To: Janjic, Ksenija[Janjic.Ksenija@epa.gov]
Cc: Carusiello, Chris[Carusiello.Chris@epa.gov]; Villamizar, Nicole[Villamizar.Nicole@epa.gov]; McQueen, Jacqueline[McQueen.Jacqueline@epa.gov]; Mooney, Charlotte[Mooney.Charlotte@epa.gov]; Haynes, LaShan[Haynes.LaShan@epa.gov]
From: Gill, Darren
Sent: Tue 7/26/2016 8:21:26 PM
Subject: RE: Clarification of EPA's Confidential Business Information procedures
removed.txt

Fed Ex TRCK #: 664078299705

Darren Gill
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From: Janjic, Ksenija [mailto:Janjic.Ksenija@epa.gov]
Sent: Tuesday, July 26, 2016 3:59 PM
To: Gill, Darren <DGill@fieldturf.com>
Cc: Carusiello, Chris <Carusiello.Chris@epa.gov>; Villamizar, Nicole <Villamizar.Nicole@epa.gov>; McQueen, Jacqueline <McQueen.Jacqueline@epa.gov>; Mooney, Charlotte <Mooney.Charlotte@epa.gov>; Haynes, LaShan <Haynes.LaShan@epa.gov>
Subject: Clarification of EPA's Confidential Business Information procedures

Hi Darren,

I just wanted to give you further instruction regarding the process we are required to follow to claim

confidential business information (CBI). I apologize that we did not have the clarity to advise you at the start that CBI cannot be claimed via email. The claim should be made via a letter to our Document Control Officer (DCO), Ms. LaShan Haynes. You can provide Ms. Haynes with a hardcopy of the transcript highlighting the sections you claim are CBI, or you could save the transcript with the highlighted sections to a flash drive or a CD. The hardcopy, flash drive or the CD should be mailed in a double envelope. The inner envelope should state that the envelope is to be opened only by the addressee. The outer envelope should include Ms. Haynes' address.

If you choose to use the courier service, such as FedEx or UPS, please use the following address:

Courier Address:
Ms. LaShan Haynes

One Potomac Yard
2777 S. Crystal Drive
Room S-5948
Arlington, VA 22202

If you would like to use the U.S. postal service, please use the following address:

Mailing Address:

Ms. LaShan Haynes

1200 Pennsylvania Avenue, NW (MC 5305P)

Washington, DC 20460

Otherwise, we are required not to include any CBI in email correspondence. All communication regarding CBI should be handled by the DCO who will further disseminate the information only to those of us who are CBI-certified.

Apologies for not having clarity around this process.

Best regards,

Ksenija Janjic

Office of Resource Conservation and Recovery

US Environmental Protection Agency

Potomac Yards South, S6943

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