Appointment

From: Araujo, Javier [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E6F5C679D6CC43E8941665E792E7B303-ARAUJO, JAVIER]
Sent: 6/7/2017 5:09:18 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]

Subject: Accepted: Draft Coloring Book
Location: You guys can call me 303-312-6605

Start: 6/12/2017 3:00:00 PM
End: 6/12/2017 4:00:00 PM
Show Time As: Busy

Appointment

From: Dew, Wendy [Dew.Wendy@epa.gov]
Sent: 6/7/2017 3:40:34 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]; Selia, Emily [Selia.Emily@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]; Scott, Karen [Scott.Karen@epa.gov]

Subject: Draft Coloring Book
Attachments: EPA Coloring Book.pptx; Coloring book draft 1 _ 0606.pdf
Location: You guys can call me 303-312-6605

Start: 6/12/2017 3:00:00 PM
End: 6/12/2017 4:00:00 PM
Show Time As: Busy

Appointment

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 3/8/2017 6:24:36 PM
To: Selia, Emily [Selia.Emily@epa.gov]; Dew, Wendy [Dew.Wendy@epa.gov]; Scott, Karen [Scott.Karen@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]; Fenton, Kathleen [Fenton.Kathleen@epa.gov]; Gavin, Megan [gavin.megan@epa.gov]; Whittington, Paula [Whittington.Paula@epa.gov]

Subject: EE Communications group meeting
Location: WJC North 1433

Start: 3/28/2017 5:00:00 PM
End: 3/28/2017 6:00:00 PM
Show Time As: Busy

HI all,

Ideas for discussion today:

- Final comments on the weblink criteria document (See Megan's last version.) we will try to wrap up loose ends. Emily will update everyone on what I heard from OWC regarding the external link policy.
- Printing items like the coloring book. Emily will update on news regarding another office's coloring book
- Other items?

Ex. 6 Personal Privacy (PP)

Conference code: Ex. 6 Personal Privacy (PP)

Delivery Report

From: Microsoft Outlook [MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@usepa.onmicrosoft.com]
Sent: 4/4/2017 7:30:02 PM
To: Selia, Emily [Selia.Emily@epa.gov]
Subject: Delivered: Coloring book questions
Attachments: Coloring book questions

Your message
To: Selia, Emily
Subject: Coloring book questions
Sent: 4/4/2017 7:30:00 PM

Your message has been delivered to the following recipients:

Selia, Emily (Selia.Emily@epa.gov)

Subject: Coloring book questions

Message

From: Araujo, Javier [Araujo.Javier@epa.gov]
Sent: 4/4/2017 7:30:00 PM
To: Selia, Emily [Selia.Emily@epa.gov]
Subject: Coloring book questions

Emily,

I spoke to the contractor (Tetra-tech) regarding a quote for assistance in editing the coloring book.

The contractor has the following questions:

1) Is this an activity book or a coloring book?
2) Are the stock photos to be purchased from istock for the cover of the coloring book...given that the coloring book will be black and white?
3) What age group is the intended audience for this coloring book?
4) What is the timeline for completion of this project (coloring book)... is it for a specific event?

Thanks,
Javier

Javier H. Araujo
U.S. Environmental Protection Agency
Office of Environmental Education
Environmental Education Specialist
Designated Federal Officer (NEEAC)
MC 1704A, Washington, DC 20460
202-564-2642 (phone)
Ex. 6 Personal Privacy (PP) (cell)
202-564-2753 (fax)
Araujo.javier@epa.gov

Delivery Report

From: postmaster@tetratechinc.onmicrosoft.com [postmaster@tetratechinc.onmicrosoft.com]
Sent: 3/31/2017 2:12:05 PM
To: Cathy McGirl [Cathy.McGirl@tetratech.com]
Subject: Delivered: Quote for work on EPA coloring book
Attachments: Quote for work on EPA coloring book

Your message
To: Cathy McGirl
Subject: Quote for work on EPA coloring book
Sent: 3/31/2017 2:11:54 PM

Your message has been delivered to the following recipients:

Cathy McGirl (Cathy.McGirl@tetratech.com)

Subject: Quote for work on EPA coloring book

Message

From: Araujo, Javier [Araujo.Javier@epa.gov]
Sent: 3/31/2017 2:11:54 PM
To: Cathy McGirl [Cathy.McGirl@tetratech.com]
Subject: Quote for work on EPA coloring book

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 3/30/2017 9:40:38 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]; Scott, Karen [Scott.Karen@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]; Fenton, Kathleen [Fenton.Kathleen@epa.gov]; Gavin, Megan [gavin.megan@epa.gov]; Whittington, Paula [Whittington.Paula@epa.gov]
Subject: RE: Notes RE: EE Communications group meeting

Forgot one for Javier and I.

From: Selia, Emily
Sent: Thursday, March 30, 2017 5:13 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Fenton, Kathleen <Fenton.Kathleen@epa.gov>; Gavin, Megan <gavin.megan@epa.gov>; Whittington, Paula <Whittington.Paula@epa.gov>
Subject: Notes RE: EE Communications group meeting

Hi all,

Below is the summary of tasks from our meeting. If I don't write it down these days, I really might not remember!

Tasks from 3/28 meeting:

Ex. 5 Deliberative Process (DP)

Next meeting:

Ex. 5 Deliberative Process (DP)

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

-----Original Appointment-----
From: Selia, Emily

Sent: Wednesday, March 08, 2017 1:24 PM
To: Selia, Emily; Dew, Wendy; Scott, Karen; Araujo, Javier; Fenton, Kathleen; Gavin, Megan; Whittington, Paula
Subject: EE Communications group meeting
When: Tuesday, March 28, 2017 1:00 PM-2:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: WJC North 1433

HI all,

Ideas for discussion today:

Ex. 5 Deliberative Process (DP)

Ex. 6 Personal Privacy (PP)

Conference code: Ex. 6 Personal Privacy (PP)

Message

From: Dew, Wendy [Dew.Wendy@epa.gov]
Sent: 3/28/2017 5:37:22 PM
To: Selia, Emily [Selia.Emily@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]; Gavin, Megan [gavin.megan@epa.gov]; Scott, Karen [Scott.Karen@epa.gov]; Whittington, Paula [Whittington.Paula@epa.gov]
Subject: RE: Proposal for finalizing and printing a coloring book
Attachments: EPA Coloring Book.pptx

EPA book...

