: Schumacher, Wendy
Sent: Tuesday, June 12, 2018 1:59 PM
To: Bigioni, Neil <bigioni.neil@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Additions to A3

Neil,

You'll be getting a request to update the A3 shortly. In addition to the table previously provided (below) please add the last row which is in red for your convenience.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Schumacher, Wendy
Sent: Thursday, May 31, 2018 1:44 PM
To: Bigioni, Neil <bigioni.neil@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Additions to A3

Neil,

I don't have the master slide so here is a draft table with the information Laura told me to add. These are the quick wins from the Lean event.

#	Assigned Date	Action to be Taken	Action Owner	Due Date	Percent 25	age 50	Comp 75	lete 100	Completed Date
		AO Backlog Project – Clean out oldest requests	Neil		X	X			
	2/23/18	Relativity Analytics	Brian Thompson	7/31/18	X	X			
		LN Migration	Liza Hearns	12/31/18	X	X			
	2/23/18	MyProperty	Larry	7/31/18	X				
	2/23/18	Full text search of supporting documents in FOIAonline	Larry	9/30/19	X				
		FOIA Toolkit updates	Joan	ongoing	X	X	X	X	
	2/23/18	eSignature Authorization	Larry		X	X	X	X	5/17/18

	2/23/18	Add cc/bcc to emails from FOIAonline	Larry	6/30/18	X	X	X		
	2/23/18	National Pulse Board	Larry	ongoing	X	X			

Please let me know if you have any questions.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 6/14/2018 3:31:02 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Additions to A3
Attachments: Agency FOIA June 2018 A3_Updated.pptx

Neil,

Here is the revised A3 with the updates. The bowling chart is from the slides we received from Kevin DeBell.

Please let me know if you have any questions or need anything else.

Wendy

Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Bigioni, Neil
Sent: Wednesday, June 13, 2018 8:08 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Additions to A3

Wendy, here is the master slide. Can you please add the information to it and return it to me for review by COB tomorrow?

Thanks,

Neil

From: Schumacher, Wendy
Sent: Tuesday, June 12, 2018 1:59 PM
To: Bigioni, Neil <bigioni.neil@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Additions to A3

Neil,

You'll be getting a request to update the A3 shortly. In addition to the table previously provided (below) please add the last row which is in red for your convenience.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Schumacher, Wendy
Sent: Thursday, May 31, 2018 1:44 PM
To: Bigioni, Neil <bigioni.neil@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Additions to A3

Neil,

I don't have the master slide so here is a draft table with the information Laura told me to add. These are the quick wins from the Lean event.

#	Assigned Date	Action to be Taken	Action Owner	Due Date	Percent 25	age 50	Comp 75	lete 100	Completed Date
		AO Backlog Project – Clean out oldest requests	Neil		X	X			
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		LN Migration	Liza Hearns	12/31/18	X	X			
	2/23/18	MyProperty	Larry	7/31/18	X				
	2/23/18	Full text search of supporting documents in FOIAonline	Larry	9/30/19	X				
		FOIA Toolkit updates	Joan	ongoing	X	X	X	X	
	2/23/18	eSignature Authorization	Larry		X	X	X	X	5/17/18
	2/23/18	Add cc/bcc to emails from FOIAonline	Larry	6/30/18	X	X	X		
	2/23/18	National Pulse Board	Larry	ongoing	X	X			

Please let me know if you have any questions.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 1/10/2018 6:09:11 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: NFTC Toolkit
Attachments: FOIA-Toolkit-National-FOIA-Training-2017.pdf

Per your request

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Ingram, Earl [Ingram.Earl@epa.gov]
Sent: 3/16/2018 6:33:57 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Backlog Report data reply by 3/16/18 at 11am
Attachments: 3-16-2018 update on OPP's Pre-2017 Pending FOIA Requests.xlsx

Wendy,

Here is OPP's update report on the pending pre-2017 FOIA requests. Please let me know if we missed anything or you require additional information. As I indicated when we spoke. A lot of my staff is on Compressed Day Off or on leave today. So I had update the information with what was available to me.

Thanks for your patience in this matter.

Earl Ingram, Chief
Public Information & Records Integrity Branch
Information Technology & Resources Management Division
Office of Pesticide Programs
U.S. Environmental Protection Agency
(703) 305-5456

From: Schumacher, Wendy
Sent: Thursday, March 15, 2018 3:27 PM
To: Ingram, Earl <Ingram.Earl@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Backlog Report data reply by 3/16/18 at 11am

Earl,

Here is a list of OCSPP pending requests that are subject to the backlog reduction effort.

Please provide the anticipated close out date in the column that says "status." If you have additional information for the "detail" column please feel free to add it.

If you have any questions please call Larry this afternoon or I will be acting for him tomorrow. Please reply by 11am tomorrow so that I have time to incorporate into the master spreadsheet.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Dolph, Becky [Dolph.Becky@epa.gov]
Sent: 3/15/2018 9:30:44 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Updated A3 for FOIA Lean project
Attachments: Agency FOIA March 2018 A3 .pptx

This is what I just submitted, in conjunction with Laura. #20 on the Improvement Actions was her addition – she said not to freak out when you saw it, she will help you with it and it flows in to sub-group event we added.

I will send to rest of Core Group shortly.

Thanks,
Becky

Message

From: Dawson, Shelly [Dawson.Shelly@epa.gov]
Sent: 1/24/2018 6:52:49 PM
To: Newman, Maya [Newman.Maya@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Schaedle, Candi [Schaedle.Candi@epa.gov]; Albergottie, Daniele [Albergottie.Daniele@epa.gov]
Subject: RE: REQUESTING: Final Review for FOIA EPA-HQ-2017-009424

Hi Maya,

Ok, thanks!

From: Newman, Maya
Sent: Wednesday, January 24, 2018 1:52 PM
To: Dawson, Shelly <Dawson.Shelly@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Schaedle, Candi <Schaedle.Candi@epa.gov>; Albergottie, Daniele <Albergottie.Daniele@epa.gov>
Subject: RE: REQUESTING: Final Review for FOIA EPA-HQ-2017-009424

Hi Shelly,

Unfortunately, the above FOIA falls under the Administrator's review process. I last spoke to Larry Friday, Jan 19th., and there is not a specific timeframe for closure.

Larry: If you have updated information, please chime in, thank you!

Maya Newman
OECA FOIA Lead &

OECA Special Emphasis Program Lead
Environmental Protection Agency
Office of Enforcement & Compliance Assurance I Office of Administration and Policy
1200 Pennsylvania Ave. NW I Mail Code: 2201A I WJC-S Bldg Rm 3213 I Washington, DC 20460
newman.maya@epa.gov I 202-564-2483 (W) I 202-501-0017 (F)

From: Dawson, Shelly
Sent: Wednesday, January 24, 2018 1:36 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Newman, Maya <Newman.Maya@epa.gov>; Schaedle, Candi <Schaedle.Candi@epa.gov>
Subject: RE: REQUESTING: Final Review for FOIA EPA-HQ-2017-009424

Hi Larry, will you be able to review this FOIA from OFA? I need to close it out.

Thank you
Shelly

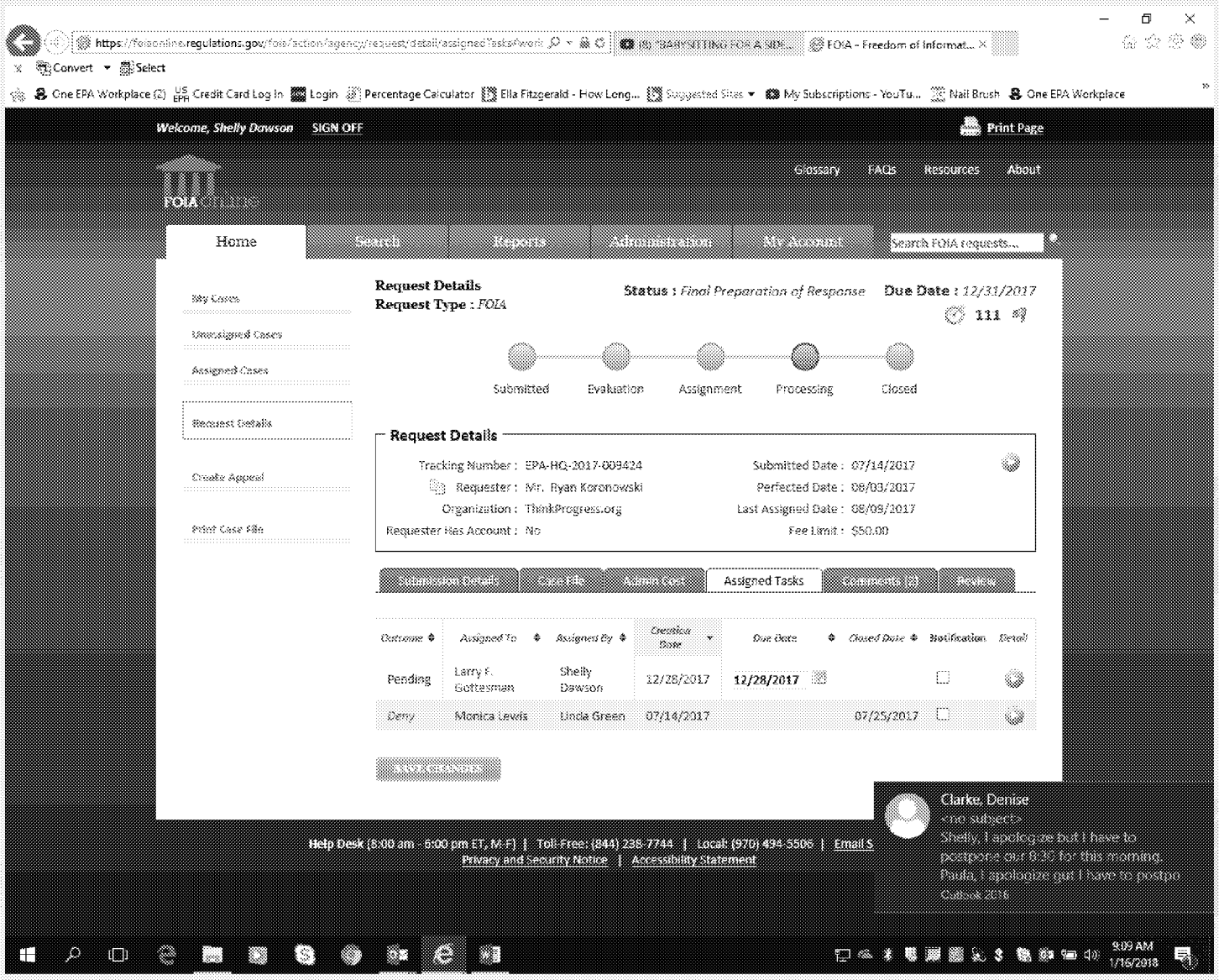
From: Dawson, Shelly
Sent: Tuesday, January 16, 2018 9:18 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>

Cc: 'Shelly Dawson (Dawson.Shelly@epa.gov)' <Dawson.Shelly@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>
Subject: REQUESTING: Final Review for FOIA EPA-HQ-2017-009424

Hi Larry,

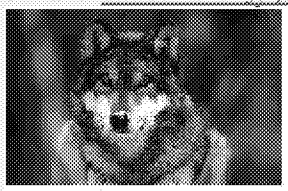
Below is screen shot of a FOIA request completed by the Office of Federal Activities on 12/28/17. It is now awaiting your review. Will you be able to approve this today?

Many thanks
Shelly



Shelly D. Dawson
Program Specialist
Office of Federal Activities/IO
EPA - Office of Enforcement Compliance Assurance
Rob Tomiak, Office Director

Room: 7213D WJC South - 2251A
Phone: (202) 564-2633
Fax: (202) 564-0070
e-Mail: dawson.shelly@epa.gov



Message

From: Newman, Maya [Newman.Maya@epa.gov]
Sent: 1/24/2018 6:51:38 PM
To: Dawson, Shelly [Dawson.Shelly@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Schaedle, Candi [Schaedle.Candi@epa.gov]; Albergottie, Daniele [Albergottie.Daniele@epa.gov]
Subject: RE: REQUESTING: Final Review for FOIA EPA-HQ-2017-009424

Hi Shelly,

Unfortunately, the above FOIA falls under the Administrator's review process. I last spoke to Larry Friday, Jan 19th., and there is not a specific timeframe for closure.

Larry: If you have updated information, please chime in, thank you!

Maya Newman
OECA FOIA Lead &

OECA Special Emphasis Program Lead
Environmental Protection Agency
Office of Enforcement & Compliance Assurance I Office of Administration and Policy
1200 Pennsylvania Ave. NW I Mail Code: 2201A I WJC-S Bldg Rm 3213 I Washington, DC 20460
newman.maya@epa.gov I 202-564-2483 (W) I 202-501-0017 (F)

From: Dawson, Shelly
Sent: Wednesday, January 24, 2018 1:36 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Newman, Maya <Newman.Maya@epa.gov>; Schaedle, Candi <Schaedle.Candi@epa.gov>
Subject: RE: REQUESTING: Final Review for FOIA EPA-HQ-2017-009424

Hi Larry, will you be able to review this FOIA from OFA? I need to close it out.

Thank you
Shelly

From: Dawson, Shelly
Sent: Tuesday, January 16, 2018 9:18 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: 'Shelly Dawson (Dawson.Shelly@epa.gov)' <Dawson.Shelly@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>
Subject: REQUESTING: Final Review for FOIA EPA-HQ-2017-009424

Hi Larry,

Below is screen shot of a FOIA request completed by the Office of Federal Activities on 12/28/17. It is now awaiting your review. Will you be able to approve this today?

Many thanks
Shelly

Welcome, Shelly Dawson SIGN OFF

Print Page

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My Cases
Unassigned Cases
Assigned Cases
Request Details
Create Appeal
Print Case File

Request Details
Request Type : *FOIA*

Status : *Final Preparation of Response* **Due Date :** *12/31/2017*

111

Submitted — Evaluation — Assignment — Processing — Closed

Request Details

Tracking Number : EPA-HQ-2017-009424
Requester : Mr. Ryan Koronowski
Organization : ThinkProgress.org
Requester Has Account : No

Submitted Date : 07/14/2017
Perfected Date : 08/03/2017
Last Assigned Date : 08/09/2017
Fee Limit : $50.00

Submission Details | Case File | Admin Log | Assigned Tasks | Comments (0) | Review

Outcome	Assigned To	Assigned By	Creation Date	Due Date	Closed Date	Notification	Detail
Pending	Larry F. Gottesman	Shelly Dawson	12/28/2017	12/28/2017		☐	
Deny	Monica Lewis	Linda Green	07/14/2017		07/25/2017	☐	

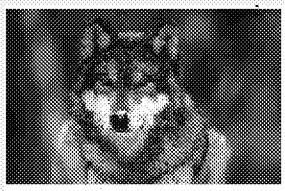
Clarke, Denise
<no subject>
Shelly, I apologize but I have to postpone our 9:30 for this morning.
Paula, I apologize but I have to postpo
Outlook 2016

Help Desk (8:00 am - 6:00 pm ET, M-F) | Toll Free: (844) 238-7744 | Local: (970) 494-5506 | Email S
Privacy and Security Notice | Accessibility Statement

9:09 AM
1/16/2018

Shelly D. Dawson
Program Specialist
Office of Federal Activities/IO
EPA - Office of Enforcement Compliance Assurance
Rob Tomiak, Office Director

Room: 7213D WJC South - 2251A
Phone: (202) 564-2633
Fax: (202) 564-0070
e-Mail: dawson.shelly@epa.gov



Message

From: Saltman, Tamara [Saltman.Tamara@epa.gov]
Sent: 2/6/2018 10:26:11 PM
To: GM Sieber [gmsieber@msipros.com]; Blake, Wendy [Blake.Wendy@epa.gov]; Barry Angeline [bangeline@msipros.com]; Monson, Mahri [Monson.Mahri@epa.gov]
CC: Dolph, Becky [Dolph.Becky@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Poole, Laura [Poole.Laura@epa.gov]
Subject: RE: EPA FOIA follow-up

great!

From: GM Sieber [mailto:gmsieber@msipros.com]
Sent: Tuesday, February 06, 2018 5:16 PM
To: Saltman, Tamara <Saltman.Tamara@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Barry Angeline <bangeline@msipros.com>; Monson, Mahri <Monson.Mahri@epa.gov>
Cc: Dolph, Becky <Dolph.Becky@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Poole, Laura <Poole.Laura@epa.gov>
Subject: Re: EPA FOIA follow-up

Tamara,

Barry is communicating with Wendy on the metrics. He will copy us when they have a meeting set.

Br,

Greg

------ Original Message ------
From: "Saltman, Tamara" <Saltman.Tamara@epa.gov>
To: "Blake, Wendy" <Blake.Wendy@epa.gov>; "GM Sieber" <gmsieber@msipros.com>; "Barry Angeline" <bangeline@msipros.com>; "Monson, Mahri" <Monson.Mahri@epa.gov>
Cc: "Dolph, Becky" <Dolph.Becky@epa.gov>; "Gottesman, Larry" <Gottesman.Larry@epa.gov>; "Poole, Laura" <Poole.Laura@epa.gov>
Sent: 2/6/2018 4:14:24 PM
Subject: EPA FOIA follow-up

Let me know if you want me to set up a discussion on this later this week and, if so, who if the people on this note are the right participants or there should be others as well.

Tamara

From: Blake, Wendy
Sent: Monday, February 05, 2018 5:53 PM
To: Saltman, Tamara <Saltman.Tamara@epa.gov>; GM Sieber <gmsieber@msipros.com>; Barry Angeline <bangeline@msipros.com>; Monson, Mahri <Monson.Mahri@epa.gov>
Cc: Dolph, Becky <Dolph.Becky@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Follow-up

Good evening everyone,

Thanks for the productive conversation last Friday. I am excited to be a part of the team that works to streamline the Agency's FOIA process in an effective way that ensures we provide timely information to the public pursuant to

FOIA. To that end, and as promised during Friday's call, attached is a draft of the awareness notification process we are working to implement.

Below are a few proposed measures that we can evaluate to determine the effectiveness of the attached process.

Deliberative Process / Ex. 5

Becky and I look forward to meeting with you this week to discuss the attached and the above-noted measures.

Wendy

Wendy L. Blake
Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
phone: (202) 564-1821
fax: (202) 564-5433

-----Original Appointment-----
From: Saltman, Tamara
Sent: Thursday, February 01, 2018 10:03 AM
To: Saltman, Tamara; Dolph, Becky; Blake, Wendy; GM Sieber; Barry Angeline; Monson, Mahri; Gottesman, Larry
Subject: discuss FOIA lean event and awareness review prep
When: Friday, February 02, 2018 4:00 PM-4:45 PM (UTC-05:00) Eastern Time (US & Canada).
Where: Skype Meeting / call-in number in message

Please use the call in number below (no need to find a computer w/ Skype unless you want to)

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Find a local number

Conference ID: 1504976

Help

Message

From: Gottesman, Larry [Gottesman.Larry@epa.gov]
Sent: 7/10/2018 8:38:43 PM
Subject: Backlog reduction effort update as of 06-30-18
Attachments: Backlog reduction 06-30-18 final.xlsx

Here is the latest update of the status of the FOIA requests that were pending prior to 1/1/2017.

Keep up the great work, we will get these all closed.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Calderon, Wanda [Calderon.Wanda@epa.gov]
Sent: 3/15/2018 7:43:03 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Kluesner, Dave [kluesner.dave@epa.gov]
Subject: RE: Copy of Copy of NFO Backlog List (as of 3.15.18) lfg v1.xlsx
Attachments: R2 UPDATE to NFO Backlog List (as of 3.15.18) lfg v1.xlsx

Hi Larry,

I've updated the file you supplied and, as instructed, highlighted my new dates. Thanks for the opportunity!

JEFE, I was unable to access the previous link, nevertheless, I was told it was outdated. I THINK all is good!

Wanda Calderon
Government Information Specialist
Public Outreach Branch
www.epa.gov/foia

From: Gottesman, Larry
Sent: Thursday, March 15, 2018 3:14 PM
To: Calderon, Wanda <Calderon.Wanda@epa.gov>
Subject: Copy of Copy of NFO Backlog List (as of 3.15.18) lfg v1.xlsx

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 7/10/2018 8:17:03 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Backlog reduction 06-30-18 by org.xlsx
Attachments: Backlog reduction 06-30-18 final.xlsx

Cleaned up version

Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Gottesman, Larry
Sent: Tuesday, July 10, 2018 11:18 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: Backlog reduction 06-30-18 by org.xlsx

First, thanks!

Let make the changes per my comments in column "I," also lets make the chart only show no color for open cases and red for closed.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 3/15/2018 6:28:27 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Backlog list
Attachments: OCSPP pending 3 15 18.xlsx

Larry,

Here is the spreadsheet for OCSPP. It's just pending and ready for you to send out. Please cc me on your email.

Thanks, Wendy

From: Gottesman, Larry
Sent: Thursday, March 15, 2018 1:21 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: FW: Backlog list

From: White, Elizabeth
Sent: Thursday, March 15, 2018 12:10 PM
To: Packard, Elise <Packard.Elise@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Burke, Marcella <burke.marcella@epa.gov>
Subject: RE: Backlog list

I would like to include AO and I think it's fair to as OSCPP what they think their timing is on these. I don't really understand what is going on there and we should discuss what we can do to help them. I think the important thing is Ryan does not expect OSCPP to complete their backlog.

Beth White
Director, Office of the Executive Secretariat
U.S. Environmental Protection Agency
(202) 564-1781 direct
(202) 816-1701 cell

From: Packard, Elise
Sent: Thursday, March 15, 2018 10:26 AM
To: White, Elizabeth <white.elizabeth@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Burke, Marcella <burke.marcella@epa.gov>
Subject: RE: Backlog list

Just to confirm this should NOT include OCSPP and AP?

Thanks.

Elise B. Packard
Associate General Counsel for Civil Rights and Finance
U.S. EPA Office of General Counsel, Rm. 7353C

(202) 564-7729

From: White, Elizabeth
Sent: Thursday, March 15, 2018 10:11 AM
To: Packard, Elise <Packard.Elise@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Burke, Marcella <burke.marcella@epa.gov>
Subject: RE: Backlog list
Importance: High

Elise, Larry, Steve –

Attached is a spreadsheet that Marcella and I have revised and have been working off of. It is based on the spreadsheet that Larry sent to me last week so it should be up to date. As I said in the meeting, I'm not sure that what was promised by December 31 is even relevant anymore but to the extent you have that information and want to track (particularly for your own compliance reasons) that's fine. But we're past that point now and at this point we just need for the program offices to complete what they can by March 31. Below is a summary of what we need:

1. As Elise points out below, we need to know what is totally done. As you will see, what is completed is shaded in RED in the attached chart that Marcella and I are using.
2. A notation of what FOIAs can be completed by March 31 – *please put this in the column called "status" on the attached spreadsheet.*
3. For those that will not be done by March 31 please submit an anticipated completion date. Again, *please put this in the column called "status" on the attached spreadsheet.*

Please provide this by **Friday, March 16**.

Thanks,
Beth

Beth White
Director, Office of the Executive Secretariat
U.S. Environmental Protection Agency
(202) 564-1781 direct
(202) 816-1701 cell

From: Packard, Elise
Sent: Wednesday, March 14, 2018 12:57 PM
To: Fine, Steven <fine.steven@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Burke, Marcella <burke.marcella@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>
Subject: Backlog list

Hi Larry and Steve,

First, thank you so much for all the work you have been putting into the spreadsheets, they have been very helpful. I met with Marcella and Beth yesterday, and we do have another request. Could you please take the spreadsheet we are working on and work with the individual FOIA office folk to sort it so that we can see for each AAship and Region:

1) What is totally done – these are the ones I believe are highlighted in green now
2) What is promised to be done by 3/31
3) For those that will not be done by 3/31, who they are from, what they are about, why they cannot be done, and when the AAship anticipates it will be finished.

You can exclude AO and OCSPP from this project. As you talk with each of the offices, our goal is to get as many as possible done by 3/31. Steve and I will be talking with the DAA group tomorrow and will be emphasizing the need to complete them quickly.

Thanks,

Elise

Elise B. Packard
Associate General Counsel for Civil Rights and Finance
U.S. EPA Office of General Counsel, Rm. 7353C
(202) 564-7729

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 7/10/2018 7:55:26 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]; Moumbleaux, Joan [moumbleaux.joan@epa.gov]
CC: Walker, Denise [Walker.Denise@epa.gov]; Rementer, Nicole [rementer.nicole@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Agency FOIA July 2018 A3_Updated.pptx
Attachments: Agency FOIA July 2018 A3_Updated.pptx

Neil,

Edits made. I volunteer to insert the screenshot when it's ready.

Looping in Larry.

Wendy
Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Bigioni, Neil
Sent: Tuesday, July 10, 2018 2:41 PM
To: Moumbleaux, Joan <moumbleaux.joan@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>
Subject: RE: Agency FOIA July 2018 A3_Updated.pptx

I agree with all of the changes except I do not understand what you mean by collaborate on chart content. Wendy, please make those changes.

The excerpt of the chart is provided by Kimberly Jones and I have her insert it or give it to me to insert onto the A3 slide. The data comes from FOIAonline. Kimberly inserts it into the chart that OCI has prepared. She sends me that line of the chart to insert into the slide. It is mechanical; there really not an opportunity to collaborate on its content, although if some wants to volunteer to paste the line from the chart into the slide, I'm all for that because I could not get it to fit right the one time I tried it so sent it back to Kimberly to do.

From: Moumbleaux, Joan
Sent: Tuesday, July 10, 2018 2:32 PM
To: Bigioni, Neil <bigioni.neil@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>; Moumbleaux, Joan <moumbleaux.joan@epa.gov>
Subject: RE: Agency FOIA July 2018 A3_Updated.pptx

Neil:
I talked with Denise. Here is our feedback.

Joan

From: Bigioni, Neil
Sent: Tuesday, July 10, 2018 2:14 PM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Hearns, Liza <Hearns.Liza@epa.gov>
Cc: Moumbleaux, Joan <moumbleaux.joan@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>
Subject: RE: Agency FOIA July 2018 A3_Updated.pptx

Wendy, will you please change the date for Brian to 1/1/2019. Please strike through the 7/31 date.

From: Thompson, BrianK
Sent: Tuesday, July 10, 2018 1:15 PM
To: Bigioni, Neil <bigioni.neil@epa.gov>; Hearns, Liza <Hearns.Liza@epa.gov>
Cc: Moumbleaux, Joan <moumbleaux.joan@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>
Subject: RE: Agency FOIA July 2018 A3_Updated.pptx

Neil,

I don't believe I have seen this A3 before, but it does seem to have some inaccurate data. We plan on launch Relativity's structured analytics by the end of the calendar year, not by the end of this month. I don't know if we are 50% of the way there or not – I guess it is very subjective at this point so if you need to keep this line item in this chart I could support the 50% milestone – so long as deployment is moved to 1/1/2019.

However, I would suggest that anything related to Relativity or eDiscovery tools not be included in this A3 chart as it holds your office to goals and milestones that are completely out of your control, and my Division to another AA-ships targets and metrics. I won't speak for Tim or FOIA-Online, but I would suggest reaching out to him as well.

Thanks
Brian

Brian K. Thompson | Acting Director
eDiscovery Division
U.S. Environmental Protection Agency, Headquarters | OEI, Office Enterprise Information Programs
|office: (202) 564-4256 | cell: (202) 578-5903 | e-mail: Thompson.BrianK@epa.gov

Please email eDAT@epa.gov for questions or help on search requests
Please email Relativitysupport@epa.gov for all Relativity-based inquiries or requests
Please email eDiscovery@epa.gov for all general eDiscovery requests

---

From: Bigioni, Neil
Sent: Tuesday, July 10, 2018 12:34 PM
To: Hearns, Liza <Hearns.Liza@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Cc: Moumbleaux, Joan <moumbleaux.joan@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>
Subject: Agency FOIA July 2018 A3_Updated.pptx
Importance: High

Liza & Brian, Denise

Please find attached the A3 for the FOIA Lean Project.

You will note that from the chart, which we inherited from OEI, 2 OEI projects are being tracked: Lotus Notes migration and Relativity Analytics. I am not sure how we chose 25% and 50% accomplished for these, but I need input from you as to whether they are "accurate." Or if you'd like to add anything like issues/ obstacles.
Denise & Nicole: how do you feel about 25% being indicated on AO4. Not sure if this was only tracking Project Purple since this is related only to "oldest requests"?

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 7/10/2018 1:40:08 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]; Moumbleaux, Joan [moumbleaux.joan@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Poole, Laura [Poole.Laura@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]
CC: Costa, Karen [Costa.Karen@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: RE: A3 discussion FOIA LEAN
Attachments: Agency FOIA July 2018 A3_Updated.pptx

Neil,

Here is the draft A3. Per our discussion there is a placeholder in #4 for the bowling chart data.

Please let me know if you, or anyone, have any changes.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Bigioni, Neil
Sent: Monday, July 09, 2018 9:34 AM
To: Moumbleaux, Joan <moumbleaux.joan@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Poole, Laura <Poole.Laura@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Costa, Karen <Costa.Karen@epa.gov>; Costello, Kevin <Costello.Kevin@epa.gov>
Subject: RE: A3 discussion FOIA LEAN

Sorry about that. Only now seeing your email. It did not last long. Based on input from Laura, Karen and me, Wendy will be circulating a revised A3 to you, me, Larry and Denise for review. We can follow up with another meeting if needed.

From: Moumbleaux, Joan
Sent: Monday, July 9, 2018 9:27 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Poole, Laura <Poole.Laura@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Costa, Karen <Costa.Karen@epa.gov>; Costello, Kevin <Costello.Kevin@epa.gov>
Subject: RE: A3 discussion FOIA LEAN

All –

Today is my first day back from vacation and this meeting just loaded onto my calendar.

Is this still going on?

Joan

-----Original Appointment-----
From: Gottesman, Larry
Sent: Tuesday, July 3, 2018 9:05 AM
To: Gottesman, Larry; Poole, Laura; Bigioni, Neil; Walker, Denise; Moumbleaux, Joan; Schumacher, Wendy
Cc: Costa, Karen; Costello, Kevin
Subject: A3 discussion FOIA LEAN
When: Monday, July 9, 2018 9:00 AM-10:00 AM (UTC-05:00) Eastern Time (US & Canada).
Where: 5315M

Thanks

Larry

Message

From: Bigioni, Neil [bigioni.neil@epa.gov]
Sent: 6/11/2018 5:45:24 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: Placeholder for our Monday Discussion

From: Gardner, Allison
Sent: Friday, June 8, 2018 1:48 PM
To: Bigioni, Neil <bigioni.neil@epa.gov>
Subject: Placeholder for our Monday Discussion

Neil,

So, I took a look at the regs, the delegations (HQ and Regional), as well as the Freedom of Information Act Policy (CIO 2157.1) and the Procedures for Responding to FOIAs (CIO 2157-P-01.1). Attorney Client / Ex. 5

Attorney Client / Ex. 5

Attorney Client / Ex. 5

Thanks and have a great weekend.

Allison

Allison F. Gardner
Chief, Multi-Media & Legal Support Branch
U.S. Environmental Protection Agency, Region III
1650 Arch Street (3RC60)
Philadelphia, PA 19103-2029
(P) 215-814-2631
(F) 215-814-2603
gardner.allison@epa.gov

Message

From: Walker, Denise [Walker.Denise@epa.gov]
Sent: 5/18/2018 9:24:22 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: OGC NFO [OGC-NFO@epa.gov]
Subject: RE: Happy "FOIA FRIDAY!"

NLRB v. Robbins Tire & Rubber Co., 437 U.S. 214, 242 (1978).

https://www.justice.gov/sites/default/files/oip/legacy/2014/07/23/introduction.pdf

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. |7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

From: Gottesman, Larry
Sent: Friday, May 18, 2018 3:35 PM
To: Walker, Denise <Walker.Denise@epa.gov>
Cc: OGC NFO <OGC-NFO@epa.gov>
Subject: Re: Happy "FOIA FRIDAY!"

Case cite to the Supreme Court decision. Thanks.

Larry F. Gottesman

Sent from my iPhone

On May 18, 2018, at 3:32 PM, Walker, Denise <Walker.Denise@epa.gov> wrote:

> The United States Supreme Court has explained that "[t]he basic purpose of [the] FOIA is to ensure an informed citizenry, vital to the functioning of a democratic society, needed to check against corruption and to hold the governors accountable to the governed." The "FOIA is often explained as a means for citizens to know 'what their Government is up to.'" The Supreme Court stressed that "[t]his phrase should not be dismissed as a convenient formalism." Rather, "[i]t defines a structural necessity in a real democracy." President Obama declared, "[a] democracy requires accountability, and accountability requires transparency." The FOIA "encourages accountability through transparency."
>
> At the same time, the Supreme Court has also recognized that in enacting the FOIA "Congress sought 'to reach a workable balance between the right of the public to know and the need of the Government'" to protect certain information. The FOIA's "broad provisions favoring disclosure, coupled with the specific exemptions, reveal and present the 'balance' Congress has struck."
>
> **FOIA Training Resources**

EPA's Main FOIA Resource Page
http://intranet.epa.gov/foia/index.html

DOJ's Main FOIA Resource Page
http://www.justice.gov/oip/doj-guide-freedom-information-act-0

DOJ FOIA Hotline
DOJ also has a FOIA hotline if you are unable to reach an EPA FOIA attorney
Office of Information Policy: (202) 514 - FOIA (3642)

FOIA SOPs
Please make sure you are familiar with the Agency SOPs
http://intranet.epa.gov/foia/FOIA-Procedures.html

General FOIA training
http://intranet.epa.gov/foia/foia-trainings.html

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. |7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 5/18/2018 8:58:15 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Starting the discussion

Deliberative Process / Ex. 5

Wendy

Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Pendleton, Michael [Pendleton.Michael@epa.gov]
Sent: 4/17/2018 2:07:07 PM
To: Hetes, Bob [Hetes.Bob@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: Tool kit

Hi Bob,

I met with EPA's FOIA lead, Larry Gottesman, last week to see if there was any EPA guidance available on how to properly redact information from a digital object (e.g., a dataset) prior to making it available to the public.

He pointed me to the link below. It is a long (165 page) document, but there is good guidance in it around this issue. Might be a useful start for training on this subject.

Mike

From: Gottesman, Larry
Sent: Wednesday, April 11, 2018 1:37 PM
To: Pendleton, Michael <Pendleton.Michael@epa.gov>
Subject: Tool kit

http://intranet.epa.gov/foia/docs/FOIA-Toolkit-National-FOIA-Training-2017.pdf

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 7/9/2018 8:24:41 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: bowling chart measures
Attachments: June 2018 total pending no description.xls

Larry,

Based on data from the reports run by the contractor on July 2, 2018:

Row #24 Expedited Processing – 22 of 30 tasks received in June not acted upon within 5 days of receipt.

Row #39 Overdue FOIA Requests – 2597 of 3429 requests pending on June 30 not completed by statutory or negotiated (when known) deadline.

Run from FOIAonline on July 9: of tasks received in June not acted upon within 3 days of receipt.

Row #23 Fee Waivers – no data from Help Desk

Attaching the file for you to double check the numbers.

Wendy

Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Gottesman, Larry
Sent: Tuesday, July 03, 2018 10:09 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: bowling chart measures

READ-ONLY We opened this workbook read-only from the server. Edit Workbook

E31 National FOIA Office Director

	Metric	Performance Metric Title (Populates Scorecard Bowling S	Metric Definition (Include unit of m	Algorithm (How is it calculated?)	Metric Owner (Title or Rol	Data Source (System of Recor	Frequency of Up
47	39	**Overdue FOIA Requests**	Number of FOIA requests not completed by the statutory deadline. Statutorily, EPA has 20 working days to process a request, or invoke a 10-working day extension for 'unusual circumstances'. Count when response time is greater than 20 working days without an extension and 30 working days with an extension; exclude those requests with an agreed upon extension with the requestor unless the agreed upon extension deadline has passed.	Sum of the number of pending requests that have not been processed within working 20 days, or 30 working days with an extension; include those that have an agreed upon extension with the requestor that is overdue.		FOIA online. **A report is being developed that will be used to track this measure. No need to track until the report is available.**	Mor
48	40	**Legal Deadlines in Jeopardy of Being Missed**	Number of actions with a legal deadline for which 75% or more of the allotted time for completion has lapsed. Includes those deadlines that have been missed. Does not include deadlines tracked in other agency-wide or Regional Office measures (e.g., SIPs, FOIA, rulemaking, State/Tribal requests, etc.).	Elapsed Calendar Days (or Working Days if applicable) = current date minus the date the legal action clock started. Percent Completion = Elapsed Calendar Days divided by the total number of days legally allotted to complete the action. Legal Deadlines in Jeopardy of Being Missed = sum of those deadlines with a Percent Complete greater than or equal to 75. This measure includes those Legal Deadlines that have been missed.		TBD. **We are working with OGC to develop a systematic means to track and report. No need to track until the report is available.**	Mor
49							
50							
51							
52							
53							
54							

Updated Agency Bowling Chart | Metric Details | Countermeasure | Metric Changelog | Examples

Ready

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Bigioni, Neil [bigioni.neil@epa.gov]
Sent: 4/16/2018 9:42:49 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: GC Memos Collection Project (Due 4/27)

Thanks. One could argue it is a CIO policy and doesn't fit the call. I think let's be over-inclusive.

Neil

From: Gottesman, Larry
Sent: Monday, April 16, 2018 5:38 PM
To: Bigioni, Neil <bigioni.neil@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
Subject: RE: GC Memos Collection Project (Due 4/27)

Will fill out the form in the morning, but wanted to get the PDF to you so you can see them. If you had a second thought.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Bigioni, Neil
Sent: Monday, April 16, 2018 5:00 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
Subject: RE: GC Memos Collection Project (Due 4/27)

I think it sounds worth including. Please obtain a pdf of the document and fill out the tracking chart that was attached to the original email.

From: Gottesman, Larry
Sent: Monday, April 16, 2018 4:57 PM
To: Bigioni, Neil <bigioni.neil@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
Subject: RE: GC Memos Collection Project (Due 4/27)

I don't think this is relevant to the project, but we did issue a FOIA Policy and National FOIA Procedures about 3 years ago.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel

U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Bigioni, Neil
Sent: Monday, April 16, 2018 4:50 PM
To: Walker, Denise <Walker.Denise@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: GC Memos Collection Project (Due 4/27)

From the description of relevant documents below (under Explanation of Project), I would not think either side of the National FOIA Office would have much if anything responsive, but can you please either confirm that to me or let me know to the contrary. You may feel free to circulate as necessary to form your response.

There will be Deliberative Process / Ex. 5
Deliberative Process / Ex. 5

Thanks,

Neil

From: Mills, Derek
Sent: Monday, April 16, 2018 2:38 PM
To: Albores, Richard <Albores.Richard@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Briskin, Jeanne <Briskin.Jeanne@epa.gov>; Dorka, Lilian <Dorka.Lilian@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Fugh, Justina <Fugh.Justina@epa.gov>; Grant, Brian <Grant.Brian@epa.gov>; Koslow, Karin <Koslow.Karin@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>; Lewis, Jen <Lewis.Jen@epa.gov>; Michaud, John <Michaud.John@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Neugeboren, Steven <Neugeboren.Steven@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Redden, Kenneth <Redden.Kenneth@epa.gov>; Rhines, Dale <rhines.dale@epa.gov>; Siciliano, CarolAnn <Siciliano.CarolAnn@epa.gov>; Srinivasan, Gautam <Srinivasan.Gautam@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Zenick, Elliott <Zenick.Elliott@epa.gov>; Wehling, Carrie <Wehling.Carrie@epa.gov>; Moora, David <moora.david@epa.gov>
Cc: OGC Immediate Office MGMT <OGC_Immediate_Office_MGMT@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>
Subject: GC Memos Collection Project (Due 4/27)

Hello All,

This email kicks off the GC Memos Collection Project. This is the same project that I sent an email about on April 5. At that time I asked for feedback on the draft tracking sheet. Thank you very much for your review and comments. We are now moving to Phase 2: ADDs work with their respective offices, and designated point of contact, to populate the tracking sheet with relevant guidance in each office. While we are ultimately interested in completing this project for the date range of 1993 – present, Matt would like to have the project completed for 2008 – 2017 by May 1. As such, **please submit the filled out tracking sheet for years 2008 – 2017 to Marcella & Derek by COB on Friday April 27**. This will give us a day to compile all responses for Matt. Direct all questions to Marcella & Derek.

Explanation of Project with Additional Details

One of Matt's priorities is to establish an inventory in the form of a spreadsheet of all legal guidance related to (1) environmental statutes and regulations and (2) internal OGC operations (delegations, policies, internal guidance for OGC attorneys, hiring, personnel matters, etc.). This inventory is to include all formal memos, guidance documents, directives, opinions, or other similar official documents issued from either the General Counsel, or the Office of General Counsel. This is not an exact science. This project will require some discretion because there is not a standard naming convention, or a standard format, for these documents in this date range. We are looking for "formal" or "official" documents similar to what we already have on the OGC intranet page. Some nonexclusive signs to looks for are letterhead, date stamps, and pen signatures. The document definitely does not need to have these things to be included. For the environmental statutes, we are typically looking for documents that have been shared with the public / published somewhere. Memos on internal OGC management are not typically shared outside of the Agency. We do expect to collect some memos signed by Associates in OGC, or issued by Associates without any actual signature. I don't think that we will collect any documents issued by OGC staff attorneys. We do not want emails. In addition, this inventory will include recommendations on what, if anything, to do with each document.

Summary Guidelines

- The task is to locate, collect, document, categorize, and assess all legal guidance, per the parameters above.
- This should be comprehensive. **When in doubt, include the document**, but remember the parameters above.
- While we realize that some of this information already exists in repositories such as the OGC intranet, the E-Library within Lotus Notes, and in hard copy in the law library on the 1st floor, we are asking that this data be populated on the spreadsheet.
- Please collect and/or create digital copies to be posted on the OGC intranet page.
    - We will rely on each law office to provide a PDF version of each document listed in their tracking chart.
- Please note whether the document is still "live" and recommend to the GC if revision or recession is advised. Should OGC revise, revoke, or maintain the document, and why?
    - "Live" in this context means that the document is helpful to OGC practice, controlling, or binding in any way, to any extent, on EPA or OGC. Put another way, to be "live" means that the document is still good law. In some instances, GC memos specifically revoke other GC memos. In other instances, a GC memo may have been overridden by a court decision, the statute or regs may have changed, or circumstances make it irrelevant or obsolete now. There are many reasons that an old document may be "dead" or "bad law." Further, it may be possible for only a portion of the document to be "live." Please note this information in the relevant column of the spreadsheet.

Please direct all questions to Marcella & Derek. Thanks!

Derek Mills
Special Assistant, Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-3341

Message

From: Knapp, Michael [Knapp.Michael@epa.gov]
Sent: 1/9/2018 7:01:13 PM
To: Schwarz, Matthew [Schwarz.Matthew@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Albright, Scott [Albright.Scott@epa.gov]
CC: Schena, Cristeen [Schena.Cristeen@epa.gov]
Subject: RE: Differing Contact Info for OGIS in EPA Response Letters

Thanks for your help, all!

Mike

Michael Knapp
Office of Regional Counsel
U.S. Environmental Protection Agency, Region 1
5 Post Office Square
Boston, Massachusetts 02109
617-918-1053

From: Schwarz, Matthew
Sent: Tuesday, January 09, 2018 12:28 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Knapp, Michael <Knapp.Michael@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Albright, Scott <Albright.Scott@epa.gov>
Cc: Schena, Cristeen <Schena.Cristeen@epa.gov>
Subject: RE: Differing Contact Info for OGIS in EPA Response Letters

Yeah I remember you updated the template language a while ago but I guess the old language is still lingering in that other link. Thanks!

From: Schumacher, Wendy
Sent: Tuesday, January 09, 2018 12:26 PM
To: Schwarz, Matthew <Schwarz.Matthew@epa.gov>; Knapp, Michael <Knapp.Michael@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Albright, Scott <Albright.Scott@epa.gov>
Cc: Schena, Cristeen <Schena.Cristeen@epa.gov>
Subject: RE: Differing Contact Info for OGIS in EPA Response Letters

Matt,

Thanks for the email. I made the updates to the link on http://intranet.epa.gov/foia/FOIA-letters.html when you approved the letter over a year ago!

Will fix the other link.

Wendy

From: Schwarz, Matthew
Sent: Tuesday, January 09, 2018 12:20 PM

To: Knapp, Michael <Knapp.Michael@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Albright, Scott <Albright.Scott@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Schena, Cristeen <Schena.Cristeen@epa.gov>
Subject: RE: Differing Contact Info for OGIS in EPA Response Letters

Adding Wendy S. who I believe takes care of these requests.

From: Knapp, Michael
Sent: Tuesday, January 09, 2018 12:02 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Albright, Scott <Albright.Scott@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Cc: Schena, Cristeen <Schena.Cristeen@epa.gov>
Subject: Differing Contact Info for OGIS in EPA Response Letters

All,

I recently discovered that EPA uses different contact info for OGIS in various "appeal language" templates. The "Appeals Language Memorandum" and "Model FOIA Appeal Language," accessible at http://intranet.epa.gov/foia/FOIA-Guidance.html, contain incorrect contact info. Those documents use numbers with a 301 area code.

Strangely, the correct contact info is contained in the "Model FOIA Appeal Language" (yes, the same document title as above) when accessed at the following site, http://intranet.epa.gov/foia/.

I am assessing the correct contact info based on OGIS' website at: https://www.archives.gov/ogis/about-ogis/contact-information

Not sure who has control of these templates, so raising to OGC and FOIA office in hopes someone can make sure it is corrected.

Thanks,
Mike

Michael Knapp
Office of Regional Counsel
U.S. Environmental Protection Agency, Region 1
5 Post Office Square
Boston, Massachusetts 02109
617-918-1053

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 12/1/2017 5:56:04 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Copy of Backlog reduction 12-01-17 single tab v1.xlsx
Attachments: Copy of Backlog reduction 12-01-17 single tab v1.xlsx; FOIA Backlog Plans charts 12 01 17.pdf; FOIA Backlog Plans charts 12 01 17.xlsx

Larry,

Per your request.

Wendy

Message

From: Dolph, Becky [Dolph.Becky@epa.gov]
Sent: 2/20/2018 5:16:37 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Clarke, Victoria [clarke.victoria@epa.gov]; Moumbleaux, Joan [moumbleaux.joan@epa.gov]
Subject: FW: OPP's Bi-Weekly update on its FOIA Activities to date for FY18, including backlogged Pre-2017 requests
Attachments: EPA-ITRMD-PIRIB - Major FOIA Case Update - 02.06.2018.xlsx; OPP FOIA Procedures 2-11-15.pdf

In the event these are useful during the course of the week.....

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Ingram, Earl
Sent: Thursday, February 15, 2018 10:13 AM
To: Dolph, Becky <Dolph.Becky@epa.gov>
Subject: FW: OPP's Bi-Weekly update on its FOIA Activities to date for FY18, including backlogged Pre-2017 requests

Becky,

I forgot to send our SOPs to you yesterday.

FYI - I figure you are probably being asked about our open pre-2017 requests, so I sending you a copy of the Bi-weekly update I provide my senior management . Our backlog numbers are commiserative with the number of requests we receive, because we receive some many more requests than the our HQ Programs Offices, our pending numbers standout. I never get asked how do you close some many requests.:).

Let me know if you have any questions.

Earl

From: Ingram, Earl
Sent: Thursday, February 15, 2018 10:08 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: OPP's Bi-Weekly update on its FOIA Activities to date for FY18, including backlogged Pre-2017 requests

Larry,

Here is the latest bi-weekly update I provided Louise Wise, our Principle DAA for OCSPP. Sorry if I was short, but as soon as I respond to some about the backlog, someone is asking the same questions. I'll try to provide you this update, because I know you are getting aske the same question over and over. Let me know if you have any questions. The staff reviews hours and records reviewed for records in Relativity are in the attached spreadsheet. Below is a comparison of HQ Program Offices. Let me know if you have any questions.

Earl

From: Ingram, Earl
Sent: Monday, February 12, 2018 7:27 PM
To: Wise, Louise <Wise.Louise@epa.gov>; Morales, Oscar <Morales.Oscar@epa.gov>
Cc: Keigwin, Richard <Keigwin.Richard@epa.gov>; Layne, Arnold <Layne.Arnold@epa.gov>; Barber, Delores

<Barber.Delores@epa.gov>; Syed, Hamaad <Syed.Hamaad@epa.gov>
Subject: OPP's Bi-Weekly update on its FOIA Activities to date for FY18, including backlogged Pre-2017 requests

Louise and Oscar,

Sorry for the delay but FOIAOnline is taking tremendous amount of time to just to do the simplest tasks. FOIA HQ is aware and this complaint is being voiced by the other Government Agency partners. FOIA HQ has indicated once we the web based version is running, the speed and efficiency of FOIAOnline should increase, because it utilizes cloud storage. Please see below a breakdown of our FOIA activities to date.

Pre-2017 requests currently be processed involving a large volume records:

We have processed most of the pre-2017 requests that involved discreet set of records. The majority of the open pre-2017 requests involve voluminous amount of records. These requests routinely involve the review of 10,000 plus records per request. As you may know, Agency FOIA procedures and OPP FOIA procedures require all records undergo two levels of review. We are currently addressing two of these large volume pre-2017 requests. There are about 30,000 records combined for these two requests. One request is from Earth Justice concerning the Spanish Labeling Pilot Project, request number EPA-HQ-2015-009393. This request has a collection of 19,000 records and to date, over 158 staff hours have gone into the review process to date. The other request, EPA-HQ-2016-002037 from the industry organization, Crop Life concerning Chlorpyrifos, which is involves almost 10,000 records. Please see the attached spreadsheet for a detail status report on these requests and the others FOIA Requests and Litigations with records currently being processed in Relativity. In addition to our current FOIA requests, we have 26,000 records that have to be reviewed for litigation cases, which are under court ordered release dates.

We were hoping to backfill for a couple of positions we have lost in the past 6 months, but with the current freeze on backfills, it looks like we will be shorthanded until the foreseeable future. We did made some good progress on the Pre-2017 requests when there was limited OT for my staff. The OT ended in mid-January due to the CR and tight budget constraints. The OT was used only to address the Pre-2017 requests. We will continue to address the remaining less voluminous Pre-2017 requests also.

Let me know if you have any questions.

FOIA Highlights:

- Closed 86 of the pre-2017 backlogged Pre-2017 FOIA requests. Up from 82 in the last update. Currently there are 148 open pre-January 2017.

- Received 344 FOIA request to date. Approximately 30% of the requests received by Headquarter Program Offices. Agency HQ Program Offices have received a total of 1,051 requests for the FY and have closed 827.

- OPP closed 344 FOIA requests. OPP has closed almost 40% of all FOIA requests closed by Headquarter Program Offices. In spite of the extra high number of request received, we have closed more than we received, reducing our overall backlog numbers since the start of the Fiscal Year. Overall backlog numbers have gone up for Headquarter Program Offices about 20% this Fiscal Year.

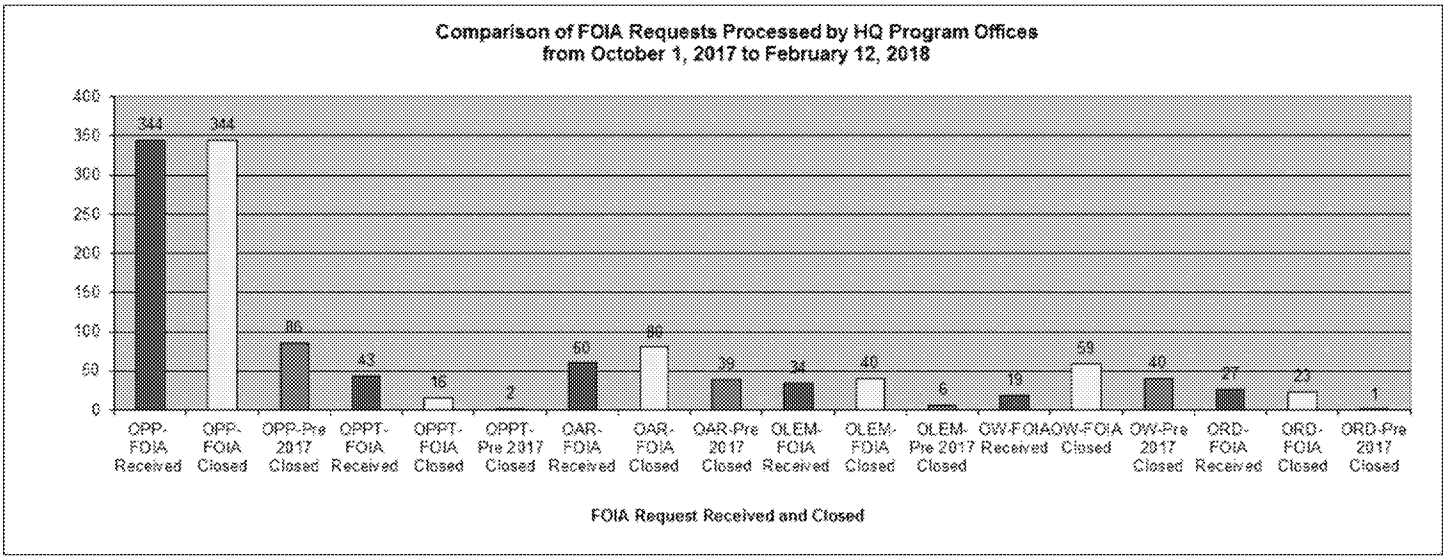
- We have closed over 80% of our "simple" track FOIA cases within the 20-day response period. Larry Gottesman, the Agency's FOIA Officer indicated that the goal for the Agency is 74%.

Litigations and Major/Complex FOIA requests being processed in Relativity by OPP FOIA staff (see attached spreadsheet for details):

- Over 400,000 records have been collected under E-Discovery for both litigations and major/complex FOIA requests.

- OPP FOIA Team has reviewed over 200,00 records in Relativity.

- Almost 3000 staff hours have been spent alone in reviewing records in Relativity.



Earl Ingram, Chief
Public Information & Records Integrity Branch
Information Technology & Resources Management Division
Office of Pesticide Programs
U.S. Environmental Protection Agency
(703) 305-5456

Message

From: Larsen, Elena [Larsen.Elena@epa.gov]
Sent: 10/16/2017 3:06:24 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Bednar, Georgia [bednar.georgia@epa.gov]
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
Attachments: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Larry, please see the note I sent last Friday. I spoke with OBOS about the one OEI item, and they do not have a record of it being currently within OEI. They told me the National FOIA program might have better insight into where this one (Steve Williams) currently resides.

From: Gottesman, Larry
Sent: Monday, October 16, 2017 9:29 AM
To: Story, Karen <Story.Karen@epa.gov>; Kluesner, Dave <kluesner.dave@epa.gov>; Calderon, Wanda <Calderon.Wanda@epa.gov>; Bednar, Georgia <bednar.georgia@epa.gov>
Cc: Mears, Mary <Mears.Mary@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Levine, Scott <Levine.Scott@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

We are still awaiting your FOIA Backlog reduction reports. They were due by COB on Friday. Please provide your reports ASAP.

Please let me know if you have any question.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
Cell Phone / Ex. 6

From: Gottesman, Larry
Sent: Thursday, October 12, 2017 2:30 PM
To: Newton, Jonathan <Newton.Jonathan@epa.gov>; Evanko, Peter <Evanko.Peter@epa.gov>; Malloy, Marilyn <Malloy.Marilyn@epa.gov>; McLendon, Wanda <McLendon.Wanda@epa.gov>; Bednar, Georgia <bednar.georgia@epa.gov>; Schena, Cristeen <Schena.Cristeen@epa.gov>; Calderon, Wanda <Calderon.Wanda@epa.gov>; Story, Karen <Story.Karen@epa.gov>; Tate, Rita <Tate.Rita@epa.gov>; Hines, Andrea <hines.andrea@epa.gov>; Wheatley, Jessica <wheatley.jessica@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Stevens, Edie <Stevens.Edie@epa.gov>; Engels, Alan <engels.alan@epa.gov>; Johnson, Ivry <Johnson.ivry@epa.gov>; Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Barnett-Owens, Inga <Barnett-Owens.Inga@epa.gov>; Hamilton, Sabrina <Hamilton.Sabrina@epa.gov>; Sandfoss, Kristina <Sandfoss.Kristina@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>; Brown, Sineta <Brown.Sineta@epa.gov>; Williams, LaShawn <williams.lashawn@epa.gov>
Cc: Levine, Scott <Levine.Scott@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Per our call.

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

In developing your plan, please use the following targets:

- Complete 10% or more of backlog by Oct. 31
- Complete 50% or more by Nov. 30
- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Packard, Elise [Packard.Elise@epa.gov]
Sent: 12/14/2017 11:56:09 AM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Re: OAR FINAL FOIA Awareness Review: Third Production Set for FOIA EPA-HQ-2017-008391

Did we ever connect on this? It's still an issue, I think I'm up to 4. Thanks!

From: Packard, Elise
Sent: Monday, November 20, 2017 5:49 PM
To: Gottesman, Larry
Subject: FW: OAR FINAL FOIA Awareness Review: Third Production Set for FOIA EPA-HQ-2017-008391

Hi Larry,

Just checking in on what kind of guidance NPM FOIA folks have on doing the backlog. Because we keep getting e-mails from Jonathan Lubetsky on 2017 FOIAs? Don't want to call him until I'm sure about any guidance you've given.

Thanks,

Elise

Elise B. Packard
Acting Principal Deputy General Counsel
U.S. EPA Office of General Counsel, Rm. 4020
(202) 564-7729

From: Mills, Derek
Sent: Monday, November 20, 2017 5:46 PM
To: Packard, Elise <Packard.Elise@epa.gov>
Subject: FW: OAR FINAL FOIA Awareness Review: Third Production Set for FOIA EPA-HQ-2017-008391

Elise, I am forwarding this to you per your request today. Please let me know if I can provide anything else. Thanks!

Derek Mills
Special Assistant, Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-3341

From: Lubetsky, Jonathan
Sent: Monday, November 20, 2017 11:52 AM
To: Valentine, Julia <Valentine.Julia@epa.gov>; Millett, John <Millett.John@epa.gov>; DeLuca, Isabel <DeLuca.Isabel@epa.gov>; Aarons, Kyle <Aarons.Kyle@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Mills, Derek <Mills.Derek@epa.gov>; DeMocker, Jim <DeMocker.Jim@epa.gov>; Srinivasan, Gautam <Srinivasan.Gautam@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Williams, Melina <Williams.Melina@epa.gov>; Eagles, Tom <Eagles.Tom@epa.gov>
Subject: RE: OAR FINAL FOIA Awareness Review: Third Production Set for FOIA EPA-HQ-2017-008391

All,
I am circulating for OAR final awareness review, responsive documents to a FOIA request from EDF, FOIA EPA-HQ-2017-003545. This is the first production set of email records for this request. The FOIA is in regards to the GHG endangerment finding and authority, Social Cost of Carbon and Methane, and OAR staffing levels. Please see the attached document for more details. Most of the documents in this set are responsive to the endangerment portion of the request.

Offices who have reviewed: OAR, OGC ARLO (Melina Williams)

Please review this PDF (click link) by COB on Friday, November 24. We plan to release the documents on Monday, November 27.

Note: No documents were found to be responsive to Part 6 of the request (see attachment).

Please let me know if you have any questions.
Thank you,
Jonathan Lubetsky

Get the SharePoint mobile app!

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 8/24/2017 1:12:26 AM
To: Fine, Steven [fine.steven@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Simon, Harvey [Simon.Harvey@epa.gov]
Subject: RE: Talking Points for Harvey Simon
Attachments: Talking Points 08 23 17 - lg_sf_rm.docx

Steve: Thanks for your quick review & edits. I have included just a few more minor edits (attached).

Larry: If you're okay with Steve's & my edits, please accept them and send the final version to Harvey in the morning. Thanks again!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Fine, Steven
Sent: Wednesday, August 23, 2017 9:00 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Simon, Harvey <Simon.Harvey@epa.gov>
Subject: RE: Talking Points for Harvey Simon

Larry,

Excellent start. I have added some edits. Feedback?

Thanks.

Steve

From: Gottesman, Larry
Sent: Wednesday, August 23, 2017 5:30 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Fine, Steven <fine.steven@epa.gov>
Subject: Talking Points for Harvey Simon

Rebecca-

Attached are draft taking points, per Steve's requested of this morning. Let me know if you need anything further on this matter.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Packard, Elise [Packard.Elise@epa.gov]
Sent: 10/18/2017 9:24:19 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Fine, Steven [fine.steven@epa.gov]; FBacklog [FBacklog@epa.gov]
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Remember we are only dealing with the cases as they were on Tuesday Oct. 10 when Larry sent the e-mail out. Anything that has happened since that time is NOT part of the report to Ryan. It would simply count towards the total numbers.

Thanks,

Elise

Elise B. Packard
Acting Principal Deputy General Counsel
U.S. EPA Office of General Counsel, Rm. 4020
(202) 564-7729

From: Gottesman, Larry
Sent: Wednesday, October 18, 2017 5:14 PM
To: Fine, Steven <fine.steven@epa.gov>; FBacklog <FBacklog@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Let me check and confirm. I have also have to check with OGC/FEAT to see how they handled the information that Jonathan Newton provided today that OCR closed 9 of the open cases and now only have 2 remaining

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Fine, Steven
Sent: Wednesday, October 18, 2017 4:30 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; FBacklog <FBacklog@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Larry,

Thank you.

Have all of the discrepancy/missing reports for the AO been resolved? Thanks

Steve

From: Gottesman, Larry
Sent: Wednesday, October 18, 2017 2:19 PM
To: FBacklog <FBacklog@epa.gov>
Subject: Fwd: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

> **From:** "Newton, Jonathan" <Newton.Jonathan@epa.gov>
> **Date:** October 18, 2017 at 2:16:54 PM EDT
> **To:** "Gottesman, Larry" <Gottesman.Larry@epa.gov>, "Allen, Reginald" <Allen.Reginald@epa.gov>
> **Cc:** "Fine, Steven" <fine.steven@epa.gov>, "Hope, Brian" <Hope.Brian@epa.gov>
> **Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17**
>
> Addendum - Since Friday the Office of Civil Rights (OCR) closed the following nine requests:
>
> - HQ-2015-006071
> - HQ-2015-006390
> - HQ-2015-009394
> - HQ-2015-010092
> - HQ-2015-010915
> - HQ-2016-006176
> - HQ-2016-006247
> - HQ-2016-006277
> - HQ-2016-006278
>
> As of today OCR has only two FOIA requests that were received before January 1, 2017.
>
> Jonathan V. Newton, Attorney-Advisor
> U.S. EPA, Office of the Executive Secretariat
> 1200 Pennsylvania Avenue, NW (MC 1105A)
> Washington, D.C. 20460
> (202) 564-6164
>
> **From:** Gottesman, Larry
> **Sent:** Wednesday, October 18, 2017 12:44 PM
> **To:** Allen, Reginald <Allen.Reginald@epa.gov>
> **Cc:** Fine, Steven <fine.steven@epa.gov>; Newton, Jonathan <Newton.Jonathan@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>
> **Subject:** RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
>
> Let me take a look and get back to you. I have not had time to fully review Jonathan's analysis.
>
> Larry F. Gottesman
> Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Allen, Reginald
Sent: Wednesday, October 18, 2017 11:57 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Fine, Steven <fine.steven@epa.gov>; Newton, Jonathan <Newton.Jonathan@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Larry

Based on Jonathan's analysis below are we good?

Thanks
Reggie

Reginald E. Allen
Acting Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell 202-306-2879

From: Newton, Jonathan
Sent: Tuesday, October 17, 2017 4:13 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>
Cc: Fine, Steven <fine.steven@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Reggie:

I reorganized OEI's data tracking number and compared it with the spread sheet I sent you yesterday (attached again for OEI reference). Based on that comparison, the spreadsheet you received from OEI contains two requests t (EPA-HQ-2013-003081 and EPA-HQ-2014-008601) that were closed by October 11th. The OEI report also contains one request (EPA-HQ-2017-001024) that is assigned to the OGC Title VI Team which should not appear on current AO reports. There are no other discrepancies; the remaining number (130) is the same.

On October 13, 2017 the AO had 130 open requests that were received before January 1,2017. That number breaks down as follows:

- OCIR 50 (Blue)
- OP 28 (Gray)
- OEX 26 (White)
- SAB 12 (Yellow)
- OCR 11 (Blue)

- OPA 03 (Purple)

The eleven "missing" requests are probably the eleven that are in the Office of Civil Rights.

OEI asked about backlog plans from "ORO, EEOCIP, OES, OAEE and OSH." Those acronyms need clarification but here is what I think they mean:

- OES and OAEE refer to the same office which is currently OAES - processed by OEX
- OSH refers to Homeland Security (OHS) - processed by OEX.
- ORO is processed by OCIR
- EEOCIP? No clue, but Public engagement is processed by OPA; Children's Health and Small Business are processed by OEX.

Jonathan V. Newton, Attorney-Advisor
U.S. EPA, Office of the Executive Secretariat
1200 Pennsylvania Avenue, NW (MC 1105A)
Washington, D.C. 20460
(202) 564-6164

From: Allen, Reginald
Sent: Tuesday, October 17, 2017 12:34 PM
To: Hope, Brian <Hope.Brian@epa.gov>; Newton, Jonathan <Newton.Jonathan@epa.gov>
Cc: Fine, Steven <fine.steven@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Johnathan/Brian

Need some help here - all the offices listed below are reorg'ed, renamed, or I'm not familiar with ?

Larry

Additionally not sure which 11 requests you are referring.

Thanks
Reggie

Reginald E. Allen
Acting Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell 202-306-2879

From: Gottesman, Larry
Sent: Tuesday, October 17, 2017 10:37 AM
To: Allen, Reginald <Allen.Reginald@epa.gov>; Fine, Steven <fine.steven@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Reggie

We are still missing reports from ORO, EEOCIP, OES, OAEE and OSH.

From the 1/1/17 spreadsheet the AO is missing about 11 requests.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Allen, Reginald
Sent: Monday, October 16, 2017 5:13 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Steve / Larry

Sorry for the delay - most of the FOIAs in AO have been accounted for already -- OP, OPA(OPEEE), OEX, SAB, and OCIR.

Of the remaining offices; OCR, OHS, OAES, OCHP, and OSDBU only OCR has pending FOIAs – their plan to address the backlog is attached.

Please let me know if I missed something.

Reggie

Reginald E. Allen
Acting Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell 202-306-2879

From: Fine, Steven
Sent: Monday, October 16, 2017 12:55 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Reggie,

My understanding is that Larry Gottesman in the National FOIA Office has not received the full response from the AO to the request I sent last week. Do you know when your office will be able to provide that? As Elise indicated last week, you don't need to send number for OP, OPA, OEX, and OCIR to Larry. But it would be helpful if the response for the remaining offices could be broken down by office within the AO. We have received a response from the SAB office.

If you have questions, please let Larry and me know.

Thanks.

Steve

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>; Bloom, David <Bloom.David@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>; Caraballo, Mario <Caraballo.Mario@epa.gov>; Dunham, Sarah <Dunham.Sarah@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Flynn, Mike <Flynn.Mike@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>; Kenny, Shannon <Kenny.Shannon@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Shapiro, Mike <Shapiro.Mike@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Torma, Tim <Torma.Tim@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Rebecca Moser (Moser.Rebecca@EPA.GOV) <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Wendy Blake (Blake.Wendy@epa.gov) <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

In developing your plan, please use the following targets:

- Complete 10% or more of backlog by Oct. 31
- Complete 50% or more by Nov. 30
- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

You're receiving this message because you're a member of the **FBacklog** group. If you don't want to receive any messages or events from this group, **stop following it in your inbox**.

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Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 11/21/2017 8:24:05 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Darlington, Lin [Darlington.Lin@epa.gov]
Subject: RE: FOIA Backlog Reports & Excel Help
Attachments: Pending before 1 1 17 run 11 17 17.xls; Pending before 1 1 17.xls; FOIA Backlog Plans charts 11 07 17 total.pdf

Here are the documents for this meeting.

Please let me know if you need anything else.

-----Original Appointment-----
From: Moser, Rebecca
Sent: Monday, November 20, 2017 7:24 PM
To: Moser, Rebecca; Gottesman, Larry; Byrd, Jonda; Schumacher, Wendy; Darlington, Lin
Subject: FOIA Backlog Reports & Excel Help
When: Tuesday, November 21, 2017 4:00 PM-4:30 PM (UTC-05:00) Eastern Time (US & Canada).
Where: DCRoomWest6312X/DC-CCW-OEI

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 9/27/2017 5:07:52 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FOIA Overview for BWhite 9-17 v2.pptx
Attachments: FOIA Overview for BWhite 9-17 v2.pptx

Message

From: Nguyen, Quoc [Nguyen.Quoc@epa.gov]
Sent: 4/2/2018 8:12:23 PM
To: OGC GLO ILPG [OGC_GLO_ILPG@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: TRAINING OPPORTUNITY: OECA FOIA 101 Overview
Attachments: FOIA 101 PP August pre-session FINAL 8.9.17.pptx

Dear All,

Please consider the following training opportunity described below:

- OECA needs a FOIA 101 training. Larry will be giving the presentation, but wanted to know if someone in ILPG would like to give this training with him. Could you let me know if you are interested?

Larry: Attached is the FOIA 101 training that was conducted in a the National FOIA Training pre-session. This is the most up-to-date training we have on the 101.

Thanks!

Sincerely,
Quoc

Quoc P. Nguyen
Office of General Counsel
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, DC 20460
202-564-6343

PRIVILEGED COMMUNICATION for internal deliberation only; may contain deliberative, attorney-client, attorney work product, or otherwise privileged material; do not distribute outside EPA or DOJ.

-----Original Appointment-----
From: Gottesman, Larry **On Behalf Of** Newman, Maya
Sent: Monday, April 02, 2018 4:02 PM
To: Nguyen, Quoc; Gottesman, Larry
Subject: FW: OECA FOIA 101 Overview
When: Wednesday, April 04, 2018 10:00 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).
Where: TBD

-----Original Appointment-----
From: Newman, Maya
Sent: Friday, March 23, 2018 12:15 PM

To: Newman, Maya; Gottesman, Larry
Subject: OECA FOIA 101 Overview
When: Wednesday, April 04, 2018 10:00 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).
Where: TBD

Hi Larry,

Checking to see if you are available to provide FOIA training to OECA contacts. Once you confirm availability, I will provide a conference room.

Message

From: Bigioni, Neil [bigioni.neil@epa.gov]
Sent: 5/17/2018 8:44:55 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Walker, Denise [Walker.Denise@epa.gov]
Subject: FW: FEAT and NFO Awareness Notification Review List 4/24/2018
Attachments: RE: Help! EPA-HQ-2018-000367

Larry,

Look at this. Seems related to email you sent me. Ms. Reeder seems stuck. Please offer her help that is within your ability to grant.

From: Reeder, Melissa
Sent: Thursday, May 17, 2018 4:43 PM
To: Walker, Denise <Walker.Denise@epa.gov>
Cc: Bigioni, Neil <bigioni.neil@epa.gov>
Subject: RE: FEAT and NFO Awareness Notification Review List 4/24/2018

I don't know how you want me to handle this. Some I cannot close because it's not an option. Some I cannot close because there are opened tasks still. Some I don't see at all because they're closed and I've had the requestor acknowledge receipt of the records. Comments in "red" below.

From: Reeder, Melissa
Sent: Thursday, May 17, 2018 3:38 PM
To: Walker, Denise <Walker.Denise@epa.gov>
Cc: Bigioni, Neil <bigioni.neil@epa.gov>
Subject: RE: FEAT and NFO Awareness Notification Review List 4/24/2018

I've apparently done something wrong because I thought I took care of all of the OCFO ones with either interim or final responses. I'm going in now and taking a look.

From: Walker, Denise
Sent: Thursday, May 17, 2018 2:32 PM
To: Reeder, Melissa <Reeder.Melissa@epa.gov>
Cc: Bigioni, Neil <bigioni.neil@epa.gov>
Subject: Fwd: FEAT and NFO Awareness Notification Review List 4/24/2018

Hi Melissa:
Have all of these releases gone out?
Beth White is asking.

Thanks!
Denise

Sent from my iPhone

Begin forwarded message:

> **From:** "White, Elizabeth" <white.elizabeth@epa.gov>
> **Date:** May 17, 2018 at 2:25:29 PM EDT

To: "Walker, Denise" <Walker.Denise@epa.gov>
Cc: "Burke, Marcella" <burke.marcella@epa.gov>, "Minoli, Kevin" <Minoli.Kevin@epa.gov>, "Blake, Wendy" <Blake.Wendy@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>, "Packard, Elise" <Packard.Elise@epa.gov>, "Bigioni, Neil" <bigioni.neil@epa.gov>
Subject: Re: FEAT and NFO Awareness Notification Review List 4/24/2018

Hey - it appears that some of these FOIAs have not been released - particularly OCFO FOIAs. What's going on here?

Sent from my iPhone

On Apr 30, 2018, at 11:15 AM, Walker, Denise <Walker.Denise@epa.gov> wrote:

> All:
>
> The following 13 FOIA releases that were on the FEAT awareness review list were cleared for release last week.
> Some are full responses and some are partial responses. Some have been released already and some are in the process of being released today.
>
> Thank you,
> Denise

FOIA	Requester	Topic of the Request
OCFO EPA-HQ-2018-000181	Justin McCarthy Judicial Watch	Premium Travel by EPA employees - closed (they're no longer in "my cases")
OCFO EPA-HQ-2018-000227	David Schultz, Bloomberg BNA	Redacted travel vouchers Non OCEFT employees - closed (they're no longer in "my cases")
OCFO EPA-HQ-2018-000228	David Schultz, Bloomberg BNA	Redacted travel vouchers Non OCEFT employees - closed (they're no longer in "my cases")
OCFO EPA-HQ-2018-000367	Anne L. Weismann CREW	Redacted travel vouchers February 21 through November 7, 2017 – see attached email
OCFO EPA-HQ-2018-001516	Margaret E. Townsend, CBD	Redacted travel vouchers February 21 through December 7, 2017 – opened assigned task cannot close
OCFO EPA-HQ-2018-003413	Austin R. Evers American Oversight	All travel expenses for anyone in the Office of the Administrator - - closed (they're no longer in "my cases")
OCFO EPA-HQ-2018-004708	Rene Marsh CNN	All travel vouchers paid for anyone in the Office of the Administrator – interim release
OCFO EPA-HQ-2018-005535	Elijah Kaplan	Travel expenditures of all agency political appointees – opened assigned task cannot close
OCFO EPA-HQ-2018-005662	Nick Surgey	expenses to government issued credit card "SmartPay" – opened assigned task cannot close
OECA EPA-HQ-2018-005128	Ebbs ABC News	e-mails related to March 29, 2017 door incident
OECA EPA-HQ-2018-005256	Munoz	e-mails related to March 29, 2017 door incident
Ethics EPA-HQ-2017-011934	Stephanie Ebbs ABC News	5 travel forms for the Administrator.
Ethics EPA-HQ-2018-004453	Tiffany Stecker Bloomberg BNA	5 travel forms for the Administrator.

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. |7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

From: Walker, Denise
Sent: Tuesday, April 24, 2018 1:42 PM
To: White, Elizabeth <white.elizabeth@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>
Subject: FEAT and NFO Awareness Notification Review List 4/24/2018

Good afternoon:

Attached, please find a list of FOIA requests that are currently in the awareness review process. I updated the list with the National FOIA Office's latest report and to include added releases for the FEAT. The FEAT requests are listed first followed by the National FOIA Office matters. I have also included an excel file of the combined information sorted by date.

The FEAT has provided 32 document productions to Beth White for awareness review that are still pending. These requests are related to the Administrator's condo, premium travel, travel more broadly, PSD information, and ethics forms related to the Administrator's travel.

The National FOIA Office reported 35 pending releases as of April 14, 2018 for a total **of 67 pending releases**.

Please let me and Larry Gottesman know as soon as any of these productions can be provided to the FOIA requesters.

If you have questions or need more information, please contact me.

Thank you and have a good week,

Denise

Best,
Denise

Denise A. Walker
U.S. Environmental Protection Agency

Office of General Counsel
Washington, D.C. | 7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

From: Walker, Denise
Sent: Tuesday, April 03, 2018 8:35 PM
To: White, Elizabeth <white.elizabeth@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>
Subject: FEAT and NFO Awareness Notification Review List 4/3/2018

Good evening:

Attached, please find a list of FOIA requests that are currently in the awareness review process. I updated the list with the National FOIA Office's latest report and to include added releases for the FEAT. The FEAT requests are listed first followed by the National FOIA Office matters. I have also included an excel file of the information sorted by date.

The FEAT has provided 32 document productions to Beth White for awareness review that are still pending. 2 are related to the Administrator's condo, 25 are related to travel and PSD information, 2 are Bristol Bay requests and 2 are ethics forms related to the Administrator's travel.

The National FOIA Office reported 36 pending releases as of April 2, 2018 for a total of 68 pending releases.

Please let me and Larry Gottesman know as soon as any of these productions can be provided to the FOIA requesters.

If you have questions or need more information, please contact me.

Thank you and have a good week,

Denise

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. | 7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

From: Walker, Denise
Sent: Friday, March 16, 2018 5:54 PM
To: White, Elizabeth <white.elizabeth@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>
Cc: Dolph, Becky <Dolph.Becky@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>
Subject: RE: FEAT and NFO Awareness Notification Review List 3/16/2018

Good afternoon,

Attached, please find a list of FOIA requests that are currently in the awareness review process. I updated the list with the National FOIA Office's latest report and to include added releases for the FEAT.

The FEAT has provided 25 document productions to Beth White for awareness review that are still pending. 21 are related to travel and PSD information, 2 are Bristol Bay requests and 2 are ethics forms related to the Administrator's Travel.

The National FOIA Office reported 48 pending releases as of March 14, 2018 including 2 that are also on the FEAT list for a total of 71 pending releases.

Please let me and Larry Gottesman know as soon as any of these productions can be provided to the FOIA requesters.

If you have questions or need more information, please contact me.

Thank you and have a good weekend,

Denise

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. | 7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

Message

From: Walker, Denise [Walker.Denise@epa.gov]
Sent: 11/13/2017 3:48:14 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Agency FOIA process v2.pptx
Attachments: Agency FOIA process v2.pptx

Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 4/16/2018 4:12:24 PM
To: Blake, Wendy [Blake.Wendy@epa.gov]; Bigioni, Neil [bigioni.neil@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]; Hammitt, Jennifer [Hammitt.Jennifer@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Subject: RE: Times Reporter re: foia

All:

I had a discussion with Steve just a little bit ago and I would like to have a quick meeting today to discuss what, if any, steps need to be taken with regard to **Attorney Client / Deliberative Ex. 5** **Attorney Client / Deliberative Ex. 5** However, I believe that we need to have a meeting to discuss potential options on a select number of matters.

I will set up a meeting this afternoon with everyone on this email chain.

Thank you,
Brian

Brian K. Thompson | Acting Director
eDiscovery Division
U.S. Environmental Protection Agency, Headquarters | OEI, Office Enterprise Information Programs
|office: (202) 564-4256 | cell: (202) 578-5903 | e-mail: Thompson.BrianK@epa.gov

---

From: Blake, Wendy
Sent: Monday, April 16, 2018 8:33 AM
To: Bigioni, Neil <bigioni.neil@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Hammitt, Jennifer <Hammitt.Jennifer@epa.gov>
Subject: RE: Times Reporter re: foia

Neil – I am looping in Jennifer as our e-discovery team lead as well. I will call you now as well.

Wendy

Wendy L. Blake
Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
phone: (202) 564-1821
fax: (202) 564-5433

From: Bigioni, Neil
Sent: Monday, April 16, 2018 8:02 AM
To: Thompson, BrianK <Thompson.BrianK@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>
Subject: FW: Times Reporter re: foia

I think the four of us need to talk.

I see several issues here:

1.
2. **Attorney Client / Deliberative Ex. 5**
3.

I will look for a time.

From: Grantham, Nancy
Sent: Sunday, April 15, 2018 11:56 AM
To: Bigioni, Neil <bigioni.neil@epa.gov>
Subject: RE: Times Reporter re: foia

Can we discuss the best approach first thing tomorrow? thanks ng

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
202-253-7056 (mobile)

From: Bigioni, Neil
Sent: Sunday, April 15, 2018 11:44 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Re: Times Reporter re: foia

I agree. I think we should go beyond a heads up and give the Regions a single POC to reach back to.

Neil

Sent from my iPhone

On Apr 13, 2018, at 5:13 PM, Grantham, Nancy <Grantham.Nancy@epa.gov> wrote:

> FYI .. the NYT reporter that contacted steve fine re: foia and email accounts also contacted region 8 – see below. We may want to alert regions on Monday in case they are going region to region.
>
> Thanks ng
>
> **Nancy Grantham**
> **Office of Public Affairs**
> **US Environmental Protection Agency**
> **202-564-6879 (desk)**

202-253-7056 (mobile)

From: Mutter, Andrew
Sent: Friday, April 13, 2018 4:42 PM
To: regionalpress <regionalpress@epa.gov>
Subject: FW: Times Reporter

FYSA

Best regards,

Andrew

Andrew Mutter

Director, Office of Communication and Public Involvement
U.S. Environmental Protection Agency, Region 8 (Denver, CO)

Office: 303.312.6448
Cell: 720.520.3047

Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Engels, Alan
Sent: Friday, April 13, 2018 2:37 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Newton, Jonathan <Newton.Jonathan@epa.gov>; Sandfoss, Kristina <Sandfoss.Kristina@epa.gov>; Kennedy, Chandra <Kennedy.Chandra@epa.gov>; Malloy, Marilyn <Malloy.Marilyn@epa.gov>; Ingram, Earl <Ingram.Earl@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>; Williams, LaShawn <williams.lashawn@epa.gov>; Levine, Scott <Levine.Scott@epa.gov>; Barnett-Owens, Inga <Barnett-Owens.Inga@epa.gov>; Evanko, Peter <Evanko.Peter@epa.gov>; McLendon, Wanda <McLendon.Wanda@epa.gov>; Brown, Sineta <Brown.Sineta@epa.gov>; Schena, Cristeen <Schena.Cristeen@epa.gov>; Calderon, Wanda <Calderon.Wanda@epa.gov>; Tate, Rita <Tate.Rita@epa.gov>; Hines, Andrea <hines.andrea@epa.gov>; Wheatley, Jessica <wheatley.jessica@epa.gov>; Ho, Nancy <Ho.Nancy@epa.gov>; Stevens, Edie <Stevens.Edie@epa.gov>; Johnson, Ivry <Johnson.Ivry@epa.gov>; Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Person, Linda <Person.Linda@epa.gov>; Lewis, Monica <lewis.monica@epa.gov>; Lewis, Judith <Lewis.Judith@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>
Cc: Joffe, Brian <Joffe.Brian@epa.gov>; Boydston, Michael <Boydston.Michael@epa.gov>; Mutter, Andrew <mutter.andrew@epa.gov>; Duran, Matt <duran.matt@epa.gov>; Kortuem, Patrice <Kortuem.Patrice@epa.gov>
Subject: Times Reporter

A Times reporter called my office this afternoon asking generic questions about the agency's FOIA process to collect emails and review them. I asked them if there was a specific FOIA request that was involved. It became clear that the request was one involving the Administrator's Office.

At that point, I advised them that they should contact the AO's Office or if the FOIA was appealed to contact the attorney involved in responding to the appeal. They did not provide the specific FOIA

request tracking number, so I cannot speak to what request was involved relating to the questions she asked. She was interested in determining whether it is possible that anyone reviewing the potentially responsive records could miss email conversations if they were not aware of an email address that should have been collected from. I again pointed them to the AO's office, OGC or any attorney, or public affairs officer with the agency that was already communicating with them regarding the specific FOIA they were asking questions about.

When asked if I was aware of any additional official email accounts that the Administrator had, I once again referred them to the AOs Office, OCG or any attorney or public affairs officer. I indicated that these people would be knowledgeable about these matters and that I could not speculate or answer questions relating to requests specific to a request that my office did not process because I would not have all of the facts to provide them with a clear answer.

I was asked if it was possible that anyone reviewing the potentially responsive documents could have missed a responsive document. I indicated that within the FOIA process we must conduct a reasonable search, so that is always something that is possible, but could not speak to a specific request that was not processed by our office and once again referred them to the appropriate offices.

I wanted to provide some detail and context, so that you are all aware that we received the call and asked some broad process questions, but when asking about which request was involved, so that I could provide additional guidance it was clear that it referred to a HQ AO FOIA. Asking them to be more specific about their questions allowed me to deflect the answers to the appropriate offices.

In the end, I also indicated to them that they always had the option to communicate with the agency FOIA liaison officer, as indicated on the agency's final response letter.

I hope providing this information will make other offices aware of the potential of these calls.

Alan Engels
Regional FOIA Officer
US EPA, Region 8
1595 Wynkoop Street
Attn: 8TMS-IMP-CMU (FOIA)
Denver, Colorado 80202

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 9/6/2017 1:50:45 AM
To: Nguyen, Quoc [Nguyen.Quoc@epa.gov]; Dolph, Becky [Dolph.Becky@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Kelly, Lynn [Kelly.Lynn@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]
Subject: Comments on FOIA Toolkit
Attachments: The Life Cycle of a FOIA. 0901.2017 Review LFG_RGM.docx

Quoc, Becky & Wendy:

We have reviewed the draft FOIA Toolkit and provided some comments in the attached redline document. A lot of good information is included.
We'll touch base with you tomorrow. Thank you!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Walker, Denise [Walker.Denise@epa.gov]
Sent: 4/16/2018 7:25:44 PM
To: OGC NFO [OGC-NFO@epa.gov]
Subject: Upcoming Free 2018 DC FOIA Trainings- DOJ and DHS

1. DOJ Trainings

https://www.justice.gov/oip/blog/oip-announces-upcoming-training-dates

As part of its responsibility to encourage agency compliance with the FOIA, OIP offers a number of training opportunities throughout the year for agency FOIA professionals and individuals with FOIA responsibilities. These courses have been designed to offer training opportunities for personnel from all stages of the FOIA workforce, from new hires, to experienced FOIA professionals and FOIA managers.

We are pleased to announce the training courses and dates for the remainder of Fiscal Year 2018, which are also available on OIP's new Eventbrite page (link is external).

- **FOIA for Attorneys and Access Professionals**
  January 16-17, 2018
  April 24-25, 2018
  June 26-27, 2018
  July 24-25, 2018

- **Advanced FOIA Seminar**
  February 20, 2018
  May 9, 2018 *FEAT will be attending the May 9th DOJ training as a team- please join us!

- **Continuing FOIA Education**
  April 26, 2018
  July 26, 2018

- **Introduction to the FOIA**
  May 29, 2018

- **FOIA Litigation Seminar**
  June 28, 2018

All of these seminars will be held in Washington, D.C., and are open to all federal government employees. Descriptions of each seminar are available on the Training page of OIP's site. OIP now manages all training registration through Eventbrite (link is external). Registration for courses will open three months prior to the date of the training. Once the registration period begins, you may register for any of the courses listed above by providing your name and email address on OIP's Eventbrite page (link is external) for that course. Each individual must register separately using their own email address. Once you are registered, you will be sent a confirmation email from Eventbrite with the location of the training.

OIP is also always available to provide individualized training sessions to any interested agency. These sessions could range from an informal "brown bag" session to a tailored, multi-day training event.

If you have any questions regarding any of OIP's training opportunities please contact OIP's Training Coordinator at (202) 514-FOIA (3642).

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2. DHS Training

Register by Monday 4/23/2018

ICE hosts Inaugural DHS Information Law Symposium 5-1-18
Please join us for the U.S. Department of Homeland Security Information Law Symposium
Hosted by U.S. Immigration and Customs Enforcement
Office of the Principal Legal Advisor
May 1, 2018 8:30 AM—4:30 PM
ICE Headquarters, 500 12th St. SW, Washington, DC

Agenda Includes:
Emerging Issues in Privacy and Civil Liberties
US DOJ Office of Privacy and Civil Liberties
FOIA in the 21st Century Roundtable
DHS OGC, ICE, USCIS, CBP, TSA, USDOJ Federal Programs, USDOJ Office of Information Policy
Professional Responsibility & Ethics
ICE Ethics Office
Key Note Presentation
Sam Kaplan DHS Privacy Officer
Federal Records Act and Records Management Emerging Issues
National Archives and Records Administration, Office of the General Counsel

Please Accept the Outlook Invitation and R.S.V.P. by April 23 to Melissa.Cuestas@ice.dhs.gov.
Please send any questions to Erin.J.Clifford@ice.dhs.gov and Ronald.Seely@ice.dhs.gov.
Box lunches are available to pre-order using the attached menu.
Other nearby lunch options are available including the ICE cafeteria, Potbelly Sandwich Shop, and L'Enfant Plaza Food Court.
**Continuing Legal Education credit depends on your bar rules. Presentation materials and bios will be provided.*
Happy Hour at the Southwest Waterfront following the Symposium

- Contact Kevin Hill with Questions about the original invite.

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3. SF-182 Training Form

For Free Trainings, please submit the SF-182 before the training

1. Go to https://forms.epa.gov
2. Click the "new form" button next to SF-182
3. If the form does not pop up, click "save to enable attachments"
4. Fill out the form, list Angela L. Johnson as the funding official

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. | 7308A WJCN

Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

Appointment

From: Jacks, Susan [Jacks.Susan@epa.gov]
Sent: 9/26/2017 2:43:34 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: OEI_Meetings_Materials [OEI_Meetings_Materials@epa.gov]

Subject: Revised FOIA Regulations
Attachments: Fine comments log FOIA Regs 091917.docx; FOIA Regulations with Fine comments 091917.docx; Billing amount documentation.pdf
Location: DCRoomARN5014/DC-AR-OEI

Start: 9/26/2017 3:00:00 PM
End: 9/26/2017 3:45:00 PM
Show Time As: Tentative

To Start Your Personal Audio Conference: Ex. 6

Ex. 6

- Today's Date: 9/15/2017
- Title of meeting or event: Draft Revised FOIA Regulations
- Purpose: to review and discuss the draft revisions to the FOIA regulations
- Desired Outcome: approval to proceed with finalizing the proposed FOIA regulations for signature and publication in the Federal Register
- Will there be advance materials (Y/N)? Y
- If yes, provide the name of individual who will be providing materials: Larry Gottesman, Wendy Schumacher or Rebecca Moser
- Date desired for meeting, or no later than: preferably after Sept. 20 and before COB Sept. 28, 2017
- Length of meeting/event: 45 min.
- Location: WJC North 5014
- Participants:
  Steve Fine (invitation should be issued from Steve's calendar)
  Rebecca Moser
  Jonda Byrd
  Larry Gottesman
  Wendy Schumacher
- Do you need an audio line (Y/N)? Yes
- If yes, do you expect more than 5 individuals to call in? No
- POC for questions: Rebecca Moser

As of September 18, 2017: Meeting was schedule per RMoser request.-Tawaunna J
As of September 26, 2017: Meeting materials added per RMoser.-Susan

Message

From: Morales, Oscar [Morales.Oscar@epa.gov]
Sent: 10/20/2017 3:41:24 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: Due Oct. 24: Next step in addressing FOIA backlog

I tried to call you yesterday. I need the numbers or names if you want me to fix them. I am out today and am teleworking on Monday and Tuesday BUT I can help if you give me some info.

From: Ingram, Earl
Sent: Friday, October 20, 2017 11:02 AM
To: Morales, Oscar <Morales.Oscar@epa.gov>
Subject: Re: Due Oct. 24: Next step in addressing FOIA backlog

I'm out today also. I'll email him.

Earl Ingram, Chief
Public Information & Records Integrity Branch
Information Technology & Resources Management Division
Office of Pesticide Programs
U.S. Environmental Protection Agency
(703) 305-5456

Sent from my iPhone

On Oct 20, 2017, at 10:52 AM, Morales, Oscar <Morales.Oscar@epa.gov> wrote:

> Call Larry. Apparently there are two FOIAs that were incorrect. I am out today. I tried to hook up with him yesterday
>
> Oscar Morales
> Associate Assistant Administrator
> Office of Chemical Safety and Pollution Prevention
> Environmental Protection Agency
> 202-564-9673
> 202-821-9899 (cell)
>
> Begin forwarded message:
>
> > **From:** "Layne, Arnold" <Layne.Arnold@epa.gov>
> > **Date:** October 20, 2017 at 7:12:38 AM PDT
> > **To:** "Ingram, Earl" <Ingram.Earl@epa.gov>, "Wise, Louise" <Wise.Louise@epa.gov>, "Morales, Oscar" <Morales.Oscar@epa.gov>, "Barber, Delores" <barber.delores@epa.gov>, "Syed, Hamaad" <Syed.Hamaad@epa.gov>
> > **Cc:** "Keigwin, Richard" <Keigwin.Richard@epa.gov>, "Hughes, Hayley" <hughes.hayley@epa.gov>
> > **Subject: RE: Due Oct. 24: Next step in addressing FOIA backlog**
> >
> > Earl,

If your staff are in the unions, we have no choice but to offer them comp time or overtime otherwise we can be sued again. They can't work beyond their hours without compensation and they get to choose the kind of compensation. The request must be done in advance. In this case, it appears that the request would come from you to them asking them to work pass their normal hours. Thanks for managing that as there are implications to the OPP budget. Delores please loop in Sonya and Brian Katz. We need to make sure we can cover this OT and Comp time (which can be cashed out). Thanks. Arnold

Arnold E. Layne
Deputy Director for Management
EPA Chief Customer Experience Officer for OPP
EPA OCSPP Lead for Zika
Office of Pesticide Programs
US Environmental Protection Agency
703-347-8222

"Nobody cares how much you know, until they know you care about them!" Zig Ziglar

---

From: Ingram, Earl
Sent: Thursday, October 19, 2017 10:22 AM
To: Layne, Arnold <Layne.Arnold@epa.gov>; Wise, Louise <Wise.Louise@epa.gov>; Morales, Oscar <Morales.Oscar@epa.gov>; Barber, Delores <barber.delores@epa.gov>
Subject: RE: Due Oct. 24: Next step in addressing FOIA backlog

Arnold,

First, thanks for your support, along with Delores', Louise 's and Oscar' s support. I think we could make some good headway if I'm able to offer the staff comp time and or overtime. In particular, I believe most of my senior members would be more inclined to want overtime; whereas, less tenured staff could use the comp time. If you can provide me the parameters, I will then offer this opportunity to staff. I would assure you, I would closely monitor this time to assure we are in compliance. This option in addition to the new positions that have been authorized, I believe we can make good progress on these older cases.

I have also reached out to Kevin Miller who heads up the General law Office in OGC, on guidance to provide our requesters as we shift resources to address the older requests.

Earl

From: Layne, Arnold
Sent: Thursday, October 19, 2017 9:56 AM
To: Ingram, Earl <Ingram.Earl@epa.gov>; Wise, Louise <Wise.Louise@epa.gov>; Morales, Oscar <Morales.Oscar@epa.gov>; Barber, Delores <barber.delores@epa.gov>
Subject: RE: Due Oct. 24: Next step in addressing FOIA backlog

Earl,

Thank you and your team. I am sorry that you have to continue to deal with these drills which are very heavy lifts for our program. Remember you can offer comp time or overtime to your employees. Thanks. Arnold

Arnold E. Layne
Deputy Director for Management
EPA Chief Customer Experience Officer for OPP
EPA OCSPP Lead for Zika
Office of Pesticide Programs
US Environmental Protection Agency
703-347-8222

"Nobody cares how much you know, until they know you care about them!" Zig Ziglar

---

From: Ingram, Earl
Sent: Thursday, October 19, 2017 9:26 AM
To: Wise, Louise <Wise.Louise@epa.gov>; Morales, Oscar <Morales.Oscar@epa.gov>; Barber, Delores <barber.delores@epa.gov>; Layne, Arnold <Layne.Arnold@epa.gov>
Subject: RE: Due Oct. 24: Next step in addressing FOIA backlog

Thanks Louise,

I will get this done by COB on the 24th. Is OEI or OGC going provide any guidance on what we are to communicate our requesters on why our responses to the new request could be delayed. This month alone OPP has received over 60 new requests. This total is about half of what some Program Offices receive in a year. If this would continue, we would be on pace to receive about 1000 requests this year. In addition to using processing FOIA requests, we have reviewed over 40,000 records the past few months for OGC and the US Assistant Attorney Offices in response to courted ordered litigations based on FOIA or FIFFRA. OGC has always had us to prioritize litigations over regular FOIA requests. As I had mentioned to Oscar, if we don't adequately respond to our newer requests, I would anticipate certain requester communities would continue to seek relief in courts, as it has become a more used recourse lately.

I can assure you we will continue to work hard on this and all our requests, Please keep in mind our backlog numbers seem much higher than the other Program Offices, but our percentages of pending requests are commensurate with high number of FOIA requests OPP receives every year, which is about a third of all the FOIA Requests and we always close the most. We will make every effort to address theses designate cases and maintain a handle on the new workload.

Earl Ingram, Chief
Public Information & Records Integrity Branch
Information Technology & Resources Management Division
Office of Pesticide Programs
U.S. Environmental Protection Agency
(703) 305-5456

From: Wise, Louise
Sent: Thursday, October 19, 2017 8:41 AM
To: Morales, Oscar <Morales.Oscar@epa.gov>; Ingram, Earl <Ingram.Earl@epa.gov>; Barber, Delores <barber.delores@epa.gov>; Layne, Arnold <Layne.Arnold@epa.gov>
Subject: FW: Due Oct. 24: Next step in addressing FOIA backlog

Thanks, Earl, for getting the FOIA information in last Friday. I complained about the very short deadline they gave us. But here's another request from OEI to fill in a spreadsheet by October 24. Wanted to make sure you got this.

Louise P. Wise
Deputy Assistant Administrator
Office of Chemical Safety and Pollution Prevention
Environmental Protection Agency
Phone: 202-564-2902
Fax: 202-564-0801

From: Fine, Steven
Sent: Wednesday, October 18, 2017 8:22 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; FBacklog <FBacklog@epa.gov>
Subject: Due Oct. 24: Next step in addressing FOIA backlog

All,

Thank you very much for your responses regarding completion of FOIA requests submitted prior to 2017. We know that required significant work in a short period of time.

Some programs/regions reported that some requests would not be completed this calendar year, but the information provided on those requests was not complete.

If your office reported that some requests would not be completed by Dec. 31, please complete the attached spreadsheet, which requests details on each request that you do not anticipate completing by Dec. 31. Please send the completed spreadsheet to FBacklog@epa.gov by Oct. 24. The OGC-OEI team supporting elimination of the backlog will summarize that information and share it with Ryan Jackson.

If you have questions, please contact Larry Gottesman.

Thank you for your assistance with this.

Steve Fine and Elise Packard

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 11/2/2017 2:53:35 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Overdue - Due Oct. 24: Next step in addressing FOIA backlog

Got it.

From: Gottesman, Larry
Sent: Thursday, November 02, 2017 10:21 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: FW: Overdue - Due Oct. 24: Next step in addressing FOIA backlog
Importance: High

From: Newman, Maya
Sent: Thursday, November 02, 2017 6:54 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Layne, Kenda <Layne.Kenda@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>
Subject: RE: Overdue - Due Oct. 24: Next step in addressing FOIA backlog
Importance: High

Good morning Larry,

I submitted OECA's Post Dec Data Call on yesterday afternoon to the email identified below (FBacklog@epa.gov) as well as CC'd you. Please check to ensure you have it, thanks kindly!

Maya Newman
OECA FOIA Lead &

OECA Special Emphasis Program Lead
Environmental Protection Agency
Office of Enforcement & Compliance Assurance I Office of Administration and Policy
1200 Pennsylvania Ave. NW I Mail Code: 2201A I WJC-S Bldg Rm 3213 I Washington, DC 20460
newman.maya@epa.gov I 202-564-2483 (W) I 202-501-0017 (F)

From: Gottesman, Larry
Sent: Wednesday, November 1, 2017 4:26 PM
To: Newman, Maya <Newman.Maya@epa.gov>; Brown, Sineta <Brown.Sineta@epa.gov>; Calderon, Wanda <Calderon.Wanda@epa.gov>
Cc: Layne, Kenda <Layne.Kenda@epa.gov>; WigginsLewis, Miriam <WigginsLewis.Miriam@epa.gov>; Mears, Mary <Mears.Mary@epa.gov>
Subject: FW: Overdue - Due Oct. 24: Next step in addressing FOIA backlog

Reminder, we are still awaiting your reports,

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Gottesman, Larry
Sent: Tuesday, October 31, 2017 4:06 PM
To: Johnson, Ivry <Johnson.Ivry@epa.gov>; Engels, Alan <engels.alan@epa.gov>; Ho, Nancy <Ho.Nancy@epa.gov>; Wheatley, Jessica <wheatley.jessica@epa.gov>; Calderon, Wanda <Calderon.Wanda@epa.gov>; Brown, Sineta <Brown.Sineta@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>
Cc: Fine, Steven <fine.steven@epa.gov>
Subject: Overdue - Due Oct. 24: Next step in addressing FOIA backlog

I am writing to you because we have not received your organization's report as requested below. This report was due NLT October 24, but it has not been received. If your organization submitted a report, and you are receiving this email, please resent your report to me. I have been out of the office and just catching up on things today. I have also attached an Excel spreadsheet showing what your organization has reported concerning your estimated progress on closing out all FOIA requests that were received before 1/1/17 by 12/31/2017.

This spreadsheet only needs to be completed for requests that will not be closed by 12/31/2017.

Your organizational report is now required by COB Wednesday, November 1, 2017.

Please let me know if you have any questions or concerns.

Thank you.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Fine, Steven
Sent: Wednesday, October 18, 2017 8:22 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; FBacklog <FBacklog@epa.gov>
Subject: Due Oct. 24: Next step in addressing FOIA backlog

All,

Thank you very much for your responses regarding completion of FOIA requests submitted prior to 2017. We know that required significant work in a short period of time.

Some programs/regions reported that some requests would not be completed this calendar year, but the information provided on those requests was not complete.

If your office reported that some requests would not be completed by Dec. 31, please complete the attached spreadsheet, which requests details on each request that you do not anticipate completing by Dec. 31. Please send the completed spreadsheet to FBacklog@epa.gov by Oct. 24. The OGC-OEI team supporting elimination of the backlog will summarize that information and share it with Ryan Jackson.

If you have questions, please contact Larry Gottesman.

Thank you for your assistance with this.

Steve Fine and Elise Packard

You're receiving this message because you're a member of the **FBacklog** group. If you don't want to receive any messages or events from this group, **stop following it in your inbox**.

View group conversations | View group files

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 9/26/2017 2:42:01 PM
To: Jacks, Susan [Jacks.Susan@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]
Subject: FOIA regulations - Documents for briefing with Steve Fine
Attachments: Fine comments log FOIA Regs 091917.docx; FOIA Regulations with Fine comments 091917.docx; Billing amount documentation.pdf

Susan:

Here are the documents for our 11 am meeting with Steve Fine. Sorry I'm sending them to you at the last minute!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Poole, Laura [Poole.Laura@epa.gov]
Sent: 2/24/2018 12:14:49 AM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Clarke, Victoria [clarke.victoria@epa.gov]; Moumbleaux, Joan [moumbleaux.joan@epa.gov]; Hammitt, Jennifer [Hammitt.Jennifer@epa.gov]; Kelly, Lynn [Kelly.Lynn@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]; Crawford, Tim [Crawford.Tim@epa.gov]; Lubetsky, Jonathan [Lubetsky.Jonathan@epa.gov]; Evanko, Peter [Evanko.Peter@epa.gov]; Kercheval, Stephanie [Kercheval.Stephanie@epa.gov]; Engels, Alan [engels.alan@epa.gov]; Wheatley, Jessica [wheatley.jessica@epa.gov]; Busterud, Gretchen [Busterud.Gretchen@epa.gov]; Price, Lisa [Price.Lisa@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Saltman, Tamara [Saltman.Tamara@epa.gov]; Dolph, Becky [Dolph.Becky@epa.gov]
CC: DeBell, Kevin [debell.kevin@epa.gov]
Subject: FOIA Slides
Attachments: FOIA Lean Event OutBrief.pptx; ATT00001.htm

Good Evening,
Please find attached the slides from today's briefing. Thank you again for your enthusiastic participation in this weeks event. You all generated some great ideas and I look forward to working with you as we move forward.

Have a great weekend,
Laura

Sent from my iPhone

Begin forwarded message:

> **From:** "GM Sieber" <gmsieber@msipros.com>
> **To:** "Poole, Laura" <Poole.Laura@epa.gov>
> **Subject: FOIA Slides**
>
> Here you go. I will follow up with the Excel and process maps.

G. M. Sieber
President
M S I
Management Science and Innovation
P: 703-437-5236 x111
F: 703-995-0667
http://www.MSIPROS.com
Follow us on Linked In
Or
Check out my Blog

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Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 4/16/2018 6:55:36 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Backlog reduction 04-16-18 by org.xlsx
Attachments: Backlog reduction 04-16-18 by org.xlsx; Closed 4 1 to 4 16 18.PNG

Larry,

Closed 4/1 to 4/16/18

Wendy

Message

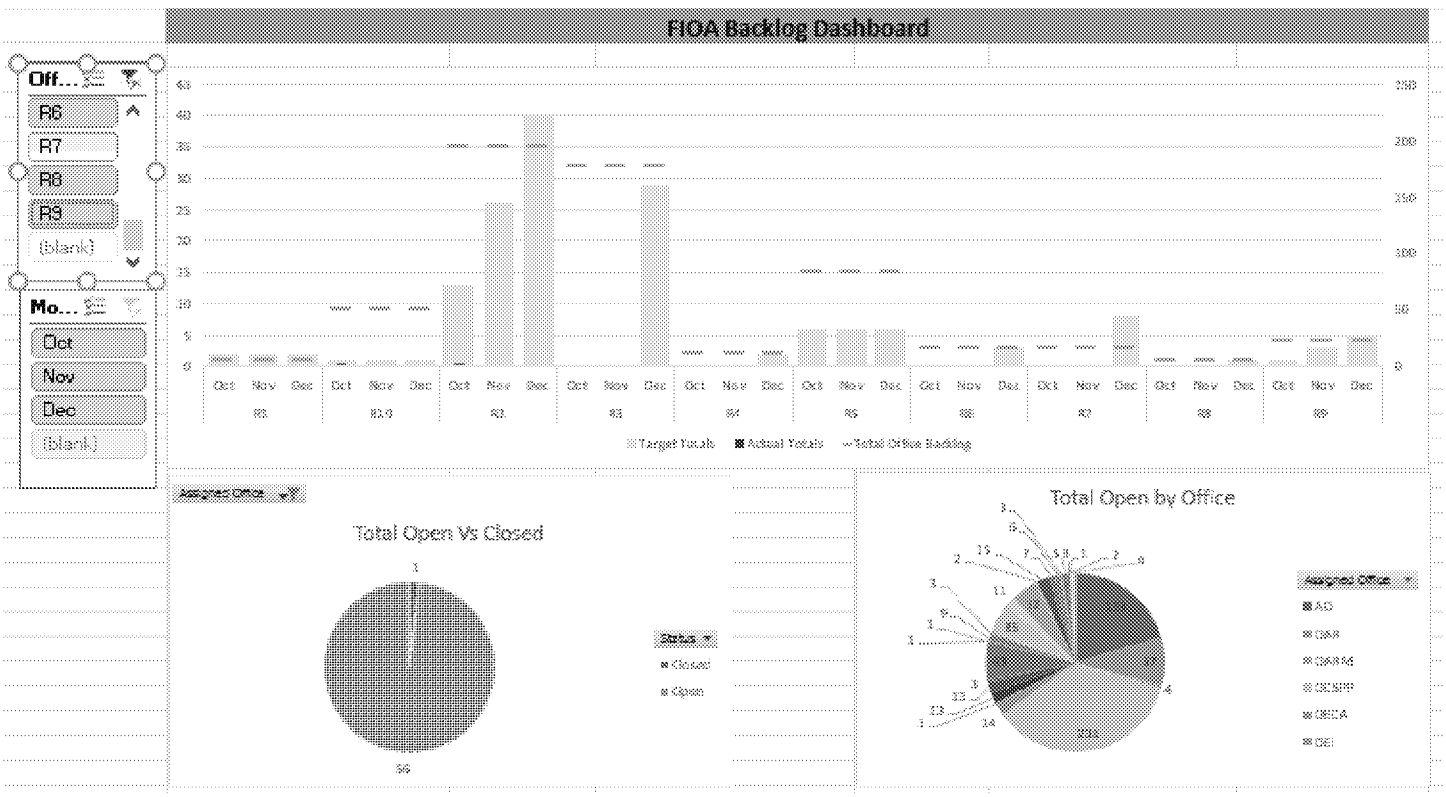
From: Darlington, Lin [Darlington.Lin@epa.gov]
Sent: 11/30/2017 2:58:40 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Subject: FOIABackLog.xlsx
Attachments: FOIABackLog.xlsx

Hi Larry and Wendy,

I finally found some time to work on the FIOA Backlog Spreadsheet. I have good news and bad news. The bad news is that I was not able to re-create the charts exactly as you had them. The good news is that I was able to create some charts that help visualize the overall status of the backlogs and allow you to drill down into the details for each office (see screenshot below). Please take a look at the attachment and let me know what you think.

I'm free from 11:30 to 12 and then after 4 if you want to walk through it together.

Screenshot



Thanks,

Lin

Lin Darlington, Director
Web Content Services Division, Office of Environmental Information
U.S. Environmental Protection Agency
Desk: 202-566-0696 || Cell: 202-262-2906

“Never underestimate the power of a small group of committed people to change the world. In fact, it is the only thing that ever has.” ~ Margaret Mead

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 7/19/2017 1:43:39 PM
To: Shenefiel, Pam [shenefiel.pam@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: FOIA Regulations 070617 OEI review clean copy.docx
Attachments: FOIA Regulations 071917 PAS comments reply.docx

Pam,

Thanks for the feedback. Here is a version that makes it easy to see the responses to all of your comments.

Please let me know if you have any questions.

Wendy

From: Shenefiel, Pam
Sent: Monday, July 17, 2017 7:54 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Subject: RE: FOIA Regulations 070617 OEI review clean copy.docx

Thanks for opportunity to read the new regs. They were well written. I did find a few typos and grammatical errors you should probably correct.

The words "records" and "information" seem to be used interchangeably. I noted this a few times. Maybe clarify?

From: Schumacher, Wendy
Sent: Wednesday, July 12, 2017 11:44 AM
To: Shenefiel, Pam <shenefiel.pam@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA Regulations 070617 OEI review clean copy.docx

Pam,

Larry asked me to forward a copy of the draft FOIA Regulations to you.

Wendy

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 6/4/2018 11:46:06 AM
To: Moumbleaux, Joan [moumbleaux.joan@epa.gov]
CC: Poole, Laura [Poole.Laura@epa.gov]; Bigioni, Neil [bigioni.neil@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: High Level Flow Chart - a starting Point
Attachments: FLOWCHART Process 6 4 2018 WS no template.docx

Joan,

Thank you for the opportunity to review the document. Here are my initial comments.

Please let me know if you have any questions or concerns.

Sincerely, Wendy

Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Moumbleaux, Joan
Sent: Tuesday, May 29, 2018 4:38 PM
To: Lean FOIA Process Improvement <Lean_FOIA_Process_Improvement@epa.gov>
Subject: High Level Flow Chart - a starting Point

Hi Folks,

Here is a flow chart as a starting point. It will help you start building by acting either as a guide, or as a point of divergence. This is only a straw man and something to get your FOIA process thoughts flowing!

I will set up a meeting for next week and I will continue to populate the SharePoint site - I have several EPA flow chart pictures for show and tell.

Note that Lisa Price's future state process is our current team logo!

Ping me with questions or FOIA flow fueled thoughts ☺

Joan

To stop receiving messages from **Lean FOIA Process Improvement** group, **stop following it**.

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 4/16/2018 6:16:20 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Backlog reduction 04-16-18 by org.xlsx
Attachments: Backlog reduction 04-16-18 by org.xlsx

Larry,

Closed 4/1 – 4/16/18.

How do you like the new format?

Thanks, Wendy

Message

From: Thompson, BrianK [Thompson.BrianK@epa.gov]
Sent: 4/16/2018 12:38:16 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]
Subject: Re: Times Reporter re: foia

Good morning Neil,

EDD has been working with OEI senior management and the AO's office on these issues. We are collecting, examining and analyzing data, as well as providing answers to specific questions. We are still working on it (have been around the clock since Thursday afternoon).

I do have a time today to meet though should you and others want some background information as well.

Thanks
Brian

Brian K. Thompson | Acting Director
eDiscovery Division
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
phone: (202) 564-4256
e-mail: Thompson.BrianK@epa.gov

On Apr 16, 2018, at 8:01 AM, Bigioni, Neil <bigioni.neil@epa.gov> wrote:

> I think the four of us need to talk.
>
> I see several issues here:
>
> **Attorney Client / Deliberative Ex. 5**
>
> I will look for a time.
>
> ---
>
> **From:** Grantham, Nancy
> **Sent:** Sunday, April 15, 2018 11:56 AM
> **To:** Bigioni, Neil <bigioni.neil@epa.gov>
> **Subject:** RE: Times Reporter re: foia
>
> Can we discuss the best approach first thing tomorrow? thanks ng

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
202-253-7056 (mobile)

From: Bigioni, Neil
Sent: Sunday, April 15, 2018 11:44 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Re: Times Reporter re: foia

I agree. I think we should go beyond a heads up and give the Regions a single POC to reach back to.

Neil

Sent from my iPhone

On Apr 13, 2018, at 5:13 PM, Grantham, Nancy <Grantham.Nancy@epa.gov> wrote:

> FYI .. the NYT reporter that contacted steve fine re: foia and email accounts also contacted region 8 – see below. We may want to alert regions on Monday in case they are going region to region.
>
> Thanks ng
>
> **Nancy Grantham**
> **Office of Public Affairs**
> **US Environmental Protection Agency**
> **202-564-6879 (desk)**
> **202-253-7056 (mobile)**
>
> **From:** Mutter, Andrew
> **Sent:** Friday, April 13, 2018 4:42 PM
> **To:** regionalpress <regionalpress@epa.gov>
> **Subject:** FW: Times Reporter
>
> FYSA
>
> Best regards,
>
> Andrew
>
> ***Andrew Mutter***
>
> Director, Office of Communication and Public Involvement
> U.S. Environmental Protection Agency, Region 8 (Denver, CO)
>
> Office: 303.312.6448
> Cell: 720.520.3047

Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Engels, Alan
Sent: Friday, April 13, 2018 2:37 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Newton, Jonathan <Newton.Jonathan@epa.gov>; Sandfoss, Kristina <Sandfoss.Kristina@epa.gov>; Kennedy, Chandra <Kennedy.Chandra@epa.gov>; Malloy, Marilyn <Malloy.Marilyn@epa.gov>; Ingram, Earl <Ingram.Earl@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>; Williams, LaShawn <williams.lashawn@epa.gov>; Levine, Scott <Levine.Scott@epa.gov>; Barnett-Owens, Inga <Barnett-Owens.Inga@epa.gov>; Evanko, Peter <Evanko.Peter@epa.gov>; McLendon, Wanda <McLendon.Wanda@epa.gov>; Brown, Sineta <Brown.Sineta@epa.gov>; Schena, Cristeen <Schena.Cristeen@epa.gov>; Calderon, Wanda <Calderon.Wanda@epa.gov>; Tate, Rita <Tate.Rita@epa.gov>; Hines, Andrea <hines.andrea@epa.gov>; Wheatley, Jessica <wheatley.jessica@epa.gov>; Ho, Nancy <Ho.Nancy@epa.gov>; Stevens, Edie <Stevens.Edie@epa.gov>; Johnson, Ivry <Johnson.Ivry@epa.gov>; Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Person, Linda <Person.Linda@epa.gov>; Lewis, Monica <lewis.monica@epa.gov>; Lewis, Judith <Lewis.Judith@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>
Cc: Joffe, Brian <Joffe.Brian@epa.gov>; Boydston, Michael <Boydston.Michael@epa.gov>; Mutter, Andrew <mutter.andrew@epa.gov>; Duran, Matt <duran.matt@epa.gov>; Kortuem, Patrice <Kortuem.Patrice@epa.gov>
Subject: Times Reporter

A Times reporter called my office this afternoon asking generic questions about the agency's FOIA process to collect emails and review them. I asked them if there was a specific FOIA request that was involved. It became clear that the request was one involving the Administrator's Office.

At that point, I advised them that they should contact the AO's Office or if the FOIA was appealed to contact the attorney involved in responding to the appeal. They did not provide the specific FOIA request tracking number, so I cannot speak to what request was involved relating to the questions she asked. She was interested in determining whether it is possible that anyone reviewing the potentially responsive records could miss email conversations if they were not aware of an email address that should have been collected from. I again pointed them to the AO's office, OGC or any attorney, or public affairs officer with the agency that was already communicating with them regarding the specific FOIA they were asking questions about.

When asked if I was aware of any additional official email accounts that the Administrator had, I once again referred them to the AOs Office, OCG or any attorney or public affairs officer. I indicated that these people would be knowledgeable about these matters and that I could not speculate or answer questions relating to requests specific to a request that my office did not process because I would not have all of the facts to provide them with a clear answer.

I was asked if it was possible that anyone reviewing the potentially responsive documents could have missed a responsive document. I indicated that within the FOIA

process we must conduct a reasonable search, so that is always something that is possible, but could not speak to a specific request that was not processed by our office and once again referred them to the appropriate offices.

I wanted to provide some detail and context, so that you are all aware that we received the call and asked some broad process questions, but when asking about which request was involved, so that I could provide additional guidance it was clear that it referred to a HQ AO FOIA. Asking them to be more specific about their questions allowed me to deflect the answers to the appropriate offices.

In the end, I also indicated to them that they always had the option to communicate with the agency FOIA liaison officer, as indicated on the agency's final response letter.

I hope providing this information will make other offices aware of the potential of these calls.

Alan Engels
Regional FOIA Officer
US EPA, Region 8
1595 Wynkoop Street
Attn: 8TMS-IMP-CMU (FOIA)
Denver, Colorado 80202

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 9/5/2017 7:27:03 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Step 7.docx
Attachments: The Life Cycle of a FOIA. 0901.2017 Review LFG.docx

All of the edits in one place!

From: Gottesman, Larry
Sent: Tuesday, September 05, 2017 3:24 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: Step 7.docx

Message

From: Hines, Andrea [hines.andrea@epa.gov]
Sent: 11/1/2017 8:57:53 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Gross, Louann [Gross.LouAnn@epa.gov]
Subject: RE: REPLY BY EPA-R4-2017-004076

Hello Larry,

According to the analyst, (b)(6) exemption was already checked.

Andrea Hines
FOIA and Records Management Section
U.S. Environmental Protection Agency, Region 4
61 Forsyth Street, S.W.
Atlanta, Georgia 30303
(404) 562-9698
(404) 562-8054 (Fax)
Email: hines.andrea@epa.gov

From: Gottesman, Larry
Sent: Wednesday, November 01, 2017 4:27 PM
To: Hines, Andrea <hines.andrea@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Gross, Louann <Gross.LouAnn@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

And Exemption 6 has been added?

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Hines, Andrea
Sent: Wednesday, November 01, 2017 12:39 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Gross, Louann <Gross.LouAnn@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

Hello Wendy,
The b2 exemption has been unchecked on FOIA online.

Thank you

Andrea Hines
FOIA and Records Management Section
U.S. Environmental Protection Agency, Region 4
61 Forsyth Street, S.W.
Atlanta, Georgia 30303
(404) 562-9698
(404) 562-8054 (Fax)
Email: hines.andrea@epa.gov

From: Schumacher, Wendy
Sent: Wednesday, November 01, 2017 8:45 AM
To: Hines, Andrea <hines.andrea@epa.gov>
Subject: FW: REPLY BY EPA-R4-2017-004076

Andrea,

Please let me know when the reference to B2 in FOIAonline is deleted.

It's your office's call if you want to change the response at this point.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Miller, Kevin
Sent: Wednesday, November 01, 2017 8:28 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Armstrong, Kathy <Armstrong.Kathy@epa.gov>; Pressley, Miriam <Pressley.Miriam@epa.gov>; Hines, Andrea <hines.andrea@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Gross, Louann <Gross.LouAnn@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

Yes, this has been fluid over the last couple of years, but as I understand DOJ's guidance is still to use Ex. 6. The other option is to get an agreement with the requestor to allow us to redact as non responsive.

Kevin Miller | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington DC 20460 | phone: (202) 564-2691

From: Gottesman, Larry
Sent: Tuesday, October 31, 2017 4:45 PM
To: Miller, Kevin <Miller.Kevin@epa.gov>
Cc: Armstrong, Kathy <Armstrong.Kathy@epa.gov>; Pressley, Miriam <Pressley.Miriam@epa.gov>; Hines, Andrea <hines.andrea@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Gross, Louann <Gross.LouAnn@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

Kevin-

It is my understanding since the Supreme Court case, and DOJ Guidance, conference codes are withholding are now per Exemption b(6).

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Schumacher, Wendy
Sent: Tuesday, October 31, 2017 4:14 PM
To: Gross, Louann <Gross.LouAnn@epa.gov>
Cc: Armstrong, Kathy <Armstrong.Kathy@epa.gov>; Pressley, Miriam <Pressley.Miriam@epa.gov>; Hines, Andrea <hines.andrea@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

LouAnn,

Per our conversation, you are maintaining that exemption (b)(2) was correctly used to redact conference codes. As we discussed, exemption (b)(6) is being used in other parts of EPA.

Please let me know if you would like to discuss further.

Sincerely, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Hines, Andrea
Sent: Tuesday, October 31, 2017 9:06 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Armstrong, Kathy <Armstrong.Kathy@epa.gov>; Pressley, Miriam <Pressley.Miriam@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

Wendy,

LouAnn will contact you later today to discuss.

Andrea Hines
FOIA and Records Management Section

U.S. Environmental Protection Agency, Region 4
61 Forsyth Street, S.W.
Atlanta, Georgia 30303
(404) 562-9698
(404) 562-8054 (Fax)
Email: hines.andrea@epa.gov

From: Schumacher, Wendy
Sent: Tuesday, October 31, 2017 8:22 AM
To: Hines, Andrea <hines.andrea@epa.gov>
Cc: Armstrong, Kathy <Armstrong.Kathy@epa.gov>; Gross, Louann <Gross.LouAnn@epa.gov>; Pressley, Miriam <Pressley.Miriam@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

Andrea,

Checking to see if you have any questions. I see the change was not made yesterday.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Hines, Andrea
Sent: Friday, October 27, 2017 8:25 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Armstrong, Kathy <Armstrong.Kathy@epa.gov>; Gross, Louann <Gross.LouAnn@epa.gov>; Pressley, Miriam <Pressley.Miriam@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

Hello Wendy,

I am going to need to defer your email to LouAnn regarding the improper use of exemption 2. She is out of the office today, but will return on Monday.

Thank you.

Andrea Hines
FOIA and Records Management Section
U.S. Environmental Protection Agency, Region 4
61 Forsyth Street, S.W.
Atlanta, Georgia 30303
(404) 562-9698
(404) 562-8054 (Fax)
Email: hines.andrea@epa.gov

From: Schumacher, Wendy
Sent: Thursday, October 26, 2017 2:36 PM

To: Hines, Andrea <hines.andrea@epa.gov>
Cc: Armstrong, Kathy <Armstrong.Kathy@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

Andrea,

The use of Exemption 2 is improper is this case. For future reference use Exemption 6.

Please remove the check for Exemption 2 and re-close using the original close-out date from last year. It's called offline close out and the requester does not get an email.

Thanks, Wendy

From: Hines, Andrea
Sent: Wednesday, October 25, 2017 5:01 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Armstrong, Kathy <Armstrong.Kathy@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

Wendy,

Attached is the page which contains the conference number. The analyst indicated that it is about ¾ down. Look under the heading "Next Steps." I hope this helps.

Andrea Hines
FOIA and Records Management Section
U.S. Environmental Protection Agency, Region 4
61 Forsyth Street, S.W.
Atlanta, Georgia 30303
(404) 562-9698
(404) 562-8054 (Fax)
Email: hines.andrea@epa.gov

From: Schumacher, Wendy
Sent: Wednesday, October 25, 2017 4:49 PM
To: Hines, Andrea <hines.andrea@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

Andrea,

Spoke to Miriam who knows how to uncheck the box for b2. I don't see where the exemption was used in the uploaded documents to you can point me to the page or uncheck the box in FOIAonline.

Please let me know if you have any questions.

Thanks, Wendy

From: Hines, Andrea
Sent: Wednesday, October 25, 2017 12:12 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

Wendy, this one is has been fixed. The analyst is working on the other request.

Andrea Hines
FOIA and Records Management Section
U.S. Environmental Protection Agency, Region 4
61 Forsyth Street, S.W.
Atlanta, Georgia 30303
(404) 562-9698
(404) 562-8054 (Fax)
Email: hines.andrea@epa.gov

From: Schumacher, Wendy
Sent: Tuesday, October 24, 2017 4:12 PM
To: Hines, Andrea <hines.andrea@epa.gov>
Subject: REPLY BY EPA-R4-2017-004076

Andrea,

This file is corrupted in both the public and internal version of FOIAonline. I'm checking to see if Exemption 2 was properly applied.

Florida Drinking Water 5th Production Part One with Redactions_Redacted.

Please re-open the case and put the document back in. If that takes a bit please forward a copy to me by Friday.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Bigioni, Neil [bigioni.neil@epa.gov]
Sent: 4/23/2018 9:29:49 PM
To: Blake, Wendy [Blake.Wendy@epa.gov]; Albores, Richard [Albores.Richard@epa.gov]; Koslow, Karin [Koslow.Karin@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Youngblood, Charlotte [Youngblood.Charlotte@epa.gov]
Subject: RE: UPDATE RE: ACTION: Obj 3.2 FY 2018 Risk Assessments.xlsm, Enterprise Risk Strategic Review Memo and Internal Controls Guidance_FINAL_3-13-2018 (002).pdf, Obj 2.2 FY 2018 Risk Assessments.xlsm
Attachments: FY 2018 Summaries of Findings 2.2.docx

Try it now.

From: Blake, Wendy
Sent: Monday, April 23, 2018 5:14 PM
To: Bigioni, Neil <bigioni.neil@epa.gov>; Albores, Richard <Albores.Richard@epa.gov>; Koslow, Karin <Koslow.Karin@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>
Subject: RE: UPDATE RE: ACTION: Obj 3.2 FY 2018 Risk Assessments.xlsm, Enterprise Risk Strategic Review Memo and Internal Controls Guidance_FINAL_3-13-2018 (002).pdf, Obj 2.2 FY 2018 Risk Assessments.xlsm

Neil – I can't access the document on the SP site. Sorry. When I click the link, nothing comes up. Could you re-share?

wendy

Wendy L. Blake
Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
phone: (202) 564-1821
fax: (202) 564-5433

From: Bigioni, Neil
Sent: Monday, April 23, 2018 4:45 PM
To: Albores, Richard <Albores.Richard@epa.gov>; Koslow, Karin <Koslow.Karin@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>
Subject: RE: UPDATE RE: ACTION: Obj 3.2 FY 2018 Risk Assessments.xlsm, Enterprise Risk Strategic Review Memo and Internal Controls Guidance_FINAL_3-13-2018 (002).pdf, Obj 2.2 FY 2018 Risk Assessments.xlsm

Rich, et al.,

Here is a redraft of the summary. It incorporates Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Neil

From: Albores, Richard
Sent: Sunday, April 22, 2018 4:07 PM
To: Burke, Marcella <burke.marcella@epa.gov>; Koslow, Karin <Koslow.Karin@epa.gov>; Bigioni, Neil

<bigioni.neil@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
Cc: Monson, Mahri <Monson.Mahri@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>
Subject: UPDATE RE: ACTION: Obj 3.2 FY 2018 Risk Assessments.xlsm, Enterprise Risk Strategic Review Memo and Internal Controls Guidance_FINAL_3-13-2018 (002).pdf, Obj 2.2 FY 2018 Risk Assessments.xlsm

Hello all:

Unfortunately, my comprehension of the OCFO Guidance (copy attached) was not as complete as I made out last week.

Deliberative Process / Ex. 5

Thanks.

R

RICHARD L. ALBORES
Associate Deputy General Counsel * Office of General Counsel * U.S. EPA * 1200 Pennsylvania Avenue, NW * MC2310A * Washington, DC 20460 * email: albores.richard@epa.gov * phone: 202.564.7102 * mobile: 202.809.8029

From: Albores, Richard
Sent: Wednesday, April 18, 2018 12:41 PM
To: Packard, Elise <Packard.Elise@epa.gov>
Cc: Burke, Marcella <burke.marcella@epa.gov>; Koslow, Karin <Koslow.Karin@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>
Subject: ACTION: Obj 3.2 FY 2018 Risk Assessments.xlsm, Enterprise Risk Strategic Review Memo and Internal Controls Guidance_FINAL_3-13-2018 (002).pdf, Obj 2.2 FY 2018 Risk Assessments.xlsm

Hi Elise:

I have been able to finally absorb, and understand, the March 13, 2018 Guidance from OCFO (attached) entitled "Enterprise Risk Strategic review Memo and Internal Controls Guidance." As you recall, I was having trouble understanding the various roles that OGC plays in the Strategic Plan for FY18-22, the strategic review process, the monthly business reviews, and the management integrity process, as well as what staffing is needed for the deliverables identified in the Guidance.

Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Let me know if you have any questions.

Thanks,

Rich

Attachments:

Obj 3.2 FY 2018 Risk Assessments.xlsm

Enterprise Risk Strategic Review Memo and Internal Controls Guidance_FINAL_3-13-2018 (002).pdf

Obj 2.2 FY 2018 Risk Assessments.xlsm

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

R

~~~~~~

RICHARD L. ALBORES
Associate Deputy General Counsel * Office of General Counsel * U.S. EPA * 1200 Pennsylvania Avenue, NW * MC2310A * Washington, DC 20460 * email: albores.richard@epa.gov * phone: 202.564.7102 * mobile: 202.809.8029
~~~~~~

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 7/19/2017 12:37:21 AM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Byrd, Jonda [byrd.jonda@epa.gov]
Subject: RE: FOIA program slide deck outline

Larry,

This briefing outline looks great to me & I just sent it on to Steve.

Thank you!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Gottesman, Larry
Sent: Tuesday, July 18, 2017 5:48 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Subject: FOIA program slide deck outline

FOIA Office Program Overview

FOIA "definition"

Overview of the FOIA National FOIA program

- Program responsibilities
  - Operations
  - Management
  - Policy and procedures
  - Oversight
  - FOIAonline
  - Training
  - Reporting
  - FOIA hotline

- Support to agency and FOIA requesters
- Public Liaison
- Roles and responsibilities
  - Chief FOIA Officer
  - Agency FOIA Officer
  - OGC
  - FEAT
- FOIA by the numbers
  - Requests
  - Fee waivers
  - Expedited processing requests
  - Inquiries
- Challenges and approaches/opportunities
- Staffing (Current and proposed)
- Questions

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Packard, Elise [Packard.Elise@epa.gov]
Sent: 11/20/2017 10:49:16 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: OAR FINAL FOIA Awareness Review: Third Production Set for FOIA EPA-HQ-2017-008391
Attachments: Simplified Search Terms FOIA 003545.docx

Hi Larry,

Just checking in on what kind of guidance NPM FOIA folks have on doing the backlog. Because we keep getting e-mails from Jonathan Lubetsky on 2017 FOIAs? Don't want to call him until I'm sure about any guidance you've given.

Thanks,

Elise

Elise B. Packard
Acting Principal Deputy General Counsel
U.S. EPA Office of General Counsel, Rm. 4020
(202) 564-7729

From: Mills, Derek
Sent: Monday, November 20, 2017 5:46 PM
To: Packard, Elise <Packard.Elise@epa.gov>
Subject: FW: OAR FINAL FOIA Awareness Review: Third Production Set for FOIA EPA-HQ-2017-008391

Elise, I am forwarding this to you per your request today. Please let me know if I can provide anything else. Thanks!

Derek Mills
Special Assistant, Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-3341

From: Lubetsky, Jonathan
Sent: Monday, November 20, 2017 11:52 AM
To: Valentine, Julia <Valentine.Julia@epa.gov>; Millett, John <Millett.John@epa.gov>; DeLuca, Isabel <DeLuca.Isabel@epa.gov>; Aarons, Kyle <Aarons.Kyle@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Mills, Derek <Mills.Derek@epa.gov>; DeMocker, Jim <DeMocker.Jim@epa.gov>; Srinivasan, Gautam <Srinivasan.Gautam@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Williams, Melina <Williams.Melina@epa.gov>; Eagles, Tom <Eagles.Tom@epa.gov>
Subject: RE: OAR FINAL FOIA Awareness Review: Third Production Set for FOIA EPA-HQ-2017-008391

All,
I am circulating for OAR final awareness review, responsive documents to a FOIA request from EDF, FOIA EPA-HQ-2017-003545. This is the first production set of email records for this request. The FOIA is in regards to the GHG endangerment finding and authority, Social Cost of Carbon and Methane, and OAR staffing levels. Please see the attached document

for more details. Most of the documents in this set are responsive to the endangerment portion of the request.

Offices who have reviewed: OAR, OGC ARLO (Melina Williams)

Please review this PDF (click link) by COB on Friday, November 24. We plan to release the documents on Monday, November 27.

Note: No documents were found to be responsive to Part 6 of the request (see attachment).

Please let me know if you have any questions.
Thank you,
Jonathan Lubetsky

Get the SharePoint mobile app!

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 7/19/2017 12:36:28 AM
To: Fine, Steven [fine.steven@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]
Subject: FW: FOIA program slide deck outline

Steve:

See Larry's email below for a draft outline for a potential FOIA briefing for Ryan Jackson.

We'll begin developing this briefing . . . Please let us know if you there are any other areas you'd like to cover.

Thank you!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Gottesman, Larry
Sent: Tuesday, July 18, 2017 5:48 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Subject: FOIA program slide deck outline

FOIA Office Program Overview

FOIA "definition"

Overview of the National FOIA Program

- Program responsibilities
  - Operations
  - Management
  - Policy and procedures
  - Oversight
  - FOIAonline
  - Training
  - Reporting
  - FOIA hotline

- Support to agency and FOIA requesters
- Public Liaison
- Roles and responsibilities
  - Chief FOIA Officer
  - Agency FOIA Officer
  - OGC
  - FEAT
- FOIA by the numbers
  - Requests
  - Fee waivers
  - Expedited processing requests
  - Inquiries
- Challenges and approaches/opportunities
- Staffing (Current and proposed)
- Questions

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 7/10/2017 1:22:51 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Draft FY 2018 FOIA Training Slides
Attachments: FOIA training slides 2018 v3.pptx

Larry,

Here are the edits based on Steve's comments. I changed slide 4 in response to the first bullet.

Please let me know if you need anything else.

Wendy

From: Gottesman, Larry
Sent: Friday, July 07, 2017 2:34 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: FW: Draft FY 2018 FOIA Training Slides

Can you handle?

From: Fine, Steven
Sent: Friday, July 07, 2017 2:33 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Virgille, Joanne <Virgille.Joanne@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: RE: Draft FY 2018 FOIA Training Slides

Thank you. Much of this looks good. A few comments:

Deliberative Process / Ex. 5

Steve

From: Moser, Rebecca
Sent: Monday, July 3, 2017 6:10 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Virgille, Joanne <Virgille.Joanne@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: Draft FY 2018 FOIA Training Slides

Steve:

Attached for your review are the draft FY 2018 FOIA Training slides. The FOIA team has worked closely with OARM/OHR in developing this training, and Larry has incorporated OGC's input. He also consulted with Joanne Virgille (OCAPPM), who advised him to work with OHR on this type of training. The FOIA team hopes to be able to make this training available before the FOIA National Training Conference in September 2017, provided we submit the final version to OHR soon.

Please let us know if you have any questions or suggested revisions on the content of this training. Thank you.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 6/30/2017 8:54:49 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: 6-26-17 FOIA Overview WS edits.pptx
Attachments: 6-26-17 FOIA Overview WS edits.pptx

Larry,

There are a few items that I didn't understand, but the slides are ready for your edits.

Thanks, Wendy

Message

From: Byrd, Jonda [byrd.jonda@epa.gov]
Sent: 7/27/2017 8:31:53 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FOIA Presentations
Attachments: Suggestions for FOIA slides .pptx

Just suggestions (not the slides themselves) on FOIA operations and tasks to include.

Jonda Byrd,
Director, FOIA, Libraries & Accessibility Division
US EPA, Office Environmental Information
513-569-7183
513-487-2547 (fax)
202-236-1992 (cell)

Message

From: Minoli, Kevin [Minoli.Kevin@epa.gov]
Sent: 4/13/2018 10:06:07 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Packard, Elise [Packard.Elise@epa.gov]
Subject: RE: Times Reporter re: foia

I think we should Attorney Client / Deliberative Ex. 5

Attorney Client / Deliberative Ex. 5

Kevin S. Minoli
Principal Deputy General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8064

From: Bigioni, Neil
Sent: Friday, April 13, 2018 5:36 PM
To: Blake, Wendy <Blake.Wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>
Subject: Fwd: Times Reporter re: foia

If we are going to take on Nancy's suggestion, which seems sensible, we need to direct the regions to a point of contact. Seeking your insights.

Sent from my iPhone

Begin forwarded message:

> **From:** "Grantham, Nancy" <Grantham.Nancy@epa.gov>
> **Date:** April 13, 2018 at 5:13:02 PM EDT
> **To:** "Fine, Steven" <fine.steven@epa.gov>, "White, Elizabeth" <white.elizabeth@epa.gov>, "Bigioni, Neil" <bigioni.neil@epa.gov>, "Wilcox, Jahan" <wilcox.jahan@epa.gov>
> **Cc:** "Grantham, Nancy" <Grantham.Nancy@epa.gov>
> **Subject: FW: Times Reporter re: foia**
>
> FYI .. the NYT reporter that contacted steve fine re: foia and email accounts also contacted region 8 – see below. We may want to alert regions on Monday in case they are going region to region.
>
> Thanks ng
>
> **Nancy Grantham**
> **Office of Public Affairs**
> **US Environmental Protection Agency**
> **202-564-6879 (desk)**
> **202-253-7056 (mobile)**

From: Mutter, Andrew
Sent: Friday, April 13, 2018 4:42 PM
To: regionalpress <regionalpress@epa.gov>
Subject: FW: Times Reporter

FYSA

Best regards,

Andrew

Andrew Mutter

Director, Office of Communication and Public Involvement
U.S. Environmental Protection Agency, Region 8 (Denver, CO)

Office: 303.312.6448
Cell: 720.520.3047

Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Engels, Alan
Sent: Friday, April 13, 2018 2:37 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Newton, Jonathan <Newton.Jonathan@epa.gov>; Sandfoss, Kristina <Sandfoss.Kristina@epa.gov>; Kennedy, Chandra <Kennedy.Chandra@epa.gov>; Malloy, Marilyn <Malloy.Marilyn@epa.gov>; Ingram, Earl <Ingram.Earl@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>; Williams, LaShawn <williams.lashawn@epa.gov>; Levine, Scott <Levine.Scott@epa.gov>; Barnett-Owens, Inga <Barnett-Owens.Inga@epa.gov>; Evanko, Peter <Evanko.Peter@epa.gov>; McLendon, Wanda <McLendon.Wanda@epa.gov>; Brown, Sineta <Brown.Sineta@epa.gov>; Schena, Cristeen <Schena.Cristeen@epa.gov>; Calderon, Wanda <Calderon.Wanda@epa.gov>; Tate, Rita <Tate.Rita@epa.gov>; Hines, Andrea <hines.andrea@epa.gov>; Wheatley, Jessica <wheatley.jessica@epa.gov>; Ho, Nancy <Ho.Nancy@epa.gov>; Stevens, Edie <Stevens.Edie@epa.gov>; Johnson, Ivry <Johnson.Ivry@epa.gov>; Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Person, Linda <Person.Linda@epa.gov>; Lewis, Monica <lewis.monica@epa.gov>; Lewis, Judith <Lewis.Judith@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>
Cc: Joffe, Brian <Joffe.Brian@epa.gov>; Boydston, Michael <Boydston.Michael@epa.gov>; Mutter, Andrew <mutter.andrew@epa.gov>; Duran, Matt <duran.matt@epa.gov>; Kortuem, Patrice <Kortuem.Patrice@epa.gov>
Subject: Times Reporter

A Times reporter called my office this afternoon asking generic questions about the agency's FOIA process to collect emails and review them. I asked them if there was a specific FOIA request that was involved. It became clear that the request was one involving the Administrator's Office.

At that point, I advised them that they should contact the AO's Office or if the FOIA was appealed to contact the attorney involved in responding to the appeal. They did not provide the specific FOIA request tracking number, so I cannot speak to what request was involved relating to the questions she asked. She was interested in determining whether it is possible that anyone reviewing the potentially

responsive records could miss email conversations if they were not aware of an email address that should have been collected from. I again pointed them to the AO's office, OGC or any attorney, or public affairs officer with the agency that was already communicating with them regarding the specific FOIA they were asking questions about.

When asked if I was aware of any additional official email accounts that the Administrator had, I once again referred them to the AOs Office, OCG or any attorney or public affairs officer. I indicated that these people would be knowledgeable about these matters and that I could not speculate or answer questions relating to requests specific to a request that my office did not process because I would not have all of the facts to provide them with a clear answer.

I was asked if it was possible that anyone reviewing the potentially responsive documents could have missed a responsive document. I indicated that within the FOIA process we must conduct a reasonable search, so that is always something that is possible, but could not speak to a specific request that was not processed by our office and once again referred them to the appropriate offices.

I wanted to provide some detail and context, so that you are all aware that we received the call and asked some broad process questions, but when asking about which request was involved, so that I could provide additional guidance it was clear that it referred to a HQ AO FOIA. Asking them to be more specific about their questions allowed me to deflect the answers to the appropriate offices.

In the end, I also indicated to them that they always had the option to communicate with the agency FOIA liaison officer, as indicated on the agency's final response letter.

I hope providing this information will make other offices aware of the potential of these calls.

Alan Engels
Regional FOIA Officer
US EPA, Region 8
1595 Wynkoop Street
Attn: 8TMS-IMP-CMU (FOIA)
Denver, Colorado 80202

Message

From: Kercheval, Stephanie [Kercheval.Stephanie@epa.gov]
Sent: 11/8/2017 6:14:12 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: question regarding who signs no records FOIA responses

Importance: High

Hello Larry,

Are 'No Records' responses considered an adverse determination requiring office director level signature?

This question was raised by R10 management on whether directors should also assign 'No Records' response letters as they are considered 'adverse' determination according to 40 C.F.R. 2.104. However, it appears the FOIA Procedures, Step 14 and Delegation 1-30 omits 'No Records' as an adverse determination.

It would be interesting to know who signs no records responses in other regions. Can we discuss this during tomorrow's FOIA Officers conference call?

Stephanie Kercheval, R10 FOIA Officer
U.S. Environmental Protection Agency
Information Services Unit, FOIA Team
1200 Sixth Avenue, Suite 900 – OMP 132-2
Seattle, Washington 98101
(206) 553-8665
kercheval.stephanie@epa.gov

From: Tyree, James
Sent: Wednesday, November 08, 2017 8:55 AM
To: Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Haas, Susan <Haas.Susan@epa.gov>
Subject: FW: question regarding who signs no records FOIA responses

Stephanie, Susan,

Jennifer sent me the feedback/counsel from OGC in her email below. The only concern I can see is that our current practice has a "no records" response delegated below the Office/Division Director. Do you concur?

If we change our practice, this will mean more Office Director signatures on many of the simple requests where we do not have any responsive records. Probably an impact mostly on OCE from my understanding of the FOIA workload.

Also, will you please follow up with Larry Gottesman to get his opinion on this as well.

Thanks.

James T. Tyree
Information Resource Manager
Information Services Unit, Office of Management Programs
US EPA Region 10
Phone: 206-553-1777
Mobile: 206-245-8602

From: MacDonald, Jennifer
Sent: Wednesday, November 08, 2017 8:19 AM
To: Tyree, James <Tyree.James@epa.gov>
Cc: Matthews, Julie <Matthews.Juliane@epa.gov>
Subject: question regarding who signs no records FOIA responses

Hello,

I spoke with our regional OGC contact, Lynn Kelly. Attorney Client / Ex. 5

Attorney Client / Ex. 5

I hope that helps. I'm happy to discuss. Thank you.
-Jennifer

40 C.F.R. 2.104

(g) Adverse determinations of requests. Once the Agency makes an adverse determination of a request, the requestor will be notified of that determination in writing. An adverse determination consists of a determination to withhold any requested record in whole or in part; a determination that a requested record does not exist or cannot be located; a determination that what has been requested is not a record subject to the FOIA; a determination on any disputed fee matter, including a denial of a request for a fee waiver; or a denial of a request for expedited treatment.
(h) Initial denials of requests. The Deputy Administrator, Assistant Administrators, Regional Administrators, the General Counsel, the Inspector General, Associate Administrators, and heads of headquarters staff offices are delegated the authority to issue initial determinations. However, the authority to issue initial denials of requests for existing, located records (other than initial denials based solely on §2.204(d)(1)) may be redelegated only to persons occupying positions not lower than division director or equivalent. Each letter will include:
(1) The name and title or position of the person responsible for the denial;
(2) A brief statement of the reason(s) for the denial, including an identification of records being withheld (individual, or if a large number of similar records are being denied, by described category), and any FOIA exemption applied by the office in denying the request;
(3) An estimate of the volume of records or information withheld, in number of pages or in some other reasonable form of estimation. This estimate does not need to be provided if the volume is otherwise indicated through annotated

deletions on records disclosed in part, or if providing an estimate would harm an interest protected by an applicable exemption; and
(4) A statement that the denial may be appealed under, and a description of the requirements of, paragraph (j) of this section.
(i) Denial of fee waiver. The letter denying a request for a fee waiver or expedited treatment will be signed by the head of the Headquarters FOI Staff or Regional FOI Officers.
(j) Appeals of adverse determinations. If you are dissatisfied with any adverse determination of your request by an office, you may appeal that determination to the Headquarters Freedom of Information Staff, Records, Privacy and FOIA Branch, Office of Information Collection, Office of Environmental Information, Environmental Protection Agency, 1200 Pennsylvania Avenue (2822T), NW., Washington, DC 20460; e-mail: hq.foia@epa.gov. The appeal must be made in writing, and it must be submitted to the Headquarters FOI Staff no later than 30 calendar days from the date of the letter denying the request. The Agency will not consider appeals received after the 30-day limit. The appeal letter may include as much or as little related information as you wish, as long as it clearly identifies the determination being appealed (including the assigned FOIA request number, if known). For quickest possible handling, the appeal letter and its envelope should be marked "Freedom of Information Act Appeal." Unless the Administrator directs otherwise, the General Counsel or his/her designee will act on behalf of the Administrator on all appeals under this section, except that:

Jennifer G. MacDonald, Senior Info. Law Attorney
U.S. Environmental Protection Agency, Region 10
1200 Sixth Avenue, Suite 900
Seattle, Washington 98101
206-553-8311
MacDonald.Jennifer@epa.gov

Message

From: Grogard, Megan [Grogard.Megan@epa.gov]
Sent: 8/7/2017 12:58:04 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: National FOIA Program Overview for AO.pptx
Attachments: National FOIA Program Overview for AO.pptx

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 4/5/2017 4:30:32 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FOIA Regulations 040517 Redline.docx
Attachments: FOIA Regulations 040517 Redline.docx

Rebecca,

Larry asked me to forward the most recent version of the draft FOIA Regulations to you. If you have any comments, please let us know by Wednesday, April 12.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Balsamo, Deborah [Balsamo.Deborah@epa.gov]
Sent: 10/19/2017 5:32:56 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Byrd, Jonda [byrd.jonda@epa.gov]
Subject: RE: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

Importance: High

Larry…

If you look carefully at the incoming request at the very bottom, you'll see a link to the SharePoint site where you need to complete the form "Procedure for Responding to FOIA Requests." That's what is needed ASAP. Please let me know when this will be completed.

Thanks!
debbie

From: Gottesman, Larry
Sent: Thursday, October 19, 2017 1:23 PM
To: Balsamo, Deborah <Balsamo.Deborah@epa.gov>
Subject: Re: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

Please see below for our update.

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

On Oct 19, 2017, at 1:20 PM, Schumacher, Wendy <schumacher.wendy@epa.gov> wrote:

> Freedom of Information Act (FOIA) Policy – draft in the updated template provided to Direction, FOIA, Libraries and Accessibility Divison on May 3, 2017. Current Policy due for review by Sept. 30, 2017.
>
> Procedure for Responding to FOIA Requests – update dependent upon new FOIA Regulations or LEAN event scheduled for CY 2018
>
> ---
>
> **From:** Gottesman, Larry
> **Sent:** Thursday, October 19, 2017 1:09 PM
> **To:** Schumacher, Wendy <schumacher.wendy@epa.gov>
> **Subject:** Fwd: IDWG Action Items: FY 2018 is here - provide by October 19, 2017
>
> Can you draft something I can review. Don't forget policy and status.
>
> Larry F. Gottesman
> Agency FOIA Officer
> U.S. Environmental Protection Agency
> Sent from my iPhone
>
> Begin forwarded message:

From: "Balsamo, Deborah" <Balsamo.Deborah@epa.gov>
Date: October 19, 2017 at 1:00:07 PM EDT
To: "Gottesman, Larry" <Gottesman.Larry@epa.gov>
Cc: "Byrd, Jonda" <byrd.jonda@epa.gov>
Subject: FW: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

Larry…

Do you have an update on this? Pam just phoned and said she is still waiting for this. She needs it asap so Rebecca can review. Please advise.

Thanks!
Debbie

****
Deborah K. Balsamo, MSLS
National Program Manager
EPA National Library Network
Phone: 919-541-9412
balsamo.deborah@epa.gov

From: Byrd, Jonda
Sent: Tuesday, October 17, 2017 2:22 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Balsamo, Deborah <Balsamo.Deborah@epa.gov>
Subject: FW: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

Reminder due today.

Jonda Byrd,
Director, FOIA, Libraries & Accessibility Division
US EPA, Office Environmental Information
513-569-7183
513-487-2547 (fax)
202-236-1992 (cell)

From: Byrd, Jonda
Sent: Thursday, October 12, 2017 4:53 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

IDWG stands for Information Directives Work Group. This workgroup has developed a policy agenda for OEI that requires approval from the CIO SAC. The FOIA procedure is on the list for consideration. There is a form in SharePoint that you have to submit if you intend to update the FOIA procedure in 2018 that creates a workflow for approvals. If you need help with this Sarah Sorathia know how to do it.

You will also need to let them know when you will begin drafting the procedure and a list of any other procedures or policy now called directives that you want considered to be approved by the CIO SAC for this year's policy and procedure agenda.

Jonda Byrd,
Director, FOIA, Libraries & Accessibility Division
US EPA, Office Environmental Information
513-569-7183
513-487-2547 (fax)
202-236-1992 (cell)

From: Schumacher, Wendy
Sent: Thursday, October 12, 2017 2:58 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

Jonda,

Asked Larry and we're not sure what this document is. Do you have additional information?

Thanks, Wendy

From: Byrd, Jonda
Sent: Wednesday, October 11, 2017 2:34 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: FW: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

Please see below - The Procedure for Responding to FOIA Requests is on the list. We need to respond by the 17th so I can approve the directive initiation form in SharePoint before I go on leave on 10/18.

Jonda Byrd,
Director, FOIA, Libraries & Accessibility Division
US EPA, Office Environmental Information
513-569-7183
513-487-2547 (fax)
202-236-1992 (cell)

From: Shenefiel, Pam
Sent: Wednesday, October 11, 2017 2:22 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>; Holloman, Vincia <Holloman.Vincia@epa.gov>; Johnston, Robert <Johnston.Robert@epa.gov>
Subject: FW: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

Reminder

From: OEI Information_Directives
Sent: Wednesday, October 11, 2017 2:20 PM
To: OEI Information_Directives <OEI_Information_Directives@epa.gov>; Aguilar, Marlyn <Aguilar.Marlyn@epa.gov>; Banks, Dawn <Banks.Dawn@epa.gov>; Campbell, Melissa <Campbell.Melissa@epa.gov>; Donahue, Phyllis <Donahue.phyllis@epa.gov>; Harman, John <Harman.John@EPA.GOV>; Holderman, Todd <Holderman.Todd@epa.gov>; Jones, Beth <Jones.Beth@epa.gov>; Kaufman, Michael <Kaufman.Michael@epa.gov>; Kumarraj, Sabina <Kumarraj.Sabina@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Sabbagh, Bill <sabbagh.bill@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; White, Tracy <White.Tracy@epa.gov>
Subject: RE: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

Good Afternoon IDWG Members,

This is a friendly reminder that we need the below information no later than **October 19, 2017**. This is a hard deadline for us because the information from the DIFs will be compiled and submitted to the CIO SAC. Thank you! (The original email is also below for your reference).

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   - Information Security Policy
   - Information Security Program Management Procedures
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3) **A list of any other directives that should be considered if time and resources permit in FY 2018**

Respectfully,
Andrea B. Smith

OEI Information Directives
Policy Planning & Evaluation Division (PPED)
Office of Customer Advocacy, Policy & Portfolio Management (OCAPPM)
Office of Environmental Information
U.S. Environmental Protection Agency
Email: oei_information_directives@epa.gov

From: OEI Information_Directives
Sent: Thursday, October 05, 2017 6:40 AM
To: Aguilar, Marlyn <Aguilar.Marlyn@epa.gov>; Banks, Dawn <Banks.Dawn@epa.gov>; Campbell, Melissa <Campbell.Melissa@epa.gov>; Donahue, Phyllis <Donahue.phyllis@epa.gov>; Harman, John <Harman.John@EPA.GOV>; Holderman, Todd <Holderman.Todd@epa.gov>; Jones, Beth <Jones.Beth@epa.gov>; Kaufman, Michael <Kaufman.Michael@epa.gov>; Kumarraj, Sabina <Kumarraj.Sabina@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Sabbagh, Bill <sabbagh.bill@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Smith, Andrea B. <Smith.Andrea@epa.gov>; White, Tracy <White.Tracy@epa.gov>
Subject: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

Good Morning IDWG Members,

As we begin our work for FY 2018, we want to again thank you for your dedication to the team. Without your help and insight, we would not have been able to accomplish so many things in FY 2017.

To start this fiscal year, we formulated a plan of attack that allows us to not only begin directives on the proposed Policy Agenda, but gives us the opportunity to begin other directives that must be done this year. As our first step, we are asking that you provide the following to the OEI Information Directives Mailbox (oei_information_directives@epa.gov) by **October 19, 2017** :

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   - Procedure for Controlled Unclassified Information (CUI)
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3) **A list of any other directives that should be considered if time and resources permit in FY 2018**

If you have any questions, please let us know. We look forward to receiving your responses by **October 19, 2017**. Thanks again.

Respectfully,
Andrea B. Smith

OEI Information Directives
Policy Planning & Evaluation Division (PPED)

Office of Customer Advocacy, Policy & Portfolio Management (OCAPPM)
Office of Environmental Information
U.S. Environmental Protection Agency
Email: oei_information_directives@epa.gov

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 7/10/2017 11:56:04 AM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: FOIA Regulations 070617 OEI review (003).docx
Attachments: FOIA Regulations 070617 OEI review.docx

Larry,

Here is the version with Rebecca's edits. What's next!

Wendy

From: Moser, Rebecca
Sent: Friday, July 07, 2017 7:52 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Byrd, Jonda <byrd.jonda@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>
Subject: RE: FOIA Regulations 070617 OEI review (003).docx

Larry,

Thanks so much. It's looking great and I just have a few minor edits. Here they are:

Deliberative Process / Ex. 5

That's it! Please outline the next steps & suggested schedule, including briefing Steve & Harvey and getting OCAPPM's sign-off if necessary. Pam or Courtney may have pointers or guidance on moving a proposed rule through the finalization/signature process.

Thanks again!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)

Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Gottesman, Larry
Sent: Friday, July 07, 2017 3:22 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Byrd, Jonda <byrd.jonda@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: FOIA Regulations 070617 OEI review (003).docx

I thinks we are ready for your "final" review, OGC's comments have been incorporated.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Saltman, Tamara [Saltman.Tamara@epa.gov]
Sent: 2/2/2018 3:27:18 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Dolph, Becky [Dolph.Becky@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Monson, Mahri [Monson.Mahri@epa.gov]
Subject: For review: Agency FOIA priority project A3 for January 2018
Attachments: Agency FOIA January 2018 A3.pptx

hi all,

Henry requires these of all priority projects on the 3rd Friday of the month and a week before any event. The FOIA team has not submitted one since December 15th. As I understand it, the previous coach, Mike Appleby, worked on this with the team. Not having that time or opportunity, I took a stab at updating it to reflect the new process owner and executive sponsor, and the to do list of tasks. I also updated it with some nuggets of info that Greg Sieber asked for when Larry and I talked to him earlier this week, that came from Larry and the AO+4 centralization team work collecting baseline data.

Please take a look, especially at the scope, and make revisions as you see fit. Kevin Minoli should take a look along the way too. Then we should send it to Greg, and then to Henry by the middle of next week.

Note that the "team" in the top right corner is not the event team but the project planning team. I did not change any team members (just the leadership to capture the switch to OGC).

Tamara

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 10/10/2017 7:59:02 PM
To: Fine, Steven [fine.steven@epa.gov]
CC: Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: draft

Steve,

Thank you for the opportunity to review. Please edit the sentence about the call on Thursday to read something like:

Deliberative Process / Ex. 5

Sincerely, Wendy

From: Fine, Steven
Sent: Tuesday, October 10, 2017 3:48 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: draft

Wendy and Rebecca,

Please let me know if you have any comments. Thanks.

Steve

Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 11/8/2017 5:29:51 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Backlog closed by 10-31-17 one tab.xlsx
Attachments: Backlog closed by 10-31-17 one tab.xlsx

Larry,

All tabs copied into a single spreadsheet. Closed by 10/31/17 noted.

Wendy

Message

From: Balsamo, Deborah [Balsamo.Deborah@epa.gov]
Sent: 10/19/2017 5:26:40 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

Thank you. I'll pass it along.
debbie

From: Gottesman, Larry
Sent: Thursday, October 19, 2017 1:23 PM
To: Balsamo, Deborah <Balsamo.Deborah@epa.gov>
Subject: Re: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

Please see below for our update.

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

On Oct 19, 2017, at 1:20 PM, Schumacher, Wendy <schumacher.wendy@epa.gov> wrote:

> Freedom of Information Act (FOIA) Policy – draft in the updated template provided to Direction, FOIA, Libraries and Accessibility Divison on May 3, 2017. Current Policy due for review by Sept. 30, 2017.
>
> Procedure for Responding to FOIA Requests – update dependent upon new FOIA Regulations or LEAN event scheduled for CY 2018
>
> ---
>
> **From:** Gottesman, Larry
> **Sent:** Thursday, October 19, 2017 1:09 PM
> **To:** Schumacher, Wendy <schumacher.wendy@epa.gov>
> **Subject:** Fwd: IDWG Action Items: FY 2018 is here - provide by October 19, 2017
>
> Can you draft something I can review. Don't forget policy and status.
>
> Larry F. Gottesman
> Agency FOIA Officer
> U.S. Environmental Protection Agency
> Sent from my iPhone
>
> Begin forwarded message:
>
> > **From:** "Balsamo, Deborah" <Balsamo.Deborah@epa.gov>
> > **Date:** October 19, 2017 at 1:00:07 PM EDT
> > **To:** "Gottesman, Larry" <Gottesman.Larry@epa.gov>
> > **Cc:** "Byrd, Jonda" <byrd.jonda@epa.gov>
> > **Subject: FW: IDWG Action Items: FY 2018 is here - provide by October 19, 2017**
> >
> > Larry…

Do you have an update on this? Pam just phoned and said she is still waiting for this. She needs it asap so Rebecca can review. Please advise.

Thanks!
Debbie

****

Deborah K. Balsamo, MSLS
National Program Manager
EPA National Library Network
Phone: 919-541-9412
balsamo.deborah@epa.gov

From: Byrd, Jonda
Sent: Tuesday, October 17, 2017 2:22 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Balsamo, Deborah <Balsamo.Deborah@epa.gov>
Subject: FW: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

Reminder due today.

Jonda Byrd,
Director, FOIA, Libraries & Accessibility Division
US EPA, Office Environmental Information
513-569-7183
513-487-2547 (fax)
202-236-1992 (cell)

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Subject: RE: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

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US EPA, Office Environmental Information
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513-487-2547 (fax)

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Jonda,

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US EPA, Office Environmental Information
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513-487-2547 (fax)
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Sent: Wednesday, October 11, 2017 2:22 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>; Holloman, Vincia <Holloman.Vincia@epa.gov>; Johnston, Robert <Johnston.Robert@epa.gov>
Subject: FW: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

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Sent: Wednesday, October 11, 2017 2:20 PM
To: OEI Information_Directives <OEI_Information_Directives@epa.gov>; Aguilar, Marlyn <Aguilar.Marlyn@epa.gov>; Banks, Dawn <Banks.Dawn@epa.gov>; Campbell, Melissa <Campbell.Melissa@epa.gov>; Donahue, Phyllis <Donahue.phyllis@epa.gov>; Harman, John <Harman.John@EPA.GOV>; Holderman, Todd <Holderman.Todd@epa.gov>; Jones, Beth <Jones.Beth@epa.gov>; Kaufman, Michael <Kaufman.Michael@epa.gov>; Kumarraj, Sabina <Kumarraj.Sabina@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Sabbagh, Bill <sabbagh.bill@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>;

White, Tracy <White.Tracy@epa.gov>
Subject: RE: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

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OEI Information Directives
Policy Planning & Evaluation Division (PPED)
Office of Customer Advocacy, Policy & Portfolio Management (OCAPPM)
Office of Environmental Information
U.S. Environmental Protection Agency
Email: oei_information_directives@epa.gov

From: OEI Information_Directives
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To: Aguilar, Marlyn <Aguilar.Marlyn@epa.gov>; Banks, Dawn <Banks.Dawn@epa.gov>; Campbell, Melissa <Campbell.Melissa@epa.gov>; Donahue, Phyllis <Donahue.phyllis@epa.gov>; Harman, John <Harman.John@EPA.GOV>; Holderman, Todd <Holderman.Todd@epa.gov>; Jones, Beth <Jones.Beth@epa.gov>; Kaufman, Michael <Kaufman.Michael@epa.gov>; Kumarraj, Sabina <Kumarraj.Sabina@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Sabbagh, Bill <sabbagh.bill@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Smith, Andrea B. <Smith.Andrea@epa.gov>;

White, Tracy <White.Tracy@epa.gov>
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OEI Information Directives
Policy Planning & Evaluation Division (PPED)
Office of Customer Advocacy, Policy & Portfolio Management (OCAPPM)
Office of Environmental Information
U.S. Environmental Protection Agency
Email: oei_information_directives@epa.gov

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 7/7/2017 11:51:51 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Byrd, Jonda [byrd.jonda@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Jones, Monica [Jones.Monica@epa.gov]
Subject: RE: FOIA Regulations 070617 OEI review (003).docx
Attachments: FOIA Regulations 07-07-2017 OEI review - v2.docx

Larry,

Thanks so much. It's looking great and I just have a few minor edits. Here they are:

Deliberative Process / Ex. 5

That's it! Please outline the next steps & suggested schedule, including briefing Steve & Harvey and getting OCAPPM's sign-off if necessary. Pam or Courtney may have pointers or guidance on moving a proposed rule through the finalization/signature process.

Thanks again!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

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To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Byrd, Jonda <byrd.jonda@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: FOIA Regulations 070617 OEI review (003).docx

I thinks we are ready for your "final" review, OGC's comments have been incorporated.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 3/28/2017 11:47:36 AM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: FOIA Web Page Changes

Larry,

Debbie Balsamo sent another email about the changes. Here are my suggestions.

Please let me know if you would like to discuss.

Thanks, Wendy

From: Schumacher, Wendy
Sent: Tuesday, February 14, 2017 3:43 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: FOIA Web Page Changes

Larry,

My suggestions.

Deliberative Process / Ex. 5

Please let me know if you would like to discuss further.

Wendy

From: Balsamo, Deborah
Sent: Tuesday, February 07, 2017 2:36 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>
Subject: FOIA Web Page Changes

Hi, Wendy…

Our librarians have identified a couple of FOIA Web pages that reference EPA's "physical libraries." Some of the information is misleading, and some is incorrect. Below we have pointed to the pages in questions and provided some suggestions for revision. If you'd like to chat about this, just let me know. I'm happy to help any way I can.

debbie

1.) On https://www.epa.gov/foia/foia-request-process. (Under the section "Access to Certain Records Without a FOIA Request") This should be reworded because our libraries do not hold records of any kind.

This is a suggested rewrite:

Deliberative Process / Ex. 5

2. On https://www.epa.gov/foia/national-online-foia-library and https://www.epa.gov/foia/foia-online-libraries.

Deliberative Process / Ex. 5

3. On https://www.epa.gov/foia/foia-online-libraries

Deliberative Process / Ex. 5

****

Deborah K. Balsamo, MSLS
National Program Manager
EPA National Library Network
Phone: 919-541-9412
balsamo.deborah@epa.gov

Message

From: Edstrom, Cathy [Edstrom.Cathy@epa.gov]
Sent: 5/25/2017 11:43:44 AM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Dew, Judy [Dew.Judy@epa.gov]; Boltik, Sam [Boltik.Sam@epa.gov]; Burns, Carlton [burns.carlton@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Post to FOIA Intranet page

These changes are live.

Cathy Edstrom (contractor - Arctic Slope Mission Services)
Internet Services Librarian - Team Lead
edstrom.cathy@epa.gov 240-274-3974
EPA Headquarters Public Access Service

From: Schumacher, Wendy
Sent: Wednesday, May 24, 2017 2:57 PM
To: Edstrom, Cathy <Edstrom.Cathy@epa.gov>
Cc: Dew, Judy <Dew.Judy@epa.gov>; Boltik, Sam <Boltik.Sam@epa.gov>; Burns, Carlton <burns.carlton@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Post to FOIA Intranet page

Cathy,

We'd like two edits:

1)
2)

Deliberative Process / Ex. 5

If you have any questions please let me know.

Thanks, Wendy

From: Edstrom, Cathy
Sent: Wednesday, May 24, 2017 12:38 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Dew, Judy <Dew.Judy@epa.gov>; Boltik, Sam <Boltik.Sam@epa.gov>; Burns, Carlton <burns.carlton@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Post to FOIA Intranet page

This is live.

Cathy Edstrom (contractor - Arctic Slope Mission Services)
Internet Services Librarian - Team Lead
edstrom.cathy@epa.gov 240-274-3974
EPA Headquarters Public Access Service

From: Schumacher, Wendy
Sent: Wednesday, May 24, 2017 12:05 PM
To: Edstrom, Cathy <Edstrom.Cathy@epa.gov>
Cc: Dew, Judy <Dew.Judy@epa.gov>; Boltik, Sam <Boltik.Sam@epa.gov>; Burns, Carlton <burns.carlton@epa.gov>;

Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Post to FOIA Intranet page

Cathy,

Good catch.

Alphabetical order so after "H"andling CAFO Information.

Thanks, Wendy

From: Edstrom, Cathy
Sent: Wednesday, May 24, 2017 12:03 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Dew, Judy <Dew.Judy@epa.gov>; Boltik, Sam <Boltik.Sam@epa.gov>; Burns, Carlton <burns.carlton@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Post to FOIA Intranet page

Wendy, Do you want the ICR.. heading to go on the top just after Process or somewhere else on the list?

Cathy Edstrom (contractor - Arctic Slope Mission Services)
Internet Services Librarian - Team Lead
edstrom.cathy@epa.gov 240-274-3974
EPA Headquarters Public Access Service

From: Schumacher, Wendy
Sent: Tuesday, May 23, 2017 12:17 PM
To: Edstrom, Cathy <Edstrom.Cathy@epa.gov>
Cc: Dew, Judy <Dew.Judy@epa.gov>; Boltik, Sam <Boltik.Sam@epa.gov>; Burns, Carlton <burns.carlton@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Post to FOIA Intranet page

Cathy,

Welcome back!

Please post the attached documents on: http://intranet.epa.gov/foia/FOIA-Guidance.html

These items should go under the "Process" heading. The title is "ICR for Confidential Business Information"

The pdf should be top tier and the title is "OMB approval"

The Word document is the sub-tier and the title is "Letter Templates"

Please let me know if you have any questions.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513

email: schumacher.wendy@epa.gov

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 8/22/2017 2:26:56 AM
To: Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Shenefiel, Pam [shenefiel.pam@epa.gov]; Jones, Monica [Jones.Monica@epa.gov]
Subject: FW: For Your Review: Revised FOIA Regulations & Summary of Changes
Attachments: FOIA Regulations 071917 OEI final.docx

Jonda, Larry & Wendy:

Please review & respond to Steve's comments in the margins of the attached document and make any edits you feel are needed to respond to his comments. Let me know when you think you'd like to have the meeting to discuss it with him. (I gather that he'll be out of the office for a few days, starting middle of next week.) Thanks!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Moser, Rebecca
Sent: Monday, August 21, 2017 10:21 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>
Subject: RE: For Your Review: Revised FOIA Regulations & Summary of Changes

Steve:

Thank you. Steve. We'll review your comments on the draft revised FOIA Regulations and schedule a time to discuss them with you.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Fine, Steven
Sent: Sunday, August 20, 2017 6:01 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy

<schumacher.wendy@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>
Subject: RE: For Your Review: Revised FOIA Regulations & Summary of Changes

Rebecca,

Thank you. Much of that looks good. I have attached comments. At the appropriate time, please arrange a meeting to discuss issues I have identified for discussion and any questions/concerns on my comments.

Steve

From: Moser, Rebecca
Sent: Friday, July 28, 2017 6:32 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>
Subject: For Your Review: Revised FOIA Regulations & Summary of Changes

Steve:

Attached for your review are the draft revised FOIA regulations, along with a summary the changes from the existing regulations. We have worked closely with OGC and others on developing these revised regulations over a number of months and successfully reached consensus on the key changes we're proposing.

We would be glad to walk through the proposed regulatory revisions, if desired. Once you approve of the draft revised regulations, we'll proceed with preparing a package for your signature, which will then be submitted to OP for review and publishing them in the Federal Register.

Please let us know if you have any questions/comments or if you'd like us to schedule a meeting to discuss them. Thank you!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Moses, John [John.Moses@nrc.gov]
Sent: 1/23/2018 8:54:41 PM
To: Crawford, Tim [Crawford.Tim@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: RE: RE: Achieving Initial Agency Interoperability with the National FOIA Portal

Tim,

I agree with your recommendation to avoid unnecessary layers in the process. Would it help if I participated in the next Partners meeting (or whatever venue this is being deliberated)? I'm happy to do whatever is best for the Program.

Thanks

From: Crawford, Tim [mailto:Crawford.Tim@epa.gov]
Sent: Tuesday, January 23, 2018 3:51 PM
To: Moses, John <John.Moses@nrc.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: [External_Sender] RE: RE: Achieving Initial Agency Interoperability with the National FOIA Portal

I don't want our agencies to accept requests from the portal period. We don't need another layer in the process. That constitutes harm, confusion, and delay—all objectives that they are NOT to create as a result.

Just read their schedule—not so flexible

Tim Crawford, FOIAonline Program Manager
Office of Enterprise Information Programs
Environmental Protection Agency
crawford.tim@epa.gov
(o) 202.566.1574
(c) 202.603.8538

From: Moses, John [mailto:John.Moses@nrc.gov]
Sent: Tuesday, January 23, 2018 3:45 PM
To: Crawford, Tim <Crawford.Tim@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: RE: Achieving Initial Agency Interoperability with the National FOIA Portal

Tim,

Thanks for clarifying that we won't get structured emails and instead FOIA.gov will link to FOIAonline.

I don't have a preference for leaving FOIAonline linked within FOIA.gov or send an API (though I'd rather use the FOIAonline webform and minimize the hand-off from DOJ). What's your recommendation?

I'm happy to participate in the Partners deliberations – just let me know when.

Thanks,

John

From: Crawford, Tim [mailto:Crawford.Tim@epa.gov]
Sent: Tuesday, January 23, 2018 3:36 PM

To: Moses, John <John.Moses@nrc.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: [External_Sender] RE: Achieving Initial Agency Interoperability with the National FOIA Portal

Hi John:
Thanks for sending over—I haven't gotten this, but expect it's in Larry's inbox.
Much true in your note. But briefly, the initial Portal will provide a link to FOIAonline for any FOIAonline Partners—NO FOIAonline partners will receive structured email or requests populated from the Portal. We're working to make this the permanent arrangement for FOIAonline partners, but we're not totally on the same page—yet.

Tim Crawford, FOIAonline Program Manager
Office of Enterprise Information Programs
Environmental Protection Agency
crawford.tim@epa.gov
(o) 202.566.1574
(c) 202.603.8538

From: Moses, John [mailto:John.Moses@nrc.gov]
Sent: Tuesday, January 23, 2018 3:28 PM
To: Crawford, Tim <Crawford.Tim@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: Achieving Initial Agency Interoperability with the National FOIA Portal

Tim and Larry,

In case you hadn't received the attached email and attachments from OMB/DOJ. I sure hope they included both of you in this effort, particularly since FOIAonline supports >40% FOIA requests (it's probably higher now).

It's a real shame that OMB/DOJ didn't listen to you and others over the years when you pointed out that FOIAonline could provide this functionality for less than it took to build it on FOIA.gov. It'd be a good opportunity for some agency or NGO to investigate the waste/fraud/abuse of the FOIA.gov 'portal'.

I assume that FOIAonline will receive an API data feed for all of its participating agencies from the portal so we don't need to receive structured emails.

Please let me know how I can support you and the FOIAonline team.

Happy 2018! First a shut-down and now this. :)

John

From: National.FOIAPortal (OIP) [mailto:National.FOIAPortal@usdoj.gov]
Sent: Tuesday, January 23, 2018 2:07 PM
To: National.FOIAPortal (OIP) <National.FOIAPortal@usdoj.gov>
Cc: Pustay, Melanie A (OIP) <Melanie.A.Pustay@usdoj.gov>; Dustin_S._Brown@omb.eop.gov; 'Mark_Bussow@omb.eop.gov' <Mark_Bussow@omb.eop.gov>; 'Adam_S_Lipton@omb.eop.gov' <Adam_S_Lipton@omb.eop.gov>; Talebian, Bobak (OIP) <Bobak.Talebian@usdoj.gov>
Subject: [External_Sender] Achieving Initial Agency Interoperability with the National FOIA Portal

From: Dustin Brown, Acting Deputy Director for Management, Office of Management and Budget; Melanie Pustay, Director, Office of Information Policy, U.S. Department of Justice

To: Agency Chief FOIA Officers

Subject: Achieving Initial Agency Interoperability with the National FOIA Portal

Transparency and openness are foundational principles underlying the FOIA. The FOIA Improvement Act of 2016 sought to further these principles by enacting into law several meaningful improvements. One of the principal improvements in the 2016 amendments is the requirement to create a central, online request portal that allows a member of the public to submit a request for records under the FOIA to any federal agency from a single website.

DOJ's Office of Information Policy (OIP) serves as the Program Management Office for the National FOIA Portal, and is preparing to "go live" with the Portal in February 2018. The Portal will include customized agency landing pages that contain agency mission statements, FOIA reference guides, FOIA regulations, FOIA contact information, FOIA request forms, and links to FOIA libraries.

OMB and DOJ are finalizing joint guidance for achieving interoperability between the National FOIA Portal and agency's existing FOIA case management solutions. In advance of the Portal's February 2018 release, all agencies are required to take the following steps.

ACTIONS: All agencies must complete the following actions by the deadlines detailed below:

1. **By Friday, January 26th, 2018 – Name a Designee:** Each agency must designate one agency official to maintain and update an account on FOIA.gov for their agency.

    - Decentralized agencies will have one master account that will provide access to individual pages for each of their components. The designated agency contact will be required to maintain and update the information for all their agency components.

    All agencies should email the name and contact information (name, title, and government email address) for that designee to DOJ at National.FOIAPortal@usdoj.gov. DOJ will use the provided information to create an account for the agency designee in FOIA.gov and provide further instruction on how to access and validate the agency's account.

2. **By Friday, January 26th, 2018 – Create a max.gov Account:** The Portal uses max.gov to provide two-factor authentication into FOIA.gov. Designees will be required to create an account on max.gov to access their agency's FOIA.gov account. (Go to https://max.gov/maxportal/home.action - select register now and use PIV or CAC to complete their registration).

3. **By Wednesday, February 7th, 2018 – Review and Update Agency FOIA.gov Account:** Once each designee's account is activated, the designee must complete an initial log-in to FOIA.gov to review their agency's information including agency mission statements, FOIA reference guides, FOIA regulations, FOIA contact information, and links to FOIA libraries. To the extent updates are needed they should be made directly by the designee in their newly created FOIA.gov account. Please see the final pdf attachment, *National FOIA Portal Agency Manager Guide*, for instruction on how to review and update this information through your FOIA.gov account. As to the FOIA request form itself, if an agency needs to make changes to their form, please contact DOJ at National.FOIAPortal@usdoj.gov.

4. **By Wednesday, February 7th, 2018 – Validate and Certify Agency Information:** Each agency designee must certify to DOJ that they have reviewed and validated their FOIA.gov information including their FOIA request form.

Initial Interoperability with the Portal: Initially, agencies will receive FOIA requests from the Portal via a structured email until they develop an API connection (see attached draft memo).

- If an agency has an existing FOIA portal and does not accept requests via email, for the sake of efficiency those agencies will be permitted for a limited time to present a link to their existing portal directly from

FOIA.gov. Please contact DOJ at National.FOIAPortal@usdoj.gov to discuss this accommodation **no later than Wednesday, February 7th, 2018**.

Draft OMB Guidance: Attached for agency review and comment is a draft version of OMB guidance outlining interoperability standards and the policy for achieving full interoperability with the Portal. Agencies may review the draft interoperability policy and provide comments to DOJ or OMB points of contacts no later than **Wednesday, February 7th, 2018.** OMB will issue final guidance on interoperability following review of agency comments received.

Timeline for Next Steps:

Friday, January 26th, 2018	• Agencies' Designees Named • FOIA.gov and Max.gov Accounts Created
Wednesday, February 7th, 2018	• FOIA.gov Accounts Reviewed and Updated and Certified to DOJ • If Necessary, Agency Accommodations discussed with DOJ • Comments provided to DOJ and OMB on Draft Interoperability Policy
Late February, 2018	• National FOIA Portal goes live on FOIA.gov
Mid March, 2018	• OMB Guidance issued (tentative) • Meeting with Portal Line of Business Contributors

Contacts:

- DOJ Office of Information Policy: Bobby Talebian at phone 202-514-3642 or email Bobak.Talebian@usdoj.gov or National.FOIAPortal@usdoj.gov.
- OMB Performance Team: Adam Lipton at phone 202-395-2511 or email alipton@omb.eop.gov or performance@eop.omb.gov.

Message

From: Wilson, Dane [Wilson.Dane@epa.gov]
Sent: 6/28/2017 5:04:48 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: EPA-HQ-2017-008309
Attachments: EPA FOI Request - EPA Enforcement of the Safe Drinking Water Act.docx

Larry,

I was directed your way by Kevin Miller. He said that ILPG could not help me with this, but that you might be able to.

I'm looking for help reaching out to the requester to limit the scope of the request and for an answer to my question concerning a fee waiver.

Any help or direction you can give me would be appreciated.

Thanks,

Dane A. Wilson
Attorney - Advisor
U. S. Environmental Protection Agency
OECA - OCE - Water Enforcement Division
WJC South, Room 4116A
1200 Pennsylvania Avenue, NW
Mail Code: 2243A
Washington, DC 20460
(202) 564-0544
Wilson.Dane@epa.gov

From: Wilson, Dane
Sent: Wednesday, June 28, 2017 10:32 AM
To: Nguyen, Quoc <Nguyen.Quoc@epa.gov>
Subject: EPA-HQ-2017-008309

Good morning, Quoc.

Attorney Client / Ex. 5

Thank you very much for your time. I really appreciate any help you or someone in your office can provide.

Thanks,

Dane A. Wilson
Attorney - Advisor
U. S. Environmental Protection Agency
OECA - OCE - Water Enforcement Division
WJC South, Room 4116A
1200 Pennsylvania Avenue, NW
Mail Code: 2243A
Washington, DC 20460
(202) 564-0544
Wilson.Dane@epa.gov

CONFIDENTIALITY NOTICE – UNCLASSIFIED INFORMATION
This message is intended exclusively for the individual(s) of entity(s) to which it is addressed. This communications may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message.

