From: Gilbert, Alexas
To: Rivera, Adrienne; Engels, Alan
Subject: RE: EPA-R8-2017-007593
Date: Wednesday, May 24, 2017 6:53:07 AM

Hi Adrienne,

I would highlight in your email to Melanie that if she chose to self-identify her own emails the process would be much quicker and allow her/us to close the FOIA out sooner. Right now an OEI search is backlogged probably a month or more. Letting Melanie know the FOIA could get done quicker if she did the search would incentive it, and we could potentially close this FOIA sooner rather than later.

Alan, I didn't know if having Melanie self-identify her own emails thru Outlook was an acceptable option. It seems reasonable given one custodian, easily identifiable search terms, and the backlog in OEI.

Thanks
Alexas

From: Rivera, Adrienne
Sent: Tuesday, May 23, 2017 5:21 PM
To: Engels, Alan <engels.alan@epa.gov>
Cc: Gilbert, Alexas <Gilbert.Alexas@epa.gov>
Subject: EPA-R8-2017-007593
Importance: High

Hi Alan –
I confirmed that Melanie Wood, OPRA's PESP Director, is on LV returning to work next Tuesday.
I also just spoke with Alexas about this request to get her thoughts on possible search methods.

Please preview the following draft email & description, & let me know if this is an OK approach.

Also, what are your thoughts about including PESP's Environmental Stewardship Unit Chief, Kim Pardue-Welch on the email, as she may be able to provide input on the search & we could
possibly get started before Melanie's return.

Thanks,
Adrienne

Adrienne Rivera
Govt Information Specialist (OPRA, OWP, TMS)
U.S. Environmental Protection Agency, Region 8

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303-312-6655 (Office)
303-312-7554 (Fax)

"Silence in the face of evil is itself evil: God will not hold us guiltless. Not to speak is to speak. Not to act is to act." – Dietrich Bonhoeffer

Hi Melanie –

the following FOIA request was assigned to you in FOIAonline May 24th. Based on the following
description, you have the option to perform a "self-identify" email search via MS Outlook using
the key terms & phrases, along with the timeframe stated in the description such as:

"American Wood Protection Association"
"AWPA"
"AWPA standard for treating wood"
"treating wood with copper"

Request Description

Short Description :

All email sent or received by Melanie Wood, Director of Partnerships & Environmental Stewardship Program, regarding the American Wood Protection Association (AWPA) standard for treating wood with copper. The timeframe of this request is June 1, 2016, to the present.

If you don't believe you will have the time to perform this type of search, there is also the option to have our e-Tools Expert submit an OEI search request.