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Tuesday, March 28, 2017 11:35 AM
To: Araujo, Javier <Araujo.Javier@epa.gov>; Gavin, Megan <gavin.megan@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>; Whittington, Paula <Whittington.Paula@epa.gov>
Subject: Fwd: Proposal for finalizing and printing a coloring book

From: "Selia, Emily" <Selia.Emily@epa.gov>
Date: August 31, 2016 at 5:31:48 PM EDT
To: "Brennan, Thomas" <Brennan.Thomas@epa.gov>
Subject: Proposal for finalizing and printing a coloring book

HI Tom,

Attached is a draft proposal for you, for finalizing and printing a coloring book. It's a joint project with Region 8. I can provide you additional background on it when we are both back in the office.

A draft of the coloring book is attached; please note that the graphics would be updated as part of the proposed finalization.

Thank you and good luck tomorrow!

Emily

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency

1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Appointment

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 3/28/2017 4:15:56 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]; Scott, Karen [Scott.Karen@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]; Fenton, Kathleen [Fenton.Kathleen@epa.gov]; Gavin, Megan [gavin.megan@epa.gov]; Whittington, Paula [Whittington.Paula@epa.gov]

Subject: EE Communications group meeting
Location: WJC North 1433

Start: 3/28/2017 5:00:00 PM
End: 3/28/2017 6:00:00 PM
Show Time As: Tentative

HI all,

Ideas for discussion today:

Ex. 5 Deliberative Process (DP)

Ex. 6 Personal Privacy (PP)

Conference code Ex. 6 Personal Privacy (PP)

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 10/23/2017 7:42:34 PM
To: Environmental Education Coordinators [Environmental_Education_Coordinators@epa.gov]
Subject: New Activity Book Available

Good afternoon everyone,

As discussed on last week's call, a new activity book for young children is now available for download. Check out "How Does EPA Protect the Environment? An Activity Book for Children" at: https://www.epa.gov/students/how-does-epa-protect-environment-activity-book-children (It's also listed on our student oriented web area, www.epa.gov/students)

This book is Wendy Dew's creation, with insight and edits from Karen, Javier, myself, and visual art by our contractor.

Congratulations Wendy!

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Message

From: Scott, Karen [Scott.Karen@epa.gov]
Sent: 10/23/2017 5:19:01 PM
To: Mutter, Andrew [mutter.andrew@epa.gov]
CC: Dew, Wendy [Dew.Wendy@epa.gov]; Selia, Emily [Selia.Emily@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]; Brennan, Thomas [Brennan.Thomas@epa.gov]
Subject: Re: Thank you!!!

Hooray!! Great work, Wendy! This is your beautiful baby!

Sent from my iPhone

On Oct 23, 2017, at 1:08 PM, Mutter, Andrew <mutter.andrew@epa.gov> wrote:

> Awesome work Wendy!
>
> Best regards,
>
> Andrew
>
> ***Andrew Mutter***
>
> Director, Office of Communication and Public Involvement
> U.S. Environmental Protection Agency, Region 8 (Denver, CO)
>
> Office: 303.312.6448
> Cell: Ex. 5 Deliberative Process (DP)
>
> Twitter: @EPARegion8
> Facebook: U.S. EPA Region 8
> Webpage: EPA Region 8 (Mountains and Plains)
>
> ---
>
> **From:** Dew, Wendy
> **Sent:** Monday, October 23, 2017 11:06 AM
> **To:** Selia, Emily <Selia.Emily@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>
> **Cc:** Mutter, Andrew <mutter.andrew@epa.gov>
> **Subject:** Thank you!!!
>
> <image002.jpg>
>
> Special thanks for making the coloring book happen. I created the first version in April 2012! Very happy to see it come to life :}
>
> Thanks again!!!!
>
> Wendy Dew
> Outreach and Education Coordinator
> U.S. Environmental Protection Agency
> Region 8 (CO, ND, SD, MT, UT, WY)
> 1595 Wynkoop Street, 8OC
> Denver CO 80202-1129

dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 6/7/2017 3:46:02 PM
To: Araujo, Javier [Araujo.Javier@epa.gov]
Subject: Update from Wendy on coloring book

When you have a moment, I'll brief you on the update about the coloring book.

Emily

Message

From: McGirl, Cathy [Cathy.McGirl@tetratech.com]
Sent: 8/22/2017 3:56:30 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]
CC: Araujo, Javier [Araujo.Javier@epa.gov]; Chris Bachman [chris.bachman@tetratech.com]
Subject: FW: EE Coloring/Activity Book (Draft 5)
Attachments: Activity Book_Draft5_0822.pdf

Hi Wendy, okay, here you go.

Ex. 5 Deliberative Process (DP)

At this point, I think it's ready for the next step – to Product Review at HQ? Let us know if you need anything else.

Thanks,
Cathy

From: McGirl, Cathy
Sent: Monday, August 21, 2017 2:11 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Bachman, Chris <Chris.Bachman@tetratech.com>
Subject: Re: 2nd Draft - EE Coloring/Activity Book (Draft 4)

Wendy, thanks for sending the edits. We'll send a revised version by tomorrow.

