Message

**From**: Young, Nichole [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=DE6D7F1C18F94AEB89C71047E9772E42-YOUNG, NICH]
**Sent**: 7/14/2022 7:52:28 PM
**To**: Ruan-Lei, Karolina [Ruan-Lei.Karolina@epa.gov]
**Subject**: RE: OSC

Yes it does thanks again!

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**From:** Ruan-Lei, Karolina <ruan-lei.karolina@epa.gov>
**Sent:** Thursday, July 14, 2022 10:46 AM
**To:** Young, Nichole <young.nichole@epa.gov>
**Subject:** RE: OSC

OFR will notify you usually a few days before the FRN publishes.

The day the FRN publishes, I can post the FRN publicly to the docket in Regulations.gov, and the public can start submitting comments to it.

I will also let you know when I have finished posting the FRN and all the supporting documents to the docket. The docket doesn't go "live" until a document in it gets posted to the public.

Hope this helps!

**Karolina Ruan Lei**
US EPA Region 6 (6-ARSH, 6553)
Air and Radiation – Air Planning
Phone: (214) 665-7346

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**From:** Young, Nichole <young.nichole@epa.gov>
**Sent:** Thursday, July 14, 2022 10:43 AM
**To:** Ruan-Lei, Karolina <ruan-lei.karolina@epa.gov>
**Subject:** RE: OSC

One more question. I know I keep saying that. Will I be notified of the date that it will be posted beforehand?

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**From:** Ruan-Lei, Karolina <ruan-lei.karolina@epa.gov>
**Sent:** Thursday, July 14, 2022 10:20 AM
**To:** Young, Nichole <young.nichole@epa.gov>
**Subject:** RE: OSC

You're welcome. 😊 You did an excellent job throughout this process.

I took a look in FDMS. It looks like you uploaded the documents correctly.
I did want to ask, did you mean to upload the fact sheet twice? If not, you can either replace one of them with a different file and change the name, or set the status for that supporting document to "Do Not Post".
Also, please double-check that those are the titles you want to use for your documents. The titles can be fairly long if you want to be more descriptive. Once you are happy with the way the document looks, set the status of it from "Draft" to "Pending Post".

The above doesn't need to be done right away. It'll likely be around a week or longer until the FRN publishes.

**Karolina Ruan Lei**
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**From:** Young, Nichole <young.nichole@epa.gov>
**Sent:** Thursday, July 14, 2022 10:01 AM
**To:** Ruan-Lei, Karolina <ruan-lei.karolina@epa.gov>
**Subject:** RE: OSC

Awesome! Thanks again. All of the other documents, expect the fr notice, are uploaded in fdms.

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**From:** Ruan-Lei, Karolina <ruan-lei.karolina@epa.gov>
**Sent:** Thursday, July 14, 2022 9:52 AM
**To:** Young, Nichole <young.nichole@epa.gov>
**Subject:** RE: OSC

Great! Afterwards, you would go into the Draft – FR Publication Milestone and submit the document for publication. The only milestone you need to complete is the Draft – Signature milestone.

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**From:** Young, Nichole <young.nichole@epa.gov>
**Sent:** Thursday, July 14, 2022 9:43 AM
**To:** Ruan-Lei, Karolina <ruan-lei.karolina@epa.gov>
**Subject:** RE: OSC

Okay finally got it right this time. After I upload and make the action as complete. What are next steps?

