FOIA Number: EPA-R7-2021-006200

Division/Branch Assigned Task: ORA / OIA

Region 7 Freedom of Information Act (FOIA) Certification Sheet

This form should be completed and submitted to the FOIA Officer for inclusion in the final concurrence package for a FOIA request. If it is incomplete, it will be returned. If you have questions, please contact Edie Stevens-Breckon, x7803.

Responding Staff

Please check the appropriate box and sign below:

☑ I have reviewed all responsive records and redacted information, or withheld documents exempt from disclosure (i.e., CBI, PII) and prepared a withheld log for withheld information (if any) that reasonably describes the document(s) and exemption(s) applied. I have prepared the set of documents to be released to the requestor and, if any information is being withheld, I have prepared a set of the unredacted version of redacted records and a set of entirely withheld documents for record keeping purposes. I have provided these documents in electronic format to my FOIA Coordinator, along with documentation of any communication(s) with the requestor, which may include documentation of due date extensions, clarification of scope and/or increased assurance of payment. I have informed my FOIA Coordinator of the time I spent on search and review for this request.

-OR-

☐ I, and others who may reasonably have had responsive documents, have completed a reasonable search for the information requested. Responsive documents were not found. I have provided my FOIA Coordinator documentation of any communication(s) with the requestor, which may include documentation of due date extensions, clarification of scope and/or increased assurance of payment. I have informed my FOIA Coordinator of the time I spent on search for this request.

-OR-

☐ One of the following has occurred: the requestor has indicated that they wish to withdraw this request; they have failed to grant a request for an assurance of payment or to narrow the scope of the request so that it can be processed in the current fee limit; or, the request did not reasonably describe the records sought, and no clarification was provided upon request. I have provided documentation of the above occurrence(s) to my FOIA Coordinator.

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Exemptions Applied:

☐ 5 U.S.C. §§ 552(b)(1): Information that has been deemed classified "under criteria established by an Executive order to be kept secret in the interest of national defense or foreign policy" and is "in fact properly classified pursuant to such Executive order."

☐ 5 U.S.C. §§ 552(b)(2): Information/records that are "related solely to the internal personnel rules and practices of an agency."

☐ 5 U.S.C. §§ 552(b)(3): Information that is prohibited from disclosure by federal statute that either requires the matter be withheld from the public in such a manner as to leave no discretion on the issue, or establish particular criteria for withholding or refers to particular types of matters to be withheld.

☐ 5 U.S.C. §§ 552(b)(4): Trade secrets and commercial or financial information obtained from a person that is privileged or confidential.

☐ 5 U.S.C. §§ 552(b)(5): Privileged communications within or between agencies, includingthose protected by the:

1. Deliberative Process Privilege (provided the records were created less than 25 yearsbefore the date on which they were requested)
2. Attorney-Work Product Privilege
3. Attorney-Client Privilege

☐ 5 U.S.C. §§ 552(b)(6): Information regarding individuals in personnel, medical and similar files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

☐ 5 U.S.C. §§ 552(b)(7)(a): Information compiled for law enforcement purposes that could reasonably be expected to interfere with enforcement proceedings.

☐ 5 U.S.C. §§ 552(b)(7)(b): Information compiled for law enforcement purposes the disclosure of which would deprive a person of a right to a fair trial or an impartial adjudication.

☐ 5 U.S.C. §§ 552(b)(7)(c): Information compiled for law enforcement purposes that could reasonably be expected to constitute an unwarranted invasion of personal privacy."

☐ 5 U.S.C. §§ 552(b)(7)(d): Information compiled for law enforcement purposes which could reasonably be expected to disclose the identity of a confidential source, including a state, local, or foreign agency or authority or any private institution which furnished information on a confidential

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basis5 U.S.C. §§ 552(b)(7)(e): Information compiled for law enforcement purposes that "would disclose techniques and procedures for law enforcement investigations or prosecutions or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law.

☐ 5 U.S.C. §§ 552(b)(7)(f): Information compiled for law enforcement purposes [the disclosure of which] could reasonably be expected to endanger the life or physical safety of any individual.

☐ 5 U.S.C. §§ 552(b)(8): Matters that are "contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions."

☐ 5 U.S.C. §§ 552(b)(9): Protects from disclosure geological and geophysical information and data, including maps, concerning wells.

Equity Review

Upon review of documents belonging to another EPA organization, R7 will make records of substantial interest available for review to said EPA organization. Records of substantial interest that require an equity review may include documents created in that office, emails involving personnel from that office, and opinions or advice given by an attorney in a legal office.

☐ Is an equity review required?

Time Spent on Request

Subject Matter Expert: LaTonya Sanders

Search Time: 15 minutes

Review Time: 5 minutes

Attorney (if needed): _____

Search Time: _____

Review Time: _____

LATONYA SANDERS Digitally signed by LATONYA SANDERS Date: 2021.08.31 08:02:46 -05'00' 08/31/2021

Signature of Responding Staff Date

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Manager

I have reviewed the documents (if any) prepared by the signee above and concur that our response isreasonably complete and correct.

Time Spent on Request

Manager: _____

Review Time: _____

JOSHUA TAPP Digitally signed by JOSHUA TAPP Date: 2021.09.01 07:56:17 -05'00'

Signature of Manager Date

FOIA Coordinator

I have uploaded all documents provided to me by the responding staff in FOIAonline and coded them appropriately (i.e., Unredacted Releasable, Unredacted Unreleasable; Redacted Releasable) and applied the exemption to any partially or fully withheld document.

I have uploaded all correspondence between my branch/division and the requestor, and any additional documentation into the Correspondence tab of FOIAonline.

I have entered the search and review time spent by my branch/division into the Admin Cost tab in FOIAonline.

I have closed out my task in FOIAonline indicating the correct disposition for this response.

Time Spent on Request

Manager: 5 min

Review Time: 5 min

DAVID HUNTER Digitally signed by DAVID HUNTER Date: 2021.09.02 13:03:08 -05'00' 2 Sep 2021

Signature of FOIA Coordinator Date

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