Cathy

Cathy McGirl
Direct +1 (703) 885-5510 | Main +1 (703) 444-7000 | cathy.mcgirl@tetratech.com

Tetra Tech | Complex World, Clear Solutions™
45610 Woodland Road, Sterling, VA 20166 | tetratech.com

From: Dew, Wendy <Dew.Wendy@epa.gov>
Sent: Monday, August 21, 2017 12:44:18 PM
To: McGirl, Cathy
Cc: Araujo, Javier; Bachman, Chris
Subject: RE: 2nd Draft - EE Coloring/Activity Book (Draft 4)

PAD edits...I can send you these via email to make it easier:

Ex. 5 Deliberative Process (DP)

Thx!!!!

Wendy Dew
Outreach and Education Coordinator

U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Wednesday, August 16, 2017 11:54 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Chris Bachman <chris.bachman@tetratech.com>
Subject: RE: 2nd Draft - EE Coloring/Activity Book (Draft 4)

Hi Wendy, made a few more changes per your requests. Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Thanks,
Cathy

From: McGirl, Cathy
Sent: Tuesday, August 15, 2017 5:19 PM
To: 'Dew, Wendy' <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Bachman, Chris <Chris.Bachman@tetratech.com>
Subject: RE: 2nd Draft - EE Coloring/Activity Book

Hi Wendy, take 3. Let me know if you have additional comments after you review with your PAD.

Thanks,
Cathy

From: Dew, Wendy [mailto:Dew.Wendy@epa.gov]
Sent: Tuesday, August 15, 2017 2:44 PM
To: McGirl, Cathy <Cathy.McGirl@tetratech.com>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Bachman, Chris <Chris.Bachman@tetratech.com>
Subject: RE: 2nd Draft - EE Coloring/Activity Book

First quick look…I really like it…will have some minor edits. What is a good time to chat?

Thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office

Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Tuesday, August 15, 2017 12:11 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Chris Bachman <chris.bachman@tetratech.com>
Subject: 2nd Draft - EE Coloring/Activity Book

Hi Wendy, here's take 2 – hope you like it.

Please let me know if you have changes, questions, comments, etc.

Thanks,
Cathy

Cathy McGirl
Direct **+1 (703) 885-5510** | Main **+1 (703) 444-7000** | cathy.mcgirl@tetratech.com

Tetra Tech | Complex World, Clear Solutions™
45610 Woodland Road, Suite 400, Sterling, VA 20166 | www.tetratech.com

Please consider the environment before printing. Read More.

This message, including any attachments, may include privileged, confidential and/or inside information. Any distribution or use of this communication by anyone other than the intended recipient is strictly prohibited and may be unlawful. If you are not the intended recipient, please notify the sender by replying to this message and then delete it from your system.

Message

From: McGirl, Cathy [Cathy.McGirl@tetratech.com]
Sent: 10/11/2017 6:19:33 PM
To: Araujo, Javier [Araujo.Javier@epa.gov]
Subject: RE: Coloring book file
Attachments: Coloring book 1011.pptx

Hi, the issue is that Emily does not have the fonts used for the coloring book which is why the formatting is skewed.

Here's the same file w/the fonts embedded. This should do the trick.

Cathy

From: Araujo, Javier [mailto:Araujo.Javier@epa.gov]
Sent: Wednesday, October 11, 2017 1:18 PM
To: McGirl, Cathy <Cathy.McGirl@tetratech.com>
Subject: RE: Coloring book file

Cathy,

Emily reviewed the coloring book file and asked for a different version. She stated that the formatting is off on the interior pages.

Is there a different version?
Javier

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Wednesday, October 11, 2017 12:45 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: Coloring book file

Yep, I am delayed. Well, actually, my colleague is delayed – she's been in CA responding to the fires and was fitting this in. I have the draft document from her but haven't reviewed it yet. I can send it now as is, but I'd rather review it. Would it be okay to send by Thursday?

From: Araujo, Javier [mailto:Araujo.Javier@epa.gov]
Sent: Wednesday, October 11, 2017 12:43 PM
To: McGirl, Cathy <Cathy.McGirl@tetratech.com>
Subject: RE: Coloring book file

Cathy,
Something else. Karen would like **Ex. 5 Deliberative Process (DP)**

Thanks,
Javier

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Wednesday, October 11, 2017 12:36 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: Coloring book file

Did we miss some changes?

Here's the file. When we first talked with Wendy, we all agreed it was best to create in PowerPoint to make sure that future editing could be more easily done. Let me know if there any format issues; could be some issues depending on the fonts you have installed.

Cathy

From: Araujo, Javier [mailto:Araujo.Javier@epa.gov]
Sent: Wednesday, October 11, 2017 12:27 PM
To: McGirl, Cathy <Cathy.McGirl@tetratech.com>
Subject: Coloring book file

Cathy,
Good morning. Apparently there are a few more changes to the coloring book/activity book.

Would you please email us an editable copy of the file?

Thanks,
Javier

Javier H. Araujo
U.S. Environmental Protection Agency
Office of Environmental Education
Environmental Education Specialist
Designated Federal Officer (NEEAC)
MC 1704A, Washington, DC 20460
202-564-2642 (phone)
Ex. 6 Personal Privacy (PP) (cell)
202-564-2753 (fax)
Araujo.javier@epa.gov

Message

From: McGirl, Cathy [Cathy.McGirl@tetratech.com]
Sent: 10/11/2017 5:39:48 PM
To: Araujo, Javier [Araujo.Javier@epa.gov]
Subject: RE: Coloring book file

I'm in a meeting until 2:30. Will get back to you.

From: Araujo, Javier [mailto:Araujo.Javier@epa.gov]
Sent: Wednesday, October 11, 2017 1:18 PM
To: McGirl, Cathy <Cathy.McGirl@tetratech.com>
Subject: RE: Coloring book file

Cathy,

Emily reviewed the coloring book file and asked for a different version. She stated that the formatting is off on the interior pages.