Please consider the environment before printing this email

Message

From: Blake, Wendy [Blake.Wendy@epa.gov]
Sent: 4/25/2018 9:36:26 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]; Albores, Richard [Albores.Richard@epa.gov]; Koslow, Karin [Koslow.Karin@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Youngblood, Charlotte [Youngblood.Charlotte@epa.gov]
Subject: RE: UPDATE RE: ACTION: Obj 3.2 FY 2018 Risk Assessments.xlsm, Enterprise Risk Strategic Review Memo and Internal Controls Guidance_FINAL_3-13-2018 (002).pdf, Obj 2.2 FY 2018 Risk Assessments.xlsm
Attachments: FY 2018 Summaries of Findings 2.2 (002).wb.docx

Rich,

I made some edits to Neil's document. I took it out of the one drive, not knowing if you had access to the document. I had a few small edits on the changes Neil made re: GLO. I also sent you about 10 minutes ago edits to the chart you circulated.

For what it's worth, I wanted to provide you some background on FOIA litigation:

- We have about **65 pending FOIA cases**. Over 85 percent of these cases are failure to respond cases and require a substantial amount of work negotiating and producing responsive documents, all of which must occur in advance of summary judgment.

How does the current case load compare to prior years?

- The current caseload of about 65 FOIA cases is more than triple the average number of cases received between 2013-2015, which previously was the high water mark for FOIA litigation. Between 2013 and 2015, EPA received, on average, 20 new cases per year.
- We have received over 20 new cases in the first four months of 2018. If this pace continues, we could receive well over 80 FOIA cases this year.

The following provides estimates of FOIA cases filed from 2003 to the present:

2018 – 23 cases (one recent case includes *25 different FOIA requests* and two other recent cases involve four to seven requests)
2017 – 39 cases
2016 – 12 cases
2015 – 24 cases
2014 – 16 cases
2013 – 20 cases
2012 – 7 cases
2011 – 9 cases
2010 – 8 cases
2009 – 8 cases
2008 – 7 cases
2007 – 3 cases
2006 – 6 cases
2005 – 9 cases
2004 – 10 cases
2003 – 7 opened cases

Wendy L. Blake
Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
phone: (202) 564-1821
fax: (202) 564-5433

From: Blake, Wendy
Sent: Monday, April 23, 2018 5:14 PM
To: Bigioni, Neil <bigioni.neil@epa.gov>; Albores, Richard <Albores.Richard@epa.gov>; Koslow, Karin <Koslow.Karin@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>
Subject: RE: UPDATE RE: ACTION: Obj 3.2 FY 2018 Risk Assessments.xlsm, Enterprise Risk Strategic Review Memo and Internal Controls Guidance_FINAL_3-13-2018 (002).pdf, Obj 2.2 FY 2018 Risk Assessments.xlsm

Neil – I can't access the document on the SP site. Sorry. When I click the link, nothing comes up. Could you re-share?

wendy

Wendy L. Blake
Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
phone: (202) 564-1821
fax: (202) 564-5433

From: Bigioni, Neil
Sent: Monday, April 23, 2018 4:45 PM
To: Albores, Richard <Albores.Richard@epa.gov>; Koslow, Karin <Koslow.Karin@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>
Subject: RE: UPDATE RE: ACTION: Obj 3.2 FY 2018 Risk Assessments.xlsm, Enterprise Risk Strategic Review Memo and Internal Controls Guidance_FINAL_3-13-2018 (002).pdf, Obj 2.2 FY 2018 Risk Assessments.xlsm

Rich, et al.,

Here is a redraft of the summary. It incorporates Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Neil

From: Albores, Richard
Sent: Sunday, April 22, 2018 4:07 PM
To: Burke, Marcella <burke.marcella@epa.gov>; Koslow, Karin <Koslow.Karin@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
Cc: Monson, Mahri <Monson.Mahri@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>

Subject: UPDATE RE: ACTION: Obj 3.2 FY 2018 Risk Assessments.xlsm, Enterprise Risk Strategic Review Memo and Internal Controls Guidance_FINAL_3-13-2018 (002).pdf, Obj 2.2 FY 2018 Risk Assessments.xlsm

Hello all:

Unfortunately, my comprehension of the OCFO Guidance (copy attached) was not as complete as I made out last week.

Deliberative Process / Ex. 5

Thanks.

R

~~~~~

RICHARD L. ALBORES
Associate Deputy General Counsel * Office of General Counsel * U.S. EPA * 1200 Pennsylvania Avenue, NW * MC2310A * Washington, DC 20460 * email: albores.richard@epa.gov * phone: 202.564.7102 * mobile: 202.809.8029
~~~~~

From: Albores, Richard
Sent: Wednesday, April 18, 2018 12:41 PM
To: Packard, Elise <Packard.Elise@epa.gov>
Cc: Burke, Marcella <burke.marcella@epa.gov>; Koslow, Karin <Koslow.Karin@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>
Subject: ACTION: Obj 3.2 FY 2018 Risk Assessments.xlsm, Enterprise Risk Strategic Review Memo and Internal Controls Guidance_FINAL_3-13-2018 (002).pdf, Obj 2.2 FY 2018 Risk Assessments.xlsm

Hi Elise:

I have been able to finally absorb, and understand, the March 13, 2018 Guidance from OCFO (attached) entitled "Enterprise Risk Strategic review Memo and Internal Controls Guidance." As you recall, I was having trouble understanding the various roles that OGC plays in the Strategic Plan for FY18-22, the strategic review process, the monthly business reviews, and the management integrity process, as well as what staffing is needed for the deliverables identified in the Guidance.

Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Let me know if you have any questions.

Thanks,

Rich

Attachments:

Obj 3.2 FY 2018 Risk Assessments.xlsm

Enterprise Risk Strategic Review Memo and Internal Controls Guidance_FINAL_3-13-2018 (002).pdf

Obj 2.2 FY 2018 Risk Assessments.xlsm

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

R

~~~~~

RICHARD L. ALBORES
Associate Deputy General Counsel * Office of General Counsel * U.S. EPA * 1200 Pennsylvania Avenue, NW * MC2310A * Washington, DC 20460 * email: albores.richard@epa.gov * phone: 202.564.7102 * mobile: 202.809.8029
~~~~~

Message

From: Fine, Steven [fine.steven@epa.gov]
Sent: 10/10/2017 7:48:05 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: draft
Attachments: Pending before 1 1 17.xls; Plan to Address Backlogged Requests.xlsx

Wendy and Rebecca,

Please let me know if you have any comments. Thanks.

Steve

All,

Ryan Jackson has challenged the agency complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. If your office has requests in that spreadsheet, by Friday, Oct. 15 please send a plan to address the backlog to Larry Gottesman. Please use the spreadsheet in the second attachment to report your plan to address the backlog. The first tab in the spreadsheet provides a framework for describing your plan. This includes categorizing requests by attributes that affect their processing and describing how those requests will be handled. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

In developing your plan, please work towards the following targets:

- Complete 10% of backlog by Oct. 31
- Complete 50% by Nov. 30
- Complete 75% by Dec. 15
- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will have a call with regional and program FOIA Officers on Thu. Oct. 12 at 2 p.m. ET to answer questions, share best practices, etc.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 8/22/2017 2:21:17 AM
To: Fine, Steven [fine.steven@epa.gov]
CC: Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Jones, Monica [Jones.Monica@epa.gov]
Subject: RE: For Your Review: Revised FOIA Regulations & Summary of Changes
Attachments: FOIA Regulations 071917 OEI final.docx

Steve:

Thank you. Steve. We'll review your comments on the draft revised FOIA Regulations and schedule a time to discuss them with you.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Fine, Steven
Sent: Sunday, August 20, 2017 6:01 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>
Subject: RE: For Your Review: Revised FOIA Regulations & Summary of Changes

Rebecca,

Thank you. Much of that looks good. I have attached comments. At the appropriate time, please arrange a meeting to discuss issues I have identified for discussion and any questions/concerns on my comments.

Steve

From: Moser, Rebecca
Sent: Friday, July 28, 2017 6:32 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>
Subject: For Your Review: Revised FOIA Regulations & Summary of Changes

Steve:

Attached for your review are the draft revised FOIA regulations, along with a summary the changes from the existing regulations. We have worked closely with OGC and others on developing these revised regulations over a number of months and successfully reached consensus on the key changes we're proposing.

We would be glad to walk through the proposed regulatory revisions, if desired. Once you approve of the draft revised regulations, we'll proceed with preparing a package for your signature, which will then be submitted to OP for review and publishing them in the Federal Register.

Please let us know if you have any questions/comments or if you'd like us to schedule a meeting to discuss them. Thank you!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Kelly, Lynn [Kelly.Lynn@epa.gov]
Sent: 9/5/2017 2:42:11 PM
To: Blake, Wendy [Blake.Wendy@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Dolph, Becky [Dolph.Becky@epa.gov]
CC: Miller, Kevin [Miller.Kevin@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Nguyen, Quoc [Nguyen.Quoc@epa.gov]
Subject: PLEASE PROOF: FINAL Agenda for Printing/Delivery
Attachments: Final AGENDA for the National FOIA Training 2017 (09-05-2017).docx

Importance: High

Can everyone take a quick look at this and give me any final comments or edits to the final agenda before 12 today so we can include with print request? Thank you!

Lynn Kelly | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington, DC 20460 | phone: (202) 564-3266

The contents of this e-mail and any attachments to it may contain deliberative-process, attorney-client, attorney work product, or otherwise privileged material. If you are not the intended recipient, or believe you have received this communication in error, please delete the copy you received, and do not print, copy, retransmit, disseminate, or otherwise use the information. Thank you.

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 6/12/2017 11:06:16 AM
To: Edstrom, Cathy [Edstrom.Cathy@epa.gov]
CC: Dew, Judy [Dew.Judy@epa.gov]; Boltik, Sam [Boltik.Sam@epa.gov]; Burns, Carlton [burns.carlton@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Post to FOIA website
Attachments: Quick Guide_Access to Separated Employee ESI_ Final 5-20-16.pdf; Proper FOIA Requests_FOIA Coordinators.pptx

Cathy,

Please post these two documents to: http://intranet.epa.gov/foia/FOIA-Guidance.html

Under the Technology heading: Access to Separated Employee ESI
Under the Process heading: Proper FOIA requests

Please let me know if you have any questions.

Thanks, Wendy

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 10/19/2017 5:20:40 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

Freedom of Information Act (FOIA) Policy – draft in the updated template provided to Direction, FOIA, Libraries and Accessibility Divison on May 3, 2017. Current Policy due for review by Sept. 30, 2017.

Procedure for Responding to FOIA Requests – update dependent upon new FOIA Regulations or LEAN event scheduled for CY 2018

From: Gottesman, Larry
Sent: Thursday, October 19, 2017 1:09 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: Fwd: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

Can you draft something I can review. Don't forget policy and status.

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

> **From:** "Balsamo, Deborah" <Balsamo.Deborah@epa.gov>
> **Date:** October 19, 2017 at 1:00:07 PM EDT
> **To:** "Gottesman, Larry" <Gottesman.Larry@epa.gov>
> **Cc:** "Byrd, Jonda" <byrd.jonda@epa.gov>
> **Subject: FW: IDWG Action Items: FY 2018 is here - provide by October 19, 2017**
>
> Larry…
>
> Do you have an update on this? Pam just phoned and said she is still waiting for this. She needs it asap so Rebecca can review. Please advise.
>
> Thanks!
> Debbie
>
> **********
> Deborah K. Balsamo, MSLS
> National Program Manager
> EPA National Library Network
> Phone: 919-541-9412
> balsamo.deborah@epa.gov
>
> ---
>
> **From:** Byrd, Jonda
> **Sent:** Tuesday, October 17, 2017 2:22 PM

To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Balsamo, Deborah <Balsamo.Deborah@epa.gov>
Subject: FW: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

Reminder due today.

Jonda Byrd,
Director, FOIA, Libraries & Accessibility Division
US EPA, Office Environmental Information
513-569-7183
513-487-2547 (fax)
202-236-1992 (cell)

From: Byrd, Jonda
Sent: Thursday, October 12, 2017 4:53 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

IDWG stands for Information Directives Work Group. This workgroup has developed a policy agenda for OEI that requires approval from the CIO SAC. The FOIA procedure is on the list for consideration. There is a form in SharePoint that you have to submit if you intend to update the FOIA procedure in 2018 that creates a workflow for approvals. If you need help with this Sarah Sorathia know how to do it.

You will also need to let them know when you will begin drafting the procedure and a list of any other procedures or policy now called directives that you want considered to be approved by the CIO SAC for this year's policy and procedure agenda.

Jonda Byrd,
Director, FOIA, Libraries & Accessibility Division
US EPA, Office Environmental Information
513-569-7183
513-487-2547 (fax)
202-236-1992 (cell)

From: Schumacher, Wendy
Sent: Thursday, October 12, 2017 2:58 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

Jonda,

Asked Larry and we're not sure what this document is. Do you have additional information?

Thanks, Wendy

From: Byrd, Jonda
Sent: Wednesday, October 11, 2017 2:34 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: FW: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

Please see below - The Procedure for Responding to FOIA Requests is on the list. We need to respond by the 17th so I can approve the directive initiation form in SharePoint before I go on leave on 10/18.

Jonda Byrd,
Director, FOIA, Libraries & Accessibility Division
US EPA, Office Environmental Information
513-569-7183
513-487-2547 (fax)
202-236-1992 (cell)

From: Shenefiel, Pam
Sent: Wednesday, October 11, 2017 2:22 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>; Holloman, Vincia <Holloman.Vincia@epa.gov>; Johnston, Robert <Johnston.Robert@epa.gov>
Subject: FW: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

Reminder

From: OEI Information_Directives
Sent: Wednesday, October 11, 2017 2:20 PM
To: OEI Information_Directives <OEI_Information_Directives@epa.gov>; Aguilar, Marlyn <Aguilar.Marlyn@epa.gov>; Banks, Dawn <Banks.Dawn@epa.gov>; Campbell, Melissa <Campbell.Melissa@epa.gov>; Donahue, Phyllis <Donahue.phyllis@epa.gov>; Harman, John <Harman.John@EPA.GOV>; Holderman, Todd <Holderman.Todd@epa.gov>; Jones, Beth <Jones.Beth@epa.gov>; Kaufman, Michael <Kaufman.Michael@epa.gov>; Kumarraj, Sabina <Kumarraj.Sabina@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Sabbagh, Bill <sabbagh.bill@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; White, Tracy <White.Tracy@epa.gov>
Subject: RE: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

Good Afternoon IDWG Members,

This is a friendly reminder that we need the below information no later than **October 19, 2017**. This is a hard deadline for us because the information from the DIFs will be compiled and submitted to the CIO SAC. Thank you! (The original email is also below for your reference).

1) **Directive Initiation Forms for the following Directives (submit online via the Information Directives SharePoint Site)**
   - FITARA Policy
   - Shared Services Policy
   - Procedure for Controlled Unclassified Information (CUI)
   - Section 508 Policy
   - Procedure for Responding to FOIA Requests
   - Collection and Retention Procedures for Electronically Stored Information (ESI) Collected Using E-Discovery Tools
   - Digital Signature Policy
   - Quality Policy
   - Information Security Policy
   - Information Security Program Management Procedures

2) **Dates during FY 2018 in which your office will be ready to draft these directives (this is a commitment to be fully engaged in the directive development process on the part of your office)**
3) **A list of any other directives that should be considered if time and resources permit in FY 2018**

Respectfully,
Andrea B. Smith

OEI Information Directives
Policy Planning & Evaluation Division (PPED)
Office of Customer Advocacy, Policy & Portfolio Management (OCAPPM)
Office of Environmental Information
U.S. Environmental Protection Agency
Email: oei_information_directives@epa.gov

From: OEI Information_Directives
Sent: Thursday, October 05, 2017 6:40 AM
To: Aguilar, Marlyn <Aguilar.Marlyn@epa.gov>; Banks, Dawn <Banks.Dawn@epa.gov>; Campbell, Melissa <Campbell.Melissa@epa.gov>; Donahue, Phyllis <Donahue.phyllis@epa.gov>; Harman, John <Harman.John@EPA.GOV>; Holderman, Todd <Holderman.Todd@epa.gov>; Jones, Beth <Jones.Beth@epa.gov>; Kaufman, Michael <Kaufman.Michael@epa.gov>; Kumarraj, Sabina <Kumarraj.Sabina@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Sabbagh, Bill <sabbagh.bill@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Smith, Andrea B. <Smith.Andrea@epa.gov>; White, Tracy <White.Tracy@epa.gov>
Subject: IDWG Action Items: FY 2018 is here - provide by October 19, 2017

Good Morning IDWG Members,

As we begin our work for FY 2018, we want to again thank you for your dedication to the team. Without your help and insight, we would not have been able to accomplish so many things in FY 2017.

To start this fiscal year, we formulated a plan of attack that allows us to not only begin directives on the proposed Policy Agenda, but gives us the opportunity to begin other directives that must be done this year. As our first step, we are asking that you provide the following to the OEI Information Directives Mailbox (oei_information_directives@epa.gov) by **October 19, 2017** :

1) **Directive Initiation Forms for the following Directives (submit online via the Information Directives SharePoint Site)**
   - FITARA Policy
   - Shared Services Policy
   - Procedure for Controlled Unclassified Information (CUI)
   - Section 508 Policy
   - Procedure for Responding to FOIA Requests
   - Collection and Retention Procedures for Electronically Stored Information (ESI) Collected Using E-Discovery Tools
   - Digital Signature Policy
   - Quality Policy
   - Information Security Policy
   - Information Security Program Management Procedures

2) **Dates during FY 2018 in which your office will be ready to draft these directives (this is a commitment to be fully engaged in the directive development process on the part of your office)**
3) **A list of any other directives that should be considered if time and resources permit in FY 2018**

If you have any questions, please let us know. We look forward to receiving your responses by October 19, 2017. Thanks again.

Respectfully,
Andrea B. Smith

OEI Information Directives
Policy Planning & Evaluation Division (PPED)
Office of Customer Advocacy, Policy & Portfolio Management (OCAPPM)
Office of Environmental Information
U.S. Environmental Protection Agency
Email: oei_information_directives@epa.gov

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 3/16/2017 11:57:39 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Byrd, Jonda [byrd.jonda@epa.gov]
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Larry,

Thanks for closing the loop with Megan on this correspondence & conveying that OGC indicated to us late today that they would take the lead on this.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Gottesman, Larry
Sent: Thursday, March 16, 2017 5:37 PM
To: Grogard, Megan <Grogard.Megan@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Megan-

We just has a conference call with OGC on various issues and Senator Bennet's letter was discussed. OGC informed us that they will take the lead in responding to the Senator. OGC will let us know if they need anything from OEI.

Let me know if you have any questions.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Grogard, Megan
Sent: Thursday, March 16, 2017 10:24 AM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>

Cc: Jones, Monica <Jones.Monica@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Fine, Steven <fine.steven@epa.gov>
Subject: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hi Rebecca,

Please see the attached Congressional Letter from Senator Michael Bennet (D-CO) to Kevin Minoli. The letter asks about the FOIA program at EPA and our compliance with the FOIA Improvement Act of 2016, among other related questions.

I imagine Kevin will reach out to us, but wanted to be sure you're aware of this action.

Thanks,
Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
Cell: 202-834-8385

From: Moody, Christina
Sent: Thursday, March 16, 2017 9:18 AM
To: Eades, Cassaundra <Eades.Cassaundra@epa.gov>; Mims, Kathy <Mims.Kathy@epa.gov>; Bailey, KevinJ <Bailey.KevinJ@epa.gov>
Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Subject: Fwd: Letter from Senator Bennet

CCU,

Please control. OEI - heads up.

Thanks

Christina J Moody
US Environmental Protection Agency
Moody.Christina@epa.gov

Begin forwarded message:

> **From:** "Richardson, RobinH" <Richardson.RobinH@epa.gov>
> **To:** "Juliana_Herman@bennet.senate.gov" <Juliana_Herman@bennet.senate.gov>
> **Cc:** "Moody, Christina" <Moody.Christina@epa.gov>, "Bailey, KevinJ" <Bailey.KevinJ@epa.gov>
> **Subject: FW: Letter from Senator Bennet**
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Hi Juliana –

Thank you very much for your email forwarding the Senator's letter. Upon review if we have any questions we will follow up with you.

Thank you again.

Best, Robin

Robin H Richardson
Principal Deputy Associate Administrator
Office of Congressional and Intergovernmental Relations
U.S. Environmental Protection Agency
202-564-3358 (desk)
703-581-5814 (cell)
richardson.robinh@epa.gov

From: Herman, Juliana (Bennet) [mailto:Juliana_Herman@bennet.senate.gov]
Sent: Wednesday, March 15, 2017 3:37 PM
To: Richardson, RobinH <Richardson.RobinH@epa.gov>
Subject: Letter from Senator Bennet

Hello,

Please find enclosed a letter from Senator Bennet regarding the Freedom of Information Act.

Thank you,
Juliana

Juliana Herman
Senior Policy Advisor
Senator Michael Bennet
261 Russell Senate Office Building
Washington, D.C. 20510
(202) 224-5852

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 8/4/2017 5:49:40 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: REPLY: Draft FY 2018 FOIA Training Slides
Attachments: training comments.docx; FOIA training slides 2018 v6 - 08-04-2017.pptx

With Kevin's comments.

From: Miller, Kevin
Sent: Friday, August 04, 2017 12:42 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: REPLY: Draft FY 2018 FOIA Training Slides

A few training comments.

Kevin Miller | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington DC 20460 | phone: (202) 564-2691

From: Gottesman, Larry
Sent: Friday, August 04, 2017 11:10 AM
To: Miller, Kevin <Miller.Kevin@epa.gov>
Subject: FW: REPLY: Draft FY 2018 FOIA Training Slides

From: Miller, Kevin
Sent: Friday, August 04, 2017 9:55 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: REPLY: Draft FY 2018 FOIA Training Slides

Sorry – buried under litigation. I will look at it now.

Kevin Miller | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington DC 20460 | phone: (202) 564-2691

From: Gottesman, Larry
Sent: Friday, August 04, 2017 9:23 AM
To: Miller, Kevin <Miller.Kevin@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: REPLY: Draft FY 2018 FOIA Training Slides

Kevin

I hate to be this way but we need to get the slide to the Training folks today, if at all possible, since the vehicle they use to turn the PowerPoint into Skill port expires shortly, and I understand they may not have a new vehicle until FY 18.

Thanks for understanding.

From: Schumacher, Wendy
Sent: Thursday, August 03, 2017 2:54 PM
To: Miller, Kevin <Miller.Kevin@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: REPLY: Draft FY 2018 FOIA Training Slides

Kevin,

We're running out of time. If you have any edits please send them today.

If we don't hear from you then the slides will go to Training Office as is.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Schumacher, Wendy
Sent: Tuesday, July 25, 2017 1:12 PM
To: Miller, Kevin <Miller.Kevin@epa.gov>
Subject: REPLY: Draft FY 2018 FOIA Training Slides

Kevin,

Larry suggested pointing out the big changes to make your review more efficient.

Slides 5,6 and 14 are new.
Slide 18 includes examples.
Slide 23 more detailed definition.
Slide 24 clarification on interim response.

Please let me know if you have any questions or approve.

Thanks, Wendy

From: Schumacher, Wendy
Sent: Tuesday, July 25, 2017 9:34 AM
To: Miller, Kevin <Miller.Kevin@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Draft FY 2018 FOIA Training Slides

Kevin,

Here are the final slides. Please let us know if you approve or would like to discuss.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Moser, Rebecca
Sent: Monday, July 24, 2017 9:13 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>
Subject: FW: Draft FY 2018 FOIA Training Slides

Larry:

Please move forward with sending this version of the FY 2018 FOIA Training slides to OHR. Steve has approved them. Thank you!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Fine, Steven
Sent: Monday, July 24, 2017 9:07 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Virgille, Joanne <Virgille.Joanne@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>
Subject: RE: Draft FY 2018 FOIA Training Slides

Thank you. That looks good.

From: Moser, Rebecca
Sent: Monday, July 24, 2017 3:53 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Virgille, Joanne <Virgille.Joanne@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>
Subject: FW: Draft FY 2018 FOIA Training Slides

Steve:

Please find attached the revised slides for the FY 2018 FOIA Training. We have incorporated revisions in response to your comments (see the notes in red below). We will submit the training slides to OHR as soon as we receive your approval. Thank you!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Fine, Steven
Sent: Friday, July 07, 2017 2:33 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Virgille, Joanne <Virgille.Joanne@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: RE: Draft FY 2018 FOIA Training Slides

Thank you. Much of this looks good. A few comments:

- Deliberative Process / Ex. 5

Steve

From: Moser, Rebecca
Sent: Monday, July 3, 2017 6:10 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Shenefiel, Pam

<shenefiel.pam@epa.gov>; Virgille, Joanne <Virgille.Joanne@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: Draft FY 2018 FOIA Training Slides

Steve:

Attached for your review are the draft FY 2018 FOIA Training slides. The FOIA team has worked closely with OARM/OHR in developing this training, and Larry has incorporated OGC's input. He also consulted with Joanne Virgille (OCAPPM), who advised him to work with OHR on this type of training. The FOIA team hopes to be able to make this training available before the FOIA National Training Conference in September 2017, provided we submit the final version to OHR soon.

Please let us know if you have any questions or suggested revisions on the content of this training. Thank you.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Shenefiel, Pam [shenefiel.pam@epa.gov]
Sent: 6/29/2018 4:53:04 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]; Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]; Grogard, Megan [Grogard.Megan@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Jones, Monica [Jones.Monica@epa.gov]
Subject: RE: FOIA-HQ-EPA-2018-007570

Is there some written info on this new step so we can know how much additional time to factor in for the review and still respond on time to the requestor.

From: Gottesman, Larry
Sent: Friday, June 29, 2018 12:15 PM
To: Shenefiel, Pam <shenefiel.pam@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Jones, Monica <Jones.Monica@epa.gov>
Subject: RE: FOIA-HQ-EPA-2018-007570

Pam-

This request is in awareness notification. Once I obtain approval I will complete my review task.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Shenefiel, Pam
Sent: Friday, June 29, 2018 10:41 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Jones, Monica <Jones.Monica@epa.gov>
Subject: FW: FOIA-HQ-EPA-2018-007570

Larry,

Please see below. This FOIA is now awaiting your review. Thanks.

From: Jones-Parra, Lisa
Sent: Friday, June 29, 2018 10:18 AM
To: Shenefiel, Pam <shenefiel.pam@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Cc: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Jones, Monica <Jones.Monica@epa.gov>
Subject: RE: FOIA-HQ-EPA-2018-007570

HI Pam,

I am aware of there being a review process at the Beth White level for some FOIAs but I do not know anything about the process for that. I recommend you contact Larry G., he should know what we need to do if anything. It is possible that we (OEI) are done at this point and know things are in his court.

Lisa

Lisa Jones-Parra
Senior Advisor to the Principal Deputy Assistant Administrator
and Deputy Chief Information Officer
Office of Environmental Information
U.S. Environmental Protection Agency
Desk: (202) 566-1157
Cell: (202) 384-2588

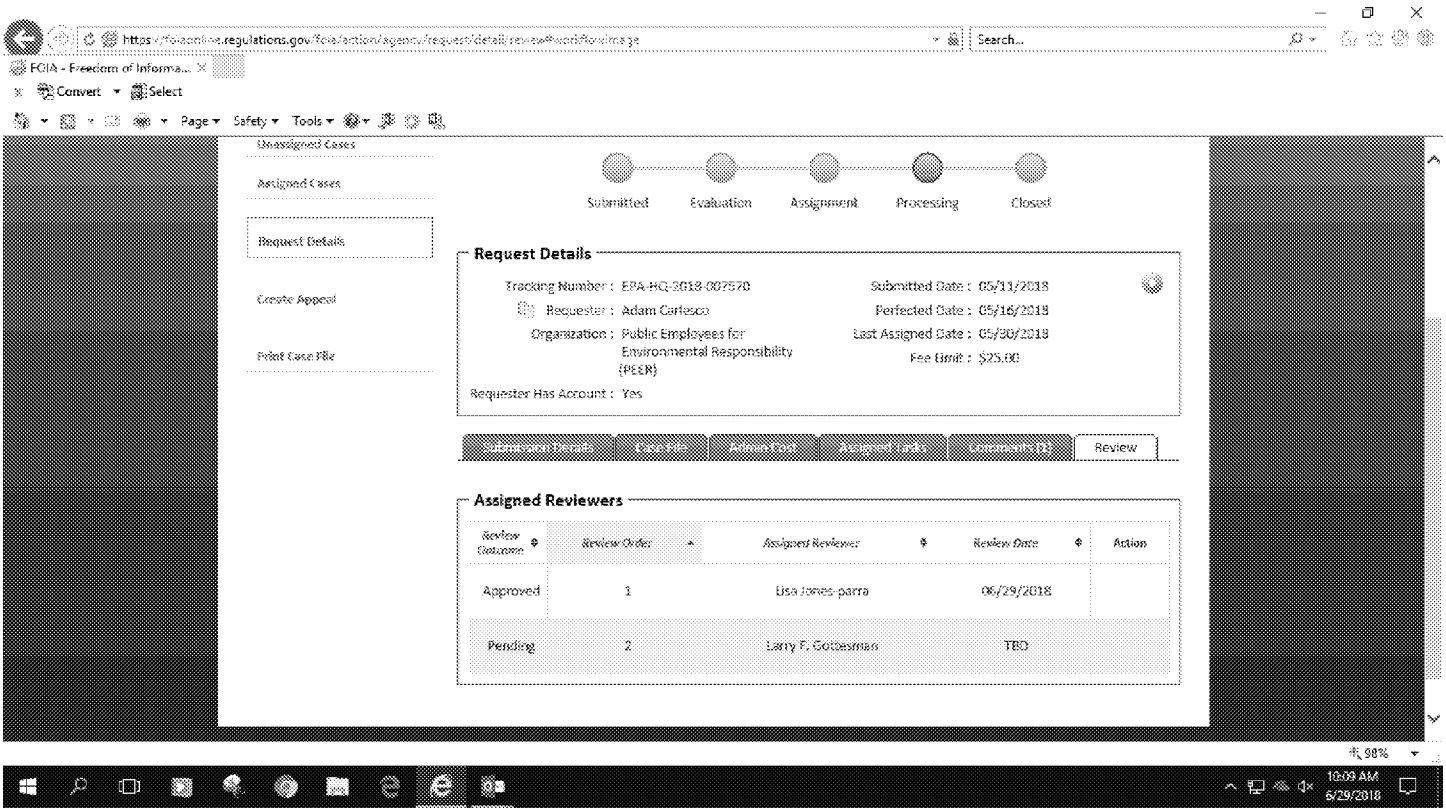
From: Shenefiel, Pam
Sent: Friday, June 29, 2018 10:13 AM
To: Grogard, Megan <Grogard.Megan@epa.gov>
Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Jones, Monica <Jones.Monica@epa.gov>
Subject: FOIA-HQ-EPA-2018-007570

Megan and Lisa,

I am just seeing that someone added Larry in as a reviewer for this FOIA that we are trying to close out? Apparently when Larry is a reviewer there is some special process that Megan is supposed to coordinate so Beth White gets to look at the response. I just learned this from Wendy S.

I am sorry that I don't know more than this little bit of info. Do either of you know more?

Pam



Pam Shenefiel | Office of Enterprise Information Programs | Office of Environmental Information | EPA
1200 Pennsylvania Ave NW | Mail Code 2821T | Washington, DC 20460
202.566.0303 (work) | 202.566.1624 (fax) | shenefiel.pam@epa.gov

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 4/18/2017 7:49:19 PM
To: Miller, Kevin [Miller.Kevin@epa.gov]
CC: Schwarz, Matthew [Schwarz.Matthew@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FOIA training slides 2018 v2.pptx
Attachments: FOIA training slides 2018 v2.pptx

Kevin,

Here are the revised training slides based on feedback from the Training Office.

Two of the comments were **Deliberative Process / Ex. 5**

Please let me know if you have any edits or approve.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 7/18/2017 5:11:48 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: Draft FY 2018 FOIA Training Slides
Attachments: FOIA training slides 2018 v3.pptx

With Rebecca's edits.

From: Moser, Rebecca
Sent: Friday, July 14, 2017 8:25 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>
Subject: FW: Draft FY 2018 FOIA Training Slides

Wendy,

Thank you for the revised version. I have some suggested *additional revisions* to further help address Steve's questions. These will make the slide deck a couple of slides longer, but they should help make it easier for those unfamiliar with FOIA to understand how the process works.

Deliberative Process / Ex. 5

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Deliberative Process / Ex. 5

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in

Deliberative Process / Ex. 5

Please let me know if you & Larry want to discuss this first. Thanks again.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Schumacher, Wendy
Sent: Friday, July 14, 2017 2:19 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Balsamo, Deborah <Balsamo.Deborah@epa.gov>
Subject: FW: Draft FY 2018 FOIA Training Slides

Rebecca,

Here are the FY18 Mandatory FOIA Training slides incorporating Steve Fine's comments.

My contact in the training office reminds us that the contractor will need some lead time to convert the slides into a presentation before the October 1 release date.

Please let me know if there is anything I can do to move along the approval process.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Fine, Steven
Sent: Friday, July 07, 2017 2:33 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Shenefiel, Pam

<shenefiel.pam@epa.gov>; Virgille, Joanne <Virgille.Joanne@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: RE: Draft FY 2018 FOIA Training Slides

Thank you. Much of this looks good. A few comments:

- Deliberative Process / Ex. 5

Steve

From: Moser, Rebecca
Sent: Monday, July 3, 2017 6:10 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Virgille, Joanne <Virgille.Joanne@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: Draft FY 2018 FOIA Training Slides

Steve:

Attached for your review are the draft FY 2018 FOIA Training slides. The FOIA team has worked closely with OARM/OHR in developing this training, and Larry has incorporated OGC's input. He also consulted with Joanne Virgille (OCAPPM), who advised him to work with OHR on this type of training. The FOIA team hopes to be able to make this training available before the FOIA National Training Conference in September 2017, provided we submit the final version to OHR soon.

Please let us know if you have any questions or suggested revisions on the content of this training. Thank you.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Miller, Kevin [Miller.Kevin@epa.gov]
Sent: 4/10/2018 4:10:02 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Bigioni, Neil [bigioni.neil@epa.gov]
CC: Hammitt, Jennifer [Hammitt.Jennifer@epa.gov]
Subject: RE: URGENT FOIA SEARCH - By April 6 - FOIA Related to "Awareness Review" (EPA-HQ-2017-011126) - Court Ordered Deadline

Per my email below – can you reschedule and please take this time to finalize the search. Larry – you are the only person that is left and then we can get moving on the review. Thanks.

Kevin Miller | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington DC 20460 | phone: (202) 564-2691

From: Miller, Kevin
Sent: Tuesday, April 10, 2018 10:27 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Hammitt, Jennifer <Hammitt.Jennifer@epa.gov>
Subject: FW: URGENT FOIA SEARCH - By April 6 - FOIA Related to "Awareness Review" (EPA-HQ-2017-011126) - Court Ordered Deadline
Importance: High

Larry and Wendy – This is in follow up to my earlier email to Larry. I realized that we have a noon call scheduled. Larry – any chance you can get the search done before noon? Otherwise, I suggest we reschedule the noon call today so you can complete this search instead. We are under severe time pressure and need to get the docs reviewed and in the awareness review process. Thanks.

Kevin Miller | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington DC 20460 | phone: (202) 564-2691

From: Hammitt, Jennifer
Sent: Monday, April 09, 2018 9:21 AM
To: Jackson, Ryan <jackson.ryan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Fugh, Justina <Fugh.Justina@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>
Cc: Walker, Denise <Walker.Denise@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>
Subject: RE: URGENT FOIA SEARCH - By April 6 - FOIA Related to "Awareness Review" (EPA-HQ-2017-011126) - Court Ordered Deadline
Importance: High

Good morning! Thank you very much to those of you who have completed this search and provided me with your information. This is a reminder that I still need this FOIA search completed **today.**

If you have questions or need any assistance, please give me a call. I need this information as quickly as possible to prepare a response by April 16.

Jennifer Hammitt
Attorney-Advisor, Information Law Practice Group
Office of General Counsel, General Law Office
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW, MC-2377A
Washington, DC 20460
(202) 564-5097

From: Hammitt, Jennifer
Sent: Wednesday, April 04, 2018 1:53 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Fugh, Justina <Fugh.Justina@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Miller, Kevin <miller.kevin@epa.gov>
Cc: Walker, Denise <Walker.Denise@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>
Subject: URGENT FOIA SEARCH - By April 6 - FOIA Related to "Awareness Review" (EPA-HQ-2017-011126) - Court Ordered Deadline
Importance: High

Hello everyone – If you are in the "To" line, you are receiving this email because you may have records responsive to a FOIA litigation from NRDC seeking documents that describe "Awareness Review" (EPA-HQ-2017-011126).

The Office of General Counsel needs you (or your staff) to conduct a search for responsive materials and send it to me for review **as quickly as possible, but no later than COB April 6.**

I apologize again for the late request and short time frame. Unfortunately, we are subject to a court-ordered deadline to produce records or otherwise respond to this request by **April 16, 2018.** I will need to review the records provided for privilege and exemption and prepare a response before this time.

The search instructions are below, and a Scheduling Order containing the clarified scope of the request is attached. Please complete your search and provide any responsive records by **April 6, 2018.** I am in the office on Friday and happy to assist your staff in any way to complete this search task.

Search Instructions: NRDC v. EPA, 1:17-cv-02734-ABJ (DDC)

Please review your e-mails, paper documents (including phone logs and schedules), and any non-email electronically stored information (ESI) (meaning documents or information that are stored electronically, but are not contained in emails) that you possess for information responsive to the request. Specifically, we would like you to search your paper, e-mail, and non-email ESI files for documents that are responsive to the clarified scope identified in the March 5, 2018 court order:

Custodians:

- Ryan Jackson, Liz Bowman, Brian Hope
- Kevin Minoli, Charlotte Youngblood, Kevin Miller, Elise Packard, Becky Dolph, Justina Fugh, Wendy Blake
- Larry Gottesman, Steve Fine, Rebecca Moser

Date Range:

January 1, 2017 to September 5, 2017:

Subject Matter:

• Documents that describe what "awareness review" in the FOIA context is;

• Documents that describe how often "awareness review" in the FOIA context is applied;

• a formal written policy or if there is not a formal policy, the informal documents that describe when and how "awareness review" is applied in the FOIA context; and

• Documents indicating which FOIA requests or responses have been subjected to awareness review, since January 2017.

The requester is not seeking internal correspondence about review of any particular request.

If you find potentially responsive documents, please **scan them and email them to Beth White and Jennifer Hammitt (or I can come and pick them up).** The potentially responsive records will be reviewed by the Office of General Counsel and the Office of the Executive Secretariat prior to any release.

In addition, please consider whether you have ever used personal email or text messaging to conduct Agency business related to any of the topics identified above. If you have a message that is potentially responsive and has yet to be transferred to an epa.gov account, the employee must forward that message to his/her epa.gov account and provide a copy of the forwarded message to Beth White and Jennifer Hammitt.

Again, the due date is **April 6, 2018**. Please direct any questions concerning the clarification letter or the instructions above to Jennifer Hammitt, Office of General Counsel, at (202) 564-5097. I am happy to help facilitate in any way I can. Thank you again for your help with this urgent matter.

Jennifer Hammitt
Attorney-Advisor, Information Law Practice Group
Office of General Counsel, General Law Office
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW, MC-2377A
Washington, DC 20460
(202) 564-5097

Message

From: Grogard, Megan [Grogard.Megan@epa.gov]
Sent: 3/16/2017 2:24:05 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Jones, Monica [Jones.Monica@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]; Larsen, Elena [Larsen.Elena@epa.gov]; Simon, Harvey [Simon.Harvey@epa.gov]; Fine, Steven [fine.steven@epa.gov]
Subject: NEW INQUIRY on FOIA from Senator Bennet (D-CO)
Attachments: FOIA Letter - EPA.pdf; ATT00001.htm

Hi Rebecca,

Please see the attached Congressional Letter from Senator Michael Bennet (D-CO) to Kevin Minoli. The letter asks about the FOIA program at EPA and our compliance with the FOIA Improvement Act of 2016, among other related questions.

I imagine Kevin will reach out to us, but wanted to be sure you're aware of this action.

Thanks,
Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
Cell: 202-834-8385

From: Moody, Christina
Sent: Thursday, March 16, 2017 9:18 AM
To: Eades, Cassaundra <Eades.Cassaundra@epa.gov>; Mims, Kathy <Mims.Kathy@epa.gov>; Bailey, KevinJ <Bailey.KevinJ@epa.gov>
Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Subject: Fwd: Letter from Senator Bennet

CCU,

Please control. OEI - heads up.

Thanks

Christina J Moody
US Environmental Protection Agency
Moody.Christina@epa.gov

Begin forwarded message:
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

From: "Richardson, RobinH" <Richardson.RobinH@epa.gov>
To: "Juliana_Herman@bennet.senate.gov" <Juliana_Herman@bennet.senate.gov>
Cc: "Moody, Christina" <Moody.Christina@epa.gov>, "Bailey, KevinJ" <Bailey.KevinJ@epa.gov>
Subject: FW: Letter from Senator Bennet

Hi Juliana –

Thank you very much for your email forwarding the Senator's letter. Upon review if we have any questions we will follow up with you.

Thank you again.

Best, Robin

Robin H Richardson
Principal Deputy Associate Administrator
Office of Congressional and Intergovernmental Relations
U.S. Environmental Protection Agency
202-564-3358 (desk)
703-581-5814 (cell)
richardson.robinh@epa.gov

From: Herman, Juliana (Bennet) [mailto:Juliana_Herman@bennet.senate.gov]
Sent: Wednesday, March 15, 2017 3:37 PM
To: Richardson, RobinH <Richardson.RobinH@epa.gov>
Subject: Letter from Senator Bennet

Hello,

Please find enclosed a letter from Senator Bennet regarding the Freedom of Information Act.

Thank you,
Juliana

Juliana Herman
Senior Policy Advisor
Senator Michael Bennet
261 Russell Senate Office Building
Washington, D.C. 20510
(202) 224-5852

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 4/6/2017 1:03:01 AM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Byrd, Jonda [byrd.jonda@epa.gov]; Jones, Monica [Jones.Monica@epa.gov]
Subject: RE: National FOIA Program Guidance for Assigning FOIA New Requests
Attachments: Process for Perfecting FOIA Requests - 04-05-2017 - rgm edits.docx

Larry,

Thanks for incorporating my previous edits. I like the additions you made, and I have just a few additional minor edits. Please see the latest redline version attached above. If you're okay with the additional revisions, please accept them and then provide a clean copy of the document to OGC.

Thanks again!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Gottesman, Larry
Sent: Wednesday, April 05, 2017 1:23 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Byrd, Jonda <byrd.jonda@epa.gov>
Subject: National FOIA Program Guidance for Assigning FOIA New Requests

Rebecca-

I incorporated your comments. If you have any questions, please let me know and you can stop over or I can and we can discuss.

I know Wendy Blake, et al. would like to see a draft.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Fine, Steven [fine.steven@epa.gov]
Sent: 8/20/2017 10:00:48 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Jones, Monica [Jones.Monica@epa.gov]
Subject: RE: For Your Review: Revised FOIA Regulations & Summary of Changes
Attachments: FOIA Regulations 071917 OEI final.docx

Rebecca,

Thank you. Much of that looks good. I have attached comments. At the appropriate time, please arrange a meeting to discuss issues I have identified for discussion and any questions/concerns on my comments.

Steve

From: Moser, Rebecca
Sent: Friday, July 28, 2017 6:32 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>
Subject: For Your Review: Revised FOIA Regulations & Summary of Changes

Steve:

Attached for your review are the draft revised FOIA regulations, along with a summary the changes from the existing regulations. We have worked closely with OGC and others on developing these revised regulations over a number of months and successfully reached consensus on the key changes we're proposing.

We would be glad to walk through the proposed regulatory revisions, if desired. Once you approve of the draft revised regulations, we'll proceed with preparing a package for your signature, which will then be submitted to OP for review and publishing them in the Federal Register.

Please let us know if you have any questions/comments or if you'd like us to schedule a meeting to discuss them. Thank you!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Dibble, Christine [Dibble.Christine@epa.gov]
Sent: 4/5/2017 6:52:02 PM
To: Wyman, Steve [Wyman.Steve@epa.gov]; Sutton, Jennifer [sutton.jennifer@epa.gov]
CC: Johnson, Emily [Johnson.Emily@epa.gov]; Siedschlag, Gregory [Siedschlag.Gregory@epa.gov]; Love, Chip [Love.Chip@epa.gov]; Suzuki, Judy [Suzuki.Judy@epa.gov]; Gilleland, Ross [Gilleland.Ross@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Re: Q re: where Superfund content should reside

+ Larry Gottesman

Christine Dibble
Senior Web Content Strategist
Office of Web Communications
U.S. Environmental Protection Agency
Mail Code 1701A
Washington, D.C. 20460
dibble.christine@epa.gov
ph: 202-564-9147

From: Wyman, Steve
Sent: Wednesday, April 5, 2017 2:48 PM
To: Sutton, Jennifer; Dibble, Christine
Cc: Johnson, Emily; Siedschlag, Gregory; Love, Chip; Suzuki, Judy; Gilleland, Ross; Byrd, Jonda
Subject: RE: Q re: where Superfund content should reside

Deliberative Process / Ex. 5

From: Sutton, Jennifer
Sent: Wednesday, April 05, 2017 12:45 PM
To: Dibble, Christine <Dibble.Christine@epa.gov>
Cc: Johnson, Emily <Johnson.Emily@epa.gov>; Siedschlag, Gregory <Siedschlag.Gregory@epa.gov>; Wyman, Steve <Wyman.Steve@epa.gov>; Love, Chip <Love.Chip@epa.gov>; Suzuki, Judy <Suzuki.Judy@epa.gov>; Gilleland, Ross <Gilleland.Ross@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>
Subject: Re: Q re: where Superfund content should reside

Deliberative Process / Ex. 5

Jennifer Sutton , Chief Information Management Branch
EPA/OLEM/OSRTI/RMD
703-851-2580

Sent from my Government Mobile Device

On Apr 5, 2017, at 12:32 PM, Dibble, Christine <Dibble.Christine@epa.gov> wrote:

The problem is Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Christine Dibble
Senior Web Content Strategist
Office of Web Communications
U.S. Environmental Protection Agency
Mail Code 1701A
Washington, D.C. 20460
dibble.christine@epa.gov
ph: 202-564-9147

From: Sutton, Jennifer
Sent: Wednesday, April 5, 2017 12:27 PM
To: Dibble, Christine; Johnson, Emily; Siedschlag, Gregory; Wyman, Steve; Love, Chip
Cc: Suzuki, Judy; Gilleland, Ross; Byrd, Jonda
Subject: RE: Q re: where Superfund content should reside

Let me clarify - the documents will always exist in the SEMS records system (regardless of where they are posted on the web).
Currently the link on the Superfund page pulls the documents directly out of SEMS via a link to the SEMS records system.

What we can do is

Deliberative Process / Ex. 5

The FOIA documents we have on our Superfund page are national documents.

Jennifer Sutton | US EPA | Superfund | Chief | Information Management Branch |
(703) 603-8718 w | (703) 851-2580 c

From: Dibble, Christine
Sent: Wednesday, April 05, 2017 12:19 PM
To: Sutton, Jennifer <sutton.jennifer@epa.gov>; Johnson, Emily <Johnson.Emily@epa.gov>; Siedschlag, Gregory <Siedschlag.Gregory@epa.gov>; Wyman, Steve <Wyman.Steve@epa.gov>; Love, Chip <Love.Chip@epa.gov>
Cc: Suzuki, Judy <Suzuki.Judy@epa.gov>; Gilleland, Ross <Gilleland.Ross@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>
Subject: Re: Q re: where Superfund content should reside

Here is how they are grouped on the FOIA website: each Region has a Regional online FOIA library: https://www.epa.gov/foia/foia-online-libraries .

On each Regional page, like this one https://www.epa.gov/foia/foia-library-information-specific-epa-region-4 , there are links to frequently requested information, organized by topic, like a Superfund site. I do not know if the topics listed on this page exactly match the names on the SF site profiles.

Then each topic, including SF sites, get their own pages with links to documents, organized chronologically. Like this one: https://www.epa.gov/foia/region-4-virtual-reading-room-lcp-chemicals-site-brunswick-ga .

Deliberative Process / Ex. 5

Christine Dibble
Senior Web Content Strategist
Office of Web Communications
U.S. Environmental Protection Agency
Mail Code 1701A
Washington, D.C. 20460
dibble.christine@epa.gov
ph: 202-564-9147

From: Sutton, Jennifer
Sent: Wednesday, April 5, 2017 11:56 AM
To: Johnson, Emily; Dibble, Christine; Siedschlag, Gregory; Wyman, Steve; Love, Chip
Cc: Suzuki, Judy; Gilleland, Ross; Byrd, Jonda
Subject: RE: Q re: where Superfund content should reside

Looping in Steve who is much more familiar with the records information and Chip who has worked to get these datasets created.

Deliberative Process / Ex. 5

Regardless of the decision they will still exist in the SEMS system and be available for the public to search and download.

Deliberative Process / Ex. 5

Thanks,
Jennifer

Jennifer Sutton | US EPA | Superfund | Chief | Information Management Branch |
(703) 603-8718 w | (703) 851-2580 c

From: Johnson, Emily
Sent: Wednesday, April 05, 2017 11:40 AM
To: Dibble, Christine <Dibble.Christine@epa.gov>; Siedschlag, Gregory <Siedschlag.Gregory@epa.gov>
Cc: Suzuki, Judy <Suzuki.Judy@epa.gov>; Gilleland, Ross <Gilleland.Ross@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Sutton, Jennifer <sutton.jennifer@epa.gov>
Subject: RE: Q re: where Superfund content should reside

Good points and an area I haven't been involved with historically. Copying Jennifer since she's much more involved on the records side for OSRTI than I am and can have the right folks discuss this broader issue.

Emily Johnson | US EPA | Superfund | Associate Chief | Information Management Branch | (703) 603-8764 w | (703) 859-0171 c

---

From: Dibble, Christine
Sent: Wednesday, April 05, 2017 11:29 AM
To: Johnson, Emily <Johnson.Emily@epa.gov>; Siedschlag, Gregory <Siedschlag.Gregory@epa.gov>
Cc: Suzuki, Judy <Suzuki.Judy@epa.gov>; Gilleland, Ross <Gilleland.Ross@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>
Subject: Re: Q re: where Superfund content should reside

Judy believes that Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Thanks,

Christine Dibble
Senior Web Content Strategist
Office of Web Communications
U.S. Environmental Protection Agency
Mail Code 1701A
Washington, D.C. 20460
dibble.christine@epa.gov
ph: 202-564-9147

From: Johnson, Emily
Sent: Wednesday, April 5, 2017 11:07 AM
To: Dibble, Christine; Siedschlag, Gregory

Cc: Suzuki, Judy; Gilleland, Ross
Subject: RE: Q re: where Superfund content should reside

Deliberative Process / Ex. 5

Emily Johnson | US EPA | Superfund | Associate Chief | Information Management Branch | (703) 603-8764 w | (703) 859-0171 c

---

From: Dibble, Christine
Sent: Wednesday, April 05, 2017 10:56 AM
To: Siedschlag, Gregory <Siedschlag.Gregory@epa.gov>; Johnson, Emily <Johnson.Emily@epa.gov>
Cc: Suzuki, Judy <Suzuki.Judy@epa.gov>
Subject: Q re: where Superfund content should reside

Hi Greg and Emily, I'm not sure who in OSRTI to write about this, but Judy, who I am cc'ing, has posted an old SF document at https://www.epa.gov/foia/april-1997-final-report-ecological-assessment-ecological-risk-evaluation-salt-marsh-and . I had thought that all SF documents were posted in SEMS, but this one hasn't been, and in fact the site profile for this SF site https://cumulis.epa.gov/supercpad/cursites/csitinfo.cfm?id=0401634 indicates that there are "No published Administrative Record documents currently available.
No published Special Collection documents currently available." And the site profile includes a link "LCP Chemicals Virtual Reading Room" that goes back to the FOIA site, not to SEMS.

Deliberative Process / Ex. 5

Thanks,

Christine Dibble
Senior Web Content Strategist
Office of Web Communications
U.S. Environmental Protection Agency
Mail Code 1701A
Washington, D.C. 20460
dibble.christine@epa.gov
ph: 202-564-9147

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 8/4/2017 4:13:53 PM
To: Fine, Steven [fine.steven@epa.gov]; Simon, Harvey [Simon.Harvey@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Jones, Monica [Jones.Monica@epa.gov]
Subject: REVISED FOIA Staffing Chart -- Existing, Needed & Enhanced
Attachments: Proposed Centralization of FOIA Submissions - 08-04-2017v2.docx; National FOIA Program Staffing Chart - 08-04-2017v4.docx

Steve:

We reviewed the FOIA staffing & centralization plan again and the latest versions are attached. Please use these versions.

Larry is revising the FOIA Briefing for the AO now, and he'll incorporate these latest staffing figures into the slides.

Hope the briefing goes well next week.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Moser, Rebecca
Sent: Thursday, August 03, 2017 11:15 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Simon, Harvey <simon.harvey@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>; Rebecca Moser (moser.rebecca@epa.gov) <moser.rebecca@epa.gov>
Subject: FOIA Staffing Chart -- Existing, Needed & Enhanced

Steve & Harvey:

In follow-up to today's OEIP Biweekly, here is a staffing chart for the National FOIA Program, which shows the existing staffing levels, the additional needed staff for current workloads (just the 9/11/12 Talen Hub Reassignment is posted), and the additional staff we would need if we adopted a centralized FOIA submission model and provided related additional support to EPA program offices.

For reference, I have also attached the paper on the Proposed FOIA Centralized Submission Process. Please let us know if you'd like to discuss any of this.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)

U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Poole, Laura [Poole.Laura@epa.gov]
Sent: 5/9/2017 6:32:32 PM
To: Jones, Monica [Jones.Monica@epa.gov]; Segovia, David [segovia.david@epa.gov]
CC: Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: FOIA Lean Process

Thanks Monica,
This is great. This is the first step in a problem statement.
Laura

From: Jones, Monica
Sent: Tuesday, May 09, 2017 2:31 PM
To: Poole, Laura <Poole.Laura@epa.gov>; Segovia, David <segovia.david@epa.gov>
Cc: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA Lean Process

Laura & David,

I would like to provide background information about the EPA FOIA Program. Here is the link to the EPA *Freedom of Information Act Policy* - http://intranet.epa.gov/oei/imitpolicy/qic/ciopolicy/CIO_2157.1.pdf and the link to the EPA *Procedures for Responding to Freedom of Information Act Requests* - http://intranet.epa.gov/oei/imitpolicy/qic/ciopolicy/CIO_2157-P-01.1.pdf

OEIP would like to focus this lean event on enhancing the "Initiating the Process" steps found on pages 4-6 of the EPA Procedures for Responding to FOIA Requests.

Monica D. Jones, Deputy Director
Office of Enterprise Information Programs
Office of Environmental Information
Mailcode: 2821T
Office Phone: (202) 564-1641
Mobile Phone: (202) 689-9396

NOTICE: This communication may contain deliberative, privileged or other confidential information. Do not release under FOIA without appropriate review. If you are not the intended recipient or believe you have received this communication in error, please delete the copy you received, and do not print, copy, retransmit, disseminate or otherwise use the information. Thank you.

Message

From: Kelly, Lynn [Kelly.Lynn@epa.gov]
Sent: 7/6/2017 8:47:14 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: FOIA Regulations 062917 OEI edits .docx
Attachments: FOIA Regulations 070617 OGC edits .docx

Wendy & Larry,

Please see OGC's edits and comments on the attached. We are close, though there are a few outstanding items noted in the attached. Please let Kevin or I know if you have questions about these comments and we can go from there.

Lynn Kelly | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington, DC 20460 | phone: (202) 564-3266

The contents of this e-mail and any attachments to it may contain deliberative-process, attorney-client, attorney work product, or otherwise privileged material. If you are not the intended recipient, or believe you have received this communication in error, please delete the copy you received, and do not print, copy, retransmit, disseminate, or otherwise use the information. Thank you.

From: Schumacher, Wendy
Sent: Thursday, June 29, 2017 10:45 AM
To: Miller, Kevin <Miller.Kevin@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>
Subject: FOIA Regulations 062917 OEI edits .docx

Kevin,

Please let us know if you approve or have additional comments. This version contains Rebecca's most recent comments.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 6/9/2017 12:30:08 AM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Jones, Monica [Jones.Monica@epa.gov]
Subject: RE: FOIA Regulations 052617 OEI edits .docx
Attachments: FOIA Regulations 052617 OEI edits - RM edits.docx

Larry:

I have now finished reviewing the draft FOIA regulations, and a redline version with my most recent edits/comments is attached. I don't have any major concerns and my revisions are primarily editorial or for clarification purposes.

The draft is really in very good shape and while there are a couple of areas to discuss with OGC, it's getting very close and I expect that with one more short discussion with OGC you'll probably reach agreement on final edits.

Thanks again to you & Wendy S. for all of your work on this!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Gottesman, Larry
Sent: Friday, May 26, 2017 12:50 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Subject: FW: FOIA Regulations 052617 OEI edits .docx

Here is the draft regs for your review.

We received them back from OGC yesterday and we worked through the comments to the best we could. OGC prefers to incorporate Rebecca's comments before we sit down and discuss the regs any further.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Poole, Laura [Poole.Laura@epa.gov]
Sent: 2/14/2018 9:38:03 PM
To: Dolph, Becky [Dolph.Becky@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: For review: Agency FOIA priority project A3 for January 2018
Attachments: Agency FOIA February 2018 A3.pptx; ATT00001.htm

From: Saltman, Tamara
Sent: Wednesday, February 14, 2018 7:02 AM
To: Poole, Laura <Poole.Laura@epa.gov>
Subject: Fwd: For review: Agency FOIA priority project A3 for January 2018

I will probably not make the meeting today, so I'm hoping you can help them with this?

Sent from my iPhone

Begin forwarded message:

> **From:** "Dolph, Becky" <Dolph.Becky@epa.gov>
> **Date:** February 14, 2018 at 6:57:27 AM EST
> **To:** "Saltman, Tamara" <Saltman.Tamara@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>
> **Subject: RE: For review: Agency FOIA priority project A3 for January 2018**
>
> Okay, I have tried to make some revisions/updates to this and have been partially successful. I need some technical assistance as well A3 advice. Perhaps at the conclusion of the 4 pm meeting today or tomorrow morning?
>
> Thanks,
> Becky
>
> Becky Dolph | Director, FOIA Expert Assistance Team Office
> U.S Environmental Protection Agency
> Office of General Counsel | 7309B WJCN | 202-564-5771
>
> ---
>
> **From:** Saltman, Tamara
> **Sent:** Friday, February 02, 2018 10:27 AM
> **To:** Gottesman, Larry <Gottesman.Larry@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>
> **Subject:** For review: Agency FOIA priority project A3 for January 2018
>
> hi all,
>
> Henry requires these of all priority projects on the 3rd Friday of the month and a week before any event. The FOIA team has not submitted one since December 15th. As I understand it, the previous coach, Mike Appleby, worked on this with the team. Not having that time or opportunity, I took a stab at updating it to reflect the new process owner and executive sponsor, and the to do list of tasks. I also updated it with some nuggets of info that Greg Sieber asked for when Larry and I talked to him earlier this week, that came from Larry and the AO+4 centralization team work collecting baseline data.

Please take a look, especially at the scope, and make revisions as you see fit. Kevin Minoli should take a look along the way too. Then we should send it to Greg, and then to Henry by the middle of next week.

Note that the "team" in the top right corner is not the event team but the project planning team. I did not change any team members (just the leadership to capture the switch to OGC).

Tamara

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 9/1/2017 9:26:13 PM
To: Dolph, Becky [Dolph.Becky@epa.gov]
CC: Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]
Subject: FW: Toolkit for Review
Attachments: The Life Cycle of a FOIA. 09,01.2017 Review.docx

Becky:

Thanks so much. We'll review the toolkit and get back to you next week.

Rebecca

I'm still looking at the presentation materials (Lynn provided helpful
Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Dolph, Becky
Sent: Friday, September 01, 2017 4:44 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Toolkit for Review

Rebecca – Here at last is the toolkit for OEI review. In reviewing this document, we know the formatting, outline structure, and the like needs to be standardized, but the substance is there. We are also gathering the documents for inclusion in the Appendices and should have those ready late Tuesday.

If we could get consolidated comments from OEI that would be great. It probably would be good for you, Wendy and me to talk late Tuesday or early Wednesday morning about a review schedule. As we discussed earlier this week, we need to send this to be printed next Friday, 9/8/17.

We really appreciate your patience in getting this, but we have been doing a lot of editing on our side. While there is more to do, we think this is a good, solid draft for review.

I do want to remind you that the presentations are slated to go out for printing on Tuesday, so the earlier we can get your final big picture tweaks on those Tuesday the better.

Thanks, and have a great holiday weekend!

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Message

From: Byrd, Jonda [byrd.jonda@epa.gov]
Sent: 6/26/2017 11:49:07 AM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: FOIA Discussion Follow Up

Thank you Rebecca for pulling this together. I like your outline and think this gives us another opportunity to address the need for centralization. Thanks also for attaching the previous presentation. I agree that we should start working on the briefing today.

Jonda Byrd,
Director, FOIA, Libraries & Accessibility Division
US EPA, Office Environmental Information
513-569-7183
513-487-2547 (fax)
202-236-1992 (cell)

From: Moser, Rebecca
Sent: Friday, June 23, 2017 8:37 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>
Subject: FW: FOIA Discussion Follow Up

Jonda & Larry:

Here's a draft outline of what we might include in the FOIA briefing, based on Steve's email:

Deliberative Process / Ex. 5

Other thoughts?

In the interest of time, I'll go ahead and send the outline to Steve. Depending on your thoughts & his input, we'll probably want to plan on putting the briefing together on Monday.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Fine, Steven
Sent: Wednesday, June 14, 2017 8:55 PM
To: Wagner, Kenneth <wagner.kenneth@epa.gov>; Albores, Richard <Albores.Richard@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: FOIA Discussion Follow Up

Ken,

On behalf of the joint OGC and OEI group, we'd like to suggest that as a next step we schedule a high level briefing for you. This could cover the FOIA landscape, current EPA approaches, challenges, and potential future directions—leaving some time for discussion. That would provide a basis for further discussion, as appropriate. The briefing could include a small number of participants from OEI, OGC, and R6 (OEI's lead region. OEI is the home of the EPA's National FOIA Office). We're also open to other options for how to proceed.

Feedback?

Thanks.

Steve

From: Wagner, Kenneth
Sent: Tuesday, June 13, 2017 7:43 AM
To: Albores, Richard <Albores.Richard@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>
Subject: Re: FOIA Discussion Follow Up

Richard:

Thanks to you and Kevin for the kind invite. Unfortunately, I will be participating in the R5 "All States" Commissioners' meetings in Chicago. As I mentioned, I really cannot speak to the FOIA process at HQ, but I have now seen 10 very different processes at the Regions and heard varying degrees of complaints about the amount of time these requests take. From my observations, it is problematic when these requests take a significant amount of time away from the media program personnel that could be better used pursuing the business of environmental protection. I would very much like to better understand the coordination between HQ and the Regions and then begin a conversation bout how to make these responses more consistent and avoid duplication of work.

Thanks again for your willingness to engage on this important topic.

Ken

Kenneth E. Wagner
Senior Advisor to the Administrator
For Regional & State Affairs
US Environmental Protection Agency
Office: 202-564-1988
Cell: 202-309-2418
wagner.kenneth@epa.gov

On Jun 12, 2017, at 4:54 PM, Albores, Richard <Albores.Richard@epa.gov> wrote:

> Ken:
>
> It was good to speak with you this afternoon as you made your way to the airport for Region 5. I informed Kevin of your desire to foster a conversation on identifying efficiencies and consistencies in the FOIA practice across the agency, and he is keen to do that. In fact, he suggested that we try to begin that conversation this Wednesday at 4pm during a monthly OGC/Regional Counsel video-teleconference we regularly hold.
>
> - **Let me know if that would/could work for you** (if you are still in R5, you could sit in with the Regional Counsel there, or if back in DC, join us in 4045 William Jefferson Clinton), and we will add it to the agenda.
>
> We also want you to be aware that we have recently proposed reforms for FOIA, eDiscovery, and other information management for further discussion with the Agency's senior management. We would be happy to brief you on those proposals as well.
>
> Feel free to call or email if you have questions/concerns.
>
> Thanks,
>
> R
>
> ~~~~~
> RICHARD L. ALBORES
> Associate Deputy General Counsel * Office of General Counsel * U.S. EPA * 1200 Pennsylvania Avenue, NW * MC2310A * Washington, DC 20460 * email: albores.richard@epa.gov * phone: 202.564.7102 * mobile: 202.809.8029

Message

From: Fine, Steven [fine.steven@epa.gov]
Sent: 6/8/2017 4:25:43 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Byrd, Jonda [byrd.jonda@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Subject: FW: Updating FOIA Regulations
Attachments: Memo to CFOs June 6, 2017.pdf

Larry,

Please see the email I'm forwarding. Can you please draft a brief status update that I could send to DOJ. In addition to the update, I'd be interested in knowing the broader picture of what changes are required by the law, what changes we are planning on implementing, and the schedule. If it would be helpful to discuss that broader picture, let's schedule some time.

Thanks.

Steve

From: Roberts, Lindsay (OIP) [mailto:Lindsay.Roberts@usdoj.gov]
Sent: Thursday, June 8, 2017 10:52 AM
To: Fine, Steven <fine.steven@epa.gov>
Subject: Updating FOIA Regulations

Dear Mr. Fine,

Please see the below emails and attached memorandum from OIP's Director regarding updating agency FOIA regulations. I just received your contact information from my colleague Matt Gardner—these earlier emails were sent to Ann Dunkin inadvertently and wanted to forward them to you for awareness.

Thank you,

Lindsay M. Roberts
Attorney-Advisor
Office of Information Policy
U.S. Department of Justice
202.305.0677

From: DOJ.OIP.FOIA (SMO)
Sent: Tuesday, June 06, 2017 4:06 PM
Subject: Updating FOIA Regulations

Good afternoon,

As a follow up to our previous inquiries regarding FOIA regulations, please see the attached memorandum from OIP's Director.

Sincerely,
OIP

From: DOJ.OIP.FOIA (SMO)
Sent: Tuesday, April 18, 2017 9:19 AM
Subject: RE: Review and Updating of FOIA Regulations

Good morning,

This email is to follow up on the below message from OIP's Director Melanie Pustay, inquiring about the status of your agency's FOIA Regulations. We recognize that some agencies may still be in the process of reviewing their regulations and have not published revisions yet. Any update you can provide would be much appreciated.

Sincerely,
OIP

From: DOJ.OIP.FOIA (SMO) [mailto:DOJ.OIP.FOIA@usdoj.gov]
Sent: Tuesday, March 21, 2017 3:27 PM
Subject: Review and Updating of FOIA Regulations

To: Chief FOIA Officers

From: Melanie Ann Pustay
Director
Office of Information Policy
U.S. Department of Justice

Re: Review and Updating of FOIA Regulations

As you are aware, the FOIA was amended on June 30, 2016, by the *FOIA Improvement Act of 2016*. Those FOIA amendments required agencies, within 180 days of enactment, to review and update their FOIA regulations in accordance with the provisions of the Act and to "include procedures for engaging in dispute resolution through the FOIA Public Liaison and the Office of Government Information Services." To assist agencies in conducting their review and updating their FOIA regulations, the Office of Information Policy (OIP), updated its *Guidance for Agency FOIA Regulations* and its accompanying *Template for Agency FOIA Regulations.* The Department of Justice has also updated its own FOIA regulations in accordance with the Act.

We write to ask each agency to provide OIP with a brief status report on their progress thus far in updating their FOIA regulations. You can respond by replying to this email. We ask for responses by March 31st. If you have any questions please do not hesitate to contact OIP's Compliance Team at 202-514-3642.

Thanks in advance.

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 8/4/2017 2:43:32 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]
CC: Jones, Monica [Jones.Monica@epa.gov]
Subject: Revised Staffing & Centralized Submission Proposal
Attachments: National FOIA Program Staffing Chart - 08-04-2017.docx; Proposed Centralization of FOIA Submissions - 08-04-2017.docx

Importance: High

Jonda & Larry:

I have revised the staffing chart & the Centralized Submission Proposal to simplify the "ask" and ensure that they are consistent. Please take a look at the chart & the last page of the narrative to make sure we all agree.

I'll send these revised versions to Steve in a little while, provided we're all okay with them.

If we all agree, then these are the staffing figures that should be reflected in the briefing for the AO.

Thanks!

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 1/23/2017 9:32:41 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FOIA DRAFT Ref Guide.docx
Attachments: FOIA DRAFT Ref Guide.docx

Larry,

Give me your suggestions and I'll revise in the morning.

Thanks, Wendy

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 7/25/2017 1:41:49 PM
To: Barnett-Owens, Inga [Barnett-Owens.Inga@epa.gov]; Haywood, Kevin [haywood.kevin@epa.gov]; Evanko, Peter [Evanko.Peter@epa.gov]; Hamilton, Sabrina [Hamilton.Sabrina@epa.gov]; Jones-Coleman, Diane [Jones-Coleman.Diane@epa.gov]; Kennedy, Chandra [Kennedy.Chandra@epa.gov]; Levine, Scott [Levine.Scott@epa.gov]; Malloy, Marilyn [Malloy.Marilyn@epa.gov]; McLendon, Wanda [McLendon.Wanda@epa.gov]; Newman, Maya [Newman.Maya@epa.gov]; Newton, Jonathan [Newton.Jonathan@epa.gov]; Sandfoss, Kristina [Sandfoss.Kristina@epa.gov]; Williams, LaShawn [williams.lashawn@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]; Fields, Wanda [Fields.Wanda@epa.gov]
Subject: 2017 National FOIA Training Conference - Time to Forward

All,

Please forward the registration information to anyone you think would benefit from attending.

Reminder – send the names of any SEEs to me immediately. I only have two names, but saw lots of hands go up at the last Coordinators meeting.

Reminder #2 – join us in person for the Coordinators meeting on August 1 – special agenda!

Thanks, Wendy

From: Schumacher, Wendy
Sent: Wednesday, July 19, 2017 3:20 PM
To: Barnett-Owens, Inga <Barnett-Owens.Inga@epa.gov>; Cedeno-Zambrano, Lorena <Cedeno-Zambrano.Lorena@epa.gov>; Evanko, Peter <Evanko.Peter@epa.gov>; Hamilton, Sabrina <Hamilton.Sabrina@epa.gov>; Jones-Coleman, Diane <Jones-Coleman.Diane@epa.gov>; Kennedy, Chandra <Kennedy.Chandra@epa.gov>; Levine, Scott <Levine.Scott@epa.gov>; Malloy, Marilyn <Malloy.Marilyn@epa.gov>; McLendon, Wanda <McLendon.Wanda@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>; Newton, Jonathan <Newton.Jonathan@epa.gov>; Sandfoss, Kristina <Sandfoss.Kristina@epa.gov>; Williams, LaShawn <williams.lashawn@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: 2017 National FOIA Training Conference - Do Not Forward

Lead FOIA Coordinators,

Below is the Eventbrite link for you (and only you at this time) to register for the National FOIA Training Conference. Please do not forward this email.

If you would like to nominate a SEE to attend please reply to this email with his or her name by August 11, 2017. Unfortunately, contractors may not attend.

The webinars will be available in August. Please let me know if you have any questions.

Thanks, Wendy

From: Dolph, Becky
Sent: Monday, July 17, 2017 7:45 PM
To: IRM BCs <IRM_BCs@epa.gov>; IMOs <IMOs@epa.gov>; OGC RCs and DRCs <OGC_RCs_and_DRCs@epa.gov>; Info Attys <Info_Attys@epa.gov>; OGC GLO ILPG <OGC_GLO_ILPG@epa.gov>; OGC FEAT <OGC_FEAT@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>;

Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Cc: Simon, Harvey <Simon.Harvey@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>
Subject: Registration Now Open -- 2017 National FOIA Training Conference

Greetings! We are pleased to let you know that registration is now open for the National FOIA Training Conference to be held September 12-14, 2017, at EPA Headquarters in Washington, D.C.

As described in Steve Fine and Kevin Minoli's May 25th email, the conference is sponsored jointly by the Office of Environmental Information and the Office of General Counsel. It is designed to enhance the Agency's ability to effectively and efficiently manage Freedom of Information Act (FOIA) requests. To help meet that goal, training sessions will provide you with information and guidance to better guide your office when responding to FOIA requests. We seek to provide FOIA practitioners with effective tools that reduce both the processing load and your office's exposure to attorneys' fees.

Registration information and additional conference details are provided below in a question/answer format. If you have questions not answered below, please contact Quoc Nguyen of the General Law Office, Office of General Counsel, at 202-564-6343 or nguyen.quoc@epa.gov, or Wendy Schumacher of the National FOIA Program, Office of Enterprise Information Programs, Office of Environmental Information, at 202-566-2513 or schumacher.wendy@epa.gov.

Thank you for engagement in EPA's FOIA processes and interest in the National FOIA Conference. We look forward to seeing you there!

Rebecca, Wendy and Becky

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)

Wendy Blake, Associate General Counsel
General Law Office
Office of General Counsel

Becky Dolph, Director
FOIA Expert Assistance Team Office
Office of General Counsel

Registration Information:

When can I register for the conference?

You can register between now through August 5, 2017.

How do I register for the conference?

This link will take you to the conference registration form:
https://epanationalfoiaconference2017.eventbrite.com
If you are prompted for a password, please use FOIAConference2017

Is there a conference agenda?
Yes, the agenda for the conference is attached. While there may still be some minor changes, this will generally be the agenda we follow, including daily start and end times. Note that in August there will be several webinars addressing fundamental issues as well as specialized technology and tools for processing FOIAs that will be offered prior to the conference. We recommend these webinars to anyone needing a primer (or a refresher) on any of the covered topics. This will ensure that everyone at the conference has a level base of knowledge. The conference itself is not an introductory training.

What time will the conference begin and end each day?
On September 12 and 13 (Tuesday and Wednesday), the conference will begin at 8:30 a.m. and end at 5:00 p.m. On September 14 (Thursday), the conference will begin at 8:30 a.m. and end at 12:00 noon.

Is there a limit on how many people can attend the conference?
We do have space limitations in our conference space (approximately 150 attendees). We are optimistic that we will be able to accommodate all registrants. If that is not the case, we will work out an equitable solution to this issue. We will let all registrants know by August 15 whether we can confirm their attendance.

I am a manager. Is this training for me?
It may be. Please look at the agenda and if you would like to attend, please register. If this agenda is a deeper dive into FOIA than you feel you need or if you cannot afford the time commitment, we have tentative plans for a webinar targeted towards managers responsible for approving FOIA responses. We anticipate this being held late fall/early winter 2017.

I handle some FOIAs, but this is not a major part of my job. Is this conference for me?
It may be. Please look at the agenda and if you would like to attend, please register. As stated in the training announcement, the conference is primarily targeted for FOIA Officers and FOIA Coordinators, as well as Regional and Headquarters' information law attorneys.

Is there a block of rooms for those coming from outside the Washington, D.C, area?
Yes, we have arranged with the Hyatt Place Washington DC/White House, 1522 K Street NW, to put aside rooms for conference attendees. This link will take you to the site the hotel has established for booking rooms in the block:
https://washingtondcwhitehouse.place.hyatt.com/waszwgfoia2017.html

What accounting information do I need for my TA?
Training Budget Code: MS393903 National Freedom of Information Training Conference

Is there any cost to the Region/Program other than my travel and per diem expenses?
No, there is no training or registration fee to attend the conference.

I am interested in the conference but am unable to come to Washington, D.C. Is remote participation available?

Unfortunately, no. Due to the interactive nature of the training and the limitations of our conference space, we are unable to accommodate attendance by videoconference.

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 6/24/2017 12:43:06 AM
To: Fine, Steven [fine.steven@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]
Subject: FW: FOIA Discussion Follow Up

Steve:

Based on your email below, I'd suggest the following outline for a briefing for Ken Wagner:

1. FOIA Landscape
2.
3.
4.
5.

Deliberative Process / Ex. 5

We could go through the first sections fairly quickly, so there's time for discussion.
Are there any other key points/areas you'd like to cover? Have you heard back from Ken Wagner yet on whether he'd like this briefing and if so, when it might be?

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Fine, Steven
Sent: Wednesday, June 14, 2017 8:55 PM
To: Wagner, Kenneth <wagner.kenneth@epa.gov>; Albores, Richard <Albores.Richard@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: FOIA Discussion Follow Up

Ken,

On behalf of the joint OGC and OEI group, we'd like to suggest that as a next step we schedule a high level briefing for you. This could cover the FOIA landscape, current EPA approaches, challenges, and potential future directions—leaving some time for discussion. That would provide a basis for further discussion, as appropriate. The briefing could include a small number of participants from OEI, OGC, and R6 (OEI's lead region. OEI is the home of the EPA's National FOIA Office). We're also open to other options for how to proceed.

Feedback?

Thanks.

Steve

From: Wagner, Kenneth
Sent: Tuesday, June 13, 2017 7:43 AM
To: Albores, Richard <Albores.Richard@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>
Subject: Re: FOIA Discussion Follow Up

Richard:

Thanks to you and Kevin for the kind invite. Unfortunately, I will be participating in the R5 "All States" Commissioners' meetings in Chicago. As I mentioned, I really cannot speak to the FOIA process at HQ, but I have now seen 10 very different processes at the Regions and heard varying degrees of complaints about the amount of time these requests take. From my observations, it is problematic when these requests take a significant amount of time away from the media program personnel that could be better used pursuing the business of environmental protection. I would very much like to better understand the coordination between HQ and the Regions and then begin a conversation bout how to make these responses more consistent and avoid duplication of work.

Thanks again for your willingness to engage on this important topic.

Ken

Kenneth E. Wagner
Senior Advisor to the Administrator
For Regional & State Affairs
US Environmental Protection Agency
Office: 202-564-1988
Cell: 202-309-2418
wagner.kenneth@epa.gov

On Jun 12, 2017, at 4:54 PM, Albores, Richard <Albores.Richard@epa.gov> wrote:

> Ken:
>
> It was good to speak with you this afternoon as you made your way to the airport for Region 5. I informed Kevin of your desire to foster a conversation on identifying efficiencies and consistencies in the FOIA practice across the agency, and he is keen to do that. In fact, he suggested that we try to begin that

conversation this Wednesday at 4pm during a monthly OGC/Regional Counsel video-teleconference we regularly hold.

- **Let me know if that would/could work for you** (if you are still in R5, you could sit in with the Regional Counsel there, or if back in DC, join us in 4045 William Jefferson Clinton), and we will add it to the agenda.

We also want you to be aware that we have recently proposed reforms for FOIA, eDiscovery, and other information management for further discussion with the Agency's senior management. We would be happy to brief you on those proposals as well.

Feel free to call or email if you have questions/concerns.

Thanks,

R

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RICHARD L. ALBORES
Associate Deputy General Counsel * Office of General Counsel * U.S. EPA * 1200 Pennsylvania Avenue, NW * MC2310A * Washington, DC 20460 * email: albores.richard@epa.gov * phone: 202.564.7102 * mobile: 202.809.8029
~~~~~

Message

From: Edstrom, Cathy [Edstrom.Cathy@epa.gov]
Sent: 3/15/2017 5:42:52 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Dew, Judy [Dew.Judy@epa.gov]; Boltik, Sam [Boltik.Sam@epa.gov]; Burns, Carlton [burns.carlton@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: FOIA Intranet Guidance page

Sure, will do.

Cathy Edstrom (contractor - Artic Slope Mission Services)
Internet Services Librarian - Team Lead
edstrom.cathy@epa.gov 240-274-3974
EPA Headquarters Public Access Service

From: Schumacher, Wendy
Sent: Wednesday, March 15, 2017 1:28 PM
To: Edstrom, Cathy <Edstrom.Cathy@epa.gov>
Cc: Dew, Judy <Dew.Judy@epa.gov>; Boltik, Sam <Boltik.Sam@epa.gov>; Burns, Carlton <burns.carlton@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: FOIA Intranet Guidance page

Could you just leave the text that says "FOIA is Everyone's Responsibility" for some balance while we work on the new text?

Thanks, Wendy

From: Edstrom, Cathy
Sent: Wednesday, March 15, 2017 1:27 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Dew, Judy <Dew.Judy@epa.gov>; Boltik, Sam <Boltik.Sam@epa.gov>; Burns, Carlton <burns.carlton@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: FOIA Intranet Guidance page

Did you want to replace the text on the banner or just leave the banner blank?

Cathy Edstrom (contractor - Artic Slope Mission Services)
Internet Services Librarian - Team Lead
edstrom.cathy@epa.gov 240-274-3974
EPA Headquarters Public Access Service

From: Schumacher, Wendy
Sent: Wednesday, March 15, 2017 1:25 PM
To: Edstrom, Cathy <Edstrom.Cathy@epa.gov>
Cc: Dew, Judy <Dew.Judy@epa.gov>; Boltik, Sam <Boltik.Sam@epa.gov>; Burns, Carlton <burns.carlton@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA Intranet Guidance page

Cathy,

Please delete the text in the banner below "FOIA is Everyone's Responsibility" with the flag on:
http://intranet.epa.gov/foia/

The document to "Read More" is at:
http://dchqdomino1.dcicc.epa.gov:9876/intranet/hqmailer.nsf/7dc02cfd4fae9d0385256608004b201d/0c309ffbd3987a0985257b4700532f1b?OpenDocument

Please move this link to http://intranet.epa.gov/foia/FOIA-Guidance.html with the title "Transparency at EPA, April 8, 2013" and place alphabetically at the end of the list.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Bigioni, Neil [bigioni.neil@epa.gov]
Sent: 4/23/2018 12:46:23 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: UPDATE RE: ACTION: Obj 3.2 FY 2018 Risk Assessments.xlsm, Enterprise Risk Strategic Review Memo and Internal Controls Guidance_FINAL_3-13-2018 (002).pdf, Obj 2.2 FY 2018 Risk Assessments.xlsm
Attachments: Enterprise Risk Strategic Review Memo and Internal Controls Guidance_FINAL_3-13-2018 (002).pdf; FY 2018 Summaries of Findings 2.2.docx; FY 2018 Summaries of Findings 3.2.docx; FYI: Clean Drafts Obj 2.2 Risk Assessment - FOIA risk AND Obj. 3.2 Risk Assessment - Legal Deadlines; fy-2018-2022-epa-strategic-plan.pdf

We will discuss this at our 2 PM

From: Albores, Richard
Sent: Sunday, April 22, 2018 4:07 PM
To: Burke, Marcella <burke.marcella@epa.gov>; Koslow, Karin <Koslow.Karin@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
Cc: Monson, Mahri <Monson.Mahri@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>
Subject: UPDATE RE: ACTION: Obj 3.2 FY 2018 Risk Assessments.xlsm, Enterprise Risk Strategic Review Memo and Internal Controls Guidance_FINAL_3-13-2018 (002).pdf, Obj 2.2 FY 2018 Risk Assessments.xlsm

Hello all:

Unfortunately, my comprehension of the OCFO Guidance (copy attached) was not as complete as I made out last week.

Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

R

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RICHARD L. ALBORES
Associate Deputy General Counsel * Office of General Counsel * U.S. EPA * 1200 Pennsylvania Avenue, NW * MC2310A * Washington, DC 20460 * email: albores.richard@epa.gov * phone: 202.564.7102 * mobile: 202.809.8029

From: Albores, Richard
Sent: Wednesday, April 18, 2018 12:41 PM
To: Packard, Elise <Packard.Elise@epa.gov>
Cc: Burke, Marcella <burke.marcella@epa.gov>; Koslow, Karin <Koslow.Karin@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>
Subject: ACTION: Obj 3.2 FY 2018 Risk Assessments.xlsm, Enterprise Risk Strategic Review Memo and Internal Controls Guidance_FINAL_3-13-2018 (002).pdf, Obj 2.2 FY 2018 Risk Assessments.xlsm

Hi Elise:

I have been able to finally absorb, and understand, the March 13, 2018 Guidance from OCFO (attached) entitled "Enterprise Risk Strategic review Memo and Internal Controls Guidance." As you recall, I was having trouble understanding the various roles that OGC plays in the Strategic Plan for FY18-22, the strategic review process, the monthly business reviews, and the management integrity process, as well as what staffing is needed for the deliverables identified in the Guidance.

Deliberative Process / Ex. 5
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Deliberative Process / Ex. 5

Let me know if you have any questions.

Thanks,

Rich

Attachments:

Obj 3.2 FY 2018 Risk Assessments.xlsm

Enterprise Risk Strategic Review Memo and Internal Controls Guidance_FINAL_3-13-2018 (002).pdf

Obj 2.2 FY 2018 Risk Assessments.xlsm

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

R

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RICHARD L. ALBORES
Associate Deputy General Counsel * Office of General Counsel * U.S. EPA * 1200 Pennsylvania Avenue, NW * MC2310A * Washington, DC 20460 * email: albores.richard@epa.gov * phone: 202.564.7102 * mobile: 202.809.8029
~~~~~

Message

From: Dolph, Becky [Dolph.Becky@epa.gov]
Sent: 9/1/2017 8:44:21 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Blake, Wendy [Blake.Wendy@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Toolkit for Review
Attachments: The Life Cycle of a FOIA. 09,01.2017 Review.docx

Rebecca – Here at last is the toolkit for OEI review. In reviewing this document, we know the formatting, outline structure, and the like needs to be standardized, but the substance is there. We are also gathering the documents for inclusion in the Appendices and should have those ready late Tuesday.

If we could get consolidated comments from OEI that would be great. It probably would be good for you, Wendy and me to talk late Tuesday or early Wednesday morning about a review schedule. As we discussed earlier this week, we need to send this to be printed next Friday, 9/8/17.

We really appreciate your patience in getting this, but we have been doing a lot of editing on our side. While there is more to do, we think this is a good, solid draft for review.

I do want to remind you that the presentations are slated to go out for printing on Tuesday, so the earlier we can get your final big picture tweaks on those Tuesday the better.

Thanks, and have a great holiday weekend!

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Message

From: Byrd, Jonda [byrd.jonda@epa.gov]
Sent: 7/6/2017 12:44:23 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Subject: RE: FOIA Centralization documents
Attachments: FOIA Program Centralization and Staffing JB comments 7-6-17.docx

Larry and Wendy,
Thank you for pulling all this together. I have a few comments/questions/edits on the Centralization document.
Please let me know if you would like to discuss.

Jonda Byrd,
Director, FOIA, Libraries & Accessibility Division
US EPA, Office Environmental Information
513-569-7183
513-487-2547 (fax)
202-236-1992 (cell)

From: Schumacher, Wendy
Sent: Wednesday, July 05, 2017 3:53 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA Centralization documents

Rebecca and Jonda,

Larry asked me to forward these documents to you.

Please let him or me know if you have any questions.

Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Stevens, Edie [Stevens.Edie@epa.gov]
Sent: 10/13/2017 8:39:03 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
Attachments: Plan to Address Backlogged Requests.xlsx

Larry/Wendy-

Here's Region 7's plan to address the backlog.

Edie

Edie Stevens-Breckon, MSM
Government Information Specialist
Office of Public Affairs
Phone: 913.551.7803 Fax: 913.551.7976
Email: stevens.edie@epa.gov
U.S. Environmental Protection Agency, Region 7 | 11201 Renner Blvd | Lenexa, KS 66219

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

In developing your plan, please use the following targets:

- Complete 10% or more of backlog by Oct. 31
- Complete 50% or more by Nov. 30
- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 5/24/2017 3:54:43 PM
To: Nguyen, Quoc [Nguyen.Quoc@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: FOIA training slides 2018 v2.pptx
Attachments: FOIA training slides 2018 v2.pptx

Importance: High

Quoc,

Larry said that you wanted to see the revisions we made this morning. Do you have any more edits?

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Schwarz, Matthew
Sent: Friday, May 19, 2017 1:06 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Nguyen, Quoc <Nguyen.Quoc@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>
Subject: FW: FOIA training slides 2018 v2.pptx
Importance: High

I won't have a chance to comment further on these slides so I defer to Quoc's comments.

From: Nguyen, Quoc
Sent: Tuesday, May 09, 2017 12:29 PM
To: Miller, Kevin <Miller.Kevin@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: FW: FOIA training slides 2018 v2.pptx
Importance: High

Here are my suggested edits/comments to the training. Since the whole agency will be taking this test, I was extra picky. Feel free to send these directly to Wendy Schumacher.

-

Deliberative Process ACP / Ex. 5

-

Deliberative Process ACP / Ex. 5

Please send this to Wendy or let me know it's OK to send it to her.

Thanks,
Quoc

From: Schumacher, Wendy
Sent: Thursday, May 04, 2017 3:32 PM
To: Nguyen, Quoc <Nguyen.Quoc@epa.gov>
Subject: FW: FOIA training slides 2018 v2.pptx

Quoc,

Thanks for getting this moving along.

Wendy

From: Schumacher, Wendy
Sent: Wednesday, May 03, 2017 3:10 PM
To: Miller, Kevin <Miller.Kevin@epa.gov>
Cc: Schwarz, Matthew <Schwarz.Matthew@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: FOIA training slides 2018 v2.pptx

Kevin,

Any update on the review? We are working on the PR and will be ready to have the contractor start work soon.

Thanks, Wendy

From: Schumacher, Wendy
Sent: Tuesday, April 18, 2017 3:49 PM
To: Miller, Kevin <Miller.Kevin@epa.gov>
Cc: Schwarz, Matthew <Schwarz.Matthew@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA training slides 2018 v2.pptx

Kevin,

Here are the revised training slides based on feedback from the Training Office.

Two of the comments were to use size 14 font and put some unrealistic choices in the test questions.

Please let me know if you have any edits or approve.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 6/24/2017 12:36:41 AM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]
Subject: FW: FOIA Discussion Follow Up
Attachments: House Oversight Slides - 6-12-2017v2 - Draft.pptx; FOIA Program Overview 2016-08-22(3).pptx; FOIA training slides 2017 final - 03-21-17.pptx

Jonda & Larry:

Here's a draft outline of what we might include in the FOIA briefing, based on Steve's email:

1.

2.

3. **Deliberative Process / Ex. 5**

4.

5.

We might be able to use points from the following briefings (attached above):

- **Deliberative Process / Ex. 5**

Other thoughts?

In the interest of time, I'll go ahead and send the outline to Steve. Depending on your thoughts & his input, we'll probably want to plan on putting the briefing together on Monday.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Fine, Steven
Sent: Wednesday, June 14, 2017 8:55 PM
To: Wagner, Kenneth <wagner.kenneth@epa.gov>; Albores, Richard <Albores.Richard@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: FOIA Discussion Follow Up

Ken,

On behalf of the joint OGC and OEI group, we'd like to suggest that as a next step we schedule a high level briefing for you. This could cover the FOIA landscape, current EPA approaches, challenges, and potential future directions—leaving some time for discussion. That would provide a basis for further discussion, as appropriate. The briefing could include a small number of participants from OEI, OGC, and R6 (OEI's lead region. OEI is the home of the EPA's National FOIA Office). We're also open to other options for how to proceed.

Feedback?

Thanks.

Steve

From: Wagner, Kenneth
Sent: Tuesday, June 13, 2017 7:43 AM
To: Albores, Richard <Albores.Richard@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>
Subject: Re: FOIA Discussion Follow Up

Richard:

Thanks to you and Kevin for the kind invite. Unfortunately, I will be participating in the R5 "All States" Commissioners' meetings in Chicago. As I mentioned, I really cannot speak to the FOIA process at HQ, but I have now seen 10 very different processes at the Regions and heard varying degrees of complaints about the amount of time these requests take. From my observations, it is problematic when these requests take a significant amount of time away from the media program personnel that could be better used pursuing the business of environmental protection. I would very much like to better understand the coordination between HQ and the Regions and then begin a conversation bout how to make these responses more consistent and avoid duplication of work.

Thanks again for your willingness to engage on this important topic.

Ken

Kenneth E. Wagner
Senior Advisor to the Administrator
For Regional & State Affairs
US Environmental Protection Agency
Office: 202-564-1988
Cell: 202-309-2418
wagner.kenneth@epa.gov

On Jun 12, 2017, at 4:54 PM, Albores, Richard <Albores.Richard@epa.gov> wrote:

Ken:

It was good to speak with you this afternoon as you made your way to the airport for Region 5. I informed Kevin of your desire to foster a conversation on identifying efficiencies and consistencies in the FOIA practice across the agency, and he is keen to do that. In fact, he suggested that we try to begin that conversation this Wednesday at 4pm during a monthly OGC/Regional Counsel video-teleconference we regularly hold.

- **Let me know if that would/could work for you** (if you are still in R5, you could sit in with the Regional Counsel there, or if back in DC, join us in 4045 William Jefferson Clinton), and we will add it to the agenda.

We also want you to be aware that we have recently proposed reforms for FOIA, eDiscovery, and other information management for further discussion with the Agency's senior management. We would be happy to brief you on those proposals as well.

Feel free to call or email if you have questions/concerns.

Thanks,

R

~~~~~~

RICHARD L. ALBORES
Associate Deputy General Counsel * Office of General Counsel * U.S. EPA * 1200 Pennsylvania Avenue, NW * MC2310A * Washington, DC 20460 * email: albores.richard@epa.gov * phone: 202.564.7102 * mobile: 202.809.8029
~~~~~~

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 6/29/2017 7:32:06 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FOIA training slides 2018 v3.pptx
Attachments: FOIA training slides 2018 v3.pptx

Larry,

Here are the slides for the FY18 Mandatory FOIA Training.

They have been approved by OGC and are ready to send to Steve Fine.

Please let me know if you need anything else.

Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Nguyen, Quoc [Nguyen.Quoc@epa.gov]
Sent: 1/3/2018 9:55:04 PM
To: Blake, Wendy [Blake.Wendy@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]; Boydston, Michael [Boydston.Michael@epa.gov]; OGC GLO ILPG [OGC_GLO_ILPG@epa.gov]; Bermes, Peter [Bermes.Peter@epa.gov]; Moumbleaux, Joan [moumbleaux.joan@epa.gov]; Clarke, Victoria [clarke.victoria@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Youngblood, Charlotte [Youngblood.Charlotte@epa.gov]
Subject: FW: National FOIA Training Survey Results Attached!
Attachments: NFTC Results ALL SURVEYS.XLSX; NFTC Survey GRAPH.xlsx; NFTC SURVEYS with HIGHLIGHTS of comments .xlsx

Dear All,

Attached are the 2017 FOIA Training Conference evaluation results. Thank you, Joan and Victoria, for your great help in compiling this information.

Sincerely,
Quoc

Quoc P. Nguyen
Office of General Counsel
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, DC 20460
202-564-6343

PRIVILEGED COMMUNICATION for internal deliberation only; may contain deliberative, attorney-client, attorney work product, or otherwise privileged material; do not distribute outside EPA or DOJ.

From: Moumbleaux, Joan
Sent: Wednesday, January 03, 2018 12:44 PM
To: Nguyen, Quoc <Nguyen.Quoc@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>; Hammitt, Jennifer <Hammitt.Jennifer@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>; Clarke, Victoria <clarke.victoria@epa.gov>
Cc: Moumbleaux, Joan <moumbleaux.joan@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>
Subject: National FOIA Training Survey Results Attached!

Hello All ,

Several folks have been asking and here it is! (Victoria and I compiled the data over the last few weeks.)

Attendees have asked if results will be shared and we may want to talk about how to best release the material to all.

Attached are;

1. All of all survey responses – the empirical data
2. A graph based upon the numerical evaluations of all responses
3. A compilation of all surveys, numerical results, and most common comments

Please let me know if we have missed something or if you have questions!

Best ,
Joan and Victoria

Message

From: Harrison, Ben [Harrison.Ben@epa.gov]
Sent: 10/18/2017 2:42:32 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Re: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Larry, I need to amend the region 6 plan to show we will have all 9 on our list completed by December 31

Sent from my iPhone

On Oct 13, 2017, at 2:17 PM, Harrison, Ben <Harrison.Ben@epa.gov> wrote:

<!--[if lte mso 15 || CheckWebRef]-->

Harrison, Ben has shared a OneDrive for Business file with you. To view it, click the link below.

<image00001.png> Region 6 Plan to Address Backlogged Requests 10-13-2017.xlsx

<!--[endif]-->
Larry, as requested in the memorandum from Steve Fine below, attached is the Region 6 plan to clear FOIAs submitted prior to January 1, 2017. For questions or concerns, please contact Nancy Ho at (214)665-3179. Thank you.

Begin forwarded message:

From: "Fine, Steven" <fine.steven@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

In developing your plan, please use the following targets:

- Complete 10% or more of backlog by Oct. 31
- Complete 50% or more by Nov. 30
- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 10/6/2017 11:37:39 AM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Re: FOIA backlog project Meeting
Attachments: Pending before 1 1 17.xls

Larry,

Didn't finish sorting by organizations, but can do it over the weekend. Because of the holiday today is my AWS and I'm leaving home in a few minutes. Feel free to call my cell (280-0915) if you want to discuss later.

Also have the other spreadsheet to finish if you need it for Tuesday morning.

Wendy

From: Gottesman, Larry
Sent: Thursday, October 5, 2017 10:53:15 PM
To: Schumacher, Wendy
Subject: Fwd: FOIA backlog project Meeting

See attached plan.

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

> **From:** "Packard, Elise" <Packard.Elise@epa.gov>
> **Date:** October 5, 2017 at 9:15:25 PM EDT
> **To:** "Blake, Wendy" <Blake.Wendy@epa.gov>, "Walker, Denise" <Walker.Denise@epa.gov>, "Fine, Steven" <fine.steven@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>, "Trudeau, Shaun" <Trudeau.Shaun@epa.gov>
> **Subject: FOIA backlog project Meeting**
>
> Hi all,
>
> I talked with Kevin this evening and he was quite sure that Ryan was expecting pre-January 1, 2017. He pointed out that if we did it in two waves offices like OGC (with nothing in the really old group) would just get a pass till we got to the second wave! He also asked me to write-up our meeting so he could let Ryan know about it. I would love to get any input you have on the attached by 9:30am tomorrow. I'm flagging that I added the last section on implementation out of my head, as I thought it was missing, but am not wedded to any particulars there and would love suggestions about better ideas.
>
> Larry did you get a chance to ask someone to do the new spreadsheet for the part between the old one and January 1, 2017?

Thanks all,

Elise

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 7/6/2017 2:31:39 AM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Byrd, Jonda [byrd.jonda@epa.gov]
Subject: Draft FOIA PowerPoint Briefing
Attachments: 6-26-17 FOIA Overview WS edits.pptx

Larry & Wendy:

Thanks for putting together the draft PowerPoint. Let's discuss it tomorrow.

It needs a Deliberative Process / Ex. 5 d. Also need to think about whether Deliberative Process / Ex. 5
I expect Deliberative Process / Ex. 5 and we may want to say more about this.
While I like Deliberative Process / Ex. 5
Deliberative Process / Ex. 5

See you tomorrow.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 12/7/2017 2:11:13 PM
To: Kercheval, Stephanie [Kercheval.Stephanie@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: In case of government shutdown

Stephanie,

I wasn't at EPA (but at a FOIAonline agency) in 2013, but we did get some guidance from DOJ.

Larry is on leave, but I can forward anything that comes in.

Wendy

From: Kercheval, Stephanie
Sent: Wednesday, December 06, 2017 8:24 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: In case of government shutdown

Hello there,

Will OEI provide the regions with guidance or language to share with requesters should there be a government shutdown?

Stephanie Kercheval, R10 FOIA Officer
U.S. Environmental Protection Agency
Information Services Unit, FOIA Team
1200 Sixth Avenue, Suite 900 – OMP 132-2
Seattle, Washington 98101
(206) 553-8665
kercheval.stephanie@epa.gov

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 3/15/2017 5:30:35 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: FOIA Intranet Guidance page

The quotes are to know which text she should leave. Hopefully she knows this standard editing format.

From: Gottesman, Larry
Sent: Wednesday, March 15, 2017 1:30 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: FOIA Intranet Guidance page

Can we remove the quotes?

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Schumacher, Wendy
Sent: Wednesday, March 15, 2017 1:28 PM
To: Edstrom, Cathy <Edstrom.Cathy@epa.gov>
Cc: Dew, Judy <Dew.Judy@epa.gov>; Boltik, Sam <Boltik.Sam@epa.gov>; Burns, Carlton <burns.carlton@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: FOIA Intranet Guidance page

Could you just leave the text that says "FOIA is Everyone's Responsibilty" for some balance while we work on the new text?

Thanks, Wendy

From: Edstrom, Cathy
Sent: Wednesday, March 15, 2017 1:27 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Dew, Judy <Dew.Judy@epa.gov>; Boltik, Sam <Boltik.Sam@epa.gov>; Burns, Carlton <burns.carlton@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: FOIA Intranet Guidance page

Did you want to replace the text on the banner or just leave the banner blank?

Cathy Edstrom (contractor - Artic Slope Mission Services)
Internet Services Librarian - Team Lead
edstrom.cathy@epa.gov 240-274-3974
EPA Headquarters Public Access Service

From: Schumacher, Wendy
Sent: Wednesday, March 15, 2017 1:25 PM
To: Edstrom, Cathy <Edstrom.Cathy@epa.gov>
Cc: Dew, Judy <Dew.Judy@epa.gov>; Boltik, Sam <Boltik.Sam@epa.gov>; Burns, Carlton <burns.carlton@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA Intranet Guidance page

Cathy,

Please delete the text in the banner below "FOIA is Everyone's Responsibility" with the flag on:
http://intranet.epa.gov/foia/

The document to "Read More" is at:
http://dchqdomino1.dcicc.epa.gov:9876/intranet/hqmailer.nsf/7dc02cfd4fae9d0385256608004b201d/0c309ffbd3987a0985257b4700532f1b?OpenDocument

Please move this link to http://intranet.epa.gov/foia/FOIA-Guidance.html with the title "Transparency at EPA, April 8, 2013" and place alphabetically at the end of the list.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Fine, Steven [fine.steven@epa.gov]
Sent: 8/4/2017 1:17:41 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Jones, Monica [Jones.Monica@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]
Subject: RE: Draft FOIA Briefing for AO
Attachments: National FOIA Program Overview for AO - Draft - 07-31-2017.pptx

Larry,

Much of this looks good. Please see comments in the attached slides.

Steve

From: Moser, Rebecca
Sent: Tuesday, August 1, 2017 11:09 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: Draft FOIA Briefing for AO

Steve:

Please find attached a draft FOIA briefing for the AO. Please let us know if you have any comments/revisions or would like to discuss it. Thank you!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 5/24/2017 1:59:19 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FOIA training slides 2018 v2.pptx
Attachments: FOIA training slides 2018 v2.pptx

Larry,

Here are the draft training slides. They incorporate comments from Sharon Ridings, Training Office, and were approved by Quoc Nguyen on behalf of OGC.

Please send any comments by May 26 at noon.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Newman, Maya [Newman.Maya@epa.gov]
Sent: 10/31/2017 7:02:00 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Shiffman, Cari [Shiffman.Cari@epa.gov]; Miles, Erin [Miles.Erin@epa.gov]
Subject: FW: Request for closure HQ-2017-009328 John Templon (Buzzfeed)
Attachments: 2017-05-31 -- Interim Procedures for Issuing Info Requests(CAA 114, CWA 308, RCRA 3007) (marked interim, privileged, conf).pdf; 2017-02-01 -- Revised NSI Guidance Memo (marked priv, conf, atty work product, FOIA exempt).pdf; 2017-02-28 -- Unilateral Admin Compliance Order under CWA 309(a), SDWA 1414(g).pdf

Importance: High

Hi Larry,

I have three files that OECA has withheld that was not uploaded into FOIA Online, can you reject the FOIA so I can add the three documents? I was able to delete a document, however I cannot upload additional documents. Thanks kindly and have a great day!

Maya Newman
OECA FOIA Lead &

OECA Special Emphasis Program Lead
Environmental Protection Agency
Office of Enforcement & Compliance Assurance I Office of Administration and Policy
1200 Pennsylvania Ave. NW I Mail Code: 2201A I WJC-S Bldg Rm 3213 I Washington, DC 20460
newman.maya@epa.gov I 202-564-2483 (W) I 202-501-0017 (F)

From: Shiffman, Cari
Sent: Monday, October 30, 2017 5:29 PM
To: Newman, Maya <Newman.Maya@epa.gov>; Miles, Erin <Miles.Erin@epa.gov>
Subject: RE: Request for closure HQ-2017-009328 John Templon (Buzzfeed)

Maya,

I confirmed with the FOIA Expert Assistance Team Office that we need to upload the documents we are withholding in full. Can you please add the attached three documents to FOIA Online with the Code UU (un-releasable and un-redacted)?

Thanks,

Cari Shiffman, Special Assistant
U.S. Environmental Protection Agency
Office of Enforcement and Compliance Assurance
Office: (202) 564-2898 | Mobile: (202) 823-3277

From: Shiffman, Cari
Sent: Monday, October 30, 2017 4:11 PM
To: Newman, Maya <Newman.Maya@epa.gov>; Miles, Erin <Miles.Erin@epa.gov>
Subject: RE: Request for closure HQ-2017-009328 John Templon (Buzzfeed)

Maya,

Could you please go into FOIA online and remove the OSRE submission "Superfund Task Force"? Please keep the file "2017-07-25 -- Superfund Task Force Report" that Erin sent (it is the same file). The duplication is causing an issue.

Do you know if we need to upload the three files that we are withholding in full (i.e., responsive documents that should not be released)? Wendy Schumacher said we need to upload the documents we are withholding in full with the code UU (un-releasable and un-redacted). All the information I can find about FOIAOnline says we need to upload all responsive documents (the three we are withholding are responsive), but the materials also say once uploaded any responsive records are then viewable to the public (which of course they shouldn't be since they fall into a FOIA exemption). Please let me know and then I will send you the three documents if they need to be uploaded.

Thanks,

Cari Shiffman, Special Assistant
U.S. Environmental Protection Agency
Office of Enforcement and Compliance Assurance
Office: (202) 564-2898 | Mobile: (202) 823-3277

From: Newman, Maya
Sent: Friday, October 13, 2017 3:00 PM
To: Miles, Erin <Miles.Erin@epa.gov>
Cc: Shiffman, Cari <Shiffman.Cari@epa.gov>
Subject: RE: Request for closure HQ-2017-009328 John Templon (Buzzfeed)

Erin

Per Larry, since this FOIA is not a withdrawal or a no records release, this FOIA is on hold under an "Awareness process". Beth White, the head of OEX has to work with Larry to review and release per Ryan Jackson. There is no timeframe, however all FOIAs held under this process will be released as soon as they can.. sorry.

You may want to reach out to the requestor to let him know and if he has any discrepancies with the outcome (since OECA has completed their part), to reach out directly to Larry Gottesman 202-566-2162 in the FOIA office. Otherwise it is out of our control.

Maya Newman
OECA FOIA Lead &

OECA Special Emphasis Program Lead
Environmental Protection Agency
Office of Enforcement & Compliance Assurance I Office of Administration and Policy
1200 Pennsylvania Ave. NW I Mail Code: 2201A I WJC-S Bldg Rm 3213 I Washington, DC 20460
newman.maya@epa.gov I 202-564-2483 (W) I 202-501-0017 (F)

From: Newman, Maya
Sent: Friday, October 13, 2017 2:31 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Miles, Erin <Miles.Erin@epa.gov>
Subject: Request for closure HQ-2017-009328 John Templon (Buzzfeed)

Hi Larry,

Per my voicemail, I am checking the above status on the Buzzfeed FOIA. You are listed as the reviewer and it is due today. Can you please review so we can close out?
Thanks so much for your assistance!

Maya Newman
OECA FOIA Lead &

OECA Special Emphasis Program Lead
Environmental Protection Agency
Office of Enforcement & Compliance Assurance I Office of Administration and Policy
1200 Pennsylvania Ave. NW I Mail Code: 2201A I WJC-S Bldg Rm 3213 I Washington, DC 20460
newman.maya@epa.gov I 202-564-2483 (W) I 202-501-0017 (F)

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 4/14/2017 5:40:00 PM
To: Kelly, Lynn [Kelly.Lynn@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FOIA Regulations 041417 all OEI edits.docx
Attachments: FOIA Regulations 041417 all OEI edits.docx

Lynn,

Here are Rebecca's edits. The biggest edit is on page 5 where she added overnight delivery to the preamble.

Looking forward to seeing Wendy's comments next week.

Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Saltman, Tamara [Saltman.Tamara@epa.gov]
Sent: 1/31/2018 8:24:40 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: Re[4]: follow-up on agency FOIA lean event - clarification
Attachments: R8 FOIA Centralization Suggestion for Creating a More Efficient EPA 07Ju....docx; Final Lean_large_doc_production OEI.PPTX

From: Fine, Steven
Sent: Monday, January 29, 2018 10:16 AM
To: GM Sieber <gmsieber@msipros.com>
Cc: Barry Angeline <bangeline@msipros.com>; Saltman, Tamara <Saltman.Tamara@epa.gov>
Subject: RE: Re[4]: follow-up on agency FOIA lean event - clarification

Greg,

I have attached summaries previously prepared by Region 8 and OAR about their efforts.

Here's Region 10's "to be" process map:
https://usepa.sharepoint.com/sites/FOIA_Process_Improvement/Shared%20Documents/Stratified%20FlowChart%20FOIA%20Process%20-%20November%2025%20Revisions.xlsx?d=w3628dcb6e77e425baad718bced052479&csf=1&e=70a5e1fd5c6a4e1d9820b2b509526fba

I have asked Larry Gottesman, the agency's National FOIA Officer and the head of the office that sets agency-wide policies and handles a number of national FOIA issues, to send you the additional information you requested.

Steve

From: GM Sieber [mailto:gmsieber@msipros.com]
Sent: Monday, January 29, 2018 9:56 AM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Barry Angeline <bangeline@msipros.com>; Saltman, Tamara <Saltman.Tamara@epa.gov>
Subject: Re[4]: follow-up on agency FOIA lean event - clarification

Steve,

This is great information. Thanks for sending it over. >10K per year is daunting. It would be interesting to analyze how much that costs us in hours.

I see there is some existing process documentation. Can we get that as well as the future state process documents developed by the previous projects?

Thanks,

Greg

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 5/23/2017 4:16:39 PM
To: Edstrom, Cathy [Edstrom.Cathy@epa.gov]
CC: Dew, Judy [Dew.Judy@epa.gov]; Boltik, Sam [Boltik.Sam@epa.gov]; Burns, Carlton [burns.carlton@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Post to FOIA Intranet page
Attachments: 1665.13 Letters.docx; OMB NOA.pdf

Cathy,

Welcome back!

Please post the attached documents on: http://intranet.epa.gov/foia/FOIA-Guidance.html

These items should go under the "Process" heading. The title is "ICR for Confidential Business Information"

The pdf should be top tier and the title is "OMB approval"

The Word document is the sub-tier and the title is "Letter Templates"

Please let me know if you have any questions.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Fine, Steven [fine.steven@epa.gov]
Sent: 7/25/2017 12:57:13 AM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Byrd, Jonda [byrd.jonda@epa.gov]
Subject: FW: FOIA processing in the Office of the Administrator
Attachments: AO FOIA Centralization Pilot Project Description. 07.21.17. final.docx; AO FOIA Centralization Pilot Project. Cover Memo for Employee Communicat....docx; AO FOIA Centralization Project. Qs and As. 07.21.2017.docx; AO FOIA Centralization Pilot Project. Direction. 07.21.2017.docx; AO FOIA Centralization Pilot Project. Initial Implementation Plan.docx

FYI. Please do not distribute further.

From: Jackson, Ryan
Sent: Monday, July 24, 2017 11:46 AM
To: Minoli, Kevin <Minoli.Kevin@epa.gov>; Baptist, Erik <baptist.erik@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>
Cc: Darwin, Henry <darwin.henry@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>
Subject: FOIA processing in the Office of the Administrator

Due to the large amount of FOIA requests we are receiving, I am concerned that we are getting flooded without a new process to address this new problem. Working with the OGC, I am issuing the memo detailing a new process within the Office of the Administrator for responding to FOIAs with attachments on Q&A, next steps for the specific offices involved, and a general description of the new process. The attachments also include a memo for you to send to your offices regarding the new process.

I believe this will streamline the process and achieve a consistent process among the offices in the OA. Additionally, I believe this will help best inform FOIA improvement work throughout the agency as we are working on improving that system. This will be a good test case.

Please issue the memo from you offices at your convenience today, and I believe this will help you and relieve some of the added burdens from outside groups abusing the FOIA process.

I would like to especially thank Becky for her consistent work to inform us of new FOIAs and her work in organizing this project and taking on this added workload. She's a hero for this.

Thank you,

Ryan.

MEMORANDUM

FROM: Ryan Jackson, Chief of Staff

TO: Kevin Minoli, Acting General Counsel
Steve Fine, Acting Assistant Administrator, Office of Environmental Information
Samantha Dravis, Associate Administrator for Policy

Troy Lyons, Associate Administrator for OCIR
Liz Bowman, Acting Associate Administrator for Public Affairs
Brian Hope, Acting Director, Office of the Executive Secretariat

SUBJECT: Office of the Administrator FOIA Centralization Pilot Project

By this memorandum, I am asking you to implement a pilot project centralizing all incoming Freedom of Information Act requests directed to the Immediate Office of the Office of the Administrator, the Office of Public Affairs (OPA), the Office of Policy (OP) and the Office of Congressional and Intergovernmental Relations (OCIR) consistent with the attached project description.

This pilot project is anticipated to enhance the Agency's ability to provide effective and efficient FOIA production in response to the many FOIA requests directed to these four offices. Additionally, the pilot project will generate information on the benefits of increased centralization of FOIA processing responsibilities at the EPA and the resources necessary for such centralization. This information will be used in making near-term decisions regarding the potential increased centralization of FOIA at the Agency.

While I realize that the project will take time for full implementation, I ask that your offices begin those implementation efforts immediately. I have attached a cover memo and attachments for you to use to communicate this project with your staff and ask that you disseminate this information Monday.

Thank you for your willingness to assist in our efforts aimed at enhancing the overall efficacy of the Agency's FOIA program.

Attachments

cc: Henry Darwin
Byron Brown

Ryan Jackson
Chief of Staff
U.S. Environmental Protection Agency
(202) 564-6999

Message

From: Walker, Denise [Walker.Denise@epa.gov]
Sent: 10/17/2017 9:54:45 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Nicole M. Rementer [nicole.rementer@gmail.com]; Creech, Christopher [Creech.Christopher@epa.gov]
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Larry:

It appears that the 11 FOIAs referenced below are now closed.
Let us know if you need more information.

Denise

From: Gottesman, Larry
Sent: Tuesday, October 17, 2017 1:16 PM
To: Walker, Denise <Walker.Denise@epa.gov>
Subject: Fwd: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

> **From:** "Hope, Brian" <Hope.Brian@epa.gov>
> **Date:** October 17, 2017 at 1:11:54 PM EDT
> **To:** "Newton, Jonathan" <Newton.Jonathan@epa.gov>
> **Cc:** "Gottesman, Larry" <Gottesman.Larry@epa.gov>
> **Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17**
>
> ORO (Office of Regional Operations) is part of OCIR, so should have been part of what FEAT submitted for them.
>
> ---
>
> **From:** Newton, Jonathan
> **Sent:** Tuesday, October 17, 2017 12:38 PM
> **To:** Allen, Reginald <Allen.Reginald@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>
> **Cc:** Fine, Steven <fine.steven@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
> **Subject:** RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
>
> I'll follow up with Larry and resolve the discrepancies.
>
> Jonathan V. Newton, Attorney-Advisor
> U.S. EPA, Office of the Executive Secretariat
> 1200 Pennsylvania Avenue, NW (MC 1105A)
> Washington, D.C. 20460
> (202) 564-6164

From: Allen, Reginald
Sent: Tuesday, October 17, 2017 12:34 PM
To: Hope, Brian <Hope.Brian@epa.gov>; Newton, Jonathan <Newton.Jonathan@epa.gov>
Cc: Fine, Steven <fine.steven@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Johnathan/Brian

Need some help here - all the offices listed below are reorg'ed, renamed, or I'm not familiar with ?

Larry

Additionally not sure which 11 requests you are referring.

Thanks
Reggie

Reginald E. Allen
Acting Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell 202-306-2879

From: Gottesman, Larry
Sent: Tuesday, October 17, 2017 10:37 AM
To: Allen, Reginald <Allen.Reginald@epa.gov>; Fine, Steven <fine.steven@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Reggie

We are still missing reports from ORO, EEOCIP, OES, OAEE and OSH.

From the 1/1/17 spreadsheet the AO is missing about 11 requests.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Allen, Reginald
Sent: Monday, October 16, 2017 5:13 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Steve / Larry

Sorry for the delay - most of the FOIAs in AO have been accounted for already -- OP, OPA(OPEEE), OEX, SAB, and OCIR.

Of the remaining offices; OCR, OHS, OAES, OCHP, and OSDBU only OCR has pending FOIAs – their plan to address the backlog is attached.

Please let me know if I missed something.

Reggie

Reginald E. Allen
Acting Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell 202-306-2879

From: Fine, Steven
Sent: Monday, October 16, 2017 12:55 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Reggie,

My understanding is that Larry Gottesman in the National FOIA Office has not received the full response from the AO to the request I sent last week. Do you know when your office will be able to provide that? As Elise indicated last week, you don't need to send number for OP, OPA, OEX, and OCIR to Larry. But it would be helpful if the response for the remaining offices could be broken down by office within the AO. We have received a response from the SAB office.

If you have questions, please let Larry and me know.

Thanks.

Steve

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>; Bloom, David <Bloom.David@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>; Caraballo, Mario <Caraballo.Mario@epa.gov>; Dunham, Sarah <Dunham.Sarah@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Flynn, Mike <Flynn.Mike@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>; Kenny, Shannon <Kenny.Shannon@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Shapiro, Mike <Shapiro.Mike@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Torma, Tim <Torma.Tim@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry

<Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Rebecca Moser (Moser.Rebecca@EPA.GOV) <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Wendy Blake (Blake.Wendy@epa.gov) <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

In developing your plan, please use the following targets:

- Complete 10% or more of backlog by Oct. 31
- Complete 50% or more by Nov. 30
- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Shenefiel, Pam [shenefiel.pam@epa.gov]
Sent: 10/23/2017 4:36:25 PM
To: Smith, Andrea B. [Smith.Andrea@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Jones, Monica [Jones.Monica@epa.gov]; OEI Information_Directives [OEI_Information_Directives@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Jones, Monica [Jones.Monica@epa.gov]
Subject: RE: Status of OEIP Information Directive Initiation Forms

Thanks Andrea. Can you please share a copy of the memo with us.

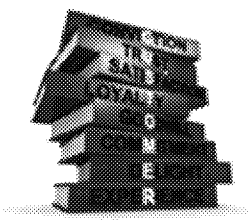
From: Smith, Andrea B.
Sent: Monday, October 23, 2017 12:24 PM
To: Shenefiel, Pam <shenefiel.pam@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Jones, Monica <Jones.Monica@epa.gov>; OEI Information_Directives <OEI_Information_Directives@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>
Subject: RE: Status of OEIP Information Directive Initiation Forms

Hi Pam,

When Steve signed the decision memo, he did write the following: "FOIA Policy should, as appropriate, incorporate recommendations from the FOIA priority area team established by agency leadership. This may affect the timing of being able to draft the policy."

In this, we still need to have the requested information so we can effectively present this to the CIO-SAC. Please ask your team if they can provide the OMB information that you mentioned in a previous email so we can incorporate this in our comments that will go to the CIO-SAC. Thanks again Pam.

Respectfully,
Andrea B. Smith
Policy Planning & Evaluation Division
Office of Customer Advocacy Policy & Portfolio Management
US Environmental Protection Agency
202-566-1809



Everything starts with the customer!

Let us know your experiences at customer.experience@epa.gov

From: Shenefiel, Pam
Sent: Monday, October 23, 2017 12:20 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Smith, Andrea B. <Smith.Andrea@epa.gov>
Cc: Jones, Monica <Jones.Monica@epa.gov>; OEI Information_Directives <OEI_Information_Directives@epa.gov>; Byrd,

Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>
Subject: RE: Status of OEIP Information Directive Initiation Forms

I am not completely sure of all of the steps that led to the CIO SAC decisions on what they wanted to review this year, but the CIO SAC identified 8 things they wanted to address this year and this was specifically on it:

Procedure for Responding to FOIA Requests

From: Moser, Rebecca
Sent: Monday, October 23, 2017 12:11 PM
To: Smith, Andrea B. <Smith.Andrea@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>
Cc: Jones, Monica <Jones.Monica@epa.gov>; OEI Information_Directives <OEI_Information_Directives@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>
Subject: RE: Status of OEIP Information Directive Initiation Forms

Pam & Andrea:

The next review date indicated on the FOIA Policy and FOIA Procedure is 9/30/2017. We are currently developing *proposed* revised FOIA regulations, and we will plan to review/revise the FOIA Policy and FOIA Procedure *after* we finalize the revised FOIA regulations (i.e., after publication of proposed rule, incorporation of comments, and development & publication of final revised FOIA regulations). At this point, we expect that the review/revision of the FOIA Policy and FOIA Procedure will not begin until late FY 2018 or FY 2019.

Thanks.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

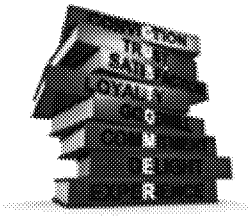
From: Smith, Andrea B.
Sent: Monday, October 23, 2017 11:56 AM
To: Shenefiel, Pam <shenefiel.pam@epa.gov>
Cc: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Jones, Monica <Jones.Monica@epa.gov>; OEI Information_Directives <OEI_Information_Directives@epa.gov>
Subject: RE: Status of OEIP Information Directive Initiation Forms

Hi Pam,

Thank you for this email. We received all of the DIFs that you listed below. Since the FOIA Procedure is on the Policy Agenda, we need the DIF in order to provide information to the CIO-SAC.

Respectfully,
Andrea B. Smith

Policy Planning & Evaluation Division
Office of Customer Advocacy Policy & Portfolio Management
US Environmental Protection Agency
202-566-1809



Everything starts with the customer!

Let us know your experiences at customer.experience@epa.gov

From: Shenefiel, Pam
Sent: Monday, October 23, 2017 11:35 AM
To: Smith, Andrea B. <Smith.Andrea@epa.gov>
Cc: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Jones, Monica <Jones.Monica@epa.gov>; OEI Information_Directives <OEI_Information_Directives@epa.gov>
Subject: Status of OEIP Information Directive Initiation Forms

Andrea –

So far OEIP has created the following Information Directive Initiation Forms:

5 for Quality policy, procedures and rescissions
508 Policy and Procedures
ESI procedure
Interim RM Policy

As far as I know, nothing has been done for the FOIA processing procedure. I am waiting to hear from Rebecca on that one. We might have to put it on hold for now.

On Thursday, I sent Rebecca an email with the link to the Initiation Forms on the IDWG Sharepoint site and asked her to review and edit the forms. I'll let you know once I hear back from Rebecca that she has reviewed the forms.

Thanks.

Pam Shenefiel | Office of Enterprise Information Programs | Office of Environmental Information | EPA
1200 Pennsylvania Ave NW | Mail Code 2821T | Washington, DC 20460
202.566.0303 (work) | 202.566.1624 (fax) | shenefiel.pam@epa.gov

Message

From: Hamlett, Karen [hamlett.karen@epa.gov]
Sent: 8/31/2017 5:33:29 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]; Kent, Jamie [Jamie.Kent@csra.com]
Subject: Fw: FOIA 2018 completion criteria question
Attachments: DRAFT_FY18 FOIA script_CSRA edits_8.31.2017.docx

Please see Jamie's message below. I have included Jamie on this email as I am off tomorrow and I want to keep the project moving.
Have a wonderful day!
Karen Hamlett

From: Kent, Jamie <Jamie.Kent@csra.com>
Sent: Thursday, August 31, 2017 1:17 PM
To: Hamlett, Karen
Subject: RE: FOIA 2018 completion criteria question

Thanks Karen. I have some suggested edits to the script, mostly just to improve narration flow, but I've also added in some language explaining the completion criteria, and I have one question at the bottom of slide 1. Please see the attached script.

Enjoy your long weekend! I'm working tomorrow, so if there's any way to turn this around today or tomorrow I'd appreciate it!

Thanks,
Jamie

Message

From: Nguyen, Quoc [Nguyen.Quoc@epa.gov]
Sent: 8/3/2017 7:05:25 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Subject: FW: FOIA 101 Training Revisions
Attachments: FOIA 101 PP Sept 2017 Albright Walker LEKQPN.pptx

FYI.

From: Nguyen, Quoc
Sent: Thursday, August 03, 2017 2:58 PM
To: Albright, Scott <Albright.Scott@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
Cc: Kelly, Lynn <Kelly.Lynn@epa.gov>
Subject: FOIA 101 Training Revisions

Hi Scott and Denise,

Attached are my and Lynn's edits to the FOIA 101 training. Lynn's are on comment bubbles. Most of mine are in the notes section of the PPT.

Deliberative Process ACP / Ex. 5

Thanks for your work on this. Please call me if you have any questions.

Sincerely,
Quoc

Quoc P. Nguyen
Office of General Counsel
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, DC 20460
202-564-6343

PRIVILEGED COMMUNICATION for internal deliberation only; may contain deliberative, attorney-client, attorney work product, or otherwise privileged material; do not distribute outside EPA or DOJ.

Message

From: Pendleton, Michael [Pendleton.Michael@epa.gov]
Sent: 4/10/2018 12:00:05 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]; Gordon, Lauren [Gordon.Lauren@epa.gov]
Subject: Guidance on redaction

Hi Larry,

I need to know if FOIA has any guidance on how to redact sensitive information from datasets. Lauren's draft CUI procedure does not address this.

I can fill you in if you want context for the request.

Thanks,

Michael Pendleton, PMP
Office of Environmental Information
Data Management Services Division
(202) 566-1658

Message

From: Kelly, Lynn [Kelly.Lynn@epa.gov]
Sent: 5/23/2017 2:38:05 PM
To: Nguyen, Quoc [Nguyen.Quoc@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Identifying Potential Speakers (National FOIA Training 2017)
Attachments: Session Development Tracking for Conference 052217.xlsx

Here is an updated spreadsheet that I added a column to that lists all the current volunteers for sessions that I received an email from.

We can walk through this at the meeting tomorrow.

Lynn Kelly | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington, DC 20460 | phone: (202) 564-3266

The contents of this e-mail and any attachments to it may contain deliberative-process, attorney-client, attorney work product, or otherwise privileged material. If you are not the intended recipient, or believe you have received this communication in error, please delete the copy you received, and do not print, copy, retransmit, disseminate, or otherwise use the information. Thank you.

-----Original Appointment-----
From: Nguyen, Quoc
Sent: Wednesday, May 17, 2017 11:52 AM
To: Nguyen, Quoc; Gottesman, Larry; Kelly, Lynn
Subject: Identifying Potential Speakers (National FOIA Training 2017)
When: Wednesday, May 24, 2017 10:00 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).
Where: DCRoomARN7428/DC-Ariel-Rios-OGC

Dear All,

Attached below is a spreadsheet that identifies each training topic for the National FOIA Training. Please identify potential presenters and fill this spreadsheet prior to this meeting. We will discuss everyone's ideas during the meeting.

Thanks!
Quoc

Message

From: Newman, Maya [Newman.Maya@epa.gov]
Sent: 2/14/2018 7:28:42 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]; Albergottie, Daniele [Albergottie.Daniele@epa.gov]
Subject: RE: Backlog Reduction effort

<!--[if lte mso 15 || CheckWebRef]-->

Newman, Maya has shared a OneDrive for Business file with you. To view it, click the link below.

Pending FOIA requests subject to the Backlog Reduciton Plans.xlsx

<!--[endif]-->

Hi Larry,

Per your request, I have updated OECA's portion, thanks.

Maya Newman
OECA FOIA Lead &

OECA Special Emphasis Program Lead
Environmental Protection Agency
Office of Enforcement & Compliance Assurance I Office of Administration and Policy
1200 Pennsylvania Ave. NW I Mail Code: 2201A I WJC-S Bldg Rm 3213 I Washington, DC 20460
newman.maya@epa.gov I 202-564-2483 (W) I 202-501-0017 (F)

From: Gottesman, Larry
Sent: Wednesday, February 14, 2018 12:05 PM
To: Lubetsky, Jonathan <Lubetsky.Jonathan@epa.gov>; Sandfoss, Kristina <Sandfoss.Kristina@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>; Evanko, Peter <Evanko.Peter@epa.gov>; Brown, Sineta <Brown.Sineta@epa.gov>; Tate, Rita <Tate.Rita@epa.gov>; Wheatley, Jessica <wheatley.jessica@epa.gov>; Stevens, Edie <Stevens.Edie@epa.gov>; Engels, Alan <engels.alan@epa.gov>; Johnson, Ivry <Johnson.Ivry@epa.gov>; Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Story, Karen <Story.Karen@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: Backlog Reduction effort

A copy of the remaining requests that are subject to the Backlog Reduction effort is available in OneDrive.

By 3pm today please confirm/update your previous submission or fill in the missing information in columns E and F for each request that is pending, that did not meet 12/31/17 deadline.

If you are unable to complete this by 3pm, please let me know before that so we can report the information to senior leadership today.

Please email me and cc Wendy Schumacher when your review/update is completed.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 4/14/2017 1:24:19 AM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Byrd, Jonda [byrd.jonda@epa.gov]; Jones, Monica [Jones.Monica@epa.gov]
Subject: RE: FOIA Regulations 040517 Redline.docx
Attachments: FOIA Regulations 040517 Redline - R Moser edits - 04-13-2017.docx

Wendy & Larry:

Thank you for the draft of the proposed revised FOIA Regulations. The document as a whole looks great (!), and I had just a few very minor edits and a few comments. My redline version is attached. Look forward to touching base again next week.

Hope you have a great weekend!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Schumacher, Wendy
Sent: Wednesday, April 05, 2017 12:31 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA Regulations 040517 Redline.docx

Rebecca,

Larry asked me to forward the most recent version of the draft FOIA Regulations to you. If you have any comments, please let us know by Wednesday, April 12.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 3/22/2017 4:49:41 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Administrator Pruitt background v1.docx
Attachments: Administrator Pruitt background v1.docx

Edits in track changes.

Message

From: Edstrom, Cathy [Edstrom.Cathy@epa.gov]
Sent: 9/19/2017 3:31:43 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]; Dew, Judy [Dew.Judy@epa.gov]; Boltik, Sam [Boltik.Sam@epa.gov]; Burns, Carlton [burns.carlton@epa.gov]
Subject: RE: link on FOIA intranet site

Ok, this is live.

Cathy Edstrom (contractor - Arctic Slope Mission Services)
Internet Services Librarian - Team Lead
edstrom.cathy@epa.gov 240-274-3974
EPA Headquarters Public Access Service

From: Schumacher, Wendy
Sent: Tuesday, September 19, 2017 10:48 AM
To: Edstrom, Cathy <Edstrom.Cathy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Dew, Judy <Dew.Judy@epa.gov>; Boltik, Sam <Boltik.Sam@epa.gov>; Burns, Carlton <burns.carlton@epa.gov>
Subject: RE: link on FOIA intranet site

Cathy,

Better late than never. Talked to Larry this morning and he said that you should make this change.

Thanks much, Wendy

From: Edstrom, Cathy
Sent: Monday, July 10, 2017 12:50 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Dew, Judy <Dew.Judy@epa.gov>; Boltik, Sam <Boltik.Sam@epa.gov>; Burns, Carlton <burns.carlton@epa.gov>
Subject: link on FOIA intranet site

Wendy & Larry,

The FOIA Regulations link under Guidance in the top menu of the FOIA Intranet site – currently links to http://epa.gov/foia/foiaregs.htm but that just redirects to the FOIA homepage.

I think the link probably should be https://www.ecfr.gov/cgi-bin/text-idx?SID=89f2434a5ee2b276ccf6affc6d2b0d34&node=40:1.0.1.1.2&rgn=div5

Can I go ahead and make that change?

Cathy Edstrom (contractor - Arctic Slope Mission Services)
Internet Services Librarian - Team Lead
edstrom.cathy@epa.gov 240-274-3974
EPA Headquarters Public Access Service

Message

From: Fine, Steven [fine.steven@epa.gov]
Sent: 11/6/2017 10:18:04 PM
To: Packard, Elise [Packard.Elise@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; FBacklog [FBacklog@epa.gov]
Subject: RE: Deliverables for Tomorrow's Meeting
Attachments: Backlog 11-1-17 .xlsx; Delayed FOIA 11 6 17.docx; FOIA Backlog Plans charts 11 3 17.pdf; Backlog report for COS 11-6-17 rev.xlsx

Elise,

Thanks for checking. I have attached #1 and #2. I have also attached the graphs we have discussed and the comparison with some other agencies' volumes and backlogs.

I'll plan on sending this to Ryan tomorrow morning, providing you a chance to review and a chance for Larry and Wendy to make any quick changes.

Thanks for bringing copies of the ones waiting for awareness review. I'll bring copies of the files I have attached to this email.

Steve

From: Packard, Elise
Sent: Monday, November 6, 2017 4:02 PM
To: Fine, Steven <fine.steven@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; FBacklog <FBacklog@epa.gov>
Subject: Deliverables for Tomorrow's Meeting

Hi all,

I'm just checking in. As I recall for tomorrow's meeting we need the following:

1) Larry's spreadsheet of the universe of backlogged documents with those closed out marked in blue PENDING
2) The summary of categories for Ryan on why there are delays and what the causes of the delays are, by category (CBI, voluminous, awareness review etc.) PENDING
3) A list of those that are completed and awaiting awareness review DONE

I have also sent out the list of those in the backlog that might require review.

Do we have a sense of when the "PENDING" items will be done? I would like to review tonight if possible. I will be happy to bring copies of the completed list to the meeting.

Thanks,

Elise

Elise B. Packard
Acting Principal Deputy General Counsel
U.S. EPA Office of General Counsel, Rm. 4020
(202) 564-7729

Message

From: Newman, Maya [Newman.Maya@epa.gov]
Sent: 1/31/2018 5:10:16 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Save the Date -- EPA Priority Project - FOIA Process Kaizen Event

Hi Larry,

I am interested, please let me know, thanks.

Maya Newman
OECA FOIA Lead &

OECA Special Emphasis Program Lead
Environmental Protection Agency
Office of Enforcement & Compliance Assurance I Office of Administration and Policy
1200 Pennsylvania Ave. NW I Mail Code: 2201A I WJC-S Bldg Rm 3213 I Washington, DC 20460
newman.maya@epa.gov I 202-564-2483 (W) I 202-501-0017 (F)

From: Gottesman, Larry
Sent: Friday, January 26, 2018 4:06 PM
To: Lubetsky, Jonathan <Lubetsky.Jonathan@epa.gov>; Bailey, KevinJ <Bailey.KevinJ@epa.gov>; Ingram, Earl <Ingram.Earl@epa.gov>; Tyree, James <Tyree.James@epa.gov>; Zipf, Lynn <Zipf.Lynn@epa.gov>; Evanko, Peter <Evanko.Peter@epa.gov>; Ho, Nancy <Ho.Nancy@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>; McLendon, Wanda <McLendon.Wanda@epa.gov>; Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Engels, Alan <engels.alan@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Newton, Jonathan <Newton.Jonathan@epa.gov>; Ferris, Lena <Ferris.Lena@epa.gov>; Ferguson, Rafaela <Ferguson.Rafaela@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Robinson, Milton <Robinson.Milton@epa.gov>; Hammitt, Jennifer <Hammitt.Jennifer@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Crawford, Tim <Crawford.Tim@epa.gov>; Krysa, Jan <krysa.jan@epa.gov>
Cc: Saltman, Tamara <Saltman.Tamara@epa.gov>; Fine, Steven <fine.steven@epa.gov>
Subject: Save the Date -- EPA Priority Project - FOIA Process Kaizen Event

This email is to notify you of the upcoming FOIA Process Kaizen event and your anticipated participation. The event location is TBD but for planning purposes, the event will be held in Washington, D.C. All participants are expected to attend the entire event. We will be working on identifying a block of rooms for out-of-town participants.

The event is currently scheduled for February 20 (Tuesday) – February 23 (Friday). The actual schedule is under development, but a 4 day event is planned.

Please let me know, no later than 10:00 AM Tuesday, January 30 if you are or are not available to participate in the event.

Thank you for your assistance in this most important event and let me know if you have any questions.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)

202-689-4588 (Mobile)

Message

From: Flaharty, Stephanie [Flaharty.Stephanie@epa.gov]
Sent: 3/22/2017 12:39:38 PM
To: Jones-Coleman, Diane [Jones-Coleman.Diane@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: RE: FYI: Using Exemption 2

Thanks Diane, will note for future use!

Steph Flaharty
Sr. Reg. Mgr./CMS/FOIA Public Liaison
Office of Ground Water and Drinking Water
202.564.5072

From: Jones-Coleman, Diane
Sent: Wednesday, March 22, 2017 8:38 AM
To: Flaharty, Stephanie <Flaharty.Stephanie@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: FYI: Using Exemption 2

Good morning Stephanie,

See the attached email from HQ FOIA regarding the use of Exemption 2 in one of OGWDW's FOIA responses.

Please make sure to follow their instructions for use in the future.

Should you have any questions about this, you may contact Wendy Schumacher directly at 566-2513.

Thanks for your cooperation.

Diane
Diane C. Coleman
OW FOIA Coordinator and SPOC
(202) 564-0379
E-mail: Jones-Coleman.Diane@epa.gov

From: Schumacher, Wendy
Sent: Monday, March 20, 2017 11:05 AM
To: Jones-Coleman, Diane <Jones-Coleman.Diane@epa.gov>

Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FYI: Using Exemption 2

Diane,

While reviewing the data from the FY2016 Annual Report to DOJ I noticed that OW used Exemption (b)(2). Since this exemption is rarely used I tracked down the request number which is EPA-HQ-2016-006644.

The following is an excerpt from the Office of Information Policy's blog on the current use of Exemption 2:

The New Parameters of Exemption 2

The question now is how much of Exemption 2 remains in the wake of *Milner*. As a starting point, the Supreme Court has made clear that the Exemption must be read according to its clear statutory language. That language provides for exemption of matters "related solely to the internal personnel rules and practices of an agency." 5 U.S.C. § 552(b)(2). Thus, the old formulations of "High 2" and "Low 2" – which were based on legislative history and not on this statutory language – no longer control. There is now just plain "Exemption 2," which is defined according to its text.

Here is the link to the new test: https://www.justice.gov/oip/blog/foia-guidance-7

If OW would like to use Exemption 2 in the future please clear the response with the National FOIA Program Office or Office of General Counsel before sending. Please let Larry or me know if you have any questions.

Sincerely, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Miller, Kevin [Miller.Kevin@epa.gov]
Sent: 3/15/2017 3:00:57 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: New FOIA appeal language
Attachments: FOIA new appeal language memo.pdf

The intranet still has the early version with grammatical changes.

Kevin Miller | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington DC 20460 | phone: (202) 564-2691

From: Schwarz, Matthew
Sent: Wednesday, March 15, 2017 10:50 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: FW: New FOIA appeal language

Hi, Wendy-

The appeal language at http://intranet.epa.gov/foia/docs/FOIA-Appeal-language-July2016.docx is still the old version (notice that the link is the "July 2016" version and the final version came out in August). The memo with the correct grammatical fixes is attached. Could you let me know when the correct version is live?

Thanks,
Matt

From: Miller, Kevin
Sent: Tuesday, January 03, 2017 10:50 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Schwarz, Matthew <Schwarz.Matthew@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: New FOIA appeal language

Thanks!

Kevin Miller | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington DC 20460 | phone: (202) 564-2691

From: Schumacher, Wendy
Sent: Thursday, December 29, 2016 1:53 PM
To: Miller, Kevin <Miller.Kevin@epa.gov>
Cc: Schwarz, Matthew <Schwarz.Matthew@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: New FOIA appeal language

Kevin,

The revised text is live. I'll update the letters next.

Wendy

From: Miller, Kevin
Sent: Wednesday, December 28, 2016 8:26 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: FW: New FOIA appeal language

Wendy – any chance you can look at this issue while Larry is out?

Kevin Miller | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington DC 20460 | phone: (202) 564-2691

From: Schwarz, Matthew
Sent: Tuesday, December 27, 2016 3:47 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>
Cc: Miller, Kevin <Miller.Kevin@epa.gov>
Subject: RE: New FOIA appeal language

This language is still incorrect in the "Model FOIA Appeal Language" link on the intranet's FOIA page. It doesn't match what our offices approved in the attached memo.

From: Schwarz, Matthew
Sent: Tuesday, November 08, 2016 12:00 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>
Cc: Miller, Kevin <Miller.Kevin@epa.gov>
Subject: RE: New FOIA appeal language

See the original email below. I'd go ahead and check the other places it shows up on the FOIA intranet site as well.

From: Gottesman, Larry
Sent: Tuesday, November 08, 2016 12:00 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Cc: Miller, Kevin <Miller.Kevin@epa.gov>
Subject: RE: New FOIA appeal language

Matt Send us the "bad" link and we can correct.

From: Byrd, Jonda
Sent: Tuesday, November 08, 2016 11:53 AM
To: Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: New FOIA appeal language

Yes, Thank you.

Jonda Byrd,
Director, FOIA, Libraries & Accessibility Division
US EPA, Office Environmental Information
513-569-7183
513-487-2547 (fax)
202-236-1992 (cell)

From: Schwarz, Matthew
Sent: Tuesday, November 08, 2016 11:52 AM
To: Byrd, Jonda <byrd.jonda@epa.gov>
Subject: FW: New FOIA appeal language

Hi, Jonda-

I'm not sure who handles web content for your office but the new appeal language for FOIA requests is linked a few times on the intranet but only uses the correct language in one instance. As of this morning, the language still hasn't been corrected. Could you please have someone make sure that the language matches the attached memo in all instances? I'm getting calls/emails from confused regions and programs offices.

Thanks much!

Best,
Matt

From: Schwarz, Matthew
Sent: Monday, October 31, 2016 12:08 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>
Subject: FW: New FOIA appeal language

Larry-

Te intranet site still has the old version of the model appeal language, which is incorrect. Please take it down and use the version that was attached to the memo (also linked on the intranet site).

Thanks,
Matt

From: Knapp, Michael
Sent: Thursday, October 27, 2016 9:21 AM
To: Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: RE: New FOIA appeal language

Matt,

FYI – I was checking for template response language on EPA's FOIA intranet site. The appeal template language provided there still does not contain any language regarding dispute resolution services, as required by the FOIA amendments.

Mike

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 5/19/2017 7:02:01 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FYI: Procedures
Attachments: FOIA Procedures_2017 Update.docx

Larry,

Here are the draft Procedures following the proposed Regulations. Two big questions:

1) Deliberative Process / Ex. 5
2)

This document is up for renewal on September 30, 2017.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 10/31/2017 11:25:10 AM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: EPA-HQ-2017-010630

Larry,

This is in your queue for an awareness review.

Wendy

From: Gottesman, Larry
Sent: Monday, October 30, 2017 10:39 AM
To: Schumacher, Wendy
Subject: Fwd: EPA-HQ-2017-010630

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

From: "Lubetsky, Jonathan" <Lubetsky.Jonathan@epa.gov<mailto:Lubetsky.Jonathan@epa.gov>>
Date: October 30, 2017 at 9:10:41 AM EDT
To: "Gottesman, Larry" <Gottesman.Larry@epa.gov<mailto:Gottesman.Larry@epa.gov>>
Cc: "Hamilton, Sabrina" <Hamilton.Sabrina@epa.gov<mailto:Hamilton.Sabrina@epa.gov>>, "Blake, Wendy" <Blake.Wendy@epa.gov<mailto:Blake.Wendy@epa.gov>>
Subject: FW: EPA-HQ-2017-010630

Any update on this FOIA request task? This FOIA is an exact duplicate of three others as I have stated before. The requestor received the responses that we gave to the original FOIA requestor on September 19, 2017. If there is a reason this is being held, please let me know why or tell me what office is holding this up so I can transfer the FOIA so that it is no longer on OAR's clock. It is not well past the due date for no reason.

Thank you,
Jonathan

From: Lubetsky, Jonathan
Sent: Thursday, September 28, 2017 1:08 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov<mailto:Gottesman.Larry@epa.gov>>
Cc: Hamilton, Sabrina <Hamilton.Sabrina@epa.gov<mailto:Hamilton.Sabrina@epa.gov>>
Subject: EPA-HQ-2017-010630

Larry,
FOIA EPA-HQ-2017-010630 as a task pending for you as well as Monica. This FOIA overlaps with 3 other FOIA requests. Documents responsive to the requests were already provided in another FOIA request. Can you go ahead and closeout the task?

Thank you,

Jonathan S. Lubetsky
Office of Air Policy and Program Support
U.S. EPA | Office of Air and Radiation
William J. Clinton North Room 5442G
202.564.3166
Learn about the Clean Air Act: https://www.epa.gov/clean-air-act-overview

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 7/5/2017 7:52:53 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Byrd, Jonda [byrd.jonda@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FOIA Centralization documents
Attachments: FOIA Flow Chart As Is.pdf; FOIA Program Centralization and Staffing.docx; Centralization Flow Region.pdf; 6-26-17 FOIA Overview WS edits.pptx

Rebecca and Jonda,

Larry asked me to forward these documents to you.

Please let him or me know if you have any questions.

Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 7/24/2017 7:52:48 PM
To: Fine, Steven [fine.steven@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Virgille, Joanne [Virgille.Joanne@epa.gov]; Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]; Jones, Monica [Jones.Monica@epa.gov]
Subject: FW: Draft FY 2018 FOIA Training Slides
Attachments: FOIA training slides 2018 v5 - 07-24-2017.pptx

Steve:

Please find attached the revised slides for the FY 2018 FOIA Training. We have incorporated revisions in response to your comments (see the notes in red below). We will submit the training slides to OHR as soon as we receive your approval. Thank you!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Fine, Steven
Sent: Friday, July 07, 2017 2:33 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Virgille, Joanne <Virgille.Joanne@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: RE: Draft FY 2018 FOIA Training Slides

Thank you. Much of this looks good. A few comments:

- Deliberative Process / Ex. 5

•

Deliberative Process / Ex. 5

Steve

From: Moser, Rebecca
Sent: Monday, July 3, 2017 6:10 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Virgille, Joanne <Virgille.Joanne@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: Draft FY 2018 FOIA Training Slides

Steve:

Attached for your review are the draft FY 2018 FOIA Training slides. The FOIA team has worked closely with OARM/OHR in developing this training, and Larry has incorporated OGC's input. He also consulted with Joanne Virgille (OCAPPM), who advised him to work with OHR on this type of training. The FOIA team hopes to be able to make this training available before the FOIA National Training Conference in September 2017, provided we submit the final version to OHR soon.

Please let us know if you have any questions or suggested revisions on the content of this training. Thank you.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 6/29/2017 4:58:31 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FOIA training slides 2018 v3.pptx
Attachments: FOIA training slides 2018 v3.pptx

With Jennifer's edit.

Message

From: Shenefiel, Pam [shenefiel.pam@epa.gov]
Sent: 7/17/2017 11:53:46 AM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Subject: RE: FOIA Regulations 070617 OEI review clean copy.docx
Attachments: FOIA Regulations 070617 OEI review clean copy with PAS comments.docx

Thanks for opportunity to read the new regs. They were well written. I did find a few typos and grammatical errors you should probably correct.

The words "records" and "information" seem to be used interchangeably. I noted this a few times. Maybe clarify?

From: Schumacher, Wendy
Sent: Wednesday, July 12, 2017 11:44 AM
To: Shenefiel, Pam <shenefiel.pam@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA Regulations 070617 OEI review clean copy.docx

Pam,

Larry asked me to forward a copy of the draft FOIA Regulations to you.

Wendy

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 9/19/2017 1:54:47 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Documents for briefing with Steve Fine
Attachments: Fine comments log FOIA Regs 091917.docx; FOIA Regulations with Fine comments 091917.docx; Billing amount documentation.pdf

Larry,

Please let me know if you need anything else.

Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Kelly, Lynn [Kelly.Lynn@epa.gov]
Sent: 7/5/2017 7:46:21 PM
To: Nguyen, Quoc [Nguyen.Quoc@epa.gov]; Schwarz, Matthew [Schwarz.Matthew@epa.gov]; Smith, Kevin B. [Smith.Kevin@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]; Kaminer, Joan [Kaminer.Joan@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Leon, Sandra [Leon.Sandra@epa.gov]; Matthews, Julie [Matthews.Juliane@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]; Rementer, Nicole [rementer.nicole@epa.gov]; Moumbleaux, Joan [moumbleaux.joan@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Lewis, Judith [Lewis.Judith@epa.gov]; Johnson, Ivry [Johnson.Ivry@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Engels, Alan [engels.alan@epa.gov]
CC: Lubetsky, Jonathan [Lubetsky.Jonathan@epa.gov]; Bermes, Peter [Bermes.Peter@epa.gov]; Clarke, Victoria [clarke.victoria@epa.gov]; Stilp, Mark [Stilp.Mark@epa.gov]; Albright, Scott [Albright.Scott@epa.gov]; Dolph, Becky [Dolph.Becky@epa.gov]; Hammitt, Jennifer [Hammitt.Jennifer@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]; Boydston, Michael [Boydston.Michael@epa.gov]; Pickell, Casey [pickell.casey@epa.gov]; Shapiro, Melissa [shapiro.melissa@epa.gov]; MacDonald, Jennifer [Macdonald.Jennifer@epa.gov]
Subject: Development of Materials for EPA National FOIA Training Conference - Lead Responsibilities, Due Dates, Review Process
Attachments: Copy of Session Development Tracking for Conference 7-5-17 with presenters.xlsx

Hello Everyone,

Those receiving this message have volunteered in some capacity to assist with development of materials for the National FOIA Training in September through your participation in the workgroup, or because you have volunteered (or been voluntold!) to contribute as a session lead, or a session presenter for one of the scheduled sessions. If your name appears in the attached worksheet as a lead or a presenter, and you have any questions, comments or concerns about that after reading the note below, please let me know asap (I believe folks have made contact with everyone here but there may be one or two folks I need to chat with).

Following up on the information I shared at last week's workgroup call here is a high level outline of the steps in the materials development process, **with due dates**.

Roles & Responsibilities:
As I explained last week, the responsibility of the **session lead** is to work with other session volunteers, to put together a high quality first draft of the session materials and format that focuses on the session's stated objectives by **July 17**. Leads are also responsible for working with Quoc and Nicole to identify what the toolkit deliverables will be for your session. The toolkit deliverables will in most cases, be something different than the PowerPoint or other presentation material presented at the conference, and should consist of supplemental materials/tools/checklists/resources that relate to your topic area to empower participants to excel when they return home to their office/region.

Each session lead should coordinate with the listed **session presenter(s),** if not the same person, to ensure that they are in fact ready willing and able to present at the session, and that the materials and format that are developed are suitable and appropriate. Please let me know asap if there are folks listed as presenters who are unable for any reason to present, so I can help coordinate the identification of a replacement with OEI and OGC manager input.

Session leads: I would recommend holding at least one meeting soon to get group input on the scope and content of the session, and to divide up work on putting together the session materials and if necessary, the toolkit deliverables.

SharePoint Site:
Here is a link to the SharePoint site for the training conference.
https://usepa.sharepoint.com/sites/ogc_Community/NFT2017/SitePages/Home.aspx

Right now this site contains a copy of the Session Development Tracking sheet. All further updates to this document will occur on this version on the site – you can find the document by clicking on the link in the prior sentence, or by navigating to "Documents" → "Session Development Tracking". I have also uploaded the most recent Agenda – similarly all updates to the Agenda will be made to the version on SharePoint, also under "Documents" → Agenda Committee.

Eventually the link to the SharePoint site will be provided to the training participants to make information and materials available to them electronically. Please do not share this link further at this time, so that the workgroup can use the space to collaborate and communicate.

HUGE thanks to Joan M. for developing such a great resource for the training – if you have ideas or suggestions for changes to the site, please email Quoc and I with your suggestion!

Schedule:
The training conference starts in 69 days!

With that in mind, we are going to try to stick to the original proposed schedule that Quoc circulated in early June, to the extent practicable. These dates are also on the SharePoint calendar:

Date	Task	Notes
Now	Leads schedule discussion with session volunteers to brainstorm content and format	
July 17	Complete First Draft of Session Materials	Email a complete copy of the draft materials to Quoc & Lynn
July 31	Complete OEI and OGC first round review, schedule moot for each session	Session lead will be POC for returning edits and scheduling the moot, copies of session materials posted to SharePoint site for wider group review
August 11	Complete all moot for all sessions	
August 25	Final draft materials submitted for management review and approval	Email a complete copy of the revised materials to Quoc & Lynn
September 1	Finalize presentation materials and post to SharePoint site for participants	Sept 1-11 to complete printing and other materials.

Apologies for the length of this email but there is a lot to cover! We will not be meeting this week as a group, so please consider using that time to develop the materials or have smaller group meetings. THANK YOU for volunteering your time and expertise to this event; as you can see there is no way this could be done without a major group effort.

Lynn Kelly | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington, DC 20460 | phone: (202) 564-3266

The contents of this e-mail and any attachments to it may contain deliberative-process, attorney-client, attorney work product, or otherwise privileged material. If you are not the intended recipient, or believe you have received this communication in error, please delete the copy you received, and do not print, copy, retransmit, disseminate, or otherwise use the information. Thank you.

Message

From: Ho, Nancy [Ho.Nancy@epa.gov]
Sent: 5/22/2019 3:51:00 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]; Langley, Shirley [Langley.Shirley@epa.gov]
Subject: HELP PLEASE: QUESTION for Larry: EPA-R6-2019-004387

From: Ho, Nancy
Sent: Tuesday, May 21, 2019 11:31 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>; Langley, Shirley <Langley.Shirley@epa.gov>
Subject: QUESTION for Larry: EPA-R6-2019-004387

Hi Larry – Can you please advise regarding this FOIA request whether HQ will follow the FOIA efficiency memo/notification process or if your name can be removed from the reviewer section of FOIAonline?

Thanks,
Nancy

From: Person, Linda
Sent: Tuesday, May 21, 2019 8:18 AM
To: Ho, Nancy <Ho.Nancy@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: QUESTION for Linda: EPA-R6-2019-004387

Larry would be able to answer your questions.

From: Ho, Nancy
Sent: Tuesday, May 21, 2019 9:17 AM
To: Person, Linda <Person.Linda@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: QUESTION for Linda: EPA-R6-2019-004387

Hi Linda – Thanks for the update. Can HQ remove Larry Gottesman from the reviewer section then, please? R6 would like to release records in an interim response later this week. Or if HQ cannot remove Larry from the reviewer section, can we please get the official memo/notification per the FOIA efficiency memo?

Nancy

From: Person, Linda
Sent: Tuesday, May 21, 2019 8:03 AM
To: Ho, Nancy <Ho.Nancy@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: QUESTION for Linda: EPA-R6-2019-004387

Good morning Nancy,

I have checked our documents twice and as far as I can see the request below has not been selected for FOIA Awareness Notification.

Linda F. Person
HQ Freedom of Information Act (FOIA) Office
Office of General Counsel

202-566-1661 (Direct)
202-566-1667 (Main HQ FOIA Line)

"If you aim for nothing, you will hit your target everytime"

National FOIA Office
EPA Office of General Counsel

From: Ho, Nancy
Sent: Monday, May 20, 2019 2:33 PM
To: Person, Linda <Person.Linda@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: QUESTION for Linda: EPA-R6-2019-004387

Hi Linda– Has this one been selected for FOIA Awareness Notification? We did **not** get the email about the FOIA efficiency process and I have assigned staff asking if the FOIA efficiency memo/process is still effective.

Thanks,
Nancy

From: Ho, Nancy
Sent: Monday, May 13, 2019 3:27 PM
To: Kirst, Tina <kirst.tina@epa.gov>; Pemberton, Mary <Pemberton.Mary@epa.gov>; Langley, Shirley <Langley.Shirley@epa.gov>
Cc: Ortiz, Diana <Ortiz.Diana@epa.gov>; Ragon, Derek <Ragon.Derek@epa.gov>; Malooly, Tom <Malooly.Tom@epa.gov>; Whitener, Susan <Whitener.Susan@epa.gov>; Geisel, Alison <geisel.alison@epa.gov>; Wright, Bianca <wright.bianca@epa.gov>; Albright, Glodine <albright.glodine@epa.gov>
Subject: EPA-R6-2019-004387
Importance: High

Hi DeeDee/Beth:

While HQ has not notified me that this FOIA request was selected for FOIA Awareness notification, I did notice that Mr. Gottesman is the reviewer on this case, which means no records will be released until he approves. You may wish to put this on your pre-FOIA Awareness notification list.

EPA-R6-2019-004387 Request Details

Case Phase: Processing Case Status: Processing Tasks Due Date: 07/31/2019 Clock Days: 36 Backlog

Submission Details | Case File~ | Admin Costs | Assigned Tasks (2) | Comments (1) | Review

Requester Information

Collapse

Requester	Keaton Fox	Tracking Number	EPA-R6-2019-004387
Organization	KTRK	Submitted Date	03/20/2019
Requester Has Account	Yes	Received Date	03/20/2019
Email Address	keaton.j.fuchs@abc.com	Perfected Date	03/21/2019
Phone Number	7136634589	Last Assigned Date	03/20/2019
Fax Number		Assigned To	Region 6
Address	3310 Bissonnet ABC13	Last Assigned By	
City	Houston	Request Track	Complex
State/Province	TX	Fee Limit	$25.00
Zip Code/Postal Code	77005		

Assigned Reviewers

Collapse

Search for and select reviewers using the Add Reviewer type-ahead field. Users will be added in descending order, the review order can be changed by dragging rows up and down. Once all reviewers have been added and the order set, press the Save button to save the review chain.

Review Order	Review Outcome	Assigned Reviewer	Review Date	Remove
1	Review Chain Not Started	Mary Pemberton	TBD	
2	Review Chain Not Started	Larry Gottesman	TBD	

Thanks,
Nancy

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 7/24/2017 4:09:15 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Jones, Monica [Jones.Monica@epa.gov]
Subject: FOIA Training Slides - v5
Attachments: FOIA training slides 2018 v5 - 07-24-2017.pptx

Larry:

Thank you for the quick turn-around on this! I have made just a couple more minor changes, based on our conversation; and the latest version is attached (v5).
I'll send it on to Steve in a few minutes.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Gottesman, Larry
Sent: Monday, July 24, 2017 9:35 AM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>
Subject: RE: FOIA training slides 2018 v3.pptx

Please see edits and comments to your concerns below and incorporated in the attached.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Moser, Rebecca
Sent: Sunday, July 23, 2017 6:16 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>
Subject: RE: FOIA training slides 2018 v3.pptx

Larry:

Thank you. I reviewed the latest version of the FY18 FOIA Training you provided and incorporated additional edits/revisions (some formatting, others to enhance the flow or add clarification).

Here are a few additional questions/comments that have not yet been incorporated into the attached version:

-
-
-
-

Deliberative Process / Ex. 5

Please address the additional comments above and then review each slide in the deck carefully to make sure it's still clear and accurate.
Send it back to Pam & me (with a verbal reminder please) as soon as it's ready. I'll then review it once more and send it on to Steve. Thank you.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Gottesman, Larry
Sent: Wednesday, July 19, 2017 5:02 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: FW: FOIA training slides 2018 v3.pptx

Attached are the updated training slides. The new slides are 5, 6 and 14. These slides address Steve's your concerns.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Kaminer, Joan [Kaminer.Joan@epa.gov]
Sent: 4/19/2018 6:17:30 PM
To: Nguyen, Quoc [Nguyen.Quoc@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Miller, Kevin [Miller.Kevin@epa.gov]; Bigioni, Neil [bigioni.neil@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: FOIA training slides PBI 3 30 18.pptx
Attachments: FOIA training slides PBI 4-19-18 QPN JGK 41918.pptx

Hi Wendy, Please see attached my comments. The presentation include inaccurate information regarding the PBI process in the regions. The intention behind end the procedures for the regions at the creation of the PBI request in FOIAonline is to allow each region to determine their own distribution of responsibilities. Please see my comments on that point.

Second, the presentation is missing a key opportunity to inform on the identification of CBI. I agree with Quoc that including a few slides on identifying CBI is important. The presentation from the NFTC have a few high level slides that may be useful to pull from.

Thank you.

Joan G. Kaminer
Attorney-Advisor
EPA/OGC/GLO/ILPG
202-564-0334
Kaminer.joan@epa.gov

From: Nguyen, Quoc
Sent: Thursday, April 19, 2018 1:27 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Kaminer, Joan <Kaminer.Joan@epa.gov>
Cc: Miller, Kevin <Miller.Kevin@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: FOIA training slides PBI 3 30 18.pptx

Hi Wendy,

Attach are my suggested revisions to the presentation. Joan will be providing you with edits as well. In addition to my edits, I think there should be some consideration in creating not one, but two presentations—one for HQ and one for Regions. For example, if you were to conduct a presentation for HQ FOIA coordinators, why do they need to sit through 4-5 slides about the regional procedures? Vice versa with the Regional FOIA Officers.

Just something to think about.

Call me if you have any questions. Thanks for letting me take a look at this.

Sincerely,
Quoc

Quoc P. Nguyen
Office of General Counsel

U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, DC 20460
202-564-6343

PRIVILEGED COMMUNICATION for internal deliberation only; may contain deliberative, attorney-client, attorney work product, or otherwise privileged material; do not distribute outside EPA or DOJ.

From: Schumacher, Wendy
Sent: Monday, April 09, 2018 1:09 PM
To: Nguyen, Quoc <Nguyen.Quoc@epa.gov>; Kaminer, Joan <Kaminer.Joan@epa.gov>
Cc: Miller, Kevin <Miller.Kevin@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA training slides PBI 3 30 18.pptx

Quoc and Joan,

Here are the draft slides for the PBI training. They were developed by the contractor working with us so they come from the perspective of someone who is not familiar with PBI. We can change anything but the size of the font.

Please reply with your comments/edits by April 30, 2018. The slides will be sent to the the Training Office to turn them into a training module.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 8/3/2017 6:44:04 PM
To: Nguyen, Quoc [Nguyen.Quoc@epa.gov]; Schwarz, Matthew [Schwarz.Matthew@epa.gov]; Edwards, Blake [edwards.blake@epa.gov]
CC: Kelly, Lynn [Kelly.Lynn@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Moumbleaux, Joan [moumbleaux.joan@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Billing and Fees Presentation
Attachments: Billings and Fees final v1.pptx

Quoc,

Our compiled edits. Please let us know if you have any questions.

Thanks, Wendy

From: Nguyen, Quoc
Sent: Thursday, August 03, 2017 11:10 AM
To: Schwarz, Matthew <Schwarz.Matthew@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Edwards, Blake <edwards.blake@epa.gov>
Cc: Kelly, Lynn <Kelly.Lynn@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Moumbleaux, Joan <moumbleaux.joan@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Billing and Fees Presentation

Dear All,

Thank you for all of your work on the Billing and Fees pre-session.

I modified the presentation to break up some text-dense slides and add some necessary new information, including the 2016 FOIA Amendments. Please review and let me know if you have any additional edits (by COB today).

Once finalized, we need to get it to Joan ASAP.

Thanks,
Quoc

Quoc P. Nguyen
Office of General Counsel
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, DC 20460
202-564-6343

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Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 7/16/2017 9:23:52 PM
To: Dolph, Becky [Dolph.Becky@epa.gov]
CC: Blake, Wendy [Blake.Wendy@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: FOIA Training Conference registration email -- for your review
Attachments: FOIA Conference 2017 registration final draft - RM edits - 07-16-2017.docx

Becky:

Thanks so much to you, Wendy and the team for all of the planning efforts for the FOIA Training Conference. It's coming together nicely.

I reviewed the draft email announcing the opening of the registration period for the Conference. I have a few minor edits and a few comments on the Qs/As– redline version attached above.
My main comments relate to the 5 webinars, tentative training for managers, and hotel block that are mentioned in the Qs/As. If we still want to send out the email tomorrow, we could revise the Qs/As to remove the related text and then discuss this further. Additional information could be circulated later if desired. I'd be glad to discuss this further.

Thanks again.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Dolph, Becky
Sent: Thursday, July 13, 2017 7:10 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>
Subject: FOIA Training Conference registration email -- for your review

Hi Rebecca – attached is a draft email opening registration for the FOIA Training Conference that I put together after Wednesday's managers' call, in which Larry and Jonda participated. I think it is important to get this out Monday at the latest so that we give offices a full three weeks for registration. While we have a placeholder for the hotel block info, the letter of intent with the hotel has not yet been signed and I am not sure that will happen by Monday. If it does not, my recommendation is to go ahead and send this email and supplement later with the hotel info.

Please take a look and let me know your thoughts on the letter.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office

U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Message

From: Harrison, Ben [Harrison.Ben@epa.gov]
Sent: 10/13/2017 7:17:27 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Ho, Nancy [Ho.Nancy@epa.gov]; McFarland, Verne [McFarland.Verne@epa.gov]
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

<!--[if lte mso 15 || CheckWebRef]-->

Harrison, Ben has shared a OneDrive for Business file with you. To view it, click the link below.

Region 6 Plan to Address Backlogged Requests 10-13-2017.xlsx

<!--[endif]-->

Larry, as requested in the memorandum from Steve Fine below, attached is the Region 6 plan to clear FOIAs submitted prior to January 1, 2017. For questions or concerns, please contact Nancy Ho at (214)665-3179. Thank you.

Begin forwarded message:

From: "Fine, Steven" <fine.steven@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

In developing your plan, please use the following targets:

- Complete 10% or more of backlog by Oct. 31
- Complete 50% or more by Nov. 30
- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 9/18/2017 8:12:07 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: 3 documents for review
Attachments: FOIA Regulations 082417 OEI Fine comments.docx; FOIA Regulations 082117 Fine comment summary.docx; Calculations for 250.pdf

Larry,

Here are the three documents. Let me know tomorrow if they are ready to circulate.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 8/29/2017 4:15:37 PM
To: Miller, Kevin [Miller.Kevin@epa.gov]; Kelly, Lynn [Kelly.Lynn@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: For discussion on 8/30
Attachments: FOIA Regulations 082417 OEI Fine comments.docx; FOIA Regulations 082117 Fine comment summary.docx

Kevin and Lynn,

Here are a summary of Steve Fine's comments and a version of the regs with the edits that don't require further discussion. We're planning to meet with Steve next week so it'd be great if we could talk about his comments when we meet at 10:30am tomorrow.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 5/19/2017 5:30:17 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: FOIA training slides 2018 v2.pptx
Attachments: FOIA training slides 2018 v2.pptx

Importance: High

Larry,

With Quoc's edits. I'd like to draw your attention to slides 18 and 19.

If you approve, who must review next?

Thanks, Wendy

From: Schwarz, Matthew
Sent: Friday, May 19, 2017 1:06 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Nguyen, Quoc <Nguyen.Quoc@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>
Subject: FW: FOIA training slides 2018 v2.pptx
Importance: High

I won't have a chance to comment further on these slides so I defer to Quoc's comments.

From: Nguyen, Quoc
Sent: Tuesday, May 09, 2017 12:29 PM
To: Miller, Kevin <Miller.Kevin@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: FW: FOIA training slides 2018 v2.pptx
Importance: High

Here are my suggested edits/comments to the training. Since the whole agency will be taking this test, I was extra picky. Feel free to send these directly to Wendy Schumacher.

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Deliberative Process ACP / Ex. 5

- Bullet 2: insert "applied" – "...exemption applied."

- Slide 12
  - Bullet 3: Lowercase "related" and take out colon.
  - Bullet 3: Insert "commercial or financial" before first appearance of "information" – "commercial or financial information."
  - Bullet 3, sub-bullet 1: lowercase "Privilege."

- Slide 14
  - Bullet 2, sub-bullet 3: insert period at the end.
  - Bullet 3: lower case DPP.

- Slide 15
  - no hyphen in attorney work product. Remove all hyphens in this slide (first and last bullets).

- Slide 16 – Attorney-client privilege does have a hyphen. Please include it in the title of the slide.
  - Before Bullet 3: Should there be an "or" rather than an "and"?

- Slide 17
  - Hyphen ACP.

- Slide 18
  - Do you need to explain what the balancing test is in bullet 3? You do so for Exemption 7(C) in the next slide, but not for Exemption 6.

- Slide 19
  - Bullet 1: needs a period at the end of the sentence.
    - Sub-bullet—why do we even mention Exemption 4? This is not necessarily true. People have claimed this info as CBI in the past and won.

- Slide 21
  - Is this an "and" situation rather than an "or"? Or at the very least, should it be an "and/or" option?

- Slide 23
  - Question 1: Lower case "rights" in "Appeal rights."
  - Question 2: By mentioning approval from OGC and ORC, do you think that will leave an impression that everyone must get our approval prior to withholding? I am concerned about this language.

Please send this to Wendy or let me know it's OK to send it to her.

Thanks,
Quoc

From: Schumacher, Wendy
Sent: Thursday, May 04, 2017 3:32 PM
To: Nguyen, Quoc <Nguyen.Quoc@epa.gov>
Subject: FW: FOIA training slides 2018 v2.pptx

Quoc,

Thanks for getting this moving along.

Wendy

From: Schumacher, Wendy
Sent: Wednesday, May 03, 2017 3:10 PM
To: Miller, Kevin <Miller.Kevin@epa.gov>
Cc: Schwarz, Matthew <Schwarz.Matthew@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: FOIA training slides 2018 v2.pptx

Kevin,

Any update on the review? We are working on the PR and will be ready to have the contractor start work soon.

Thanks, Wendy

From: Schumacher, Wendy
Sent: Tuesday, April 18, 2017 3:49 PM
To: Miller, Kevin <Miller.Kevin@epa.gov>
Cc: Schwarz, Matthew <Schwarz.Matthew@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA training slides 2018 v2.pptx

Kevin,

Here are the revised training slides based on feedback from the Training Office.

Two of the comments were to use size 14 font and put some unrealistic choices in the test questions.

Please let me know if you have any edits or approve.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 6/29/2017 2:45:08 PM
To: Miller, Kevin [Miller.Kevin@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]; Kelly, Lynn [Kelly.Lynn@epa.gov]
Subject: FOIA Regulations 062917 OEI edits .docx
Attachments: FOIA Regulations 062917 OEI edits .docx

Kevin,

Please let us know if you approve or have additional comments. This version contains Rebecca's most recent comments.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Nguyen, Quoc [Nguyen.Quoc@epa.gov]
Sent: 4/19/2018 5:27:27 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]; Kaminer, Joan [Kaminer.Joan@epa.gov]
CC: Miller, Kevin [Miller.Kevin@epa.gov]; Bigioni, Neil [bigioni.neil@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: FOIA training slides PBI 3 30 18.pptx
Attachments: FOIA training slides PBI 4-19-18 QPN.pptx

Hi Wendy,

Attach are my suggested revisions to the presentation. Joan will be providing you with edits as well. In addition to my edits, I think there should be some consideration in creating not one, but two presentations—one for HQ and one for Regions. For example, if you were to conduct a presentation for HQ FOIA coordinators, why do they need to sit through 4-5 slides about the regional procedures? Vice versa with the Regional FOIA Officers.

Just something to think about.

Call me if you have any questions. Thanks for letting me take a look at this.

Sincerely,
Quoc

Quoc P. Nguyen
Office of General Counsel
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, DC 20460
202-564-6343

PRIVILEGED COMMUNICATION for internal deliberation only; may contain deliberative, attorney-client, attorney work product, or otherwise privileged material; do not distribute outside EPA or DOJ.

From: Schumacher, Wendy
Sent: Monday, April 09, 2018 1:09 PM
To: Nguyen, Quoc <Nguyen.Quoc@epa.gov>; Kaminer, Joan <Kaminer.Joan@epa.gov>
Cc: Miller, Kevin <Miller.Kevin@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA training slides PBI 3 30 18.pptx

Quoc and Joan,

Here are the draft slides for the PBI training. They were developed by the contractor working with us so they come from the perspective of someone who is not familiar with PBI. We can change anything but the size of the font.

Please reply with your comments/edits by April 30, 2018. The slides will be sent to the the Training Office to turn them into a training module.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Worley, Ray [Worley.ray@epa.gov]
Sent: 9/15/2017 8:07:37 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Thank You For Your Help

Larry,

Thank you for taking my call today and helping me understand the role of FOIA coordinators and Subject Matter Experts (SME).

Based on our conversation, I understood that EPA does not have a policy that prohibits an employee for serving as the FOIA coordinator and SME. You did state the office can implement a FOIA policy for how to handle the roles and responsibilities for responding to FOIA requests.

I appreciate your input and guidance.

Respectfully,

Ray

Ray Worley, Director
Management and Communications Division
OLEM/Office of Underground Storage Tanks
202-564-1634

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 4/9/2018 5:34:03 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FOIA Regulations with Fine comments 091917.docx
Attachments: FOIA Regulations with Fine comments 091917.docx

Larry,

The most recent version from my files.

Wendy

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 5/4/2017 7:39:03 PM
To: Miller, Kevin [Miller.Kevin@epa.gov]; Kelly, Lynn [Kelly.Lynn@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FOIA Regulations 050417 all OEI edits.docx
Attachments: FOIA Regulations 050417 all OEI edits.docx

Kevin and Lynn,

Had the chance to talk to OIP today. Made two edits to the regs.

Deliberative Process / Ex. 5

Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 11/28/2017 12:21:56 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Byrd, Jonda [byrd.jonda@epa.gov]
Subject: RE: FOIA regulations
Attachments: FOIA Regulations with Fine comments 091917.docx

Rebecca,

Here is the latest version.

Wendy

From: Moser, Rebecca
Sent: Monday, November 27, 2017 7:02 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>
Subject: RE: FOIA regulations

Larry:

Yes, I'd be glad to ask Wendy B. about the status of her review of the draft FOIA Regulations.
Can you send the latest version to me, please?

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Gottesman, Larry
Sent: Monday, November 27, 2017 4:35 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Subject: FOIA regulations

As you know, the FOIA regulations are back with OGC. When we asked Lynn Kelly/Kevin Miller for a status they told us that they are currently with Wendy Blake for her review and then Kevin Minoli would have to review the regulation, before we got them back. They could not provide any timeline. As you know Steve gave us comments which were incorporated into the draft, before October 1 and are now pending with OGC.

Can you ask Wendy Blake for an estimated completion date for OGC?

Thanks

Larry F. Gottesman

Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 5/4/2017 5:24:55 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FOIA Regulations 050417 all OEI edits.docx
Attachments: FOIA Regulations 050417 all OEI edits.docx

Larry,

Slightly revised to be more positive.

Wendy

Message

From: Hill, Kevin W. [hill.kevinw@epa.gov]
Sent: 6/20/2019 6:51:43 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]; Bhatt, Krishna [bhatt.krishna@epa.gov]; Lewis, Monica [lewis.monica@epa.gov]; Lewis, Judith [Lewis.Judith@epa.gov]; Person, Linda [Person.Linda@epa.gov]; Thompson, Heather [Thompson.Heather@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Unusual Circumstances

All,

If you have feedback on the unusual circumstances language, please add track changes or send separately to me by COB Monday. Thanks and have a great end of the week.

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309C
Phone 202-564-1652| hill.kevinw@epa.gov

National FOIA Office
EPA Office of General Counsel

From: Schumacher, Wendy
Sent: Thursday, June 20, 2019 2:33 PM
To: Bhatt, Krishna <bhatt.krishna@epa.gov>; Lewis, Monica <lewis.monica@epa.gov>; Lewis, Judith <Lewis.Judith@epa.gov>; Person, Linda <Person.Linda@epa.gov>; Thompson, Heather <Thompson.Heather@epa.gov>
Cc: Hill, Kevin W. <hill.kevinw@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: Unusual Circumstances

All,

Looping in this morning's participants in the unusual circumstances call.

Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310 A)
Washington, D.C. 20460 | WJCN 5315 E
Phone (202) 566-2513 | schumacher.wendy@epa.gov

From: Hill, Kevin W.
Sent: Thursday, June 20, 2019 1:00 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Spears, Rasheena <spears.rasheena@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Unusual Circumstances

INTERNAL DELIBERATIVE
DO NOT RELEASE UNDER FOIA

Deliberative Process ACP / Ex. 5

Thanks.

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309C
Phone 202-564-1652| hill.kevinw@epa.gov

National FOIA Office
EPA Office of General Counsel

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 11/28/2017 12:34:24 AM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]
Subject: FW: FOIA Regulations -- Status Check
Attachments: RE: Updating FOIA Regulations; RE: status of updating FOIA regulations

Fyi . . .

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Moser, Rebecca
Sent: Monday, November 27, 2017 7:14 PM
To: Blake, Wendy <Blake.Wendy@epa.gov>
Subject: FOIA Regulations -- Status Check

Hi Wendy:

I understand from the FOIA team that the FOIA regulations are awaiting your review. We briefed Steve on the draft rule in late September 2017, and he indicated to DOJ in July that we expected to publish the proposed rule within 90 days (see attached emails) (that would have been by 10/2/2017).

Please let us know if you have any edits and if there any areas you'd still like to discuss. If possible, we'd like to get the proposed rule published before the end of the calendar year.
(If you need the latest electronic version of the rule, just let me know and I'll get it from the team tomorrow.)

Thanks.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Schena, Cristeen [Schena.Cristeen@epa.gov]
Sent: 4/13/2017 2:40:16 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: FYI: Using Exemption 7(f) - being used on another FOIA today

Wendy/Larry,

I just realized we will be using 7(f) again, today, on a final response to an inmate at a Connecticut prison. As with our previous FOIA (001311) the determination to issue this exemption is being made by our regional counsel office, here's a screenshot of the language in the letter:

Mr. Elbert S. Harris, Jr.
Osborn Correctional Institution - #190279
335 Bilton Road, P.O. Box 100, Loft 1-64
Somers, CT 06071

RE: Freedom of Information Act Request No. EPA-R1-2017-003364

Dear Mr. Harris,

This pertains to your Freedom of Information Act request of January 20, 2017, **for information pertaining to 1989 Rye Hill Circle in Enfield, CT.**

On February 16, 2017, we sent you a request for payment assurance in the amount of $30.00. You stated in your response letter, received on March 16, 2017, that you could not provide payment assurance on account of indigence. Although you did not request a waiver of fees, we note that under EPA regulations such requests must be submitted along with the request 40 C.F.R. § 2.107(l)(5). Additionally, for your information, indigence alone, without a showing of public benefit regarding the release of the information, is insufficient to warrant a fee waiver. Accordingly, EPA is hereby providing you with only 100 pages of material at no cost in accordance with the Agency's regulations under 40 C.F.R. Part 2, Subpart A.

You'll note that portions of the document provided have been redacted. The redacted portions are diagrams of the aerial layout of portions of the Osborn Correctional Institution. EPA has determined these materials to be exempt from mandatory disclosure by virtue of 5 U.S.C. § 552(b) 7(f), which pertains to records or information compiled for law enforcement purposes, endanger life or safety of any individual. *See* Zander v. DOJ, 885 F. Supp. 2d 1, 7-8 (D.D.C. 2012); Pfeffer v. Director, U.S. Bureau of Prisons, 1990 U.S. Dist. LEXIS 4627, *4-5 (D.D.C. 1990). The determination to issue this partial denial is based on the recommendation of Michael Knapp, Attorney Advisor, Office of Regional Counsel, EPA Region 1.

Cris

From: Schumacher, Wendy
Sent: Thursday, April 13, 2017 10:19 AM

To: Schena, Cristeen <Schena.Cristeen@epa.gov>
Subject: RE: FYI: Using Exemption 7(f)

Cris,

Us or regional counsel. If he or she approved then that's okay. I did notice that the exemptions were not covered in the letter.

Calling in at 2pm?

Wendy

From: Schena, Cristeen
Sent: Thursday, April 13, 2017 10:15 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: FYI: Using Exemption 7(f)

As you mentioned, using 7(f) is rare and I wasn't aware that we needed to call you guys ahead of time. I have shared your email with our FOIA attorney who helped work on that request.

Cris

From: Schumacher, Wendy
Sent: Thursday, April 13, 2017 9:38 AM
To: Schena, Cristeen <Schena.Cristeen@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FYI: Using Exemption 7(f)

Cris,

While reviewing the data from the FY2016 Annual Report to DOJ I noticed that Region 1 used Exemption (b)(7)(f). Since this exemption is rarely used I tracked down the request number which is EPA-R1-2016-001311.

