WRITTEN TRANSLATION REQUEST FORM

TRANSLATION AND INTERPRETATION SERVICES FOR THE U.S. ENVIRONMENTAL PROTECTION AGENCY OFFICE OF CIVIL RIGHTS

Expedited Action Needed: **File No.:**
Description: **Due Date:**

If request is submitted less than 3 business days from when needed, approval from HQ Office of Public Affairs or the respective Public Affairs Director is required.

Requestor Details
Name of Language Access Working Group Representative (LEP WGR): Melissa Dimas
Name of Headquarters (HQ) or Regional Office: Email Address: melissa.dimas@gmail.com
Direct Phone: (212) 637-3677 Direct Fax:

Name of Individual Requestor (**Optional**): Shereen Kandil
Name of Headquarters (HQ) or Regional Office: Email Address: kandil.shereen@epa.gov
Direct Phone: (212) 637-4333 Direct Fax:

Billing Details: **ONLY NEEDED FOR AD HOC SUPPORT **(Please note that this section needs to be filled out completely for translation and/or interpretation requests that are not envisioned to be covered under requirements of the Executive Order 13166)
Who will be billed for this request (HQ Office, Region, COR) - please fill in name. general Spanish and Brazilian Portuguese

Billing Contract Officer Representative's Email Address:

Address:

Purchase Request (PR):

Direct Phone: Direct Fax:

ORIGINAL DOCUMENT INFORMATION FOR TRANSLATIONS
Description of Project (If you need additional space, please include the additional information in the request email):

Community update (fact sheet) for Spanish and Portuguese speaking populations in Newark, NJ.

Original Language of the Document: English

Current Format of Document: ☒Word Doc ☐PDF ☐Excel ☐PowerPoint ☐Other (Please provide original file format if available):

Word Count of Document (Required): 1028

DESIRED TRANSLATION INFORMATION

Language(s) you would like document translated into: Spanish (general) and Brazilian Portuguese

Is translation for a targeted audience (e.g. French Canadian, Bolivian)? If so, please describe: general Spanish and Brazilian Portuguese

Desired format of translation: ☒Word Doc ☐PDF ☐Excel ☐PowerPoint

Due date: 7/22/20

Additional Instructions:

☐ *Please check this box if your Product Review Officer has approved the original document.*

(Approving Officials, please continue to Page 3)

Updated 11/2016

WRITTEN TRANSLATION REQUEST FORM

TRANSLATION AND INTERPRETATION SERVICES FOR THE U.S. ENVIRONMENTAL PROTECTION AGENCY
OFFICE OF CIVIL RIGHTS

Language Service Checklist *(Not necessary for ad-hoc requests)*

For Translation Requests

Questions to ask yourself before you submit the Translation Form

- ☐ Is the document intended for a particular individual, a specific community or sector, e.g., community surrounding a specific Superfund site or the migrant farmworker community, or the general public?
- ☐ Does the document contain critical information for obtaining federal services and/or benefits, or is it required by law?
- ☐ Is the document considered a vital document or an outreach document?
- ☐ Is the written material part of video content? Before developing any video content, please contact your communications director, public affairs director, and/or multimedia product review officer. Multimedia materials must be reviewed and approved by AO's Office of Multimedia before any filming takes place.
- ☐ Are the materials related to a press announcement or public event?
- ☐ Are the materials part of a communications plan? (Please enclose communications plan, if available.)
- ☐ Are the materials related to an environmental emergency or natural disaster?

Additional comments:

(If you need additional space, please include the additional information in the request email)

WRITTEN TRANSLATION REQUEST FORM

TRANSLATION AND INTERPRETATION SERVICES FOR THE U.S. ENVIRONMENTAL PROTECTION AGENCY
OFFICE OF CIVIL RIGHTS

Administrative Use Only

Office of Public Affairs

- ◯ Approved
- ◯ Not Approved – if so, provide reason:

Office of Civil Rights

- ◯ Approved
- ◯ Not Approved – if so, provide reason:

Updated 11/2016