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Javier

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Wednesday, October 11, 2017 12:45 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: Coloring book file

Yep, I am delayed. Well, actually, my colleague is delayed -- she's been in CA responding to the fires and was fitting this in. I have the draft document from her but haven't reviewed it yet. I can send it now as is, but I'd rather review it. Would it be okay to send by Thursday?

From: Araujo, Javier [mailto:Araujo.Javier@epa.gov]
Sent: Wednesday, October 11, 2017 12:43 PM
To: McGirl, Cathy <Cathy.McGirl@tetratech.com>
Subject: RE: Coloring book file

Cathy,
Something else. Karen would like **Ex. 5 Deliberative Process (DP)**

Thanks,
Javier

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Wednesday, October 11, 2017 12:36 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: Coloring book file

Did we miss some changes?

Here's the file. When we first talked with Wendy, we all agreed it was best to create in PowerPoint to make sure that future editing could be more easily done. Let me know if there any format issues; could be some issues depending on the fonts you have installed.

Cathy

From: Araujo, Javier [mailto:Araujo.Javier@epa.gov]
Sent: Wednesday, October 11, 2017 12:27 PM
To: McGirl, Cathy <Cathy.McGirl@tetratech.com>
Subject: Coloring book file

Cathy,
Good morning. Apparently there are a few more changes to the coloring book/activity book.

Would you please email us an editable copy of the file?

Thanks,
Javier

Javier H. Araujo
U.S. Environmental Protection Agency
Office of Environmental Education
Environmental Education Specialist
Designated Federal Officer (NEEAC)
MC 1704A, Washington, DC 20460
202-564-2642 (phone)
Ex. 6 Personal Privacy (PP) (cell)
202-564-2753 (fax)
Araujo.javier@epa.gov

Message

From: Marina.Miller@emsus.com [Marina.Miller@emsus.com]
Sent: 10/16/2017 4:24:38 PM
To: Araujo, Javier [Araujo.Javier@epa.gov]; Heare, Mark [Heare.Mark@epa.gov]; Quinn, Megan [Quinn.Megan@epa.gov]; Gallion, Lynette [Gallion.Lynette@epa.gov]; Meyer, Manuela [Meyer.Manuela@epa.gov]
CC: Thomas.Heim@emsus.com; mark.farkosh@emsus.com; Edie Findeis [edie.findeis@emsus.com]
Subject: EP-W-13-014 -- Task Order #0035, Invoice/Monthly Report #17
Attachments: EPW13014_17_00035-Sep17.pdf

EP-W-13-014
Task Order 0035: Office of Environmental Education (OEE) Program Support
Invoice #17 (September 2017)

I'm submitting the electronic version of the September 2017 invoice/monthly reports to each of you.

We are emailing our invoice directly to RTP in accordance with their instructions. Please contact me or Mark Farkosh if you should have any difficulties with this document.

The contents of this e-mail represent confidential business information, intended solely for the administrative use of authorized personnel at the U.S. Environmental Protection Agency.

Marina I. Miller
Senior Contracts Administrator
Environmental Management Support, Inc.
8601 Georgia Avenue, Suite 500
Silver Spring, MD 20910
Tel: 301.589.5318 (Ext. 20)
Fax: 301.589-8487
Email: marina.miller@emsus.com
www.emsus.com

ENVIRONMENTAL MANAGEMENT SUPPORT Inc.

INVOICE

TO:

RTP Financial Management Center
U.S. Environmental Protection Agency
Mail Code D143-02
Research Triangle Pk, NC 27711

In Reply Refer to:
EMS-13-535/17

Client Reference No.	**Inv. No.**
EP-W-13-014, DO #0035 Mod. 4 (06/12/2017)	017

Contract Date:
May 19, 2016 through September 30, 2017

Invoice Date:
October 16, 2017

Contract Amount (or Funding Limit):
$153,334.00

Reporting Period: September 01, 2017 to September 30, 2017

For Professional Services Rendered:

Time & Materials -- Progress or Provisional Payment
Brownfields (Small Business) Office of Environmental Education Program Support

See attached schedules for supporting details.

Please Remit Payment to:
Environmental Management Support, Inc.
c/o Wells Fargo Bank via ACH-EPA
Account No. 2000 47907 782
ABA No. 055003201

Previously Billed:	$91,627.13
Due and Payable:	$17,240.97
Remaining Funds:	$44,465.90

Approved for Payment:

Environmental Management Support Inc.

Marina J. Miller
Contracting Manager

"I certify that all payments requested are for appropriate purposes and in accordance with the agreements set forth in the contract."

8601 GEORGIA AVE., SUITE 500 • SILVER SPRING, MD 20910 • (301) 589-5318 • FAX (301) 589-8487

October 16, 2017
Invoice No. 17

Environmental Management Support *Inc.*
TIME AND MATERIALS BILLING

Reporting Period
09/01/2017 to 09/30/2017

Control Number **EMS-13-535**
Contract Number **EP-W-13-014, DO #0035 Mod. 4**
Task Order **035: OEE Program Support**