The following is an excerpt from the Office of Information Policy on the use of Exemption 7(F):

Exemption 7(F) of the Freedom of Information Act protects law enforcement information that "could reasonably be expected to endanger the life or physical safety of any individual."
https://www.justice.gov/oip/foia-guide/exemption_7F/download

If Region 1 would like to use Exemption 7(f) in the future please clear the response with the National FOIA Program Office or Office of Regional Counsel before sending. Please let Larry or me know if you have any questions.

Sincerely, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Nguyen, Quoc [Nguyen.Quoc@epa.gov]
Sent: 8/3/2017 3:11:53 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Moumbleaux, Joan [moumbleaux.joan@epa.gov]; Kelly, Lynn [Kelly.Lynn@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: Feedback on Relativity 101 Pre-Session Training
Attachments: FEAT Relativity Guidance 1.24.17.pdf; Relativity 101 Training Agenda Draft.docx

Hi Rebecca,

Relativity 101 has been reviewed. Please see the exchange below. Thanks!

Sincerely,
Quoc

From: Hammitt, Jennifer
Sent: Thursday, August 03, 2017 11:07 AM
To: Nguyen, Quoc <Nguyen.Quoc@epa.gov>; Lubetsky, Jonathan <Lubetsky.Jonathan@epa.gov>; Bermes, Peter <Bermes.Peter@epa.gov>
Cc: Kelly, Lynn <Kelly.Lynn@epa.gov>
Subject: RE: Feedback on Relativity 101 Pre-Session Training

Hi Quoc – much of this training will be live in a workspace, not in slides. For Relativity training it is far better to actually see and work in Relativity as opposed to trying to describe it in a slide presentation.

Jennifer Hammitt
Attorney-Advisor, Information Law Practice Group
Office of General Counsel, General Law Office
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW, MC-2377A
Washington, DC 20460
(202) 564-5097

From: Nguyen, Quoc
Sent: Thursday, August 03, 2017 11:05 AM
To: Lubetsky, Jonathan <Lubetsky.Jonathan@epa.gov>; Bermes, Peter <Bermes.Peter@epa.gov>
Cc: Hammitt, Jennifer <Hammitt.Jennifer@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>
Subject: Feedback on Relativity 101 Pre-Session Training

Hi Jonathan, Peter, and Jennifer,

Thank you for all of your work on the Relativity 101 session. I am glad you are able to use the FEAT Relativity guidance for your session.

I also noticed that your first three sections of your outline are not covered in that guidance. Do you have any additional slides on those topics, so people can follow you?

Let me know (phone or email) how you intend to present these sessions.

Thank you!

Quoc

Quoc P. Nguyen
Office of General Counsel
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, DC 20460
202-564-6343

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Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 9/15/2017 1:45:58 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]; Perkins, Shannon [perkins.shannon@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: FOIA Toolkit for Printing
Attachments: FOIA Toolkit Sept 12 COMBINED.pdf

For reference . . . here's an electronic version of the FOIA Toolkit that was distributed during the 2017 FOIA National Training Conference.

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 7/15/2017 12:24:37 AM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Jones, Monica [Jones.Monica@epa.gov]
Subject: FW: Draft FY 2018 FOIA Training Slides
Attachments: FOIA training slides 2018 v3.pptx

Wendy,

Thank you for the revised version. I have some suggested *additional revisions* to further help address Steve's questions. These will make the slide deck a couple of slides longer, but they should help make it easier for those unfamiliar with FOIA to understand how the process works.

Deliberative Process / Ex. 5

3.

Deliberative Process / Ex. 5

4.

5.

information depending on the circumstances. [illegible]

Deliberative Process / Ex. 5

Please let me know if you & Larry want to discuss this first. Thanks again.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Schumacher, Wendy
Sent: Friday, July 14, 2017 2:19 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Balsamo, Deborah <Balsamo.Deborah@epa.gov>
Subject: FW: Draft FY 2018 FOIA Training Slides

Rebecca,

Here are the FY18 Mandatory FOIA Training slides incorporating Steve Fine's comments.

My contact in the training office reminds us that the contractor will need some lead time to convert the slides into a presentation before the October 1 release date.

Please let me know if there is anything I can do to move along the approval process.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Fine, Steven
Sent: Friday, July 07, 2017 2:33 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Virgille, Joanne <Virgille.Joanne@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: RE: Draft FY 2018 FOIA Training Slides

Thank you. Much of this looks good. A few comments:

- Deliberative Process ACP / Ex. 5

Deliberative Process ACP / Ex. 5

Steve

From: Moser, Rebecca
Sent: Monday, July 3, 2017 6:10 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Virgille, Joanne <Virgille.Joanne@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: Draft FY 2018 FOIA Training Slides

Steve:

Attached for your review are the draft FY 2018 FOIA Training slides. The FOIA team has worked closely with OARM/OHR in developing this training, and Larry has incorporated OGC's input. He also consulted with Joanne Virgille (OCAPPM), who advised him to work with OHR on this type of training. The FOIA team hopes to be able to make this training available before the FOIA National Training Conference in September 2017, provided we submit the final version to OHR soon.

Please let us know if you have any questions or suggested revisions on the content of this training. Thank you.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 11/15/2017 7:26:06 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: Request for closure HQ-2017-009328 John Templon (Buzzfeed)

Please reject this task.

From: Shiffman, Cari
Sent: Wednesday, November 15, 2017 2:25 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: FW: Request for closure HQ-2017-009328 John Templon (Buzzfeed)

From: Newman, Maya
Sent: Tuesday, November 07, 2017 8:35 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Miles, Erin <Miles.Erin@epa.gov>; Shiffman, Cari <Shiffman.Cari@epa.gov>
Subject: FW: Request for closure HQ-2017-009328 John Templon (Buzzfeed)

Good morning Larry!

Can you please send me the above FOIA back so I can upload the three documents? We would like to proceed so we can request closure.

Maya Newman
OECA FOIA Lead &

OECA Special Emphasis Program Lead
Environmental Protection Agency
Office of Enforcement & Compliance Assurance I Office of Administration and Policy
1200 Pennsylvania Ave. NW I Mail Code: 2201A I WJC-S Bldg Rm 3213 I Washington, DC 20460
newman.maya@epa.gov I 202-564-2483 (W) I 202-501-0017 (F)

From: Shiffman, Cari
Sent: Monday, November 6, 2017 6:02 PM
To: Newman, Maya <Newman.Maya@epa.gov>
Cc: Miles, Erin <Miles.Erin@epa.gov>
Subject: RE: Request for closure HQ-2017-009328 John Templon (Buzzfeed)

Maya,

What is the current status on uploading the three documents as UU?

Thanks,

Cari Shiffman, Special Assistant
U.S. Environmental Protection Agency
Office of Enforcement and Compliance Assurance

Office: (202) 564-2898 | Mobile: (202) 823-3277

From: Newman, Maya
Sent: Tuesday, October 31, 2017 3:02 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Shiffman, Cari <Shiffman.Cari@epa.gov>; Miles, Erin <Miles.Erin@epa.gov>
Subject: FW: Request for closure HQ-2017-009328 John Templon (Buzzfeed)
Importance: High

Hi Larry,

I have three files that OECA has withheld that was not uploaded into FOIA Online, can you reject the FOIA so I can add the three documents? I was able to delete a document, however I cannot upload additional documents. Thanks kindly and have a great day!

Maya Newman
OECA FOIA Lead &

OECA Special Emphasis Program Lead
Environmental Protection Agency
Office of Enforcement & Compliance Assurance I Office of Administration and Policy
1200 Pennsylvania Ave. NW I Mail Code: 2201A I WJC-S Bldg Rm 3213 I Washington, DC 20460
newman.maya@epa.gov I 202-564-2483 (W) I 202-501-0017 (F)

From: Shiffman, Cari
Sent: Monday, October 30, 2017 5:29 PM
To: Newman, Maya <Newman.Maya@epa.gov>; Miles, Erin <Miles.Erin@epa.gov>
Subject: RE: Request for closure HQ-2017-009328 John Templon (Buzzfeed)

Maya,

I confirmed with the FOIA Expert Assistance Team Office that we need to upload the documents we are withholding in full. Can you please add the attached three documents to FOIA Online with the Code UU (un-releasable and un-redacted)?

Thanks,

Cari Shiffman, Special Assistant
U.S. Environmental Protection Agency
Office of Enforcement and Compliance Assurance
Office: (202) 564-2898 | Mobile: (202) 823-3277

From: Shiffman, Cari
Sent: Monday, October 30, 2017 4:11 PM
To: Newman, Maya <Newman.Maya@epa.gov>; Miles, Erin <Miles.Erin@epa.gov>
Subject: RE: Request for closure HQ-2017-009328 John Templon (Buzzfeed)

Maya,

Could you please go into FOIA online and remove the OSRE submission "Superfund Task Force"? Please keep the file "2017-07-25 -- Superfund Task Force Report" that Erin sent (it is the same file). The duplication is causing an issue.

Do you know if we need to upload the three files that we are withholding in full (i.e., responsive documents that should not be released)? Wendy Schumacher said we need to upload the documents we are withholding in full with the code UU (un-releasable and un-redacted). All the information I can find about FOIAOnline says we need to upload all responsive documents (the three we are withholding are responsive), but the materials also say once uploaded any responsive records are then viewable to the public (which of course they shouldn't be since they fall into a FOIA exemption). Please let me know and then I will send you the three documents if they need to be uploaded.

Thanks,

Cari Shiffman, Special Assistant
U.S. Environmental Protection Agency
Office of Enforcement and Compliance Assurance
Office: (202) 564-2898 | Mobile: (202) 823-3277

From: Newman, Maya
Sent: Friday, October 13, 2017 3:00 PM
To: Miles, Erin <Miles.Erin@epa.gov>
Cc: Shiffman, Cari <Shiffman.Cari@epa.gov>
Subject: RE: Request for closure HQ-2017-009328 John Templon (Buzzfeed)

Erin

Per Larry, since this FOIA is not a withdrawal or a no records release, this FOIA is on hold under an "Awareness process". Beth White, the head of OEX has to work with Larry to review and release per Ryan Jackson. There is no timeframe, however all FOIAs held under this process will be released as soon as they can.. sorry.

You may want to reach out to the requestor to let him know and if he has any discrepancies with the outcome (since OECA has completed their part), to reach out directly to Larry Gottesman 202-566-2162 in the FOIA office. Otherwise it is out of our control.

Maya Newman
OECA FOIA Lead &

OECA Special Emphasis Program Lead
Environmental Protection Agency
Office of Enforcement & Compliance Assurance I Office of Administration and Policy
1200 Pennsylvania Ave. NW I Mail Code: 2201A I WJC-S Bldg Rm 3213 I Washington, DC 20460
newman.maya@epa.gov I 202-564-2483 (W) I 202-501-0017 (F)

From: Newman, Maya
Sent: Friday, October 13, 2017 2:31 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Miles, Erin <Miles.Erin@epa.gov>
Subject: Request for closure HQ-2017-009328 John Templon (Buzzfeed)

Hi Larry,

Per my voicemail, I am checking the above status on the Buzzfeed FOIA. You are listed as the reviewer and it is due today. Can you please review so we can close out?
Thanks so much for your assistance!

Maya Newman
OECA FOIA Lead &

OECA Special Emphasis Program Lead
Environmental Protection Agency
Office of Enforcement & Compliance Assurance I Office of Administration and Policy
1200 Pennsylvania Ave. NW I Mail Code: 2201A I WJC-S Bldg Rm 3213 I Washington, DC 20460
newman.maya@epa.gov I 202-564-2483 (W) I 202-501-0017 (F)

Message

From: Edstrom, Cathy [Edstrom.Cathy@epa.gov]
Sent: 4/3/2017 3:31:54 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Dew, Judy [Dew.Judy@epa.gov]; Boltik, Sam [Boltik.Sam@epa.gov]; Burns, Carlton [burns.carlton@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Intranet update

These changes are live.

Cathy Edstrom (contractor - Arctic Slope Mission Services)
Internet Services Librarian - Team Lead
edstrom.cathy@epa.gov 240-274-3974
EPA Headquarters Public Access Service

From: Schumacher, Wendy
Sent: Monday, April 03, 2017 11:08 AM
To: Edstrom, Cathy <Edstrom.Cathy@epa.gov>
Cc: Dew, Judy <Dew.Judy@epa.gov>; Boltik, Sam <Boltik.Sam@epa.gov>; Burns, Carlton <burns.carlton@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Intranet update

Cathy,

The columns would be great.

Please add the pdf info which is consistent with our other pages.

Thanks, Wendy

From: Edstrom, Cathy
Sent: Monday, April 03, 2017 11:05 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Dew, Judy <Dew.Judy@epa.gov>; Boltik, Sam <Boltik.Sam@epa.gov>; Burns, Carlton <burns.carlton@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Intranet update

What order did you want the new headers? Alpha? I can put them into columns too and that might look a bit better.

Also, none of these PDFs have the pdf info or disclaimer. Do you want me to add that?

Cathy Edstrom (contractor - Arctic Slope Mission Services)
Internet Services Librarian - Team Lead
edstrom.cathy@epa.gov 240-274-3974
EPA Headquarters Public Access Service

From: Schumacher, Wendy
Sent: Monday, April 03, 2017 10:36 AM
To: Edstrom, Cathy <Edstrom.Cathy@epa.gov>
Cc: Dew, Judy <Dew.Judy@epa.gov>; Boltik, Sam <Boltik.Sam@epa.gov>; Burns, Carlton <burns.carlton@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Intranet update

Cathy,

Please post the attached document on the following webpage after making the design change below: http://intranet.epa.gov/foia/FOIA-Guidance.html. The document title should be "Handling CAFO Information" and go in alphabetical order under the Process heading.

Since the list of documents is getting long it's time to sort by topic. The second attachment is a screenshot of which document should go under which heading.

If you have any questions please let me know.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Byrd, Jonda [byrd.jonda@epa.gov]
Sent: 5/3/2017 8:11:55 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: FOIA Policy - revision

Thanks Wendy.

Jonda Byrd,
Director, FOIA, Libraries & Accessibility Division
US EPA, Office Environmental Information
513-569-7183
513-487-2547 (fax)
202-236-1992 (cell)

From: Schumacher, Wendy
Sent: Wednesday, May 03, 2017 4:06 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA Policy - revision

Jonda,

Pam gave me a new template this morning. She wants a track changes version which is attached.

Please let me know if you approve or have any changes.

Thanks, Wendy

From: Schumacher, Wendy
Sent: Wednesday, February 22, 2017 4:13 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA Policy - revision

Jonda,

Here is the draft revision to the FOIA Policy and the OEI Directive Initiation Form for your review.

Please let me know if you have any changes.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Crawford, Tim [Crawford.Tim@epa.gov]
Sent: 11/27/2017 4:44:45 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Memo from OIP Regarding the National FOIA Portal

Thanks Wendy—I'm confirming with Matt that all FOIAonline users are cleared at this point.

Tim Crawford, FOIAonline Program Manager
Office of Enterprise Information Programs
Environmental Protection Agency
crawford.tim@epa.gov
(o) 202.566.1574
(c) 202.603.8538

From: Schumacher, Wendy
Sent: Monday, November 27, 2017 11:42 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Crawford, Tim <Crawford.Tim@epa.gov>
Subject: FW: Memo from OIP Regarding the National FOIA Portal

Per our discussion, you did not receive a copy of this email.

From: Gardner, Matt (OIP) [mailto:Matt.Gardner@usdoj.gov]
Sent: Monday, November 27, 2017 11:17 AM
To: DOJ.OIP.FOIA (SMO) <DOJ.OIP.FOIA@usdoj.gov>
Subject: FW: Memo from OIP Regarding the National FOIA Portal

Good Morning,

Last month OIP's Director sent a memo to all agency Chief FOIA Officers and Principal FOIA Contacts regarding the creation of your agency's request form on the new National FOIA Portal. To date we have not received your agency's response. Please review the attached memo and return your request form requirements to me as soon as possible.

Thank you,

Matt N. Gardner
Attorney-Advisor
Office of Information Policy
U.S. Department of Justice
(202) 514-3642 (Main)
(202) 305-0676 (Direct)
Matt.gardner@usdoj.gov

From: DOJ.OIP.FOIA (SMO)
Sent: Wednesday, October 18, 2017 3:30 PM
To: DOJ.OIP.FOIA (SMO) <Ex_DOJOIPFOIA@jmd.usdoj.gov>
Subject: Memo from OIP Regarding the National FOIA Portal

Please see the attached memo from the Director of the Office of Information Policy regarding the National FOIA Portal.

Thank you,
OIP Compliance Team

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 3/27/2018 2:38:54 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Backlog reduction 03-23-18 single tab.xlsx
Attachments: Backlog reduction 03-23-18 single tab.xlsx

With close-outs up to yesterday.

Appointment

From: Nguyen, Quoc [Nguyen.Quoc@epa.gov]
Sent: 5/17/2017 2:22:55 PM
To: Kaminer, Joan [Kaminer.Joan@epa.gov]; DCConfARN-8662993188-C2025645684/Conf-Ln/DC-Ariel-Rios-OGC [DCConfARN-8662993188-C2025645684@epa.gov]; Moumbleaux, Joan [moumbleaux.joan@epa.gov]; Kelly, Lynn [Kelly.Lynn@epa.gov]; Schwarz, Matthew [Schwarz.Matthew@epa.gov]; Smith, Kevin B. [Smith.Kevin@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Leon, Sandra [Leon.Sandra@epa.gov]; Matthews, Julie [Matthews.Juliane@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]; Rementer, Nicole [rementer.nicole@epa.gov]
CC: Engels, Alan [engels.alan@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Lewis, Judith [Lewis.Judith@epa.gov]; Johnson, Ivry [Johnson.Ivry@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]

Subject: Planning Committee National FOIA Training 2017
Attachments: DETAILED Lifecycle AGENDA for the National FOIA Training 2017 051517.docx; Agenda Action Plan 5-16-17.docx; Session Development Tracking for Conference.xlsx
Location: DCRoomARN7428/DC-Ariel-Rios-OGC

Start: 5/18/2017 6:00:00 PM
End: 5/18/2017 7:00:00 PM
Show Time As: Tentative

Recurrence: Weekly
every 2 week(s) on Thursday from 2:00 PM to 3:00 PM

Dear All,

For tomorrow's meeting discussion, I am attaching a revised draft agenda. Please review it prior to the meeting. Thank you!

Sincerely,
Quoc

Conference Line/Code / Ex. 6

DETAILED Lifecycle AGEN...
Agenda Action Plan 5-16-17.docx
Session Development Tra...

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 2/6/2017 6:27:27 PM
To: Miller, Kevin [Miller.Kevin@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Emailing - Fee decision tree.pdf
Attachments: Fee decision tree.pdf

Kevin,

At the DOJ training they announced a link to a decision tree regarding the changes in how to assess fees. Here: https://www.justice.gov/oip/oip-guidance/decsion_tree_for_assessing_fees_foia_improvement_act_2016

Since it's really a table and not a decision tree I made the attached for your comment and approval.

May I distribute?

Thanks, Wendy

Message

From: Dierker, Carl [Dierker.Carl@epa.gov]
Sent: 10/13/2017 5:45:02 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Szaro, Deb [Szaro.Deb@epa.gov]; Moraff, Kenneth [Moraff.Ken@epa.gov]; Kenyon, Michael [Kenyon.Michael@epa.gov]; Schena, Cristeen [Schena.Cristeen@epa.gov]; Knapp, Michael [Knapp.Michael@epa.gov]
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
Attachments: Region 1 Copy of Plan to Address Backlogged Requests 10_13_2017.xlsx

Hi Larry – Attached is Region 1's plan to deal with its two FOIAs on the backlog list: One has now been closed out and the other is an old CBI case where we set out a schedule to first inquire to see if the requester still wants the information and, if so, then to contact the CBI claimant to see if it still maintains its CBI claim.

Please let me know if you have any questions.

Thanks,
Carl
****
Carl F. Dierker
Regional Counsel
U.S. EPA – Region 1, New England
5 Post Office Square
Boston, Massachusetts 02109-3912
tel: 617-918-1091
e-mail: dierker.carl@epa.gov

From: Knapp, Michael
Sent: Friday, October 13, 2017 8:57 AM
To: Dierker, Carl <Dierker.Carl@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Carl,

I've attached the spreadsheet with the plan for addressing this FOIA as we discussed. Please let me know if you have any questions.

Thanks,
Mike

Michael Knapp
Office of Regional Counsel
U.S. Environmental Protection Agency, Region 1
5 Post Office Square
Boston, Massachusetts 02109
617-918-1053

From: Szaro, Deb
Sent: Wednesday, October 11, 2017 7:55 AM
To: Kenyon, Michael <Kenyon.Michael@epa.gov>
Subject: Fwd: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Sent from my iPhone

Begin forwarded message:

> **From:** "Fine, Steven" <fine.steven@epa.gov>
> **To:** "2017HQfirstassistants" <2017HQfirstassistants@epa.gov>, "2017Regionfirstassistants" <2017Regionfirstassistants@epa.gov>
> **Cc:** "Acting DAAs" <Acting_DAAs@epa.gov>, "Acting DRAs" <Acting_DRAs@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>, "Schumacher, Wendy" <schumacher.wendy@epa.gov>, "Moser, Rebecca" <Moser.Rebecca@EPA.GOV>, "Byrd, Jonda" <byrd.jonda@epa.gov>, "Blake, Wendy" <Blake.Wendy@epa.gov>, "Walker, Denise" <Walker.Denise@epa.gov>, "Schwarz, Matthew" <Schwarz.Matthew@epa.gov>
> **Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17**
>
> All,
>
> Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.
>
> The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.
>
> In developing your plan, please use the following targets:
>
> - Complete 10% or more of backlog by Oct. 31
> - Complete 50% or more by Nov. 30
> - Complete 75% or more by Dec. 15
> - Complete 100% by Dec. 31
>
> If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.
>
> The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.
>
> OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.
>
> Elise Packard and Steve Fine

Message

From: Calderon, Wanda [Calderon.Wanda@epa.gov]
Sent: 2/3/2017 5:39:30 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Kluesner, Dave [kluesner.dave@epa.gov]
Subject: RE: FYI: MyProperty template

Thanks so much for streamlining, Larry! I'll discuss with my manager an appropriate cut-off date. Have a wonderful weekend!!!

Wanda Calderon
Government Information Specialist
Public Outreach Branch
www.epa.gov/foia

From: Gottesman, Larry
Sent: Friday, February 03, 2017 12:36 PM
To: Calderon, Wanda <Calderon.Wanda@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Kluesner, Dave <kluesner.dave@epa.gov>
Subject: RE: FYI: MyProperty template

You are free to do it now.
\

From: Calderon, Wanda
Sent: Friday, February 03, 2017 10:04 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Kluesner, Dave <kluesner.dave@epa.gov>
Subject: RE: FYI: MyProperty template

Thanks WS!

Larry, I have been utilizing these letters since OGC approval. I'm talking about a cut-off date in which we will discontinue addressing these repetitive resource intense standard inquiries. Approximate 7 outta 10 FOIAs are env audits. Is this a legally defensible course of action? Does it change policy and the way I operate these routine FOIAs?

Wanda Calderon
Government Information Specialist
Public Outreach Branch
www.epa.gov/foia

From: Schumacher, Wendy
Sent: Friday, February 03, 2017 9:51 AM
To: Calderon, Wanda <Calderon.Wanda@epa.gov>
Subject: FW: FYI: MyProperty template

Wanda,

Larry asked me to resend this to you.

Regards, Wendy

From: Schumacher, Wendy
Sent: Tuesday, October 25, 2016 3:38 PM
To: Albano, Emily <Albano.Emily@epa.gov>; Calderon, Wanda <Calderon.Wanda@epa.gov>; Engels, Alan <engels.alan@epa.gov>; Gross, Louann <Gross.LouAnn@epa.gov>; Johnson, Ivry <Johnson.Ivry@epa.gov>; Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Lane, Leticia <Lane.Leticia@epa.gov>; Schena, Cristeen <Schena.Cristeen@epa.gov>; Stevens, Edie <Stevens.Edie@epa.gov>; Tate, Rita <Tate.Rita@epa.gov>; Wheatley, Jessica <wheatley.jessica@epa.gov>; Graff, Jeannine <Graff.Jeannine@epa.gov>; Gupta, Kaushal <Gupta.Kaushal@epa.gov>; Haas, Susan <Haas.Susan@epa.gov>; Henderson, Alita <Henderson.Alita@epa.gov>; Langley, Shirley <Langley.Shirley@epa.gov>; Lao, Judy <Lao.Judy@epa.gov>; Mears, Mary <Mears.Mary@epa.gov>; Story, Karen <Story.Karen@epa.gov>; Woodard, Lawana <Woodard.Lawana@epa.gov>
Cc: Miller, Kevin <Miller.Kevin@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FYI: MyProperty template

All,

Attached is the template for responses to FOIA requests for "Environmental Impact Assessments" when using the results of a MyProperty search. The template was approved by Office of General Counsel. A fact sheet about MyProperty is also attached.

Please note that you may customize the letter to meet the needs of your region, but if you make any substantive changes, please forwarded the draft to me for review by OGC. I will handle the coordination for you.

If you have any questions please let me know.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Morales, Oscar [Morales.Oscar@epa.gov]
Sent: 10/13/2017 3:49:19 PM
To: Fine, Steven [fine.steven@epa.gov]
CC: Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

We will have our response in today for OPP which accounts for 95% of the 210 FOIAs. I will send you OPPT's on Monday. Ok?

Oscar Morales
Associate Assistant Administrator
Office of Chemical Safety and Pollution Prevention
Environmental Protection Agency

202-564-9673
202-821-9899 (cell)

From: Bertrand, Charlotte
Sent: Friday, October 13, 2017 10:42 AM
To: Wise, Louise <Wise.Louise@epa.gov>
Cc: Morales, Oscar <Morales.Oscar@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Thank you.

Oscar – can we touch base around noon to see what you have so far? Are Rick and Jeff already engaged?

From: Wise, Louise
Sent: Friday, October 13, 2017 10:21 AM
To: Bertrand, Charlotte <Bertrand.Charlotte@epa.gov>
Cc: Morales, Oscar <Morales.Oscar@epa.gov>
Subject: Fwd: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Charlotte - wanted to make sure you're aware of this request. OEI asked for a plan for dealing with overdue FOIA responses by COB today. They sent this request late Tuesday evening. At the DAA's meeting, I expressed concern to OEI's DAA about being able to have a plan by today on such short notice. She said we should at least provide an initial plan with tentative dates, and a projected date for when we can provide a more definitive plan. Other Offices joined me in expressing concern.

I sent Oscar the attached note about working with the Offices to prepare the plan. We talked about this yesterday. He has talked to the Offices and they are working on it, but thinks it will be a challenge to meet today's deadline. I'm CC'ing Oscar so he can give you updates while I'm out of pocket today. I'm hoping we can at least provide a draft tentative response today.

Sent from my iPhone

Begin forwarded message:

From: "Fine, Steven" <fine.steven@epa.gov>
To: "2017HQfirstassistants" <2017HQfirstassistants@epa.gov>, "2017Regionfirstassistants" <2017Regionfirstassistants@epa.gov>
Cc: "Acting DAAs" <Acting_DAAs@epa.gov>, "Acting DRAs" <Acting_DRAs@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>, "Schumacher, Wendy" <schumacher.wendy@epa.gov>, "Moser, Rebecca" <Moser.Rebecca@EPA.GOV>, "Byrd, Jonda" <byrd.jonda@epa.gov>, "Blake, Wendy" <Blake.Wendy@epa.gov>, "Walker, Denise" <Walker.Denise@epa.gov>, "Schwarz, Matthew" <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

In developing your plan, please use the following targets:

- Complete 10% or more of backlog by Oct. 31
- Complete 50% or more by Nov. 30
- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Youngblood, Charlotte [Youngblood.Charlotte@epa.gov]
Sent: 3/21/2017 4:16:52 PM
To: Moody, Christina [Moody.Christina@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Haywood, Kevin [haywood.kevin@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]; Grogard, Megan [Grogard.Megan@epa.gov]; Eades, Cassaundra [Eades.Cassaundra@epa.gov]; Mims, Kathy [Mims.Kathy@epa.gov]
CC: Blake, Wendy [Blake.Wendy@epa.gov]; Dickerson, Tom [Dickerson.Tom@epa.gov]; Aarons, Kyle [Aarons.Kyle@epa.gov]
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Thanks, all, for sorting this out. My apologies for the confusion. This stemmed from confusing instructions from me in our office about Congressional requests for information. We appreciate this being controlled to OEI, and I'll look forward to our office (specifically Kevin's team) working with OEI on any questions they might have.

Charlotte Youngblood
Deputy Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-0283
youngblood.charlotte@epa.gov

From: Moody, Christina
Sent: Tuesday, March 21, 2017 9:54 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Haywood, Kevin <haywood.kevin@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>; Eades, Cassaundra <Eades.Cassaundra@epa.gov>; Mims, Kathy <Mims.Kathy@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Dickerson, Tom <Dickerson.Tom@epa.gov>; Aarons, Kyle <Aarons.Kyle@epa.gov>
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Work with Kevin, but OEI should have lead on this letter. I'm going to ask CCU to reassign this back to OEI for response. Please coordinate with OGC as appropriate.

CCU, please reassign this control back to OEI.

Thanks,

Christina J. Moody
US Environmental Protection Agency
Moody.Christina@epa.gov

From: Gottesman, Larry
Sent: Tuesday, March 21, 2017 9:45 AM
To: Moody, Christina <Moody.Christina@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Haywood, Kevin <haywood.kevin@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Dickerson, Tom <Dickerson.Tom@epa.gov>; Aarons, Kyle <Aarons.Kyle@epa.gov>
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

It was Kevin Miller who agreed to take the lead on the letter.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Moody, Christina
Sent: Tuesday, March 21, 2017 9:44 AM
To: Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Haywood, Kevin <haywood.kevin@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Dickerson, Tom <Dickerson.Tom@epa.gov>; Aarons, Kyle <Aarons.Kyle@epa.gov>
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Larry,

Who in OGC first agreed to take lead on the letter? I agree with Charlotte, OEI should be point with coordination with OGC if necessary.

Christina J. Moody
US Environmental Protection Agency
Moody.Christina@epa.gov

From: Youngblood, Charlotte
Sent: Monday, March 20, 2017 3:00 PM
To: Haywood, Kevin <haywood.kevin@epa.gov>; Moody, Christina <Moody.Christina@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Dickerson, Tom <Dickerson.Tom@epa.gov>; Aarons, Kyle <Aarons.Kyle@epa.gov>
Subject: FW: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

All,

Deliberative Process / Ex. 5

Let me know if I'm misunderstanding something? (copying OCIR as well)

Thank you!

Charlotte Youngblood
Deputy Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-0283

youngblood.charlotte@epa.gov

From: Haywood, Kevin
Sent: Monday, March 20, 2017 10:03 AM
To: Grogard, Megan <Grogard.Megan@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hello,
The Congressional correspondence (CMS AL-17-000-6410) was sent back to OCIR this morning. OCIR will then reassign it to OGC.

Kevin Haywood
Resource & Program Management Division
OEI-OBOS-RPMD
Work: 202-564-6668
Fax: 202-565-2441

From: Grogard, Megan
Sent: Thursday, March 16, 2017 9:19 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Haywood, Kevin <haywood.kevin@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: Re: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hi Larry (and Kevin H),

Thanks for the follow-up on the Senator Bennet letter. I've looped in Kevin Haywood to ensure the CMS action is assigned to OGC as suggested.

Thanks,
Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202/564-6812
Cell: 202/834-8385

On Mar 16, 2017, at 5:37 PM, Gottesman, Larry <Gottesman.Larry@epa.gov> wrote:

Megan-
~~~~~~~~~~~~~~~~~~~~~~~~~~~~

We just has a conference call with OGC on various issues and Senator Bennet's letter was discussed. OGC informed us that they will take the lead in responding to the Senator. OGC will let us know if they need anything from OEI.

Let me know if you have any questions.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Grogard, Megan
Sent: Thursday, March 16, 2017 10:24 AM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Jones, Monica <Jones.Monica@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Fine, Steven <fine.steven@epa.gov>
Subject: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hi Rebecca,

Please see the attached Congressional Letter from Senator Michael Bennet (D-CO) to Kevin Minoli. The letter asks about the FOIA program at EPA and our compliance with the FOIA Improvement Act of 2016, among other related questions.

I imagine Kevin will reach out to us, but wanted to be sure you're aware of this action.

Thanks,
Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
Cell: 202-834-8385

From: Moody, Christina
Sent: Thursday, March 16, 2017 9:18 AM
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

To: Eades, Cassaundra <Eades.Cassaundra@epa.gov>; Mims, Kathy <Mims.Kathy@epa.gov>; Bailey, KevinJ <Bailey.KevinJ@epa.gov>
Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Subject: Fwd: Letter from Senator Bennet

CCU,

Please control. OEI - heads up.

Thanks

Christina J Moody
US Environmental Protection Agency
Moody.Christina@epa.gov

Begin forwarded message:

> **From:** "Richardson, RobinH" <Richardson.RobinH@epa.gov>
> **To:** "Juliana_Herman@bennet.senate.gov" <Juliana_Herman@bennet.senate.gov>
> **Cc:** "Moody, Christina" <Moody.Christina@epa.gov>, "Bailey, KevinJ" <Bailey.KevinJ@epa.gov>
> **Subject: FW: Letter from Senator Bennet**
>
> Hi Juliana –
>
> Thank you very much for your email forwarding the Senator's letter. Upon review if we have any questions we will follow up with you.
>
> Thank you again.
>
> Best, Robin
> ---
> Robin H Richardson
> Principal Deputy Associate Administrator
> Office of Congressional and Intergovernmental Relations
> U.S. Environmental Protection Agency
> 202-564-3358 (desk)
> 703-581-5814 (cell)
> richardson.robinh@epa.gov
>
> ---
>
> **From:** Herman, Juliana (Bennet) [mailto:Juliana_Herman@bennet.senate.gov]
> **Sent:** Wednesday, March 15, 2017 3:37 PM
> **To:** Richardson, RobinH <Richardson.RobinH@epa.gov>
> **Subject:** Letter from Senator Bennet
>
> Hello,
>
> Please find enclosed a letter from Senator Bennet regarding the Freedom of Information Act.
>
> Thank you,
> Juliana

Juliana Herman
Senior Policy Advisor
Senator Michael Bennet
261 Russell Senate Office Building
Washington, D.C. 20510
(202) 224-5852

Message

From: Dolph, Becky [Dolph.Becky@epa.gov]
Sent: 3/26/2018 10:33:08 PM
To: OGC FEAT [OGC_FEAT@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Lewis, Monica [lewis.monica@epa.gov]; Person, Linda [Person.Linda@epa.gov]; Lewis, Judith [Lewis.Judith@epa.gov]; Green, LindaE [Green.LindaE@epa.gov]
CC: Bigioni, Neil [bigioni.neil@epa.gov]
Subject: Performance Measures -- up and running!
Attachments: Instructions for OGC Mission Measures Data Entry.March2018.docx

Hi all –

Last month, a group of staff and managers presented Matt Leopold and Kevin Minoli with OGC's proposed Mission Measures, developed under the Agency's framework as established in the FY 2018 - 2022 Strategic Plan. Both Matt and Kevin were very supportive of the measures presented, and we have most systems ready to track the data supporting these measures. As we've discussed before, for most of these measures we are tracking data about the process-side of some of our activities. Through the data will be able to see if there are certain areas where we may want to consider process improvements.

By way of this email, I'm sharing a document that contains the list of the 17 OGC Mission Measures, at-a-glance. As you will see when you look at the list of measures, not all offices report data into each measure. OGC will be tracking these 17 measures at the office level and will report results monthly, as an aggregated data point for each measure. The reporting is done in the form of what's called a Bowling Chart. Each office and region has their own Bowling Chart and posts them to a single SharePoint site on the third Friday of every month, with data updates for the prior month. The attached document contains links to information about the Agency reporting process and Bowling Chart structure if you are interested in learning more.

The attached document also contains the instructions for OGC offices that are feeding into the litigation and counseling measures. **The National FOIA Office is not feeding into these measures.** These measures include our efforts to submit significant legal briefs to the Front Office at least 2 business days before the filing deadline. This data is captured through OGC's Correspondence Tracking System (CTS). There is also a measure to capture our goal of entering information on new complaints, NOIs and petitions for review into One Docket in a timely manner, so that the relevant document can be posted on the OGC website within 1 business day of us receiving it here. This data is captured through OGC's One Docket.

This week, we start using CTS and One Docket to track these measures – they are fairly straight forward systems to use and the instructions are very easy to read. Mike Murphy in RMO is available to answer any questions, and you will see opportunities to participate in a webinar let by Mike over the next couple of weeks.

At recent staff meetings, we've discussed the specifics of what activities our office is measuring and how we are, or will, collect the data. After the reorganization, the FOIT will be measuring 2 items for the Bowling Chart. The FEAT does not have any measures for the bowling chart, but has developed internal measures that will be tracked by the FEAT for our own use. We can have another discussion at an upcoming staff meeting to go over any questions you have about this attachment, the measures themselves, how we will use the data results, and how we will be participating in the measurement activities in OGC.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Message

From: Grogard, Megan [Grogard.Megan@epa.gov]
Sent: 3/21/2017 2:39:49 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Jones, Monica [Jones.Monica@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]; Simon, Harvey [Simon.Harvey@epa.gov]
Subject: OEIP to Prepare Response for Senator Bennet (D-CO)

Good Morning Rebecca,

Please note that the response to Senator Bennet is due to OCIR by April 4.

Please prepare for Steve's signature as Acting Chief Information Officer, and provide a draft response to the IO for review no later than Tuesday, March 28.

Thanks,
Megan

~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
Cell: 202-834-8385

Control AL-17-000-6410 has been assigned to your office on 3/21/17 10:18 AM by Kathy Mims. Please go to the CMS webpage to view the details of the control.

Summary Information -
Control Number: AL-17-000-6410
Control Subject: INQUIRE ABOUT EPA'S REGULATIONS, GUIDANCE, PROCESSES AND STANDARDS FOR IMPLEMENTING THE FREEDOM OF INFORMATION ACT (FOIA)
From: Bennet, Michael F

From: Moody, Christina
Sent: Tuesday, March 21, 2017 9:54 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Haywood, Kevin <haywood.kevin@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>; Eades, Cassaundra <Eades.Cassaundra@epa.gov>; Mims, Kathy <Mims.Kathy@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Dickerson, Tom <Dickerson.Tom@epa.gov>; Aarons, Kyle <Aarons.Kyle@epa.gov>
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)
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CCU, please reassign this control back to OEI.

Thanks,

Christina J. Moody
US Environmental Protection Agency
Moody.Christina@epa.gov

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Sent: Tuesday, March 21, 2017 9:45 AM
To: Moody, Christina <Moody.Christina@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Haywood, Kevin <haywood.kevin@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Dickerson, Tom <Dickerson.Tom@epa.gov>; Aarons, Kyle <Aarons.Kyle@epa.gov>
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

It was Kevin Miller who agreed to take the lead on the letter.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
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US Environmental Protection Agency
Moody.Christina@epa.gov

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Sent: Monday, March 20, 2017 3:00 PM
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<Gottesman.Larry@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Dickerson, Tom <Dickerson.Tom@epa.gov>; Aarons, Kyle <Aarons.Kyle@epa.gov>
Subject: FW: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

All,

Deliberative Process / Ex. 5

Let me know if I'm misunderstanding something? (copying OCIR as well)

Thank you!

Charlotte Youngblood
Deputy Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-0283
youngblood.charlotte@epa.gov

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Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

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Kevin Haywood
Resource & Program Management Division
OEI-OBOS-RPMD
Work: 202-564-6668
Fax: 202-565-2441

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Sent: Thursday, March 16, 2017 9:19 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Haywood, Kevin <haywood.kevin@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: Re: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hi Larry (and Kevin H),

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Thanks,
Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202/564-6812
Cell: 202/834-8385

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> Megan-
>
> We just has a conference call with OGC on various issues and Senator Bennet's letter was discussed. OGC informed us that they will take the lead in responding to the Senator. OGC will let us know if they need anything from OEI.
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> Larry F. Gottesman
> Agency FOIA Officer
>
> 202-566-2162 (Direct line)
> 202-689-4588 (Mobile)
>
> ---
>
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> **Sent:** Thursday, March 16, 2017 10:24 AM
> **To:** Moser, Rebecca <Moser.Rebecca@EPA.GOV>
> **Cc:** Jones, Monica <Jones.Monica@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Fine, Steven <fine.steven@epa.gov>
> **Subject:** NEW INQUIRY on FOIA from Senator Bennet (D-CO)
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> Hi Rebecca,
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Megan Grogard
Senior Advisor to the Acting Principal
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Office of Environmental Information
U.S. Environmental Protection Agency
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Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Subject: Fwd: Letter from Senator Bennet

CCU,

Please control. OEI - heads up.

Thanks

Christina J Moody
US Environmental Protection Agency
Moody.Christina@epa.gov

Begin forwarded message:

> **From:** "Richardson, RobinH" <Richardson.RobinH@epa.gov>
> **To:** "Juliana_Herman@bennet.senate.gov" <Juliana_Herman@bennet.senate.gov>
> **Cc:** "Moody, Christina" <Moody.Christina@epa.gov>, "Bailey, KevinJ" <Bailey.KevinJ@epa.gov>
> **Subject: FW: Letter from Senator Bennet**
>
> Hi Juliana –
>
> Thank you very much for your email forwarding the Senator's letter. Upon review if we have any questions we will follow up with you.
>
> Thank you again.
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Best, Robin

Robin H Richardson
Principal Deputy Associate Administrator
Office of Congressional and Intergovernmental Relations
U.S. Environmental Protection Agency
202-564-3358 (desk)
703-581-5814 (cell)
richardson.robinh@epa.gov

From: Herman, Juliana (Bennet) [mailto:Juliana_Herman@bennet.senate.gov]
Sent: Wednesday, March 15, 2017 3:37 PM
To: Richardson, RobinH <Richardson.RobinH@epa.gov>
Subject: Letter from Senator Bennet

Hello,

Please find enclosed a letter from Senator Bennet regarding the Freedom of Information Act.

Thank you,
Juliana

Juliana Herman
Senior Policy Advisor
Senator Michael Bennet
261 Russell Senate Office Building
Washington, D.C. 20510
(202) 224-5852

Message

From: Nguyen, Quoc [Nguyen.Quoc@epa.gov]
Sent: 8/3/2017 3:10:04 PM
To: Schwarz, Matthew [Schwarz.Matthew@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Edwards, Blake [edwards.blake@epa.gov]
CC: Kelly, Lynn [Kelly.Lynn@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Moumbleaux, Joan [moumbleaux.joan@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Billing and Fees Presentation
Attachments: Billings and Fees QPN.pptx

Dear All,

Thank you for all of your work on the Billing and Fees pre-session.

I modified the presentation to break up some text-dense slides and add some necessary new information, including the 2016 FOIA Amendments. Please review and let me know if you have any additional edits (by COB today).

Once finalized, we need to get it to Joan ASAP.

Thanks,
Quoc

Quoc P. Nguyen
Office of General Counsel
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, DC 20460
202-564-6343

PRIVILEGED COMMUNICATION for internal deliberation only; may contain deliberative, attorney-client, attorney work product, or otherwise privileged material; do not distribute outside EPA or DOJ.

Message

From: Lubetsky, Jonathan [Lubetsky.Jonathan@epa.gov]
Sent: 10/16/2017 6:29:36 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Hamilton, Sabrina [Hamilton.Sabrina@epa.gov]
Subject: RE: EPA-HQ-2017-010630

Larry,
Just following up on this. Can you please closeout your assigned task? We sent the closeout letter last month.
Thank you,
Jonathan

From: Lubetsky, Jonathan
Sent: Thursday, September 28, 2017 1:08 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Hamilton, Sabrina <Hamilton.Sabrina@epa.gov>
Subject: EPA-HQ-2017-010630

Larry,
FOIA EPA-HQ-2017-010630 as a task pending for you as well as Monica. This FOIA overlaps with 3 other FOIA requests. Documents responsive to the requests were already provided in another FOIA request. Can you go ahead and closeout the task?

Thank you,

Jonathan S. Lubetsky
Office of Air Policy and Program Support
U.S. EPA | Office of Air and Radiation
William J. Clinton North Room 5442G
202.564.3166
Learn about the Clean Air Act: https://www.epa.gov/clean-air-act-overview

Message

From: Grogard, Megan [Grogard.Megan@epa.gov]
Sent: 3/21/2017 2:36:50 PM
To: Haywood, Kevin [haywood.kevin@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]; Gutshall, Renee [Gutshall.Renee@epa.gov]; Maher, Karen [Maher.Karen@epa.gov]
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Thanks Kevin – makes sense - appreciate your help.

Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
Cell: 202-834-8385

From: Haywood, Kevin
Sent: Tuesday, March 21, 2017 10:36 AM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Grogard, Megan <Grogard.Megan@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>
Subject: FW: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hello,
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Kevin Haywood
Resource & Program Management Division
OEI-OBOS-RPMD
Work: 202-564-6668
Fax: 202-565-2441

From: Moody, Christina
Sent: Tuesday, March 21, 2017 9:54 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Haywood, Kevin <haywood.kevin@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>; Eades, Cassaundra <Eades.Cassaundra@epa.gov>; Mims, Kathy <Mims.Kathy@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Dickerson, Tom <Dickerson.Tom@epa.gov>; Aarons, Kyle
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

<Aarons.Kyle@epa.gov>
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Work with Kevin, but OEI should have lead on this letter. I'm going to ask CCU to reassign this back to OEI for response. Please coordinate with OGC as appropriate.

CCU, please reassign this control back to OEI.

Thanks,

Christina J. Moody
US Environmental Protection Agency
Moody.Christina@epa.gov

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Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

It was Kevin Miller who agreed to take the lead on the letter.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

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Larry,

Who in OGC first agreed to take lead on the letter? I agree with Charlotte, OEI should be point with coordination with OGC if necessary.

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US Environmental Protection Agency
Moody.Christina@epa.gov

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Subject: FW: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

All,

Deliberative Process / Ex. 5

Let me know if I'm misunderstanding something? (copying OCIR as well)

Thank you!

Charlotte Youngblood
Deputy Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-0283
youngblood.charlotte@epa.gov

From: Haywood, Kevin
Sent: Monday, March 20, 2017 10:03 AM
To: Grogard, Megan <Grogard.Megan@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hello,
The Congressional correspondence (CMS AL-17-000-6410) was sent back to OCIR this morning. OCIR will then reassign it to OGC.

Kevin Haywood
Resource & Program Management Division
OEI-OBOS-RPMD
Work: 202-564-6668
Fax: 202-565-2441

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<Dolph.Becky@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: Re: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hi Larry (and Kevin H),

Thanks for the follow-up on the Senator Bennet letter. I've looped in Kevin Haywood to ensure the CMS action is assigned to OGC as suggested.

Thanks,
Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202/564-6812
Cell: 202/834-8385

On Mar 16, 2017, at 5:37 PM, Gottesman, Larry <Gottesman.Larry@epa.gov> wrote:

> Megan-
>
> We just has a conference call with OGC on various issues and Senator Bennet's letter was discussed. OGC informed us that they will take the lead in responding to the Senator. OGC will let us know if they need anything from OEI.
>
> Let me know if you have any questions.
>
> Thanks
>
> Larry F. Gottesman
> Agency FOIA Officer
>
> 202-566-2162 (Direct line)
> 202-689-4588 (Mobile)
>
> ---
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> **Sent:** Thursday, March 16, 2017 10:24 AM
> **To:** Moser, Rebecca <Moser.Rebecca@EPA.GOV>
> **Cc:** Jones, Monica <Jones.Monica@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Fine, Steven <fine.steven@epa.gov>
> **Subject:** NEW INQUIRY on FOIA from Senator Bennet (D-CO)
>
> Hi Rebecca,
~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Please see the attached Congressional Letter from Senator Michael Bennet (D-CO) to Kevin Minoli. The letter asks about the FOIA program at EPA and our compliance with the FOIA Improvement Act of 2016, among other related questions.

I imagine Kevin will reach out to us, but wanted to be sure you're aware of this action.

Thanks,
Megan

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Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
Cell: 202-834-8385

From: Moody, Christina
Sent: Thursday, March 16, 2017 9:18 AM
To: Eades, Cassaundra <Eades.Cassaundra@epa.gov>; Mims, Kathy <Mims.Kathy@epa.gov>; Bailey, KevinJ <Bailey.KevinJ@epa.gov>
Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Subject: Fwd: Letter from Senator Bennet

CCU,

Please control. OEI - heads up.

Thanks

Christina J Moody
US Environmental Protection Agency
Moody.Christina@epa.gov

Begin forwarded message:

> **From:** "Richardson, RobinH" <Richardson.RobinH@epa.gov>
> **To:** "Juliana_Herman@bennet.senate.gov" <Juliana_Herman@bennet.senate.gov>
> **Cc:** "Moody, Christina" <Moody.Christina@epa.gov>, "Bailey, KevinJ" <Bailey.KevinJ@epa.gov>
> **Subject: FW: Letter from Senator Bennet**
>
> Hi Juliana –
>
> Thank you very much for your email forwarding the Senator's letter. Upon review if we have any questions we will follow up with you.
>
> Thank you again.
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Best, Robin

Robin H Richardson
Principal Deputy Associate Administrator
Office of Congressional and Intergovernmental Relations
U.S. Environmental Protection Agency
202-564-3358 (desk)
703-581-5814 (cell)
richardson.robinh@epa.gov

From: Herman, Juliana (Bennet) [mailto:Juliana_Herman@bennet.senate.gov]
Sent: Wednesday, March 15, 2017 3:37 PM
To: Richardson, RobinH <Richardson.RobinH@epa.gov>
Subject: Letter from Senator Bennet

Hello,

Please find enclosed a letter from Senator Bennet regarding the Freedom of Information Act.

Thank you,
Juliana

Juliana Herman
Senior Policy Advisor
Senator Michael Bennet
261 Russell Senate Office Building
Washington, D.C. 20510
(202) 224-5852

Message

From: Allen, Reginald [Allen.Reginald@epa.gov]
Sent: 10/16/2017 4:59:25 PM
To: Fine, Steven [fine.steven@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Will do soonest…

Reginald E. Allen
Acting Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell 202-306-2879

From: Fine, Steven
Sent: Monday, October 16, 2017 12:55 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Reggie,

My understanding is that Larry Gottesman in the National FOIA Office has not received the full response from the AO to the request I sent last week. Do you know when your office will be able to provide that? As Elise indicated last week, you don't need to send number for OP, OPA, OEX, and OCIR to Larry. But it would be helpful if the response for the remaining offices could be broken down by office within the AO. We have received a response from the SAB office.

If you have questions, please let Larry and me know.

Thanks.

Steve

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>; Bloom, David <Bloom.David@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>; Caraballo, Mario <Caraballo.Mario@epa.gov>; Dunham, Sarah <Dunham.Sarah@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Flynn, Mike <Flynn.Mike@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>; Kenny, Shannon <Kenny.Shannon@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Shapiro, Mike <Shapiro.Mike@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Torma, Tim <Torma.Tim@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Rebecca Moser (Moser.Rebecca@EPA.GOV) <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Wendy Blake (Blake.Wendy@epa.gov) <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

In developing your plan, please use the following targets:

- Complete 10% or more of backlog by Oct. 31
- Complete 50% or more by Nov. 30
- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Haywood, Kevin [haywood.kevin@epa.gov]
Sent: 3/21/2017 2:35:53 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Grogard, Megan [Grogard.Megan@epa.gov]; Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]; Gutshall, Renee [Gutshall.Renee@epa.gov]; Maher, Karen [Maher.Karen@epa.gov]
Subject: FW: NEW INQUIRY on FOIA from Senator Bennet (D-CO)
Attachments: CMS New Assignment - Kathy Mims - AL-17-000-6410

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Kevin Haywood
Resource & Program Management Division
OEI-OBOS-RPMD
Work: 202-564-6668
Fax: 202-565-2441

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Agency FOIA Officer

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202-689-4588 (Mobile)

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US Environmental Protection Agency
Moody.Christina@epa.gov

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Subject: FW: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

All,

Deliberative Process / Ex. 5

Let me know if I'm misunderstanding something? (copying OCIR as well)

Thank you!

Charlotte Youngblood
Deputy Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-0283

youngblood.charlotte@epa.gov

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Subject: Re: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hi Larry (and Kevin H),

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Thanks,
Megan

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Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202/564-6812
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Hi Rebecca,

Please see the attached Congressional Letter from Senator Michael Bennet (D-CO) to Kevin Minoli. The letter asks about the FOIA program at EPA and our compliance with the FOIA Improvement Act of 2016, among other related questions.

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Megan

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Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Subject: Fwd: Letter from Senator Bennet

CCU,

Please control. OEI - heads up.

Thanks

Christina J Moody
US Environmental Protection Agency
Moody.Christina@epa.gov

Begin forwarded message:

> **From:** "Richardson, RobinH" <Richardson.RobinH@epa.gov>
> **To:** "Juliana_Herman@bennet.senate.gov" <Juliana_Herman@bennet.senate.gov>
> **Cc:** "Moody, Christina" <Moody.Christina@epa.gov>, "Bailey, KevinJ" <Bailey.KevinJ@epa.gov>
> **Subject: FW: Letter from Senator Bennet**
>
> Hi Juliana –
>
> Thank you very much for your email forwarding the Senator's letter. Upon review if we have any questions we will follow up with you.
>
> Thank you again.
>
> Best, Robin
> ---
> Robin H Richardson
> Principal Deputy Associate Administrator
> Office of Congressional and Intergovernmental Relations
> U.S. Environmental Protection Agency
> 202-564-3358 (desk)
> 703-581-5814 (cell)
> richardson.robinh@epa.gov
>
> ---
>
> **From:** Herman, Juliana (Bennet) [mailto:Juliana_Herman@bennet.senate.gov]
> **Sent:** Wednesday, March 15, 2017 3:37 PM
> **To:** Richardson, RobinH <Richardson.RobinH@epa.gov>
> **Subject:** Letter from Senator Bennet
>
> Hello,
>
> Please find enclosed a letter from Senator Bennet regarding the Freedom of Information Act.
>
> Thank you,
> Juliana

Juliana Herman
Senior Policy Advisor
Senator Michael Bennet
261 Russell Senate Office Building
Washington, D.C. 20510
(202) 224-5852

Message

From: Calderon, Wanda [Calderon.Wanda@epa.gov]
Sent: 10/12/2017 7:15:41 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Story, Karen [Story.Karen@epa.gov]; Kluesner, Dave [kluesner.dave@epa.gov]
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Ok, so I'm in possession of the below email (thanks), I was looking for challenges/specific issues/tips discussed by counterparts - in the absence of what I was seeking, I'm going to preliminarily share what I'm planning on executing upon my return and that is, reaching out to requesters via the OGC approved template.

Wanda Calderon
Government Information Specialist
Public Outreach Branch
www.epa.gov/foia

From: Gottesman, Larry
Sent: Thursday, October 12, 2017 3:05 PM
To: Story, Karen <Story.Karen@epa.gov>; Kluesner, Dave <kluesner.dave@epa.gov>
Cc: Calderon, Wanda <Calderon.Wanda@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

FYI

From: Calderon, Wanda
Sent: Thursday, October 12, 2017 2:39 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

ANY TIPS DISCUSSED? SORRY, I'M IN PR WORKING HURRICAN RELIEF THX LG

Wanda Calderon
Government Information Specialist
Public Outreach Branch
www.epa.gov/foia

From: Gottesman, Larry
Sent: Thursday, October 12, 2017 2:29 PM
To: Newton, Jonathan <Newton.Jonathan@epa.gov>; Evanko, Peter <Evanko.Peter@epa.gov>; Malloy, Marilyn <Malloy.Marilyn@epa.gov>; McLendon, Wanda <McLendon.Wanda@epa.gov>; Bednar, Georgia <bednar.georgia@epa.gov>; Schena, Cristeen <Schena.Cristeen@epa.gov>; Calderon, Wanda <Calderon.Wanda@epa.gov>; Story, Karen <Story.Karen@epa.gov>; Tate, Rita <Tate.Rita@epa.gov>; Hines, Andrea <hines.andrea@epa.gov>; Wheatley, Jessica <wheatley.jessica@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Stevens, Edie <Stevens.Edie@epa.gov>; Engels, Alan <engels.alan@epa.gov>; Johnson, Ivry <Johnson.Ivry@epa.gov>; Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Barnett-Owens, Inga <Barnett-Owens.Inga@epa.gov>; Hamilton, Sabrina <Hamilton.Sabrina@epa.gov>; Sandfoss, Kristina <Sandfoss.Kristina@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>; Brown, Sineta <Brown.Sineta@epa.gov>; Williams, LaShawn <williams.lashawn@epa.gov>
Cc: Levine, Scott <Levine.Scott@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Per our call.

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

In developing your plan, please use the following targets:

- Complete 10% or more of backlog by Oct. 31
- Complete 50% or more by Nov. 30
- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 10/2/2017 1:52:57 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: FOIA Policy - revision
Attachments: POLICY_FOIA_Draft_05032017.docx

Per discussion.

From: Schumacher, Wendy
Sent: Wednesday, May 03, 2017 4:06 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA Policy - revision

Jonda,

Pam gave me a new template this morning. She wants a track changes version which is attached.

Please let me know if you approve or have any changes.

Thanks, Wendy

From: Schumacher, Wendy
Sent: Wednesday, February 22, 2017 4:13 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA Policy - revision

Jonda,

Here is the draft revision to the FOIA Policy and the OEI Directive Initiation Form for your review.

Please let me know if you have any changes.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 7/23/2017 4:49:43 PM
To: Fine, Steven [fine.steven@epa.gov]; Simon, Harvey [Simon.Harvey@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Draft Talking Points on FOIA Notification Process
Attachments: Tpts on FOIA Notification Process for July 27th DAA-DRA Teleconf - 07-23-2017 - redline.docx

Steve:

Thanks for the quick review & comments. I've added a new initial bullet & the revised version is attached. I will want Larry to also review this additional bullet before finalizing the document.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Fine, Steven
Sent: Sunday, July 23, 2017 12:30 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Simon, Harvey <Simon.Harvey@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Draft Talking Points on FOIA Notification Process

Rebecca and Larry,

Thank you. I have attached comments.

Steve

From: Moser, Rebecca
Sent: Saturday, July 22, 2017 9:59 PM
To: Fine, Steven <fine.steven@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Draft Talking Points on FOIA Notification Process

Steve & Harvey:

Please find attached draft talking points on the FOIA Notification Process. This version reflects Larry's most recent suggestion to reach out to program/regional Communications Directors/Public Affairs Directors, since they are the counterparts to OPA. We would be glad to discuss it further on Monday if desired.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)

Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Kelly, Lynn [Kelly.Lynn@epa.gov]
Sent: 5/15/2017 6:26:52 PM
To: Nguyen, Quoc [Nguyen.Quoc@epa.gov]; Schwarz, Matthew [Schwarz.Matthew@epa.gov]; Smith, Kevin B. [Smith.Kevin@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Leon, Sandra [Leon.Sandra@epa.gov]; Matthews, Julie [Matthews.Juliane@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]; Rementer, Nicole [rementer.nicole@epa.gov]; Moumbleaux, Joan [moumbleaux.joan@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Lewis, Judith [Lewis.Judith@epa.gov]; Johnson, Ivry [Johnson.Ivry@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Engels, Alan [engels.alan@epa.gov]
Subject: Updated Agenda and Call for Volunteers! NFT 2017
Attachments: Notes from Group Discussion on Session Goals and Challenges.docx; DETAILED Lifecycle AGENDA for the National FOIA Training 2017 051517.docx; Session Development Tracking for Conference.xlsx

Hi Everyone,

I wanted to write with an update on where we are with the training planning and confirm that we are meeting this week as scheduled!

First, I have summarized the key points from the group discussions on each of the agenda topics into a summary document (first attachment). This is rough since it is from my notes over a few sessions so please let me know if I left off any key points in the development of those sessions. It is designed to be used in conjunction with the detailed agenda (since much of the session ideas are reflected on that agenda).

Second, I have updated the detailed agenda as a result of those conversations. Again, if I have forgotten anything critical here please email me and let me know so we can be sure to add anything.

Third, I have developed a tracking sheet for all the identified sessions which will probably evolve over time. Please note the identifying number for each session, which will hopefully help us keep things straight when we are communicating about sessions.

At some point these documents will be available to all of us on the SharePoint site too, stay tuned. I think Quoc can also add the updated agenda to the calendar invite when she has a free second.

Finally, **and most importantly**, we need to identify leads for each of the exciting sessions we have developed as a group. The responsibility of each lead for each session will be to:

- Develop the presentation content and materials (or book speakers if you volunteer as "lead" there)
    - Goal here is to have this happen in the next few weeks.
- Work to revise the presentation content and materials based on group feedback and management feedback
- Identify a presenter for the session (need not be you as the lead, but can be)
- Participate in a moot or practice of the session when it is closer to final
- Coordinate as appropriate with folks on development of toolkit components for the session

In light of the above, please send me an email identifying which of the attached sessions you would be willing to volunteer as the lead for, ideally by 12 pm Thursday. We've already identified some ideas for who might make sense to lead some sessions, and we may get more than one volunteer, or we may ask you to fill in a gap for a session that no one volunteered for – but we'd like to get a sense of interest and availability to act as a lead. As you can see, there are quite a few things to work

on. Additionally, just because you might not be able to act as a lead, that doesn't mean you won't have an opportunity to review and add input to the presentation!! More on that to come ☺

We will go over all of this on Thursday too. Thanks!

Lynn Kelly | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington, DC 20460 | phone: (202) 564-3266

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Message

From: Fine, Steven [fine.steven@epa.gov]
Sent: 7/23/2017 4:30:27 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Simon, Harvey [Simon.Harvey@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Draft Talking Points on FOIA Notification Process
Attachments: Tpts on FOIA Notification Process for July 27th DAA-DRA Teleconf - 07-22-2017.docx

Rebecca and Larry,

Thank you. I have attached comments.

Steve

From: Moser, Rebecca
Sent: Saturday, July 22, 2017 9:59 PM
To: Fine, Steven <fine.steven@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Draft Talking Points on FOIA Notification Process

Steve & Harvey:

Please find attached draft talking points on the FOIA Notification Process. This version reflects Larry's most recent suggestion to reach out to program/regional Communications Directors/Public Affairs Directors, since they are the counterparts to OPA. We would be glad to discuss it further on Monday if desired.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Dolph, Becky [Dolph.Becky@epa.gov]
Sent: 9/10/2017 4:06:26 AM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Blake, Wendy [Blake.Wendy@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Toolkit and Appendix
Attachments: Life Cycle of FOIA Main Toolkit Sept 9 _11 00 pm draft.docx; Appendix to Toolkit. 09.09.2017.docx

Rebecca – attached is the latest version of the Toolkit. This has a few comments left to be addressed but it is close to final. Also attached is a review version of the Appendix. I recommend reading it in simple markup so you don't have to wade through the initial changes/formatting but can see the comments. Wendy is going to review it Sunday evening, and the CBI portion is being reviewed by Kevin Miller this weekend. Our goal is to get the toolkit and appendix to the printer Monday afternoon.

Let us know if questions.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 7/3/2017 10:10:18 PM
To: Fine, Steven [fine.steven@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Virgille, Joanne [Virgille.Joanne@epa.gov]; Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]
Subject: Draft FY 2018 FOIA Training Slides
Attachments: FOIA training slides 2018 v3.pptx

Steve:

Attached for your review are the draft FY 2018 FOIA Training slides. The FOIA team has worked closely with OARM/OHR in developing this training, and Larry has incorporated OGC's input. He also consulted with Joanne Virgille (OCAPPM), who advised him to work with OHR on this type of training. The FOIA team hopes to be able to make this training available before the FOIA National Training Conference in September 2017, provided we submit the final version to OHR soon.

Please let us know if you have any questions or suggested revisions on the content of this training. Thank you.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 8/9/2017 3:07:10 PM
To: Shenefiel, Pam [shenefiel.pam@epa.gov]
CC: Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FOIA training slides 2017 final - 03-21-17.pptx
Attachments: FOIA training slides 2017 final - 03-21-17.pptx

Pam,

Per your request, here is an electronic version of the FY17 Mandatory FOIA Training.

Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Griffo, Shannon [Griffo.Shannon@epa.gov]
Sent: 5/21/2019 11:23:36 AM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: OGC/Ethics FOIAs to close

Morning Larry,

You should have two OGC/Ethics FOIA requests to close. The awareness notification period has ended on both.

EPA-HQ-2018-011279
EPA-HQ-2018-006287

Thanks!
Shannon

Shannon Griffo
Ethics Attorney
Office of General Counsel, Ethics
U.S. Environmental Protection Agency
(202) 564-7061
Griffo.Shannon@epa.gov

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 8/2/2017 9:55:44 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Byrd, Jonda [byrd.jonda@epa.gov]
Subject: RE: FOIA Staffing Chart
Attachments: FOIA Staffing Chart WS edit.docx; Proposed Centralization of FOIA Submissions - 07-11-2017.docx

Larry:

Thanks. This is helpful and, with a few additional changes, I think we can make it easier to understand.

In the table, please add text to clarify which positions are detailees to OEI, which are program office staff, & which are permanent reassignments/recruitments.

Please add a couple of rows at the bottom of the table for totals:

1. One row showing for each of the columns, the additional total staff requested, with separate numbers for permanent staff vs. long-term detailees vs. additional dedicated program office staff vs. SEEs; and
2. Another row showing the full totals, broken out the same way, including both existing staff and additional staff requested

Thank you!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Gottesman, Larry
Sent: Wednesday, August 02, 2017 12:30 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Subject: RE: FOIA Staffing Chart

Yes and no, you would have the new staff and then what is additional.

From: Byrd, Jonda
Sent: Wednesday, August 02, 2017 12:29 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Subject: RE: FOIA Staffing Chart

Just want to make sure I understand, in the attached chart the additional staff are cumulative. In other words for the Centralization you need to keep the staff listed in the previous columns as well.

Jonda Byrd,

Director, FOIA, Libraries & Accessibility Division
US EPA, Office Environmental Information
513-569-7183
513-487-2547 (fax)
202-236-1992 (cell)

From: Gottesman, Larry
Sent: Wednesday, August 02, 2017 11:59 AM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>
Subject: FOIA Staffing Chart

Let me know if you have any questions.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Walker, Denise [Walker.Denise@epa.gov]
Sent: 11/2/2017 10:14:10 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Fine, Steven [fine.steven@epa.gov]
Subject: FW: Selected FOIA Requests. general. 10.16.2017.docx
Attachments: Selected FOIA Requests. general. 10.16.2017.docx

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From: Bowman, Liz
Sent: Thursday, November 02, 2017 6:10 PM
To: Walker, Denise <Walker.Denise@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>
Subject: Selected FOIA Requests. general. 10.16.2017.docx

Here is one, sorry –

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 7/31/2017 2:24:51 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: FOIA 101 National FOIA Training Conference Slides- Albright/ Walker
Attachments: FOIA 101 PP Sept 2017 Albright Walker.pptx

Jonda, Larry & Wendy:

Please review the pre-conference webinars (this one & the ones Quoc provided to us last week) & compile any comments you have for our discussion, before we send them back to OGC.
Let me know your expected timing, and work with Adella to schedule ½ hour to review them together – perhaps tomorrow (?). Thanks!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Nguyen, Quoc
Sent: Monday, July 31, 2017 9:24 AM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Kelly, Lynn <Kelly.Lynn@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Moumbleaux, Joan <moumbleaux.joan@epa.gov>
Subject: FW: FOIA 101 National FOIA Training Conference Slides- Albright/ Walker

Hi Rebecca,

Attached is the last presentation for review. Please note, we need your comments as soon as possible because the presenters need to make the appropriate edits and Joan needs at least two days to upload/test it for the webinar.

Thanks for your help!

Sincerely,
Quoc

P.S.: Below is the schedule for the webinars:

Time/Location (all times are EDT)	Pre-Conference Webinars: Session Name	Session Goal / Summary	Presenters

Thursday, 8/10/17 2:00 p.m. – 3:00 p.m. WJCN 7346 (room ours at 1:30)	FOIA 101	Ensure a minimum level of FOIA expertise for all training participants with comprehensive and in-depth training on the law's requirements.	Scott Albright and Denise Walker
Monday, 8/14/17 2:00 p.m. – 3:00 p.m. WJCN 7500 (room ours at 1:30)	FOIAOnline	Teach participants the fundamentals of the FOIAonline Software, as a foundation to implementing the best practices advice during the training.	Matt Schwarz and Victoria Clarke
Wednesday, 8/16/17 2:30 – 3:30 p.m. WJCN 7346 (room ours at 2:15)	Billing & Fees	Deep dive on the changes to the fee provisions from 2016 amendments through interactive and numerous "drills" on different fee scenarios to ensure adoption and understanding of complex changes.	Wendy Schumacher/Matt Schwarz
Monday, 8/21/17 2:00 p.m. – 3:00 p.m. OAR/Chicago	Relativity 101	Teach participants the fundamentals of the Relativity Software, and enable them to participate in the more advanced Relativity session during the training.	Jonathan Lubetsky and Peter Bermes
Wednesday, 8/23/17 3:00 p.m. – 3:30 p.m. Denver	Adobe Professional for Document Review & Production	Teach fundamentals of using the tool and explain ways to get the most out of widely available review and redaction software for FOIA processing.	Alan Engels
Monday, 8/28/17 2:00 p.m. – 3:00 p.m. Becky's office	FEAT: Who are These People and What Do They Do?	Familiarize participants with the Agency's FOIA Expert Assistance Team and gain an understand of how and when the team engages in a FOIA project, their role, and their approach to managing voluminous requests	Becky Dolph

From: Walker, Denise
Sent: Friday, July 28, 2017 7:10 PM
To: Nguyen, Quoc <Nguyen.Quoc@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>
Cc: Albright, Scott <Albright.Scott@epa.gov>
Subject: FOIA 101 National FOIA Training Conference Slides- Albright/ Walker

Becky, Quoc, and Lynn:

Here are the FOIA 101 slides.

Thanks,
Denise & Scott

Denise A. Walker

U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. |7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Message

From: Ho, Nancy [Ho.Nancy@epa.gov]
Sent: 5/13/2019 9:36:36 PM
To: Person, Linda [Person.Linda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: QUESTION: EPA-R6-2019-004387

Importance: High

Hi HQ – Has this one been selected for FOIA Awareness Notification? We did not get our usual email about the FOIA efficiency process.

Thanks,
Nancy

From: Ho, Nancy
Sent: Monday, May 13, 2019 3:27 PM
To: Kirst, Tina <kirst.tina@epa.gov>; Pemberton, Mary <Pemberton.Mary@epa.gov>; Langley, Shirley <Langley.Shirley@epa.gov>
Cc: Ortiz, Diana <Ortiz.Diana@epa.gov>; Ragon, Derek <Ragon.Derek@epa.gov>; Malooly, Tom <Malooly.Tom@epa.gov>; Whitener, Susan <Whitener.Susan@epa.gov>; Geisel, Alison <geisel.alison@epa.gov>; Wright, Bianca <wright.bianca@epa.gov>; Albright, Glodine <albright.glodine@epa.gov>
Subject: EPA-R6-2019-004387
Importance: High

Hi DeeDee/Beth:

While HQ has not notified me that this FOIA request was selected for FOIA Awareness notification, I did notice that Mr. Gottesman is the reviewer on this case, which means no records will be released until he approves. You may wish to put this on your pre-FOIA Awareness notification list.

EPA-R6-2019-004387 Request Details

Case Phase: Processing Case Status: Processing Tasks Due Date: 07/31/2019 Clock Days: 38 Backlog

Submission Details | Case File | Admin Costs | Assigned Tasks (2) | Comments (1) | Review

Requester Information

Requester	Keaton Fox	Tracking Number	EPA-R6-2019-004387
Organization	KTRK	Submitted Date	03/20/2019
Requester Has Account	Yes	Received Date	03/20/2019
Email Address	keaton.j.fuchs@abc.com	Perfected Date	03/21/2019
Phone Number	7136634589	Last Assigned Date	03/20/2019
Fax Number		Assigned To	Region 6
Address	3310 Bissonnet ABC13	Last Assigned By	
City	Houston	Request Track	Complex
State/Province	TX	Fee Limit	$25.00
Zip Code/Postal Code	77005		

Assigned Reviewers

Search for and select reviewers using the Add Reviewer type-ahead field. Users will be added in descending order; the review order can be changed by dragging rows up and down. Once all reviewers have been added and the order set, press the Save button to save the review chain.

Review Order	Review Outcome	Assigned Reviewer	Review Date	Remove
1	Review Chain Not Started	Mary Pemberton	TBD	
2	Review Chain Not Started	Larry Gottesman	TBD	

Thanks,
Nancy

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 7/21/2017 2:40:44 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FOIA Regulations
Attachments: FOIA Regulations 07 21 17 highlights.docx; FOIA Regulations 071917 OEI final.docx

Larry,

Here are the draft FOIA regulations and preamble summary document for Steve Fine's review.

Please let me know if you need anything else.

Wendy

Message

From: Reid, Danesha [Reid.Danesha@epa.gov]
Sent: 5/23/2019 8:19:53 PM
To: Powell-Dickson, Antoinette [Powell-Dickson.Antoinette@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Newman, Maya [Newman.Maya@epa.gov]
Subject: RE: EPA- HQ-2019-005124 - Dempsey

She opened it and I can't upload anything per the issue Manuela emailed you on this am. We are having a problem with uploading, it won't go through and we have to keep trying until it works. Thanks all!

From: Powell-Dickson, Antoinette
Sent: Thursday, May 23, 2019 4:17 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Reid, Danesha <Reid.Danesha@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>
Subject: RE: EPA- HQ-2019-005124 - Dempsey

Hi Wendy,
When you go to the FOIA there is still a task pending- Larry's approval. I need to have the FOIA assigned back to OECA to add a document. I am not sure if you need to approval or reject to make that happen.

From: Schumacher, Wendy
Sent: Thursday, May 23, 2019 4:00 PM
To: Powell-Dickson, Antoinette <Powell-Dickson.Antoinette@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Reid, Danesha <Reid.Danesha@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>
Subject: RE: EPA- HQ-2019-005124 - Dempsey

This request is closed.

Wendy Schumacher, Ph.D., PMP
Government Information Specialist | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310 A)
Washington, D.C. 20460 | WJCN 5315 E
Phone (202) 566-2513 | schumacher.wendy@epa.gov

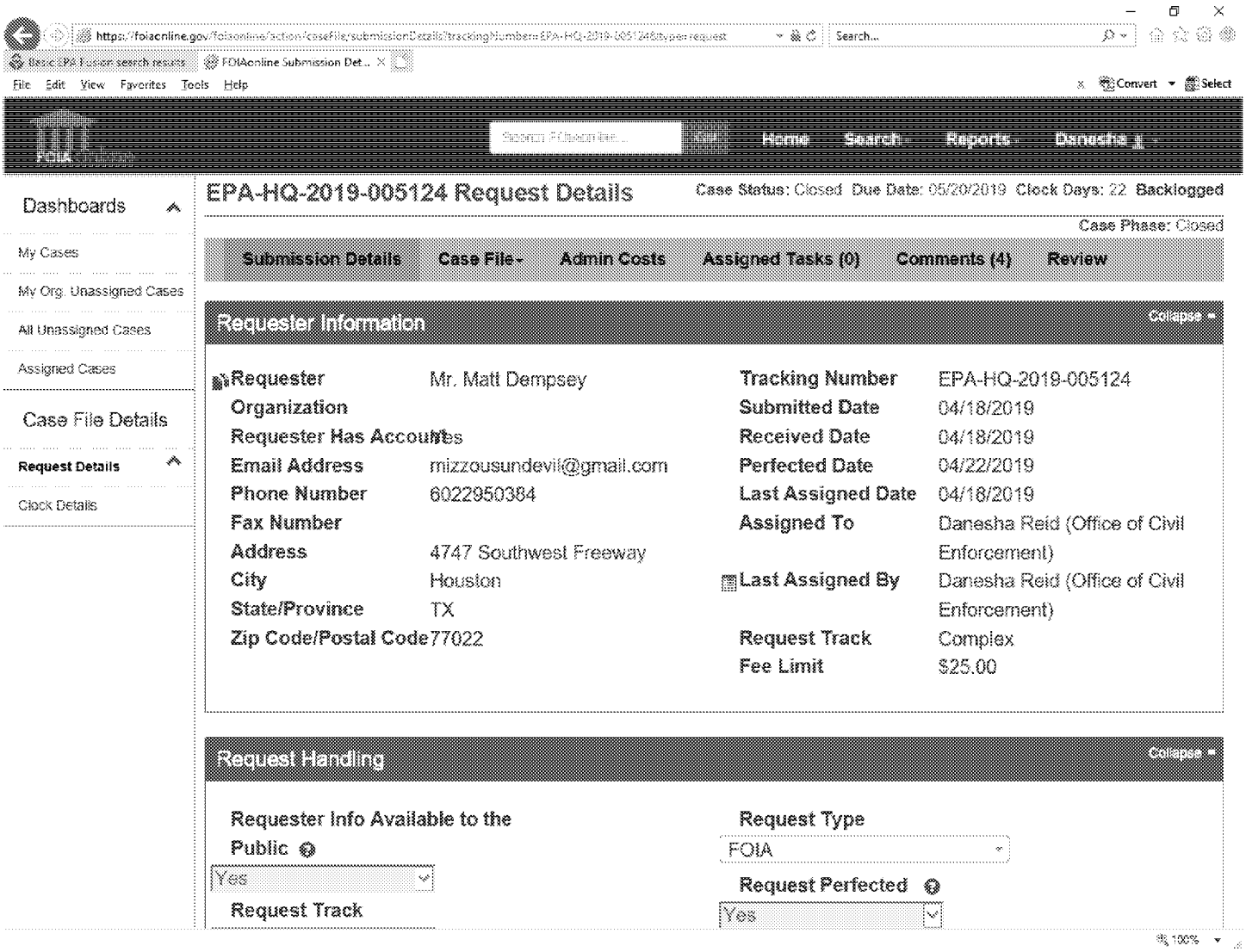
From: Powell-Dickson, Antoinette
Sent: Thursday, May 23, 2019 3:42 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Reid, Danesha <Reid.Danesha@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>
Subject: EPA- HQ-2019-005124 - Dempsey
Importance: High

Hi Larry
This FOIA is awaiting your approval re the Awareness Notification. Please reject it so the FOIA can come back to OECA. We need to add a document.
Thanks

From: Reid, Danesha
Sent: Thursday, May 23, 2019 2:38 PM

To: Powell-Dickson, Antoinette <Powell-Dickson.Antoinette@epa.gov>
Subject: Can you re-open this case for me?

I closed without sending so I can upload the awareness notification letter, but I don't have permission to re-open.



Danesha L. Reid, FCO
Office of Civil Enforcement
Room WJC-S 3119B
EPA
(202) 564-3793

Message

From: Jones, Monica [Jones.Monica@epa.gov]
Sent: 5/2/2017 4:14:16 PM
To: Segovia, David [segovia.david@epa.gov]; Poole, Laura [Poole.Laura@epa.gov]
CC: Cannon, Rob [cannon.rob@epa.gov]; Saltman, Tamara [Saltman.Tamara@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Proposed FOIA Lean Project

David & Laura,

Is there any way we can get something on the calendar this week?

From: Segovia, David
Sent: Tuesday, May 02, 2017 11:28 AM
To: Jones, Monica <Jones.Monica@epa.gov>; Poole, Laura <Poole.Laura@epa.gov>
Cc: Cannon, Rob <cannon.rob@epa.gov>; Saltman, Tamara <Saltman.Tamara@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Proposed FOIA Lean Project

Laura,
I know the team in OEIP would like to move forward with this project. However, as you might remember, this is an ambitious project so we need your help narrowing down the scope and developing a problem statement.
We do not know yet who the right people for this team should be, that would depend on the project scope. I believe our best approach now is to have a short meeting again and figure out who should be included in the project team.

I will be out of the office this Friday and next week (May 5-12), you can reach out to the leadership team in OEIP and meet with them during my absence or schedule something after I get back. Either way, I just want to make sure that we are providing support to OEIP and keep the conversation going.

Thanks for all your help.
David

David Segovia
Presidential Management Fellow
Special Assistant, Office of Business Operations and Services
Office of Environmental Information
Environmental Protection Agency
(202) 566-1284
segovia.david@epa.gov

From: Jones, Monica
Sent: Tuesday, April 25, 2017 8:06 PM
To: Poole, Laura <Poole.Laura@epa.gov>; Segovia, David <segovia.david@epa.gov>
Cc: Cannon, Rob <cannon.rob@epa.gov>; Saltman, Tamara <Saltman.Tamara@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Proposed FOIA Lean Project

Laura,

Do you have guidance on developing good problem statements that you can share with us?

Until we define the problem and reach consensus on the scope, I'm not sure we can identify the appropriate team members?

Sent from my Windows Phone

From: Poole, Laura
Sent: 4/24/2017 4:16 PM
To: Segovia, David
Cc: Cannon, Rob; Saltman, Tamara; Byrd, Jonda; Thompson, Ronald; Moser, Rebecca; Jones, Monica
Subject: Re: Proposed FOIA Lean Project

David,
Thanks for the follow up message. I was able to connect with Rob late last week and then unfortunately was out sick on Friday. I am actually in black belt training this week and was planning to send you all a follow up this evening.

I would like to set up a meeting to further discuss the problem statement with you before we delve too far into charter development. It would also be good to discuss who you all think should be on the team.

Could we get something on the calendar for early next week?? I am happy to set it up if you let me know who should be involved. I will also try and connect with Tamara before that conversation.

Thanks,
Laura

Sent from my iPhone

On Apr 24, 2017, at 3:39 PM, Segovia, David <segovia.david@epa.gov> wrote:

> Laura,
> Hello, I am just doing a quick follow up on our 4/13/17 discussion on OEI-FOIA Lean Project. Did you and Rob (and Tamara) get a chance to evaluate OEI-OEIP ideas and requests? I know the OEI team agreed on drafting a Project Charter but it was my understating that we'd wait for your feedback and suggestions before moving forward with that.
> I know this process takes time but, as OEI's lean advocate, I just want to make sure that we keep the conversation going. Please let us know if there is anything we need to do at this point or if we need to schedule a follow up meeting.
>
> Thanks for all your help and support on this.
>
> David
>
> **David Segovia**
> Presidential Management Fellow
> Special Assistant, Office of Business Operations and Services
> Office of Environmental Information
> Environmental Protection Agency
> (202) 566-1284
> segovia.david@epa.gov

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 2/22/2017 9:12:44 PM
To: Byrd, Jonda [byrd.jonda@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FOIA Policy - revision
Attachments: OEI Draft Directive Initiation Form v9.docx; FOIA Policy - 2017 update - Draft.docx

Jonda,

Here is the draft revision to the FOIA Policy and the OEI Directive Initiation Form for your review.

Please let me know if you have any changes.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Grogard, Megan [Grogard.Megan@epa.gov]
Sent: 3/20/2017 4:52:36 PM
To: Haywood, Kevin [haywood.kevin@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Shenefiel, Pam [shenefiel.pam@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Byrd, Jonda [byrd.jonda@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Dolph, Becky [Dolph.Becky@epa.gov]; Standifer, Juanita [Standifer.Juanita@epa.gov]; Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]; Gutshall, Renee [Gutshall.Renee@epa.gov]; Maher, Karen [Maher.Karen@epa.gov]
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Thank you Kevin – appreciate your help!

Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
Cell: 202-834-8385

From: Haywood, Kevin
Sent: Monday, March 20, 2017 10:03 AM
To: Grogard, Megan <Grogard.Megan@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hello,
The Congressional correspondence (CMS AL-17-000-6410) was sent back to OCIR this morning. OCIR will then reassign it to OGC.

Kevin Haywood
Resource & Program Management Division
OEI-OBOS-RPMD
Work: 202-564-6668
Fax: 202-565-2441

From: Grogard, Megan
Sent: Thursday, March 16, 2017 9:19 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Haywood, Kevin <haywood.kevin@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

<byrd.jonda@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: Re: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hi Larry (and Kevin H),

Thanks for the follow-up on the Senator Bennet letter. I've looped in Kevin Haywood to ensure the CMS action is assigned to OGC as suggested.

Thanks,
Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202/564-6812
Cell: 202/834-8385

On Mar 16, 2017, at 5:37 PM, Gottesman, Larry <Gottesman.Larry@epa.gov> wrote:

> Megan-
>
> We just has a conference call with OGC on various issues and Senator Bennet's letter was discussed. OGC informed us that they will take the lead in responding to the Senator. OGC will let us know if they need anything from OEI.
>
> Let me know if you have any questions.
>
> Thanks
>
> Larry F. Gottesman
> Agency FOIA Officer
>
> 202-566-2162 (Direct line)
> 202-689-4588 (Mobile)
>
> ---
>
> **From:** Grogard, Megan
> **Sent:** Thursday, March 16, 2017 10:24 AM
> **To:** Moser, Rebecca <Moser.Rebecca@EPA.GOV>
> **Cc:** Jones, Monica <Jones.Monica@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Fine, Steven <fine.steven@epa.gov>
> **Subject:** NEW INQUIRY on FOIA from Senator Bennet (D-CO)
~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Hi Rebecca,

Please see the attached Congressional Letter from Senator Michael Bennet (D-CO) to Kevin Minoli. The letter asks about the FOIA program at EPA and our compliance with the FOIA Improvement Act of 2016, among other related questions.

I imagine Kevin will reach out to us, but wanted to be sure you're aware of this action.

Thanks,
Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
Cell: 202-834-8385

From: Moody, Christina
Sent: Thursday, March 16, 2017 9:18 AM
To: Eades, Cassaundra <Eades.Cassaundra@epa.gov>; Mims, Kathy <Mims.Kathy@epa.gov>; Bailey, KevinJ <Bailey.KevinJ@epa.gov>
Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Subject: Fwd: Letter from Senator Bennet

CCU,

Please control. OEI - heads up.

Thanks

Christina J Moody
US Environmental Protection Agency
Moody.Christina@epa.gov

Begin forwarded message:

> **From:** "Richardson, RobinH" <Richardson.RobinH@epa.gov>
> **To:** "Juliana_Herman@bennet.senate.gov" <Juliana_Herman@bennet.senate.gov>
> **Cc:** "Moody, Christina" <Moody.Christina@epa.gov>, "Bailey, KevinJ" <Bailey.KevinJ@epa.gov>
> **Subject: FW: Letter from Senator Bennet**
>
> Hi Juliana –
>
> Thank you very much for your email forwarding the Senator's letter. Upon review if we have any questions we will follow up with you.
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Thank you again.

Best, Robin

Robin H Richardson
Principal Deputy Associate Administrator
Office of Congressional and Intergovernmental Relations
U.S. Environmental Protection Agency
202-564-3358 (desk)
703-581-5814 (cell)
richardson.robinh@epa.gov

From: Herman, Juliana (Bennet) [mailto:Juliana_Herman@bennet.senate.gov]
Sent: Wednesday, March 15, 2017 3:37 PM
To: Richardson, RobinH <Richardson.RobinH@epa.gov>
Subject: Letter from Senator Bennet

Hello,

Please find enclosed a letter from Senator Bennet regarding the Freedom of Information Act.

Thank you,
Juliana

Juliana Herman
Senior Policy Advisor
Senator Michael Bennet
261 Russell Senate Office Building
Washington, D.C. 20510
(202) 224-5852

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 7/13/2017 8:44:54 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FOIA training slides 2018 v3.pptx
Attachments: FOIA training slides 2018 v3.pptx

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 7/29/2017 6:52:48 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Byrd, Jonda [byrd.jonda@epa.gov]
Subject: For Monday -- FW: Conference registrations
Attachments: Registration Now Open -- 2017 National FOIA Training Conference

Larry or Wendy:

Please ensure that all the FOIA Officers/Coordinators receive the FOIA Conference registration email (attached above). Sorry, I assumed (incorrectly) that they would already be included as direct recipients of the initial memo.

I think Larry may have already caught this and forwarded on the email to all for the FOIA Officers/Coordinators; but if not, can you do that please?

Please also ensure that FOIA Officer/Group lists posted on the FOIA intranet site are correct and reflected in the current email group lists. Once the email group lists are updated or confirmed, please provide Becky & Quoc with the email group names – for use when sending out any further correspondence about the conference.

Thank you!

Rebecca

P.S. Becky indicated that all individuals planning to attend the conference need to register, including presenters, members of planning team, etc.

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Dolph, Becky
Sent: Friday, July 28, 2017 8:06 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>
Subject: Conference registrations

Hey Rebecca – I heard in a roundabout way that perhaps not all of the FOIA Officers/Coordinators had been notified of the conference. I do not know if this is accurate, but if so, please make sure the registration information is distributed to them. They were not part of the group distribution list you gave me for OEI, but I assumed their management would forward the registration information to them.

Thanks, and I will return to the office 8/8.
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office

U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Message

From: Albano, Emily [Albano.Emily@epa.gov]
Sent: 3/20/2017 3:27:26 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: FYI: Using Exemption 2

Will do. Thanks, Wendy!

Emily Albano
Office of Public Affairs
EPA Region 7
913-551-7860
albano.emily@epa.gov

From: Schumacher, Wendy
Sent: Monday, March 20, 2017 10:05 AM
To: Albano, Emily <Albano.Emily@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FYI: Using Exemption 2

Emily,

While reviewing the data from the FY2016 Annual Report to DOJ I noticed that Region 7 used Exemption (b)(2). Since this exemption is rarely used I tracked down the request number which is EPA-R7-2016-007107.

The following is an excerpt from the Office of Information Policy's blog on the current use of Exemption 2:

The New Parameters of Exemption 2

The question now is how much of Exemption 2 remains in the wake of *Milner*. As a starting point, the Supreme Court has made clear that the Exemption must be read according to its clear statutory language. That language provides for exemption of matters "related solely to the internal personnel rules and practices of an agency." 5 U.S.C. § 552(b)(2). Thus, the old formulations of "High 2" and "Low 2" – which were based on legislative history and not on this statutory language – no longer control. There is now just plain "Exemption 2," which is defined according to its text.

Here is the link to the new test: https://www.justice.gov/oip/blog/foia-guidance-7

If Region 7 would like to use Exemption 2 in the future please clear the response with the National FOIA Program Office or Office of Regional Counsel before sending. Please let Larry or me know if you have any questions.

Sincerely, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Meyers, Aaron [Meyers.Aaron@epa.gov]
Sent: 6/29/2017 1:09:46 AM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: RE: FY 17 training
Attachments: foiafinal.zip

Sorry about that guys. I found out I didn't have a copy with captioning so I had to work out a redo. This should meet the new requirement.

-Aaron

From: Gottesman, Larry
Sent: Wednesday, June 28, 2017 4:17 PM
To: Meyers, Aaron <Meyers.Aaron@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: FY 17 training

Have be supplied the updated copy, it is due today.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Suzuki, Judy [Suzuki.Judy@epa.gov]
Sent: 7/20/2017 12:32:14 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: Working in Relativity
Attachments: OFFICIAL OGC FOIA Cheat Sheet KM.docx; FEAT Relativity Guidance 1.24.17.pdf

Hi Larry, Is there another FOIA cheat sheet for Relativity?

From: Hammitt, Jennifer
Sent: Wednesday, July 19, 2017 4:13 PM
To: Suzuki, Judy <Suzuki.Judy@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Cooper, Geoff <Cooper.Geoff@epa.gov>
Subject: RE: Working in Relativity

Hi Judy – Larry should really be able to answer this stuff, but since he sent you my way, I'll try:

"Responsive" = responsive to the FOIA request (whatever the requester asked for). Since eDiscovery searches are keyword based, they often pull down documents that have a key word but are not responsive to the request.

Redactions would be used for material that is "foia-exempt" (subject to one or more FOIA exemptions). Examples include deliberative process privileged information, privacy information, etc. I have attached an OGC cheat sheet on common FOIA exemptions that may be of help.

Similarly, "exemption status" boxes are used to designate a document as subject to one or more exemptions. A "responsive" document may be released in full, released in part with redactions, or withheld in full.

There is no "deleting" documents from Relativity; non-responsive documents should be marked non-responsive.

Once they have been sorted through, you request a "production" from the eDiscovery division who will print .PDFs to upload into FOIAonline. The SPOC who put in your request for search will also put in your request for a production.

The attached EPA Relativity guidance may also be of help. Good Luck!

Jennifer Hammitt
Attorney-Advisor, Information Law Practice Group
Office of General Counsel, General Law Office
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW, MC-2377A
Washington, DC 20460
(202) 564-5097

From: Suzuki, Judy
Sent: Wednesday, July 19, 2017 3:58 PM
To: Hammitt, Jennifer <Hammitt.Jennifer@epa.gov>
Subject: Working in Relativity

Hello,

My name is Judy Suzuki and I work in OEI's Office of Information Management Web Content Services Division. Larry Gottesman gave me your name as someone who had experience with working in Relativity. I recently got Relativity installed to address a FOIA on website corrections. It is ED_001273 EPA-HQ-2017-006781 and has 3,814 items. I am interested in sorting through the results but have been having difficulty finding explanations on the categories in Relativity. For example, what is coding something "responsive" meant to indicate? How can a redaction be entered and why would it be needed? Can I delete files that are not relevant to the FOIA request? What are the exemption status boxes? What is "Vaughn Explanation"? Finally, once they have been sorted through, how will the files be transmitted to the person who requested them? Any advice you could share would be greatly appreciated.

Materials I have found:

- Relativity Training for FOIA PowerPoint (this is more of an overview than a guide)
- Relativity User Guide
- Relativity Admin Guide

Thank you,

Judy Suzuki
User Experience Analyst
202-566-0783

Message

From: Gilbert, Nakeitha D (OIP) [Nakeitha.D.Gilbert@usdoj.gov]
Sent: 9/8/2017 1:23:22 PM
To: Talebian, Bobak (OIP) [Bobak.Talebian@usdoj.gov]; Nguyen, Quoc [Nguyen.Quoc@epa.gov]
CC: Miller, Kevin [Miller.Kevin@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Kaminer, Joan [Kaminer.Joan@epa.gov]
Subject: RE: EPA National FOIA Training Conference
Attachments: Melanie's Bio 2017.docx

Good morning,

Please find attached a copy of Ms. Pustay's bio.

Thanks!

Nakeitha Gilbert

From: Talebian, Bobak (OIP)
Sent: Thursday, September 07, 2017 7:05 PM
To: Nguyen, Quoc <Nguyen.Quoc@epa.gov>
Cc: Gilbert, Nakeitha D (OIP) <ngilbert@jmd.usdoj.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Kaminer, Joan <Kaminer.Joan@epa.gov>
Subject: RE: EPA National FOIA Training Conference

Hi Quoc,

Please find attached the slides Melanie will be using for her portion of the discussion.

Thanks!

Bobby

From: Nguyen, Quoc [mailto:Nguyen.Quoc@epa.gov]
Sent: Wednesday, September 06, 2017 9:39 AM
To: Talebian, Bobak (OIP) <btalebian@jmd.usdoj.gov>
Cc: Gilbert, Nakeitha D (OIP) <ngilbert@jmd.usdoj.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Kaminer, Joan <Kaminer.Joan@epa.gov>
Subject: RE: EPA National FOIA Training Conference

FANTASTIC NEWS! You made my day. Marcy has not provided slides. Here is the necessary information that Melanie needs:

Deadline for slides: If Melanie wants to create slides, can she/you send them to me by Friday? I need to make copies for the binders.

Bio: Can Melanie send me a bio by Friday?

Location: The EPA National FOIA Training Conference will be in the William Jefferson Clinton EAST Building (1201 Constitution Ave), Room 1153 (the Map Room). I will make sure Melanie has a handler, but here's my cell phone just in case: 802-377-7783.

Time: 8:45 – 9:45 am

Session Format: The current breakdown is 20 minutes for OIP, 20 minutes for Civil Division (Marcy Berman), and 20 minutes for Q&A.

From: Talebian, Bobak (OIP) [mailto:Bobak.Talebian@usdoj.gov]
Sent: Wednesday, September 06, 2017 8:08 AM
To: Nguyen, Quoc <Nguyen.Quoc@epa.gov>
Cc: Gilbert, Nakeitha D (OIP) <Nakeitha.D.Gilbert@usdoj.gov>
Subject: RE: EPA National FOIA Training Conference

Hi Qouc,

Melanie is happy to do the panel event. I am copying our training coordinator, Nakeitha Gilbert. Were you able to find out if Marcy is using slides. Also, if Melanie would like to use slides when would you need them by. Finally, please let us know if there is anything else you need from our end.

Thank you!

Bobby

From: Nguyen, Quoc [mailto:Nguyen.Quoc@epa.gov]
Sent: Tuesday, September 05, 2017 12:54 PM
To: Talebian, Bobak (OIP) <btalebian@jmd.usdoj.gov>
Subject: FW: EPA National FOIA Training Conference
Importance: High

Sorry for my earlier email. I thought you called me. Can you let me know what the status is on this request when you get a chance?

Thank you!

Sincerely,
Quoc

P.S. What's your telephone number?

From: Nguyen, Quoc
Sent: Thursday, August 31, 2017 9:59 AM
To: 'Talebian, Bobak (OIP)' <Bobak.Talebian@usdoj.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Kaminer, Joan <Kaminer.Joan@epa.gov>
Subject: EPA National FOIA Training Conference
Importance: High

Dear Bobby,

Thank you again for helping us find a DOJ OIP external speaker at EPA's National FOIA Training Conference. Here's the information you will need to convey to Melanie if she is still able to attend. If she is unable to attend, then let's talk about alternative speakers.

Training: EPA National FOIA Training

Date: Thursday, September 14, from 8:45 to 9:45
Audience: Approximately **190 FOIA professionals and information law attorneys** from EPA headquarters and 10 regional offices will be in attendance.
Purpose of the Training:

- *To build the capacity of FOIA professionals and information law attorneys so that EPA may respond effectively and efficiently to FOIA requests.*
- *To help EPA avoid future FOIA litigation and reduce attorneys' fees and costs.*

Role of the DOJ OIP Speaker: To speak about the latest policies and procedures on the FOIA administration developed by OIP and what to expect in the near future.

Background: There has been substantial amount of changes in the administration of FOIA as a result of the FOIA Improvement Act of 2016, new case law, and regulations. Consequently, OIP has developed a number of new policies to meet the changing legal obligations. The EPA National FOIA Training Conference is an opportunity to introduce and explain these policies to the Agency's complete FOIA program—nearly 190 EPA FOIA professional or information law attorneys.

Structure of the Speaker Panel: The DOJ OIP speaker will have approximately 20 minutes to speak on these policies and procedures that have been developed or are being developed to meet the dynamic FOIA obligations. A representative from DOJ Civil Division, Marcy Berman, will be the other external speaker. Her role will cover FOIA litigation and important litigation lessons learned.

Bobby, let me know when you are available to discuss this speaker engagement. Are you free tomorrow (Friday)?

Thank you for your help!

Sincerely,
Quoc

Quoc P. Nguyen
Office of General Counsel
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, DC 20460
202-564-6343

PRIVILEGED COMMUNICATION for internal deliberation only; may contain deliberative, attorney-client, attorney work product, or otherwise privileged material; do not distribute outside EPA or DOJ.

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 7/12/2017 9:44:12 PM
To: Fine, Steven [fine.steven@epa.gov]
CC: Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Jones, Monica [Jones.Monica@epa.gov]; Simon, Harvey [Simon.Harvey@epa.gov]; Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]
Subject: FW: Proposed Centralized FOIA Submission Process
Attachments: Proposed Centralization of FOIA Submissions - 07-11-2017.docx; FOIA - Current Submission to HQ NFO & 10 Regions - 07-12-2017.pdf; Proposed Centralization of FOIA Submissions - 07-12-2017.pdf

Steve:

I'm resending the write-up on the *Proposed Centralization of FOIA Submissions* to you, along with a diagram of the current "as is" process and the proposed "to be" process.
Please let us know if you have any questions. We'll look forward to further discussions.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Moser, Rebecca
Sent: Tuesday, July 11, 2017 11:42 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>
Subject: Proposed Centralized FOIA Submission Process

Steve:

Attached for your review and consideration is a draft paper and diagram on a proposed centralized process for the submission of FOIA requests.
We'll look forward to discussing this with you further.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Talebian, Bobak (OIP) [Bobak.Talebian@usdoj.gov]
Sent: 9/7/2017 11:05:09 PM
To: Nguyen, Quoc [Nguyen.Quoc@epa.gov]
CC: Gilbert, Nakeitha D (OIP) [Nakeitha.D.Gilbert@usdoj.gov]; Miller, Kevin [Miller.Kevin@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Kaminer, Joan [Kaminer.Joan@epa.gov]
Subject: RE: EPA National FOIA Training Conference
Attachments: Recent FOIA Developments - EPA 2017 Final.pptx

Hi Quoc,

Please find attached the slides Melanie will be using for her portion of the discussion.

Thanks!

Bobby

From: Nguyen, Quoc [mailto:Nguyen.Quoc@epa.gov]
Sent: Wednesday, September 06, 2017 9:39 AM
To: Talebian, Bobak (OIP) <btalebian@jmd.usdoj.gov>
Cc: Gilbert, Nakeitha D (OIP) <ngilbert@jmd.usdoj.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Kaminer, Joan <Kaminer.Joan@epa.gov>
Subject: RE: EPA National FOIA Training Conference

FANTASTIC NEWS! You made my day. Marcy has not provided slides. Here is the necessary information that Melanie needs:

Deadline for slides: If Melanie wants to create slides, can she/you send them to me by Friday? I need to make copies for the binders.

Bio: Can Melanie send me a bio by Friday?

Location: The EPA National FOIA Training Conference will be in the William Jefferson Clinton EAST Building (1201 Constitution Ave), Room 1153 (the Map Room). I will make sure Melanie has a handler, but here's my cell phone just in case: 802-377-7783.

Time: 8:45 – 9:45 am

Session Format: The current breakdown is 20 minutes for OIP, 20 minutes for Civil Division (Marcy Berman), and 20 minutes for Q&A.

From: Talebian, Bobak (OIP) [mailto:Bobak.Talebian@usdoj.gov]
Sent: Wednesday, September 06, 2017 8:08 AM
To: Nguyen, Quoc <Nguyen.Quoc@epa.gov>
Cc: Gilbert, Nakeitha D (OIP) <Nakeitha.D.Gilbert@usdoj.gov>
Subject: RE: EPA National FOIA Training Conference

Hi Qouc,

Melanie is happy to do the panel event. I am copying our training coordinator, Nakeitha Gilbert. Were you able to find out if Marcy is using slides. Also, if Melanie would like to use slides when would you need them by. Finally, please let us know if there is anything else you need from our end.

Thank you!

Bobby

From: Nguyen, Quoc [mailto:Nguyen.Quoc@epa.gov]
Sent: Tuesday, September 05, 2017 12:54 PM
To: Talebian, Bobak (OIP) <btalebian@jmd.usdoj.gov>
Subject: FW: EPA National FOIA Training Conference
Importance: High

Sorry for my earlier email. I thought you called me. Can you let me know what the status is on this request when you get a chance?

Thank you!

Sincerely,
Quoc

P.S. What's your telephone number?

From: Nguyen, Quoc
Sent: Thursday, August 31, 2017 9:59 AM
To: 'Talebian, Bobak (OIP)' <Bobak.Talebian@usdoj.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Kaminer, Joan <Kaminer.Joan@epa.gov>
Subject: EPA National FOIA Training Conference
Importance: High

Dear Bobby,

Thank you again for helping us find a DOJ OIP external speaker at EPA's National FOIA Training Conference. Here's the information you will need to convey to Melanie if she is still able to attend. If she is unable to attend, then let's talk about alternative speakers.

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Audience: Approximately **190 FOIA professionals and information law attorneys** from EPA headquarters and 10 regional offices will be in attendance.
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- *To help EPA avoid future FOIA litigation and reduce attorneys' fees and costs.*

Role of the DOJ OIP Speaker: To speak about the latest policies and procedures on the FOIA administration developed by OIP and what to expect in the near future.

Background: There has been substantial amount of changes in the administration of FOIA as a result of the FOIA Improvement Act of 2016, new case law, and regulations. Consequently, OIP has developed a number of new policies to meet the changing legal obligations. The EPA National FOIA Training Conference is an opportunity to introduce and

explain these policies to the Agency's complete FOIA program—nearly 190 EPA FOIA professional or information law attorneys.

Structure of the Speaker Panel: The DOJ OIP speaker will have approximately 20 minutes to speak on these policies and procedures that have been developed or are being developed to meet the dynamic FOIA obligations. A representative from DOJ Civil Division, Marcy Berman, will be the other external speaker. Her role will cover FOIA litigation and important litigation lessons learned.

Bobby, let me know when you are available to discuss this speaker engagement. Are you free tomorrow (Friday)?

Thank you for your help!

Sincerely,
Quoc

Quoc P. Nguyen
Office of General Counsel
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, DC 20460
202-564-6343

PRIVILEGED COMMUNICATION for internal deliberation only; may contain deliberative, attorney-client, attorney work product, or otherwise privileged material; do not distribute outside EPA or DOJ.

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 3/10/2017 3:57:09 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]; Kelly, Lynn [Kelly.Lynn@epa.gov]; Schwarz, Matthew [Schwarz.Matthew@epa.gov]
Subject: RE: FOIA training slides 2017 part 2.pptx
Attachments: FOIA training slides 2017 part 2.pptx

Kevin,

Here is the updated version with Rebecca's edits. Please provide your comments (or approval) by Monday, March 13, at 5pm.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Gottesman, Larry
Sent: Friday, March 10, 2017 9:00 AM
To: Miller, Kevin <Miller.Kevin@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: RE: FOIA training slides 2017 part 2.pptx

We have an updated version from Rebecca, if we can get OGC clearance by COB on Monday, that would work and within the plan. We will get you our final shortly.

Sorry about any confusion.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Miller, Kevin
Sent: Friday, March 10, 2017 8:55 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: FOIA training slides 2017 part 2.pptx

I thought the plan was for us to provide comments on Monday? Both Matt and Lynn are out today.

Kevin Miller | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington DC 20460 | phone: (202) 564-2691

From: Schumacher, Wendy
Sent: Thursday, March 09, 2017 12:57 PM
To: Miller, Kevin <Miller.Kevin@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA training slides 2017 part 2.pptx

Kevin, Lynn and Matt,

The slides are ready for your review. Both Larry and I are in the office today and tomorrow to prepare them for Aaron when he returns on Monday.

Thanks again to Lynn and Matt for the quick turn-around on the feedback!

Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 7/28/2017 10:31:54 PM
To: Fine, Steven [fine.steven@epa.gov]
CC: Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Jones, Monica [Jones.Monica@epa.gov]
Subject: For Your Review: Revised FOIA Regulations & Summary of Changes
Attachments: Highlights FOIA Regulations 07 21 17.docx; FOIA Regulations 071917 OEI final.docx

Steve:

Attached for your review are the draft revised FOIA regulations, along with a summary the changes from the existing regulations. We have worked closely with OGC and others on developing these revised regulations over a number of months and successfully reached consensus on the key changes we're proposing.

We would be glad to walk through the proposed regulatory revisions, if desired. Once you approve of the draft revised regulations, we'll proceed with preparing a package for your signature, which will then be submitted to OP for review and publishing them in the Federal Register.

Please let us know if you have any questions/comments or if you'd like us to schedule a meeting to discuss them. Thank you!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Grogard, Megan [Grogard.Megan@epa.gov]
Sent: 9/7/2017 7:57:32 PM
To: Bednar, Georgia [bednar.georgia@epa.gov]
CC: Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]; Larsen, Elena [Larsen.Elena@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: GEORGIA: Attendance at FOIA Conference 9/12, 9/13, 9/14
Attachments: Lifecycle AGENDA for the National FOIA Training 2017 032217.docx

Importance: High

Hi Georgia,

I just spoke with Larry Gottesman and he said you should absolutely attend the FOIA conference next week (DRAFT Agenda attached), and advises that you show up as follows:

WHEN: September 12, 13, 14
TIME: 8:30-5:00
ROOM: 1153 EPA East

Look for Larry when you get there and he will help you with space.

Larry will have someone set up your account sometime tomorrow, which will give you access to FOIAonline.

Sometime next week, OGC will release the Webinar on the FOIA Sharepoint site, which provides training beyond the discussions at the Conference.

Please let me know if you have questions.

Thanks,
Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
Cell: 202-834-8385

From: Larsen, Elena
Sent: Thursday, September 07, 2017 3:29 PM
To: Bednar, Georgia <bednar.georgia@epa.gov>
Cc: Grogard, Megan <Grogard.Megan@epa.gov>
Subject: RE: Response to Your Request: R8 FOIA Centralization Suggestion for Creating a More Efficient EPA
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Thanks. Megan may also be contacting Larry to check on your status.

From: Bednar, Georgia
Sent: Thursday, September 07, 2017 2:48 PM
To: Larsen, Elena <Larsen.Elena@epa.gov>
Cc: Grogard, Megan <Grogard.Megan@epa.gov>
Subject: RE: Response to Your Request: R8 FOIA Centralization Suggestion for Creating a More Efficient EPA

Thank you. I will take a look at it. I am still waiting to find out if I made the cut for the training here in DC next week. I will send out another email to follow up.

From: Larsen, Elena
Sent: Thursday, September 07, 2017 1:26 PM
To: Bednar, Georgia <bednar.georgia@epa.gov>
Cc: Grogard, Megan <Grogard.Megan@epa.gov>
Subject: FW: Response to Your Request: R8 FOIA Centralization Suggestion for Creating a More Efficient EPA

Georgia, FYI, here is some documentation from R8 as to how they handle their centralized FOIA program. It might be helpful for you to review.

From: Mathews, Kaye
Sent: Friday, July 28, 2017 8:32 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Duran, Matt <duran.matt@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Engels, Alan <engels.alan@epa.gov>
Subject: Response to Your Request: R8 FOIA Centralization Suggestion for Creating a More Efficient EPA

Hello Steve,

It was such a pleasure meeting you this week at the OIRM Branch Chiefs meeting in Seattle. At your request, I've attached the centralized FOIA program suggestion submitted by Region 8 to Ken Wagner. We are happy to talk with you in more detail about the Region 8 FOIA model at your convenience.

Kaye Mathews
Team Lead, Content Management Unit
TMS Information Management Program
U.S. Environmental Protection Agency - Region 8
1595 Wynkoop St.
Denver, Colorado 80202
O: 303.312.6889
C: 303.518.3848

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 7/28/2017 9:05:14 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Byrd, Jonda [byrd.jonda@epa.gov]
Subject: RE: Additional Session for FOIA Training Conference

Larry,

Thanks so much. That sounds good. Look forward to hearing what they say.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Gottesman, Larry
Sent: Friday, July 28, 2017 3:43 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>
Subject: RE: Additional Session for FOIA Training Conference

We were not aware of the R8 presentation. We are not invited to these call, even though we invite them to ours and they usually participate.

Based upon the options, I would prefer a follow-up on centralization, but let me talk to R8 and R10 to see how long they thong the presentation will take. We probably would want to include R4 and OAR in any discussion.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Moser, Rebecca
Sent: Friday, July 28, 2017 3:32 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: Additional Session for FOIA Training Conference

Larry & Jonda:

See Becky's initial reaction to having a session on regional/program office centralization efforts. Let's discuss together on Monday.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Dolph, Becky
Sent: Friday, July 28, 2017 2:48 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Blake, Wendy <Blake.Wendy@epa.gov>
Subject: RE: Additional Session for FOIA Training Conference

We had a presentation on R8's procedure during a monthly OGC/RC conference call. My recommendation is that this would be best handled by a follow-up videoconference focused on centralization, rather than to try to squeeze it in to a full agenda that has a different focus. Another alternative would be to have this during the Thursday afternoon FOIA Officers/Coordinators discussion. My thoughts.

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Moser, Rebecca
Sent: Friday, July 28, 2017 1:13 PM
To: Dolph, Becky <Dolph.Becky@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>
Subject: Additional Session for FOIA Training Conference

Becky & Wendy:

At the Region 10 IT Portfolio Review with Steve Fine yesterday, Region 10 requested an opportunity during the National FOIA Training Conference to share with others their new centralized model for processing FOIA requests.

While it's late in the game, we would like to accommodate this request in some way. I would like your thoughts on where we might best fit this in, without disrupting the flow of the meeting. Perhaps a panel discussion with OAR, Reg. 8 & Reg. 4 or an informal discussion over the lunch hour – discussing both successes & challenges.

Regardless of how we ultimately manage Agency-wide FOIA processes, I think it's very important to give our key program/regional partners the opportunity to share their experiences & lessons learned along the way.

Look forward to your thoughts on this.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)

U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 5/15/2019 6:07:12 PM
To: Hill, Kevin W. [hill.kevinw@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]; Spears, Rasheena [spears.rasheena@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Reassignments

Kevin,

Great start and I look forward to any feedback from Denise who will be on leave on Friday. Let's finalize at that meeting.

Thanks, Wendy

From: Hill, Kevin W.
Sent: Wednesday, May 15, 2019 8:16 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Spears, Rasheena <spears.rasheena@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Reassignments

INTERNAL DELIBERATIVE

Let me know if this captures the change and I will email Tim and copy this group after meeting on Friday. Think we need

Deliberative Process / Ex. 5

"Tim---the Workgroup would like to focus on two issues impacting all Programs and Regional Offices. With your approval, the change can be effective immediately once distributed.

Deliberative Process / Ex. 5

Opportunities:

Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Challenges:

Deliberative Process / Ex. 5

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309C
Phone 202-564-1652| hill.kevinw@epa.gov

National FOIA Office
EPA Office of General Counsel

From: Schumacher, Wendy
Sent: Wednesday, May 15, 2019 7:22 AM
To: Hill, Kevin W. <hill.kevinw@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Spears, Rasheena <spears.rasheena@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Reassignments

Kevin,

There seems to be wide-spread agreement in our group that the transfers should come back through the NFO. Therefore, this could be Deliberative Process / Ex. 5 People could Deliberative Process / Ex. 5 Deliberative Process / Ex. 5

We could also Deliberative Process / Ex. 5

The processing pilot participants (some overlap) were asked weeks ago to make a presentation and we shouldn't cut into their time.

Looping in Larry who sets up the monthly meetings.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310 A)
Washington, D.C. 20460 | WJCN 5315 E
Phone (202) 566-2513 | schumacher.wendy@epa.gov

From: Hill, Kevin W.
Sent: Tuesday, May 14, 2019 4:57 PM
To: Walker, Denise <Walker.Denise@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Spears, Rasheena <spears.rasheena@epa.gov>
Subject: Reassignments

INTERNAL DELIBERATIVE

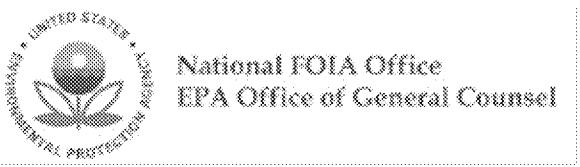
Workgroup,

I think we need to address the reassignment issue with the coordinators/officers this Thursday. I think we need a clear vision on the policy going forward. Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309C
Phone 202-564-1652| hill.kevinw@epa.gov



Message

From: Robinson, Milton [Robinson.Milton@epa.gov]
Sent: 1/25/2017 8:36:10 PM
To: Thompson, Ronald [thompson.ronald@epa.gov]; Ahmed, Farhana [Ahmed.Farhana@epa.gov]; Margolis, Alan [Margolis.Alan@epa.gov]; Gardner, Allison [Gardner.Allison@epa.gov]; Stoy, Alyse [Stoy.Alyse@epa.gov]; Gonzales, Amy [Gonzales.Amy@epa.gov]; Swanson, Amy [Swanson.Amy@epa.gov]; Andrews, Lawrence [andrews.lawrence@epa.gov]; Lyles, Antionette [Lyles.Antionette@epa.gov]; Bennett, David [Bennett.David@epa.gov]; Berry, Laura J. [Berry.Lauraj@epa.gov]; Boydston, Michael [Boydston.Michael@epa.gov]; Devir, Brian [devir.brian@epa.gov]; Motto, Brian [Motto.Brian@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]; O'Tormey, Carol [OTormey.Carol@epa.gov]; Howland, Charles [Howland.Charles@epa.gov]; Starrs, Charles [Starrs.Charles@epa.gov]; Colquitt, Cynthia [colquitt.cynthia@epa.gov]; Connery, Shannon [Connery.Shannon@epa.gov]; Kudla, Courtney [kudla.courtney@epa.gov]; David, Damita [David.Damita@epa.gov]; Albergottie, Daniele [Albergottie.Daniele@epa.gov]; Ballard, Darryl [Ballard.Darryl@epa.gov]; Alexander, David [Alexander.David@epa.gov]; Hoff, David [hoff.david@epa.gov]; Holzwarth, Dave [Holzwarth.David@epa.gov]; Dollison, Lawrence A. [Dollison.Larry@epa.gov]; Duke, Greg [duke.greg@epa.gov]; Hubbard, Emily [Hubbard.Emily@epa.gov]; Eng, Sharon [Eng.Sharon@epa.gov]; Stevenson, Garland [Stevenson.Garland@epa.gov]; Jonesi, Gary [Jonesi.Gary@epa.gov]; Sylls, Gene [Sylls.Gene@epa.gov]; Goldstein, Jessica [goldstein.jessica@epa.gov]; Grubb, Christopher [Grubb.Christopher@epa.gov]; Bivins, Gwen [Bivins.Gwen@epa.gov]; Watkins, Harrell [Watkins.Harrell@epa.gov]; Heather Gange [heather.gange@usdoj.gov]; Thompson, Heather [Thompson.Heather@epa.gov]; Hodges, Angela [Hodges.Angela@epa.gov]; Jackson, Kimberly [Jackson.Kimberly@epa.gov]; Piehl, Jacob [Piehl.Jacob@epa.gov]; Kaldani, Jason [Kaldani.Jason@epa.gov]; Hammitt, Jennifer [Hammitt.Jennifer@epa.gov]; Merer, Joe [Merer.Joe@epa.gov]; Gregory, John [Gregory.John@epa.gov]; Harman, John [Harman.John@EPA.GOV]; Campbell, John R. [Campbell.JohnR@epa.gov]; Bunnell, Julia [Bunnell.Julia@epa.gov]; Matthews, Julie [Matthews.Juliane@epa.gov]; Spellman, Julie [spellman.julie@epa.gov]; Mills, Keith [Mills.Keith@epa.gov]; Brantner, Kelly A. [Brantner.Kelly@epa.gov]; Layne, Kenda [Layne.Kenda@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]; Smith, Kevin B. [Smith.Kevin@epa.gov]; Knapp, Michael [Knapp.Michael@epa.gov]; Bradfish, Larry [Bradfish.Larry@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Michael, Laurel [Michael.Laurel@epa.gov]; Fischer, Lauren [Fischer.Lauren@epa.gov]; Gordon, Lauren [Gordon.Lauren@epa.gov]; Jackson, Laurianne [Jackson.Laurianne@epa.gov]; Raut, Leena [Raut.Leena@epa.gov]; Schilling, Leonard [Schilling.Leonard@epa.gov]; Leopard, Matthew [Leopard.Matthew@epa.gov]; Levine, Scott [Levine.Scott@epa.gov]; Villatora, Liliana [Villatora.Liliana@epa.gov]; Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]; Hearns, Liza [Hearns.Liza@epa.gov]; Gross, Louann [Gross.LouAnn@epa.gov]; Myers, Lucretia [MYERS.LUCRETIA@EPA.GOV]; Calvin, Lynn [calvin.lynn@epa.gov]; Kelly, Lynn [Kelly.Lynn@epa.gov]; Davies, Lynne [Davies.Lynne@epa.gov]; Palmer, Margo [Palmer.Margo@epa.gov]; Badalamente, Mark [Badalamente.Mark@epa.gov]; Chalfant, Mark [Chalfant.Mark@epa.gov]; Ford, Mark [Ford.Mark@epa.gov]; Palermo, Mark [palermo.mark@epa.gov]; Mathews, Kaye [Mathews.Kaye@epa.gov]; Mendez, Gayla [Mendez.Gayla@epa.gov]; McClary, Michael [McClary.Michael@epa.gov]; Scales, Michael [Scales.Michael@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Norris, Munsel [Norris.Munsel@epa.gov]; Bigioni, Neil [bigioni.neil@epa.gov]; Newman, Maya [Newman.Maya@epa.gov]; Travis, Pamela [Travis.Pamela@epa.gov]; Parra, Juan [Parra.Juan@epa.gov]; Hick, Patricia [Hick.Patricia@epa.gov]; Peachey, Robert [peachey.robert@epa.gov]; Perkins, Shannon [perkins.shannon@epa.gov]; Silver, Perry [Silver.Perry@epa.gov]; MacLeish, Phoebe [Macleish.Phoebe@epa.gov]; Plastino, Michael [Plastino.Michael@epa.gov]; Chambers-Guzman, Porscha [Chambers-Guzman.Porscha@epa.gov]; Powell-Dickson, Antoinette [Powell-Dickson.Antoinette@epa.gov]; Key, Rena [Key.Rena@epa.gov]; Bartley, Richard [Bartley.Richard@epa.gov]; richard.sutton@usdoj.gov; Murdock, Russell [Murdock.Russell@epa.gov]; Sandridge, Diann [Sandridge.Diann@epa.gov]; Schaaf, Eric [Schaaf.Eric@epa.gov]; Stirneman, Scott [Stirneman.scott@epa.gov]; Patillo, Shayla [Patillo.Shayla@epa.gov]; Sims, Patricia [Sims.Patricia@epa.gov]; dan.smith2@usdoj.gov; Capuyan, Stephen [Capuyan.Stephen@epa.gov]; Newman, Steve [Newman.Steve@epa.gov]; Armsey, Steven [Armsey.Steven@epa.gov]; Stimson, Carl [stimson.carl@epa.gov]; Lawrence, Tanya [Lawrence.Tanya@epa.gov]; Thomas Ballantine [thomas.ballantine@usdoj.gov]; Artemis, Tina [Artemis.Tina@epa.gov]; Tracy, Tom [Tracy.Tom@epa.gov]; Henson, Tucker [Henson.Tucker@epa.gov]; Thompson, Virginia [thompson.virginia@epa.gov]
Subject: EWG Meeting Follow Up - Interim Procedure for Preservation of Information from Separating Personnel
Attachments: Interim Procedure Preserving Agency Information of Separating Personnel ....pdf

Importance: High

All,

Thank you for attending today's eDiscovery Work Group meeting.

Per our discussion, please find attached a copy of the Interim Procedure for Preservation of Information from Separating Personnel.

Milton

Milton H. Taylor Robinson | Attorney-Advisor
US Environmental Protection Agency | Office of Enforcement and Compliance Assurance
Office of Administration and Policy | Information Technology Division
1200 Pennsylvania Avenue NW | Mail Code 2201A|Washington, DC 20460
Telephone: 202-564-2538
(202) 564-5097

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 7/12/2017 3:43:35 PM
To: Shenefiel, Pam [shenefiel.pam@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FOIA Regulations 070617 OEI review clean copy.docx
Attachments: FOIA Regulations 070617 OEI review clean copy.docx

Pam,

Larry asked me to forward a copy of the draft FOIA Regulations to you.

Wendy

Message

From: Byrd, Jonda [byrd.jonda@epa.gov]
Sent: 1/25/2017 7:44:23 PM
To: Kadeli, Annie [Kadeli.Annie@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Request for guidance

Thank you!

Jonda Byrd,
Director, FOIA, Libraries & Accessibility Division
US EPA, Office Environmental Information
513-569-7183
513-487-2547 (fax)
202-236-1992 (cell)

From: Kadeli, Annie
Sent: Wednesday, January 25, 2017 2:43 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Request for guidance

Hi Jonda and Larry,

Approved general language for responding to the gag order questions is below. As you're talking with people on the phone, I would preface it with, **"I have a prepared statement that I can share with you…"** to guard against getting into a full-fledged back and forth, which isn't what we want right now. Here's the language:

> **The EPA fully intends to continue to provide information to the public. A fresh look at public affairs and communications processes is common practice for any new Administration, and a short pause in activities allows for this assessment.**

As far as the offers of help and support, expressing appreciation isn't a problem. However, I would stay away from anything much more than thank you. I would redirect the focus and shift to the purpose of the hotline, saying something to the effect of "you're calling the FOIA hotline, so what's the FOIA you're requesting and/or what FOIA things can I help you with?" (I'm sure you and your office can say that much more eloquently than I can though).

Please note that the current parameters on certain parts of our external activities may be a little different day to day, so if the guidance changes, I will update you as soon as I hear of anything.

Please let me know if you have any other questions.

Thank you,
Annie

Annie Kadeli
Public Affairs Specialist
Immediate Office of the CIO
Office of Environmental Information
202-564-2585

From: Byrd, Jonda
Sent: Wednesday, January 25, 2017 1:36 PM
To: Kadeli, Annie <Kadeli.Annie@epa.gov>

Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: Request for guidance

Annie,
Can you give us guidance on how to respond to calls we are receiving through the FOIA Hotline. We have two examples below.
Thank you,
Jonda

Jonda Byrd,
Director, FOIA, Libraries & Accessibility Division
US EPA, Office Environmental Information
513-569-7183
513-487-2547 (fax)
202-236-1992 (cell)

From: Gottesman, Larry
Sent: Wednesday, January 25, 2017 1:01 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>
Subject: Request for guidance

We have been getting calls that revolve around we support EPA, and what can we do to help? This is more difficult to address. If we say thank you for your calls, it could be perceived as we agree. Any suggestion on how to respond?

We are also getting a lot of call about the newspaper reported gag order at EPA. What my response has been is, I am not aware of any gag order, beyond what has been reported in the new papers.

Thanks for your guidance.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 7/19/2017 8:33:56 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FOIA training slides 2018 v3.pptx
Attachments: FOIA training slides 2018 v3.pptx

The new slides are 5, 6 and 14.

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 7/12/2017 3:42:33 AM
To: Fine, Steven [fine.steven@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]
Subject: Proposed Centralized FOIA Submission Process
Attachments: Diagram - Proposed Centralized FOIA Submission Process - 07-11-2017.pdf; Proposed Centralization of FOIA Submissions - 07-11-2017.docx

Steve:

Attached for your review and consideration is a draft paper and diagram on a proposed centralized process for the submission of FOIA requests.
We'll look forward to discussing this with you further.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 3/10/2017 3:42:55 AM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Shenefiel, Pam [shenefiel.pam@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Jones, Monica [Jones.Monica@epa.gov]
Subject: RE: FOIA training slides 2017 part 2.pptx
Attachments: FOIA training slides 2017 -03-09-2017-v2.pptx

Larry:

Thank you for the draft FY 2017 FOIA Training slides and the quick reworking of the training module to reflect the latest thinking among us, OGC, and the Training Office.
I had edits, some formatting changes, and some comments on the version you provided this afternoon. I went ahead and incorporated them into the briefing, so please see the attached revised version, which includes some re-ordering of the slides.

Thanks again.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Gottesman, Larry
Sent: Thursday, March 09, 2017 3:31 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: FW: FOIA training slides 2017 part 2.pptx

We have been working with OGC and the OARM training folks, to develop the attached training slides for FY 207 Mandatory FOIA Training.

I left Rebecca a hard copy.

Please give us any comments, by COB today, if at all possible. This will allow us to incorporate any changes, obtain OGC sign off and get the training into Skillport next week, before the March 19 deadline.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Nguyen, Quoc [Nguyen.Quoc@epa.gov]
Sent: 3/30/2017 4:32:00 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Miller, Kevin [Miller.Kevin@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Kupchan, Simma [Kupchan.Simma@epa.gov]; Levine, MaryEllen [levine.maryellen@epa.gov]; Nagle, Deborah [Nagle.Deborah@epa.gov]; Molloy, Jennifer [molloy.jennifer@epa.gov]
Subject: FOIA Instructions for AFBF v. EPA (CAFO Litigation Settlement Agreement) - PLEASE TRANSMIT TODAY
Attachments: FINAL Instructions for Handing CAFO Information Related to AFBF 3-30-17.pdf

Importance: High

Hi Larry,

I have attached instructions for responding to future FOIA requests that seek concentrated animal feeding operation information (CAFO) at issue in the AFBF v. EPA FOIA litigation. As indicated in the instructions, we must disseminate these instructions to all FOIA HQ Coordinators and FOIA Regional Officers pursuant to the settlement agreement.

I will attend both the FOIA Coordinator and Officer conference calls in April to explain the instructions and address any residual questions.

- Sidebar: EPA also needs to conduct a privacy training for all OW managers and FOIA Coordinators/Officers in calendar year 2017.

Please transmit these instructions to the FOIA Coordinators and Officers TODAY. (We are required to send these instructions out one week after the settlement agreement signature, which is today.) Thank you so much for your help in this matter. Please call me if you have any questions.

Sincerely,
Quoc

Quoc P. Nguyen
Office of General Counsel
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, DC 20460
202-564-6343

PRIVILEGED COMMUNICATION for internal deliberation only; may contain deliberative, attorney-client, attorney work product, or otherwise privileged material; do not distribute outside EPA or DOJ.

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 7/11/2017 2:28:15 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FOIA Program Centralization and Staffing 7-7-17.docx
Attachments: FOIA Program Centralization and Staffing 7-7-17.docx; Centralization Flow Region.pdf

Rebecca, Jonda, and Larry,

Here are the most recent edits.

Please let me know what changes you have.

Thanks, Wendy

Message

From: Kelly, Lynn [Kelly.Lynn@epa.gov]
Sent: 3/29/2017 5:33:09 PM
To: Blake, Wendy [Blake.Wendy@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Miller, Kevin [Miller.Kevin@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Updated Draft of FOIA Regulations
Attachments: CLEAN Copy FOIA Regulations 032917 DRAFT.docx; FOIA Regulations 032917 DRAFT.docx

Wendy and Rebecca,

Attached is a clean and redline version of the proposed FOIA regulations for your concurrent review. I would recommend reviewing the clean line, but the redline is being made available to you to track the changes that were made to the version you may have last seen some time ago. Wendy Schumacher and Larry have not had a chance to see this version yet but in the interest of time we thought we could send concurrently to all.

I believe **Attorney Client / Ex. 5**
Attorney Client / Ex. 5 OGC is recommending that we **Attorney Client / Ex. 5**

Attorney Client / Ex. 5

My understanding of the high level next steps would be to see if you both had any concerns with the current draft, address those concerns, and then move forward with seeking approval to publish. Given that there is a new administration, I would anticipate that this means there is a need to brief them on the effort. I also believe that OEI was preparing a comment matrix to close the loop back to the Regions and Program Offices that provided comments on the draft back in late 2016. We have not closed the loop with those folks on their input so we may want to do that as steps are taken to move the regs forward through the process. Larry and Wendy S. can provide more detail on what they recommend there.

Let us know what you think in terms of timing or more detailed process steps that need to take place, or if you have questions about the attached revision!

Thank you.

Lynn Kelly | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington, DC 20460 | phone: (202) 564-3266

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Message

From: Grogard, Megan [Grogard.Megan@epa.gov]
Sent: 3/28/2017 11:55:15 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Jones, Monica [Jones.Monica@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]; Simon, Harvey [Simon.Harvey@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Re: OEIP to Prepare Response for Senator Bennet (D-CO)

Thanks Rebecca!

Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202/564-6812
Cell: 202/834-8385

On Mar 28, 2017, at 6:07 PM, Moser, Rebecca <Moser.Rebecca@EPA.GOV> wrote:

Megan,

Attached for Steve's review is a draft response to Senator Bennet's letter regarding EPA's implementation of the FOIA Improvement Act of 2016. I have also attached the incoming letter from Senator Bennet for reference, and copies of the enclosures for the response letter.

OGC is also reviewing this draft simultaneously, and we'll let you know if they have any edits.

Please let us know if you have any questions, comments, or edits on this draft. Thank you.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Moser, Rebecca
Sent: Tuesday, March 21, 2017 9:08 PM
To: Grogard, Megan <Grogard.Megan@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Jones, Monica <Jones.Monica@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Byrd, Jonda
~~~~~~~~~~~~~~~~~~~~~~~~~~~~

<byrd.jonda@epa.gov>
Subject: RE: OEIP to Prepare Response for Senator Bennet (D-CO)

Megan: Thanks for the update on the assignment of this correspondence. Larry Gottesman is working to develop a response, and he'll consult with OGC, as appropriate. We'll provide a response back to you as requested by March 28.

Larry: Thank you for developing the draft response on OEIP's behalf, in consultation with OGC as needed.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Grogard, Megan
Sent: Tuesday, March 21, 2017 10:40 AM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Jones, Monica <Jones.Monica@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>
Subject: OEIP to Prepare Response for Senator Bennet (D-CO)

Good Morning Rebecca,

Please note that the response to Senator Bennet is due to OCIR by April 4.

Please prepare for Steve's signature as Acting Chief Information Officer, and provide a draft response to the IO for review no later than Tuesday, March 28.

Thanks,
Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
Cell: 202-834-8385
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Control AL-17-000-6410 has been assigned to your office on 3/21/17 10:18 AM by Kathy Mims. Please go to the CMS webpage to view the details of the control.

Summary Information -
Control Number: AL-17-000-6410
Control Subject: INQUIRE ABOUT EPA'S REGULATIONS, GUIDANCE, PROCESSES AND STANDARDS FOR IMPLEMENTING THE FREEDOM OF INFORMATION ACT (FOIA)
From: Bennet, Michael F

From: Moody, Christina
Sent: Tuesday, March 21, 2017 9:54 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Haywood, Kevin <haywood.kevin@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>; Eades, Cassaundra <Eades.Cassaundra@epa.gov>; Mims, Kathy <Mims.Kathy@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Dickerson, Tom <Dickerson.Tom@epa.gov>; Aarons, Kyle <Aarons.Kyle@epa.gov>
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Work with Kevin, but OEI should have lead on this letter. I'm going to ask CCU to reassign this back to OEI for response. Please coordinate with OGC as appropriate.

CCU, please reassign this control back to OEI.

Thanks,

Christina J. Moody
US Environmental Protection Agency
Moody.Christina@epa.gov

From: Gottesman, Larry
Sent: Tuesday, March 21, 2017 9:45 AM
To: Moody, Christina <Moody.Christina@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Haywood, Kevin <haywood.kevin@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Dickerson, Tom <Dickerson.Tom@epa.gov>; Aarons, Kyle <Aarons.Kyle@epa.gov>
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

It was Kevin Miller who agreed to take the lead on the letter.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Moody, Christina
Sent: Tuesday, March 21, 2017 9:44 AM
To: Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Haywood, Kevin <haywood.kevin@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Dickerson, Tom <Dickerson.Tom@epa.gov>; Aarons, Kyle <Aarons.Kyle@epa.gov>
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Larry,

Who in OGC first agreed to take lead on the letter? I agree with Charlotte, OEI should be point with coordination with OGC if necessary.

Christina J. Moody
US Environmental Protection Agency
Moody.Christina@epa.gov

From: Youngblood, Charlotte
Sent: Monday, March 20, 2017 3:00 PM
To: Haywood, Kevin <haywood.kevin@epa.gov>; Moody, Christina <Moody.Christina@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Dickerson, Tom <Dickerson.Tom@epa.gov>; Aarons, Kyle <Aarons.Kyle@epa.gov>
Subject: FW: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

All,

Deliberative Process / Ex. 5

Let me know if I'm misunderstanding something? (copying OCIR as well)

Thank you!

Charlotte Youngblood
Deputy Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-0283
youngblood.charlotte@epa.gov

From: Haywood, Kevin
Sent: Monday, March 20, 2017 10:03 AM
To: Grogard, Megan <Grogard.Megan@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Gutshall, Renee

<Gutshall.Renee@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hello,
The Congressional correspondence (CMS AL-17-000-6410) was sent back to OCIR this morning. OCIR will then reassign it to OGC.

Kevin Haywood
Resource & Program Management Division
OEI-OBOS-RPMD
Work: 202-564-6668
Fax: 202-565-2441

From: Grogard, Megan
Sent: Thursday, March 16, 2017 9:19 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Haywood, Kevin <haywood.kevin@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: Re: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hi Larry (and Kevin H),

Thanks for the follow-up on the Senator Bennet letter. I've looped in Kevin Haywood to ensure the CMS action is assigned to OGC as suggested.

Thanks,
Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202/564-6812
Cell: 202/834-8385

On Mar 16, 2017, at 5:37 PM, Gottesman, Larry <Gottesman.Larry@epa.gov> wrote:

> Megan-
>
> We just has a conference call with OGC on various issues and Senator Bennet's letter was discussed. OGC informed us that they will take the lead in responding to the Senator. OGC will let us know if they need anything from OEI.
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> Let me know if you have any questions.
~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Grogard, Megan
Sent: Thursday, March 16, 2017 10:24 AM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Jones, Monica <Jones.Monica@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Fine, Steven <fine.steven@epa.gov>
Subject: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hi Rebecca,

Please see the attached Congressional Letter from Senator Michael Bennet (D-CO) to Kevin Minoli. The letter asks about the FOIA program at EPA and our compliance with the FOIA Improvement Act of 2016, among other related questions.

I imagine Kevin will reach out to us, but wanted to be sure you're aware of this action.

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Megan

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Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
Cell: 202-834-8385

From: Moody, Christina
Sent: Thursday, March 16, 2017 9:18 AM
To: Eades, Cassaundra <Eades.Cassaundra@epa.gov>; Mims, Kathy <Mims.Kathy@epa.gov>; Bailey, KevinJ <Bailey.KevinJ@epa.gov>
Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Subject: Fwd: Letter from Senator Bennet
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

CCU,

Please control. OEI - heads up.

Thanks

Christina J Moody
US Environmental Protection Agency
Moody.Christina@epa.gov

Begin forwarded message:

> **From:** "Richardson, RobinH" <Richardson.RobinH@epa.gov>
> **To:** "Juliana_Herman@bennet.senate.gov" <Juliana_Herman@bennet.senate.gov>
> **Cc:** "Moody, Christina" <Moody.Christina@epa.gov>, "Bailey, KevinJ" <Bailey.KevinJ@epa.gov>
> **Subject: FW: Letter from Senator Bennet**
>
> Hi Juliana –
>
> Thank you very much for your email forwarding the Senator's letter. Upon review if we have any questions we will follow up with you.
>
> Thank you again.
>
> Best, Robin
> ---
> Robin H Richardson
> Principal Deputy Associate Administrator
> Office of Congressional and Intergovernmental Relations
> U.S. Environmental Protection Agency
> 202-564-3358 (desk)
> 703-581-5814 (cell)
> richardson.robinh@epa.gov
>
> ---
>
> **From:** Herman, Juliana (Bennet) [mailto:Juliana_Herman@bennet.senate.gov]
> **Sent:** Wednesday, March 15, 2017 3:37 PM
> **To:** Richardson, RobinH <Richardson.RobinH@epa.gov>
> **Subject:** Letter from Senator Bennet
>
> Hello,
>
> Please find enclosed a letter from Senator Bennet regarding the Freedom of Information Act.
>
> Thank you,
> Juliana
>
> Juliana Herman

Senior Policy Advisor
Senator Michael Bennet
261 Russell Senate Office Building
Washington, D.C. 20510
(202) 224-5852

<Bennet incoming.pdf>

<Bennet response - 03-28-2017.docx>

<FOIA training slides 2017 final - 03-21-17.pptx>

<Memo_ Freedom of Information Act (FOIA) Standard Appeal Language for Use....pdf>

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 6/14/2017 11:27:38 AM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Chief FOIA Office notice

Draft:

Deliberative Process / Ex. 5

From: Gottesman, Larry
Sent: Monday, June 12, 2017 3:00 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: Chief FOIA Office notice

Right for now, just a reminder

From: Schumacher, Wendy
Sent: Monday, June 12, 2017 7:09 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Re: Chief FOIA Office notice

Larry,

What would like to say besides "this is the policy - follow it?" How will this be monitored and enforced?

The waiver is from you. Would you like a form?

Thanks, Wendy

From: Gottesman, Larry
Sent: Wednesday, June 7, 2017 5:00 PM
To: Schumacher, Wendy
Subject: Chief FOIA Office notice

Can you work on putting together a memo from Steve Fine to the AA and RA on the requirement that their staff is required to put all records in FOIAonline unless they a obtain a waiver.

I will email the policy in PDF shortly.

We have a little time, but if you get started, that would be great.

Larry F. Gottesman

Agency FOIA Officer

202-566-2162 (Direct line)

202-689-4588 (Mobile)

From: Gottesman, Larry
Sent: Tuesday, June 06, 2017 1:19 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>
Subject: FOIA options 6-6-17.docx

I hope this is useful and what you were looking for. I would like to explore these and other opportunities to improve the FOIA process at EPA.

Thanks

Larry F. Gottesman

Agency FOIA Officer

202-566-2162 (Direct line)

202-689-4588 (Mobile)

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 6/14/2017 12:05:56 AM
To: Fine, Steven [fine.steven@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Larsen, Elena [Larsen.Elena@epa.gov]; Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]; Grogard, Megan [Grogard.Megan@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Simon, Harvey [Simon.Harvey@epa.gov]
Subject: RE: Updating FOIA Regulations

Steve:

In response to your email, Larry suggested that we send just a very brief note back to DOJ, letting them know that Deliberative Process / Ex. 5 We have discussed all of the key policy issues with OGC and been through several draft versions. We're getting very close to having a final version, and it will probably take just one more back-and-forth before we have a final version for your review. We'll then schedule a briefing for you to review the key changes that are required and the revisions we're proposing, and to address any questions you may have.

Here's the proposed draft response to DOJ:

Deliberative Process / Ex. 5

Steven Fine, Ph.D.

Please let us know if you need anything else at this point. Thank you.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Fine, Steven
Sent: Thursday, June 08, 2017 12:26 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Byrd, Jonda <byrd.jonda@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Subject: FW: Updating FOIA Regulations

Larry,

Please see the email I'm forwarding. Can you please draft a brief status update that I could send to DOJ. In addition to the update, I'd be interested in knowing the broader picture of what changes are required by the law, what changes we are planning on implementing, and the schedule. If it would be helpful to discuss that broader picture, let's schedule some time.

Thanks.

Steve

From: Roberts, Lindsay (OIP) [mailto:Lindsay.Roberts@usdoj.gov]
Sent: Thursday, June 8, 2017 10:52 AM
To: Fine, Steven <fine.steven@epa.gov>
Subject: Updating FOIA Regulations

Dear Mr. Fine,

Please see the below emails and attached memorandum from OIP's Director regarding updating agency FOIA regulations. I just received your contact information from my colleague Matt Gardner—these earlier emails were sent to Ann Dunkin inadvertently and wanted to forward them to you for awareness.

Thank you,

Lindsay M. Roberts
Attorney-Advisor
Office of Information Policy
U.S. Department of Justice
202.305.0677

From: DOJ.OIP.FOIA (SMO)
Sent: Tuesday, June 06, 2017 4:06 PM
Subject: Updating FOIA Regulations

Good afternoon,

As a follow up to our previous inquiries regarding FOIA regulations, please see the attached memorandum from OIP's Director.

Sincerely,
OIP

From: DOJ.OIP.FOIA (SMO)
Sent: Tuesday, April 18, 2017 9:19 AM
Subject: RE: Review and Updating of FOIA Regulations

Good morning,

This email is to follow up on the below message from OIP's Director Melanie Pustay, inquiring about the status of your agency's FOIA Regulations. We recognize that some agencies may still be in the process of reviewing their regulations and have not published revisions yet. Any update you can provide would be much appreciated.

Sincerely,
OIP

From: DOJ.OIP.FOIA (SMO) [mailto:DOJ.OIP.FOIA@usdoj.gov]
Sent: Tuesday, March 21, 2017 3:27 PM
Subject: Review and Updating of FOIA Regulations

To: Chief FOIA Officers

From: Melanie Ann Pustay
Director
Office of Information Policy
U.S. Department of Justice

Re: Review and Updating of FOIA Regulations

As you are aware, the FOIA was amended on June 30, 2016, by the *FOIA Improvement Act of 2016*. Those FOIA amendments required agencies, within 180 days of enactment, to review and update their FOIA regulations in accordance with the provisions of the Act and to "include procedures for engaging in dispute resolution through the FOIA Public Liaison and the Office of Government Information Services." To assist agencies in conducting their review and updating their FOIA regulations, the Office of Information Policy (OIP), updated its *Guidance for Agency FOIA Regulations* and its accompanying *Template for Agency FOIA Regulations.* The Department of Justice has also updated its own FOIA regulations in accordance with the Act.

We write to ask each agency to provide OIP with a brief status report on their progress thus far in updating their FOIA regulations. You can respond by replying to this email. We ask for responses by March 31st. If you have any questions please do not hesitate to contact OIP's Compliance Team at 202-514-3642.

Thanks in advance.

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 3/17/2017 1:24:53 AM
To: Grogard, Megan [Grogard.Megan@epa.gov]
CC: Shenefiel, Pam [shenefiel.pam@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Haywood, Kevin [haywood.kevin@epa.gov]
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Megan,

Thank you!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

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Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: Re: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hi Larry (and Kevin H),

Thanks for the follow-up on the Senator Bennet letter. I've looped in Kevin Haywood to ensure the CMS action is assigned to OGC as suggested.

Thanks,
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Megan Grogard
Senior Advisor to the Acting Principal
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Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202/564-6812
Cell: 202/834-8385

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Thanks

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202-566-2162 (Direct line)
202-689-4588 (Mobile)

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Cc: Jones, Monica <Jones.Monica@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Fine, Steven <fine.steven@epa.gov>
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Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
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Sent: Thursday, March 16, 2017 9:18 AM
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Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Subject: Fwd: Letter from Senator Bennet

CCU,

Please control. OEI - heads up.

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Christina J Moody
US Environmental Protection Agency
Moody.Christina@epa.gov

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> **From:** "Richardson, RobinH" <Richardson.RobinH@epa.gov>
> **To:** "Juliana_Herman@bennet.senate.gov" <Juliana_Herman@bennet.senate.gov>
> **Cc:** "Moody, Christina" <Moody.Christina@epa.gov>, "Bailey, KevinJ" <Bailey.KevinJ@epa.gov>
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> Robin H Richardson
> Principal Deputy Associate Administrator
> Office of Congressional and Intergovernmental Relations
> U.S. Environmental Protection Agency
> 202-564-3358 (desk)
> 703-581-5814 (cell)
> richardson.robinh@epa.gov
>
> ---
>
> **From:** Herman, Juliana (Bennet) [mailto:Juliana_Herman@bennet.senate.gov]
> **Sent:** Wednesday, March 15, 2017 3:37 PM
> **To:** Richardson, RobinH <Richardson.RobinH@epa.gov>
> **Subject:** Letter from Senator Bennet
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> Thank you,
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Juliana Herman
Senior Policy Advisor
Senator Michael Bennet
261 Russell Senate Office Building
Washington, D.C. 20510
(202) 224-5852

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From: Grogard, Megan [Grogard.Megan@epa.gov]
Sent: 3/17/2017 1:18:48 AM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Haywood, Kevin [haywood.kevin@epa.gov]
CC: Shenefiel, Pam [shenefiel.pam@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Byrd, Jonda [byrd.jonda@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Dolph, Becky [Dolph.Becky@epa.gov]; Standifer, Juanita [Standifer.Juanita@epa.gov]; Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]
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Subject: Fwd: Letter from Senator Bennet

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Please control. OEI - heads up.

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Christina J Moody
US Environmental Protection Agency
Moody.Christina@epa.gov

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<Bailey.KevinJ@epa.gov>
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Robin H Richardson
Principal Deputy Associate Administrator
Office of Congressional and Intergovernmental Relations
U.S. Environmental Protection Agency
202-564-3358 (desk)
703-581-5814 (cell)
richardson.robinh@epa.gov

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Sent: Wednesday, March 15, 2017 3:37 PM
To: Richardson, RobinH <Richardson.RobinH@epa.gov>
Subject: Letter from Senator Bennet

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Thank you,
Juliana

Juliana Herman
Senior Policy Advisor
Senator Michael Bennet
261 Russell Senate Office Building
Washington, D.C. 20510
(202) 224-5852

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 3/28/2017 10:20:04 PM
To: Dolph, Becky [Dolph.Becky@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]
CC: Miller, Kevin [Miller.Kevin@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Grogard, Megan [Grogard.Megan@epa.gov]
Subject: FW: OEIP to Prepare Response for Senator Bennet (D-CO)
Attachments: Bennet incoming.pdf; Bennet response - 03-28-2017.docx; FOIA training slides 2017 final - 03-21-17.pptx; Memo_ Freedom of Information Act (FOIA) Standard Appeal Language for Use....pdf

Becky & Wendy,

Attached for your review is a draft response to Senator Bennet's letter regarding EPA's implementation of the FOIA Improvement Act of 2016. For reference, I've also attached the incoming letter from Senator Bennet, as well as the attachments for the response letter.

Please let us know if you have any comments or edits. I have sent a draft to the OEI-IO for Steve Fine's review, noting that OGC is reviewing it simultaneously. It is due to OCIR no later than
April 4, so I expect we'll try to finalize the response by the end of this week. Thanks so much!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Meyers, Aaron [Meyers.Aaron@epa.gov]
Sent: 7/3/2017 3:24:05 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Corrected versions RE: Alternative txt version of the course
Attachments: foiafinal2.zip; FOIAcaptions.txt

Sorry about the typo.

-Aaron

From: Schumacher, Wendy
Sent: Monday, July 03, 2017 10:32 AM
To: Meyers, Aaron <Meyers.Aaron@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: Alternative txt version of the course

Aaron,

Karen's email per our conversation. I also noticed that the "click" here links are not clickable. Is that something you can fix?

Thanks, Wendy

From: Hamlett, Karen
Sent: Friday, June 30, 2017 5:19 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Alternative txt version of the course

Wendy/Larry,
Can you please get me the alternative txt version of the 2017 FOIA course for 508 compliance reasons? I'm sure the information is available, because that is how we do the close captions.

If you have any questions, please do not hesitate to ask.

Karen Hamlett
Instructional System Designer
EPA University - Leadership Development Institute
1201 Constitution Avenue
WJC East, #1136 H
Washington, DC 20460
202-564-8302

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 7/3/2017 3:01:29 PM
To: Hamlett, Karen [hamlett.karen@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: Alternative txt version of the course
Attachments: FOIAcaptions.txt

Hope this works!

From: Meyers, Aaron
Sent: Monday, July 03, 2017 11:00 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Alternative txt version of the course

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Thanks, Wendy

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WJC East, #1136 H
Washington, DC 20460
202-564-8302

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From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 3/28/2017 10:11:50 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Byrd, Jonda [byrd.jonda@epa.gov]
Subject: FW: Bennet response 3 21 17.docx
Attachments: Bennet incoming.pdf; FOIA training slides 2017 final - 03-21-17.pptx; Memo_ Freedom of Information Act (FOIA) Standard Appeal Language for Use....pdf; Bennet response - 03-28-2017.docx

Larry,

Looking at the table in the response letter again. Should the Deliberative Process / Ex. 5?

Deliberative Process / Ex. 5

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Moser, Rebecca
Sent: Tuesday, March 28, 2017 5:55 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>
Subject: RE: Bennet response 3 21 17.docx

Larry & Jonda,

Thank you, Larry for preparing the draft response; and thank you Jonda for reviewing it. I have made a few non-substantive edits, and the revised version is attached. For convenience, I have also attached the incoming letter and the attachments for the response letter that Larry provided.

I will go ahead and send this to Megan Grogard for Steve Fine's review, with a note that OGC is reviewing it simultaneously (just touched base with Becky Dolph & Wendy Blake). Thanks again.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)

U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Byrd, Jonda
Sent: Tuesday, March 28, 2017 10:56 AM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Jones, Monica <Jones.Monica@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: Bennet response 3 21 17.docx

Rebecca,
I apologize, Larry sent this to me last week to review. Attached is Larry's draft response.
Thanks,
Jonda

Jonda Byrd,
Director, FOIA, Libraries & Accessibility Division
US EPA, Office Environmental Information
513-569-7183
513-487-2547 (fax)
202-236-1992 (cell)

From: Gottesman, Larry
Sent: Wednesday, March 22, 2017 3:57 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>
Subject: Bennet response 3 21 17.docx

Draft Senator Bennet's response and incoming letter to Kevin Minoli. OGC will have to review this draft, along with probably OCIR.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 3/28/2017 10:07:07 PM
To: Grogard, Megan [Grogard.Megan@epa.gov]
CC: Jones, Monica [Jones.Monica@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]; Simon, Harvey [Simon.Harvey@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: OEIP to Prepare Response for Senator Bennet (D-CO)
Attachments: Bennet incoming.pdf; Bennet response - 03-28-2017.docx; FOIA training slides 2017 final - 03-21-17.pptx; Memo_ Freedom of Information Act (FOIA) Standard Appeal Language for Use....pdf

Megan,

Attached for Steve's review is a draft response to Senator Bennet's letter regarding EPA's implementation of the FOIA Improvement Act of 2016. I have also attached the incoming letter from Senator Bennet for reference, and copies of the enclosures for the response letter.

OGC is also reviewing this draft simultaneously, and we'll let you know if they have any edits.

Please let us know if you have any questions, comments, or edits on this draft. Thank you.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Moser, Rebecca
Sent: Tuesday, March 21, 2017 9:08 PM
To: Grogard, Megan <Grogard.Megan@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Jones, Monica <Jones.Monica@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>
Subject: RE: OEIP to Prepare Response for Senator Bennet (D-CO)

Megan: Thanks for the update on the assignment of this correspondence. Larry Gottesman is working to develop a response, and he'll consult with OGC, as appropriate. We'll provide a response back to you as requested by March 28.

Larry: Thank you for developing the draft response on OEIP's behalf, in consultation with OGC as needed.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Grogard, Megan
Sent: Tuesday, March 21, 2017 10:40 AM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Jones, Monica <Jones.Monica@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>
Subject: OEIP to Prepare Response for Senator Bennet (D-CO)

Good Morning Rebecca,

Please note that the response to Senator Bennet is due to OCIR by April 4.

Please prepare for Steve's signature as Acting Chief Information Officer, and provide a draft response to the IO for review no later than Tuesday, March 28.

Thanks,
Megan

~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
Cell: 202-834-8385

Control AL-17-000-6410 has been assigned to your office on 3/21/17 10:18 AM by Kathy Mims. Please go to the CMS webpage to view the details of the control.