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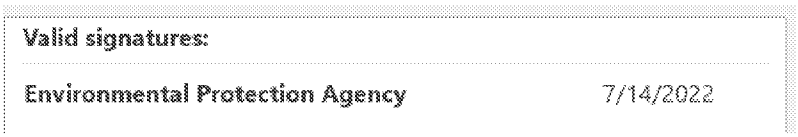
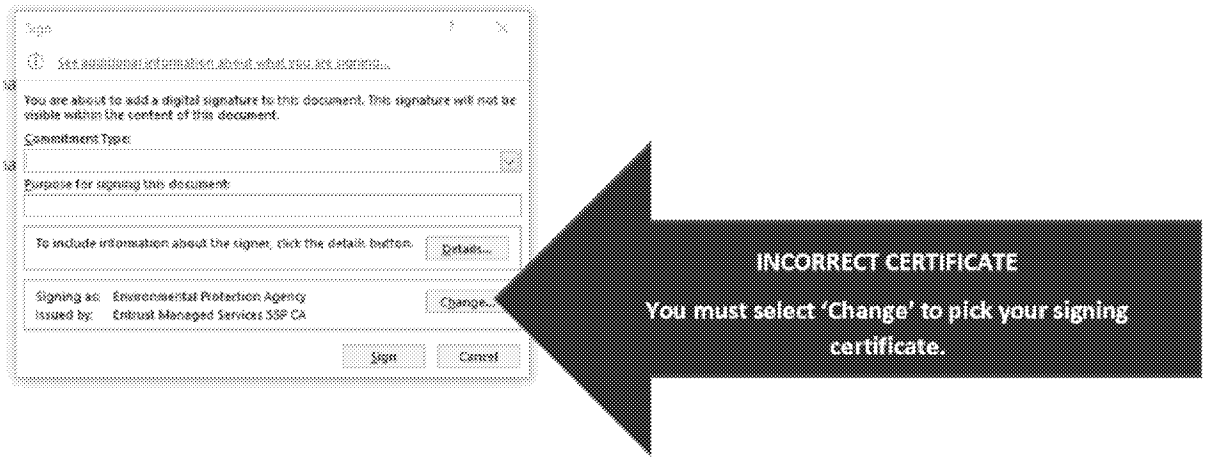
**From:** Ruan-Lei, Karolina <ruan-lei.karolina@epa.gov>
**Sent:** Thursday, July 14, 2022 9:26 AM
**To:** Young, Nichole <young.nichole@epa.gov>
**Subject:** RE: OSC

Hello Nichole,

It looks like the document was digitally signed.
I see it under File → Info → View Signatures.




However, it looks like Charles did not use the correct certificate when signing. The correct certificate should show as his first name and last name.




In the pop-box, it should say, "Signing as: [Your First Name Last Name Here]".
He'll need to re-sign this document.

**Karolina Ruan Lei**
US EPA Region 6 (6-ARSH, 6553)
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Phone: (214) 665-7346

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**From:** Young, Nichole <young.nichole@epa.gov>
**Sent:** Thursday, July 14, 2022 7:44 AM
**To:** Ruan-Lei, Karolina <ruan-lei.karolina@epa.gov>
**Subject:** RE: OSC

Thanks Karolina,

Can you look at this and make sure it is okay before I upload. It is digitally signed in word but no signature shows up on the document, not sure why.

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**From:** Ruan-Lei, Karolina <ruan-lei.karolina@epa.gov>
**Sent:** Wednesday, July 13, 2022 3:58 PM
**To:** Young, Nichole <young.nichole@epa.gov>
**Subject:** RE: OSC

Hi Nichole,

Sorry I wasn't clearer in my previous email.
You don't have to use the Power Automate method to send things up for signature unless you want to learn the process for it (and Charles McGuire also wants to learn the process for it). This is something ARD and LCRD uses when we get our FRNs signed, but it's not required for all divisions in R6.

Your DD just needs to follow the relevant steps below; I went through the link I originally sent you, copied the section, and removed information related to our Power Automate signature process.

APPLYING A DIGITAL SIGNATURE TO A FEDERAL REGISTER NOTICE IN MS WORD

1. Open your specific Federal Register Notice in MS Word.
2. Select File → Info → Protect Document → Add a Digital Signature.

3. The Sign dialog box will open.

a. Select a Commitment Type from the pull-down menu. Use 'Approved this document'.

b. In the Purpose for signing this document, type 'For FR Submission'.

c. Ensure the correct signing certificate is displayed.

.If your name is not listed under 'Signing as' please click the Change button and select the appropriate certificate.

.The appropriate signing certificate will be assigned to your name, identified for signing, and be unexpired.

d. Click Sign.

4. "Signed Document" will appear and state that "This document has been signed and marked as final. It should not be edited. If anyone tampers with this document, the signatures will become invalid." This tells you the signature process is complete.

5. Close the document. The document you just closed is now ready to submit for publication. Opening it up again will show that it is "Read-Only" and that a digital signature has been applied.

Let me know if you have any questions.

**Karolina Ruan Lei**
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Phone: (214) 665-7346

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**From:** Young, Nichole <young.nichole@epa.gov>
**Sent:** Wednesday, July 13, 2022 3:45 PM
**To:** Ruan-Lei, Karolina <ruan-lei.karolina@epa.gov>
**Subject:** RE: OSC

Karolina,

I am confused. Do I need to send the document for signature through a specific portal? I see the email talks about Microsoft power automate but I am unsure what that is or how to access.

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**From:** Ruan-Lei, Karolina <ruan-lei.karolina@epa.gov>
**Sent:** Wednesday, July 13, 2022 1:59 PM
**To:** Young, Nichole <young.nichole@epa.gov>
**Subject:** RE: OSC

Hi Nichole,

I see that you uploaded the signed FRN to the Draft – Publication Milestone.
However, after checking the document you uploaded, the document has not been signed correctly.

