Message

From: Perovich, Gina [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6E3C19D7F4DB41BFA2477AA27AD83945-PEROVICH, GINA]
Sent: 3/29/2016 10:19:42 PM
To: Soto, Vicki [Soto.Vicki@epa.gov]
Subject: RE: Technical edit for your documents?

Yep.

Gina Perovich
Deputy Director
IRIS Program
USEPA/ORD/NCEA
703-347-8656

From: Soto, Vicki
Sent: Monday, March 28, 2016 12:57 PM
To: Perovich, Gina <Perovich.Gina@epa.gov>; D'Amico, Louis <DAmico.Louis@epa.gov>
Subject: FW: Technical edit for your documents?

Hi – can we take a look at this tomorrow? – thanks,
Vicki

From: Newhouse, Kathleen
Sent: Monday, March 28, 2016 12:32 PM
To: Soto, Vicki <Soto.Vicki@epa.gov>
Cc: Subramaniam, Ravi <Subramaniam.Ravi@epa.gov>
Subject: RE: Technical edit for your documents?

Hi Vicki, I took a guess at some of your questions below. I think the public meeting materials for BaP should be consistent with previous materials released and it has been a long time since I have been involved with releasing materials for these public science meetings.

My comments on the website:

Ex. 5 Deliberative Process (DP)

See my other comments below in red:

From: Soto, Vicki
Sent: Monday, March 28, 2016 8:48 AM
To: Newhouse, Kathleen <Newhouse.Kathleen@epa.gov>
Cc: Subramaniam, Ravi <Subramaniam.Ravi@epa.gov>
Subject: RE: Technical edit for your documents?

Hi Kathleen, I'm sorry – I should have copied Ravi and not Sue!

Vicki

From: Soto, Vicki
Sent: Thursday, March 24, 2016 7:00 AM
To: Newhouse, Kathleen <Newhouse.Kathleen@epa.gov>
Cc: Rieth, Susan <Rieth.Susan@epa.gov>
Subject: RE: Technical edit for your documents?

Hi, I took a look and this document is really short. It will not take long for the editors to do. Before we send it to the contractor though, I wanted to ask you a couple of questions.....

1. Does it need any other formatting (header/footer/cover page)? I think it should have a disclaimer and probably page numbering. Make consistent with other materials for public science meetings.
2. Does it need to be cleared? It is public, so I assume so
3. Does it need an EPA number? (probably not, but it would be good to check) not sure
4. Do you want to add an introduction? Maybe discuss where this topic is set in the assessment (section number)? Not sure, what was done with others?
5. Do you want to add a title? No preference. Make consistent with others.
6. Do you want it HERO-linked? Yes, might as well.
7. I think the other formatting should follow IRIS (so the headings should be a different font I think and the line spacing looks too close together). OK

Also, can you take a look at the preliminary meeting website page where we discuss this document? Please send me any comments about the layout of the website or the text used.

Login here first: Ex. 6 Personal Privacy (PP)

Then go to: Ex. 6 Personal Privacy (PP)

Thanks - Vicki

From: Newhouse, Kathleen
Sent: Wednesday, March 23, 2016 3:13 PM
To: Soto, Vicki <Soto.Vicki@epa.gov>
Subject: RE: Technical edit for your documents?

When is the drop dead date for sending it to the tech editor so you can get it back in time to post on the website?

From: Soto, Vicki
Sent: Wednesday, March 23, 2016 12:05 PM
To: Newhouse, Kathleen <Newhouse.Kathleen@epa.gov>

Cc: Rieth, Susan <Rieth.Susan@epa.gov>; Cunningham, Taukecha <Cunningham.Taukecha@epa.gov>
Subject: RE: Technical edit for your documents?

Hi Kathleen,
When you are ready – please send the file to Taukecha. She will have ICF edit your document. I'll follow up with Vince to see if he can send me the ppt file you mention.

From: Newhouse, Kathleen
Sent: Wednesday, March 23, 2016 3:02 PM
To: Soto, Vicki <Soto.Vicki@epa.gov>; Salazar, Keith <Salazar.Keith@epa.gov>; Lee, Janice <Lee.JaniceS@epa.gov>
Cc: Hotchkiss, Andrew <Hotchkiss.Andrew@epa.gov>; Subramaniam, Ravi <Subramaniam.Ravi@epa.gov>; Rieth, Susan <Rieth.Susan@epa.gov>
Subject: RE: Technical edit for your documents?

Hi Vicki, that would be fine with me. If we do send the BaP materials for tech edit, we should get the ppt file from Vince for the image he created (the conceptual diagram) since some of the spacing looked a little off to Sue and I when we were prepping it for the October meeting. Seems like the tech editors could polish it up a bit.

-K

From: Soto, Vicki
Sent: Wednesday, March 23, 2016 11:22 AM
To: Salazar, Keith <Salazar.Keith@epa.gov>; Lee, Janice <Lee.JaniceS@epa.gov>; Newhouse, Kathleen <Newhouse.Kathleen@epa.gov>
Cc: Hotchkiss, Andrew <Hotchkiss.Andrew@epa.gov>; Subramaniam, Ravi <Subramaniam.Ravi@epa.gov>; Rieth, Susan <Rieth.Susan@epa.gov>
Subject: Technical edit for your documents?

Hi Keith, Janice and Kathleen – I just wanted to touch base with you to see about getting your documents through a technical edit (if needed). It would be good to check of the formatting and other things since these will be going out to the public. The SRC TO for IRIS is currently being put in place but there are other vehicles that we can use. Just let me know.

Thanks
Vicki