Summary Information -
Control Number: AL-17-000-6410
Control Subject: INQUIRE ABOUT EPA'S REGULATIONS, GUIDANCE, PROCESSES AND STANDARDS FOR IMPLEMENTING THE FREEDOM OF INFORMATION ACT (FOIA)
From: Bennet, Michael F

From: Moody, Christina
Sent: Tuesday, March 21, 2017 9:54 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Haywood, Kevin <haywood.kevin@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>; Eades, Cassaundra <Eades.Cassaundra@epa.gov>; Mims, Kathy <Mims.Kathy@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Dickerson, Tom <Dickerson.Tom@epa.gov>; Aarons, Kyle <Aarons.Kyle@epa.gov>
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)
~~~~~~

Work with Kevin, but OEI should have lead on this letter. I'm going to ask CCU to reassign this back to OEI for response. Please coordinate with OGC as appropriate.

CCU, please reassign this control back to OEI.

Thanks,

Christina J. Moody
US Environmental Protection Agency
Moody.Christina@epa.gov

From: Gottesman, Larry
Sent: Tuesday, March 21, 2017 9:45 AM
To: Moody, Christina <Moody.Christina@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Haywood, Kevin <haywood.kevin@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Dickerson, Tom <Dickerson.Tom@epa.gov>; Aarons, Kyle <Aarons.Kyle@epa.gov>
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

It was Kevin Miller who agreed to take the lead on the letter.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Moody, Christina
Sent: Tuesday, March 21, 2017 9:44 AM
To: Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Haywood, Kevin <haywood.kevin@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Dickerson, Tom <Dickerson.Tom@epa.gov>; Aarons, Kyle <Aarons.Kyle@epa.gov>
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Larry,

Who in OGC first agreed to take lead on the letter? I agree with Charlotte, OEI should be point with coordination with OGC if necessary.

Christina J. Moody
US Environmental Protection Agency
Moody.Christina@epa.gov

From: Youngblood, Charlotte
Sent: Monday, March 20, 2017 3:00 PM
To: Haywood, Kevin <haywood.kevin@epa.gov>; Moody, Christina <Moody.Christina@epa.gov>; Gottesman, Larry

<Gottesman.Larry@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Dickerson, Tom <Dickerson.Tom@epa.gov>; Aarons, Kyle <Aarons.Kyle@epa.gov>
Subject: FW: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

All,

Deliberative Process / Ex. 5

Let me know if I'm misunderstanding something? (copying OCIR as well)

Thank you!

Charlotte Youngblood
Deputy Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-0283
youngblood.charlotte@epa.gov

From: Haywood, Kevin
Sent: Monday, March 20, 2017 10:03 AM
To: Grogard, Megan <Grogard.Megan@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hello,
The Congressional correspondence (CMS AL-17-000-6410) was sent back to OCIR this morning. OCIR will then reassign it to OGC.

Kevin Haywood
Resource & Program Management Division
OEI-OBOS-RPMD
Work: 202-564-6668
Fax: 202-565-2441

From: Grogard, Megan
Sent: Thursday, March 16, 2017 9:19 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Haywood, Kevin <haywood.kevin@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: Re: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hi Larry (and Kevin H),

Thanks for the follow-up on the Senator Bennet letter. I've looped in Kevin Haywood to ensure the CMS action is assigned to OGC as suggested.

Thanks,
Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202/564-6812
Cell: 202/834-8385

On Mar 16, 2017, at 5:37 PM, Gottesman, Larry <Gottesman.Larry@epa.gov> wrote:

> Megan-
>
> We just has a conference call with OGC on various issues and Senator Bennet's letter was discussed. OGC informed us that they will take the lead in responding to the Senator. OGC will let us know if they need anything from OEI.
>
> Let me know if you have any questions.
>
> Thanks
>
> Larry F. Gottesman
> Agency FOIA Officer
>
> 202-566-2162 (Direct line)
> 202-689-4588 (Mobile)
>
> ---
>
> **From:** Grogard, Megan
> **Sent:** Thursday, March 16, 2017 10:24 AM
> **To:** Moser, Rebecca <Moser.Rebecca@EPA.GOV>
> **Cc:** Jones, Monica <Jones.Monica@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Fine, Steven <fine.steven@epa.gov>
> **Subject:** NEW INQUIRY on FOIA from Senator Bennet (D-CO)
>
> Hi Rebecca,
~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Please see the attached Congressional Letter from Senator Michael Bennet (D-CO) to Kevin Minoli. The letter asks about the FOIA program at EPA and our compliance with the FOIA Improvement Act of 2016, among other related questions.

I imagine Kevin will reach out to us, but wanted to be sure you're aware of this action.

Thanks,
Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
Cell: 202-834-8385

From: Moody, Christina
Sent: Thursday, March 16, 2017 9:18 AM
To: Eades, Cassaundra <Eades.Cassaundra@epa.gov>; Mims, Kathy <Mims.Kathy@epa.gov>; Bailey, KevinJ <Bailey.KevinJ@epa.gov>
Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Subject: Fwd: Letter from Senator Bennet

CCU,

Please control. OEI - heads up.

Thanks

Christina J Moody
US Environmental Protection Agency
Moody.Christina@epa.gov

Begin forwarded message:

> **From:** "Richardson, RobinH" <Richardson.RobinH@epa.gov>
> **To:** "Juliana_Herman@bennet.senate.gov" <Juliana_Herman@bennet.senate.gov>
> **Cc:** "Moody, Christina" <Moody.Christina@epa.gov>, "Bailey, KevinJ" <Bailey.KevinJ@epa.gov>
> **Subject: FW: Letter from Senator Bennet**
>
> Hi Juliana –
>
> Thank you very much for your email forwarding the Senator's letter. Upon review if we have any questions we will follow up with you.
>
> Thank you again.
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Best, Robin

Robin H Richardson
Principal Deputy Associate Administrator
Office of Congressional and Intergovernmental Relations
U.S. Environmental Protection Agency
202-564-3358 (desk)
703-581-5814 (cell)
richardson.robinh@epa.gov

From: Herman, Juliana (Bennet) [mailto:Juliana_Herman@bennet.senate.gov]
Sent: Wednesday, March 15, 2017 3:37 PM
To: Richardson, RobinH <Richardson.RobinH@epa.gov>
Subject: Letter from Senator Bennet

Hello,

Please find enclosed a letter from Senator Bennet regarding the Freedom of Information Act.

Thank you,
Juliana

Juliana Herman
Senior Policy Advisor
Senator Michael Bennet
261 Russell Senate Office Building
Washington, D.C. 20510
(202) 224-5852

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 5/31/2017 12:02:43 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Fw: ICR Letters posted

Larry,

Spoke to Cris.

There is a spot on the template to put the expiration date. Do you want me to add that instead of having people enter it themselves? I pointed out that the date is on the Intranet page.

Thanks, Wendy

From: Schena, Cristeen
Sent: Wednesday, May 31, 2017 7:14 AM
To: Schumacher, Wendy
Subject: RE: ICR Letters posted

Ok, I just thought they were set dates that were always standard on the letters until they expired (they always were before). If we are to fill in the date, what would we put?

From: Schumacher, Wendy
Sent: Wednesday, May 31, 2017 7:13 AM
To: Schena, Cristeen <Schena.Cristeen@epa.gov>
Subject: Re: ICR Letters posted

Cris,

I don't think that we should put the dates on the sample letters. You would be surprised how many people don't even delete the information that says "Letter A."

Wendy

From: Schena, Cristeen
Sent: Wednesday, May 31, 2017 7:08 AM
To: Schumacher, Wendy
Subject: RE: ICR Letters posted

Hi Wendy,

Quick question on these, shouldn't there be an Approval Expiration Date on the templates?

Cris

From: Schumacher, Wendy
Sent: Thursday, May 25, 2017 9:33 AM
To: Albano, Emily <Albano.Emily@epa.gov>; Calderon, Wanda <Calderon.Wanda@epa.gov>; Engels, Alan <engels.alan@epa.gov>; Gross, Louann <Gross.LouAnn@epa.gov>; Hines, Andrea <hines.andrea@epa.gov>; Ho, Nancy <Ho.Nancy@epa.gov>; Johnson, Ivry <Johnson.Ivry@epa.gov>; Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Lane, Leticia <Lane.Leticia@epa.gov>; Schena, Cristeen <Schena.Cristeen@epa.gov>; Stevens, Edie <Stevens.Edie@epa.gov>; Tate, Rita <Tate.Rita@epa.gov>; Wheatley, Jessica <wheatley.jessica@epa.gov>; Barnett-Owens, Inga <Barnett-Owens.Inga@epa.gov>; Cedeno-Zambrano, Lorena <Cedeno-Zambrano.Lorena@epa.gov>; Evanko, Peter <Evanko.Peter@epa.gov>; Hamilton, Sabrina <Hamilton.Sabrina@epa.gov>; Jones-Coleman, Diane <Jones-Coleman.Diane@epa.gov>; Kennedy, Chandra <Kennedy.Chandra@epa.gov>; Levine, Scott <Levine.Scott@epa.gov>; Malloy, Marilyn <Malloy.Marilyn@epa.gov>; McLendon, Wanda <McLendon.Wanda@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>; Newton, Jonathan <Newton.Jonathan@epa.gov>; Sandfoss, Kristina <Sandfoss.Kristina@epa.gov>; Williams, LaShawn <williams.lashawn@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: ICR Letters posted

Hello,

The ICR for confidential business information has been approved by OMB! Find the letter templates here: http://intranet.epa.gov/foia/FOIA-Guidance.html

This ICR is to collect the information we require from submitters of confidential business information to make final administrative determinations regarding whether or not the business information covered by a confidentiality claim is entitled to confidential treatment.

Come to the June FOIA Coordinator or Officer meeting with any questions!

Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Crawford, Tim [Crawford.Tim@epa.gov]
Sent: 3/9/2017 2:05:00 PM
To: MacDonald, Jennifer [Macdonald.Jennifer@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Kercheval, Stephanie [Kercheval.Stephanie@epa.gov]; Stern, Allyn [Stern.Allyn@epa.gov]; Tyree, James [Tyree.James@epa.gov]; Castanon, Lisa [Castanon.Lisa@epa.gov]; Matthews, Julie [Matthews.Juliane@epa.gov]
Subject: RE: FOIAonline question

Thank you for the note Jennifer—Larry raised this yesterday and I'm prepared to request an estimate for creating the additional notification if there is no additional discussion needed. I'll look to OGC for any additional comments, and keep everyone current on the status.
--thanks again

Tim Crawford, OpenGov PMO
Senior Policy Advisor
Office of Information Collection
Environmental Protection Agency
crawford.tim@epa.gov
(o) 202.566.1574
(c) 202.603.8538

From: MacDonald, Jennifer
Sent: Wednesday, March 08, 2017 8:01 PM
To: Miller, Kevin <Miller.Kevin@epa.gov>; Crawford, Tim <Crawford.Tim@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Stern, Allyn <Stern.Allyn@epa.gov>; Tyree, James <Tyree.James@epa.gov>; Castanon, Lisa <Castanon.Lisa@epa.gov>; Matthews, Julie <Matthews.Juliane@epa.gov>
Subject: RE: FOIAonline question

Hello, I am reaching out on this issue of notification to the region when a requester files an administrative FOIA appeal. I

Deliberative Process / Ex. 5

Hopefully we can figure out a way to address this problem soon. Please keep us informed of the status of efforts. We're happy to schedule time to discuss this issue.
Thank you.
-Jennifer

Jennifer G. MacDonald, Asst. Regional Counsel
U.S. Environmental Protection Agency, Region 10
1200 Sixth Avenue, Suite 900
Seattle, Washington 98101
206-553-8311
MacDonald.Jennifer@epa.gov

From: Miller, Kevin
Sent: Monday, December 21, 2015 2:56 PM
To: MacDonald, Jennifer <Macdonald.Jennifer@epa.gov>; Crawford, Tim <Crawford.Tim@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Stern, Allyn <Stern.Allyn@epa.gov>
Subject: RE: FOIA online question

Larry and Tim,

Can you clarify, who besides OGC is notified that a requestor filed an administrative FOIA appeal?

Kevin Miller | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington DC 20460 | phone: (202) 564-2691

From: MacDonald, Jennifer
Sent: Monday, December 21, 2015 1:34 PM
To: Crawford, Tim <Crawford.Tim@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Stern, Allyn <Stern.Allyn@epa.gov>
Subject: RE: FOIA online question

Hello,

Thank you for exploring the problem of Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Seems a fairly simple approach to the issue, if this could work. Please let us know if this practice could be instituted. Thank you.
-Jennifer

Jennifer G. MacDonald, Asst. Regional Counsel
U.S. Environmental Protection Agency, Region 10
1200 Sixth Avenue, Suite 900
Seattle, Washington 98101
206-553-8311
MacDonald.Jennifer@epa.gov

The contents of this e-mail and any attachments to it may contain deliberative-process, attorney-client, attorney work product, or otherwise privileged material. If you are not the intended recipient, or believe you have received this communication in error, please delete the copy you received, and do not print, copy, retransmit, disseminate, or otherwise use the information. Thank you.

From: Crawford, Tim
Sent: Friday, December 18, 2015 11:55 AM
To: Miller, Kevin; Gottesman, Larry
Cc: MacDonald, Jennifer
Subject: RE: FOIA online question

This is the response back about the technical feasibility Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Meaning, and change would be fairly complex. I can get a quote for an estimate if you believe it is worth pursuing.
--thank you

Tim Crawford, OpenGov PMO
Senior Policy Advisor
Office of Information Collection
Environmental Protection Agency
crawford.tim@epa.gov
(o) 202.566.1574
(c) 202.603.8538

From: Miller, Kevin
Sent: Wednesday, December 16, 2015 2:25 PM
To: Crawford, Tim <Crawford.Tim@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: MacDonald, Jennifer <Macdonald.Jennifer@epa.gov>
Subject: RE: FOIA online question

Yes. Thanks. I'm pretty sure that all Regions would be interested in this.

Kevin Miller | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington DC 20460 | phone: (202) 564-2691

From: Crawford, Tim
Sent: Wednesday, December 16, 2015 2:24 PM
To: Miller, Kevin <Miller.Kevin@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: MacDonald, Jennifer <Macdonald.Jennifer@epa.gov>
Subject: RE: FOIA online question

Hi Kevin/Jennifer:
I can ask. The notification would go to the Regional FOIA officer where the original request was assigned?
-thanks

Tim Crawford, OpenGov PMO
Senior Policy Advisor
Office of Information Collection
Environmental Protection Agency
crawford.tim@epa.gov
(o) 202.566.1574
(c) 202.603.8538

From: Miller, Kevin
Sent: Wednesday, December 16, 2015 2:19 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Crawford, Tim <Crawford.Tim@epa.gov>
Cc: MacDonald, Jennifer <Macdonald.Jennifer@epa.gov>
Subject: FOIA online question

Larry and Tim,

Is there a way that FOIAonline can be set-up so the Regional FOIA Officer receives a notification of an administrative FOIA appeal? Jennifer – feel free to add any detail. Thanks.

Kevin Miller | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington DC 20460 | phone: (202) 564-2691

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/18/2018 9:18:42 PM
To: Johnson, Ivry [Johnson.Ivry@epa.gov]
Subject: R9-2018-007355
Attachments: Awareness Notification e-mail template 11272018 Final (002).docx

Please complete and send for Awareness Notification.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Williams, LaShawn [williams.lashawn@epa.gov]
Sent: 12/18/2018 5:46:01 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: FOIA Coordinators/Officers meeting

Hi Larry,

I will be calling into the meeting and signing out slightly early to attend our 3:00 reg review.

LaShawn

LaShawn H. Williams
Paralegal Specialist/OGC FOIA Coordinator
Office of General Counsel
General Law Office
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue (MC 2377A)
Washington, D.C. 20460
(202) 564-3822 (office)
(202) 564-5432 (fax)

CONFIDENTIALITY STATEMENT: The information contained in this electronic message is privileged and confidential information for the use of the individual or entity named above. If you are not the intended recipient or the employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any disclosure, dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete the message.

-----Original Appointment-----
From: Gottesman, Larry
Sent: Friday, December 7, 2018 12:04 PM
To: Gottesman, Larry; OGC GLO FOIA Litigation Team; FOIA Coordinators; FOIA Coordinators Alt; FOIA Officers Alt; Info Attys; Tran, Victoria; OGC NFO; Ingram, Earl; Lubetsky, Jonathan; Espinoza, Ana; Zipf, Lynn
Subject: FW: FOIA Coordinators/Officers meeting
When: Tuesday, December 18, 2018 1:00 PM-3:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: DCRoomARN6500PolyPCTB/DC-ARN-OAR

This is the rescheduled meeting where the Awareness Notification Procedures will be discussed and explained. If you are available, please attend if you have a matter in litigation and will be making productions. Thank you!

-----Original Appointment-----
From: Gottesman, Larry
Sent: Friday, December 07, 2018 12:04 PM
To: Gottesman, Larry; FOIA Coordinators; FOIA Coordinators Alt; FOIA Officers Alt; Info Attys; Tran, Victoria; OGC NFO; Ingram, Earl; Lubetsky, Jonathan; Espinoza, Ana; Zipf, Lynn
Subject: FOIA Coordinators/Officers meeting

When: Tuesday, December 18, 2018 1:00 PM-3:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: DCRoomARN6500PolyPCTB/DC-ARN-OAR

We are having a joint FOIA Coordinators and Offices meeting for the month of December.

The focus of this meeting will be to discuss and answer any questions you have concerning the attached documents.

The call in number will be Conference Line/Code / Ex. 6

Please feel free to share this invite with your FOIA professionals.

Please let me know if you have any questions.

Thank you.

Larry Gottesman

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/14/2018 3:27:46 PM
To: Jackson, Mildred [Jackson.Mildred@epa.gov]
CC: Sandfoss, Kristina [Sandfoss.Kristina@epa.gov]
Subject: FW: Freedom of Information Act Request EPA-HQ-2018-006762
Attachments: FOIA Efficiency Memo.pdf; Awareness Notification e-mail template 11272018 Final (002).docx

Have you followed these procedures?

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Jackson, Mildred
Sent: Friday, December 14, 2018 9:42 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Freedom of Information Act Request EPA-HQ-2018-006762

Good morning, Larry. Just checking to see when you will be able to complete the review of FOIA case number EPA-HQ-2018-006762.

Respectfully,

Mildred A. Jackson
Government Information Specialist
Office of Acquisition Solutions
Policy, Training and Oversight Division
Management Support Branch
FOIA Team (3802R)

From: Jackson, Mildred
Sent: Thursday, November 29, 2018 12:57 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Long, Brian <Long.Brian@epa.gov>; Scott, Raoul <Scott.Raoul@epa.gov>
Subject: Freedom of Information Act Request EPA-HQ-2018-006762

Good afternoon, Larry. I am checking to see when you will complete the review of FOIA case number EPA-HQ-2018-006762. It has been setting in FOIAonline since June 7, 2018. I would like to close this out in the system. Please get back with me.

Respectfully,

Mildred A. Jackson
Government Information Specialist
Office of Acquisition Solutions
Policy, Training and Oversight Division
Management Support Branch
FOIA Team (3802R)

Message

From: Kelly, Lynn [Kelly.Lynn@epa.gov]
Sent: 11/20/2018 8:54:03 PM
To: Kaminer, Joan [Kaminer.Joan@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: Awareness Notification, FOIA EPA-R10-2019-000504 (Perry, Oregon DOJ)
Attachments: 100121474.pdf; 100121479.pdf

Importance: High

Forwarding this email to Joan. Larry, please include Joan on this question.

We're in a meeting now with Joan, Kevin, Wendy and Tim (GLO Reg review) and we'll discuss this status at the end of the meeting.

Lynn Kelly | Temporary Assistant General Counsel for FOIA Litigation & Special Projects | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington, DC 20460 | phone: (202) 564-3266

The contents of this e-mail and any attachments to it may contain deliberative-process, attorney-client, attorney work product, or otherwise privileged material. If you are not the intended recipient, or believe you have received this communication in error, please delete the copy you received, and do not print, copy, retransmit, disseminate, or otherwise use the information. Thank you.

From: Gottesman, Larry
Sent: Tuesday, November 20, 2018 3:50 PM
To: Kelly, Lynn <Kelly.Lynn@epa.gov>
Subject: FW: Awareness Notification, FOIA EPA-R10-2019-000504 (Perry, Oregon DOJ)
Importance: High

Please disregard my email and my template and consider the one Denise sent yesterday.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Epp, Timothy
Sent: Tuesday, November 20, 2018 3:46 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: Awareness Notification, FOIA EPA-R10-2019-000504 (Perry, Oregon DOJ)
Importance: High

Larry, see the email below. I previously sent the below email seeking legal review on the original template. Your email this afternoon creates confusion regarding our legal review ask. Please reach out to Lynn and clarify that the below is what we seek them to review.

Tim

Timothy R. Epp
Acting Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency
Tel. 202-564-2830

From: Epp, Timothy
Sent: Monday, November 19, 2018 3:48 PM
To: Blake, Wendy <Blake.Wendy@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
Subject: FW: Awareness Notification, FOIA EPA-R10-2019-000504 (Perry, Oregon DOJ)
Importance: High

Hi Wendy, Charlotte, Kevin, and Lynn,

Denise told me that you want more time to provide a legal review of the Awareness Notification Process email template. **Please provide your legal review as soon as possible.** Larry needs to send out tomorrow the emails to the action offices telling them that they have a FOIA request that has been flagged for awareness notification. We plan to attach the email template to Larry's email to help ensure that each action office knows how to comply with Chief of Staff Jackson's memo. Below is an example of the email template in use.

Tim

Timothy R. Epp
Acting Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency
Tel. 202-564-2830

From: Kercheval, Stephanie
Sent: Monday, November 19, 2018 1:42 PM
To: Walker, Denise <Walker.Denise@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Tyree, James <Tyree.James@epa.gov>; Matthews, Julie <Matthews.Juliane@epa.gov>; Stern, Allyn <Stern.Allyn@epa.gov>; Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Fleming, Sheila <fleming.sheila@epa.gov>; Bilbrey, Sheryl <bilbrey.sheryl@epa.gov>; Ebright, Stephanie <EBRIGHT.STEPHANIE@EPA.GOV>; Ingemansen, Dean <Ingemansen.Dean@epa.gov>; Zhen, Davis <Zhen.Davis@epa.gov>; Pirzadeh, Michelle <Pirzadeh.Michelle@epa.gov>; MacDonald, Jennifer <Macdonald.Jennifer@epa.gov>
Subject: Awareness Notification, FOIA EPA-R10-2019-000504 (Perry, Oregon DOJ)

Hello,

Thank you for talking with us this morning, Denise. As you suggested, we are writing to provide the awareness notification related to FOIA 19-000504. This FOIA was scheduled to be closed November 13. Region 10 discovered the Awareness Review hold when we attempted to close the FOIA on November 8. Since that time, the memo describing the process for such reviews was issued. Accordingly, we are providing the information described in the memo.

This FOIA request was submitted by an attorney with Oregon Department of Justice. This attorney is representing one of the government PRPs at the Portland Harbor Superfund Site. The records are not exempt under FOIA. Region 10 has informed the submitter of the records that the Agency has received a request for these documents.

Action Office								
FOIA ID	Requester	Organization	Date of Request	Date Sent for Notification	Description	Status	Disposition	Number of Records and/or pages
EPA-R10-2019-000504	Lynne Perry	Oregon Department of Justice (Government PRP)	10/15/2018	11/08/2018	Letter to EPA Region 10 from or on behalf of PCI Private Business Group presenting questions regarding EPA flexibility in implementation of the Portland Harbor ROD. (Specific date unknown – believed to be @September 2018).	Final response	Release in full	1 record (2 parts – email and attachment)

The following offices have equities in these records and have reviewed the relevant records: Region 10, Office of Environmental Cleanup

The manager who approved this release is: Davis Zhen and Sheryl Bilbrey (Sheila Fleming acting)

The records are:

_X_ are attached/

___ may be found at the following link: [Insert link]

If you have questions concerning the records responsive to this FOIA case or this Awareness Notification, please contact Region 10's FOIA Attorney, Jennifer MacDonald at (206) 553-8311, thank you.

Stephanie Kercheval, R10 FOIA Officer
U.S. Environmental Protection Agency
Office of Management Programs
Information Services Unit, FOIA Team
1200 Sixth Avenue, Suite 155, M/S OMP 132-2
Seattle, Washington 98101-3123
(206) 553-8665

kercheval.stephanie@epa.gov

Message

From: Walker, Denise [Walker.Denise@epa.gov]
Sent: 11/28/2018 7:59:54 PM
To: Kaminer, Joan [Kaminer.Joan@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Awareness Notification Cover e-mail

Good question. I almost changed it to "office" to follow the "action office" language.
Larry, is there a reason you used organization?

Thanks,
Denise

Denise A. Walker
U.S. Environmental Protection Agency
Acting Assistant Director, OGC FOIA Expert Assistance Team
Washington, D.C. | 7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

From: Kaminer, Joan
Sent: Wednesday, November 28, 2018 2:56 PM
To: Walker, Denise <Walker.Denise@epa.gov>
Subject: RE: Awareness Notification Cover e-mail

Denise, What does "organization" mean exactly? Is it from FOIAonline?

Joan G. Kaminer
Attorney-Advisor
EPA/OGC/GLO/ILPG
202-564-0334
Kaminer.joan@epa.gov

From: Walker, Denise
Sent: Wednesday, November 28, 2018 2:46 PM
To: Blake, Wendy <Blake.Wendy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Kaminer, Joan <Kaminer.Joan@epa.gov>
Subject: RE: Awareness Notification Cover e-mail

Any issues? Please let me and Larry know by COB so we can start sending tomorrow.

Thanks!
Denise

Denise A. Walker
U.S. Environmental Protection Agency

Acting Assistant Director, OGC FOIA Expert Assistance Team
Washington, D.C. | 7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

From: Walker, Denise
Sent: Wednesday, November 28, 2018 11:54 AM
To: Blake, Wendy <Blake.Wendy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Kaminer, Joan <Kaminer.Joan@epa.gov>
Subject: Re: Awareness Notification Cover e-mail

Wendy & Larry:

I've reviewed the text for the cover e-mail that Tim circulated last week.

I made a few minor edits. Wendy, is this ok with you?

Dear ___:

The following FOIA requests, assigned to your organization, have been selected for the Awareness Notification Process set forth in the attached Chief of Staff's Memorandum.

The FOIAonline tracking number(s) for the selected FOIA requests is/are:

For these FOIA requests, please follow the procedures set out in the attached Chief of Staff's Memorandum. For steps 4 and 5, an email template is attached for your use.

Please contact me if you have any questions.

Thank you,

Larry F. Gottesman

Agency FOIA Officer

Office of General Counsel

U.S. Environmental Protection Agency

202-566-2162 (Direct line)

202-689-4588 (Mobile)

202-566-1667 (Main line)

Sent from my iPhone

On Nov 21, 2018, at 4:34 PM, Epp, Timothy <Epp.Timothy@epa.gov> wrote:

Wendy, see the draft cover email below.

Please work with Larry and Denise next week to finalize.

Thanks,
Tim

Timothy R. Epp
Acting Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency
Tel. 202-564-2830

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Please let me know if you have any question.

Thank you.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
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202-566-1667 (Main line)

<Awareness Notification Memorandum.pdf>

<Awareness notification email template.docx>

Message

From: Walker, Denise [Walker.Denise@epa.gov]
Sent: 11/28/2018 10:28:43 PM
To: Kaminer, Joan [Kaminer.Joan@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Awareness Notification Cover e-mail

Ok, let's go with office.

I assume you and Tim discussed a distribution list?
We can talk tomorrow.

Denise

Denise A. Walker
U.S. Environmental Protection Agency
Acting Assistant Director, OGC FOIA Expert Assistance Team
Washington, D.C. | 7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

From: Kaminer, Joan
Sent: Wednesday, November 28, 2018 5:06 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Walker, Denise <Walker.Denise@epa.gov>
Subject: Re: Awareness Notification Cover e-mail

We used office in the awareness notification process and email template.

Can we say assigned to your office and/or just put in what the name of the office is? If it's OGC, day "assigned to your office (OGC)" or "assigned to your office (OECA/OC)." Whatever is appropriate.

You are sending individualized emails out already, right? Not a mass email for all offices with a flagged FOIA?

Sent from my iPhone

On Nov 28, 2018, at 4:48 PM, Gottesman, Larry <Gottesman.Larry@epa.gov> wrote:

> Just because it is going to DAAs and DRAs I thought Office would be confusing. Since most AAships/Regions have multiple offices. I am fine either way.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Walker, Denise
Sent: Wednesday, November 28, 2018 3:00 PM
To: Kaminer, Joan <Kaminer.Joan@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
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Kaminer.joan@epa.gov

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Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Kaminer, Joan <Kaminer.Joan@epa.gov>
Subject: RE: Awareness Notification Cover e-mail

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Washington, D.C. | 7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

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From: Walker, Denise
Sent: Wednesday, November 28, 2018 11:54 AM
To: Blake, Wendy <Blake.Wendy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Kaminer, Joan <Kaminer.Joan@epa.gov>
Subject: Re: Awareness Notification Cover e-mail

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Agency FOIA Officer

Office of General Counsel

U.S. Environmental Protection Agency

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Tel. 202-564-2830

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Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

<Awareness Notification Memorandum.pdf>

<Awareness notification email template.docx>

Appointment

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/12/2018 2:07:12 PM
To: Latham, John [Latham.John@epa.gov]; Ingram, Earl [Ingram.Earl@epa.gov]

Subject: FW: FOIA Coordinators/Officers meeting
Attachments: FOIA Efficiency Memo.pdf; Awareness Notification e-mail template 11272018 Final (003).docx
Location: DCRoomARN6500PolyPCTB/DC-ARN-OAR

Start: 12/18/2018 6:00:00 PM
End: 12/18/2018 8:00:00 PM
Show Time As: Tentative

-----Original Appointment-----
From: Gottesman, Larry
Sent: Friday, December 07, 2018 12:04 PM
To: Gottesman, Larry; FOIA Coordinators; FOIA Coordinators Alt; FOIA Officers Alt; Info Attys; Tran, Victoria; OGC NFO; Ingram, Earl; Lubetsky, Jonathan; Espinoza, Ana; Zipf, Lynn
Cc: Campbell, Rich; Armstrong, Kathy; Newman, Maya; Clark, Jacqueline; Albergottie, Daniele; Azad, Ava; Badalamente, Mark; Barnes, Cassandra; Battle, Jernell; Bunnell, Julia; Dalzell, Sally; Johnson, Natalie; Miles, James; Pettiford, Isabelle; Powell-Dickson, Antoinette; Reid, Danesha; Seaton, Tom; Spriggs, Gwendolyn; Werner, Jacqueline; Wilson, Dane; Stoy, Alyse; Story, Karen; Adkins, Norman; McLendon, Wanda; Clarke, Victoria; Kaminer, Joan; Gardner, Allison; Wood, Nicole; Lao, Judy; Gross, Louann; Palmer, Leif; Allen, Robin; Capel, Susan; Caplan, Robert W.; Hines, Andrea; Johnson, Patrick; Johnson, Priscilla; Jones, LaShandra; Luetscher, Greg; Mendez, Gayla; Rouch, Ellen; Wilson, Saundi; Cody, Karen; Cruver, Melvin; Dangerfield, Leonard; Patillo, Shayla; Pearce, Jennifer; Pressley, Miriam; Robinson, Donna; Woodard-Burrell, Gwendolyn; Leon, Sandra; Fritz, Frank; Bacci, Manuela; Martinez, Doris; Stanton, Rachel; Mendez, Gayla; Williams, LaShawn; Green, LindaE; Edgell, Joe; Matthews, Julie; Barnett-Owens, Inga; Stallworth, Deirdre; Walker, Denise; Kennedy, Chandra; FOIA Officers; Johnson, Ivry; Wheatley, Jessica; Kirst, Tina; Adams, Janet; Bayless, Shirley; Bradford, Deanna; Brown, Dorothy; Donaldson, Yerusha; Ford, Mark; Gonzales, Kristina; Johnson, LaGayla; Kersey, Ricky; Lane, Leticia; Langley, Shirley; Morgan, Jeanette; Ortiz, Diana; Pemberton, Mary; Ragon, Derek; Rymer, Edwina; Sloan, Charlene; Thurman, Joyce; Trim, JEWELINE; Vasquez, Maria; Vaughn, Lorena; Wang, Jonathan; Tate, Rita; Calderon, Wanda; Stevens, Edie; Schena, Cristeen; Kercheval, Stephanie; Knapp, Michael; Brown, Sineta; Herrema, Jeffrey; Connery, Shannon; Gupta, Kaushal; Ho, Nancy; Busterud, Gretchen; Levine, Scott; Salisbury, Demetra; Sandfoss, Kristina; Moumbleaux, Joan; Rementer, Nicole; Schumacher, Wendy; Clausen, Rebecca; Ocampo, William; Pearce, Susan; Ramsey, Ashley; Susan Hazen; Smith, Susan
Subject: FOIA Coordinators/Officers meeting
When: Tuesday, December 18, 2018 1:00 PM-3:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: DCRoomARN6500PolyPCTB/DC-ARN-OAR

Call in nun Conference Line/Code / Ex. 6
Conf code

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/11/2018 8:03:56 PM
To: Wheatley, Jessica [wheatley.jessica@epa.gov]
Subject: 2018-009624
Attachments: Awareness Notification e-mail template 11272018 Final (003).docx; FOIA Efficiency Memo.pdf

Please follow the attached procedures.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Appointment

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Sent: 12/11/2018 5:47:32 PM
To: FOIA Officers [FOIAOfficers@epa.gov]; FOIA Officers Alt [FOIAOfficers-Alt@epa.gov]

Subject: FW: FOIA Coordinators/Officers meeting
Attachments: FOIA Efficiency Memo.pdf; Awareness Notification e-mail template 11272018 Final (003).docx
Location: DCRoomARN6500PolyPCTB/DC-ARN-OAR

Start: 12/18/2018 6:00:00 PM
End: 12/18/2018 8:00:00 PM
Show Time As: Tentative

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Sent: Friday, December 07, 2018 12:04 PM
To: Gottesman, Larry; FOIA Coordinators; FOIA Coordinators Alt; FOIA Officers Alt; Info Attys; Tran, Victoria; OGC NFO; Ingram, Earl; Lubetsky, Jonathan; Espinoza, Ana; Zipf, Lynn
Cc: Campbell, Rich; Armstrong, Kathy; Newman, Maya; Clark, Jacqueline; Albergottie, Daniele; Azad, Ava; Badalamente, Mark; Barnes, Cassandra; Battle, Jernell; Bunnell, Julia; Dalzell, Sally; Johnson, Natalie; Miles, James; Pettiford, Isabelle; Powell-Dickson, Antoinette; Reid, Danesha; Seaton, Tom; Spriggs, Gwendolyn; Werner, Jacqueline; Wilson, Dane; Stoy, Alyse; Story, Karen; Adkins, Norman; McLendon, Wanda; Clarke, Victoria; Kaminer, Joan; Gardner, Allison; Wood, Nicole; Lao, Judy; Gross, Louann; Palmer, Leif; Allen, Robin; Capel, Susan; Caplan, Robert W.; Hines, Andrea; Johnson, Patrick; Johnson, Priscilla; Jones, LaShandra; Luetscher, Greg; Mendez, Gayla; Rouch, Ellen; Wilson, Saundi; Cody, Karen; Cruver, Melvin; Dangerfield, Leonard; Patillo, Shayla; Pearce, Jennifer; Pressley, Miriam; Robinson, Donna; Woodard-Burrell, Gwendolyn; Leon, Sandra; Fritz, Frank; Bacci, Manuela; Martinez, Doris; Stanton, Rachel; Mendez, Gayla; Williams, LaShawn; Green, LindaE; Edgell, Joe; Matthews, Julie; Barnett-Owens, Inga; Stallworth, Deirdre; Walker, Denise; Kennedy, Chandra
Subject: FOIA Coordinators/Officers meeting
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Where: DCRoomARN6500PolyPCTB/DC-ARN-OAR

Call in nun
Conf code

Conference Line/Code / Ex. 6

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/6/2018 10:20:23 PM
To: Kercheval, Stephanie [Kercheval.Stephanie@epa.gov]
Subject: template
Attachments: Awareness Notification e-mail template 11272018 Final (003).docx

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/6/2018 10:13:24 PM
To: MacDonald, Jennifer [Macdonald.Jennifer@epa.gov]
Subject: RE: FOIA meeting

Cal in number

Conference Line/Code / Ex. 6

From: MacDonald, Jennifer
Sent: Thursday, December 06, 2018 4:38 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: FOIA meeting

Hi Larry, Thank you for forwarding this invitation. The way that it was forwarded (i.e., as an attachment) will not enable the FOIA Attys group to receive the connection information. Could you please forward the invitation not as an attachment? Or somehow be sure to share the connection information so that we can attend? Thank you.
-Jennifer

Jennifer G. MacDonald, Senior Info. Law Attorney
U.S. Environmental Protection Agency, Region 10
1200 Sixth Avenue, Suite 155
Seattle, Washington 98101
206-553-8311
MacDonald.Jennifer@epa.gov

From: Gottesman, Larry
Sent: Thursday, December 6, 2018 1:14 PM
To: Info Attys <Info_Attys@epa.gov>
Subject: FW: FOIA meeting

FOIA Office/Coordinator meeting regarding the Awareness Notification Process. Please see attached.

Please feel free to attend.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/6/2018 9:13:40 PM
To: Info Attys [Info_Attys@epa.gov]
Subject: FW: FOIA meeting
Attachments: FW: FOIA meeting; Awareness Notification e-mail template 11272018 Final (003).docx

FOIA Office/Coordinator meeting regarding the Awareness Notification Process. Please see attached.

Please feel free to attend.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/10/2018 6:27:30 PM
To: Johnson, Ivry [Johnson.Ivry@epa.gov]
Subject: R9-2018-007355
Attachments: Awareness Notification e-mail template 11272018 Final (003).docx; FOIA Efficiency Memo.pdf

Please follow the attached proves. Even though it is duplicate you need to complete the process per attached memo.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/29/2018 8:33:58 PM
To: Walker, Denise [Walker.Denise@epa.gov]; James, Kimberly M (Jones) [James.Kimberly@epa.gov]
Subject: RE: ACTION REQUIRED BY 11/21/18: Goal Overview for Objective 2.2

Please loop me in, can someone call my desk phone? 202-5662162. I am leaving around that time and I forward my phone to my cell.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Walker, Denise
Sent: Thursday, November 29, 2018 2:56 PM
To: James, Kimberly M (Jones) <James.Kimberly@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: ACTION REQUIRED BY 11/21/18: Goal Overview for Objective 2.2

OK- I'll give you a call between 4:30 and 5.

Denise A. Walker
U.S. Environmental Protection Agency
Acting Assistant Director, OGC FOIA Expert Assistance Team
Washington, D.C. |7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

From: James, Kimberly M (Jones)
Sent: Thursday, November 29, 2018 2:54 PM
To: Walker, Denise <Walker.Denise@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: ACTION REQUIRED BY 11/21/18: Goal Overview for Objective 2.2

Denise,

I am free from 4:30-5:00pm. I currently away in training.

Sincerely,

Kimberly M. James (Jones)
Management Analyst and Federal Professional Coach
U.S. Environmental Protection Agency, HQ
Office of General Counsel- Resource Management Office
(202) 564-3001
james.kimberly@epa.gov

From: Walker, Denise
Sent: Thursday, November 29, 2018 2:46 PM
To: James, Kimberly M (Jones) <James.Kimberly@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: ACTION REQUIRED BY 11/21/18: Goal Overview for Objective 2.2

Hi Kimberly,

Tim is out this week. I spoke with Larry about this request and added the bullets below in red.
Please reach out to either of us if you have questions. I have a 3-4:00 meeting but will be available after that.

Best,
Denise Walker
202-564-6520

****
Here is the draft language for Objective 2.2.1. This language may change as it is still awaiting final review.

Objective 2.2 (Increase Transparency and Public Participation)
Designated as Focus Area for Improvement.
Summary of progress toward strategic objective:

- Deliberative Process / Ex. 5

- Deliberative Process / Ex. 5
-

Challenges:

- Deliberative Process / Ex. 5
-

Denise A. Walker
U.S. Environmental Protection Agency
Acting Assistant Director, OGC FOIA Expert Assistance Team
Washington, D.C. | 7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

From: James, Kimberly M (Jones)
Sent: Thursday, November 29, 2018 11:25 AM
To: Epp, Timothy <Epp.Timothy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
Subject: FW: ACTION REQUIRED BY 11/21/18: Goal Overview for Objective 2.2

Tim,

Please see my note below to OAS who is compiling the accomplishments for objective 2.2 for the OMB submittal. We discussed this tasker last week. You may have a few edits, please provide them by COB today. As a reminder this will go to OMB and the public.

FYI: the original ask is the last email of this thread.

Sincerely,

Kimberly M. James (Jones)
Management Analyst and Federal Professional Coach
U.S. Environmental Protection Agency, HQ
Office of General Counsel- Resource Management Office
(202) 564-3001
james.kimberly@epa.gov

From: James, Kimberly M (Jones)
Sent: Monday, November 26, 2018 10:13 AM
Subject: RE: ACTION REQUIRED BY 11/21/18: Goal Overview for Objective 2.2

Lance,

Here is the draft language for Objective 2.2.1. This language may change as it is still awaiting final review.

Objective 2.2 (Increase Transparency and Public Participation)
Designated as Focus Area for Improvement.
Summary of progress toward strategic objective:

- Deliberative Process / Ex. 5
-
-
-

Challenges:

- Deliberative Process / Ex. 5
-

Sincerely,

Kimberly M. James (Jones)
Management Analyst and Federal Professional Coach
U.S. Environmental Protection Agency, HQ
Office of General Counsel- Resource Management Office
(202) 564-3001
james.kimberly@epa.gov

From: McCluney, Lance
Sent: Thursday, November 15, 2018 1:14 PM
To: Kime, Robin <Kime.Robin@epa.gov>; Teplitzky, Andy <Teplitzky.Andy@epa.gov>; Tejada, Matthew <Tejada.Matthew@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Firestone, Michael <Firestone.Michael@epa.gov>; James, Kimberly M (Jones) <James.Kimberly@epa.gov>
Cc: Benton, Michael <benton.michael@epa.gov>; Logan, Shanita <logan.shanita@epa.gov>
Subject: ACTION REQUIRED BY 11/21/18: Goal Overview for Objective 2.2
Importance: High

Hello All,

For the EOY Performance Measures, we (OA), along with OCG are responsible for Objective 2.2 Increase Transparency and Public Participation: Listen to and collaborate with impacted stakeholders and provide effective platforms for public participation and meaningful engagement. The objective directly supports the long-term performance goal in the FY 2018-2022 EPA Strategic Plan: By September 30, 2022, eliminate the backlog and meet statutory deadlines for responding to Freedom of Information Act (FOIA) requests. This falls under OGC's purview.

However, in the narrative we discuss how we would leverage recommendations provided by federal advisory committees such as NEJAC, LGAC, and CHPAC. We also say EPA will strengthen its community-driven approach, which emphasizes public participation to better partner with states, tribes, and communities and to maximize the support and resources of the entire Agency to create tangible environment results.

What I need from OGC, OP, OEJ, OCIR and OCHP are a few bullets on the summary of progress toward the objective in FY 2018 and any significant challenges. For the bullets use clear and concise plain language for the general public to understand. If you can get this back to me know later than Wednesday, November 21 I would greatly appreciate. If your office only have a bullet for progress and a bullet for significant challenges that is fine. Below you will find a little more information from OCFO on what they are looking for. Thank you in advance for your support.

a. Summary of progress toward strategic objective
    i. Identify specific accomplishments that may help EPA achieve the objective
    ii. Cite evidence including key annual performance goal results
    iii. Address performance trends as appropriate
b. Significant challenges
    i. Identify specific, actionable challenges that may prevent EPA from achieving the objective
    ii. Include internal and external risks
    iii. Cite evidence including key annual performance goal results
    iv. Address performance trends as appropriate

Thanks,
Lance

Lance O. McCluney
Assistant Director, Resource Management Staff
Office of Administrative and Executive Services
Office of the Administrator
202-564-2944
mccluney.lance@epa.gov

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/29/2018 8:08:39 PM
To: Gross, Louann [Gross.LouAnn@epa.gov]
Subject: FW: EPA-HQ-2018-008646
Attachments: Awareness Notification e-mail template 11272018 Final.docx; FOIA Efficiency Memo.pdf

Appointment

From: Person, Linda [Person.Linda@epa.gov]
Sent: 11/29/2018 6:24:51 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]

Subject: FW: FOIA meeting
Attachments: FOIA Efficiency Memo.pdf
Location: DCRoomARN6013/DC-Ariel-Rios-OGC

Start: 12/12/2018 6:00:00 PM
End: 12/12/2018 7:30:00 PM
Show Time As: Tentative

-----Original Appointment-----
From: Gottesman, Larry
Sent: Thursday, November 29, 2018 1:14 PM
To: Gottesman, Larry; FOIA Coordinators; FOIA Coordinators Alt; FOIA Officers; FOIA Officers Alt; OGC NFO
Subject: FW: FOIA meeting
When: Wednesday, December 12, 2018 1:00 PM-2:30 PM (UTC-05:00) Eastern Time (US & Canada).
Where: DCRoomARN6013/DC-Ariel-Rios-OGC

This month we are having a joint FOIA Officers and FOIA Coordinator's meeting. I will send out an adobe connect next week, so you can join in that way.

Call in number is:
Conf code:

Conference Line/Code / Ex. 6

For those of you in the DC area please join us in WJCN 6013. This is in the connecting wing between the North and South Buildings.

New Meeting Agenda:

The topics for the meeting is the Awareness Notification Process as set out in Ryan Jackson's memorandum of November 16, 2018. We will also be providing a demonstration of how to run reports in FOIAonline using the advanced search function.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/26/2018 10:05:56 PM
To: Walker, Denise [Walker.Denise@epa.gov]
Subject: FW: Notification Report 11-20-18.docx
Attachments: Notification Report 11-20-18.docx

From: Gottesman, Larry
Sent: Tuesday, November 20, 2018 11:06 AM
To: White, Elizabeth <white.elizabeth@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Tran, Victoria <tran.victoria@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Brazauskas, Joseph <brazauskas.joseph@epa.gov>
Subject: Notification Report 11-20-18.docx

Attached is the latest report. Please let me know how you want to proceed, now that the Awareness Notification Process Memorandum has been issued.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Appointment

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/7/2018 8:04:25 PM
To: Martinez, Doris [Martinez.Doris@epa.gov]; Stanton, Rachel [stanton.rachel@epa.gov]

Subject: FW: FOIA Coordinators/Officers meeting
Attachments: FOIA Efficiency Memo.pdf; Awareness Notification e-mail template 11272018 Final (003).docx
Location: DCRoomARN6500PolyPCTB/DC-ARN-OAR

Start: 12/18/2018 6:00:00 PM
End: 12/18/2018 8:00:00 PM
Show Time As: Tentative

-----Original Appointment-----
From: Gottesman, Larry
Sent: Friday, December 07, 2018 12:04 PM
To: Gottesman, Larry; FOIA Coordinators; FOIA Coordinators Alt; FOIA Officers Alt; Info Attys; Tran, Victoria; OGC NFO; Ingram, Earl; Lubetsky, Jonathan; Espinoza, Ana; Zipf, Lynn
Cc: Campbell, Rich; Armstrong, Kathy; Newman, Maya; Clark, Jacqueline; Albergottie, Daniele; Azad, Ava; Badalamente, Mark; Barnes, Cassandra; Battle, Jernell; Bunnell, Julia; Dalzell, Sally; Johnson, Natalie; Miles, James; Pettiford, Isabelle; Powell-Dickson, Antoinette; Reid, Danesha; Seaton, Tom; Spriggs, Gwendolyn; Werner, Jacqueline; Wilson, Dane; Stoy, Alyse; Story, Karen; Adkins, Norman; McLendon, Wanda; Clarke, Victoria; Kaminer, Joan; Gardner, Allison; Wood, Nicole; Lao, Judy; Gross, Louann; Palmer, Leif; Allen, Robin; Capel, Susan; Caplan, Robert W.; Hines, Andrea; Johnson, Patrick; Johnson, Priscilla; Jones, LaShandra; Luetscher, Greg; Mendez, Gayla; Rouch, Ellen; Wilson, Saundi; Cody, Karen; Cruver, Melvin; Dangerfield, Leonard; Patillo, Shayla; Pearce, Jennifer; Pressley, Miriam; Robinson, Donna; Woodard-Burrell, Gwendolyn; Leon, Sandra; Fritz, Frank; Bacci, Manuela
Subject: FOIA Coordinators/Officers meeting
When: Tuesday, December 18, 2018 1:00 PM-3:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: DCRoomARN6500PolyPCTB/DC-ARN-OAR

We are having a joint FOIA Coordinators and Offices meeting for the month of December.

The focus of this meeting will be to discuss and answer any questions you have concerning the attached documents.

The call in number will be 1 Conference Line/Code / Ex. 6

Please feel free to share this invite with your FOIA professionals.

Please let me know if you have any questions.

Thank you.

Larry Gottesman

Message

From: Person, Linda [Person.Linda@epa.gov]
Sent: 11/20/2018 3:56:10 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Notification report
Attachments: Notification Report 11-20-18.docx

Updated.

From: Gottesman, Larry
Sent: Tuesday, November 20, 2018 9:53 AM
To: Person, Linda <Person.Linda@epa.gov>
Subject: Notification report

EPA-HQ-2019-001082	Case File Review Task	Kevin Bogardus	11/20/2018
EPA-R9-2018-007355	Case File Review Task	Emily Berman	11/19/2018
EPA-R5-2018-007926	Case File Review Task	Paul Beach	11/15/2018
EPA-HQ-2017-009344	Interim Release Review Task	Jennifer Janisch	11/15/2018
EPA-HQ-2017-008625	Interim Release Review Task	Mr. Kevin Wuzzardo	11/15/2018
EPA-HQ-2018-007414	Case File Review Task	Mr. Eric Lipton	11/14/2018
EPA-HQ-2017-004662	Case File Review Task	Meleah Geertsma	11/14/2018
EPA-HQ-2019-000460	Interim Release Review Task	Emily Berman	11/14/2018
EPA-HQ-2019-000236	Interim Release Review Task	Kevin Bogardus	11/9/2018
EPA-R10-2019-000504	Case File Review Task	Lynne Perry	11/8/2018
EPA-HQ-2018-010344	Case File Review Task	Brady Dennis	10/30/2018
EPA-HQ-2018-009819	Case File Review Task	Lisa Friedman	10/30/2018
EPA-HQ-2018-006762	Case File Review Task	Nick Surgey	10/17/2018
EPA-R3-2018-010807	Interim Release Review Task	Kate Mishkin	10/10/2018
EPA-HQ-2017-011480	Interim Release Review Task	Ann Brown	9/27/2018

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Martinez, Doris [Martinez.Doris@epa.gov]
Sent: 12/7/2018 7:58:31 PM
To: Jones, Rhonda [jones.rhonda@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: 2018-001082
Attachments: FOIA Efficiency Memo.pdf; Awareness Notification e-mail template 11272018 Final (003).docx

Again…What is it Larry is asking me to do?

Doris Rosario Martinez | OMS | Workforce Planning Branch | Mail Code: 3601M | 202-564-7894

From: Gottesman, Larry
Sent: Friday, December 7, 2018 2:48 PM
To: Martinez, Doris <Martinez.Doris@epa.gov>
Cc: Sandfoss, Kristina <Sandfoss.Kristina@epa.gov>
Subject: 2018-001082

Please follow that attached procedures.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/29/2018 6:14:42 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: EPA-HQ-2018-008646
Attachments: Awareness Notification e-mail template 11272018 Final.docx; FOIA Efficiency Memo.pdf

---

From: Gottesman, Larry
Sent: Thursday, November 29, 2018 12:44 PM
To: Purifoy, Tiffany <Purifoy.Tiffany@epa.gov>
Cc: Lubetsky, Jonathan <Lubetsky.Jonathan@epa.gov>
Subject: EPA-HQ-2018-008646

Please follow the process set out in the attached email.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Appointment

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/29/2018 6:14:11 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; FOIA Coordinators [FOIA_Coordinators@epa.gov]; FOIA Coordinators Alt [FOIA_Coordinators_Alt@epa.gov]; FOIA Officers [FOIAOfficers@epa.gov]; FOIA Officers Alt [FOIAOfficers-Alt@epa.gov]; OGC NFO [OGC-NFO@epa.gov]

Subject: FW: FOIA meeting
Attachments: FOIA Efficiency Memo.pdf
Location: DCRoomARN6013/DC-Ariel-Rios-OGC

Start: 12/12/2018 6:00:00 PM
End: 12/12/2018 7:30:00 PM
Show Time As: Tentative

This month we are having a joint FOIA Officers and FOIA Coordinator's meeting. I will send out an adobe connect next week, so you can join in that way.

Call in number is:
Conf code:

Conference Line/Code / Ex. 6

For those of you in the DC area please join us in WJCN 6013. This is in the connecting wing between the North and South Buildings.

New Meeting Agenda:

The topics for the meeting is the Awareness Notification Process as set out in Ryan Jackson's memorandum of November 16, 2018. We will also be providing a demonstration of how to run reports in FOIAonline using the advanced search function.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
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202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/7/2018 7:45:38 PM
To: Sandfoss, Kristina [Sandfoss.Kristina@epa.gov]
Subject: 2018-005577
Attachments: FOIA Efficiency Memo.pdf; Awareness Notification e-mail template 11272018 Final (003).docx

Please follow that attached procedures.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Appointment

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/3/2018 9:38:05 PM
To: Lubetsky, Jonathan [Lubetsky.Jonathan@epa.gov]; Furlow, Calvin [Furlow.Calvin@epa.gov]

Subject: FW: FOIA meeting
Attachments: FOIA Efficiency Memo.pdf
Location: DCRoomARN6013/DC-Ariel-Rios-OGC

Start: 12/12/2018 6:00:00 PM
End: 12/12/2018 7:30:00 PM
Show Time As: Tentative

Please share.

-----Original Appointment-----
From: Gottesman, Larry
Sent: Thursday, November 29, 2018 1:14 PM
To: Gottesman, Larry; FOIA Coordinators; FOIA Coordinators Alt; FOIA Officers; FOIA Officers Alt; OGC NFO
Subject: FW: FOIA meeting
When: Wednesday, December 12, 2018 1:00 PM-2:30 PM (UTC-05:00) Eastern Time (US & Canada).
Where: DCRoomARN6013/DC-Ariel-Rios-OGC

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Conf code:

Conference Line/Code / Ex. 6

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The topics for the meeting is the Awareness Notification Process as set out in Ryan Jackson's memorandum of November 16, 2018. We will also be providing a demonstration of how to run reports in FOIAonline using the advanced search function.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

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Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/29/2018 6:05:58 PM
To: Jackson, Mildred [Jackson.Mildred@epa.gov]
CC: Long, Brian [Long.Brian@epa.gov]; Scott, Raoul [Scott.Raoul@epa.gov]
Subject: RE: Freedom of Information Act Request EPA-HQ-2018-006762
Attachments: FOIA Efficiency Memo.pdf; Awareness Notification e-mail template 11272018 Final.docx

No, but hope to get it cleared this week. As you may know we now have a new process which should get your requested out the door in 3 days. I attached the email notification and Ryan's Jackson memo for your information.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Jackson, Mildred
Sent: Thursday, November 29, 2018 12:57 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Long, Brian <Long.Brian@epa.gov>; Scott, Raoul <Scott.Raoul@epa.gov>
Subject: Freedom of Information Act Request EPA-HQ-2018-006762

Good afternoon, Larry. I am checking to see when you will complete the review of FOIA case number EPA-HQ-2018-006762. It has been setting in FOIAonline since June 7, 2018. I would like to close this out in the system. Please get back with me.

Respectfully,

Mildred A. Jackson
Government Information Specialist
Office of Acquisition Solutions
Policy, Training and Oversight Division
Management Support Branch
FOIA Team (3802R)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/7/2018 7:43:58 PM
To: Martinez, Doris [Martinez.Doris@epa.gov]
CC: Sandfoss, Kristina [Sandfoss.Kristina@epa.gov]
Subject: 2018-011834
Attachments: FOIA Efficiency Memo.pdf; Awareness Notification e-mail template 11272018 Final (003).docx

Please follow that attached instruction.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Appointment

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/3/2018 9:35:01 PM
To: Tran, Victoria [tran.victoria@epa.gov]

Subject: FW: FOIA meeting
Attachments: FOIA Efficiency Memo.pdf
Location: DCRoomARN6013/DC-Ariel-Rios-OGC

Start: 12/12/2018 6:00:00 PM
End: 12/12/2018 7:30:00 PM
Show Time As: Tentative

-----Original Appointment-----
From: Gottesman, Larry
Sent: Thursday, November 29, 2018 1:14 PM
To: FOIA Coordinators; FOIA Coordinators Alt; FOIA Officers; FOIA Officers Alt; OGC NFO
Subject: FW: FOIA meeting
When: Wednesday, December 12, 2018 1:00 PM-2:30 PM (UTC-05:00) Eastern Time (US & Canada).
Where: DCRoomARN6013/DC-Ariel-Rios-OGC

This month we are having a joint FOIA Officers and FOIA Coordinator's meeting. I will send out an adobe connect next week, so you can join in that way.

Call in number is:
Conf code:

Conference Line/Code / Ex. 6

For those of you in the DC area please join us in WJCN 6013. This is in the connecting wing between the North and South Buildings.

New Meeting Agenda:

The topics for the meeting is the Awareness Notification Process as set out in Ryan Jackson's memorandum of November 16, 2018. We will also be providing a demonstration of how to run reports in FOIAonline using the advanced search function.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)

202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/29/2018 5:45:14 PM
To: Johnson, Ivry [Johnson.Ivry@epa.gov]
Subject: FW: EPA-R9-2018-007355
Attachments: Awareness Notification e-mail template 11272018 Final.docx; FOIA Efficiency Memo.pdf

Please follow the process set out in the attached email.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Appointment

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/7/2018 5:04:24 PM
To: FOIA Coordinators [FOIA_Coordinators@epa.gov]; FOIA Coordinators Alt [FOIA_Coordinators_Alt@epa.gov]; FOIA Officers Alt [FOIAOfficers-Alt@epa.gov]; Info Attys [Info_Attys@epa.gov]; Tran, Victoria [tran.victoria@epa.gov]; OGC NFO [OGC-NFO@epa.gov]; Ingram, Earl [Ingram.Earl@epa.gov]; Lubetsky, Jonathan [Lubetsky.Jonathan@epa.gov]; Espinoza, Ana [Espinoza.Ana@epa.gov]; Zipf, Lynn [Zipf.Lynn@epa.gov]
BCC: DCRoomARN6500PolyPCTB/DC-ARN-OAR [DCRoomARN6500PolyPCTB@epa.gov]

Subject: FOIA Coordinators/Officers meeting
Attachments: FOIA Efficiency Memo.pdf; Awareness Notification e-mail template 11272018 Final (003).docx
Location: DCRoomARN6500PolyPCTB/DC-ARN-OAR

Start: 12/18/2018 6:00:00 PM
End: 12/18/2018 8:00:00 PM
Show Time As: Tentative

We are having a joint FOIA Coordinators and Offices meeting for the month of December.

The focus of this meeting will be to discuss and answer any questions you have concerning the attached documents.

The call in number will be Conference Line/Code / Ex. 6

Please feel free to share this invite with your FOIA professionals.

Please let me know if you have any questions.

Thank you.

Larry Gottesman

Message

From: Wittenberg, Nicholas [wittenberg.nicholas@epa.gov]
Sent: 11/29/2018 5:42:30 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Kelly, Lynn [Kelly.Lynn@epa.gov]; Stilp, Mark [Stilp.Mark@epa.gov]
CC: Ingram, Earl [Ingram.Earl@epa.gov]
Subject: RE: EPA-HQ-2017-000322

Hi Larry, Lynn, and Mark,

To avoid any confusion, I was going to send this matter through awareness as Nancy and Charlotte want this done for certain older cases.

Lynn, I believe you spoke with Earl about this.

Mark, since we will be sending through awareness, we plan to post after 3 business days in accordance with the new Awareness Policy.

Sorry for all the email but just wanted to make sure all involved are on the same page.

All the best,
Nick

From: Gottesman, Larry
Sent: Thursday, November 29, 2018 11:49 AM
To: Wittenberg, Nicholas <wittenberg.nicholas@epa.gov>
Cc: Ingram, Earl <Ingram.Earl@epa.gov>
Subject: RE: EPA-HQ-2017-000322

Not flagged.

From: Wittenberg, Nicholas
Sent: Thursday, November 29, 2018 11:47 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Ingram, Earl <Ingram.Earl@epa.gov>
Subject: FW: EPA-HQ-2017-000322

Good Morning Larry,

Does the following matter need to go through awareness review:

EPA-HQ-2017-000322

Thank you,
Nick

Nicholas Wittenberg
Attorney-Advisor
United States Environmental Protection Agency
Office of Pesticide Programs

Information Technology & Resources Management Division
Public Information & Records Integrity Branch
1200 Pennsylvania Avenue, NW (MC 7502P)
Washington, D.C. 20460
Phone: (703) 347-8875
Email: wittenberg.nicholas@epa.gov

From: Kelly, Lynn
Sent: Thursday, November 29, 2018 11:44 AM
To: Wittenberg, Nicholas <wittenberg.nicholas@epa.gov>
Cc: Ingram, Earl <Ingram.Earl@epa.gov>; Stilp, Mark <Stilp.Mark@epa.gov>
Subject: RE: EPA-HQ-2017-000322

Hi Nick,

I have no record of an appeal of this request number to OGC.

Also, please note that not all requests must go through an awareness notification procedure. I understand only selected requests need to go through that procedure. Please contact Larry Gottesman to determine if request number EPA-HQ-2017-000322 is selected for awareness notification.

Going forward, under the new process, OCSPP will be timely notified if a request is selected for awareness notification by the National FOIA Office. Some of the older requests have been selected but there was not a formal process in place for notifying folks – so the way to check if the request is not part of a FOIA litigation was to see if Larry Gottesman has been designated as a reviewer on a request. Please confirm this is needed before sending out an awareness notification email on this request.

Lynn Kelly | Temporary Assistant General Counsel for FOIA Litigation & Special Projects | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington, DC 20460 | phone: (202) 564-3266

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From: Wittenberg, Nicholas
Sent: Thursday, November 29, 2018 10:03 AM
To: Kelly, Lynn <Kelly.Lynn@epa.gov>
Cc: Ingram, Earl <Ingram.Earl@epa.gov>; Stilp, Mark <Stilp.Mark@epa.gov>
Subject: RE: EPA-HQ-2017-000322

Hi Lynn,

This matter, EPA-HQ-2017-000322, as stated below, where the personal injury firm Weitz & Luxenberg is the requestor.

I believe they appealed to OGC?

We have received the production link from eDiscovery.

I will prepare the new Awareness Review email.

Thank you,
Nick

From: Wittenberg, Nicholas
Sent: Wednesday, November 21, 2018 9:45 AM
To: Stilp, Mark <Stilp.Mark@epa.gov>
Cc: Ingram, Earl <Ingram.Earl@epa.gov>
Subject: RE: EPA-HQ-2017-000322

Understand. However, the matter below is not related to Tali's matter.

This is related to EPA-HQ-2017-000322, as stated below, where the personal injury firm Weitz & Luxenberg is the requestor.

From: Stilp, Mark
Sent: Wednesday, November 21, 2018 9:36 AM
To: Wittenberg, Nicholas <wittenberg.nicholas@epa.gov>
Cc: Ingram, Earl <Ingram.Earl@epa.gov>
Subject: RE: EPA-HQ-2017-000322

Tali and I will coordinate to follow the new procedures.

-Mark Stilp

Mark Stilp | Attorney-Advisor | Office of General Counsel | U.S. Environmental Protection Agency | 1200 Pennsylvania Ave. NW | Washington, DC 20460 | mail code: 2377A | office: 202.564.4845

From: Wittenberg, Nicholas
Sent: Wednesday, November 21, 2018 9:16 AM
To: Stilp, Mark <Stilp.Mark@epa.gov>
Cc: Ingram, Earl <Ingram.Earl@epa.gov>
Subject: RE: EPA-HQ-2017-000322
Importance: High

Hi Mark,

Based upon your email you just sent regarding Tali's, you will be sending out the awareness email for this matter?

Thank you,
Nick

From: Wittenberg, Nicholas
Sent: Tuesday, November 20, 2018 10:36 AM
To: Stilp, Mark <Stilp.Mark@epa.gov>
Cc: Ingram, Earl <Ingram.Earl@epa.gov>
Subject: FW: EPA-HQ-2017-000322

Hi Mark,

Just wanted to see if you were able to send the awareness email to Nancy. Our email attached on this subject.

We would like to let the requestor know when she can expect to receive files.

All the best,
Nick

From: Kim, Cathryn <cathrynkim@weitzlux.com>
Sent: Tuesday, November 20, 2018 10:15 AM
To: Wittenberg, Nicholas <wittenberg.nicholas@epa.gov>
Cc: Ingram, Earl <Ingram.Earl@epa.gov>; Lukic, Maja <mlukic@weitzlux.com>
Subject: RE: EPA-HQ-2017-000322

Dear Mr. Wittenberg,

I am following up on your last email regarding the time-frame for production of the requested documents. In your email you had stated that we will start to receive a rolling production in 3 weeks from the date of your last email, but it's been over 3 weeks and we still have not received any documents. Please provide us with a definitive date for production.

As I mentioned in my earlier email, request EPA-HQ-2017-000322 was initially submitted over 2 years ago, but we have not received any documents to date for this request. We appreciate your attention to this matter.

Y. Cathryn Kim
Paralegal
Weitz & Luxenberg P.C.
700 Broadway, 5th Floor
New York, NY 10003
Phone: (212)558-5577
Fax: (646)293-7916
cathrynkim@weitzlux.com

From: Wittenberg, Nicholas [mailto:wittenberg.nicholas@epa.gov]
Sent: Friday, October 26, 2018 4:07 PM
To: Kim, Cathryn <cathrynkim@weitzlux.com>; Ingram, Earl <Ingram.Earl@epa.gov>; Lukic, Maja <mlukic@weitzlux.com>
Subject: RE: EPA-HQ-2017-000322

Good Afternoon Cathryn,

We have completed First Level review on this matter, which was a large collection of document of over 14,000 documents. Our First Level review further ensures documents are Responsive to your FOIA request as well as ensure documents are not covered under the FOIA exemptions.

Your matter is currently in the Second Level review queue.

As we have numerous matters and very limited staff to work these matters we look forward to providing you with a rolling production in 3 weeks.

Thank you,

Nick

Nicholas Wittenberg
Attorney-Advisor
United States Environmental Protection Agency
Office of Pesticide Programs
Information Technology & Resources Management Division
Public Information & Records Integrity Branch
1200 Pennsylvania Avenue, NW (MC 7502P)
Washington, D.C. 20460
Phone: (703) 347-8875
Email: wittenberg.nicholas@epa.gov

From: Kim, Cathryn [mailto:cathrynkim@weitzlux.com]
Sent: Friday, October 26, 2018 3:47 PM
To: Ingram, Earl <Ingram.Earl@epa.gov>; Lukic, Maja <mlukic@weitzlux.com>
Cc: Wittenberg, Nicholas <wittenberg.nicholas@epa.gov>
Subject: RE: EPA-HQ-2017-000322

Hello Mr. Ingram,

I am following up on your last email regarding our request EPA-HQ-2017-000322. You had stated in your email that it would take about 7-10 weeks to close out this request. And based on Mr. Wittenberg's 8/7 email (see below), it appears that we would be receiving documents on a rolling basis. In the same email, he had stated that the first release was scheduled in a month, but we have yet to receive any documents thus far. I understand that our other request for production (EPA-HQ-2016-000139) has caused delay for this request, but it has been over a month since we received the last requested documents for the other request. And so I reach out to you to find out when we can expect to receive the first release for this request.

Y. Cathryn Kim
Paralegal
Weitz & Luxenberg P.C.
700 Broadway, 5th Floor
New York, NY 10003
Phone: (212)558-5877
Fax: (646)293-7916
cathrynkim@weitzlux.com

From: Ingram, Earl [mailto:Ingram.Earl@epa.gov]
Sent: Friday, September 28, 2018 1:42 PM
To: Kim, Cathryn <cathrynkim@weitzlux.com>; Lukic, Maja <mlukic@weitzlux.com>
Cc: Wittenberg, Nicholas <wittenberg.nicholas@epa.gov>
Subject: RE: EPA-HQ-2017-000322

Hello Ms. Kim,

We will redirect our efforts towards this request. We have completed most our first level exemption review and will start the second level. We anticipate being able to provide you the responsive records and to close out this request within the next 7-10 weeks. We will make every effort to complete as quickly as possible. Last month we completed the processing of another request from your firm under, EPA-HQ-2016-000139, in which we released a large volume of

responsive records. I have limited amount of resources to address the large number of Freedom of Information Act requests received by the Office of Programs (OPP), so I can't leverage a disproportioned amount of staff time to any one requesting office.

Please feel free to contact Nick or myself if you have any questions.

Earl Ingram, Chief
Public Information & Records Integrity Branch
Information Technology & Resources Management Division
Office of Pesticide Programs
U.S. Environmental Protection Agency
(703) 305-5456

From: Wittenberg, Nicholas
Sent: Friday, September 28, 2018 12:37 PM
To: Ingram, Earl <Ingram.Earl@epa.gov>
Subject: FW: EPA-HQ-2017-000322

From: Kim, Cathryn [mailto:cathrynkim@weitzlux.com]
Sent: Friday, September 28, 2018 12:33 PM
To: Wittenberg, Nicholas <wittenberg.nicholas@epa.gov>
Cc: Lukic, Maja <mlukic@weitzlux.com>
Subject: RE: EPA-HQ-2017-000322

Dear Mr. Wittenberg,

I am writing to follow up on our FOIA Request EPA-HQ-2017-000322. Could you please let us know what the status is on this request? You had stated in your August 7th e-mail response that the first production release for this request is scheduled in a month. However, we have not received any production for this request to date.

Y. Cathryn Kim
Paralegal
Weitz & Luxenberg P.C.
709 Broadway, 5th Floor
New York, NY 10003
Phone: (212)558-5377
Fax: (646)293-7916
cathrynkim@weitzlux.com

From: Wittenberg, Nicholas [mailto:wittenberg.nicholas@epa.gov]
Sent: Wednesday, August 08, 2018 12:37 PM
To: Kim, Cathryn
Cc: Ingram, Earl
Subject: RE: EPA-HQ-2017-000322

Hi Cathryn,

There was over 14,00 records collected for this request.

In addition we had another large request to process that was originally submitted by Mr. Estrada, EPA-HQ-2016-000139 that Janet Bressant in our branch has been releasing records to you.

We have a limited amount of resources that we have to spread out to other high number of requests.

Unfortunately, we cannot concentrate on multiple number of voluminous requests for one requester at the same time. We have to be equitable with our time.

Nonetheless, we will prioritize your matter.

We appreciate your understanding.

Thank you,
Nick

Nicholas Wittenberg
Attorney-Advisor
United States Environmental Protection Agency
Office of Pesticide Programs
Information Technology & Resources Management Division
Public Information & Records Integrity Branch
1200 Pennsylvania Avenue, NW (MC 7502P)
Washington, D.C. 20460
Phone: (703) 347-8875
Email: wittenberg.nicholas@epa.gov

On Aug 7, 2018, at 5:29 PM, Kim, Cathryn <cathrynkim@weitzlux.com> wrote:

> Hi Mr. Wittenberg,
>
> Thank you for your prompt response. I would like to set up a time to speak with you over the phone to request for an expedited processing of our request provided that our initial request was made over a year ago. If you're available to speak with me today, I can be reached at (212)558-5577 until 6 p.m.
>
> If another day works better for you, please let me know the day and time you're available.
>
> Cathryn
>
> ---
>
> **From:** Wittenberg, Nicholas [mailto:wittenberg.nicholas@epa.gov]
> **Sent:** Tuesday, August 07, 2018 5:02 PM
> **To:** Kim, Cathryn <cathrynkim@weitzlux.com>
> **Cc:** Lukic, Maja <mlukic@weitzlux.com>; Ingram, Earl <Ingram.Earl@epa.gov>
> **Subject:** RE: EPA-HQ-2017-000322
>
> Hi Cathryn,
>
> Thank you for the email.
>
> At this time we have finished First Level review on the matter.
>
> It is now in the queue for Second Level review.

We can have for rolling productions this matter with the first release to be scheduled in a month. Then after the first release we can determine how many more productions are needed.

Please let me know if you have any questions. I would be happy to setup a call to discuss this matter further.

Thank you,
Nick

Nicholas Wittenberg
Attorney-Advisor
United States Environmental Protection Agency
Office of Pesticide Programs
Information Technology & Resources Management Division
Public Information & Records Integrity Branch
1200 Pennsylvania Avenue, NW (MC 7502P)
Washington, D.C. 20460
Phone: (703) 347-8875
Email: wittenberg.nicholas@epa.gov

From: Kim, Cathryn [mailto:cathrynkim@weitzlux.com]
Sent: Tuesday, August 7, 2018 4:26 PM
To: Wittenberg, Nicholas <wittenberg.nicholas@epa.gov>
Cc: Lukic, Maja <mlukic@weitzlux.com>
Subject: EPA-HQ-2017-000322

Good afternoon Mr. Wittenberg,

I am writing to follow up on the status of FOIA Request EPA-HQ-2017-000322. I understand you have previously negotiated the scope of this request with my former colleague, Juan Estrada. As Mr. Estrada is no longer with our firm, I would like to continue those discussions. Can you please let us know if the Agency intends to produce any documents in response to our FOIA request?

Further, while we are still interested in obtaining records for the prioritized requests (Items 1 and 3 of our revised FOIA request but limited to the time frame: 1/1/2015-12/31/2016), we are also interested in obtaining records for the remaining items in our original FOIA request.

For your convenience, I have attached our last revised letter listing the specific requests we've made for this FOIA request as well as the last correspondence we received from you. If you have any questions or would like to discuss the matter further, you may reach me at (212)558-5577.

Y. Cathryn Kim
Paralegal
Weitz & Luxenberg P.C.
700 Broadway, 5th Floor
New York, NY 10003
Phone: (212)558-5577
Fax: (646)293-7916
cathrynkim@weitzlux.com

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Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/29/2018 5:41:49 PM
To: McLendon, Wanda [McLendon.Wanda@epa.gov]
Subject: EPA-HQ-2018-000959 and EPA-HQ-2019-000960
Attachments: Awareness Notification e-mail template 11272018 Final.docx; FOIA Efficiency Memo.pdf

Please follow the process set out in the attached.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Wittenberg, Nicholas [wittenberg.nicholas@epa.gov]
Sent: 11/29/2018 4:50:48 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Ingram, Earl [Ingram.Earl@epa.gov]
Subject: RE: EPA-HQ-2017-000322

Excellent. Thank you for the quick response Larry.

From: Gottesman, Larry
Sent: Thursday, November 29, 2018 11:49 AM
To: Wittenberg, Nicholas <wittenberg.nicholas@epa.gov>
Cc: Ingram, Earl <Ingram.Earl@epa.gov>
Subject: RE: EPA-HQ-2017-000322

Not flagged.

From: Wittenberg, Nicholas
Sent: Thursday, November 29, 2018 11:47 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Ingram, Earl <Ingram.Earl@epa.gov>
Subject: FW: EPA-HQ-2017-000322

Good Morning Larry,

Does the following matter need to go through awareness review:

EPA-HQ-2017-000322

Thank you,
Nick

Nicholas Wittenberg
Attorney-Advisor
United States Environmental Protection Agency
Office of Pesticide Programs
Information Technology & Resources Management Division
Public Information & Records Integrity Branch
1200 Pennsylvania Avenue, NW (MC 7502P)
Washington, D.C. 20460
Phone: (703) 347-8875
Email: wittenberg.nicholas@epa.gov

From: Kelly, Lynn
Sent: Thursday, November 29, 2018 11:44 AM
To: Wittenberg, Nicholas <wittenberg.nicholas@epa.gov>
Cc: Ingram, Earl <Ingram.Earl@epa.gov>; Stilp, Mark <Stilp.Mark@epa.gov>
Subject: RE: EPA-HQ-2017-000322

Hi Nick,

I have no record of an appeal of this request number to OGC.

Also, please note that not all requests must go through an awareness notification procedure. I understand only selected requests need to go through that procedure. Please contact Larry Gottesman to determine if request number EPA-HQ-2017-000322 is selected for awareness notification.

Going forward, under the new process, OCSPP will be timely notified if a request is selected for awareness notification by the National FOIA Office. Some of the older requests have been selected but there was not a formal process in place for notifying folks – so the way to check if the request is not part of a FOIA litigation was to see if Larry Gottesman has been designated as a reviewer on a request. Please confirm this is needed before sending out an awareness notification email on this request.

Lynn Kelly | Temporary Assistant General Counsel for FOIA Litigation & Special Projects | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington, DC 20460 | phone: (202) 564-3266

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From: Wittenberg, Nicholas
Sent: Thursday, November 29, 2018 10:03 AM
To: Kelly, Lynn <Kelly.Lynn@epa.gov>
Cc: Ingram, Earl <Ingram.Earl@epa.gov>; Stilp, Mark <Stilp.Mark@epa.gov>
Subject: RE: EPA-HQ-2017-000322

Hi Lynn,

This matter, EPA-HQ-2017-000322, as stated below, where the personal injury firm Weitz & Luxenberg is the requestor.

I believe they appealed to OGC?

We have received the production link from eDiscovery.

I will prepare the new Awareness Review email.

Thank you,
Nick

From: Wittenberg, Nicholas
Sent: Wednesday, November 21, 2018 9:45 AM

To: Stilp, Mark <Stilp.Mark@epa.gov>
Cc: Ingram, Earl <Ingram.Earl@epa.gov>
Subject: RE: EPA-HQ-2017-000322

Understand. However, the matter below is not related to Tali's matter.

This is related to EPA-HQ-2017-000322, as stated below, where the personal injury firm Weitz & Luxenberg is the requestor.

From: Stilp, Mark
Sent: Wednesday, November 21, 2018 9:36 AM
To: Wittenberg, Nicholas <wittenberg.nicholas@epa.gov>
Cc: Ingram, Earl <Ingram.Earl@epa.gov>
Subject: RE: EPA-HQ-2017-000322

Tali and I will coordinate to follow the new procedures.

-Mark Stilp

Mark Stilp | Attorney-Advisor | Office of General Counsel | U.S. Environmental Protection Agency | 1200 Pennsylvania Ave. NW | Washington, DC 20460 | mail code: 2377A | office: 202.564.4845

From: Wittenberg, Nicholas
Sent: Wednesday, November 21, 2018 9:16 AM
To: Stilp, Mark <Stilp.Mark@epa.gov>
Cc: Ingram, Earl <Ingram.Earl@epa.gov>
Subject: RE: EPA-HQ-2017-000322
Importance: High

Hi Mark,

Based upon your email you just sent regarding Tali's, you will be sending out the awareness email for this matter?

Thank you,
Nick

From: Wittenberg, Nicholas
Sent: Tuesday, November 20, 2018 10:36 AM
To: Stilp, Mark <Stilp.Mark@epa.gov>
Cc: Ingram, Earl <Ingram.Earl@epa.gov>
Subject: FW: EPA-HQ-2017-000322

Hi Mark,

Just wanted to see if you were able to send the awareness email to Nancy. Our email attached on this subject.

We would like to let the requestor know when she can expect to receive files.

All the best,
Nick

From: Kim, Cathryn <cathrynkim@weitzlux.com>
Sent: Tuesday, November 20, 2018 10:15 AM
To: Wittenberg, Nicholas <wittenberg.nicholas@epa.gov>
Cc: Ingram, Earl <Ingram.Earl@epa.gov>; Lukic, Maja <mlukic@weitzlux.com>
Subject: RE: EPA-HQ-2017-000322

Dear Mr. Wittenberg,

I am following up on your last email regarding the time-frame for production of the requested documents. In your email you had stated that we will start to receive a rolling production in 3 weeks from the date of your last email, but it's been over 3 weeks and we still have not received any documents. Please provide us with a definitive date for production.

As I mentioned in my earlier email, request EPA-HQ-2017-000322 was initially submitted over 2 years ago, but we have not received any documents to date for this request. We appreciate your attention to this matter.

Y. Cathryn Kim
Paralegal
Weitz & Luxenberg P.C.
700 Broadway, 5th Floor
New York, NY 10003
Phone: (212)558-5877
Fax: (646)293-7916
cathrynkim@weitzlux.com

From: Wittenberg, Nicholas [mailto:wittenberg.nicholas@epa.gov]
Sent: Friday, October 26, 2018 4:07 PM
To: Kim, Cathryn <cathrynkim@weitzlux.com>; Ingram, Earl <Ingram.Earl@epa.gov>; Lukic, Maja <mlukic@weitzlux.com>
Subject: RE: EPA-HQ-2017-000322

Good Afternoon Cathryn,

We have completed First Level review on this matter, which was a large collection of document of over 14,000 documents. Our First Level review further ensures documents are Responsive to your FOIA request as well as ensure documents are not covered under the FOIA exemptions.

Your matter is currently in the Second Level review queue.

As we have numerous matters and very limited staff to work these matters we look forward to providing you with a rolling production in 3 weeks.

Thank you,
Nick

Nicholas Wittenberg
Attorney-Advisor
United States Environmental Protection Agency
Office of Pesticide Programs
Information Technology & Resources Management Division
Public Information & Records Integrity Branch
1200 Pennsylvania Avenue, NW (MC 7502P)
Washington, D.C. 20460
Phone: (703) 347-8875

Email: wittenberg.nicholas@epa.gov

From: Kim, Cathryn [mailto:cathrynkim@weitzlux.com]
Sent: Friday, October 26, 2018 3:47 PM
To: Ingram, Earl <Ingram.Earl@epa.gov>; Lukic, Maja <mlukic@weitzlux.com>
Cc: Wittenberg, Nicholas <wittenberg.nicholas@epa.gov>
Subject: RE: EPA-HQ-2017-000322

Hello Mr. Ingram,

I am following up on your last email regarding our request EPA-HQ-2017-000322. You had stated in your email that it would take about 7-10 weeks to close out this request. And based on Mr. Wittenberg's 8/7 email (see below), it appears that we would be receiving documents on a rolling basis. In the same email, he had stated that the first release was scheduled in a month, but we have yet to receive any documents thus far. I understand that our other request for production (EPA-HQ-2016-000139) has caused delay for this request, but it has been over a month since we received the last requested documents for the other request. And so I reach out to you to find out when we can expect to receive the first release for this request.

Y. Cathryn Kim
Paralegal
Weitz & Luxenberg P.C.
700 Broadway, 5th Floor
New York, NY 10003
Phone: (212)558-5577
Fax: (646)293-7916
cathrynkim@weitzlux.com

From: Ingram, Earl [mailto:Ingram.Earl@epa.gov]
Sent: Friday, September 28, 2018 1:42 PM
To: Kim, Cathryn <cathrynkim@weitzlux.com>; Lukic, Maja <mlukic@weitzlux.com>
Cc: Wittenberg, Nicholas <wittenberg.nicholas@epa.gov>
Subject: RE: EPA-HQ-2017-000322

Hello Ms. Kim,

We will redirect our efforts towards this request. We have completed most our first level exemption review and will start the second level. We anticipate being able to provide you the responsive records and to close out this request within the next 7-10 weeks. We will make every effort to complete as quickly as possible. Last month we completed the processing of another request from your firm under, EPA-HQ-2016-000139, in which we released a large volume of responsive records. I have limited amount of resources to address the large number of Freedom of Information Act requests received by the Office of Programs (OPP), so I can't leverage a disproportioned amount of staff time to any one requesting office.

Please feel free to contact Nick or myself if you have any questions.

Earl Ingram, Chief
Public Information & Records Integrity Branch
Information Technology & Resources Management Division
Office of Pesticide Programs
U.S. Environmental Protection Agency

(703) 305-5456

From: Wittenberg, Nicholas
Sent: Friday, September 28, 2018 12:37 PM
To: Ingram, Earl <Ingram.Earl@epa.gov>
Subject: FW: EPA-HQ-2017-000322

From: Kim, Cathryn [mailto:cathrynkim@weitzlux.com]
Sent: Friday, September 28, 2018 12:33 PM
To: Wittenberg, Nicholas <wittenberg.nicholas@epa.gov>
Cc: Lukic, Maja <mlukic@weitzlux.com>
Subject: RE: EPA-HQ-2017-000322

Dear Mr. Wittenberg,

I am writing to follow up on our FOIA Request EPA-HQ-2017-000322. Could you please let us know what the status is on this request? You had stated in your August 7th e-mail response that the first production release for this request is scheduled in a month. However, we have not received any production for this request to date.

Y. Cathryn Kim
Paralegal
Weitz & Luxenberg P.C.
700 Broadway, 5th Floor
New York, NY 10003
Phone: (212)558-5577
Fax: (646)293-7916
cathrynkim@weitzlux.com

From: Wittenberg, Nicholas [mailto:wittenberg.nicholas@epa.gov]
Sent: Wednesday, August 08, 2018 12:37 PM
To: Kim, Cathryn
Cc: Ingram, Earl
Subject: RE: EPA-HQ-2017-000322

Hi Cathryn,

There was over 14,00 records collected for this request.

In addition we had another large request to process that was originally submitted by Mr. Estrada, EPA-HQ-2016-000139 that Janet Bressant in our branch has been releasing records to you.

We have a limited amount of resources that we have to spread out to other high number of requests.

Unfortunately, we cannot concentrate on multiple number of voluminous requests for one requester at the same time. We have to be equitable with our time.

Nonetheless, we will prioritize your matter.

We appreciate your understanding.

Thank you,
Nick

Nicholas Wittenberg
Attorney-Advisor
United States Environmental Protection Agency
Office of Pesticide Programs
Information Technology & Resources Management Division
Public Information & Records Integrity Branch
1200 Pennsylvania Avenue, NW (MC 7502P)
Washington, D.C. 20460
Phone: (703) 347-8875
Email: wittenberg.nicholas@epa.gov

On Aug 7, 2018, at 5:29 PM, Kim, Cathryn <cathrynkim@weitzlux.com> wrote:

> Hi Mr. Wittenberg,
>
> Thank you for your prompt response. I would like to set up a time to speak with you over the phone to request for an expedited processing of our request provided that our initial request was made over a year ago. If you're available to speak with me today, I can be reached at (212)558-5577 until 6 p.m.
>
> If another day works better for you, please let me know the day and time you're available.
>
> Cathryn
>
> ---
>
> **From:** Wittenberg, Nicholas [mailto:wittenberg.nicholas@epa.gov]
> **Sent:** Tuesday, August 07, 2018 5:02 PM
> **To:** Kim, Cathryn <cathrynkim@weitzlux.com>
> **Cc:** Lukic, Maja <mlukic@weitzlux.com>; Ingram, Earl <Ingram.Earl@epa.gov>
> **Subject:** RE: EPA-HQ-2017-000322
>
> Hi Cathryn,
>
> Thank you for the email.
>
> At this time we have finished First Level review on the matter.
>
> It is now in the queue for Second Level review.
>
> We can have for rolling productions this matter with the first release to be scheduled in a month. Then after the first release we can determine how many more productions are needed.
>
> Please let me know if you have any questions. I would be happy to setup a call to discuss this matter further.
>
> Thank you,
> Nick
>
> Nicholas Wittenberg
> Attorney-Advisor

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Office of Pesticide Programs
Information Technology & Resources Management Division
Public Information & Records Integrity Branch
1200 Pennsylvania Avenue, NW (MC 7502P)
Washington, D.C. 20460
Phone: (703) 347-8875
Email: wittenberg.nicholas@epa.gov

From: Kim, Cathryn [mailto:cathrynkim@weitzlux.com]
Sent: Tuesday, August 7, 2018 4:26 PM
To: Wittenberg, Nicholas <wittenberg.nicholas@epa.gov>
Cc: Lukic, Maja <mlukic@weitzlux.com>
Subject: EPA-HQ-2017-000322

Good afternoon Mr. Wittenberg,

I am writing to follow up on the status of FOIA Request EPA-HQ-2017-000322. I understand you have previously negotiated the scope of this request with my former colleague, Juan Estrada. As Mr. Estrada is no longer with our firm, I would like to continue those discussions. Can you please let us know if the Agency intends to produce any documents in response to our FOIA request?

Further, while we are still interested in obtaining records for the prioritized requests (Items 1 and 3 of our revised FOIA request but limited to the time frame: 1/1/2015-12/31/2016), we are also interested in obtaining records for the remaining items in our original FOIA request.

For your convenience, I have attached our last revised letter listing the specific requests we've made for this FOIA request as well as the last correspondence we received from you. If you have any questions or would like to discuss the matter further, you may reach me at (212)558-5577.

Y. Cathryn Kim

Paralegal
Weitz & Luxenberg P.C.
700 Broadway, 5th Floor
New York, NY 10003
Phone: (212)558-5577
Fax: (646)293-7916
cathrynkim@weitzlux.com

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****

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In the course of scanning all incoming e-mails to W & L, virus scanning software may block the e-mail and prevent it from being delivered. Neither the intended recipient nor the sender will receive notice that their transmission has been blocked.

All e-mail to W & L or any individuals at W & L should be followed up by hard copy including attachment(s), as specific file types may be blocked at any time without notice being provided to sender or recipient.

****

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/28/2018 4:56:00 PM
To: Reynolds, David [Reynolds.David@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: RE: FOIA Task
Attachments: Awareness Notification e-mail template 11272018 Final.docx

Here is the awareness Notification e-mail template.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Reynolds, David
Sent: Wednesday, November 28, 2018 11:38 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: FOIA Task

Can you please move on this. Thanks.

Assigned Tasks Collapse

Showing 1 to 1 of 1 entries Show 10 entries

Outcome	Task Type	Assigned To	Assigned By	Submitted Date	Due Date	Closed Date	5 Day Notification	Detail
Pending	Case File Review	Mr. Larry F Gottesman	David Reynolds	11/26/2018	11/26/2018		Notify	

David Reynolds
U.S. Environment Protection Agency
Office of Land And Emergency Management
1200 Pennsylvania Ave, N.W.
Washington, D.C. 20460

Physical Location
Office of Superfund Remediation and Technology Innovation (5202P)

Potomac Yard South
Cube Number S-5318
2777 S. Crystal Drive
Arlington, VA 22202
Office Phone
703-603-8895

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 11/27/2018 7:42:33 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Numbers keep changing -- Why?

Sorry we did not get back to you sooner. We have been working though the numbers to see where the disconnect is.

OGC management is asking for a custom report that deviates from the backlog report in FOIAonline which looks at the statutory deadlines (20 days). So the canned backlog report will not work for us since OGC management considers a request with an extension as not backlogged even though OIP/DOJ does. It also does not account for requests that are not perfected. As a result, we run a report of all pending requests and remove requests that have not reached their statutory deadline or has an extension beyond the end of the month. One of the biggest issues for anyone running such a report is that it shows the person assigned to the request and not the organization. We asked OEI to correct this issue back in August. FOIAonline has not been modified to address the issues identified in the attached memorandum.

I asked Wendy Schumacher to go back to the old way we use to run these number, by creating a tab for each organization after identifying where each request belongs. The October report is attached (Peter Bermes has a copy already). The tab has a placeholder for the NFO, marked as FOIA. These should probably be reported through OGC, but want your insight.

This is how we use to create the reports in the past, but senior folks with OGC did not like to tab, so we stopped.

All future backlog reports with tracking numbers will include a tabbed spreadsheet.

As far as the inconsistencies, Wendy and I went over the report numbers provided and can't explain the discrepancies. She normally provides a printout from FOIAonline with the supporting data, but cannot locate this one.

Hope all is going well.

From: Gottesman, Larry
Sent: Tuesday, November 27, 2018 12:21 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: Numbers keep changing -- Why?

Deliberative Process / Draft Ex. 5

Deliberative Process / Draft Ex. 5

From: Epp, Timothy
Sent: Monday, November 26, 2018 9:56 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Walker, Denise <Walker.Denise@epa.gov>
Subject: Re: Numbers keep changing -- Why?

Wendy and Larry,
When can I expect to get a response to my request in the below email for an explanation for the data inconsistency between the two sets of charts you provided to me?
Tim

Sent from my iPhone

On Nov 23, 2018, at 6:17 PM, Epp, Timothy <Epp.Timothy@epa.gov> wrote:

> Hi Larry and Wendy,
>
> Wendy, thank you for running the numbers for September and October. I need to be able to have a concise way to explain how and why these numbers keep changing.

Deliberative Process / Attorney Work Product Ex. 5

> Tim
>
> Timothy R. Epp
> Acting Director, National FOIA Office
> Office of General Counsel
> U.S. Environmental Protection Agency
> Tel. 202-564-2830

From: Epp, Timothy
Sent: Tuesday, November 20, 2018 5:59 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: Fwd: EMC readout -- Thank You!

Larry and Wendy,
Please explain to me why there is now a significantly different number for AO FOIAs in 2018 from what was provided for me to use in the EMC slides.
Tim

Sent from my iPhone

Begin forwarded message:

> **From:** "Bermes, Peter" <Bermes.Peter@epa.gov>
> **Date:** November 20, 2018 at 5:24:38 PM EST
> **To:** "Epp, Timothy" <Epp.Timothy@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>, "Schumacher, Wendy" <schumacher.wendy@epa.gov>
> **Cc:** "Walker, Denise" <Walker.Denise@epa.gov>
> **Subject: RE: EMC readout -- Thank You!**
>
> Hello all,
>
> I spoke with Larry and Chris Creech on this issue, and I think I can close the loop Deliberative Process / Attorney Work Product Ex. 5
>
> **Deliberative Process / Attorney Work Product Ex. 5**
>
> Peter

Peter Bermes
Attorney-Advisor, Office of General Counsel
United States Environmental Protection Agency
312-886-6631 | Room R1325

From: Bermes, Peter
Sent: Monday, November 19, 2018 9:07 AM

To: Epp, Timothy <Epp.Timothy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Walker, Denise <Walker.Denise@epa.gov>
Subject: RE: EMC readout -- Thank You!

Thanks, Tim. For purposes of our declaration, Deliberative Process / Attorney Work Product Ex. 5

Deliberative Process / Attorney Work Product Ex. 5

Peter

Peter Bermes
Attorney-Advisor, Office of General Counsel
United States Environmental Protection Agency
312-886-6631 | Room R1325

From: Epp, Timothy
Sent: Saturday, November 17, 2018 7:10 AM
To: Bermes, Peter <Bermes.Peter@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Walker, Denise <Walker.Denise@epa.gov>
Subject: Fw: EMC readout -- Thank You!

Hi Peter,

I'm pulling in Wendy and Larry to most carefully respond to your question. As I

Deliberative Process / Attorney Work Product Ex. 5

Deliberative Process / Attorney Work Product Ex. 5

Thanks,

Tim

From: Bermes, Peter
Sent: Friday, November 16, 2018 4:43 PM
To: Epp, Timothy
Cc: Walker, Denise
Subject: RE: EMC readout -- Thank You!

Hello Tim/Denise,

In a litigation matter with Sierra Club, we're developing a declaration to use in

Deliberative Process / Attorney Work Product Ex. 5

Any context you can provide would be useful. Thank you,

Peter

Peter Bermes
Attorney-Advisor, Office of General Counsel
United States Environmental Protection Agency
312-886-6631<image001.png> | Room R1325

From: Epp, Timothy
Sent: Thursday, November 15, 2018 9:43 AM
To: OGC NFO <OGC-NFO@epa.gov>
Subject: EMC readout -- Thank You!

Hi all,

I just got back from the Executive Management Council meeting where I reported on our FOIA improvement efforts. My final slides are attached. Our presentation was well-received. Thank you to all who took the time to review it and offer feedback large and small. It was much improved by your efforts.

Some key takeaways: 1) Henry Darwin suggested that Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Deliberative Process / Ex. 5 2) Helena ask that we consider producing

Deliberative Process / Ex. 5

Deliberative Process / Ex. 5 3) Charlotte Bertrand suggested that Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Agency. 4) Elise mentioned the accuracy problem OGC had with an attorney

Deliberative Process / Ex. 5

Another key takeaway -- the FEAT received a specific "shout-out" of praise regarding what you accomplished in Gold King Mine – you were described as producing extraordinary results, saving the Regions from paralysis, and providing a leading model that should be shared with other federal agencies. Congratulations!

Tim

Timothy R. Epp
Acting Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency
Tel. 202-564-2830<image001.png>

<Monthly Backlog reduction memo 11-1-18.docx>

<Monthly 2 month view Oct 2018.xlsx>

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/3/2018 2:00:36 PM
To: Stilp, Mark [Stilp.Mark@epa.gov]
Subject: RE: EPA-HQ-2017-010625 Request Details

Also let you a voice mail.

Unable to resign since it is the close out process. This request was identified for the for Awareness Notification process and tht has to be followed or waived.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Stilp, Mark
Sent: Thursday, November 29, 2018 4:44 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: EPA-HQ-2017-010625 Request Details

Hi Larry- the above referenced request is ready to be closed/records ready for release, and I need to send the final production to a FOIA lit plaintiff by tomorrow (plaintiff is not the requester. Request overlaps with request at issue in litigation). The request is assigned to someone that is out of the office until Tuesday. Can you assign the request to Rebecca Clausen who can close the request and produce the records?

-Mark Stilp

Mark Stilp | Attorney-Advisor | Office of General Counsel | U.S. Environmental Protection Agency | 1200 Pennsylvania Ave. NW | Washington, DC 20460 | mail code: 2377A | office: 202.564.4845

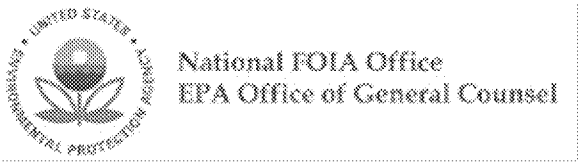
Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 6/11/2019 8:43:30 PM
To: Calderon, Wanda [Calderon.Wanda@epa.gov]
Subject: R2-2019-005193
Attachments: Awareness Notification Template.docx

I need an Awareness notification email to close.

Larry F. Gottesman
Agency FOIA Officer
National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Personal Phone / Ex. 6
202-566-1667 (Main line)



Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/20/2018 3:17:13 PM
To: Gonzales, Kristina [Gonzales.Kristina@epa.gov]
Subject: RE: #001627 and 010861

I just spoke to Victoria Tran. Victoria is an Advisor to Beth White, in OEX/AO. She will look into the matter and get back to me later today.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Conference Line/Code / Ex. 6
202-566-1667 (Main line)

From: Gonzales, Kristina
Sent: Thursday, December 20, 2018 8:20 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: #001627 and 010861

During our weekly Huddle yesterday management asked about the overdue FOIA #010861. Can you provide me with a status update or anticipated completion date? Or let me know who I need to contact re: HQ/AO review? Thanks!

Kristina Gonzales
Acting Deputy Regional Counsel
214-665-8139

From: Ho, Nancy
Sent: Wednesday, December 19, 2018 3:39 PM
To: Gonzales, Kristina <Gonzales.Kristina@epa.gov>
Subject: RE: #001627 and 010861

These are two different FOIA requests from the same requester. The following persons are listed by the requester as potentially having records: Candi Schaedle and Robert Tomiak of EPA HQ. See screen shot below. Neither case is tagged for HQ Awareness Notification.

010861 – Task overdue from EPA HQ **AO**. The following persons are listed by the requester as potentially having records: Candi Schaedle and Robert Tomiak of EPA HQ. HQ was asked to search/review for responsive records and to upload info into FOIAonline along with administrative cost info.

001627 – Task expected to be overdue from both **EPA HQ AO** and also 6MM. Results from Relativity not yet provided to the Region. Expected date of relativity results is 12/24/18. Requester does not grant extension. When the search criteria

is submitted to Ediscovery, it takes them about two weeks to get the results back. It is still within the two week timeframe since submission to Ediscovery.

EPA-R6-2019-001627	Request	Complex	John Muir	11/21/2018	12/21/2018	Shirley Langley	Evaluation of Records

Request Type: FOIA

Description: In accordance with the provisions of the Freedom of Information Act, 5 U.S.C. § 552, Baker - Wotring LLP hereby requests the prompt production and disclosure of any and all memoranda, lists, correspondence, and other documents and records, whether draft, preliminary, interim or final, as well as any other related documentation in electronic format, in the possession, custody or control of United States Environmental Protection Agency (EPA), including EPA Region 6, identifying, evidencing or related to Texas Gulf Terminals, Inc. (TGT), the TGT application for a Deepwater Port License (Docket No. MARAD 2018-0114), and any other related documents. This request is for all documents not previously produced in response to EPA-R6-010861, including any documents authored or received by EPA after the processing of FOIA Request EPA-R6-010861.

This request is for all information in whatever media it may be kept and in whatever form including, but not limited to, any book, paper, letter, document, e-mail, Internet posting, text message, instant message, other electronic communication, printout, photograph, film, tape, microfiche, microfilm, sound recording, map, and drawing and a voice, data, or video representation held in computer memory in the possession, custody or control of EPA Region 6.

We are requesting that EPA Region 6 respond within twenty (20) business days of receipt of this request, as specified in 5 U.S.C. § 552(a)(6)(A).

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. Please also release all non-exempt portions of otherwise exempt material. If costs exceed $250, please contact me at 713-980-1715 or jmuir@bakerwotring.com.

EPA-R6-2018-010861	Request	Complex	John Muir	08/23/2018	11/15/2018	Nancy Ho	Processing Tasks

Request Type: FOIA

Description: In accordance with the provisions of the Freedom of Information Act, 5 U.S.C. § 552, Baker - Wotring LLP hereby requests the prompt production and disclosure of any and all memoranda, lists, correspondence, and other documents and records, whether draft, preliminary, interim or final, as well as any other related documentation in electronic format, in the possession, custody or control of United States Environmental Protection Agency -- Region 6 (EPA Region 6) identifying, evidencing or related to Texas Gulf Terminals, Inc. (TGT), the TGT application for a Deepwater Port License (Docket No. MARAD 2018-0114), and any other related documents.

This request is for all public information in whatever media it may be kept and in whatever form including, but not limited to, any book, paper, letter, document, e-mail, Internet posting, text message, instant message, other electronic communication, printout, photograph, film, tape, microfiche, microfilm, sound recording, map, and drawing and a voice, data, or video representation held in computer memory in the possession, custody or control of EPA Region 6.

In this request, the term "documents" means the following: all reports, lists, interagency memoranda, intra-agency memoranda, data correspondence, opinion letters, ledgers, studies, investigations, schedules, photographs, sound reproductions, ledger books, graphs, catalogues, statements or any other handwritten, typewritten, printed, recorded or graphic material of any kind or description whatsoever.

We are requesting that EPA Region 6 respond within twenty (20) business days of receipt of this request, as specified in 5 U.S.C. § 552(a)(6)(A).

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. Please also release all non-exempt portions of otherwise exempt material. If costs exceed $250, please contact me at 713-980-1715 or jmuir@bakerwotring.com.

Additional Status: Backlogged

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/19/2018 4:55:22 PM
To: Stilp, Mark [Stilp.Mark@epa.gov]
Subject: FW: Lotus Notes Emails - eDiscovery for Notes FOIA

From: Hearns, Liza
Sent: Friday, December 07, 2018 7:34 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Epp, Timothy <Epp.Timothy@epa.gov>
Subject: Re: Lotus Notes Emails - eDiscovery for Notes FOIA

I assume the same way they are being dealt with now. But I would check with the FOIA folks about this

Liza

Sent from my EPA iPhone

On Dec 7, 2018, at 9:14 AM, Gottesman, Larry <Gottesman.Larry@epa.gov> wrote:

> Liza-
>
> Just so I am clear, how is EPA dealing with departed employees' Lotus Notes emails after the end of December for FOIA request that are not assigned to the FEAT or are not in litigation?
>
> Thanks
>
> Larry F. Gottesman
> Agency FOIA Officer
> Office of General Counsel
> U.S. Environmental Protection Agency
>
> 202-566-2162 (Direct line)
> 202-689-4588 (Mobile)
> 202-566-1667 (Main line)
>
> ---
>
> **From:** Hearns, Liza
> **Sent:** Thursday, December 06, 2018 9:15 PM
> **To:** Gottesman, Larry <Gottesman.Larry@epa.gov>
> **Cc:** Kennedy, Chandra <Kennedy.Chandra@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Callewaert, Michael <Callewaert.Michael@epa.gov>
> **Subject:** Re: Lotus Notes Emails - eDiscovery for Notes FOIA

Most active users have had their email migrated to their Outlook archive so they can search there or have the eDiscovery team search their mail for them. If they still need to access Notes, their IMO can request a license for them (until the end of December when the licenses expire)

Liza

Sent from my EPA iPhone

On Dec 6, 2018, at 12:43 PM, Gottesman, Larry <Gottesman.Larry@epa.gov> wrote:

> Liza
>
> Can you provide any insight into this issue?
>
> Thanks
>
> Larry F. Gottesman
> Agency FOIA Officer
> Office of General Counsel
> U.S. Environmental Protection Agency
>
> 202-566-2162 (Direct line)
> 202-689-4588 (Mobile)
> 202-566-1667 (Main line)

From: Soward, Ruth-Alene
Sent: Thursday, December 06, 2018 11:47 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Callewaert, Michael <Callewaert.Michael@epa.gov>
Cc: Kennedy, Chandra <Kennedy.Chandra@epa.gov>
Subject: RE: Lotus Notes Emails - eDiscovery for Notes FOIA

Thanks, Larry. Unfortunately, many EPA employees no longer have access to Lotus Notes. It's my understanding that a year or so ago, all EPA offices had to send OEI a list of employees who need to maintain Lotus Notes access for specific reasons, such as using IGMS and other Lotus Notes tools. Only EPA employees who were on that list were giving Lotus Notes licenses and allowed to retain Lotus Notes access, and the list is not long. So not all employees are able to conduct a self-collection...

Ruth

Ruth Alene Soward, Director
Office of Resource and Information Management
Office of the Chief Financial Officer
202-566-0985 phone; 202-669-1876 mobile; 202-564-1433 fax
Mail Code 2710A

From: Gottesman, Larry
Sent: Thursday, December 06, 2018 9:21 AM
To: Callewaert, Michael <Callewaert.Michael@epa.gov>
Cc: Kennedy, Chandra <Kennedy.Chandra@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>
Subject: RE: Lotus Notes Emails - eDiscovery for Notes FOIA

Lotus notes emails are currently being migrated into Outlook to allow EPA to search all email records through Discovery Services. It is my understanding the goal was to have this completed by the end of the year, but I may be wrong on the exact date. Until that happens, all current employees are required to conduct a self-collection for Lotus Notes emails that may be responsive to a FOIA request.

Hope this helps.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Callewaert, Michael
Sent: Tuesday, December 04, 2018 2:20 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Kennedy, Chandra <Kennedy.Chandra@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>
Subject: FW: Lotus Notes Emails - eDiscovery for Notes FOIA

Larry,

Do you know of a process for searching Lotus Notes emails? We've been asking around after eDiscovery informed us they don't do Lotus Notes email searches.

This is in regards to a FOIA request assigned to OCFO.

Thanks,

Michael Callewaert, CISSP, CISM
Primary Information Security Officer
Office of the Chief Financial Officer
Office: 202-564-7379
Email: callewaert.michael@epa.gov

From: Thompson, BrianK
Sent: Tuesday, December 04, 2018 12:38 PM

To: Kerchmar, Randy (Randolph) <kerchmar.randolph@epa.gov>; Callewaert, Michael <Callewaert.Michael@epa.gov>
Cc: Malone, Chad W. <Malone.Chad@epa.gov>
Subject: RE: Lotus Notes Emails - eDiscovery for Notes FOIA

All,

For FOIA, the eDiscovery Division does not collect Lotus Notes. That should still be done on an ad-hoc basis by the program office responsible for the FOIA. I know OGC has a procedure for doing that and I would suggest reaching out to them and the National FOIA Office (Larry Gottesman at 202-566-2162) for guidance on FOIA related matters.

_Brian

Brian K. Thompson | Acting Director
eDiscovery Division
U.S. Environmental Protection Agency, Headquarters | OEI, Office of Enterprise Information Programs
|office: (202) 564-4256 | cell: (202) 578-5903 | e-mail: Thompson.BrianK@epa.gov

Please email eDAT@epa.gov for questions or help on search requests
Please email Relativitysupport@epa.gov for all Relativity-based inquiries or requests
Please email eDiscovery@epa.gov for all general eDiscovery requests

---

From: Kerchmar, Randy (Randolph)
Sent: Tuesday, December 04, 2018 12:32 PM
To: Callewaert, Michael <Callewaert.Michael@epa.gov>
Cc: Malone, Chad W. <Malone.Chad@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>
Subject: RE: Lotus Notes Emails - eDiscovery for Notes FOIA

Chad Malone supplied me with another name, BrianK Thompson, the Director of the eDiscovery Division at HQ, at 202-564-4256. He can probably steer you to who does Notes eDiscovery.

Randolph Kerchmar
EUS Notes Administrators
919-541-5584

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/19/2018 3:15:09 PM
To: Stanton, Rachel [stanton.rachel@epa.gov]
CC: Sandfoss, Kristina [Sandfoss.Kristina@epa.gov]
Subject: EPA-HQ-2019-000728
Attachments: FOIA Efficiency Memo.pdf; Awareness Notification e-mail template 11272018 Final (002).docx

Please follow the attached process on the above referenced FOIA request.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Personal Phone / Ex. 6
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 8/28/2018 1:26:42 PM
To: Lubetsky, Jonathan [Lubetsky.Jonathan@epa.gov]
Subject: RE: OAR FINAL FOIA Awareness Review: Third Production Set for FOIA EPA-HQ-2017-003545

Done

From: Lubetsky, Jonathan
Sent: Tuesday, August 28, 2018 8:40 AM
To: White, Elizabeth <white.elizabeth@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>
Subject: RE: OAR FINAL FOIA Awareness Review: Third Production Set for FOIA EPA-HQ-2017-003545

Larry,
Can you approve per beth's note on August 16. I'd like to be able to close a FOIA out.
Jonathan

From: Lubetsky, Jonathan
Sent: Tuesday, August 21, 2018 12:23 PM
To: White, Elizabeth <white.elizabeth@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: OAR FINAL FOIA Awareness Review: Third Production Set for FOIA EPA-HQ-2017-003545

Beth,
This FOIA is still pending Larry's approval. Could you confirm with Larry that this is good to be released?
Thank you,
Jonathan

From: White, Elizabeth
Sent: Thursday, August 16, 2018 10:33 AM
To: Lubetsky, Jonathan <Lubetsky.Jonathan@epa.gov>
Subject: RE: OAR FINAL FOIA Awareness Review: Third Production Set for FOIA EPA-HQ-2017-003545

Hey – this can go tomorrow if that's ok.

Beth White
Director, Office of the Executive Secretariat
U.S. Environmental Protection Agency
(202) 564-1781 direct
Ex. 6 1 cell

From: Lubetsky, Jonathan
Sent: Thursday, August 16, 2018 10:07 AM
To: White, Elizabeth <white.elizabeth@epa.gov>
Subject: FW: OAR FINAL FOIA Awareness Review: Third Production Set for FOIA EPA-HQ-2017-003545

Just checking in on this set as well.

From: Lubetsky, Jonathan
Sent: Tuesday, August 07, 2018 11:58 AM
To: White, Elizabeth <white.elizabeth@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Hamilton, Sabrina <Hamilton.Sabrina@epa.gov>
Subject: FW: OAR FINAL FOIA Awareness Review: Third Production Set for FOIA EPA-HQ-2017-003545

Beth,
The documents for this FOIA have now been uploaded to FOIAonline for release and are pending Larry approval. In addition to the offices listed below that reviewed this FOIA, the OAR political team has reviewed this set. This is the last production for this FOIA. Once the production is released, we will begin the closeout process.
Thank you,
Jonathan

From: Eagles, Tom
Sent: Friday, August 03, 2018 12:41 PM
To: Millett, John <Millett.John@epa.gov>; DeLuca, Isabel <DeLuca.Isabel@epa.gov>; Aarons, Kyle <Aarons.Kyle@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Harlow, David <harlow.david@epa.gov>
Cc: Srinivasan, Gautam <Srinivasan.Gautam@epa.gov>; Knapp, Kristien <Knapp.Kristien@epa.gov>; Lewis, Josh <Lewis.Josh@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Shoaff, John <Shoaff.John@epa.gov>; Eagles, Tom <Eagles.Tom@epa.gov>; Lubetsky, Jonathan <Lubetsky.Jonathan@epa.gov>; Mroz, Jessica <mroz.jessica@epa.gov>; Feeley, Drew (Robert) <Feeley.Drew@epa.gov>; Gunasekara, Mandy <Gunasekara.Mandy@epa.gov>; Jordan, Scott <Jordan.Scott@epa.gov>; Zenick, Elliott <Zenick.Elliott@epa.gov>; Sandfoss, Kristina <Sandfoss.Kristina@epa.gov>
Subject: OAR FINAL FOIA Awareness Review: Third Production Set for FOIA EPA-HQ-2017-003545

All,

I am circulating for OAR final awareness review, responsive documents to a FOIA request from EDF, FOIA EPA-HQ-2017-003545. The documents are attached. This is the third production set of email records for this request. The FOIA is in regards to Social Cost of Carbon and Methane, and OAR staffing levels.

Offices who have reviewed: OAR, OGC ARLO (docs with equity only), WH/EOP, OCIR, OEX, OARM

Email originators include: David Schnare, Loretta Hunt, Joseph Burbach, Cheryl Newton, David Bloom

Please review these documents by COB on August 6. We plan to release the documents on August 7.

Note: This FOIA request has been flagged for awareness notification in FOIAonline by Larry Gottesman.

Please let me know if you have any questions.

Thank you,
Tom Eagles for Jonathan Lubetsky

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 8/10/2018 6:22:46 PM
To: Routt, Christiane [Routt.Christiane@epa.gov]
Subject: FOIA EPA-HQ-2017-009319

Can you send me a link, in SharePoint or one drive to the 98 documents ORD proposes to release in response to this request? This will allow the awareness notification to take place.

Let me know if you have any questions.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/9/2018 7:44:03 PM
To: Schena, Cristeen [Schena.Cristeen@epa.gov]
Subject: RE: URGENT - EPA-R1-2018-008941 HQ Awareness Notification

Thanks

From: Schena, Cristeen
Sent: Friday, November 09, 2018 2:29 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: URGENT - EPA-R1-2018-008941 HQ Awareness Notification

I talked to the attorney about 15 min ago, the RA/DRA have been briefed but I don't have the green light yet. I expect to hear something within the next ½ hour.

From: Gottesman, Larry
Sent: Friday, November 09, 2018 2:15 PM
To: Schena, Cristeen <Schena.Cristeen@epa.gov>
Subject: RE: URGENT - EPA-R1-2018-008941 HQ Awareness Notification

Any update?

From: Schena, Cristeen
Sent: Friday, November 09, 2018 11:44 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: URGENT - EPA-R1-2018-008941 HQ Awareness Notification

The attorney is looking into this, I will get you an answer as soon as I can.

Just so you know, I'm about to start the interim process, so you should see the review task soon.

Cris

From: Gottesman, Larry
Sent: Friday, November 09, 2018 10:47 AM
To: Schena, Cristeen <Schena.Cristeen@epa.gov>
Subject: FW: URGENT - EPA-R1-2018-008941 HQ Awareness Notification

Please respond to me to the question below.

Larry F. Gottesman
Agency FOIA Officer

Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Grantham, Nancy
Sent: Friday, November 09, 2018 10:25 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>
Cc: Tran, Victoria <tran.victoria@epa.gov>
Subject: RE: URGENT - EPA-R1-2018-008941 HQ Awareness Notification

I would ask if the RA/DRA are aware as well – I am familiar with the issue and it warrants that level of awareness thanks ng

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
202-253-7056 (mobile)

From: Gottesman, Larry
Sent: Friday, November 09, 2018 10:20 AM
To: White, Elizabeth <white.elizabeth@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Tran, Victoria <tran.victoria@epa.gov>
Subject: RE: URGENT - EPA-R1-2018-008941 HQ Awareness Notification

Request letter attached.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: White, Elizabeth
Sent: Thursday, November 08, 2018 5:31 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Tran, Victoria <tran.victoria@epa.gov>
Subject: RE: URGENT - EPA-R1-2018-008941 HQ Awareness Notification

Larry – can you send us the request?

Beth White
Director, Office of the Executive Secretariat
U.S. Environmental Protection Agency
(202) 564-1781 direct
(202) 816-1701 cell

From: Gottesman, Larry
Sent: Thursday, November 8, 2018 5:16 PM
To: White, Elizabeth <white.elizabeth@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Tran, Victoria <tran.victoria@epa.gov>
Subject: FW: URGENT - EPA-R1-2018-008941 HQ Awareness Notification
Importance: High

Region 1 request.

Let me know if we can be of any furtherer assistance.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Schena, Cristeen
Sent: Thursday, November 08, 2018 2:49 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: URGENT - EPA-R1-2018-008941 HQ Awareness Notification
Importance: High

Larry,

Below is a link to the records we want to send in a 3rd interim release, due date is tomorrow, but the attorney is prepared to send an extension letter if, by mid-day, HQ isn't able to approve that review. This is a FOIA from Hall & Associates.

The attorney (Samir Bukhari) also wanted me to let you (and Beth White) know that there are some duplicates amongst the 217 records so the review shouldn't be as bad as it sounds.

These records were reviewed by the attorney, the manager of the program and the office director.

I'm having trouble creating a SharePoint site and I didn't want to hold this up so I'm forwarding you the link that the Relativity folks gave to us yesterday. Thank you.

Your production request is complete. Please find the production documents located here:

\\v18h1n-eddfs02\prodA\ED_002043

Document count: **217**

Cris

Cristeen L. Schena, Region I FOIA Officer
EPA New England (OARM01-6)
5 Post Office Square, Suite 100, Boston, MA 02109-3912
617-918-1102 (tel.) - 617-918-0102 (e-fax)
www.epa.gov/ne/foia

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 8/10/2018 12:31:10 PM
To: Person, Linda [Person.Linda@epa.gov]
Subject: Awareness notification update list
Attachments: FOIAonline Home.csv

If you can get me the updated list before 1:00 today that will meet Beth's request. Let me know if you have any questions. Looks like 51 this time.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 8/22/2018 4:27:14 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Why FOIA Presentation - 2018 (Training).pptx
Attachments: Why FOIA Presentation - 2018 (Training).pptx

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/12/2018 8:53:56 PM
To: White, Elizabeth [white.elizabeth@epa.gov]
CC: Grantham, Nancy [Grantham.Nancy@epa.gov]; Tran, Victoria [tran.victoria@epa.gov]; Brazauskas, Joseph [brazauskas.joseph@epa.gov]; Epp, Timothy [Epp.Timothy@epa.gov]
BCC: Person, Linda [Person.Linda@epa.gov]
Subject: Notification Report as of 10/12/2018
Attachments: Notification Report 10-12-18.docx

Please let me know if you have any questions.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 8/23/2018 5:01:03 PM
To: Sandfoss, Kristina [Sandfoss.Kristina@epa.gov]
Subject: Fwd: Why FOIA Presentation - 2018 (Training) 1.pptx
Attachments: Why FOIA Presentation - 2018 (Training) 1.pptx; ATT00001.htm; FOIA Training 8-23-18.pptx; ATT00002.htm

Larry F. Gottesman

Sent from my iPhone

Begin forwarded message:

From: "Gottesman, Larry" <Gottesman.Larry@epa.gov>
To: "Marusak, Kirk" <Marusak.Kirk@epa.gov>
Subject: FW: Why FOIA Presentation - 2018 (Training) 1.pptx

From: Gottesman, Larry
Sent: Thursday, August 23, 2018 9:07 AM
To: Scott, Raoul <Scott.Raoul@epa.gov>
Cc: Brian Long <Long.Brian@epa.gov>
Subject: Why FOIA Presentation - 2018 (Training) 1.pptx

Raoul-

I wish we should have been engaged earlier. I went through the training and made some edits, but if I had the time, I would have rewritten a lot of it. Attached is some training that was used by the Agency for basic FOIA Overview that may be helpful to the presenters.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

.

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 8/22/2018 3:54:16 PM
To: Nguyen, Quoc [Nguyen.Quoc@epa.gov]
Subject: FW: OAM Acquisition Workforce Comprehensive Training Program - UPCOMING CLASSES!
Attachments: Why FOIA Presentation - 2018 (Training).pptx

From: Long, Brian
Sent: Wednesday, August 22, 2018 9:47 AM
To: Sandfoss, Kristina <Sandfoss.Kristina@epa.gov>; Scott, Raoul <Scott.Raoul@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Long, Brian <Long.Brian@epa.gov>
Subject: RE: OAM Acquisition Workforce Comprehensive Training Program - UPCOMING CLASSES!

Kristina and Larry

Good Morning.

Per Raoul Scott, I am forwarding the draft FOIA Training slides for the training entitled "Why FOIA" to be presented by OAM for your review.

We strongly encourage you to attend the training session that will take place on tomorrow at 1:00 pm in B305 WJCNorth. We will greatly appreciate to have both you and Larry present.

Thanks

Brian K. Long
Policy, Training, Oversight Division (PTOD)
Office of Acquisition Management
U.S. Environmental Protection Agency/OARM/OAM
202-564-4737

From: Sandfoss, Kristina
Sent: Monday, August 20, 2018 4:35 PM
To: Scott, Raoul <Scott.Raoul@epa.gov>
Cc: Long, Brian <Long.Brian@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: OAM Acquisition Workforce Comprehensive Training Program - UPCOMING CLASSES!

Please send the materials to Larry Gottesman in the FOIA office. Thank you!

From: Scott, Raoul
Sent: Monday, August 20, 2018 4:22 PM
To: Sandfoss, Kristina <Sandfoss.Kristina@epa.gov>
Cc: Long, Brian <Long.Brian@epa.gov>
Subject: Re: OAM Acquisition Workforce Comprehensive Training Program - UPCOMING CLASSES!

The training goes over why there is a
FOIA process, and what a FOIA specialist does during the review of a FOIA request. The
focus of this course is not to train individuals on how to perform FOIA reviews. It only provides awareness of the FOIA process.

I did not realize OGC approval was required for this type of course. If you still believe OGC approval is required, pls let me know who in OGC I should send the materials to for review.

Thanks-

Raoul

Sent from my iPhone

On Aug 9, 2018, at 1:14 PM, Sandfoss, Kristina <Sandfoss.Kristina@epa.gov> wrote:

> Good afternoon Raoul,
> I saw that OAM is offering a FOIA training (wonderful), so I wanted to know who is going to lead the class and to verify that OGC has approved the training materials. Please let me know when you have a chance.
> Thanks so much!
> Kristina
>
> **From:** faitas@fai.gov [mailto:faitas@fai.gov]
> **Sent:** Tuesday, August 7, 2018 2:25 PM
> **To:** faitas@fai.gov
> **Subject:** OAM Acquisition Workforce Comprehensive Training Program - UPCOMING CLASSES!
>
> ***** This email is sent by Environmental Protection Agency
>
> Greetings EPA Acquisition Workforce Members!
>
> As announced on August 1, 2018 by our Director, Kimberly Patrick, we are pleased to launch OAM's Acquisition Workforce Comprehensive Training Program (AWCTP). The purpose of the AWCTP is to provide a framework to design, develop, deliver and evaluate internal acquisition workforce training, with an EPA focus.
>
> Accordingly, we are announcing these scheduled classes!
>
> - EPA COR Basic (a.k.a., Top 10 Things CORs Should Know) - August 16, 2018: Washington DC and Adobe Connect virtual classroom
> - Severable/Non-Severable Services - August 21, 2018: Washington DC only
> - Understanding the Use of Government Purchase Card - August 22, 2018: Washington DC and Adobe Connect virtual classroom
> - Why FOIA? - August 23, 2018: Washington DC and Adobe Connect virtual classroom
>
> Additional information on courses and registration can be found at http://oamintra.epa.gov/TRAINING. For specific training session details, click on the "Acquisition Training Schedule" link on the intranet page.

Please contact OAMTraining@epa.gov if you have any questions.

Please do not reply to this system generated email message. FOR OFFICIAL USE ONLY

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/30/2018 7:59:33 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Draft Slides for Monday Acting Admr Briefing on FOIA
Attachments: OGC FOIA Improvement Initiatives 2018 - updated 10 30.pptx

---

From: Epp, Timothy
Sent: Tuesday, October 30, 2018 8:40 AM
To: White, Elizabeth <white.elizabeth@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Draft Slides for Monday Acting Admr Briefing on FOIA

Hi all,

Attached are the draft slides for the Monday briefing for Wheeler on FOIA improvement initiatives. I have asked Carla to set up a pre-brief meeting with Matt for later this week.

Beth, should we add a slide on the AO4 project? We could highlight the good numbers coming out regarding processing of accumulated FOIAs, your hiring, and the Tiger Team initiative.

Larry, Please provide an update for the backlog pie charts on slide 7.

Wendy/Charlotte, do you want to update the litigation slide?

Tim

Timothy R. Epp
Acting Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency
Tel. 202-564-2830

Message

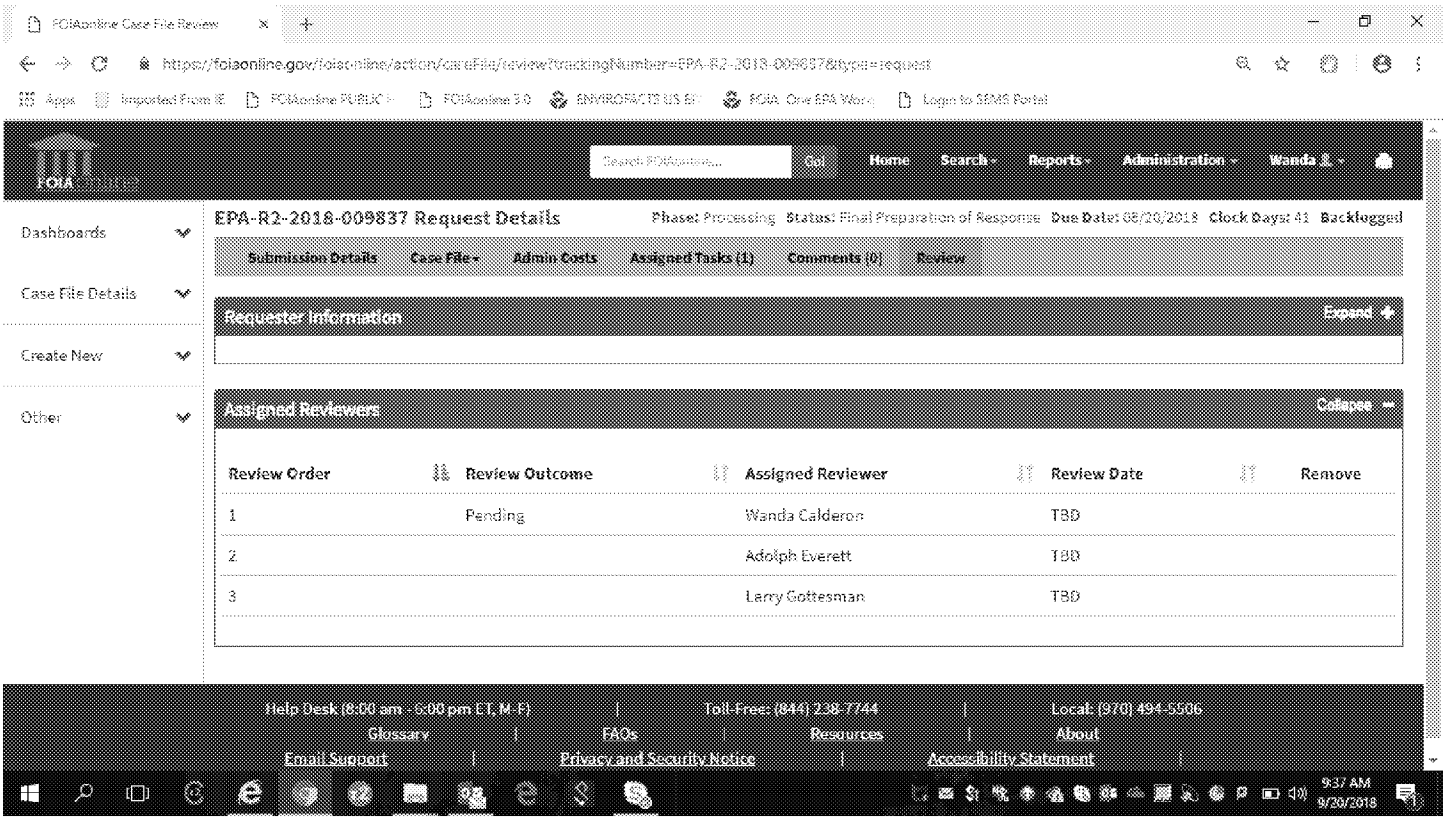
From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 9/20/2018 5:54:04 PM
To: Calderon, Wanda [Calderon.Wanda@epa.gov]
Subject: RE: Reviewer ??

Awareness notification.

From: Calderon, Wanda
Sent: Thursday, September 20, 2018 9:38 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Reviewer ??

Hello and good AM,

One quic ?? – why is HQ a reviewer on this FOIA? This is a simple already issued letter being sought….



Wanda Calderon
Government Information Specialist
Public Outreach Branch
US EPA Region 2
www.epa.gov/foia

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/23/2018 8:08:14 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Copy of Backlog reduction 03-23-18 by org v2.xlsx
Attachments: Copy of Backlog reduction 03-23-18 by org v2.xlsx

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/26/2018 8:17:56 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Fwd: reminder to send me the overdue foia /press issue thanks ng

Larry F. Gottesman

Sent from my iPhone

Begin forwarded message:

> **From:** "Grantham, Nancy" <Grantham.Nancy@epa.gov>
> **Date:** May 26, 2018 at 7:11:21 AM EDT
> **To:** "White, Elizabeth" <white.elizabeth@epa.gov>, "Bigioni, Neil" <bigioni.neil@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>, "Walker, Denise" <Walker.Denise@epa.gov>, "Grantham, Nancy" <Grantham.Nancy@epa.gov>
> **Cc:** "Richardson, RobinH" <Richardson.RobinH@epa.gov>, "Gray, David" <gray.david@epa.gov>
> **Subject: Fwd: reminder to send me the overdue foia /press issue thanks ng**
>
> All - this is a region 9 foia from a media outlet - which is flagged for awareness review. Regional public affairs reached out on status
>
> We are setting up a follow up
> call on awareness notification next week
>
> One thing we may want to consider is weekly huddle to review what is in the queue - both incoming and ready to
> go thx ng

Sent from my iPhone

Begin forwarded message:

> **From:** "Glenn, William" <Glenn.William@epa.gov>
> **Date:** May 23, 2018 at 6:32:47 PM EDT
> **To:** "Zito, Kelly" <ZITO.KELLY@EPA.GOV>, "Grantham, Nancy" <Grantham.Nancy@epa.gov>
> **Subject: RE: reminder to send me the overdue foia /press issue thanks ng**

Hi Nancy,

This was a request by Marcus Stern, a reporter with weather.com who has reported on the Anaconda Mine site in Nevada, for correspondence between Alexis and high-ranking EPA, Nevada and BP/ARCO officials regarding Anaconda. It's awaiting closeout, and according to the program folks, there isn't much of substance in the responsive records.

Here's a reference:

From: Ball, Harold
Sent: Monday, May 7, 2018 12:35 PM
To: Johnson, Ivry <Johnson.Ivry@epa.gov>
Cc: tran, peter <tran.peter@epa.gov>; CHENG, CHRISTINA <Cheng.Christina@epa.gov>; Glenn, William <Glenn.William@epa.gov>; Minor, Dustin <Minor.Dustin@epa.gov>
Subject: FOIA-EPA-R9-2018-004189 response letter and records review release

Ivry: Attached, please find FOIA-EPA-R9-2018-004189 response letter and records review release. As you know, the current due date for the response is May 11, Since the package was submitted for HQ review on or before April 27, please advise what we are to do if the HQ review is not complete by that date. Many thanks. Harry

=====
Harold Ball, Chief, NV & Federal Facilities Section (S82), EPA Region 9 Superfund, w) 415.972.3047, c) 415.819.9821, ball.harold@epa.gov

---

Bill Glenn
Acting Deputy Director
Office of Public Affairs
U.S. EPA, Pacific Southwest
glenn.william@epa.gov / (415) 947-4254

From: Zito, Kelly
Sent: Wednesday, May 23, 2018 2:46 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Glenn, William <Glenn.William@epa.gov>
Subject: RE: reminder to send me the overdue foia /press issue thanks ng

Yes – Bill can get you some info

From: Grantham, Nancy
Sent: Wednesday, May 23, 2018 2:42 PM
To: Zito, Kelly <ZITO.KELLY@EPA.GOV>
Subject: reminder to send me the overdue foia /press issue thanks ng

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
202-253-7056 (mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 1/18/2018 8:32:05 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Emailing: National FOIA Office Operations Manual_Draft_20131120.docx, Steps outline.docx
Attachments: National FOIA Office Operations Manual_Draft_20131120.docx; Steps outline.docx

Your message is ready to be sent with the following file or link attachments:

National FOIA Office Operations Manual_Draft_20131120.docx
Steps outline.docx

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 1/18/2018 8:21:32 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: National FOIA Office Operations Manual_20140422.docx
Attachments: National FOIA Office Operations Manual_20140422.docx

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 1/17/2018 7:27:03 PM
To: Packard, Elise [Packard.Elise@epa.gov]
Subject: FW: NFO responsibility
Attachments: UNTITLED.pptx

Per our conversation.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Gottesman, Larry
Sent: Tuesday, January 09, 2018 1:02 PM
To: Minoli, Kevin <Minoli.Kevin@epa.gov>
Subject: NFO responsibility

Kevin

FYI

Here are the high level responsibilities of the National FOIA Office. I would assume these would continue once the reorganization is complete.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/8/2018 5:04:49 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Grogard, Megan [Grogard.Megan@epa.gov]
CC: Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Crawford, Tim [Crawford.Tim@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]
Subject: RE: DUE 11am Mar 8 -: LRM [RD-115-196] DUE 03/8 @ 1:30 PM JUSTICE Oversight Testimony on FOIA Reforms

I also have not comment.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Moser, Rebecca
Sent: Wednesday, March 07, 2018 7:58 PM
To: Grogard, Megan <Grogard.Megan@epa.gov>
Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Crawford, Tim <Crawford.Tim@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>
Subject: FW: DUE 11am Mar 8 -: LRM [RD-115-196] DUE 03/8 @ 1:30 PM JUSTICE Oversight Testimony on FOIA Reforms
Importance: High

Megan:

I have reviewed the attached draft DOJ/OIP testimony and I do not have any comments. Thanks for providing it.

I have not touched base with Larry yet. If he has comments, I'll ask him to respond to you directly.

Rebecca

Rebecca G. Moser
Director, Office of Enterprise Information Programs
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-566-0252

From: Grogard, Megan
Sent: Wednesday, March 7, 2018 3:30 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: DUE 11am Mar 8 -: LRM [RD-115-196] DUE 03/8 @ 1:30 PM JUSTICE Oversight Testimony on FOIA Reforms
Importance: High

My apologies Rebecca and Larry,

Please provide comments by 11:00am tomorrow, March 8.

Thanks,
Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Deputy
Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
Cell: 202-834-8385

From: Grogard, Megan
Sent: Wednesday, March 07, 2018 3:28 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: re: LRM [RD-115-196] DUE 03/8 @ 1:30 PM JUSTICE Oversight Testimony on FOIA Reforms
Importance: High

Hi Rebecca and Larry,

Please review and provide comments to me by 3pm, Monday March 12.

Thanks,
Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Deputy
Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
Cell: 202-834-8385

From: Gomez, Laura
Sent: Wednesday, March 07, 2018 2:48 PM
To: Grogard, Megan <Grogard.Megan@epa.gov>
Cc: Moody, Christina <Moody.Christina@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Williams, Thea <Williams.Thea@epa.gov>
Subject: LRM [RD-115-196] DUE 03/8 @ 1:30 PM JUSTICE Oversight Testimony on FOIA Reforms

---

DEADLINE: 1:30 PM Thursday, March 08, 2018

Attached for your review, please find draft DOJ testimony (4 pages) for a March 13th hearing before the Senate Judiciary Committee regarding recent FOIA reforms. Among other things, this draft testimony discusses: (1) agency guidance provided by DOJ on FOIA Improvement Act of 2016 requirements; (2) the National FOIA Portal established by the Act; and (3) continuing DOJ efforts in FOIA compliance.

Please review this draft testimony and provide your comments/edits by the deadline above. If no comments are received then we will assume no comment. Thanks.

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 4/16/2018 5:54:31 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]
Subject: Press inquiry

Draft

Last week a reporter called a Region Office asking generic questions about the agency's FOIA process and how EPA collects and review emails. The reporting was not seeking the status of their request, but was seeking information about how EPA processes FOIA requests.

We'd like to remind you that if you receive calls from a reporter/media outlet, it is agency policy is to coordinate with the Office of Public Affairs. Therefore, please refer the caller to your regional public affairs director. Headquarters' Office of Public Affairs will be reaching out to the regional public affairs offices today with additional information.

Of course you can continue to provide any requester with the status of their FOIA request.

Let me know if you have any questions.

Thank

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 4/17/2018 6:50:43 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]
Subject: GC Memos Collection Project Tracking Chart.xlsx
Attachments: FOIA-Proc_August2014-09-30FINAL(with-electronic-signature).pdf; FOIA-Policy-August2014-09-30FINAL(with-electronic-signature).pdf; GC Memos Collection Project Tracking Chart.xlsx

Attached is the a PDF of the Policy and Procedures and the updated spreadsheet.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/27/2018 4:44:59 PM
To: Packard, Elise [Packard.Elise@epa.gov]
CC: Dolph, Becky [Dolph.Becky@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Minoli, Kevin [Minoli.Kevin@epa.gov]; Mills, Derek [Mills.Derek@epa.gov]; Burke, Marcella [burke.marcella@epa.gov]
Subject: Backlog reduction effort 02-27-18.xlsx
Attachments: Backlog reduction 02-27-18.xlsx

Here is the latest spreadsheet containing two tabs. The first tab is the original requests subject to backlog reduction. The ones that are closed show the closed date. The second tab is the open requests as of 2-27-18. That was our working copy. Beth has asked us to add to the master list the projected closed date and the reason for delay. We are working on that now.

As of today, 257 requests are still pending. Of those 178 belong to the AO or OCSPP.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 1/11/2018 4:49:55 PM
To: Walker, Denise [Walker.Denise@epa.gov]
Subject: FW: NFO responsibility
Attachments: UNTITLED.pptx

From: Gottesman, Larry
Sent: Tuesday, January 09, 2018 1:02 PM
To: Minoli, Kevin <Minoli.Kevin@epa.gov>
Subject: NFO responsibility

Kevin

FYI

Here are the high level responsibilities of the National FOIA Office. I would assume these would continue once the reorganization is complete.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/21/2018 1:38:13 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Backlog reduction 03-20-18 sorted.xlsx
Attachments: Backlog reduction 03-20-18 sorted.xlsx

Wendy-

Do you have access to the SharePoint sites? If so, can you start to add the reason for delays? I will start to work on OCSPP. I am thinking keep the reasons short, voluminous records, litigation, lack of avail staff, etc.

Do you have the AO list handy. If so can you forward to me. I will ask Linda Person to add those in.

Really nice outside, light snow, but starting to pile up.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 1/31/2018 2:27:24 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Fwd: Selected Incoming FOIA requests week of 1-22-18
Attachments: Selected FOIA Requests. general. 01.22.2018.docx; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

From: "Walker, Denise" <Walker.Denise@epa.gov>
Date: January 30, 2018 at 6:06:48 PM EST
To: "Blake, Wendy" <Blake.Wendy@epa.gov>, "Youngblood, Charlotte" <Youngblood.Charlotte@epa.gov>, "Miller, Kevin" <Miller.Kevin@epa.gov>, "Hope, Brian" <Hope.Brian@epa.gov>, "Moser, Rebecca" <Moser.Rebecca@EPA.GOV>, "Byrd, Jonda" <byrd.jonda@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>, OGC FEAT <OGC_FEAT@epa.gov>
Subject: FW: Selected Incoming FOIA requests week of 1-22-18

FYI

From: Walker, Denise
Sent: Tuesday, January 30, 2018 6:03 PM
To: Leopold, Matt <Leopold.Matt@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Konkus, John <konkus.john@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Graham, Amy <graham.amy@epa.gov>; Baptist, Erik <baptist.erik@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Hull, George <Hull.George@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Schwab, Justin <schwab.justin@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>; Fotouhi, David <fotouhi.david@epa.gov>
Subject: Selected Incoming FOIA requests week of 1-22-18

Good evening,

During the week of January 22, 2018, the Agency received 271 requests. The 36 attached may be of interest.

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. |7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/20/2018 7:54:53 PM
To: Schena, Cristeen [Schena.Cristeen@epa.gov]
Subject: Re: URGENT - URGENT - FW: Requesting Status Update on EPA-R1-2018-000401 (State Implementation Plan Submittals)

Still awaiting approval. Sorry about the delay.

Larry F. Gottesman

Sent from my iPhone

On Mar 20, 2018, at 6:25 AM, Schena, Cristeen <Schena.Cristeen@epa.gov> wrote:

> Larry,
>
> As predicted the requester is asking again for an update, see below. My emails from March 7th are also below.
>
> <image003.jpg>
>
> Cris
>
> **From:** Schena, Cristeen
> **Sent:** Wednesday, March 07, 2018 3:25 PM
> **To:** Gottesman, Larry <Gottesman.Larry@epa.gov>
> **Cc:** Flores, Priscilla (Feliciano) <Flores.Priscilla@epa.gov>
> **Subject:** URGENT - FW: Requesting Status Update on EPA-R1-2018-000401 (State Implementation Plan Submittals)
> **Importance:** High
>
> Larry,
>
> This is one of the FOIA held up by the awareness notification process.
>
> The requester is asking for a status update and I recall you indicating that you would handle such inquiries.
>
> You should know that our FOIA coordinator mistook this FOIA for another and was trying to be efficient and sent a reply back to her and included a copy of the original response letter (that never went out via FOIAonline) as well as an attachment but the attachment was incorrect, it belonged to another FOIA. The responsive information for this one has never been sent.

Once we noticed what happened she sent her another email explaining the error and indicating that she would look into this and get back to her.

I'm hoping you can reply to the requester soon, otherwise, she is likely going to follow up with our FOIA Coordinator who won't be able to respond.

Please let me know when you talk to her or if you email her back. Thanks

Cris

From: Virginia Vu [mailto:VVu@biologicaldiversity.org]
Sent: Wednesday, March 07, 2018 2:07 PM
To: Schena, Cristeen <Schena.Cristeen@epa.gov>; Flores, Priscilla (Feliciano) <Flores.Priscilla@epa.gov>
Cc: FOIA <foia@biologicaldiversity.org>
Subject: Requesting Status Update on EPA-R1-2018-000401 (State Implementation Plan Submittals)

Good Morning,

I would like to check in on the status of this request assigned tracking number EPA-R1-2018-000401. In your November 22, 2017 email you stated a response would be provided by December 4, 2017, however we have yet to receive any response. Please let me know when we may expect to receive the final response.

Much appreciated,

Virginia Vu, Filing Clerk

Endangered Species Program

Center for Biological Diversity

P.O. Box 11374

Portland, OR 97211

NEW EMAIL: vvu@biologicaldiversity.org

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 1/30/2018 7:44:58 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: National FOIA Office Operations Manual_20180130.docx
Attachments: National FOIA Office Operations Manual_20180130.docx

Please see my comments.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/5/2017 2:59:24 PM
To: Fine, Steven [fine.steven@epa.gov]
CC: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Subject: FW: Copy of Backlog reduction 12-01-17 single tab v1.xlsx
Attachments: Copy of Backlog reduction 12-01-17 single tab v1.xlsx; FOIA Backlog Plans charts 12 01 17.pdf; FOIA Backlog Plans charts 12 01 17.xlsx

Steve-

Just wanted to check with you to see if you want me to share this with the FBacklog group before out meeting at 2 today?

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Gottesman, Larry
Sent: Friday, December 01, 2017 1:38 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: FW: Copy of Backlog reduction 12-01-17 single tab v1.xlsx

Steve

Attached is the updated spreadsheet (Copy of Backlog reduction . . .) of all open requests at the beginning of the effort, color coded by closed month and the line/bar graphs in Excel and PDF.

We still show the OEI request on the original Spreadsheet, but deleted it from the totals and the spreadsheet, since the requests was actually closed on July 14, 2016, but the request was not closed out in FOIAonline by the responsible office. We closed the request yesterday, with the correct close date. It shows in the spreadsheet in Red, but is not accounted for in the totals/ line/bar graphs.

AO now shows 133 to start, instead of the 132 and OGC now shows 13 to state compared to 14 in the bar graphs and all graphs were updated accordingly. These numbers were validated in the line/bar graphs from the original spreadsheet and additional reports run through FOIAonline.

Let me know if you have any questions.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 4/30/2018 1:38:27 PM
To: Routt, Christiane [Routt.Christiane@epa.gov]
Subject: FW: Restart of Lean Process Team
Attachments: Congressional Document Production Tracker3.xlsx; Draft FOIA Tracker.xls; LDP Workplan diagrams.pptx; OAR LDP team roles and responsibilies.docx

---

From: Lubetsky, Jonathan
Sent: Tuesday, September 29, 2015 2:34 PM
To: Weinstock, Larry <Weinstock.Larry@epa.gov>; Hyland, Dana <Hyland.Dana@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Hamilton, Sabrina <Hamilton.Sabrina@epa.gov>
Subject: RE: Restart of Lean Process Team

Attached are draft materials Larry mentioned when he sent the invitation. I am also include two tracking spreadsheets, one for FOIA, and the other for congressional. The congressional file is already in use.

Congressional Document Produ... | Draft FOIA Tracker.xls | LDP Workplan diagrams.pptx | OAR LDP team roles and respon...

-----Original Appointment-----
From: Weinstock, Larry
Sent: Thursday, September 24, 2015 5:13 PM
To: Weinstock, Larry; Hyland, Dana; Dolph, Becky; Gottesman, Larry; Hamilton, Sabrina; Lubetsky, Jonathan
Subject: Restart of Lean Process Team
When: Thursday, October 01, 2015 9:30 AM-10:30 AM (UTC-05:00) Eastern Time (US & Canada).
Where: DCRoomARN5428PolyTB/DC-ARN-OAR 1-866-299-3188 code 202-564-9226

We have been given the charge to go ahead. I am holding the time – assuming we have a budget. Before the meeting you will receive a draft of the new process and roles and responsibilities for your review.

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 4/6/2018 1:20:49 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]
Subject: FW: National FOIA Office Operations Manual 2018
Attachments: National FOIA Office Operations Manual_2018 02 07 JB comments.docx

Never heard back from Becky. This may be helpful to you as we transition into OGC.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Gottesman, Larry
Sent: Tuesday, February 13, 2018 10:28 AM
To: Dolph, Becky <Dolph.Becky@epa.gov>
Subject: National FOIA Office Operations Manual 2018

Becky-

Attached is a draft SOP we have been working on for a while. We made a few edits, to reflect some of the knowns about the reorganization. Wanted to share the draft with you.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 4/30/2018 1:36:51 PM
To: Routt, Christiane [Routt.Christiane@epa.gov]
Subject: FW: Draft Centralization Model for OEI
Attachments: Centralization for OEI.pdf

From: Gottesman, Larry
Sent: Friday, April 27, 2018 2:05 PM
To: Grogard, Megan <Grogard.Megan@epa.gov>
Cc: Fine, Steven <fine.steven@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: Draft Centralization Model for OEI

Attached, for your consideration, is a draft centralized FOIA model for OEI.

Hope this will help and let me know if you have any questions.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/20/2018 3:44:32 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Copy of NFO Backlog List (as of 3.16.18) v2.xlsx
Attachments: Copy of NFO Backlog List (as of 3.16.18) v2.xlsx

Please sort per Elise request.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 1/10/2018 7:19:38 PM
To: Crawford, Tim [Crawford.Tim@epa.gov]
Subject: NFTC Toolkit
Attachments: FOIA-Toolkit-National-FOIA-Training-2017.pdf

Can you send to Jim, per our conversation, I don't have his email at DHS.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/21/2018 7:41:14 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Fwd: Selected Incoming FOIA Requests week of 2-5-2018
Attachments: Selected FOIA Requests. general. 02.05.2018.docx; ATT00001.htm

Larry F. Gottesman

Sent from my iPhone

Begin forwarded message:

> **From:** "Walker, Denise" <Walker.Denise@epa.gov>
> **Date:** February 21, 2018 at 11:52:22 AM EST
> **To:** "Blake, Wendy" <Blake.Wendy@epa.gov>, "Youngblood, Charlotte" <Youngblood.Charlotte@epa.gov>, "Miller, Kevin" <Miller.Kevin@epa.gov>, "Hope, Brian" <Hope.Brian@epa.gov>, "Moser, Rebecca" <Moser.Rebecca@EPA.GOV>, "Byrd, Jonda" <byrd.jonda@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>, OGC FEAT <OGC_FEAT@epa.gov>, "Monson, Mahri" <Monson.Mahri@epa.gov>
> **Subject: FW: Selected Incoming FOIA Requests week of 2-5-2018**
>
> FYI
>
> Denise A. Walker
> U.S. Environmental Protection Agency
> Office of General Counsel
> Washington, D.C. | 7308A WJCN
> Office: 202-564-6520
> EPA Cell: 202-816-9872
>
> Have a FOIA question? Try here first!

> **From:** Walker, Denise
> **Sent:** Wednesday, February 21, 2018 11:52 AM
> **To:** Leopold, Matt <Leopold.Matt@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Konkus, John <konkus.john@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Graham, Amy <graham.amy@epa.gov>; Baptist, Erik <baptist.erik@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Hull, George <Hull.George@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Schwab, Justin <schwab.justin@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>; Fotouhi, David <fotouhi.david@epa.gov>
> **Subject:** Selected Incoming FOIA Requests week of 2-5-2018
>
> Good morning,

During the week of 2-5-18, the Agency received 263 requests. The 64 attached may be of interest.

Best,
Denise

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. |7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/13/2018 7:43:41 PM
To: Dolph, Becky [Dolph.Becky@epa.gov]
Subject: Agency FOIA January 2018 A3.pptx
Attachments: Agency FOIA January 2018 A3.pptx

The group on the call requested a copy. Can I share?

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/22/2018 8:37:58 PM
To: Newton, Jonathan [Newton.Jonathan@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]; Crawford, Tim [Crawford.Tim@epa.gov]
Subject: FW: Backlog reduction efforts report
Attachments: Backlog reduction 04-30-18 by org.xlsx

All request subject to the backlog reduction effort. All request received on or before 12/31/2016.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Gottesman, Larry
Sent: Tuesday, May 22, 2018 4:22 PM
To: Crawford, Tim <Crawford.Tim@epa.gov>
Subject: FW: Backlog reduction efforts report

This may help on one of Newton's request.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Gottesman, Larry
Sent: Wednesday, May 02, 2018 4:01 PM
To: White, Elizabeth <white.elizabeth@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>
Cc: Bigioni, Neil <bigioni.neil@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
Subject: Backlog reduction efforts report

Beth/Marcella-

Attached is the latest spreadsheet on the backlog reduction efforts, as of April 30, 2018. (Request in Red are closed.)The second attachment is the list of requests that were closed in April, but incorporated into the master list.
Of the FOIA requests that were open at the beginning of the effort 215 remain open.

Open requests prior to 1/1/2017 by organization below:

AO = 28
OAR = 14
OCSPP = 128
OECA = 5
OLEM = 5
ORD = 1
OW = 1
R2 = 7
R3 = 16
R5 = 1
R7 = 1
R8 = 1
R9 = 1
R10 = 6

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/22/2018 8:22:32 PM
To: Crawford, Tim [Crawford.Tim@epa.gov]
Subject: FW: Backlog reduction efforts report
Attachments: Backlog reduction 04-30-18 by org.xlsx; EPA Requests Received 2010-2016 Closed April 2018_20180501.xls

This may help on one of Newton's request.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Gottesman, Larry
Sent: Wednesday, May 02, 2018 4:01 PM
To: White, Elizabeth <white.elizabeth@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>
Cc: Bigioni, Neil <bigioni.neil@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
Subject: Backlog reduction efforts report

Beth/Marcella-

Attached is the latest spreadsheet on the backlog reduction efforts, as of April 30, 2018. (Request in Red are closed.)The second attachment is the list of requests that were closed in April, but incorporated into the master list.
Of the FOIA requests that were open at the beginning of the effort 215 remain open.

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R8 = 1
R9 = 1

R10 = 6

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/8/2018 2:29:17 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]; Crawford, Tim [Crawford.Tim@epa.gov]
Subject: FW: DUE 11am Mar 8 -: LRM [RD-115-196] DUE 03/8 @ 1:30 PM JUSTICE Oversight Testimony on FOIA Reforms
Attachments: Statement of MPustay SJC FOIA Hearing draft 2-27-2018.docx

Importance: High

Any comments, I need your by 10:00. I want to incorporate them all into one submission.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Grogard, Megan
Sent: Wednesday, March 07, 2018 3:30 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: DUE 11am Mar 8 -: LRM [RD-115-196] DUE 03/8 @ 1:30 PM JUSTICE Oversight Testimony on FOIA Reforms
Importance: High

My apologies Rebecca and Larry,

Please provide comments by 11:00am tomorrow, March 8.

Thanks,
Megan

~~~~~~

Megan Grogard
Senior Advisor to the Acting Deputy
Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
Cell: 202-834-8385

From: Grogard, Megan
Sent: Wednesday, March 07, 2018 3:28 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: re: LRM [RD-115-196] DUE 03/8 @ 1:30 PM JUSTICE Oversight Testimony on FOIA Reforms
Importance: High
~~~~~~

Hi Rebecca and Larry,

Please review and provide comments to me by 3pm, Monday March 12.

Thanks,
Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Deputy
Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
Cell: 202-834-8385

From: Gomez, Laura
Sent: Wednesday, March 07, 2018 2:48 PM
To: Grogard, Megan <Grogard.Megan@epa.gov>
Cc: Moody, Christina <Moody.Christina@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Williams, Thea <Williams.Thea@epa.gov>
Subject: LRM [RD-115-196] DUE 03/8 @ 1:30 PM JUSTICE Oversight Testimony on FOIA Reforms

---

DEADLINE: 1:30 PM Thursday, March 08, 2018

Attached for your review, please find draft DOJ testimony (4 pages) for a March 13th hearing before the Senate Judiciary Committee regarding recent FOIA reforms. Among other things, this draft testimony discusses: (1) agency guidance provided by DOJ on FOIA Improvement Act of 2016 requirements; (2) the National FOIA Portal established by the Act; and (3) continuing DOJ efforts in FOIA compliance.

Please review this draft testimony and provide your comments/edits by the deadline above. If no comments are received then we will assume no comment. Thanks.
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/26/2018 10:36:30 PM
To: Walker, Denise [Walker.Denise@epa.gov]
Subject: FW: Status of Backlog reduction cases
Attachments: Pending from prior to 2017 as of Oct 10 2-26-18.xls

---

From: Gottesman, Larry
Sent: Monday, February 26, 2018 2:47 PM
To: Fine, Steven <fine.steven@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: Status of Backlog reduction cases

Attached is an Excel spreadsheet showing all cases, broken out by AA ship and Regions. The cases marked in red are closed, the ones in green are still open. The AO only shows column A and a status column. G. I don't why this spreadsheet does not have the other columns for the AO, but wanted to get the data to you ASAP.

I will update a similar, but a spreadsheet, with the AO data with closed date tomorrow and adding the projected closed dates for the ones that remain open.

Let me know if you have any questions.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/15/2018 9:24:19 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Fine, Steven [fine.steven@epa.gov]
Subject: Backlog spreadsheet
Attachments: Copy of Copy of NFO Backlog List (as of 3.15.18) lfg v1.xlsx

Wendy-

I updated the spreadsheet with the information I had or was able to obtain from the program and regions.

We are still waiting for the AO, due dates, which Denise agreed to supply. She said she would send the list this evening. I will send it on, if you are not cced. If any from the AO remain without due dates please reach out to the AO, Jonathan Newton, et al. for the remainder.

Thank you for reaching out to OCSPP. These are a few strangles, I think one from ORD an a couple from OW. I reached out with no success.

Just check to assume of the rows have due dates assigned, or marked closed before you send it forward. If you can't obtain one, please explain why in your cover email, with the tracking number for each provided. Reminder - We have a Friday, March 16 due date from the AO.

Also, we now have more than 651 requests in the spreadsheet, since some of OIG cases have been added. I think they are all closed in the spreadsheet.

I am ccing Steve, in case you are unable to be in tomorrow, better save then sorry. See you on Monday.

Thanks as always.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)
I would like to include AO and I think it's fair to as OSCPP what they think their timing is on these. I don't really understand what is going on there and we should discuss what we can do to help them. I think the important thing is Ryan does not expect OSCPP to complete their backlog.

Beth White
Director, Office of the Executive Secretariat
U.S. Environmental Protection Agency
(202) 564-1781 direct
(202) 816-1701 cell

From: Packard, Elise
Sent: Thursday, March 15, 2018 10:26 AM
To: White, Elizabeth <white.elizabeth@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>

Cc: Burke, Marcella <burke.marcella@epa.gov>
Subject: RE: Backlog list

Just to confirm this should NOT include OCSPP and AP?

Thanks.

Elise B. Packard
Associate General Counsel for Civil Rights and Finance
U.S. EPA Office of General Counsel, Rm. 7353C
(202) 564-7729

From: White, Elizabeth
Sent: Thursday, March 15, 2018 10:11 AM
To: Packard, Elise <Packard.Elise@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Burke, Marcella <burke.marcella@epa.gov>
Subject: RE: Backlog list
Importance: High

Elise, Larry, Steve –

Attached is a spreadsheet that Marcella and I have revised and have been working off of. It is based on the spreadsheet that Larry sent to me last week so it should be up to date. As I said in the meeting, I'm not sure that what was promised by December 31 is even relevant anymore but to the extent you have that information and want to track (particularly for your own compliance reasons) that's fine. But we're past that point now and at this point we just need for the program offices to complete what they can by March 31. Below is a summary of what we need:

1. As Elise points out below, we need to know what is totally done. As you will see, what is completed is shaded in RED in the attached chart that Marcella and I are using.
2. A notation of what FOIAs can be completed by March 31 – *please put this in the column called "status" on the attached spreadsheet.*
3. For those that will not be done by March 31 please submit an anticipated completion date. Again, *please put this in the column called "status" on the attached spreadsheet.*

Please provide this by **Friday, March 16**.

Thanks,
Beth

Beth White
Director, Office of the Executive Secretariat
U.S. Environmental Protection Agency
(202) 564-1781 direct
(202) 816-1701 cell

From: Packard, Elise
Sent: Wednesday, March 14, 2018 12:57 PM
To: Fine, Steven <fine.steven@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Burke, Marcella <burke.marcella@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>
Subject: Backlog list

Hi Larry and Steve,

First, thank you so much for all the work you have been putting into the spreadsheets, they have been very helpful. I met with Marcella and Beth yesterday, and we do have another request. Could you please take the spreadsheet we are working on and work with the individual FOIA office folk to sort it so that we can see for each AAship and Region:

1) What is totally done – these are the ones I believe are highlighted in green now
2) What is promised to be done by 3/31
3) For those that will not be done by 3/31, who they are from, what they are about, why they cannot be done, and when the AAship anticipates it will be finished.

You can exclude AO and OCSPP from this project. As you talk with each of the offices, our goal is to get as many as possible done by 3/31. Steve and I will be talking with the DAA group tomorrow and will be emphasizing the need to complete them quickly.

Thanks,

Elise

Elise B. Packard
Associate General Counsel for Civil Rights and Finance
U.S. EPA Office of General Counsel, Rm. 7353C
(202) 564-7729

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 1/24/2018 7:18:30 PM
To: Hammitt, Jennifer [Hammitt.Jennifer@epa.gov]
Subject: FW: FOIA Questions for the Record
Attachments: 12.7.17 QFRs_Pruitt.pdf

Importance: High

Pg 12

From: Grogard, Megan
Sent: Wednesday, January 24, 2018 11:10 AM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>
Subject: FOIA Questions for the Record
Importance: High

Hi Rebecca and Larry,

We received the following QFRs from OCIR, which relate to the Administrator's December 7 Hearing with the House Environment Committee.

This was also sent to OGC and I believe they should have the lead in developing responses, but I am sharing with you for information and coordination as appropriate.
Please confirm receipt and let me know who will be responding to the QFRs, which are **due to OCIR by 3pm Friday, January 26.**

Thanks,
Megan

All responses are due back to OCIR is no later than 3pm on Friday, Jan 26.

Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
Cell: 202-834-8385
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 1/24/2018 4:49:12 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Subject: FW: FOIA Questions for the Record

FYI

From: Miller, Kevin
Sent: Wednesday, January 24, 2018 11:49 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: FOIA Questions for the Record

Not sure. We generally don't with QFRs.

Kevin Miller | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington DC 20460 | phone: (202) 564-2691

From: Gottesman, Larry
Sent: Wednesday, January 24, 2018 11:47 AM
To: Miller, Kevin <Miller.Kevin@epa.gov>
Subject: FW: FOIA Questions for the Record
Importance: High

From the email, I assume you have the lead?

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Grogard, Megan
Sent: Wednesday, January 24, 2018 11:10 AM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>
Subject: FOIA Questions for the Record
Importance: High

Hi Rebecca and Larry,

We received the following QFRs from OCIR, which relate to the Administrator's December 7 Hearing with the House Environment Committee.

This was also sent to OGC and I believe they should have the lead in developing responses, but I am sharing with you for information and coordination as appropriate.
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Thanks,
Megan

All responses are due back to OCIR is no later than 3pm on Friday, Jan 26.

Deliberative Process / Ex. 5

~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
Cell: 202-834-8385
~~~~~~

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/19/2018 11:11:44 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]
Subject: Re: Happy "FOIA FRIDAY!"

Oh. Thought it was a new case

Larry F. Gottesman

Sent from my iPhone

On May 18, 2018, at 8:41 PM, Moumbleaux, Joan <moumbleaux.joan@epa.gov> wrote:

> Wow. Really?
>
> ---
>
> **From:** Gottesman, Larry
> **Sent:** Friday, May 18, 2018 3:35 PM
> **To:** Walker, Denise <Walker.Denise@epa.gov>
> **Cc:** OGC NFO <OGC-NFO@epa.gov>
> **Subject:** Re: Happy "FOIA FRIDAY!"
>
> Case cite to the Supreme Court decision. Thanks.
>
> Larry F. Gottesman
>
> Sent from my iPhone
>
> On May 18, 2018, at 3:32 PM, Walker, Denise <Walker.Denise@epa.gov> wrote:
>
>> The United States Supreme Court has explained that "[t]he basic purpose of [the] FOIA is to ensure an informed citizenry, vital to the functioning of a democratic society, needed to check against corruption and to hold the governors accountable to the governed." The "FOIA is often explained as a means for citizens to know 'what their Government is up to.'" The Supreme Court stressed that "[t]his phrase should not be dismissed as a convenient formalism." Rather, "[i]t defines a structural necessity in a real democracy." President Obama declared, "[a] democracy requires accountability, and accountability requires transparency." The FOIA "encourages accountability through transparency."
>>
>> At the same time, the Supreme Court has also recognized that in enacting the FOIA "Congress sought 'to reach a workable balance between the right of the public to know and the need of the Government'" to protect certain information. The FOIA's "broad provisions favoring disclosure, coupled with the specific exemptions, reveal and present the 'balance' Congress has struck."
>>
>> **FOIA Training Resources**
>>
>> **EPA's Main FOIA Resource Page**
>> http://intranet.epa.gov/foia/index.html
>>
>> **DOJ's Main FOIA Resource Page**

http://www.justice.gov/oip/doj-guide-freedom-information-act-0

DOJ FOIA Hotline
DOJ also has a FOIA hotline if you are unable to reach an EPA FOIA attorney
Office of Information Policy: (202) 514 - FOIA (3642)

FOIA SOPs
Please make sure you are familiar with the Agency SOPs
http://intranet.epa.gov/foia/FOIA-Procedures.html

General FOIA training
http://intranet.epa.gov/foia/foia-trainings.html

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. |7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 4/17/2018 1:22:17 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Fwd: GC Memos Collection Project (Due 4/27)

Larry F. Gottesman

Sent from my iPhone

Begin forwarded message:

> **From:** "Bigioni, Neil" <bigioni.neil@epa.gov>
> **Date:** April 16, 2018 at 4:59:44 PM EDT
> **To:** "Gottesman, Larry" <Gottesman.Larry@epa.gov>, "Walker, Denise" <Walker.Denise@epa.gov>
> **Subject: RE: GC Memos Collection Project (Due 4/27)**
>
> I think it sounds worth including. Please obtain a pdf of the document and fill out the tracking chart that was attached to the original email.
>
> ---
>
> **From:** Gottesman, Larry
> **Sent:** Monday, April 16, 2018 4:57 PM
> **To:** Bigioni, Neil <bigioni.neil@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
> **Subject:** RE: GC Memos Collection Project (Due 4/27)
>
> I don't think this is relevant to the project, but we did issue a FOIA Policy and National FOIA Procedures about 3 years ago.
>
> Larry F. Gottesman
> Agency FOIA Officer
> Office of General Counsel
> U.S. Environmental Protection Agency
>
> 202-566-2162 (Direct line)
> 202-689-4588 (Mobile)
> 202-566-1667 (Main line)
>
> ---
>
> **From:** Bigioni, Neil
> **Sent:** Monday, April 16, 2018 4:50 PM
> **To:** Walker, Denise <Walker.Denise@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
> **Subject:** FW: GC Memos Collection Project (Due 4/27)

From the description of relevant documents below (under Explanation of Project), I would not think either side of the National FOIA Office would have much if anything responsive, but can you please either confirm that to me or let me know to the contrary. You may feel free to circulate as necessary to form your response.

There will be **Deliberative Process / Ex. 5** taken that over and it is not final.

Thanks,

Neil

From: Mills, Derek
Sent: Monday, April 16, 2018 2:38 PM
To: Albores, Richard <Albores.Richard@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Briskin, Jeanne <Briskin.Jeanne@epa.gov>; Dorka, Lilian <Dorka.Lilian@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Fugh, Justina <Fugh.Justina@epa.gov>; Grant, Brian <Grant.Brian@epa.gov>; Koslow, Karin <Koslow.Karin@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>; Lewis, Jen <Lewis.Jen@epa.gov>; Michaud, John <Michaud.John@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Neugeboren, Steven <Neugeboren.Steven@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Redden, Kenneth <Redden.Kenneth@epa.gov>; Rhines, Dale <rhines.dale@epa.gov>; Siciliano, CarolAnn <Siciliano.CarolAnn@epa.gov>; Srinivasan, Gautam <Srinivasan.Gautam@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Zenick, Elliott <Zenick.Elliott@epa.gov>; Wehling, Carrie <Wehling.Carrie@epa.gov>; Moora, David <moora.david@epa.gov>
Cc: OGC Immediate Office MGMT <OGC_Immediate_Office_MGMT@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>
Subject: GC Memos Collection Project (Due 4/27)

Hello All,

This email kicks off the GC Memos Collection Project. This is the same project that I sent an email about on April 5. At that time I asked for feedback on the draft tracking sheet. Thank you very much for your review and comments. We are now moving to Phase 2: ADDs work with their respective offices, and designated point of contact, to populate the tracking sheet with relevant guidance in each office. While we are ultimately interested in completing this project for the date range of 1993 – present, Matt would like to have the project completed for 2008 – 2017 by May 1. As such, **please submit the filled out tracking sheet for years 2008 – 2017 to Marcella & Derek by COB on Friday April 27**. This will give us a day to compile all responses for Matt. Direct all questions to Marcella & Derek.

Explanation of Project with Additional Details

One of Matt's priorities is to establish an inventory in the form of a spreadsheet of all legal guidance related to (1) environmental statutes and regulations and (2) internal OGC operations (delegations, policies, internal guidance for OGC attorneys, hiring, personnel matters, etc.). This inventory is to include all formal memos, guidance documents, directives, opinions, or other similar official documents issued from either the General Counsel, or the Office of General Counsel. This is not an exact science. This project will require some discretion because there is not a standard naming convention, or a standard format, for these documents in this date range. We are looking for "formal" or "official" documents similar to what we already have on the OGC intranet page. Some nonexclusive signs to looks for are letterhead, date stamps, and pen signatures. The document definitely does not need to have these things to be included. For the environmental statutes, we are typically looking for documents that

have been shared with the public / published somewhere. Memos on internal OGC management are not typically shared outside of the Agency. We do expect to collect some memos signed by Associates in OGC, or issued by Associates without any actual signature. I don't think that we will collect any documents issued by OGC staff attorneys. We do not want emails. In addition, this inventory will include recommendations on what, if anything, to do with each document.

Summary Guidelines

- The task is to locate, collect, document, categorize, and assess all legal guidance, per the parameters above.
- This should be comprehensive. **When in doubt, include the document**, but remember the parameters above.
- While we realize that some of this information already exists in repositories such as the OGC intranet, the E-Library within Lotus Notes, and in hard copy in the law library on the 1st floor, we are asking that this data be populated on the spreadsheet.
- Please collect and/or create digital copies to be posted on the OGC intranet page.
    - We will rely on each law office to provide a PDF version of each document listed in their tracking chart.
- Please note whether the document is still "live" and recommend to the GC if revision or recession is advised. Should OGC revise, revoke, or maintain the document, and why?
    - "Live" in this context means that the document is helpful to OGC practice, controlling, or binding in any way, to any extent, on EPA or OGC. Put another way, to be "live" means that the document is still good law. In some instances, GC memos specifically revoke other GC memos. In other instances, a GC memo may have been overridden by a court decision, the statute or regs may have changed, or circumstances make it irrelevant or obsolete now. There are many reasons that an old document may be "dead" or "bad law." Further, it may be possible for only a portion of the document to be "live." Please note this information in the relevant column of the spreadsheet.

Please direct all questions to Marcella & Derek. Thanks!

Derek Mills
Special Assistant, Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-3341

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/10/2018 4:10:23 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: National FOIA Office redline compare
Attachments: Compare Result 4.docx

From: Gottesman, Larry
Sent: Monday, April 30, 2018 2:02 PM
To: Moumbleaux, Joan <moumbleaux.joan@epa.gov>
Cc: Bigioni, Neil <bigioni.neil@epa.gov>
Subject: National FOIA Office redline compare

Please see my edits to the original doc.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 4/16/2018 9:04:01 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]
Subject: RE: GC Memos Collection Project (Due 4/27)
Attachments: FOIA-Policy-August2014-09-30FINAL(with-electronic-signature).pdf; FOIA-Proc_August2014-09-30FINAL(with-electronic-signature).pdf

http://intranet.epa.gov/foia/FOIA-Procedures.html

The Agency Policy and Procedures are attached and a link to all the Agency FOIA Procedures.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Bigioni, Neil
Sent: Monday, April 16, 2018 5:00 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
Subject: RE: GC Memos Collection Project (Due 4/27)

I think it sounds worth including. Please obtain a pdf of the document and fill out the tracking chart that was attached to the original email.

From: Gottesman, Larry
Sent: Monday, April 16, 2018 4:57 PM
To: Bigioni, Neil <bigioni.neil@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
Subject: RE: GC Memos Collection Project (Due 4/27)

I don't think this is relevant to the project, but we did issue a FOIA Policy and National FOIA Procedures about 3 years ago.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)

202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Bigioni, Neil
Sent: Monday, April 16, 2018 4:50 PM
To: Walker, Denise <Walker.Denise@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: GC Memos Collection Project (Due 4/27)

From the description of relevant documents below (under Explanation of Project), I would not think either side of the National FOIA Office would have much if anything responsive, but can you please either confirm that to me or let me know to the contrary. You may feel free to circulate as necessary to form your response.

There will be a new delegation designating Matt as the Chief FOIA Officer for the agency, but Elise has taken that over and it is not final.

Thanks,

Neil

From: Mills, Derek
Sent: Monday, April 16, 2018 2:38 PM
To: Albores, Richard <Albores.Richard@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Briskin, Jeanne <Briskin.Jeanne@epa.gov>; Dorka, Lilian <Dorka.Lilian@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Fugh, Justina <Fugh.Justina@epa.gov>; Grant, Brian <Grant.Brian@epa.gov>; Koslow, Karin <Koslow.Karin@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>; Lewis, Jen <Lewis.Jen@epa.gov>; Michaud, John <Michaud.John@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Neugeboren, Steven <Neugeboren.Steven@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Redden, Kenneth <Redden.Kenneth@epa.gov>; Rhines, Dale <rhines.dale@epa.gov>; Siciliano, CarolAnn <Siciliano.CarolAnn@epa.gov>; Srinivasan, Gautam <Srinivasan.Gautam@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Zenick, Elliott <Zenick.Elliott@epa.gov>; Wehling, Carrie <Wehling.Carrie@epa.gov>; Moora, David <moora.david@epa.gov>
Cc: OGC Immediate Office MGMT <OGC_Immediate_Office_MGMT@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>
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Please direct all questions to Marcella & Derek. Thanks!

Derek Mills
Special Assistant, Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-3341

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 4/16/2018 4:58:30 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]
Subject: Re: Media Inquiries regarding the EPA FOIA process

Ok.

Larry F. Gottesman

Sent from my iPhone

On Apr 16, 2018, at 12:53 PM, Bigioni, Neil <bigioni.neil@epa.gov> wrote:

> For this issue Minoli wanted Public Affairs as contact and is consistent with the call I had with Nancy Grantham. What will probably happen is that the regional PA folks will call NG, who will refer to us.
>
> **From:** Gottesman, Larry
> **Sent:** Monday, April 16, 2018 12:22 PM
> **To:** Bigioni, Neil <bigioni.neil@epa.gov>
> **Subject:** RE: Media Inquiries regarding the EPA FOIA process
>
> Neil
>
> This is fine, but we have been asking the program and regions to send the generic questions here. Most of the questions related to the status of the requests, and a the majority were in awareness? This was worked out with Liz Bowman.
>
> Is this is what you want to change? Or do you want calls/emails for media, asking follow-up clarification questions to go to Public Affairs?
>
> Thanks
>
> Larry F. Gottesman
> Agency FOIA Officer
> Office of General Counsel
> U.S. Environmental Protection Agency
>
> 202-566-2162 (Direct line)
> 202-689-4588 (Mobile)

From: Bigioni, Neil
Sent: Monday, April 16, 2018 11:52 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Media Inquiries regarding the EPA FOIA process

What do you think? We should probably I Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Last week a reporter called a Region asking generic questions about the agency's FOIA process to collect and review emails.
We'd like to remind you that if you receive calls from the media, agency policy is to coordinate with Public Affairs. Therefore, please refer the caller to your regional public affairs director. Headquarters' Office of Public Affairs will be reaching out to the regional public affairs offices today with additional information.

Thank-you,

Neil R. Bigioni
Acting Director National FOIA Office
EPA Office of Regional Counsel
(202) 564-2281

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/1/2017 1:58:10 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Backlog reduction 12-01-17 single tab v1.xlsx
Attachments: Backlog reduction 12-01-17 single tab v1.xlsx

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 9/7/2017 7:44:33 PM
To: Grogard, Megan [Grogard.Megan@epa.gov]
Subject: Conference
Attachments: Lifecycle AGENDA for the National FOIA Training 2017 032217.docx

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 4/11/2018 3:41:14 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]
Subject: Delegation. Chief FOIA Officer (002).docx
Attachments: Delegation. Chief FOIA Officer (002).docx

A few further comments.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/24/2017 10:01:08 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Fwd: Selected Incoming FOIAs -- week of 10/16/2017
Attachments: Selected FOIA Requests. general. 10.16.2017.docx; ATT00001.htm

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

From: "Walker, Denise" <Walker.Denise@epa.gov>
Date: October 23, 2017 at 4:44:17 PM EDT
To: "Blake, Wendy" <Blake.Wendy@epa.gov>, "Youngblood, Charlotte" <Youngblood.Charlotte@epa.gov>, "Miller, Kevin" <Miller.Kevin@epa.gov>, "Hope, Brian" <Hope.Brian@epa.gov>, "Moser, Rebecca" <Moser.Rebecca@EPA.GOV>, "Byrd, Jonda" <byrd.jonda@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>, OGC FEAT <OGC_FEAT@epa.gov>
Subject: FW: Selected Incoming FOIAs -- week of 10/16/2017

FYI

From: Walker, Denise
Sent: Monday, October 23, 2017 4:43 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Konkus, John <konkus.john@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Graham, Amy <graham.amy@epa.gov>; Baptist, Erik <baptist.erik@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Hull, George <Hull.George@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Schwab, Justin <schwab.justin@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>
Subject: Selected Incoming FOIAs -- week of 10/16/2017

Good afternoon,

344 FOIA requests were received from 10/13/2017 – 10/20/2017. The 93 requests summarized in the attached file may be of interest.
Normally we provide this list on Fridays, but the number of requests is higher than normal and took us a bit more time to review and compile.

Best,
Denise Walker

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel

Washington, D.C. |7308A WJCN
Office: 202-564-6520

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/13/2017 3:50:30 PM
To: Smink, Jill [Smink.Jill@epa.gov]
Subject: A3
Attachments: Agency FOIA process v2.pptx

This need to be consistent with the one we working on this morning. Let me know if you want me to redo the submission to Steve that is due today?

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/26/2018 3:33:54 PM
To: Byrd, Jonda [byrd.jonda@epa.gov]
Subject: FOIA Lean Event OutBrief.pptx
Attachments: FOIA Lean Event OutBrief.pptx

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 8/23/2017 9:29:47 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Fine, Steven [fine.steven@epa.gov]
Subject: Talking Points for Harvey Simon
Attachments: Talking Points 08 23 17.docx

Rebecca-

Attached are draft taking points, per Steve's requested of this morning. Let me know if you need anything further on this matter.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/17/2018 8:38:42 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]
Subject: FW: FEAT and NFO Awareness Notification Review List 4/24/2018

From: Gottesman, Larry
Sent: Thursday, May 17, 2018 4:23 PM
To: White, Elizabeth <white.elizabeth@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
Subject: RE: FEAT and NFO Awareness Notification Review List 4/24/2018

See status below.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: White, Elizabeth
Sent: Thursday, May 17, 2018 2:57 PM
To: Walker, Denise <Walker.Denise@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: FEAT and NFO Awareness Notification Review List 4/24/2018

I just sat down with OCFO and they are saying the following have not been closed or that they can't get in release the documents. They think they are in awareness review but they're not.

2018-000367	Review approved May 17.
2017-010603	Close-out has not started, but I removed my review task.
2018-001516	Review task was approved on May 9. Still not closed by OCFO.
2018-004708	No review on request, but still open.
2018-005535	No review on request, but still open.
2018-005662	Close-out has not started, but I removed my review task.
2018-001516	Review task was approved on May 9. Still not closed by OCFO.

Beth White
Director, Office of the Executive Secretariat
U.S. Environmental Protection Agency
(202) 564-1781 direct

Ex. 6 cell

From: Walker, Denise
Sent: Thursday, May 17, 2018 2:30 PM
To: White, Elizabeth <white.elizabeth@epa.gov>
Cc: Burke, Marcella <burke.marcella@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>
Subject: Re: FEAT and NFO Awareness Notification Review List 4/24/2018

I am not sure, Beth.
Let me check with Melissa in OCFO and find out.

Denise

On May 17, 2018, at 2:25 PM, White, Elizabeth <white.elizabeth@epa.gov> wrote:

> Hey - it appears that some of these FOIAs have not been released - particularly OCFO FOIAs. What's going on here?
>
> Sent from my iPhone
>
> On Apr 30, 2018, at 11:15 AM, Walker, Denise <Walker.Denise@epa.gov> wrote:
>
>> All:
>>
>> The following 13 FOIA releases that were on the FEAT awareness review list were cleared for release last week.
>> Some are full responses and some are partial responses. Some have been released already and some are in the process of being released today.
>>
>> Thank you,
>> Denise

FOIA	Requester	Topic of the Request
OCFO EPA-HQ-2018-000181	Justin McCarthy Judicial Watch	Premium Travel by EPA employees -
OCFO EPA-HQ-2018-000227	David Schultz, Bloomberg BNA	Redacted travel vouchers Non OCEFT employees
OCFO EPA-HQ-2018-000228	David Schultz, Bloomberg BNA	Redacted travel vouchers Non OCEFT employees
OCFO EPA-HQ-2018-000367	Anne L. Weismann CREW	Redacted travel vouchers February 21 through November 7, 2017
OCFO EPA-HQ-2018-001516	Margaret E. Townsend, CBD	Redacted travel vouchers February 21 through December 7, 2017
OCFO EPA-HQ-2018-003413	Austin R. Evers American Oversight	All travel expenses for anyone in the Office of the Administrator
OCFO EPA-HQ-2018-004708	Rene Marsh CNN	All travel vouchers paid for anyone in the Office of the Administrator
OCFO EPA-HQ-2018-005535	Elijah Kaplan	Travel expenditures of all agency political appointees

OCFO EPA-HQ-2018-005662 Nick Surgey expenses to government issued credit card "SmartPay"
OECA EPA-HQ-2018-005128 Ebbs ABC News e-mails related to March 29, 2017 door incident
OECA EPA-HQ-2018-005256 Munoz e-mails related to March 29, 2017 door incident
Ethics EPA-HQ-2017-011934 Stephanie Ebbs ABC News 5 travel forms for the Administrator.
Ethics EPA-HQ-2018-004453 Tiffany Stecker Bloomberg BNA 5 travel forms for the Administrator.

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. |7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

From: Walker, Denise
Sent: Tuesday, April 24, 2018 1:42 PM
To: White, Elizabeth <white.elizabeth@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>
Subject: FEAT and NFO Awareness Notification Review List 4/24/2018

Good afternoon:

Attached, please find a list of FOIA requests that are currently in the awareness review process. I updated the list with the National FOIA Office's latest report and to include added releases for the FEAT. The FEAT requests are listed first followed by the National FOIA Office matters. I have also included an excel file of the combined information sorted by date.

The FEAT has provided 32 document productions to Beth White for awareness review that are still pending. These requests are related to the Administrator's condo, premium travel, travel more broadly, PSD information, and ethics forms related to the Administrator's travel.

The National FOIA Office reported 35 pending releases as of April 14, 2018 for a total **of 67 pending releases**.

Please let me and Larry Gottesman know as soon as any of these productions can be provided to the FOIA requesters.

If you have questions or need more information, please contact me.

Thank you and have a good week,

Denise

Best,
Denise

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. |7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

From: Walker, Denise
Sent: Tuesday, April 03, 2018 8:35 PM
To: White, Elizabeth <white.elizabeth@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>
Subject: FEAT and NFO Awareness Notification Review List 4/3/2018

Good evening:

Attached, please find a list of FOIA requests that are currently in the awareness review process. I updated the list with the National FOIA Office's latest report and to include added releases for the FEAT. The FEAT requests are listed first followed by the National FOIA Office matters. I have also included an excel file of the information sorted by date.

The FEAT has provided 32 document productions to Beth White for awareness review that are still pending. 2 are related to the Administrator's condo, 25 are related to travel and PSD information, 2 are Bristol Bay requests and 2 are ethics forms related to the Administrator's travel.

The National FOIA Office reported 36 pending releases as of April 2, 2018 for a total of 68 pending releases.

Please let me and Larry Gottesman know as soon as any of these productions can be provided to the FOIA requesters.

If you have questions or need more information, please contact me.

Thank you and have a good week,

Denise

Denise A. Walker

U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. |7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

From: Walker, Denise
Sent: Friday, March 16, 2018 5:54 PM
To: White, Elizabeth <white.elizabeth@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>
Cc: Dolph, Becky <Dolph.Becky@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>
Subject: RE: FEAT and NFO Awareness Notification Review List 3/16/2018

Good afternoon,

Attached, please find a list of FOIA requests that are currently in the awareness review process. I updated the list with the National FOIA Office's latest report and to include added releases for the FEAT.

The FEAT has provided 25 document productions to Beth White for awareness review that are still pending. 21 are related to travel and PSD information, 2 are Bristol Bay requests and 2 are ethics forms related to the Administrator's Travel.

The National FOIA Office reported 48 pending releases as of March 14, 2018 including 2 that are also on the FEAT list for a total of 71 pending releases.

Please let me and Larry Gottesman know as soon as any of these productions can be provided to the FOIA requesters.

If you have questions or need more information, please contact me.

Thank you and have a good weekend,

Denise

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. |7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/9/2017 4:36:56 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Backlog Reduction Reporting Plan
Attachments: Backlog Reduction Reporting Plan 11 9 17.docx; Baacklog reduction 11-8-17.xlsx

Rebecca

Attached is a draft process, as we discussed this morning, along with the universe of FOIA requests that are subject to the backlog Reduction initiative. As you may recall, the OIG is not participating in this initiative. Closed FOIA requests are shown in Blue.

Let me know your comments or concerns.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/16/2017 1:58:53 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Fwd: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

> **From:** "Levine, Scott" <Levine.Scott@epa.gov>
> **Date:** October 16, 2017 at 9:32:26 AM EDT
> **To:** "Gottesman, Larry" <Gottesman.Larry@epa.gov>
> **Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17**
>
> Hi Larry,
>
> Got your message. While the OIG is actively working to reduce its FOIA backlog and has a plan to do so, we will not be contributing to the Agency backlog reduction report at this time. Let me know if your office needs anything else at this point.
>
> Thanks,
> Scott
>
> ---
>
> **From:** Gottesman, Larry
> **Sent:** Monday, October 16, 2017 9:29 AM
> **To:** Story, Karen <Story.Karen@epa.gov>; Kluesner, Dave <kluesner.dave@epa.gov>; Calderon, Wanda <Calderon.Wanda@epa.gov>; Bednar, Georgia <bednar.georgia@epa.gov>
> **Cc:** Mears, Mary <Mears.Mary@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Levine, Scott <Levine.Scott@epa.gov>
> **Subject:** FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
>
> We are still awaiting your FOIA Backlog reduction reports. They were due by COB on Friday. Please provide your reports ASAP.
>
> Please let me know if you have any question.
>
> Larry F. Gottesman
> Agency FOIA Officer
>
> 202-566-2162 (Direct line)
> 202-689-4588 (Mobile)

From: Gottesman, Larry
Sent: Thursday, October 12, 2017 2:30 PM
To: Newton, Jonathan <Newton.Jonathan@epa.gov>; Evanko, Peter <Evanko.Peter@epa.gov>; Malloy, Marilyn <Malloy.Marilyn@epa.gov>; McLendon, Wanda <McLendon.Wanda@epa.gov>; Bednar, Georgia <bednar.georgia@epa.gov>; Schena, Cristeen <Schena.Cristeen@epa.gov>; Calderon, Wanda <Calderon.Wanda@epa.gov>; Story, Karen <Story.Karen@epa.gov>; Tate, Rita <Tate.Rita@epa.gov>; Hines, Andrea <hines.andrea@epa.gov>; Wheatley, Jessica <wheatley.jessica@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Stevens, Edie <Stevens.Edie@epa.gov>; Engels, Alan <engels.alan@epa.gov>; Johnson, Ivry <Johnson.Ivry@epa.gov>; Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Barnett-Owens, Inga <Barnett-Owens.Inga@epa.gov>; Hamilton, Sabrina <Hamilton.Sabrina@epa.gov>; Sandfoss, Kristina <Sandfoss.Kristina@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>; Brown, Sineta <Brown.Sineta@epa.gov>; Williams, LaShawn <williams.lashawn@epa.gov>
Cc: Levine, Scott <Levine.Scott@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Per our call.

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

In developing your plan, please use the following targets:

- Complete 10% or more of backlog by Oct. 31
- Complete 50% or more by Nov. 30
- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/16/2017 1:58:42 PM
To: Levine, Scott [Levine.Scott@epa.gov]
Subject: Re: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Ok, thanks

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

On Oct 16, 2017, at 9:32 AM, Levine, Scott <Levine.Scott@epa.gov> wrote:

> Hi Larry,
>
> Got your message. While the OIG is actively working to reduce its FOIA backlog and has a plan to do so, we will not be contributing to the Agency backlog reduction report at this time. Let me know if your office needs anything else at this point.
>
> Thanks,
> Scott
>
> ---
>
> **From:** Gottesman, Larry
> **Sent:** Monday, October 16, 2017 9:29 AM
> **To:** Story, Karen <Story.Karen@epa.gov>; Kluesner, Dave <kluesner.dave@epa.gov>; Calderon, Wanda <Calderon.Wanda@epa.gov>; Bednar, Georgia <bednar.georgia@epa.gov>
> **Cc:** Mears, Mary <Mears.Mary@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Levine, Scott <Levine.Scott@epa.gov>
> **Subject:** FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
>
> We are still awaiting your FOIA Backlog reduction reports. They were due by COB on Friday. Please provide your reports ASAP.
>
> Please let me know if you have any question.
>
> Larry F. Gottesman
> Agency FOIA Officer
>
> 202-566-2162 (Direct line)
> 202-689-4588 (Mobile)
>
> ---
>
> **From:** Gottesman, Larry
> **Sent:** Thursday, October 12, 2017 2:30 PM

To: Newton, Jonathan <Newton.Jonathan@epa.gov>; Evanko, Peter <Evanko.Peter@epa.gov>; Malloy, Marilyn <Malloy.Marilyn@epa.gov>; McLendon, Wanda <McLendon.Wanda@epa.gov>; Bednar, Georgia <bednar.georgia@epa.gov>; Schena, Cristeen <Schena.Cristeen@epa.gov>; Calderon, Wanda <Calderon.Wanda@epa.gov>; Story, Karen <Story.Karen@epa.gov>; Tate, Rita <Tate.Rita@epa.gov>; Hines, Andrea <hines.andrea@epa.gov>; Wheatley, Jessica <wheatley.jessica@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Stevens, Edie <Stevens.Edie@epa.gov>; Engels, Alan <engels.alan@epa.gov>; Johnson, Ivry <Johnson.Ivry@epa.gov>; Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Barnett-Owens, Inga <Barnett-Owens.Inga@epa.gov>; Hamilton, Sabrina <Hamilton.Sabrina@epa.gov>; Sandfoss, Kristina <Sandfoss.Kristina@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>; Brown, Sineta <Brown.Sineta@epa.gov>; Williams, LaShawn <williams.lashawn@epa.gov>
Cc: Levine, Scott <Levine.Scott@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Per our call.

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

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- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

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etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 7/28/2017 4:46:57 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FOIA Overview for AO 7-19.pptx
Attachments: FOIA Overview for AO 7-19.pptx

Take a look and lets discuss.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 4/26/2018 7:12:26 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]
Subject: FW: FOIA Project updated A3
Attachments: Agency FOIA April 2018 A3_.pptx

You may want to change Becky's name to your as the Process Owner.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Bigioni, Neil
Sent: Thursday, April 26, 2018 3:08 PM
To: DeBell, Kevin <debell.kevin@epa.gov>
Cc: Poole, Laura <Poole.Laura@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Moumbleaux, Joan <moumbleaux.joan@epa.gov>; Clarke, Victoria <clarke.victoria@epa.gov>
Subject: RE: FOIA Project updated A3

Kevin,

I met with Laura today and together we updated the A3 for this event. Looking forward to starting work with her and the team on the flowboards and huddle boards.

Thanks,

Neil

Neil R. Bigioni
Acting Director National FOIA Office
EPA Office of Regional Counsel
(202) 564-2281

From: DeBell, Kevin
Sent: Monday, April 23, 2018 1:00 AM
To: Bigioni, Neil <bigioni.neil@epa.gov>

Cc: Poole, Laura <Poole.Laura@epa.gov>
Subject: FOIA Project

Hi Neil:

Great to speak with you last week. As we discussed, attached please find the A3 form for the FOIA process improvement project and the leader standard work template. I've copied Laura Poole, your coach from the Office of Continuous Improvement, so that you two can connect more formally.

Please feel free to contact me with any questions!

Best,
Kevin

Kevin M. DeBell, Ph.D.
Special Assistant to the Assistant Deputy Administrator and Chief of Operations
U.S. Environmental Protection Agency
Office of the Administrator
1200 Pennsylvania Avenue NW
William Jefferson Clinton Building North, Room 3313 (MC1101A)
Washington, DC 20460
o 202 566 1931
c 202 641 0711
debell.kevin@epa.gov

I'm always open to feedback on my performance and service. Please provide your comments here: https://www.surveymonkey.com/r/debellfeedback. Your comments will be provided to me anonymously.

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 9/5/2017 7:30:03 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Subject: Toolkit kit comments in track changes
Attachments: The Life Cycle of a FOIA. 0901.2017 Review LFG.docx

Rebecca-

Here are our comments to the Toolkit.

Let me know if you have any questions.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 8/2/2017 3:52:46 PM
To: Geiger, Jay (CGI Federal) [Jay.Geiger@cgifederal.com]; Crawford, Tim [Crawford.Tim@epa.gov]
CC: Pahowka, Kyle D (CGI Federal) [kyle.pahowka@cgifederal.com]
Subject: RE: Updated Offices and Contacts for Action: Open Government Directive - Annual Progress Data Call- Updates Due Noon on 8/3

Thanks

Jut totals, no breakout needed,

From: Geiger, Jay (CGI Federal) [mailto:Jay.Geiger@cgifederal.com]
Sent: Wednesday, August 02, 2017 11:50 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Crawford, Tim <Crawford.Tim@epa.gov>
Cc: Pahowka, Kyle D (CGI Federal) <kyle.pahowka@cgifederal.com>
Subject: RE: Updated Offices and Contacts for Action: Open Government Directive - Annual Progress Data Call- Updates Due Noon on 8/3

Hi Larry,

Kyle is running these numbers today and will have them by COB. He will follow up when finished.

Thanks,

Jay Geiger | Senior Consultant | 703-227-4530 (o) | 303-945-9862 (c)

From: Gottesman, Larry [mailto:Gottesman.Larry@epa.gov]
Sent: Monday, July 31, 2017 2:59 PM
To: Geiger, Jay (CGI Federal) <Jay.Geiger@cgifederal.com>; Crawford, Tim <Crawford.Tim@epa.gov>
Subject: RE: Updated Offices and Contacts for Action: Open Government Directive - Annual Progress Data Call- Updates Due Noon on 8/3

If I can get a number of requests in the system and the number of records released to date. It can be today or tomorrow or even Wednesday or if it is easier run it as of June 30.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Geiger, Jay (CGI Federal) [mailto:Jay.Geiger@cgifederal.com]
Sent: Monday, July 31, 2017 12:14 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Crawford, Tim <Crawford.Tim@epa.gov>

Subject: RE: Updated Offices and Contacts for Action: Open Government Directive - Annual Progress Data Call- Updates Due Noon on 8/3

Hi Larry, Tim,

I'm not able to access the spreadsheet but we're able to provide details regarding the number of requests processed by all partners and the number released to the public. Is there any cutoff date for the information or should we provide numbers for the day the reports are run?

Thanks,

Jay Geiger | Senior Consultant | 703-227-4530 (o) | 303-945-9862 (c)

From: Gottesman, Larry [mailto:Gottesman.Larry@epa.gov]
Sent: Monday, July 31, 2017 9:34 AM
To: Crawford, Tim <Crawford.Tim@epa.gov>
Cc: Geiger, Jay (CGI Federal) <Jay.Geiger@cgifederal.com>
Subject: FW: Updated Offices and Contacts for Action: Open Government Directive - Annual Progress Data Call- Updates Due Noon on 8/3

Please see the section on FOIAonline on page 21 and 22. It is a link in Matt
Memo attached.

They want to know the total number of FOIA requests processed by the system, for all partners for all years, and the total number of records released to the public. I tiered, but I can't run it across the entire system easily.

Thanks

Larry

From: Grecco, Solymar
Sent: Friday, July 28, 2017 7:11 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Byrd, Jonda <byrd.jonda@epa.gov>
Subject: RE: Updated Offices and Contacts for Action: Open Government Directive - Annual Progress Data Call- Updates Due Noon on 8/3

See enclosed.

Solymar Grecco

Have a good time saving the world, or you're just going to depress yourself.
- David Brower, conservationist

OEI Information Management Officer (IMO)
Information and Security Program Division (ISPD)
Office of Business Operations and Services (OBOS)
Office of Environmental Information
United States Environmental Protection Agency
Phone: (202) 566 0950

From: Gottesman, Larry
Sent: Friday, July 28, 2017 3:31 PM
To: Shenefiel, Pam <shenefiel.pam@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Byrd, Jonda <byrd.jonda@epa.gov>; Grecco, Solymar <Grecco.Solymar@epa.gov>
Subject: RE: Updated Offices and Contacts for Action: Open Government Directive - Annual Progress Data Call- Updates Due Noon on 8/3

Pam-

Do have the attachment that contains page 21? What was attached, is only the transmittal memo.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Shenefiel, Pam
Sent: Friday, July 28, 2017 3:17 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Byrd, Jonda <byrd.jonda@epa.gov>; Grecco, Solymar <Grecco.Solymar@epa.gov>
Subject: FW: Updated Offices and Contacts for Action: Open Government Directive - Annual Progress Data Call- Updates Due Noon on 8/3

FOIA was incorrectly assigned to OIM. Please provide the updates requested below. Thanks.

From: Shenefiel, Pam
Sent: Friday, July 28, 2017 2:52 PM
To: Meyers, Aaron <Meyers.Aaron@epa.gov>; Scully, Carolyn <Scully.Carolyn@epa.gov>; Crawford, Tim <Crawford.Tim@epa.gov>; Holloman, Vincia <Holloman.Vincia@epa.gov>; Downs, Constance <downs.constance@epa.gov>; Ellis, John <Ellis.john@epa.gov>
Cc: Cottrill, Edward <Cottrill.Edward@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Kerwin, Courtney <Kerwin.Courtney@epa.gov>; Robert Johnston <Johnston.Robert@epa.gov>
Subject: FW: Updated Offices and Contacts for Action: Open Government Directive - Annual Progress Data Call- Updates Due Noon on 8/3

Please provide the requested updates by Noon on 8/3 and then email me when you done. Thanks.

See below for details.

Elastic Search- reg.gov	38	Aaron Meyers	OEIP
eRulemaking Program/Regulations.gov	38	Aaron Meyers	OEIP
Federal Docket Management System (FDMS 4.11) Regulation.gov	38	Carolyn Scully	OEIP
FOIA Program/FOIAonline	21	Tim Crawford	OEIP
Quality Policy Program	7	Vincia Holloman	OEIP

Records Program	41	Constance Downs, John Ellis	OEIP

From: OEI-IMO
Sent: Friday, July 28, 2017 1:08 PM
To: Banks, Dawn <Banks.Dawn@epa.gov>; Campbell, Melissa <Campbell.Melissa@epa.gov>; Philbrick, Ryan <philbrick.ryan@epa.gov>; Tumarkin, Jeff <Tumarkin.Jeff@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Dreisch, Rick <Dreisch.Rick@epa.gov>; Rawls, Dena <Rawls.Dena@epa.gov>
Cc: Gutshall, Renee <Gutshall.Renee@epa.gov>; Grimm, Patrick <Grimm.Patrick@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Young, Brenda <young.brenda@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>; Lee, Maja <Lee.Maja@epa.gov>; Holderman, Todd <Holderman.Todd@epa.gov>; Greene, Ana <Greene.ana@epa.gov>; Roberts, Eric <Roberts.Eric@epa.gov>; Yuen, Andrew <Yuen.Andrew@epa.gov>; Meyers, Aaron <Meyers.Aaron@epa.gov>; Scully, Carolyn <Scully.Carolyn@epa.gov>; Crawford, Tim <Crawford.Tim@epa.gov>; Holloman, Vincia <Holloman.Vincia@epa.gov>; Downs, Constance <Downs.constance@epa.gov>; Ellis, John <Ellis.john@epa.gov>; Allen, Richard <Allen.Richard@epa.gov>; Harman, John <Harman.John@EPA.GOV>; Gordon, Lauren <Gordon.Lauren@epa.gov>; Hart, Michael <Hart.Michael@epa.gov>; Kocher, Julie <Kocher.Julie@epa.gov>; Maxfield, Kevin <Maxfield.Kevin@epa.gov>; Kelly, Matthew <Kelly.Matthew@epa.gov>; Smith, David G. <Smith.DavidG@epa.gov>; Kyle, Lee <Kyle.Lee@epa.gov>; Galindo, Lico <Galindo.Lico@epa.gov>; Darlington, Lin <Darlington.Lin@epa.gov>; Knipschild, Shane <Knipschild.Shane@epa.gov>; Fagan, Susan <Fagan.Susan@epa.gov>; Sabbagh, Bill <sabbagh.bill@epa.gov>
Subject: Updated Offices and Contacts for Action: Open Government Directive - Annual Progress Data Call- Updates Due August 4, 2017

All,
In the time that has passed since OIM issued this data call, we have determined the updated POCs and Offices responsible within OEI. Please use the table below to complete the data call by August 4th. This information has also been updated in the online spreadsheet where POCs are to enter their progress to date since last year's data call.

Activities	Page Number	Point of Contact	Offices
FITARA	34	Eric Roberts	OCAPPM
Adoption of open source software/code e.g. swagger, Github	34	Andrew Yuen	ODSTA
API Strategy	15	Andrew Yuen	ODSTA
Developers Central	18	Andrew Yuen	ODSTA
Digital Services Strategy/Program	34	Andrew Yuen	ODSTA
Elastic Search- reg.gov	38	Aaron Meyers	OEIP
eRulemaking Program/Regulations.gov	38	Aaron Meyers	OEIP
Federal Docket Management System (FDMS 4.11) Regulation.gov	38	Carolyn Scully	OEIP
FOIA Program/FOIAonline	21	Tim Crawford	OEIP
Quality Policy Program	7	Vincia Holloman	OEIP
Records Program	41	Constance Downs, John Ellis	OEIP
A-16 Portfolio Management	52	Ana Greene	OIM
Data Analytics Program	20	Richard Allen	OIM
EIMP	7	John Harman, Lauren Gordon	OIM
e-Manifest	35	Michael Hart	OIM
Environmental Data Platform	51	Julie Kocher	OIM
Environmental Dataset Gateway (EDG)	12	Ana Greene	OIM
EPA/Federal Geoplatform	50	Kevin Maxfield, Julie Kocher	OIM
Facility Identification Integrated Project Team	52	Matt Kelly	OIM

FOIA Program	42	Matt Kelly	OIM
FRS/FLA & Data Model	17	Matt Kelly, Dave Smith	OIM
Laws and Regulation Services	14	Angelina Feldman	OIM
Linked Open Data	30	David Smith	OIM
My Property and FOIA online	42	Matt Kelly, Tim Crawford	OIM
National Environmental Information Exchange Network	49	Mike Hart	OIM
Other System of Registry Work	10	John Harman	OIM
Public Access Plan	31	Ana Greene	OIM
Public Access/Envirofacts	16	Lee Kyle	OIM
Reusable Component Service	35	Lico Galindo	OIM
SharePoint	41, 50	Lin Darlington	OIM
Toxics Release Inventory	17	Shane Knipschild	OIM
Website Management	26	Susan Fagan	OIM

Please contact Ana Greene if you have any questions regarding the data call.

Thanks!
Solymar Grecco

* *
OEI IMO Team
Solymar Grecco, OEI IMO (202) 566-0950

From: Leopard, Matthew
Sent: Thursday, July 20, 2017 10:53 AM
To: SIOs <SIOs@epa.gov>; IMOs <IMOs@epa.gov>; IRM BCs <IRM_BCs@epa.gov>
Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>; OEI-OIM-Managers <OEI-OIM-Managers@epa.gov>; OEI-SLT <OEISLT@epa.gov>; Allen, Richard <Allen.Richard@epa.gov>; Barrette, Michael <Barrette.Michael@epa.gov>; Blake-Coleman, Wendy <Blake-Coleman.Wendy@epa.gov>; Boutureira, Alan <Boutureira.Alan@epa.gov>; Bunnell, Julia <Bunnell.Julia@epa.gov>; Chen, Tina <Chen.Tina@epa.gov>; Crawford, Tim <Crawford.Tim@epa.gov>; Darlington, Lin <Darlington.Lin@epa.gov>; Dibble, Christine <Dibble.Christine@epa.gov>; Dickerson, Phil <Dickerson.Phil@epa.gov>; Downs, Constance <Downs.constance@epa.gov>; Ellis, John <Ellis.john@epa.gov>; Feldman, Angelina <Feldman.Angelina@epa.gov>; Gaber, Noha <Gaber.Noha@epa.gov>; Galindo, Lico <Galindo.Lico@epa.gov>; Gonzalez, Yvonne V. <Gonzalez.Yvonne@epa.gov>; Harman, John <Harman.John@EPA.GOV>; Hart, Michael <Hart.Michael@epa.gov>; Jones, Laurice <Jones.Laurice@epa.gov>; Kandil, Shereen <Kandil.Shereen@epa.gov>; Kelly, Matthew <Kelly.Matthew@epa.gov>; Kocher, Andrew <kocher.andrew@epa.gov>; Kocher, Julie <Kocher.Julie@epa.gov>; Kyle, Lee <Kyle.Lee@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Letson, Laura <letson.laura@epa.gov>; Meacham, Connie <Meacham.Connie@epa.gov>; Meyers, Aaron <Meyers.Aaron@epa.gov>; Montilla, Alex <Montilla.Alex@epa.gov>; Newman, Steve <Newman.Steve@epa.gov>; Nicholson, Howard <Nicholson.Howard@epa.gov>; Orquina, Jessica <Orquina.Jessica@epa.gov>; Osborne, Christopher <Osborne.Christopher@epa.gov>; Pendleton, Michael <Pendleton.Michael@epa.gov>; Roberts, Eric <Roberts.Eric@epa.gov>; Saxton, Dion <Saxton.Dion@epa.gov>; Smiley, Susan <smiley.susan@epa.gov>; Smith, David G. <Smith.DavidG@epa.gov>; Williams, Anthony <Williams.Anthony@epa.gov>; Yuen, Andrew <Yuen.Andrew@epa.gov>
Subject: Action: Open Government Directive - Annual Progress Data Call- Updates Due August 4, 2017

Dear SIOs, IMOs, and IRM BCs,

Below are the details of the Open Government Annual Progress Data Call (I've also attached my signed .pdf version). Essentially we need your POCs (they have been CC'd on this email) to update the existing entries (links below) they made to the Open Government Plan last year. We need the updates by Friday, August 4th.

Naturally my staff and I are available to help answer any questions or concerns. Thank you for your help!

Sincerely,
Matt Leopard

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY WASHINGTON, D.C. 20460

MEMORANDUM

SUBJECT: Open Government Directive - Annual Progress Data Call

FROM: Matthew Leopard, Director
Office of Information Management
Office of Environmental Information

TO: Agency Senior Information Officials
Information Management Officials
Information Resource Management Branch Chiefs

In 2009, the Office of Management and Budget issued a memorandum on Transparency and Open Government. As a result, the Open Government Directive (M-10-06) and the companion memorandum M-16-16 were issued. The Directive, in conjunction with EPA's 2014-2018 Strategic Plan, establishes an annual data call on the progress made during the previous year for objectives and milestones within the EPA 2016 Open Data Plan 4.0. The purpose of this memorandum is to ask you to complete this year's Open Data call by COB, Friday, August 4, 2017.