Start Date: 05/19/2016
Expiration: 09/30/2017
Customer: Javier Araujo

	Current			Cumulative		
Contract Labor Category	**Hours**	**Rate***	**Cost**	**Hours**	**Rate***	**Cost**
TTEMI QA Specialist	1.0	$192.21	$192.21	1.0	$192.21	$192.21
TTEMI Scientist 3	10.5	$158.45	$1,663.73	11.0	$158.45	$1,742.96
TTEMI Comm Spec 3	43.5	$157.47	$6,849.97	144.0	$157.47	$22,675.73
Project Manager	11.6	$154.53	$1,792.55	20.1	$154.53	$3,106.06
TTEMI Scientist 3	0.0	$0.00	$0.00	40.0	$153.81	$6,152.42
TTEMI Analyst 3	16.0	$153.86	$2,461.76	88.0	$153.86	$13,539.68
TTEMI Comm Spec 3	0.0	$0.00	$0.00	142.5	$152.86	$21,782.55
TTEMI Analyst 3	0.0	$0.00	$0.00	64.5	$149.37	$9,634.38
Project Manager	0.0	$0.00	$0.00	28.6	$148.23	$4,239.41
TTEMI Administrative	1.0	$133.52	$133.52	3.0	$133.52	$400.56
TTEMI Administrative	0.0	$0.00	$0.00	4.0	$129.64	$518.56
TTEMI Analyst 2	0.0	$0.00	$0.00	8.5	$127.71	$1,085.54
Administrative	10.7	$122.88	$1,314.82	24.9	$122.88	$3,059.73
Administrative	0.0	$0.00	$0.00	40.2	$117.87	$4,738.42
TTEMI Comm Spec 2	0.5	$106.69	$53.35	16.5	$106.69	$1,760.40
TTEMI Engineer 1	4.5	$86.58	$389.61	21.5	$86.58	$1,861.47
TTEMI Engineer 1	0.0	$0.00	$0.00	16.0	$84.07	$1,345.13
TTEMI Technician 1	19.0	$62.05	$1,178.95	60.0	$62.05	$3,723.01
Total Labor:	118.3		$16,030.47	734.3		$101,558.22
Local Travel:			$0.00			$25.52
Intercity Travel:			$29.00			$87.00
Other Direct Costs:			$1,181.50			$7,197.36
Total Costs:		Current	$17,240.97		Cumulative	$108,868.10

* Note: Contract-specified rates that may be different than actual rates paid.

Task Order Ceilings:	1,177.0	$153,334.00
Percent Expended:	62.3%	71.0%

Mailing Address
Environmental Management Support, Inc.
8601 Georgia Avenue, Suite 500
Silver Spring, MD 20910

Billing Contact
Mark W. Farkosh
(301) 589-5318 (phone)
(301) 589-8487 (fax)
mark.farkosh@emsus.com

ENVIRONMENTAL MANAGEMENT SUPPORT Inc.
Time and Materials Labor Detail

Control No: 13-535 **Invoice Date:** 10/16/2017

	Rate	Current		Cumulative	
Task Order: 035, OEE Program Support					
TTEMI Technician 1					
TTEMI-TE-1	$62.05	19.0	$1,178.95	60.0	$3,723.01
TTEMI Technician 1 Subtotal:		**19.0**	**$1,178.95**	**60.0**	**$3,723.01**
TTEMI Engineer 1					
TTEMI-EN-1	$84.07	0.0	$0.00	16.0	$1,345.13
TTEMI-EN-1	$86.58	4.5	$389.61	21.5	$1,861.47
TTEMI Engineer 1 Subtotal:		**4.5**	**$389.61**	**37.5**	**$3,206.60**
TTEMI Comm Spec 2					
TTEMI-CS-2	$106.69	0.5	$53.35	16.5	$1,760.40
TTEMI Comm Spec 2 Subtotal:		**0.5**	**$53.35**	**16.5**	**$1,760.40**
Administrative					
FARKOSH	$117.87	0.0	$0.00	23.5	$2,769.97
MILLER	$117.87	0.0	$0.00	16.7	$1,968.45
FARKOSH	$122.88	3.7	$454.66	13.0	$1,597.45
MILLER	$122.88	7.0	$860.16	11.9	$1,462.28
Administrative Subtotal:		**10.7**	**$1,314.82**	**65.1**	**$7,798.15**
TTEMI Analyst 2					
TTEMI-AN-2	$127.71	0.0	$0.00	8.5	$1,085.54
Subtotal:		**0.0**	**$0.00**	**8.5**	**$1,085.54**
TTEMI Administrative					
TTEMI-AD	$129.64	0.0	$0.00	4.0	$518.56
TTEMI-AD	$133.52	1.0	$133.52	3.0	$400.56
TTEMI Administrative Subtotal:		**1.0**	**$133.52**	**7.0**	**$919.12**
Project Manager					
FINDEIS CROMWELL	$148.23	0.0	$0.00	3.3	$489.17
HEIM	$148.23	0.0	$0.00	25.3	$3,750.24
Subtotal:		**0.0**	**$0.00**	**28.6**	**$4,239.41**
TTEMI Analyst 3					
TTEMI-AN-3	$149.37	0.0	$0.00	64.5	$9,634.38
Subtotal:		**0.0**	**$0.00**	**64.5**	**$9,634.38**
TTEMI Comm Spec 3					
TTEMI-CS-3	$152.86	0.0	$0.00	142.5	$21,782.55
Subtotal:		**0.0**	**$0.00**	**142.5**	**$21,782.55**
TTEMI Scientist 3					
TTEMI-SC-3	$153.81	0.0	$0.00	40.0	$6,152.42
Subtotal:		**0.0**	**$0.00**	**40.0**	**$6,152.42**
TTEMI Analyst 3					
TTEMI-AN-3	$153.86	16.0	$2,461.76	88.0	$13,539.68
TTEMI Analyst 3 Subtotal:		**16.0**	**$2,461.76**	**88.0**	**$13,539.68**
Project Manager					
FINDEIS CROMWELL	$154.53	1.0	$154.53	1.5	$231.80
HEIM	$154.53	10.6	$1,638.02	18.6	$2,874.26

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ENVIRONMENTAL MANAGEMENT SUPPORT Inc.
Time and Materials Labor Detail