OFR needs documents that are digitally signed to be signed a specific manner:
Please see the "APPLYING A DIGITAL SIGNATURE TO A FEDERAL REGISTER NOTICE IN MS WORD" section in the below document:
Instructions for Digital Signature of FRNs with MS Word.docx

After signing correctly, the signature should show up similarly as in the attached document.

If you submit it this way it will be rejected by OP and OFR.

**Karolina Ruan Lei**
US EPA Region 6 (6-ARSH, 6553)
Air and Radiation – Air Planning
Phone: (214) 665-7346

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**From:** Young, Nichole <young.nichole@epa.gov>
**Sent:** Wednesday, July 13, 2022 1:46 PM
**To:** Ruan-Lei, Karolina <ruan-lei.karolina@epa.gov>
**Subject:** RE: OSC

Karolina,

Completed pre-signature review. Accepted the changes and got the document signed. Cant remember what I needed to do next. Went into EAMS. Was unsure if I should upload the signed fr and mark as completed. Im also having trouble uploading my docs to fdms. Thought I had uploaded them in last week but when I went in to try and update a document they weren't there. Tried to upload the docs again but was having issues.

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**From:** Ruan-Lei, Karolina <ruan-lei.karolina@epa.gov>
**Sent:** Thursday, July 7, 2022 10:57 AM
**To:** Young, Nichole <young.nichole@epa.gov>
**Subject:** RE: OSC

Documents can be uploaded in word, but most upload them in pdf.

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**From:** Young, Nichole <young.nichole@epa.gov>
**Sent:** Thursday, July 7, 2022 10:55 AM
**To:** Ruan-Lei, Karolina <ruan-lei.karolina@epa.gov>
**Subject:** RE: OSC

Thanks Karolina.

Last question. Do the documents need to be uploaded in pdf? I currently have them in word.

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**From:** Ruan-Lei, Karolina <ruan-lei.karolina@epa.gov>
**Sent:** Thursday, July 7, 2022 10:43 AM
**To:** Young, Nichole <young.nichole@epa.gov>
**Subject:** RE: OSC

Sounds good! I added you as the rule writer for your docket (EPA-R06-OW-2022-0603).

Feel free to start adding your supporting documents to your docket.

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**From:** Young, Nichole <young.nichole@epa.gov>
**Sent:** Thursday, July 7, 2022 10:38 AM
**To:** Ruan-Lei, Karolina <ruan-lei.karolina@epa.gov>
**Subject:** RE: OSC

Got it to work! It didn't like that I had two documents uploaded for typesetting request form. Thank you again and also just fyi, I was able to go ahead and create my fdms account.

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**From:** Ruan-Lei, Karolina <ruan-lei.karolina@epa.gov>
**Sent:** Wednesday, July 6, 2022 2:20 PM
**To:** Young, Nichole <young.nichole@epa.gov>
**Subject:** RE: OSC

You're welcome. Happy to help! Let me know if you have any other questions.

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**From:** Young, Nichole <young.nichole@epa.gov>
**Sent:** Wednesday, July 6, 2022 2:17 PM
**To:** Ruan-Lei, Karolina <ruan-lei.karolina@epa.gov>
**Subject:** RE: OSC

Thank you so much! Again, I really appreciate your help.

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**From:** Ruan-Lei, Karolina <ruan-lei.karolina@epa.gov>
**Sent:** Wednesday, July 6, 2022 2:16 PM
**To:** Young, Nichole <young.nichole@epa.gov>
**Subject:** RE: OSC

Please see attached for my edits. They're minor formatting changes. 😊 Thank you.

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**From:** Young, Nichole <young.nichole@epa.gov>
**Sent:** Wednesday, July 6, 2022 1:54 PM
**To:** Ruan-Lei, Karolina <ruan-lei.karolina@epa.gov>
**Subject:** RE: OSC

Karolina,

Please review fr notice for your review. I appreciate your help.

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**From:** Ruan-Lei, Karolina <ruan-lei.karolina@epa.gov>
**Sent:** Wednesday, July 6, 2022 11:58 AM
**To:** Young, Nichole <young.nichole@epa.gov>
**Cc:** Rosborough, Evelyn <rosborough.evelyn@epa.gov>
**Subject:** RE: OSC

Hello Nichole,

There are quite a few things that are needed before you can submit this for publication to the Federal Register.