Background:

In 2010 EPA released its first Open Government Plan in response to the 2009 OMB Memorandum on Transparency and Open Government and Open Government Directive. These publications have been instrumental in supporting EPA's commitment to transparency, participation and collaboration. It has sparked the use of new environmental information management approaches and advanced information and monitoring technologies to respond creatively, flexibly and effectively to today's increasingly complex environmental problems.

The 2016 EPA Open Government Plan 4.0 updated Agency progress to implement the tenets of open government set forth in the Open Government Directive M-10-06 as well as Memorandum M-16-16. The 2016 Plan also supports the implementation of the EPA 2014-2018 Strategic Plan and aligns with the goals and objectives laid out in the FY2015-2018 EPA Information Resources Management Plan. As part of meeting the requirements set forth in M-16-16, Agencies must publish annual implementation progress reports. The information collected through this data call will be used to develop the required progress report for the FY2017.

The following instructions provide information for the completion of this data call. Should you have any questions, please contact, me at 202-566-1698 or Leopard.Matthew@epa.gov or Ana Greene at 202-566-2132 (greene.ana@epa.gov). I appreciate your support and attention to this important initiative.

Instructions:

OMB Memorandum M 16-16 requires Agencies to publish an annual progress report to describe the progress made on implementing the Agency's Open Government Plan.

1. Please review the Objectives/Milestones from the EPA's 2016 Open Data Plan 4.0 for your organization. The Objectives/Milestones are listed (column B) of the "Open Data Plan Data Call 2017" spreadsheet available on SharePoint.

2. Update column E of the spreadsheet with the progress made accomplishing the milestones/objectives for your organization's activities between September 2016 and August 2017.

3. Review and update the points of contact listed in column D.

Refer to EPA's 2016 Open Data Plan 4.0 for more information. The page number in the Plan for each activity is listed in column C. **All information must be entered into the spreadsheet by COB August 4, 2017.**

cc: OEI-SLT
Open Government Points of Conta

Matt Leopard
Office of Information Management
Office of Environmental Information
Ph: (202) 566-1698
Cell: (202) 236-2599

Room 6130A
1301 Constitution Ave. NW
Washington DC, 20460

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 7/3/2018 1:40:44 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]
Subject: Release to one release to all policy
Attachments: DOJ-LA-2016-0024-0002.docx

As it turns out, DOJ has never finalized the "Policy," after submitting the proposal for public comments. DOJ/OIP say they are still working on finalizing the "Policy," but it has to go through the DOJ process.

Since EPA had issued a FOIA Policy http://intranet.epa.gov/foia/docs/FOIA-Policy-August2014-09-30FINAL(with-electronic-signature).pdf on September 30, 2014 and section 6.9 states: FOIA responses will be posted to the Agency's FOIA management and tracking system unless posting the records will create a potential harm protected by a FOIA exemption or if a waiver to post records is granted by the Agency FOIA Officer[.] EPA had been following the "Policy" ever before the "Policy" development team was formed.

DOJ Request for Public Comment on the Draft "Released to one, Release to all" presumption. https://www.justice.gov/oip/blog/request-public-comment-draft-release-one-release-all-presumption

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/8/2017 10:12:44 PM
To: Fine, Steven [fine.steven@epa.gov]
CC: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Subject: Backlog update
Attachments: Copy of Backlog closed by 10-31-17 one tab LFG 11-8-17.xlsx

Steve

The charts we used yesterday showed a start of 651, as derived from the FEAT initial FOIA chart numbers.

The current spreadsheet shows 652 and I removed the 1 PBI determination that was showed on the original list, as a FOIA request, it is not. PBI is an OGC determination of the applicability of a proposed Exemption 4 withholding. (Exemption 4 is Confidentiality Business Information). As you may recall, after we checked the data, we showed a discrepancy of 2 (653) requests and we were told don't not to worry about being off by 1 or 2. We are now off by 1.

The report yesterday showed we closed 60 FOIA requests, subject to the Backlog reduction effort. When we ran the new report today, it showed and we highlighted in blue 54 requests. However, FOIAonline allow a program to close and reopen request when appropriate, so that may account for some of the discrepancy.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 9/5/2017 7:28:51 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Subject: FW: Step 7.docx
Attachments: The Life Cycle of a FOIA. 0901.2017 Review LFG.docx

Rebecca-

Here are our comments to the Toolkit.

Let me know if you have any questions.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 8/22/2017 9:15:18 PM
To: Fine, Steven [fine.steven@epa.gov]
Subject: Expedited processing
Attachments: Document1.docx

Steve-

Attached is the information on Expedited processing under FOIA.

I provided you with historical numbers and the relevant statutory and regulatory language.

The DOJ guidance is old so I did not provide it to you, but it is still relevant since this portion of the Statute has not changed. I can send you the info if you want, just let me know.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/19/2017 10:07:35 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
Attachments: OW Plan to Address Backlogged Requests.xlsx

add

From: WigginsLewis, Miriam
Sent: Thursday, October 19, 2017 5:37 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Best-Wong, Benita <Best-Wong.Benita@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Zipf, Lynn <Zipf.Lynn@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Good afternoon Larry,
Per our conversation, the Office of Water is responsible for 43 FOIAs (instead of 44 as originally stated) with the intent of closing out 37 FOIAs by the end-of-the-year.
If you have further questions, please feel free to contact me.
Thanks
Miriam

Miriam G. Wiggins-Lewis
Director, Organizational Support Services
Management and Operations Staff (4101M)
Office of Water
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, DC 20460
202-564-9373
202-564-0500 (facsimile)
OW Records Liaison Officer (http://intranet.epa.gov/ow/records/index.htm)

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In an effort to evaluate customer satisfaction, MOS would appreciate your taking a few moments to provide feedback to the MOS Feedback email box. Your time and effort are greatly appreciated.

From: Best-Wong, Benita
Sent: Friday, October 13, 2017 6:08 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Shapiro, Mike <Shapiro.Mike@epa.gov>; Zipf, Lynn <Zipf.Lynn@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; WigginsLewis, Miriam <WigginsLewis.Miriam@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Larry,

Attached is OW's proposed plan for addressing the FOIA requests submitted prior to Jan 1, 2017. Overall OW has 44 FOIAs that fall into that category. General approaches to be applied to clear the backlogged requests include:

- Providing greater senior management attention and focus
- Continuing with weekly updates at OW senior staff meeting
- Filling the new OW FOIA Specialist position
- Closing out FOIAs that are almost completed

If you have any questions, please contact me or Lyn Zipf.

Regards,
Benita

Benita Best-Wong
Acting Principal Deputy Assistant Administrator
Office of Water
US EPA
1200 Pennsylvania Avenue, NW
Washington, DC 20460
202-566-1159

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

In developing your plan, please use the following targets:

- Complete 10% or more of backlog by Oct. 31
- Complete 50% or more by Nov. 30
- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 9/5/2017 7:24:18 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Step 7.docx
Attachments: Step 7.docx

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/11/2017 2:51:52 PM
To: Fine, Steven [fine.steven@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Two years and older pending 09 17 update 10 17.xls (summary)
Attachments: Two years and older pending 09 17 update 10 17.xls

Attached is a spreadsheet showing all FOIA requests, pending for more than 2 years, as of September 22 and closed by October 4. The closed cases are in gray on the spreadsheet. A summary of the close-outs is below:

AO – 3/53
OAR – 0/7
OCSPP – 10/116
OECA – 0/2
OIG – 0/15
OLEM – 0/3
OW – 1/12
R1 – 0/1
R2 – 0/12
R3 – 0/22
R5 - 0/1
R7 – 0/1
R9 – 0/1
R10 – 0/4

If an organization does not have any requests over 2 years old, there spreadsheet is blank and not accounted for above. If you have any questions please let me know.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 9/5/2017 7:13:36 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: The Life Cycle of a FOIA. 0901.2017 Review LFG.docx
Attachments: The Life Cycle of a FOIA. 0901.2017 Review LFG.docx

Please add your edits. I want to get this to Rebecca before 4.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/14/2018 6:06:13 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Agency FOIA April 2018 A3_ (002).pptx
Attachments: Agency FOIA April 2018 A3_ (002).pptx

From: Gottesman, Larry
Sent: Friday, April 27, 2018 9:27 AM
To: Bigioni, Neil <bigioni.neil@epa.gov>
Subject: Agency FOIA April 2018 A3_ (002).pptx

I marked it in yellow, it is part of the TEAM section.

Have a great weekend.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 8/2/2017 12:31:29 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Draft FOIA Briefing for AO
Attachments: National FOIA Program Overview for AO - Draft - 07-31-2017.pptx

---

From: Moser, Rebecca
Sent: Tuesday, August 01, 2017 11:09 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: Draft FOIA Briefing for AO

Steve:

Please find attached a draft FOIA briefing for the AO. Please let us know if you have any comments/revisions or would like to discuss it. Thank you!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/14/2017 2:09:30 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Fwd: OPA, OCIR, OP FOIA Backlog Plans
Attachments: OCIR Backlog FEAT.xlsx; ATT00001.htm; Office of Policy Backlog Plan FEAT.xlsx; ATT00002.htm; OPA Plan to Address Backlogged Requests FEAT.xlsx; ATT00003.htm

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

From: "Walker, Denise" <Walker.Denise@epa.gov>
Date: October 14, 2017 at 12:57:06 AM EDT
To: "Packard, Elise" <Packard.Elise@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>
Cc: "Rementer, Nicole" <rementer.nicole@epa.gov>
Subject: OPA, OCIR, OP FOIA Backlog Plans

Elise & Larry:

Attached please find backlog plans for OPA, OCIR, and OP.

The OP backlog plan was prepared entirely by FEAT. FEAT revised OCIR's plan and OPA coordinated closely with the FEAT on their plan- they only have 3 backlogged requests.

OEX has not shared their backlog plan with the FEAT and did not want to collaborate with us on their plan so I anticipate that they will be submitting it separately.

Best,
Denise

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. |7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/14/2018 6:05:54 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Lean Breakthrough Project: FOIA Response - A3 UPDATE DUE 4/20 - 3 TAKS REQUIRE UPDATES
Attachments: Lean Breakthrough Project FOIA Response Improvement Actions_ March 2018_UPDATED APRIL 20 2018_v 1.xlsx; Agency FOIA March 2018 A3 .pptx; A3 Lean EPA Fredom of Information Act Response _March 2018.docx

---

From: Moumbleaux, Joan
Sent: Friday, April 20, 2018 1:16 PM
To: Bigioni, Neil <bigioni.neil@epa.gov>
Cc: Clarke, Victoria <clarke.victoria@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Moumbleaux, Joan <moumbleaux.joan@epa.gov>
Subject: Lean Breakthrough Project: FOIA Response - A3 UPDATE DUE 4/20 - 3 TAKS REQUIRE UPDATES

Neil:

The A3's *Improvement Actions* spreadsheet (attached) includes *three tasks* that need to be updated by 4/20.

This spreadsheet is part of the A3 (also attached). The A3's font size is diabolical so I am also sending its content to you in a more readable word document.

Three tasks due to be updated on 4/20:

1. Task #12 - Complete pre-event work on awareness review component
   Laura Poole, our Lean Coach, thinks this was completed prior to the event. She has no additional information but believes Wendy Blake's group was working on the task.

2. Task #19 - Forming the National FOIA Office
   Joan updated with completion date.

3. Task #20 - Set up Draft Performance and Flow Boards
   3/26 - Joan, Victoria, and Larry met with Laura to discuss the task.

   4/4 -Victoria held a conference call with Region FOIA Coordinators to discuss changing the current decentralized FOIA intake workflow to a centralized FOIA intake workflow. The Coordinators are very supportive of a centralized intake system. Larry also attended.

   My understanding is that no further action occurred. I am sending a next-steps email to help us act on this task.

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/18/2017 6:18:51 PM
To: FBacklog [FBacklog@epa.gov]
Subject: Fwd: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

From: "Newton, Jonathan" <Newton.Jonathan@epa.gov>
Date: October 18, 2017 at 2:16:54 PM EDT
To: "Gottesman, Larry" <Gottesman.Larry@epa.gov>, "Allen, Reginald" <Allen.Reginald@epa.gov>
Cc: "Fine, Steven" <fine.steven@epa.gov>, "Hope, Brian" <Hope.Brian@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Addendum - Since Friday the Office of Civil Rights (OCR) closed the following nine requests:

- <!--[if !supportLists]--><!--[endif]-->HQ-2015-006071
- <!--[if !supportLists]--><!--[endif]-->HQ-2015-006390
- <!--[if !supportLists]--><!--[endif]-->HQ-2015-009394
- <!--[if !supportLists]--><!--[endif]-->HQ-2015-010092
- <!--[if !supportLists]--><!--[endif]-->HQ-2015-010915
- <!--[if !supportLists]--><!--[endif]-->HQ-2016-006176
- <!--[if !supportLists]--><!--[endif]-->HQ-2016-006247
- <!--[if !supportLists]--><!--[endif]-->HQ-2016-006277
- <!--[if !supportLists]--><!--[endif]-->HQ-2016-006278

As of today OCR has only two FOIA requests that were received before January 1, 2017.

Jonathan V. Newton, Attorney-Advisor
U.S. EPA, Office of the Executive Secretariat
1200 Pennsylvania Avenue, NW (MC 1105A)
Washington, D.C. 20460
(202) 564-6164

From: Gottesman, Larry
Sent: Wednesday, October 18, 2017 12:44 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>
Cc: Fine, Steven <fine.steven@epa.gov>; Newton, Jonathan <Newton.Jonathan@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Let me take a look and get back to you. I have not had time to fully review Jonathan's analysis.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Allen, Reginald
Sent: Wednesday, October 18, 2017 11:57 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Fine, Steven <fine.steven@epa.gov>; Newton, Jonathan <Newton.Jonathan@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Larry

Based on Jonathan's analysis below are we good?

Thanks
Reggie

Reginald E. Allen
Acting Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell 202-306-2879

From: Newton, Jonathan
Sent: Tuesday, October 17, 2017 4:13 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>
Cc: Fine, Steven <fine.steven@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Reggie:

I reorganized OEI's data tracking number and compared it with the spread sheet I sent you yesterday (attached again for OEI reference). Based on that comparison, the spreadsheet you received from OEI contains two requests t (EPA-HQ-2013-003081 and EPA-HQ-2014-008601) that were closed by October 11th. The OEI report also contains one request (EPA-HQ-2017-001024) that is assigned to the OGC Title VI Team which should not appear on current AO reports. There are no other discrepancies; the remaining number (130) is the same.

On October 13, 2017 the AO had 130 open requests that were received before January 1,2017. That number breaks down as follows:

- <!--[if !supportLists]--><!--[endif]-->OCIR 50 (Blue)
- <!--[if !supportLists]--><!--[endif]-->OP 28 (Gray)

- <!--[if !supportLists]--><!--[endif]-->OEX 26 (White)
- <!--[if !supportLists]--><!--[endif]-->SAB 12 (Yellow)
- <!--[if !supportLists]--><!--[endif]-->OCR 11 (Blue)
- <!--[if !supportLists]--><!--[endif]-->OPA 03 (Purple)

The eleven "missing" requests are probably the eleven that are in the Office of Civil Rights.

OEI asked about backlog plans from "ORO, EEOCIP, OES, OAEE and OSH." Those acronyms need clarification but here is what I think they mean:

- <!--[if !supportLists]--><!--[endif]-->OES and OAEE refer to the same office which is currently OAES - processed by OEX
- <!--[if !supportLists]--><!--[endif]-->OSH refers to Homeland Security (OHS) - processed by OEX.
- <!--[if !supportLists]--><!--[endif]-->ORO is processed by OCIR
- <!--[if !supportLists]--><!--[endif]-->EEOCIP? No clue, but Public engagement is processed by OPA; Children's Health and Small Business are processed by OEX.

Jonathan V. Newton, Attorney-Advisor
U.S. EPA, Office of the Executive Secretariat
1200 Pennsylvania Avenue, NW (MC 1105A)
Washington, D.C. 20460
(202) 564-6164

From: Allen, Reginald
Sent: Tuesday, October 17, 2017 12:34 PM
To: Hope, Brian <Hope.Brian@epa.gov>; Newton, Jonathan <Newton.Jonathan@epa.gov>
Cc: Fine, Steven <fine.steven@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Johnathan/Brian

Need some help here - all the offices listed below are reorg'ed, renamed, or I'm not familiar with ?

Larry

Additionally not sure which 11 requests you are referring.

Thanks
Reggie

Reginald E. Allen
Acting Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell 202-306-2879

From: Gottesman, Larry
Sent: Tuesday, October 17, 2017 10:37 AM
To: Allen, Reginald <Allen.Reginald@epa.gov>; Fine, Steven <fine.steven@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Reggie

We are still missing reports from ORO, EEOCIP, OES, OAEE and OSH.

From the 1/1/17 spreadsheet the AO is missing about 11 requests.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Allen, Reginald
Sent: Monday, October 16, 2017 5:13 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Steve / Larry

Sorry for the delay - most of the FOIAs in AO have been accounted for already -- OP, OPA(OPEEE), OEX, SAB, and OCIR.

Of the remaining offices; OCR, OHS, OAES, OCHP, and OSDBU only OCR has pending FOIAs – their plan to address the backlog is attached.

Please let me know if I missed something.

Reggie

Reginald E. Allen
Acting Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell 202-306-2879

From: Fine, Steven
Sent: Monday, October 16, 2017 12:55 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Reggie,

My understanding is that Larry Gottesman in the National FOIA Office has not received the full response from the AO to the request I sent last week. Do you know when your office will be able to provide that?

As Elise indicated last week, you don't need to send number for OP, OPA, OEX, and OCIR to Larry. But it would be helpful if the response for the remaining offices could be broken down by office within the AO. We have received a response from the SAB office.

If you have questions, please let Larry and me know.

Thanks.

Steve

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>; Bloom, David <Bloom.David@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>; Caraballo, Mario <Caraballo.Mario@epa.gov>; Dunham, Sarah <Dunham.Sarah@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Flynn, Mike <Flynn.Mike@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>; Kenny, Shannon <Kenny.Shannon@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Shapiro, Mike <Shapiro.Mike@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Torma, Tim <Torma.Tim@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Rebecca Moser (Moser.Rebecca@EPA.GOV) <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Wendy Blake (Blake.Wendy@epa.gov) <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

In developing your plan, please use the following targets:

- Complete 10% or more of backlog by Oct. 31
- Complete 50% or more by Nov. 30
- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 8/22/2017 12:52:41 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Toolkit Outline
Attachments: FOIA Toolkit Outline 8-2-17 basic outline.docx

Let's talk about this.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Moser, Rebecca
Sent: Monday, August 21, 2017 9:36 PM
To: Nguyen, Quoc <Nguyen.Quoc@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>
Subject: FW: Toolkit Outline

Quoc,

Thank you for the Toolkit Outline. We'll review it and get back to you with any comments.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Nguyen, Quoc
Sent: Monday, August 21, 2017 3:01 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>
Subject: Toolkit Outline

As promised, the Toolkit Outline is attached.

Sincerely,
Quoc

Quoc P. Nguyen
Office of General Counsel
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, DC 20460
202-564-6343

PRIVILEGED COMMUNICATION for internal deliberation only; may contain deliberative, attorney-client, attorney work product, or otherwise privileged material; do not distribute outside EPA or DOJ.

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/13/2017 10:26:11 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Fwd: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
Attachments: OW Plan to Address Backlogged Requests.xlsx; ATT00001.htm

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

From: "Best-Wong, Benita" <Best-Wong.Benita@epa.gov>
Date: October 13, 2017 at 6:07:32 PM EDT
To: "Gottesman, Larry" <Gottesman.Larry@epa.gov>
Cc: "Shapiro, Mike" <Shapiro.Mike@epa.gov>, "Zipf, Lynn" <Zipf.Lynn@epa.gov>, "Stevens, Robert" <Stevens.Robert@epa.gov>, "WigginsLewis, Miriam" <WigginsLewis.Miriam@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Larry,

Attached is OW's proposed plan for addressing the FOIA requests submitted prior to Jan 1, 2017. Overall OW has 44 FOIAs that fall into that category. General approaches to be applied to clear the backlogged requests include:

- <!--[if !supportLists]--><!--[endif]-->Providing greater senior management attention and focus
- <!--[if !supportLists]--><!--[endif]-->Continuing with weekly updates at OW senior staff meeting
- <!--[if !supportLists]--><!--[endif]-->Filling the new OW FOIA Specialist position
- <!--[if !supportLists]--><!--[endif]-->Closing out FOIAs that are almost completed

If you have any questions, please contact me or Lyn Zipf.

Regards,
Benita

Benita Best-Wong
Acting Principal Deputy Assistant Administrator
Office of Water
US EPA
1200 Pennsylvania Avenue, NW
Washington, DC 20460
202-566-1159

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

In developing your plan, please use the following targets:

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- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

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OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 7/7/2017 7:21:39 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Byrd, Jonda [byrd.jonda@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FOIA Regulations 070617 OEI review (003).docx
Attachments: FOIA Regulations 070617 OEI review (003).docx

I thinks we are ready for your "final" review, OGC's comments have been incorporated.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/18/2017 6:10:16 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]
Subject: Fwd: Pending before 1 1 17.xls
Attachments: Pending before 1 1 17.xls; ATT00001.htm

Please see the attached.

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

> **From:** "Gottesman, Larry" <Gottesman.Larry@epa.gov>
> **Date:** October 17, 2017 at 5:05:53 PM EDT
> **To:** "Fine, Steven" <fine.steven@epa.gov>
> **Cc:** "Simon, Harvey" <Simon.Harvey@epa.gov>, "Larsen, Elena" <Larsen.Elena@epa.gov>, "Moser, Rebecca" <Moser.Rebecca@EPA.GOV>
> **Subject: Pending before 1 1 17.xls**
>
> Steve-
> Attached is the 1/1/17 spreadsheet we have been working off of.
>
> Per your questions:
>
> When you send the charts, I also need you to send following numbers: **Joan Moumbleax of OGC is creating the charts.**
>
> Total # of FOIA requests reported on by offices from the list we sent: **See below**
>
> How many on that list were not reported on: **See below**
>
> Total number to be completed in Oct. (by 10/31): **60**
>
> Total number to be completed in Nov. (11/1-11/30, don't count those completed in Oct.): **32**
>
> Total number to be completed in Dec. (12/1-12/31, don't count those completed in Dec.): **333**
>
> Total number not planned to be completed by 12/31: **160**

Below are the number for each organization in the spreadsheet and a separate column for the numbers reported in response to your email for a backlog reduction report and the difference

Organization	Number on original spreadsheet	Number reported in response to your email template	Difference
Region 1	2	1	1
Region 2	46	2	44
Region 3	32	33	+1
Region 4	2	2	0
Region 5	22	20	2
Region 6	9	9	0
Region 7	8	8	0
Region 9	6	5	1
Region 10	12	12	0
AO	133	121	12
OAR	57	52	5
OARM	4	4	0

OCSPP	231	2		229
OECA	10	+4		14
OEI	1	0		1
OGC	14	0		14
OIG report	34		N/A	Did not
OLEM	13	0		13
ORD	3	3		0
OW	43	+1		44
OCFO	0	0		0
OITA	0	0		0

Let me know if you need anything further.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 7/26/2017 5:33:23 PM
To: Byrd, Jonda [byrd.jonda@epa.gov]
Subject: RE: FOIA program slide deck outline

Yup just need time

From: Byrd, Jonda
Sent: Wednesday, July 26, 2017 9:54 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: FOIA program slide deck outline

Just checking to see if you saw this. Will you be able to get Steve a draft by Thursday or Monday? I know I will be asked in the OEIP managers meeting this morning.

Jonda Byrd,

Director, FOIA, Libraries & Accessibility Division

US EPA, Office Environmental Information

513-569-7183

513-487-2547 (fax)

202-236-1992 (cell)

From: Fine, Steven
Sent: Tuesday, July 25, 2017 10:12 AM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: RE: FOIA program slide deck outline

Rebecca and Larry,

Thank you. That looks good. I'd suggest adding a slide near the beginning that shows the National Office's interactions with other parts of the agency. Also, I'm wondering whether you should also very briefly describe responsibilities for FOIA officers and employees.

Would you be able to send me a draft by Thur.? If not, how about Mon.?

Thanks

Steve

From: Moser, Rebecca
Sent: Tuesday, July 18, 2017 8:36 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: FW: FOIA program slide deck outline

Steve:

See Larry's email below for a draft outline for a potential FOIA briefing for Ryan Jackson.

We'll begin developing this briefing . . . Please let us know if you there are any other areas you'd like to cover.

Thank you!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Gottesman, Larry
Sent: Tuesday, July 18, 2017 5:48 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Subject: FOIA program slide deck outline

FOIA Office Program Overview

Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/7/2018 8:17:37 PM
To: Grzegozewski, Nicholas [Grzegozewski.Nicholas@epa.gov]
Subject: FW: Draft Centralization Model for OEI
Attachments: Centralization for OEI.pdf; ATT00001.htm

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 6/28/2017 2:42:00 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: 6-26-17 FOIA Overview.pptx
Attachments: 6-26-17 FOIA Overview.pptx

Let's talk about this

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 8/4/2017 7:12:54 PM
To: Fine, Steven [fine.steven@epa.gov]
CC: Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Byrd, Jonda [byrd.jonda@epa.gov]
Subject: National FOIA Program Overview for AO
Attachments: National FOIA Program Overview for AO - Draft -8-4-17.pptx

Please see slide 12, where we added the current Discovery Services Challenges facing the FOIA Program.

Thanks and have a nice weekend.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 7/18/2017 7:29:51 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: FOIA Cheat Sheet (003).docx
Attachments: FOIA Cheat Sheet (003).docx

Please have posted in the intranet site under guidance then FOIA guidance,

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Gottesman, Larry
Sent: Tuesday, July 18, 2017 12:41 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Subject: FOIA Cheat Sheet (003).docx

This may be of help related to the town hall question.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/13/2017 9:03:26 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: attached is part of OSCPP's response on the FOIA backlog-the first file for OPP with the numbers and our plan. We will send over the second file for OPP and both files for OPPT's FOIAs on Monday morning.
Attachments: OPP FOIA Backlog Reduction Plan (003).docx

From: Morales, Oscar
Sent: Friday, October 13, 2017 5:03 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Wise, Louise <Wise.Louise@epa.gov>; Bertrand, Charlotte <Bertrand.Charlotte@epa.gov>; Keigwin, Richard <Keigwin.Richard@epa.gov>; Layne, Arnold <Layne.Arnold@epa.gov>; Myrick, Pamela <Myrick.Pamela@epa.gov>; Barber, Delores <barber.delores@epa.gov>; morris.jeffrey@epa.gov; Blake, Wendy <Blake.Wendy@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>; Mottley, Tanya <Mottley.Tanya@epa.gov>
Subject: attached is part of OSCPP's response on the FOIA backlog-the first file for OPP with the numbers and our plan. We will send over the second file for OPP and both files for OPPT's FOIAs on Monday morning.

Please call me if you have any questions.

Oscar Morales
Associate Assistant Administrator
Office of Chemical Safety and Pollution Prevention
Environmental Protection Agency

202-564-9673
202-821-9899 (cell)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/1/2017 4:29:27 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Fwd: Overdue - Due Oct. 24: Next step in addressing FOIA backlog
Attachments: FOIA Backlog Plans.xlsx; ATT00001.htm; OECA Post Dec Data Call 1 Nov 2017.xlsx; ATT00002.htm

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

From: "Newman, Maya" <Newman.Maya@epa.gov>
Date: November 1, 2017 at 12:29:00 PM EDT
To: FBacklog <FBacklog@epa.gov>
Cc: "Badalamente, Mark" <Badalamente.Mark@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>, "Newman, Maya" <Newman.Maya@epa.gov>
Subject: FW: Overdue - Due Oct. 24: Next step in addressing FOIA backlog

Good afternoon,

Attached is OECA's Post Dec Data Call Spreadsheet. If you have any questions, please let me know, thanks in advance.

Maya Newman
OECA FOIA Lead &
OECA Special Emphasis Program Lead
Environmental Protection Agency
Office of Enforcement & Compliance Assurance I Office of Administration and Policy
1200 Pennsylvania Ave. NW I Mail Code: 2201A I WJC-S Bldg Rm 3213 I Washington, DC 20460
newman.maya@epa.gov I 202-564-2483 (W) I 202-501-0017 (F)

From: Gottesman, Larry
Sent: Tuesday, October 31, 2017 4:04 PM
To: Johnson, Ivry <Johnson.Ivry@epa.gov>; Engels, Alan <engels.alan@epa.gov>; Ho, Nancy <Ho.Nancy@epa.gov>; Wheatley, Jessica <wheatley.jessica@epa.gov>; Calderon, Wanda <Calderon.Wanda@epa.gov>; Brown, Sineta <Brown.Sineta@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>
Cc: Fine, Steven <fine.steven@epa.gov>
Subject: Overdue - Due Oct. 24: Next step in addressing FOIA backlog

I am writing to you because we have not received your organization's report as requested below. This report was due NLT October 24, but it has not been received. If your organization submitted a report,

and you are receiving this email, please resent your report to me. I have been out of the office and just catching up on things today. I have also attached an Excel spreadsheet showing what your organization has reported concerning your estimated progress on closing out all FOIA requests that were received before 1/1/17 by 12/31/2017.

This spreadsheet only needs to be completed for requests that will not be closed by 12/31/2017.

Your organizational report is now required by COB Wednesday, November 1, 2017.

Please let me know if you have any questions or concerns.

Thank you.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Fine, Steven
Sent: Wednesday, October 18, 2017 8:22 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; FBacklog <FBacklog@epa.gov>
Subject: Due Oct. 24: Next step in addressing FOIA backlog

All,

Thank you very much for your responses regarding completion of FOIA requests submitted prior to 2017. We know that required significant work in a short period of time.

Some programs/regions reported that some requests would not be completed this calendar year, but the information provided on those requests was not complete.

If your office reported that some requests would not be completed by Dec. 31, please complete the attached spreadsheet, which requests details on each request that you do not anticipate completing by Dec. 31. Please send the completed spreadsheet to FBacklog@epa.gov by Oct. 24. The OGC-OEI team supporting elimination of the backlog will summarize that information and share it with Ryan Jackson.

If you have questions, please contact Larry Gottesman.

Thank you for your assistance with this.

Steve Fine and Elise Packard

You're receiving this message because you're a member of the **FBacklog** group. If you don't want to receive any messages or events from this group, **stop following it in your inbox**.

View group conversations | View group files

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 6/29/2018 5:13:53 PM
To: Shenefiel, Pam [shenefiel.pam@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]; Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]; Grogard, Megan [Grogard.Megan@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Jones, Monica [Jones.Monica@epa.gov]
Subject: Re: FOIA-HQ-EPA-2018-007570

Not at this time. If you want to give me a call I can explain the precess. Thanks

Larry F. Gottesman

Sent from my iPhone

On Jun 29, 2018, at 12:53 PM, Shenefiel, Pam <shenefiel.pam@epa.gov> wrote:

> Is there some written info on this new step so we can know how much additional time to factor in for the review and still respond on time to the requestor.
>
> ---
>
> **From:** Gottesman, Larry
> **Sent:** Friday, June 29, 2018 12:15 PM
> **To:** Shenefiel, Pam <shenefiel.pam@epa.gov>
> **Cc:** Schumacher, Wendy <schumacher.wendy@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Jones, Monica <Jones.Monica@epa.gov>
> **Subject:** RE: FOIA-HQ-EPA-2018-007570
>
> Pam-
>
> This request is in awareness notification. Once I obtain approval I will complete my review task.
>
> Thanks
>
> Larry F. Gottesman
> Agency FOIA Officer
> Office of General Counsel
> U.S. Environmental Protection Agency
>
> 202-566-2162 (Direct line)
> 202-689-4588 (Mobile)
> 202-566-1667 (Main line)
>
> ---
>
> **From:** Shenefiel, Pam
> **Sent:** Friday, June 29, 2018 10:41 AM
> **To:** Gottesman, Larry <Gottesman.Larry@epa.gov>
> **Cc:** Schumacher, Wendy <schumacher.wendy@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>;

Grogard, Megan <Grogard.Megan@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Jones, Monica <Jones.Monica@epa.gov>
Subject: FW: FOIA-HQ-EPA-2018-007570

Larry,

Please see below. This FOIA is now awaiting your review. Thanks.

From: Jones-Parra, Lisa
Sent: Friday, June 29, 2018 10:18 AM
To: Shenefiel, Pam <shenefiel.pam@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Cc: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Jones, Monica <Jones.Monica@epa.gov>
Subject: RE: FOIA-HQ-EPA-2018-007570

HI Pam,

I am aware of there being a review process at the Beth White level for some FOIAs but I do not know anything about the process for that. I recommend you contact Larry G., he should know what we need to do if anything. It is possible that we (OEI) are done at this point and know things are in his court.

Lisa

Lisa Jones-Parra
Senior Advisor to the Principal Deputy Assistant Administrator
and Deputy Chief Information Officer
Office of Environmental Information
U.S. Environmental Protection Agency
Desk: (202) 566-1157
Cell: (202) 384-2588

From: Shenefiel, Pam
Sent: Friday, June 29, 2018 10:13 AM
To: Grogard, Megan <Grogard.Megan@epa.gov>
Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Jones, Monica <Jones.Monica@epa.gov>
Subject: FOIA-HQ-EPA-2018-007570

Megan and Lisa,

I am just seeing that someone added Larry in as a reviewer for this FOIA that we are trying to close out? Apparently when Larry is a reviewer there is some special process that Megan is supposed to coordinate so Beth White gets to look at the response. I just learned this from Wendy S.

I am sorry that I don't know more than this little bit of info. Do either of you know more?

Pam
<image001.png>

Pam Shenefiel | Office of Enterprise Information Programs | Office of Environmental Information | EPA
1200 Pennsylvania Ave NW | Mail Code 2821T | Washington, DC 20460
202.566.0303 (work) | 202.566.1624 (fax) | shenefiel.pam@epa.gov

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/16/2017 8:38:51 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: FOIA Logs
Attachments: EPA FOIA Log 2009.xlsx; EPA FOIA Log 2010.xlsx; EPA FOIA Log 2011.xlsx; EPA FOIA Log 2012.xlsx; EPA FOIA Fee Waiver List 2009-01-21 to 2013-05-17.xlsx

---

From: Gottesman, Larry
Sent: Tuesday, April 19, 2016 5:18 PM
To: Hammitt, Jennifer <Hammitt.Jennifer@epa.gov>
Subject: FOIA Logs

EPA FOIA Logs 2019- 2012
EPA-HQ-2013-003381

Also, all fee waiver determinations
EPA-HQ-2013-006574

Date range 1-21-2009 – 5-17-2013

Let's talk.

Thanks

Larry F. Gottesman
Chief, FOIA and Privacy Branch
Office of Information Collection
Office of Environmental Information

202-566-2162 (Direct)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 8/21/2017 7:29:20 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Fwd: Toolkit Outline
Attachments: FOIA Toolkit Outline 8-2-17 basic outline.docx; ATT00001.htm

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

From: "Nguyen, Quoc" <Nguyen.Quoc@epa.gov>
Date: August 21, 2017 at 3:01:04 PM EDT
To: "Moser, Rebecca" <Moser.Rebecca@EPA.GOV>, "Byrd, Jonda" <byrd.jonda@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>
Cc: "Blake, Wendy" <Blake.Wendy@epa.gov>, "Dolph, Becky" <Dolph.Becky@epa.gov>
Subject: Toolkit Outline

As promised, the Toolkit Outline is attached.

Sincerely,
Quoc

Quoc P. Nguyen
Office of General Counsel
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, DC 20460
202-564-6343

PRIVILEGED COMMUNICATION for internal deliberation only; may contain deliberative, attorney-client, attorney work product, or otherwise privileged material; do not distribute outside EPA or DOJ.

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/13/2017 8:56:47 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Fwd: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
Attachments: Copy of Plan to Address Backlogged Requests.R9.xlsx; ATT00001.htm

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

> **From:** "Busterud, Gretchen" <Busterud.Gretchen@epa.gov>
> **Date:** October 13, 2017 at 4:56:27 PM EDT
> **To:** "Gottesman, Larry" <Gottesman.Larry@epa.gov>
> **Cc:** "Strauss, Alexis" <Strauss.Alexis@epa.gov>, "Quast, Sylvia" <Quast.Sylvia@epa.gov>, "Zito, Kelly" <ZITO.KELLY@EPA.GOV>, "LUEHE, DOUGLAS" <luehe.douglas@epa.gov>
> **Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17**
>
> Hi Larry:
>
> As requested, attached is Region 9's Plan to Address Backlogged FOIA Requests. Please let me know if you have any questions.
>
> Best,
>
> Gretchen Busterud
> Deputy Regional Counsel
> U.S. EPA Region 9
>
> Begin forwarded message:
>
> > **From:** "Fine, Steven" <fine.steven@epa.gov>
> > **To:** "2017HQfirstassistants" <2017HQfirstassistants@epa.gov>, "2017Regionfirstassistants" <2017Regionfirstassistants@epa.gov>
> > **Cc:** "Acting DAAs" <Acting_DAAs@epa.gov>, "Acting DRAs" <Acting_DRAs@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>, "Schumacher, Wendy" <schumacher.wendy@epa.gov>, "Moser, Rebecca" <Moser.Rebecca@EPA.GOV>, "Byrd, Jonda" <byrd.jonda@epa.gov>, "Blake, Wendy" <Blake.Wendy@epa.gov>, "Walker, Denise" <Walker.Denise@epa.gov>, "Schwarz, Matthew" <Schwarz.Matthew@epa.gov>
> > **Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17**
> >
> > All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

In developing your plan, please use the following targets:

- Complete 10% or more of backlog by Oct. 31
- Complete 50% or more by Nov. 30
- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 9/5/2017 12:54:15 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Toolkit for Review
Attachments: Step 7.docx

From: Blake, Wendy
Sent: Sunday, September 03, 2017 9:43 PM
To: Dolph, Becky <Dolph.Becky@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Re: Toolkit for Review

Hi Rebecca,

Attached is the final step for the toolkit, step 7. The version of the toolkit that Becky provided on Friday afternoon had a note indicating that I would circulate step 7 this weekend. Please see attached for the final step, which relates to litigation.

Wendy

From: Dolph, Becky
Sent: Friday, September 1, 2017 4:44 PM
To: Moser, Rebecca
Cc: Blake, Wendy; Byrd, Jonda; Gottesman, Larry
Subject: Toolkit for Review

Rebecca – Here at last is the toolkit for OEI review. In reviewing this document, we know the formatting, outline structure, and the like needs to be standardized, but the substance is there. We are also gathering the documents for inclusion in the Appendices and should have those ready late Tuesday.

If we could get consolidated comments from OEI that would be great. It probably would be good for you, Wendy and me to talk late Tuesday or early Wednesday morning about a review schedule. As we discussed earlier this week, we need to send this to be printed next Friday, 9/8/17.

We really appreciate your patience in getting this, but we have been doing a lot of editing on our side. While there is more to do, we think this is a good, solid draft for review.

I do want to remind you that the presentations are slated to go out for printing on Tuesday, so the earlier we can get your final big picture tweaks on those Tuesday the better.

Thanks, and have a great holiday weekend!

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 8/4/2017 5:46:11 PM
To: Fine, Steven [fine.steven@epa.gov]
CC: Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Byrd, Jonda [byrd.jonda@epa.gov]
Subject: National FOIA Program Overview for AO - Draft -8-4-17.pptx
Attachments: National FOIA Program Overview for AO - Draft -8-4-17.pptx

Attached is the updated slide deck, per your comments.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/7/2018 2:22:29 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]
Subject: Fwd: Draft Centralization Model for OEI
Attachments: Centralization for OEI.pdf; ATT00001.htm

Larry F. Gottesman

Sent from my iPhone

Begin forwarded message:

> **From:** "Gottesman, Larry" <Gottesman.Larry@epa.gov>
> **Date:** May 2, 2018 at 5:46:03 PM EDT
> **To:** "Moser, Rebecca" <Moser.Rebecca@EPA.GOV>
> **Subject: Fwd: Draft Centralization Model for OEI**
>
> Larry F. Gottesman
>
> Sent from my iPhone
>
> Begin forwarded message:
>
> > **From:** "Gottesman, Larry" <Gottesman.Larry@epa.gov>
> > **Date:** April 27, 2018 at 2:05:17 PM EDT
> > **To:** "Grogard, Megan" <Grogard.Megan@epa.gov>
> > **Cc:** "Fine, Steven" <fine.steven@epa.gov>, "Schumacher, Wendy" <schumacher.wendy@epa.gov>
> > **Subject: Draft Centralization Model for OEI**
> >
> > Attached, for your consideration, is a draft centralized FOIA model for OEI.
> >
> > Hope this will help and let me know if you have any questions.
> >
> > Thanks
> >
> > Larry F. Gottesman
> > Agency FOIA Officer
> > Office of General Counsel
> > U.S. Environmental Protection Agency
> >
> > 202-566-2162 (Direct line)
> > 202-689-4588 (Mobile)
> > 202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 8/4/2017 5:17:16 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Byrd, Jonda [byrd.jonda@epa.gov]
Subject: National FOIA Program Overview for AO - Draft -8-4-17.pptx
Attachments: National FOIA Program Overview for AO - Draft -8-4-17.pptx

For 2pm Steve call. Any comments before we send?

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/13/2017 8:49:51 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Fwd: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
Attachments: Pending before 1 1 17.xls; ATT00001.htm; OLEM's Plan to Address Backlogged Requests - final plan.xlsx; ATT00002.htm

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

From: "Smith, Susan" <Smith.Susan@epa.gov>
Date: October 12, 2017 at 4:33:10 PM EDT
To: "Gottesman, Larry" <Gottesman.Larry@epa.gov>
Cc: "Fine, Steven" <fine.steven@epa.gov>, "Breen, Barry" <Breen.Barry@epa.gov>, "Simon, Nigel" <Simon.Nigel@epa.gov>, "McLendon, Wanda" <McLendon.Wanda@epa.gov>, "Hilosky, Nick" <Hilosky.Nick@epa.gov>, "Brooks, Becky" <Brooks.Becky@epa.gov>, "Schmitt, Stephen" <Schmitt.Stephen@epa.gov>, "Packard, Elise" <Packard.Elise@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Dear Larry,

In response to Mr. Fine's request below, please accept OLEM's plan to clear backlogged FOIA's submitted prior to 1/1/17. IF you have questions, please contact me at 202-564-6656 or Wanda McLendon, OLEM's FOIA Coordinator, at 202-566-1917. Thanks!

Susan

Susan Smith, Director
Organizational Management and Integrity Staff
Office of Land and Emergency Management/U.S. EPA
1301 Constitution Ave., NW, Washington, DC 20460
4139 WJC West/MC: 5101T

202-564-6656 (office)
202-834-8239 (cell)
202-566-6324 (fax)

Follow OLEM **on Twitter @EPALand**

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Blake, Wendy

<Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

In developing your plan, please use the following targets:

- Complete 10% or more of backlog by Oct. 31
- Complete 50% or more by Nov. 30
- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/1/2017 3:11:43 PM
To: Gross, Louann [Gross.LouAnn@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Hines, Andrea [hines.andrea@epa.gov]; Johnson, Priscilla [Johnson.Priscilla@epa.gov]
Subject: RE: REPLY BY EPA-R4-2017-004076

https://www.rcfp.org/browse-media-law-resources/news/justice-department-issues-guidance-foia-exemption-2

Take a look at this article. I can look for DOJ official guidance, but wanted to get something to you ASAP.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Gross, Louann
Sent: Wednesday, November 01, 2017 11:03 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Hines, Andrea <hines.andrea@epa.gov>; Johnson, Priscilla <Johnson.Priscilla@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

Deliberative Process / Ex. 5

Deliberative Process / Ex. 5 Also, it would be helpful to communicate to ALL Regions in writing (via ORC and FOIA Office) when decisions are made across the agency to handle certain withholdings by using specific exemptions. This does not come up often in Region 4. If you have some written guidance that you could provide, it would certainly be helpful. THANKS!

From: Hines, Andrea
Sent: Wednesday, November 1, 2017 8:49 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Gross, Louann <Gross.LouAnn@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

Good Morning Wendy,

I will let you know as soon as I get the confirmation from LouAnn.

Thank you.

Andrea Hines

FOIA and Records Management Section
U.S. Environmental Protection Agency, Region 4
61 Forsyth Street, S.W.
Atlanta, Georgia 30303
(404) 562-9698
(404) 562-8054 (Fax)
Email: hines.andrea@epa.gov

From: Schumacher, Wendy
Sent: Wednesday, November 01, 2017 8:45 AM
To: Hines, Andrea <hines.andrea@epa.gov>
Subject: FW: REPLY BY EPA-R4-2017-004076

Andrea,

Deliberative Process / Ex. 5

It's your office's call if you want to change the response at this point.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Miller, Kevin
Sent: Wednesday, November 01, 2017 8:28 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Armstrong, Kathy <Armstrong.Kathy@epa.gov>; Pressley, Miriam <Pressley.Miriam@epa.gov>; Hines, Andrea <hines.andrea@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Gross, Louann <Gross.LouAnn@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

Attorney Client / Ex. 5

Kevin Miller | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington DC 20460 | phone: (202) 564-2691

From: Gottesman, Larry
Sent: Tuesday, October 31, 2017 4:45 PM
To: Miller, Kevin <Miller.Kevin@epa.gov>
Cc: Armstrong, Kathy <Armstrong.Kathy@epa.gov>; Pressley, Miriam <Pressley.Miriam@epa.gov>; Hines, Andrea <hines.andrea@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Gross, Louann <Gross.LouAnn@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

Kevin-

Attorney Client / Ex. 5

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Schumacher, Wendy
Sent: Tuesday, October 31, 2017 4:14 PM
To: Gross, Louann <Gross.LouAnn@epa.gov>
Cc: Armstrong, Kathy <Armstrong.Kathy@epa.gov>; Pressley, Miriam <Pressley.Miriam@epa.gov>; Hines, Andrea <hines.andrea@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

LouAnn,

Deliberative Process / Ex. 5

Please let me know if you would like to discuss further.

Sincerely, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Hines, Andrea
Sent: Tuesday, October 31, 2017 9:06 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Armstrong, Kathy <Armstrong.Kathy@epa.gov>; Pressley, Miriam <Pressley.Miriam@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

Wendy,

LouAnn will contact you later today to discuss.

Andrea Hines
FOIA and Records Management Section
U.S. Environmental Protection Agency, Region 4
61 Forsyth Street, S.W.
Atlanta, Georgia 30303

(404) 562-9698
(404) 562-8054 (Fax)
Email: hines.andrea@epa.gov

From: Schumacher, Wendy
Sent: Tuesday, October 31, 2017 8:22 AM
To: Hines, Andrea <hines.andrea@epa.gov>
Cc: Armstrong, Kathy <Armstrong.Kathy@epa.gov>; Gross, Louann <Gross.LouAnn@epa.gov>; Pressley, Miriam <Pressley.Miriam@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

Andrea,

Checking to see if you have any questions. I see the change was not made yesterday.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Hines, Andrea
Sent: Friday, October 27, 2017 8:25 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Armstrong, Kathy <Armstrong.Kathy@epa.gov>; Gross, Louann <Gross.LouAnn@epa.gov>; Pressley, Miriam <Pressley.Miriam@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

Hello Wendy,

Deliberative Process / Ex. 5 She is out of the office today, but will return on Monday.

Thank you.

Andrea Hines
FOIA and Records Management Section
U.S. Environmental Protection Agency, Region 4
61 Forsyth Street, S.W.
Atlanta, Georgia 30303
(404) 562-9698
(404) 562-8054 (Fax)
Email: hines.andrea@epa.gov

From: Schumacher, Wendy
Sent: Thursday, October 26, 2017 2:36 PM
To: Hines, Andrea <hines.andrea@epa.gov>
Cc: Armstrong, Kathy <Armstrong.Kathy@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

Andrea,

Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Thanks, Wendy

From: Hines, Andrea
Sent: Wednesday, October 25, 2017 5:01 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Armstrong, Kathy <Armstrong.Kathy@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

Wendy,

Attached is the page which contains the conference number. The analyst indicated that it is about ¾ down. Look under the heading "Next Steps." I hope this helps.

Andrea Hines
FOIA and Records Management Section
U.S. Environmental Protection Agency, Region 4
61 Forsyth Street, S.W.
Atlanta, Georgia 30303
(404) 562-9698
(404) 562-8054 (Fax)
Email: hines.andrea@epa.gov

From: Schumacher, Wendy
Sent: Wednesday, October 25, 2017 4:49 PM
To: Hines, Andrea <hines.andrea@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

Andrea,

Deliberative Process / Ex. 5

Please let me know if you have any questions.

Thanks, Wendy

From: Hines, Andrea
Sent: Wednesday, October 25, 2017 12:12 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: REPLY BY EPA-R4-2017-004076

Wendy, this one is has been fixed. The analyst is working on the other request.

Andrea Hines
FOIA and Records Management Section
U.S. Environmental Protection Agency, Region 4
61 Forsyth Street, S.W.
Atlanta, Georgia 30303
(404) 562-9698
(404) 562-8054 (Fax)
Email: hines.andrea@epa.gov

From: Schumacher, Wendy
Sent: Tuesday, October 24, 2017 4:12 PM
To: Hines, Andrea <hines.andrea@epa.gov>
Subject: REPLY BY EPA-R4-2017-004076

Andrea,

This file is corrupted in both the public and internal version of FOIAonline. **Deliberative Process / Ex. 5**
Deliberative Process / Ex. 5

Florida Drinking Water 5th Production Part One with Redactions_Redacted.

Please re-open the case and put the document back in. If that takes a bit please forward a copy to me by Friday.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/19/2017 3:04:39 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
Attachments: Status of Pending ORD 2016 FOIA Requests.xlsx

ORD please upload

From: Adkins, Norman
Sent: Friday, October 13, 2017 1:30 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Radzikowski, Mary Ellen <Radzikowski.Maryellen@epa.gov>; Heckman, Deborah <Heckman.Deborah@epa.gov>; Silzer, Stefan <Silzer.Stefan@epa.gov>; Evanko, Peter <Evanko.Peter@epa.gov>
Subject: Re: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Larry,

I hope you are doing well. Attached is ORD's response to the subject request. Please let me know if you have any questions.

Norman Adkins, CCEP, CGFM, PMP
U.S. Environmental Protection Agency
Office of Research and Development
Office: (919) 541-0479
Mobile: (919) 667-8033
Fax: (919) 541-4002

From: "Fine, Steven" <fine.steven@epa.gov>
To: "2017HQfirstassistants" <2017HQfirstassistants@epa.gov>, "2017Regionfirstassistants" <2017Regionfirstassistants@epa.gov>
Cc: "Acting DAAs" <Acting_DAAs@epa.gov>, "Acting DRAs" <Acting_DRAs@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>, "Schumacher, Wendy" <schumacher.wendy@epa.gov>, "Moser, Rebecca" <Moser.Rebecca@EPA.GOV>, "Byrd, Jonda" <byrd.jonda@epa.gov>, "Blake, Wendy" <Blake.Wendy@epa.gov>, "Walker, Denise" <Walker.Denise@epa.gov>, "Schwarz, Matthew" <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

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OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/15/2018 1:47:39 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: AO Centralization FOIA Backlog update

From: Packard, Elise
Sent: Wednesday, February 14, 2018 4:08 PM
To: Walker, Denise <Walker.Denise@epa.gov>
Cc: Dolph, Becky <Dolph.Becky@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: AO Centralization FOIA Backlog update

Don't worry about the non AO ones, Larry already checked for our January report and the SAB ones were closed.

Elise B. Packard
Associate General Counsel for Civil Rights and Finance
U.S. EPA Office of General Counsel, Rm. 7353C
(202) 564-7729

From: Walker, Denise
Sent: Wednesday, February 14, 2018 4:07 PM
To: Packard, Elise <Packard.Elise@epa.gov>
Cc: Dolph, Becky <Dolph.Becky@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: AO Centralization FOIA Backlog update

Elise:

Office of Policy (OP) (0)

OP had 28 pre-January 1, 2017 FOIAs identified as part of the EPA Backlog Plan Project. 27 of OP's 28 backlogged FOIAs are part of the Transition FOIAs FEAT project that Victoria Clarke and Nicole Rementer have been managing since December 2016.

OP committed to closing 6 of the 27 Transition FOIAs by December 31, 2017. (*See* EPA-HQ-2017-001816 (expedited); EPA-HQ-2017-001982; EPA-HQ-2017-002002[1]; EPA-HQ-2017-002023; EPA-HQ-2017-002129 (expedited); and EPA-HQ-2017-002298 (in litigation)). We committed to closing out those requests because, at the time of OP's plan submission, EPA-HQ-2017-002298's litigation production was to be completed by December 31, 2017, and the scope of the other five FOIA requests were identical to EPA-HQ-2017-002298. The parties agreed to extend the production deadline, however, to January 5, 2018. EPA met its production obligations for EPA-HQ-2017-002298, and closed out that request on January 5, 2018.

As of the date of this report, **all six of the requests OP committed to closing as part of the Backlog Plan Project are closed**.

---

[1] Please note, in the Office of Policy Post-December Data Call Submission, EPA-HQ-2017-001890 was listed as a request to be closed by December 31, 2017. This was an error. The request that should have been listed in the report was EPA-HQ-2017-002002 because its scope matched the FOIA request at issue in NRDC v. EPA (EPA-HQ-2017-002298).

Office of Congressional and Intergovernmental Relations (OCIR) (4)

OCIR had 50 pre-January 1, 2017 FOIAs identified as part of the EPA Backlog Plan Project. OCIR committed to closing all 50 by December 31, 2017. OCIR did not close out all 50 requests, however, because of last minute and unexpected requests by the requesters to change the scope of their requests, eDiscovery searches, and larger than anticipated workspaces to review once the eDiscovery spaces were available.

As of the date of this report, OCIR has **four pre-January 1, 2017 requests still open:** EPA-HQ-2015-007111; EPA-HQ-2016-001303; EPA-HQ-2016-005246; and EPA-HQ-008910. All four of these requests have eDiscovery workspaces, and OCIR staff is diligently working with FEAT to review and produce the responsive records. We anticipate reviewing all records left to review in Relativity (about 2300) and producing to the requesters by March 15, 2018.

Office of the Executive Secretariat (OEX) (4)

OEX committed to close all of their requests. **At this time there are 4 open:**

EPA-HQ-2015-007962	Julia Olson	Our Children's Trust	6/11/2015	Victor Farren	OEX is done. ORD uploaded some. Some waiting for review/ litigation. They are waiting for review help.
EPA-HQ-2015-010387	Alexander Guillen	POLITICO	9/1/2015	Victor Farren	Working through ~900 pgs of Lotus Notes records for Bob Sussman. They are waiting for review help.
EPA-HQ-2016-003893	Alexander Guillen	POLITICO	2/17/2016	Victor Farren	McCarthy & OAR are ready to go- needs clearance for 10000 pages 200 WH records are in review.
EPA-HQ-2016-007106	Steven Williams		5/30/2016	Jonathan Newton	Was waiting for DHS to respond. Waiting for Beth to sign close-out letter

I asked Jonathan about the AO offices that are not in the AO Centralization project.

For SAB
Jonathan tells me for many of those the office has responded but have not yet closed out the requests in FOIAonline. I'm working on getting more details.

Best,
Denise

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. | 7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/13/2017 8:49:17 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Fwd: OARM Response re: Plan to clear FOIAs submitted prior to 1/1/17
Attachments: OARM Plan to Address Backlogged Requests.xlsx; ATT00001.htm

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

From: "Fine, Steven" <fine.steven@epa.gov>
Date: October 12, 2017 at 8:59:19 PM EDT
To: "Gottesman, Larry" <Gottesman.Larry@epa.gov>
Subject: FW: OARM Response re: Plan to clear FOIAs submitted prior to 1/1/17

From: Showman, John
Sent: Thursday, October 12, 2017 1:44 PM
To: Fine, Steven <fine.steven@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>; Sandfoss, Kristina <Sandfoss.Kristina@epa.gov>
Subject: OARM Response re: Plan to clear FOIAs submitted prior to 1/1/17

Steve/Elise:

Attached is information related to the four OARM FOIA requests received prior to January 1, 2017. OARM has been focused on reducing our backlog for over the past year and we currently have 4 requests that meet the criteria for this exercise. Two are commercial requests for contract-related records and are awaiting the results of the CBI-related process. The other two are complex. One has an appeal pending and is with OGC. The other has had a partial release and is pending completion. We anticipate both of those will close by the end of the calendar year. Please see attached completed spreadsheet. Let Janice Jablonski or me know if you have any questions or need additional info. Thanks.

John L Showman III, Acting Principal Deputy Assistant Administrator
Office of Administration and Resources Management
US Environmental Protection Agency
202-564-5341

From: "Fine, Steven" <fine.steven@epa.gov>
Date: October 10, 2017 at 8:09:52 PM EDT
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>, 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>, Acting DRAs <Acting_DRAs@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>, "Schumacher, Wendy" <schumacher.wendy@epa.gov>, "Moser, Rebecca" <Moser.Rebecca@EPA.GOV>, "Byrd, Jonda" <byrd.jonda@epa.gov>, "Blake, Wendy" <Blake.Wendy@epa.gov>, "Walker, Denise" <Walker.Denise@epa.gov>, "Schwarz, Matthew" <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

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- Complete 100% by Dec. 31

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OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 4/10/2018 3:17:10 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: New Delegation -- Designation of Chief FOIA Officer
Attachments: Chief FOIA Officer Designation.pdf; Delegation. Chief FOIA Officer.docx

Any comments?

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Rich, Stephanie
Sent: Tuesday, April 10, 2018 11:04 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>
Cc: Beard, Deborah-Ward <beard.deborah-ward@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: RE: New Delegation -- Designation of Chief FOIA Officer

These are the attachments that were Attorney Client / Ex. 5

Stephanie Rich
Attorney-advisor
Office of General Counsel
Civil Rights and Finance Law Office
U.S. Environmental Protection Agency
WJCN 7409F (Mail Stop 2399A)
1200 Pennsylvania Ave, NW, Washington, DC 20004
202-564-4963
Rich.stephanie@epa.gov

From: Gottesman, Larry
Sent: Tuesday, April 10, 2018 11:02 AM
To: Rich, Stephanie <Rich.Stephanie@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>
Cc: Beard, Deborah-Ward <beard.deborah-ward@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: RE: New Delegation -- Designation of Chief FOIA Officer

I do not have an attachment.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Rich, Stephanie
Sent: Tuesday, April 10, 2018 11:00 AM
To: Bigioni, Neil <bigioni.neil@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Beard, Deborah-Ward <beard.deborah-ward@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: RE: New Delegation -- Designation of Chief FOIA Officer

Hi Neil,

Attorney Client / Ex. 5

Stephanie

Stephanie Rich
Attorney-advisor
Office of General Counsel
Civil Rights and Finance Law Office
U.S. Environmental Protection Agency
WJCN 7409F (Mail Stop 2399A)
1200 Pennsylvania Ave, NW, Washington, DC 20004
202-564-4963
Rich.stephanie@epa.gov

From: Dolph, Becky
Sent: Wednesday, March 28, 2018 9:48 PM
To: Rich, Stephanie <Rich.Stephanie@epa.gov>
Cc: Talbert-Duarte, Angelia <talbert-duarte.angelia@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: New Delegation -- Designation of Chief FOIA Officer

Hi Stephanie – I spoke with Angie today **Attorney Client / Ex. 5**

Attorney Client / Ex. 5

Attorney Client / Ex. 5

Because I will be retired from service by the time you get this when you return to the office next week, please work with Neil Bigioni, who will be coming on board as Acting Director of the new National FOIA Office, to get this ready to send to RMO to finalize the delegation.

Thanks, and best of luck to you!
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Hi Becky,

This is what I was able to find. Attorney Client / Ex. 5

Attorney Client / Ex. 5

Please let me know if this is what you were looking for. Looping in Rebecca and Larry in case they have anything to add.

Lisa

Lisa Jones-Parra
Senior Advisor
Office of Environmental Information
U.S. Environmental Protection Agency
Desk: (202) 566-1157
Cell: (202) 384-2588

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/13/2017 8:40:02 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
Attachments: Plan to Address Backlogged Requests.xlsx

From: Stevens, Edie
Sent: Friday, October 13, 2017 4:39 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Larry/Wendy-

Here's Region 7's plan to address the backlog.

Edie

Edie Stevens-Breckon, MSM
Government Information Specialist
Office of Public Affairs
Phone: 913.551.7803 Fax: 913.551.7976
Email: stevens.edie@epa.gov
U.S. Environmental Protection Agency, Region 7 | 11201 Renner Blvd | Lenexa, KS 66219

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

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OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/18/2017 2:45:09 PM
To: FBacklog [FBacklog@epa.gov]
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Just received this update from Region 6. They now plan on closing all of the backlogged requests, received prior to 1/1/17 prior to December 31, 2017.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Harrison, Ben
Sent: Wednesday, October 18, 2017 10:43 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Re: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Larry, I need to amend the region 6 plan to show we will have all 9 on our list completed by December 31

Sent from my iPhone

On Oct 13, 2017, at 2:17 PM, Harrison, Ben <Harrison.Ben@epa.gov> wrote:

Harrison, Ben has shared a OneDrive for Business file with you. To view it, click the link below.

<image00001.png> Region 6 Plan to Address Backlogged Requests 10-13-2017.xlsx

---

Larry, as requested in the memorandum from Steve Fine below, attached is the Region 6 plan to clear FOIAs submitted prior to January 1, 2017. For questions or concerns, please contact Nancy Ho at (214)665-3179. Thank you.

Begin forwarded message:

From: "Fine, Steven" <fine.steven@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

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OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 9/1/2017 8:45:55 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Toolkit for Review
Attachments: The Life Cycle of a FOIA. 09,01.2017 Review.docx

Let's talk about this in Tuesday.

From: Dolph, Becky
Sent: Friday, September 01, 2017 4:44 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Toolkit for Review

Rebecca – Here at last is the toolkit for OEI review. In reviewing this document, we know the formatting, outline structure, and the like needs to be standardized, but the substance is there. We are also gathering the documents for inclusion in the Appendices and should have those ready late Tuesday.

If we could get consolidated comments from OEI that would be great. It probably would be good for you, Wendy and me to talk late Tuesday or early Wednesday morning about a review schedule. As we discussed earlier this week, we need to send this to be printed next Friday, 9/8/17.

We really appreciate your patience in getting this, but we have been doing a lot of editing on our side. While there is more to do, we think this is a good, solid draft for review.

I do want to remind you that the presentations are slated to go out for printing on Tuesday, so the earlier we can get your final big picture tweaks on those Tuesday the better.

Thanks, and have a great holiday weekend!

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/13/2017 8:39:32 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Fwd: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
Attachments: Plan to Address Backlogged Requests.xlsx; ATT00001.htm

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

From: "Stevens, Edie" <Stevens.Edie@epa.gov>
Date: October 13, 2017 at 4:39:03 PM EDT
To: "Gottesman, Larry" <Gottesman.Larry@epa.gov>
Cc: "Schumacher, Wendy" <schumacher.wendy@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Larry/Wendy-

Here's Region 7's plan to address the backlog.

Edie

Edie Stevens-Breckon, MSM
Government Information Specialist
Office of Public Affairs
Phone: 913.551.7803 Fax: 913.551.7976
Email: stevens.edie@epa.gov
U.S. Environmental Protection Agency, Region 7 | 11201 Renner Blvd | Lenexa, KS 66219

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

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- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

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OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/29/2018 1:49:34 PM
To: McLendon, Wanda [McLendon.Wanda@epa.gov]
CC: Person, Linda [Person.Linda@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Re: FOIA Request #EPA-HQ-2017-01143

Awareness notification.

Larry F. Gottesman

Sent from my iPhone

On Mar 29, 2018, at 7:49 AM, McLendon, Wanda <McLendon.Wanda@epa.gov> wrote:

> Good morning, Linda
>
> I just noticed in FOIA online that Larry is a reviewer. I'm not clear what's needed for Larry's approval, can someone let me know so we can move forward in closing this request. OLEM/OEM is double checking on the delivery of this item through postal mail and if need be, they will send another DVD to the requester.
>
> *Wanda Y. McLendon*
> Management Analyst
> U.S. Environmental Protection Agency
> Office of Land and Emergency Management
> Organizational Management and Integrity Staff
> William J. Clinton EPA West, Room 4139-C
> (202) 566-1917
> Follow OLEM on Twitter @EPAland
>
> ---
>
> **From:** McLendon, Wanda
> **Sent:** Tuesday, March 27, 2018 4:51 PM
> **To:** Person, Linda <Person.Linda@epa.gov>
> **Subject:** RE: FOIA Request #EPA-HQ-2017-01143
>
> Good day, Linda
>
> I had already forwarded the email I received to the appropriate individual who was responsible for this action. Thanks.
>
> *Wanda Y. McLendon*
> Management Analyst
> U.S. Environmental Protection Agency
> Office of Land and Emergency Management

Organizational Management and Integrity Staff
William J. Clinton EPA West, Room 4139-C
(202) 566-1917
Follow OLEM on Twitter @EPAland

From: Person, Linda
Sent: Tuesday, March 27, 2018 4:05 PM
To: McLendon, Wanda <McLendon.Wanda@epa.gov>
Subject: FW: FOIA Request #EPA-R6-2017-01143

Hi Wanda,

Please see the email from Region 6 below. The requester did not receive the DVD with her response letter.

Linda

From: Lane, Leticia
Sent: Tuesday, March 27, 2018 3:30 PM
To: Caitlin Russell <caitlin@muckrock.com>
Cc: Gerardin, Margaret <Gerardin.Margaret@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Person, Linda <Person.Linda@epa.gov>
Subject: RE: FOIA Request #EPA-R6-2017-01143

Ms. Russell,

The FOIA request number you referenced on your email is different than the FOIA request on the attached response letter you provided. EPA-HQ-2017-011043, is a Headquarters FOIA request.

So I have ccd HQ Margaret Gerardin and FOIA Request contacts Larry Gottesman and Linda Person, on this FOIA request so they can assist you directly.

Thank you in advance,

Leticia Lane
U.S. EPA Region 6
Enterprise, Technology&Architecture Section (6MD-OE)
Records Liaison Officer
Records & Information Management Specialist
Region 6 Freedom of Information Act Office
Phone: (214)665-7202
Lane.leticia@epa.gov

From: Caitlin Russell [mailto:caitlin@muckrock.com]
Sent: Tuesday, March 27, 2018 1:43 PM
To: Lane, Leticia <Lane.Leticia@epa.gov>
Subject: FOIA Request #EPA-R6-2017-01143

Hello,
I'm writing in regards to FOIA Request #EPA-R6-2017-01143. Your office sent a cover letter (which is attached to this email) stating that a DVD with documents responsive to the aforementioned request was enclosed.

Unfortunately, the DVD did not arrive with the cover letter, and I was hoping you might be so kind as to re-send the DVD. The mailing address for MuckRock is: Dept. 42650, 411A Highland Ave., Somerville, MA 02144. Thanks so much for your help! If you have any questions or concerns, please don't hesitate to call the MuckRock office at 617-299-1832.
Best,
Caitlin

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/18/2017 2:43:22 PM
To: Harrison, Ben [Harrison.Ben@epa.gov]
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Thanks

From: Harrison, Ben
Sent: Wednesday, October 18, 2017 10:43 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Re: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Larry, I need to amend the region 6 plan to show we will have all 9 on our list completed by December 31

Sent from my iPhone

On Oct 13, 2017, at 2:17 PM, Harrison, Ben <Harrison.Ben@epa.gov> wrote:

Harrison, Ben has shared a OneDrive for Business file with you. To view it, click the link below.

<image00001.png> Region 6 Plan to Address Backlogged Requests 10-13-2017.xlsx

---

Larry, as requested in the memorandum from Steve Fine below, attached is the Region 6 plan to clear FOIAs submitted prior to January 1, 2017. For questions or concerns, please contact Nancy Ho at (214)665-3179. Thank you.

Begin forwarded message:

From: "Fine, Steven" <fine.steven@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

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Elise Packard and Steve Fine

Message

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Sent: 10/13/2017 7:47:21 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Fwd: FOIA Backlog Plan and Challenges - Region 4
Attachments: FOIA Backlog Plan Region 4 10132017.xlsx; ATT00001.htm

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

From: "Eubanks, Kristy" <Eubanks.Kristy@epa.gov>
Date: October 13, 2017 at 3:46:55 PM EDT
To: "Gottesman, Larry" <Gottesman.Larry@epa.gov>
Cc: "Heard, Anne" <Heard.Anne@epa.gov>, "Lapierre, Kenneth" <Lapierre.Kenneth@epa.gov>, "Mills, Keith" <Mills.Keith@epa.gov>, "Gross, Louann" <Gross.LouAnn@epa.gov>
Subject: FOIA Backlog Plan and Challenges - Region 4

Larry,

Please find attached Region 4's FOIA Backlog Plan and Challenges. If you have any questions, please feel free to contact us. Thank you,

Kristy H. Eubanks
Acting Deputy Assistant Regional Administrator
Office of Policy and Management
US EPA – Region 4
404-562-8039 (Work)
706-340-2746 (Mobile)

National Hispanic Heritage Month
Sept 15 – Oct 15
Theme: *Shaping the Bright Future of America*

*I AM **Diversity!***

From: Lapierre, Kenneth
Sent: Thursday, October 12, 2017 4:14 PM
To: Mills, Keith <Mills.Keith@epa.gov>; Eubanks, Kristy <Eubanks.Kristy@epa.gov>; Gross, Louann <Gross.LouAnn@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Kristy and Keith,

Can you look at this and make sure we get a plan to Larry Gottesman by tomorrow. Please let me know if there is anything challenging related to the two that are in R4.

Thanks--Ken

Kenneth R. Lapierre
Assistant Regional Administrator
U.S. EPA Region 4
(404) 562-8570

From: Heard, Anne
Sent: Thursday, October 12, 2017 3:31 PM
To: Lapierre, Kenneth <Lapierre.Kenneth@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Ken,

Is OPM handling this request?

Thanks, VAH

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
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Elise Packard and Steve Fine

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/20/2017 7:54:53 PM
To: Byrd, Jonda [byrd.jonda@epa.gov]
CC: Shenefiel, Pam [shenefiel.pam@epa.gov]
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Up to Rebecca on how to proceed. Kevin Miller, with Wendy Blake and Becky Dolph on the call, said to assign to OGC.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Byrd, Jonda
Sent: Monday, March 20, 2017 3:32 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>
Subject: FW: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Larry,
OGC is saying that this should not be assigned to them. Please advise.
Jonda

Jonda Byrd,
Director, FOIA, Libraries & Accessibility Division
US EPA, Office Environmental Information
513-569-7183
513-487-2547 (fax)
202-236-1992 (cell)

From: Haywood, Kevin
Sent: Monday, March 20, 2017 3:13 PM
To: Grogard, Megan <Grogard.Megan@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Cc: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>
Subject: FW: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hello,
Please the forwarded email. I just wanted to make you all aware of the OGC response to the Congressional assignment that I sent this morning.

Kevin Haywood
Resource & Program Management Division
OEI-OBOS-RPMD
Work: 202-564-6668
Fax: 202-565-2441

From: Youngblood, Charlotte
Sent: Monday, March 20, 2017 3:00 PM
To: Haywood, Kevin <haywood.kevin@epa.gov>; Moody, Christina <Moody.Christina@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Dickerson, Tom <Dickerson.Tom@epa.gov>; Aarons, Kyle <Aarons.Kyle@epa.gov>
Subject: FW: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

All,

Deliberative Process / Ex. 5

Let me know if I'm misunderstanding something? (copying OCIR as well)

Thank you!

Charlotte Youngblood
Deputy Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-0283
youngblood.charlotte@epa.gov

From: Haywood, Kevin
Sent: Monday, March 20, 2017 10:03 AM
To: Grogard, Megan <Grogard.Megan@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hello,
The Congressional correspondence (CMS AL-17-000-6410) was sent back to OCIR this morning. OCIR will then reassign it to OGC.

Kevin Haywood
Resource & Program Management Division
OEI-OBOS-RPMD
Work: 202-564-6668
Fax: 202-565-2441

From: Grogard, Megan
Sent: Thursday, March 16, 2017 9:19 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Haywood, Kevin <haywood.kevin@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: Re: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hi Larry (and Kevin H),

Thanks for the follow-up on the Senator Bennet letter. I've looped in Kevin Haywood to ensure the CMS action is assigned to OGC as suggested.

Thanks,
Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202/564-6812
Cell: 202/834-8385

On Mar 16, 2017, at 5:37 PM, Gottesman, Larry <Gottesman.Larry@epa.gov> wrote:

