Message

From: Wittenberg, Nicholas [wittenberg.nicholas@epa.gov]
Sent: 3/12/2019 1:31:02 PM
To: Bertrand, Charlotte [Bertrand.Charlotte@epa.gov]; Beck, Nancy [Beck.Nancy@epa.gov]; Keigwin, Richard [Keigwin.Richard@epa.gov]; Keaney.kevin@Epa.gov; cleland-hamnett.wendy@epa.gov; Dourson, Michael [dourson.michael@epa.gov]
CC: Nguyen, Quoc [Nguyen.Quoc@epa.gov]; HertzWu, Sara [HertzWu.Sara@epa.gov]; Ingram, Earl [Ingram.Earl@epa.gov]
Subject: Farmworkers Justice v. EPA (FOIA Litigation) - NON-OUTLOOK - Search Instructions
Attachments: EPA-HQ-2018-002879 Smith 12-22-17.pdf

Good Morning,

You have been identified as a potential custodian of responsive records to a Freedom of Information Act (FOIA) request. The request **EPA-HQ-2018-002879** concerns "...government records reflecting **meetings or planned meetings**" about:

- the Worker Production Standard Final Rule or
- Certification of Pesticide Applicators Proposed Rule

With the following entities:

a. The American Farm Bureau Federation
b. The National Association of State Departments of Agriculture ("NASDA")
c. Association of American Pesticide Control Officials ("AAPCO")
d. CropLife America
e. National Council of Agricultural Employers ("NCAE")
f. National Agricultural Aviation Association ("NAAA")
g. Oregonians for Food and Shelter
h. State-based Farm Bureau associations
i. State departments of agriculture

Search Dates: January 20, 2017 to May 17, 2018

A copy of the FOIA request and any relevant communication with the requester is attached for your reference.

Reminder: In accordance with EPA's FOIA Procedures, you should track and record the time spent searching for responsive records.

STEP 1: CONDUCT THE SEARCH

Please search the following locations for **NON-OUTLOOK** responsive records:

- Enterprise Content Management System (ECMS)
- Local or shared computer drives (C:, F:, G:, etc.);
- SharePoint sites
- OneDrive
- Mobile devices (e.g., text messages and photographs)
- Voicemail
- External drives and discs
- Hard-copy files
- Other

STEP 2: CONFIRM THE SEARCH IS COMPLETE
When you have completed your search, please send an email, with the subject line: "Search Response for HQ-2018-002879" to the point of contact (POC) Nick Wittenberg at Wittenberg.nicholas@epa.gov. In your email, including the following information:

- The number of records located each search location [If you did not locate any records, please note this in your email];

STEP 3: TRANSFER SEARCH RESULTS FOR REVIEW

Once you have completed your search of all non-Outlook records, in accordance with Step 1, above, and confirmed that your search is completed (Step 2), you will need to review those records for responsiveness. For both responsive and nonresponsive records, please collect the records in accordance with the instructions below. The point of contact listed above, will review responsive records for potential redactions and may seek your input before providing both responsive records and nonresponsive records to the Action Office.

All other records:

For collection via email: Consolidate all responsive records in a folder on your computer, labelled as "Your Name, FOIA Request Number, Folder # of #_Responsive" and all non-responsive records in a folder labelled "Your Name, FOIA Request Number, Folder # of #_Nonresponsive." You will send these folders via email to [For Action Office custodians: Action Office POC@epa.gov] or [For Contributing Office custodians: Contributing Office POC@epa.gov]. Due to limitations on file size, you may need to compress the folder(s) and/or send multiple emails. For each email, use the folder label as the subject line.

For collection via OneDrive: Action Office POC and/or Contributing Office POCs will need to create "responsive" and "unresponsive" folders for each custodian on OneDrive. Using the following link: [link to OneDrive folder], upload all responsive and unresponsive records into the corresponding folders.

For collection via thumb drive: Create a folder on the thumb drive titled "Your Name, FOIA Request Number" and separate subfolders for responsive and nonresponsive records. Upload all responsive records and nonresponsive records to corresponding subfolders and save on a thumb drive. Please deliver this drive to Action Office POC or Contributing Office POC.

Note: All hardcopy documents should be scanned into an electronic document and transferred to Nicholas Wittenberg in accordance with the instructions above.

Please respond by **03/20/2019** with your results.

Let me know if you have any questions.

All the best,
Nick

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