Control No: 13-535 **Invoice Date:** 10/16/2017

	Rate	Current		Cumulative	
Project Manager Subtotal:		**11.6**	**$1,792.55**	**20.1**	**$3,106.06**
TTEMI Comm Spec 3					
TTEMI-CS-3	$157.47	43.5	$6,849.97	144.0	$22,675.73
TTEMI Comm Spec 3 Subtotal:		**43.5**	**$6,849.97**	**144.0**	**$22,675.73**
TTEMI Scientist 3					
TTEMI-SC-3	$158.45	10.5	$1,663.73	11.0	$1,742.96
TTEMI Scientist 3 Subtotal:		**10.5**	**$1,663.73**	**11.0**	**$1,742.96**
TTEMI QA Specialist					
TTEMI-QA	$192.21	1.0	$192.21	1.0	$192.21
TTEMI QA Specialist Subtotal:		**1.0**	**$192.21**	**1.0**	**$192.21**
Task Order 035, Total		**118.3**	**$16,030.47**	**734.3**	**$101,558.22**

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ENVIRONMENTAL MANAGEMENT SUPPORT Inc.
Travel and Other Direct Costs by Task Order

Control No: 13-535 Contract: EP-W-13-014, DO #0035, Brownfields (Small Business) Office of Environmental Education Program Support

Task Order: 035, OEE Program Support

Task 001 Administration

TTEMI ODC's :Signs/SuppliesTO 35 Sep17	$1,181.50	
Task Subtotal	**$1,181.50**	
Other Direct Costs Subtotal		**$1,181.50**

Task 500 PIAEE Program

TTEMI Travel TO 35 Sep17	$14.50	
Task Subtotal	**$14.50**	

Task 600 Planning & NEEAC

TTEMI Travel TO 35 Sep17	$14.50	
Task Subtotal	**$14.50**	
Intercity Travel Subtotal		**$29.00**

Total Out-of-Town Travel This Report: $29.00

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MONTHLY PROGRESS REPORT
EP-W-13-014, Task Order 035
September 2017

Contractor:	**Environmental Management Support, Inc.**
Date Prepared:	October 13, 2017
Task Order:	035–Office of Environmental Education (OEE) Program Support
Period of Performance:	May 19, 2016 – September 30, 2017
Contracting Officer's Rep:	Juan Tanon (202-566-2747)
Task Order COR:	Javier Araujo (202-564-2642)
Prepared By:	Thomas Heim (301-589-5318, ext. 15)
Subcontractor:	Tetra Tech, Inc. (Cathy McGirl, 703-885-5510)

Part I. Activities Undertaken During the Month:

In compliance with direction from the Contracting Officer and EMS's original technical and cost proposals incorporated into this contract by reference, this Task Order will bear a pro-rated share of contract-wide administrative costs incurred to meet the requirements of this contract and task order. Such administrative tasks include contract-level meetings with the Contracting Officer and Contracting Officer's Representatives, contract-level quality assurance oversight, administration of subcontracts, and other contract-specific requirements.

Task 1: Task Order Administration

- Prepared a monthly progress report for August 2017, which was delivered on September 15.
- Note that this Task Order expired on September 30, 2017.
- Provided overall project and subcontract management support, including tracking budgets, hours, and deliverable schedules.
- Performed close-out activities, including reviewing financial/contractual status of the task order, beginning the monthly progress report for September 2017, and coordinating with Tetra Tech to close out the Task Order.
- See Tetra Tech's monthly progress report for details regarding Tetra Tech's Task Order management activities.

Task 2: Grant Review

- See Tetra Tech's monthly progress report.

Task 3: Environmental Education Research Fellowship Program

- No activities this month.

Task 4: President's Environmental Youth Award (PEYA) Program

- See Tetra Tech's monthly progress report.

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Task 5: Presidential Innovation Award for Environmental Educators (PIAEE) Program

- See Tetra Tech's monthly progress report.

Task 6: Strategic Planning and the National Environmental Education Advisory Council (NEEAC)

- See Tetra Tech's monthly progress report.

Task 7: Translation Services

- No activities this month.

Part II. Problems Encountered and Solutions:

- None.

Part III. Activities Anticipated During the Next Month:

- Tetra Tech anticipates submitting a trailing invoice next month with lagging ODCs, totaling approximately $4,500.00, related to the Presidential Environmental Education Awards Ceremony incurred prior to the expiration of this task order.
- This Task Order expired on September 30, 2017.

Part IV. Anticipated Problems and Recommended Solutions:

- None.

Part V. Deliverables Report:

Deliverable Title	Due Date	Submitted Date	EPA Recipient
Task 1: Task Order Administration			
• Prepare monthly reports/invoices • Review, approve, and pay subcontractor/ consultant reports/invoices • Communications with EPA	15th of each month As required Ongoing	15th of each month	Mark Heare (CO) Juan Tanon (COR) Javier Araujo TOCOR
Task 2: Grant Review			
• Update Grant STATS • Evaluation support for OEE • Select and approve expert reviewers • Manage the review and evaluation process ▪ Local Grant Eval. Form: Revised ▪ 2016 Teacher Training Program o Threshold Eligibility Form o Scoring Rubric, Eval. Form & Instructions o EE Online Review Tool: Final o Email to External Reviewers • Submit results • Assess content & links on OEE website • 2016 Grant Summaries: Draft Final	Ongoing throughout the POP As determined by the TOCOR	 June 15, 2016 May 24, 2016 May 24, 2016 May 24, 2016 May 25, 2016 Feb. 16, 20, 21, 2017 August 22, 2017 Sept. 20, 2017	Javier Araujo