> Megan-
>
> We just has a conference call with OGC on various issues and Senator Bennet's letter was discussed. OGC informed us that they will take the lead in responding to the Senator. OGC will let us know if they need anything from OEI.
>
> Let me know if you have any questions.
>
> Thanks
>
> Larry F. Gottesman
> Agency FOIA Officer
>
> 202-566-2162 (Direct line)
> 202-689-4588 (Mobile)
>
> **From:** Grogard, Megan
> **Sent:** Thursday, March 16, 2017 10:24 AM
> **To:** Moser, Rebecca <Moser.Rebecca@EPA.GOV>
> **Cc:** Jones, Monica <Jones.Monica@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Larsen, Elena
~~~~~~~~~~~~~~~~~~~~~~~~~~~~

<Larsen.Elena@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Fine, Steven <fine.steven@epa.gov>
Subject: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hi Rebecca,

Please see the attached Congressional Letter from Senator Michael Bennet (D-CO) to Kevin Minoli. The letter asks about the FOIA program at EPA and our compliance with the FOIA Improvement Act of 2016, among other related questions.

I imagine Kevin will reach out to us, but wanted to be sure you're aware of this action.

Thanks,
Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
Cell: 202-834-8385

From: Moody, Christina
Sent: Thursday, March 16, 2017 9:18 AM
To: Eades, Cassaundra <Eades.Cassaundra@epa.gov>; Mims, Kathy <Mims.Kathy@epa.gov>; Bailey, KevinJ <Bailey.KevinJ@epa.gov>
Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Subject: Fwd: Letter from Senator Bennet

CCU,

Please control. OEI - heads up.

Thanks

Christina J Moody
US Environmental Protection Agency
Moody.Christina@epa.gov

Begin forwarded message:

> **From:** "Richardson, RobinH" <Richardson.RobinH@epa.gov>
> **To:** "Juliana_Herman@bennet.senate.gov" <Juliana_Herman@bennet.senate.gov>
> **Cc:** "Moody, Christina" <Moody.Christina@epa.gov>, "Bailey, KevinJ" <Bailey.KevinJ@epa.gov>
> **Subject: FW: Letter from Senator Bennet**
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Hi Juliana –

Thank you very much for your email forwarding the Senator's letter. Upon review if we have any questions we will follow up with you.

Thank you again.

Best, Robin

Robin H Richardson
Principal Deputy Associate Administrator
Office of Congressional and Intergovernmental Relations
U.S. Environmental Protection Agency
202-564-3358 (desk)
703-581-5814 (cell)
richardson.robinh@epa.gov

From: Herman, Juliana (Bennet) [mailto:Juliana_Herman@bennet.senate.gov]
Sent: Wednesday, March 15, 2017 3:37 PM
To: Richardson, RobinH <Richardson.RobinH@epa.gov>
Subject: Letter from Senator Bennet

Hello,

Please find enclosed a letter from Senator Bennet regarding the Freedom of Information Act.

Thank you,
Juliana

Juliana Herman
Senior Policy Advisor
Senator Michael Bennet
261 Russell Senate Office Building
Washington, D.C. 20510
(202) 224-5852

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 9/19/2017 7:34:36 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]
Subject: FOIA regulations - Documents for briefing with Steve Fine
Attachments: Fine comments log FOIA Regs 091917.docx; FOIA Regulations with Fine comments 091917.docx; Billing amount documentation.pdf

Rebecca-

Here are the documents we want to share with Steve for the meeting next week. The issue Steve questioned, on page 9, should be resolved by OGC this week, so we can update the info as appropriate. Also, is a graph on the issue of raising the billable amount to $250. Strong support on this from the FOIA folks and Cin Finance Center.

Let me know if you have any questions.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/14/2018 7:29:51 PM
To: Newman, Maya [Newman.Maya@epa.gov]
Subject: RE: Backlog Reduction effort

Thanks

From: Newman, Maya
Sent: Wednesday, February 14, 2018 2:29 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>; Albergottie, Daniele <Albergottie.Daniele@epa.gov>
Subject: RE: Backlog Reduction effort

Hi Larry,

Per your request, I have updated OECA's portion, thanks.

Maya Newman
OECA FOIA Lead &

OECA Special Emphasis Program Lead
Environmental Protection Agency
Office of Enforcement & Compliance Assurance I Office of Administration and Policy
1200 Pennsylvania Ave. NW I Mail Code: 2201A I WJC-S Bldg Rm 3213 I Washington, DC 20460
newman.maya@epa.gov I 202-564-2483 (W) I 202-501-0017 (F)

From: Gottesman, Larry
Sent: Wednesday, February 14, 2018 12:05 PM
To: Lubetsky, Jonathan <Lubetsky.Jonathan@epa.gov>; Sandfoss, Kristina <Sandfoss.Kristina@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>; Evanko, Peter <Evanko.Peter@epa.gov>; Brown, Sineta <Brown.Sineta@epa.gov>; Tate, Rita <Tate.Rita@epa.gov>; Wheatley, Jessica <wheatley.jessica@epa.gov>; Stevens, Edie <Stevens.Edie@epa.gov>; Engels, Alan <engels.alan@epa.gov>; Johnson, Ivry <johnson.ivry@epa.gov>; Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Story, Karen <Story.Karen@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: Backlog Reduction effort

A copy of the remaining requests that are subject to the Backlog Reduction effort is available in OneDrive.

By 3pm today please confirm/update your previous submission or fill in the missing information in columns E and F for each request that is pending, that did not meet 12/31/17 deadline.

If you are unable to complete this by 3pm, please let me know before that so we can report the information to senior leadership today.

Please email me and cc Wendy Schumacher when your review/update is completed.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 4/6/2017 7:37:40 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Draft proposal for assigning and perfecting FOIA requests
Attachments: Process for Perfecting FOIA Requests - 04-06-2017.docx

---

From: Gottesman, Larry
Sent: Thursday, April 06, 2017 2:18 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Blake, Wendy <Blake.Wendy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>
Subject: Draft proposal for assigning and perfecting FOIA requests

Attached is a draft on how the National FOIA Program proposes to assign and how FOIA requests are perfected. As you can see, in order to assure FOIA requests are perfected, the National FOIA Program will track and report on unperfected requests.

Please give me your comments, by COB on Wednesday, April 12, if possible. If you have any question, please let me know.

Thanks for your insight.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/31/2017 4:05:55 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Due Oct. 24: Next step in addressing FOIA backlog
Attachments: OPP Post Dec 2017 Data Call.xlsx

From: Malloy, Marilyn
Sent: Wednesday, October 25, 2017 4:29 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Due Oct. 24: Next step in addressing FOIA backlog

From: Ingram, Earl
Sent: Wednesday, October 25, 2017 10:57 AM
To: Malloy, Marilyn <Malloy.Marilyn@epa.gov>
Subject: FW: Due Oct. 24: Next step in addressing FOIA backlog

FYI-

From: Ingram, Earl
Sent: Tuesday, October 24, 2017 6:18 PM
To: Wise, Louise <Wise.Louise@epa.gov>; Morales, Oscar <Morales.Oscar@epa.gov>; Barber, Delores <Barber.Delores@epa.gov>; Layne, Arnold <Layne.Arnold@epa.gov>
Subject: RE: Due Oct. 24: Next step in addressing FOIA backlog

Hello Everyone,

Here is the additional spreadsheet required by OEI for the FOIA requests that OPP had previously identified as unlikely to closed by December 31, 2017, due to their broad scope in nature. With that said, I anticipate we will be able to close a percentage of these requests. Due to the limit in resources, we are focusing on the other 150 pre-2017 request for more discreet sets of records, like pesticide registration files and Agency data evaluation reviews. We are also statutorily required to respond and to address our FY18 requests. For FY18, we have already received 89 new requests in the first 3 weeks of FY, which puts us on pace to receive 1200 requests this year. At this rate, we would almost double our already high number of requests, we receive annually, which is customarily about 30% of all Program Offices. I have reached out to Kevin Miller, who heads up the General Law Office in OGC, on any guidance on what to communicate to requesters as we focus on addressing these pre-2017 requests.

On a good note, we will continue to close out substantially more requests than any other HQ Program Offices. Please let me know if you have any questions.

Earl Ingram, Chief
Public Information & Records Integrity Branch
Information Technology & Resources Management Division
Office of Pesticide Programs
U.S. Environmental Protection Agency
(703) 305-5456

From: Ingram, Earl
Sent: Thursday, October 19, 2017 9:27 AM
To: Wise, Louise <Wise.Louise@epa.gov>; Morales, Oscar <Morales.Oscar@epa.gov>; Barber, Delores <Barber.Delores@epa.gov>; Layne, Arnold <Layne.Arnold@epa.gov>
Subject: RE: Due Oct. 24: Next step in addressing FOIA backlog

Thanks Louise,

I will get this done by COB on the 24th. Is OEI or OGC going provide any guidance on what we are to communicate our requesters on why our responses to the new request could be delayed. This month alone OPP has received over 60 new requests. This total is about half of what some Program Offices receive in a year. If this would continue, we would be on pace to receive about 1000 requests this year. In addition to using processing FOIA requests, we have reviewed over 40,000 records the past few months for OGC and the US Assistant Attorney Offices in response to courted ordered litigations based on FOIA or FIFFRA. OGC has always had us to prioritize litigations over regular FOIA requests. As I had mentioned to Oscar, if we don't adequately respond to our newer requests, I would anticipate certain requester communities would continue to seek relief in courts, as it has become a more used recourse lately.

I can assure you we will continue to work hard on this and all our requests, Please keep in mind our backlog numbers seem much higher than the other Program Offices, but our percentages of pending requests are commensurate with high number of FOIA requests OPP receives every year, which is about a third of all the FOIA Requests and we always close the most. We will make every effort to address theses designate cases and maintain a handle on the new workload.

Earl Ingram, Chief
Public Information & Records Integrity Branch
Information Technology & Resources Management Division
Office of Pesticide Programs
U.S. Environmental Protection Agency
(703) 305-5456

From: Wise, Louise
Sent: Thursday, October 19, 2017 8:41 AM
To: Morales, Oscar <Morales.Oscar@epa.gov>; Ingram, Earl <Ingram.Earl@epa.gov>; Barber, Delores <barber.delores@epa.gov>; Layne, Arnold <Layne.Arnold@epa.gov>
Subject: FW: Due Oct. 24: Next step in addressing FOIA backlog

Thanks, Earl, for getting the FOIA information in last Friday. I complained about the very short deadline they gave us. But here's another request from OEI to fill in a spreadsheet by October 24. Wanted to make sure you got this.

Louise P. Wise
Deputy Assistant Administrator
Office of Chemical Safety and Pollution Prevention
Environmental Protection Agency
Phone: 202-564-2902
Fax: 202-564-0801

From: Fine, Steven
Sent: Wednesday, October 18, 2017 8:22 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; FBacklog <FBacklog@epa.gov>
Subject: Due Oct. 24: Next step in addressing FOIA backlog

All,

Thank you very much for your responses regarding completion of FOIA requests submitted prior to 2017. We know that required significant work in a short period of time.

Some programs/regions reported that some requests would not be completed this calendar year, but the information provided on those requests was not complete.

If your office reported that some requests would not be completed by Dec. 31, please complete the attached spreadsheet, which requests details on each request that you do not anticipate completing by Dec. 31. Please send the completed spreadsheet to FBacklog@epa.gov by Oct. 24. The OGC-OEI team supporting elimination of the backlog will summarize that information and share it with Ryan Jackson.

If you have questions, please contact Larry Gottesman.

Thank you for your assistance with this.

Steve Fine and Elise Packard

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/20/2017 7:04:34 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Shenefiel, Pam [shenefiel.pam@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]
Subject: FW: NEW INQUIRY on FOIA from Senator Bennet (D-CO)
Attachments: Control Slip AL-17-000-6410 (for reassignment).pdf

---

From: Youngblood, Charlotte
Sent: Monday, March 20, 2017 3:00 PM
To: Haywood, Kevin <haywood.kevin@epa.gov>; Moody, Christina <Moody.Christina@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Dickerson, Tom <Dickerson.Tom@epa.gov>; Aarons, Kyle <Aarons.Kyle@epa.gov>
Subject: FW: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

All,

Deliberative Process / Ex. 5

Let me know if I'm misunderstanding something? (copying OCIR as well)

Thank you!

Charlotte Youngblood
Deputy Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-0283
youngblood.charlotte@epa.gov

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Sent: Monday, March 20, 2017 10:03 AM
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Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hello,
The Congressional correspondence (CMS AL-17-000-6410) was sent back to OCIR this morning. OCIR will then reassign it to OGC.

Kevin Haywood
Resource & Program Management Division
OEI-OBOS-RPMD
Work: 202-564-6668
Fax: 202-565-2441

From: Grogard, Megan
Sent: Thursday, March 16, 2017 9:19 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Haywood, Kevin <haywood.kevin@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Subject: Re: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hi Larry (and Kevin H),

Thanks for the follow-up on the Senator Bennet letter. I've looped in Kevin Haywood to ensure the CMS action is assigned to OGC as suggested.

Thanks,
Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202/564-6812
Cell: 202/834-8385

On Mar 16, 2017, at 5:37 PM, Gottesman, Larry <Gottesman.Larry@epa.gov> wrote:

> Megan-
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> We just has a conference call with OGC on various issues and Senator Bennet's letter was discussed. OGC informed us that they will take the lead in responding to the Senator. OGC will let us know if they need anything from OEI.
>
> Let me know if you have any questions.
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> Thanks
>
> Larry F. Gottesman
> Agency FOIA Officer
>
> 202-566-2162 (Direct line)
> 202-689-4588 (Mobile)
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

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Sent: Thursday, March 16, 2017 10:24 AM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Jones, Monica <Jones.Monica@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Fine, Steven <fine.steven@epa.gov>
Subject: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hi Rebecca,

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I imagine Kevin will reach out to us, but wanted to be sure you're aware of this action.

Thanks,
Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
Cell: 202-834-8385

From: Moody, Christina
Sent: Thursday, March 16, 2017 9:18 AM
To: Eades, Cassaundra <Eades.Cassaundra@epa.gov>; Mims, Kathy <Mims.Kathy@epa.gov>; Bailey, KevinJ <Bailey.KevinJ@epa.gov>
Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Subject: Fwd: Letter from Senator Bennet

CCU,

Please control. OEI - heads up.

Thanks

Christina J Moody
US Environmental Protection Agency
Moody.Christina@epa.gov

Begin forwarded message:
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

From: "Richardson, RobinH" <Richardson.RobinH@epa.gov>
To: "Juliana_Herman@bennet.senate.gov" <Juliana_Herman@bennet.senate.gov>
Cc: "Moody, Christina" <Moody.Christina@epa.gov>, "Bailey, KevinJ" <Bailey.KevinJ@epa.gov>
Subject: FW: Letter from Senator Bennet

Hi Juliana –

Thank you very much for your email forwarding the Senator's letter. Upon review if we have any questions we will follow up with you.

Thank you again.

Best, Robin

Robin H Richardson
Principal Deputy Associate Administrator
Office of Congressional and Intergovernmental Relations
U.S. Environmental Protection Agency
202-564-3358 (desk)
703-581-5814 (cell)
richardson.robinh@epa.gov

From: Herman, Juliana (Bennet) [mailto:Juliana_Herman@bennet.senate.gov]
Sent: Wednesday, March 15, 2017 3:37 PM
To: Richardson, RobinH <Richardson.RobinH@epa.gov>
Subject: Letter from Senator Bennet

Hello,

Please find enclosed a letter from Senator Bennet regarding the Freedom of Information Act.

Thank you,
Juliana

Juliana Herman
Senior Policy Advisor
Senator Michael Bennet
261 Russell Senate Office Building
Washington, D.C. 20510
(202) 224-5852

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/24/2017 2:40:42 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: EPA ITIM Strategic Plan - FOIA Project Charter.docx
Attachments: EPA ITIM Strategic Plan - FOIA Project Charter.docx

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 7/18/2017 12:24:17 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Subject: FW: Registration Now Open -- 2017 National FOIA Training Conference
Attachments: 2017 National FOIA Training Conference Agenda (07-17-2017 Draft).pdf

Looks like you were not on the list, unless you were in one of the groups.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Dolph, Becky
Sent: Monday, July 17, 2017 7:45 PM
To: IRM BCs <IRM_BCs@epa.gov>; IMOs <IMOs@epa.gov>; OGC RCs and DRCs <OGC_RCs_and_DRCs@epa.gov>; Info Attys <Info_Attys@epa.gov>; OGC GLO ILPG <OGC_GLO_ILPG@epa.gov>; OGC FEAT <OGC_FEAT@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Cc: Simon, Harvey <Simon.Harvey@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>
Subject: Registration Now Open -- 2017 National FOIA Training Conference

Greetings! We are pleased to let you know that registration is now open for the National FOIA Training Conference to be held September 12-14, 2017, at EPA Headquarters in Washington, D.C.

As described in Steve Fine and Kevin Minoli's May 25th email, the conference is sponsored jointly by the Office of Environmental Information and the Office of General Counsel. It is designed to enhance the Agency's ability to effectively and efficiently manage Freedom of Information Act (FOIA) requests. To help meet that goal, training sessions will provide you with information and guidance to better guide your office when responding to FOIA requests. We seek to provide FOIA practitioners with effective tools that reduce both the processing load and your office's exposure to attorneys' fees.

Registration information and additional conference details are provided below in a question/answer format. If you have questions not answered below, please contact Quoc Nguyen of the General Law Office, Office of General Counsel, at 202-564-6343 or nguyen.quoc@epa.gov, or Wendy Schumacher of the National FOIA Program, Office of Enterprise Information Programs, Office of Environmental Information, at 202-566-2513 or schumacher.wendy@epa.gov.

Thank you for engagement in EPA's FOIA processes and interest in the National FOIA Conference. We look forward to seeing you there!

Rebecca, Wendy and Becky

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)

Wendy Blake, Associate General Counsel
General Law Office
Office of General Counsel

Becky Dolph, Director
FOIA Expert Assistance Team Office
Office of General Counsel

Registration Information:

When can I register for the conference?
You can register between now through August 5, 2017.

How do I register for the conference?
This link will take you to the conference registration form:
https://epanationalfoiaconference2017.eventbrite.com
If you are prompted for a password, please use FOIAConference2017

Is there a conference agenda?
Yes, the agenda for the conference is attached. While there may still be some minor changes, this will generally be the agenda we follow, including daily start and end times. Note that in August there will be several webinars addressing fundamental issues as well as specialized technology and tools for processing FOIAs that will be offered prior to the conference. We recommend these webinars to anyone needing a primer (or a refresher) on any of the covered topics. This will ensure that everyone at the conference has a level base of knowledge. The conference itself is not an introductory training.

What time will the conference begin and end each day?
On September 12 and 13 (Tuesday and Wednesday), the conference will begin at 8:30 a.m. and end at 5:00 p.m.
On September 14 (Thursday), the conference will begin at 8:30 a.m. and end at 12:00 noon.

Is there a limit on how many people can attend the conference?
We do have space limitations in our conference space (approximately 150 attendees). We are optimistic that we will be able to accommodate all registrants. If that is not the case, we will work out an equitable solution to this issue. We will let all registrants know by August 15 whether we can confirm their attendance.

I am a manager. Is this training for me?
It may be. Please look at the agenda and if you would like to attend, please register. If this agenda is a deeper dive into FOIA than you feel you need or if you cannot afford the time commitment, we have tentative plans for a webinar targeted towards managers responsible for approving FOIA responses. We anticipate this being held late fall/early winter 2017.

I handle some FOIAs, but this is not a major part of my job. Is this conference for me?

It may be. Please look at the agenda and if you would like to attend, please register. As stated in the training announcement, the conference is primarily targeted for FOIA Officers and FOIA Coordinators, as well as Regional and Headquarters' information law attorneys.

Is there a block of rooms for those coming from outside the Washington, D.C, area?
Yes, we have arranged with the Hyatt Place Washington DC/White House, 1522 K Street NW, to put aside rooms for conference attendees. This link will take you to the site the hotel has established for booking rooms in the block:
https://washingtondcwhitehouse.place.hyatt.com/waszwgfoia2017.html

What accounting information do I need for my TA?
Training Budget Code: MS393903 National Freedom of Information Training Conference

Is there any cost to the Region/Program other than my travel and per diem expenses?
No, there is no training or registration fee to attend the conference.

I am interested in the conference but am unable to come to Washington, D.C. Is remote participation available?

Unfortunately, no. Due to the interactive nature of the training and the limitations of our conference space, we are unable to accommodate attendance by videoconference.

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/17/2017 2:36:18 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: DETAILED Lifecycle AGENDA for the National FOIA Training 2017 051517.docx
Attachments: DETAILED Lifecycle AGENDA for the National FOIA Training 2017 051517.docx

My comments.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 4/5/2017 6:47:23 PM
To: Perkins, Shannon [perkins.shannon@epa.gov]
Subject: FW: Planning Committee National FOIA Training 2017
Attachments: Lifecycle AGENDA for the National FOIA Training 2017 032717.docx

Please see the 1:00 on sessions on the first day for any comments or suggestions.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Kelly, Lynn
Sent: Wednesday, April 05, 2017 2:42 PM
To: Nguyen, Quoc <Nguyen.Quoc@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>; Mullings, Brandon <Mullings.Brandon@epa.gov>; Smith, Kevin B. <Smith.Kevin@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Kaminer, Joan <Kaminer.Joan@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Leon, Sandra <Leon.Sandra@epa.gov>; Moumbleaux, Joan <moumbleaux.joan@epa.gov>; Matthews, Julie <Matthews.Juliane@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>; Lewis, Judith <Lewis.Judith@epa.gov>; Johnson, Ivry <Johnson.Ivry@epa.gov>; Engels, Alan <engels.alan@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>
Subject: RE: Planning Committee National FOIA Training 2017

Hi everyone,

I just wanted to confirm that we will plan to have a meeting tomorrow to start going through the draft agenda in more detail, discuss the rough idea of each session, and then begin to talk about ways to divide and conquer as we move into the phase of developing the content for the sessions. Here is the most recent draft of the agenda. Let me know if you have ideas or suggestions for our meeting agenda tomorrow.

Lifecycle AGENDA for the National F...

Lynn Kelly | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington, DC 20460 | phone: (202) 564-3266

The contents of this e-mail and any attachments to it may contain deliberative-process, attorney-client, attorney work product, or otherwise privileged material. If you are not the intended recipient, or believe you have received this communication in error, please delete the copy you received, and do not print, copy, retransmit, disseminate, or otherwise use the information. Thank you.

-----Original Appointment-----
From: Nguyen, Quoc
Sent: Thursday, August 18, 2016 11:23 AM
To: Nguyen, Quoc; Kelly, Lynn; Schwarz, Matthew; Mullings, Brandon; Smith, Kevin B.; Gottesman, Larry; Miller, Kevin; Kaminer, Joan; Blake, Wendy; DCConfARN-8662993188-C2025645684/Conf-Ln/DC-Ariel-Rios-OGC; Leon, Sandra; Moumbleaux, Joan; Matthews, Julie; Walker, Denise; Rementer, Nicole
Cc: Schumacher, Wendy; Lewis, Judith; Johnson, Ivry; Engels, Alan; Byrd, Jonda
Subject: Planning Committee National FOIA Training 2017
When: Thursday, April 06, 2017 2:00 PM-3:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: DCRoomARN7428/DC-Ariel-Rios-OGC

Dear All,

Attached is the latest iteration of the agenda for discussion today. Things are starting to shape up! I am super excited.

Sincerely,
Quoc

Call in:
Passcode Conference Line/Code / Ex. 6

<< File: Lifecycle AGENDA for the National FOIA Training 2017 032217.docx >>

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/23/2017 7:16:56 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: EPA ITIM Strategic Plan - FOIA Project Charter - Template (003).docx
Attachments: EPA ITIM Strategic Plan - FOIA Project Charter - Template (003).docx

See what you can add to item 4, 5, 6, 7 and 8

Creative writing please.

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/13/2017 7:26:19 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

<!--[if lte mso 15 || CheckWebRef]-->

Gottesman, Larry has shared a OneDrive for Business file with you. To view it, click the link below.

Region 6 Plan to Address Backlogged Requests 10-13-2017.xlsx

<!--[endif]-->

From: Harrison, Ben
Sent: Friday, October 13, 2017 3:17 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Ho, Nancy <Ho.Nancy@epa.gov>; McFarland, Verne <McFarland.Verne@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Larry, as requested in the memorandum from Steve Fine below, attached is the Region 6 plan to clear FOIAs submitted prior to January 1, 2017. For questions or concerns, please contact Nancy Ho at (214)665-3179. Thank you.

Begin forwarded message:

From: "Fine, Steven" <fine.steven@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

In developing your plan, please use the following targets:

- Complete 10% or more of backlog by Oct. 31
- Complete 50% or more by Nov. 30

- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/6/2017 9:37:25 PM
To: Fine, Steven [fine.steven@epa.gov]
CC: Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Backlog reduction deliverables
Attachments: Backlog 11-1-17 .xlsx; Backlog report for COS 11-6-17.xlsx; Delayed FOIA 11 6 17.docx; FOIA Backlog Plans charts 11 3 17.pdf

Steve

I am only sending this within OEI. I know Elise wants to see this information, so she can review it tonight.

Attached are 4 items, per your request. The remaining item, is the open FOIA request, prior to 1/1/17, broken out by FY. We will have to get to you tomorrow, since Wendy was only able to come into the office, on her compressed day for a few hours.

Attached:

The spread sheet of all open FOIA request, received prior to 1/1/17 with the closed one in blue.

The information you request for the Chief of Staff.

The reasons provided, and a summary for why FOIA requests can't be closed by 12/31/17.

The bar charts for all organizations and a line charts for the Agency.

Let me know if you need anything further.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/17/2017 8:19:29 PM
To: Moumbleaux, Joan [moumbleaux.joan@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
Attachments: Pending before 1 1 17.xls; 171012 AO FOIAonline - Open Requests Received Before Janaury 1, 2017 (Ed....xlsx

This may help or complicate matters.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Newton, Jonathan
Sent: Tuesday, October 17, 2017 4:13 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>
Cc: Fine, Steven <fine.steven@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Reggie:

I reorganized OEI's data tracking number and compared it with the spread sheet I sent you yesterday (attached again for OEI reference). Based on that comparison, the spreadsheet you received from OEI contains two requests t (EPA-HQ-2013-003081 and EPA-HQ-2014-008601) that were closed by October 11th. The OEI report also contains one request (EPA-HQ-2017-001024) that is assigned to the OGC Title VI Team which should not appear on current AO reports. There are no other discrepancies; the remaining number (130) is the same.

On October 13, 2017 the AO had 130 open requests that were received before January 1,2017. That number breaks down as follows:

- OCIR 50 (Blue)
- OP 28 (Gray)
- OEX 26 (White)
- SAB 12 (Yellow)
- OCR 11 (Blue)
- OPA 03 (Purple)

The eleven "missing" requests are probably the eleven that are in the Office of Civil Rights.

OEI asked about backlog plans from "ORO, EEOCIP, OES, OAEE and OSH." Those acronyms need clarification but here is what I think they mean:

- OES and OAEE refer to the same office which is currently OAES - processed by OEX
- OSH refers to Homeland Security (OHS) - processed by OEX.
- ORO is processed by OCIR

- EEOCIP? No clue, but Public engagement is processed by OPA; Children's Health and Small Business are processed by OEX.

Jonathan V. Newton, Attorney-Advisor
U.S. EPA, Office of the Executive Secretariat
1200 Pennsylvania Avenue, NW (MC 1105A)
Washington, D.C. 20460
(202) 564-6164

From: Allen, Reginald
Sent: Tuesday, October 17, 2017 12:34 PM
To: Hope, Brian <Hope.Brian@epa.gov>; Newton, Jonathan <Newton.Jonathan@epa.gov>
Cc: Fine, Steven <fine.steven@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Johnathan/Brian

Need some help here - all the offices listed below are reorg'ed, renamed, or I'm not familiar with ?

Larry

Additionally not sure which 11 requests you are referring.

Thanks
Reggie

Reginald E. Allen
Acting Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell 202-306-2879

From: Gottesman, Larry
Sent: Tuesday, October 17, 2017 10:37 AM
To: Allen, Reginald <Allen.Reginald@epa.gov>; Fine, Steven <fine.steven@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Reggie

We are still missing reports from ORO, EEOCIP, OES, OAEE and OSH.

From the 1/1/17 spreadsheet the AO is missing about 11 requests.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Allen, Reginald
Sent: Monday, October 16, 2017 5:13 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Steve / Larry

Sorry for the delay - most of the FOIAs in AO have been accounted for already -- OP, OPA(OPEEE), OEX, SAB, and OCIR.

Of the remaining offices; OCR, OHS, OAES, OCHP, and OSDBU only OCR has pending FOIAs – their plan to address the backlog is attached.

Please let me know if I missed something.

Reggie

Reginald E. Allen
Acting Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell 202-306-2879

From: Fine, Steven
Sent: Monday, October 16, 2017 12:55 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Reggie,

My understanding is that Larry Gottesman in the National FOIA Office has not received the full response from the AO to the request I sent last week. Do you know when your office will be able to provide that? As Elise indicated last week, you don't need to send number for OP, OPA, OEX, and OCIR to Larry. But it would be helpful if the response for the remaining offices could be broken down by office within the AO. We have received a response from the SAB office.

If you have questions, please let Larry and me know.

Thanks.

Steve

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>; Bloom, David <Bloom.David@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>; Caraballo, Mario

<Caraballo.Mario@epa.gov>; Dunham, Sarah <Dunham.Sarah@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Flynn, Mike <Flynn.Mike@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>; Kenny, Shannon <Kenny.Shannon@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Shapiro, Mike <Shapiro.Mike@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Torma, Tim <Torma.Tim@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Rebecca Moser (Moser.Rebecca@EPA.GOV) <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Wendy Blake (Blake.Wendy@epa.gov) <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

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OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 4/5/2017 5:22:36 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Byrd, Jonda [byrd.jonda@epa.gov]
Subject: National FOIA Program Guidance for Assigning FOIA New Requests
Attachments: Assignments from HQ 4-5-17 (002).docx

Rebecca-

I incorporated your comments. If you have any questions, please let me know and you can stop over or I can and we can discuss.

I know Wendy Blake, et al. would like to see a draft.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/17/2017 4:45:20 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Byrd, Jonda [byrd.jonda@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]
Subject: FY17 Mandatory FOIA Training
Attachments: FOIA training slides 2017 final.pptx

I just spoke to Kevin Miller and he is OK with the slide deck as attached.

Rebecca – Do you want to take one more look before I send the deck to Steve and Harvey, per your direction, or should I forward the training deck now?

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/3/2018 3:03:48 PM
To: Zipf, Lynn [Zipf.Lynn@epa.gov]
Subject: FW: Draft Centralization Model for OEI
Attachments: Centralization for OEI.pdf; ATT00001.htm

From: Gottesman, Larry
Sent: Wednesday, May 02, 2018 5:46 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Subject: Fwd: Draft Centralization Model for OEI

Larry F. Gottesman

Sent from my iPhone

Begin forwarded message:

> **From:** "Gottesman, Larry" <Gottesman.Larry@epa.gov>
> **Date:** April 27, 2018 at 2:05:17 PM EDT
> **To:** "Grogard, Megan" <Grogard.Megan@epa.gov>
> **Cc:** "Fine, Steven" <fine.steven@epa.gov>, "Schumacher, Wendy" <schumacher.wendy@epa.gov>
> **Subject: Draft Centralization Model for OEI**
>
> Attached, for your consideration, is a draft centralized FOIA model for OEI.
>
> Hope this will help and let me know if you have any questions.
>
> Thanks
>
> Larry F. Gottesman
> Agency FOIA Officer
> Office of General Counsel
> U.S. Environmental Protection Agency
>
> 202-566-2162 (Direct line)
> 202-689-4588 (Mobile)
> 202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 4/9/2018 5:36:55 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]
Subject: FW: FOIA Regulations with Fine comments 091917.docx
Attachments: FOIA Regulations with Fine comments 091917.docx

Most recent version of the FOIA regulations.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 7/24/2017 1:41:03 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Registration Now Open -- 2017 National FOIA Training Conference
Attachments: 2017 National FOIA Training Conference Agenda (07-17-2017 Draft).pdf

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From: Wittenberg, Nicholas
Sent: Monday, July 24, 2017 9:27 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Dolph, Becky <Dolph.Becky@epa.gov>
Subject: FW: Registration Now Open -- 2017 National FOIA Training Conference

Good Morning Larry,

Just saw the initial agenda for the FOIA conference.

I definitely would love to speak on one of the panels.

Please let me know how I can.

Thank you,
Nick

Nicholas Wittenberg
Attorney-Advisor
United States Environmental Protection Agency
Office of Pesticide Programs
Information Technology & Resources Management Division
Public Information & Records Integrity Branch
1200 Pennsylvania Avenue, NW (MC 7502P)
Washington, D.C. 20460
Phone: (703) 347-8875
Email: wittenberg.nicholas@epa.gov

From: Barber, Delores
Sent: Monday, July 24, 2017 6:47 AM
To: OPP ITRMD PIRIB <OPP_ITRMD_PIRIB@epa.gov>
Subject: FW: Registration Now Open -- 2017 National FOIA Training Conference

FYI

From: Boutureira, Alan
Sent: Friday, July 21, 2017 4:14 PM
To: Barber, Delores <barber.delores@epa.gov>; Myrick, Pamela <Myrick.Pamela@epa.gov>; Syed, Hamaad

<Syed.Hamaad@epa.gov>; Carroll, Megan <Carroll.Megan@epa.gov>; Robbins, Steve <Robbins.Steve@epa.gov>; Sirmons, Chandler <Sirmons.Chandler@epa.gov>; Malloy, Marilyn <Malloy.Marilyn@epa.gov>
Cc: Vineski, Steve <Vineski.Steve@epa.gov>; Morales, Oscar <Morales.Oscar@epa.gov>
Subject: FW: Registration Now Open -- 2017 National FOIA Training Conference

FYI – FOIA Training Conference for your FOIA folks.

Please distribute as needed.

Best regards,

Alan Boutureira
US EPA / OCSPP / OAA
P: 202-564-0558
M: 202-480-7384
Boutureira.Alan@epa.gov

From: Dolph, Becky
Sent: Monday, July 17, 2017 7:45 PM
To: IRM BCs <IRM_BCs@epa.gov>; IMOs <IMOs@epa.gov>; OGC RCs and DRCs <OGC_RCs_and_DRCs@epa.gov>; Info Attys <Info_Attys@epa.gov>; OGC GLO ILPG <OGC_GLO_ILPG@epa.gov>; OGC FEAT <OGC_FEAT@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Wells, Jeffrey <Wells.jeffrey@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Cc: Simon, Harvey <Simon.Harvey@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>
Subject: Registration Now Open -- 2017 National FOIA Training Conference

Greetings! We are pleased to let you know that registration is now open for the National FOIA Training Conference to be held September 12-14, 2017, at EPA Headquarters in Washington, D.C.

As described in Steve Fine and Kevin Minoli's May 25th email, the conference is sponsored jointly by the Office of Environmental Information and the Office of General Counsel. It is designed to enhance the Agency's ability to effectively and efficiently manage Freedom of Information Act (FOIA) requests. To help meet that goal, training sessions will provide you with information and guidance to better guide your office when responding to FOIA requests. We seek to provide FOIA practitioners with effective tools that reduce both the processing load and your office's exposure to attorneys' fees.

Registration information and additional conference details are provided below in a question/answer format. If you have questions not answered below, please contact Quoc Nguyen of the General Law Office, Office of General Counsel, at 202-564-6343 or nguyen.quoc@epa.gov, or Wendy Schumacher of the National FOIA Program, Office of Enterprise Information Programs, Office of Environmental Information, at 202-566-2513 or schumacher.wendy@epa.gov.

Thank you for engagement in EPA's FOIA processes and interest in the National FOIA Conference. We look forward to seeing you there!

Rebecca, Wendy and Becky

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)

Wendy Blake, Associate General Counsel
General Law Office
Office of General Counsel

Becky Dolph, Director
FOIA Expert Assistance Team Office
Office of General Counsel

Registration Information:

When can I register for the conference?
You can register between now through August 5, 2017.

How do I register for the conference?
This link will take you to the conference registration form:
https://epanationalfoiaconference2017.eventbrite.com
If you are prompted for a password, please use FOIAConference2017

Is there a conference agenda?
Yes, the agenda for the conference is attached. While there may still be some minor changes, this will generally be the agenda we follow, including daily start and end times. Note that in August there will be several webinars addressing fundamental issues as well as specialized technology and tools for processing FOIAs that will be offered prior to the conference. We recommend these webinars to anyone needing a primer (or a refresher) on any of the covered topics. This will ensure that everyone at the conference has a level base of knowledge. The conference itself is not an introductory training.

What time will the conference begin and end each day?
On September 12 and 13 (Tuesday and Wednesday), the conference will begin at 8:30 a.m. and end at 5:00 p.m.
On September 14 (Thursday), the conference will begin at 8:30 a.m. and end at 12:00 noon.

Is there a limit on how many people can attend the conference?
We do have space limitations in our conference space (approximately 150 attendees). We are optimistic that we will be able to accommodate all registrants. If that is not the case, we will work out an equitable solution to this issue. We will let all registrants know by August 15 whether we can confirm their attendance.

I am a manager. Is this training for me?
It may be. Please look at the agenda and if you would like to attend, please register. If this agenda is a deeper dive into FOIA than you feel you need or if you cannot afford the time commitment, we have tentative plans for a webinar targeted towards managers responsible for approving FOIA responses. We anticipate this being held late fall/early winter 2017.

I handle some FOIAs, but this is not a major part of my job. Is this conference for me?
It may be. Please look at the agenda and if you would like to attend, please register. As stated in the training announcement, the conference is primarily targeted for FOIA Officers and FOIA Coordinators, as well as Regional and Headquarters' information law attorneys.

Is there a block of rooms for those coming from outside the Washington, D.C, area?
Yes, we have arranged with the Hyatt Place Washington DC/White House, 1522 K Street NW, to put aside rooms for conference attendees. This link will take you to the site the hotel has established for booking rooms in the block:
https://washingtondcwhitehouse.place.hyatt.com/waszwgfoia2017.html

What accounting information do I need for my TA?
Training Budget Code: MS393903 National Freedom of Information Training Conference

Is there any cost to the Region/Program other than my travel and per diem expenses?
No, there is no training or registration fee to attend the conference.

I am interested in the conference but am unable to come to Washington, D.C. Is remote participation available?

Unfortunately, no. Due to the interactive nature of the training and the limitations of our conference space, we are unable to accommodate attendance by videoconference.

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/13/2017 7:01:36 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Fwd: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
Attachments: OAR Plan to Address Backlogged Requests.xlsx; ATT00001.htm

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

From: "Lubetsky, Jonathan" <Lubetsky.Jonathan@epa.gov>
Date: October 13, 2017 at 3:01:11 PM EDT
To: "Gottesman, Larry" <Gottesman.Larry@epa.gov>
Cc: "Hamilton, Sabrina" <Hamilton.Sabrina@epa.gov>, "Tolson, Christina" <Tolson.Christina@epa.gov>, "Krishland, Dana" <Krishland.Dana@epa.gov>, "Purifoy, Tiffany" <Purifoy.Tiffany@epa.gov>, "Meekins, Tanya" <Meekins.Tanya@epa.gov>, "Lee, Raymond" <Lee.Raymond@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Larry,
Attached is OAR's plan as requested. Please let us know if you have any questions.
Jonathan

From: Shaw, Betsy
Sent: Wednesday, October 11, 2017 8:28 AM
To: Lubetsky, Jonathan <Lubetsky.Jonathan@epa.gov>
Cc: DeMocker, Jim <DeMocker.Jim@epa.gov>; Dunham, Sarah <Dunham.Sarah@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Hi Jonathan,

I hope this is not news to you. Looks like we have to put together a plan by Friday for clearing old FOIAs. Why don't you draft and send up to Sarah via me. Looks like we only have three.

Thanks,

Betsy

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew

<Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

In developing your plan, please use the following targets:

- Complete 10% or more of backlog by Oct. 31
- Complete 50% or more by Nov. 30
- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/17/2017 5:15:32 PM
To: Walker, Denise [Walker.Denise@epa.gov]
Subject: Fwd: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

From: "Hope, Brian" <Hope.Brian@epa.gov>
Date: October 17, 2017 at 1:11:54 PM EDT
To: "Newton, Jonathan" <Newton.Jonathan@epa.gov>
Cc: "Gottesman, Larry" <Gottesman.Larry@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

ORO (Office of Regional Operations) is part of OCIR, so should have been part of what FEAT submitted for them.

From: Newton, Jonathan
Sent: Tuesday, October 17, 2017 12:38 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>
Cc: Fine, Steven <fine.steven@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

I'll follow up with Larry and resolve the discrepancies.

Jonathan V. Newton, Attorney-Advisor
U.S. EPA, Office of the Executive Secretariat
1200 Pennsylvania Avenue, NW (MC 1105A)
Washington, D.C. 20460
(202) 564-6164

From: Allen, Reginald
Sent: Tuesday, October 17, 2017 12:34 PM
To: Hope, Brian <Hope.Brian@epa.gov>; Newton, Jonathan <Newton.Jonathan@epa.gov>
Cc: Fine, Steven <fine.steven@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Johnathan/Brian

Need some help here - all the offices listed below are reorg'ed, renamed, or I'm not familiar with ?

Larry

Additionally not sure which 11 requests you are referring.

Thanks
Reggie

Reginald E. Allen
Acting Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell 202-306-2879

From: Gottesman, Larry
Sent: Tuesday, October 17, 2017 10:37 AM
To: Allen, Reginald <Allen.Reginald@epa.gov>; Fine, Steven <fine.steven@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Reggie

We are still missing reports from ORO, EEOCIP, OES, OAEE and OSH.

From the 1/1/17 spreadsheet the AO is missing about 11 requests.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Allen, Reginald
Sent: Monday, October 16, 2017 5:13 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Steve / Larry

Sorry for the delay - most of the FOIAs in AO have been accounted for already -- OP, OPA(OPEEE), OEX, SAB, and OCIR.

Of the remaining offices; OCR, OHS, OAES, OCHP, and OSDBU only OCR has pending FOIAs – their plan to address the backlog is attached.

Please let me know if I missed something.

Reggie

Reginald E. Allen
Acting Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell 202-306-2879

From: Fine, Steven
Sent: Monday, October 16, 2017 12:55 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Reggie,

My understanding is that Larry Gottesman in the National FOIA Office has not received the full response from the AO to the request I sent last week. Do you know when your office will be able to provide that? As Elise indicated last week, you don't need to send number for OP, OPA, OEX, and OCIR to Larry. But it would be helpful if the response for the remaining offices could be broken down by office within the AO. We have received a response from the SAB office.

If you have questions, please let Larry and me know.

Thanks.

Steve

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>; Bloom, David <Bloom.David@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>; Caraballo, Mario <Caraballo.Mario@epa.gov>; Dunham, Sarah <Dunham.Sarah@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Flynn, Mike <Flynn.Mike@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>; Kenny, Shannon <Kenny.Shannon@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Shapiro, Mike <Shapiro.Mike@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Torma, Tim <Torma.Tim@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Rebecca Moser (Moser.Rebecca@EPA.GOV) <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Wendy Blake (Blake.Wendy@epa.gov) <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

In developing your plan, please use the following targets:

- Complete 10% or more of backlog by Oct. 31
- Complete 50% or more by Nov. 30
- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/2/2018 8:30:12 PM
To: Ingram, Earl [Ingram.Earl@epa.gov]
Subject: FW: Backlog reduction efforts report
Attachments: Backlog reduction 04-30-18 by org.xlsx

In case it is not shared with you.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Gottesman, Larry
Sent: Wednesday, May 02, 2018 4:29 PM
To: FOIA Coordinators <FOIA_Coordinators@epa.gov>; FOIA Officers <FOIAOfficers@epa.gov>
Cc: Lewis, Monica <lewis.monica@epa.gov>; Lewis, Judith <Lewis.Judith@epa.gov>; Person, Linda <Person.Linda@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Green, LindaE <Green.LindaE@epa.gov>
Subject: Backlog reduction efforts report

Attached is the latest spreadsheet on the backlog reduction efforts, as of April 30, 2018. (Request in Red are closed.) Request received before 12/21/2106. Of the FOIA requests that were open at the beginning of the effort, 215 remain open.

Open requests prior to 1/1/2017 by organization below:

AO = 28
OAR = 14
OCSPP = 128
OECA = 5
OLEM = 5
ORD = 1
OW = 1
R2 = 7
R3 = 16
R5 = 1
R7 = 1
R8 = 1

R9 = 1
R10 = 6

Keep up the GREAT work and please share with your folks as appropriate.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 4/9/2018 5:20:59 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]
Subject: FOIA Overview for AO 7-19.pptx
Attachments: FOIA Overview for AO 7-19.pptx

This was presented to Ryan Jackson, Henry Darwin and Beth White.

Let me know if you have any questions.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 4/9/2018 5:18:15 PM
To: Bigioni, Neil [bigioni.neil@epa.gov]
Subject: FW: Backlog reduction spreadsheet - 652 vs 639 what's the deal?
Attachments: Backlog reduction 04-05-18 by org.xlsx

Here is the latest report we discussed on backlog reduction efforts.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Schumacher, Wendy
Sent: Thursday, April 05, 2018 1:57 PM
To: White, Elizabeth <white.elizabeth@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>
Cc: Packard, Elise <Packard.Elise@epa.gov>; Fine, Steven <fine.steven@epa.gov>
Subject: RE: Backlog reduction spreadsheet - 652 vs 639 what's the deal?

Beth,

Here is the updated spreadsheet. Please note that this includes one closed request from OEI bringing the total to 652 instead of 651.

This is the link to the FOIA Backlog Reduction webpage: https://www.epa.gov/foia

Please let us know if you need anything else.

Sincerely, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

From: White, Elizabeth
Sent: Thursday, April 05, 2018 11:50 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>
Cc: Packard, Elise <Packard.Elise@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Schumacher, Wendy

<schumacher.wendy@epa.gov>
Subject: RE: Backlog reduction spreadsheet - 652 vs 639 what's the deal?

What's the status?

Beth White
Director, Office of the Executive Secretariat
U.S. Environmental Protection Agency
(202) 564-1781 direct
(202) 816-1701 cell

From: Gottesman, Larry
Sent: Wednesday, April 4, 2018 1:00 PM
To: White, Elizabeth <white.elizabeth@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>
Cc: Packard, Elise <Packard.Elise@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: Backlog reduction spreadsheet - 652 vs 639 what's the deal?

I think I found the error. I am going through the original list to assure the current list comports with the original.

From: White, Elizabeth
Sent: Wednesday, April 04, 2018 9:57 AM
To: Burke, Marcella <burke.marcella@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Packard, Elise <Packard.Elise@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: Backlog reduction spreadsheet - 652 vs 639 what's the deal?
Importance: High

Hi all – following back up on this. In November we issued a press release stating there were 652 open FOIA request that were submitted in prior years (pre 2017). Yet, when I add up the numbers on the current backlog spreadsheet I only get to 639. What is going on here? I need this resolved ASAP and the number must equal 652.

Thanks,
Beth

Beth White
Director, Office of the Executive Secretariat
U.S. Environmental Protection Agency
(202) 564-1781 direct
(202) 816-1701 cell

From: White, Elizabeth
Sent: Wednesday, March 28, 2018 5:16 PM
To: Burke, Marcella <burke.marcella@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Packard, Elise <Packard.Elise@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: Backlog reduction spreadsheet

Also – maybe this question has already been answered but in our press release from November when we announced we were addressing the backlog we said there were 652 pending FOIAs but the most recent backlog spreadsheet (sent yesterday) only shows 639. Why the discrepancy?

Beth White
Director, Office of the Executive Secretariat
U.S. Environmental Protection Agency
(202) 564-1781 direct
(202) 816-1701 cell

From: Burke, Marcella
Sent: Wednesday, March 28, 2018 2:31 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>
Cc: Packard, Elise <Packard.Elise@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: Backlog reduction spreadsheet

Larry –

The spreadsheet you sent below says that 423 requests have been closed and 216 are being processed. Would you please confirm by the end of the day that of each of the 216 in-process requests, each requester has been responded to and notified that its request is in process?

Thanks,

Marcella Burke
Deputy General Counsel
Office of General Counsel
U.S. Environmental Protection Agency
1200 Pennsylvania Ave. NW
Washington, DC 20460
(202) 564-1609
burke.marcella@epa.gov

From: Gottesman, Larry
Sent: Tuesday, March 27, 2018 2:46 PM
To: White, Elizabeth <white.elizabeth@epa.gov>
Cc: Packard, Elise <Packard.Elise@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>
Subject: Backlog reduction spreadsheet

Attached is an updated spreadsheet. The spreadsheet has open, if appropriate, then closed cases, by program and regions.

The closed requests are in red, the open requests have due dates, or in a few cases, we are still trying to obtain expected due dates. With the exception of a few requests that are still pending due to litigation matters, the majority of the remainder are delayed due to a large amount of material that need to be reviewed in processing the requests. We will work over the next few days with the program and regions to obtain more specificity in the reasons for the delays

We updated the spreadsheet today, and an additional 3 requests are now closed.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/13/2017 6:21:33 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: OECA Backlog Plan
Attachments: OECA Plan to Address Backlogged Requests 13 Oct 2017.xlsx

---

From: Newman, Maya
Sent: Friday, October 13, 2017 2:06 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Badalamente, Mark <Badalamente.Mark@epa.gov>; Layne, Kenda <Layne.Kenda@epa.gov>
Subject: OECA Backlog Plan

Hi Larry,

As requested. If you have additional questions, please let me know. Thanks and have a great weekend!

Maya Newman
OECA FOIA Lead &

OECA Special Emphasis Program Lead
Environmental Protection Agency
Office of Enforcement & Compliance Assurance I Office of Administration and Policy
1200 Pennsylvania Ave. NW I Mail Code: 2201A I WJC-S Bldg Rm 3213 I Washington, DC 20460
newman.maya@epa.gov I 202-564-2483 (W) I 202-501-0017 (F)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/13/2017 6:04:24 PM
To: Morales, Oscar [Morales.Oscar@epa.gov]; Fine, Steven [fine.steven@epa.gov]
CC: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Before 8:00 AM?

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Morales, Oscar
Sent: Friday, October 13, 2017 11:49 AM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

We will have our response in today for OPP which accounts for 95% of the 210 FOIAs. I will send you OPPT's on Monday. Ok?

Oscar Morales
Associate Assistant Administrator
Office of Chemical Safety and Pollution Prevention
Environmental Protection Agency

202-564-9673
202-821-9899 (cell)

From: Bertrand, Charlotte
Sent: Friday, October 13, 2017 10:42 AM
To: Wise, Louise <Wise.Louise@epa.gov>
Cc: Morales, Oscar <Morales.Oscar@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Thank you.

Oscar – can we touch base around noon to see what you have so far? Are Rick and Jeff already engaged?

From: Wise, Louise
Sent: Friday, October 13, 2017 10:21 AM
To: Bertrand, Charlotte <Bertrand.Charlotte@epa.gov>
Cc: Morales, Oscar <Morales.Oscar@epa.gov>
Subject: Fwd: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Charlotte - wanted to make sure you're aware of this request. OEI asked for a plan for dealing with overdue FOIA responses by COB today. They sent this request late Tuesday evening. At the DAA's meeting, I expressed concern to OEI's DAA about being able to have a plan by today on such short notice. She said we should at least provide an initial plan with tentative dates, and a projected date for when we can provide a more definitive plan. Other Offices joined me in expressing concern.

I sent Oscar the attached note about working with the Offices to prepare the plan. We talked about this yesterday. He has talked to the Offices and they are working on it, but thinks it will be a challenge to meet today's deadline. I'm CC'ing Oscar so he can give you updates while I'm out of pocket today. I'm hoping we can at least provide a draft tentative response today.

Sent from my iPhone

Begin forwarded message:

> **From:** "Fine, Steven" <fine.steven@epa.gov>
> **To:** "2017HQfirstassistants" <2017HQfirstassistants@epa.gov>, "2017Regionfirstassistants" <2017Regionfirstassistants@epa.gov>
> **Cc:** "Acting DAAs" <Acting_DAAs@epa.gov>, "Acting DRAs" <Acting_DRAs@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>, "Schumacher, Wendy" <schumacher.wendy@epa.gov>, "Moser, Rebecca" <Moser.Rebecca@EPA.GOV>, "Byrd, Jonda" <byrd.jonda@epa.gov>, "Blake, Wendy" <Blake.Wendy@epa.gov>, "Walker, Denise" <Walker.Denise@epa.gov>, "Schwarz, Matthew" <Schwarz.Matthew@epa.gov>
> **Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17**
>
> All,
>
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> The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.
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OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/13/2017 6:03:46 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
Attachments: Region 1 Copy of Plan to Address Backlogged Requests 10_13_2017.xlsx

---

From: Dierker, Carl
Sent: Friday, October 13, 2017 1:45 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Szaro, Deb <Szaro.Deb@epa.gov>; Moraff, Kenneth <Moraff.Ken@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>; Schena, Cristeen <Schena.Cristeen@epa.gov>; Knapp, Michael <Knapp.Michael@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Hi Larry – Attached is Region 1's plan to deal with its two FOIAs on the backlog list: One has now been closed out and the other is an old CBI case where we set out a schedule to first inquire to see if the requester still wants the information and, if so, then to contact the CBI claimant to see if it still maintains its CBI claim.

Please let me know if you have any questions.

Thanks,
Carl
****
Carl F. Dierker
Regional Counsel
U.S. EPA -- Region 1, New England
5 Post Office Square
Boston, Massachusetts 02109-3912
tel: 617-918-1091
e-mail: dierker.carl@epa.gov

From: Knapp, Michael
Sent: Friday, October 13, 2017 8:57 AM
To: Dierker, Carl <Dierker.Carl@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Carl,

I've attached the spreadsheet with the plan for addressing this FOIA as we discussed. Please let me know if you have any questions.

Thanks,
Mike

Michael Knapp

Office of Regional Counsel
U.S. Environmental Protection Agency, Region 1
5 Post Office Square
Boston, Massachusetts 02109
617-918-1053

From: Szaro, Deb
Sent: Wednesday, October 11, 2017 7:55 AM
To: Kenyon, Michael <Kenyon.Michael@epa.gov>
Subject: Fwd: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Sent from my iPhone

Begin forwarded message:

> **From:** "Fine, Steven" <fine.steven@epa.gov>
> **To:** "2017HQfirstassistants" <2017HQfirstassistants@epa.gov>, "2017Regionfirstassistants" <2017Regionfirstassistants@epa.gov>
> **Cc:** "Acting DAAs" <Acting_DAAs@epa.gov>, "Acting DRAs" <Acting_DRAs@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>, "Schumacher, Wendy" <schumacher.wendy@epa.gov>, "Moser, Rebecca" <Moser.Rebecca@EPA.GOV>, "Byrd, Jonda" <byrd.jonda@epa.gov>, "Blake, Wendy" <Blake.Wendy@epa.gov>, "Walker, Denise" <Walker.Denise@epa.gov>, "Schwarz, Matthew" <Schwarz.Matthew@epa.gov>
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OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/24/2017 2:49:04 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Backlog reduction 11-24-17 update.xlsx
Attachments: Backlog reduction 11-24-17 update.xlsx

Missing 15-9885
Brooke Rodgers
11/6/17

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/13/2017 5:45:33 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Fwd: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
Attachments: Region 1 Copy of Plan to Address Backlogged Requests 10_13_2017.xlsx; ATT00001.htm

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

From: "Dierker, Carl" <Dierker.Carl@epa.gov>
Date: October 13, 2017 at 1:45:02 PM EDT
To: "Gottesman, Larry" <Gottesman.Larry@epa.gov>
Cc: "Szaro, Deb" <Szaro.Deb@epa.gov>, "Moraff, Kenneth" <Moraff.Ken@epa.gov>, "Kenyon, Michael" <Kenyon.Michael@epa.gov>, "Schena, Cristeen" <Schena.Cristeen@epa.gov>, "Knapp, Michael" <Knapp.Michael@epa.gov>
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Carl
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Carl F. Dierker
Regional Counsel
U.S. EPA -- Region 1, New England
5 Post Office Square
Boston, Massachusetts 02109-3912
tel: 617-918-1091
e-mail: dierker.carl@epa.gov

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Elise Packard and Steve Fine

Message

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Sent: 10/17/2017 12:47:04 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
Attachments: Plan to Address Backlogged Requests (003).xlsx

From: Allen, Reginald
Sent: Monday, October 16, 2017 5:13 PM
To: Fine, Steven <fine.steven@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Steve / Larry

Sorry for the delay - most of the FOIAs in AO have been accounted for already -- OP, OPA(OPEEE), OEX, SAB, and OCIR.

Of the remaining offices; OCR, OHS, OAES, OCHP, and OSDBU only OCR has pending FOIAs – their plan to address the backlog is attached.

Please let me know if I missed something.

Reggie

Reginald E. Allen
Acting Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell 202-306-2879

From: Fine, Steven
Sent: Monday, October 16, 2017 12:55 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Reggie,

My understanding is that Larry Gottesman in the National FOIA Office has not received the full response from the AO to the request I sent last week. Do you know when your office will be able to provide that? As Elise indicated last week, you don't need to send number for OP, OPA, OEX, and OCIR to Larry. But it would be helpful if the response for the remaining offices could be broken down by office within the AO. We have received a response from the SAB office.

If you have questions, please let Larry and me know.

Thanks.

Steve

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>; Bloom, David <Bloom.David@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>; Caraballo, Mario <Caraballo.Mario@epa.gov>; Dunham, Sarah <Dunham.Sarah@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Flynn, Mike <Flynn.Mike@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>; Kenny, Shannon <Kenny.Shannon@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Shapiro, Mike <Shapiro.Mike@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Torma, Tim <Torma.Tim@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Rebecca Moser (Moser.Rebecca@EPA.GOV) <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Wendy Blake (Blake.Wendy@epa.gov) <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

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Elise Packard and Steve Fine

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From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/21/2019 1:38:18 PM
To: Gupta, Kaushal [Gupta.Kaushal@epa.gov]
Subject: EPA-R5-2018-010050
Attachments: FOIA Awareness Template 11-18-18.docx

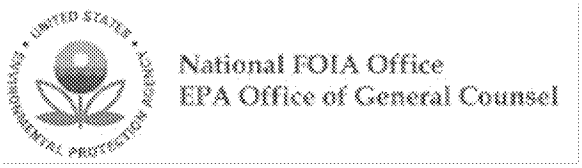
I am still awaiting an awareness notification email so I can approve the pending review task.

If I missed the email, please send it to me and upload it into FOIAonline under Correspondence "Other."

Thanks

Larry F. Gottesman
Agency FOIA Officer
National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)



Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/21/2019 1:37:15 PM
To: Gupta, Kaushal [Gupta.Kaushal@epa.gov]
Subject: EPA-R5-2018-006417
Attachments: FOIA Awareness Template 11-18-18.docx

I am still awaiting an awareness notification email so I can approve the pending review task.

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Thanks

Larry F. Gottesman
Agency FOIA Officer
National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

National FOIA Office
EPA Office of General Counsel

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/21/2019 1:36:06 PM
To: Gray, Doris [Gray.Doris@epa.gov]
Subject: EPA-HQ-2019-002597
Attachments: FOIA Awareness Template 11-18-18.docx

I am still awaiting an awareness notification email so I can approve the pending review task.

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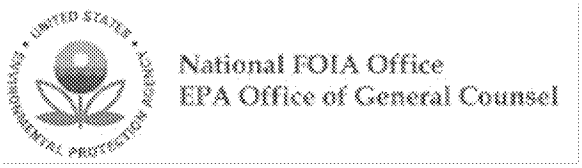
National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)



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Sent: 10/13/2017 5:14:18 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
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Sent from my iPhone

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To: "Fine, Steven" <fine.steven@epa.gov>
Cc: "Moser, Rebecca" <Moser.Rebecca@EPA.GOV>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

We will have our response in today for OPP which accounts for 95% of the 210 FOIAs. I will send you OPPT's on Monday. Ok?

Oscar Morales
Associate Assistant Administrator
Office of Chemical Safety and Pollution Prevention
Environmental Protection Agency

202-564-9673
202-821-9899 (cell)

From: Bertrand, Charlotte
Sent: Friday, October 13, 2017 10:42 AM
To: Wise, Louise <Wise.Louise@epa.gov>
Cc: Morales, Oscar <Morales.Oscar@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Thank you.

Oscar – can we touch base around noon to see what you have so far? Are Rick and Jeff already engaged?

From: Wise, Louise
Sent: Friday, October 13, 2017 10:21 AM
To: Bertrand, Charlotte <Bertrand.Charlotte@epa.gov>

Cc: Morales, Oscar <Morales.Oscar@epa.gov>
Subject: Fwd: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Charlotte - wanted to make sure you're aware of this request. OEI asked for a plan for dealing with overdue FOIA responses by COB today. They sent this request late Tuesday evening. At the DAA's meeting, I expressed concern to OEI's DAA about being able to have a plan by today on such short notice. She said we should at least provide an initial plan with tentative dates, and a projected date for when we can provide a more definitive plan. Other Offices joined me in expressing concern.

I sent Oscar the attached note about working with the Offices to prepare the plan. We talked about this yesterday. He has talked to the Offices and they are working on it, but thinks it will be a challenge to meet today's deadline. I'm CC'ing Oscar so he can give you updates while I'm out of pocket today. I'm hoping we can at least provide a draft tentative response today.

Sent from my iPhone

Begin forwarded message:

> **From:** "Fine, Steven" <fine.steven@epa.gov>
> **To:** "2017HQfirstassistants" <2017HQfirstassistants@epa.gov>, "2017Regionfirstassistants" <2017Regionfirstassistants@epa.gov>
> **Cc:** "Acting DAAs" <Acting_DAAs@epa.gov>, "Acting DRAs" <Acting_DRAs@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>, "Schumacher, Wendy" <schumacher.wendy@epa.gov>, "Moser, Rebecca" <Moser.Rebecca@EPA.GOV>, "Byrd, Jonda" <byrd.jonda@epa.gov>, "Blake, Wendy" <Blake.Wendy@epa.gov>, "Walker, Denise" <Walker.Denise@epa.gov>, "Schwarz, Matthew" <Schwarz.Matthew@epa.gov>
> **Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17**
>
> All,
>
> Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.
>
> The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.
>
> In developing your plan, please use the following targets:
>
> - Complete 10% or more of backlog by Oct. 31
> - Complete 50% or more by Nov. 30
> - Complete 75% or more by Dec. 15
> - Complete 100% by Dec. 31
>
> If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/3/2017 2:34:19 PM
To: Byrd, Jonda [byrd.jonda@epa.gov]
Subject: FW: FOIA DRAFT Ref Guide.docx
Attachments: FOIA DRAFT Ref Guide.docx

Draft updated FOIA guide, now in OGC review.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Schumacher, Wendy
Sent: Friday, February 03, 2017 9:32 AM
To: Miller, Kevin <Miller.Kevin@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA DRAFT Ref Guide.docx

Kevin,

Here is the revised FOIA Reference Guide (https://www.epa.gov/foia/foia-request-process).

Please let me know if you have any changes or questions. Once you approve I will work with Cathy to go live.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/21/2019 1:34:14 PM
To: Newton, Jonathan [Newton.Jonathan@epa.gov]
Subject: FW: HQ-2019-003491
Attachments: FOIA Awareness Template 11-18-18.docx

Since Ana is out.

From: Gottesman, Larry
Sent: Tuesday, May 21, 2019 9:33 AM
To: Espinoza, Ana <Espinoza.Ana@epa.gov>
Subject: HQ-2019-003491

I am still awaiting an awareness notification email so I can approve this interim release.

If I missed the email, please send it to me and upload it into FOIAonline under Correspondence "Other."

Thanks

Larry F. Gottesman
Agency FOIA Officer
National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

National FOIA Office
EPA Office of General Counsel

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/3/2017 12:49:35 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Fwd: Awareness Review
Attachments: Awarness Review.docx; ATT00001.htm

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

> **From:** "Gottesman, Larry" <Gottesman.Larry@epa.gov>
> **Date:** November 2, 2017 at 5:36:50 PM EDT
> **To:** "Walker, Denise" <Walker.Denise@epa.gov>
> **Subject: FW: Awareness Review**

> **From:** Gottesman, Larry
> **Sent:** Thursday, November 02, 2017 2:01 PM
> **To:** Moser, Rebecca <Moser.Rebecca@EPA.GOV>
> **Subject:** Fwd: Awareness Review
>
> Larry F. Gottesman
> Agency FOIA Officer
> U.S. Environmental Protection Agency
> Sent from my iPhone
>
> Begin forwarded message:
>
> > **From:** "Gottesman, Larry" <Gottesman.Larry@epa.gov>
> > **Date:** November 2, 2017 at 12:02:13 PM EDT
> > **To:** "White, Elizabeth" <white.elizabeth@epa.gov>
> > **Cc:** "Fine, Steven" <fine.steven@epa.gov>
> > **Subject: Awareness Review**
> >
> > Attached is a list of Awareness Reviews that are currently pending with me. Please let me know on how to proceed.
> >
> > It has just come to my attention, that Region 5 mailed the responsive records to the requester outside of FOIAonline, when they were unable to close a request due to an Awareness Review. (EPA-R5-2017-008894) We will be reaching out to Region 5 to impress upon then that all records released though a FOIA request must be released though FOIAonline only, unless a waiver is obtained from me, consistent with the FOIA

Policy. See Section 6. 9. of the Policy. The Policy can be found at: https://www.epa.gov/irmpoli8/freedom-information-act-foia-policy

On larger front, based upon a conversation with Liz Bowman and Becky Dolph, we have been putting Awareness Reviews on all FOIA requests that are being summarized by the FEAT. The goal was to add the reviews to the complete list and then remove the reviews once we receive an updated list identifying the requests were Awareness Review are being requested. We have not been receiving the annotated list. As a result, we have been adding Awareness Reviews to approx. 30 FOIA requests a week, which is precluding the program and regions from closing out any FOIA request that was summarized by the FEAT.

Please feel free to call me to discuss.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/3/2017 2:09:50 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FOIA Policy - August - Draft 2.docx
Attachments: FOIA Policy - August - Draft 2.docx

This may not be exactly the final, but it is close.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/12/2017 8:39:47 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
Attachments: Pending before 1 1 17.xls; OLEM's Plan to Address Backlogged Requests - final plan.xlsx

---

From: Smith, Susan
Sent: Thursday, October 12, 2017 4:33 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Fine, Steven <fine.steven@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; McLendon, Wanda <McLendon.Wanda@epa.gov>; Hilosky, Nick <Hilosky.Nick@epa.gov>; Brooks, Becky <Brooks.Becky@epa.gov>; Schmitt, Stephen <Schmitt.Stephen@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Dear Larry,

In response to Mr. Fine's request below, please accept OLEM's plan to clear backlogged FOIA's submitted prior to 1/1/17. IF you have questions, please contact me at 202-564-6656 or Wanda McLendon, OLEM's FOIA Coordinator, at 202-566-1917. Thanks!

Susan

Susan Smith, Director
Organizational Management and Integrity Staff
Office of Land and Emergency Management/U.S. EPA
1301 Constitution Ave., NW, Washington, DC 20460
4139 WJC West/MC: 5101T

202-564-6656 (office)
202-834-8239 (cell)
202-566-6324 (fax)

Follow OLEM **on Twitter @EPALand**

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

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- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

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OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/2/2017 6:38:16 PM
To: Johnson, Ivry [Johnson.Ivry@epa.gov]; FOIA HQ [FOIA_HQ@epa.gov]
CC: Albano, Emily [Albano.Emily@epa.gov]; Calderon, Wanda [Calderon.Wanda@epa.gov]; Engels, Alan [engels.alan@epa.gov]; Floyd-Coleman, Cynthia [Floyd-coleman.cynthia@epa.gov]; Henderson, Alita [Henderson.Alita@epa.gov]; Kercheval, Stephanie [Kercheval.Stephanie@epa.gov]; Lane, Leticia [Lane.Leticia@epa.gov]; Lao, Judy [Lao.Judy@epa.gov]; Lewis, Judith [Lewis.Judith@epa.gov]; Lewis, Monica [lewis.monica@epa.gov]; Schena, Cristeen [Schena.Cristeen@epa.gov]; Tate, Rita [Tate.Rita@epa.gov]; Wheatley, Jessica [wheatley.jessica@epa.gov]
Subject: RE: Regulations

DOJ Guidance on charging fees.

https://www.justice.gov/oip/oip-guidance/decsion_tree_for_assessing_fees_foia_improvement_act_2016

From: Johnson, Ivry
Sent: Monday, January 30, 2017 6:36 PM
To: FOIA HQ <FOIA_HQ@epa.gov>
Cc: Albano, Emily <Albano.Emily@epa.gov>; Calderon, Wanda <Calderon.Wanda@epa.gov>; Engels, Alan <engels.alan@epa.gov>; Floyd-Coleman, Cynthia <Floyd-coleman.cynthia@epa.gov>; Henderson, Alita <Henderson.Alita@epa.gov>; Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Lane, Leticia <Lane.Leticia@epa.gov>; Lao, Judy <Lao.Judy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Lewis, Judith <Lewis.Judith@epa.gov>; Lewis, Monica <lewis.monica@epa.gov>; Schena, Cristeen <Schena.Cristeen@epa.gov>; Tate, Rita <Tate.Rita@epa.gov>; Wheatley, Jessica <wheatley.jessica@epa.gov>
Subject: Regulations

Where are the guidelines that any FOIA over 20 days, we can no longer charge for search time? R9 managers would like to see this in writing.

Ivry Johnson
R9 FOIA Officer
415-947-4251

Message

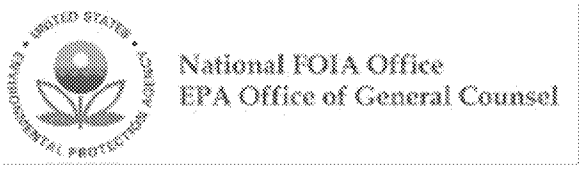
From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/21/2019 1:27:58 PM
To: Calderon, Wanda [Calderon.Wanda@epa.gov]
Subject: EPA-R2-2019-00191
Attachments: FOIA Awareness Template 11-18-18.docx

Please send the awareness notification email for this request that is pending in my bos since April 5 for close-out.

Thanks

Larry F. Gottesman
Agency FOIA Officer
National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)



Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/16/2017 3:45:28 PM
To: Fine, Steven [fine.steven@epa.gov]; Packard, Elise [Packard.Elise@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
Attachments: OAR Plan to Address Backlogged Requests.xlsx

Please see the attached report. Here is an example of why we have data issues. For example, 11/15/17 if requester is not interested, otherwise 12/1/19.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Lubetsky, Jonathan
Sent: Friday, October 13, 2017 3:01 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Hamilton, Sabrina <Hamilton.Sabrina@epa.gov>; Tolson, Christina <Tolson.Christina@epa.gov>; Krishland, Dana <Krishland.Dana@epa.gov>; Purifoy, Tiffany <Purifoy.Tiffany@epa.gov>; Meekins, Tanya <Meekins.Tanya@epa.gov>; Lee, Raymond <Lee.Raymond@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Larry,
Attached is OAR's plan as requested. Please let us know if you have any questions.
Jonathan

From: Shaw, Betsy
Sent: Wednesday, October 11, 2017 8:28 AM
To: Lubetsky, Jonathan <Lubetsky.Jonathan@epa.gov>
Cc: DeMocker, Jim <DeMocker.Jim@epa.gov>; Dunham, Sarah <Dunham.Sarah@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Hi Jonathan,

I hope this is not news to you. Looks like we have to put together a plan by Friday for clearing old FOIAs. Why don't you draft and send up to Sarah via me. Looks like we only have three.

Thanks,

Betsy

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

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- Complete 100% by Dec. 31

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OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Gottesman, Larry [Gottesman.Larry@epa.gov]
Sent: 3/16/2017 11:59:33 PM
To: Shenefiel, Pam [shenefiel.pam@epa.gov]
Subject: Fwd: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

From: "Moser, Rebecca" <Moser.Rebecca@EPA.GOV>
Date: March 16, 2017 at 7:57:39 PM EDT
To: "Gottesman, Larry" <Gottesman.Larry@epa.gov>
Cc: "Byrd, Jonda" <byrd.jonda@epa.gov>
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Larry,

Thanks for closing the loop with Megan on this correspondence & conveying that OGC indicated to us late today that they would take the lead on this.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Gottesman, Larry
Sent: Thursday, March 16, 2017 5:37 PM
To: Grogard, Megan <Grogard.Megan@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>
Subject: RE: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Megan-

We just has a conference call with OGC on various issues and Senator Bennet's letter was discussed. OGC informed us that they will take the lead in responding to the Senator. OGC will let us know if they need anything from OEI.

Let me know if you have any questions.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Grogard, Megan
Sent: Thursday, March 16, 2017 10:24 AM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Jones, Monica <Jones.Monica@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Fine, Steven <fine.steven@epa.gov>
Subject: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hi Rebecca,

Please see the attached Congressional Letter from Senator Michael Bennet (D-CO) to Kevin Minoli. The letter asks about the FOIA program at EPA and our compliance with the FOIA Improvement Act of 2016, among other related questions.

I imagine Kevin will reach out to us, but wanted to be sure you're aware of this action.

Thanks,
Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
Cell: 202-834-8385

From: Moody, Christina
Sent: Thursday, March 16, 2017 9:18 AM
To: Eades, Cassaundra <Eades.Cassaundra@epa.gov>; Mims, Kathy <Mims.Kathy@epa.gov>; Bailey, KevinJ <Bailey.KevinJ@epa.gov>
Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Subject: Fwd: Letter from Senator Bennet

CCU,
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Please control. OEI - heads up.

Thanks

Christina J Moody
US Environmental Protection Agency
Moody.Christina@epa.gov

Begin forwarded message:

> **From:** "Richardson, RobinH" <Richardson.RobinH@epa.gov>
> **To:** "Juliana_Herman@bennet.senate.gov" <Juliana_Herman@bennet.senate.gov>
> **Cc:** "Moody, Christina" <Moody.Christina@epa.gov>, "Bailey, KevinJ" <Bailey.KevinJ@epa.gov>
> **Subject: FW: Letter from Senator Bennet**
>
> Hi Juliana –
>
> Thank you very much for your email forwarding the Senator's letter. Upon review if we have any questions we will follow up with you.
>
> Thank you again.
>
> Best, Robin
> ---
> Robin H Richardson
> Principal Deputy Associate Administrator
> Office of Congressional and Intergovernmental Relations
> U.S. Environmental Protection Agency
> 202-564-3358 (desk)
> 703-581-5814 (cell)
> richardson.robinh@epa.gov
>
> ---
>
> **From:** Herman, Juliana (Bennet) [mailto:Juliana_Herman@bennet.senate.gov]
> **Sent:** Wednesday, March 15, 2017 3:37 PM
> **To:** Richardson, RobinH <Richardson.RobinH@epa.gov>
> **Subject:** Letter from Senator Bennet
>
> Hello,
>
> Please find enclosed a letter from Senator Bennet regarding the Freedom of Information Act.
>
> Thank you,
> Juliana
>
> Juliana Herman
> Senior Policy Advisor
> Senator Michael Bennet
> 261 Russell Senate Office Building
> Washington, D.C. 20510
> (202) 224-5852

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/25/2017 10:53:32 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Fwd: Due Oct. 24: Next step in addressing FOIA backlog
Attachments: OPP Post Dec 2017 Data Call.xlsx; ATT00001.htm

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

From: "Malloy, Marilyn" <Malloy.Marilyn@epa.gov>
Date: October 25, 2017 at 4:28:43 PM EDT
To: "Gottesman, Larry" <Gottesman.Larry@epa.gov>
Subject: Due Oct. 24: Next step in addressing FOIA backlog

From: Ingram, Earl
Sent: Wednesday, October 25, 2017 10:57 AM
To: Malloy, Marilyn <Malloy.Marilyn@epa.gov>
Subject: FW: Due Oct. 24: Next step in addressing FOIA backlog

FYI-

From: Ingram, Earl
Sent: Tuesday, October 24, 2017 6:18 PM
To: Wise, Louise <Wise.Louise@epa.gov>; Morales, Oscar <Morales.Oscar@epa.gov>; Barber, Delores <Barber.Delores@epa.gov>; Layne, Arnold <Layne.Arnold@epa.gov>
Subject: RE: Due Oct. 24: Next step in addressing FOIA backlog

Hello Everyone,

Here is the additional spreadsheet required by OEI for the FOIA requests that OPP had previously identified as unlikely to closed by December 31, 2017, due to their broad scope in nature. With that said, I anticipate we will be able to close a percentage of these requests. Due to the limit in resources, we are focusing on the other 150 pre-2017 request for more discreet sets of records, like pesticide registration files and Agency data evaluation reviews. We are also statutorily required to respond and to address our FY18 requests. For FY18, we have already received 89 new requests in the first 3 weeks of FY, which puts us on pace to receive 1200 requests this year. At this rate, we would almost double our already high number of requests, we receive annually, which is customarily about 30% of all Program Offices. I have reached out to Kevin Miller, who heads up the General Law Office in OGC, on any guidance on what to communicate to requesters as we focus on addressing these pre-2017 requests.

On a good note, we will continue to close out substantially more requests than any other HQ Program Offices. Please let me know if you have any questions.

Earl Ingram, Chief
Public Information & Records Integrity Branch
Information Technology & Resources Management Division
Office of Pesticide Programs
U.S. Environmental Protection Agency
(703) 305-5456

From: Ingram, Earl
Sent: Thursday, October 19, 2017 9:27 AM
To: Wise, Louise <Wise.Louise@epa.gov>; Morales, Oscar <Morales.Oscar@epa.gov>; Barber, Delores <Barber.Delores@epa.gov>; Layne, Arnold <Layne.Arnold@epa.gov>
Subject: RE: Due Oct. 24: Next step in addressing FOIA backlog

Thanks Louise,

I will get this done by COB on the 24th. Is OEI or OGC going provide any guidance on what we are to communicate our requesters on why our responses to the new request could be delayed. This month alone OPP has received over 60 new requests. This total is about half of what some Program Offices receive in a year. If this would continue, we would be on pace to receive about 1000 requests this year. In addition to using processing FOIA requests, we have reviewed over 40,000 records the past few months for OGC and the US Assistant Attorney Offices in response to courted ordered litigations based on FOIA or FIFFRA. OGC has always had us to prioritize litigations over regular FOIA requests. As I had mentioned to Oscar, if we don't adequately respond to our newer requests, I would anticipate certain requester communities would continue to seek relief in courts, as it has become a more used recourse lately.

I can assure you we will continue to work hard on this and all our requests, Please keep in mind our backlog numbers seem much higher than the other Program Offices, but our percentages of pending requests are commensurate with high number of FOIA requests OPP receives every year, which is about a third of all the FOIA Requests and we always close the most. We will make every effort to address theses designate cases and maintain a handle on the new workload.

Earl Ingram, Chief
Public Information & Records Integrity Branch
Information Technology & Resources Management Division
Office of Pesticide Programs
U.S. Environmental Protection Agency
(703) 305-5456

From: Wise, Louise
Sent: Thursday, October 19, 2017 8:41 AM
To: Morales, Oscar <Morales.Oscar@epa.gov>; Ingram, Earl <Ingram.Earl@epa.gov>; Barber, Delores <barber.delores@epa.gov>; Layne, Arnold <Layne.Arnold@epa.gov>
Subject: FW: Due Oct. 24: Next step in addressing FOIA backlog

Thanks, Earl, for getting the FOIA information in last Friday. I complained about the very short deadline they gave us. But here's another request from OEI to fill in a spreadsheet by October 24. Wanted to make sure you got this.

Louise P. Wise
Deputy Assistant Administrator
Office of Chemical Safety and Pollution Prevention
Environmental Protection Agency
Phone: 202-564-2902
Fax: 202-564-0801

From: Fine, Steven
Sent: Wednesday, October 18, 2017 8:22 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; FBacklog <FBacklog@epa.gov>
Subject: Due Oct. 24: Next step in addressing FOIA backlog

All,

Thank you very much for your responses regarding completion of FOIA requests submitted prior to 2017. We know that required significant work in a short period of time.

Some programs/regions reported that some requests would not be completed this calendar year, but the information provided on those requests was not complete.

If your office reported that some requests would not be completed by Dec. 31, please complete the attached spreadsheet, which requests details on each request that you do not anticipate completing by Dec. 31. Please send the completed spreadsheet to FBacklog@epa.gov by Oct. 24. The OGC-OEI team supporting elimination of the backlog will summarize that information and share it with Ryan Jackson.

If you have questions, please contact Larry Gottesman.

Thank you for your assistance with this.

Steve Fine and Elise Packard

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 4/4/2017 4:55:34 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Subject: FW: FOIA training slides 2018 v1.pptx
Attachments: FOIA training slides 2018 v1.pptx

FYI

From: Schumacher, Wendy
Sent: Tuesday, April 04, 2017 12:54 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA training slides 2018 v1.pptx

Jonda,

For the call at 1pm.

Wendy

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/16/2017 3:38:54 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
Attachments: Copy of Plan to Address Backlogged Requests (002) R2, CASD-HWPB.XLSX

From: Mears, Mary
Sent: Monday, October 16, 2017 11:33 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Story, Karen <Story.Karen@epa.gov>; Kluesner, Dave <kluesner.dave@epa.gov>; Calderon, Wanda <Calderon.Wanda@epa.gov>; Bednar, Georgia <bednar.georgia@epa.gov>
Cc: Larsen, Elena <Larsen.Elena@epa.gov>; Levine, Scott <Levine.Scott@epa.gov>
Subject: RE: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Hi Larry,
Apologies for the slight delay. Wanda Calderon is in the field in Puerto Rico responding to Maria and I was extremely busy prepping our new RA for a trip to PR/USVI that began today. That said, Wanda did do our report. It is attached. If I am reading this correctly, it seems we have only two overdues in this category and they will be cleared before Dec 31.

Mary Mears
Public Affairs Director
U.S. EPA Region 2 (NJ, NY, PR, the US VI and eight Indian Nations)
(212) 637-3673 (Direct Office)
(212) 637-3660 (General Office)
(646) 369-0077 (Cell)

From: Gottesman, Larry
Sent: Monday, October 16, 2017 9:29 AM
To: Story, Karen <Story.Karen@epa.gov>; Kluesner, Dave <kluesner.dave@epa.gov>; Calderon, Wanda <Calderon.Wanda@epa.gov>; Bednar, Georgia <bednar.georgia@epa.gov>
Cc: Mears, Mary <Mears.Mary@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Levine, Scott <Levine.Scott@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

We are still awaiting your FOIA Backlog reduction reports. They were due by COB on Friday. Please provide your reports ASAP.

Please let me know if you have any question.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Gottesman, Larry
Sent: Thursday, October 12, 2017 2:30 PM
To: Newton, Jonathan <Newton.Jonathan@epa.gov>; Evanko, Peter <Evanko.Peter@epa.gov>; Malloy, Marilyn <Malloy.Marilyn@epa.gov>; McLendon, Wanda <McLendon.Wanda@epa.gov>; Bednar, Georgia <bednar.georgia@epa.gov>; Schena, Cristeen <Schena.Cristeen@epa.gov>; Calderon, Wanda <Calderon.Wanda@epa.gov>; Story, Karen <Story.Karen@epa.gov>; Tate, Rita <Tate.Rita@epa.gov>; Hines, Andrea <hines.andrea@epa.gov>; Wheatley, Jessica <wheatley.jessica@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Stevens, Edie <Stevens.Edie@epa.gov>; Engels, Alan <engels.alan@epa.gov>; Johnson, Ivry <Johnson.Ivry@epa.gov>; Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Barnett-Owens, Inga <Barnett-Owens.Inga@epa.gov>; Hamilton, Sabrina <Hamilton.Sabrina@epa.gov>; Sandfoss, Kristina <Sandfoss.Kristina@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>; Brown, Sineta <Brown.Sineta@epa.gov>; Williams, LaShawn <williams.lashawn@epa.gov>
Cc: Levine, Scott <Levine.Scott@epa.gov>
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

Per our call.

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

In developing your plan, please use the following targets:

- Complete 10% or more of backlog by Oct. 31
- Complete 50% or more by Nov. 30
- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 7/21/2017 5:45:10 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Draft FOIA Regulations
Attachments: FOIA Regulations 071917 OEI final.docx

<!--[if lte mso 15 || CheckWebRef]-->

Gottesman, Larry has shared a OneDrive for Business file with you. To view it, click the link below.

Highlights FOIA Regulations 07 21 17.docx

<!--[endif]-->

Rebecca

Attached are the draft regulations (Rule) and a one pager for Steve, focusing on the significant changes from the current regulations.

As you know, after incorporating any comments Steve may have, we will need to run this back through OGC for a final review and concurrence.

Once that is complete, we will ask to have Steve to sign the rule and forward on to OP for transmittal to the Federal Register for publication.

If Steve would like to discuss the draft in person, or would like us to walk him though the changes, just let us know.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/2/2017 9:36:50 PM
To: Walker, Denise [Walker.Denise@epa.gov]
Subject: FW: Awareness Review
Attachments: Awarness Review.docx; ATT00001.htm

From: Gottesman, Larry
Sent: Thursday, November 02, 2017 2:01 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Subject: Fwd: Awareness Review

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

> **From:** "Gottesman, Larry" <Gottesman.Larry@epa.gov>
> **Date:** November 2, 2017 at 12:02:13 PM EDT
> **To:** "White, Elizabeth" <white.elizabeth@epa.gov>
> **Cc:** "Fine, Steven" <fine.steven@epa.gov>
> **Subject: Awareness Review**
>
> Attached is a list of Awareness Reviews that are currently pending with me. Please let me know on how to proceed.
>
> It has just come to my attention, that Region 5 mailed the responsive records to the requester outside of FOIAonline, when they were unable to close a request due to an Awareness Review. (EPA-R5-2017-008894) We will be reaching out to Region 5 to impress upon then that all records released though a FOIA request must be released though FOIAonline only, unless a waiver is obtained from me, consistent with the FOIA Policy. See Section 6. 9. of the Policy. The Policy can be found at: https://www.epa.gov/irmpoli8/freedom-information-act-foia-policy
>
> On larger front, based upon a conversation with Liz Bowman and Becky Dolph, we have been putting Awareness Reviews on all FOIA requests that are being summarized by the FEAT. The goal was to add the reviews to the complete list and then remove the reviews once we receive an updated list identifying the requests were Awareness Review are being requested. We have not been receiving the annotated list. As a result, we have been adding Awareness Reviews to approx. 30 FOIA requests a week, which is precluding the program and regions from closing out any FOIA request that was summarized by the FEAT.
>
> Please feel free to call me to discuss.
>
> Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/16/2017 7:09:28 PM
To: Shenefiel, Pam [shenefiel.pam@epa.gov]
CC: Byrd, Jonda [byrd.jonda@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Subject: RE: CMS Courtesy Copy - Pam Shenefiel - AL-17-000-6410

I am waiting for direction from Rebecca/OGC on how to proceed, per earlier email.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

-----Original Message-----
From: cmsadmin@epa.gov [mailto:cmsadmin@epa.gov]
Sent: Thursday, March 16, 2017 3:07 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: CMS Courtesy Copy - Pam Shenefiel - AL-17-000-6410

You are being alerted to control AL-17-000-6410. No action is currently required on your part, but you have been granted the ability to view the control by Pam Shenefiel.

Summary Information -
Control Number: AL-17-000-6410
Control Subject: INQUIRE ABOUT EPA'S REGULATIONS, GUIDANCE, PROCESSES AND STANDARDS FOR IMPLEMENTING THE FREEDOM OF INFORMATION ACT (FOIA)
From: Bennet, Michael F

Note: This Email was automatically generated. Please do not attempt to respond to it. You can access this control at https://cms.epa.gov/cms. Questions or comments concerning CMS should be directed to CMS Support at 202-564-4985 or CMS Information@epa.gov.

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/25/2017 2:18:04 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Status of OEIP Information Directive Initiation Forms

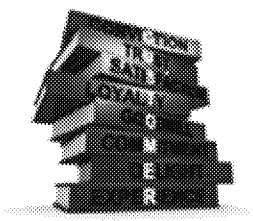
---

From: Smith, Andrea B.
Sent: Wednesday, October 25, 2017 6:00 AM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Jones, Beth <Jones.Beth@epa.gov>
Subject: RE: Status of OEIP Information Directive Initiation Forms

Good Morning Rebecca,

Thank you for this helpful feedback. We will definitely work with your team to guide them through the Directives Development Process for the FOIA Policy and FOIA Procedures when the time comes.

Respectfully,
Andrea B. Smith
Policy Planning & Evaluation Division
Office of Customer Advocacy Policy & Portfolio Management
US Environmental Protection Agency
202-566-1809



Everything starts with the customer!

Let us know your experiences at customer.experience@epa.gov

From: Moser, Rebecca
Sent: Tuesday, October 24, 2017 8:48 PM
To: Smith, Andrea B. <Smith.Andrea@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Subject: RE: Status of OEIP Information Directive Initiation Forms

Andrea:

Thanks for your email.

When the time comes, we'll need to revise the FOIA Policy along with the Procedures. The Procedures flow from the Policy, so we'll need to start on the Policy first.
I'm not sure why they both weren't on the list in the beginning. . . perhaps just an oversight somewhere along the way. We'll want the CIO/SAC to be aware of the need to also revise the FOIA Policy, either now or before we start the revision process.

Let us know if you need anything else on this now. Thanks.

Rebecca

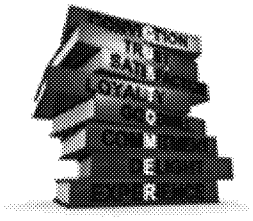
Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Smith, Andrea B.
Sent: Tuesday, October 24, 2017 7:03 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Balsamo, Deborah <Balsamo.Deborah@epa.gov>; Jones, Beth <Jones.Beth@epa.gov>
Subject: RE: Status of OEIP Information Directive Initiation Forms

Hi Rebecca,

Thank you so much for these revisions. I have to stay true to the original list that the CIO SAC submitted to the CIO for the Policy Agenda, so the only change that I have to make is returning the Directive to just say "Procedure for Responding to FOIA Requests." Thank you again.

Respectfully,
Andrea B. Smith
Policy Planning & Evaluation Division
Office of Customer Advocacy Policy & Portfolio Management
US Environmental Protection Agency
202-566-1809



Everything starts with the customer!

Let us know your experiences at customer.experience@epa.gov

From: Moser, Rebecca
Sent: Tuesday, October 24, 2017 5:13 PM

To: Smith, Andrea B. <Smith.Andrea@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Balsamo, Deborah <Balsamo.Deborah@epa.gov>
Subject: FW: Status of OEIP Information Directive Initiation Forms

Andrea:

Please see the revised text below regarding 1) the FOIA Policy and 2) the Procedures for Responding to FOIA Requests. Once the FOIA LEAN event has occurred and the FOIA regulations (proposed & then final) have been published, we will be able to revise the EPA-wide FOIA Policy and Procedures. I expect that our effort to revise these directives will not occur until late FY 2018 or early FY 2019.

Please let us know if you have any questions. Thank you.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Shenefiel, Pam
Sent: Monday, October 23, 2017 2:04 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Smith, Andrea B. <Smith.Andrea@epa.gov>
Subject: FW: Status of OEIP Information Directive Initiation Forms

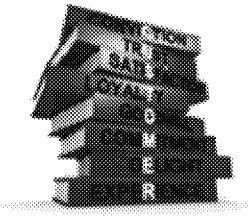
Sound okay to you?

From: Smith, Andrea B.
Sent: Monday, October 23, 2017 1:12 PM
To: Shenefiel, Pam <shenefiel.pam@epa.gov>
Cc: OEI Information_Directives <OEI_Information_Directives@epa.gov>
Subject: RE: Status of OEIP Information Directive Initiation Forms

Thanks Pam. Here is the language that I am sending to the CIO SAC in regards to this directive.

Freedom of Information Act (FOIA) Policy and <u>Procedures for Responding to FOIA Requests</u>	These directives address statutory, regulatory, policy, procedural requirements that must be followed by all EPA organizations. Following the revision of EPA's FOIA Policy and Procedures for Responding to FOIA requests, all EPA program and regional offices will be required to update their specific FOIA procedures to be consistent with the revised EPA-wide FOIA Policy and Procedures. Based on CIO comments received in the IT/IM Policy Decision Memo, the FOIA Policy should, as appropriate, incorporate recommendations from the FOIA priority area team established by Agency leadership. Before updating the FOIA policy and procedures, OEI will need to receive input from the FOIA LEAN event that is scheduled to begin in January 2018. In addition, the revision of the Agency-wide FOIA Policy and Procedures will need to follow the publication of EPA's proposed revised FOIA regulations (expected in early FY 2018) and the subsequent development and publication of EPA's revised final FOIA regulations in late FY 2018 or FY 2019. These other FOIA activities will affect the timeframe in which we revise EPA's FOIA Policy and Procedures for Responding to FOIA Requests.

Respectfully,
Andrea B. Smith
Policy Planning & Evaluation Division
Office of Customer Advocacy Policy & Portfolio Management
US Environmental Protection Agency
202-566-1809



Everything starts with the customer!

Let us know your experiences at customer.experience@epa.gov

From: Shenefiel, Pam
Sent: Monday, October 23, 2017 1:03 PM
To: Smith, Andrea B. <Smith.Andrea@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Jones, Monica <Jones.Monica@epa.gov>; OEI Information_Directives <OEI_Information_Directives@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>
Subject: RE: Status of OEIP Information Directive Initiation Forms

Andrea,

I just talked with Rebecca.

The earliest we could have the updated FOIA Policy and related Procedure for Responding to FOIA Requests is 1st or 2nd Quarter of FY2019. Before we can update the FOIA policy we need to have input from the FOIA LEAN event that is kicking off in January and the FOIA regs must be updated and published and this will not happen until the end of FY 18.

So, we should defer the Procedure for Responding to FOIA requests until FY 2019.

Let me know if you have questions.

Thanks,
Pam Shenefiel | Office of Enterprise Information Programs | Office of Environmental Information | EPA
1200 Pennsylvania Ave NW | Mail Code 2821T | Washington, DC 20460
202.566.0303 (work) | 202.566.1624 (fax) | shenefiel.pam@epa.gov

---

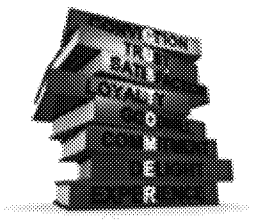
From: Smith, Andrea B.
Sent: Monday, October 23, 2017 12:24 PM
To: Shenefiel, Pam <shenefiel.pam@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Jones, Monica <Jones.Monica@epa.gov>; OEI Information_Directives <OEI_Information_Directives@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>
Subject: RE: Status of OEIP Information Directive Initiation Forms

Hi Pam,

When Steve signed the decision memo, he did write the following: "FOIA Policy should, as appropriate, incorporate recommendations from the FOIA priority area team established by agency leadership. This may affect the timing of being able to draft the policy."

In this, we still need to have the requested information so we can effectively present this to the CIO-SAC. Please ask your team if they can provide the OMB information that you mentioned in a previous email so we can incorporate this in our comments that will go to the CIO-SAC. Thanks again Pam.

Respectfully,
Andrea B. Smith
Policy Planning & Evaluation Division
Office of Customer Advocacy Policy & Portfolio Management
US Environmental Protection Agency
202-566-1809



Everything starts with the customer!

Let us know your experiences at customer.experience@epa.gov

From: Shenefiel, Pam
Sent: Monday, October 23, 2017 12:20 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Smith, Andrea B. <Smith.Andrea@epa.gov>
Cc: Jones, Monica <Jones.Monica@epa.gov>; OEI Information_Directives <OEI_Information_Directives@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>
Subject: RE: Status of OEIP Information Directive Initiation Forms

I am not completely sure of all of the steps that led to the CIO SAC decisions on what they wanted to review this year, but the CIO SAC identified 8 things they wanted to address this year and this was specifically on it:

Procedure for Responding to FOIA Requests

From: Moser, Rebecca
Sent: Monday, October 23, 2017 12:11 PM
To: Smith, Andrea B. <Smith.Andrea@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>
Cc: Jones, Monica <Jones.Monica@epa.gov>; OEI Information_Directives <OEI_Information_Directives@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>
Subject: RE: Status of OEIP Information Directive Initiation Forms

Pam & Andrea:

The next review date indicated on the FOIA Policy and FOIA Procedure is 9/30/2017. We are currently developing *proposed* revised FOIA regulations, and we will plan to review/revise the FOIA Policy and FOIA Procedure *after* we finalize the revised FOIA regulations (i.e., after publication of proposed rule, incorporation of comments, and development & publication of final revised FOIA regulations). At this point, we expect that the review/revision of the FOIA Policy and FOIA Procedure will not begin until late FY 2018 or FY 2019.

Thanks.

Rebecca

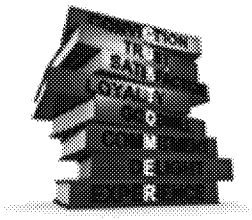
Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Smith, Andrea B.
Sent: Monday, October 23, 2017 11:56 AM
To: Shenefiel, Pam <shenefiel.pam@epa.gov>
Cc: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Jones, Monica <Jones.Monica@epa.gov>; OEI Information_Directives <OEI_Information_Directives@epa.gov>
Subject: RE: Status of OEIP Information Directive Initiation Forms

Hi Pam,

Thank you for this email. We received all of the DIFs that you listed below. Since the FOIA Procedure is on the Policy Agenda, we need the DIF in order to provide information to the CIO-SAC.

Respectfully,
Andrea B. Smith
Policy Planning & Evaluation Division
Office of Customer Advocacy Policy & Portfolio Management
US Environmental Protection Agency
202-566-1809



Everything starts with the customer!

Let us know your experiences at customer.experience@epa.gov

From: Shenefiel, Pam
Sent: Monday, October 23, 2017 11:35 AM
To: Smith, Andrea B. <Smith.Andrea@epa.gov>
Cc: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Jones, Monica <Jones.Monica@epa.gov>; OEI Information_Directives <OEI_Information_Directives@epa.gov>
Subject: Status of OEIP Information Directive Initiation Forms

Andrea –

So far OEIP has created the following Information Directive Initiation Forms:

5 for Quality policy, procedures and rescissions
508 Policy and Procedures
ESI procedure
Interim RM Policy

As far as I know, nothing has been done for the FOIA processing procedure. I am waiting to hear from Rebecca on that one. We might have to put it on hold for now.

On Thursday, I sent Rebecca an email with the link to the Initiation Forms on the IDWG Sharepoint site and asked her to review and edit the forms. I'll let you know once I hear back from Rebecca that she has reviewed the forms.

Thanks.

Pam Shenefiel | Office of Enterprise Information Programs | Office of Environmental Information | EPA
1200 Pennsylvania Ave NW | Mail Code 2821T | Washington, DC 20460
202.566.0303 (work) | 202.566.1624 (fax) | shenefiel.pam@epa.gov

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 6/12/2017 1:16:31 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Byrd, Jonda [byrd.jonda@epa.gov]
Subject: FW: FOIA Initative.docx
Attachments: FOIA Initative.docx; Informal Process for FOIA Awareness Reviews - 06-09-2017.docx

<!--[if lte mso 15 || CheckWebRef]-->

Gottesman, Larry has shared a OneDrive for Business file with you. To view it, click the link below.

Process 6.12.17.docx

<!--[endif]-->
Moser

I made a few edits per our conversation. The new document is titled Process 6.12.19.docx.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Moser, Rebecca
Sent: Sunday, June 11, 2017 4:15 PM
To: Dolph, Becky <Dolph.Becky@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Byrd, Jonda <byrd.jonda@epa.gov>
Subject: FW: FOIA Initative.docx

Larry & Becky:

Please see the attached rewrite of a draft *Informal Process for FOIA Awareness Reviews* (2nd file above). I've also attached the previous version that Larry provided for reference, if needed.
A few key points about this draft:

- **Larry:** Becky & I talked briefly on Friday, and she didn't think that the idea of ' Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

- **Becky:** I agree that Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

See what you think . . . and then let's touch base before the Monday noon meeting, if possible. Thank you.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Gottesman, Larry
Sent: Thursday, June 08, 2017 3:14 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Subject: FW: FOIA Initative.docx

Becky hope to get something back later tonight.

Larry

From: Gottesman, Larry
Sent: Thursday, June 08, 2017 11:07 AM
To: Dolph, Becky <Dolph.Becky@epa.gov>
Subject: FOIA Initative.docx

Steve asked me to put together a proposal to address the concerns expressed on Wednesday, regarding FOIA. This is just a thought piece and please edit as you seem appropriate. No pride of authorship here.

Please take a look and give me your comments today. Steve wanted something by Friday, if possible and I may be out not available on Friday. Not sure on that yet, but it is my current plan.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/16/2017 5:59:25 PM
To: Byrd, Jonda [byrd.jonda@epa.gov]
Subject: FW: NEW INQUIRY on FOIA from Senator Bennet (D-CO)
Attachments: FOIA Letter - EPA.pdf; ATT00001.htm

From: Grogard, Megan
Sent: Thursday, March 16, 2017 10:24 AM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Jones, Monica <Jones.Monica@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Fine, Steven <fine.steven@epa.gov>
Subject: NEW INQUIRY on FOIA from Senator Bennet (D-CO)

Hi Rebecca,

Please see the attached Congressional Letter from Senator Michael Bennet (D-CO) to Kevin Minoli. The letter asks about the FOIA program at EPA and our compliance with the FOIA Improvement Act of 2016, among other related questions.

I imagine Kevin will reach out to us, but wanted to be sure you're aware of this action.

Thanks,
Megan

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Megan Grogard
Senior Advisor to the Acting Principal
Deputy Assistant Administrator
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-564-6812
Cell: 202-834-8385

From: Moody, Christina
Sent: Thursday, March 16, 2017 9:18 AM
To: Eades, Cassaundra <Eades.Cassaundra@epa.gov>; Mims, Kathy <Mims.Kathy@epa.gov>; Bailey, KevinJ <Bailey.KevinJ@epa.gov>
Cc: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Subject: Fwd: Letter from Senator Bennet

CCU,

Please control. OEI - heads up.
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Thanks

Christina J Moody
US Environmental Protection Agency
Moody.Christina@epa.gov

Begin forwarded message:

From: "Richardson, RobinH" <Richardson.RobinH@epa.gov>
To: "Juliana_Herman@bennet.senate.gov" <Juliana_Herman@bennet.senate.gov>
Cc: "Moody, Christina" <Moody.Christina@epa.gov>, "Bailey, KevinJ" <Bailey.KevinJ@epa.gov>
Subject: FW: Letter from Senator Bennet

Hi Juliana –

Thank you very much for your email forwarding the Senator's letter. Upon review if we have any questions we will follow up with you.

Thank you again.

Best, Robin

Robin H Richardson
Principal Deputy Associate Administrator
Office of Congressional and Intergovernmental Relations
U.S. Environmental Protection Agency
202-564-3358 (desk)
703-581-5814 (cell)
richardson.robinh@epa.gov

From: Herman, Juliana (Bennet) [mailto:Juliana_Herman@bennet.senate.gov]
Sent: Wednesday, March 15, 2017 3:37 PM
To: Richardson, RobinH <Richardson.RobinH@epa.gov>
Subject: Letter from Senator Bennet

Hello,

Please find enclosed a letter from Senator Bennet regarding the Freedom of Information Act.

Thank you,
Juliana

Juliana Herman
Senior Policy Advisor
Senator Michael Bennet
261 Russell Senate Office Building
Washington, D.C. 20510
(202) 224-5852

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 10/25/2017 12:59:56 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Fwd: OAR Submittal: FOIA Backlog
Attachments: OAR Post Dec Data Call.xlsx; ATT00001.htm

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

> **From:** "Lubetsky, Jonathan" <Lubetsky.Jonathan@epa.gov>
> **Date:** October 25, 2017 at 7:30:52 AM EDT
> **To:** "Blake, Wendy" <Blake.Wendy@epa.gov>, "Fine, Steven" <fine.steven@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>, "Moser, Rebecca" <Moser.Rebecca@EPA.GOV>, "Packard, Elise" <Packard.Elise@epa.gov>, "Trudeau, Shaun" <Trudeau.Shaun@epa.gov>, "Walker, Denise" <Walker.Denise@epa.gov>
> **Subject: OAR Submittal: FOIA Backlog**

Jonathan S. Lubetsky
Office of Air Policy and Program Support
U.S. EPA | Office of Air and Radiation
William J. Clinton North Room 5442G
202.564.3166
Learn about the Clean Air Act: https://www.epa.gov/clean-air-act-overview

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/2/2017 6:00:45 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Subject: Fwd: Awareness Review
Attachments: Awarness Review.docx; ATT00001.htm

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

From: "Gottesman, Larry" <Gottesman.Larry@epa.gov>
Date: November 2, 2017 at 12:02:13 PM EDT
To: "White, Elizabeth" <white.elizabeth@epa.gov>
Cc: "Fine, Steven" <fine.steven@epa.gov>
Subject: Awareness Review

Attached is a list of Awareness Reviews that are currently pending with me. Please let me know on how to proceed.

It has just come to my attention, that Region 5 mailed the responsive records to the requester outside of FOIAonline, when they were unable to close a request due to an Awareness Review. (EPA-R5-2017-008894) We will be reaching out to Region 5 to impress upon then that all records released though a FOIA request must be released though FOIAonline only, unless a waiver is obtained from me, consistent with the FOIA Policy. See Section 6. 9. of the Policy. The Policy can be found at: https://www.epa.gov/irmpoli8/freedom-information-act-foia-policy

On larger front, based upon a conversation with Liz Bowman and Becky Dolph, we have been putting Awareness Reviews on all FOIA requests that are being summarized by the FEAT. The goal was to add the reviews to the complete list and then remove the reviews once we receive an updated list identifying the requests were Awareness Review are being requested. We have not been receiving the annotated list. As a result, we have been adding Awareness Reviews to approx. 30 FOIA requests a week, which is precluding the program and regions from closing out any FOIA request that was summarized by the FEAT.

Please feel free to call me to discuss.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 1/25/2017 6:54:08 PM
To: Byrd, Jonda [byrd.jonda@epa.gov]
Subject: FW: FOIA Request from News Media

Now from the inside.

From: McLendon, Wanda
Sent: Wednesday, January 25, 2017 1:53 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: FOIA Request from News Media

Thank you, Larry and I appreciate your guidance.

Wanda Y. McLendon
Management Analyst
U.S. Environmental Protection Agency
Office of Land and Emergency Management
Organizational Management and Integrity Staff
William J. Clinton EPA West, Room 4139-C
(202) 566-1917
Follow OLEM on Twitter @EPAland

From: Gottesman, Larry
Sent: Wednesday, January 25, 2017 1:02 PM
To: McLendon, Wanda <McLendon.Wanda@epa.gov>
Subject: RE: FOIA Request from News Media

I am not aware of any gage order. Please process FOIA requests as usual.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: McLendon, Wanda
Sent: Wednesday, January 25, 2017 12:40 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA Request from News Media

Good afternoon, Larry

Since the recent gag order of Tuesday night, how should we proceed with FOIA request already in our possession from the news media? Also, how should we proceed with the current FOIA request assigned to our office? Should it be business as usual or should we identify request that could be potentially a red flag?

I look forward to receiving your guidance soon as to how we should move forward. Thanks.

Wanda Y. McLendon
Management Analyst
U.S. Environmental Protection Agency
Office of Land and Emergency Management
Organizational Management and Integrity Staff
William J. Clinton EPA West, Room 4139-C
(202) 566-1917
Follow OLEM on Twitter @EPAland

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/30/2017 7:33:25 PM
To: Nguyen, Quoc [Nguyen.Quoc@epa.gov]
Subject: FOIA Instructions for AFBF v. EPA (CAFO Litigation Settlement Agreement)
Attachments: FINAL Instructions for Handing CAFO Information Related to AFBF 3-30-17.pdf

Importance: High

I have attached instructions for responding to future FOIA requests that seek concentrated animal feeding operation information (CAFO), at issue in the recently settled AFBF v. EPA FOIA litigation.

Quoc Nguyen from the Office of General Counsel, General Law Office will be participating in our HQ FOIA Coordinators' meeting on April 4 and our Regional FOIA Officers' call in April 13 to answer your questions. Please disseminate this email and instructions to your FOIA professionals, as appropriate.

Thank you so much for your help in this matter. Please call me if you have any questions.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 1/24/2017 7:23:32 PM
To: Jones, Monica [Jones.Monica@epa.gov]
Subject: FW: Definition of Transition Related FOIAs for Assignment to OP

Per our conversation.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Gottesman, Larry
Sent: Monday, January 23, 2017 10:33 AM
To: Floyd-Coleman, Cynthia <Floyd-coleman.cynthia@epa.gov>; Person, Linda <Person.Linda@epa.gov>; Lewis, Judith <Lewis.Judith@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>
Subject: FW: Definition of Transition Related FOIAs for Assignment to OP

Please see updated guidance on FOIA assignments.

Let me know if you have any questions.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Auther, Larry
Sent: Monday, January 23, 2017 10:19 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Nickerson, William <Nickerson.William@epa.gov>; Teplitzky, Andy <Teplitzky.Andy@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>
Subject: Definition of Transition Related FOIAs for Assignment to OP

Larry,

I appreciate your phone call this morning relating to which incoming FOIA requests should be assigned to the Office of Policy. I have discussed this with my management.

OP should only be assigned those FOIA requests which are directly requesting information about and communications with the Landing and/or Beachhead Teams.

I believe this list of individuals for each of those teams.

Landing Team
Myron Ebell
Amy Oliver Cooke
Christopher Horner
David Kreutzer
Austin Lipari
David Schnare
David Stevenson
George Sugiyama
Harlan Watson

Beachhead Team
Layne Bangerter
Don Benton
Patrick Davis
Doug Ericksen
Holly Greaves
David Kreutzer
Charles Munoz
David Schnare
Justin Schwab
George Sugiyama

Requests that pertain to the effects of the administration change on specific topics should be directed to the appropriate office.

Thank you,

Larry Auther
AO/OP/ORPM/IO
202 564-2654

Message

From: Gottesman, Larry [Gottesman.Larry@epa.gov]
Sent: 5/9/2017 6:31:59 PM
To: Moore, Gina [Moore.Gina@EPA.GOV]
Subject: Fwd: Supplementary Information for the NARA RMSA

Larry F. Gottesman
Agency FOIA Officer
U.S. Environmental Protection Agency
Sent from my iPhone

Begin forwarded message:

From: "Gottesman, Larry" <Gottesman.Larry@epa.gov>
Date: May 9, 2017 at 1:47:29 PM EDT
To: "Ellis, John" <Ellis.john@epa.gov>
Cc: "Johnston, Robert" <Johnston.Robert@epa.gov>, "Rutsala, Katherine" <Rutsala.Katherine@epa.gov>
Subject: RE: Supplementary Information for the NARA RMSA

Here is a response to NARA's request for additional information.

Deliberative Process / Ex. 5

Please let me know if you need anything further.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Ellis, John
Sent: Friday, May 05, 2017 2:01 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Johnston, Robert <Johnston.Robert@epa.gov>; Rutsala, Katherine <Rutsala.Katherine@epa.gov>
Subject: Supplementary Information for the NARA RMSA

Hello Larry,

NARA is now requesting supplementary information for some of the answers we submitted on the Records Management Self-Assessment (RMSA). For FOIA, they are asking for information to supplement the response we gave for questions 31 and 32 below. Can you get the requested information to me by Friday of next week?

Thanks in advance.

31. Do FOIA programs throughout your agency have standard operating procedures for the *entire* FOIA process including intake/triage, fees, expedited processing, search, review, estimated dates of completion and response?

X Yes
☐ No
☐ To some extent
☐ Under development
☐ Do not know

32. Have FOIA programs throughout your agency identified performance measures for FOIA activities?

*Examples of performance measures for FOIA programs include but are not limited to:

- <!--[if !supportLists]--><!--[endif]-->Number of pages processed
- <!--[if !supportLists]--><!--[endif]-->Reduction in response times
- <!--[if !supportLists]--><!--[endif]-->Reduction in backlog
- <!--[if !supportLists]--><!--[endif]-->Increase in proactive disclosures

☐ Yes
☐ No
X To some extent
☐ Under development
☐ Do not know

John B. Ellis, CRM
EPA Records Officer

Office of Environmental Information (OEI)
Office of Enterprise Information Programs (OEIP)
Enterprise Records Management Division (ERMD)
1301 Constitution Ave., NW, Washington, DC
William Jefferson Clinton West Building
Mail Code 2822T, Washington, DC 20460
Phone: 202-566-1643, Mobile: 202-657-3091

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/9/2017 3:58:49 PM
To: Kadeli, Annie [Kadeli.Annie@epa.gov]
CC: Byrd, Jonda [byrd.jonda@epa.gov]
Subject: FW: trying again

Please provide guidance? This request is being proceeded by OGC since it involve an ethics waiver.

Thanks

Larry F. Gottesman
Agency FOIA Officer

From: Miller, Kevin
Sent: Tuesday, May 09, 2017 11:56 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: trying again

You may want to have them alert the Public Affairs office since the request concerns the Administrator, but I don't know the protocol.

Kevin Miller | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington DC 20460 | phone: (202) 564-2691

From: Gottesman, Larry
Sent: Tuesday, May 09, 2017 11:55 AM
To: Miller, Kevin <Miller.Kevin@epa.gov>
Subject: RE: trying again

Ok, thanks

From: Miller, Kevin
Sent: Tuesday, May 09, 2017 11:55 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: trying again

No, talk to your public affairs person.

Kevin Miller | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington DC 20460 | phone: (202) 564-2691

From: Gottesman, Larry
Sent: Tuesday, May 09, 2017 11:12 AM
To: Miller, Kevin <Miller.Kevin@epa.gov>
Subject: FW: trying again

Do you want to answer?

Larry F. Gottesman
Agency FOIA Officer

From: dawn reeves [mailto:dawn.reeves@iwpnews.com]
Sent: Tuesday, May 09, 2017 11:05 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: trying again

Hi Larry,
It's Dawn at Inside EPA. I had tried to reach you late Friday afternoon and am reaching out again. I'd really appreciate an explanation about how FOIA requests are answered and whether there is a sequential order based on when they were filed if you get a request for the same document.
The request I am inquiring about (Pruitt's recusal letter) had been expedited with an expected response date set at March 21.
I had inquired a few times on the status between then and now but never got a response.
Then on Friday we saw an E&E story that had the letter and said it was received via a FOIA request.
So if you could please explain this to me I would be much appreciative.
Thanks,
Dawn

This message is to confirm your request submission to the FOIAonline application: View Request. Request information is as follows:

- **Tracking Number: EPA-HQ-2017-004030**
- Requester Name: Dawn Reeves
- Date Submitted: 02/16/2017
- Request Status: Submitted
- Description: I am requesting a copy of the recusal letter to be signed by incoming Administrator Scott Pruitt as soon as Feb. 17. I would like a copy of this letter as soon as it is submitted to the agency after he is confirmed.

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/3/2017 7:56:33 PM
To: Byrd, Jonda [byrd.jonda@epa.gov]
Subject: FOIA pending items for your information

PENDING FOIA ITEMS
(May 3, 2017)

OGC

Review of draft FOIA regulations
Review of FY18 FOIA training slides
Review of interim release memo
Review of guidelines on assignment of new FOIA requests
Review of response to Senator Bennett's letter to Kevin Minoli
Review of expedited processing template letters

FEAT

Draft procedures for processing large FOIA request being developed by FEAT
Review of FOIA template letters

FLAD

Review of FOIA policy	Jonda Byrd
Creation of the 2nd Quarter FOIA Status Reports	Monica Lewis

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 8/24/2017 12:17:33 PM
To: Simon, Harvey [Simon.Harvey@epa.gov]
CC: Fine, Steven [fine.steven@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]
BCC: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Talking Points 08 23 17
Attachments: Talking Points 08 23 17 - lg_sf_rm.docx

Harvey-

Attached are talking points for your DAA/DRA meeting/call.

These taking points have been Steve and Rebecca's edits incorporated in the document.

Please let me know if you need anything further.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 7/28/2017 7:06:28 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FOIA Overview for AO 7-19.pptx
Attachments: FOIA Overview for AO 7-19.pptx

Here we go. Give me a call.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/1/2017 7:30:28 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Feb 2017 DOJ OIP guidance on defining a record

From: Miller, Kevin
Sent: Monday, May 01, 2017 3:29 PM
To: Dolph, Becky <Dolph.Becky@epa.gov>; Engels, Alan <engels.alan@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>
Subject: RE: Feb 2017 DOJ OIP guidance on defining a record

Thank you. We are working on guidance for addressing this issue.

Kevin Miller | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington DC 20460 | phone: (202) 564-2691

From: Dolph, Becky
Sent: Friday, April 28, 2017 3:58 PM
To: Engels, Alan <engels.alan@epa.gov>
Cc: Miller, Kevin <Miller.Kevin@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Feb 2017 DOJ OIP guidance on defining a record

Hi Alan – I know that my office talked about this guidance when it first appeared and discussed it with ILPG. Deliberative Process ACP / Ex. 5

Deliberative Process ACP / Ex. 5

Thanks,

Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Engels, Alan
Sent: Friday, April 28, 2017 10:18 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>
Subject: Feb 2017 DOJ OIP guidance on defining a record

Larry / Becky:

Latest regarding how to handle documents with multiple issues contained within the document.

A few months ago on the FOIA Officers Call the message was that If an email contained multiple issues but a portion of the email contained responsive materials the entire document was responsive and we could not withhold based on the fact that the material was not responsive. It has to meet one of the 9 FOIA exemptions.

Mike Boydston in Region 8 ORC just saw this, and would I like to get your take on whether this changes anything. I think how a record is defined in this latest DOJ Guidance is interesting and could change the way we view what constitutes a document for FOIA purposes. This will make records management of a "document" very interesting.

guidance from DOJ: https://www.justice.gov/oip/oip-guidance/defining_a_record_under_the_foia.

From Mike Boydston's forwarded email to me:

Deliberative Process / ACP / Ex. 5

Alan Engels
Regional FOIA Officer
US EPA, Region 8
1595 Wynkoop Street
Attn: 8TMS-IMP-CMU (FOIA)
Denver, Colorado 80202

Engels.Alan@epa.gov
(303) 312-6306

From: Boydston, Michael
Sent: Tuesday, April 25, 2017 2:19 PM
To: Engels, Alan <engels.alan@epa.gov>
Subject: RE: Feb 2017 DOJ OIP guidance on defining a record

Sounds good, except that I'd like to hear from OGC as to whether they are already putting something together. I will check back with Kevin and Melissa soon if I don't hear anything in response to my email from yesterday.

Michael Boydston
Associate Regional Counsel, EPA Region 8
303.312.7103

From: Engels, Alan
Sent: Tuesday, April 25, 2017 8:55 AM
To: Boydston, Michael <Boydston.Michael@epa.gov>
Subject: RE: Feb 2017 DOJ OIP guidance on defining a record

I would like to work with you to draft a policy /procedure for regional personnel reviewing FOIA documents to provide them some guidance on how to proceed with this change.

I think it Deliberative Process / ACP / Ex. 5

Deliberative Process / ACP / Ex. 5

Your thoughts?

Alan Engels
Regional FOIA Officer
US EPA, Region 8
1595 Wynkoop Street
Attn: 8TMS-IMP-CMU (FOIA)
Denver, Colorado 80202

Engels.Alan@epa.gov
(303) 312-6306

From: Boydston, Michael
Sent: Monday, April 24, 2017 8:53 AM
To: Engels, Alan <engels.alan@epa.gov>
Subject: FW: Feb 2017 DOJ OIP guidance on defining a record

Hi Alan – Don't know if you've seen this guidance yet, but it's very interesting and will probably change how we approach some requests. Will let you know of any further advice I get.

Michael Boydston
Associate Regional Counsel, EPA Region 8
303.312.7103

From: Boydston, Michael
Sent: Monday, April 24, 2017 8:51 AM
To: Shapiro, Melissa <shapiro.melissa@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>
Cc: Varilek, Kimberly <Varilek.Kimberly@epa.gov>
Subject: Feb 2017 DOJ OIP guidance on defining a record

Hi Melissa and Kevin – I just ran across this new-ish guidance from DOJ: https://www.justice.gov/oip/oip-guidance/defining_a_record_under_the_foia. Interesting that DOJ is telling agencies that, depending on the subject of

Deliberative Process / Attorney Client Ex. 5

Michael Boydston
Associate Regional Counsel, EPA Region 8
303.312.7103

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 4/25/2017 7:18:01 PM
To: Byrd, Jonda [byrd.jonda@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Jones, Monica [Jones.Monica@epa.gov]
Subject: National FOIA Program Role
Attachments: National FOIA Office 4-25-17.docx

Attaches is a draft, of a formalized function for the National FOIA Program (Program). This is in an effort to assure the Program has a role beyond the assignment of FOIA request, making fee waiver and expedited processing decisions determinations, reporting and assistance with FOIAonline.

This is meant as a discussion piece. I spoke to my FOIA folks and we can provide this level of support. As this role grows, and it needs to, additional staff may be necessary. Without this role, the Program's "authority" will continue to diminish with EPA.

Let me have your views and let's discuss.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 6/6/2017 4:33:33 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: OGC/FEAT Relativity "how-to" to post on intranet
Attachments: FEAT Relativity Guidance 1.24.17.pdf

Can we also post both on Guidance – FOIA Guidance page?

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Hammitt, Jennifer
Sent: Tuesday, June 06, 2017 11:54 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: OGC/FEAT Relativity "how-to" to post on intranet

Please attach / post this along with Nick's presentation. Thanks!

Jennifer Hammitt
Attorney-Advisor, Information Law Practice Group
Office of General Counsel, General Law Office
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW, MC-2377A
Washington, DC 20460
(202) 564-5097

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 6/6/2017 4:02:21 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Subject: FOIA options JB comments.docx
Attachments: FOIA options JB comments.docx

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 7/3/2017 7:25:48 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Byrd, Jonda [byrd.jonda@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: FOIA training slides 2018 v3.pptx
Attachments: FOIA training slides 2018 v3.pptx

Updated training slides.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 6/6/2017 2:05:36 PM
To: Miller, Kevin [Miller.Kevin@epa.gov]
Subject: FW: FOIA training slides 2018 v2.pptx
Attachments: FOIA training slides 2018 v2.pptx

I asked Wendy to send me Quoc's email on this. Probably have it in the morning, since Wendy only work a few hours in the early AM.

From: Schumacher, Wendy
Sent: Friday, May 26, 2017 12:02 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA training slides 2018 v2.pptx

Larry,

Neither Kevin Miller or Matt Schwarz replied by Quoc's deadline of noon today. Therefore, the slides are ready for the next level of review.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/28/2017 9:31:10 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Subject: Bennet letter attachments
Attachments: FOIA training slides 2017 final - 03-21-17.pptx; Memo_ Freedom of Information Act (FOIA) Standard Appeal Language for Uses in FOIA Final Response Letters.pdf

Training slides and memo are attached.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/27/2017 2:00:16 PM
To: Byrd, Jonda [byrd.jonda@epa.gov]
Subject: FW: One Pagers for the Administrator on Discovery Services & the National FOIA Program
Attachments: Discovery Services Overview for Administrator Pruitt - 03-27-2017 - clean copy.docx; Discovery Services Overview for Administrator Pruitt - 03-27-2017 - redline.docx; FOIA Overview for Administrator Pruitt - 03-27-2017 - clean copy.docx; FOIA Overview for Administrator Pruitt - 03-27-2017 - redline.docx; FOIA Overview for Administrator Pruitt - 03-27-2017 lfg- clean copy.docx

I had one minor additional edits. My version has an LFG in the name.

From: Moser, Rebecca
Sent: Monday, March 27, 2017 9:49 AM
To: Fine, Steven <fine.steven@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>; Thompson, Ronald <thompson.ronald@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>
Subject: RE: One Pagers for the Administrator on Discovery Services & the National FOIA Program

Steve & Lisa:

Thank you for your review and comments. I have made a few additional edits and the latest redline and clean copies are attached.
Please let me know if you have any questions or concerns. Thanks.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Fine, Steven
Sent: Monday, March 27, 2017 9:07 AM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>; Thompson, Ronald <thompson.ronald@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>
Subject: RE: One Pagers for the Administrator on Discovery Services & the National FOIA Program

Rebecca,

You, your team, and your partners have done a nice job with these. I have attached some edits. Please let Lisa and me know by early afternoon today if you have any concerns.

Thanks

Steve

From: Moser, Rebecca
Sent: Thursday, March 23, 2017 8:58 PM
To: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>; Thompson, Ronald <thompson.ronald@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>
Subject: One Pagers for the Administrator on Discovery Services & the National FOIA Program

Lisa:

Please find attached one-pagers for the Administrator on Discovery Services and the National FOIA Program. These have been reviewed by OGC (Becky Dolph, Wendy Blake & Kevin Miller), and I have incorporated their comments so far. There could potentially be another comment or two from OGC tomorrow morning, but the attached versions should be very close to the final drafts for Steve's review. Thank you.

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/23/2017 5:44:48 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Subject: FW: ACTION due Thursday March 23rd: One Pagers for the Administrator
Attachments: FOIA Overview for Administrator Pruitt - 03-22-2017 - v2 - clean copy (004).docx

Draft with edit we spoke about.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Jones-Parra, Lisa
Sent: Tuesday, March 21, 2017 11:29 AM
To: Leopard, Matthew <Leopard.Matthew@epa.gov>; Lee, Maja <Lee.Maja@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Jones, Monica <Jones.Monica@epa.gov>
Cc: Fine, Steven <fine.steven@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>; Dreisch, Rick <Dreisch.Rick@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Dwyer, Connie <Dwyer.Connie@epa.gov>; Freeman, Charles <Freeman.charles@epa.gov>; Thompson, Ronald <thompson.ronald@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: ACTION due Thursday March 23rd: One Pagers for the Administrator

Hello OIM and OEIP,

We received a request this morning to write background one-pagers for the Administrator on three different topics:

- CDX and the Challenges for EPA and States – OIM leads
- eDiscovery – Technology and Personnel – OEIP leads
- FOIA Program – OEIP leads

They really want these papers to be as concise as possible. We would like you to follow the following the following outline:

1. Introduction
2. OEI role
3. If applicable, how we collaborate with other organizations (i.e., for FOIA we would want to talk include information about the FEAT and how we work with OGC and other Offices)
4. Issues/Challenges
5. Approaches

Please let me know if you have any questions.

Thanks

Lisa

Lisa Jones-Parra
Senior Advisor to the Acting Assistant Administrator
and Acting Chief Information Officer
Office of Environmental Information
U.S. Environmental Protection Agency
Desk: (202) 566-1157
Cell: (202) 384-2588

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/23/2017 3:01:57 PM
To: Miller, Kevin [Miller.Kevin@epa.gov]
Subject: FW: ACTION due Thursday March 23rd: One Pagers for the Administrator
Attachments: FOIA Overview for Administrator Pruitt - 03-22-2017 - v2 - clean copy.docx

Kevin-

Attached is the draft one-pager on FOIA, for you review and comments. This include Rebecca's edits to content and format. As we need to get this to our IO today, a quick review is much appreciated.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Jones-Parra, Lisa
Sent: Tuesday, March 21, 2017 11:29 AM
To: Leopard, Matthew <Leopard.Matthew@epa.gov>; Lee, Maja <Lee.Maja@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Jones, Monica <Jones.Monica@epa.gov>
Cc: Fine, Steven <fine.steven@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Larsen, Elena <Larsen.Elena@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>; Dreisch, Rick <Dreisch.Rick@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Dwyer, Connie <Dwyer.Connie@epa.gov>; Freeman, Charles <Freeman.charles@epa.gov>; Thompson, Ronald <thompson.ronald@epa.gov>; Perkins, Shannon <perkins.shannon@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: ACTION due Thursday March 23rd: One Pagers for the Administrator

Hello OIM and OEIP,

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They really want these papers to be as concise as possible. We would like you to follow the following the following outline:

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4. Issues/Challenges
5. Approaches

Please let me know if you have any questions.

Thanks

Lisa

Lisa Jones-Parra
Senior Advisor to the Acting Assistant Administrator
and Acting Chief Information Officer
Office of Environmental Information
U.S. Environmental Protection Agency
Desk: (202) 566-1157
Cell: (202) 384-2588

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/23/2017 12:53:42 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Administrator Pruitt background v1 JB comments.docx
Attachments: FOIA Overview for Administrator Pruitt - 03-22-2017 - v2 - clean copy.docx

---

From: Moser, Rebecca
Sent: Wednesday, March 22, 2017 10:12 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>
Subject: FW: Administrator Pruitt background v1 JB comments.docx

Larry & Jonda:

Thank you for this draft. Nice job and the essential information was there. I appreciated the quick turn-around on this. I did make some changes, particularly to the last couple of sections, and a revised version is attached for your review. Please let me know if you have any edits/corrections and/or would like to discuss it further. Thanks again!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Gottesman, Larry
Sent: Wednesday, March 22, 2017 6:08 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>
Cc: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Subject: Administrator Pruitt background v1 JB comments.docx

Updated per you request. I wanted to get you a draft tonight, but I want to take a look again tomorrow morning, I am burnt out.

Just so you know, I tried to follow Lisa JP format. In the past when I have briefed/drafted one-pagers on programs activities, Cabinet level Secretaries and even EPA's Deputy Administrator, liked the "resume" look.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/22/2017 10:18:01 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Administrator Pruitt background v1 JB comments.docx
Attachments: Administrator Pruitt background v1 JB comments.docx

Take shot, I am not crazy about the one pager now.

From: Gottesman, Larry
Sent: Wednesday, March 22, 2017 6:08 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>
Cc: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Subject: Administrator Pruitt background v1 JB comments.docx

Updated per you request. I wanted to get you a draft tonight, but I want to take a look again tomorrow morning, I am burnt out.

Just so you know, I tried to follow Lisa JP format. In the past when I have briefed/drafted one-pagers on programs activities, Cabinet level Secretaries and even EPA's Deputy Administrator, liked the "resume" look.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/22/2017 8:35:28 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Administrator Pruitt - FOIA
Attachments: Administrator Pruitt background v1 (003) JB comments.docx; 508 Refresh 02_10_17.docx

Nice if we would have seen this hours ago.

From: Byrd, Jonda
Sent: Wednesday, March 22, 2017 4:33 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Administrator Pruitt - FOIA

My comments attached. I have also attached a 1 (well maybe 2 pager) that we sent to Steve on 508 that Rebecca really liked.

Jonda Byrd,
Director, FOIA, Libraries & Accessibility Division
US EPA, Office Environmental Information
513-569-7183
513-487-2547 (fax)
202-236-1992 (cell)

From: Gottesman, Larry
Sent: Wednesday, March 22, 2017 2:57 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>
Subject: Administrator Pruitt - FOIA

Draft on pager. The 2 one-pagers from OEIM should contain the same style/content type but I was unable to get to see Ron's.

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/22/2017 7:58:45 PM
To: Miller, Kevin [Miller.Kevin@epa.gov]
Subject: FW: FYI: Using Exemption 2

FYI we sent similar email to each program and Regions that used Exemption 2 last FY, I think it was 4 in total.

From: Tate, Rita
Sent: Wednesday, March 22, 2017 1:52 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Gardner, Allison <Gardner.Allison@epa.gov>
Subject: RE: FYI: Using Exemption 2

Thanks Wendy. We will work more closely with R3/ORC and the National FOIA Office if there are future questions regarding the use of exemption 2.

From: Schumacher, Wendy
Sent: Monday, March 20, 2017 11:05 AM
To: Tate, Rita <Tate.Rita@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FYI: Using Exemption 2

Rita,

While reviewing the data from the FY2016 Annual Report to DOJ I noticed that Region 3 used Exemption (b)(2). Since this exemption is rarely used I tracked down the request numbers which are EPA-R3-2016-003400 and EPA-R3-2016-003250.

The following is an excerpt from the Office of Information Policy's blog on the current use of Exemption 2:

The New Parameters of Exemption 2

The question now is how much of Exemption 2 remains in the wake of *Milner*. As a starting point, the Supreme Court has made clear that the Exemption must be read according to its clear statutory language. That language provides for exemption of matters "related solely to the internal personnel rules and practices of an agency." 5 U.S.C. § 552(b)(2). Thus, the old formulations of "High 2" and "Low 2" – which were based on legislative history and not on this statutory language – no longer control. There is now just plain "Exemption 2," which is defined according to its text.

Here is the link to the new test: https://www.justice.gov/oip/blog/foia-guidance-7

If Region 3 would like to use Exemption 2 in the future please clear the response with the National FOIA Program Office or Office of Regional Counsel before sending. Please let Larry or me know if you have any questions.

Sincerely, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513

email: schumacher.wendy@epa.gov

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/22/2017 7:57:14 PM
To: Byrd, Jonda [byrd.jonda@epa.gov]
Subject: Bennet response 3 21 17.docx
Attachments: Bennet response 3 21 17.docx; Bennet incoming.pdf

Draft Senator Bennet's response and incoming letter to Kevin Minoli. OGC will have to review this draft, along with probably OCIR.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/22/2017 6:07:39 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Administrator Pruitt background v1 (003).docx
Attachments: Administrator Pruitt background v1 (003).docx

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/22/2017 4:16:23 PM
To: Fine, Steven [fine.steven@epa.gov]; Simon, Harvey [Simon.Harvey@epa.gov]; Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]; Grogard, Megan [Grogard.Megan@epa.gov]; Larsen, Elena [Larsen.Elena@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Jones, Monica [Jones.Monica@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Wells, Jeffrey [Wells.jeffrey@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Maher, Karen [Maher.Karen@epa.gov]
BCC: Schumacher, Wendy [schumacher.wendy@epa.gov]; Meyers, Aaron [Meyers.Aaron@epa.gov]; Lewis, Judith [Lewis.Judith@epa.gov]
Subject: FY 2017 Mandatory FOIA Training slides
Attachments: FOIA training slides 2017 final - 03-21-17.pptx

Attached is the final version of the FY 2017 Mandatory FOIA Training slide deck. We are in the process of preparing the training to be loaded into EPA's eLearning site that houses mandatory trainings for employees. We anticipate having the training package completed next week and OARM agreed to have the training placed into the eLearning site. The training was developed in collaboration with the OARM training team and OGC. The training was produced in-house, using existing resources and technology.

This training has been reviewed and approved by the OARM training team, OGC, OEIP management and Steve. We anticipate having the training available through the eLearning site in early April.

Please let me know if you have any questions.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/22/2017 3:12:04 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Administrator Pruitt background v1 LFG.docx
Attachments: Administrator Pruitt background v1 LFG.docx

Still need work, but …

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/22/2017 12:33:35 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Byrd, Jonda [byrd.jonda@epa.gov]; Jones, Monica [Jones.Monica@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]
Subject: FOIA Training slides
Attachments: FOIA training slides 2017 final - 03-21-17.pptx

Current version. Aaron and Judith were hoping to start the recording process at 10:00 today, but I put it on hold, per Rebecca request.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Moser, Rebecca
Sent: Tuesday, March 21, 2017 8:27 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Byrd, Jonda <byrd.jonda@epa.gov>; Jones, Monica <Jones.Monica@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>
Subject: FW: clip art

Larry,

Thank you for keeping the FOIA Training moving through the process. Let's touch base with Jonda in the morning. . . and then plan to send the latest version to the OEI-IO & OCAPPM for their information, in the interest of "no surprises." Thanks again.

Rebecca

P.S. Can you send an electronic version of the current slides to all cc'd above?

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency
Phone: 202-566-0252
Fax: 202-566-1624

From: Gottesman, Larry
Sent: Tuesday, March 21, 2017 4:45 PM

To: Byrd, Jonda <byrd.jonda@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Subject: FW: clip art

From: Milam, Claire
Sent: Tuesday, March 21, 2017 4:44 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Hamlett, Karen <hamlett.karen@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: clip art

Woo HOO!!! Wendy, these slides look great!

Thank you for all of the hard work that you've invested into this course – believe me, the shorter the training, the better employees will remember the key takeaways you want them to know.

Also, by shortening the course, you have saved the agency significant $$ - something, by the way, you might want to note in your performance review, just saying.

Claire

Claire Milam, MA Ed
Program Manager, Learning and Development
US Environmental Protection Agency / Office of Human Resources / Training Branch (MC 3601M)
William Jefferson Clinton (WJC) East Room 1136 F / 1201 Constitution Ave, NW / Washington, DC 20460
202 564 7582 (voice) / milam.claire@epa.gov

"Curiousity is the most powerful thing you own" -- James Cameron

---

From: Schumacher, Wendy
Sent: Tuesday, March 21, 2017 3:46 PM
To: Milam, Claire <Milam.Claire@epa.gov>
Cc: Hamlett, Karen <hamlett.karen@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: clip art

Claire,

Here are the slides. The person doing the technical work will also prepare the transcript.

Please let me know if you need anything else at this point.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Milam, Claire
Sent: Tuesday, March 21, 2017 1:53 PM

To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Hamlett, Karen <hamlett.karen@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: clip art

Thanks for the timing update. Keep moving forward as quickly as possible – we have people anxiously awaiting the FOIA course.

Please remember, we will need a transcript in MS Word or PDF format for Alternative Text Readers.

Claire

Claire Milam, MA Ed
Program Manager, Learning and Development
US Environmental Protection Agency / Office of Human Resources / Training Branch (MC 3601M)
William Jefferson Clinton (WJC) East Room 1136 F / 1201 Constitution Ave, NW / Washington, DC 20460
202 564 7582 (voice) / milam.claire@epa.gov

"Curiousity is the most powerful thing you own" – James Cameron

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From: Gottesman, Larry
Sent: Tuesday, March 21, 2017 1:48 PM
To: Milam, Claire <Milam.Claire@epa.gov>
Cc: Hamlett, Karen <hamlett.karen@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: clip art

Thanks, we will follow this guidance. We plan to have the training finalized today and have it in a skillport "consumable format" early next week. If this is an issue, with moving forward, let me know.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Milam, Claire
Sent: Tuesday, March 21, 2017 1:45 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Hamlett, Karen <hamlett.karen@epa.gov>
Subject: clip art

Larry,

Just to clarify –

- Clipart as in stick figures – we recommend against stick figures
- Clipart as in other images (e.g., photos) – fine.

PLEASE ENSURE HIGH RESOLUTION of all of your graphic images

Claire

Claire Milam, MA Ed
Program Manager, Learning and Development
US Environmental Protection Agency / Office of Human Resources / Training Branch (MC 3601M)
William Jefferson Clinton (WJC) East Room 1136 F / 1201 Constitution Ave, NW / Washington, DC 20460
202 564 7582 (voice) / milam.claire@epa.gov

"Curiousity is the most powerful thing you own" – James Cameron

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 6/1/2017 2:32:34 PM
To: Shenefiel, Pam [shenefiel.pam@epa.gov]
CC: Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Jones, Monica [Jones.Monica@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: FOIA training slides 2018
Attachments: FOIA training slides 2018 v3.pptx

Since Monica and Jonda said they do not have any comments and I have not heard back from you by the deadline for comments, I assume you do not have any comments either. Can you tee this up for OCAPPM review? If we can get any comments/approval back by Tuesday, June 6 from OCAPPM, that would be great. My goal is to get this to the IO next week.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Gottesman, Larry
Sent: Tuesday, May 30, 2017 11:27 AM
To: Jones, Monica <Jones.Monica@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: FOIA training slides 2018

Attached are the fy18 FOIA Training slides for your review and comment. We have already incorporated Rebecca's comments. If you can get me any comments/edits by COB May 31 Wednesday) we can review your comments and have the next version ready for Steve's review later this week.

Please let me know if you have any questions.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Whitseyjohnson, h'Enri [Whitsey-Johnson.HEnri@epa.gov]
Sent: 5/6/2019 9:59:55 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Newman, Maya [Newman.Maya@epa.gov]
CC: Seaton, Tom [Seaton.Tom@epa.gov]
Subject: RE: Action Required on Assigned Tasks

Thanks for taking care of Bogardus (2) and Neuhauser (1). OCEFT will prepare and submit the required Awareness Review Notification for Miranda Green, EPA-HQ-2018-007250.

I appreciate the quick turnaround, and the clarification for Withdrawn FOIAs.

h'Enri Whitseyjohnson
FOIA Coordinator, Legal Counsel Division
Office of Criminal Enforcement, Forensics and Training
Office of Enforcement and Compliance Assurance
1200 Pennsylvania Avenue, NW Mail code 2232A
Washington, DC 20460
Office Hours: 7:00 am – 3:30 pm (Monday – Friday)
"Protecting Human Health and the Environment"

From: Gottesman, Larry
Sent: Monday, May 06, 2019 5:13 PM
To: Newman, Maya <Newman.Maya@epa.gov>; Whitseyjohnson, h'Enri <Whitsey-Johnson.HEnri@epa.gov>
Cc: Seaton, Tom <Seaton.Tom@epa.gov>
Subject: RE: Action Required on Assigned Tasks

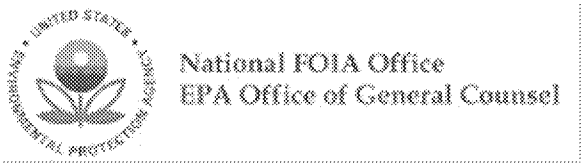
I just checked and I do not have an awareness notification email for any of the requests listed below. I also looked into the case files and did not find a copy of the Awareness Notifications. Even a withdrawn request requires an awareness notification email, once it is flagged.

Let me know if I can be of any further assistance.

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)

202-566-1667 (Main line)



From: Newman, Maya
Sent: Monday, May 06, 2019 1:50 PM
To: Whitseyjohnson, h'Enri <Whitsey-Johnson.HEnri@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Seaton, Tom <Seaton.Tom@epa.gov>
Subject: RE: Action Required on Assigned Tasks

Good afternoon h'Enri,

The FOIA's referenced below fall under the OGC Awareness Review which indicates the above template has to be filled out in additional to Patrick's review, (which I believe OCEFT has been doing all along).
Unfortunately, I have a 2pm as well as a 3pm meeting today. If you need further assistance we can go over procedures in the am.

Maya Newman
OECA FOIA Lead &

OECA Special Emphasis Program Lead,
OECA Diversity & Workforce Council Lead
National Co-Chair, Federal Woman's Program
Environmental Protection Agency
Office of Enforcement & Compliance Assurance I Office of Administration and Policy
1200 Pennsylvania Ave. NW I Mail Code: 2201A I WJC-S Bldg Rm 3213 I Washington, DC 20460
newman.maya@epa.gov I 202-564-2483 (W) I 202-501-0017 (F)

From: Whitseyjohnson, h'Enri
Sent: Monday, May 6, 2019 1:07 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Seaton, Tom <Seaton.Tom@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>
Subject: Action Required on Assigned Tasks

Good Afternoon,

The FOIAs listed in the chart below were sent for Awareness Review, and after the time limit expired, responses were sent to the requesters. As you are aware, once the Close Out process is begun, any FOIAs in the FOIA Online System that has a "Reviewer" listed under the "Review" tab, is automatically sent a "Task" for the reviewer to "Close Out". This stops the Close Out process in OCEFT and the reviewer must take action before I can completely close the FOIA in OCEFT. Please close out the Tasks in the following OCEFT Assigned FOIAs, so I can finish the Close Out process in OCEFT.

Requester	Control Number	Awareness Review Sent by OCEFT	OCEFT sent response to requester	Action Required to complete OCEFT Close Out of FOIA Request
Kevin Bogardus	EPA-HQ-2019-000234	4/1/2019	4/8/2019	"Reviewer" Close out Assigned Task in FOIA Online
Kevin Bogardus	EPA-HQ-2019-000235	4/1/2019	4/8/2019	"Reviewer" Close out Assigned Task in FOIA Online
Alan Neuhauser	EPA-HQ-2019-003980	3/26/2019	4/8/2019	"Reviewer" Close out Assigned Task in FOIA Online
Miranda Green	EPA-HQ-2018-007250	N/A FOIA Withdrawn	4/2/2019	"Reviewer" Close out Assigned Task in FOIA Online

Thank you,

h'Enri Whitseyjohnson
FOIA Coordinator, Legal Counsel Division
Office of Criminal Enforcement, Forensics and Training
Office of Enforcement and Compliance Assurance
1200 Pennsylvania Avenue, NW Mail code 2232A
Washington, DC 20460
Office Hours: 7:00 am – 3:30 pm (Monday – Friday)
"Protecting Human Health and the Environment"

Message

From: Walker, Denise [Walker.Denise@epa.gov]
Sent: 5/15/2019 1:45:39 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]; Hill, Kevin W. [hill.kevinw@epa.gov]; Spears, Rasheena [spears.rasheena@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Reassignments

I agree with pitching to the pilot offices first and letting the broader group know that we're discussing how to handle reassignments and tasks to sub offices.

Denise A. Walker
Acting Assistant Director, FOIA Expert Assistance Team | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7308A
Phone 202-564-6520 | Cell 202-816-9872| walker.denise@epa.gov

National FOIA Office
EPA Office of General Counsel

From: Schumacher, Wendy
Sent: Wednesday, May 15, 2019 8:35 AM
To: Hill, Kevin W. <hill.kevinw@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Spears, Rasheena <spears.rasheena@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Reassignments

Kevin,

Yes to pitching with the pilot offices first and just a quick check-in on tomorrow's call.

Will send edits later this morning.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310 A)
Washington, D.C. 20460 | WJCN 5315 E
Phone (202) 566-2513 | schumacher.wendy@epa.gov

From: Hill, Kevin W.
Sent: Wednesday, May 15, 2019 8:16 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Spears, Rasheena

<spears.rasheena@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Reassignments

INTERNAL DELIVBERATIVE

Deliberative Process / Draft Ex. 5

Pros:

Deliberative Process / Draft Ex. 5

Con:

Deliberative Process / Draft Ex. 5

Other options: Deliberative Process / Draft Ex. 5

Deliberative Process / Draft Ex. 5

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser | National FOIA Office

U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309C
Phone 202-564-1652| hill.kevinw@epa.gov

National FOIA Office
EPA Office of General Counsel

From: Schumacher, Wendy
Sent: Wednesday, May 15, 2019 7:22 AM
To: Hill, Kevin W. <hill.kevinw@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Spears, Rasheena <spears.rasheena@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Reassignments

Kevin,

Deliberative Process / Draft Ex. 5

Looping in Larry who sets up the monthly meetings.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310 A)
Washington, D.C. 20460 | WJCN 5315 E
Phone (202) 566-2513 | schumacher.wendy@epa.gov

From: Hill, Kevin W.
Sent: Tuesday, May 14, 2019 4:57 PM
To: Walker, Denise <Walker.Denise@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Spears, Rasheena <spears.rasheena@epa.gov>
Subject: Reassignments

INTERNAL DELIBERATIVE

Workgroup,

I think we need to

Deliberative Process / Draft Ex. 5

Deliberative Process / Draft Ex. 5

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309C
Phone 202-564-1652| hill.kevinw@epa.gov

National FOIA Office
EPA Office of General Counsel

Message

From: Cunningham, Dennis [Cunningham.Dennis@epa.gov]
Sent: 6/19/2019 2:52:24 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Interim release notification letter
Attachments: image2019-06-18-074822.pdf

Larry,

Later today, we plan to release a portion of the records in response to FOIA request EPA-HQ-2018-006321. The awareness notification period provided for review by other offices has closed; OITA received no comments.

With this interim release, all releasable responsive records from OITA and OGC will have been provided to the requester. AO has yet to begin it's review of their documents under this request. Is it possible to transfer responsibility for the FOIA and the final response letter from OITA to AO?

Dennis

Dennis H. Cunningham, Deputy Director
Office of Management & International Services
Office of International & Tribal Affairs
(202) 564-6622

Message

From: Whitseyjohnson, h'Enri [Whitsey-Johnson.HEnri@epa.gov]
Sent: 5/6/2019 6:33:35 PM
To: Newman, Maya [Newman.Maya@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Seaton, Tom [Seaton.Tom@epa.gov]
Subject: RE: Action Required on Assigned Tasks

Hi Maya,

My chart in the foregoing Email is only to provide Larry with information so he can see which FOIA Case Files have been automatically Tasked to him in FOIA Online as the Close Out Process begun in OCEFT. As mentioned in my Email, OCEFT sent out the "proper" Awareness Review Notifications before the Close Out Progress began. The Awareness Notifications were sent on the dates listed in my chart and under the correct table Format for that purpose. My Email to Larry is simply informing him of the automatically assigned Tasks, and requesting him as the designated reviewer, to close out the Task so I can finish the Close Out process for this FOIAs in OCEFT. My Email is not the "Official Awareness Notification": those have been sent and after the 3-day limit expired, OCEFT sent the responses to the requesters.

I cc'd you because last week when we gave you OCEFT's FOIA Report, we mentioned that although FOIAs were showing up on our "Assigned Cases" as still Open, they are in fact Closed – but we cannot complete the process in the system until the assigned reviewer(s) closed out their assigned Task. Since those same Cases Files are still Open this week, I included you in the loop because if they are not closed this week, they will still show up as Open in FOIA Online, but OCEFT will not be counting them as Open, they will be counted as "Closed" in our report. If you need further clarification on this Email, I'd be happy to discuss with you.

h'Enri Whitseyjohnson
FOIA Coordinator, Legal Counsel Division
Office of Criminal Enforcement, Forensics and Training
Office of Enforcement and Compliance Assurance
1200 Pennsylvania Avenue, NW Mail code 2232A
Washington, DC 20460
Office Hours: 7:00 am – 3:30 pm (Monday – Friday)
"Protecting Human Health and the Environment"

From: Newman, Maya
Sent: Monday, May 06, 2019 1:50 PM
To: Whitseyjohnson, h'Enri <Whitsey-Johnson.HEnri@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Seaton, Tom <Seaton.Tom@epa.gov>
Subject: RE: Action Required on Assigned Tasks

Good afternoon h'Enri,

The FOIA's referenced below fall under the OGC Awareness Review which indicates the above template has to be filled out in additional to Patrick's review, (which I believe OCEFT has been doing all along).
Unfortunately, I have a 2pm as well as a 3pm meeting today. If you need further assistance we can go over procedures in the am.

Maya Newman
OECA FOIA Lead &

OECA Special Emphasis Program Lead,
OECA Diversity & Workforce Council Lead
National Co-Chair, Federal Woman's Program
Environmental Protection Agency
Office of Enforcement & Compliance Assurance I Office of Administration and Policy
1200 Pennsylvania Ave. NW I Mail Code: 2201A I WJC-S Bldg Rm 3213 I Washington, DC 20460
newman.maya@epa.gov I 202-564-2483 (W) I 202-501-0017 (F)

From: Whitseyjohnson, h'Enri
Sent: Monday, May 6, 2019 1:07 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Seaton, Tom <Seaton.Tom@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>
Subject: Action Required on Assigned Tasks

Good Afternoon,

The FOIAs listed in the chart below were sent for Awareness Review, and after the time limit expired, responses were sent to the requesters. As you are aware, once the Close Out process is begun, any FOIAs in the FOIA Online System that has a "Reviewer" listed under the "Review" tab, is automatically sent a "Task" for the reviewer to "Close Out". This stops the Close Out process in OCEFT and the reviewer must take action before I can completely close the FOIA in OCEFT. Please close out the Tasks in the following OCEFT Assigned FOIAs, so I can finish the Close Out process in OCEFT.

Requester	Control Number	Awareness Review Sent by OCEFT	OCEFT sent response to requester	Action Required to complete OCEFT Close Out of FOIA Request
Kevin Bogardus	EPA-HQ-2019-000234	4/1/2019	4/8/2019	"Reviewer" Close out Assigned Task in FOIA Online
Kevin Bogardus	EPA-HQ-2019-000235	4/1/2019	4/8/2019	"Reviewer" Close out Assigned Task in FOIA Online
Alan Neuhauser	EPA-HQ-2019-003980	3/26/2019	4/8/2019	"Reviewer" Close out Assigned Task in FOIA Online
Miranda Green	EPA-HQ-2018-007250	N/A FOIA Withdrawn	4/2/2019	"Reviewer" Close out Assigned Task in FOIA Online

Thank you,

h'Enri Whitseyjohnson
FOIA Coordinator, Legal Counsel Division
Office of Criminal Enforcement, Forensics and Training
Office of Enforcement and Compliance Assurance
1200 Pennsylvania Avenue, NW Mail code 2232A
Washington, DC 20460

Office Hours: 7:00 am – 3:30 pm (Monday – Friday)
"Protecting Human Health and the Environment"

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 5/6/2019 3:47:18 PM
To: Hill, Allyn [hill.allyn@epa.gov]; Page, Alison [Page.Alison@epa.gov]
CC: Lee, Terry [lee.terry@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; EPA-requests [EPA-requests@epa.gov]
Subject: ACTION: post monthly backlog spreadsheets
Attachments: Monthly report 4 month template.xlsx; OAR Backlog.xlsx; OCFO Backlog.xlsx; OMS Backlog.xlsx; AO Backlog.xlsx; OCSPP Backlog.xlsx; OECA Backlog.xlsx; ORD Backlog.xlsx; OW Backlog.xlsx; OIG Backlog.xlsx; OITA Backlog.xlsx; OLEM Backlog.xlsx; Region 9 Backlog.xlsx; Region 8 Backlog.xlsx; Region 7 Backlog.xlsx; Region 6 Backlog.xlsx; Region 5 Backlog.xlsx; Region 4 Backlog.xlsx; Region 3 Backlog.xlsx; Region 2 Backlog.xlsx; Region 1 Backlog.xlsx; Region 10 Backlog.xlsx; OGC Backlog.xlsx

Allyn,

Please post the updated monthly spreadsheets to: http://intranet.epa.gov/foia/FOIA-Monthly-Reports.html There is a spreadsheet for every organization this month.

If any are missing please let me know.

The updated charts are attached to this email as an Excel spreadsheet.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310 A)
Washington, D.C. 20460 | WJCN 5315 E
Phone (202) 566-2513 | schumacher.wendy@epa.gov

Message

From: Hines, Andrea [hines.andrea@epa.gov]
Sent: 4/17/2019 3:47:26 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Woodard-Burrell, Gwendolyn [Woodard-Burrell.Gwendolyn@epa.gov]
Subject: RE: FOIA # EPA R4-2018-011592

Thank you Larry.

Andrea Hines
FOIA and Records Management Section
U.S. Environmental Protection Agency, Region 4
61 Forsyth Street, S.W.
Atlanta, Georgia 30303
(404) 562-9698
Email: hines.andrea@epa.gov

From: Gottesman, Larry
Sent: Wednesday, April 17, 2019 11:13 AM
To: Hines, Andrea <hines.andrea@epa.gov>
Subject: RE: FOIA # EPA R4-2018-011592

Please start the close out process and create a task for me to close.

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

National FOIA Office
EPA Office of General Counsel

From: Hines, Andrea
Sent: Wednesday, April 17, 2019 10:54 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA # EPA R4-2018-011592

Good Morning Larry,

I hope that this email finds you well.

I need to inquire about the above FOIA request. Mr. Dangerfield has retired and I submitted the awareness notification email on his behalf on April 4, 2019, but it appears to still be under review. Can you please advise me on what we need to do to close out? As always, thank you again for all your help.

Andrea Hines
FOIA and Records Management Section
U.S. Environmental Protection Agency, Region 4
61 Forsyth Street, S.W.
Atlanta, Georgia 30303
(404) 562-9698
Email: hines.andrea@epa.gov

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 4/11/2019 6:38:25 PM
To: Thompson, Heather [Thompson.Heather@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: To-Dos from FEAT/ILPG meeting

Heather,

Will you be at the Monthly meeting on 4/18 to talk to the issue below?

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310 A)
Washington, D.C. 20460 | WJCN 5315 E
Phone (202) 566-2513 | schumacher.wendy@epa.gov

National FOIA Office
EPA Office of General Counsel

From: Walker, Denise
Sent: Thursday, April 11, 2019 2:18 PM
To: Epp, Timothy <Epp.Timothy@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>; Creech, Christopher <Creech.Christopher@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>; Thompson, Heather <Thompson.Heather@epa.gov>
Subject: To-Dos from FEAT/ILPG meeting

Follow-up from FEAT Weekly meeting

For Larry/Wendy

Deliberative Process / Attorney Client Ex. 5

For Chris
Ask: Follow up with Kevin Miller

Deliberative Process / Attorney Client Ex. 5

For Tim
Ask: Follow up with Wendy
Toolkit-
Awareness notification

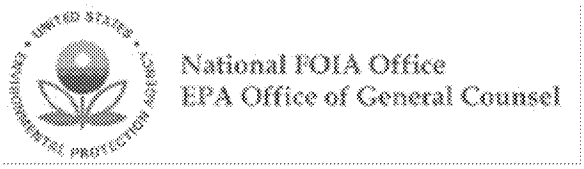
Any other templates to add when we're done.

For Denise
Perfecting FOIA
Question about the start of 20 days.
(answered on call)

For FOIA Coordinator Meeting/NFO (Larry/Wendy)
Ask: Please add Relativity reminders to the agenda
Presentation to FOIA coordinators
Explain responsive attachments and Relativity (responsive children make the parents responsive)
Remind folks that in the relativity workspaces- native track changes can still show up. Check native word documents.

FOR (maybe Nicole or Heather) Tech Savvy ILPG and FEAT members
Ask: Create Tech control board- ILPG/OEI/FEAT – Lynn Kelly is setting up a meeting
Ask: update the Relativity 8.2 toolkit to 9.5

Denise A. Walker
Acting Assistant Director, FOIA Expert Assistance Team | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7308A
Phone 202-564-6520 | Cell 202-816-9872| walker.denise@epa.gov



Message

From: Purifoy, Tiffany [Purifoy.Tiffany@epa.gov]
Sent: 5/10/2019 1:40:09 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FOIA Processing for Complex Cases (Welcoming Your Feedback)
Attachments: FOIA Processing Checklist-Complex Cases.docx

Hi Larry,

I had a brief discussion with my supervisor (Jeff Whitlow) about the attached checklist I created, and he asked me if I'd shown this to you, so I'm sharing it now. I'm happy to receive your feedback.

Sincerely,

Tiffany Purifoy
Government Information Specialist
Office of Air Quality Planning & Standards
Environmental Protection Agency
919-541-0878

From: Purifoy, Tiffany
Sent: Monday, May 06, 2019 10:37 AM
To: Lubetsky, Jonathan <Lubetsky.Jonathan@epa.gov>; Hamilton, Sabrina <Hamilton.Sabrina@epa.gov>; Noonan, Jenny <Noonan.Jenny@epa.gov>
Cc: Whitlow, Jeff <Whitlow.Jeff@epa.gov>
Subject: FOIA Processing for Complex Cases

I have enclosed what I believe are all of the steps required to process a complex FOIA case from start to finish. Please take a look at this and let me know if you have any suggestions or if you feel that additional items need to be included with this checklist.

I'm also interested in knowing if or how this could possibly be automated & tracked in real time, so that all parties involved can be aware of where we are in the process. While the manual flow board provides a snapshot of the case status, this checklist provides more specific details that can also be beneficial in synchronizing communication about FOIA case statuses.

Thanks,

Tiffany Purifoy
Government Information Specialist
Office of Air Quality Planning & Standards
Environmental Protection Agency
919-541-0878

Message

From: Gupta, Kaushal [Gupta.Kaushal@epa.gov]
Sent: 4/25/2019 2:58:07 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: EPA-R5-2019-004142

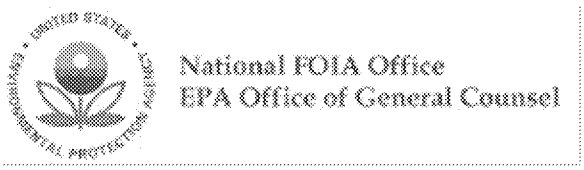
Yes, please do. Thanks.

From: Gottesman, Larry
Sent: Wednesday, April 24, 2019 1:07 PM
To: Gupta, Kaushal <Gupta.Kaushal@epa.gov>
Subject: RE: EPA-R5-2019-004142

Should I reject the close out task?

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)



From: Gupta, Kaushal
Sent: Wednesday, April 24, 2019 1:32 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: EPA-R5-2019-004142

Hi Larry,

This is one of the awareness review FOIAs we talked about over the phone. We recently reopened it so that it can be assigned to other offices, so it may be a while before we get the awareness notification to you.

Kaushal

Message

From: James, Kimberly M (Jones) [James.Kimberly@epa.gov]
Sent: 4/4/2019 7:47:32 PM
To: DeRobertis, Cecilia [DeRobertis.Cecilia@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Herrema, Jeffrey [Herrema.Jeffrey@epa.gov]; James, Kimberly M (Jones) [James.Kimberly@epa.gov]; Koslow, Karin [Koslow.Karin@epa.gov]; Lee, Terry [lee.terry@epa.gov]; Rhines, Dale [rhines.dale@epa.gov]; Richmond, Jonah [Richmond.Jonah@epa.gov]; Ross, Margaret [Ross.Margaret@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Simpson, Terry [Simpson.Terry@epa.gov]; Wehling, Carrie [Wehling.Carrie@epa.gov]; Williams, LaShawn [williams.lashawn@epa.gov]; Wills, Jennifer [Wills.Jennifer@epa.gov]; Zenick, Elliott [Zenick.Elliott@epa.gov]
CC: Kelly, Lynn [Kelly.Lynn@epa.gov]; Nguyen, Quoc [Nguyen.Quoc@epa.gov]; Schwarz, Matthew [Schwarz.Matthew@epa.gov]; Youngblood, Charlotte [Youngblood.Charlotte@epa.gov]
Subject: March Bowling Chart
Attachments: March CTS Data.xlsx; March 2019 NOIs.xlsx

<!--[if lte mso 15 || CheckWebRef]-->

James, Kimberly M (Jones) has shared a OneDrive for Business file with you. To view it, click the link below.

OGC March 2019.xlsx

<!--[endif]-->

Greetings Team,

Attached is the latest bowling chart. Please provide you updates by Noon on Tuesday.

Also attached is the CTS and NOI data for your review.

Sincerely,

Kimberly M. James (Jones)
Management Analyst
Member of EPA's Coaching Cadre |ICF Associate Certified Coach
U.S. Environmental Protection Agency
Office of General Counsel- Resource Management Office
1200 Pennsylvania Ave, NW
William J. Clinton North 4315D
Mailcode 2311A
Washington, DC 20460
(202) 564-3001
james.kimberly@epa.gov

Message

From: Jessica Wheatley [Wheatley.Jessica@epamail.epa.gov]
on behalf of Group R5Foia [R5Foia@epamail.epa.gov]
Sent: 4/9/2019 12:52:04 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Gupta, Kaushal [Gupta.Kaushal@epa.gov]
Subject: Fw: FOIA-EPA-R5-2019-003266
Attachments: ATT00001.txt

Hi Larry,
There's an awareness review on this one but the request is satisfied with the links provided. Does this still need to go through the awareness review process ?
----- Forwarded by Jessica Wheatley/R5/USEPA/US on 04/09/2019 07:50 AM -----

From: Mark Muro/R5/USEPA/US@MSO365
To: Kaushal Gupta/R5/USEPA/US@MSO365, Group R5Foia/R5/USEPA/US@EPA, Jessica Wheatley/R5/USEPA/US@MSO365,
Date: 04/08/2019 07:58 AM
Subject: FOIA-EPA-R5-2019-003266

Good Morning,
The requestor was satisfied with the links that we sent him for his request.
This just so happens to be a FOIA that is a Headquarters Awareness FOIA.
I am seeking guidance on how you would like for me to close this request out?

Thank you,

Mark

From: Garret Ellison **Personal Email / Ex. 6**
Sent: Thursday, April 04, 2019 3:42 PM
To: Muro, Mark <Muro.Mark@epa.gov>
Subject: Re: FOIA-EPA-R5-2019-003266

This satisfies my request.

Garret Ellison

On Thu, Apr 4, 2019 at 9:59 AM Muro, Mark <Muro.Mark@epa.gov> wrote:

> Mr. Ellison,
> I am contacting about your FOIA request for the records regarding Wolverine World Wide.
> EPA just published the record you are requesting to the Wolverine World Wide site.
> The record is in 3 parts due to size. But all 3 links are provided below.
> Please let me know if this satisfies your request and you would like to withdraw the request? If not please let me know what else I can provide.
>
> https://semspub.epa.gov/src/document/05/945544
> https://semspub.epa.gov/src/document/05/945545
> https://semspub.epa.gov/src/document/05/945546
>
> Thank you,

Mark Muro
Government Information Specialist
U.S. EPA Region 5
Superfund Division-FOIA Coordinator
FOIA and Records Management Section
77 W Jackson Blvd
Chicago, IL, 60604
P:312-886-0131

(See attached file: ATT00001.txt)

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 4/9/2019 7:52:00 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: Fee Waiver Pending Task on EPA-HQ-2019-004438

FYI

Wendy Schumacher, Ph.D., PMP
Government Information Specialist | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310 A)
Washington, D.C. 20460 | WJCN 5315 E
Phone (202) 566-2513 | schumacher.wendy@epa.gov

National FOIA Office
EPA Office of General Counsel

From: Clausen, Rebecca
Sent: Tuesday, April 09, 2019 3:51 PM
To: Lewis, Monica <lewis.monica@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: Fee Waiver Pending Task on EPA-HQ-2019-004438

Hi, Monica, we've just sent this for Awareness Notification review, so we need to close out all open tasks, so we can send the Request to Larry. Do you have an adjudication on this request, so the task can be closed?

Rebecca

Rebecca Clausen
U.S. EPA | ORD | OPARM | FOIA
109 TW Alexander Dr., RTP, NC 27711
Ph: (919) 541-3002; Alt: (919) 451-0404

Wake up. Be awesome. Be kind. Repeat.

Message

From: Wheatley, Jessica [wheatley.jessica@epa.gov]
Sent: 4/4/2019 8:39:17 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]; Gupta, Kaushal [Gupta.Kaushal@epa.gov]
Subject: RE: 2018-010881

There were five tasks for me to close on this one, not sure why. Yes, there was an interim response initiated on this.

From: Gottesman, Larry
Sent: Thursday, April 04, 2019 3:13 PM
To: Wheatley, Jessica <wheatley.jessica@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: 2018-010881

I have a task to close as part of the awareness notification process, but I am unable to close it. It appears you have 2 open task, on interim release closeout.

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

National FOIA Office
EPA Office of General Counsel

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 4/4/2019 3:19:28 PM
To: Hill, Allyn [hill.allyn@epa.gov]; Page, Alison [Page.Alison@epa.gov]
CC: Lee, Terry [lee.terry@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Monthly FOIA Backlog for posting
Attachments: Dec to March 2019 charts in Word.docx; OGC Backlog.xlsx; AO Backlog.xlsx; OECA Backlog.xlsx; Region 7 Backlog.xlsx; OCSPP Backlog.xlsx; OCFO Backlog.xlsx; OAR Backlog.xlsx; OIG Backlog.xlsx; OITA Backlog.xlsx; OLEM Backlog.xlsx; OMS Backlog.xlsx; ORD Backlog.xlsx; OW Backlog.xlsx; Region 9 Backlog.xlsx; Region 4 Backlog.xlsx; Region 3 Backlog.xlsx; Region 2 Backlog.xlsx; Region 10 Backlog.xlsx; Region 5 Backlog.xlsx; Region 6 Backlog.xlsx

Allyn,

Please post the updated monthly spreadsheets to: http://intranet.epa.gov/foia/FOIA-Monthly-Reports.html They will replace the existing spreadsheets except for Regions 1 and 8 which did not have a backlog this month.

If any are missing please let me know.

The updated charts are attached to this email as a Word doc.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310 A)
Washington, D.C. 20460 | WJCN 5315 E
Phone (202) 566-2513 | schumacher.wendy@epa.gov

National FOIA Office
EPA Office of General Counsel

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 4/19/2019 11:39:23 AM
To: Calderon, Wanda [Calderon.Wanda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Kluesner, Dave [kluesner.dave@epa.gov]
Subject: RE: review pending, fyi

Wanda,

Larry is back on Tuesday. I don't have a copy of any email that says this is on the list for awareness (may be due to when it was submitted).

Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310 A)
Washington, D.C. 20460 | WJCN 5315 E
Phone (202) 566-2513 | schumacher.wendy@epa.gov

National FOIA Office
EPA Office of General Counsel

From: Calderon, Wanda
Sent: Thursday, April 18, 2019 5:10 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Kluesner, Dave <kluesner.dave@epa.gov>
Subject: RE: review pending, fyi

Hmmm the record does not show an awareness email was received for this FOIA....I could be missing an email or two dozen (nut-n-new)! Can you reshare, cuz I don't have it in Outlook nor in my XLSX sheet of "HQ Awareness Requests". This was simply one that LG created as a REVIEW TASK.

Wanda Calderon
Government Information Specialist
Public Outreach Branch
US EPA Region 2
www.epa.gov/foia

From: Schumacher, Wendy
Sent: Thursday, April 18, 2019 4:49 PM
To: Calderon, Wanda <Calderon.Wanda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Kluesner, Dave <kluesner.dave@epa.gov>
Subject: RE: review pending, fyi

Wanda,

Please forward the awareness notification email. It's not on the list that Larry left.

Thanks, Wendy

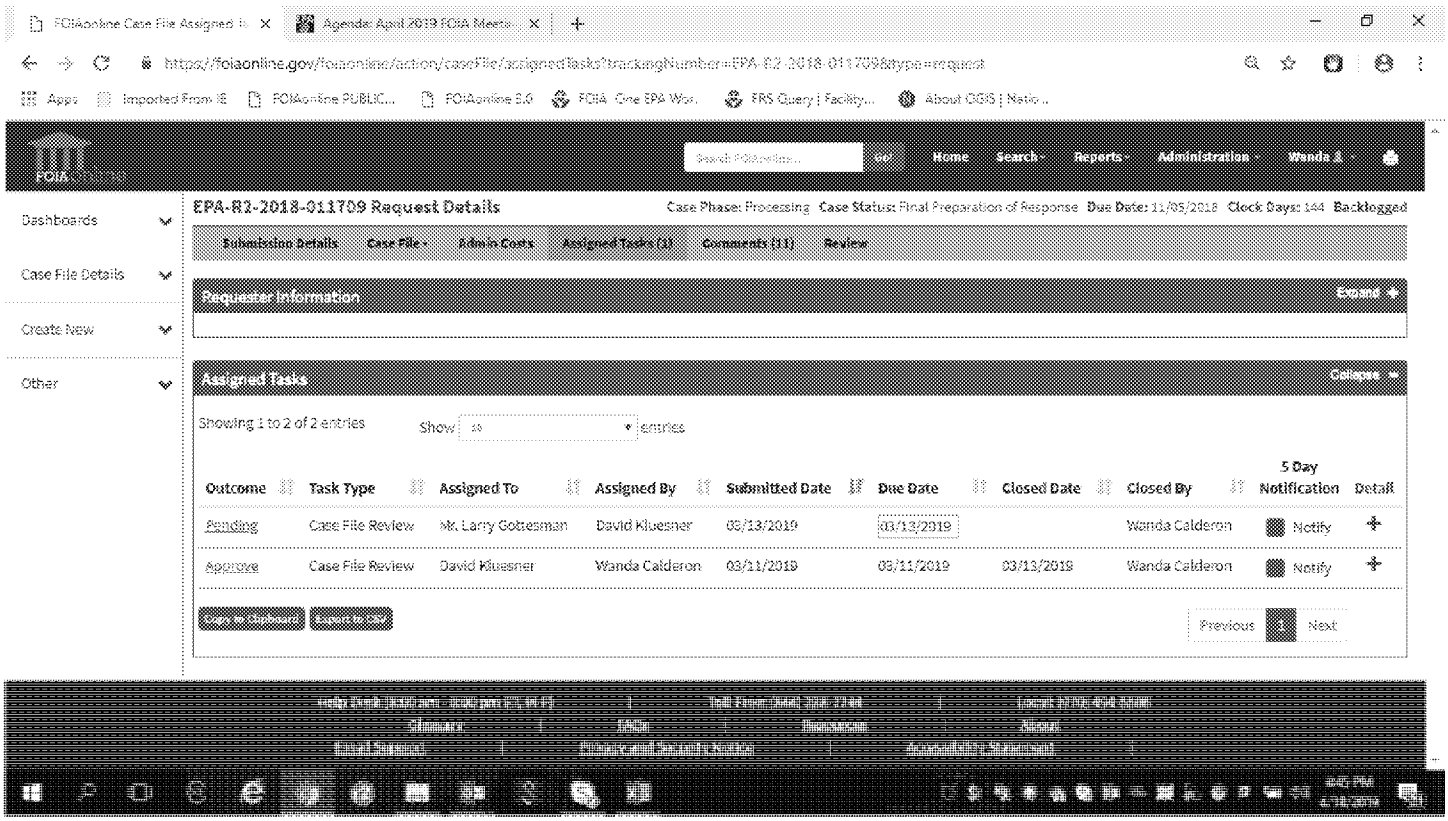
Wendy Schumacher, Ph.D., PMP
Government Information Specialist | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310 A)
Washington, D.C. 20460 | WJCN 5315 E
Phone (202) 566-2513 | schumacher.wendy@epa.gov

National FOIA Office
EPA Office of General Counsel

From: Calderon, Wanda
Sent: Thursday, April 18, 2019 4:47 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Kluesner, Dave <kluesner.dave@epa.gov>
Subject: review pending, fyi

Hi,

A friendly reminder (reporter called me today):



Wanda Calderon
Government Information Specialist

Public Outreach Branch
US EPA Region 2
www.epa.gov/foia

Message

From: Ingram, Earl [Ingram.Earl@epa.gov]
Sent: 4/3/2019 1:42:00 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: 2019-003461

Thanks Larry.

From: Ingram, Earl
Sent: Monday, April 01, 2019 9:47 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Furlow, Calvin <Furlow.Calvin@epa.gov>; Wittenberg, Nicholas <wittenberg.nicholas@epa.gov>
Subject: FW: 2019-003461

Larry,

Can you approve the interim response when you get a chance in FOIAONLINE. The equity and awareness review was sent out on March 21, email attached.

Arnold Layne asked Tim Epps if this case can be removed from the awareness review process, because our OCSPP senior management has indicated that they don't need to look at the records being released for this request. Tim indicated to Arnold that he will bring up in the next meeting of the group. You were copied in Arnold's March 28 email.

Thanks and let me know if you have any questions.

From: Ingram, Earl
Sent: Wednesday, March 27, 2019 12:25 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Furlow, Calvin <Furlow.Calvin@epa.gov>
Cc: Wittenberg, Nicholas <wittenberg.nicholas@epa.gov>
Subject: RE: 2019-003461

I have attached a copy of the equity and awareness notification email that went out on the 3-20 and was approved by Rick Keigwin, our Office Director on the 3-21.

Rick is also going to ask Tim Epps to remove this request from the notification list, because the response records are routine in nature. Let me know if you need anything else.

Thanks.

From: Gottesman, Larry
Sent: Wednesday, March 27, 2019 11:52 AM
To: Furlow, Calvin <Furlow.Calvin@epa.gov>
Cc: Ingram, Earl <Ingram.Earl@epa.gov>
Subject: 2019-003461

I have an interim release task to close, but I do not have a copy of the Awareness Notification email.

Thanks

Larry F. Gottesman

Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gupta, Kaushal [Gupta.Kaushal@epa.gov]
Sent: 3/29/2019 5:35:22 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Group R5Foia [R5Foia@epa.gov]
Subject: RE: R5-2019-003463

Hi Larry,

Is there anything further you need from us to close your task on this? As the requester withdrew the request before any office was assigned to the FOIA, there is no Action Office.

Kaushal

Kaushal Gupta, JD
FOIA Specialist
Resources Management Division | Information Management Branch | Information Services Section
U.S. Environmental Protection Agency Region 5
77 W. Jackson Blvd (MI-10J) | Chicago, IL 60604
gupta.kaushal@epa.gov | Phone (312) 886-6803 | Fax (312) 697-2009 | FOIA Website
---

From: Wheatley, Jessica
Sent: Wednesday, March 27, 2019 1:21 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Gupta, Kaushal <Gupta.Kaushal@epa.gov>
Subject: RE: R5-2019-003463

Hi Larry,
This request was withdrawn by the requester. There's nothing being released.

From: Gottesman, Larry
Sent: Wednesday, March 27, 2019 10:44 AM
To: Wheatley, Jessica <wheatley.jessica@epa.gov>
Subject: R5-2019-003463

I have a task to close, but I do not have a copy of the Awareness Notification email.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Ingram, Earl [Ingram.Earl@epa.gov]
Sent: 4/1/2019 1:46:42 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Furlow, Calvin [Furlow.Calvin@epa.gov]; Wittenberg, Nicholas [wittenberg.nicholas@epa.gov]
Subject: FW: 2019-003461
Attachments: RE: OCSPP - Equity Notification - EPA-HQ-2019-003461

Larry,

Can you approve the interim response when you get a chance in FOIAONLINE. The equity and awareness review was sent out on March 21, email attached.

Arnold Layne asked Tim Epps if this case can be removed from the awareness review process, because our OCSPP senior management has indicated that they don't need to look at the records being released for this request. Tim indicated to Arnold that he will bring up in the next meeting of the group. You were copied in Arnold's March 28 email.

Thanks and let me know if you have any questions.

From: Ingram, Earl
Sent: Wednesday, March 27, 2019 12:25 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Furlow, Calvin <Furlow.Calvin@epa.gov>
Cc: Wittenberg, Nicholas <wittenberg.nicholas@epa.gov>
Subject: RE: 2019-003461

I have attached a copy of the equity and awareness notification email that went out on the 3-20 and was approved by Rick Keigwin, our Office Director on the 3-21.

Rick is also going to ask Tim Epps to remove this request from the notification list, because the response records are routine in nature. Let me know if you need anything else.

Thanks.

From: Gottesman, Larry
Sent: Wednesday, March 27, 2019 11:52 AM
To: Furlow, Calvin <Furlow.Calvin@epa.gov>
Cc: Ingram, Earl <Ingram.Earl@epa.gov>
Subject: 2019-003461

I have an interim release task to close, but I do not have a copy of the Awareness Notification email.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)

202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Knapp, Michael [Knapp.Michael@epa.gov]
Sent: 4/1/2019 12:48:39 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]; Schena, Cristeen [Schena.Cristeen@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Friday, March 29 releases

Thank you, Wendy.

Larry, happy to discuss. The upshot is: **I would urge your office to** Attorney Client / Ex. 5
Attorney Client / Ex. 5

Mike

Michael Knapp
Office of Regional Counsel
U.S. Environmental Protection Agency, Region 1
5 Post Office Square
Boston, Massachusetts 02109
617-918-1053

From: Schumacher, Wendy
Sent: Monday, April 01, 2019 8:46 AM
To: Knapp, Michael <Knapp.Michael@epa.gov>; Schena, Cristeen <Schena.Cristeen@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: Friday, March 29 releases

Mike,

Larry Gottesman is back today so I'm forwarding your email to him.

Regards, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310 A)
Washington, D.C. 20460 | WJCN 5315 E
Phone (202) 566-2513 | schumacher.wendy@epa.gov

National FOIA Office
EPA Office of General Counsel

From: Knapp, Michael
Sent: Monday, April 01, 2019 8:43 AM
To: Schena, Cristeen <Schena.Cristeen@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: Friday, March 29 releases

Hi Wendy,

The awareness notification email was sent on Wednesday at 8:19 am. In my opinion, Attorney Client / Ex. 5

Attorney Client / Ex. 5

I would urge your office to Attorney Client / Ex. 5

Attorney Client / Ex. 5

Thank you,
Mike

Michael Knapp
Office of Regional Counsel
U.S. Environmental Protection Agency, Region 1
5 Post Office Square
Boston, Massachusetts 02109
617-918-1053

From: Schena, Cristeen
Sent: Monday, April 01, 2019 7:33 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Knapp, Michael <Knapp.Michael@epa.gov>
Subject: Re: Friday, March 29 releases

Hmmm, can you send me the email - I don't think I was cc'd - and I'll talk to the attorney this morning. I had given Larry a heads-up on this one on Wednesday when we were discussing another one - he must have missed that in my email.

From: Schumacher, Wendy
Sent: Monday, April 1, 2019 7:22 AM
To: Schena, Cristeen
Cc: Knapp, Michael
Subject: RE: Friday, March 29 releases

Cris,

I see the email was sent on Wednesday so this request should be on today's list.

Wendy

Wendy Schumacher, Ph.D., PMP

Government Information Specialist | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310 A)
Washington, D.C. 20460 | WJCN 5315 E
Phone (202) 566-2513 | schumacher.wendy@epa.gov

National FOIA Office
EPA Office of General Counsel

From: Schena, Cristeen
Sent: Monday, April 01, 2019 7:13 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Knapp, Michael <Knapp.Michael@epa.gov>
Subject: Re: Friday, March 29 releases

The number is EPA-R1-2019-001755

From: Schumacher, Wendy
Sent: Friday, March 29, 2019 4:34 PM
To: Schena, Cristeen
Subject: FW: Friday, March 29 releases

This is today's list. What's is your tracking number?

Wendy Schumacher, Ph.D., PMP
Government Information Specialist | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310 A)
Washington, D.C. 20460 | WJCN 5315 E
Phone (202) 566-2513 | schumacher.wendy@epa.gov

National FOIA Office
EPA Office of General Counsel

From: Gottesman, Larry
Sent: Thursday, March 28, 2019 3:54 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: Friday, March 29 releases

Updated list

From: Gottesman, Larry
Sent: Thursday, March 28, 2019 3:49 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: Friday, March 29 releases

~~HQ-2019-002036~~ Already closed, multiple email sent on various days.

HQ-2019-001415
R8-2019-003456
HQ-2017-006341
HQ-2019-002422

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Tate, Rita [Tate.Rita@epa.gov]
Sent: 3/28/2019 5:22:47 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: R3-2019-001604

Awareness Notification Email sent yesterday.

Rita Tate

FOIA Officer
EPA Region III (3CG00)
1650 Arch Street
Philadelphia, PA 19103
215-814-2050 (FOIA Line)
215-814-3424
tate.rita@epa.gov

FOIAonline - https://foiaonline.gov

From: Gottesman, Larry
Sent: Wednesday, March 27, 2019 11:40 AM
To: Tate, Rita <Tate.Rita@epa.gov>
Subject: R3-2019-001604

I have an task to close on this release but I do not have a copy of the email that was sent for Awareness Notification.

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

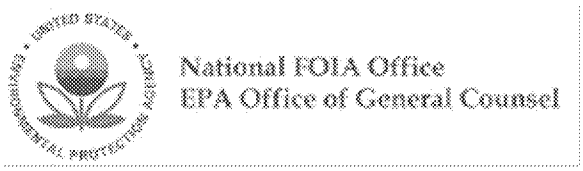
202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 3/28/2019 1:48:34 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: EPA-R6-2019-004371:
Attachments: FOIA Efficiency Memo (1).pdf; Awareness Notificiation Temp 1.docx

FYI

Wendy Schumacher, Ph.D., PMP
Government Information Specialist | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310 A)
Washington, D.C. 20460 | WJCN 5315 E
Phone (202) 566-2513 | schumacher.wendy@epa.gov



From: Ho, Nancy
Sent: Thursday, March 28, 2019 9:47 AM
To: Lewis, Monica <lewis.monica@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: EPA-R6-2019-004371: Awareness Notification

Hi Monica – We are about to close out this FOIA request and need HQ to complete the expedited and fee waiver tasks, please.

Thanks,
Nancy

From: Person, Linda
Sent: Thursday, March 28, 2019 6:51 AM
To: Gray, David <gray.david@epa.gov>
Cc: Ho, Nancy <Ho.Nancy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Awareness Notification

(This is being sent on behalf of Larry Gottesman.)

Dear Mr. Gray:

The following FOIA requests, assigned to your office, have been selected for the Awareness Notification Process set forth in the attached Chief of Staff's Memorandum.

The FOIAonline tracking number(s) for the selected FOIA requests is/are:

OFFICE	FOIA NUMBER	SUBJECT

Region 6	EPA-R6-2019-004371	I'm requesting all data from the ASPECT program related to testing done for the Deer Park ITC facility fire. I'd also like to know what chemicals the ASPECT flights were testing for and when the tests/flights were done.
Region 6	EPA-R6-2019-004376	As noted in this news article, the EPA flew a plane through a plume of smoke created by a fire at a chemical storage facility in Deer Park, TX. The dates for these flights are between 17-Mar-2019 and 21-Mar-2019. I'd like to access any data gathered during these flights or any reports generated about them.

For these FOIA requests, please follow the procedures set out in the attached Chief of Staff's Memorandum. For steps 4 and 5, an email template is attached for your use.

Please contact me if you have any questions.

Thank you,

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

National FOIA Office
EPA Office of General Counsel

Message

From: Tate, Rita [Tate.Rita@epa.gov]
Sent: 3/27/2019 4:05:11 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: R3-2019-001604

WOW!! Seriously??!! For a request that is a duplicate of another request? Well…I'll get right on that. Thank you.

Rita Tate

FOIA Officer
EPA Region III (3CG00)
1650 Arch Street
Philadelphia, PA 19103
215-814-2050 (FOIA Line)
215-814-3424
tate.rita@epa.gov

FOIAonline - https://foiaonline.gov

From: Gottesman, Larry
Sent: Wednesday, March 27, 2019 11:48 AM
To: Tate, Rita <Tate.Rita@epa.gov>
Subject: RE: R3-2019-001604

Still need to send

From: Tate, Rita
Sent: Wednesday, March 27, 2019 11:48 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: R3-2019-001604
Importance: High

Hi Larry….

We have not done an Awareness Notification email for this one because it is a duplicate of R3-2019-001606. We are preparing a response under R3-2019-001606. There are comments in the case file to this effect.

Do I need to do an Awareness Notification to show that we're closing this as a duplicate since it's been flagged for review? Please advise.

Rita Tate

FOIA Officer
EPA Region III (3CG00)
1650 Arch Street
Philadelphia, PA 19103
215-814-2050 (FOIA Line)
215-814-3424
tate.rita@epa.gov

From: Gottesman, Larry
Sent: Wednesday, March 27, 2019 11:40 AM
To: Tate, Rita <Tate.Rita@epa.gov>
Subject: R3-2019-001604

I have an task to close on this release but I do not have a copy of the email that was sent for Awareness Notification.

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 6/18/2019 3:24:04 PM
To: Clausen, Rebecca [Clausen.Rebecca@epa.gov]; Person, Linda [Person.Linda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: New Leadership on OPARM's FOIA Team

Rebecca,

Do we remove Christiane from the lists?

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310 A)
Washington, D.C. 20460 | WJCN 5315 E
Phone (202) 566-2513 | schumacher.wendy@epa.gov

From: Clausen, Rebecca
Sent: Tuesday, June 18, 2019 10:03 AM
To: Person, Linda <Person.Linda@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: New Leadership on OPARM's FOIA Team

Larry, Wendy, Linda,

Please see the below. Would you please have all appropriate Headquarters and Program Office lists of FOIA representatives updated to show me as the primary for ORD? This is especially important, Linda, for any Awareness Notification selection e-mails that you send out.

Thank you,
Rebecca

Rebecca Clausen
U.S. EPA | ORD | OPARM | FOIA
109 TW Alexander Dr., RTP, NC 27711
Ph: (919) 541-3002; Alt: (919) 451-0404

Wake up. Be awesome. Be kind. Repeat.

From: Heckman, Deborah
Sent: Tuesday, June 18, 2019 9:58 AM
To: ORD-OPARM <ORDOPARM@epa.gov>
Cc: Steenbock, John <Steenbock.John@epa.gov>; Blackburn, Elizabeth <Blackburn.Elizabeth@epa.gov>; Evanko, Peter <Evanko.Peter@epa.gov>; Anand Mudambi <Mudambi.Anand@epa.gov>; Adams, DanielD <Adams.DanielD@epa.gov>; Ancharski, Judy <Ancharski.Judy@epa.gov>; Bright, Susan <bright.susan@epa.gov>; Devir, Brian <devir.brian@epa.gov>;

Doucet, Lisa <Doucet.Lisa@epa.gov>; Garrett, Pamela <Garrett.Pamela@epa.gov>; Grimm, Anthony <Grimm.Anthony@epa.gov>; Jackson, Amanda <jackson.amanda@epa.gov>; Maier, Susan <Maier.Susan@epa.gov>; Roberts, Sandra <Roberts.Sandra@epa.gov>; Samuels, Crystal <Samuels.Crystal@epa.gov>
Subject: New Leadership on OPARM's FOIA Team

A quick update on new leadership on OPARM's FOIA team.

Ms. Rebecca Clausen will now be serving as the ORD National Program Lead / ORD FOIA Officer effective immediately. She joined OPARM about a year ago, and since then has become one of our lead experts in FOIA and provided extraordinary efforts in helping OPARM to re-engineer our program and minimize our backlog, which continues. She is recognized across ORD and outside of ORD for her skills and commitment. The FOIA Program continues to mature, and we will continue to assess and make adjustments, with Rebecca as a critical partner.

I want to thank Christiane Routt for leading FOIA during the May 2018 crisis, juggling the competing priorities of the day-to-day work, re-engineering the program, and building an outstanding FOIA team. Christiane will continue to support the OPARM IO in FOIA-related activities while supporting the Office Director and ORD's reorganization.

Please join me in welcoming Rebecca in her new leadership role and thanking Christiane for her efforts.

Deborah Heckman
202-564-7274
202-309-6292 (cell)
Acting Director
Office of Program Accountability and Resource Management (OPARM)
Office of Research and Development, EPA

Message

From: Hill, Kevin W. [hill.kevinw@epa.gov]
Sent: 6/17/2019 2:44:35 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Creech, Christopher [Creech.Christopher@epa.gov]; Spears, Rasheena [spears.rasheena@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: RE: Factsheet for Pilot 2.0 (DRAFT)
Attachments: NFO Factsheet_Enhancing Intake Pilot 2.0_draft 6.13.19.pdf

<!--[if lte mso 15 || CheckWebRef]-->

Hill, Kevin W. has shared a OneDrive for Business file with you. To view it, click the link below.

NFO Factsheet_Enhancing Intake Pilot 2.0_draft 6.13.19.docx

<!--[endif]-->

Larry,

Can you have a look at this factsheet and comment?

Note that we'll need another one for addressing regional centralization. This one just covers pilot 2.0.

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309C
Phone 202-564-1652| hill.kevinw@epa.gov

National FOIA Office
EPA Office of General Counsel

From: Schumacher, Wendy
Sent: Friday, June 14, 2019 8:11 AM
To: Hill, Kevin W. <hill.kevinw@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Spears, Rasheena <spears.rasheena@epa.gov>
Cc: Creech, Christopher <Creech.Christopher@epa.gov>
Subject: RE: Factsheet for Pilot 2.0 (DRAFT)

Kevin,

Thank you for the opportunity to comment.

Since you mention that the factsheet would be attached to agency-wide communications Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Please let me know if you'd like to discuss.

Regards, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310 A)
Washington, D.C. 20460 | WJCN 5315 E
Phone (202) 566-2513 | schumacher.wendy@epa.gov

National FOIA Office
EPA Office of General Counsel

From: Hill, Kevin W.
Sent: Thursday, June 13, 2019 7:29 PM
To: Walker, Denise <Walker.Denise@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Spears, Rasheena <spears.rasheena@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Creech, Christopher <Creech.Christopher@epa.gov>
Subject: Factsheet for Pilot 2.0 (DRAFT)

Hello Workgroup (+ Chris),

I put together a draft factsheet for the Enhancing Intake Pilot 2.0...liking that name. This factsheet could be distributed to the FOIA Programs as some point by Tim with other agency-wide updates. Please let me know your thoughts.

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309C
Phone 202-564-1652| hill.kevinw@epa.gov

National FOIA Office
EPA Office of General Counsel

Message

From: Graff, Jeannine [Graff.Jeannine@epa.gov]
Sent: 3/14/2019 5:19:14 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]; Tate, Rita [Tate.Rita@epa.gov]
Subject: FW: FOIA - EPA-R3-2019-000861 - PLEASE HELP

Importance: High

Great news - AO closed their task, we can do a final response today (yesterday was the 3rd day for Awareness Notification)!

Jeannine S. Graff
Office of Communications and Government Relations
EPA Region III
215-814-5106

From: Tate, Rita
Sent: Thursday, March 14, 2019 8:46 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>; Graff, Jeannine <Graff.Jeannine@epa.gov>
Subject: FW: FOIA - EPA-R3-2019-000861 - PLEASE HELP
Importance: High

Hey Larry. Happy Thursday!!

We are requesting your assistance. At this time, we are really close to getting this one closed. This request is now also in the Awareness Review Process. However, we will be unable to move forward with closing because the AO's office still has a pending task. We have reached out to Jonathan Newton on MULTIPLE occasions but have not received a response.

Can you help? At this point, he doesn't need to do anything but close the task. If you or Wendy can do it, that would be AMAZING. Please let me know if there's anything additional you need from us.

Rita Tate

FOIA Officer
EPA Region III (3CG00)
1650 Arch Street
Philadelphia, PA 19103
215-814-2050 (FOIA Line)
215-814-3424
tate.rita@epa.gov

FOIAonline - https://foiaonline.gov

From: Graff, Jeannine
Sent: Friday, March 01, 2019 4:47 PM
To: Newton, Jonathan <Newton.Jonathan@epa.gov>
Cc: Tate, Rita <Tate.Rita@epa.gov>
Subject: FW: FOIA - EPA-R3-2019-000861 - MEDIA REQUEST

Hi Jonathan,
Just checking to see if you saw my email about this request. AO's task can be closed, the email search did not return anything for custodians in OCIR or OPA. Have a good weekend.
Thanks,
Jeannine

Jeannine S. Graff
Office of Communications and Government Relations
EPA Region III
215-814-5106

From: Graff, Jeannine
Sent: Friday, February 22, 2019 2:12 PM
To: Yaeger, Ryan <Yaeger.Ryan@epa.gov>; Creech, Christopher <Creech.Christopher@epa.gov>; Klasen, Matthew <Klasen.Matthew@epa.gov>
Cc: Newton, Jonathan <Newton.Jonathan@epa.gov>; Tate, Rita <Tate.Rita@epa.gov>
Subject: FW: FOIA - EPA-R3-2019-000861 - MEDIA REQUEST

Hi:
My apologies for not being in touch sooner. The eDiscovery Email Search returned zero records for your custodians. I'm teeing up the Awareness Notification for Final Release of R3's records and had planned on closing out the request sometime next week but I just realized the task to AO is still pending. Since OW provided the sign-in sheets and the email search showed no records for your offices, I think you can close out your task. Let me know if you have any questions or concerns.

Thanks,
Jeannine

Jeannine S. Graff
Office of Communications and Government Relations
EPA Region III
215-814-5106

From: Newton, Jonathan
Sent: Monday, November 19, 2018 2:08 PM
To: Graff, Jeannine <Graff.Jeannine@epa.gov>
Cc: Tate, Rita <Tate.Rita@epa.gov>; White, Terri-A <White.Terri-A@epa.gov>; Yaeger, Ryan <Yaeger.Ryan@epa.gov>; Creech, Christopher <Creech.Christopher@epa.gov>
Subject: RE: FOIA - EPA-R3-2019-000861 - MEDIA REQUEST

Good Afternoon Jeannine

I am copying Christopher Creech and Ryan Yaeger on this message. They now coordinate FOIA requests encompassing custodians in OCIR and OPA.

Jonathan V. Newton, Attorney-Advisor
U.S. EPA, Office of the Executive Secretariat
1200 Pennsylvania Avenue, NW (MC 1105A)
Washington, D.C. 20460
(202) 564-6164

From: Graff, Jeannine
Sent: Friday, November 16, 2018 2:59 PM
To: Newton, Jonathan <Newton.Jonathan@epa.gov>
Cc: Tate, Rita <Tate.Rita@epa.gov>; White, Terri-A <White.Terri-A@epa.gov>
Subject: FW: FOIA - EPA-R3-2019-000861 - MEDIA REQUEST

Hi Jonathan:

I'm just following up on my v/m, I've been told I tend to talk fast so let this double as a translation :) I need to know if there are any custodians in OCIR or OPA who may have exchanged emails with anyone "@wv.gov" related to the Horsham PFAs meeting in July. Ediscovery does not allow us to add custodians after the fact, they'd require a whole new search to be submitted so I haven't been able to get our search started until I'm certain I'm not missing anyone. Please let me know if there's someone in those respective offices who I should be asking.

Thanks so much & have a great weekend.
Jeannine

Jeannine S. Graff
Office of Communications and Government Relations
EPA Region III
215-814-5106

From: Graff, Jeannine
Sent: Friday, November 02, 2018 3:48 PM
To: Newton, Jonathan <Newton.Jonathan@epa.gov>
Cc: Tate, Rita <Tate.Rita@epa.gov>
Subject: FW: FOIA - EPA-R3-2019-000861 - MEDIA REQUEST

Hi Jonathan:
Just tasked AO with this, the tasks are intended for OCIR and OPA (Rita is out today but I think I remember us going through AO and not tasking directly to those offices - let me know if I got that wrong.) While the R3 folks who were involved in the coordination of the Horsham PFAS meeting do not believe there are additional custodians, they could not be certain. If someone could let me know either way as soon as possible so I can submit the email search request sooner rather than later, it would be greatly appreciated!

Thanks.
Have a great weekend.
Jeannine

Jeannine S. Graff
Office of Communications and Government Relations
EPA Region III
215-814-5106

From: Graff, Jeannine
Sent: Friday, November 02, 2018 3:17 PM
To: Brown, Sineta <Brown.Sineta@epa.gov>; Fields, Wanda <Fields.Wanda@epa.gov>
Cc: Tate, Rita <Tate.Rita@epa.gov>
Subject: FW: FOIA - EPA-R3-2019-000861 - MEDIA REQUEST

Hi Sineta and Wanda:

I'll be submitting our email search request to eDiscovery. Are there any potential custodians in OW that may have exchanged emails about the Horsham PFAS Meeting with "anyone with a "@wv.gov" email address between May 1, 2018 and present." ? If you could let me know either way as soon as possible so I can get this in, it would be greatly appreciated.

Thanks! Have a great weekend!

Jeannine

Jeannine S. Graff
Office of Communications and Government Relations
EPA Region III
215-814-5106

From: Tate, Rita
Sent: Thursday, November 01, 2018 4:03 PM
To: Ides, Nan <Ides.Nan@epa.gov>; Graff, Jeannine <Graff.Jeannine@epa.gov>; Purnell, Rhonda <Purnell.rhonda@epa.gov>
Cc: Brown, Sineta <Brown.Sineta@epa.gov>
Subject: FW: FOIA - EPA-R3-2019-000861 - MEDIA REQUEST

Hey Ladies,

I just tasked this to you and OW. OCGR lead. We will need to submit an email search for the people listed below.

1. Joan Schafer
2. Rick Rogers
3. Cosmo Servidio
4. Ceil Rodrigues

OW has the attendance log. OW has been tasked.

Rita Tate

FOIA Officer
EPA Region III (3CG00)
1650 Arch Street
Philadelphia, PA 19103
215-814-2050 (FOIA Line)
215-814-3424
tate.rita@epa.gov

FOIAonline - https://foiaonline.gov

From: White, Terri-A
Sent: Thursday, November 01, 2018 2:19 PM
To: Tate, Rita <Tate.Rita@epa.gov>
Subject: RE: FOIA - EPA-R3-2019-000861 - MEDIA REQUEST

I'm sorry. I didn't include the names because I assumed Joan's email provided them.

So there's Joan, Rick Rogers, Cosmo and maybe Cecil. Christina Wadlington in Office of Water has the sign-in sheets.

Terri

Terri A. White
Deputy Director
Office of Communications and Government Relations
EPA Region 3
215-814-5523
white.terri-a@epa.gov

From: schafer, joan
Sent: Wednesday, October 31, 2018 9:06 AM
To: rogers, rick <rogers.rick@epa.gov>; Tate, Rita <Tate.Rita@epa.gov>; Nitsch, Chad <Nitsch.Chad@epa.gov>; White, Terri-A <White.Terri-A@epa.gov>
Cc: Seneca, Roy <Seneca.Roy@epa.gov>; Ferrell, Mark <Ferrell.Mark@epa.gov>; Brown, Kinshasa <Brown.Kinshasa@epa.gov>
Subject: RE: FOIA - EPA-R3-2019-000861 - MEDIA REQUEST

Thanks, Rick.

To recap,

1. Rick and Cosmo have emails regarding the invites and coordination with WVDEP re the Horsham PFAS Engagement Meeting. Rick can pull his together for you, Rita, if that works best for you.
2. Someone needs to ask the front office for Cosmo's emails – maybe check with Cecil also to ensure that Cecil didn't have any emails, as well. But they need to understand the specific "ASK" – and know it pertained to the Horsham PFAS meeting and coordination with Scott re his participation.

3. I've checked and Christina Wadlington in OW's Office of Drinking Water – she has the sign in sheets. I told her someone from our FOIA office will reach out to her to request those sheets.

Hope this helps…thank you.

Joan T. Schafer, Senior Advisor
U.S. Environmental Protection Agency
Region 3 Office of Communications and Government Relations
1650 Arch Street
Philadelphia, PA 19103
215-814-5143 (ph)
215-814-5102

From: rogers, rick
Sent: Wednesday, October 31, 2018 8:20 AM
To: schafer, joan <schafer.joan@epa.gov>; Tate, Rita <Tate.Rita@epa.gov>; Nitsch, Chad <Nitsch.Chad@epa.gov>; White, Terri-A <White.Terri-A@epa.gov>
Cc: Seneca, Roy <Seneca.Roy@epa.gov>; Ferrell, Mark <Ferrell.Mark@epa.gov>; Brown, Kinshasa <Brown.Kinshasa@epa.gov>
Subject: RE: FOIA - EPA-R3-2019-000861 - MEDIA REQUEST

Regarding communications with WVDEP, yes, Cosmo sent initial invitations to Region 3 state secretaries. As far as I know, he asked them to RSVP with me or copy me. I was not copied on the original invitations, although someone may have forwarded me a copy later. I did communicate with Scott Mandirola and the other state attendees to coordinate the logistics for the panel discussion, so I do have emails back and forth scheduling a conference call and supplying

information to the state attendees, including Scott. I can search for those easily. It would be a relatively small batch of emails.

I am 99% sure that OW/OPA kept all the sign-in sheets and took them back to HQ with them that evening. I can check with staff to make sure, but I don't recall anyone here getting the sheets or making copies. OPA/OW handled the registration on-line. Several times they provided a list registrants to date to us leading up to the meeting, but they are the keeper of the both the on-line registrations and the actual sign-in sheets used the day of the event.

Rick

Rick Rogers, Associate Director
Office of Drinking Water and Source Water Protection
Water Protection Division (3WP20)
U.S. EPA Region III
1650 Arch Street
Philadelphia, PA 19103
rogers.rick@epa.gov
Office: 215.814.5711
Cell: 215.341.4762

From: schafer, joan
Sent: Wednesday, October 31, 2018 7:37 AM
To: Tate, Rita <Tate.Rita@epa.gov>; Nitsch, Chad <Nitsch.Chad@epa.gov>; White, Terri-A <White.Terri-A@epa.gov>
Cc: Seneca, Roy <Seneca.Roy@epa.gov>; Ferrell, Mark <Ferrell.Mark@epa.gov>; Brown, Kinshasa <Brown.Kinshasa@epa.gov>; rogers, rick <rogers.rick@epa.gov>
Subject: RE: FOIA - EPA-R3-2019-000861 - MEDIA REQUEST

SO – re this inquiry…

1. Her request is specific to the emails with WV.gov re the Horsham PFAS meeting. This means no emails regarding a potential PFAS meeting in WV. (this would be another issue) Re emails with the state of WV specifically regarding the Horsham PFAS meeting, I believe the only emails would have been pertaining to the request of having a WV DEP contact on one of our panels. Scott Mandirolo who was the deputy at the time attended and participated on the panel. I'm copying Rick – because I believe that Cecil or Cosmo themselves invited WVDEP to participate – and if so, they would have the emails with that request and response, unless they did so by phone. Rick – is this accurate? Once we had DEP's confirmation, did you have any followup emails with Scott re his participation/presentation on the panel…or was it by phone/conf call only? Mark – I don't think you had any email exchanges on this issue, did you? I did not communicate with Scott. There were plenty of emails between the region and HQ conveying the information that DEP was one of 20 plus panel participants, but those emails would not have contained an email with a WV.gov address…just a list of names as participants were confirmed. As far as I know, that was the only communication with WV re the Horsham PFAS meeting.

2. Re her request for the "sign-in log" – if indeed this is what she wants, then we would need to forward this request to OW in HQ. Rick – you don't have the sign in sheets, do you? I do not. I thought OW took those sign in sheets with them. However, if Kate wants to know who registered in advance for the meetings, that's a different question and we would have emails exchanged with HQ as registrations were received.

From: Tate, Rita
Sent: Tuesday, October 30, 2018 2:26 PM
To: Nitsch, Chad <Nitsch.Chad@epa.gov>; White, Terri-A <White.Terri-A@epa.gov>; schafer, joan <schafer.joan@epa.gov>

Cc: Seneca, Roy <Seneca.Roy@epa.gov>; Ferrell, Mark <Ferrell.Mark@epa.gov>; Brown, Kinshasa <Brown.Kinshasa@epa.gov>
Subject: FOIA - EPA-R3-2019-000861 - MEDIA REQUEST
Importance: High

Hi, We recently received the attached media request. See details below. Seems that an email search will be required for records between May 1 and October 26. Should this request be tasked to OCGR, HSCD, ORA, and WPD? Any others? Which program should coordinate the response?

Under the Freedom of Information Act, I'm asking for the following:
1. The sign-in log from a July 25 event at the Pennsylvania PFAs community engagement event on July 25, 2018 in Horsham, Pennsylvania.
2. Any and all communication between the U.S. EPA employees and anyone with a "@wv.gov" email address regarding the Pennsylvania PFAs community engagement event, including invitations, planning documents and general emails, between May 1, 2018 and present.

I request that you provide this information digitally in PDF format, or on a CD-ROM.

If you deny this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under law.

Should you have any questions, please feel free to respond to this email or call 304-348-4843.

Rita Tate

FOIA Officer
EPA Region III (3CG00)
1650 Arch Street
Philadelphia, PA 19103
215-814-2050 (FOIA Line)
215-814-3424
tate.rita@epa.gov

FOIAonline - https://foiaonline.gov

Message

From: Fugh, Justina [Fugh.Justina@epa.gov]
Sent: 3/14/2019 4:51:13 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Griffo, Shannon [Griffo.Shannon@epa.gov]
Subject: FW: OGC/Ethics FOIAs to close

Hi Larry,
Have you had a chance to close our these FOIAs yet? We are so happy when we can move to closure that we get very anxious!
thanks,
Justina

Justina Fugh | Director, Ethics Office | Office of General Counsel | US EPA | Mail Code 2311A | Room 4308 North, William Jefferson Clinton Federal Building | Washington, DC 20460 (for ground deliveries, use 20004 for the zip code) | phone 202-564-1786 | fax 202-564-1772

From: Griffo, Shannon
Sent: Wednesday, March 13, 2019 3:20 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Fugh, Justina <Fugh.Justina@epa.gov>
Subject: OGC/Ethics FOIAs to close

Hi Larry,

Justina mentioned that I should send you the list of our FOIA requests that are pending your review in FOIA Online. So here you go!

These went through awareness notification (email uploaded into FOIAOnline).
EPA-HQ-2019-000245
EPA-HQ-2019-001258
EPA-HQ-2019-001777

This one had Wendy Blake listed as well so I left her on as a reviewer. However, it's the exact same as another request that was in litigation and the records are now available on FOIA Online.
EPA-HQ-2017-003835

Thanks,
Shannon

Shannon Griffo
Ethics Attorney
Office of General Counsel, Ethics
U.S. Environmental Protection Agency
(202) 564-7061
Griffo.Shannon@epa.gov

Message

From: Person, Linda [Person.Linda@epa.gov]
Sent: 3/20/2019 2:31:37 PM
To: Robbins, Chris [Robbins.Chris@epa.gov]
CC: Routt, Christiane [Routt.Christiane@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Aareness Notification
Attachments: Awareness Notificiation Temp 1.docx

(This is being sent on behalf of Larry Gottesman. The Ryan Jackson memo is no longer being sent.)

Dear Mr. Robbins:

The following FOIA requests, assigned to your office, have been selected for the Awareness Notification Process set forth in the attached Chief of Staff's Memorandum.

The FOIAonline tracking number(s) for the selected FOIA requests is/are:

OFFICE	FOIA NUMBER	SUBJECT
ORD	EPA-HQ-2019-004009	copies of all communications to or from former ORD employee Richard Yamada (from his first to last day) and current ORD employee David Dunlap (from his first day through present) that mention "ethylene oxide" or "ETO" or "Sterigenics" or "Medline" or "Vantage" or "Willowbrook" or "Lake County" or "Macnabb" or "St. John."
ORD	EPA-HQ-2019-004040	copy of all materials shown or distributed at a March 7, 2019, town hall meeting with EPA staff on plans to reorganize the Office of Research and Development.
ORD	EPA-HQ-2019-004140	correspondence between EPA's Deputy Assistant Administrator for the Office of Research and Development (ORD), David Dunlap, and Edward Krenik (Edward.krenik@bracewell.com), Scott Segal (scott.segal@bracewell.com), Jeff Holmstead (jeff.holmstead@bracewell.com), and/or John Lee (john.lee@bracewell.com). Additionally, we request all communications to or from Dunlap that mention "Krenik" or "Holmstead" or "Lee" or "Segal." The time period is for Dunlap's first day in office at EPA through present and records to or from Dunlap that mention "Denka," "chloroprene," and/or "Yamamoto" from Dunlap's first day in office at EPA to present.

For these FOIA requests, please follow the procedures set out in the attached Chief of Staff's Memorandum. For steps 4 and 5, an email template is attached for your use.

Please contact me if you have any questions.

Thank you,

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line

National FOIA Office
EPA Office of General Counsel

Message

From: Tate, Rita [Tate.Rita@epa.gov]
Sent: 3/20/2019 12:35:05 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Graff, Jeannine [Graff.Jeannine@epa.gov]
Subject: RE: Pending R3 Case File Reviews

Importance: High

Good Morning Larry and Wendy

Just following up on the email exchanges of yesterday. See updates below.

EPA-R3-2019-001604 – is a duplicate of EPA-R3-2019-001606 in which Larry also has a review task. I just want to close it. We are responding under EPA-R3-2019-001606. See task checklist below sent to a bunch of folk including Judith on 3/5/19. Sorry Wendy, I should've copied you as well. I'd be happy to forward you the original message. Just let know. ☺

EPA-R3-2019-000861 – Awareness Notification message originally sent on 3/8/19 from Chad Nitsch (I forwarded it to you yesterday)

EPA-R3-2018-010807 - Awareness Notification message sent on 3/8/19 from Chad Nitsch (I forwarded it to you yesterday)

EPA-R3-2019-001606 - FOIA Task Checklist			
	Action Required	**Action Required By**	**Target Deadline for each Requirement**
	Close EPA-R3-2019-001604 and EPA-HQ-2019-001605	NFO/R3	ASAP
	Start Clock and extend request and task due dates	R3	ASAP
	Identify Action Office/SMEs/Custodians. Notify tate.rita@epa.gov if additional offices/persons should be tasked	R3/HQ	March 8, 2019
	Ensure that custodians understand the scope. If no, contact tate.rita@epa.gov	R3/HQ	ASAP
	Provide names and email addresses of ALL possible custodians for email search to tate.rita@epa.gov using the template below	R3/HQ	March 12, 2019
	Identify and provide names and email addresses of 1st and 2nd level document reviewers to Rita at tate.rita@epa.gov	R3/HQ	TBD

Rita Tate

FOIA Officer
EPA Region III (3CG00)
1650 Arch Street
Philadelphia, PA 19103
215-814-2050 (FOIA Line)
215-814-3424

tate.rita@epa.gov

FOIAonline - https://foiaonline.gov

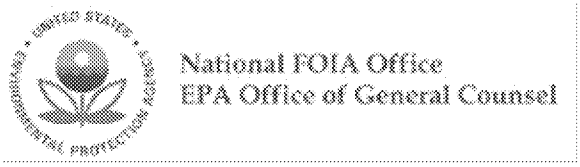
From: Schumacher, Wendy
Sent: Tuesday, March 19, 2019 9:46 AM
To: Tate, Rita <Tate.Rita@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Graff, Jeannine <Graff.Jeannine@epa.gov>
Subject: RE: Pending R3 Case File Reviews

Hi,

Spoke to Larry and he said that you have not sent the awareness notification emails yet.

Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310 A)
Washington, D.C. 20460 | WJCN 5315 E
Phone (202) 566-2513 | schumacher.wendy@epa.gov



From: Tate, Rita
Sent: Tuesday, March 19, 2019 8:03 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>; Graff, Jeannine <Graff.Jeannine@epa.gov>
Subject: Pending R3 Case File Reviews
Importance: High

Hi Larry,

We are trying to get these 3 requests off of our list however, they all are in your que for Case File Review. Can you let me know the status of your review of these cases at your earliest convenience. Gracias!!

EPA-R3-2019-001604	Complex	Jonathan May	Office of the Attorney Gene	11/21/2018	1/2/2019	Final Preparation of Response
EPA-R3-2019-000861	Simple	Kate Mishkin	Charleston Gazette-Mail	10/26/2018	12/3/2018	Final Preparation of Response
EPA-R3-2018-010807	Simple	Kate Mishkin	Charleston Gazette-Mail	8/22/2018	9/24/2018	Final Preparation of Response

Rita Tate

FOIA Officer
EPA Region III (3CG00)
1650 Arch Street
Philadelphia, PA 19103

215-814-2050 (FOIA Line)
215-814-3424
tate.rita@epa.gov

FOIAonline - https://foiaonline.gov

Message

From: James, Kimberly M (Jones) [James.Kimberly@epa.gov]
Sent: 3/12/2019 5:29:23 PM
To: DeRobertis, Cecilia [DeRobertis.Cecilia@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Herrema, Jeffrey [Herrema.Jeffrey@epa.gov]; James, Kimberly M (Jones) [James.Kimberly@epa.gov]; Koslow, Karin [Koslow.Karin@epa.gov]; Lee, Terry [lee.terry@epa.gov]; Rhines, Dale [rhines.dale@epa.gov]; Richmond, Jonah [Richmond.Jonah@epa.gov]; Ross, Margaret [Ross.Margaret@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Simpson, Terry [Simpson.Terry@epa.gov]; Wehling, Carrie [Wehling.Carrie@epa.gov]; Williams, LaShawn [williams.lashawn@epa.gov]; Wills, Jennifer [Wills.Jennifer@epa.gov]; Zenick, Elliott [Zenick.Elliott@epa.gov]
CC: Nguyen, Quoc [Nguyen.Quoc@epa.gov]; Kelly, Lynn [Kelly.Lynn@epa.gov]; Youngblood, Charlotte [Youngblood.Charlotte@epa.gov]; Schwarz, Matthew [Schwarz.Matthew@epa.gov]
Subject: FW: Due Tuesday: February Bowling Chart
Attachments: Feb CTS Data.xlsx; Feb NOIs.xlsx; FEB Complaints -NOIs.xlsx

<!--[if lte mso 15 || CheckWebRef]-->

James, Kimberly M (Jones) has shared a OneDrive for Business file with you. To view it, click the link below.

OGC February 2019.xlsx

<!--[endif]-->

Greetings Team,

This is a reminder that bowling chart data is due today at 2:00pm and there are several empty cells. Please complete the bowling chart today as it is due this Friday.

Thank you.

Sincerely,

Kimberly M. James (Jones)
Management Analyst
Member of EPA's Coaching Cadre |ICF Associate Certified Coach

U.S. EPA- OGC- Resource Management Office
(202) 564-3001 |james.kimberly@epa.gov

From: James, Kimberly M (Jones)
Sent: Wednesday, March 06, 2019 2:59 PM
To: DeRobertis, Cecilia <DeRobertis.Cecilia@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Herrema, Jeffrey <Herrema.Jeffrey@epa.gov>; James, Kimberly M (Jones) <James.Kimberly@epa.gov>; Koslow, Karin <Koslow.Karin@epa.gov>; Lee, Terry <lee.terry@epa.gov>; Rhines, Dale <rhines.dale@epa.gov>; Richmond, Jonah <Richmond.Jonah@epa.gov>; Ross, Margaret <Ross.Margaret@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Simpson, Terry <Simpson.Terry@epa.gov>; Wehling, Carrie <Wehling.Carrie@epa.gov>; Williams, LaShawn <williams.lashawn@epa.gov>; Wills, Jennifer <Wills.Jennifer@epa.gov>; Zenick, Elliott <Zenick.Elliott@epa.gov>
Cc: Nguyen, Quoc <Nguyen.Quoc@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>; Youngblood, Charlotte

<Youngblood.Charlotte@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Tuesday: February Bowling Chart

Greetings Team,

Please update the bowling chart by 2:00pm next Tuesday as the bowling chart is due early this month (Friday, March 15th). Just as requested last month, if your measure has no data please use a dash (-) to indicate so.

Lastly, please review the countermeasure page. We need to update our countermeasures monthly to reflect our progress. If you need assistance, please call me or schedule time on my calendar. I will review the bowling chart Tuesday afternoon to ensure all data and countermeasures have been updated.

Sincerely,

Kimberly M. James (Jones)
Management Analyst
Member of EPA's Coaching Cadre | ICF Associate Certified Coach
U.S. Environmental Protection Agency
Office of General Counsel- Resource Management Office
1200 Pennsylvania Ave, NW
William J. Clinton North 4315D
Mailcode 2311A
Washington, DC 20460
(202) 564-3001
james.kimberly@epa.gov

Message

From: Sherlock, Scott [Sherlock.Scott@epa.gov]
Sent: 3/11/2019 8:15:52 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Management Review Request for Initial Response tor FOIA Request EPA HQ 2019 001102

By the way, thanks for your help with this.

From: Gottesman, Larry
Sent: Monday, March 11, 2019 2:58 PM
To: Sherlock, Scott <Sherlock.Scott@epa.gov>
Subject: RE: Management Review Request for Initial Response tor FOIA Request EPA HQ 2019 001102

Please start the close out process so I can approve your release.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Sherlock, Scott
Sent: Wednesday, March 06, 2019 12:40 PM
To: White, Elizabeth <white.elizabeth@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Tran, Victoria <tran.victoria@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Konkus, John <konkus.john@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Beck, Nancy <Beck.Nancy@epa.gov>
Cc: Camacho, Iris <Camacho.Iris@epa.gov>; Fehrenbacher, Cathy <Fehrenbacher.Cathy@epa.gov>; Myrick, Pamela <Myrick.Pamela@epa.gov>; Latham, John <Latham.John@epa.gov>
Subject: Management Review Request for Initial Response tor FOIA Request EPA HQ 2019 001102

OCSPP/OPPT/RAD/EAD is responding to the above referenced FOIA request. We are providing this Awareness Notification email pursuant to the Chief of Staff's November 16, 2018 memorandum "Awareness Notification Process for Select Freedom of Information Act Releases." Recipients of the email have up to three business days following transmission of this email to review the documents to be released.

There is no requirement for you to respond to this email or otherwise take action. The Action Office has completed review and obtained management approval consistent with the agency's FOIA policy and procedures.

After 4 p.m. on the third business day after the transmission of this email, the Action Office will issue the Agency's FOIA response to the requester(s). The response will be issued promptly, but in no event later than one business day following completion of the three-day awareness notification period.

The information provided below is consistent with Paragraph 4 of the above-referenced November 16, 2018 memorandum.

Action Office: OCSPP/OPPT/CCD

FOIA ID	Requester	Requester Organization	Date FOIA Request Perfected	Date sent for Awareness Notification	Brief description of request as clarified	Interim or final response	Number of records and/or pages
EPA-HQ-2019-001102	Jonathan Kalmuss-Katz	Earthjustice	11/2/18	3/6/19	Clarified description: (see below)	Interim response	0

Intended interim response.

1) Unredacted records relating to the development, drafting, review, approval, and/or use of the TSCA Systematic Review Document, including but not limited to:

a) Communications between EPA staff and any representative(s) of private parties such as trade associations, corporations, not-for-profit organizations, and/or individuals;

EPA's response: *EPA agreed to provide Earth Justice with names of EPA employees whose email should be searched. The following are suggested names: Nancy Beck, Jeff Morris, Tala Henry, Iris Camacho*

b) Communications between EPA staff and any representative(s) of other governmental entities such as the White House Office of Management and Budget, the National Institute of Environmental Health Sciences, and the National Toxicology Program of the U.S. Department of Health and Human Services;

EPA's response: *These communications are considered internal deliberative. Requester has advised that he is inclined to suspend this request.*

c) Communications among EPA staff;

EPA's response: *These communications are considered internal deliberative. Requester has advised that he is inclined to suspend this request.*

d) Records relating to any internal or external peer review of the TSCA Systematic Review Document; and

EPA's response: *EPA does not have responsive records for this request. EPA is peer reviewing the draft TSCA risk evaluations and their supplemental materials through the SACC.*

e) Records relating to the assignment of scores to data/information sources using the procedures described in the TSCA Systematic Review Document.

EPA's response: *This is related to previous FOIA request (FOIA EPA-HQ-2019-001100). EPA/OPPT recently released the draft risk evaluation for PV29 and supplemental systematic review document (see docket EPA-HQ-OPPT-2018-0604). The latter document contains copies of the data evaluation sheets including scores and their basis. Reviewer's comments were not provided because proprietary information might have been integrated into the comments. Work is still on going for the other nine TSCA risk evaluations. The requested records for the remaining nine TSCA risk evaluations are internal deliberative.*

2) Copies of the following contracts, referenced on page 8 of the TSCA Systematic Review Document: (i) contract with GDIT (Contract No. CIO-SP3, HHSN316201200013W), (ii)
contract with ERG (Contract No. EP-W-12-006), (iii) contract with ICF (Contract No. EP-C-14- 001), (iv) contract with SRC (Contract No. EP-W-12-003) and (v) contract with Versar (Contract No. EP-W-17-006).

EPA's response: *There will be some information that will be releasable to the submitter. Requester indicated that they are not interested in names, phone numbers of EPA staff (e.g, WAMs)*

The following office has equity in these records and has reviewed the relevant records:

OCSPP/OPPT/RAD/IMD

The manager who approved this release is: Pamela Myrick

The records are:

__ attached

___may be found at the following link:

_X_ no responsive records (text only)

Message

From: Sherlock, Scott [Sherlock.Scott@epa.gov]
Sent: 3/11/2019 8:00:37 PM
To: Latham, John [Latham.John@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: Management Review Request for Initial Response tor FOIA Request EPA HQ 2019 001102

Can this one and the EPA HQ 2019 001100 be closed out on FOIA on line so that we can get Larry's approval.

Thank you John!

From: Gottesman, Larry
Sent: Monday, March 11, 2019 2:58 PM
To: Sherlock, Scott <Sherlock.Scott@epa.gov>
Subject: RE: Management Review Request for Initial Response tor FOIA Request EPA HQ 2019 001102

Please start the close out process so I can approve your release.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Sherlock, Scott
Sent: Wednesday, March 06, 2019 12:40 PM
To: White, Elizabeth <white.elizabeth@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Tran, Victoria <tran.victoria@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Konkus, John <konkus.john@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Beck, Nancy <Beck.Nancy@epa.gov>
Cc: Camacho, Iris <Camacho.Iris@epa.gov>; Fehrenbacher, Cathy <Fehrenbacher.Cathy@epa.gov>; Myrick, Pamela <Myrick.Pamela@epa.gov>; Latham, John <Latham.John@epa.gov>
Subject: Management Review Request for Initial Response tor FOIA Request EPA HQ 2019 001102

OCSPP/OPPT/RAD/EAD is responding to the above referenced FOIA request. We are providing this Awareness Notification email pursuant to the Chief of Staff's November 16, 2018 memorandum "Awareness Notification Process for Select Freedom of Information Act Releases." Recipients of the email have up to three business days following transmission of this email to review the documents to be released.

There is no requirement for you to respond to this email or otherwise take action. The Action Office has completed review and obtained management approval consistent with the agency's FOIA policy and procedures.

After 4 p.m. on the third business day after the transmission of this email, the Action Office will issue the Agency's FOIA response to the requester(s). The response will be issued promptly, but in no event later than one business day following completion of the three-day awareness notification period.

The information provided below is consistent with Paragraph 4 of the above-referenced November 16, 2018 memorandum.

Action Office: OCSPP/OPPT/CCD

FOIA ID	Requester	Requester Organization	Date FOIA Request Perfected	Date sent for Awareness Notification	Brief description of request as clarified	Interim or final response	Number of records and/or pages
EPA-HQ-2019-001102	Jonathan Kalmuss-Katz	Earthjustice	11/2/18	3/6/19	Clarified description: (see below)	Interim response	0

Intended interim response.

1) Unredacted records relating to the development, drafting, review, approval, and/or use of the TSCA Systematic Review Document, including but not limited to:

a) Communications between EPA staff and any representative(s) of private parties such as trade associations, corporations, not-for-profit organizations, and/or individuals;

EPA's response: *EPA agreed to provide Earth Justice with names of EPA employees whose email should be searched. The following are suggested names: Nancy Beck, Jeff Morris, Tala Henry, Iris Camacho*

b) Communications between EPA staff and any representative(s) of other governmental entities such as the White House Office of Management and Budget, the National Institute of Environmental Health Sciences, and the National Toxicology Program of the U.S. Department of Health and Human Services;

EPA's response: *These communications are considered internal deliberative. Requester has advised that he is inclined to suspend this request.*

c) Communications among EPA staff;

EPA's response: *These communications are considered internal deliberative. Requester has advised that he is inclined to suspend this request.*

d) Records relating to any internal or external peer review of the TSCA Systematic Review Document; and

EPA's response: *EPA does not have responsive records for this request. EPA is peer reviewing the draft TSCA risk evaluations and their supplemental materials through the SACC.*

e) Records relating to the assignment of scores to data/information sources using the procedures described in the TSCA Systematic Review Document.

EPA's response: *This is related to previous FOIA request (FOIA EPA-HQ-2019-001100). EPA/OPPT recently released the draft risk evaluation for PV29 and supplemental systematic review document (see docket EPA-HQ-OPPT-2018-0604). The latter document contains copies of the data evaluation sheets including scores and their basis. Reviewer's comments were not provided because proprietary information might have been integrated into*

the comments. Work is still on going for the other nine TSCA risk evaluations. The requested records for the remaining nine TSCA risk evaluations are internal deliberative.

2) Copies of the following contracts, referenced on page 8 of the TSCA Systematic Review Document: (i) contract with GDIT (Contract No. CIO-SP3, HHSN316201200013W), (ii)
contract with ERG (Contract No. EP-W-12-006), (iii) contract with ICF (Contract No. EP-C-14- 001), (iv) contract with SRC (Contract No. EP-W-12-003) and (v) contract with Versar (Contract No. EP-W-17-006).

EPA's response: *There will be some information that will be releasable to the submitter. Requester indicated that they are not interested in names, phone numbers of EPA staff (e.g, WAMs)*

The following office has equity in these records and has reviewed the relevant records:

OCSPP/OPPT/RAD/IMD

The manager who approved this release is: Pamela Myrick

The records are:

__ attached

___may be found at the following link:

_X_ no responsive records (text only)

Message

From: Sandfoss, Kristina [Sandfoss.Kristina@epa.gov]
Sent: 3/11/2019 2:29:57 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: EPA-HQ-2019-001062

Hi Larry,
I had to reopen this case so we could upload a revised Final Disposition Letter. It was flagged for awareness notification, (which was completed) so you're listed as a reviewer. As we go through the process to close it out again, should I remove you as a reviewer or would you just approve when it comes to you? Let me know.
Thanks!
Kristina

Kristina Sandfoss
Program Analyst
Office of Mission Support POC FOIA, RLO, Security, DCR
AOD / ORBO / OMS
U.S. Environmental Protection Agency Headquarters
1200 Pennsylvania Avenue NW, Washington, DC 20460
202-564-7177 Mailstop: 3102A Courier: 3353-N

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 2/19/2019 12:17:46 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FY19 Training slides for review
Attachments: FOIA Training 2019 mandatory 2 19 draft.pptx

Larry,

Please double check the slides to make sure there aren't any comments or missing items. I've made Kevin's edits.

Once you approve I will forward to the Training Office.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Routt, Christiane [Routt.Christiane@epa.gov]
Sent: 2/19/2019 12:10:12 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: RE: Interim FOIA Policy and Procedures Update

Thank you, Larry – for sending this so quickly to us.

ORD will be sharing with our FOIA personnel, as well as sharing with all senior leadership/mid-management through a formal transmittal release. We will also be reviewing all the critical points and ensuring our new policies and procedures are appropriately updated to reflect any changes and key points.

Again, thanks so much – good timing as we get ready to potentially launch our A3 (if approved) for FOIA.

Christiane E. Routt
ORD National FOIA Officer/Coordinator
Senior Advisor, OPARM, ORD
571-291-5774

From: Gottesman, Larry
Sent: Friday, February 15, 2019 3:54 PM
To: Calderon, Wanda <Calderon.Wanda@epa.gov>; Engels, Alan <engels.alan@epa.gov>; Hines, Andrea <hines.andrea@epa.gov>; Ho, Nancy <Ho.Nancy@epa.gov>; Johnson, Ivry <Johnson.Ivry@epa.gov>; Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Schena, Cristeen <Schena.Cristeen@epa.gov>; Stevens, Edie <Stevens.Edie@epa.gov>; Tate, Rita <Tate.Rita@epa.gov>; Wheatley, Jessica <wheatley.jessica@epa.gov>; Newton, Jonathan <Newton.Jonathan@epa.gov>; Hamilton, Sabrina <Hamilton.Sabrina@epa.gov>; Sandfoss, Kristina <Sandfoss.Kristina@epa.gov>; Kennedy, Chandra <Kennedy.Chandra@epa.gov>; Malloy, Marilyn <Malloy.Marilyn@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>; Williams, LaShawn <williams.lashawn@epa.gov>; Levine, Scott <Levine.Scott@epa.gov>; Barnett-Owens, Inga <Barnett-Owens.Inga@epa.gov>; Routt, Christiane <Routt.Christiane@epa.gov>; McLendon, Wanda <McLendon.Wanda@epa.gov>; Brown, Sineta <Brown.Sineta@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>; Lewis, Judith <Lewis.Judith@epa.gov>; Lewis, Monica <lewis.monica@epa.gov>; Person, Linda <Person.Linda@epa.gov>
Subject: FW: Interim FOIA Policy and Procedures Update

I wanted to share with you this important information concerning EPA's Interim FOIA Policy and Procedures update. Please share this information with your FOIA professionals.

Please let me know if you have any questions.

Have a great weekend.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Leopold, Matt (OGC)
Sent: Friday, February 15, 2019 12:56 PM
To: Konkus, John <konkus.john@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Bennett, Tate <Bennett.Tate@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Palich, Christian <palich.christian@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Ringel, Aaron <ringel.aaron@epa.gov>; Stanich, Ted <Stanich.Ted@epa.gov>; Bolen, Brittany <bolen.brittany@epa.gov>; Kime, Robin <Kime.Robin@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Lapierre, Kenneth <lapierre.kenneth@epa.gov>; Wehrum, Bill <Wehrum.Bill@epa.gov>; Gunasekara, Mandy <Gunasekara.Mandy@epa.gov>; Shaw, Betsy <Shaw.Betsy@epa.gov>; Woods, Clint <woods.Clint@epa.gov>; Beck, Nancy <Beck.Nancy@epa.gov>; Baptist, Erik <baptist.erik@epa.gov>; Bertrand, Charlotte <Bertrand.Charlotte@epa.gov>; Bodine, Susan <bodine.susan@epa.gov>; Traylor, Patrick <traylor.patrick@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; McIntosh, Chad <mcintosh.chad@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Dunlap, David <dunlap.david@epa.gov>; Cook, Steven <cook.steven@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>; Ross, David P <ross.davidp@epa.gov>; Wildeman, Anna <wildeman.anna@epa.gov>; Forsgren, Lee <Forsgren.Lee@epa.gov>; Best-Wong, Benita <Best-Wong.Benita@epa.gov>; Sheehan, Charles <Sheehan.Charles@epa.gov>; Shields, Edward <Shields.Ed@epa.gov>; Dunn, Alexandra <dunn.alexandra@epa.gov>; Szaro, Deb <Szaro.Deb@epa.gov>; Dierker, Carl <Dierker.Carl@epa.gov>; Williamson, Timothy <Williamson.Tim@epa.gov>; Lopez, Peter <lopez.peter@epa.gov>; Mugdan, Walter <Mugdan.Walter@epa.gov>; Schaaf, Eric <Schaaf.Eric@epa.gov>; Simon, Paul <Simon.Paul@epa.gov>; Servidio, Cosmo <servidio.cosmo@epa.gov>; Rodrigues, Cecil <rodrigues.cecil@epa.gov>; Coe, Mary <Coe.Mary@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Walker, Mary <walker.mary@epa.gov>; Palmer, Leif <Palmer.Leif@epa.gov>; Rubini, Suzanne <Rubini.Suzanne@epa.gov>; Stepp, Cathy <stepp.cathy@epa.gov>; Payne, James <payne.james@epa.gov>; Nelson, Leverett <nelson.leverett@epa.gov>; Frey, Bert <frey.bertram@epa.gov>; Idsal, Anne <idsal.anne@epa.gov>; Gray, David <gray.david@epa.gov>; Harrison, Ben <Harrison.Ben@epa.gov>; Gulliford, Jim <gulliford.jim@epa.gov>; Chu, Ed <Chu.Ed@epa.gov>; Humphrey, Leslie <Humphrey.Leslie@epa.gov>; Skelley, Dana <Skelley.Dana@epa.gov>; Benevento, Douglas <benevento.douglas@epa.gov>; Thomas, Deb <thomas.debrah@epa.gov>; Schefski, Kenneth <Schefski.Kenneth@epa.gov>; Joffe, Brian <Joffe.Brian@epa.gov>; Sutin, Elyana <Sutin.Elyana@epa.gov>; Stoker, Michael B. <stoker.michael@epa.gov>; Jordan, Deborah <Jordan.Deborah@epa.gov>; Quast, Sylvia <Quast.Sylvia@epa.gov>; Busterud, Gretchen <Busterud.Gretchen@epa.gov>; Hladick, Christopher <hladick.christopher@epa.gov>; Pirzadeh, Michelle <Pirzadeh.Michelle@epa.gov>; Stern, Allyn <Stern.Allyn@epa.gov>; Castanon, Lisa <Castanon.Lisa@epa.gov>; OGC NFO <OGC-NFO@epa.gov>
Subject: Interim FOIA Policy and Procedures Update

Colleagues,

Over the last year, the Agency has taken significant steps to improve our implementation of the Freedom of Information Act (FOIA). Improvements include a Strategic Goal on transparency as well as reorganizations that created a new National FOIA Office in the Office of General Counsel, delegated the Chief FOIA Officer functions to the General Counsel, and launched a reorganization of the regional FOIA programs into the Regional Counsels Offices. Today, I am issuing an interim FOIA Policy and Procedures Update to reflect the current organizational structure and to make clear that the Agency should continue to follow the Agency's FOIA Policy and Procedure as well as OGC's guidance on the FOIA Improvement Act of 2016. Over the coming months, the Agency plans to issue an update to EPA's FOIA regulations to be consistent with the FOIA Improvement Act of 2016, and I have directed the National FOIA Office thereafter to review and provide additional updates to these FOIA Policy and Procedures consistent with any regulatory changes.

If you have questions regarding the attached documents, or if you have suggestions for improving the Agency's implementation of the FOIA, please call Timothy Epp, Acting Director of the National FOIA Office at 202-564-2830.

Best Regards, Matt

Matthew Z. Leopold
General Counsel
U.S. Environmental Protection Agency
(202) 564-8040

Message

From: Routt, Christiane [Routt.Christiane@epa.gov]
Sent: 2/11/2019 5:03:04 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Clausen, Rebecca [Clausen.Rebecca@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]; Person, Linda [Person.Linda@epa.gov]
Subject: RE: OPEN ORD matters

Thanks Larry – this looks like an ORD-wide encompassing list of open cases? Yes?

I am looking for a list of cases flagged just for awareness review.

Christiane E. Routt
ORD National FOIA Officer/Coordinator
Senior Advisor, OPARM, ORD
571-291-5774

From: Gottesman, Larry
Sent: Monday, February 11, 2019 11:30 AM
To: Routt, Christiane <Routt.Christiane@epa.gov>; Clausen, Rebecca <Clausen.Rebecca@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>; Person, Linda <Person.Linda@epa.gov>
Subject: OPEN ORD matters

I sent you the one request that Peter Evanko was cced on Linda Person, as part of the awareness notification process. We will no longer cc Peter, which was in error and make sure we cc Christiane.

Attached is the open matters in ORD.

I just received an email from Stefan Silzer on HQ-2019-001514 which Rebecca was cced on.

Let me know if you need anything further.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Calderon, Wanda [Calderon.Wanda@epa.gov]
Sent: 2/15/2019 7:17:31 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Interim FOIA Policy and Procedures Update

I don't see 'em – where did you "sent to you"? Zimbabwe?

Wanda Calderon
Government Information Specialist
Public Outreach Branch
US EPA Region 2
www.epa.gov/foia

From: Gottesman, Larry
Sent: Friday, February 15, 2019 2:11 PM
To: Calderon, Wanda <Calderon.Wanda@epa.gov>
Subject: RE: Interim FOIA Policy and Procedures Update

Thanks, they were just sent to you.

From: Calderon, Wanda
Sent: Friday, February 15, 2019 1:04 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: Interim FOIA Policy and Procedures Update

Hi,
Can I get the attachment referenced in the attached memo?

Wanda Calderon
Government Information Specialist
Public Outreach Branch
US EPA Region 2
www.epa.gov/foia

From: Mugdan, Walter
Sent: Friday, February 15, 2019 12:58 PM
To: Calderon, Wanda <Calderon.Wanda@epa.gov>; Kluesner, Dave <kluesner.dave@epa.gov>; Mears, Mary <Mears.Mary@epa.gov>; Schaaf, Eric <Schaaf.Eric@epa.gov>; Simon, Paul <Simon.Paul@epa.gov>
Subject: FW: Interim FOIA Policy and Procedures Update

FYI:

From: Leopold, Matt (OGC)
Sent: Friday, February 15, 2019 12:56 PM
To: Konkus, John <konkus.john@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Bennett, Tate <Bennett.Tate@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Palich, Christian <palich.christian@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Ringel, Aaron <ringel.aaron@epa.gov>; Stanich, Ted <Stanich.Ted@epa.gov>; Bolen, Brittany <bolen.brittany@epa.gov>; Kime, Robin <Kime.Robin@epa.gov>; White, Elizabeth

<white.elizabeth@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Lapierre, Kenneth <lapierre.kenneth@epa.gov>; Wehrum, Bill <Wehrum.Bill@epa.gov>; Gunasekara, Mandy <Gunasekara.Mandy@epa.gov>; Shaw, Betsy <Shaw.Betsy@epa.gov>; Woods, Clint <woods.Clint@epa.gov>; Beck, Nancy <Beck.Nancy@epa.gov>; Baptist, Erik <baptist.erik@epa.gov>; Bertrand, Charlotte <Bertrand.Charlotte@epa.gov>; Bodine, Susan <bodine.susan@epa.gov>; Traylor, Patrick <traylor.patrick@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; McIntosh, Chad <mcintosh.chad@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Dunlap, David <dunlap.david@epa.gov>; Cook, Steven <cook.steven@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>; Ross, David P <ross.davidp@epa.gov>; Wildeman, Anna <wildeman.anna@epa.gov>; Forsgren, Lee <Forsgren.Lee@epa.gov>; Best-Wong, Benita <Best-Wong.Benita@epa.gov>; Sheehan, Charles <Sheehan.Charles@epa.gov>; Shields, Edward <Shields.Ed@epa.gov>; Dunn, Alexandra <dunn.alexandra@epa.gov>; Szaro, Deb <Szaro.Deb@epa.gov>; Dierker, Carl <Dierker.Carl@epa.gov>; Williamson, Timothy <Williamson.Tim@epa.gov>; Lopez, Peter <lopez.peter@epa.gov>; Mugdan, Walter <Mugdan.Walter@epa.gov>; Schaaf, Eric <Schaaf.Eric@epa.gov>; Simon, Paul <Simon.Paul@epa.gov>; Servidio, Cosmo <servidio.cosmo@epa.gov>; Rodrigues, Cecil <rodrigues.cecil@epa.gov>; Coe, Mary <Coe.Mary@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Walker, Mary <walker.mary@epa.gov>; Palmer, Leif <Palmer.Leif@epa.gov>; Rubini, Suzanne <Rubini.Suzanne@epa.gov>; Stepp, Cathy <stepp.cathy@epa.gov>; Payne, James <payne.james@epa.gov>; Nelson, Leverett <nelson.leverett@epa.gov>; Frey, Bert <frey.bertram@epa.gov>; Idsal, Anne <idsal.anne@epa.gov>; Gray, David <gray.david@epa.gov>; Harrison, Ben <Harrison.Ben@epa.gov>; Gulliford, Jim <gulliford.jim@epa.gov>; Chu, Ed <Chu.Ed@epa.gov>; Humphrey, Leslie <Humphrey.Leslie@epa.gov>; Skelley, Dana <Skelley.Dana@epa.gov>; Benevento, Douglas <benevento.douglas@epa.gov>; Thomas, Deb <thomas.debrah@epa.gov>; Schefski, Kenneth <Schefski.Kenneth@epa.gov>; Joffe, Brian <Joffe.Brian@epa.gov>; Sutin, Elyana <Sutin.Elyana@epa.gov>; Stoker, Michael B. <stoker.michael@epa.gov>; Jordan, Deborah <Jordan.Deborah@epa.gov>; Quast, Sylvia <Quast.Sylvia@epa.gov>; Busterud, Gretchen <Busterud.Gretchen@epa.gov>; Hladick, Christopher <hladick.christopher@epa.gov>; Pirzadeh, Michelle <Pirzadeh.Michelle@epa.gov>; Stern, Allyn <Stern.Allyn@epa.gov>; Castanon, Lisa <Castanon.Lisa@epa.gov>; OGC NFO <OGC-NFO@epa.gov>
Subject: Interim FOIA Policy and Procedures Update

Colleagues,

Over the last year, the Agency has taken significant steps to improve our implementation of the Freedom of Information Act (FOIA). Improvements include a Strategic Goal on transparency as well as reorganizations that created a new National FOIA Office in the Office of General Counsel, delegated the Chief FOIA Officer functions to the General Counsel, and launched a reorganization of the regional FOIA programs into the Regional Counsels Offices. Today, I am issuing an interim FOIA Policy and Procedures Update to reflect the current organizational structure and to make clear that the Agency should continue to follow the Agency's FOIA Policy and Procedure as well as OGC's guidance on the FOIA Improvement Act of 2016. Over the coming months, the Agency plans to issue an update to EPA's FOIA regulations to be consistent with the FOIA Improvement Act of 2016, and I have directed the National FOIA Office thereafter to review and provide additional updates to these FOIA Policy and Procedures consistent with any regulatory changes.

If you have questions regarding the attached documents, or if you have suggestions for improving the Agency's implementation of the FOIA, please call Timothy Epp, Acting Director of the National FOIA Office at 202-564-2830.

Best Regards, Matt

Matthew Z. Leopold
General Counsel
U.S. Environmental Protection Agency
(202) 564-8040

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 2/21/2019 4:46:11 PM
To: Hamlett, Karen [hamlett.karen@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: FOIA training slides PBI 8 6 18.pptx
Attachments: FOIA Training 2019 mandatory 2 19 draft.pptx

Karen,

Here are the FY19 Mandatory FOIA Training slides. Please let us know if you have any questions.

Larry is in contact with the RMO staff regarding funding.

Wendy
Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Hamlett, Karen
Sent: Friday, February 15, 2019 1:53 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: FOIA training slides PBI 8 6 18.pptx

Wendy,
I just sent the LOE on a separate email. Please let me know when the funding is ready. The FOIA training slides PBI 8 6 18.pptx is the 2nd FOIA course and you will be sending the fy19 FOIA mandatory training next week, correct? Just trying to keep everything straight.

Thank you and have a wonderful holiday

Karen Hamlett
EPA University - Leadership Development Institute
1201 Constitution Avenue
WJC East, #1136 H
Washington, DC 20460
202-564-8302

From: Schumacher, Wendy
Sent: Thursday, February 14, 2019 4:15 PM
To: Hamlett, Karen <hamlett.karen@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: FOIA training slides PBI 8 6 18.pptx

Karen,

Resending per our conversation.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Schumacher, Wendy
Sent: Friday, July 27, 2018 4:04 PM
To: Hamlett, Karen <hamlett.karen@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA training slides PBI 8 6 18.pptx

Karen,

Nice to talk to you today. We're ready for the ROM on this training. I will check on the review of the general training.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 2/21/2019 3:48:14 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: FOIA Training 2019 mandatory 2 19 draft.pptx
Attachments: FOIA Training 2019 mandatory 2 19 draft.pptx

Larry,

Please confirm that I made all your edits.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Gottesman, Larry
Sent: Thursday, February 21, 2019 10:34 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: FOIA Training 2019 mandatory 2 19 draft.pptx

Please see strike out and red additions.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Robinson, Denise [Robinson.Denise@epa.gov]
Sent: 3/5/2019 4:46:06 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Sandfoss, Kristina [Sandfoss.Kristina@epa.gov]; Morina, Lenee [Morina.Lenee@epa.gov]
Subject: FOIA EPA-HQ-2019-009602

Hi Larry,
Kristina advised me to ask you to reject the review task for FOIA 2018-009602, where I will then Begin the Close out process. I will also send out the awareness notification indicating no records. Thanks!

Denise A. Robinson
SEE/Admin. Asst./Scheduler
EPA/OMS/OA/10
robinson.denise@epa.gov
(202) 564-8706

Message

From: Engels, Alan [engels.alan@epa.gov]
Sent: 3/5/2019 4:27:34 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FOIA EPA-R8-2019-003456

Larry,

We noticed your name was placed in the reviewer for this FOIA, but have not received any notification that this FOIA is under an Awareness Notification. If you received this notice, can you please forward to me so that I can make sure it follows the memo protocols.

If the FOIA is not under an Awareness Notification, we would like to understand why you have been added as a reviewer to this response.

Thank you.

Alan Engels
Regional FOIA Officer
US EPA, Region 8
1595 Wynkoop St.
8TMS-IMP-CMU
Denver, CO 80202
(303) 312-6306
Engels.alan@EPA.gov

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 3/5/2019 2:56:38 PM
To: Hill, Kevin W. [hill.kevinw@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: EPA-HQ-2018-007979

Done

Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Hill, Kevin W.
Sent: Monday, March 04, 2019 6:24 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: EPA-HQ-2018-007979

Wendy or Larry,

Could you please approve this Case File Review task? The awareness notification period has run.

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser
U.S. Environmental Protection Agency
Office of General Counsel
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460
Office: 202-564-1652
hill.kevinw@epa.gov

Message

From: Hamlett, Karen [hamlett.karen@epa.gov]
Sent: 3/1/2019 8:56:39 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: EPA FOIA Mandatory Training Storyboard
Attachments: EPA FOIA Mandatory Storyboard 3-1-19.docx

Importance: High

Attached is the storyboard for review. Please review and confirm by Wednesday, March 6th.

Thanking you in advance,

Karen Hamlett
EPA University - Leadership Development Institute

From: Russell, Yvonne T <yvonne.russell@gdit.com>
Sent: Friday, March 01, 2019 11:34 AM
To: Hamlett, Karen <hamlett.karen@epa.gov>; Walker, Kenyon <walker.kenyon@epa.gov>
Cc: Bell, Christina A <christina.bell@gdit.com>
Subject: EPA FOIA Mandatory Training Storyboard

Hi Karen,
I hope you are doing well! Please find attached the draft storyboard for the mandatory FOIA training. In addition to making small modifications from the original for consistency, I have also included some questions and suggestions throughout the storyboard as comments. If you could review and respond to our questions by next Wednesday, March 6th, that will be great and will keep us on schedule.

If you have any questions while you are reviewing, please feel free to reach out to me.

I look forward to hearing back from you,
Yvonne

Yvonne Russell
Instructional Developer Senior
General Dynamics Information Technology
Strategy & Performance Group (SPG)
Belleville, Illinois

Phone: (571) 269-9679
yvonne.russell@gdit.com
URL: www.gdit.com

GENERAL DYNAMICS
Information Technology

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Message

From: Hill, Kevin W. [hill.kevinw@epa.gov]
Sent: 6/14/2019 4:26:47 PM
To: Walker, Denise [Walker.Denise@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Spears, Rasheena [spears.rasheena@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Creech, Christopher [Creech.Christopher@epa.gov]
Subject: RE: Factsheet for Pilot 2.0 (DRAFT)
Attachments: NFO Factsheet_Enhancing Intake Pilot 2.0_draft 6.13.19.docx

Made Denise's changes (attached).

Deliberative Process / Ex. 5

DPP / Attorney Client / Ex. 5

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309C
Phone 202-564-1652| hill.kevinw@epa.gov

National FOIA Office
EPA Office of General Counsel

From: Walker, Denise
Sent: Friday, June 14, 2019 11:06 AM
To: Hill, Kevin W. <hill.kevinw@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Spears, Rasheena <spears.rasheena@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Creech, Christopher <Creech.Christopher@epa.gov>
Subject: Re: Factsheet for Pilot 2.0 (DRAFT)

Hey, Kev! This looks really fantastic!

I like the look and feel and the content.

I think you should send to Tim and Joan (for the web content) when it is final.

Caught a little fix on page 2: "will send a pilot FIOA Programs" Should be "will send pilot FOIA programs" or "will send a pilot FOIA program"

Best,

Denise

From: Hill, Kevin W.
Sent: Thursday, June 13, 2019 7:29:17 PM
To: Walker, Denise; Gottesman, Larry; Spears, Rasheena; Schumacher, Wendy
Cc: Creech, Christopher
Subject: Factsheet for Pilot 2.0 (DRAFT)

Hello Workgroup (+ Chris),

I put together a draft factsheet for the Enhancing Intake Pilot 2.0...liking that name. This factsheet could be distributed to the FOIA Programs as some point by Tim with other agency-wide updates. Please let me know your thoughts.

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309C
Phone 202-564-1652| hill.kevinw@epa.gov

National FOIA Office
EPA Office of General Counsel

Message

From: Hill, Kevin W. [hill.kevinw@epa.gov]
Sent: 6/13/2019 11:29:17 PM
To: Walker, Denise [Walker.Denise@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Spears, Rasheena [spears.rasheena@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Creech, Christopher [Creech.Christopher@epa.gov]
Subject: Factsheet for Pilot 2.0 (DRAFT)
Attachments: NFO Factsheet_Enhancing Intake Pilot 2.0_draft 6.13.19.pdf

<!--[if lte mso 15 || CheckWebRef]-->

Hill, Kevin W. has shared a OneDrive for Business file with you. To view it, click the link below.

NFO Factsheet_Enhancing Intake Pilot 2.0_draft 6.13.19.docx

<!--[endif]-->

Hello Workgroup (+ Chris),

I put together a draft factsheet for the Enhancing Intake Pilot 2.0...liking that name. This factsheet could be distributed to the FOIA Programs as some point by Tim with other agency-wide updates. Please let me know your thoughts.

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309C
Phone 202-564-1652| hill.kevinw@epa.gov

National FOIA Office
EPA Office of General Counsel

Message

From: Person, Linda [Person.Linda@epa.gov]
Sent: 2/28/2019 4:01:36 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
CC: Sandfoss, Kristina [Sandfoss.Kristina@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]
Subject: Awreness Notification
Attachments: FOIA Efficiency Memo (1).pdf; Awareness Notificiation Temp 1.docx

(This is being sent on behalf of Larry Gottesman)

Dear Ms. Vizian:

The following FOIA requests, assigned to your office, have been selected for the Awareness Notification Process set forth in the attached Chief of Staff's Memorandum.

The FOIAonline tracking number(s) for the selected FOIA requests is/are:

EPA-HQ-2019-003369
SUBJECT: reports and information related to a fact finding investigation into Joe Doogan's selection for a high graded position within OCFO-OTS.

EPA-HQ-2019-003450
SUBJECT: records detailing the name, salary, job title and position description of all EPA employees who were issued an Intergovernmental Personnel Act assignment and/or temporary detail — including information that describes the EPA employee's IPA assignment employer outside of EPA, whether EPA continued to pay the EPA employee's salary during their IPA assignment as well as the start and end dates of their IPA assignment — from Jan. 1, 2009 to Feb. 12, 2019.

EPA-HQ-2019-003522
SUBJECT: Copies of the commissions signed by the President for each of the four members of the Environmental Appeals Board; copy of any justification for the legality of the Administrator's ability to appoint members of the Environmental Appeals Board; and copy of any justification for the legality of the Administrator's ability to create the Environmental Appeals Board .

EPA-HQ-2019-003592
SUBJECT: copy of the record showing specifically which agencies are complete, including information on agencies not complete, such as estimated completion dates, regarding data migration from the prior version of FOIA online.

For these FOIA requests, please follow the procedures set out in the attached Chief of Staff's Memorandum. For steps 4 and 5, an email template is attached for your use.

Please contact me if you have any questions.

Thank you,

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel

U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: James, Kimberly M (Jones) [James.Kimberly@epa.gov]
Sent: 3/6/2019 7:58:37 PM
To: DeRobertis, Cecilia [DeRobertis.Cecilia@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Herrema, Jeffrey [Herrema.Jeffrey@epa.gov]; James, Kimberly M (Jones) [James.Kimberly@epa.gov]; Koslow, Karin [Koslow.Karin@epa.gov]; Lee, Terry [lee.terry@epa.gov]; Rhines, Dale [rhines.dale@epa.gov]; Richmond, Jonah [Richmond.Jonah@epa.gov]; Ross, Margaret [Ross.Margaret@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Simpson, Terry [Simpson.Terry@epa.gov]; Wehling, Carrie [Wehling.Carrie@epa.gov]; Williams, LaShawn [williams.lashawn@epa.gov]; Wills, Jennifer [Wills.Jennifer@epa.gov]; Zenick, Elliott [Zenick.Elliott@epa.gov]
CC: Nguyen, Quoc [Nguyen.Quoc@epa.gov]; Kelly, Lynn [Kelly.Lynn@epa.gov]; Youngblood, Charlotte [Youngblood.Charlotte@epa.gov]; Schwarz, Matthew [Schwarz.Matthew@epa.gov]
Subject: Due Tuesday: February Bowling Chart
Attachments: Feb CTS Data.xlsx; Feb NOIs.xlsx; FEB Complaints -NOIs.xlsx

Flag: Review

<!--[if lte mso 15 || CheckWebRef]-->

James, Kimberly M (Jones) has shared a OneDrive for Business file with you. To view it, click the link below.

OGC February 2019.xlsx

<!--[endif]-->

Greetings Team,

Please update the bowling chart by 2:00pm next Tuesday as the bowling chart is due early this month (Friday, March 15th). Just as requested last month, if your measure has no data please use a dash (-) to indicate so.

Lastly, please review the countermeasure page. We need to update our countermeasures monthly to reflect our progress. If you need assistance, please call me or schedule time on my calendar. I will review the bowling chart Tuesday afternoon to ensure all data and countermeasures have been updated.

Sincerely,

Kimberly M. James (Jones)
Management Analyst
Member of EPA's Coaching Cadre | ICF Associate Certified Coach
U.S. Environmental Protection Agency
Office of General Counsel- Resource Management Office
1200 Pennsylvania Ave, NW
William J. Clinton North 4315D
Mailcode 2311A
Washington, DC 20460
(202) 564-3001
james.kimberly@epa.gov

Message

From: Hamilton, Sabrina [Hamilton.Sabrina@epa.gov]
Sent: 3/6/2019 5:57:36 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: Closeout Approval for FOIA Numbers EPA-HQ-2019-002448 and 3091

Larry and Wendy,

The awareness notification was already approved by you the other day for these two FOIAs. Please approve the final response in FOIAonline ASAP. Thanks

Sabrina Hamilton

Sabrina Hamilton
Air and Radiation Liaison Specialist
and FOIA Coordinator
Office of Air and Radiation
U.S. Environmental Protection Agency (EPA)
1200 Pennsylvania Avenue, N.W. (6101-A)
Washington, D.C. 20460
Tel: (202) 564-1083

Message

From: Johnson, Ivry [Johnson.Ivry@epa.gov]
Sent: 3/6/2019 5:18:09 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: R9-2019-003548 and R9-2019-003548

I'm confused about this number, as its not finished or ready to send to you to close out.

From: Gottesman, Larry
Sent: Wednesday, March 6, 2019 6:06 AM
To: Johnson, Ivry <Johnson.Ivry@epa.gov>
Subject: R9-2019-003548 and R9-2019-003548

Even though the Awareness Notification email has been sent, and the 3 days have past, I do not have a task to close out.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 3/6/2019 4:28:12 PM
To: Hamlett, Karen [hamlett.karen@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: EPA FOIA Mandatory Training Storyboard
Attachments: EPA FOIA Mandatory Storyboard 3-1-19 NFO reply.docx

Karen,

Here are the answers to the comments.

Larry is checking into the funds transfer.

Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310 A)
Washington, D.C. 20460 | WJCN 5315 E
Phone (202) 566-2513 | schumacher.wendy@epa.gov

From: Hamlett, Karen
Sent: Wednesday, March 06, 2019 10:34 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: EPA FOIA Mandatory Training Storyboard

Wendy,
Unfortunately, we are behind the radar and in order to get your training up by the end of April/beginning of May. I need a response today.

Sorry for the inconvenience, we had them prioritize the mandatory training and the agreement was we had to give it back to them approved by Wednesday. You can send it at the end of the day, if you like. Has the money been moved to fund the training, yet?

Sorry for the inconvenience,

Karen Hamlett
EPA University - Leadership Development Institute
1201 Constitution Avenue
WJC East, #1136 H
Washington, DC 20460
202-564-8302

From: Schumacher, Wendy
Sent: Tuesday, March 05, 2019 3:04 PM
To: Hamlett, Karen <hamlett.karen@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: EPA FOIA Mandatory Training Storyboard

Karen,

Larry has been out of town. We will respond by Friday.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Hamlett, Karen
Sent: Friday, March 01, 2019 3:57 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: EPA FOIA Mandatory Training Storyboard
Importance: High

Attached is the storyboard for review. Please review and confirm by Wednesday, March 6th.

Thanking you in advance,

Karen Hamlett
EPA University - Leadership Development Institute

From: Russell, Yvonne T <yvonne.russell@gdit.com>
Sent: Friday, March 01, 2019 11:34 AM
To: Hamlett, Karen <hamlett.karen@epa.gov>; Walker, Kenyon <walker.kenyon@epa.gov>
Cc: Bell, Christina A <christina.bell@gdit.com>
Subject: EPA FOIA Mandatory Training Storyboard

Hi Karen,
I hope you are doing well! Please find attached the draft storyboard for the mandatory FOIA training. In addition to making small modifications from the original for consistency, I have also included some questions and suggestions throughout the storyboard as comments. If you could review and respond to our questions by next Wednesday, March 6th, that will be great and will keep us on schedule.

If you have any questions while you are reviewing, please feel free to reach out to me.

I look forward to hearing back from you,
Yvonne

Yvonne Russell
Instructional Developer Senior
General Dynamics Information Technology
Strategy & Performance Group (SPG)
Belleville, Illinois

Phone: (571) 269-9679
yvonne.russell@gdit.com

URL: www.gdit.com

GENERAL DYNAMICS
Information Technology

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Message

From: Ingram, Earl [Ingram.Earl@epa.gov]
Sent: 3/1/2019 5:16:07 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Wittenberg, Nicholas [wittenberg.nicholas@epa.gov]
Subject: RE: OCSPP - Equity Notification - EPA-HQ-2018-010931 - No Documents

Wendy,

Can you close out this pending Task, so this request can be closed. It's a no records found determination. It has gone through the Notification process. This case is on appeal and Marissa in OGC would like to close it as quickly as possible.

Let me know if you have any questions.

Thanks.

From: Ingram, Earl
Sent: Thursday, February 21, 2019 2:53 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Wittenberg, Nicholas <wittenberg.nicholas@epa.gov>
Subject: FW: OCSPP - Equity Notification - EPA-HQ-2018-010931 - No Documents

Hello Larry,

See below the response from Dr. Nancy Beck confirming the completion of the Awareness Review for the no records found determination for EPA-HQ-2018-0010931. You can now close out the pending Review Task for this request. let me know if you have any questions.

Thanks.

Earl

From: Beck, Nancy
Sent: Tuesday, February 19, 2019 6:26 PM
To: Wittenberg, Nicholas <wittenberg.nicholas@epa.gov>; Bertrand, Charlotte <Bertrand.Charlotte@epa.gov>; Baptist, Erik <Baptist.Erik@epa.gov>
Cc: Keigwin, Richard <Keigwin.Richard@epa.gov>; Messina, Edward <Messina.Edward@epa.gov>; Miller, Wynne <Miller.Wynne@epa.gov>; Barber, Delores <barber.delores@epa.gov>; Syed, Hamaad <Syed.Hamaad@epa.gov>; Ingram, Earl <Ingram.Earl@epa.gov>; Pisarick, Marissa <pisarick.marissa@epa.gov>
Subject: RE: OCSPP - Equity Notification - EPA-HQ-2018-01093 - No Documents

Thanks Nick.
I liked reviewing this one ☺

- _____
- Nancy B. Beck, Ph.D., DABT
- Principal Deputy Assistant Administrator, OCSPP
- P: 202-564-1273

- beck.nancy@epa.gov

From: Wittenberg, Nicholas
Sent: Tuesday, February 19, 2019 5:26 PM
To: Bertrand, Charlotte <Bertrand.Charlotte@epa.gov>; Beck, Nancy <Beck.Nancy@epa.gov>; Baptist, Erik <baptist.erik@epa.gov>
Cc: Keigwin, Richard <Keigwin.Richard@epa.gov>; Messina, Edward <Messina.Edward@epa.gov>; Miller, Wynne <Miller.Wynne@epa.gov>; Barber, Delores <Barber.Delores@epa.gov>; Syed, Hamaad <Syed.Hamaad@epa.gov>; Ingram, Earl <Ingram.Earl@epa.gov>; Pisarick, Marissa <pisarick.marissa@epa.gov>
Subject: FW: OCSPP - Equity Notification - EPA-HQ-2018-01093 - No Documents

Good Afternoon Charlotte, Nancy, and Erik,

Before we send out the Awareness Notification Email under the new guidelines as detailed in the FOIA Efficiency Memo we are sending this OCSPP Equity Notification Email.

The Office of Pesticides Programs (OPP) is responding to the above-referenced FOIA request that we received from Matthew Diehr of Husch Blackwell. The eDiscovery search returned **0** documents from the eDiscovery search. Even though there were no records found after the search, we are required follow the Equity and Awareness Notification procedures.

I. Scope of the Request:

> Please provide copies of all documents and records of communication of any kind, including but not limited to email correspondence (including attachments) sent to or from (including also copying, whether as cc: or bcc:) 1) Babasaheb Sonawane, 2) Rebecca Dzubow, 3) AND/OR 3) Cynthia Merse which correspondence includes anywhere in the email, whether the body of the thread, the subject, To:, From:, Cc:, or bcc: fields—a) glyphosate, b) gly, c) RoundUp, d) round up, e) IARC, f) Monograph, g) Children's Environmental Health Network, or h) CEHN.
>
> Correspondence and records of communication responsive to this request will be dated between January 1, 2016 and the date you process this request; however, we request entire email/text threads of which any record responsive to this request is part.

II. Description of the Production:

This proposed production includes **0** documents.

III. Deadline for Review:

No Production

Please let me know if there are any questions.

All the best,
Nick

Nicholas Wittenberg
Attorney-Advisor
United States Environmental Protection Agency
Office of Pesticide Programs
Information Technology & Resources Management Division
Public Information & Records Integrity Branch

1200 Pennsylvania Avenue, NW (MC 7502P)
Washington, D.C. 20460
Phone: (703) 347-8875
Email: wittenberg.nicholas@epa.gov

Message

From: Calderon, Wanda [Calderon.Wanda@epa.gov]
Sent: 2/27/2019 2:48:29 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: For review: FOIA Standard Functions document
Attachments: FOIA Functional Statement 2.13.19clean.docx

Wanda Calderon
Government Information Specialist
Public Outreach Branch
US EPA Region 2
www.epa.gov/foia

From: Simon, Paul
Sent: Tuesday, February 26, 2019 6:30 PM
To: Calderon, Wanda <Calderon.Wanda@epa.gov>; Cohen, Mitchell <cohen.mitchell@epa.gov>
Cc: Feinmark, Phyllis <Feinmark.Phyllis@epa.gov>; Kluesner, Dave <kluesner.dave@epa.gov>; Ferrara, Helen <Ferrara.Helen@epa.gov>
Subject: FW: For review: FOIA Standard Functions document

Hi, Wanda and Mitch. In anticipation of the Regional FOIA Program moving to ORC in each Region, OGC put together the attached document "to ensure that there is a base level of adequate and consistent staff and structure for regional FOIA offices in ORC from the outset." They sent a draft of it to the Regional Counsels' offices for comment on a very quick turnaround. See below and attached. I just sent OGC comments a few minutes ago, which I will forward to you in a separate email.

Could you please read the document and my comments on it? Then, I'd like to talk with you about it. If you identify problems that I didn't flag in my markup, let me know; I can always send OGC supplemental comments if appropriate.... although I think they want to finalize the document very soon.

BTW, Wanda, can you pls remind me?: Are you required to upload to FOIAOnline even documents we are withholding in response to a FOIA, and those docs. are coded in some way in FOIAOnline such that the requester can't see them?

From: Cozad, David
Sent: Tuesday, February 19, 2019 1:44 PM
To: OGC RCs and DRCs <OGC_RCs_and_DRCs@epa.gov>
Cc: Epp, Timothy <Epp.Timothy@epa.gov>
Subject: For review: FOIA Standard Functions document

Hello RCs and DRCs -

Attached for your review and comment, as I mentioned on last week's OGC-RC VTC, is a draft "Standard Functions" document for regional FOIA programs. The intent of this document is to guide management in structuring and staffing the regional FOIA operations as they move to ORC. It will be issued by Matt Leopold, as the Agency's Chief FOIA Officer. The draft was put together by a workgroup led by Tim Epp and Neil Bigioni, with participants from Regions 1, 8, 9, and 10.

The primary purpose of the document is to ensure that there is a base level of adequate and consistent staff and structure for regional FOIA offices in ORC from the outset. The document makes it clear that:

- The regional FOIA offices are expected to have a manager in ORC who devotes significant time to FOIA and is clearly responsible/accountable for the overall program
- There is a designated Regional FOIA Officer (who could also be the FOIA manager) who is responsible for intake, assignment, and tracking of requests
- Regional FOIA offices are expected to have sufficient support staff dedicated to FOIA, who manage individual requests from assignment to closure
- Regions have IT support clearly dedicated to FOIA
- Offices in regions outside ORC still have significant responsibilities in staff collection and review of documents, and management review of responses; the manager of the staff to which the request is assigned outside of the ORC, or other designated manager, will review and concur on the response
- Beyond document collection and review, most FOIA functions are expected to be performed in the regional FOIA office within ORC – so things such as contact with the requestor to discuss fees and scope, qa/qc of response, decisions on exemptions, etc., are generally expected to be done in ORC.

I think this document can help ensure that regions provide sufficient resources to the ORCs as they stand up their FOIA offices. It will also establish a common structure across the country for regional FOIA offices, while still allowing for the flexibility that is needed based on regional differences in office size and FOIA volume.

This document does not replace the regional FOIA SOPs that provide the region-specific procedures for day-to-day implementation of FOIA responsibilities; it works in tandem with those region-specific SOPs. Most of those SOPs were put in place in 2015, and the regions will all need to update their FOIA SOPs for a number of reasons: to reflect the reorganization; to reflect the new FOIA regulations the Agency is about to issue; and to reflect statutory changes in 2016.

We'd like your comments on this document by COB, Wednesday, February 27. To help you in your review, we will set up an initial call on Thursday, February 21, for Tim and Neil to walk you through the document and answer any questions you have. Watch for an invite.

It is important to finalize this document quickly, given the timelines for regional realignments.

Many thanks to the workgroup for putting this together –

Dave

Dave Cozad
Acting Deputy General Counsel
202-564-5434 (w)
816-835-1909 (c)

Message

From: Sherlock, Scott [Sherlock.Scott@epa.gov]
Sent: 3/4/2019 6:57:26 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Latham, John [Latham.John@epa.gov]
Subject: FW: Management Review Request for Initial Response tor FOIA Request EPA HQ 2019 001100
Attachments: EPA-HQ-2019-001100.systematic review.pdf

Also this one.

Scott M. Sherlock, Attorney Advisor
Environmental Assistance Division
Office of Pollution Prevention and Toxics
United States Environmental Protection Agency
202-564-8257
TSCA CBI: https://www.epa.gov/tsca-cbi/what-include-cbi-substantiations

---

From: Sherlock, Scott
Sent: Friday, March 01, 2019 11:08 AM
To: Sirmons, Chandler <Sirmons.Chandler@epa.gov>
Cc: Latham, John <Latham.John@epa.gov>
Subject: FW: Management Review Request for Initial Response tor FOIA Request EPA HQ 2019 001100

Per discussion yesterday.

I cannot emphasize enough **Attorney Client / Ex. 5**

Attorney Client / Ex. 5

Scott M. Sherlock, Attorney Advisor
Environmental Assistance Division
Office of Pollution Prevention and Toxics
United States Environmental Protection Agency
202-564-8257
TSCA CBI: https://www.epa.gov/tsca-cbi/what-include-cbi-substantiations

---

From: Sherlock, Scott
Sent: Thursday, February 14, 2019 4:05 PM
To: Hofmann, Angela <Hofmann.Angela@epa.gov>
Subject: FW: Management Review Request for Initial Response tor FOIA Request EPA HQ 2019 001100

These relate in part to the PV29 issues.

From: Sherlock, Scott
Sent: Thursday, January 31, 2019 10:42 AM
To: Hofmann, Angela <Hofmann.Angela@epa.gov>
Cc: Latham, John <Latham.John@epa.gov>; Camacho, Iris <Camacho.Iris@epa.gov>
Subject: Management Review Request for Initial Response tor FOIA Request EPA HQ 2019 001100

We understand that a management awareness review is required before we provide an initial response. We would like to provide an initial response for the FOIA request along the lines described below.

1) Unredacted records containing the score(s) assigned to any data/information source reviewed in connection with First 10 TSCA Risk Evaluations, including but not limited to reviewers' comments and any records explaining the basis for such score(s);

Deliberative Process / Ex. 5

2) Unredacted records relating to any adjustment of the score(s) assigned to any data/information source reviewed in connection with First 10 TSCA Risk Evaluations, including but not limited to any written justification for such adjustment.

Deliberative Process / Ex. 5

3) Copies of all data/information sources (or, for published studies, a comprehensive list of such studies, including authors, title, date, and publication information) that have been excluded from further consideration in the First 10 TSCA Risk Evaluations based on an "unacceptable score" for one or more evaluation metrics.

Deliberative Process / Ex. 5

Scott M. Sherlock, Attorney Advisor
Environmental Assistance Division
Office of Pollution Prevention and Toxics
United States Environmental Protection Agency
202-564-8257
TSCA CBI: https://www.epa.gov/tsca-cbi/what-include-cbi-substantiations

Message

From: Sherlock, Scott [Sherlock.Scott@epa.gov]
Sent: 3/4/2019 6:56:53 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Latham, John [Latham.John@epa.gov]
Subject: FW: Management Review Request for Initial Response tor FOIA Request EPA HQ 2019 001102-possibly some urgency here
Attachments: EPA-HQ-2019-0001102.pdf

Can you help me with this one?

What actually is required to set this up for awareness review?

Scott M. Sherlock, Attorney Advisor
Environmental Assistance Division
Office of Pollution Prevention and Toxics
United States Environmental Protection Agency
202-564-8257
TSCA CBI: https://www.epa.gov/tsca-cbi/what-include-cbi-substantiations

---

From: Sherlock, Scott
Sent: Friday, March 01, 2019 11:09 AM
To: Sirmons, Chandler <Sirmons.Chandler@epa.gov>
Cc: Latham, John <Latham.John@epa.gov>
Subject: FW: Management Review Request for Initial Response tor FOIA Request EPA HQ 2019 001102-possibly some urgency here

Per discussion yesterday.

I cannot emphasize enough Attorney Client / Ex. 5

Attorney Client / Ex. 5

From: Sherlock, Scott
Sent: Thursday, February 14, 2019 4:05 PM
To: Hofmann, Angela <Hofmann.Angela@epa.gov>
Subject: FW: Management Review Request for Initial Response tor FOIA Request EPA HQ 2019 001102-possibly some urgency here

These relate in part to the PV29 cases.

From: Sherlock, Scott
Sent: Friday, February 01, 2019 8:43 AM
To: Hofmann, Angela <Hofmann.Angela@epa.gov>
Cc: Latham, John <Latham.John@epa.gov>; Camacho, Iris <Camacho.Iris@epa.gov>
Subject: Management Review Request for Initial Response tor FOIA Request EPA HQ 2019 001102

We understand that a management awareness review is required before we provide an initial response. We would like to provide an initial response for the FOIA request along the lines described below.

1) Unredacted records relating to the development, drafting, review, approval, and/or use of the TSCA Systematic Review Document, including but not limited to:

a) Communications between EPA staff and any representative(s) of private parties such as trade associations, corporations, not-for-profit organizations, and/or individuals;

Deliberative Process / Ex. 5

b) Communications between EPA staff and any representative(s) of other governmental entities such as the White House Office of Management and Budget, the National Institute of Environmental Health Sciences, and the National Toxicology Program of the U.S. Department of Health and Human Services;

Deliberative Process / Ex. 5

c) Communications among EPA staff;

Deliberative Process / Ex. 5

d) Records relating to any internal or external peer review of the TSCA Systematic Review Document; and

Deliberative Process / Ex. 5

e) Records relating to the assignment of scores to data/information sources using the procedures described in the TSCA Systematic Review Document.

Deliberative Process / Ex. 5

2) Copies of the following contracts, referenced on page 8 of the TSCA Systematic Review Document: (i) contract with GDIT (Contract No. CIO-SP3, HHSN316201200013W), (ii)
contract with ERG (Contract No. EP-W-12-006), (iii) contract with ICF (Contract No. EP-C-14- 001), (iv) contract with SRC (Contract No. EP-W-12-003) and (v) contract with Versar (Contract No. EP-W-17-006).

Deliberative Process / Ex. 5

Scott M. Sherlock, Attorney Advisor
Environmental Assistance Division
Office of Pollution Prevention and Toxics
United States Environmental Protection Agency
202-564-8257
TSCA CBI: https://www.epa.gov/tsca-cbi/what-include-cbi-substantiations

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 3/4/2019 4:03:05 PM
To: Albores, Richard [Albores.Richard@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]; Creech, Christopher [Creech.Christopher@epa.gov]
Subject: EPA-HQ-2018-007966, Communications with Chemours

Rich,

He will get an email saying the records will be available in FOIAonline. It can take up to 2 hours for the system to index the release.

Wendy

Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Albores, Richard
Sent: Monday, March 04, 2019 11:01 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Creech, Christopher <Creech.Christopher@epa.gov>
Subject: RE: Awareness Notification EPA-HQ-2018-007966, Communications with Chemours

Thanks. So the requester should be able to access the documents in FOIAOnline or will he get an email with the documents attached?

R

RICHARD L. ALBORES
Senior Attorney * Office of General Counsel * Solid Waste & Emergency Response Law Office * U.S. EPA * 1200 Pennsylvania Avenue, NW * MC2366A * Washington, DC 20460 * email: albores.richard@epa.gov * phone: 202.564.7102 * mobile: 202.809.8029

From: Schumacher, Wendy
Sent: Monday, March 04, 2019 11:00 AM
To: Albores, Richard <Albores.Richard@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Creech, Christopher <Creech.Christopher@epa.gov>
Subject: RE: Awareness Notification EPA-HQ-2018-007966, Communications with Chemours

Done

Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Albores, Richard
Sent: Monday, March 04, 2019 10:55 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Creech, Christopher <Creech.Christopher@epa.gov>
Subject: FW: Awareness Notification EPA-HQ-2018-007966, Communications with Chemours

Wendy – here it is per your request. Chris had sent this out on Feb. 13.

R

~~~~~~

RICHARD L. ALBORES
Senior Attorney * Office of General Counsel * Solid Waste & Emergency Response Law Office * U.S. EPA * 1200 Pennsylvania Avenue, NW * MC2366A * Washington, DC 20460 * email: albores.richard@epa.gov * phone: 202.564.7102 * mobile: 202.809.8029

From: Creech, Christopher
Sent: Wednesday, February 13, 2019 4:02 PM
To: White, Elizabeth <white.elizabeth@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Tran, Victoria <tran.victoria@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Konkus, John <konkus.john@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Brazauskas, Joseph <brazauskas.joseph@epa.gov>; Albores, Richard <Albores.Richard@epa.gov>
Subject: Awareness Notification EPA-HQ-2018-007966, Communications with Chemours

To whom it may concern,

OGC is responding to the above-referenced FOIA request. We are providing this awareness notification email pursuant to the Chief of Staff's November 16, 2018 memorandum "Awareness Notification Process for Select Freedom of Information Act Releases." Recipients of this email have up to three business days following transmission of this email to review the documents to be released.

There is no requirement for you to respond to this email or otherwise take action. The Action Office has completed review and obtained management approval consistent with the agency's FOIA policy and procedures.

After 4 p.m. on the third business day after transmission of this email, the Action Office will issue the Agency's FOIA determination to the requesters. The determination will be issued promptly, but in no event later than one business day following completion of the three-day awareness notification period.

The information provided below is consistent with Paragraph 4 of the above-referenced November 16, 2018 memorandum.

OGC							
FOIA ID	Requester	Requester Organization	Date FOIA Request Perfected	Date sent for Awareness Notification	Brief description of request as clarified	Interim or Final Response	Number of Records
~~~~~~

							and/or pages
EPA-HQ-2018-007966	*Karl Baker*	*The News Journal Group*	*07/17/2018*	*02/13/2019*	*all communications, including emails, between officials at EPA headquarters and individuals acting on behalf of the Chemours Company, sent between June 1, 2017 and May 23, 2018.*	*Interim response*	*15 records*

The following offices have equities in these records and have reviewed the relevant records:

- OGC
- AO (Farren)

The manager who approved this release is: Joe Brazauskas, Associate Deputy General Counsel

The records are attached.

Christopher T. Creech
Attorney–Adviser
Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-4286
Room 7353 E
Creech.Christopher@EPA.gov

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 3/4/2019 4:00:40 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: EPA-HQ-2018-007966, Communications with Chemours
Attachments: Records for Production, EPA-HQ-2018-007966.pdf

Larry,

He closed outside of the process.

Wendy

Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Albores, Richard
Sent: Monday, March 04, 2019 10:55 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Creech, Christopher <Creech.Christopher@epa.gov>
Subject: FW: Awareness Notification EPA-HQ-2018-007966, Communications with Chemours

Wendy – here it is per your request. Chris had sent this out on Feb. 13.

R

~~~~~~
RICHARD L. ALBORES
Senior Attorney * Office of General Counsel * Solid Waste & Emergency Response Law Office * U.S. EPA * 1200 Pennsylvania Avenue, NW * MC2366A * Washington, DC 20460 * email: albores.richard@epa.gov * phone: 202.564.7102 * mobile: 202.809.8029

From: Creech, Christopher
Sent: Wednesday, February 13, 2019 4:02 PM
To: White, Elizabeth <white.elizabeth@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Tran, Victoria <tran.victoria@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Konkus, John <konkus.john@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Brazauskas, Joseph <brazauskas.joseph@epa.gov>; Albores, Richard <Albores.Richard@epa.gov>
Subject: Awareness Notification EPA-HQ-2018-007966, Communications with Chemours

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Freedom of Information Act Releases." Recipients of this email have up to three business days following transmission of this email to review the documents to be released.

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After 4 p.m. on the third business day after transmission of this email, the Action Office will issue the Agency's FOIA determination to the requesters. The determination will be issued promptly, but in no event later than one business day following completion of the three-day awareness notification period.

The information provided below is consistent with Paragraph 4 of the above-referenced November 16, 2018 memorandum.

OGC							
FOIA ID	Requester	Requester Organization	Date FOIA Request Perfected	Date sent for Awareness Notification	Brief description of request as clarified	Interim or Final Response	Number of Records and/or pages
EPA-HQ-2018-007966	*Karl Baker*	*The News Journal Group*	*07/17/2018*	*02/13/2019*	*all communications, including emails, between officials at EPA headquarters and individuals acting on behalf of the Chemours Company, sent between June 1, 2017 and May 23, 2018.*	*Interim response*	*15 records*

The following offices have equities in these records and have reviewed the relevant records:

- OGC
- AO (Farren)

The manager who approved this release is: Joe Brazauskas, Associate Deputy General Counsel

The records are attached.

Christopher T. Creech
Attorney–Adviser
Office of General Counsel
U.S. Environmental Protection Agency
(202) 564-4286
Room 7353 E

Creech.Christopher@EPA.gov

Message

From: Clausen, Rebecca [Clausen.Rebecca@epa.gov]
Sent: 2/7/2019 8:19:13 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Routt, Christiane [Routt.Christiane@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: RE: EPA-HQ-2019-001514...and now EPA-HQ-2019-000730

000730 was before the memo. Does OEX want to see this?

From: Clausen, Rebecca
Sent: Thursday, February 07, 2019 1:28 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Christiane Routt (Routt.Christiane@epa.gov) <Routt.Christiane@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: EPA-HQ-2019-001514...and now EPA-HQ-2019-000730

Another one. ORD had no notice when the FOIA was received.

Rebecca

From: Clausen, Rebecca
Sent: Thursday, February 07, 2019 1:26 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Christiane Routt (Routt.Christiane@epa.gov) <Routt.Christiane@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: EPA-HQ-2019-001514
Importance: High

Larry,

In this one, I see you have been inserted as Reviewer. This is the first notice I've had that this one was flagged for Awareness Notification. Chris Robbins, ORD's DAA, has received no e-mail from Linda Person. Is this one truly flagged for Awareness Notification?

Rebecca

Rebecca Clausen
ORD Deputy National FOIA Officer
U.S. EPA | ORD | OPARM
109 TW Alexander Dr., RTP, NC 27711
Ph: (919) 541-3002; Alt: (919) 451-0404

Wake up. Be awesome. Be kind. Repeat.

Message

From: Seaton, Tom [Seaton.Tom@epa.gov]
Sent: 2/7/2019 7:43:48 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Whitsey-Johnson, Henri [Whitsey-Johnson.HEnri@epa.gov]
Subject: RE: Nov. 16, 2018 memo

Great -- thanks

Tom Seaton, Deputy Director
Legal Counsel Division (2232-A)
Office of Criminal Enforcement, Forensics and Training
Office of Enforcement and Compliance Assurance
U.S. Environmental Protection Agency
1200 Pennsylvania Ave., Washington D.C. 20460

Office: (202) 564-2544
Cell: (202) 373-4923
Fax: (202) 501-0599

From: Gottesman, Larry
Sent: Thursday, February 07, 2019 2:20 PM
To: Seaton, Tom <Seaton.Tom@epa.gov>
Subject: RE: Nov. 16, 2018 memo

If I am shown as a reviewer, then it is subject to the awareness notification process. If I am not, you are good to go.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Seaton, Tom
Sent: Thursday, February 07, 2019 11:54 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Nov. 16, 2018 memo

Hi Larry,

I have several FOIAs pending that are from last summer that I would like to move on, but it is not clear to me or my staff how we determine whether any of these are subject the Ryan Jackson Nov. 16 memo.

Can you give me any guidance on that, or point me to someone who can?

Thanks

Tom Seaton, Deputy Director
Legal Counsel Division (2232-A)
Office of Criminal Enforcement, Forensics and Training
Office of Enforcement and Compliance Assurance
U.S. Environmental Protection Agency
1200 Pennsylvania Ave., Washington D.C. 20460

Office: (202) 564-2544
Cell: (202) 373-4923
Fax: (202) 501-0599

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 1/31/2019 2:52:29 PM
To: Clausen, Rebecca [Clausen.Rebecca@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Routt, Christiane [Routt.Christiane@epa.gov]
Subject: RE: Status of FOIA requests and FOIA appeals submitted during the Government Shutdown December 29, 2018 – January 27, 2019

Added Rebecca to the Coordinators Alt list.

Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Clausen, Rebecca
Sent: Thursday, January 31, 2019 9:49 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Routt, Christiane <Routt.Christiane@epa.gov>
Subject: FW: Status of FOIA requests and FOIA appeals submitted during the Government Shutdown December 29, 2018 – January 27, 2019

Another FOIA e-mail from OGC that I did not receive as an alternate Coordinator. Can the OGC FOIA group please use the updated Alternate group – perhaps the other one could be deleted from the GAL?

Rebecca

From: Routt, Christiane
Sent: Thursday, January 31, 2019 9:48 AM
To: Clausen, Rebecca <Clausen.Rebecca@epa.gov>
Subject: FW: Status of FOIA requests and FOIA appeals submitted during the Government Shutdown December 29, 2018 – January 27, 2019

Well, here it is. no granting of eliminating the shutdown days for FOIA

Christiane E. Routt
ORD National FOIA Officer/Coordinator
Senior Advisor, OPARM, ORD
571-291-5774

From: Epp, Timothy
Sent: Thursday, January 31, 2019 9:15 AM
To: FOIA Coordinators <FOIA_Coordinators@epa.gov>; FOIA Coordinators Alt <FOIA_Coordinators_Alt@epa.gov>; FOIA Officers <FOIAOfficers@epa.gov>; FOIA Officers Alt <FOIAOfficers-Alt@epa.gov>; Regional Public Affairs Directors <Regional_Public_Affairs_Directors@epa.gov>; HQ Communications Directors <HQCommunicationsDirectors@epa.gov>
Cc: Richardson, RobinH <Richardson.RobinH@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>

Subject: Status of FOIA requests and FOIA appeals submitted during the Government Shutdown December 29, 2018 – January 27, 2019

Dear EPA FOIA and communications professionals,

This email addresses the status of FOIA requests and FOIA appeals submitted during the time EPA was shut down from December 29, 2018 to January 27, 2019.

The Department of Justice Office of Information Policy (OIP) issued guidance after the 2013 shutdown available here: https://www.justice.gov/oip/blog/calculating-foia-response-times-after-government-shutdown. OIP recommends that agencies continue to follow this guidance.

EPA will implement the OIP guidance as follows:

Any FOIA request or appeal that EPA received electronically, whether via FOIAonline or email, should be considered received on the date the requester electronically submitted it (or, on the next business day when submitted on a weekend or legal holiday). As appropriate, however, EPA should explain to requestors that, as a practical matter, FOIA requests were not actually received for purposes of initiating processing until January 28, when the Agency reopened.

FOIA requests and appeals sent through US mail or express delivery services should be considered received on the date that the FOIA Offices re-opened and actually received the requests and appeals. For example, if a FOIA request is postmarked on January 2, but not received in the FOIA Office until January 28, then January 28 is the date the request will be considered received.

As always, Program and Regional Offices are encouraged to work with requesters on extensions to due dates whenever appropriate. If you receive a question from the public about the guidance or its impact on the processing of their FOIA request or appeal, please refer them to EPA's FOIA Public Liaison at hq.foia@epa.gov or at 202-566-1667.

Tim

Timothy R. Epp
Acting Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency
Tel. 202-564-2830

Message

From: Miller, Kevin [Miller.Kevin@epa.gov]
Sent: 2/7/2019 4:22:12 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FOIA Training
Attachments: FOIA Training 2019 mandatory 12 18 draft (002).kmm.pptx

Let me know if you have any comments. I re-did slide 5 on personal records to make it consistent to advice we recently gave to a Region.

Message

From: Wheatley, Jessica [wheatley.jessica@epa.gov]
Sent: 2/7/2019 2:48:22 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: foia 2019- 001800

Hi Larry,
I don't see anything but do you know if there will be an awareness review on the request listed above ?

