From: Wood, MelanieL
To: Rivera, Adrienne
Cc: Engels, Alan
Subject: RE: FOIA #EPA-R8-2017-007593 (- how do we search my email?)
Date: Tuesday, June 6, 2017 4:54:42 AM

Would I be able to get an extension? I'm not sure that I will have time to deal with this while I am on travel this week.

From: Rivera, Adrienne
Sent: Monday, June 05, 2017 2:28 PM
To: Wood, MelanieL <Wood.MelanieL@epa.gov>
Cc: Engels, Alan <engels.alan@epa.gov>
Subject: FW: FOIA #EPA-R8-2017-007593 (- how do we search my email?)
Importance: High

Melanie –
please open the attachment & follow the steps on page 1 titled:

Collecting Email Messages from Microsoft Outlook

This will speed-up your self-identify/self-search process so we can closeout sooner. FYI: this MUST be done from your laptop.

Contact me at x6655 or Alan at x6306 if you have any questions.

Adrienne

From: Engels, Alan
Sent: Monday, June 5, 2017 11:43 AM
To: Rivera, Adrienne <Rivera.Adrienne@epa.gov>
Subject: FW: FOIA - how do we search my email?

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: Campbell, John R.
Sent: Monday, June 5, 2017 8:14 AM
To: Wood, MelanieL <Wood.MelanieL@epa.gov>
Cc: Engels, Alan <engels.alan@epa.gov>
Subject: RE: FOIA - how do we search my email?

Melanie,

You want to search your email for a FOIA with a timeframe from June 1st, 2016 to the present? If that is the case, please contact Alan Engels, as he is the
point of contact for FOIA searches within in Microsoft emails. I am no longer the point of contact for FOIA searches within the Microsoft Outlook email.

Thank you,

John Riley Campbell
US EPA Region 8
Records Management
(8TMS-IMP-CMU)
303-312-6548
Campbell.JohnR@epa.gov

From: Wood, MelanieL
Sent: Friday, June 2, 2017 3:57 PM
To: Campbell, John R. <Campbell.JohnR@epa.gov>
Subject: FOIA - how do we search my email?

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.

Melanie L. Wood, Director
Partnerships and Environmental Stewardship Program
EPA Region 8 (8P-PES)
1595 Wynkoop St.
Denver, Co 80202
Wood.MelanieL@epa.gov
303-312-7006

From: Rivera, Adrienne
Sent: Friday, May 26, 2017 4:26 PM
To: Wood, MelanieL <Wood.MelanieL@epa.gov>
Cc: Engels, Alan <engels.alan@epa.gov>
Subject: FW: FOIA #EPA-R8-2017-007593 (Task Assigned)
Importance: High

Melanie –

(b) (6) [redacted] contact Alan at x6306 if you need guidance on this FOIA.

Adrienne

From: Rivera, Adrienne
Sent: Friday, May 26, 2017 8:03 AM
To: Wood, MelanieL <Wood.MelanieL@epa.gov>
Subject: FOIA #EPA-R8-2017-007593 (Task Assigned)
Importance: High

Hi Melanie –

you have been tasked on this request. There are two (2) options to search for responsive records:

1. Self-identify emails during specified dates using easily identifiable search terms & phrases like
   "American Wood Protection Association", "AWPA", "standard for treating wood with copper".
2. Request an OEI search

The process to self-identify your own emails is ***strongly recommended***, as it would be much quicker
& allow for this request to be closed sooner. According to our e-Tools expert, currently, the OEI
search process is backlogged probably a month or more.

th

Your Task Due Date is set for June 7 , so feel free to call should you have any questions or concerns.

Thanks,
Adrienne

Adrienne Rivera
Govt Information Specialist (OPRA, OWP, TMS)
U.S. Environmental Protection Agency, Region 8
Mail Code: 8TMS-IMP-CMU
1595 Wynkoop Street
Denver, CO 80202-1129
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