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Deliverable Title	Due Date	Submitted Date	EPA Recipient
Task 3: Environmental Education Research Fellowship Program			
• Provide technical and logistical support • Prepare and send Notification of Receipt email • Receive and review applications • Enter application information into database • Transmit applications to EPA • Prepare and distribute Notification of Non-Selection letters • Develop and distribute training materials • Provide website support	Ongoing throughout the POP As determined by the TOCOR		Javier Araujo
Task 4: PEYA Program			
• Develop summary of award winners • Design or update award certificate • Prepared EE activity book: Draft 2nd Draft 3rd Draft Final Draft • Maintain PEYA websites ▪ Check website links • Awards Ceremony Materials (Signs, Plaques, Name Tags, Easels) • Provide onsite Awards Ceremony support	Ongoing throughout the POP As determined by the TOCOR	June 6, 2017 August 15, 2017 August 22, 2017 Sept. 21, 2016 June 30, 2017 August 18, 23, 25, 2017 August 28, 2017	Javier Araujo
Task 5: PIAEE Program			
• Provide technical and logistical support • Prepare and send Notification of Receipt email • Receive and review applications • Enter application information into database • Prepare and distribute Notification of Non-Selection letters • Develop and distribute training materials • Prepare or update award certificates • Provide website support • PIAEE Winner Summaries • Provide onsite Awards Ceremony support	Ongoing throughout the POP As determined by the TOCOR	August 23, 2017 May 22, 2017 August 28, 2017	Javier Araujo
Task 6: Strategic Planning and NEEAC Support			
• Provide administrative and logistical support ▪ Attend Regional Videoconference ▪ List of Actions ▪ Biographies of NEEAC members • Prepare draft meeting minutes/summary • Prepare final meeting minutes/summary • EE Grants Results Pilot Study ▪ Review of Grant Documentation ▪ Preliminary Findings • OEE's Draft Strategic Plan: Revised Draft	Ongoing throughout the POP As determined by the TOCOR	Feb. 7-8, 2017 Feb. 13, 2017 June 8, 2017 June 17, 2016 Sept. 16, 2016 Sept. 26, 2017	Javier Araujo
Task 7: Translation Services			
• Provide translation as needed	As determined by the TOCOR		Javier Araujo

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MONTHLY PROGRESS REPORT
EPA Contract EP-W-13-014
Performance Period 8/26/2017 – 9/30/2017

Contractor:	**Environmental Management Support, Inc.**	Date Prepared: 10/10/17
Subcontractor:	Tetra Tech, Inc.	
Task Order:	#035 – Office of Environmental Education (OEE) Program Support	
Prepared By:	Cathy McGirl (703-885-5510)	
EMS Project Mgr:	Thomas Heim (301-589-5318, Ext. 15)	
EPA COR:	Juan Tanon (202-566-2747)	
EPA TOCOR:	Javier Araujo (202-564-2642)	

PART I. ACTIVITIES UNDERTAKEN DURING THE MONTH:

During this reporting period, Tetra Tech, Inc. (Tetra Tech) expended 96% level of effort (LOE) hours. ODCs processed during the report period totaled $1,181.51, including $201.99 for computer charges, $979.53 for plaques and rental of easels for the Presidential Environmental Education Awards Ceremony. Local travel costs associated with the Presidential Environmental Education Awards Ceremony totaling $29.00 were processed. No travel costs were incurred during the report period. Outstanding costs totaling approximately $4,500.00 related to the Presidential Environmental Education Awards Ceremony will be processed during the next report period.

Tetra Tech conducted the following activities during this report period:

Task 01: Project Management

- Participated in frequent conference calls with EPA to discuss the status of activities.
- Conducted routine project management activities, including maintaining project files, tracking budgets and schedules, and preparing monthly invoices and monthly status reports.

Task 02: Grant Review

- Finalized the summaries of the 2016 HQ grant awards. Tetra Tech conducted a technical and editorial review of the summaries and incorporated into a single document the summaries of HQ and regional grants. The complete file was provided to EPA on September 20, 2017.
- Began to compile data and statistics for the 2016 awards into a master spreadsheet provided by EPA.

Task 03: Fellowship Program

- No activity was conducted.

Task 04: PEYA Program

- Provided onsite support at the Presidential Environmental Education Awards Ceremony in Washington, DC on August 28, 2017.
- Assisted EPA with replacing one of the award plaques and ordering two new plaques.
- Incorporated revisions to the EE activity book based on edits received from EPA. A 6th draft version was sent to EPA on September 21, 2017.

Task 05: PIAEE Program

- Provided onsite support at the Presidential Environmental Education Awards Ceremony in Washington, DC on August 28, 2017.

Task 06: Strategic Planning and NEEAC

- Reviewed OEE's draft strategic plan and identified recommendations for finalizing and enhancing the current version. Tetra Tech sent recommendations to EPA on September 22, 2017.
- With EPA's approval, Tetra Tech incorporated significant revisions to the draft OEE plan, which included designing a new document template and new front and back covers, adding new graphics and photo elements, and reorganizing the content. The draft plan was sent to EPA on September 26, 2017.
- Revised the front cover in response to EPA's comments and prepared several design mockups for EPA's review. The mockups were sent to EPA on September 28, 2017.

Task 07: Translation Services

- No activity was conducted.

PART II. PROBLEMS ENCOUNTERED AND SOLUTIONS:
None.

PART III. ACTIVITIES ANTICIPATED DURING THE NEXT MONTH:
No activity will be conducted as the Task Order expired on September 30, 2017.

PART IV. ANTICIPATED PROBLEMS AND RECOMMENDED SOLUTIONS:
None.

PART V. DELIVERABLES REPORT:

Deliverable Title	Approved Due Date	Actual Completion Date	EPA Recipient
2016 Grant Summaries	No date specified	September 20, 2017	Karen Scott
6th Draft of EE activity book	No date specified	September 21, 2017	Javier Araujo
Onsite support at the Awards Ceremony	August 28, 2017	August 28, 2017	Javier Araujo
Draft Strategic Plan	No date specified	September 26, 2017	Ginger Potter
Revised cover for Strategic Plan	No date specified	September 28, 2017	Ginger Potter

Message

From: Scott, Karen [Scott.Karen@epa.gov]
Sent: 10/11/2017 5:38:03 PM
To: Araujo, Javier [Araujo.Javier@epa.gov]
Subject: RE: Initial Coloring Book feedback

Thursday is fine. Thanks!

From: Araujo, Javier
Sent: Wednesday, October 11, 2017 12:57 PM
To: Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: Initial Coloring Book feedback

Karen,

I heard back from Cathy. She just got the file from her colleague who is deployed fighting the CA wildfires. She would like the opportunity to review the work before sending the file to us.