From: Wester, Barbara
Sent: Thursday, February 7, 2019 8:26 AM
To: Wheatley, Jessica <wheatley.jessica@epa.gov>
Cc: Ackerman, Mark <ackerman.mark@epa.gov>
Subject: foia 2019- 001800

jessica – can you let mark and me know whether an "awareness notification" has been noted in FOIA online for this FOIA request? thanks, barbara

Message

From: Walker, Kenyon [walker.kenyon@epa.gov]
Sent: 2/13/2019 9:15:34 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Dean, StevenB [Dean.StevenB@epa.gov]
Subject: RE: FY19 FOIA Training

Thank you for the prompt response. I do not have a cost estimate. That does not mean one was not submitted. I will reach out to Christina Bell at GDIT for guidance.

What is PBI?

RE: FY19 FOIA

Additionally, I have been directed to schedule a meeting with OGC and OHR leadership to discuss, as the deadline has long past. My Division Director, Debbi Hart and Branch Chief, Steven B. Dean will be in attendance. Who should I invite from your division?

Kenyon

From: Schumacher, Wendy
Sent: Wednesday, February 13, 2019 3:57 PM
To: Walker, Kenyon <walker.kenyon@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Dean, StevenB <Dean.StevenB@epa.gov>
Subject: RE: FY19 FOIA Training

Kenyon,

Final stages of internal review. Just copying the comments from my last reviewer onto the master. Do you have a cost estimate? It's about 45 slides.

What is the status of the PBI training submitted last year?

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Walker, Kenyon
Sent: Wednesday, February 13, 2019 3:56 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Dean, StevenB <Dean.StevenB@epa.gov>
Subject: FY19 FOIA Training

Hi Wendy/Larry,

My name is Kenyon Walker and I work in the OHR/Training Branch. What is the status of the FY19 FOIA training for all EPA employees? I need to provide a status update to OHR leadership ASAP. To my knowledge, there has not been any movement. We are well past the deadline. Is the plan to use the training from FY18? Please advise. Thank you.

Kenyon Walker
Instructional Designer
Office of Human Resources, Training Branch
Environmental Protection Agency
Washington, DC
Office-202-564-9913
Walker.Kenyon@epa.gov

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Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 3/7/2019 2:28:41 PM
To: Hill, Allyn [hill.allyn@epa.gov]; Page, Alison [Page.Alison@epa.gov]
CC: Lee, Terry [lee.terry@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Monthly FOIA Backlog for posting
Attachments: Dec Jan Feb 2019 charts for import.docx; OGC Backlog.xlsx; OLEM Backlog.xlsx; OW Backlog.xlsx; ORD Backlog.xlsx; OMS Backlog.xlsx; OITA Backlog.xlsx; OIG Backlog.xlsx; OECA Backlog.xlsx; OCSPP Backlog.xlsx; OAR Backlog.xlsx; OCFO Backlog.xlsx; AO Backlog.xlsx; Region 9 Backlog.xlsx; Region 8 Backlog.xlsx; Region 7 Backlog.xlsx; Region 6 Backlog.xlsx; Region 5 Backlog.xlsx; Region 4 Backlog.xlsx; Region 3 Backlog.xlsx; Region 2 Backlog.xlsx; Region 10 Backlog.xlsx; Region 1 Backlog.xlsx

Allyn,

Please post the updated monthly spreadsheets to: http://intranet.epa.gov/foia/FOIA-Monthly-Reports.html They will replace the existing spreadsheets.

If any are missing please let me know.

The updated charts are attached to this email as a Word doc.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Calderon, Wanda [Calderon.Wanda@epa.gov]
Sent: 1/29/2019 5:20:07 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: ????

Hello friends,

You may have covered this already, and I'm simply "outta touch", but have we received any guidance with regards to the shutdown days and the FOIA response clock?

Wanda Calderon
Government Information Specialist
Public Outreach Branch
US EPA Region 2
www.epa.gov/foia

Message

From: Hill, Kevin W. [hill.kevinw@epa.gov]
Sent: 12/20/2018 11:36:02 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Withdrawn Requests

Thanks, Larry.

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser
U.S. Environmental Protection Agency
Office of General Counsel
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460
Office: 202-564-1652
hill.kevinw@epa.gov

From: Gottesman, Larry
Sent: Thursday, December 20, 2018 6:04 PM
To: Hill, Kevin W. <hill.kevinw@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>
Subject: RE: Withdrawn Requests

Per conversation, here is the template.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Hill, Kevin W.
Sent: Thursday, December 20, 2018 6:01 PM
To: Epp, Timothy <Epp.Timothy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Withdrawn Requests

Tim & Larry,

Can you provide guidance for me on when FOIA requests are withdrawn by the requester that have Larry as a reviewer? Is an awareness notification necessary?

Deliberative Process / Ex. 5

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser
U.S. Environmental Protection Agency
Office of General Counsel
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460
Office: 202-564-1652
hill.kevinw@epa.gov

Message

From: Calderon, Wanda [Calderon.Wanda@epa.gov]
Sent: 12/26/2018 2:19:12 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: RE: EPA-R2-2019-001391

Larry,

Why are you sending me this notice directly? Shouldn't you be notifying R2 DRA first as per attached guidance?

Wanda Calderon
Government Information Specialist
Public Outreach Branch
US EPA Region 2
www.epa.gov/foia

From: Gottesman, Larry
Sent: Friday, December 21, 2018 4:28 PM
To: Calderon, Wanda <Calderon.Wanda@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: EPA-R2-2019-001391

Please follow the attached procedures.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Sandfoss, Kristina [Sandfoss.Kristina@epa.gov]
Sent: 2/19/2019 4:45:39 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]; Robinson, Denise [Robinson.Denise@epa.gov]
Subject: Reject FOIA requests pending with you, please

Good morning (ish),

Could you please reject requests 2018-008032, 2018-008053 and 2019-001062 that are pending your review? We (I) have just discovered that the mp4 can be uploaded to FOIAonline rather than sending flash drives of the footage, so we need to upload the record to FOIAonline for these requests. Then we will once again send through the process for your review list as well as sending out the Awareness Notification email.

Thanks so much!!
Kristina

Kristina Sandfoss
Program Analyst
Office of Mission Support POC FOIA, RLO, Security, DCR
AOD / ORBO / OMS
U.S. Environmental Protection Agency Headquarters
1200 Pennsylvania Avenue NW, Washington, DC 20460
202-564-7177 Mailstop: 3102A Courier: 3353-N

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 1/29/2019 1:54:21 PM
To: Kercheval, Stephanie [Kercheval.Stephanie@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: FOIA Guidance on Cases Due During Furlough

Stephanie,

I started working on the numbers yesterday.

Wendy
Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Kercheval, Stephanie
Sent: Monday, January 28, 2019 6:32 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Epp, Timothy <Epp.Timothy@epa.gov>; Tyree, James <Tyree.James@epa.gov>
Subject: RE: FOIA Guidance on Cases Due During Furlough

Thanks Larry,

Deliberative Process / Ex. 5

Deliberative Process / Ex. 5 It would be good to have a common response for the shutdown impact to add to any other issues we are trying to address locally for late responses.

Stephanie Kercheval, R10 FOIA Officer
U.S. Environmental Protection Agency
Office of Management Programs
Information Services Unit, FOIA Team
1200 Sixth Avenue, Suite 155, M/S OMP 132-2
Seattle, Washington 98101-3123
(206) 553-8665
kercheval.stephanie@epa.gov

From: Gottesman, Larry
Sent: Monday, January 28, 2019 2:10 PM
To: Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: FOIA Guidance on Cases Due During Furlough

We are waiting to her for OIP/DOJ. The position they have taken in the past, we cannot extend the due date due to a furlough shutdown.

Larry F. Gottesman
Agency FOIA Officer

Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Kercheval, Stephanie
Sent: Monday, January 28, 2019 4:57 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: FOIA Guidance on Cases Due During Furlough

Hello there!

Is OGC planning to issue soon national guidance or response plan to address FOIA cases that lapsed during the shutdown?

Stephanie Kercheval, R10 FOIA Officer
U.S. Environmental Protection Agency
Office of Management Programs
Information Services Unit, FOIA Team
1200 Sixth Avenue, Suite 155, M/S OMP 132-2
Seattle, Washington 98101-3123
(206) 553-8665
kercheval.stephanie@epa.gov

Message

From: Clausen, Rebecca [Clausen.Rebecca@epa.gov]
Sent: 1/28/2019 3:21:37 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Routt, Christiane [Routt.Christiane@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: RE: Please Adjust FOIA "Clock"....

Thanks - -just amazing. Why don't they just kick us FOIA folks in the shins, just for good measure!

From: Gottesman, Larry
Sent: Monday, January 28, 2019 10:14 AM
To: Clausen, Rebecca <Clausen.Rebecca@epa.gov>; FOIAonline Help Desk <foiaonlinehelp@sysaidit.com>
Cc: Routt, Christiane <Routt.Christiane@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: Please Adjust FOIA "Clock"....

I have not seen anything from DOJ yet, but DOJ's policy after the last shutdown was we can't stop/adjust the clock for a government shutdown. Of course we can always work with the requestor to obtain an extension of the due date.

If I hear anything further, I will let you and everyone know.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Clausen, Rebecca
Sent: Monday, January 28, 2019 9:52 AM
To: FOIAonline Help Desk <foiaonlinehelp@sysaidit.com>
Cc: Routt, Christiane <Routt.Christiane@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: Please Adjust FOIA "Clock"....

to account for the 26 days we were on furlough (12/28/18 – 1/25/19)– these are non-business days, and it seems like they shouldn't count against our FOIA responsiveness clock.

Rebecca Clausen
ORD Deputy National FOIA Officer
U.S. EPA | ORD | OPARM
109 TW Alexander Dr., RTP, NC 27711
Ph: (919) 541-3002; Alt: (919) 451-0404

Wake up. Be awesome. Be kind. Repeat.

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 1/29/2019 7:03:39 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: Draft for you review an comments

Status of FOIA requests and FOIA appeals submitted during the Government Shutdown

The Department of Justice Office of Information Policy (OIP) issued guidance after the 2013 shutdown that may be found at: https://www.justice.gov/oip/blog/calculating-foia-response-times-after-government-shutdown. OIP recommends that agencies continue to follow this guidance.

EPA will implement the OIP guidance as follows:

Deliberative Process / Ex. 5

From: Gottesman, Larry
Sent: Tuesday, January 29, 2019 1:48 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: Draft for you review an comments

Status of FOIA requests and FOIA appeals submitted during the Government Shutdown

The Department of Justice's, Office of Information Policy (OIP) issued guidance after the 2013 shutdown and can be found at: https://www.justice.gov/oip/blog/calculating-foia-response-times-after-government-shutdown. This is the guidance OIP recommends Agencies continue to follow.
EPA will implement the OIP guidance as follows:

Deliberative Process / Ex. 5

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Schena, Cristeen [Schena.Cristeen@epa.gov]
Sent: 1/29/2019 6:04:28 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FOIA deadline during shutdown

Is there any formal procedure for dealing with FOIA deadlines that passed during the shutdown? Do we just add the amount of days that were left to the date we returned?

Cris

Message

From: Miller, Kevin [Miller.Kevin@epa.gov]
Sent: 1/29/2019 5:47:23 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: FOIA Hotline Call

From: Austin, Patrick (OIP) <Patrick.Austin@usdoj.gov>
Sent: Tuesday, January 29, 2019 9:11 AM
To: Miller, Kevin <Miller.Kevin@epa.gov>
Subject: RE: FOIA Hotline Call

Good morning Kevin,

I spoke with one of my supervisors and here is the response they provided to your question about how to treat FOIA requests submitted during the shutdown:

Attorney Client / Ex. 5

Hope this helps.

-Patrick

Patrick J. Austin
Attorney-Advisor
Office of Information Policy
U.S. Department of Justice
Phone: 202.305.0384

From: Miller, Kevin <Miller.Kevin@epa.gov>
Sent: Monday, January 28, 2019 12:51 PM
To: Austin, Patrick (OIP) <paustin@jmd.usdoj.gov>
Subject: RE: FOIA Hotline Call

Thanks.

From: Austin, Patrick (OIP) <Patrick.Austin@usdoj.gov>
Sent: Monday, January 28, 2019 12:02 PM

To: Miller, Kevin <Miller.Kevin@epa.gov>
Subject: RE: FOIA Hotline Call

Good question. I'm going to confer with one of my colleagues to get a clear answer and I'll get right back to you.

Thanks,

Patrick

Patrick J. Austin
Attorney-Advisor
Office of Information Policy
U.S. Department of Justice
Phone: 202.305.0384

From: Miller, Kevin <Miller.Kevin@epa.gov>
Sent: Monday, January 28, 2019 11:52 AM
To: Austin, Patrick (OIP) <paustin@jmd.usdoj.gov>
Subject: RE: FOIA Hotline Call

Attorney Client / Ex. 5

From: Austin, Patrick (OIP) <Patrick.Austin@usdoj.gov>
Sent: Monday, January 28, 2019 11:43 AM
To: Miller, Kevin <Miller.Kevin@epa.gov>
Subject: FOIA Hotline Call

Hi Kevin,

I received your voice message concerning the processing of FOIA requests that were submitted just prior to, and during, the government shutdown. We're advising agencies to adhere to the guidance issued after the 2013 shutdown. Basically, the days the government was shutdown are counted for FOIA processing purposes. Here is a blog OIP published addressing this issue: https://www.justice.gov/oip/blog/calculating-foia-response-times-after-government-shutdown.

Hope this helps.

Have a good day,

Patrick

Patrick J. Austin
Attorney-Advisor
Office of Information Policy

U.S. Department of Justice
Phone: 202.305.0384

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 1/29/2019 5:30:52 PM
To: Miller, Kevin [Miller.Kevin@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: REPLY BY NOV 30: FOIA Training 2019 mandatory - final review
Attachments: FOIA Training 2019 mandatory 12 18 draft.pptx

Kevin,

Any edits or approved?

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Kelly, Lynn
Sent: Wednesday, December 19, 2018 10:52 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Nguyen, Quoc <Nguyen.Quoc@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: REPLY BY NOV 30: FOIA Training 2019 mandatory - final review

Wendy,

This is with Kevin Miller– I gave my feedback to him and reminded him about this today. I think he will get you his information this week. Thanks!

Lynn Kelly | Temporary Assistant General Counsel for FOIA Litigation & Special Projects | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington, DC 20460 | phone: (202) 564-3266

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From: Schumacher, Wendy
Sent: Wednesday, December 19, 2018 9:52 AM
To: Kelly, Lynn <Kelly.Lynn@epa.gov>
Cc: Nguyen, Quoc <Nguyen.Quoc@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: REPLY BY NOV 30: FOIA Training 2019 mandatory - final review

Lynn,

Hoping to get your feedback this week!

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP

National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Schumacher, Wendy
Sent: Wednesday, December 12, 2018 12:49 PM
To: Kelly, Lynn <Kelly.Lynn@epa.gov>
Cc: Nguyen, Quoc <Nguyen.Quoc@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: REPLY BY NOV 30: FOIA Training 2019 mandatory - final review

Lynn,

With Quoc's suggestions included. Just waiting for your response on slide 5.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Schumacher, Wendy
Sent: Monday, December 10, 2018 10:06 AM
To: Kelly, Lynn <Kelly.Lynn@epa.gov>
Cc: Nguyen, Quoc <Nguyen.Quoc@epa.gov>
Subject: FW: REPLY BY NOV 30: FOIA Training 2019 mandatory - final review

Lynn,

Please let us know what you think of slide 5. That's the last item before I send to the contractors.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Nguyen, Quoc
Sent: Monday, December 03, 2018 10:30 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: REPLY BY NOV 30: FOIA Training 2019 mandatory - final review

Kevin is out today, so please give him a call tomorrow to remind him that his review is required. In the meantime, here are my last comments. Please see my comments on the following slides:

- Slide 4
- Slide 5
- Slide 6
- Slide 20

- Slide 43

Lynn, can you take a look at slide 5's discussion of personal records. I suggested alternative language and would like your input.

Thanks.

Quoc

Quoc P. Nguyen
Office of General Counsel
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, DC 20460
202-564-6343

PRIVILEGED COMMUNICATION for internal deliberation only; may contain deliberative, attorney-client, attorney work product, or otherwise privileged material; do not distribute outside EPA or DOJ.

From: Schumacher, Wendy
Sent: Monday, December 03, 2018 9:04 AM
To: Miller, Kevin <Miller.Kevin@epa.gov>; Nguyen, Quoc <Nguyen.Quoc@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: REPLY BY NOV 30: FOIA Training 2019 mandatory - final review

Kevin and Quoc,

Your comments or approval are welcome!

If there will be a further delay please let me know so I can tell the Training Office.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Schumacher, Wendy
Sent: Friday, November 16, 2018 2:55 PM
To: Miller, Kevin <Miller.Kevin@epa.gov>; Nguyen, Quoc <Nguyen.Quoc@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: REPLY BY NOV 30: FOIA Training 2019 mandatory - final review

Kevin and Quoc,

It's time to finalize the mandatory training slides. You had some minor edits in the last round so it shouldn't take long.

Please reply by November 30, 2018, so that we can stay on schedule with the training office.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Hamilton, Sabrina [Hamilton.Sabrina@epa.gov]
Sent: 2/22/2019 8:59:25 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: Bill's Calendar Requests
Attachments: Wehrum, Bill Calendar - January 1 to January 31, 2019 - FINAL.pdf; Wehrum, Bill Calendar - December 1 to December 31, 2018 - FINAL.pdf

Larry,

Attached is the list of FOIAs for your approval at 4:01pm today.

Sabrina Hamilton

Sabrina Hamilton
Air and Radiation Liaison Specialist
and FOIA Coordinator
Office of Air and Radiation
U.S. Environmental Protection Agency (EPA)
1200 Pennsylvania Avenue, N.W. (6101-A)
Washington, D.C. 20460
Tel: (202) 564-1083

From: Mroz, Jessica
Sent: Tuesday, February 19, 2019 3:01 PM
To: Hamilton, Sabrina <Hamilton.Sabrina@epa.gov>
Subject: Bill's Calendar Requests

Hi Sabrina,

We are able to close out all of Bill's calendars 2/22 at 4pm when Larry lifts the flag. Some of these are slightly complicated because they all cover different date ranges. So I've included a table below similar to the one just sent for Awareness Notification, but so it's easy to determine where to upload which records.

FOIA ID	Requester	Requester Organization	Date of FOIA Request	Date sent for Awareness Notification	Months	Interim or Final Response	Number of Records and/or pages	Exemptions
EPA-HQ-2019-002948	Mr. Sean Reilly	E&E News	1/23/2019	2/19/2019	December & January	Final	160 pages	Exemption 6 – Personal Privacy
EPA-HQ-2019-002600	Mr. Alexander Guillen	Politico	1/4/2019	2/19/2019	December	Final	141 pages	Exemption 6 – Personal Privacy

EPA-HQ-2019-003148	Mr. Alexander Guillen	Politico	2/1/2019	2/19/2019	January	Final	49 pages	Exemption 6 – Personal Privacy
EPA-HQ-2019-002984	Anna Phillips	LA Times	1/25/2019	2/19/2019	January	Final	49 pages	Exemption 6 – Personal Privacy
EPA-HQ-2019-002527	Abigail Smith	Bloomberg Environment	1/2/2019	2/19/2019	December	Final	141 pages	Exemption 6 – Personal Privacy
EPA-HQ-2019-003135	Abigail Smith	Bloomberg Environment	2/1/2019	2/19/2019	January	Final	49 pages	Exemption 6 – Personal Privacy

Jessica C. Mroz
Office of Air Policy and Program Support
U.S. Environmental Protection Agency
Telephone: (202) 564-1094

Message

From: McLendon, Wanda [McLendon.Wanda@epa.gov]
Sent: 4/23/2019 4:24:16 PM
To: Schwarz, Matthew [Schwarz.Matthew@epa.gov]; Stopper, Nathan [stopper.nathan@epa.gov]; Indermark, Michele [Indermark.Michele@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Jones, Knolyn [Jones.Knolyn@epa.gov]; Cheatham, Reggie [cheatham.reggie@epa.gov]; Clark, Becki [Clark.Becki@epa.gov]
Subject: RE: Clark v. EPA: awareness notification

Good day!

I'm in the office on Friday from 7:00-3:30pm.

Wanda Y. McLendon
Management Analyst
U.S. Environmental Protection Agency
Office of Land and Emergency Management
Organizational Management and Integrity Staff
William J. Clinton EPA West, Room 4139-C
(202) 566-1917
Follow OLEM on Twitter @EPAland

From: Schwarz, Matthew
Sent: Tuesday, April 23, 2019 12:13 PM
To: Stopper, Nathan <stopper.nathan@epa.gov>; Indermark, Michele <Indermark.Michele@epa.gov>; McLendon, Wanda <McLendon.Wanda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Jones, Knolyn <Jones.Knolyn@epa.gov>; Cheatham, Reggie <cheatham.reggie@epa.gov>; Clark, Becki <Clark.Becki@epa.gov>
Subject: RE: Clark v. EPA: awareness notification

Thanks, Michele and Nate-

I went in and removed the existing reviewers so we can add as a reviewer someone who will be here Friday since Nate and I are both out. If no one in OLEM is available, I'll ask if someone in my group could be a reviewer.

From: Stopper, Nathan
Sent: Tuesday, April 23, 2019 12:04 PM
To: Indermark, Michele <Indermark.Michele@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>; McLendon, Wanda <McLendon.Wanda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Jones, Knolyn <Jones.Knolyn@epa.gov>; Cheatham, Reggie <cheatham.reggie@epa.gov>; Clark, Becki <Clark.Becki@epa.gov>
Subject: RE: Clark v. EPA: awareness notification

The production will already have been reviewed by two attorneys assigned to the case. Since we are not HQ attorneys, we can't push the production through FOIA online ourselves. Matt Schwarz did it last time for us, but will be out of the office Friday.

From: Indermark, Michele
Sent: Tuesday, April 23, 2019 11:59 AM
To: Schwarz, Matthew <Schwarz.Matthew@epa.gov>; Stopper, Nathan <stopper.nathan@epa.gov>; McLendon, Wanda <McLendon.Wanda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Jones, Knolyn <Jones.Knolyn@epa.gov>; Cheatham, Reggie <cheatham.reggie@epa.gov>; Clark, Becki <Clark.Becki@epa.gov>
Subject: RE: Clark v. EPA: awareness notification

Hi Wanda, Larry, and Wendy,

We are scheduled for a production, per court order, for Waterkeeper Alliance and Sierra Club v. EPA (18-cv-2135) (FOIA EPA-HQ-2018-007135). The awareness notification will be completed by OGC but we need someone to review the 2nd production for release in FOIA Online. Will someone be available for that?

Michele Indermark
OLEM/OEM
Special Assistant
(w) 202-564-0794

From: Schwarz, Matthew
Sent: Monday, April 22, 2019 10:33 AM
To: Stopper, Nathan <stopper.nathan@epa.gov>
Cc: Indermark, Michele <Indermark.Michele@epa.gov>
Subject: RE: Clark v. EPA: awareness notification

It's up to OEM but make sure that person is in the office that day.

From: Stopper, Nathan
Sent: Monday, April 22, 2019 10:05 AM
To: Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Cc: Indermark, Michele <Indermark.Michele@epa.gov>
Subject: RE: Clark v. EPA: awareness notification

Just talked to Michele. She asked who she should assign to be the reviewer. Do you know?

From: Schwarz, Matthew
Sent: Monday, April 22, 2019 9:59 AM
To: Stopper, Nathan <stopper.nathan@epa.gov>
Subject: RE: Clark v. EPA: awareness notification

It takes two people to release the documents, so Michelle will need to assign a reviewer in FOIAonline. She should know how to do that.

From: Stopper, Nathan
Sent: Monday, April 22, 2019 9:57 AM
To: Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: RE: Clark v. EPA: awareness notification

But if we don't have someone from OGC to push it through at the end, won't we have to get signoffs from all those other people that sort of got involved last month?

From: Schwarz, Matthew
Sent: Monday, April 22, 2019 9:56 AM
To: Stopper, Nathan <stopper.nathan@epa.gov>
Subject: RE: Clark v. EPA: awareness notification

You shouldn't need anyone in OGC to run the production. If the FOIA is assigned to the program office, they can release the documents.

From: Stopper, Nathan
Sent: Monday, April 22, 2019 9:55 AM
To: Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: RE: Clark v. EPA: awareness notification

Sure, but we'll need someone to push it through on your end. Should I ask Lynn?

From: Schwarz, Matthew
Sent: Monday, April 22, 2019 9:54 AM
To: Stopper, Nathan <stopper.nathan@epa.gov>
Subject: RE: Clark v. EPA: awareness notification

Sorry I'm out of the office Thursday and Friday (and Monday) as well and won't have access to email. Can the program do the release?

From: Stopper, Nathan
Sent: Monday, April 22, 2019 9:37 AM
To: Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: RE: Clark v. EPA: awareness notification

Ok, thanks.

I'm going to be out of the office Thursday and Friday, and our production is due Friday. Susan should be able to take care of any last minute changes from Equities Review and the Awareness Notification, but would you be able to oversee getting the production released? I can include your name on the production request so you get it when it's ready.

From: Schwarz, Matthew
Sent: Thursday, April 18, 2019 8:54 AM
To: Stopper, Nathan <stopper.nathan@epa.gov>
Subject: RE: Clark v. EPA: awareness notification

That's the date that the language of the FOIA is acceptable and the agency moves forward with processing. For most requests, it is the same day we receive it. We delay perfecting a request if we need clarification. It should be the same as the received date for this one.

From: Stopper, Nathan
Sent: Thursday, April 18, 2019 8:14 AM
To: Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: RE: Clark v. EPA: awareness notification

Thanks, Matt. What does it mean for a FOIA request to be perfected? Not sure I've heard that term before.

From: Schwarz, Matthew
Sent: Tuesday, April 16, 2019 3:49 PM
To: Stopper, Nathan <stopper.nathan@epa.gov>
Subject: FW: Clark v. EPA: awareness notification

Nate-

Below is the Awareness Notification email I used this month for a different FOIA suit. I had a similar agreement with OEX to partially combine the equity review and awareness notification.

I've also attached the memo that mandates this process.

-Matt

From: Schwarz, Matthew
Sent: Wednesday, April 03, 2019 5:06 PM
To: White, Elizabeth <white.elizabeth@epa.gov>; Tran, Victoria <tran.victoria@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Konkus, John <konkus.john@epa.gov>; Farren, Victor <Farren.Victor@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>
Cc: Miller, Kevin <Miller.Kevin@epa.gov>
Subject: Clark v. EPA: awareness notification

All-

Attached is a 156-page pdf and one spreadsheet representing the documents for April 5 production in the FOIA litigation *Clark v. EPA*, Case No. 18-cv-00075 (D.D.C.). I am providing this awareness notification email pursuant to the Chief of Staff's November 16, 2018 memorandum "Awareness Notification Process for Select Freedom of Information Act Releases." Per court order, the agency will release the attached documents on Friday, April 5. Per agreement with OEX, this awareness notification is on a compressed timeline since OEX has already completed its equity review. Documents will be released after noon this Friday. Please find relevant info concerning this production below:

- The name of the Action Office: OEX
- The FOIAonline tracking number: HQ-2017-008007
- The name of the requester/organization: George Clark; Harvard University
- The date the FOIA request was perfected: 6/5/18
- A brief description of the request, as clarified/modified: "Email between Ryan Jackson from the date of January 19, 2017 to June 2, 2017, inclusive, and the following persons: Scott Pruitt, Donna Vizian, David Bloom, Lawrence Starfield, Robin Richardson, Samantha Dravis, Reginald E. Allen, John Reeder, Rick Perry, Ryan Zinke, Brian McCormack, Scott Hommel, Joe Hagin, Rick Dearborn, Katie Walsh, George David Banks, Mary Neumayr, Kathleen Hartnett White, Marty Hall, and Mike Catanzaro."
- Whether the response is interim or final: Interim
- The number of documents and/or pages to be released: 156 pages and one spreadsheet
- An attachment of, or link to, the documents to be released: Attached
- A list of offices with an equity in the documents and a statement that those offices have reviewed the relevant documents: These documents contained equities with OEX, OGC, and OECA. All equity reviews are complete.
- The name of the manager responsible for making the FOIA determination: Beth White/Victoria Tran

Thanks,
Matt

Matthew Schwarz
Attorney-Advisor
Office of General Counsel | General Law Office | Information Law Practice Group
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW (Mail Code 2377A)
Washington, DC 20460
202-564-5654

Message

From: Sandfoss, Kristina [Sandfoss.Kristina@epa.gov]
Sent: 2/12/2019 3:52:33 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: Awareness Notification EPA-HQ-2019-000240 EPA/OEI's Response to NARA Letter
Attachments: 2018-07-05_UD_EPA_UD-2018-0018_Close Letter.pdf

FYI - -

From: Sandfoss, Kristina
Sent: Wednesday, February 6, 2019 2:07 PM
To: White, Elizabeth <white.elizabeth@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Konkus, John <konkus.john@epa.gov>
Cc: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Hope, Brian <Hope.Brian@epa.gov>
Subject: RE: Awareness Notification EPA-HQ-2019-000240 EPA/OEI's Response to NARA Letter

OMS/OEI will add NARA's response (attached) to the documents for release with this request.
Thank you and have a great day!
Kristina

From: White, Elizabeth
Sent: Wednesday, February 6, 2019 12:09 PM
To: Sandfoss, Kristina <Sandfoss.Kristina@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Konkus, John <konkus.john@epa.gov>
Cc: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Hope, Brian <Hope.Brian@epa.gov>
Subject: RE: Awareness Notification EPA-HQ-2019-000240 EPA/OEI's Response to NARA Letter
Importance: High

All – this request is from an E&E reporter for the letter we sent to NARA regarding the Pruitt calendars. We received NARA's response last week closing out the matter so I would think we would want to include NARA's response (regardless of whether it was specifically requested) given that the requestor is a reporter so they have the full story. Do you have a problem with including it even though he didn't actually request it? If that is a problem then I would think we would want to coordinate with OPA to make sure the close out letter from NARA gets to this reporter at the same time as these documents.

Thoughts?

Beth White
Director, Office of the Executive Secretariat
U.S. Environmental Protection Agency
(202) 564-1781 direct
Ex. 6 cell

From: Sandfoss, Kristina
Sent: Monday, February 4, 2019 2:06 PM
To: White, Elizabeth <white.elizabeth@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Tran, Victoria <tran.victoria@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Konkus, John <konkus.john@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>

Cc: Shenefiel, Pam <shenefiel.pam@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Subject: Awareness Notification EPA-HQ-2019-000240 EPA/OEI's Response to NARA Letter

Good afternoon,

OMS/OEI is responding to the above-referenced FOIA request. We are providing this awareness notification email pursuant to the Chief of Staff's November 16, 2018 memorandum "Awareness Notification Process for Select Freedom of Information Act Releases." Recipients of this email have up to three business days following transmission of this email to review the documents to be released.
There is no requirement for you to respond to this email or otherwise take action. The Action Office has completed review and obtained management approval consistent with the agency's FOIA policy and procedures.
After 4 p.m. on the third business day after transmission of this email, the Action Office will issue the Agency's FOIA determination to the requester. The determination will be issued promptly, but in no event later than one business day following completion of the three-day awareness notification period.
The information provided below is consistent with Paragraph 4 of the above-referenced November 16, 2018 memorandum.

OMS/OEI							
FOIA ID	Requester	Requester Organization	Date FOIA Request Perfected	Date sent for Awareness Notification	Brief description of request as clarified	Interim or Final Response	Number of Records and/or pages
EPA-HQ-2019-000240	*Kevin Bogardus*	*E&E News*	*10/9/2018*	*2/4/2019*	*EPA's response to NARA letter*	*Final Response*	*2 documents*

The following offices have equities in these records and have reviewed the relevant records:
OEI
The manager who approved this release is: ___Robert Johnston_____
The records are:
_x__ attached
___ may be found at the following link: [*Insert link*]

Thank you so much and have a wonderful day!
Kristina

Kristina Sandfoss
Program Analyst
Office of Mission Support POC FOIA, RLO, Security, DCR
AOD / ORBO / OMS
U.S. Environmental Protection Agency Headquarters
1200 Pennsylvania Avenue NW, Washington, DC 20460
202-564-7177 Mailstop: 3102A Courier: 3353-N

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 1/30/2019 4:42:03 PM
To: No, Fredrick [No.Fredrick@epa.gov]
CC: Newton, Jonathan [Newton.Jonathan@epa.gov]
Subject: 2017-004296
Attachments: FOIA Efficiency Memo.pdf; Awareness Notification e-mail template 11272018 Final (002).docx

Please complete the process set out in the attached for the subject request.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/4/2019 9:07:18 PM
To: Latham, John [Latham.John@epa.gov]
Subject: FW: 2018-007934
Attachments: FOIA Efficiency Memo.pdf; Awareness Notification e-mail template 11272018 Final (003).docx

Any update on getting the notice out?

From: Gottesman, Larry
Sent: Tuesday, December 11, 2018 5:04 PM
To: Latham, John <Latham.John@epa.gov>
Subject: RE: 2018-007934

Have to follow the new process.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Latham, John
Sent: Tuesday, December 11, 2018 4:06 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: 2018-007934

Hi Larry,

I tried to close this out, but you're listed as an reviewer. I notified the requestor that we do not have responsive records for this request. Can you close this out?

Thanks,
John Latham Jr.
Environmental Protection Agency
OCSPP/OPPT/EAD/OB (7408M)
1200 Pennsylvania Ave NW
Washington, DC 20460
Ph: 202-564-6754
Fax: 202-564-8197

Message

From: Clausen, Rebecca [Clausen.Rebecca@epa.gov]
Sent: 1/28/2019 4:54:49 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Routt, Christiane [Routt.Christiane@epa.gov]
Subject: FW: Awareness Notification EPA-HQ-2018-007939 Communication between T. Bahadori and R. Yamada concerning Formaldehyde

Larry,

This will be another one coming to you in FOIAonline today, to approve so we can release it. Hopefully, the system let's you approve it.

Rebecca

From: Tran, Victoria
Sent: Monday, January 28, 2019 11:40 AM
To: Clausen, Rebecca <Clausen.Rebecca@epa.gov>
Cc: Routt, Christiane <Routt.Christiane@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>
Subject: RE: Awareness Notification EPA-HQ-2018-007939 Communication between T. Bahadori and R. Yamada concerning Formaldehyde

Rebecca,

I believe these were brought to everyone's attention before the holidays, so we should be good. TY.

VT

From: Clausen, Rebecca
Sent: Monday, January 28, 2019 11:24 AM
To: Tran, Victoria <tran.victoria@epa.gov>
Cc: Routt, Christiane <Routt.Christiane@epa.gov>
Subject: FW: Awareness Notification EPA-HQ-2018-007939 Communication between T. Bahadori and R. Yamada concerning Formaldehyde

Hi, Victoria,

Since we were all so rudely interrupted during the holidays, we didn't want to release this one until we were SURE no one in OEX had any issues that would preclude release at this time. Our notice was sent 12/18, when I'm sure many folks were starting their holidays.

Because of this timing/shutdown issue, would you let us know if OEX has had a chance to look at this one?

Rebecca

Rebecca Clausen
ORD Deputy National FOIA Officer
U.S. EPA | ORD | OPARM
109 TW Alexander Dr., RTP, NC 27711
Ph: (919) 541-3002; Alt: (919) 451-0404

Wake up. Be awesome. Be kind. Repeat.

From: Silzer, Stefan
Sent: Tuesday, December 18, 2018 3:11 PM
To: Blackburn, Elizabeth <Blackburn.Elizabeth@epa.gov>; Clausen, Rebecca <Clausen.Rebecca@epa.gov>; Dunlap, David <dunlap.david@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Heckman, Deborah <Heckman.Deborah@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Konkus, John <konkus.john@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Routt, Christiane <Routt.Christiane@epa.gov>; Tran, Victoria <tran.victoria@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>
Subject: Awareness Notification EPA-HQ-2018-007939 Communication between T. Bahadori and R. Yamada concerning Formaldehyde

To whom it may concern,

The Office of Research and Development is responding to the above-referenced FOIA request(s). We are providing this awareness notification email pursuant to the Chief of Staff's November 16, 2018 memorandum "Awareness Notification Process for Select Freedom of Information Act Releases." Recipients of this email have up to three business days following transmission of this email to review the documents to be released.

There is no requirement for you to respond to this email or otherwise take action. The Action Office has completed review and obtained management approval consistent with the agency's FOIA policy and procedures.

After 4 p.m. on the third business day after transmission of this email, the Action Office will issue the Agency's FOIA determination to the requester(s). The determination will be issued promptly, but in no event later than one business day following completion of the three-day awareness notification period.

The information provided below is consistent with Paragraph 4 of the above-referenced November 16, 2018 memorandum.

Office of Research and Development							
FOIA ID	Requester	Requester Organization	Date FOIA Request Perfected	Date sent for Awareness Notification	Brief description of request as clarified	Interim or Final Response	Number of Records and/or pages
EPA-HQ-2018-007949	*Emily Berman*	*Union of Concerned Scientists*	*5/23/18*	*12/18/18*	Communications from June 1, 2017 to present, between Tina Bahadori and Richard Yamada that mention the word "formaldehyde.	*Final Response*	*27 records*

The following offices have equities in these records and have reviewed the relevant records:

None

The manager who approved this release is: Stefan Silzer, Director, Office of Program Accountability and Resource Management

The records are:

___ attached

_X_ may be found at the following link:

Ex. 6

Message

From: Clausen, Rebecca [Clausen.Rebecca@epa.gov]
Sent: 1/29/2019 6:43:51 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Awareness Notification EPA-HQ-2018-007949 Communication between T. Bahadori and R. Yamada concerning Formaldehyde

From: Tran, Victoria
Sent: Monday, January 28, 2019 11:40 AM
To: Clausen, Rebecca <Clausen.Rebecca@epa.gov>
Cc: Routt, Christiane <Routt.Christiane@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>
Subject: RE: Awareness Notification EPA-HQ-2018-007939 Communication between T. Bahadori and R. Yamada concerning Formaldehyde

Rebecca,

I believe these were brought to everyone's attention before the holidays, so we should be good. TY.

VT

From: Clausen, Rebecca
Sent: Monday, January 28, 2019 11:24 AM
To: Tran, Victoria <tran.victoria@epa.gov>
Cc: Routt, Christiane <Routt.Christiane@epa.gov>
Subject: FW: Awareness Notification EPA-HQ-2018-007939 Communication between T. Bahadori and R. Yamada concerning Formaldehyde

Hi, Victoria,

Since we were all so rudely interrupted during the holidays, we didn't want to release this one until we were SURE no one in OEX had any issues that would preclude release at this time. Our notice was sent 12/18, when I'm sure many folks were starting their holidays.

Because of this timing/shutdown issue, would you let us know if OEX has had a chance to look at this one?

Rebecca

Rebecca Clausen
ORD Deputy National FOIA Officer
U.S. EPA | ORD | OPARM
109 TW Alexander Dr., RTP, NC 27711
Ph: (919) 541-3002; Alt: (919) 451-0404

Wake up. Be awesome. Be kind. Repeat.

From: Silzer, Stefan
Sent: Tuesday, December 18, 2018 3:11 PM

To: Blackburn, Elizabeth <Blackburn.Elizabeth@epa.gov>; Clausen, Rebecca <Clausen.Rebecca@epa.gov>; Dunlap, David <dunlap.david@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Heckman, Deborah <Heckman.Deborah@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Konkus, John <konkus.john@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Routt, Christiane <Routt.Christiane@epa.gov>; Tran, Victoria <tran.victoria@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>
Subject: Awareness Notification EPA-HQ-2018-007939 Communication between T. Bahadori and R. Yamada concerning Formaldehyde

To whom it may concern,

The Office of Research and Development is responding to the above-referenced FOIA request(s). We are providing this awareness notification email pursuant to the Chief of Staff's November 16, 2018 memorandum "Awareness Notification Process for Select Freedom of Information Act Releases." Recipients of this email have up to three business days following transmission of this email to review the documents to be released.

There is no requirement for you to respond to this email or otherwise take action. The Action Office has completed review and obtained management approval consistent with the agency's FOIA policy and procedures.

After 4 p.m. on the third business day after transmission of this email, the Action Office will issue the Agency's FOIA determination to the requester(s). The determination will be issued promptly, but in no event later than one business day following completion of the three-day awareness notification period.

The information provided below is consistent with Paragraph 4 of the above-referenced November 16, 2018 memorandum.

Office of Research and Development							
FOIA ID	Requester	Requester Organization	Date FOIA Request Perfected	Date sent for Awareness Notification	Brief description of request as clarified	Interim or Final Response	Number of Records and/or pages
EPA-HQ-2018-007949	*Emily Berman*	*Union of Concerned Scientists*	*5/23/18*	*12/18/18*	Communications from June 1, 2017 to present, between Tina Bahadori and Richard Yamada that mention the word "formaldehyde.	*Final Response*	*27 records*

The following offices have equities in these records and have reviewed the relevant records:

None

The manager who approved this release is: Stefan Silzer, Director, Office of Program Accountability and Resource Management

The records are:

___ attached

_X_ may be found at the following link:

Ex. 6

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/1/2019 2:14:50 PM
To: Gupta, Kaushal [Gupta.Kaushal@epa.gov]
Subject: 2019-003463

You have a close out task pending with me, but I do not have the awareness notification email.

Can you send me a copy of the one that was sent or send one and upload it into FOIAonline correspondence other.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

National FOIA Office
EPA Office of General Counsel

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/1/2019 2:09:24 PM
To: Calderon, Wanda [Calderon.Wanda@epa.gov]
Subject: 2019-001191

You have a close out task pending with me, but I do not have the awareness notification email.

Can you send me a copy of the one that was sent or send one and upload it into FOIAonline correspondence other.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

National FOIA Office
EPA Office of General Counsel

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/1/2019 1:39:15 PM
To: Griffo, Shannon [Griffo.Shannon@epa.gov]
Subject: Re: OGC/Ethics FOIA requests to close

Thanks. Done

Larry F. Gottesman

Sent from my iPhone

On May 1, 2019, at 9:35 AM, Griffo, Shannon <Griffo.Shannon@epa.gov> wrote:

> Sorry! 2019-004837.
>
> Shannon Griffo
> Ethics Attorney
> Office of General Counsel, Ethics
> U.S. Environmental Protection Agency
> (202) 564-7061
> Griffo.Shannon@epa.gov
>
> ---
>
> **From:** Gottesman, Larry
> **Sent:** Wednesday, May 01, 2019 9:31 AM
> **To:** Griffo, Shannon <Griffo.Shannon@epa.gov>
> **Cc:** Fugh, Justina <Fugh.Justina@epa.gov>
> **Subject:** RE: OGC/Ethics FOIA requests to close
>
> 2019-004037 is a Region 6 request that a closed o 4/19/19.
>
> Can you please recheck the number?
>
> Thanks
>
> Larry F. Gottesman
> Agency FOIA Officer
> Acting Assistant Director, National FOIA Office
> Office of General Counsel
> U.S. Environmental Protection Agency
>
> 202-566-2162 (Direct line)
> 202-689-4588 (Mobile)
> 202-566-1667 (Main line)
>
> <image001.png>

From: Griffo, Shannon
Sent: Wednesday, May 01, 2019 9:22 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Fugh, Justina <Fugh.Justina@epa.gov>
Subject: OGC/Ethics FOIA requests to close

Hi Larry,

Thanks so much for closing out those 3 requests yesterday. You should still have two others from Ethics assigned to you: 2019-004037 and 2017-005096. The awareness notification period ended Monday after 4pm.

Please let me know if you need anything else in order to get these closed.

Thanks!
Shannon

Shannon Griffo
Ethics Attorney
Office of General Counsel, Ethics
U.S. Environmental Protection Agency
(202) 564-7061
Griffo.Shannon@epa.gov

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/1/2019 1:31:09 PM
To: Griffo, Shannon [Griffo.Shannon@epa.gov]
CC: Fugh, Justina [Fugh.Justina@epa.gov]
Subject: RE: OGC/Ethics FOIA requests to close

2019-004037 is a Region 6 request that a closed o 4/19/19.

Can you please recheck the number?

Thanks

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

National FOIA Office
EPA Office of General Counsel

From: Griffo, Shannon
Sent: Wednesday, May 01, 2019 9:22 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Fugh, Justina <Fugh.Justina@epa.gov>
Subject: OGC/Ethics FOIA requests to close

Hi Larry,

Thanks so much for closing out those 3 requests yesterday. You should still have two others from Ethics assigned to you: 2019-004037 and 2017-005096. The awareness notification period ended Monday after 4pm.

Please let me know if you need anything else in order to get these closed.

Thanks!
Shannon

Shannon Griffo
Ethics Attorney
Office of General Counsel, Ethics
U.S. Environmental Protection Agency
(202) 564-7061
Griffo.Shannon@epa.gov

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/21/2019 9:14:57 PM
To: Calderon, Wanda [Calderon.Wanda@epa.gov]
Subject: RE: EPA-R2-2019-00191

My typo EPA-R2-2019-001191

From: Calderon, Wanda
Sent: Tuesday, May 21, 2019 4:40 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: EPA-R2-2019-00191

Can you double-check the number.....

Wanda Calderon
Government Information Specialist
Office of Regional Counsel
U.S. EPA Region 2
212-637-3668
www.epa.gov/foia

From: Gottesman, Larry
Sent: Tuesday, May 21, 2019 9:28 AM
To: Calderon, Wanda <Calderon.Wanda@epa.gov>
Subject: EPA-R2-2019-00191

Please send the awareness notification email for this request that is pending in my bos since April 5 for close-out.

Thanks

Larry F. Gottesman
Agency FOIA Officer
National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

National FOIA Office
EPA Office of General Counsel

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/21/2019 7:25:11 PM
To: Almazan, Christina [almazan.christina@epa.gov]
CC: Jablonski, Janice [jablonski.janice@epa.gov]
Subject: RE: Interim Release for EPA-HQ-2018-006060, EPA-HQ-2018-005595 and EPA-HQ-2018-005307
Attachments: Management Structure NFO Projects and Teams.docx

Have OMS sent the attached?

In meeting so I can't check.

Larry F. Gottesman
Agency FOIA Officer
National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

National FOIA Office
EPA Office of General Counsel

From: Almazan, Christina
Sent: Tuesday, May 21, 2019 3:23 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: Interim Release for EPA-HQ-2018-006060, EPA-HQ-2018-005595 and EPA-HQ-2018-005307

Good afternoon Larry,

OMS is processing the an Interim Release for EPA-HQ-2018-006060, EPA-HQ-2018-005595 and EPA-HQ-2018-005307 relating to vehicle leases. Awareness Notification was previously sent out. I have attached the awareness notification and records. Please let me know if you have any questions.

Thanks,
Christina Almazan

Program Analyst
Office of Mission Support
United States Environmental Protection Agency

1200 Pennsylvania Avenue NW
WJC North | 3353-G
Washington, DC – 20460
Mail Code 3102A
Office: 202·564·6681
almazan.christina@epa.gov

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/10/2019 8:38:09 PM
To: Gray, Doris [Gray.Doris@epa.gov]
CC: Newman, Maya [Newman.Maya@epa.gov]
Subject: EPA-HQ-2019-001084
Attachments: Awareness Notification e-mail template 11272018 Final.docx

I have a task to close this request but no awareness notification email was sent. If it was sent and I was not cced please send me the copy so I can close out this request. A copy of the template is attached.

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

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National FOIA Office
EPA Office of General Counsel

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/10/2019 8:36:49 PM
To: Espinoza, Ana [Espinoza.Ana@epa.gov]
Subject: EPA-HQ-2019-003491
Attachments: Awareness Notification e-mail template 11272018 Final.docx

I have a task to close this request but no awareness notification email was sent. If it was sent and I was not cced please send me the copy so I can close out this request. A copy of the template is attached.

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
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U.S. Environmental Protection Agency

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National FOIA Office
EPA Office of General Counsel

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/10/2019 8:34:50 PM
To: Calderon, Wanda [Calderon.Wanda@epa.gov]
Subject: EPA-R2-2019-001191
Attachments: Awareness Notification e-mail template 11272018 Final.docx

I have a task to close this request but no awareness notification email was sent. If it was sent and I was not cced please send me the copy so I can close out this request. A copy of the template is attached.

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
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U.S. Environmental Protection Agency

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EPA Office of General Counsel

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/10/2019 8:33:50 PM
To: Newman, Maya [Newman.Maya@epa.gov]
Subject: EPA-HQ-2019-001515
Attachments: Awareness Notification e-mail template 11272018 Final.docx

I have a task to close this request but no awareness notification email was sent. If it was sent and I was not cced please send me the copy so I can close out this request. A copy of the template is attached.

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
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U.S. Environmental Protection Agency

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National FOIA Office
EPA Office of General Counsel

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/10/2019 8:26:15 PM
To: Gupta, Kaushal [Gupta.Kaushal@epa.gov]
Subject: EPA-R5-2018-010050
Attachments: Awareness Notification e-mail template 11272018 Final.docx

I have a task to close this request but no awareness notification email was sent. If it was sent and I was not cced please send me the copy so I can close out this request. A copy of the template is attached.

Larry F. Gottesman
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Acting Assistant Director, National FOIA Office
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U.S. Environmental Protection Agency

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EPA Office of General Counsel

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/10/2019 8:25:17 PM
To: Carmichael, Brandee [carmichael.brandee@epa.gov]
CC: Bossard, Justin [bossard.justin@epa.gov]
Subject: EPA-HQ-2019-004851
Attachments: Awareness Notification e-mail template 11272018 Final.docx

I have a task to close this request but no awareness notification email was sent. If it was sent and I was not cced please send me the copy so I can close out this request. A copy of the template is attached.

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

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National FOIA Office
EPA Office of General Counsel

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/10/2019 8:21:12 PM
To: Reid, Danesha [Reid.Danesha@epa.gov]
CC: Newman, Maya [Newman.Maya@epa.gov]
Subject: EPA-HQ-2019-005125 and EPA-HQ-2019-005124
Attachments: Awareness Notification e-mail template 11272018 Final.docx

I have a tasks to close this request but no awareness notification email were sent. If they was sent and I was not cced please send me the copy so I can close out this request. A copy of the template is attached.

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

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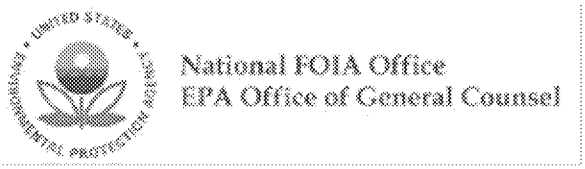
202-566-1667 (Main line)



Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/10/2019 8:18:22 PM
To: Gupta, Kaushal [Gupta.Kaushal@epa.gov]
Subject: EPA-R5-2018-006417
Attachments: Awareness Notification e-mail template 11272018 Final.docx

I have a task to close this request but no awareness notification email was sent. If it was sent and I was not cced please send me the copy so I can close out this request. A copy of the template is attached.

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

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EPA Office of General Counsel

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/10/2019 8:14:31 PM
To: Simon, Paul [Simon.Paul@epa.gov]
CC: Calderon, Wanda [Calderon.Wanda@epa.gov]
Subject: EPA-R2-2019-004990
Attachments: Awareness Notification e-mail template 11272018 Final.docx

I have a task to close this request but not awareness notification email was sent. If it was sent and I was not cced please send me the copy so I can close out this request. A copy of the template is attached.

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
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U.S. Environmental Protection Agency

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EPA Office of General Counsel

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/10/2019 8:12:19 PM
To: Whitseyjohnson, h'Enri [Whitsey-Johnson.HEnri@epa.gov]
CC: Newman, Maya [Newman.Maya@epa.gov]
Subject: EPA-HQ-2018-007250
Attachments: Awareness Notification e-mail template 11272018 Final.docx

I have a task to close this request but not awareness notification email was sent. If it was sent and I was not cced please send me the copy so I can close out this request. A copy of the template is attached.

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
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U.S. Environmental Protection Agency

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National FOIA Office
EPA Office of General Counsel

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/10/2019 8:09:34 PM
To: Gray, Doris [Gray.Doris@epa.gov]
CC: Newton, Jonathan [Newton.Jonathan@epa.gov]
Subject: EPA-HQ-2019-002611 EPA-HQ-2019-002611 EPA-HQ-2019-001309
Attachments: Awareness Notification e-mail template 11272018 Final.docx

I have a tasks to close these requests, but no Awareness Notification was sent. If one was sent and I was not cced, please send me a copy. I attached a copy of the template for your information.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
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National FOIA Office
EPA Office of General Counsel

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 4/15/2019 7:31:44 PM
To: Johnson, Ivry [Johnson.Ivry@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: RE: Question: Mail out the Videos for FOIA # 3548

Videos can be uploaded in FOIAonline and made avail to the public.

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
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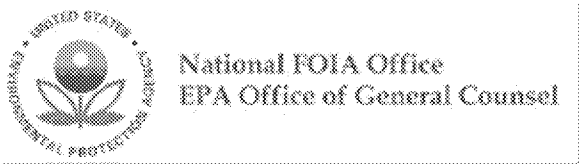

From: Johnson, Ivry
Sent: Monday, April 15, 2019 3:29 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: FW: Question: Mail out the Videos for FOIA # 3548

Can we upload videos to FOIAonline? If not, is it OK to mail it to requestor?

From: Johnson, Ivry
Sent: Thursday, April 11, 2019 2:22 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Person, Linda <Person.Linda@epa.gov>; 'hq.foia@epa.gov' <hq.foia@epa.gov>
Cc: LESCH, SANDRA <lesch.sandra@epa.gov>
Subject: FW: Question: Mail out the Videos for FOIA # 3548

Can we mail videos in response to a FOIA? Also this request is flagged for Awareness Notification. If not what's the protocol getting this into FOIAonline?

Ivry Johnson
R9 FOIA Officer
415-947-4251
6:00 am – 3:30 pm
Every 2nd Wednesday CDO

From: Chan, Elaine
Sent: Wednesday, April 10, 2019 1:55 PM
To: Johnson, Ivry <Johnson.Ivry@epa.gov>; LESCH, SANDRA <Lesch.Sandra@epa.gov>
Cc: Tran, Peter <tran.peter@epa.gov>; Silver, Perry <Silver.Perry@epa.gov>; Henning, Loren <Henning.Loren@epa.gov>; Clancy, Maeve <Clancy.Maeve@epa.gov>
Subject: Question: Mail out the Videos for FOIA # 3548

Sandy and Ivry:

Can we mail the DVDs to the requestor? 4 of them? We already broken down the Video into 5 parts. Part 1 is fine, but the rest are problematic.

---Elaine

From: Silver, Perry
Sent: Wednesday, April 10, 2019 1:42 PM
To: Chan, Elaine <Chan.Elaine@epa.gov>
Cc: LESCH, SANDRA <Lesch.Sandra@epa.gov>; Tran, Peter <tran.peter@epa.gov>
Subject: RE: Question: Video Uploading Issue with FOIAonline for # 3548

Hi Elaine,

I spoke to FOIAOnline people as I don't upload to it -- and they said that ideally 50MB files, perhaps up to 100MB files are the limit. Why they asked you about 4GB limit I don't know. If it exceeds that then you need to go outside the FOIAOnline system.

Outside the system choices include:

- DVDs mailed out
- OneDrive upload, share externally (user must have a Microsoft account) and then that person does download. (Richard Martin vetted this method should work.)
- FTP site. Carl Brickner can tell you more as he figured this out. Will cost WCF I think.

Zipping or splitting the file size into fragments were options I considered but in those situations the originator would need that software and instructions, perhaps internal staff as well, and it would be awkward and time consuming to track, prepare, etc.

I recommend DVDs or OneDrive with external user. For the latter you can test it yourself by sharing an account with a personal Microsoft account (e.g., Hotmail) that you can create for free.

Perry

Perry Silver
IT Specialist: R9 eDiscovery Examiner/SuperUser, Oracle DBA, Systems Admin
IT Security & Operations
Environmental Management Division
U.S. Environmental Protection Agency
75 Hawthorne Street EMD- 5-2
San Francisco, CA 94105
415.972.3630
Cel:415.760.5428

The content of this e-mail message and any attachments are confidential and intended solely for the addressee. If you are not the intended recipient, please do not read, copy, print, use or disclose the contents of this communication to others. Thank you!

From: Chan, Elaine
Sent: Wednesday, April 10, 2019 11:24 AM
To: Silver, Perry <Silver.Perry@epa.gov>
Cc: LESCH, SANDRA <Lesch.Sandra@epa.gov>; Tran, Peter <tran.peter@epa.gov>
Subject: Question: Video Uploading Issue with FOIAonline for # 3548

Perry:

Sandy suggested that I contact you about this. Any insights?
The latest is that I should do the upload on the off hours.
See chain of emails below. Hon and I worked together on this and we tried my computer and his computer. No luck !

---Elaine

From: LESCH, SANDRA
Sent: Wednesday, April 10, 2019 10:21 AM
To: Chan, Elaine <Chan.Elaine@epa.gov>
Subject: RE: Regarding Service Record #587,641 Question: Video Uploading and not working for FOIA # 3548 - reply

I had problems accessing and then re-accessing FOIA Online earlier today, and called the Help Desk. After re-booting, it appears ok. Apparently Ivry and Sharon had issues late yesterday afternoon. Regarding video files, have you contacted Perry Silver yet? He's our FOIA tech maven. Why don't you ask him if he has any suggestions?

Sandra M. Lesch
Attorney-Advisor
U.S. EPA, Region 9
Office of Regional Counsel
75 Hawthorne Street
San Francisco, CA 94105
Ph: 415-972-3454
Fx: 415-947-3570
lesch.sandra@epa.gov

From: Chan, Elaine
Sent: Wednesday, April 10, 2019 10:16 AM
To: 'FOIAonline Help Desk' <foiaonlinehelp@sysaidit.com>

Cc: Edward.Richman@cn-bus.com; Cheung, Hon <Cheung.Hon@epa.gov>; Tran, Peter <tran.peter@epa.gov>; LESCH, SANDRA <lesch.sandra@epa.gov>; Clancy, Maeve <Clancy.Maeve@epa.gov>
Subject: RE: Regarding Service Record #587,641 Question: Video Uploading and not working for FOIA # 3548 - reply

Hello Foia Help desk and Edward:

We tried IE and Chrome. No luck. See yellow highlighted response below.
Any other thoughts?

These are my 4 video files.
1. MP4 3904.1143 MB
2. MP4 3122.4491 MB
3. MP4 713.0042 MB
4. MP4 3626.7870 MB

From: FOIAonline Help Desk <foiaonlinehelp@sysaidit.com>
Sent: Wednesday, April 10, 2019 6:04 AM
To: Chan, Elaine <Chan.Elaine@epa.gov>
Cc: Edward.Richman@cn-bus.com
Subject: Regarding Service Record #587,641 Question: Video Uploading and not working for FOIA # 3548

Elaine Chan,

There are 4 things which are likely to affect upload:

- Is the file on your hard drive or a shared network drive (hard drive is best)? Yes
- How large is the file? Are those sizes up to over 4,000 MB? Video files do tend to be large. Have you uploaded files this large before? Under 4000 MB. No
- Are there any special characters in the file name or in the path (containing folders) to the file? We have an underscore in the file name and I changed the name to Part 1 as the file name, but no luck.

- Also make sure the file is not open in an application (such as a video reader) while you are trying to attach it. We didn't open the file. It is on the desktop.
- What Browser are you using? Consider switching to Google Chrome if you are not in Google Chrome already. We use both browser. No luck. In IE, it loaded, but then we received the red error box. In Chrome, no luck loading it. It gave "Aw, Snap! Something went wrong while displaying this webpage."

Best Regards

Edward Richman
Helpdesk Agent
FOIA online help desk,
844-238-7744

Thank you for contacting the Help Desk. A new ticket has been created for you:

Service record details:

Title: Question: Video Uploading and not working for FOIA # 3548
Description: Hello FOIA Online Help Desk:

I am having trouble uploading 4 videos to FOIAonline for FOIA # 3548
I tried many times and it locks up the computer or a red box appears and out of frustration, I restart again. Bottomline is that it is not uploading.

Any tips?

These are my 4 video files.

1. MP4 3904.1143 MB
2. MP4 3122.4491 MB
3. MP4 713.0042 MB
4. MP4 3626.7870 MB

Thank you !

--Elaine Chan
Region 9
75 Hawthorne Street
San Franciso, CA 94105

Thank you,

The Help Desk Team

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 4/15/2019 3:49:49 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: FOIA request - Record retention
Attachments: AC 18. 2019: MEMORANDUM TO FEDERAL AGENCY RECORDS CONTACTS: Regulation Issued with Digitization Standards for Temporary Records

---

From: Ellis, John
Sent: Monday, April 15, 2019 11:27 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: FOIA request - Record retention

Larry,

Here's a new regulation on scanning of temporary records.

John B. Ellis, CRM
EPA Records Officer
Office of Mission Support (OMS)
Office of Enterprise Information Programs (OEIP)
Enterprise Records Management Division (ERMD)
1301 Constitution Ave., NW, Washington, DC
William Jefferson Clinton West Building
Mail Code 2822T, Washington, DC 20460
Phone: 202-566-1643, Mobile: 202-657-3091

From: Gottesman, Larry
Sent: Monday, April 15, 2019 10:37 AM
To: Ellis, John <Ellis.john@epa.gov>; Records <Records@epa.gov>
Subject: FOIA request - Record retention

John-

I was looking for an old email from you, but was unable to locate it. So let me ask the questions again.

Years ago you told us that once we entered a paper FOIA request into FOIAonline, which is a record keeping system, we can destroy the paper copy after 90 days.

Can you confirm that is still the cases, under the new record schedule?

Thanks

Larry F. Gottesman
Agency FOIA Officer

Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

National FOIA Office
EPA Office of General Counsel

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/21/2019 1:51:37 PM
To: Calderon, Wanda [Calderon.Wanda@epa.gov]
Subject: EPA-R2-2019-003782
Attachments: FOIA Awareness Template 11-18-18.docx

I am still awaiting an awareness notification email so I can approve the pending review task.

If I missed the email, please send it to me and upload it into FOIAonline under Correspondence "Other."

Thanks

Larry F. Gottesman
Agency FOIA Officer
National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

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202-566-1667 (Main line)

National FOIA Office
EPA Office of General Counsel

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 4/16/2019 6:19:21 PM
To: Stein, Jonathan [Stein.Jonathan@epa.gov]
Attachments: Awareness Notification e-mail template 11272018 Final (003).docx

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

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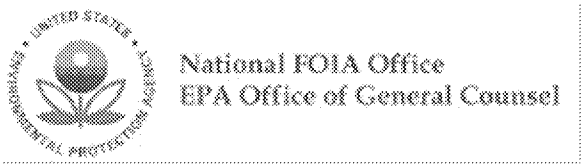
202-566-1667 (Main line)



Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/21/2019 1:49:02 PM
To: Newton, Jonathan [Newton.Jonathan@epa.gov]
Subject: EPA-HQ-2017-010922
Attachments: FOIA Awareness Template 11-18-18.docx

I am still awaiting an awareness notification email so I can approve the pending review task.

If I missed the email, please send it to me and upload it into FOIAonline under Correspondence "Other."

Thanks

Larry F. Gottesman
Agency FOIA Officer
National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

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National FOIA Office
EPA Office of General Counsel

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 5/21/2019 1:47:58 PM
To: Farren, Victor (Farren.Victor@epa.gov) [Farren.Victor@epa.gov]
Subject: EPA-HQ-2017-009859
Attachments: FOIA Awareness Template 11-18-18.docx

I am still awaiting an awareness notification email so I can approve the pending review task.

If I missed the email, please send it to me and upload it into FOIAonline under Correspondence "Other."

Thanks

Larry F. Gottesman
Agency FOIA Officer
National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

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202-689-4588 (Mobile)
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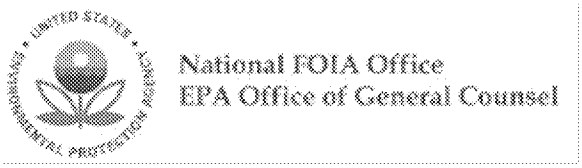

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 4/24/2019 5:01:33 PM
To: Martinez, Doris [Martinez.Doris@epa.gov]
CC: Sandfoss, Kristina [Sandfoss.Kristina@epa.gov]
Subject: 2019-002991

I have a task pending, but have not seen the Awareness Notification email.

Please forward me a copy of the one you sent, or please send a new email notification and in either case upload into FOIAonline under Correspondence other.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

National FOIA Office
EPA Office of General Counsel

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/27/2019 5:36:39 PM
To: Ho, Nancy [Ho.Nancy@epa.gov]
CC: Lewis, Monica [lewis.monica@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Langley, Shirley [Langley.Shirley@epa.gov]
Subject: Re: HQ TASKS: EPA-R6-2019-004396 - N. Sadasivam

Still need to send email to the group on the email list.

Larry F. Gottesman

Sent from my iPhone

On Mar 27, 2019, at 1:28 PM, Ho, Nancy <Ho.Nancy@epa.gov> wrote:

> Hi HQ - This requester has withdrawn this FOIA request. Can HQ please remove themselves as the reviewer or does R6 need to follow Awareness notification procedures?
>
> Thanks,
> Nancy
>
> ---
>
> **From:** Langley, Shirley
> **Sent:** Wednesday, March 27, 2019 7:41 AM
> **To:** Ho, Nancy <Ho.Nancy@epa.gov>
> **Subject:** RE: EPA-R6-2019-004396 - N. Sadasivam
>
> Hi Monica,
>
> Yes this request is being withdrawn. She's going to re-submit the correct request.
>
> Thank you
> Shirley Langley
> US EPA
> Management Division
> FOIA Team
>
> ---
>
> **From:** Ho, Nancy
> **Sent:** Tuesday, March 26, 2019 6:12 PM
> **To:** Langley, Shirley <Langley.Shirley@epa.gov>
> **Subject:** FW: EPA-R6-2019-004396 - N. Sadasivam
>
> ---
>
> **From:** Lewis, Monica
> **Sent:** Tuesday, March 26, 2019 6:10 PM
> **To:** Ho, Nancy <Ho.Nancy@epa.gov>
> **Subject:** EPA-R6-2019-004396 - N. Sadasivam
>
> Nancy,

I was getting ready to upload the Fee Waiver decision for this request. Per comments in FOIAonline, please confirm this request is being withdraw, if so, I will close out the fee waiver task as a withdrawal.

Thank you.

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/27/2019 3:51:40 PM
To: Furlow, Calvin [Furlow.Calvin@epa.gov]
CC: Ingram, Earl [Ingram.Earl@epa.gov]
Subject: 2019-003461
Attachments: Awareness Notification e-mail template 11272018 Final.docx

I have an interim release task to close, but I do not have a copy of the Awareness Notification email.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

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202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/27/2019 3:50:05 PM
To: Martinez, Doris [Martinez.Doris@epa.gov]
CC: Sandfoss, Kristina [Sandfoss.Kristina@epa.gov]
Subject: 2019-003657
Attachments: Awareness Notification e-mail template 11272018 Final.docx

I have a task to close, but I do not have a copy of the Awareness Notification email.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

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202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/27/2019 3:47:40 PM
To: Story, Karen [Story.Karen@epa.gov]
CC: KLUESNER.DAVID@EPA.GOV
Subject: R2-2018-011709
Attachments: Awareness Notification e-mail template 11272018 Final.docx

I have a task to close, but I do not have a copy of the Awareness Notification email.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

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202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/27/2019 3:45:25 PM
To: Martinez, Doris [Martinez.Doris@epa.gov]
CC: Sandfoss, Kristina [Sandfoss.Kristina@epa.gov]
Subject: 2019-002744
Attachments: Awareness Notification e-mail template 11272018 Final.docx

I have a task to close, but I do not have a copy of the Awareness Notification email.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/27/2019 3:44:13 PM
To: Wheatley, Jessica [wheatley.jessica@epa.gov]
Subject: R5-2019-003463
Attachments: Awareness Notification e-mail template 11272018 Final.docx

I have a task to close, but I do not have a copy of the Awareness Notification email.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

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202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/27/2019 3:42:04 PM
To: Martinez, Doris [Martinez.Doris@epa.gov]
CC: Sandfoss, Kristina [Sandfoss.Kristina@epa.gov]
Subject: 2019-003152
Attachments: Awareness Notification e-mail template 11272018 Final.docx

I have a task to close out but I so not have a copy do the Awareness Notification email.

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
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202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/27/2019 3:40:10 PM
To: Tate, Rita [Tate.Rita@epa.gov]
Subject: R3-2019-001604
Attachments: Awareness Notification e-mail template 11272018 Final.docx

I have an task to close on this release but I do not have a copy of the email that was sent for Awareness Notification.

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/27/2019 3:37:24 PM
To: Newton, Jonathan [Newton.Jonathan@epa.gov]
Subject: 2017-007881

I have an task to close on this interim release but I do not have a copy of the email that was sent for Awareness Notification.

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/27/2019 3:36:15 PM
To: Martinez, Doris [Martinez.Doris@epa.gov]
CC: Sandfoss, Kristina [Sandfoss.Kristina@epa.gov]
Subject: 2019-002609
Attachments: Awareness Notification e-mail template 11272018 Final.docx

I have an task to close but I do not have a copy of the email that was sent for Awareness Notification.

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/27/2019 3:33:59 PM
To: Wheatley, Jessica [wheatley.jessica@epa.gov]
Subject: R5-2018-010881
Attachments: Awareness Notification e-mail template 11272018 Final.docx

I have an task to close on this interim release but I do not have a copy of the email that was sent for Awareness Notification.

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

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202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/27/2019 3:32:00 PM
To: Newman, Maya [Newman.Maya@epa.gov]
Subject: HQ-2019-001515
Attachments: Awareness Notification e-mail template 11272018 Final.docx

I have a task to close-out but no awareness notification has been sent.

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/26/2019 7:49:38 PM
To: Shenefiel, Pam [shenefiel.pam@epa.gov]
CC: Sandfoss, Kristina [Sandfoss.Kristina@epa.gov]
Subject: RE: EPA-HQ-2019-003711

Once a request is flagged for Awareness Notification you are required to send the email RE: Awareness Notification to all the folks on the email, even for a withdrawn request.

Sorry.

Larry F. Gottesman
Agency FOIA Officer
Acting Assistant Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Shenefiel, Pam
Sent: Tuesday, March 26, 2019 3:46 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Sandfoss, Kristina <Sandfoss.Kristina@epa.gov>
Subject: EPA-HQ-2019-003711

Larry,

Request EPA-HQ-2019-003711 was withdrawn by the requester. Could you please close your review task so I can close the case. Thanks.

Pam Shenefiel | Office of Enterprise Information Programs | Office of Mission Support | EPA
1200 Pennsylvania Ave NW | Mail Code 2821T | Washington, DC 20460
202.566.0303 (work) | 202.566.1624 (fax) | shenefiel.pam@epa.gov

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/12/2019 10:26:08 PM
To: Walker, Denise [Walker.Denise@epa.gov]
Subject: RE: questions about search approaches

Could not located Jennifer piece, but here is a link to some guidance.

http://intranet.epa.gov/records/faqs/pda.html

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
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202-566-1667 (Main line)

From: Walker, Denise
Sent: Tuesday, February 12, 2019 3:13 PM
To: OGC NFO <OGC-NFO@epa.gov>
Subject: FW: questions about search approaches

Hi All,

Anyone have the text message protocol handy?

Thanks,
Denise

Denise A. Walker
U.S. Environmental Protection Agency
Acting Assistant Director, OGC FOIA Expert Assistance Team
Washington, D.C. |7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!
Have a Relativity 9 question? Try here first!

From: MacDonald, Jennifer
Sent: Tuesday, February 12, 2019 2:27 PM
To: eDAT <eDAT@epa.gov>; Thompson, BrianK <Thompson.BrianK@epa.gov>; Walker, Denise

<Walker.Denise@epa.gov>; Thompson, Heather <Thompson.Heather@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>
Subject: questions about search approaches

Hello,

I believe that eDAT is the right contact for these sorts of question – please let me know if that's incorrect. I've added GLO and FEAT contacts for the second question in particular.

First, we've prepared the attached Outlook search form for a search that we need to conduct in response to a FOIA. Before we submit it via our SPOC (Region 10's FOIA Officer), we want to ensure that we prepared it correctly given our perhaps unusual request to have additional search terms for the key custodian. That custodian reviewed his emails in Outlook and is confident that his responsive emails will not be collected without these additional terms. Is this search form the correct approach? I'm happy to discuss. Please let me know your thoughts.

Second, we have received a FOIA request that includes text messages of EPA employees. Is there an SOP or list of best practices for capturing texts? We realize that personnel may have iPhones or Android phones, so the steps may differ.

Please let me know. Thank you.
-Jennifer
Jennifer G. MacDonald, Senior Info. Law Attorney
U.S. Environmental Protection Agency, Region 10
1200 Sixth Avenue, Suite 155
Seattle, Washington 98101
206-553-8311
MacDonald.Jennifer@epa.gov

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/21/2019 3:34:18 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FOIA Training 2019 mandatory 2 19 draft.pptx
Attachments: FOIA Training 2019 mandatory 2 19 draft.pptx

Please see strike out and red additions.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/12/2019 9:05:41 PM
To: Cestone, Paul [Cestone.Paul@epa.gov]
CC: Latham, John [Latham.John@epa.gov]
Subject: RE: FOIA request EPA-HQ-2018-000145 Status Inquiry
Attachments: Awareness Notification e-mail template 11272018 Final (002).docx

Follow the attached process and we can get it out the door.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Cestone, Paul
Sent: Wednesday, February 06, 2019 10:54 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Latham, John <Latham.John@epa.gov>
Subject: FOIA request EPA-HQ-2018-000145 Status Inquiry

Good morning Larry,

Yesterday I was checking on whether or not FOIA request EPA-HQ-2018-000145 had been released.

John Latham indicated that this FOIA was one of the first to be flagged for the extra review process recently implemented and that apparently you or your staff rejected its release.

I looked for it in the system and apparently it is in FOIA On-Line assigned to Robert Courtnage. As Robert is no longer in NPCD (now an acting or seated Branch Chief in another Division) I doubt he is even aware of the FOIA status.

Further, as there were no instructions provided him or me directly as to how to address the rejection of the FOIA, it's processing and release languishes.

As you may know the material uploaded was reviewed by myself, my supervisor, Julie Shannon, and by Nancy Beck herself. I don't know what the issues are with the FOIA release but I do know that the requester is very frustrated at not receiving any material.

After we (NPCD) had the material reviewed at the OCSPP top level and marked it for release we considered our work completed responsibly. As it is not in my FOIA On-line assignments there is nothing that I am aware of that I can do further, however we are concerned that the material hasn't been released.

As such, if you could please look into the status of this FOIA and let me know what will be done with it to properly process it for appropriate release or, if it is not to be released how that should be communicated to the requester, it would be appreciated.

Thank you for looking in to this and I look forward to your response.

Best regards, Paul Cestone
202-566-0489
NPCD/OPPT/OCSPP

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/11/2019 4:30:00 PM
To: Routt, Christiane [Routt.Christiane@epa.gov]; Clausen, Rebecca [Clausen.Rebecca@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]; Person, Linda [Person.Linda@epa.gov]
Subject: OPEN ORD matters
Attachments: AdvancedSearchExport.csv

I sent you the one request that Peter Evanko was cced on Linda Person, as part of the awareness notification process. We will no longer cc Peter, which was in error and make sure we cc Christiane.

Attached is the open matters in ORD.

I just received an email from Stefan Silzer on HQ-2019-001514 which Rebecca was cced on.

Let me know if you need anything further.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/26/2019 10:09:07 PM
To: Hill, Kevin W. [hill.kevinw@epa.gov]
CC: Cubeddu, Mariana [Cubeddu.Mariana@epa.gov]
Subject: RE: EPA-HQ-2018-007995 Closeout

Sorry you did. I will release it on Friday March 1, 3 days after submission. I can shorten the waiting period with an email from Beth.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Hill, Kevin W.
Sent: Tuesday, February 26, 2019 5:01 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Cubeddu, Mariana <Cubeddu.Mariana@epa.gov>
Subject: RE: EPA-HQ-2018-007995 Closeout

Sent.

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser
U.S. Environmental Protection Agency
Office of General Counsel
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460
Office: 202-564-1652
hill.kevinw@epa.gov

From: Gottesman, Larry
Sent: Tuesday, February 26, 2019 4:43 PM
To: Hill, Kevin W. <hill.kevinw@epa.gov>
Cc: Cubeddu, Mariana <Cubeddu.Mariana@epa.gov>
Subject: RE: EPA-HQ-2018-007995 Closeout

We still need to go through the Awareness Notification process, if the request is flagged, even if Beth signed the letter.

Sorry.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Hill, Kevin W.
Sent: Tuesday, February 26, 2019 4:34 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Cubeddu, Mariana <Cubeddu.Mariana@epa.gov>
Subject: FW: EPA-HQ-2018-007995 Closeout

Larry,

AO4 is issuing a no records response for this request. Beth has signed the letter and you are listed as the reviewer in FOIAOnline. Can you please approve the task once sent?

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser
U.S. Environmental Protection Agency
Office of General Counsel
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460
Office: 202-564-1652
hill.kevinw@epa.gov

From: Hope, Brian
Sent: Tuesday, February 26, 2019 11:42 AM
To: Hill, Kevin W. <hill.kevinw@epa.gov>
Cc: Tran, Victoria <tran.victoria@epa.gov>; Cubeddu, Mariana <Cubeddu.Mariana@epa.gov>
Subject: RE: EPA-HQ-2018-007995 Closeout

Response attached. Thanks.

From: Hill, Kevin W.
Sent: Monday, February 25, 2019 1:50 PM
To: White, Elizabeth <white.elizabeth@epa.gov>
Cc: Hope, Brian <Hope.Brian@epa.gov>; Tran, Victoria <tran.victoria@epa.gov>; Cubeddu, Mariana

<Cubeddu.Mariana@epa.gov>
Subject: EPA-HQ-2018-007995 Closeout

Beth,

Please see attached Closeout letter prepared by Mariana. Please sign and return. Thank you.

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser
U.S. Environmental Protection Agency
Office of General Counsel
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460
Office: 202-564-1652
hill.kevinw@epa.gov

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/21/2019 9:46:16 PM
To: Zipf, Lynn [Zipf.Lynn@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: RE: Need to send a referral to FDA

FDA is not part of FOIAonline. You can create the referral in FOIAonline to obtain credit for the work and then send it to FDA outside the system.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Zipf, Lynn
Sent: Thursday, February 21, 2019 3:45 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Need to send a referral to FDA

Wendy and Larry,

What is the procedure for referring a FOIA to FDA? I do not believe they are part of FOIA online.

Lynn Zipf
FOIA Specialist
Office of Water

EPA East Room 3349K
(202) 564-1509

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/6/2019 2:09:19 PM
To: Wheatley, Jessica [wheatley.jessica@epa.gov]
Subject: R5-2019-003375 and R5-2019-002835

The first email I had a typo in the request number.

Even though the awareness notification email has been sent and the 3 day waiting period is over, I do not have a task to close.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/27/2019 10:06:06 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FOIA Mtg Agenda March 2019.docx
Attachments: FOIA Mtg Agenda March 2019.docx

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 3/6/2019 2:07:13 PM
To: Wheatley, Jessica [wheatley.jessica@epa.gov]
Subject: R5-2019-0033785

Even though the awareness notification email has been sent and the 3 day waiting period is over, I do not have a task to close.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/27/2019 7:51:24 PM
To: Seaton, Tom [Seaton.Tom@epa.gov]
Subject: Template
Attachments: Awareness notification email template.docx

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Cell Phone / Ex. 6
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 1/30/2019 7:50:32 PM
To: Pearce, Jennifer [Pearce.Jennifer@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: RE: Review - EPA-R4-2019-002086

Can you forward it to me?

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Cell Phone / Ex. 6
202-566-1667 (Main line)

From: Pearce, Jennifer
Sent: Wednesday, January 30, 2019 2:45 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: Review - EPA-R4-2019-002086

Opps I apologize I have completed an awareness notification email in December 2018.

From: Gottesman, Larry
Sent: Wednesday, January 30, 2019 2:19 PM
To: Pearce, Jennifer <Pearce.Jennifer@epa.gov>
Cc: Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: RE: Review - EPA-R4-2019-002086

Still need to go through the process set out in the attachments,

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Cell Phone / Ex. 6
202-566-1667 (Main line)

From: Pearce, Jennifer
Sent: Wednesday, January 30, 2019 2:17 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Pearce, Jennifer <Pearce.Jennifer@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: Review - EPA-R4-2019-002086
Importance: High

Larry,

This request is under your name for review, however the requestor (Dr. Kristina Zierold) withdrew her request on December 18, 2018.

Thanks you,

Jennifer Pearce
Government Information Specialist
U.S. Environmental Protection Agency – Region 4
Atlanta Federal Center
61 Forsyth Street, S.W.
Atlanta, Georgia 30303
(404) 562-8600
(404) 562-8054 (Fax)
pearce.jennifer@epa.gov

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 1/30/2019 7:19:00 PM
To: Pearce, Jennifer [Pearce.Jennifer@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: RE: Review - EPA-R4-2019-002086
Attachments: FOIA Efficiency Memo.pdf; Awareness Notification e-mail template 11272018 Final (002).docx

Still need to go through the process set out in the attachments,

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Cell Phone / Ex. 6
202-566-1667 (Main line)

From: Pearce, Jennifer
Sent: Wednesday, January 30, 2019 2:17 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Pearce, Jennifer <Pearce.Jennifer@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: Review - EPA-R4-2019-002086
Importance: High

Larry,

This request is under your name for review, however the requestor (Dr. Kristina Zierold) withdrew her request on December 18, 2018.

Thanks you,

Jennifer Pearce
Government Information Specialist
U.S. Environmental Protection Agency – Region 4
Atlanta Federal Center
61 Forsyth Street, S.W.
Atlanta, Georgia 30303
(404) 562-8600
(404) 562-8054 (Fax)
pearce.jennifer@epa.gov

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/4/2019 8:01:54 PM
To: Hines, Andrea [hines.andrea@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: RE: : 2019-000026/0000025 and 2019-002086 (For close out)
Attachments: FOIA Efficiency Memo.pdf; Awareness Notification e-mail template 11272018 Final (002).docx

I do not have the email notification you sent. Please send me the notification you sent and we can close out tasks.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Cell Phone / Ex. 6
202-566-1667 (Main line)

From: Hines, Andrea
Sent: Monday, February 04, 2019 2:47 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: : 2019-000026/0000025 and 2019-002086 (For close out)

Wendy/Larry,

These requests were done before we got the notifications for awareness reviews. I sent you an email on 12/26/18 indicating that 19-000026 and 000025 were combined in one response along with the memo that was submitted. 19-002086 was also performed before the new notification awareness review and the memo was also done for that one. The memos were forwarded as we were instructed, however, according to Lawana, the reviewer tab is still open under Larry's name. Once Larry closes out his tab, Lawana says she can close out these 3 requests.

Hope this jogs your memory, I know we've been gone for a minute.

Thanks again. Let me know if I need Lawana to call you.

Andrea Hines
FOIA and Records Management Section
U.S. Environmental Protection Agency, Region 4
61 Forsyth Street, S.W.
Atlanta, Georgia 30303
(404) 562-9698
(404) 562-8054 (Fax)
Email: hines.andrea@epa.gov

From: Schumacher, Wendy
Sent: Monday, February 4, 2019 2:24 PM
To: Hines, Andrea <hines.andrea@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: RE: : 2019-000026/0000025 and 2019-002086 (For close out)

Need more information.

Wendy Schumacher, Ph.D., PMP
National FOIA Office
Government Information Specialist
(202) 566-2513
email: schumacher.wendy@epa.gov

From: Hines, Andrea
Sent: Monday, February 04, 2019 2:23 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: : 2019-000026/0000025 and 2019-002086 (For close out)

Hello All,

These (3) requests were under the old awareness review. Our database personnel has been attempting to close them out, but cannot. Can you please advise.

Welcome back!

Thank you.

Andrea Hines
FOIA and Records Management Section
U.S. Environmental Protection Agency, Region 4
61 Forsyth Street, S.W.
Atlanta, Georgia 30303
(404) 562-9698
(404) 562-8054 (Fax)
Email: hines.andrea@epa.gov

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/1/2019 10:39:49 PM
To: Blair, Shirley [Blair.Shirley@epa.gov]
Subject: FW: Status of FOIA requests and FOIA appeals submitted during the Government Shutdown December 29, 2018 – January 27, 2019

This may be of some assistance concerning your questions.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

.

From: Epp, Timothy
Sent: Thursday, January 31, 2019 9:15 AM
To: FOIA Coordinators <FOIA_Coordinators@epa.gov>; FOIA Coordinators Alt <FOIA_Coordinators_Alt@epa.gov>; FOIA Officers <FOIAOfficers@epa.gov>; FOIA Officers Alt <FOIAOfficers-Alt@epa.gov>; Regional Public Affairs Directors <Regional_Public_Affairs_Directors@epa.gov>; HQ Communications Directors <HQCommunicationsDirectors@epa.gov>
Cc: Richardson, RobinH <Richardson.RobinH@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>
Subject: Status of FOIA requests and FOIA appeals submitted during the Government Shutdown December 29, 2018 – January 27, 2019

Dear EPA FOIA and communications professionals,

This email addresses the status of FOIA requests and FOIA appeals submitted during the time EPA was shut down from December 29, 2018 to January 27, 2019.

The Department of Justice Office of Information Policy (OIP) issued guidance after the 2013 shutdown available here: https://www.justice.gov/oip/blog/calculating-foia-response-times-after-government-shutdown. OIP recommends that agencies continue to follow this guidance.

EPA will implement the OIP guidance as follows:

Any FOIA request or appeal that EPA received electronically, whether via FOIAonline or email, should be considered received on the date the requester electronically submitted it (or, on the next business day when submitted on a

weekend or legal holiday). As appropriate, however, EPA should explain to requestors that, as a practical matter, FOIA requests were not actually received for purposes of initiating processing until January 28, when the Agency reopened.

FOIA requests and appeals sent through US mail or express delivery services should be considered received on the date that the FOIA Offices re-opened and actually received the requests and appeals. For example, if a FOIA request is postmarked on January 2, but not received in the FOIA Office until January 28, then January 28 is the date the request will be considered received.

As always, Program and Regional Offices are encouraged to work with requesters on extensions to due dates whenever appropriate. If you receive a question from the public about the guidance or its impact on the processing of their FOIA request or appeal, please refer them to EPA's FOIA Public Liaison at hq.foia@epa.gov or at 202-566-1667.

Tim

Timothy R. Epp
Acting Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency
Tel. 202-564-2830

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/1/2019 9:57:40 PM
To: Shenefiel, Pam [shenefiel.pam@epa.gov]
CC: Sandfoss, Kristina [Sandfoss.Kristina@epa.gov]
Subject: EPA-HQ-2019-000240
Attachments: Awareness Notification e-mail template 11272018 Final (002).docx; FOIA Efficiency Memo.pdf

Please follow the notification format/process set out in the attachment marked Awareness Notification e-mail template. I have also attached the FOIA Efficiency Memo for you information.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Cell Phone / Ex. 6
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/20/2018 9:17:02 PM
To: Wheatley, Jessica [wheatley.jessica@epa.gov]
Subject: R5-2017-008897
Attachments: Awareness Notification e-mail template 11272018 Final (002).docx; FOIA Efficiency Memo.pdf

Please follow the attached procedures.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Cell Phone / Ex. 6
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 1/30/2019 4:44:47 PM
To: Purifoy, Tiffany [Purifoy.Tiffany@epa.gov]
Subject: 2019-002105
Attachments: Awareness Notification e-mail template 11272018 Final (002).docx; FOIA Efficiency Memo.pdf

Please complete the process set out in the attached,

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Cell Phone / Ex. 6
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/21/2018 9:33:30 PM
To: Corbett, Krysti [Corbett.Krysti@epa.gov]
CC: Stanton, Rachel [stanton.rachel@epa.gov]; Sandfoss, Kristina [Sandfoss.Kristina@epa.gov]
Subject: EPA-HQ-2019-000729
Attachments: FOIA Efficiency Memo.pdf; Awareness Notification e-mail template 11272018 Final (002).docx

Please follow the attached procedures.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Cell Phone / Ex. 6
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/20/2018 11:03:33 PM
To: Hill, Kevin W. [hill.kevinw@epa.gov]; Epp, Timothy [Epp.Timothy@epa.gov]
Subject: RE: Withdrawn Requests
Attachments: Awareness Notification e-mail template 11272018 Final (002).docx

Per conversation, here is the template.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Cell Phone / Ex. 6
202-566-1667 (Main line)

From: Hill, Kevin W.
Sent: Thursday, December 20, 2018 6:01 PM
To: Epp, Timothy <Epp.Timothy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Withdrawn Requests

Tim & Larry,

Can you provide guidance for me on when FOIA requests are withdrawn by the requester that have Larry as a reviewer? Is an awareness notification necessary?

If I am reading the FOIA Efficiency Memo correctly, Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser
U.S. Environmental Protection Agency
Office of General Counsel
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460
Office: 202-564-1652
hill.kevinw@epa.gov

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 1/30/2019 4:36:37 PM
To: Sandfoss, Kristina [Sandfoss.Kristina@epa.gov]
Subject: 2018-010610
Attachments: Awareness Notification e-mail template 11272018 Final (002).docx; FOIA Efficiency Memo.pdf

I did not see the process followed on this request. If I missed it let me know.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Cell Phone / Ex. 6
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/21/2018 9:31:25 PM
To: Wheatley, Jessica [wheatley.jessica@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: EPA-R5-2017-008897
Attachments: Awareness Notification e-mail template 11272018 Final (002).docx; FOIA Efficiency Memo.pdf

Please follow the attached procedures.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Cell Phone / Ex. 6
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 1/30/2019 4:31:18 PM
To: Calderon, Wanda [Calderon.Wanda@epa.gov]
Subject: R2-2019-001391
Attachments: Awareness Notification e-mail template 11272018 Final (002).docx; FOIA Efficiency Memo.pdf

Please follow that attached process for this request.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Cell Phone / Ex. 6
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/21/2018 9:28:07 PM
To: Calderon, Wanda [Calderon.Wanda@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: EPA-R2-2019-001391
Attachments: FOIA Efficiency Memo.pdf; Awareness Notification e-mail template 11272018 Final (002).docx

Please follow the attached procedures.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Cell Phone / Ex. 6
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/21/2018 9:25:50 PM
To: Stevens, Edie [Stevens.Edie@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: EPA-HQ-2018-010610
Attachments: Awareness Notification e-mail template 11272018 Final (002).docx; FOIA Efficiency Memo.pdf

Please follow the attached procedures.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Cell Phone / Ex. 6
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 1/30/2019 4:29:03 PM
To: Wheatley, Jessica [wheatley.jessica@epa.gov]
Subject: 2017-008897
Attachments: Awareness Notification e-mail template 11272018 Final (002).docx; FOIA Efficiency Memo.pdf

Please follow the attached process for completing this release.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Cell Phone / Ex. 6
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 1/30/2019 4:18:41 PM
To: Latham, John [Latham.John@epa.gov]
Subject: 2018-007934
Attachments: FOIA Efficiency Memo.pdf; Awareness Notification e-mail template 11272018 Final (002).docx

Here is the form and instructions.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Cell Phone / Ex. 6
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/22/2019 10:28:53 PM
To: Lewis, Monica [lewis.monica@epa.gov]
Subject: FW: Interim FOIA Policy and Procedures Update
Attachments: FOIAPolicyand ProceduresMemo.pdf; OGC Guidance_FOIA Improvement Act of 2016.pdf; EPA FOIA Policy 09-30-2014.pdf; EPA FOIA Procedures 09-30-2014.pdf

---

From: Epp, Timothy
Sent: Friday, February 15, 2019 1:46 PM
To: Leopold, Matt (OGC) <Leopold.Matt@epa.gov>; Konkus, John <konkus.john@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Bennett, Tate <Bennett.Tate@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Palich, Christian <palich.christian@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Ringel, Aaron <ringel.aaron@epa.gov>; Stanich, Ted <Stanich.Ted@epa.gov>; Bolen, Brittany <bolen.brittany@epa.gov>; Kime, Robin <Kime.Robin@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Lapierre, Kenneth <lapierre.kenneth@epa.gov>; Wehrum, Bill <Wehrum.Bill@epa.gov>; Gunasekara, Mandy <Gunasekara.Mandy@epa.gov>; Shaw, Betsy <Shaw.Betsy@epa.gov>; Woods, Clint <woods.Clint@epa.gov>; Beck, Nancy <Beck.Nancy@epa.gov>; Baptist, Erik <baptist.erik@epa.gov>; Bertrand, Charlotte <Bertrand.Charlotte@epa.gov>; Bodine, Susan <bodine.susan@epa.gov>; Traylor, Patrick <traylor.patrick@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; McIntosh, Chad <mcintosh.chad@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Dunlap, David <dunlap.david@epa.gov>; Cook, Steven <cook.steven@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>; Ross, David P <ross.davidp@epa.gov>; Wildeman, Anna <wildeman.anna@epa.gov>; Forsgren, Lee <Forsgren.Lee@epa.gov>; Best-Wong, Benita <Best-Wong.Benita@epa.gov>; Sheehan, Charles <Sheehan.Charles@epa.gov>; Shields, Edward <Shields.Ed@epa.gov>; Dunn, Alexandra <dunn.alexandra@epa.gov>; Szaro, Deb <Szaro.Deb@epa.gov>; Dierker, Carl <Dierker.Carl@epa.gov>; Williamson, Timothy <Williamson.Tim@epa.gov>; Lopez, Peter <lopez.peter@epa.gov>; Mugdan, Walter <Mugdan.Walter@epa.gov>; Schaaf, Eric <Schaaf.Eric@epa.gov>; Simon, Paul <Simon.Paul@epa.gov>; Servidio, Cosmo <servidio.cosmo@epa.gov>; Rodrigues, Cecil <rodrigues.cecil@epa.gov>; Coe, Mary <Coe.Mary@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Walker, Mary <walker.mary@epa.gov>; Palmer, Leif <Palmer.Leif@epa.gov>; Rubini, Suzanne <Rubini.Suzanne@epa.gov>; Stepp, Cathy <stepp.cathy@epa.gov>; Payne, James <payne.james@epa.gov>; Nelson, Leverett <nelson.leverett@epa.gov>; Frey, Bert <frey.bertram@epa.gov>; Idsal, Anne <idsal.anne@epa.gov>; Gray, David <gray.david@epa.gov>; Harrison, Ben <Harrison.Ben@epa.gov>; Gulliford, Jim <gulliford.jim@epa.gov>; Chu, Ed <Chu.Ed@epa.gov>; Humphrey, Leslie <Humphrey.Leslie@epa.gov>; Skelley, Dana <Skelley.Dana@epa.gov>; Benevento, Douglas <benevento.douglas@epa.gov>; Thomas, Deb <thomas.debrah@epa.gov>; Schefski, Kenneth <Schefski.Kenneth@epa.gov>; Joffe, Brian <Joffe.Brian@epa.gov>; Sutin, Elyana <Sutin.Elyana@epa.gov>; Stoker, Michael B. <stoker.michael@epa.gov>; Jordan, Deborah <Jordan.Deborah@epa.gov>; Quast, Sylvia <Quast.Sylvia@epa.gov>; Busterud, Gretchen <Busterud.Gretchen@epa.gov>; Hladick, Christopher <hladick.christopher@epa.gov>; Pirzadeh, Michelle <Pirzadeh.Michelle@epa.gov>; Stern, Allyn <Stern.Allyn@epa.gov>; Castanon, Lisa <Castanon.Lisa@epa.gov>; OGC NFO <OGC-NFO@epa.gov>
Subject: RE: Interim FOIA Policy and Procedures Update

For your records, see attached FOIA Policy and Procedure update with three attachments.

Tim

Timothy R. Epp
Acting Director, National FOIA Office
Office of General Counsel

U.S. Environmental Protection Agency
Tel. 202-564-2830

From: Leopold, Matt (OGC)
Sent: Friday, February 15, 2019 12:56 PM
To: Konkus, John <konkus.john@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Bennett, Tate <Bennett.Tate@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Palich, Christian <palich.christian@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Ringel, Aaron <ringel.aaron@epa.gov>; Stanich, Ted <Stanich.Ted@epa.gov>; Bolen, Brittany <bolen.brittany@epa.gov>; Kime, Robin <Kime.Robin@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Lapierre, Kenneth <lapierre.kenneth@epa.gov>; Wehrum, Bill <Wehrum.Bill@epa.gov>; Gunasekara, Mandy <Gunasekara.Mandy@epa.gov>; Shaw, Betsy <Shaw.Betsy@epa.gov>; Woods, Clint <woods.Clint@epa.gov>; Beck, Nancy <Beck.Nancy@epa.gov>; Baptist, Erik <baptist.erik@epa.gov>; Bertrand, Charlotte <Bertrand.Charlotte@epa.gov>; Bodine, Susan <bodine.susan@epa.gov>; Traylor, Patrick <traylor.patrick@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; McIntosh, Chad <mcintosh.chad@epa.gov>; Nishida, Jane <Nishida.Jane@epa.gov>; Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Dunlap, David <dunlap.david@epa.gov>; Cook, Steven <cook.steven@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>; Ross, David P <ross.davidp@epa.gov>; Wildeman, Anna <wildeman.anna@epa.gov>; Forsgren, Lee <Forsgren.Lee@epa.gov>; Best-Wong, Benita <Best-Wong.Benita@epa.gov>; Sheehan, Charles <Sheehan.Charles@epa.gov>; Shields, Edward <Shields.Ed@epa.gov>; Dunn, Alexandra <dunn.alexandra@epa.gov>; Szaro, Deb <Szaro.Deb@epa.gov>; Dierker, Carl <Dierker.Carl@epa.gov>; Williamson, Timothy <Williamson.Tim@epa.gov>; Lopez, Peter <lopez.peter@epa.gov>; Mugdan, Walter <Mugdan.Walter@epa.gov>; Schaaf, Eric <Schaaf.Eric@epa.gov>; Simon, Paul <Simon.Paul@epa.gov>; Servidio, Cosmo <servidio.cosmo@epa.gov>; Rodrigues, Cecil <rodrigues.cecil@epa.gov>; Coe, Mary <Coe.Mary@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Walker, Mary <walker.mary@epa.gov>; Palmer, Leif <Palmer.Leif@epa.gov>; Rubini, Suzanne <Rubini.Suzanne@epa.gov>; Stepp, Cathy <stepp.cathy@epa.gov>; Payne, James <payne.james@epa.gov>; Nelson, Leverett <nelson.leverett@epa.gov>; Frey, Bert <frey.bertram@epa.gov>; Idsal, Anne <idsal.anne@epa.gov>; Gray, David <gray.david@epa.gov>; Harrison, Ben <Harrison.Ben@epa.gov>; Gulliford, Jim <gulliford.jim@epa.gov>; Chu, Ed <Chu.Ed@epa.gov>; Humphrey, Leslie <Humphrey.Leslie@epa.gov>; Skelley, Dana <Skelley.Dana@epa.gov>; Benevento, Douglas <benevento.douglas@epa.gov>; Thomas, Deb <thomas.debrah@epa.gov>; Schefski, Kenneth <Schefski.Kenneth@epa.gov>; Joffe, Brian <Joffe.Brian@epa.gov>; Sutin, Elyana <Sutin.Elyana@epa.gov>; Stoker, Michael B. <stoker.michael@epa.gov>; Jordan, Deborah <Jordan.Deborah@epa.gov>; Quast, Sylvia <Quast.Sylvia@epa.gov>; Busterud, Gretchen <Busterud.Gretchen@epa.gov>; Hladick, Christopher <hladick.christopher@epa.gov>; Pirzadeh, Michelle <Pirzadeh.Michelle@epa.gov>; Stern, Allyn <Stern.Allyn@epa.gov>; Castanon, Lisa <Castanon.Lisa@epa.gov>; OGC NFO <OGC-NFO@epa.gov>
Subject: Interim FOIA Policy and Procedures Update

Colleagues,

Over the last year, the Agency has taken significant steps to improve our implementation of the Freedom of Information Act (FOIA). Improvements include a Strategic Goal on transparency as well as reorganizations that created a new National FOIA Office in the Office of General Counsel, delegated the Chief FOIA Officer functions to the General Counsel, and launched a reorganization of the regional FOIA programs into the Regional Counsels Offices. Today, I am issuing an interim FOIA Policy and Procedures Update to reflect the current organizational structure and to make clear that the Agency should continue to follow the Agency's FOIA Policy and Procedure as well as OGC's guidance on the FOIA Improvement Act of 2016. Over the coming months, the Agency plans to issue an update to EPA's FOIA regulations to be consistent with the FOIA Improvement Act of 2016, and I have directed the National FOIA Office thereafter to review and provide additional updates to these FOIA Policy and Procedures consistent with any regulatory changes.

If you have questions regarding the attached documents, or if you have suggestions for improving the Agency's implementation of the FOIA, please call Timothy Epp, Acting Director of the National FOIA Office at 202-564-2830.

Best Regards, Matt

Matthew Z. Leopold
General Counsel
U.S. Environmental Protection Agency
(202) 564-8040

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 6/12/2019 5:58:42 PM
To: Hill, Kevin W. [hill.kevinw@epa.gov]
Subject: RE: EPA-HQ-2017-009166

Done

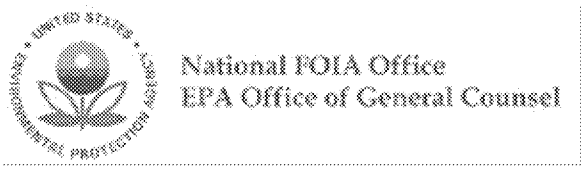
From: Hill, Kevin W.
Sent: Wednesday, June 12, 2019 1:50 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: EPA-HQ-2017-009166

Hi Larry,

Can you please approve in FOIAOnline? Beth notified that an awareness notification is not needed.

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309C
Phone 202-564-1652| hill.kevinw@epa.gov



From: White, Elizabeth
Sent: Monday, June 10, 2019 3:00 PM
To: Hill, Kevin W. <hill.kevinw@epa.gov>
Cc: Gray, Doris <Gray.Doris@epa.gov>
Subject: Re: EPA-HQ-2017-009166

Yes.

Sent from my iPhone

On Jun 10, 2019, at 2:54 PM, Hill, Kevin W. <hill.kevinw@epa.gov> wrote:

> Hi Beth,
>
> Can we bypass an awareness notification for this one?
>
> Regards,
> Kevin

Kevin W. Hill
Attorney-Adviser | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309C
Phone 202-564-1652| hill.kevinw@epa.gov

<image001.png>

From: Hope, Brian
Sent: Monday, June 10, 2019 2:23 PM
To: Hill, Kevin W. <hill.kevinw@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Donahue, Sean <donahue.sean@epa.gov>
Cc: Gray, Doris <Gray.Doris@epa.gov>
Subject: RE: EPA-HQ-2017-009166

Signed final attached. Thanks!

From: Hill, Kevin W.
Sent: Monday, June 10, 2019 10:35 AM
To: White, Elizabeth <white.elizabeth@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Donahue, Sean <donahue.sean@epa.gov>
Cc: Gray, Doris <Gray.Doris@epa.gov>
Subject: FW: EPA-HQ-2017-009166

See attached closeout letter (no reply from requester). Thanks.

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309C
Phone 202-564-1652| hill.kevinw@epa.gov

<image001.png>

From: Gray, Doris
Sent: Thursday, June 6, 2019 9:38 PM
To: Hill, Kevin W. <hill.kevinw@epa.gov>
Subject: EPA-HQ-2017-009166

Attached letter for your review and forward to Beth for signature.

Thanks.

(Carmen) Doris Gray
Program Specialist
Environmental Protection Agency
Office of Public Affairs (OPA)
1200 Pennsylvania Avenue, N.W.
WJC-N, 2512-U, Mail Code: 1703A
Washington, D.C. 20460
202-564-0649 (Direct)
gray.doris@epa.gov

<EPA-HQ-2017-009166 Final.6.10.19.pdf>

Message

From: Espinoza, Ana [Espinoza.Ana@epa.gov]
Sent: 6/12/2019 2:49:42 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: RE: 2019-003491

Larry,

Thank you for reaching out, this is the request I mentioned to you over the phone May 13th also I responded to your email May 21st regarding the same TASK. I apologize, I made a mistake by sending you a task, the records for the request are publicly available online.

If you may please APPROVE THE TASK, as there are no records that seek awareness review. Our email conversations are attached below as well discussing the same very task.

Please give me a ring if this isn't making sense. Thank you,

Ana

Larry,

Thank you for reaching out, this is the request I mentioned to you over the phone May 13th regarding the link created for the records. I apologize, I made a mistake by sending you a task, the records for the request are publicly available online. If you may please approve as there are no records that seek awareness review.

Please give me a ring if this isn't making sense. Thank you,

Ana

From: Gottesman, Larry
Sent: Tuesday, May 21, 2019 9:33 AM
To: Espinoza, Ana <Espinoza.Ana@epa.gov>
Subject: HQ-2019-003491

I am still awaiting an awareness notification email so I can approve this interim release.

If I missed the email, please send it to me and upload it into FOIAonline under Correspondence "Other."

Thanks

Larry F. Gottesman
Agency FOIA Officer
National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

National FOIA Office
EPA Office of General Counsel

From: Gottesman, Larry
Sent: Tuesday, June 11, 2019 4:52 PM
To: Espinoza, Ana <Espinoza.Ana@epa.gov>
Subject: 2019-003491

I have a task to close for an interim release but no awareness notification email.

Thanks

Larry F. Gottesman
Agency FOIA Officer
National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Cell Phone / Ex. 6
202-566-1667 (Main line)

National FOIA Office
EPA Office of General Counsel

Message

From: Gray, Doris [Gray.Doris@epa.gov]
Sent: 6/11/2019 9:55:33 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: EPA-HQ-2017-009166

Hi Larry:

Normally this case will have an awareness notification, but is being closed because the requestor did not reply to our request. Kevin asked Beth if we could bypass the notification and she approved.

Please see below.

I'm sending you the case for closeout.

Thanks.

Doris

From: White, Elizabeth
Sent: Monday, June 10, 2019 3:00 PM
To: Hill, Kevin W. <hill.kevinw@epa.gov>
Cc: Gray, Doris <Gray.Doris@epa.gov>
Subject: Re: EPA-HQ-2017-009166

Yes.

Sent from my iPhone

On Jun 10, 2019, at 2:54 PM, Hill, Kevin W. <hill.kevinw@epa.gov> wrote:

> Hi Beth,
>
> Can we bypass an awareness notification for this one?
>
> Regards,
> Kevin
>
> **Kevin W. Hill**
> Attorney-Adviser | National FOIA Office
> U.S. Environmental Protection Agency | Office of General Counsel
> 1200 Pennsylvania Avenue, N.W. (MC 2310A)
> Washington, D.C. 20460 | WJCN 7309C
> Phone 202-564-1652| hill.kevinw@epa.gov
>
> <image001.png>
>
> ---
>
> **From:** Hope, Brian
> **Sent:** Monday, June 10, 2019 2:23 PM

To: Hill, Kevin W. <hill.kevinw@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Donahue, Sean <donahue.sean@epa.gov>
Cc: Gray, Doris <Gray.Doris@epa.gov>
Subject: RE: EPA-HQ-2017-009166

Signed final attached. Thanks!

From: Hill, Kevin W.
Sent: Monday, June 10, 2019 10:35 AM
To: White, Elizabeth <white.elizabeth@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Donahue, Sean <donahue.sean@epa.gov>
Cc: Gray, Doris <Gray.Doris@epa.gov>
Subject: FW: EPA-HQ-2017-009166

See attached closeout letter (no reply from requester). Thanks.

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309C
Phone 202-564-1652| hill.kevinw@epa.gov

<image001.png>

From: Gray, Doris
Sent: Thursday, June 6, 2019 9:38 PM
To: Hill, Kevin W. <hill.kevinw@epa.gov>
Subject: EPA-HQ-2017-009166

Attached letter for your review and forward to Beth for signature.

Thanks.

(Carmen) Doris Gray
Program Specialist
Environmental Protection Agency
Office of Public Affairs (OPA)
1200 Pennsylvania Avenue, N.W.
WJC-N, 2512-U, Mail Code: 1703A
Washington, D.C. 20460
202-564-0649 (Direct)
gray.doris@epa.gov

<EPA-HQ-2017-009166 Final.6.10.19.pdf>

Message

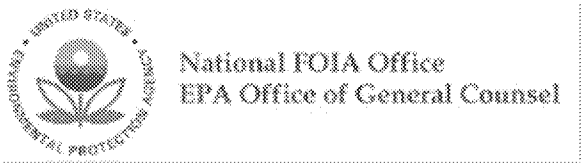
From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 6/11/2019 8:51:39 PM
To: Espinoza, Ana [Espinoza.Ana@epa.gov]
Subject: 2019-003491
Attachments: Awareness Notification Template.docx

I have a task to close for an interim release but no awareness notification email.

Thanks

Larry F. Gottesman
Agency FOIA Officer
National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Cell Phone / Ex. 6
202-566-1667 (Main line)



Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 6/11/2019 8:49:36 PM
To: Bossard, Justin [bossard.justin@epa.gov]
CC: Almazan, Christina [almazan.christina@epa.gov]
Subject: EPA-HQ-2019-004493
Attachments: Awareness Notification Template.docx

I have a task to close, but no awareness notification email.

Thanks

Larry F. Gottesman
Agency FOIA Officer
National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Cell Phone / Ex. 6
202-566-1667 (Main line)

National FOIA Office
EPA Office of General Counsel

Message

From: Schramm, Daniel [Schramm.Daniel@epa.gov]
Sent: 9/20/2018 8:33:06 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Walker, Denise [Walker.Denise@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: Schramm, Daniel has shared 'FOIA Regulations_8.15.18_DRAFT_workgroup'
Attachments: FOIA Regs Draft nbigioni comments (1).pdf; FOIA Regs Draft nbigioni comments (2).pdf

Larry – sorry it took me a while to get to this. But here are Neil's comments on the regs and preamble.

From: Gardner, Allison
Sent: Thursday, September 13, 2018 8:39 AM
To: Schramm, Daniel <Schramm.Daniel@epa.gov>
Cc: Bigioni, Neil <bigioni.neil@epa.gov>
Subject: RE: Schramm, Daniel has shared 'FOIA Regulations_8.15.18_DRAFT_workgroup'

Dan,

My apologies for the extreme tardiness of my response, but I have provided comments on the proposed regulations in the shared document. I am also attaching Neil Bigioni's comments, which he made in hard copy form. Note that I had to split the document into 2 in order to be able to meet the 25 MB email attachment limit. If you have any questions, please contact me or Neil. Thanks!

Allison

Allison F. Gardner
Chief, Multi-Media & Legal Support Branch
U.S. Environmental Protection Agency, Region III
1650 Arch Street (3RC60)
Philadelphia, PA 19103-2029
(P) 215-814-2631
(F) 215-814-2603
gardner.allison@epa.gov

From: Schramm, Daniel [mailto:no-reply@sharepointonline.com]
Sent: Wednesday, August 15, 2018 1:45 PM
To: Gardner, Allison <Gardner.Allison@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Hammitt, Jennifer <Hammitt.Jennifer@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>; Rementer, Nicole <rementer.nicole@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Schramm, Daniel <Schramm.Daniel@epa.gov>
Subject: Schramm, Daniel has shared 'FOIA Regulations_8.15.18_DRAFT_workgroup'

FOIA Regulations Workgroup -

Thank you for your patience while I undertook a review and re-draft of the notice of proposed rulemaking. I have completed my edits and would welcome your review, comment, and feedback.

Attorney Client / deliberative Process Ex. 5

I don't have a firm deadline for you to complete your review, but I will suggest the end of the month as a reasonable ask. Based on the comments back, we can set up time to discuss outstanding issues on a call.

Please let me know if you have questions, thanks!

Dan

Open FOIA Regulations_8.15.18_DRAFT_workgroup.docx

See more related to Schramm, Daniel in Delve.

Get the SharePoint mobile app!

Message

From: DC-WJCN-5315-M@epa.gov [DC-WJCN-5315-M@epa.gov]
Sent: 8/24/2018 1:07:55 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Attachments: image2018-08-24-090755.pdf

Message

From: Packard, Elise [Packard.Elise@epa.gov]
Sent: 11/3/2017 12:06:43 AM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Schwarz, Matthew [Schwarz.Matthew@epa.gov]
CC: Fine, Steven [fine.steven@epa.gov]
Subject: FW: EPA FOIA Backlog for Review
Attachments: All EPA Backlog 10.30.17.xlsx

FYI!

Elise B. Packard
Acting Principal Deputy General Counsel
U.S. EPA Office of General Counsel, Rm. 4020
(202) 564-7729

From: Packard, Elise
Sent: Thursday, November 02, 2017 8:02 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>
Cc: Fine, Steven <fine.steven@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
Subject: EPA FOIA Backlog for Review

Hi all,

As part of our effort to address EPA's FOIA backlog, we have put together the attached summary of FOIA requests that are backlogged (i.e. older than January 1, 2017), which may be of interest for your review. If you would identify any that interest you by COB Wednesday, November 8, that would be great.

Thanks,

Elise

Elise B. Packard
Acting Principal Deputy General Counsel
U.S. EPA Office of General Counsel, Rm. 4020
(202) 564-7729

Message

From: DC-WJCW-6130C-M@epa.gov [DC-WJCW-6130C-M@epa.gov]
Sent: 4/27/2017 6:16:23 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; johnston.robert@pa.gov; Ellis, John [Ellis.john@epa.gov]; Jones, Monica [Jones.Monica@epa.gov]
Subject: FOIA and Records Management Training delivered by Wendy Blake to several sr. apointees on 4/18/2017
Attachments: image2017-04-27-141608.pdf

Message

From: DC-WJCW-6416N-M@epa.gov [DC-WJCW-6416N-M@epa.gov]
Sent: 7/31/2017 5:55:32 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: 2
Attachments: image2017-07-31-135517.pdf

Message

From: Miller, Kevin [Miller.Kevin@epa.gov]
Sent: 3/13/2017 8:06:00 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Kelly, Lynn [Kelly.Lynn@epa.gov]; Schwarz, Matthew [Schwarz.Matthew@epa.gov]
Subject: FOIA training power point
Attachments: image2017-03-13-160912.pdf

Larry and Wendy,

Here are edits/suggestions to the FOIA training. Can we see another draft tomorrow with a quick turnaround?

Deliberative Process / Ex. 5

Kevin Miller | US EPA | Office of General Counsel | 1200 Pennsylvania Ave., NW | WJC North, Mail Code 2377A | Washington DC 20460 | phone: (202) 564-2691

Message

From: Hamilton, Sabrina [Hamilton.Sabrina@epa.gov]
Sent: 4/17/2019 1:17:20 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Lubetsky, Jonathan [Lubetsky.Jonathan@epa.gov]
Subject: FW: EPA-HQ-2019-001415
Attachments: Final Response Letter to Maxine Joselow for FOIA NO. EPA-HQ-2019-001415 - Ex 5 DPP and Ex 6 PP - NDW.pdf

Wendy,

OAR forgot to send the final response via FOIAonline once you approved the awareness review on 4/8/2019. Please approve the "task" in Larry's inbox for closure. Thanks

Sabrina Hamilton

Sabrina Hamilton
Air and Radiation Liaison Specialist
and FOIA Coordinator
Office of Air and Radiation
U.S. Environmental Protection Agency (EPA)
1200 Pennsylvania Avenue, N.W. (6101-A)
Washington, D.C. 20460
Tel: (202) 564-1083

From: Carroll, Maria
Sent: Monday, April 8, 2019 12:10 PM
To: Lubetsky, Jonathan <Lubetsky.Jonathan@epa.gov>; Hamilton, Sabrina <Hamilton.Sabrina@epa.gov>
Subject: EPA-HQ-2019-001415

John has signed off on the above FOIA and it has been uploaded into FOIAonline. Original letter is being mailed via regular mail delivery. Thanks.

Maria

Maria A. Carroll
Correspondence Specialist
Office of Air and Radiation – Correspondence Unit
U.S. Environmental Protection Agency (EPA)
1200 Pennsylvania Avenue, N.W. (6101-A)
Washington, DC 20460
Tel: (202) 564-7417
Fax: (202) 501-0600
carroll.maria@epa.gov

Be the change you want to see in the world. Show others how it is done. Be a leader in change. It starts with each of us.

Message

From: Hamilton, Sabrina [Hamilton.Sabrina@epa.gov]
Sent: 4/17/2019 9:56:22 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
CC: Lubetsky, Jonathan [Lubetsky.Jonathan@epa.gov]; Carroll, Maria [carroll.maria@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: FOIA Task Completed for Interim Release Notice
Attachments: Signed Final Response Letter to Ms Susanne Rust for FOIA No. EPA-HQ-2019-004217-Ex 6 PP --NDW.pdf

Wendy,

Please approve this "task" in Larry's inbox for the release of the final response and closure. The responsive document were approved for awareness review on the 15th. Thanks

Sabrina Hamilton

Sabrina Hamilton
Air and Radiation Liaison Specialist
and FOIA Coordinator
Office of Air and Radiation
U.S. Environmental Protection Agency (EPA)
1200 Pennsylvania Avenue, N.W. (6101-A)
Washington, D.C. 20460
Tel: (202) 564-1083

From: Carroll, Maria
Sent: Wednesday, April 17, 2019 4:29 PM
To: Hamilton, Sabrina <Hamilton.Sabrina@epa.gov>; Lubetsky, Jonathan <Lubetsky.Jonathan@epa.gov>; Shoaff, John <Shoaff.John@epa.gov>; Resendez, Mary <Resendez.Mary@epa.gov>
Subject: RE: FOIA Task Completed for Interim Release Notice

John has signed off on the above FOIA and it is being mailed via regular mail delivery. Thanks.

From: Hamilton, Sabrina
Sent: Tuesday, April 16, 2019 12:12 PM
To: Lubetsky, Jonathan <Lubetsky.Jonathan@epa.gov>
Cc: Resendez, Mary <Resendez.Mary@epa.gov>; Carroll, Maria <carroll.maria@epa.gov>; Shoaff, John <Shoaff.John@epa.gov>
Subject: RE: FOIA Task Completed for Interim Release Notice

Jonathan,

The attached letter is going to John for signature. Thanks

Sabrina Hamilton

Sabrina Hamilton
Air and Radiation Liaison Specialist

and FOIA Coordinator
Office of Air and Radiation
U.S. Environmental Protection Agency (EPA)
1200 Pennsylvania Avenue, N.W. (6101-A)
Washington, D.C. 20460
Tel: (202) 564-1083

From: Lubetsky, Jonathan
Sent: Monday, April 15, 2019 4:12 PM
To: Hamilton, Sabrina <Hamilton.Sabrina@epa.gov>
Subject: FW: FOIA Task Completed for Interim Release Notice

Sabrina,
Can you pull together the closeout letter for the below FOIA? Exemption 6, nothing else. 2 hours of work for me.

Thank you,
Jonathan

From: admin@foiaonline.gov <admin@foiaonline.gov>
Sent: Monday, April 15, 2019 4:09 PM
To: Lubetsky, Jonathan <Lubetsky.Jonathan@epa.gov>
Subject: FOIA Task Completed for Interim Release Notice

The FOIA Task - Interim Release Notice was completed. Additional details for this task are as follows:

Task Details:

- Tracking Number: EPA-HQ-2019-004217
- Task Type: Interim Release Notice
- Task Description: N/A
- Assigned To: Mr. Jonathan Lubetsky
- Assigned By: Maria Carroll
- Created Date: 04/15/2019
- Due Date: 04/15/2019
- Closed Date: 04/15/2019

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/7/2018 3:36:54 PM
To: Byrd, Jonda [byrd.jonda@epa.gov]
Subject: FW: FORMAL NOTICE - OGC & OEI Reorganization
Attachments: Signed.pdf; OEI org charts (OEI-part of FOIA to OGC Reorg).xlsx; FEAT-FOIA Org Code.OGC.12.14.17.xlsx

---

From: Lynne, Diane
Sent: Thursday, December 21, 2017 2:01 PM
To: Margolis, Alan <Margolis.Alan@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Edgell, Joe <Edgell.Joe@epa.gov>; Joe Edgell <joe@nteu280.org>
Subject: FW: FORMAL NOTICE - OGC & OEI Reorganization

fyi

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 7/31/2017 5:34:54 PM
To: Moser, Rebecca [Moser.Rebecca@EPA.GOV]; Byrd, Jonda [byrd.jonda@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: RE: FOIA 101 National FOIA Training Conference Slides- Albright/ Walker
Attachments: image2017-07-31-135517.pdf

I have a few general comments and some specific. I penned and inked the slide and attached to this email for my specific comments.

General:

Background is dark and takes forever to print, besides the amount of ink to print.
Training is based upon DOJ training, per Denise and Scott, and I make changes to adapt to the work of EPA and not the Federal government as a whole.

I think a lot depends on that they are planning on saying surrounding the PowerPoint, I hope they do not plan on just reading it.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Moser, Rebecca
Sent: Monday, July 31, 2017 10:25 AM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: FW: FOIA 101 National FOIA Training Conference Slides- Albright/ Walker

Jonda, Larry & Wendy:

Please review the pre-conference webinars (this one & the ones Quoc provided to us last week) & compile any comments you have for our discussion, before we send them back to OGC.
Let me know your expected timing, and work with Adella to schedule ½ hour to review them together – perhaps tomorrow (?). Thanks!

Rebecca

Rebecca Moser, Director
Office of Enterprise Information Programs (OEIP)
Office of Environmental Information (OEI)
U.S. Environmental Protection Agency

Phone: 202-566-0252
Fax: 202-566-1624

From: Nguyen, Quoc
Sent: Monday, July 31, 2017 9:24 AM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Kelly, Lynn <Kelly.Lynn@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Moumbleaux, Joan <moumbleaux.joan@epa.gov>
Subject: FW: FOIA 101 National FOIA Training Conference Slides- Albright/ Walker

Hi Rebecca,

Attached is the last presentation for review. Please note, we need your comments as soon as possible because the presenters need to make the appropriate edits and Joan needs at least two days to upload/test it for the webinar.

Thanks for your help!

Sincerely,
Quoc

P.S.: Below is the schedule for the webinars:

Time/Location (all times are EDT)	Pre-Conference Webinars: Session Name	Session Goal / Summary	Presenters
Thursday, 8/10/17 2:00 p.m. – 3:00 p.m. WJCN 7346 (room ours at 1:30)	FOIA 101	Ensure a minimum level of FOIA expertise for all training participants with comprehensive and in-depth training on the law's requirements.	Scott Albright and Denise Walker
Monday, 8/14/17 2:00 p.m. – 3:00 p.m. WJCN 7500 (room ours at 1:30)	FOIAOnline	Teach participants the fundamentals of the FOIAonline Software, as a foundation to implementing the best practices advice during the training.	Matt Schwarz and Victoria Clarke
Wednesday, 8/16/17 2:30 – 3:30 p.m. WJCN 7346 (room ours at 2:15)	Billing & Fees	Deep dive on the changes to the fee provisions from 2016 amendments through interactive and numerous "drills" on different fee scenarios to ensure adoption and understanding of complex changes.	Wendy Schumacher/Matt Schwarz
Monday, 8/21/17 2:00 p.m. – 3:00 p.m. OAR/Chicago	Relativity 101	Teach participants the fundamentals of the Relativity Software, and enable them to participate in the more advanced Relativity session during the training.	Jonathan Lubetsky and Peter Bermes

Wednesday, 8/23/17 3:00 p.m. – 3:30 p.m. Denver	Adobe Professional for Document Review & Production	Teach fundamentals of using the tool and explain ways to get the most out of widely available review and redaction software for FOIA processing.	Alan Engels
Monday, 8/28/17 2:00 p.m. – 3:00 p.m. Becky's office	FEAT: Who are These People and What Do They Do?	Familiarize participants with the Agency's FOIA Expert Assistance Team and gain an understand of how and when the team engages in a FOIA project, their role, and their approach to managing voluminous requests	Becky Dolph

From: Walker, Denise
Sent: Friday, July 28, 2017 7:10 PM
To: Nguyen, Quoc <Nguyen.Quoc@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>
Cc: Albright, Scott <Albright.Scott@epa.gov>
Subject: FOIA 101 National FOIA Training Conference Slides- Albright/ Walker

Becky, Quoc, and Lynn:

Here are the FOIA 101 slides.

Thanks,
Denise & Scott

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. | 7308A WJCN
Office: 202-564-6520
Cell Phone / Ex. 6

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/13/2019 6:44:26 PM
To: Miller, Kevin [Miller.Kevin@epa.gov]
Subject: FOIA Internet posting
Attachments: FOIA Efficiency Memo.pdf

We are planning to post Acting Administrator Wheelers' FOIA memo on the intranet site this week.
https://www.epa.gov/foia/foia-resources

What is you thought on us also posting Ryan Jackson's memo? Memo, attached.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Cell Phone / Ex. 6
202-566-1667 (Main line)

Message

From: Mroz, Jessica [mroz.jessica@epa.gov]
Sent: 9/18/2018 7:38:55 PM
To: Lubetsky, Jonathan [Lubetsky.Jonathan@epa.gov]; Millett, John [Millett.John@epa.gov]; DeLuca, Isabel [DeLuca.Isabel@epa.gov]; Aarons, Kyle [Aarons.Kyle@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]
CC: Mills, Derek [Mills.Derek@epa.gov]; Srinivasan, Gautam [Srinivasan.Gautam@epa.gov]; Knapp, Kristien [Knapp.Kristien@epa.gov]; Lewis, Josh [Lewis.Josh@epa.gov]; Shoaff, John [Shoaff.John@epa.gov]; Gunasekara, Mandy [Gunasekara.Mandy@epa.gov]; Dominguez, Alexander [dominguez.alexander@epa.gov]; Hopkins, Daniel [Hopkins.Daniel@epa.gov]; Newberg, Cindy [Newberg.Cindy@epa.gov]
Subject: OAR FINAL FOIA Awareness Review: Production Set #3 for FOIA EPA-HQ-2018-003151
Attachments: EPA-HQ-2018-003151 - Production Set #3.pdf; 2017-12-22 EWG CBD N2O FOIA 2_submitted.pdf; 2017-12-22 EWG CBD N2O FOIA.pdf

All,

I am circulating for OAR final awareness review, responsive documents to a FOIA request from the Center for Biological Diversity (CBD), EPA-HQ-2018-003151. The requester agreed to consolidate responses for two FOIA requests (EPA-HQ-2018-002859 and EPA-HQ-2018-003151).

I have attached the third production set of documents and the original requests for the above-referenced FOIAs. OAR and OAP have completed their review of documents with OAR equities.

Document custodians for the release of the FOIA include: Drusilla Hufford, Sarah Dunham, and Joseph Goffman.

Please let me know if there are any concerns with this release **NLT COB Friday, September 21**. The documents will be released to the requester Monday, September 24.

Thank you,
Jessie

Jessica C. Mroz
Office of Air Policy and Program Support
U.S. Environmental Protection Agency
Telephone: (202) 564-1094

Message

From: Widener, Charles (Chuck) [Widener.Charles@epa.gov]
Sent: 11/13/2018 3:42:28 PM
To: Morin, Jeff [Morin.Jeff@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: RE: post this? FW: The Freedom of Information Act (FOIA): An Important Tool for Promoting Transparency and Building Public Trust in Agency Actions

Thanks Jeff. You are on top of things as usual.

Chuck Widener
Office of Public Affairs
US Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Mail Code: 1703A, Washington, D.C. 20460
Tel: 202-564-8403 | widener.charles@epa.gov

From: Morin, Jeff
Sent: Tuesday, November 13, 2018 9:40 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Widener, Charles (Chuck) <Widener.Charles@epa.gov>
Subject: RE: post this? FW: The Freedom of Information Act (FOIA): An Important Tool for Promoting Transparency and Building Public Trust in Agency Actions

Wheeler's message about FOIA is posted on page
https://www.epa.gov/aboutepa/andrew-wheeler-messages-epa-employees

Jeff Morin
Office of Web Communications
US Environmental Protection Agency
w. 202-564-6553
Ex. 6

From: Grantham, Nancy
Sent: Tuesday, November 13, 2018 9:30 AM
To: Morin, Jeff <Morin.Jeff@epa.gov>
Cc: Widener, Charles (Chuck) <Widener.Charles@epa.gov>
Subject: RE: post this? FW: The Freedom of Information Act (FOIA): An Important Tool for Promoting Transparency and Building Public Trust in Agency Actions

Yes .thanks

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Ex. 6 **(mobile)**

From: Morin, Jeff
Sent: Tuesday, November 13, 2018 9:23 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Widener, Charles (Chuck) <Widener.Charles@epa.gov>
Subject: post this? FW: The Freedom of Information Act (FOIA): An Important Tool for Promoting Transparency and Building Public Trust in Agency Actions

hi Nancy, do you want this posted this publicly, along with the other Administrator messages about transparency?

Jeff Morin
Office of Web Communications
US Environmental Protection Agency
w. 202-564-6553

Ex. 6

From: Message from the Administrator
Sent: Tuesday, November 13, 2018 9:13 AM
To: Message from the Administrator <messagefromtheadministrator@epa.gov>
Subject: The Freedom of Information Act (FOIA): An Important Tool for Promoting Transparency and Building Public Trust in Agency Actions

Colleagues,

Throughout the history of the U.S. Environmental Protection Agency (EPA), Administrators have reaffirmed a commitment to transparency in our agency's operations. The Freedom of Information Act (FOIA) is an important tool for promoting transparency and building public trust in agency actions. I reaffirm the Agency's commitment to operating in an open and transparent manner, and I encourage all Agency employees to join me to help improve the Agency's FOIA response efforts. The success of our efforts at the EPA directly depends on the trust of the public we serve.

Key Messages

- **Transparency:** The EPA is committed to operating in an open and transparent manner. People have the right to access agency records, except where the information is protected from disclosure.
- **Timeliness:** The EPA will improve the timeliness of our FOIA responses.
- **Quality:** The EPA will improve the quality of our FOIA responses so that the public receives both clear communication about the FOIA process and appropriately redacted records.
- **Professionalism:** The EPA will bolster our training efforts and ensure that our FOIA professionals have the resources they need to help make the EPA a flagship example of transparent, efficient and effective government.

General Principles

Like all federal agencies, the EPA is subject to FOIA. FOIA encourages accountability through transparency, and pursuant to FOIA, any person has the right to access agency records, except where the information is protected from disclosure. The Agency is committed to conducting its business in an open and transparent manner. The Agency will work to ensure that its FOIA professionals have the support needed to satisfy FOIA's requirements in a timely and efficient a manner. The EPA should also strive, when possible, to proactively provide the public with access to information that is likely to be requested under FOIA to better assist the public to participate and engage with the Agency.

Because the EPA is a public regulatory agency, staff may come into possession of information that may need to be protected from disclosure under FOIA, including confidential business information, trade secrets, deliberative information, or personal privacy information. Although the Agency's business is to be conducted in an open, accountable manner, we must also ensure that sensitive information entitled to special protection is handled with the utmost care and in full compliance with all applicable laws and regulations. The EPA's FOIA Regulations are available here (https://www.ecfr.gov).

Important Steps Taken to Date

The Agency has taken several steps recently to improve its FOIA program. The Agency's FY 2018-2022 EPA Strategic Plan sets one of its Strategic Goals as increasing transparency and public participation. Measures for meeting this goal include eliminating the backlog of pending FOIA requests and meeting the requisite deadlines for responding to FOIA requests. As part of this improvement effort, in April of 2018, the Agency created the National FOIA Office within the Office of General Counsel and soon thereafter delegated to the General Counsel the Chief FOIA Officer functions. These functions include FOIA regulations and policy, public liaison and data-reporting, training, and assisting offices Agency-wide that are responsible for FOIA. The General Counsel also oversees legal counseling, FOIA appeals, and FOIA litigation as well as the FOIA Expert Assistance Team (FEAT), which was created in 2014 and has been very successful at efficiently managing the Agency's most complex FOIA issues. Additional FOIA professionals are being hired to increase the services the National FOIA Office provides.

To enhance accountability, the Agency recently announced a reorganization of the Regional Counsel Offices to provide clear authority and reporting lines for FOIA offices in the regions. FOIA accountability language is also being added to FOIA manager performance agreements Agency-wide.

At the same time, the Agency also launched a significant effort to tackle the large volume of FOIA requests within the Administrator's Office. This initiative (known as the AO4 project) included:

1. Centralizing the FOIA process for four sub-offices,
2. Engaging the FEAT from OGC to provide critical project management, legal guidance, and training,
3. Standing up a "Tiger Team" of 12 staff dedicated to FOIA review and processing, and
4. Hiring additional FOIA professionals.

So far, this effort has yielded significant results and continues to make deep inroads into the Administrator's Office's backlog. I want to thank all who helped with these efforts and with prior backlog reduction initiatives in the program and regional offices. All Agency components should continue to tackle their FOIA backlog. I am directing the National FOIA Office to circulate monthly a report of the FOIA request backlog across EPA.

In addition, last fall, the EPA hosted a multi-day conference for over 180 of the Agency's FOIA professionals. The conference was the first of its kind in more than a decade. The training agenda tracked the life cycle of a

FOIA and addressed legal issues encountered at all stages of FOIA processing. Last fall's conference represents the first of a two-phased training program. The second phase, described below, involves specialized FOIA training for supervisors.

In February 2018, the Agency also held a multi-day Lean event focused on FOIA. That event resulted in two pilot projects that the National FOIA Office has led in conjunction with the Office of Continuous Improvement (OCI) to identify bottlenecks and help streamline the FOIA response process.

Moving Forward to Improve the FOIA Process

The Agency's leadership intends to continue to take steps to improve its FOIA process this year. In addition, I encourage organizations responsible for FOIA to undertake their own projects to improve FOIA processing. These should include centralization of FOIA review and management functions in the organization, adding tracking identification numbers to all documents released through FOIA, hiring additional staff, and providing supplemental training using existing resources.

To meet the transparency and public participation Strategic Goal, the EPA must work to ensure that it is not only providing responses to FOIA requests in a timely manner, but also that those responses are of the highest quality. Programs and regions should continue implementing current EPA FOIA policy and procedures to help reduce errors in their responses. For instance, all organizations should continue to have at least two knowledgeable individuals, including one manager, review all documents before they are released to the public to improve accuracy and consistency in release determinations. See Freedom of Information Act Policy, CIO 2157.1 (September 20, 2014) (available at https://intranet.epa.gov/foia/docs/FOIA-Policy-August2014-09-30FINAL(with-electronic-signature).pdf).

Further, the Agency should continue FOIA training for all staff. To that end, the Office of General Counsel is planning the second phase of the training program mentioned above. This second phase of the training program will include a training directed at supervisors, including Division Directors or the equivalent, responsible under the Agency's FOIA Policy for the review of FOIA responses. These training efforts and continued annual training of our FOIA professionals will help ensure that the Agency is responding effectively and efficiently to FOIA requests and utilizing fully available technological resources. Questions about whether FOIA exemptions apply to certain information or other questions about FOIA processing should be directed to the Office of General Counsel.

Federal Records Act Requirements

For the Agency to have an effective FOIA program, the Agency must also ensure that it has a robust Federal Records program. The Federal Records Act provides the foundation for transparency at the EPA. Under the Federal Records Act, employees must create and maintain records that document the persons, places, things, or matters dealt with by the agency and which facilitate action by agency officials and their successors in office. Proper records management protects the financial, legal, and other rights of the EPA and of persons directly affected by the EPA's actions, and permits adequate oversight of the Agency's work by Congress and the public. All employees must take care to document the formulation and execution of basic policies and decisions, and the taking of necessary actions. It is particularly important that all employees understand that the Federal Records Act requirements apply to oral communications. All substantive decisions and commitments reached orally should be documented. You can learn more about the Federal Records Act at http://intranet.epa.gov/records/. Should you have any questions about your Federal Records Act obligations, you should contact the Records Help Desk by calling 202-566-1494 or emailing records@epa.gov.

Conclusion

The Agency is facing an unprecedented volume of FOIA requests. Despite this enormous challenge, the EPA is committed to conducting its business in an open and transparent manner and will continue to take steps to improve the efficacy and efficiency of its FOIA process. I look forward to working with all of you to make the EPA a flagship example of transparent, efficient, and effective government.

Andrew Wheeler
Acting Administrator

Message

From: Bermes, Peter [Bermes.Peter@epa.gov]
Sent: 9/25/2018 3:37:12 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]; White, Elizabeth [white.elizabeth@epa.gov]
CC: Logan, Paul [Logan.Paul@epa.gov]; Berg, ElizabethG [Berg.ElizabethG@epa.gov]
Subject: RE: EPA-R8-2018-006885, Gold King Mine FEAT FOIA Release this week

Hello Beth and Nancy,

For your awareness, by the end of the week we are making a production of records related to Gold King Mine in response to a FOIA request from the state of Utah. When this request was identified before an interim production in June, you determined that because the records are from 2015/2016, full awareness is not necessary. This email is to make you aware of our final production and provide a chance to ask any questions.

The Production
The production is composed of reports and damage assessments pertaining to the environmental impacts of the Gold King Mine Blowout generated between August 5, 2015 and October 31, 2015. The records include situation reports and pollution reports (most of which have already been released), some direct reporting from OSCs concerning facts on the ground, reports of the spill's impact to property, and pictures of the release, among other largely factual reporting records.

Context
Utah is seeking these records to complement discovery in its substantive multidistrict litigation with the Agency.

Briefing
Region 8 is the action office. This production has been briefed up to the Division Director in the Office of Ecosystem Protection and Remediation and they will sign off this week. The RA has been made aware of the request and the production. OGC's Civil Rights and Finance Law Office raised no concerns with the production from a tort claims perspective.

Please let me know if you have any questions. Thank you,

Peter

Also- the R5 phones are having issues today, so I'll be most responsive to email or my personal cell **Ex. 6**

Peter Bermes
Attorney-Advisor, Office of General Counsel
United States Environmental Protection Agency
312-886-6631 | Room R1325

From: White, Elizabeth
Sent: Thursday, June 14, 2018 3:12 PM
To: Walker, Denise <Walker.Denise@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Bermes, Peter <Bermes.Peter@epa.gov>; Berg, ElizabethG <Berg.ElizabethG@epa.gov>
Subject: RE: EPA-R8-2018-006885, Gold King Mine FEAT FOIA Release due June 22

Deliberative Process / Ex. 5

Beth White
Director, Office of the Executive Secretariat
U.S. Environmental Protection Agency
(202) 564-1781 direct
Ex. 6 cell

From: Walker, Denise
Sent: Monday, June 11, 2018 11:51 AM
To: White, Elizabeth <white.elizabeth@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Bermes, Peter <Bermes.Peter@epa.gov>; Berg, ElizabethG <Berg.ElizabethG@epa.gov>
Subject: EPA-R8-2018-006885, Gold King Mine FEAT FOIA Release due June 22

Beth:

Peter Bermes of my team is working on a GKM FOIA request that has been flagged for awareness review. We have a production due on or before June 22.
1) Does this still require awareness review?
2) if so, how much lead time do you need?

The court in the Multidistrict Litigation is aware of this request, and we expect our response to be discussed as the parties negotiate discovery. Liz Berg, Paul Logan, or others in ORC, OGC, or at DOJ can speak to the importance of the Agency providing a timely response to this request.

Thank you,
Denise

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. | 7308A WJCN
Office: 202-564-6520
EPA Cell: Ex. 6

Have a FOIA question? Try here first!

From: Bermes, Peter
Sent: Friday, June 08, 2018 12:10 PM
To: Walker, Denise <Walker.Denise@epa.gov>; Bigioni, Neil <bigioni.neil@epa.gov>
Subject: EPA-R8-2018-006885, Gold King Mine - Utah Request

Hello Denise and Neil,

As you know, I'm assisting Region 8 and other offices with the Agency's response to EPA-R8-2018-006885, the FOIA request submitted by Utah seeking records related to the Gold King Mine incident. This request is flagged for Awareness Review with a review task to Larry in FOIA Online, and I would like to ensure that we're able to make timely productions.

We've had very productive discussions with the requester and narrowed the request to be seeking discrete categories of records:

1. All interviews with witnesses regarding the Gold King Mine Blowout, regarding its cause, effect, and response, including but not limited to EPA employees, contractors, and other percipient and non-percipient witnesses. This should include recordings, transcripts, memos, and notes.
2. The unredacted video and recordings of the Gold King Mine Blowout.
3. The EPA file or files containing the materials used to brief Administrator Gina McCarthy and other EPA officials in their testimony and related presentations to respond to the Congressional investigation of the Gold King Mine Blowout.
4. All written reports and damage assessments pertaining to the environmental impacts of the Gold King Mine Blowout generated between August 5, 2015 and October 31, 2015.

We are on track to have a production out to the Requester by June 22, per an agreed upon schedule. The records are currently being reviewed, and it is unclear exactly what will be in that production. When the production is finalized, do you know what steps I need to take to ensure that it goes out on time? Now that the request has been narrowed, does it still need to be flagged for awareness review, or could we remove Larry's task? I'm happy to brief up or prepare an awareness notification, but I want to ensure that these productions go out on time.

The court in the Multidistrict Litigation is aware of this request, and we expect our response to be discussed as the parties negotiate discovery. Liz Berg, Paul Logan, or others in ORC, OGC, or at DOJ can speak to the importance of the Agency providing a timely response to this request. Please let me know what steps I should take to ensure we meet our production schedule and are not held up with an AO/FOIT review. Thanks,

Peter

Peter Bermes
Attorney-Advisor, Office of General Counsel
United States Environmental Protection Agency
312-886-6631 | Room R1325

Message

From: Wooden-Aguilar, Helena [Wooden-Aguilar.Helena@epa.gov]
Sent: 7/13/2018 9:50:59 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]
CC: McCluney, Lance [McCluney.Lance@epa.gov]
Subject: Fwd: Previous FOIA Response
Attachments: QFR a-g Response DRAFT 6.28.18-ML Edits.docx; ATT00001.htm; UDA- 010 FOIA Process.docx; ATT00002.htm

FYI.

Helena Wooden-Aguilar
Acting Deputy Chief of Staff
Office of the Administrator
U.S. Environmental Protection Agency
202-564-0792 (office)
Ex. 6 (mobile)
wooden-aguilar.helena@epa.gov

Begin forwarded message:

From: "McCluney, Lance" <McCluney.Lance@epa.gov>
Date: July 13, 2018 at 9:20:06 AM EDT
To: "Wooden-Aguilar, Helena" <Wooden-Aguilar.Helena@epa.gov>
Cc: "Benton, Michael" <benton.michael@epa.gov>
Subject: Previous FOIA Response

Helena,

Attached is the previous FOIA response we provided for the HAC. Also attached are the questions that we need to answer for SAC.

Thanks,
Lance

Lance O. McCluney
Assistant Director, Resource Management Staff
Office of Administrative and Executive Services
Office of the Administrator
202-564-2944
mccluney.lance@epa.gov

Message

From: Jones, Enesta [Jones.Enesta@epa.gov]
Sent: 7/13/2018 7:55:33 PM
To: Horne, Amanda [horne.amanda@epa.gov]
CC: AO OPA Media Relations [AO_OPA_Media_Relations@epa.gov]
Subject: AMANDA: White House Report: Daily Wrap and Top Stories, 7/13/18

Amanda, the last entry included here is from
Nadia Kounang of CNN, which came into the press box at 2:54 p.m.

You can start from there on Monday.

Gluck with your first one!

From: "Jones, Enesta" <Jones.Enesta@epa.gov>
Date: July 13, 2018 at 3:53:19 PM EDT
To: Press <Press@epa.gov>
Subject: White House Report: Daily Wrap and Top Stories, 7/13/18

Daily Wrap

AP (Ellen Knickmeyer); CNN (Sara Ganim); NYT (Lisa Friedman); The Hill (Tim Cama) — Rep. Cummings' letter re Ryan Jackson and FOIAs.

Bloomberg (Jennifer Dlouhy) — Wheeler's official date as deputy Admin.

Bloomberg Environment (Sylvia Carignan) — Tacoma Superfund site.

Bloomberg Environment (Sylvia Carignan) — Prisons bear Superfund sites.

CNN (Nadia Kounang) — Interview request with Andrew Wheeler and Dr. Gupta.

E&E (Mark Matthews) — GHG Reports.

Energy Census (John McGarrity) — Letter to Sen. Grassley on RFS waivers.

Federal News Radio (Jory Heckman) — DC boiler advisory.

Fortune magazine (Marc Gunther) — Interview request on cookstoves.

Law360 (Christine Powell) — MATS proposal.

Politico (Emily Holden) — Pruitt's travel records and calendar.

The Hill (Tim Cama) — Andrew Wheeler's first week.

Top Stories

Acting Administrator Wheeler

E&E: 'I've always considered myself to be an environmentalist'
https://www.eenews.net/greenwire/2018/07/13/stories/1060089071

E&E: Wheeler's surprise priority: Risk communication

https://www.eenews.net/greenwire/2018/07/13/stories/1060089069

FOIA

The Hill: Top Dem: EPA slowed 'politically charged' FOIA requests
http://thehill.com/policy/energy-environment/396888-epa-slowed-politically-charged-foia-requests-top-dem-says

Superfund

Bloomberg Environment: New EPA Cleanup Plan Quicker, Less Certain for 1,300 Sites
https://bnanews.bna.com/environment-and-energy/new-epa-cleanup-plan-quicker-less-certain-for-1-300-sites?context=landing-heroes

Waivers

E&E: Grassley blasts EPA's 'non-answer' over waivers
https://www.eenews.net/eedaily/2018/07/13/stories/1060088973

Message

From: Benton, Michael [benton.michael@epa.gov]
Sent: 7/16/2018 8:27:56 PM
To: Bailey, JosephE [Bailey.JosephE@epa.gov]; Ripley, Laura [Ripley.Laura@epa.gov]
CC: McCluney, Lance [McCluney.Lance@epa.gov]; Wooden-Aguilar, Helena [Wooden-Aguilar.Helena@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: RE: QFR Udall 10--FOIA Process
Attachments: Letter to Ranking Member Elijah E. Cummings Regarding EPA's FOIA Expert Assistance Team.Final.pdf

Sorry, wrong attachment. This is what I was trying to send.

From: Benton, Michael
Sent: Monday, July 16, 2018 4:23 PM
To: Bailey, JosephE <Bailey.JosephE@epa.gov>; Ripley, Laura <Ripley.Laura@epa.gov>
Cc: McCluney, Lance <McCluney.Lance@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: QFR Udall 10--FOIA Process
Importance: High

Hi Joey,

Attached please find the letter I reference in the response to Udall 10. Thanks

Michael

Message

From: Benton, Michael [benton.michael@epa.gov]
Sent: 7/16/2018 12:19:54 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]; Wooden-Aguilar, Helena [Wooden-Aguilar.Helena@epa.gov]; McCluney, Lance [McCluney.Lance@epa.gov]
Subject: RE: Previous FOIA Response
Attachments: QFR a-g Response DRAFT 6.28.18-ML Edits.docx; image2018-07-13-115829.pdf

GM, Did not see where Lance responded to your request. Not exactly sure which document your requesting so I'm sending them both. Please see attached.

Michael

From: Grantham, Nancy
Sent: Friday, July 13, 2018 5:50 PM
To: Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>
Cc: Benton, Michael <benton.michael@epa.gov>
Subject: RE: Previous FOIA Response

Lance .. can you send me the previous foia response referenced below – thanks ng

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Ex. 6 (mobile)

From: Wooden-Aguilar, Helena
Sent: Friday, July 13, 2018 11:42 AM
To: McCluney, Lance <McCluney.Lance@epa.gov>
Cc: Benton, Michael <benton.michael@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Previous FOIA Response

I got feedback from Ryan. Thanks for sending this as it was easier for him to edit. Emilio will be sending you the edits.

From: McCluney, Lance
Sent: Friday, July 13, 2018 9:20 AM
To: Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>
Cc: Benton, Michael <benton.michael@epa.gov>
Subject: Previous FOIA Response

Helena,

Attached is the previous FOIA response we provided for the HAC. Also attached are the questions that we need to answer for SAC.

Thanks,
Lance

Lance O. McCluney
Assistant Director, Resource Management Staff

Office of Administrative and Executive Services
Office of the Administrator
202-564-2944
mccluney.lance@epa.gov

Message

From: Mroz, Jessica [mroz.jessica@epa.gov]
Sent: 5/31/2018 7:52:28 PM
To: Lubetsky, Jonathan [Lubetsky.Jonathan@epa.gov]; Millett, John [Millett.John@epa.gov]; DeLuca, Isabel [DeLuca.Isabel@epa.gov]; Aarons, Kyle [Aarons.Kyle@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]
CC: Mills, Derek [Mills.Derek@epa.gov]; Srinivasan, Gautam [Srinivasan.Gautam@epa.gov]; Carrillo, Andrea [Carrillo.Andrea@epa.gov]; Knapp, Kristien [Knapp.Kristien@epa.gov]; Lewis, Josh [Lewis.Josh@epa.gov]; Shoaff, John [Shoaff.John@epa.gov]; Dominguez, Alexander [dominguez.alexander@epa.gov]; Purifoy, Tiffany [Purifoy.Tiffany@epa.gov]; Harlow, David [harlow.david@epa.gov]; Gunasekara, Mandy [Gunasekara.Mandy@epa.gov]
Subject: OAR FINAL FOIA Awareness Review: Production Set #1 for FOIA EPA-HQ-2018-002121
Attachments: EPA Gliders FOIA Request 11.29.17.pdf

All,

I am circulating for OAR final awareness review, responsive documents to a FOIA request from the Environmental Defense Fund, EPA-HQ-2018-002121 regarding Gliders.

I have included a link below to the first production set of documents for the above-referenced FOIA request. In addition I have attached the description of the FOIA.

View documents in OneDrive.

Document custodians for this release of the FOIA include: Mandy Gunasekara and David Harlow.
Documents have been reviewed by: OAR OAPPS, OAR OTAQ, and OGC ARLO
Documents for this FOIA are also responsive to a congressional oversight request.

Please let me know if there are any concerns with this release **NLT COB Monday, June 4th.** The documents will be released to the requester on Tuesday, June 5th.

Thank you,
Jessie

Jessica C. Mroz
Presidential Management Fellow
Office of Air Policy and Program Support
U.S. Environmental Protection Agency
Telephone: (202) 564-1094

Message

From: Alex Guillen [aguillen@politico.com]
Sent: 6/11/2018 2:24:14 PM
To: Press [Press@epa.gov]
Subject: Comment on Cummings letter re FOIA practices
Attachments: 2018-06-11.EEC to Pruitt re. FOIA requests.pdf

Good morning, does EPA have any comment on the attached letter from Rep. Elijah Cummings asking for information about EPA's FOIA processes? I'm writing an item to run shortly.

Alex Guillén
Energy Reporter
POLITICO *Pro*
(o) Ex. 6 | (c) Ex. 6
aguillen@politico.com | @alexcguillen

Message

From: Timothy Cama [tcama@thehill.com]
Sent: 6/11/2018 1:41:39 PM
To: Press [Press@epa.gov]
Subject: Dems' letter on FOIA
Attachments: 2018-06-11.EEC to Pruitt re. FOIA requests.pdf

Hi folks-

As you probably know, House Oversight Democrats will send this letter soon alleging that EPA instituted a FOIA procedure for records related to Pruitt that delays the process and violates EPA regulations.

Would you like to comment?

Thanks.

--
Timothy Cama, Staff writer
The Hill
Ex. 6
Secure: timothy.cama@protonmail.com

Message

From: Lubetsky, Jonathan [Lubetsky.Jonathan@epa.gov]
Sent: 6/27/2018 4:39:21 PM
To: Millett, John [Millett.John@epa.gov]; DeLuca, Isabel [DeLuca.Isabel@epa.gov]; Aarons, Kyle [Aarons.Kyle@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]
CC: Mills, Derek [Mills.Derek@epa.gov]; Srinivasan, Gautam [Srinivasan.Gautam@epa.gov]; Knapp, Kristien [Knapp.Kristien@epa.gov]; Lewis, Josh [Lewis.Josh@epa.gov]; Shoaff, John [Shoaff.John@epa.gov]; Gunasekara, Mandy [Gunasekara.Mandy@epa.gov]; Dominguez, Alexander [dominguez.alexander@epa.gov]; Weinstock, Larry [Weinstock.Larry@epa.gov]; Zenick, Elliott [Zenick.Elliott@epa.gov]; Ferland, Henry [Ferland.Henry@epa.gov]; Krieger, Jackie [Krieger.Jackie@epa.gov]; Williams, Melina [Williams.Melina@epa.gov]; Mroz, Jessica [mroz.jessica@epa.gov]
Subject: OAR FINAL FOIA Awareness Review: Second Production Set for EPA-HQ-2018-004017
Attachments: CBD FOIA 4017 Release for Review 2.pdf; 2018.02.01 FOIA Request to EPA RE U.S.-CAR 7 .docx

All,
I am circulating for OAR final awareness review, 150 responsive documents to a FOIA request from the CBD, EPA-HQ-2018-0-004017, related to Seventh Climate Action Report ("CAR-7"), which is bifurcated into both the Seventh U.S. National Communication ("NC-7") and the Third U.S. Biennial Report ("BR-3"),.
The document for review is attached.

Please see the attached FOIA request description for more details and let me know if you have any questions.
This set includes emails to and from career staff.
Note: The production set has been printed with transparent redactions for ease in reviewing the documents. These redactions will not be transparent when finalized.

Offices who have reviewed: OAR, OGC ARLO

Please review this PDF by noon Thursday, June 28 . We plan to release the documents on before COB on June 28.

Thank you,
Jonathan Lubetsky

Message

From: Purifoy, Tiffany [Purifoy.Tiffany@epa.gov]
Sent: 8/22/2017 9:00:49 PM
To: Aarons, Kyle [Aarons.Kyle@epa.gov]; Bowman, Liz [Bowman.Liz@epa.gov]; DeLuca, Isabel [DeLuca.Isabel@epa.gov]; Dickerson, Tom [Dickerson.Tom@epa.gov]; Dolph, Becky [Dolph.Becky@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]; Hull, George [Hull.George@epa.gov]; Millett, John [Millett.John@epa.gov]; Mills, Derek [Mills.Derek@epa.gov]; Minoli, Kevin [Minoli.Kevin@epa.gov]; Newton, Jonathan [Newton.Jonathan@epa.gov]; No, Fredrick [No.Fredrick@epa.gov]; Srinivasan, Gautam [Srinivasan.Gautam@epa.gov]; Tate, Ragan [Tate.Ragan@epa.gov]; Valentine, Julia [Valentine.Julia@epa.gov]
Subject: FOIA Awareness Review-Oil & Gas ICR (8.25.17)
Attachments: FINAL NRDC methane ICR FOIA 3.7.2017.pdf; Interim Release 8.25.17.pdf

Good afternoon,

I am circulating for awareness, an interim release of documents in response to a FOIA request related to the Oil & Gas Information Collection Request. A copy of the FOIA request letter is also enclosed. Documents will be submitted to the requester on August 25, 2017.

Thanks,

Tiffany Purifoy
Government Information Specialist
Office of Air Quality Planning & Standards
Environmental Protection Agency
919-541-0878

Message

From: Daguillard, Robert [Daguillard.Robert@epa.gov]
Sent: 1/5/2018 8:23:56 PM
To: AO OPA OMR CLIPS [AO_OPA_OMR_CLIPS@epa.gov]
Subject: News Clips, 5 January 2018

NY Times - Expect Environmental Battles to Be 'Even More Significant' in 2018

Reuters via NY Times - Can't Please Everyone: Trump Energy Policy Riles Competing Sectors

Politico: EPA chief Pruitt is said to be eyeing attorney general job

Politico: EPA coal jobs study

AP via Chicago Tribune - Superfund work touted by Trump EPA was completed years ago

AP via New York Times - Watchdog to Investigate Flood Risks to Superfund Sites

Washington Examiner - EPA sets hard deadline for enforcing Obama-era ozone restrictions

Bloomberg Environment - Climate Advisers Exiled by Trump Form Panel to Continue Work

Bloomberg Environment - All About: Delaware's Air Pollution Woes

Inside EPA - Fluoride Case Ruling May Open Door To More TSCA Petitions, Attorneys Say

Inside EPA - High-Level 'Awareness Reviews' Stall EPA's FOIA Releases, Prompting Suits

EE Greenwire - Politics killed newspaper grant — ex-Bay Program chief

NYT Opinion - Trump's Disdain for Science

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Politico: EPA coal jobs study
https://www.politico.com/newsletters/morning-energy/2018/01/05/zinkes-drilling-plan-lands-with-a-thud-065911
Morning Energy, 1/5/18

Murray Energy is appealing the 4th Circuit ruling from last year that said EPA was not legally obligated under the Clean Air Act to produce a study specifically considering coal industry job losses caused by its regulations. The Trump administration opposes requiring EPA to produce the study Murray wants and has urged the Supreme Court not to take the case. But EPA Administrator Scott Pruitt said in October that his agency will give greater consideration to coal jobs via some type of study in the future. The case is 17-478, *Murray v. Pruitt*.

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Bloomberg Environment - Climate Advisers Exiled by Trump Form Panel to Continue Work
https://bnanews.bna.com/environment-and-energy/climateadvisersexiled-by-trump-form-panel-to-continue-work
By Eric Roston, 1/4/18

Scientists who sat on a federal climate change committee weren't deterred after the Trump administration disbanded the advisory panel in 2017: now they're taking their research elsewhere.

Columbia University's Earth Institute hired one of the committee's researchers, Richard Moss of the University of Maryland, who will reconvene most of the former panel members and produce the same reports.

The shadow panel, announced Jan. 4, is the latest example of how President Donald Trump's antipathy toward climate change research and policy is pushing scientists into internal exile.

As a visiting scientist, Moss and the panel will produce the report, which is an addendum to the government's quadrennial National Climate Assessment—released in early November—that focuses on local impacts of a changing climate.

The effort is expected to receive some financial backing from New York State as well as administrative support from the American Meteorological Society, a professional group based in Boston. The report will be available for public and peer review in June.

New York State wants the committee to "continue its critical work without political interference and provide the guidance needed to adapt to a changing climate," it said in a statement.

Other non-federal institutions also have taken on climate science research dropped by the Trump administration.

Social Cost of Carbon

Resources for the Future, a 65-year-old policy research organization based in Washington, launched a three-year effort in June to update and maintain a central element of climate economics, known as the social cost of carbon.

The measure is an estimate in today's dollars of the projected economic impact of climate change—elements that could include, for example, the health risks associated with air pollution or the cost of coastal flooding from rising sea levels.

RFF estimates that every metric ton of carbon-dioxide pollution represents roughly $40 in future damage. In 2017, the world released an estimated 37 billion tons of CO2, a 2 percent increase over the previous year.

The social cost of carbon was used in Obama-era climate regulation, when it received backing of a federal court, and the methodology behind it is still put to use in U.S. states, companies, and other countries in determining future costs and benefits of regulations.

France Steps Up

When it launched the project, RFF cited Trump's executive order in March rescinding Obama-era climate-economics research and use of the social cost of carbon in regulatory cost-benefit analyses. Based on assumptions put forward by the Trump administration—which are outside mainstream published economic research and government practice—the social cost of carbon is as low as $1 a ton.

Other nations may use the U.S.'s new lack of interest in climate to their own advantage.

French President Emmanuel Macron earned headlines in June by expressing interest in luring American scientists to Europe, and followed up with an announcement in December that 13 U.S.-based researchers were among 18 who'd been awarded $70 million in French research grants.

Other U.S. scientists may be finding their way to Europe on their own.

Before Trump took office, scientists raced to download and save scientific data from the Environmental Protection Agency and Department of Energy, on fears the incoming administration would remove it or make it harder to access.

The EPA itself eventually got in on the act. A permanent banner across the top of www.epa.gov and an item at the bottom of the page link readers to the agency's site as it existed on Jan. 19, 2017—the day before Trump took office.

"The banner shows that not only have we properly archived Obama's EPA website, it's still accessible," EPA spokesman Jahan Wilcox said.

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Bloomberg Environment - All About: Delaware's Air Pollution Woes
https://bnanews.bna.com/environment-and-energy/energy-and-environments-impact-in-five-house-races-delaware-americas-tailpipe-3
1/5/18

Delaware said this week that it intends to sue the EPA for allegedly failing to curb pollution that blows into the state from out-of-state power plants. It's not the first time the First State has taken such an action—and it probably won't be the last.

"Delaware is, unfortunately, located at the end of what I call America's tailpipe,'' says Tom Carper, the state's senior senator and the top Democrat on the Senate's environment committee. "Other states' dirty emissions from cars and power plants drift east, causing pollution that Delaware cannot regulate. This dirty air negatively impacts the health of Delawareans."

Ozone pollution has been a persistent problem in Delaware, which is part of the ozone transport region of states from Virginia to Maine. Delaware says 94 percent of its ozone levels are caused by pollutants blowing in from out of state.

It's suing the EPA over pollution blowing in from upwind power plants in neighboring Pennsylvania and West Virginia, which emit ozone precursors, including nitrogen oxides and volatile organic compounds.

Wilmington, the state's largest city, was named the second-worst city in the Northeast for smog pollution in an April 2017 report by the environmental group Environment America Research & Policy Center. Local officials say the number of neighborhoods surrounded by industrial companies and contaminated brownfields has only worsened pollution levels.

Meanwhile, to reduce in-state pollution from car exhaust, Delaware adopted California's motor vehicle emissions standards, which are stricter than the federal emissions standards for volatile organic compounds. Medium- and heavy-duty vehicles are restricted from idling longer than three minutes, and the cities of Newark and Wilmington have anti-idling ordinances to reduce air pollution from cars. — *Jennifer Lu*

Other Stories We're Covering

- Comments are due today on the EPA's proposal to exempt glider kits—new truck chassis and cab assemblies built for the installation of a used engine and transmission—from Obama-era greenhouse gas standards for heavy-duty trucks. The plan drew widespread opposition at a public hearing last month, including from major truck engine manufacturers such as Volvo that argue an exemption undercuts investments that they've made in cleaner vehicles. Abby Smith is monitoring.
- The arguments of Pacific Legal Foundation senior attorney M. Reed Hopper, who died on Christmas day, form the basis of the EPA's plans to roll back the Clean Water Rule.
- California's decision to label a common herbicide as carcinogenic unconstitutionally forces businesses to issue "false and misleading" statements about their products, 11 other states tell a federal court.

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Inside EPA - Fluoride Case Ruling May Open Door To More TSCA Petitions, Attorneys Say
https://insideepa.com/daily-news/fluoride-case-ruling-may-open-door-more-tsca-petitions-attorneys-say
By Maria Hegstad, 1/4/18

The recent federal court ruling allowing environmentalists to sue EPA for rejecting their petition seeking Toxic Substances Control Act (TSCA) rules on fluoridation could open the door to new citizen petitions to the agency under section 21 of the law seeking rules on other substances.

"The fluoridation case may signal to environmental groups that the courts may be receptive to granting section 21 petitions or at a minimum that EPA's reasons for a denial will be closely scrutinized," Herb Estreicher, an attorney and chemist with the law firm of Keller and Heckman, tells Inside EPA.

"As a result, we may see more section 21 petitions from environmental groups and a greater willingness to challenge an EPA denial in the courts."

An environmentalist attorney appears to echo Estreicher's view. "The judge squarely rejected EPA's approach and underscored the important role of section 21 under the law. I think the decision will be very helpful in future section 21 cases," the attorney tells Inside EPA.

At the same time, several attorneys say they expect that the decision will have a limited effect on environmentalists' ongoing challenges to framework rules implementing TSCA reform, where, like the fluoride case, the court is weighing the question of which uses EPA must consider when assessing chemicals for possible regulation. They say the ruling in the fluoride case will have little bearing in the framework rules cases because they hinge on different sections of the statute.

"I'm not concerned that the decision will somehow undermine the position in the framework rule challenges that the law requires risk evaluations to address all conditions of use. That issue was not before the court and wasn't decided," the environmentalist lawyer says.

Late last month, Judge Edward Chen of the U.S. District Court for the Northern District of California denied EPA's request to dismiss Food & Water Watch Inc., et al, v. EPA, the suit challenging it's petition's denial.

Chen ruled that the new TSCA law allows citizens to petition EPA under TSCA section 21 to regulate single uses of substances, a stance at odds with the agency's position in this case that petitioners must address all uses of a substance when bringing a petition to the agency.

This argument, included in the denial issued early in the Trump administration, is consistent with the Obama EPA interpretation that the agency must evaluate all conditions of use when evaluating chemicals' risks.

But in overruling EPA, Chen's decision in the fluoride case appears to support the agency's framework rules that grant EPA discretion to determine which uses to evaluate for possible regulation under section 6 authority.

'Fairly Scathing Rebuke'

Since the ruling, some observers have indicated that Chen's approach could have bearing in environmentalists' pending challenge to the framework rules.

In those cases, a key question is what "uses" EPA must consider when evaluating chemicals for possible regulation.

While the Obama EPA's proposed section 6 rules required the agency to assess all uses, the Trump EPA's final version grants EPA discretion to determine which uses to consider, though agency officials have largely ruled out assessing legacy uses as well as uses regulated by other agencies, such as the Occupational Safety and Health Administration.

The law firm Bergeson & Campbell describes the ruling as a "fairly scathing rebuke of EPA's legal positions," in a Dec. 22 blog post, adding that it "essentially rejected EPA's interpretation that a citizen petition must evaluate all conditions of use of a chemical substance in a TSCA Section 6(b) risk evaluation."

The blog also notes "interesting issues" the ruling raises for the environmentalists' challenges to the TSCA framework rules. Those suits "challenge EPA's view that fewer than all conditions of use must be considered in a risk evaluation, the very position the court in Food & Water Watch rejected for purposes of Section 21 petitions challenging EPA's interpretation of a citizen's legal burden under TSCA Section 6(a). Given that the judicial challenge to the risk evaluation final rule is being heard in the U.S. Court of Appeals for the Ninth Circuit, this district court decision is particularly relevant."

But others argue the section 21 case will have little significance in environmentalists' challenges to EPA's framework rules, issued under section 6. Several attorneys say they consider Chen's ruling specific to TSCA section 21 citizens' petitions.

They questioned whether the ruling could be applied more broadly to EPA's risk evaluation and management responsibilities contained in section 6, even though environmentalists' challenges to the framework rules will be heard in the same Ninth Circuit.

"I think the decision is cogent and persuasive on the statutory construction issues it addresses, but I question whether it will have much collateral effect on cases not involving a Section 21 petition," one attorney familiar with the fluoride suit tells Inside EPA. "Perhaps it may provide some modest support for EPA's construction that EPA may focus a section 6(b) risk assessment on, or a manufacturer may request such a risk assessment for, only those conditions of use that are of particular interest or concern."

And Estreicher says the decision "provides Judge Chen's interpretation of 'conditions of use' but the 9th Circuit will make its own decision."

No Conflict

Michael Connett, the plaintiffs attorney in Food & Water Watch suggested even before the judge ruled that the case would not be at cross purposes with other environmental groups who have challenged the Trump EPA's final framework rules.

There isn't "any conflict between the position taken by the environmentalists (i.e., that EPA must consider all uses when conducting risk evaluations under 6(b)), and our position here that citizen petitioners need only address one use," Connett says now.

Two of the environmental groups suing EPA over the framework rules, the Natural Resources Defense Council and Safer Chemicals Healthy Families, filed an amici brief in the fluoride case, joining plaintiffs in opposing EPA's motion to dismiss the suit.

Connett points to the amici arguments that "if EPA determines that a chemical does not present an unreasonable risk under the conditions of use, then section 18 of TSCA limits the ability of states to regulate or restrict any use of that chemical. It is imperative, therefore, that EPA consider all conditions of use as a finding of no risk will impact the right of state to regulate all uses. By stark contrast, any ruling by the EPA (or a district court) on a specific use identified in a citizen petition will have NO effect whatsoever on the rights of states to regulate uses not at issue in the petition."

Connett adds that the state pre-emption issue isn't the only reason his clients' suit harmonizes with environmentalists' suits on the rules.

Similarly, the environmentalist attorney says that the fluoride case, "EPA's interpretation of 'conditions of use' under section 6(b) was not the basis for the court's reading of section 21, nor was it endorsed by the court. I think the main relevance of that interpretation in the decision was to highlight the contradictions in EPA's arguments and to explain why its reading of section 21 was not entitled to deference." -- Maria Hegstad (mhegstad@iwpnews.com)

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High-Level 'Awareness Reviews' Stall EPA's FOIA Releases, Prompting Suits
https://insideepa.com/daily-news/high-level-awareness-reviews-stall-epas-foia-releases-prompting-suits
By Dawn Reeves, January 04, 2018

Senior EPA officials are reviewing some documents before their release to environmentalists under the Freedom of Information Act (FOIA), delaying the documents' release and prompting new suits from several groups seeking to challenge the delays as unlawful and win the documents release.

Late last month, the Natural Resources Defense Council (NRDC) sued EPA to force the agency to respond to a request seeking information on such "awareness reviews" being conducted in at least two separate undisclosed FOIA requests.

At the same time, Waterkeeper Alliance and several other groups are suing EPA alleging the agency is violating FOIA by conducting "senior management reviews'" of their requests for data on power plant effluent discharges.

Together, the groups are suggesting that EPA is inserting an unlawful, higher level of review to FOIA requests that is delaying the data's release. EPA's FOIA office is supposed to assess requests filed under the information law on the merits of the law and agency implementing rules, without other considerations, they say.

The term "awareness reviews" in particular could raise eyebrows and smack of political influence in releasing public information as a way to curb transparency or address EPA's image under Administrator Scott Pruitt, who has been criticized for being secretive and opaque.

EPA's press office did not respond to a request for comment from InsideEPA about awareness reviews, who conducts them and where they are authorized. And the agency has yet to defend its senior management review in the Waterkeeper Alliance case though in a recent amended response to the complaint, the agency appears to confirm the review is occurring.

The answer says EPA asserts that "staff have provided Plaintiff's counsel with periodic updates regarding EPA's progress in processing the FOIA request, indicating that certain responsive hard copy records were under management review."

One NRDC source says that awareness reviews or senior management reviews are not "mentioned in FOIA, EPA's FOIA regulations, or in any publicly available information about EPA's FOIA procedure. We think it might involve review of records in proposed FOIA productions by higher level officials at EPA, the White House, or both, to give those officials notice that the documents are going to be released."

The dispute over the high-level reviews comes as EPA's FOIA office under the Trump administration faces a significant backlog of requests dating back years, and is generally not responding to requests unless a party sues in federal district court to enforce statutory deadlines.

The agency has said it is working to clear a backlog of FOIA request responses left over by the Obama administration.

EPA Sept. 30 released a 114-page document listing all outstanding FOIA requests the agency is processing , including NRDC's Sept. 5 FOIA request seeking information about the awareness reviews.

'Unusual Circumstances'

The NRDC suit, NRDC v. U.S. EPA, filed Dec. 21 in the U.S. District Court for the District of Columbia, seeks a deadline for EPA to respond to the group's Sept. 5 request.

“EPA sought to delay responding to at least two of NRDC's recent FOIA requests beyond the statutory deadline so that the agency could conduct what it called an 'awareness review.' This case involves a document request seeking information about the nature of these awareness reviews,” the complaint says.

The compliant does not identify the two specific FOIA requests that may have been delayed as a result of the awareness reviews.

NRDC sources declined to specify what the requests cover since the information was gathered in conversations with NRDC and EPA attorneys.

The complaint says that the group's Sept. 5 FOIA request sought documents dating back to Jan. 1 related to “any awareness review carried out while processing a FOIA request, including information about EPA policies governing awareness reviews, criteria for selecting responses subject to review, and the time required to complete the reviews."

EPA said in a Sept. 28 email to NRDC that “unusual circumstances” required an extension to its statutory deadline to respond, and said it would need to search for records and may need to consult “with another agency having a substantial interest in the determination of the request,” according to the complaint.

EPA and NRDC conferred on the scope of the request that same day, the complaint says, and then on Nov. 20 EPA said in another email that it had a backlog of FOIA requests and could not provide an estimated response date for this request. The complaint notes its statutory deadline to originally respond was Oct. 3.

NRDC asks the court to find that EPA has violated FOIA by failing to respond by the statutory deadline, order it to release the records immediately, and order it to produce an index of anything withheld under claimed FOIA exemptions.

The other suit, Waterkeeper Alliance, et al. v. EPA, filed Sept. 28 in the U.S. District Court for the Southern District of New York, seeks a deadline for the agency to respond to the groups' April 3 FOIA request for information about EPA's effluent limitation guidelines (ELGs) for power plants, a rule developed by the Obama administration that the Trump EPA is reconsidering.

In it, the groups charge that the release of documents has been delayed in part because of senior management reviews.

“Since the FOIA request was submitted, EPA has only provided one document to Plaintiffs in response to the request. EPA has acknowledged that it has numerous other agency records in its possession that are responsive to the request. However, EPA staff have informed Plaintiffs that EPA will not release additional records to Plaintiffs until the Agency completes a 'senior management review' of whether to release the records. EPA has been unable to provide

Plaintiffs with any date certain by which this “senior management review” will be completed and EPA will comply with its obligations under FOIA,” the complaint says.

It also includes as exhibits correspondence between EPA and the requestors, including one document where EPA says the 20-day “processing clock is stopped” for the FOIA request until it receives clarifying information, and a response from environmentalists saying, “We do not believe that EPA has the authority under FOIA to grant itself an indefinite delay in responding to our FOIA request, nor does the letter attempt to cite to any such authority.”

The final exhibit is a letter from EPA providing “two pages of releasable records” as an interim response.

None of the pages use the term “senior management review” in writing.

EPA in a Nov. 22 amended answer denies portions of environmentalists allegations but acknowledges that “certain hard copy records were under management review and that EPA's initial review of electronic documents was ongoing.” -- Dawn Reeves (dreeves@iwpnews.com)

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EE Greenwire - Politics killed newspaper grant — ex-Bay Program chief
https://www.eenews.net/greenwire/2018/01/04/stories/1060070101
Ariel Wittenberg, **E&E News reporter**
Published: Thursday, January 4, 2018

A 26-year old government-backed newspaper is in peril after EPA decided to pull its funding. EPA/Flickr
The Trump administration's decision to yank funding for a 26-year-old newspaper focused on the Chesapeake Bay was "totally ideologically driven," according to the recently retired head of the U.S. EPA bay cleanup effort.
Nicholas DiPasquale, who retired after six years at the helm of the U.S. EPA-led Chesapeake Bay Program last week, discussed the decision to cut funding for the *Bay Journal* in an interview Monday.

A week before EPA cut funding last August, he said, he had a "very disturbing" phone call with John Konkus, the agency's associate administrator for public affairs, who wanted to discuss the newspaper's grant. Toward the end of their talk, DiPasquale said, Konkus questioned why the government was providing the paper a six-year grant worth up to $1.95 million.

"His response was, 'Well, everybody knows that the American public doesn't trust the press' and he saw no reason for us to fund the Bay Journal," DiPasquale said.

EPA told the Journal staff on Aug. 23 that funding was cut "due to a shift in priorities."

DiPasquale disputed the agency's assertion in an interview this week. "There was no change in priorities," he said. EPA would have had to discuss any change in priorities with six states and the District of Columbia in the Chesapeake Bay cleanup before making changes.

"This was totally ideologically driven, totally unilateral," he said in an interview. "I think it's driven by the ideology of the Trump administration, which is you discredit any news source that happens to print anything you find disagreeable."

Konkus declined to comment when asked about his conversation with DiPasquale and related emails. EPA's press office didn't respond to multiple requests for comment. The agency did acknowledge that Konkus has reviewed grant decisions, including the Bay Journal award, in a Dec. 21 court filing.

The day after his call with Konkus, DiPasquale reported his conversation to Cecil Rodrigues, who was then-acting administrator in EPA's Philadelphia-based Region 3 office, which oversees the Bay Program. He later filed a complaint with EPA's Office of Inspector General, saying that yanking Bay Journal funding violated EPA grant regulations.

The IG's office said its policy prohibits confirming or denying receipt of a complaint.

Terri White of EPA Region 3's press office — who joined DiPasquale on the call with Konkus and was copied on the memo to Rodrigues — replied to the agency email chain that DiPasquale's account of the call was accurate.

"I agree with Nick's summary of the call," she wrote.

White didn't respond to requests for additional comment.

Konkus is a former congressional staffer who managed the North Florida field office for then-presidential candidate Donald Trump's campaign in 2016. He has reportedly canceled almost $2 million in competitive EPA grants to nonprofit groups and universities (Greenwire, Aug. 17, 2017).

EPA gave the six-year grant to the Bay Journal in 2015, with the agency agreeing to pay $325,000 to the newspaper annually through 2021. The agency agreement says the grant was to be used to produce content "to raise public awareness of issues concerning to the Chesapeake Bay and its health" for the newspaper's website and 10 print editions.

'Strong First Amendment concerns'

Founded in 1991, the nonprofit Bay Journal has a print circulation of 50,000 and employs some name-brand journalists, including managing editor Tim Wheeler and columnist Tom Horton, who were longtime environmental reporters at The Baltimore Sun .

EPA has been providing grants to the Bay Journal for 25 years.

Bay Journal editor Karl Blankenship estimated that EPA grants make up 45 percent of the newspaper's budget. Since funding was pulled, he said, the paper has been unable to replace two staff members who left, shrinking its newsroom to eight employees.

Blankenship says the paper has funding to run through "the mid-part of the year, and then it is uncertain after that." He said he has been speaking with foundations across the sprawling bay watershed to try to raise money, but said that effort is stymied by uncertainty surrounding whether the Bay Journal's administrative appeal and lawsuit will be successful.

"It's been a tough thing to communicate to people," he said. "The uncertainty is actually a big issue."

Josephine Morse, an attorney for government watchdog group Democracy Forward, which is representing the Bay Journal, said EPA's decision to pull the paper's funding "raises strong First Amendment concerns."

She noted that EPA has pushed back against the press in other ways, issuing releases slamming reporters' coverage of agency issues (Greenwire, Sept. 5, 2017).

"Certainly, when you put this together with many other actions the administration has taken, it raises a strong concern," she said.

DiPasquale's memo on Aug. 15 said Konkus began the discussion by raising concerns about a 2012 inspector general's audit of a grant awarded to the Alliance for the Chesapeake Bay that the nonprofit then used to fund the Bay Journal as a subcontractor. The audit faulted the Annapolis, Md.-based alliance for failing to follow federal accounting requirements in justifying $1.3 million related to the cost of publishing the newspaper.

The IG ultimately determined that the group "may not have the capacity to manage current and future grant awards."

In the memo, DiPasquale says he told Konkus that the IG audit didn't fault the accounting practices of the Bay Journal itself.

He also told Konkus that since the audit, the alliance has brought on a manager with financial experience who was able to track down the funds in question. Ultimately, the alliance and IG agreed that $10,000 in costs could not be justified.

Konkus then questioned "whether EPA should be providing funding for a newspaper," DiPasquale wrote.

When DiPasquale responded that EPA is required by the Clean Water Act to educate the public about the Chesapeake Bay Program, Konkus reportedly questioned "whether the Bay Journal has adequately indicated that it receives federal funds."

DiPasquale says he noted that the Bay Journal discloses its funding sources on the second page of its print editions and in the "About Us" section of its website.

"Then John made the most outrageous comment of all in saying that 'the American people have major concerns with newspapers and the media,'" DiPasquale told EPA Region 3 chief Rodrigues. He added that Konkus had said that "this issue has gotten the attention of higher levels of the agency."

In her reply supporting DiPasquale, White added that Konkus had said Holly Greaves, a member of Trump's beachhead team at EPA now stationed at the Office of the Chief Financial Officer, was also concerned by the grant.

"He said, 'on its face, this one is troubling and we will need to have a larger conversation in HQ with the Chief of Staff and Holly's input,'" White wrote.

'Not an EPA publication'

After the conversation with Konkus, DiPasquale said, he heard rumors that EPA political appointees were unhappy with the Bay Journal's coverage of the Trump administration's plan to eliminate funding for the Chesapeake Bay Program, which oversees and coordinates the estuary cleanup.

The newspaper published four news stories and two opinion pieces about the budget cuts between March and August.

DiPasquale followed up with Konkus by sending an email reiterating the Bay Journal's editorial independence.

"This is not an EPA publication," he wrote. "While EPA provides the grant funds, we are not allowed by law to direct what goes into the Bay Journal as if it were an EPA publication produced under a procurement contract."

DiPasquale also wrote that cutting the newspaper's funding would likely violate EPA grant policies. He attached to his email copies of the Bay Journal's work plan, which had been approved by the agency, as well as the section of the Clean Water Act directing EPA to use grant funds to inform and educate the public about the cleanup.

The next week, EPA notified the Bay Journal that the agency "has decided not to provide funds for your project." The three-sentence email doesn't mention the 2012 IG audit, nor does a follow-up email sent Sept. 20, 2017.

In an interview, DiPasquale said he believes Konkus wasn't troubled by the 2012 IG's audit but was grasping for reasons to yank funding from the newspaper.

