To: Bayless, Shirley[Bayless.Shirley@epa.gov]
Cc: Lawrence, Rob[Lawrence.Rob@epa.gov]; Magee, Melanie[Magee.Melanie@epa.gov]; Jones, Bruced[Jones.Bruced@epa.gov]
From: Robinson, Jeffrey
Sent: Mon 4/23/2018 4:15:37 PM
Subject: RE: who from MM is assigned to this: FOIA Request 006809

This form should be sent when each FOIA is assigned. IT was not….we'll fill it out, but an overprocessing step. Melanie will send you back the form.

From: Bayless, Shirley
Sent: Monday, April 23, 2018 11:09 AM
To: Robinson, Jeffrey <Robinson.Jeffrey@epa.gov>
Cc: Lawrence, Rob <Lawrence.Rob@epa.gov>; Magee, Melanie <Magee.Melanie@epa.gov>; Jones, Bruced <Jones.Bruced@epa.gov>
Subject: RE: who from MM is assigned to this: FOIA Request 006809

Jeff,

This is the form that needs to be filled out and sent to Leticia Lane.

Thank you,

Shirley Bayless

1445 Ross Ave.

6MM-RS

Dallas, TX 75202-2733

EPA Region 6

214-665-6562

bayless.shirley@epa.gov

From: Robinson, Jeffrey
Sent: Monday, April 23, 2018 11:05 AM
To: Bayless, Shirley <Bayless.Shirley@epa.gov>
Cc: Lawrence, Rob <Lawrence.Rob@epa.gov>; Magee, Melanie <Magee.Melanie@epa.gov>; Jones, Bruced <Jones.Bruced@epa.gov>
Subject: RE: who from MM is assigned to this: FOIA Request 006809

We will need to initiate an eDiscovery MS Outloolk email search for this FOIA in 6MM

The following emails will need to be searched in 6MM:

Jeff Robinson: Robinson.Jeffrey@epa.gov

Melanie Magee: Magee.Melanie@epa.gov

Rob Lawrence: Lawrence.Rob@epa.gov

Wren Stenger: Stenger.Wren@epa.gov

Lisa Price: price.lisa@epa.gov

Guy Donaldson: Donaldson.guy@epa.gov

Start Date should be January 2, 2008 and End Date Should be April 23, 2018

Date Search needed by May 2, 2018.

Keywords: "LOOP" and "Louisiana Offshore Oil Port"

Reviewers will include: Robert Lawrence, Melanie Magee, Jeff Robinson, and in ORC contact: Bruce Jones (jones.bruced@epa.gov).

From: Robinson, Jeffrey
Sent: Monday, April 23, 2018 7:23 AM
To: Bayless, Shirley <Bayless.Shirley@epa.gov>
Subject: RE: who from MM is assigned to this: FOIA Request 006809

Rob is in the Multimedia Division and Bruce is in Regional Counsel. This may end up being a combination of people who have to do this work. I'll get to it later, but not now.

From: Bayless, Shirley
Sent: Monday, April 23, 2018 7:21 AM
To: Robinson, Jeffrey <Robinson.Jeffrey@epa.gov>
Subject: FW: who from MM is assigned to this: FOIA Request 006809

Please advise.

Thank you,

Shirley Bayless

1445 Ross Ave.

6MM-RS

Dallas, TX 75202-2733

EPA Region 6

214-665-6562

bayless.shirley@epa.gov

From: Ho, Nancy
Sent: Friday, April 20, 2018 4:33 PM
Cc: Bayless, Shirley <Bayless.Shirley@epa.gov>

Subject: who from MM is assigned to this: FOIA Request 006809

Hi Shirley – I did a quick search and saw in the directory that neither Bruce nor Rob is in the Multimedia Division? Did Jeff volunteer another division to answer this FOIA request?

From: Ho, Nancy
Sent: Friday, April 20, 2018 3:17 PM
To: Trim, JEWELINE <Trim.Jill@epa.gov>; Langley, Shirley <Langley.Shirley@epa.gov>
Cc: Bayless, Shirley <Bayless.Shirley@epa.gov>
Subject: RE: FOIA Request 006809

Hi Jill – Step 1 - Rob and Bruce need to follow the instructions for Relativity which is in the control sheet. Step 2 - Also, I cannot reach out to the requester on a fee increase without knowing how much to propose to the requester. Therefore, please provide a fee increase estimate from the Multimedia Division.

Thanks,

Nancy

From: Trim, JEWELINE
Sent: Friday, April 20, 2018 2:40 PM
To: Ho, Nancy <Ho.Nancy@epa.gov>; Langley, Shirley <Langley.Shirley@epa.gov>
Cc: Bayless, Shirley <Bayless.Shirley@epa.gov>
Subject: FOIA Request 006809
Importance: High

Nancy / Shirley,

Please see Jeff Robinson's email below, whereas he is indicating that FOIA Request #006809 will probably require Relativity search and review. Please advise further. S. Bayless is out of the office until Monday, April 23, but I wanted you to get the heads up

on this FOIA request.

Thanks!

Jill Trim

Technical/Administrative Professional

Senior Environmental Employee

RCRA Hazardous Waste Branch

Multimedia Division

214-665-6564 * R6 6MM-RS

2 Chron.7:14

From: Robinson, Jeffrey
Sent: Friday, April 20, 2018 10:13 AM
To: Trim, JEWELINE <Trim.Jill@epa.gov>; Bayless, Shirley <Bayless.Shirley@epa.gov>
Subject: RE: A FOIA has been assigned to you

Jill and Shirley,

This FOIA will most likely require Relativity search across multiple Divisions. Water is currently working on water permits for LOOP with LDEQ. In addition, there is other work/discussions in process on the LOOP facility. The cost of this will most likely be greater than $25 on the Air side alone….don't know about the Water Division costs. FOIA folks may need to call the requestor after discussing Water Division's thoughts on cost. At this point, assume at a minimum Rob and/or Bruce (or a larger team) will screen the results of the Relativity search to determine what we can release.

Jeff

From: Robinson, Jeffrey
Sent: Friday, April 20, 2018 6:47 AM
To: Magee, Melanie <Magee.Melanie@epa.gov>; Toups, Brad <Toups.Brad@epa.gov>; Lawrence, Rob <Lawrence.Rob@epa.gov>; Jones, Bruced <Jones.Bruced@epa.gov>
Cc: Bayless, Shirley <Bayless.Shirley@epa.gov>; Donaldson, Guy <Donaldson.Guy@epa.gov>
Subject: FW: A FOIA has been assigned to you

From: Region 6 FOIA Coordinators [mailto:no-reply@sharepointonline.com]
Sent: Thursday, April 19, 2018 5:00 PM
To: Donaldson, Guy <Donaldson.Guy@epa.gov>; Robinson, Jeffrey <Robinson.Jeffrey@epa.gov>; Stanton, MaryA <Stanton.Marya@epa.gov>; Feldman, Michael <Feldman.Michael@epa.gov>; Johnston, Carol <johnston.carol@epa.gov>
Cc: Bayless, Shirley <Bayless.Shirley@epa.gov>; Trim, JEWELINE <Trim.Jill@epa.gov>
Subject: A FOIA has been assigned to you

You have been assigned FOIA Request EPA-R6-2018-006809 .

Click here to view the assigned FOIA.

Your response is appreciated by 5/8/2018.

If you are unable to complete your response in this timeframe, please contact Bayless.Shirley@epa.gov.

Fee Waiver Requested

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Click here to reply