1. The Federal Register Notice appears incomplete and inadequate.
a. There is neither an FRL number or docket number associated with this document.
b. If there is no FRL number for this, there is no EAMS entry for this document. An EAMS entry needs to be created. This is important for submitting this for publication.
c. If there is no docket number, a docket has likely not been created for this; if there isn't one it needs to be created.
d. This document likely has not gone through pre-signature review by the Office of Policy, which is required for signature. You do this in EAMS.
e. The FRN has not been formatted correctly. It needs a fair bit of editing.

2. The document appears unsigned. There is no digital signature. Also, the Federal Register needs to address the above items before it can be signed.
3. For more information on EAMS and creating and managing EAMS entries (https://eams.epa.gov/EAMS/#/dashboard):
a. Please see this SharePoint site for reference: https://usepa.sharepoint.com/sites/OA_Applications/eams/SitePages/Home.aspx
b. For an example EAMS entry, I recommend looking at an EAMS entry for a recent proposed general permit at SAN 9257. An OMB determination was needed for this. As I do not work on Water Division Federal Registers, I am unsure of how these typically should look like.
c. It looks like Caryn Muellerleile from the Office of Policy helped create and update this EAMS entry, including adding an OMB determination as part of the entry (this entry was created as an ADP action). I recommend looking into whether your action needs an OMB determination.
4. For docket management I can help with this, but generally someone (the rule writer) should upload and organize the docket the way the rule writer would like. I can then post the documents to the public. (This can be done later in the process.)
a. The directions listed in this link may be helpful if you need FDMS access (specifically "rule writer" access) or have general questions about FDMS: https://intranet.epa.gov/fdmsinfo/faqs.html.
b. I also recommend looking at the quick guides and user guide for rule writers as well before attempting any document uploading.
5. For an example of how the Federal Register document should look like when submitting it for signature please see attached.

Let me know if you have any questions. Feel free to send me a Teams meeting invite if it's easier to discuss through a call.

**Karolina Ruan Lei**
US EPA Region 6 (6-ARSH, 6553)
Air and Radiation – Air Planning
Phone: (214) 665-7346

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**From:** Young, Nichole <young.nichole@epa.gov>
**Sent:** Wednesday, July 6, 2022 10:15 AM
**To:** Ruan-Lei, Karolina <ruan-lei.karolina@epa.gov>
**Cc:** Rosborough, Evelyn <rosborough.evelyn@epa.gov>
**Subject:** RE: OSC

Good morning Karolina,

I am working with Evelyn on getting the OCS General Permit to the Federal Register. I was told I needed to upload some documents into EAMS for the notice, but was unsure what needed to be done if anything. Could you please advise?

Thanks,

Nichole Young

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**From:** Rosborough, Evelyn <rosborough.evelyn@epa.gov>
**Sent:** Wednesday, July 6, 2022 10:09 AM
**To:** Young, Nichole <young.nichole@epa.gov>
**Subject:** FW: OSC

Evelyn Rosborough
NPDES/Wetlands Review Section (WD-PN)
1201 Elm Street, Suite 500
Dallas, TX 75270-2102
Phone:214.665.7515
Email: rosborough.evelyn@epa.gov

**From:** Rosborough, Evelyn
**Sent:** Tuesday, July 5, 2022 4:06 PM
**To:** Ruan-Lei, Karolina <Ruan-Lei.Karolina@epa.gov>
**Cc:** Alayon-Gonzalez, Ruben <Alayon-Gonzalez.Ruben@epa.gov>
**Subject:** FW: OSC

Hi Karolina,

Please see the attached FR notice for publishing. Please let me know if you need any thing else.

Thanks,

Evelyn Rosborough
NPDES/Wetlands Review Section (WD-PN)
1201 Elm Street, Suite 500
Dallas, TX 75270-2102
Phone:214.665.7515
Email: rosborough.evelyn@epa.gov

**From:** Young, Nichole <young.nichole@epa.gov>
**Sent:** Tuesday, July 5, 2022 3:47 PM
**To:** Rosborough, Evelyn <rosborough.evelyn@epa.gov>
**Subject:** RE: OSC

Attached

**From:** Rosborough, Evelyn <rosborough.evelyn@epa.gov>
**Sent:** Tuesday, July 5, 2022 1:28 PM
**To:** Young, Nichole <young.nichole@epa.gov>
**Subject:** OSC

Nichole,

Can you please send me all the files. I want to make sure I have the correct ones.

Thanks,

Evelyn Rosborough
NPDES/Wetlands Review Section (WD-PN)
1201 Elm Street, Suite 500
Dallas, TX 75270-2102

Phone:214.665.7515
Email: rosborough.evelyn@epa.gov