"On the face of it, this action was wrong. They didn't seem to be interested in understanding that," he said. "We told them everything we could about the fact that the Bay Journal has always performed well financially."

The Bay Journal, he said, had published articles critical of prior administrations, DiPasquale said, but "there has never been a threat of retaliation in terms of threatening to cut off their funding."

'Do not mail it out'

DiPasquale wasn't alone in questioning Konkus' interest in the Bay Journal grant.

Emails obtained by E&E News show confused career staff in the grants office reacting to Konkus' initial request to delay funding the newspaper until he could review the grant.

On Aug. 8, he emailed Denise Polk, the director of grants, about funding the Bay Journal: "I need more info on this grant before we move it any further please."

Polk forwarded Konkus' email to a dozen EPA employees, saying "this grant cannot move forward" until Konkus' questions were addressed.

Lisa White, acting chief of grants and audit management, replied to Polk noting that the grant had already been awarded. In a second email to Polk, White mentioned that the latest funding installment was about to be sent to the Bay Journal that same day. She also said she did not realize Konkus had been tasked with reviewing "incremental" grants awarded years before.

"Did the process change?" White asked.

"No, the process has not changed. I'm not sure how this one came to his attention," Polk replied. "Please do not mail it out."

Konkus first raised concerns about the 2012 IG report in a separate email to White, before the phone call with DiPasquale. Konkus had apparently learned about the audit from a 5-year-old article from the Washington Times.

White replied, "The audit did not question the quality or value of the Bay Journal."

When White informed DiPasquale of Konkus' email and that funding had not yet been sent to the Bay Journal, his initial response was, "Is that legal?"

"To put it on hold — I would say yes," White replied. "Terminating may be different but hopefully we won't get there."

White and Polk did not respond to requests for comment.

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Politico - EPA chief Pruitt is said to be eyeing attorney general job
https://www.politico.com/story/2018/01/05/scott-pruitt-us-attorney-general-position-326373
By Andrew Restuccia, 1/5/2018

Scott Pruitt, the administrator of the Environmental Protection Agency, has told friends and associates that he's interested in becoming attorney general, according to three people familiar with the internal discussions.

With rumors swirling that Jeff Sessions could depart the administration and two members of the House Freedom Caucus calling on the former Alabama senator to resign, Pruitt is quietly positioning himself as a possible candidate for the job.

"Pruitt is very interested," a person close to him said. "He has expressed that on a number of occasions."

It's unclear whether Pruitt would be on the shortlist for the position, but people close to the president said Trump has grown to like him. Pruitt has emerged as the face of Trump's deregulatory agenda, taking steps to overturn former President Barack Obama's climate change regulations. He was also a leading advocate for pulling out of the Paris agreement on climate change.

Pruitt has developed a reputation in Washington as one of the most ambitious members of Trump's Cabinet, and people close to him have long suspected that he harbors bigger aspirations in politics, perhaps as governor or senator. Two people close to him also said he has toyed with the possibility of running for president someday.

The EPA denied that Pruitt is eyeing the attorney general position.

"No, this is not true," agency spokesman Jahan Wilcox said in a statement. "From creating regulatory certainty to cleaning up toxic superfund sites, Administrator Pruitt is solely focused on implementing President Trump's agenda to protect the environment."

Pruitt's allies stressed that he is happy at the EPA and, in the words of one person who has talked to him, "feels he's doing nation-changing work."

Before joining the Trump administration in February, Pruitt served as Oklahoma's attorney general, and he was a state senator before that.

A prominent Washington attorney advising one member of the administration said choosing Pruitt to replace Sessions would make sense because, as a member of the Cabinet who has already been confirmed by the Senate, Pruitt could serve in an acting capacity while he awaits lawmakers' formal approval.

But a Pruitt nomination for attorney general would face fierce resistance from Democrats, who have criticized his tenure at the EPA, arguing that he is too closely tied to the oil industry and has weakened crucial environmental protections.

Sessions' relationship with Trump has ebbed and flowed in recent months. It reached a low point over the summer, when Trump called Sessions out on Twitter, publicly wondering why the attorney general wasn't investigating Hillary Clinton — and people close to the president said his relationship with Sessions has never fully recovered.

The president has also complained about Sessions' decision to recuse himself from the Russia investigation.

"Sessions should have never recused himself, and if he was going to recuse himself, he should have told me before he took the job and I would have picked somebody else," Trump said in a July interview with The New York Times.

The Times published an article on Thursday that said a top White House lawyer tried to persuade Sessions not to recuse himself. The Times also reported that a Sessions aide asked a congressional staffer whether he had damaging information about the director of the FBI at the time, James Comey.

Trump fired Comey in May, a move that is under scrutiny by special counsel Robert Mueller as he investigates whether the president obstructed justice.

It's unclear how the Times article will influence Sessions' status in the White House. A White House spokeswoman and several senior administration officials did not respond to requests for comment on the issue.

In an op-ed published on Thursday, Republican Reps. Mark Meadows and Jim Jordan, the chairman and former chairman of the conservative House Freedom Caucus, appeared to channel Trump's frustrations. The lawmakers called on Sessions to step down, railing against intelligence leaks to the press.

"Attorney General Jeff Sessions has recused himself from the Russia investigation, but it would appear he has no control at all of the premier law enforcement agency in the world," the lawmakers wrote. "It is time for Sessions to start managing in a spirit of transparency to bring all of this improper behavior to light and stop further violations.

"If Sessions can't address this issue immediately, then we have one final question needing an answer: When is it time for a new attorney general? Sadly, it seems the answer is now."

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Associated Press via Chicago Tribune - Superfund work touted by Trump EPA was completed years ago
http://www.chicagotribune.com/news/nationworld/ct-trump-epa-superfund-20180105-story.html
By Michael Biesecker and Jason Dearen

The Environmental Protection Agency is touting cleanups at seven of the nation's most polluted places as a signature accomplishment in the Trump administration's effort to reduce the number of Superfund sites, even though records show the physical work was completed before President Donald Trump took office.

The agency earlier this week credited the leadership of EPA Administrator Scott Pruitt with tripling the number of sites fully or partially removed from the Superfund's National Priorities List in 2017, compared with the two sites taken off in the Obama administration's last year.

"We have made it a priority to get these sites cleaned up faster and in the right way," said Pruitt.

He said that, with the agency's moves to create a task force and make those responsible for contamination pay for cleanup, "the Superfund program is carrying out the agency's mission of protecting human health and the environment more every day."

Cleanups of Superfund sites usually take decades, spanning presidential administrations. An analysis of EPA records by The Associated Press shows that overall the seven Superfund sites delisted last year fell short of the average pace set under both the administrations of Barack Obama and George W. Bush, even in their opening years.

All told, EPA averaged delisting more than 10 sites a year under the eight years Obama was in the White House. EPA under Bush delisted nearly 18 sites on average annually during his two terms.

Still, the EPA said Pruitt's initiatives had resulted in "significant improvement."

EPA declined Friday to provide details of procedural changes under Pruitt that led to the seven sites being delisted faster. "In 2016, President Obama's EPA cleaned up two Superfund sites, but rather than cherry-pick individual years, it would only be fair to judge us upon the completion of our tenure," said Jahan Wilcox, an EPA spokesman. "Under Administrator Pruitt's leadership, we've completed the cleanup of seven toxic land sites and this is just the beginning."

Records show that construction work at all seven sites hyped by Pruitt's EPA, such as removing soil or drilling wells to suck out contaminated groundwater, was completed years before Pruitt was confirmed as the agency's chief in February. Removing sites from the list is a procedural step that occurs after monitoring data show that remaining levels of harmful contaminates meet cleanup targets, which were often set by EPA decades ago.

Further, entries in the U.S. Federal Register showed that EPA announced its move to withdraw four of the seven sites in 2016. The planned deletions of two others were announced prior to Pruitt's May 22 directive establishing the Superfund task force.

Notice of EPA's intent to remove the last of the seven sites was Aug. 21.

There are currently more than 1,300 Superfund sites on EPA's National Priorities List at various stages in the cleanup process, and sites are routinely added to or deleted from the list each year. Sites are fully deleted after contamination is addressed across an entire property, often a former industrial site. Partial deletions occur when part of a larger site is cleaned up, but work remains to be completed on other sections.

Sites removed from the list are sometimes clean enough to be used for new housing or commercial development, though many still have levels of contamination that require deed restrictions on how the land can be used in the future.

Pruitt, a former Oklahoma attorney general who has moved to roll back dozens of EPA regulations intended to reduce future pollution, has said increasing the number of sites deleted from the priority list and cleared for redevelopment will be a focus of the agency under his watch. To lead his task force on the issue, Pruitt tapped Albert "Kell" Kelly, a former Oklahoma bank executive who now serves as a senior adviser at EPA, despite having no prior experience as an environmental regulator.

A former EPA official said the agency's work was underway before Pruitt acted. "The agency was already doing what's in the task force report," said Phyllis Anderson, former associate director of the EPA division that manages Superfund cleanups. She retired in 2013 after 30 years at the agency, serving in Republican and Democratic administrations.

Records show the Bush administration's higher count of delistings was largely the result of work EPA completed in the 1990s, when federal spending on Superfund cleanups was roughly twice what it is now.

President Donald Trump's proposed 2018 budget seeks to cut the Superfund program by 30 percent, though Congress has not yet approved a budget for the year. Pruitt says he will accomplish more with less money through better management.

Dearen reported from Gainesville, Florida.

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Washington Examiner - EPA sets hard deadline for enforcing Obama-era ozone restrictions
http://www.washingtonexaminer.com/epa-sets-hard-deadline-for-enforcing-obama-era-ozone-restrictions/article/2645034
By John Siciliano, 1/4/18

The Environmental Protection Agency has set a hard spring deadline for listing regions of the country that cannot meet the Obama administration's strict rules for smog-forming ozone emissions.

The EPA plans to complete designations for all of the non-compliant areas no later than April 30, the agency announced in the Federal Register Thursday.

The Trump EPA had tried to delay formally designating the regions as non-attainment zones, which would force some cities and other areas to establish special pollution control plans that critics of the rule have argued would deter development and economic growth.

A court blocked EPA Administrator Scott Pruitt's delay strategy and directed the agency to enforce the regulations. Since the court order, environmentalists have held the agency to meeting deadlines for designating the non-attainment regions, which is a key part of implementing the regulations.

EPA has missed the deadlines, saying it needs more time to collect data from states.

Thursday's notice ends that data collection period.

In November, the EPA said 2,646 counties, including Indian country in those counties, are meeting the ozone standards, and listed three other counties as unclassifiable. Thursday's notice means the EPA intends to designate all of the remaining areas as non-attainment regions.

In a separate action, EPA also proposes taking a large area that includes Missouri, including St. Louis, and Illinois off the non-attainment list for related rules for controlling soot pollution.

The action is meant to get feedback from stakeholders on the EPA's proposed plan to designate the large bi-state area as meeting the rules based on new pollution data from 2017.

"EPA expects to approve the area's re-designation," the agency said. The proposal becomes effective Friday.

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AP via NY Times - Watchdog to Investigate Flood Risks to Superfund Sites
https://www.nytimes.com/aponline/2018/01/05/us/politics/ap-us-flooding-toxic-sites.html
By AP Staff – 1/5/18

WASHINGTON — A federal government watchdog agency will investigate the threats from flooding and other natural disasters to the nation's most polluted places.

The Government Accountability Office says it assigned investigators to study the risks to human health and the environment posed by natural disasters at the more than 1,300 sites in the Environmental Protection Agency's Superfund program.

The GAO's probe came after 10 senators in December requested a study of risk to the sites by natural disasters intensified by climate change.

Reporting by The Associated Press in September found more than a dozen Superfund sites flooded by Hurricane Harvey in the Houston area. A subsequent AP data review revealed that more than 2 million Americans live within a mile of 327 Superfund sites in zones at risk from flooding.

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Reuters via NY Times - Can't Please Everyone: Trump Energy Policy Riles Competing Sectors
https://www.nytimes.com/reuters/2018/01/05/us/politics/05reuters-usa-trump-energy.html
Reuters Staff, 1/5/18

WASHINGTON — When the administration of U.S. President Donald Trump proposed new subsidies for coal and nuclear plants, it seemed like an obvious way to deliver on campaign promises to boost the nation's energy industry.

And yet the plan, announced in September, set off sharp criticism from other sectors that Trump has also vowed to help, such as natural gas and utilities.

“Subsidies don’t make you competitive - and don’t make you great again,” said Robert Flexon, the president and chief executive of Dynegy Inc, a Houston-based utility that owns both coal- and gas-fired power plants.

Squabbling over the proposal exemplifies the administration's larger struggle to deliver on promises of a sweeping "energy renaissance" across the coal, oil, gas and nuclear industries.

Trouble is, policies that help one of those sectors often hurt another, illustrating the complexity of energy regulation and the difficulty in appeasing competing interests. While election campaigns often seek to neatly divide voters into two camps - those supporting energy vs. those supporting the environment - such rhetoric fails to capture the messier policy impacts on profits, hiring and emissions reductions across the energy landscape.

There is little evidence that Trump's moves so far have aided energy firms of any stripe; some administration proposals have languished amid divisive politics, while other regulatory changes have seen their impact muted by market forces.

Utilities, for instance, have shown little interest in buying more coal-fired power despite the regulatory rollbacks in Trump's pro-coal push.

A broader measure of investor sentiment on the energy industry - the Standard & Poor's 500 energy index - lost more than 7 percent in 2017 even as stock markets soared.

White House and Energy Department officials did not respond to requests for comment.

Another political flashpoint has been the administration’s waffling over proposed changes to biofuels policy.

Trump's Environmental Protection Agency initially entertained a plan from oil refiners to upend regulations requiring them to blend ethanol into their gasoline - then rejected it after a backlash from the ethanol industry, rooted in Midwest corn-growing states that supported Trump's election.

The dispute sparked open warfare among the congressional backers of various industry interests, including threats to block Trump's agency nominations and accusations he had welched on campaign promises.

Even the coal industry, which played a starring role in Trump's campaign, has seen a marginal return on its lobbying efforts. It has, for instance, had little success so far in attacking subsidies for wind and solar power.

Trump and others in his administration have criticized renewable energy as expensive and dependent on government support. But the White House has not sought to repeal tax breaks expected to provide $12.3 billion to renewable energy firms by 2020, which other Republicans continue to support.

Fossil-fuel firms clearly have more influence on policy under Trump and easier access to decision makers. Coal, oil, and gas company executives have met regularly with senior administration officials, according to official agency schedules.

Their policy victories include rollbacks of regulations limiting emissions of carbon, methane and other pollutants; the opening of Alaska's Arctic National Wildlife Refuge to drilling; and the lifting of a coal-mining moratorium on federal lands.

But the impact of these moves on production, profits and jobs remains uncertain. Demand for additional drilling and mining leases on federal lands has been thin, and top U.S. oil and gas companies have told shareholders in regulatory filings that environmental regulations have little impact on their business.

While coal advocates have generally cheered Trump's ascension, White House policies have so far had little effect on U.S. coal consumption.

Robert Murray, chief executive of private coal company Murray Energy Corp., said Republican efforts to boost coal have addressed only the "low hanging fruit" of overturning a few environmental regulations while avoiding tougher issues.

The oil and gas industry, also championed by Trump, similarly feels let down by an administration it had hoped would strip away government interference, said Susan Ginsburg, a senior vice president of regulatory affairs for the Independent Petroleum Association of America, which represents small oil and gas companies.

The industry, she said, expected that "markets would be allowed to work."

HELP FOR COAL HURTS NATURAL GAS

For the coal industry - which has seen a decade of decline amid competition from cheap natural gas - the wish-list for the Trump administration is long.

In the months after Trump was elected, Trump and senior cabinet members including Energy Secretary Rick Perry met with mining executives such as Murray. Other administration officials met with lobbyists for coal firms including Peabody Energy Corp, the nation's largest miner.

Murray handed the White House a long list of recommendations, including rescinding pollution controls, slashing the EPA's size and ending green energy incentives.

Emails obtained by the Sierra Club in October revealed that Peabody had also given the administration a list of proposals, including a controversial electricity pricing measure based on the argument that coal and nuclear plants improve grid reliability.

Perry proposed in September that the Federal Energy Regulatory Commission reward coal and nuclear plants that have 90 days of fuel supply in reserve by covering their operating costs through power pricing changes. FERC is expected to decide on the request by Jan. 10.

That proposal irritated oil and gas producers, along with renewable energy firms. Both were caught off guard, said a Washington-based oil-and-gas lobbyist who spoke on condition of anonymity out of concern over offending the administration.

“Nobody in the oil and gas industry, or in the renewables industry for that matter, was consulted," the lobbyist said. "It just came out of nowhere.”

The American Petroleum Institute, which represents major U.S. oil and gas companies, wrote that the plan “upsets the very foundations of the competitive wholesale electricity markets.”

Michael Steel, a spokesman for the Affordable Energy Coalition, which has oil major BP as a member, called the proposal an unfair subsidy.

"The Department of Energy is trying to pick winners and losers in a way that will raise costs for consumers by billions of dollars," Steel said.

'BROKEN PROGRAM'

The political dustup over biofuels policy provides another telling example of the difficulty appeasing competing industry camps.

The Renewable Fuel Standard was introduced under former President George W. Bush as a way to help farmers and reduce oil imports. But refining companies say it costs them a fortune and threatens their survival.

Refiners expected changes to the policy after Trump named billionaire investor and refinery owner Carl Icahn as an unofficial adviser on regulation. Icahn and others proposed shifting the blending requirement to other businesses and reducing biofuels blending quotas.

But the proposals drew heavy fire from the ethanol industry and its backers. Republican Senators Chuck Grassley and Joni Ernst of Iowa in October threatened to block a key EPA nomination until the administration rejected the proposals - which it did days later, at Trump's direction.

The refining industry, in turn, was outraged by the reversal. Republican Senator Ted Cruz of Texas and other lawmakers from states with refineries demanded a meeting with Trump. Cruz later said he would block a nomination to the Department of Agriculture over the issue.

The White House is now mediating talks between both sides.

EPA spokeswoman Liz Bowman, asked if the agency could have handled the situation differently, said: "It is good public policy to vet our options with all stakeholders, which is what we have – and will continue – to do."

Follow Trump’s impact on energy and environment at The Trump Effect https://www.reuters.com/trump-effect. For an interactive graphic charting the policy changes, see: https://www.reuters.com/trump-effect/energy-environment

(Additional reporting by Richard Valdmanis; Editing by Richard Valdmanis and Brian Thevenot)

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NYT OPINION – Trump's Disdain for Science
https://www.nytimes.com/2018/01/04/opinion/trump-disdain-science.html
By Neal F. Lane and Michael Riordan

After almost a year in office, President Trump has yet to name a science adviser and director of the White House Office of Science and Technology Policy. Since World War II, no American president has shown greater disdain for science — or more lack of awareness of its likely costs.

The O.S.T.P. was authorized by Congress in May 1976 to give the president "independent, expert judgment and assistance on policy matters which require accurate assessments of the complex scientific and technological features involved." It has played an important role in coordinating national science and technology activities and policies among federal agencies.

The director of the office, who is nominated by the president and requires Senate approval, typically serves as the president's science adviser, providing him with confidential, unbiased counsel. Much of what the federal government does and the many policy changes the president and his appointees are now making or hope to make have scientific and technological underpinnings.

The science adviser is the one individual who can quickly pull all the relevant information together for the president, cut through conflicting advice coming from other senior advisers and Cabinet secretaries, and get evidence-based options in front of him. Especially important has been the adviser's role in helping the president deal with crises — Sept. 11, the subsequent anthrax attacks, the Fukushima nuclear nightmare in 2011, the Ebola and Zika outbreaks, hurricane devastation and cyberattacks.

The previous O.S.T.P. director, John Holdren, a physicist and energy-policy expert from Harvard, was named to the position hardly a month after the 2008 elections and was then quickly approved by the Senate. He served throughout President Barack Obama's two terms. In June 2001, five months into his first term, George W. Bush nominated the physicist John Marburger, then director of Brookhaven National Laboratory, to the post; he served until Dr. Holdren stepped in.

Today, the O.S.T.P. maintains only a skeleton staff led by the deputy chief technology officer, Michael Kratsios, a technologically inexperienced Silicon Valley financier holding just a bachelor's degree in political science. The posts of deputy director and four congressionally mandated associate directors remain vacant.

It's difficult to know what Mr. Trump really thinks about scientific issues of public concern, but he has rejected the scientific arguments for human-caused climate change and questioned the public-health case for vaccinations. And he has ignored the negative impacts of his immigration bans on American science and technology.

But the lack of good science advice has not slowed the president and his administration in their assaults on health and environmental policy and in weighing in on national-security issues involving science and technology. His decision to pull the nation out of the Paris climate agreement is one example. So was his appointment of Scott Pruitt, a lawyer with little real understanding of climate science, as administrator of the Environmental Protection Agency.

Under Mr. Pruitt, the agency has been systematically excluding good science and scientists from its decision-making processes. He ignored strong recommendations of E.P.A. staff scientists in his decision against banning all uses of the pesticide chlorpyrifos, which research strongly suggests damages the developing nervous systems of children. Many accomplished scientists are meanwhile being removed from the agency's advisory boards.

Sound science advice was also conspicuously absent from the president's revised budget for the fiscal year 2018, which features draconian cuts at the E.P.A., the Department of Energy, the National Institutes of Health, the National Oceanographic and Atmospheric Administration, the National Science Foundation and other federal agencies — especially those sponsoring climate-change research. Congress has largely refused to go along with the drastic cuts, but significant reductions will almost inevitably occur this year.

The assaults by Mr. Trump and his administration on American science and technology might have been avoided, or at least tempered, had the president already named, and the Senate confirmed, a distinguished scientist as his science adviser — especially if that individual had direct presidential access.

Nowhere is this need for advice more crucial than in the arena of nuclear weaponry. In fact, most presidential science advisers have been physicists, who can knowledgeably address the technologically sophisticated questions that always arise in this arena. For instance, in the case of the 2015 international nuclear agreement with Iran, President Obama benefited from the trusted advice of Dr. Holdren and his energy secretary, Ernest Moniz, an M.I.T. nuclear physicist, both experts on the science, technology and policy of nonproliferation. It's unclear whose advice Mr. Trump relied on when he refused last year to certify Iran's compliance with that deal. This is an exceedingly dangerous situation, particularly in view of the looming threat of a nuclear confrontation with North Korea.

No president in recent history has needed a capable science adviser more while apparently wanting one less. But given Mr. Trump's obvious disdain for science — and for evidence in general — it will be difficult at this point, if not impossible, to find an accomplished, reputable scientist who would agree to work with him.

Neal F. Lane, a former science adviser to President Bill Clinton, is a senior fellow in science and technology policy at the Baker Institute at Rice University. Michael Riordan, author of "The Hunting of the Quark," has taught the history of physics at Stanford and the University of California, Santa Cruz

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NY TIMES - Expect Environmental Battles to Be 'Even More Significant' in 2018
https://www.nytimes.com/2018/01/05/climate/trump-environment-2018.html
By Lisa Friedman, 1/5/18

WASHINGTON — If 2017 was the Trump administration's year of grand pronouncements declaring an end to environmental regulations, 2018 will be the year of trying to finish what it started.

Despite President Trump's proclamation in the Rose Garden that the United States will withdraw from the Paris climate agreement, the United States is still in the Paris agreement. Despite a trip by Scott Pruitt, the head of the Environmental Protection Agency, to Kentucky coal country to announce an end to the Clean Power Plan rule curbing coal plant emissions, the Clean Power Plan still stands. And a host of other federal regulations, from controls on methane emissions to protections for wetlands, remain on the books despite executive orders declaring them void.

The administration opened the new year by proposing to reverse a ban on offshore oil and gas drilling in most United States coastal waters. But environmentalists and proponents of deregulation alike say they expect fewer high-profile announcements over all and more action in the courts, where both sides will fight over the future of deregulation.

"You may not see as many fireworks as there were in the past, but I think it's going to be an even more significant year," predicted Representative Rob Bishop, Republican of Utah and the chairman of the House Natural Resources Committee.

The Clean Power Plan isn't dead yet

Mr. Pruitt put forward a formal plan in October to eliminate the Clean Power Plan, the Obama-era regulation restricting emissions from new coal-fired power plants. But analysts say the road to getting rid of the regulation is still a long one.

The public has a chance to weigh in on the effort until Jan. 16. But the E.P.A. recently announced that new hearings would be held in San Francisco, Gillette, Wyo., and Kansas City, Mo. The dates have not been scheduled, but the meetings could push back the comment period and by extension progress on the full repeal.

The agency has indicated it plans to devise a new, narrower version of the regulation. Yet so far, all it has done is ask the public for thoughts on what a new rule should look like.

"They're nowhere near the end of the line on the Clean Power Plan," said David Doniger, director of the Climate and Clean Energy Program at the Natural Resources Defense Council. If the E.P.A. kills the regulation before it moves forward with a replacement, Mr. Doniger said, the agency could be vulnerable to lawsuits because under the Clean Air Act it will still be obligated to address carbon dioxide.

"They have a long way to go to finish their rollback goals," Mr. Doniger said. "And when they finish, we will see them in court."

Scott H. Segal, a lawyer with the firm Bracewell who supports rolling back the Clean Power Plan, said replacing the rule — presumably with one that merely directs coal plants to enact efficiency measures — would allow utilities to plan ahead and would serve "as a bulwark against frivolous litigation."

How far is Pruitt willing to go?

Mr. Pruitt told coal industry executives in June that he wanted the E.P.A. to conduct a "red team-blue team" debate to raise questions about climate science. But there has been no public announcement about such an effort to date.

That might not stop a broader inquiry into the legal underpinning of E.P.A. climate regulations, a 2009 document known as the endangerment finding.

The endangerment finding concludes that greenhouse gas emissions pose a threat to human health and must be regulated under the Clean Air Act. As long as it stands, the E.P.A. will be obligated to address climate change, even without the Clean Power Plan.

Legal experts agree that challenging the endangerment finding will be an uphill battle. But it may be one Mr. Pruitt wants to wage. In several interviews last year Mr. Pruitt cast doubt on the document, and he has faced pressure from his supporters to overturn it. Yet he has avoided declaring definitively whether he will do so.
Repealing the Clean Power Plan may force Mr. Pruitt to make a decision one way or another by the end of the year.

Keep an eye on the infrastructure bill
With a major tax bill out of the way, Mr. Trump has said he hopes to tackle infrastructure next. That could create an opening for some of the year's biggest environmental changes.

Mr. Bishop said he hoped any infrastructure bill would incorporate changes to the Endangered Species Act, which many conservatives argue has been used to thwart development. He also wants to overhaul a 1969 law that requires federal agencies to assess the environmental effects of their proposed actions.

"People have realized over and over again how that bill that was supposed to be passed so there is local input is being used to stop progress," Mr. Bishop said of the law, the National Environmental Policy Act. He has previously introduced legislation that would make the endangered species law more friendly to landowners and industry.

"If there is a big infrastructure bill we will try to put those all in a big package," Mr. Bishop said. "If not we will try to move them in pieces."

Christy Goldfuss, who led the White House Council on Environmental Quality in the Obama administration, said she expected a bruising battle.

"The infrastructure fight will be very much set up as a false choice between putting people to work and destroying the bedrock environmental laws," she said. Efforts to weaken rules on the construction of roads and bridges, she said, do

not draw attention like debates over climate change. But she asserted that undermining fundamental environmental safeguards will do long term damage.

"This is going to be a big fight for the environmental community," she said.

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Robert Daguillard
Office of Media Relations
U.S. Environmental Protection Agency
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+1 (202) 360-0476 (M)

Message

From: Williams, Thea [Williams.Thea@epa.gov]
Sent: 1/26/2018 10:35:45 AM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: Reminder: URGENT: Questions for the Record: 12.7.17 Environment Subcmte Hearing
Attachments: 12.7.17 QFRs_Pruitt - PROGRAM OFFICES NOTEDcorrectedv1.docx; ATT00001.htm

Good morning Nancy: I'm out of the office today on Ex. 6 and just checking on the responses. I wanted to wanted check in before I left but time did not permit. Thanks Thea

Sent from my iPhone

Begin forwarded message:

> **From:** "Williams, Thea" <Williams.Thea@epa.gov>
> **Date:** January 24, 2018 at 8:47:04 AM EST
> **To:** "Grogard, Megan" <Grogard.Megan@epa.gov>, "Jones-Parra, Lisa" <Jones-Parra.Lisa@epa.gov>, "Kime, Robin" <Kime.Robin@epa.gov>, "Grantham, Nancy" <Grantham.Nancy@epa.gov>
> **Subject: URGENT: Questions for the Record: 12.7.17 Environment Subcmte Hearing**
>
> **The attached Word document are QFRs from the Administrator's Dec 7 HEC hearing (incoming attached). Each question has the program office that is responsible for drafting the response. Where more than one office is indicated, there may require some coordination with the second office listed to ensure a fully accurate response.**
>
> **As the committee has requested a response back by Friday, Feb 2, the deadline for the program responses back to OCIR is no later than 3pm on Friday, Jan 26.**
>
> **Let me know if you have questions.**
>
> **Thanks, Thea**

Thea Williams

US Environmental Protection Agency

Office of Congressional Affairs & Intergovernmental Relations

202-546-2064

Message

From: Bowman, Liz [Bowman.Liz@epa.gov]
Sent: 7/27/2017 11:24:40 PM
To: AO OPA Everyone [AO_OPA_Everyone@epa.gov]
Subject: AO FOIA Centralization Pilot Project
Attachments: AO FOIA Centralization Pilot Project Description. 07.21.17. final.docx; AO FOIA Centralization Project. Qs and As. 07.21.2017.docx

MEMORANDUM

FROM: Liz Bowman, AA Office of Public Affairs

TO: Office of Public Affairs Staff

SUBJECT: AO FOIA Centralization Pilot Project

Our office has been asked by the Chief of Staff to participate in a pilot project centralizing incoming all incoming Freedom of Information Act requests directed to the Immediate Office of the Office of the Administrator, the Office of Public Affairs (OPA), the Office of Policy (OP) and the Office of Congressional and Intergovernmental Relations (OCIR).

Weekly, the AO Immediate Office, the Office of Public Affairs, the Office of Policy and the Office of Congressional and Intergovernmental Relations receive a substantial number of FOIA requests. Each office is currently responsible for many pending FOIAs and unprocessed requests range from 45 in one office to nearly 400 in another office. Since January 2017 all four offices have had a substantial increase in FOIA requests: OEX FOIA receipts alone increased by 189% over a 5-month period. These four offices simply do not have sufficient staff to effectively and efficiently manage their caseloads.

To address the offices' FOIA demands, the Agency is implementing a pilot FOIA centralization project. These four offices, in conjunction with the OGC/FOIA Expert Assistance Team (FEAT), will work together to meet this unprecedented need. Below is information regarding the pilot.

Attached you will find a description of the project as well as a questions and answers document that will provide you with additional details regarding the project.

I appreciate your cooperation in this effort aimed at enhancing our FOIA program. Thank you.

Attachments
- AO FOIA Centralization Pilot Project Description
- Questions and Answers for Employees

Message

From: Williams, Thea [Williams.Thea@epa.gov]
Sent: 1/24/2018 1:47:04 PM
To: Grogard, Megan [Grogard.Megan@epa.gov]; Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]; Kime, Robin [Kime.Robin@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: URGENT: Questions for the Record: 12.7.17 Environment Subcmte Hearing
Attachments: 12.7.17 QFRs_Pruitt - PROGRAM OFFICES NOTEDcorrectedv1.docx; ATT00001.htm

The attached Word document are QFRs from the Administrator's Dec 7 HEC hearing (incoming attached). Each question has the program office that is responsible for drafting the response. Where more than one office is indicated, there may require some coordination with the second office listed to ensure a fully accurate response.

As the committee has requested a response back by Friday, Feb 2, the deadline for the program responses back to OCIR is no later than 3pm on Friday, Jan 26.

Let me know if you have questions.

Thanks, Thea

Thea Williams

US Environmental Protection Agency

Office of Congressional Affairs & Intergovernmental Relations

202-546-2064

Message

From: Auther, Larry [Auther.Larry@epa.gov]
Sent: 11/30/2017 7:00:00 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]
CC: Nickerson, William [Nickerson.William@epa.gov]
Subject: Awareness of FOIA EPA-HQ-2015-011157 Interim Release 18 / Social Cost of Carbon
Attachments: Horner (Carbon Emails) Rqst.pdf; EPA-HQ-2015-011157 Interim 18 Cover Letter Draft.docx; EPA-HQ-2015-011157 Interim 18 Production.pdf

Nancy,
For your awareness, I am providing you with the documents and release letter for a FOIA release planned for 12-05-2017. I have also included the original request letter from Chris Horner at the Competitive Enterprise Institute. This is a long running FOIA concerning the Social Cost of Carbon. We began releasing documents 09/2015. This release of documents has been cleared with AO/IO and OGC and is part of the backlog of pre-2017 FOIA requests.

Please let me know if you have any questions.

Larry Auther
AO/OP/ORPM/IO
202 564-2654

Message

From: Wooden-Aguilar, Helena [Wooden-Aguilar.Helena@epa.gov]
Sent: 5/2/2019 6:30:44 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: Re: Awareness Notification EPA-HQ-2017-006874 (Withdrawn Request- Admin. Pruitt travel)

Thanks.

Helena Wooden-Aguilar
Acting Deputy Chief of Staff
U.S. Environmental Protection Agency
202-564-0792 (Work)
Ex. 6 (Cell)
wooden-aguilar.helena@epa.gov

On May 2, 2019, at 2:20 PM, Grantham, Nancy <Grantham.Nancy@epa.gov> wrote:

From: Hill, Kevin W.
Sent: Thursday, May 2, 2019 2:05 PM
To: White, Elizabeth <white.elizabeth@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Tran, Victoria <tran.victoria@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Konkus, John <konkus.john@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Donahue, Sean <donahue.sean@epa.gov>
Cc: Gray, Doris <Gray.Doris@epa.gov>
Subject: Awareness Notification EPA-HQ-2017-006874 (Withdrawn Request- Admin. Pruitt travel)

To whom it may concern,

The Office of the Administrator, AO4 FOIA Processing Team, is responding to the above-referenced FOIA request. We are providing this awareness notification email pursuant to the Chief of Staff's November 16, 2018 memorandum "Awareness Notification Process for Select Freedom of Information Act Releases." Recipients of this email have up to three business days following transmission of this email to review the documents to be released.

There is no requirement for you to respond to this email or otherwise take action. The Action Office has completed review and obtained management approval consistent with the agency's FOIA policy and procedures.

After 4 p.m. on the third business day after transmission of this email, the Action Office will issue the Agency's FOIA determination to the requester. The determination will be issued promptly, but in no event later than one business day following completion of the three-day awareness notification period.

The information provided below is consistent with Paragraph 4 of the above-referenced November 16, 2018 memorandum.

The following offices have equities in these records and have reviewed the relevant records: N/A

The manager who approved this release is: Elizabeth White, Director, Office of the Executive Secretariat, Office of the Administrator

The records are located at: *REQUEST WITHDRAWN BY REQUESTER on 4/8/19.*

Regards,

Kevin W. Hill
Attorney-Adviser National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309C
Phone 202-564-1652| hill.kevinw@epa.gov

Office of the Administrator (OA)							
FOIA ID	Requester	Requester Organization	Date FOIA Request Perfected	Date sent for Awareness Notification	Brief description of request as clarified	Interim or Final Response	Number of Records and/or pages
EPA-HQ-2017-006874	*Valerie Volcovici*	*Reuters*	*08/09/2017*	5/2/2019	Reuters would like to request any travel-related expense records, planning emails, and travel logs of Administrator Pruitt's travels to Oklahoma, including information on his schedule and meetings.	*Request Withdrawn*	*N/A*

Message

From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 11/29/2018 10:59:49 AM
To: Gray, David [gray.david@epa.gov]
Subject: Fwd: Morning Energy: Trump chemicals policy gets the spotlight — EPA limits political FOIA review to 3 days — Greens: 'Anyone but Manchin'

Sent from my iPhone

Begin forwarded message:

From: "POLITICO Pro Energy" <politicoemail@politicopro.com>
Date: November 29, 2018 at 5:49:02 AM EST
To: <grantham.nancy@epa.gov>
Subject: Morning Energy: Trump chemicals policy gets the spotlight — EPA limits political FOIA review to 3 days — Greens: 'Anyone but Manchin'
Reply-To: "POLITICO subscriptions" <reply-fe8d13777c63057c77-630326_HTML-814497992-1376319-0@politicoemail.com>

View online version

MORNINGENERGY

11/29/2018 05:47 AM EDT

By KELSEY TAMBORRINO (ktamborrino@politico.com; @kelseytam)

With help from Annie Snider, Alex Guillén and Anthony Adragna

TRUMP CHEMICALS POLICY GETS THE SPOTLIGHT: President Donald Trump's nominee to head EPA's chemical and pesticide safety office will go before the Senate Environment and Public

Works Committee this morning for a hearing that is apt to be as much about the administration's controversial approach to chemicals policy as it is the nominee herself.

Alexandra Dapolito Dunn, a long-time environmental lawyer who is currently serving as EPA Region 1 administrator, is widely seen as a centrist choice, especially in the wake of the Trump administration's previous nominee for the post, industry consultant Michael Dourson, who withdrew his nomination last year after Republican opposition torpedoed his chances at confirmation. But environmental groups say that's not reason enough to give Dunn's nomination a rubber stamp. "She is clearly a better candidate for the job than Michael Dourson, but until she demonstrates a commitment to clean up the toxic mess left by her predecessors, I think the jury's out," Scott Faber, vice president for government affairs at the Environmental Working Group, told ME.

What's at stake: The Office of Chemical Safety and Pollution Prevention has been the source of some of the Trump administration's most controversial moves, including its refusal to ban the pesticide chlorpyrifos, as well as its industry-friendly approach to implementing Congress' bipartisan overhaul of the Toxic Substances Control Act. Dunn's hearing this morning will offer lawmakers one of their first opportunities to press the Trump administration on its approach to TSCA reform, which has drawn criticism on both sides of the aisle, as well as a spate of lawsuits.

If you go: The hearing is at 10:30 in 406 Dirksen.

WELCOME TO THURSDAY! I'm your host, Kelsey Tamborrino. Entergy's Rob Hall is the trivia winner. He was first to correctly identify George Washington and James Monroe as the two presidents who ran unopposed for reelection. For today: Name the former senator who was under the age of 30 throughout his entire time in the Senate. Send your tips, energy gossip and comment to ktamborrino@politico.com, or follow us on Twitter @kelseytam, @Morning_Energy and @POLITICOPro.

Election Day has come and gone, but the real work is just beginning. Head to Pro's Midterms HQ to find out how election outcomes affect you and how to plan your next move. Read More.

AROUND THE AGENCIES

EPA LIMITS POLITICAL FOIA REVIEWS TO THREE DAYS: EPA will limit the time available for political appointees to review public records before their release under the Freedom of Information Act to three business days, according to a new memo recently unveiled by EPA in a court filing.

As POLITICO reported earlier this year, EPA political appointees had significantly expanded the practice of prior review of certain records before their release under FOIA requests, particularly

those relating to former Administrator Scott Pruitt. Green groups complained in several suits abou missed FOIA deadlines, including in some cases delays related to such "awareness reviews."

In his Nov. 16 memo, EPA chief of staff Ryan Jackson gives political appointees three business day to review certain FOIA requests before the records are released. Jackson says the appointees don't need to respond or take action, but his memo does not specify what will happen if a reviewer has a question or concern that would take time to resolve. (H/t Inside EPA, which first reported on the memo.)

REPORT: EPA WILL KEEP PROVIDING WAIVERS: EPA will keep providing waivers to some oil refineries under the Renewable Fuel Standard, Bloomberg reports, citing three sources familiar with the matter. The decision to continue issuing the waivers despite an agency review on whether such facilities face "disproportionate" economic hardship comes in the face of significant pressure from ethanol groups who've called on the administration to end the practice. Reuters had reported earlier that the agency would stop issuing new waivers while it reconsidered the process.

WHERE'S PERRY? Energy Secretary Rick Perry will discuss the power system and the future of the grid during a keynote address today at the Future of Electricity Forum, which is hosted by the industry-backed Consumer Energy Alliance. Officials from the American Coalition for Clean Coal Electricity, National Rural Electric Cooperative Association, Sunnova and other groups are expected to attend.

ON THE HILL

'ANYONE BUT MANCHIN': Environmental groups are closely watching how the potential reshuffle of the Senate Energy and Natural Resources Committee plays out, should current rankin member Maria Cantwell jump ship to Commerce. Greens are particularly worried about the possibility of pro-coal Joe Manchin taking the top Democratic spot, they told POLITICO's Anthony Adragna and Ben Lefebvre. "Anyone but Manchin," said Lukas Ross, senior policy analyst at Friends of the Earth. "I'd rather pick someone from the phonebook." Climate hawk Bernie Sanders who outranks Manchin in seniority on the committee, has shown little interest in relinquishing his top Budget post to block Manchin. Read more.

A BILL WORTH WATCHING: Democratic Sens. Jeff Merkley and Sheldon Whitehouse on Wednesday introduced long-shot legislation that would transition the U.S. transportation sector to 100 percent zero-emission vehicles by 2040. The bill would boost battery electric vehicles and hydrogen fuel cell vehicles while establishing a crediting system for auto-manufacturers that could be sold or banked. Read it here.

Sen. Brian Schatz speaks during a Senate Appropriations Subcommittee on Defense hearing. (Photo by Zach Gibson/Getty Images)

HAWK NOT DOVE: ME caught up with Senate Democratic climate hawk Brian Schatz, who strongly backed efforts in the House to embrace a Green New Deal and urged his party not to worr about attack ads when crafting policy (he said they're coming anyway).

— **On the push for a new climate committee that's causing tension within the caucus:** "Tension's good. Easy for me to say because it's not my committees of jurisdiction that are getting challenged, but I don't worry that the ranking members who have been doing this work for a number of years are going to be undermined. They should view this as reinforcements."

— **On attack ads over policy:** "They're going to run their ads whether there's a select committee or not, whether there's a Green New Deal or not. ... They're running an old playbook and it certainly works in some places, but fewer and fewer by the day."

— **Why he's pumped by youths' energy on the climate:** "I'm thrilled at their determination anc their realism, because they understand that this is the greatest challenge of our generation and tha it requires ferocity, determination, moral clarity and, perhaps above all, ambition."

WAITING TO MEET ON LWCF: Senate Energy Chairman Lisa Murkowski told ME she intends to meet with her House Natural Resources counterparts on a lands package that could include a reauthorization of the Land and Water Conservation Fund. "We want to talk with our House guys to make sure that [the package] is big enough to do something with," she said. A group of House and Senate lawmakers will hold a press conference today at 11:30 a.m. to urge Congress to reauthorize and fully fund LWCF at the Senate Swamp. Watch the livestream.

FOR YOUR RADAR: Retiring Texas Rep. Joe Barton and Energy Undersecretary Mark Menezes will today address the Senate Energy and Natural Resources Committee during a legislative hearing where the committee is set to mark up an impressive list of 14 bills. Included in that slate: S. 3495 (115), which aims to speed up DOE decisions on LNG export applications, and S. 3618 (115), which would authorize a pilot program leasing out unused portions of the Strategic

Petroleum Reserve (recall that similar legislation cleared the House in September). **If you go:** The hearing begins at 10 a.m. in 366 Dirksen.

DEMS LOBBYING BLITZ: Lobbyists are holding mixers to win over the new House majority and eyeing former staffers with ties to the potential new ranks, POLITICO's Theodoric Meyer and Marianne LeVine report. K Street types, they write, "are introducing clients to freshmen lawmakers, including those who may nab spots on powerful panels such as Energy and Commerce."

CLIMATE CHANGE

MORE ON TRUMP'S PARIS WITHDRAWAL: The Trump administration's decision to withdraw from the Paris climate agreement came "with no clear climate policy in place," the Associated Pres reports , via an email obtained under FOIA. Michael Catanzaro, a former energy and environment consultant to Trump, wrote to White House and EPA officials ahead of the Paris withdrawal to set meeting "to explore whether, post Paris, we need to develop, or simply piece together from what already exists, a policy proposal that can be characterized as the 'Trump climate policy.'"

View the full DataPoint graphic here. Want to add DataPoint to your Pro account? Learn more. | Pro DataPoint by Patterson Clark

THE 12 TAKEAWAYS OF CLIMATE REPORT: Hundreds of experts across 13 agencies who worked on the latest National Climate Assessment have warned that the U.S. could face economic losses of hundreds of billions of dollars in the coming decades due to climate change. Pro DataPoint's Patterson Clark breaks down the 12 key takeaways from the report here. Want to add DataPoint to your Pro account? Learn more.

MOVERS AND SHAKERS

Elizabeth Sherwood-Randall will join the board of directors and Lynn Rusten will be vice president of the Global Nuclear Policy Program at the Nuclear Threat Initiative. Sherwood-Randal previously served as deputy Energy secretary during the Obama administration and Rusten is an alumna of the State Department.

Vera Pardee has left the Center for Biological Diversity, where she was an attorney on many climate cases. She will represent the Sierra Club as an outside counsel on environmental lawsuits.

QUICK HITS

— "Trump asked agencies to look at GM subsidy cuts, source says," Bloomberg.

— "Brazil withdraws offer to host U.N. climate change conference," Associated Press.

— "Two U.S. pipelines rack up violations, threaten industry growth," Reuters .

— "Obama on U.S. energy boom: 'That was me, people,'" E&E News.

— "U.N. climate talks need compromise, not stubbornness: U.N. chief," AFP.

— "After the fire disaster in Paradise, meteorologists mull how to improve warning system," The Washington Post.

HAPPENING TODAY

8:30 a.m. — K&L Gates, the Energy Storage Association and the Edison Electric Institute discussion on "Market Trends, Opportunities, and Developments for Global Storage Projects," 160 K St. NW.

9 a.m. — The Atlantic Council discussion on "Investing in Natural Gas for Africans," 1030 15th St. NW.

10 a.m. — Senate Energy and Natural Resources Energy Subcommittee legislative hearing, 366 Dirksen.

10 a.m. — Clean Air Scientific Advisory Committee teleconference on EPA's Integrated Review Pla for ozone.

10 a.m. — The Consumer Energy Alliance holds the Future of Electricity Forum, One Constitution Ave. NE.

10 a.m. — House Oversight Committee hearing on "Evaluating Federal Disaster Response and Recovery Efforts," 2154 Rayburn.

10:30 a.m. — Senate Environment and Public Works Committee hearing on the nomination of Alexandra Dapolito Dunn to be assistant EPA administrator for toxic substances, 406 Dirksen.

11:30 a.m. — Members of Congress hold press conference on reauthorization of the Land and Water Conservation Fund, Senate Swamp.

Noon — Women's Council on Energy and the Environment lunch and learn on "U.S. Water Utilities: Incorporating Intelligent Water Systems," Alexandria, Va.

1 p.m. — Delta Institute webinar "Midwest Coal Transition: What's in Your Toolkit?"

2:25 p.m. — Veloz forum on "Passing the Torch: Gubernatorial Leadership on Electric Transportation," Los Angeles.

3:30 p.m. — Inter-American Dialogue discussion on "Mexico's Energy Sector: Where Are We and What's Next?" 2829 16th St. NW.

4 p.m. — The U.S. Agency for International Development Climate Change Adaptation, Thought Leadership And Assessments Project, and Chemonics International discussion on "Can climate services serve African farmers' needs, at scale? Evidence, good practice and remaining gaps," 1717 H St. NW.

6:30 p.m. — The Council on Foreign Relations discussion on "Displacement and Adaptation: The Impending Impact of Climate Change," 1777 F St. NW.

THAT'S ALL FOR ME!

View online

You received this POLITICO Pro content because your customized settings include: Morning Energy. To change your alert settings, please go to https://subscriber.politicopro.com/settings

POLITICOPRO

This email was sent to grantham.nancy@epa.gov by: POLITICO, LLC 1000 Wilson Blvd. Arlington, VA, 22209, USA

Message

From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 11/13/2018 10:53:07 AM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: Fwd: Administrator's Memo to All Staff on FOIA
Attachments: EPA's Commitment to Transparency; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

From: "Fan, Shirley" <Fan.Shirley@epa.gov>
Date: November 9, 2018 at 1:19:40 PM EST
To: "Grantham, Nancy" <Grantham.Nancy@epa.gov>, AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>
Subject: RE: Administrator's Memo to All Staff on FOIA

Mass mailer attached. Let me know if the subject line works for you.

Shirley Fan
Office of Internal Communications
U.S. Environmental Protection Agency
202-564-2425
fan.shirley@epa.gov

From: Grantham, Nancy
Sent: Friday, November 09, 2018 12:59 PM
To: AO OPA Internal Communications <AO_OPA_Internal_Communications@epa.gov>
Subject: FW: Administrator's Memo to All Staff on FOIA

Please prepare for mass mailer from the Acting Administrator and send me a preview.

We will send on Tuesday morning, 11/13

Thanks ng

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Ex. 6 (mobile)

Message

From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 11/12/2018 10:03:48 PM
To: Beach, Christopher [beach.christopher@epa.gov]
Subject: Fwd: Administrator's Memo to All Staff on FOIA
Attachments: Final FOIA Memo - Clean 11 5 2018.docx; ATT00001.htm

Per Ryan's message on the same thx ng

Sent from my iPhone

Begin forwarded message:

> **From:** "Epp, Timothy" <Epp.Timothy@epa.gov>
> **Date:** November 5, 2018 at 3:03:50 PM EST
> **To:** "Grantham, Nancy" <Grantham.Nancy@epa.gov>
> **Cc:** "Brazauskas, Joseph" <brazauskas.joseph@epa.gov>, "Packard, Elise" <Packard.Elise@epa.gov>, "White, Elizabeth" <white.elizabeth@epa.gov>
> **Subject: Administrator's Memo to All Staff on FOIA**
>
> Hi Nancy,
>
> This morning, the Acting Administrator approved the attached memo to be sent to all staff on the Agency's FOIA responsibilities. He opined that it should not go out until later this week or next week (so that it is not too close to the Ryan email that went out this morning). Upon reflection, we would prefer that it go out next Tuesday (rather than prior to the long weekend).
>
> Let me know if you have any questions.
>
> Tim
>
> Timothy R. Epp
> Acting Director, National FOIA Office
> Office of General Counsel
> U.S. Environmental Protection Agency
> Tel. 202-564-2830

Message

From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 11/9/2018 5:50:58 PM
To: Gutro, Doug [Gutro.Doug@epa.gov]
Subject: FW: URGENT - EPA-R1-2018-008941 HQ Awareness Notification

For your awareness ..about to be released thanksn g

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Ex. 6 **(mobile)**

From: White, Elizabeth
Sent: Friday, November 09, 2018 11:18 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: URGENT - EPA-R1-2018-008941 HQ Awareness Notification

Can you flag for your press person there just in case?

Beth White
Director, Office of the Executive Secretariat
U.S. Environmental Protection Agency
(202) 564-1781 direct
Ex. 6 cell

From: Grantham, Nancy
Sent: Friday, November 9, 2018 11:03 AM
To: White, Elizabeth <white.elizabeth@epa.gov>
Subject: RE: URGENT - EPA-R1-2018-008941 HQ Awareness Notification

Thank that makes sense thanksn g

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Ex. 6 **(mobile)**

From: White, Elizabeth
Sent: Friday, November 09, 2018 10:49 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Re: URGENT - EPA-R1-2018-008941 HQ Awareness Notification

Nancy- one of the big things I noticed is that almost all of the email traffic was external with state of NH. I can contact the FOIA person or attorney and make sure they notified everyone.

Sent from my iPhone

On Nov 9, 2018, at 10:25 AM, Grantham, Nancy <Grantham.Nancy@epa.gov> wrote:

Deliberative Process / Ex. 5

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Ex. 6 (mobile)

From: Gottesman, Larry
Sent: Friday, November 09, 2018 10:20 AM
To: White, Elizabeth <white.elizabeth@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Tran, Victoria <tran.victoria@epa.gov>
Subject: RE: URGENT - EPA-R1-2018-008941 HQ Awareness Notification

Request letter attached.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Ex. 6 (Mobile)
202-566-1667 (Main line)

From: White, Elizabeth
Sent: Thursday, November 08, 2018 5:31 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Tran, Victoria <tran.victoria@epa.gov>
Subject: RE: URGENT - EPA-R1-2018-008941 HQ Awareness Notification

Larry – can you send us the request?

Beth White
Director, Office of the Executive Secretariat
U.S. Environmental Protection Agency
(202) 564-1781 direct
Ex. 6 cell

From: Gottesman, Larry
Sent: Thursday, November 8, 2018 5:16 PM
To: White, Elizabeth <white.elizabeth@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Tran, Victoria <tran.victoria@epa.gov>

Subject: FW: URGENT - EPA-R1-2018-008941 HQ Awareness Notification
Importance: High

Region 1 request.

Let me know if we can be of any furtherer assistance.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Ex. 6 (Mobile)
202-566-1667 (Main line)

From: Schena, Cristeen
Sent: Thursday, November 08, 2018 2:49 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: URGENT - EPA-R1-2018-008941 HQ Awareness Notification
Importance: High

Larry,

Below is a link to the records we want to send in a 3rd interim release, due date is tomorrow, but the attorney is prepared to send an extension letter if, by mid-day, HQ isn't able to approve that review. This is a FOIA from Hall & Associates.

The attorney (Samir Bukhari) also wanted me to let you (and Beth White) know that there are some duplicates amongst the 217 records so the review shouldn't be as bad as it sounds.

These records were reviewed by the attorney, the manager of the program and the office director.

I'm having trouble creating a SharePoint site and I didn't want to hold this up so I'm forwarding you the link that the Relativity folks gave to us yesterday. Thank you.

Your production request is complete. Please find the production documents located here:

Ex. 6

Document count: 217

Cris

Cristeen L. Schena, Region I FOIA Officer
EPA New England (OARM01-6)
5 Post Office Square, Suite 100, Boston, MA 02109-3912
617-918-1102 (tel.) - 617-918-0102 (e-fax)
www.epa.gov/ne/foia

Message

From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 11/6/2017 4:18:08 PM
To: Wooden-Aguilar, Helena [Wooden-Aguilar.Helena@epa.gov]
CC: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: FW: AO FOIA Centralization Pilot Project
Attachments: AO FOIA Centralization Pilot Project Description. 07.21.17. final.docx; AO FOIA Centralization Project. Qs and As. 07.21.2017.docx

Hi –

Wanted to make sure you had this – as this will come across your desk shortly - in terms of ftes etc.

Let me know if you would like to discuss

Thanks ng

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Ex. 6 **(mobile)**

From: Bowman, Liz
Sent: Thursday, July 27, 2017 7:25 PM
To: AO OPA Everyone <AO_OPA_Everyone@epa.gov>
Subject: AO FOIA Centralization Pilot Project

MEMORANDUM

FROM: Liz Bowman, AA Office of Public Affairs

TO: Office of Public Affairs Staff

SUBJECT: AO FOIA Centralization Pilot Project

Our office has been asked by the Chief of Staff to participate in a pilot project centralizing incoming all incoming Freedom of Information Act requests directed to the Immediate Office of the Office of the Administrator, the Office of Public Affairs (OPA), the Office of Policy (OP) and the Office of Congressional and Intergovernmental Relations (OCIR).

Weekly, the AO Immediate Office, the Office of Public Affairs, the Office of Policy and the Office of Congressional and Intergovernmental Relations receive a substantial number of FOIA requests. Each office is currently responsible for many pending FOIAs and unprocessed requests range from 45 in one office to nearly 400 in another office. Since January 2017 all four offices have had a substantial increase in FOIA requests: OEX FOIA receipts alone increased by 189% over a 5-month period. These four offices simply do not have sufficient staff to effectively and efficiently manage their caseloads.

To address the offices' FOIA demands, the Agency is implementing a pilot FOIA centralization project. These four offices, in conjunction with the OGC/FOIA Expert Assistance Team (FEAT), will work together to meet this unprecedented need. Below is information regarding the pilot.

Attached you will find a description of the project as well as a questions and answers document that will provide you with additional details regarding the project.

I appreciate your cooperation in this effort aimed at enhancing our FOIA program. Thank you.

Attachments
- AO FOIA Centralization Pilot Project Description
- Questions and Answers for Employees

Message

From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 4/10/2018 8:12:16 PM
To: Gray, David [gray.david@epa.gov]
Subject: Fwd: Are these cleared yet? HQ FOIA Awareness

Sent from my iPhone

Begin forwarded message:

> **From:** "Gottesman, Larry" <Gottesman.Larry@epa.gov>
> **Date:** April 10, 2018 at 4:06:28 PM EDT
> **To:** "White, Elizabeth" <white.elizabeth@epa.gov>
> **Cc:** "Grantham, Nancy" <Grantham.Nancy@epa.gov>
> **Subject: RE: Are these cleared yet? HQ FOIA Awareness**
>
> No issue, I will release the review now.
>
> Thanks
>
> Larry F. Gottesman
> Agency FOIA Officer
>
> 202-566-2162 (Direct line)
> Ex. 6 (Mobile)
>
> ---
>
> **From:** White, Elizabeth
> **Sent:** Tuesday, April 10, 2018 4:02 PM
> **To:** Gottesman, Larry <Gottesman.Larry@epa.gov>
> **Cc:** Grantham, Nancy <Grantham.Nancy@epa.gov>
> **Subject:** Re: Are these cleared yet? HQ FOIA Awareness
>
> Larry - I'm pretty sure Nancy Grantham emailed you about these several weeks ago saying to release and she copied me. They were and are good to go.
>
> Sent from my iPhone
>
> On Apr 10, 2018, at 4:00 PM, Gottesman, Larry <Gottesman.Larry@epa.gov> wrote:
>
>> FYI, awareness notification requests.
>>
>> Larry F. Gottesman
>> Agency FOIA Officer
>>
>> 202-566-2162 (Direct line)

Ex. 6 (Mobile)

From: Ho, Nancy
Sent: Tuesday, April 10, 2018 2:46 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>
Subject: Are these cleared yet? HQ FOIA Awareness

Hi Larry – Senior management has spoken/will speak with Beth White regarding these FOIA requests. Has she spoken to you about it to clear them?

EPA-R6-2017-011259
EPA-R6-2017- 011250
EPA-R6-2017-011046

Thanks,
Nancy

Nancy Ho
EPA Region 6 FOIA Team
Mailing Address: 1445 Ross Ave Ste 1200, Mail Code 6MD-OE, Dallas, TX 75202-2733
Tel: 214-665-3179 || Email: ho.nancy@epa.gov

Message

From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 10/11/2017 4:24:44 PM
To: Widener, Charles (Chuck) [Widener.Charles@epa.gov]; Sowell, Sarah [Sowell.Sarah@epa.gov]; Fan, Shirley [Fan.Shirley@epa.gov]; Coviello, Nancy [Coviello.Nancy@epa.gov]
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
Attachments: Pending before 1 1 17.xls; Plan to Address Backlogged Requests.xlsx

As discussed thanks ng

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Ex. 6 **(mobile)**

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

In developing your plan, please use the following targets:

- **Deliberative Process / Ex. 5**

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 10/11/2017 11:43:24 AM
To: Rementer, Nicole [rementer.nicole@epa.gov]; Clarke, Victoria [clarke.victoria@epa.gov]; Creech, Christopher [Creech.Christopher@epa.gov]; Dolph, Becky [Dolph.Becky@epa.gov]; White, Candace [White.Candace@epa.gov]
Subject: FW: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17
Attachments: Pending before 1 1 17.xls; Plan to Address Backlogged Requests.xlsx

I know that Victoria is out – could the rest of us meet today or tomorrow to discuss? Thanks ng

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Ex. 6 **(mobile)**

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

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OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine

Message

From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 11/6/2017 4:44:49 PM
To: Saltman, Tamara [Saltman.Tamara@epa.gov]
Subject: RE: AO FOIA Centralization Pilot Project

Can you share the earlier draft? Am trying to get the acting deputy chief of staff up to speed.

Thanksn g

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Ex. 6 (mobile)

From: Saltman, Tamara
Sent: Monday, November 06, 2017 11:24 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: AO FOIA Centralization Pilot Project

I had not seen this. I saw something from earlier in the spring. This is very helpful. thanks!

From: Grantham, Nancy
Sent: Monday, November 06, 2017 11:19 AM
To: Saltman, Tamara <Saltman.Tamara@epa.gov>
Subject: FW: AO FOIA Centralization Pilot Project

Think you said you had this – but just in case thanks ng

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Ex. 6 (mobile)

From: Bowman, Liz
Sent: Thursday, July 27, 2017 7:25 PM
To: AO OPA Everyone <AO_OPA_Everyone@epa.gov>
Subject: AO FOIA Centralization Pilot Project

MEMORANDUM

FROM: Liz Bowman, AA Office of Public Affairs

TO: Office of Public Affairs Staff

SUBJECT: AO FOIA Centralization Pilot Project

Our office has been asked by the Chief of Staff to participate in a pilot project centralizing incoming all incoming Freedom of Information Act requests directed to the Immediate Office of the Office of the Administrator, the Office of Public Affairs (OPA), the Office of Policy (OP) and the Office of Congressional and Intergovernmental Relations (OCIR).

Weekly, the AO Immediate Office, the Office of Public Affairs, the Office of Policy and the Office of Congressional and Intergovernmental Relations receive a substantial number of FOIA requests. Each office is currently responsible for many pending FOIAs and unprocessed requests range from 45 in one office to nearly 400 in another office. Since January 2017 all four offices have had a substantial increase in FOIA requests: OEX FOIA receipts alone increased by 189% over a 5-month period. These four offices simply do not have sufficient staff to effectively and efficiently manage their caseloads.

To address the offices' FOIA demands, the Agency is implementing a pilot FOIA centralization project. These four offices, in conjunction with the OGC/FOIA Expert Assistance Team (FEAT), will work together to meet this unprecedented need. Below is information regarding the pilot.

Attached you will find a description of the project as well as a questions and answers document that will provide you with additional details regarding the project.

I appreciate your cooperation in this effort aimed at enhancing our FOIA program. Thank you.

Attachments
- AO FOIA Centralization Pilot Project Description
- Questions and Answers for Employees

Message

From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 9/30/2017 4:19:07 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: FW: AO FOIA Centralization Pilot Project
Attachments: AO FOIA Centralization Pilot Project Description. 07.21.17. final.docx; AO FOIA Centralization Project. Qs and As. 07.21.2017.docx

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Ex. 6 (mobile)

From: Bowman, Liz
Sent: Thursday, July 27, 2017 7:25 PM
To: AO OPA Everyone <AO_OPA_Everyone@epa.gov>
Subject: AO FOIA Centralization Pilot Project

MEMORANDUM

FROM: Liz Bowman, AA Office of Public Affairs

TO: Office of Public Affairs Staff

SUBJECT: AO FOIA Centralization Pilot Project

Our office has been asked by the Chief of Staff to participate in a pilot project centralizing incoming all incoming Freedom of Information Act requests directed to the Immediate Office of the Office of the Administrator, the Office of Public Affairs (OPA), the Office of Policy (OP) and the Office of Congressional and Intergovernmental Relations (OCIR).

Weekly, the AO Immediate Office, the Office of Public Affairs, the Office of Policy and the Office of Congressional and Intergovernmental Relations receive a substantial number of FOIA requests. Each office is currently responsible for many pending FOIAs and unprocessed requests range from 45 in one office to nearly 400 in another office. Since January 2017 all four offices have had a substantial increase in FOIA requests: OEX FOIA receipts alone increased by 189% over a 5-month period. These four offices simply do not have sufficient staff to effectively and efficiently manage their caseloads.

To address the offices' FOIA demands, the Agency is implementing a pilot FOIA centralization project. These four offices, in conjunction with the OGC/FOIA Expert Assistance Team (FEAT), will work together to meet this unprecedented need. Below is information regarding the pilot.

Attached you will find a description of the project as well as a questions and answers document that will provide you with additional details regarding the project.

I appreciate your cooperation in this effort aimed at enhancing our FOIA program. Thank you.

Attachments
- AO FOIA Centralization Pilot Project Description
- Questions and Answers for Employees

Message

From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 6/21/2019 7:46:14 PM
To: Abboud, Michael [abboud.michael@epa.gov]
Subject: FW: FOIA draft statement and mass mailer
Attachments: DRAFT Messaging for FOIA Regulations Update (06.11.2019).docx; Desk Statement for FOIA Regulations Update (06.20.2019) (003).docx

See below

From: Epp, Timothy
Sent: Friday, June 21, 2019 3:42 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: FW: FOIA draft statement and mass mailer

Nancy –

I've added a paragraph to the end of the Desk Statement – copied below

Deliberative Process / Ex. 5

Timothy R. Epp
|National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830| epp.timothy@epa.gov

National FOIA Office
EPA Office of General Counsel

From: Grantham, Nancy
Sent: Wednesday, June 19, 2019 5:03 PM
To: Epp, Timothy <Epp.Timothy@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: FW: FOIA draft statement and mass mailer

See below

Thanks ng

From: Jackson, Ryan
Sent: Wednesday, June 19, 2019 5:00 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Schiermeyer, Corry <schiermeyer.corry@epa.gov>
Subject: RE: FOIA draft statement and mass mailer

Deliberative Process / Ex. 5

From: Grantham, Nancy
Sent: Wednesday, June 19, 2019 4:54 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: FOIA draft statement and mass mailer

Ryan,

Please see attached draft press statement and mass mailer on the foia regs. I had asked them to consider your comments on 6/14 and update the statement – I am checking on that.

Thanks ng

From: Epp, Timothy
Sent: Friday, June 14, 2019 12:55 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: draft GC email re Regs

Hi Nancy, I've attached the text of a draft email that Matt could send to all EPA staff announcing the regulations. He has not yet reviewed. I'd welcome your review and comments.

Some questions for you to consider: Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Thanks

Timothy R. Epp
|National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830| epp.timothy@epa.gov

National FOIA Office
EPA Office of General Counsel

Message

From: Grantham.Nancy@epa.gov [Grantham.Nancy@epa.gov]
Sent: 3/21/2019 2:48:22 PM
To: Schiermeyer, Corry [schiermeyer.corry@epa.gov]
Subject: Fwd: Awareness Notification EPA-HQ-2017-004766 (Pruitt phone/desk log)
Attachments: EPA-HQ-2017-004766 Final 3.19.2019.pdf; ATT00001.htm; Pruitt Desk Log Feb-May 2017_Redacted (1).pdf; ATT00002.htm; Pruitt Mobile Phone Log File February to June 2017_Redacted (1).pdf; ATT00003.htm

FYI - will discuss with you - and whether
you want to be on the list thx ng
Sent from my iPhone

Begin forwarded message:

From: "Cubeddu, Mariana" <Cubeddu.Mariana@epa.gov>
To: "White, Elizabeth" <white.elizabeth@epa.gov>, "Donahue, Sean" <donahue.sean@epa.gov>, "Hill, Kevin W." <hill.kevinw@epa.gov>, "Hope, Brian" <Hope.Brian@epa.gov>, "Tran, Victoria" <tran.victoria@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>, "Epp, Timothy" <Epp.Timothy@epa.gov>, "Grantham, Nancy" <Grantham.Nancy@epa.gov>, "Lyons, Troy" <lyons.troy@epa.gov>, "Richardson, RobinH" <Richardson.RobinH@epa.gov>, "Konkus, John" <konkus.john@epa.gov>, "Walker, Denise" <Walker.Denise@epa.gov>
Cc: "Cubeddu, Mariana" <Cubeddu.Mariana@epa.gov>
Subject: Awareness Notification EPA-HQ-2017-004766 (Pruitt phone/desk log)

To whom it may concern,

The AO4 FOIA team is responding to the above-referenced FOIA request. We are providing this awareness notification email pursuant to the Chief of Staff's November 16, 2018 memorandum "Awareness Notification Process for Select Freedom of Information Act Releases." Recipients of this email have up to three business days following transmission of this email to review the documents to be released.

There is no requirement for you to respond to this email or otherwise take action. The Action Office has completed review and obtained management approval consistent with the agency's FOIA policy and procedures.

After 4 p.m. on the third business day after transmission of this email, the Action Office will issue the Agency's FOIA determination to the requester(s). The determination will be issued promptly, but in no event later than one business day following completion of the three-day awareness notification period.

The information provided below is consistent with Paragraph 4 of the above-referenced November 16, 2018 memorandum.

AO4

FOIA ID	Requester	Requester Organization	Date FOIA Request Perfected	Date sent for Awareness Notification	Brief description of request as clarified	Interim or Final Response	Number of Records and/or pages
EPA-HQ-2017-004766	***Mr. Brian Dabbs***	***Bloomberg BNA***	***8/9/2017***	***03/20/2019***	*Copies* of EPA Administrator Scott Pruitt's daily schedules, read-outs of conversations during any and all meetings between the administrator and stakeholders, the administrator's travel schedule and travel records for all transition team officials. Please release such documents crafted, authored or released between Feb. 17 and March 9	***Final Response***	***2 pages***

The following offices have equities in these records and have reviewed the relevant records: AO Office of the Administrator.

The manager who approved this release is: Elizabeth White, Office of the Executive Secretariat, Office of the Administrator.

The records are attached.

Regards,

Mariana Cubeddu

AO4 FOIA Team
(202) 564-6566

Message

From: Gray, David [gray.david@epa.gov]
Sent: 2/26/2019 3:21:38 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: FW: Awareness Notification EPA-R6-2019-003013- ASPECT/TAGA Data – Hurricane Harvey

Importance: High

From: McDonald, James
Sent: Tuesday, February 26, 2019 8:42 AM
To: White, Elizabeth <white.elizabeth@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Tran, Victoria <tran.victoria@epa.gov>; Epp, Timothy <Epp.Timothy@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Lyons, David <Lyons.David@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Konkus, John <konkus.john@epa.gov>
Cc: Hill, Troy <Hill.Troy@epa.gov>; Gray, David <gray.david@epa.gov>; Harrison, Ben <Harrison.Ben@epa.gov>; Ho, Nancy <Ho.Nancy@epa.gov>; Langley, Shirley <Langley.Shirley@epa.gov>; Pemberton, Mary <Pemberton.Mary@epa.gov>; Ortiz, Diana <Ortiz.Diana@epa.gov>; Kirst, Tina <kirst.tina@epa.gov>; Edlund, Carl <edlund.carl@epa.gov>
Subject: Awareness Notification EPA-R6-2019-003013- ASPECT/TAGA Data – Hurricane Harvey
Importance: High

To whom it may concern,

EPA Region 6 is responding to the above-referenced FOIA request. We are providing this awareness notification email pursuant to the Chief of Staff's November 16, 2018 memorandum "Awareness Notification Process for Select Freedom of Information Act Releases." Recipients of this email have up to three business days following transmission of this email to review the documents to be released.

There is no requirement for you to respond to this email or otherwise take action. The Action Office has completed review and obtained management approval consistent with the agency's FOIA policy and procedures.

After 4 p.m. on the third business day after transmission of this email, the Action Office will issue the Agency's FOIA determination to the requester(s). The determination will be issued promptly, but in no event later than one business day following completion of the three-day awareness notification period.

The information provided below is consistent with Paragraph 4 of the above-referenced November 16, 2018 memorandum.

EPA Region 6 Superfund Division							
FOIA ID	Requester	Requester Organization	Date FOIA Request Perfected	Date sent for Awareness Notification	Brief description of request as clarified	Interim or Final Response	Number of Records and/or pages
	Susan Rust	*Los Angeles Times*	*02/13/2019*	***02/25/2019***		*Final response*	*179 records*

EPA-R6-2019-003013					TAGA and ASPECT data only.		

The following offices have equities in these records and have reviewed the relevant records:

EPA Region 6 Superfund Division

The manager who approved this response is Carl Edlund, Superfund Division Director, EPA Region 6.

The records are: TAGA and ASPECT data. The information is in a format that cannot be uploaded into FOIAonline and is not available on an EPA public website. The information has been released under previous FOIA responses and was produced to the requester on an External Hard Drive.
Target sheets of the TAGA and ASPECT data are available in FOIAonline at the following link:

Ex. 6

Message

From: Gray, David [gray.david@epa.gov]
Sent: 2/14/2019 1:16:07 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: FW: Awareness Notification
Attachments: FOIA Efficiency Memo (1).pdf; Awareness Notificiation Temp 1.docx

---

From: Person, Linda
Sent: Tuesday, February 12, 2019 9:59 AM
To: Gray, David <gray.david@epa.gov>
Cc: Lane, Leticia <Lane.Leticia@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Awareness Notification

(This is being sent on behalf of Larry Gottesman)

Dear Mr. Gray:

The following FOIA requests, assigned to your office, have been selected for the Awareness Notification Process set forth in the attached Chief of Staff's Memorandum.

The FOIAonline tracking number(s) for the selected FOIA requests is/are:

EPA-R6-2019-003013
SUBJECT: all correspondence between Sept 8, 2017 and Dec. 31, 2017 between David Gray and any EPA HQ, NOAA, TCEQ, White House and/ or NASA official or employee regarding air emissions in the Houston area. I am particularly interested in the following items: 1) a proposed NASA DC-8 flight over the region; 2) a TAGA bus deployed to conduct air samples at ground level; 3) an air monitoring surveillance aircraft known as/ called ASPECT. In addition, I would like all reports, white papers and drafts about Hurricane Harvey, data collection and reconnaissance, from these surveillance missions.

EPA-R6-2019-003015
SUBJECT: all correspondence from, to, or including David Gray and Michael Honeycutt (michael.honeycutt@tceq.texas.gov), Kelly Albert (EPA), Jon Rauscher (EPA), Ronnie Crossland (EPA), Richard Yamada (EPA), Ryan Jackson (EPA), Henry Darwin (EPA), Helen Wooden-Aguilar (EPA), Bill Wehrum (OAR -EPA), Clint Woods (OAR -EPA), Elizabeth Shaw (OAR -EPA), Charlotte Bertrand (EPA - OCSPP), Nancy B. Beck (EPA - OCSPP), Erik Baptist (EPA-OCSPP), Barry Breen (EPA-OLEM), Steven Cook (EPA-OLEM), Nigel Simon (EPA - OCSPP), Reggie Cheatham (EPA - OEM), Becki Clark (EPA-OEM), Gilberto Irizarry (EPA-OEM), Eugene Lee (EPA-OEM), Gina Perovich(EPA-OEM), Paul Kudarauskas (EPA-OEM). I am interested in the time period of Sept. 1, 2017 and Dec. 31, 2017. My focus is on Hurricane Harvey response in the Houston area.

EPA-R6-2019-002993
SUBJECT: all communication between (to, from, including) David Gray and any non-government entity - such as the American Petroleum Institute (api.org), the American Chemistry Council (@americanchemistry.com), the Texas Chemical Council (t@texaschemistry.org), and the Texas Oil and Gas Association (@TXOGA.com). I am interested in the dates between Sept. 1, 2017 and Sept. 30, 2017.

EPA-R6-2019-003022

SUBJECT: all correspondence between (to, from, including) any EPA Region 6 employee or official and any non-government or commercial entity regarding air emissions, composition or pollution between Sept. 8, 2017 and Sept. 30, 2017.

For these FOIA requests, please follow the procedures set out in the attached Chief of Staff's Memorandum. For steps 4 and 5, an email template is attached for your use.

Please contact me if you have any questions.

Thank you,

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Ex. 6 (Mobile)
202-566-1667 (Main line)

Message

From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 2/14/2019 1:29:30 PM
To: Gray, David [gray.david@epa.gov]
Subject: RE: Awareness Notification

Thanks

From: Gray, David
Sent: Thursday, February 14, 2019 8:16 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: FW: Awareness Notification

From: Person, Linda
Sent: Tuesday, February 12, 2019 9:59 AM
To: Gray, David <gray.david@epa.gov>
Cc: Lane, Leticia <Lane.Leticia@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Awareness Notification

(This is being sent on behalf of Larry Gottesman)

Dear Mr. Gray:

The following FOIA requests, assigned to your office, have been selected for the Awareness Notification Process set forth in the attached Chief of Staff's Memorandum.

The FOIAonline tracking number(s) for the selected FOIA requests is/are:

EPA-R6-2019-003013
SUBJECT: all correspondence between Sept 8, 2017 and Dec. 31, 2017 between David Gray and any EPA HQ, NOAA, TCEQ, White House and/ or NASA official or employee regarding air emissions in the Houston area. I am particularly interested in the following items: 1) a proposed NASA DC-8 flight over the region; 2) a TAGA bus deployed to conduct air samples at ground level; 3) an air monitoring surveillance aircraft known as/ called ASPECT. In addition, I would like all reports, white papers and drafts about Hurricane Harvey, data collection and reconnaissance, from these surveillance missions.

EPA-R6-2019-003015
SUBJECT: all correspondence from, to, or including David Gray and Michael Honeycutt (michael.honeycutt@tceq.texas.gov), Kelly Albert (EPA), Jon Rauscher (EPA), Ronnie Crossland (EPA), Richard Yamada (EPA), Ryan Jackson (EPA), Henry Darwin (EPA), Helen Wooden-Aguilar (EPA), Bill Wehrum (OAR -EPA), Clint Woods (OAR -EPA), Elizabeth Shaw (OAR -EPA), Charlotte Bertrand (EPA - OCSPP), Nancy B. Beck (EPA - OCSPP), Erik Baptist (EPA-OCSPP), Barry Breen (EPA-OLEM), Steven Cook (EPA-OLEM), Nigel Simon (EPA - OCSPP), Reggie Cheatham (EPA - OEM), Becki Clark (EPA-OEM), Gilberto Irizarry (EPA-OEM), Eugene Lee (EPA-OEM), Gina Perovich(EPA-OEM), Paul Kudarauskas (EPA-OEM). I am interested in the time period of Sept. 1, 2017 and Dec. 31, 2017. My focus is on Hurricane Harvey response in the Houston area.

EPA-R6-2019-002993

SUBJECT: all communication between (to, from, including) David Gray and any non-government entity - such as the American Petroleum Institute (api.org), the American Chemistry Council (@americanchemistry.com), the Texas Chemical Council (t@texaschemistry.org), and the Texas Oil and Gas Association (@TXOGA.com). I am interested in the dates between Sept. 1, 2017 and Sept. 30, 2017.

EPA-R6-2019-003022

SUBJECT: all correspondence between (to, from, including) any EPA Region 6 employee or official and any non-government or commercial entity regarding air emissions, composition or pollution between Sept. 8, 2017 and Sept. 30, 2017.

For these FOIA requests, please follow the procedures set out in the attached Chief of Staff's Memorandum. For steps 4 and 5, an email template is attached for your use.

Please contact me if you have any questions.

Thank you,

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Ex. 6 (Mobile)
202-566-1667 (Main line)

Appointment

From: Gottesman, Larry [Gottesman.Larry@epa.gov]
Sent: 12/7/2018 5:04:27 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Thompson, Heather [Thompson.Heather@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]; Hope, Brian [Hope.Brian@epa.gov]; Kaminer, Joan [Kaminer.Joan@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]; FOIA Coordinators [FOIA_Coordinators@epa.gov]; FOIA Coordinators Alt [FOIA_Coordinators_Alt@epa.gov]; FOIA Officers Alt [FOIAOfficers-Alt@epa.gov]; Info Attys [Info_Attys@epa.gov]; Tran, Victoria [tran.victoria@epa.gov]; OGC NFO [OGC-NFO@epa.gov]; Ingram, Earl [Ingram.Earl@epa.gov]; Lubetsky, Jonathan [Lubetsky.Jonathan@epa.gov]; Espinoza, Ana [Espinoza.Ana@epa.gov]; Zipf, Lynn [Zipf.Lynn@epa.gov]
CC: Campbell, Rich [Campbell.Rich@epa.gov]; Armstrong, Kathy [Armstrong.Kathy@epa.gov]; Newman, Maya [Newman.Maya@epa.gov]; Clark, Jacqueline [clark.jacqueline@epa.gov]; Albergottie, Daniele [Albergottie.Daniele@epa.gov]; Azad, Ava [Azad.Ava@epa.gov]; Badalamente, Mark [Badalamente.Mark@epa.gov]; Barnes, Cassandra [Barnes.Cassandra@epa.gov]; Battle, Jernell [Battle.Jernell@epa.gov]; Bunnell, Julia [Bunnell.Julia@epa.gov]; Dalzell, Sally [Dalzell.Sally@epa.gov]; Johnson, Natalie [Johnson.Natalie@epa.gov]; Miles, James [miles.james@epa.gov]; Pettiford, Isabelle [Pettiford.Isabelle@epa.gov]; Powell-Dickson, Antoinette [Powell-Dickson.Antoinette@epa.gov]; Reid, Danesha [Reid.Danesha@epa.gov]; Seaton, Tom [Seaton.Tom@epa.gov]; Spriggs, Gwendolyn [Spriggs.Gwendolyn@epa.gov]; Werner, Jacqueline [Werner.Jacqueline@epa.gov]; Wilson, Dane [Wilson.Dane@epa.gov]; Stoy, Alyse [Stoy.Alyse@epa.gov]; Story, Karen [Story.Karen@epa.gov]; Adkins, Norman [adkins.norman@epa.gov]; McLendon, Wanda [McLendon.Wanda@epa.gov]; Clarke, Victoria [clarke.victoria@epa.gov]; Gardner, Allison [Gardner.Allison@epa.gov]; Wood, Nicole [wood.nicole@epa.gov]; Lao, Judy [Lao.Judy@epa.gov]; Gross, Louann [Gross.LouAnn@epa.gov]; Palmer, Leif [Palmer.Leif@epa.gov]; Allen, Robin [Allen.Robin@epa.gov]; Capel, Susan [Capel.Susan@epa.gov]; Caplan, Robert W. [Caplan.Robert@epa.gov]; Hines, Andrea [hines.andrea@epa.gov]; Johnson, Patrick [johnson.patrick@epa.gov]; Johnson, Priscilla [Johnson.Priscilla@epa.gov]; Jones, LaShandra [Jones.Lashandra@epa.gov]; Luetscher, Greg [Luetscher.Greg@epa.gov]; Mendez, Gayla [Mendez.Gayla@epa.gov]; Rouch, Ellen [Rouch.Ellen@epa.gov]; Wilson, Saundi [Wilson.Saundi@epa.gov]; Cody, Karen [Cody.Karen@epa.gov]; Cruver, Melvin [Cruver.Melvin@epa.gov]; Dangerfield, Leonard [Dangerfield.Leonard@epa.gov]; Patillo, Shayla [Patillo.Shayla@epa.gov]; Pearce, Jennifer [Pearce.Jennifer@epa.gov]; Pressley, Miriam [Pressley.Miriam@epa.gov]; Robinson, Donna [Robinson.Donna@epa.gov]; Woodard-Burrell, Gwendolyn [Woodard-Burrell.Gwendolyn@epa.gov]; Leon, Sandra [Leon.Sandra@epa.gov]; Fritz, Frank [Fritz.Frank@epa.gov]; Bacci, Manuela [bacci.manuela@epa.gov]; Martinez, Doris [Martinez.Doris@epa.gov]; Stanton, Rachel [stanton.rachel@epa.gov]; Mendez, Gayla [Mendez.Gayla@epa.gov]; Williams, LaShawn [williams.lashawn@epa.gov]; Green, LindaE [Green.LindaE@epa.gov]; Edgell, Joe [Edgell.Joe@epa.gov]; Matthews, Julie [Matthews.Juliane@epa.gov]; Barnett-Owens, Inga [Barnett-Owens.Inga@epa.gov]; Stallworth, Deirdre [Stallworth.Deirdre@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]; Kennedy, Chandra [Kennedy.Chandra@epa.gov]; FOIA Officers [FOIAOfficers@epa.gov]; Johnson, Ivry [Johnson.Ivry@epa.gov]; Wheatley, Jessica [wheatley.jessica@epa.gov]; Kirst, Tina [kirst.tina@epa.gov]; Adams, Janet [Adams.Janet@epa.gov]; Bayless, Shirley [Bayless.Shirley@epa.gov]; Bradford, Deanna [Bradford.Deanna@epa.gov]; Brown, Dorothy [Brown.Dorothy@epa.gov]; Donaldson, Yerusha [Donaldson.Yerusha@epa.gov]; Ford, Mark [Ford.Mark@epa.gov]; Gonzales, Kristina [Gonzales.Kristina@epa.gov]; Johnson, LaGayla [Johnson.Lagayla@epa.gov]; Kersey, Ricky [Kersey.Ricky@epa.gov]; Lane, Leticia [Lane.Leticia@epa.gov]; Langley, Shirley [Langley.Shirley@epa.gov]; Morgan, Jeanette [Morgan.Jeanette@epa.gov]; Ortiz, Diana [Ortiz.Diana@epa.gov]; Pemberton, Mary [Pemberton.Mary@epa.gov]; Ragon, Derek [Ragon.Derek@epa.gov]; Rymer, Edwina [Rymer.Edwina@epa.gov]; Sloan, Charlene [Sloan.Charlene@epa.gov]; Thurman, Joyce [Thurman.Joyce@epa.gov]; Trim, JEWELINE [Trim.Jill@epa.gov]; Vasquez, Maria [Vasquez.Maria@epa.gov]; Vaughn, Lorena [Vaughn.Lorena@epa.gov]; Wang, Jonathan [Wang.Jonathan@epa.gov]; Tate, Rita [Tate.Rita@epa.gov]; Calderon, Wanda [Calderon.Wanda@epa.gov]; Stevens, Edie [Stevens.Edie@epa.gov]; Schena, Cristeen [Schena.Cristeen@epa.gov]; Kercheval, Stephanie [Kercheval.Stephanie@epa.gov]; Knapp, Michael [Knapp.Michael@epa.gov]; Brown, Sineta [Brown.Sineta@epa.gov]; Herrema, Jeffrey [Herrema.Jeffrey@epa.gov]; Connery, Shannon [Connery.Shannon@epa.gov]; Gupta, Kaushal [Gupta.Kaushal@epa.gov]; Ho, Nancy [Ho.Nancy@epa.gov]; Busterud, Gretchen [Busterud.Gretchen@epa.gov]; Levine, Scott [Levine.Scott@epa.gov]; Salisbury, Demetra [Salisbury.Demetra@epa.gov]; Sandfoss, Kristina [Sandfoss.Kristina@epa.gov]; Moumbleaux, Joan [moumbleaux.joan@epa.gov]; Rementer, Nicole [rementer.nicole@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Clausen, Rebecca [Clausen.Rebecca@epa.gov]; Ocampo, William [Ocampo.William@epa.gov]; Pearce, Susan [Pearce.Susan@epa.gov]; Ramsey, Ashley [Ramsey.Ashley@epa.gov]; Susan Hazen [sbhazeninc@verizon.net]; Smith, Susan [Smith.Susan@epa.gov]; Latham, John

[Latham.John@epa.gov]; Calvo, Kathy [Calvo.Kathy@epa.gov]; Cestone, Paul [Cestone.Paul@epa.gov]; Frazier, Sharon [Frazier.Sharon@epa.gov]; Ballard, Darryl [Ballard.Darryl@epa.gov]; Sirmons, Chandler [Sirmons.Chandler@epa.gov]; Sherlock, Scott [Sherlock.Scott@epa.gov]; Hill, Kevin W. [hill.kevinw@epa.gov]; Boydston, Michael [Boydston.Michael@epa.gov]; Engels, Alan [engels.alan@epa.gov]; Aldinger, Dayle [aldinger.dayle@epa.gov]; Joffe, Brian [Joffe.Brian@epa.gov]; Howell, Joyce [Howell.Joyce@epa.gov]

Subject: FW: FOIA Coordinators/Officers meeting
Attachments: FOIA Efficiency Memo.pdf; Awareness Notification e-mail template 11272018 Final (003).docx
Location: DCRoomARN6500PolyPCTB/DC-ARN-OAR

Start: 12/18/2018 6:00:00 PM
End: 12/18/2018 8:00:00 PM
Show Time As: Tentative

-----Original Appointment-----
From: Gottesman, Larry
Sent: Friday, December 07, 2018 12:04 PM
To: Gottesman, Larry; FOIA Coordinators; FOIA Coordinators Alt; FOIA Officers Alt; Info Attys; Tran, Victoria; OGC NFO; Ingram, Earl; Lubetsky, Jonathan; Espinoza, Ana; Zipf, Lynn
Cc: Campbell, Rich; Armstrong, Kathy; Newman, Maya; Clark, Jacqueline; Albergottie, Daniele; Azad, Ava; Badalamente, Mark; Barnes, Cassandra; Battle, Jernell; Bunnell, Julia; Dalzell, Sally; Johnson, Natalie; Miles, James; Pettiford, Isabelle; Powell-Dickson, Antoinette; Reid, Danesha; Seaton, Tom; Spriggs, Gwendolyn; Werner, Jacqueline; Wilson, Dane; Stoy, Alyse; Story, Karen; Adkins, Norman; McLendon, Wanda; Clarke, Victoria; Kaminer, Joan; Gardner, Allison; Wood, Nicole; Lao, Judy; Gross, Louann; Palmer, Leif; Allen, Robin; Capel, Susan; Caplan, Robert W.; Hines, Andrea; Johnson, Patrick; Johnson, Priscilla; Jones, LaShandra; Luetscher, Greg; Mendez, Gayla; Rouch, Ellen; Wilson, Saundi; Cody, Karen; Cruver, Melvin; Dangerfield, Leonard; Patillo, Shayla; Pearce, Jennifer; Pressley, Miriam; Robinson, Donna; Woodard-Burrell, Gwendolyn; Leon, Sandra; Fritz, Frank; Bacci, Manuela; Martinez, Doris; Stanton, Rachel; Mendez, Gayla; Williams, LaShawn; Green, LindaE; Edgell, Joe; Matthews, Julie; Barnett-Owens, Inga; Stallworth, Deirdre; Walker, Denise; Kennedy, Chandra; FOIA Officers; Johnson, Ivry; Wheatley, Jessica; Kirst, Tina; Adams, Janet; Bayless, Shirley; Bradford, Deanna; Brown, Dorothy; Donaldson, Yerusha; Ford, Mark; Gonzales, Kristina; Johnson, LaGayla; Kersey, Ricky; Lane, Leticia; Langley, Shirley; Morgan, Jeanette; Ortiz, Diana; Pemberton, Mary; Ragon, Derek; Rymer, Edwina; Sloan, Charlene; Thurman, Joyce; Trim, JEWELINE; Vasquez, Maria; Vaughn, Lorena; Wang, Jonathan; Tate, Rita; Calderon, Wanda; Stevens, Edie; Schena, Cristeen; Kercheval, Stephanie; Knapp, Michael; Brown, Sineta; Herrema, Jeffrey; Connery, Shannon; Gupta, Kaushal; Ho, Nancy; Busterud, Gretchen; Levine, Scott; Salisbury, Demetra; Sandfoss, Kristina; Moumbleaux, Joan; Rementer, Nicole; Schumacher, Wendy; Clausen, Rebecca; Ocampo, William; Pearce, Susan; Ramsey, Ashley; Susan Hazen; Smith, Susan; Latham, John; Calvo, Kathy; Cestone, Paul; Frazier, Sharon; Ballard, Darryl; Sirmons, Chandler; Sherlock, Scott; Hill, Kevin W.; Boydston, Michael; Engels, Alan; Aldinger, Dayle; Joffe, Brian; Howell, Joyce
Subject: FOIA Coordinators/Officers meeting
When: Tuesday, December 18, 2018 1:00 PM-3:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: DCRoomARN6500PolyPCTB/DC-ARN-OAR

Call in number Ex. 6
Conf code Ex. 6

Appointment

From: Creech, Christopher [Creech.Christopher@epa.gov]
Sent: 10/12/2017 8:26:06 PM
To: Creech, Christopher [Creech.Christopher@epa.gov]; Hope, Brian [Hope.Brian@epa.gov]; Newton, Jonathan [Newton.Jonathan@epa.gov]; White, Elizabeth [white.elizabeth@epa.gov]; No, Fredrick [No.Fredrick@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]; Rementer, Nicole [rementer.nicole@epa.gov]

Subject: Backlog Report Request
Attachments: OEX Action Plan.xlsx; Plan to Address Backlogged Requests.xlsx
Location: 6013 WJCN Call in Line: 855-564-1700 Codes: 1107371 & 234567

Start: 10/12/2017 9:00:00 PM
End: 10/12/2017 9:30:00 PM
Show Time As: Tentative

And we have candy and donuts in 6013!

If you are able to on short notice, we wanted to take the opportunity to discuss the most recent request to provide a "backlog report" **by tomorrow** per Steve Fine's communication about Ryan Jackson's challenge.

Attached:

1) "OEX Action Plan.xlsx" is the spreadsheet that we put together for you not to long ago; you will find it useful as you fill out the template backlog report
2) "Plan to Address Backlog Requests.xlsx" is the template that has been requested be filled out by the offices with pre-Jan. 1, 2017 requests open

Appointment

From: Gottesman, Larry [Gottesman.Larry@epa.gov]
Sent: 12/7/2018 5:04:27 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Thompson, Heather [Thompson.Heather@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]; Hope, Brian [Hope.Brian@epa.gov]; Kaminer, Joan [Kaminer.Joan@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]; FOIA Coordinators [FOIA_Coordinators@epa.gov]; FOIA Coordinators Alt [FOIA_Coordinators_Alt@epa.gov]; FOIA Officers Alt [FOIAOfficers-Alt@epa.gov]; Info Attys [Info_Attys@epa.gov]; Tran, Victoria [tran.victoria@epa.gov]; OGC NFO [OGC-NFO@epa.gov]; Ingram, Earl [Ingram.Earl@epa.gov]; Lubetsky, Jonathan [Lubetsky.Jonathan@epa.gov]; Espinoza, Ana [Espinoza.Ana@epa.gov]; Zipf, Lynn [Zipf.Lynn@epa.gov]
CC: Campbell, Rich [Campbell.Rich@epa.gov]; Armstrong, Kathy [Armstrong.Kathy@epa.gov]; Newman, Maya [Newman.Maya@epa.gov]; Clark, Jacqueline [clark.jacqueline@epa.gov]; Albergottie, Daniele [Albergottie.Daniele@epa.gov]; Azad, Ava [Azad.Ava@epa.gov]; Badalamente, Mark [Badalamente.Mark@epa.gov]; Barnes, Cassandra [Barnes.Cassandra@epa.gov]; Battle, Jernell [Battle.Jernell@epa.gov]; Bunnell, Julia [Bunnell.Julia@epa.gov]; Dalzell, Sally [Dalzell.Sally@epa.gov]; Johnson, Natalie [Johnson.Natalie@epa.gov]; Miles, James [miles.james@epa.gov]; Pettiford, Isabelle [Pettiford.Isabelle@epa.gov]; Powell-Dickson, Antoinette [Powell-Dickson.Antoinette@epa.gov]; Reid, Danesha [Reid.Danesha@epa.gov]; Seaton, Tom [Seaton.Tom@epa.gov]; Spriggs, Gwendolyn [Spriggs.Gwendolyn@epa.gov]; Werner, Jacqueline [Werner.Jacqueline@epa.gov]; Wilson, Dane [Wilson.Dane@epa.gov]; Stoy, Alyse [Stoy.Alyse@epa.gov]; Story, Karen [Story.Karen@epa.gov]; Adkins, Norman [adkins.norman@epa.gov]; McLendon, Wanda [McLendon.Wanda@epa.gov]; Clarke, Victoria [clarke.victoria@epa.gov]; Gardner, Allison [Gardner.Allison@epa.gov]; Wood, Nicole [wood.nicole@epa.gov]; Lao, Judy [Lao.Judy@epa.gov]; Gross, Louann [Gross.LouAnn@epa.gov]; Palmer, Leif [Palmer.Leif@epa.gov]; Allen, Robin [Allen.Robin@epa.gov]; Capel, Susan [Capel.Susan@epa.gov]; Caplan, Robert W. [Caplan.Robert@epa.gov]; Hines, Andrea [hines.andrea@epa.gov]; Johnson, Patrick [johnson.patrick@epa.gov]; Johnson, Priscilla [Johnson.Priscilla@epa.gov]; Jones, LaShandra [Jones.Lashandra@epa.gov]; Luetscher, Greg [Luetscher.Greg@epa.gov]; Mendez, Gayla [Mendez.Gayla@epa.gov]; Rouch, Ellen [Rouch.Ellen@epa.gov]; Wilson, Saundi [Wilson.Saundi@epa.gov]; Cody, Karen [Cody.Karen@epa.gov]; Cruver, Melvin [Cruver.Melvin@epa.gov]; Dangerfield, Leonard [Dangerfield.Leonard@epa.gov]; Patillo, Shayla [Patillo.Shayla@epa.gov]; Pearce, Jennifer [Pearce.Jennifer@epa.gov]; Pressley, Miriam [Pressley.Miriam@epa.gov]; Robinson, Donna [Robinson.Donna@epa.gov]; Woodard-Burrell, Gwendolyn [Woodard-Burrell.Gwendolyn@epa.gov]; Leon, Sandra [Leon.Sandra@epa.gov]; Fritz, Frank [Fritz.Frank@epa.gov]; Bacci, Manuela [bacci.manuela@epa.gov]; Martinez, Doris [Martinez.Doris@epa.gov]; Stanton, Rachel [stanton.rachel@epa.gov]; Williams, LaShawn [williams.lashawn@epa.gov]; Green, LindaE [Green.LindaE@epa.gov]; Edgell, Joe [Edgell.Joe@epa.gov]; Matthews, Julie [Matthews.Juliane@epa.gov]; Barnett-Owens, Inga [Barnett-Owens.Inga@epa.gov]; Stallworth, Deirdre [Stallworth.Deirdre@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]; Kennedy, Chandra [Kennedy.Chandra@epa.gov]; FOIA Officers [FOIAOfficers@epa.gov]; Johnson, Ivry [Johnson.Ivry@epa.gov]; Wheatley, Jessica [wheatley.jessica@epa.gov]; Kirst, Tina [kirst.tina@epa.gov]; Adams, Janet [Adams.Janet@epa.gov]; Bayless, Shirley [Bayless.Shirley@epa.gov]; Bradford, Deanna [Bradford.Deanna@epa.gov]; Brown, Dorothy [Brown.Dorothy@epa.gov]; Donaldson, Yerusha [Donaldson.Yerusha@epa.gov]; Ford, Mark [Ford.Mark@epa.gov]; Gonzales, Kristina [Gonzales.Kristina@epa.gov]; Johnson, LaGayla [Johnson.Lagayla@epa.gov]; Kersey, Ricky [Kersey.Ricky@epa.gov]; Lane, Leticia [Lane.Leticia@epa.gov]; Langley, Shirley [Langley.Shirley@epa.gov]; Morgan, Jeanette [Morgan.Jeanette@epa.gov]; Ortiz, Diana [Ortiz.Diana@epa.gov]; Pemberton, Mary [Pemberton.Mary@epa.gov]; Ragon, Derek [Ragon.Derek@epa.gov]; Rymer, Edwina [Rymer.Edwina@epa.gov]; Sloan, Charlene [Sloan.Charlene@epa.gov]; Thurman, Joyce [Thurman.Joyce@epa.gov]; Trim, JEWELINE [Trim.Jill@epa.gov]; Vasquez, Maria [Vasquez.Maria@epa.gov]; Vaughn, Lorena [Vaughn.Lorena@epa.gov]; Wang, Jonathan [Wang.Jonathan@epa.gov]; Tate, Rita [Tate.Rita@epa.gov]; Calderon, Wanda [Calderon.Wanda@epa.gov]; Stevens, Edie [Stevens.Edie@epa.gov]; Schena, Cristeen [Schena.Cristeen@epa.gov]; Kercheval, Stephanie [Kercheval.Stephanie@epa.gov]; Knapp, Michael [Knapp.Michael@epa.gov]; Brown, Sineta [Brown.Sineta@epa.gov]; Herrema, Jeffrey [Herrema.Jeffrey@epa.gov]; Connery, Shannon [Connery.Shannon@epa.gov]; Gupta, Kaushal [Gupta.Kaushal@epa.gov]; Ho, Nancy [Ho.Nancy@epa.gov]; Busterud, Gretchen [Busterud.Gretchen@epa.gov]; Levine, Scott [Levine.Scott@epa.gov]; Salisbury, Demetra [Salisbury.Demetra@epa.gov]; Sandfoss, Kristina [Sandfoss.Kristina@epa.gov]; Moumbleaux, Joan [moumbleaux.joan@epa.gov]; Rementer, Nicole [rementer.nicole@epa.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]; Clausen, Rebecca [Clausen.Rebecca@epa.gov]; Ocampo, William [Ocampo.William@epa.gov]; Pearce, Susan [Pearce.Susan@epa.gov]; Ramsey, Ashley [Ramsey.Ashley@epa.gov]; Susan Hazen [sbhazeninc@verizon.net]; Smith, Susan [Smith.Susan@epa.gov]; Latham, John [Latham.John@epa.gov]; Calvo, Kathy [Calvo.Kathy@epa.gov]; Cestone, Paul [Cestone.Paul@epa.gov]; Frazier,

Sharon [Frazier.Sharon@epa.gov]; Ballard, Darryl [Ballard.Darryl@epa.gov]; Sirmons, Chandler [Sirmons.Chandler@epa.gov]; Sherlock, Scott [Sherlock.Scott@epa.gov]; Hill, Kevin W. [hill.kevinw@epa.gov]; Boydston, Michael [Boydston.Michael@epa.gov]; Engels, Alan [engels.alan@epa.gov]; Aldinger, Dayle [aldinger.dayle@epa.gov]; Joffe, Brian [Joffe.Brian@epa.gov]; Howell, Joyce [Howell.Joyce@epa.gov]

Subject: FW: FOIA Coordinators/Officers meeting
Attachments: FOIA Efficiency Memo.pdf; Awareness Notification e-mail template 11272018 Final (003).docx
Location: DCRoomARN6500PolyPCTB/DC-ARN-OAR

Start: 12/18/2018 6:00:00 PM
End: 12/18/2018 8:00:00 PM
Show Time As: Tentative

-----Original Appointment-----
From: Gottesman, Larry
Sent: Friday, December 07, 2018 12:04 PM
To: Gottesman, Larry; FOIA Coordinators; FOIA Coordinators Alt; FOIA Officers Alt; Info Attys; Tran, Victoria; OGC NFO; Ingram, Earl; Lubetsky, Jonathan; Espinoza, Ana; Zipf, Lynn
Cc: Campbell, Rich; Armstrong, Kathy; Newman, Maya; Clark, Jacqueline; Albergottie, Daniele; Azad, Ava; Badalamente, Mark; Barnes, Cassandra; Battle, Jernell; Bunnell, Julia; Dalzell, Sally; Johnson, Natalie; Miles, James; Pettiford, Isabelle; Powell-Dickson, Antoinette; Reid, Danesha; Seaton, Tom; Spriggs, Gwendolyn; Werner, Jacqueline; Wilson, Dane; Stoy, Alyse; Story, Karen; Adkins, Norman; McLendon, Wanda; Clarke, Victoria; Kaminer, Joan; Gardner, Allison; Wood, Nicole; Lao, Judy; Gross, Louann; Palmer, Leif; Allen, Robin; Capel, Susan; Caplan, Robert W.; Hines, Andrea; Johnson, Patrick; Johnson, Priscilla; Jones, LaShandra; Luetscher, Greg; Mendez, Gayla; Rouch, Ellen; Wilson, Saundi; Cody, Karen; Cruver, Melvin; Dangerfield, Leonard; Patillo, Shayla; Pearce, Jennifer; Pressley, Miriam; Robinson, Donna; Woodard-Burrell, Gwendolyn; Leon, Sandra; Fritz, Frank; Bacci, Manuela; Martinez, Doris; Stanton, Rachel; Mendez, Gayla; Williams, LaShawn; Green, LindaE; Edgell, Joe; Matthews, Julie; Barnett-Owens, Inga; Stallworth, Deirdre; Walker, Denise; Kennedy, Chandra; FOIA Officers; Johnson, Ivry; Wheatley, Jessica; Kirst, Tina; Adams, Janet; Bayless, Shirley; Bradford, Deanna; Brown, Dorothy; Donaldson, Yerusha; Ford, Mark; Gonzales, Kristina; Johnson, LaGayla; Kersey, Ricky; Lane, Leticia; Langley, Shirley; Morgan, Jeanette; Ortiz, Diana; Pemberton, Mary; Ragon, Derek; Rymer, Edwina; Sloan, Charlene; Thurman, Joyce; Trim, JEWELINE; Vasquez, Maria; Vaughn, Lorena; Wang, Jonathan; Tate, Rita; Calderon, Wanda; Stevens, Edie; Schena, Cristeen; Kercheval, Stephanie; Knapp, Michael; Brown, Sineta; Herrema, Jeffrey; Connery, Shannon; Gupta, Kaushal; Ho, Nancy; Busterud, Gretchen; Levine, Scott; Salisbury, Demetra; Sandfoss, Kristina; Moumbleaux, Joan; Rementer, Nicole; Schumacher, Wendy; Clausen, Rebecca; Ocampo, William; Pearce, Susan; Ramsey, Ashley; Susan Hazen; Smith, Susan; Latham, John; Calvo, Kathy; Cestone, Paul; Frazier, Sharon; Ballard, Darryl; Sirmons, Chandler; Sherlock, Scott; Hill, Kevin W.; Boydston, Michael; Engels, Alan; Aldinger, Dayle; Joffe, Brian; Howell, Joyce
Subject: FOIA Coordinators/Officers meeting
When: Tuesday, December 18, 2018 1:00 PM-3:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: DCRoomARN6500PolyPCTB/DC-ARN-OAR

Call in number
Conf code

Ex. 6

Message

From: Farren, Victor [Farren.Victor@epa.gov]
Sent: 8/22/2017 9:44:53 PM
To: Hope, Brian [Hope.Brian@epa.gov]
Subject: DOJ Office on Information Policy - 2016 changes to FOIA

Full text of the Freedom of Information Act in a form showing all amendments to the statute made by the "FOIA Improvement Act of 2016" All newly enacted provisions are in boldface type.
https://www.justice.gov/oip/freedom-information-act-5-usc-552

OIP Summary of the FOIA Improvement Act of 2016
https://www.justice.gov/oip/oip-summary-foia-improvement-act-2016

Message

From: Bermes, Peter [Bermes.Peter@epa.gov]
Sent: 8/10/2017 9:57:56 PM
To: Hope, Brian [Hope.Brian@epa.gov]
CC: Walker, Denise [Walker.Denise@epa.gov]
Subject: RE: Language for upcoming National FOIA Conference
Attachments: Review Strategies for Success Slide 7.pdf

Hi Brian,

Attached is a copy of the slide. Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Peter

From: Hope, Brian
Sent: Thursday, August 10, 2017 4:42 PM
To: Bermes, Peter <Bermes.Peter@epa.gov>
Cc: Walker, Denise <Walker.Denise@epa.gov>
Subject: Re: Language for upcoming National FOIA Conference

Hi, Peter. Would you mind sending me the slide to re-write? Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

- Brian

From: Bermes, Peter
Sent: Wednesday, August 9, 2017 4:34 PM
To: Hope, Brian
Cc: Walker, Denise
Subject: Language for upcoming National FOIA Conference

Hello Brian,

Denise Walker and I are giving a presentation at the upcoming National FOIA Conference about strategies for structuring document reviews. We'd like to include Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Does that seem appropriate, or do you have any suggested edits? Is there is anything in particular that you'd like us to communicate to the FOIA coordinators/professionals about OEX's role in FOIA? Appreciate the input,

Peter

Peter Bermes
Attorney-Advisor, Office of General Counsel

United States Environmental Protection Agency

NEW PHONE NUMBER: 312-886-6631 | Room R1325

Message

From: Brooks, Lisette [Brooks.Lisette@epa.gov]
Sent: 5/16/2017 1:39:06 PM
To: Hope, Brian [Hope.Brian@epa.gov]
Subject: FW: EPA-HQ-2017-001394 - Request for Additional Clarification - Need guidance...

Importance: High

Good Morning Brian,

I have a quick question on the above FOIA and the information that Jonathan provided me below. The DFO in which this FOIA belongs to was wondering if we do not have the records that Williamson Law Policy is requesting, are we to create these records for their satisfaction, OR is there some type of language that we can send to the requestor stating that we do not already have records with this information and in essence close out the FOIA? I tried to explain the best that I can and I hope that it makes sense to you. Please advise.

Thanks,

Lisette Brooks
U.S. EPA
Science Advisory Board
Mailcode 1400R
1200 Pennsylvania Avenue, NW
Washington, DC 20460-0001
Brooks.Lisette@epa.gov

Physical/Delivery Address:
Ronald Reagan Building
1300 Pennsylvania Avenue, N.W.
Suite 31150
Washington, DC 20004
Phone: (202) 564-2058 Fax: (202) 565-2098

Think Green. Please consider the environment before printing this message.

From: Newton, Jonathan
Sent: Thursday, May 04, 2017 12:19 PM
To: Brooks, Lisette <Brooks.Lisette@epa.gov>
Subject: RE: EPA-HQ-2017-001394 - Request for Additional Clarification - Need guidance...

We should still accept their clarification since we had not acted on it. I scanned what they wrote below and wonder to what extent are these question phrased FOIA requests. As you know we do not have to create records or answers questions under FOIA.

Jonathan V. Newton, Attorney-Advisor
U.S. EPA, Office of the Executive Secretariat
1200 Pennsylvania Avenue, NW (MC 1105A)
Washington, D.C. 20460
(202) 564-6164

From: Brooks, Lisette
Sent: Thursday, May 04, 2017 12:15 PM

To: Newton, Jonathan <Newton.Jonathan@epa.gov>
Subject: Fw: EPA-HQ-2017-001394 - Request for Additional Clarification - Need guidance...
Importance: High

Jonathan,

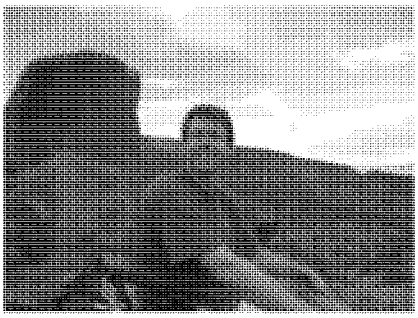
I have a quick question (at least I hope that it is quick). Williamson Law Policy was given time to answer additional questions on this FOIA and they answered it on the deadline date after I had left for the day. I am sure that Holly Stallworth would wonder can we close the FOIA since they answered after our offices were closed for the day, does that still count as answering it by the deadline date even though it was late in the day? Should we go by our business hours when addressing these types of things? We would definitely need an extension if we are to still continue with the FOIA. Please advise. I am teleworking today so a response by email will be fine instead of voicemail. You are the best! ☺

Thanks,
Lisette

From: WLP Law Clerk <lawclerk@williamsonlawpolicy.com>
Sent: Wednesday, May 3, 2017 4:57 PM
To: Brooks, Lisette
Cc: David M. (Max) Williamson
Subject: RE: EPA-HQ-2017-001394 - Request for Additional Clarification

Dear Ms. Brooks:
Thank you for your April 20, 2017 letter regarding clarification of our FOIA request and specifically clarification of the language "direct and indirect financial and resource expenditures." The language used in the FOIA request ("direct and indirect financial and resource expenditures") is commonly understood terminology as applied to budget and finance, and means without limitation:
(1) the amounts of money spent directly on project activities including third party vendors and consultants;
(2) the amounts allocated to such activities such as costs for office space, operational costs, and materials, etc.; and
(3) the fully-loaded cost of staff and staff time allocated to such activities.
I hope this suffices to clarify the language in question. Thank you for continuing the timely processing of our request and please contact our office if you have further questions on this matter.
Best,

Ryan Andre | Williamson Law + Policy, PLLC
1800 K Street NW, Suite 714 | Washington, D.C. 20006 |
WILLIAMSON LAW + POLICY
environmental matters solution
www.williamsonlawpolicy.com



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www.williamsonlawpolicy.com

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| new carbon future | bio | map | email

From: Brooks.Lisette@epa.gov [mailto:Brooks.Lisette@epa.gov]
Sent: Thursday, April 20, 2017 6:38 PM
To: WLP Law Clerk <lawclerk@williamsonlawpolicy.com>
Subject: EPA-HQ-2017-001394 - Request for Additional Clarification

Re: Freedom of Information Act Request No. EPA-HQ-2017-001394

This letter concerns the above-referenced Freedom of Information Act (FOIA) request, received by the U.S. Environmental Protection Agency (EPA or Agency) on November 17, 2016, in which you requested: 1. Records of direct and indirect financial and resource expenditures relating to the Framework for Assessing Biogenic CO2 Emissions from Stationary Sources; and 2. Records for all interactions between EPA and the Science Advisory Board Panel (SAB Panel) also known as the Biogenic Carbon Emissions Panel.

On March 8, 2017, correspondence was sent via email to lawclerk@williamsonlawpolicy.com, in which we had additional questions with respect to the following item(s): Clarification about how you would like to define "direct and indirect financial and resource expenditures".

The EPA unfortunately is unable to process your request because it fails to adequately describe the records sought. EPA regulations state that, "whenever possible requesters should include specific information about each record sought, such as the date, title or name, author, recipient, and subject matter." 40 C.F.R. § 2.102(c).

Federal courts have held that "FOIA was not intended to reduce government agencies to full-time investigators on behalf of requestors" and that agencies are not required to spend "countless numbers of personnel hours seeking needles in bureaucratic haystacks." *United States Department of Justice Guide to the Freedom of Information Act, 2009 Edition at 47-48.*

We would like to provide you the opportunity to clarify the records that you are seeking. This FOIA request is tolled until we receive your additional clarification or modification. Please respond to this request for additional clarification or modification within ten calendar days from the date of this letter. Once we receive your additional clarification or modification, we will continue to process your FOIA request. You may also withdraw and resubmit your request with additional specificity. Please note that if we have not heard from you within two weeks of the date of this letter we will assume you are no longer interested in pursuing this request and the file will remain administratively closed.

Please contact me, Lisette Brooks, at brooks.lisette@epa.gov with your clarification or a time in which I can arrange a conference call to resolve the additional clarification request. I can also be reached at (202) 564-2058 if you would like to set up a time to further discuss your request.

Sincerely,

Lisette Brooks
FOIA Coordinator
Science Advisory Board

Message

From: Rementer, Nicole [rementer.nicole@epa.gov]
Sent: 10/10/2017 2:07:15 PM
To: Weinstock, Larry [Weinstock.Larry@epa.gov]; Wehling, Carrie [Wehling.Carrie@epa.gov]; Speir, Jeffrey [speir.jeffrey@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]; Wendelowski, Karyn [wendelowski.karyn@epa.gov]; Creech, Christopher [Creech.Christopher@epa.gov]; Hope, Brian [Hope.Brian@epa.gov]; Bailey, KevinJ [Bailey.KevinJ@epa.gov]; Tillery, Loreto [Tillery.Loreto@epa.gov]; Labbe, Ken [Labbe.Ken@epa.gov]; Wilkes, Quianna [Wilkes.Quianna@epa.gov]; Newton, Jonathan [Newton.Jonathan@epa.gov]; Farren, Victor [Farren.Victor@epa.gov]; No, Fredrick [No.Fredrick@epa.gov]
CC: Groman, Hazel [Groman.Hazel@epa.gov]; Moore, Peter [Moore.Peter@epa.gov]; Conrad, Daniel [conrad.daniel@epa.gov]
Subject: WOTUS Rule Review FOIA Kickoff
Attachments: Relativity_-_Core_Reviewer_Interface_Quick_Reference_Guide.pdf; Relativity_-_Case_Workspace_Quick_Reference.pdf; FOIA Exemptions Tip Sheet.pdf; FOIA 101 PP August pre-session FINAL 8.9.17.pptx

Good morning, WOTUS Rule Review FOIA Team!

You are receiving this email in anticipation of our all-day document review kickoff on Thursday, October 12th! We are excited to get working in the Relativity workspace and looking forward to the opportunity to work with all of you.

Logistics:
We will meet in WJCN 6013 at 9:00am and will get started promptly at 9:30am. We will go over the Coding Memo, familiarize ourselves with the Relativity workspace, and begin coding documents.

Note: Because of the breadth of FOIA knowledge and experience of the group, we will not be conducting a FOIA training on Thursday. If you would like to brush up on your FOIA knowledge, please take a look at the 2017 National FOIA Training Conference (NFTC) pre-conference webinar—FOIA 101. The slides for the presentation can be found here. I've also attached the slides.

Relativity:
You will be using the web-based program called Relativity to complete the review and privilege logging. Relativity Link: http://webreview.epa.gov/Relativity/. **You will need to have appropriate viewer upgrades downloaded to your computer to access Relativity. Contact EZTech to install**. You are permitted to use the Relativity software from an alternate work location.

Relativity Training: You can get started learning how to review documents in Relativity right away with the 2017 NFTC Relativity webinar—Relativity 101. I've also attached some Relativity Quick Reference Guides.

If you have any questions or concerns leading up to our kickoff, please do not hesitate to reach out!

Nicole M. Rementer
Attorney-Adviser | FOIA Expert Assistance Team (FEAT)
U.S. Environmental Protection Agency | Office of General Counsel
7426NN WJCN | 202.564.3692
rementer.nicole@epa.gov

Message

From: Newton, Jonathan [Newton.Jonathan@epa.gov]
Sent: 3/30/2017 7:53:23 PM
To: Hope, Brian [Hope.Brian@epa.gov]; Farren, Victor [Farren.Victor@epa.gov]; No, Fredrick [No.Fredrick@epa.gov]; Espinoza, Ana [Espinoza.Ana@epa.gov]
CC: Brooks, Lisette [Brooks.Lisette@epa.gov]; White, Candace [White.Candace@epa.gov]; Tillery, Loreto [Tillery.Loreto@epa.gov]; Gentry, Barbara [Gentry.Barbara@epa.gov]; Auther, Larry [Auther.Larry@epa.gov]; Brown, Caroline [Brown.Caroline@epa.gov]
Subject: FW: FOIA Instructions for AFBF v. EPA (CAFO Litigation Settlement Agreement)
Attachments: FINAL Instructions for Handing CAFO Information Related to AFBF 3-30-17.pdf

Importance: High

Jonathan V. Newton, Attorney-Advisor
U.S. EPA, Office of the Executive Secretariat
1200 Pennsylvania Avenue, NW (MC 1105A)
Washington, D.C. 20460
(202) 564-6164

From: Gottesman, Larry
Sent: Thursday, March 30, 2017 3:46 PM
To: Newton, Jonathan <Newton.Jonathan@epa.gov>; Hamilton, Sabrina <Hamilton.Sabrina@epa.gov>; Sandfoss, Kristina <Sandfoss.Kristina@epa.gov>; Kennedy, Chandra <Kennedy.Chandra@epa.gov>; Malloy, Marilyn <Malloy.Marilyn@epa.gov>; Newman, Maya <Newman.Maya@epa.gov>; Cedeno-Zambrano, Lorena <Cedeno-Zambrano.Lorena@epa.gov>; Williams, LaShawn <williams.lashawn@epa.gov>; Levine, Scott <Levine.Scott@epa.gov>; Barnett-Owens, Inga <Barnett-Owens.Inga@epa.gov>; Evanko, Peter <Evanko.Peter@epa.gov>; McLendon, Wanda <McLendon.Wanda@epa.gov>; Jones-Coleman, Diane <Jones-Coleman.Diane@epa.gov>; Schena, Cristeen <Schena.Cristeen@epa.gov>; Calderon, Wanda <Calderon.Wanda@epa.gov>; Tate, Rita <Tate.Rita@epa.gov>; Gross, Louann <Gross.LouAnn@epa.gov>; Wheatley, Jessica <wheatley.jessica@epa.gov>; Ho, Nancy <Ho.Nancy@epa.gov>; Stevens, Edie <Stevens.Edie@epa.gov>; Albano, Emily <Albano.Emily@epa.gov>; Engels, Alan <engels.alan@epa.gov>; Johnson, Ivry <Johnson.Ivry@epa.gov>; Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>
Cc: Miller, Kevin <Miller.Kevin@epa.gov>; Nguyen, Quoc <Nguyen.Quoc@epa.gov>; Floyd-Coleman, Cynthia <Floyd-coleman.cynthia@epa.gov>; Person, Linda <Person.Linda@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Lewis, Judith <Lewis.Judith@epa.gov>
Subject: FOIA Instructions for AFBF v. EPA (CAFO Litigation Settlement Agreement)
Importance: High

I have attached instructions for responding to future FOIA requests that seek concentrated animal feeding operation information (CAFO), at issue in the recently settled AFBF v. EPA FOIA litigation.

Quoc Nguyen from the Office of General Counsel, General Law Office, will be participating in our HQ FOIA Coordinators' meeting on April 4 and our Regional FOIA Officers' call in April 13 to answer your questions. Please disseminate this email and instructions to your FOIA professionals, as appropriate.

Thank you so much for your help in this matter. Please call me if you have any questions.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
Ex. 6 (Mobile)

Message

From: Hill, Kevin W. [hill.kevinw@epa.gov]
Sent: 12/21/2018 12:57:35 AM
To: White, Elizabeth [white.elizabeth@epa.gov]; Hope, Brian [Hope.Brian@epa.gov]; Tran, Victoria [tran.victoria@epa.gov]; Epp, Timothy [Epp.Timothy@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]; Lyons, Troy [lyons.troy@epa.gov]; Richardson, RobinH [Richardson.RobinH@epa.gov]; Konkus, John [konkus.john@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Tillery, Loreto [Tillery.Loreto@epa.gov]
CC: Hill, Kevin W. [hill.kevinw@epa.gov]
Subject: Awareness Notification EPA-HQ-2018-006073 (Governor Correspondence)
Attachments: EPA-HQ-2018-006073 Responsive Documents.pdf

To whom it may concern,

AO4 is responding to the above-referenced FOIA request. We are providing this awareness notification email pursuant to the Chief of Staff's November 16, 2018 memorandum "Awareness Notification Process for Select Freedom of Information Act Releases." Recipients of this email have up to three business days following transmission of this email to review the documents to be released.

There is no requirement for you to respond to this email or otherwise take action. The Action Office has completed review and obtained management approval consistent with the agency's FOIA policy and procedures.

After 4 p.m. on the third business day after transmission of this email, the Action Office will issue the Agency's FOIA determination to the requester. The determination will be issued promptly, but in no event later than one business day following completion of the three-day awareness notification period.

The information provided below is consistent with Paragraph 4 of the above-referenced November 16, 2018 memorandum.

AO4							
FOIA ID	Requester	Requester Organization	Date FOIA Request Perfected	Date sent for Awareness Notification	Brief description of request as clarified	Interim or Final Response	Number of Records and/or pages
EPA-HQ-2018-006073	*Alexander Guillen*	*POLITICO*	*4/2/2018*	*12/20/2018*	*copies of all correspondence received by EPA from governor(s) or sent by EPA to governor(s) on or between March 1 and March 31, 2018*	*Final Response*	*34 pages*

The following offices have equities in these records and have reviewed the relevant records: no equities

The manager who approved this release is: Elizabeth White

The records are attached.

Regards,

Kevin W. Hill
Attorney-Adviser
U.S. Environmental Protection Agency
Office of General Counsel
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460
Office: 202-564-1652
hill.kevinw@epa.gov

From: Hill, Kevin W.
Sent: Monday, December 17, 2018 7:25 PM
To: Hope, Brian <Hope.Brian@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Tran, Victoria <tran.victoria@epa.gov>
Cc: Donahue, Sean <donahue.sean@epa.gov>
Subject: FW: EPA-HQ-2018-006073

Good Evening,

See attached CMS revised search and draft closeout letter.

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser
U.S. Environmental Protection Agency
Office of General Counsel
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460
Office: 202-564-1652
hill.kevinw@epa.gov

From: Donahue, Sean
Sent: Monday, December 17, 2018 3:00 PM
To: Hill, Kevin W. <hill.kevinw@epa.gov>
Subject: EPA-HQ-2018-006073

Kevin,

The correspondence from the controls listed by Brian below are attached, as well as an updated closeout letter for the FOIA request.

Best regards,

Sean M. Donahue
Special Advisor

Office of the Executive Secretariat
U.S. Environmental Protection Agency
1200 Pennsylvania Ave., NW
Washington, DC 20460
O: (202) 564-5007
Donahue.Sean@epa.gov

From: Hill, Kevin W.
Sent: Monday, December 17, 2018 2:34 PM
To: Donahue, Sean <donahue.sean@epa.gov>
Subject: FW: Governor's Correspondence Closeout

Sean,

Can you redo this search and update the draft letter?

From Brian Hope:
EPA-HQ-2018-006073 – None of the six pages of records are responsive. Those text messages were received months before the date range of the FOIA. March 2018 is when they were routed internally for preservation as records.

Also, and I assume this is because Sean ran the search before he had the correct rights in CMS, but there were four letters from governors received during that timeframe – AL-18-000-5441, AL-18-000-5027, AL-18-000-5438 and AL-18-000-5439.

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser
U.S. Environmental Protection Agency
Office of General Counsel
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460
Office: 202-564-1652
hill.kevinw@epa.gov

From: Donahue, Sean
Sent: Friday, November 30, 2018 5:02 PM
To: Hill, Kevin W. <hill.kevinw@epa.gov>
Subject: Governor's Correspondence Closeout

Hi Kevin,

The closeout letters and responsive documents for the Governors Correspondence are attached. Please let me know if you have any questions.

Best regards,

Sean M. Donahue
Special Advisor

Office of the Executive Secretariat
U.S. Environmental Protection Agency
1200 Pennsylvania Ave., NW
Washington, DC 20460
O: (202) 564-5007
C: Ex. 6
Donahue.Sean@epa.gov

From: Hill, Kevin W.
Sent: Friday, November 30, 2018 4:09 PM
To: Donahue, Sean <donahue.sean@epa.gov>
Subject: RE: AL-18-000-1509 Final Response

Yes please & thank you.

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser
U.S. Environmental Protection Agency
Office of General Counsel
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460
Office: 202-564-1652
hill.kevinw@epa.gov

From: Donahue, Sean
Sent: Friday, November 30, 2018 4:08 PM
To: Hill, Kevin W. <hill.kevinw@epa.gov>
Subject: RE: AL-18-000-1509 Final Response

Hi Kevin,

Looking at this again I think v Deliberative Process / Ex. 5

Deliberative Process / Ex. 5

Best regards,

Sean M. Donahue
Special Advisor
Office of the Executive Secretariat
U.S. Environmental Protection Agency
1200 Pennsylvania Ave., NW
Washington, DC 20460
O: (202) 564-5007
C: Ex. 6

Donahue.Sean@epa.gov

From: Hill, Kevin W.
Sent: Thursday, November 29, 2018 7:27 PM
To: Donahue, Sean <donahue.sean@epa.gov>
Subject: RE: AL-18-000-1509 Final Response

Sean, Are you able to update the draft letter for this one, including that no records were located for this control number?

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser
U.S. Environmental Protection Agency
Office of General Counsel
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460
Office: 202-564-1652
hill.kevinw@epa.gov

From: Donahue, Sean
Sent: Monday, November 26, 2018 3:15 PM
To: Cook-Shyovitz, Becky <Cook-Shyovitz.Becky@epa.gov>
Cc: Hill, Kevin W. <hill.kevinw@epa.gov>
Subject: RE: AL-18-000-1509 Final Response

Thanks so much.

Best regards,

Sean M. Donahue
Special Advisor
Office of the Executive Secretariat
U.S. Environmental Protection Agency
1200 Pennsylvania Ave., NW
Washington, DC 20460
O: (202) 564-5007
C: Ex. 6
Donahue.Sean@epa.gov

From: Cook-Shyovitz, Becky
Sent: Monday, November 26, 2018 3:04 PM
To: Donahue, Sean <donahue.sean@epa.gov>
Subject: RE: AL-18-000-1509 Final Response

We did not respond.

From: Donahue, Sean
Sent: Monday, November 26, 2018 2:54 PM
To: Cook-Shyovitz, Becky <Cook-Shyovitz.Becky@epa.gov>
Subject: FW: AL-18-000-1509 Final Response

Hi Becky,

I hope your Monday is going well. I am trying to locate the final response for AL-18-000-1509 which is a responsive to an open FOIA request. Would you happen to know whether there was a final response sent for this control?

Best regards,

Sean M. Donahue
Special Advisor
Office of the Executive Secretariat
U.S. Environmental Protection Agency
1200 Pennsylvania Ave., NW
Washington, DC 20460
O: (202) 564-5007
C: Ex. 6
Donahue.Sean@epa.gov

From: Gary, Gayvonne
Sent: Monday, November 26, 2018 2:41 PM
To: Donahue, Sean <donahue.sean@epa.gov>
Cc: McDaniel, Jesse <mcdaniel.jesse@epa.gov>
Subject: FW: AL-18-000-1509 Final Response

Hi Sean,

Jesse, asked that I look into this for you. This control was closed without a response. The last status update I had for the this control from our Water Division was that the response was in discussion with David Ross, the AA of OW. After that the control was closed by Becky Cook-Shyovitz. I've attached the control slip for the control. However, the control slip does not give a reason for closing the control without response.

Gayvonne T. Gary
Executive Communications Assistant
USEPA Region 5
Office of External Communications
News Media & Intergovernmental Relations Section
312.886.6210

From: McDaniel, Jesse
Sent: Monday, November 26, 2018 1:18 PM
To: Gary, Gayvonne <Gary.Gayvonne@epa.gov>
Subject: Re: AL-18-000-1509 Final Response

okay

From: Gary, Gayvonne
Sent: Monday, November 26, 2018 1:16:08 PM
To: McDaniel, Jesse
Subject: RE: AL-18-000-1509 Final Response

Hi Jesse,

I am looking into it. It appears that it was closed w/o a response. I'm having trouble connecting to the server right now to search past emails on why it didn't receive a response.

- Gayvonne

From: McDaniel, Jesse
Sent: Monday, November 26, 2018 1:02 PM
To: Gary, Gayvonne <Gary.Gayvonne@epa.gov>
Subject: Fw: AL-18-000-1509 Final Response

Gayvonne,

Can you assist him?

From: Donahue, Sean
Sent: Monday, November 26, 2018 12:55 PM
To: McDaniel, Jesse
Subject: AL-18-000-1509 Final Response

Good afternoon Jesse,

I hope you had a restful Thanksgiving break. I am trying to locate the response for control number AL-18-000-1509 (response letter from Pruitt to Governor Snyder) in order to respond to a FOIA request, but I cannot seem to locate the final response in CMS. Would you happen to have a scanned copy handy?

Best regards,

Sean M. Donahue
Special Advisor
Office of the Executive Secretariat
U.S. Environmental Protection Agency
1200 Pennsylvania Ave., NW
Washington, DC 20460

O: (202) 564-5007
C: Ex. 6
Donahue.Sean@epa.gov

Message

From: Hill, Kevin W. [hill.kevinw@epa.gov]
Sent: 12/21/2018 12:41:38 AM
To: White, Elizabeth [white.elizabeth@epa.gov]; Hope, Brian [Hope.Brian@epa.gov]; Epp, Timothy [Epp.Timothy@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]; Lyons, Troy [lyons.troy@epa.gov]; Richardson, RobinH [Richardson.RobinH@epa.gov]; Konkus, John [konkus.john@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; No, Fredrick [No.Fredrick@epa.gov]
CC: Hill, Kevin W. [hill.kevinw@epa.gov]
Subject: Awareness Notification EPA-HQ-2018-007304 (Pruitt Travel)
Attachments: EPA Admin and Staff Travel 06.02.2017-06.18.2017.pdf; EPA Administrator Travel Records EPA-HQ-2018-007304.pdf

To whom it may concern,

The AO4 is responding to the above-referenced FOIA request. We are providing this awareness notification email pursuant to the Chief of Staff's November 16, 2018 memorandum "Awareness Notification Process for Select Freedom of Information Act Releases." Recipients of this email have up to three business days following transmission of this email to review the documents to be released.

There is no requirement for you to respond to this email or otherwise take action. The Action Office has completed review and obtained management approval consistent with the agency's FOIA policy and procedures.

After 4 p.m. on the third business day after transmission of this email, the Action Office will issue the Agency's FOIA determination to the requester(s). The determination will be issued promptly, but in no event later than one business day following completion of the three-day awareness notification period.

The information provided below is consistent with Paragraph 4 of the above-referenced November 16, 2018 memorandum.

AO4							
FOIA ID	Requester	Requester Organization	Date FOIA Request Perfected	Date sent for Awareness Notification	Brief description of request as clarified	Interim or Final Response	Number of Records and/or pages
EPA - HQ-2018-007304	*Pathik Root*	*none*	*5/2/2018*	*12/20/2018*	*Records related to EPA Administrator Scott Pruitt's June 2017 travel vouchers for his trip to Italy, specifically the names of the hotels that the administrator stayed at on that trip.*	*Final Response*	*60 pages*

The following offices have equities in these records and have reviewed the relevant records: No equities.

The manager who approved this release is: Elizabeth White

The records are attached.

Regards,

Kevin W. Hill
Attorney-Adviser
U.S. Environmental Protection Agency
Office of General Counsel
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460
Office: 202-564-1652
hill.kevinw@epa.gov

Message

From: Hill, Kevin W. [hill.kevinw@epa.gov]
Sent: 12/21/2018 12:32:12 AM
To: White, Elizabeth [white.elizabeth@epa.gov]; Hope, Brian [Hope.Brian@epa.gov]; Tran, Victoria [tran.victoria@epa.gov]; Epp, Timothy [Epp.Timothy@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]; Lyons, Troy [lyons.troy@epa.gov]; Richardson, RobinH [Richardson.RobinH@epa.gov]; Konkus, John [konkus.john@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; No, Fredrick [No.Fredrick@epa.gov]
CC: Hill, Kevin W. [hill.kevinw@epa.gov]
Subject: Awareness Review EPA-HQ-2018-007304 (Pruitt Travel)
Attachments: EPA Admin and Staff Travel 06.02.2017-06.18.2017.pdf; EPA Administrator Travel Records EPA-HQ-2018-007304.pdf

To whom it may concern,

The AO4 is responding to the above-referenced FOIA request. We are providing this awareness notification email pursuant to the Chief of Staff's November 16, 2018 memorandum "Awareness Notification Process for Select Freedom of Information Act Releases." Recipients of this email have up to three business days following transmission of this email to review the documents to be released.

There is no requirement for you to respond to this email or otherwise take action. The Action Office has completed review and obtained management approval consistent with the agency's FOIA policy and procedures.

After 4 p.m. on the third business day after transmission of this email, the Action Office will issue the Agency's FOIA determination to the requester(s). The determination will be issued promptly, but in no event later than one business day following completion of the three-day awareness notification period.

The information provided below is consistent with Paragraph 4 of the above-referenced November 16, 2018 memorandum.

AO4							
FOIA ID	Requester	Requester Organization	Date FOIA Request Perfected	Date sent for Awareness Notification	Brief description of request as clarified	Interim or Final Response	Number of Records and/or pages
EPA-HQ-2018-007304	*Pathik Root*	*none*	*5/2/2018*	*12/20/2018*	*Records related to EPA Administrator Scott Pruitt's June 2017 travel vouchers for his trip to Italy, specifically the names of the hotels that the administrator*	*Final Response*	*60 pages*

					stayed at on that trip.		

The following offices have equities in these records and have reviewed the relevant records: No equities.

The manager who approved this release is: Elizabeth White

The records are attached.

Regards,
Kevin

Kevin W. Hill
Attorney-Adviser
U.S. Environmental Protection Agency
Office of General Counsel
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460
Office: 202-564-1652
hill.kevinw@epa.gov

Message

From: Wittenberg, Nicholas [wittenberg.nicholas@epa.gov]
Sent: 12/21/2018 6:33:07 PM
To: White, Elizabeth [white.elizabeth@epa.gov]; Hope, Brian [Hope.Brian@epa.gov]; Tran, Victoria [tran.victoria@epa.gov]; Epp, Timothy [Epp.Timothy@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]; Lyons, Troy [lyons.troy@epa.gov]; Richardson, RobinH [Richardson.RobinH@epa.gov]; Konkus, John [konkus.john@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Bertrand, Charlotte [Bertrand.Charlotte@epa.gov]; Ingram, Earl [Ingram.Earl@epa.gov]
Subject: Awareness Notification - Consultation from Fish and Wildlife Service - EPA-HQ-2018-008773
Attachments: DOI Consultation Original FOIA, Mtownsend.pdf; DOI Consultation, Margaret Townsend.pdf

Good Afternoon All,

The Office of Pesticides Programs (OPP) is responding to the above-referenced FOIA request for the December 2018 production for Consultation from Fish and Wildlife Service (EPA-HQ-2018-008773). This an Interim Production for this matter. This FOIA originated from the Center for Biological Diversity (CBD) from its requestor Margaret Townsend who filed the request with Fish and Wildlife Service (FWS). In FWS's review they came across documents that had EPA custodians. Please note that this request is currently the subject of litigation, *CBD v. FWS, EPA*, (1:18-cv- 00342).

As part of the Consultation Process they have reached out to OPP to review the documents before they are posted.

We are providing this awareness notification email pursuant to the Chief of Staff's November 16, 2018 memorandum "Awareness Notification Process for Select Freedom of Information Act Releases". Recipients of this email have up to three business days following transmission of this email to review the documents to be released.

There is no requirement for you to respond to this email or otherwise take action. The Action Office has completed review and obtained management approval consistent with the agency's FOIA policy and procedures.

After 4 p.m. on the third business day after transmission of this email, the Action Office will issue the Agency's FOIA determination to the requester(s). The determination will be issued promptly, but in no event later than one business day following completion of the three-day awareness notification period.

The information provided below is consistent with Paragraph 4 of the above-referenced November 16, 2018 memorandum.

[*OPP*]							
FOIA ID	**Requester**	**Requester Organization**	**Date FOIA Request Perfected**	**Date sent for Awareness Notification**	**Brief description of request as clarified**	**Interim or Final Response**	**Number of Records and/or pages**
EPA-HQ-2018-008773	Consultation FWS: Eileen Harke FOIA Requestor: Margaret Townsend	Center for Biological Diversity	06/19/2018	12/21/2018	Noted below.	Interim	2 Documents/ 723 Pages

Brief description of request as clarified:

"The Center requests the following records from the U.S. Fish & Wildlife Service ("FWS"):

1. All records mentioning, including, and/or referencing the draft and/or final biological evaluation of chlorpyrifos under the Endangered Species Act, 16 U.S.C. §§ 1531-1544 ("ESA");
2. All records mentioning, including, and/or referencing the draft and/or final biological evaluation of malathion under the ESA;
3. All records mentioning, including, and/or referencing the draft and/or final biological evaluation of diazinon under the ESA;
4. All records mentioning, including, and/or referencing the draft and/or final biological evaluation of carbaryl under the ESA;
5. All records mentioning, including, and/or referencing the draft and/or final biological evaluation of methomyl under the ESA;
6. All records mentioning, including, and/or referencing the draft and/or final biological opinion of chlorpyrifos under the ESA;
7. All records mentioning, including, and/or referencing the draft and/or final biological opinion of malathion under the ESA
8. All records mentioning, including, and/or referencing the draft and/or final biological opinion of diazinon under ESA; and

Please note that this portion of the request (Items #1-8) does not apply to documents found online or under the docket EPA-HQ-OPP-2016-0167.

9. All draft and/or final maps, digital, print or otherwise, including Geographic Information System ("GIS") data therein, regarding the location of every threatened and/or endangered species for all domestic species (U.S. States and territories) prepared by FWS from January 1, 2013 to the date of this search.

Please note that this portion of the request does not apply to:

1. Species where FWS believes in good faith that the release of such data would lead to an increase in poaching or collecting of such species;
2. Records found online; or
3. Records held under the docket EPA-HQ-OPP-2016-0167."

The following offices have equities in these records and have reviewed the relevant records:

OCSPP

The manager who approved this release is: Earl Ingram

The records are:

___ attached

_X_ may be found at the following link: Ex. 6

Ex. 6

Please let me know if there any questions.

Thank you,
Nick

Nicholas Wittenberg
Attorney-Advisor
United States Environmental Protection Agency
Office of Pesticide Programs
Information Technology & Resources Management Division
Public Information & Records Integrity Branch
1200 Pennsylvania Avenue, NW (MC 7502P)
Washington, D.C. 20460
Phone: (703) 347-8875
Email: wittenberg.nicholas@epa.gov

Nicholas Wittenberg
Attorney-Advisor
United States Environmental Protection Agency
Office of Pesticide Programs
Information Technology & Resources Management Division
Public Information & Records Integrity Branch
1200 Pennsylvania Avenue, NW (MC 7502P)
Washington, D.C. 20460
Phone: (703) 347-8875
Email: wittenberg.nicholas@epa.gov

Message

From: Person, Linda [Person.Linda@epa.gov]
Sent: 5/14/2019 12:43:45 PM
To: Hope, Brian [Hope.Brian@epa.gov]
CC: Newton, Jonathan [Newton.Jonathan@epa.gov]
Subject: FW: Awareness Notification
Attachments: FOIA Efficiency Memo (1).pdf; Awareness Notificiation Temp 1 (002).docx

Good morning,

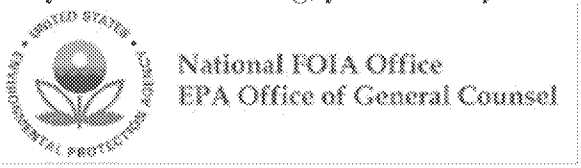
Below is an additional assignment for awareness review:

EPA-HQ-2019-005376, Correspondence with US Senator Susan Collins.

Linda F. Person
HQ Freedom of Information Act (FOIA) Office
Office of General Counsel

202-566-1661 (Direct)
202-566-1667 (Main HQ FOIA Line)

"If you aim for nothing, you will hit your target everytime"



From: Person, Linda
Sent: Wednesday, May 08, 2019 9:37 AM
To: Hope, Brian <Hope.Brian@epa.gov>
Cc: Newton, Jonathan <Newton.Jonathan@epa.gov>
Subject: FW: Awareness Notification

Good morning,

Below is an additional assignment for awareness review:

EPA-HQ-2019-005245, any and all communication sent and received by Dr. Michael Honeycutt since January 1, 2018 relating to his work on the EPA's Science Advisory Board.

Linda F. Person
HQ Freedom of Information Act (FOIA) Office
Office of General Counsel

202-566-1661 (Direct)
202-566-1667 (Main HQ FOIA Line)

"If you aim for nothing, you will hit your target everytime"

National FOIA Office
EPA Office of General Counsel

From: Person, Linda
Sent: Tuesday, May 07, 2019 4:07 PM
To: Hope, Brian <Hope.Brian@epa.gov>
Cc: Newton, Jonathan <Newton.Jonathan@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: Awareness Notification

(This is being sent on behalf of Larry Gottesman.)

Dear Mr. Hope:

The following FOIA requests, assigned to your office, have been selected for the Awareness Notification Process set forth in the attached Chief of Staff's Memorandum.

The FOIAonline tracking number(s) for the selected FOIA requests is/are:

OFFICE	FOIA NUMBER	SUBJECT
AO	EPA-HQ-2019-005240	A) All records that Administrator Wheeler relied on in asserting that "most of the threats from climate change are 50 to 75 years out" B) All records produced, commissioned, or otherwise obtained by EPA that support the conclusion that "most of the threats from climate change are 50 to 75 years out," other than any encompassed by (A)
AO	EPA-HQ-2019-005256	I am requesting the letters from members of Congress to EPA and the agency's full response identified by the following control numbers: AL-18-001-0884 AL-18-000-9785 AL-18-000-7268 AL-18-000-8092 AL-19-000-2540 AL-18-000-6650 AL-18-000-7989.
AO	EPA-HQ-2019-005272	All of Andrew Wheeler's daily calendars, which include but are not limited to his daily schedule of appointments and meetings, from the date he was confirmed as to re-join the Environmental Protection Agency on April 12, 2018, through the date that this request is processed.
AO	EPA-HQ-2019-005284	I am requesting the following letter and response(s) from the agency: AL-18-001-0481 from Rep. Lamar Smith, re: Section 404(c) of the Clean Water Act (CWA) to pre-emptively limit the scope of

		development of the Pebble Mine Project in Bristol Bay. Received Sept. 4, 2018.
AO	EPA-HQ-2019-005285	I am requesting the letters from members of Congress to EPA and the agency's full response(s) identified by the following control numbers: AL-19-000-2299, AL-18-000-9617, AL-19-000-2863, AL-19-000-3027, AL-18-000-7991, AL-18-000-9113, AL-18-000-7375, AL-18-000-8973, AL-18-000-8974, AL-18-000-7582, AL-18-001-0411, AL-19-000-2246, AL-18-001-0837, AL-18-000-8647, AL-18-001-0695.
AO	EPA-HQ-2019-005315	All video and audio recordings as well as photographs, digital or otherwise, of EPA Administrator Andrew Wheeler's ceremonial swearing-in on April 16, 2019 at the White House.
AO	EPA-HQ-2019-005370	Copies of records that related to events at 223 C St. NE, Washington, DC on March 29, 017. This includes: □ Records mentioning the names Vicki Hart or J. Steven ("Steven") Hart; □ Records mentioning the address 223 C Street NE., Washington, DC. □ Records relating to events at this address on March 29, 2017; □ Records of payments to Vicki Hart, Steven Hart, or 223 C St LLC; □ Records of requests for reimbursement related to Vicki Hart, Steven Hart, or 223 C St LLC; and, □ Records of communications with or mentioning Vicki Hart, Steven Hart, or 223 C St LLC in either electronic or physical format. This is a request for copies of records under the Freedom of Information Act. The custodian for this request is the Office of Administrator- Executive Services. Please do not construe the subject of this request to meant that I am concerned with records in any other office. I am requesting copies of records that related to events at 223 C St. NE, Washington, DC on March 29, 2017. This includes: □ Records mentioning the names Vicki Hart or J. Steven ("Steven") Hart; □ Records mentioning the address 223 C Street NE., Washington, DC. □ Records relating to events at this address on March 29, 2017; □ Records of payments to Vicki Hart, Steven Hart, or 223 C St LLC; □ Records of requests for reimbursement related to Vicki Hart, Steven Hart, or 223 C St LLC; and, □ Records of communications with or mentioning Vicki Hart, Steven Hart, or 223 C St LLC in either electronic or physical format.

For these FOIA requests, please follow the procedures set out in the attached Chief of Staff's Memorandum. For steps 4 and 5, an email template is attached for your use.

Please contact me if you have any questions.

Thank you,

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Ex. 6 (Mobile)

202-566-1667 (Main line)

National FOIA Office
EPA Office of General Counsel

Message

From: Person, Linda [Person.Linda@epa.gov]
Sent: 5/2/2019 6:45:16 PM
To: Hope, Brian [Hope.Brian@epa.gov]
CC: Newton, Jonathan [Newton.Jonathan@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Awareness Notification
Attachments: FOIA Efficiency Memo (1).pdf; Awareness Notificiation Temp 1 (002).docx

(This is being sent on behalf of Larry Gottesman.)

Dear Mr. Hope:

The following FOIA requests, assigned to your office, have been selected for the Awareness Notification Process set forth in the attached Chief of Staff's Memorandum.

The FOIAonline tracking number(s) for the selected FOIA requests is/are:

OFFICE	FOIA NUMBER	SUBJECT
AO	EPA-HQ-2019-005116	All electronic communications and correspondence that (1) includes any current or former employee of the EPA; and (2) includes Deputy Secretary of Agriculture Stephen Censky.
AO	EPA-HQ-2019-005133	Copies of emails received by Administrator Andrew Wheeler, Acting Deputy Administrator Henry Darwin and/or Chief of Staff Ryan Jackson between Jan. 1, 2019, and April 1, 2019, that include the phrases "coal combustion residuals" or "coal ash," or that refer to "AEP" or "American Electric Power." I am also seeking copies of emails received by Mr. Wheeler, Mr. Darwin and/or Mr. Ryan that were sent by Stephen Fotis or Sean Taylor of Van Ness Feldman. Mr. Fotis' email address is scf@vnf.com, and Mr. Taylor's email address is sat@vnf.com.
AO	EPA-HQ-2019-005169	In responses to previous FOIA requests, I have received EPA's congressional correspondence logs that identify specific pieces of correspondence between EPA and members of Congress by control number and congressional office. I am now requesting specific pieces of correspondence identified in those correspondence logs by control number and congressional office. Please include attachments, enclosures or any other documents that were provided with the piece(s) of correspondence in its original form. In addition, please provide all direct agency responses to the requested piece(s) of correspondence. I request the following piece(s) of correspondence listed by control number and the date it was received: AL-18-000-9218 July 13, 2018.
AO/OCR	EPA-HQ-2019-005171	(1) All documents sent to or received from representatives of the Alabama Department of Environmental Management concerning the development, drafting, or adoption of State discrimination investigation/grievance procedures other than those produced under "EPA Production for FOIA Request EPA-HQ-2019-002303 2019." (2) All electronic mail messages and notes of phone calls, meetings, or other communications between representatives of the Alabama Department of Environmental Management and representatives of the Environmental Protection Agency concerning the development, drafting, or adoption of State discrimination investigation procedures.

AO	EPA-HQ-2019-005192	All email communications (including emails, email attachments, and calendar invitations) with the following individuals: i. Wells Griffith, Special Assistant to the President and Senior Director for International Energy and Environment at the National Security Council/National Economic Council; 1 Hannah Northey & Scott Waldman, Meet 4 Insiders Grappling with Climate, Energy Issues, E&E NEWS, Dec. 26, 2018, https://www.eenews.net/special_reports/People_to_Watch_2019/stories/1060110491. 2 Id. EPA-19-0533 2 ii. Francis Brooke, Senior Energy Advisor to the President in the White House Office; and/or iii. Brooke Rollins, Assistant to the President in the White House Office of American Innovation. American Oversight requests that the search include the records of the following individuals: i. Any person serving in the position of Administrator or Acting Administrator; ii. Any person serving in the position of Deputy Administrator or Acting Deputy Administrator; iii. Any person serving in the position of Chief of Staff; iv. Any person serving in the position of White House Liaison; v. Any person serving in the position of Director of the Office of Research and Development; vi. Any person serving in the position of Director of the Office of Environmental Information; and vii. Any person serving in the position of Director of the Office of Chemical Safety and Pollution Prevention.
AO	EPA-HQ-2019-005226	All records of any actual funds expended or projected expenditures for renovations (including furnishing, remodeling, redecorating, purchasing furniture, changes to furniture or other objects in office suites or common areas, or making improvements) of any part of the office of the Administrator. The word office includes the entire suite of offices (including foyers, waiting rooms, conference rooms, adjacent hallways, or other common areas) assigned to the Administrator, as well as any other space primarily used by this individual or any other space that is directly controlled by this individual. This request includes – but is not limited to – all itemized expenses, expense reports, invoices, expense records, quotations, purchase orders, purchase card expenses and e-mails (including attachments). All requests sent to the House Appropriations Committee or the Senate Appropriations Committee seeking approval to renovate, furnish, redecorate or make any of the other aforementioned improvements to any part of the office of the Administrator. This includes both approved and rejected requests. This request covers October 1, 2018 to March 31, 2019.

For these FOIA requests, please follow the procedures set out in the attached Chief of Staff's Memorandum. For steps 4 and 5, an email template is attached for your use.

Please contact me if you have any questions.

Thank you,

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Ex. 6 (Mobile)
202-566-1667 (Main line)

National FOIA Office
EPA Office of General Counsel

Message

From: Person, Linda [Person.Linda@epa.gov]
Sent: 4/18/2019 5:32:37 PM
To: Hope, Brian [Hope.Brian@epa.gov]
CC: Newton, Jonathan [Newton.Jonathan@epa.gov]
Subject: FW: Awareness Notification
Attachments: Awareness Notificiation Temp 1.docx; FOIA Efficiency Memo (1).pdf

Please disregard EPA-HQ-2019-004837 on your list. This is **not** an AO assignment.

Linda F. Person
HQ Freedom of Information Act (FOIA) Office
Office of General Counsel

202-566-1661 (Direct)
202-566-1667 (Main HQ FOIA Line)

"If you aim for nothing, you will hit your target everytime"

National FOIA Office
EPA Office of General Counsel

From: Person, Linda
Sent: Thursday, April 18, 2019 10:25 AM
To: Hope, Brian <Hope.Brian@epa.gov>
Cc: Newton, Jonathan <Newton.Jonathan@epa.gov>
Subject: Awareness Notification

(This is being sent on behalf of Larry Gottesman.)

Dear Mr. Hope:

The following FOIA requests, assigned to your office, have been selected for the Awareness Notification Process set forth in the attached Chief of Staff's Memorandum.

The FOIAonline tracking number(s) for the selected FOIA requests is/are:

OFFICE	FOIA NUMBER	SUBJECT
AO	EPA-HQ-2019-004836	all records concerning all logs of correspondence that record letters from members of Congress to EPA from March 1 to April 1, 2019.
AO	EPA-HQ-2019-004837	all documents related to EPA employees' ethics waivers in resolving financial conflicts of interest from March 1 to April 1, 2019.

AO	EPA-HQ-2019-004838	all records related to Acting EPA Administrator Andrew Wheeler's schedule from March 1 to April 1, 2019.
AO	EPA-HQ-2019-004839	all records related to Acting Deputy EPA Administrator Henry Darwin's schedule from March 1 to April 1, 2019.
AO	EPA-HQ-2019-004845	all communication records to and from the following individuals at EPA containing the term or otherwise referencing "trump.com"; "trumpgolf.com"; "trumphotels.com"; "trumpinternationalrealty.com"; "trumpwinery.com"; "ivankatrump.com"; "kushner.com"; "observer.com"; or "observedmedia.com" from March 1 to April 1, 2019: Acting EPA Administrator Andrew Wheeler Acting Deputy EPA Administrator Henry Darwin EPA Chief of Staff Ryan Jackson
AO	EPA-HQ-2019-004844	all responses to Questions for the Record provided to Congress from EPA from March 1 to April 1, 2019.
AO	EPA-HQ-2019-004874	all communications between EPA and Congress regarding the reorganization of regional offices that takes effect on April 15, 2019.
AO	EPA-HQ-2019-004885	copies of all logs of congressional correspondence to or from any officials at the EPA and Rep. Jaime Herrera Beutler between January 3, 2011, and April 8, 2019.
AO	EPA-HQ-2019-004912	Recent reports indicate that the Environmental Protection Agency has liaised with the White House to provide it with a list of environmental accomplishments. To aid in your search, one report is available online here: https://www.mcclatchydc.com/news/politics-government/white-house/article228724179.html. I am requesting a copies of the documents the EPA referenced in this report.
AO	EPA-HQ-2019-004657	copy of documents containing information on the calendar or calendar entries of EPA Administrator Andrew Wheeler from March 1, 2019, to March 31, 2019.
AO	EPA-HQ-2019-004755	all documents detailing Andrew Wheeler's schedule from March 1 through March 31, 2019.
AO	EPA-HQ-2019-004758	all multimedia or audiovisual recordings of Administrator Andrew Wheeler, or any related materials recorded at events which he attended, that were created by the Office of Multimedia or any temporarily assigned employee or contractor on or between March 1 and March 31, 2019.
AO	EPA-HQ-2019-004759	all photographs of Administrator Andrew Wheeler, or any related materials from events which he attended, that were created by Eric Vance or any temporarily assigned employee or contractor on or between March 1 and March 31, 2019.
AO	EPA-HQ-2019-004760	all responses to congressional Questions for the Record sent from EPA to Congress from March 1 through March 31, 2019.
AO	EPA-HQ-2019-004761	copies of all correspondence received by EPA from members of Congress or sent by EPA to members of Congress on or between March 1 and March 31, 2019.
AO	EPA-HQ-2019-004762	all correspondence between EPA and state governors sent or received on or between March 1 and March 31, 2019. Please consider the following individuals responsive to this request: Alabama Gov. Kay Ivey Alaska Gov. Mike Dunleavy Arizona Gov. Doug Ducey Arkansas Gov. Asa Hutchinson

		California Gov. Gavin Newsom Colorado Gov. Jared Polis Connecticut Gov. Ned Lamont Delaware Gov. John Carney Florida Gov. Ron DeSantis Georgia Gov. Brian Kemp Hawaii Gov. David Ige Idaho Gov. Brad Little Illinois Gov. J.B. Pritzker Indiana Gov. Eric Holcomb Iowa Gov. Kim Reynolds Kansas Gov. Laura Kelly Kentucky Gov. Matt Bevin Louisiana Gov. John Bel Edwards Maine Gov. Janet Mills Maryland Gov. Larry Hogan Massachusetts Gov. Charlie Baker Michigan Gov. Gretchen Whitmer Minnesota Gov. Tim Walz Mississippi Gov. Phil Bryant Missouri Gov. Mike Parson Montana Gov. Steve Bullock Nebraska Gov. Pete Ricketts Nevada Gov. Steve Sisolak New Hampshire Gov. Chris Sununu New Jersey Gov. Phil Murphy New Mexico Gov. Michelle Lujan Grisham New York Gov. Andrew Cuomo North Carolina Gov. Roy Cooper North Dakota Gov. Doug Burgum Ohio Gov. Mike DeWine Oklahoma Gov. Kevin Stitt Oregon Gov. Kate Brown Pennsylvania Gov. Tom Wolf Rhode Island Gov. Gina Raimondo South Carolina Gov. Henry McMaster South Dakota Gov. Kristi Noem Tennessee Gov. Bill Lee Texas Gov. Greg Abbott Utah Gov. Gary Herbert Vermont Gov. Phil Scott Virginia Gov. Ralph Northam Washington Gov. Jay Inslee West Virginia Gov. Jim Justice Wisconsin Gov. Tony Evers Wyoming Gov. Mark Gordon American Samoa Gov. Lolo Matalasi Moliga Guam Gov. Lou Leon Guerrero Northern Mariana Islands Gov. Ralph Torres Puerto Rico Gov. Ricardo Rosselló U.S. Virgin Islands Gov. Albert Bryan District of Columbia Mayor Muriel Bowser

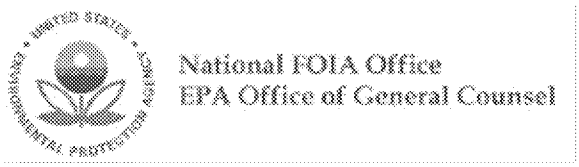
For these FOIA requests, please follow the procedures set out in the attached Chief of Staff's Memorandum. For steps 4 and 5, an email template is attached for your use.

Please contact me if you have any questions.

Thank you,

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
Ex. 6 (Mobile)
202-566-1667 (Main line)



Message

From: Farren, Victor [Farren.Victor@epa.gov]
Sent: 8/8/2017 8:08:03 PM
To: Hope, Brian [Hope.Brian@epa.gov]
Subject: FW: Awareness Review Guidance - EPA-HQ-2017-005731

FYI

From: Walker, Denise
Sent: Tuesday, August 08, 2017 3:13 PM
To: Farren, Victor <Farren.Victor@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>
Cc: Rementer, Nicole <rementer.nicole@epa.gov>; Clarke, Victoria <clarke.victoria@epa.gov>; Creech, Christopher <Creech.Christopher@epa.gov>
Subject: RE: Awareness Review Guidance - EPA-HQ-2017-005731

Thank you, Victor.

I spoke to Elise about this matter.
We will hold for now. If Becky is not better by tomorrow, Nicole and I will address it.

Thank you all,
Denise

From: Farren, Victor
Sent: Tuesday, August 08, 2017 1:02 PM
To: Dolph, Becky <Dolph.Becky@epa.gov>
Cc: Rementer, Nicole <rementer.nicole@epa.gov>; Clarke, Victoria <clarke.victoria@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
Subject: FW: Awareness Review Guidance - EPA-HQ-2017-005731
Importance: High

Following up from earlier this morning. See below.

Thanks,

Victor

From: Farren, Victor
Sent: Tuesday, August 08, 2017 10:23 AM
To: Dolph, Becky <Dolph.Becky@epa.gov>
Subject: FW: Awareness Review Guidance - EPA-HQ-2017-005731
Importance: High

Becky,

The documents for EPA-HQ-2017-005731 are on OneDrive so please let me know who needs access to these files.

These documents are also responsive to:

Ryan Koronowski, ThinkPress.org - EPA-HQ-2017-005553

Sharon Lerner, The Intercept - EPA-HQ-2017-006146
Alexander Rony, Sierra Club – EPA-HQ-2017-006791
Austin Evers, American Oversight – EPA-HQ-2017-006057 ← will not release documents to this requester since we are in litigation. Release will be coordinated through Jennifer Hammit.

From: Hope, Brian
Sent: Tuesday, August 08, 2017 9:32 AM
To: Newton, Jonathan <Newton.Jonathan@epa.gov>; No, Fredrick <No.Fredrick@epa.gov>; Farren, Victor <Farren.Victor@epa.gov>
Cc: Dolph, Becky <Dolph.Becky@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Reeder, John <Reeder.John@epa.gov>
Subject: Awareness Review Guidance
Importance: High

Team –

Ryan Jackson has just issued instructions to have all AO FOIA releases reviewed by the FEAT team prior to distribution for awareness review by the political team. Please send Becky Dolph all proposed releases that are currently in the awareness review process, as well as all future proposed releases. At the conclusion of her team's review, they will forward the proposed release for the political team's awareness review. They will cc both the AO FOIA professional responsible for the request and me. At the conclusion of the awareness review period, I will sign the response letter, and we will upload the responsive documents to FOIAonline and release them to the requestor as per usual.

Jonathan –

Please communicate this guidance to the other AO FOIA professionals.

Let me know if you have any questions. Thanks.

- Brian

Brian T. Hope
Acting Director
Office of the Executive Secretariat
Office of the Administrator
(202) 564-8212

Message

From: Dolph, Becky [Dolph.Becky@epa.gov]
Sent: 7/25/2017 2:47:41 PM
To: Hope, Brian [Hope.Brian@epa.gov]
Subject: RE: AO FOIA Centralization Pilot Project -- need to send to staff

Thanks Brian – do you have some time to talk this afternoon?

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Hope, Brian
Sent: Tuesday, July 25, 2017 10:47 AM
To: Dolph, Becky <Dolph.Becky@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Fine, Steven <fine.steven@epa.gov>
Subject: RE: AO FOIA Centralization Pilot Project -- need to send to staff

I sent my memo to OEX's FOIA team just before 1 pm yesterday and then informed Ryan that the task had been completed. Let me know if you need anything else. Thanks, Becky.

- Brian

From: Dolph, Becky
Sent: Tuesday, July 25, 2017 10:01 AM
To: Bowman, Liz <Bowman.Liz@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>
Subject: AO FOIA Centralization Pilot Project -- need to send to staff

All – If you missed the part in Ryan's email yesterday about sending out announcement re: FOIA Centralization Pilot Project to your staff, I've copied and pasted what you need to send below, as well as the two attachments that go along with it. Ryan had asked that you send this out yesterday. If you've not done so, please let your staff know about the project ASAP. If you can let me know when this has been completed that would be great.

Let me know if questions.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

MEMORANDUM

FROM:

TO:

SUBJECT: AO FOIA Centralization Pilot Project

Our office has been asked by the Chief of Staff to participate in a pilot project centralizing incoming all incoming Freedom of Information Act requests directed to the Immediate Office of the Office of the Administrator, the Office of Public Affairs (OPA), the Office of Policy (OP) and the Office of Congressional and Intergovernmental Relations (OCIR).

Weekly, the AO Immediate Office, the Office of Public Affairs, the Office of Policy and the Office of Congressional and Intergovernmental Relations receive a substantial number of FOIA requests. Each office is currently responsible for many pending FOIAs and unprocessed requests range from 45 in one office to nearly 400 in another office. Since January 2017 all four offices have had a substantial increase in FOIA requests: OEX FOIA receipts alone increased by 189% over a 5-month period. These four offices simply do not have sufficient staff to effectively and efficiently manage their caseloads.

To address the offices' FOIA demands, the Agency is implementing a pilot FOIA centralization project. These four offices, in conjunction with the OGC/FOIA Expert Assistance Team (FEAT), will work together to meet this unprecedented need. Below is information regarding the pilot.

Attached you will find a description of the project as well as a questions and answers document that will provide you with additional details regarding the project.

I appreciate your cooperation in this effort aimed at enhancing our FOIA program. Thank you.

Attachments
- AO FOIA Centralization Pilot Project Description
- Questions and Answers for Employees

Message

From: No, Fredrick [No.Fredrick@epa.gov]
Sent: 1/26/2017 2:21:10 PM
To: Espinoza, Ana [Espinoza.Ana@epa.gov]
CC: Hope, Brian [Hope.Brian@epa.gov]
Subject: FW: FOIA Technology Workgroup - Relativity Guide and Meetings
Attachments: FEAT Relativity Guidance 1.24.17.pdf

Not sure if you received this, but here it is for good measure.

From: Hammitt, Jennifer
Sent: Wednesday, January 25, 2017 4:23 PM
Subject: FOIA Technology Workgroup - Relativity Guide and Meetings

Hi all!

First, a piece of good news – we have completed the Relativity Start-up / Users Guide for FOIA! Thank you to the FEAT, especially Peter Bermes, Denise Walker, and Joan Moumbleaux, and to the crack Region 2 team of Pat Hick, Lauren Fischer, and Leena Raut, for getting this over the finish line, and to Mark Stilp, Alan Margolis, and Joan Kaminer for coordinating. I hope that this will be a useful reference for you to share with reviewers in your Region or Office who may not be familiar with the Relativity platform. It will be added to the OneDrive site and can be distributed as needed. We can discuss any questions on our next meeting, on **February 8.**

Second, I wanted to thank you for your patience with the cancellation of the January call – we were very busy here with the change in administrations and the new year. The calls are continuing and I am still available to answer your questions as they come up – please feel free to give me a call!

Finally, I will be introducing **Matt Schwarz** on our next call, who will be taking the lead on the calls starting in March for a couple of months **Personal Matters / Ex. 6** Matt is one of our IPLG attorneys and a FOIA pro, so you should be in good hands to keep the group going as we adjust in the new year.

Thank you all again, and I look forward to talking to you in a couple of weeks.

Jennifer Hammitt
Attorney-Advisor, Information Law Practice Group
Office of General Counsel, General Law Office
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW, MC-2377A
Washington, DC 20460
(202) 564-5097

Message

From: No, Fredrick [No.Fredrick@epa.gov]
Sent: 5/1/2017 1:50:34 PM
To: Newton, Jonathan [Newton.Jonathan@epa.gov]; Farren, Victor [Farren.Victor@epa.gov]
CC: Hope, Brian [Hope.Brian@epa.gov]
Subject: FOIA Guidance Docs - "Records" Defined Under FOIA (DOJ OIP Case Analysis) + Boolean Search Tutorial (FOIA Coordinator Site)
Attachments: Boolean-search-presentation-March2017.pptx; Defining a Record Under the FOIA - DOJ AILA 2016 case analysis.pdf

Gentlemen - Just in case you haven't seen these already

Regards,

Fredrick No

Attorney-Adviser

Environmental Protection Agency

202.564.2793

Message

From: Jackson, Ryan [jackson.ryan@epa.gov]
Sent: 8/22/2017 9:54:29 PM
To: Fine, Steven [fine.steven@epa.gov]
CC: Hope, Brian [Hope.Brian@epa.gov]; Bowman, Liz [Bowman.Liz@epa.gov]; Dolph, Becky [Dolph.Becky@epa.gov]; Minoli, Kevin [Minoli.Kevin@epa.gov]
Subject: FW: FOIA Awareness Review-Oil & Gas ICR (8.25.17)
Attachments: FINAL NRDC methane ICR FOIA 3.7.2017.pdf; Interim Release 8.25.17.pdf

Importance: High

Steve, please advise the Office of Air Quality Planning & Standards that we will not release the attached until I have had the opportunity to review. It may require a longer review than 8/25. Thanks.

From: Purifoy, Tiffany
Sent: Tuesday, August 22, 2017 5:01 PM
To: Aarons, Kyle <Aarons.Kyle@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; DeLuca, Isabel <DeLuca.Isabel@epa.gov>; Dickerson, Tom <Dickerson.Tom@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Hull, George <Hull.George@epa.gov>; Millett, John <Millett.John@epa.gov>; Mills, Derek <Mills.Derek@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Newton, Jonathan <Newton.Jonathan@epa.gov>; No, Fredrick <No.Fredrick@epa.gov>; Srinivasan, Gautam <Srinivasan.Gautam@epa.gov>; Tate, Ragan <Tate.Ragan@epa.gov>; Valentine, Julia <Valentine.Julia@epa.gov>
Subject: FOIA Awareness Review-Oil & Gas ICR (8.25.17)

Good afternoon,

I am circulating for awareness, an interim release of documents in response to a FOIA request related to the Oil & Gas Information Collection Request. A copy of the FOIA request letter is also enclosed. Documents will be submitted to the requester on August 25, 2017.

Thanks,

Tiffany Purifoy

Government Information Specialist
Office of Air Quality Planning & Standards
Environmental Protection Agency
919-541-0878

Appointment

From: Creech, Christopher [Creech.Christopher@epa.gov]
Sent: 10/12/2017 8:26:04 PM
To: Hope, Brian [Hope.Brian@epa.gov]; Newton, Jonathan [Newton.Jonathan@epa.gov]; Farren, Victor [Farren.Victor@epa.gov]; White, Elizabeth [white.elizabeth@epa.gov]; No, Fredrick [No.Fredrick@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]; Rementer, Nicole [rementer.nicole@epa.gov]

Subject: Backlog Report Request
Attachments: OEX Action Plan.xlsx; Plan to Address Backlogged Requests.xlsx
Location: 6013 WJCN Call in Line: 855-564-1700 Codes: 1107371 & 234567

Start: 10/12/2017 9:00:00 PM
End: 10/12/2017 9:30:00 PM
Show Time As: Tentative

If you are able to on short notice, we wanted to take the opportunity to discuss the most recent request to provide a "backlog report" **by tomorrow** per Steve Fine's communication about Ryan Jackson's challenge.

Attached:

1) "OEX Action Plan.xlsx" is the spreadsheet that we put together for you not to long ago; you will find it useful as you fill out the template backlog report
2) "Plan to Address Backlog Requests.xlsx" is the template that has been requested be filled out by the offices with pre-Jan. 1, 2017 requests open

Message

From: Hope, Brian [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=C27B55619FB248CC8776FC46CD3F8B0D-BHOPE]
Sent: 2/22/2018 10:08:21 PM
To: Newton, Jonathan [Newton.Jonathan@epa.gov]; No, Fredrick [No.Fredrick@epa.gov]; Farren, Victor [Farren.Victor@epa.gov]; Ferris, Lena [Ferris.Lena@epa.gov]
Subject: Fwd: Selected Incoming FOIA Requests week of 2-5-2018
Attachments: Selected FOIA Requests. general. 02.05.2018.docx; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

From: "Walker, Denise" <Walker.Denise@epa.gov>
Date: February 21, 2018 at 11:52:22 AM EST
To: "Blake, Wendy" <Blake.Wendy@epa.gov>, "Youngblood, Charlotte" <Youngblood.Charlotte@epa.gov>, "Miller, Kevin" <Miller.Kevin@epa.gov>, "Hope, Brian" <Hope.Brian@epa.gov>, "Moser, Rebecca" <Moser.Rebecca@EPA.GOV>, "Byrd, Jonda" <byrd.jonda@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>, OGC FEAT <OGC_FEAT@epa.gov>, "Monson, Mahri" <Monson.Mahri@epa.gov>
Subject: FW: Selected Incoming FOIA Requests week of 2-5-2018

FYI

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. |7308A WJCN
Office: 202-564-6520
EPA Cell: Ex. 6

Have a FOIA question? Try here first!

From: Walker, Denise
Sent: Wednesday, February 21, 2018 11:52 AM
To: Leopold, Matt <Leopold.Matt@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Konkus, John <konkus.john@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Graham, Amy <graham.amy@epa.gov>; Baptist, Erik <baptist.erik@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Hull, George <Hull.George@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Schwab, Justin <schwab.justin@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>; Fotouhi, David <fotouhi.david@epa.gov>
Subject: Selected Incoming FOIA Requests week of 2-5-2018

Good morning,

During the week of 2-5-18, the Agency received 263 requests. The 64 attached may be of interest.

Best,
Denise

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. |7308A WJCN
Office: 202-564-6520
EPA Cell: Ex. 6

Have a FOIA question? Try here first!

Message

From: Hope, Brian [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=C27B55619FB248CC8776FC46CD3F8B0D-BHOPE]
Sent: 10/23/2017 9:00:14 PM
To: Newton, Jonathan [Newton.Jonathan@epa.gov]; No, Fredrick [No.Fredrick@epa.gov]; Farren, Victor [Farren.Victor@epa.gov]; Ferris, Lena [Ferris.Lena@epa.gov]
Subject: FW: Selected Incoming FOIAs -- week of 10/16/2017
Attachments: Selected FOIA Requests. general. 10.16.2017.docx

Not very select – 93 requests on 26 pages…

From: Walker, Denise
Sent: Monday, October 23, 2017 4:44 PM
To: Blake, Wendy <Blake.Wendy@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; OGC FEAT <OGC_FEAT@epa.gov>
Subject: FW: Selected Incoming FOIAs -- week of 10/16/2017

FYI

From: Walker, Denise
Sent: Monday, October 23, 2017 4:43 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Konkus, John <konkus.john@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Graham, Amy <graham.amy@epa.gov>; Baptist, Erik <baptist.erik@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Hull, George <Hull.George@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Schwab, Justin <schwab.justin@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>
Subject: Selected Incoming FOIAs -- week of 10/16/2017

Good afternoon,

344 FOIA requests were received from 10/13/2017 – 10/20/2017. The 93 requests summarized in the attached file may be of interest.
Normally we provide this list on Fridays, but the number of requests is higher than normal and took us a bit more time to review and compile.

Best,
Denise Walker

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. | 7308A WJCN
Office: Ex. 6

Message

From: Hope, Brian [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=C27B55619FB248CC8776FC46CD3F8B0D-BHOPE]
Sent: 1/31/2018 10:11:43 PM
To: Newton, Jonathan [Newton.Jonathan@epa.gov]; No, Fredrick [No.Fredrick@epa.gov]; Farren, Victor [Farren.Victor@epa.gov]; Ferris, Lena [Ferris.Lena@epa.gov]
Subject: FW: Selected Incoming FOIA requests week of 1-22-18
Attachments: Selected FOIA Requests. general. 01.22.2018.docx

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From: Walker, Denise
Sent: Tuesday, January 30, 2018 6:07 PM
To: Blake, Wendy <Blake.Wendy@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; OGC FEAT <OGC_FEAT@epa.gov>
Subject: FW: Selected Incoming FOIA requests week of 1-22-18

FYI

From: Walker, Denise
Sent: Tuesday, January 30, 2018 6:03 PM
To: Leopold, Matt <Leopold.Matt@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Konkus, John <konkus.john@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Graham, Amy <graham.amy@epa.gov>; Baptist, Erik <baptist.erik@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Hull, George <Hull.George@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Schwab, Justin <schwab.justin@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>; Fotouhi, David <fotouhi.david@epa.gov>
Subject: Selected Incoming FOIA requests week of 1-22-18

Good evening,

During the week of January 22, 2018, the Agency received 271 requests. The 36 attached may be of interest.

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. | 7308A WJCN
Office: 202-564-6520
EPA Cell: Ex. 6

Message

From: Hope, Brian [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=C27B55619FB248CC8776FC46CD3F8B0D-BHOPE]
Sent: 3/15/2018 12:29:11 PM
To: Farren, Victor [Farren.Victor@epa.gov]; Newton, Jonathan [Newton.Jonathan@epa.gov]; No, Fredrick [No.Fredrick@epa.gov]; Ferris, Lena [Ferris.Lena@epa.gov]
Subject: Fwd: Selected Incoming FOIA Requests - Week of 02.19.2018
Attachments: Selected FOIA Requests. general. 02.19.2018.docx; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

From: "Walker, Denise" <Walker.Denise@epa.gov>
Date: March 14, 2018 at 4:45:05 PM EDT
To: "Blake, Wendy" <Blake.Wendy@epa.gov>, "Youngblood, Charlotte" <Youngblood.Charlotte@epa.gov>, "Miller, Kevin" <Miller.Kevin@epa.gov>, "Hope, Brian" <Hope.Brian@epa.gov>, "Moser, Rebecca" <Moser.Rebecca@EPA.GOV>, "Byrd, Jonda" <byrd.jonda@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>, OGC FEAT <OGC_FEAT@epa.gov>, "Monson, Mahri" <Monson.Mahri@epa.gov>
Subject: FW: Selected Incoming FOIA Requests - Week of 02.19.2018

FYI

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. |7308A WJCN
Office: 202-564-6520
EPA Cell: 202-816-9872

Have a FOIA question? Try here first!

From: Walker, Denise
Sent: Wednesday, March 14, 2018 4:42 PM
To: Leopold, Matt <Leopold.Matt@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Konkus, John <konkus.john@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Graham, Amy <graham.amy@epa.gov>; Baptist, Erik <baptist.erik@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Hull, George <Hull.George@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Schwab, Justin <schwab.justin@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>; Fotouhi, David <fotouhi.david@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>
Subject: Selected Incoming FOIA Requests - Week of 02.19.2018

Good afternoon,

During the week of 2-19-18, the Agency received 227 requests. The 51 attached may be of interest.

Best,
Denise

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. |7308A WJCN
Office: 202-564-6520
EPA Cell: Ex. 6

Have a FOIA question? Try here first!

Message

From: Hope, Brian [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=C27B55619FB248CC8776FC46CD3F8B0D-BHOPE]
Sent: 3/15/2018 12:22:01 PM
To: Newton, Jonathan [Newton.Jonathan@epa.gov]; No, Fredrick [No.Fredrick@epa.gov]; Farren, Victor [Farren.Victor@epa.gov]; Ferris, Lena [Ferris.Lena@epa.gov]
Subject: Fwd: Selected incoming FOIA requests week of 2.26.18
Attachments: Selected FOIA Requests. general. 02.26.2018.docx; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

From: "Walker, Denise" <Walker.Denise@epa.gov>
Date: March 14, 2018 at 4:45:45 PM EDT
To: "Blake, Wendy" <Blake.Wendy@epa.gov>, "Youngblood, Charlotte" <Youngblood.Charlotte@epa.gov>, "Miller, Kevin" <Miller.Kevin@epa.gov>, "Hope, Brian" <Hope.Brian@epa.gov>, "Moser, Rebecca" <Moser.Rebecca@EPA.GOV>, "Byrd, Jonda" <byrd.jonda@epa.gov>, "Gottesman, Larry" <Gottesman.Larry@epa.gov>, OGC FEAT <OGC_FEAT@epa.gov>, "Monson, Mahri" <Monson.Mahri@epa.gov>
Subject: FW: Selected incoming FOIA requests week of 2.26.18

FYI

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. |7308A WJCN
Office: 202-564-6520
EPA Cell: Ex. 6

Have a FOIA question? Try here first!

From: Walker, Denise
Sent: Wednesday, March 14, 2018 4:44 PM
To: Leopold, Matt <Leopold.Matt@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Konkus, John <konkus.john@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>; Graham, Amy <graham.amy@epa.gov>; Baptist, Erik <baptist.erik@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Hull, George <Hull.George@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>; Schwab, Justin <schwab.justin@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Burke, Marcella <burke.marcella@epa.gov>; Fotouhi, David <fotouhi.david@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>
Subject: Selected incoming FOIA requests week of 2.26.18

Good afternoon,

During the week of 2-26-18, the Agency received 204 requests. The 44 attached may be of interest.

Best,
Denise

Denise A. Walker
U.S. Environmental Protection Agency
Office of General Counsel
Washington, D.C. |7308A WJCN
Office: 202-564-6520
EPA Cell: Ex. 6

Have a FOIA question? Try here first!

Message

From: Hope, Brian [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=C27B55619FB248CC8776FC46CD3F8B0D-BHOPE]
Sent: 6/20/2017 8:30:27 PM
To: Newton, Jonathan [Newton.Jonathan@epa.gov]; No, Fredrick [No.Fredrick@epa.gov]; Farren, Victor [Farren.Victor@epa.gov]; Lena Ferris [Ferris.Lena@epa.gov]
Subject: FW: Selected FOIA Requests. general. 06.12.2017 (002).docx
Attachments: Selected FOIA Requests. general. 06.12.2017 (002).docx; ATT00001.htm

Heads up – bunch of ours are of interest to the OPA folks.

From: Dolph, Becky
Sent: Tuesday, June 20, 2017 8:41 AM
To: Hope, Brian <Hope.Brian@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>
Subject: Fwd: Selected FOIA Requests. general. 06.12.2017 (002).docx

FYI - Haven't looked at yet.

Sent from my iPhone

Begin forwarded message:

> **From:** "Bowman, Liz" <Bowman.Liz@epa.gov>
> **Date:** June 19, 2017 at 7:13:56 PM EDT
> **To:** "Dolph, Becky" <Dolph.Becky@epa.gov>
> **Subject: Selected FOIA Requests. general. 06.12.2017 (002).docx**
>
> Here you go; thanks for the reminder!