Is Thursday ok for you? Do you need it today?
Javier

From: Scott, Karen
Sent: Wednesday, October 11, 2017 12:41 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: FW: Initial Coloring Book feedback

Are you in touch with Cathy McGirl? Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

From: Selia, Emily
Sent: Wednesday, October 11, 2017 12:25 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>
Cc: Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: Initial Coloring Book feedback

Belinda (OPA) says she will approve it for release once those changes are made and the final version is attached to Protrac. Javier, can we get the original (PDF) version of it, for editing?

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Dew, Wendy
Sent: Tuesday, October 10, 2017 9:52 AM
To: Araujo, Javier <Araujo.Javier@epa.gov>; Selia, Emily <Selia.Emily@epa.gov>
Cc: Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: Initial Coloring Book feedback

We can make the changes to the file if they send us the original format.

Thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Araujo, Javier
Sent: Tuesday, October 10, 2017 6:27 AM
To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Dew, Wendy <Dew.Wendy@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
Subject: Re: Initial Coloring Book feedback

Emily,
I am not sure you are aware of this? The last day for contract work for Tetra-tech was September 30th 2017. The contract and the funds are both expired. I will have to submit paperwork to the contract officer and try to buy in to the existing contract again. That contract expires on 4/30/18. I will see what I can do.

Javier

Sent from my iPhone

On Oct 6, 2017, at 9:40 AM, Selia, Emily <Selia.Emily@epa.gov> wrote:

> HI everyone,
>
> We are starting to get feedback on OPA about the coloring book. Javier, the first set of changes for Tetratech is as follows:
>
> **Ex. 5 Deliberative Process (DP)**
>
> Emily Selia, MPH
> Communications and Outreach

Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Message

From: McGirl, Cathy [Cathy.McGirl@tetratech.com]
Sent: 6/2/2017 9:34:46 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]
CC: Chris Bachman [chris.bachman@tetratech.com]
Subject: FW: Update about Coloring Book and Something to Ponder (OEE Bookmarks)
Attachments: EE Bookmarks.pdf

Hi Wendy and Javier, I regret that the draft is not ready to send to you today. We tried mightily but need more time. We will get it to you early next week.

My apologies for the delay.

Cathy

From: McGirl, Cathy
Sent: Friday, June 02, 2017 12:56 PM
To: 'Dew, Wendy' <Dew.Wendy@epa.gov>; Araujo, Javier (Araujo.Javier@epa.gov) <Araujo.Javier@epa.gov>
Cc: Bachman, Chris <Chris.Bachman@tetratech.com>
Subject: Update about Coloring Book and Something to Ponder (OEE Bookmarks)

Hi Wendy and Javier, we are working on the draft due to you today. As seems to be the norm lately, we've been hit with several unexpected client requests that derailed our timetable. Working hard to get something to you by the end of the day.

In the meantime, the coloring book reminded me of the very popular OEE bookmarks. We designed these for OEE almost 10 years ago; they were available for a few years until our supply ran out. One for kids, one for parents, and one for educators. Looking at them, I think you might consider revisiting these and reprinting. They'd require some updating, and especially the websites listed on the back side of each bookmark, but I'm thinking it wouldn't require much effort if the design and images are retained. Maybe the updating could be done by one of the interns at OEE?? We were able to print these for EPA under contract (and were even able to get a thin coating of lamination). Even without the lamination, I think they'd be a big hit. Easy to transport to events/classrooms and kids love bookmarks. What do you think? If you're interested, let me know.

Thanks,
Cathy

Cathy McGirl
Direct +1 (703) 885-5510 | Main +1 (703) 444-7000 | cathy.mcgirl@tetratech.com

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Message

From: Dew, Wendy [Dew.Wendy@epa.gov]
Sent: 8/21/2017 4:01:23 PM
To: Chris Bachman [chris.bachman@tetratech.com]; Cathy McGirl [Cathy.McGirl@tetratech.com]
CC: Araujo, Javier [Araujo.Javier@epa.gov]
Subject: RE: 2nd Draft - EE Coloring/Activity Book (Draft 4)

Have my PAD edits…what time can you chat???

Thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Bachman, Chris [mailto:Chris.Bachman@tetratech.com]
Sent: Wednesday, August 16, 2017 1:19 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Cathy McGirl <Cathy.McGirl@tetratech.com>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: 2nd Draft - EE Coloring/Activity Book (Draft 4)

Hi Wendy,

Ex. 5 Deliberative Process (DP)

Chris

From: Dew, Wendy [mailto:Dew.Wendy@epa.gov]
Sent: Wednesday, August 16, 2017 2:11 PM
To: McGirl, Cathy <Cathy.McGirl@tetratech.com>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Bachman, Chris <Chris.Bachman@tetratech.com>
Subject: RE: 2nd Draft - EE Coloring/Activity Book (Draft 4)

Still getting line…thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office

Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Wednesday, August 16, 2017 11:54 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Chris Bachman <chris.bachman@tetratech.com>
Subject: RE: 2nd Draft - EE Coloring/Activity Book (Draft 4)

Hi Wendy, made a few more changes per your requests. **Ex. 5 Deliberative Process (DP)**
Ex. 5 Deliberative Process (DP)

Thanks,
Cathy

From: McGirl, Cathy
Sent: Tuesday, August 15, 2017 5:19 PM
To: 'Dew, Wendy' <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Bachman, Chris <Chris.Bachman@tetratech.com>
Subject: RE: 2nd Draft - EE Coloring/Activity Book

Hi Wendy, take 3. Let me know if you have additional comments after you review with your PAD.

Thanks,
Cathy

From: Dew, Wendy [mailto:Dew.Wendy@epa.gov]
Sent: Tuesday, August 15, 2017 2:44 PM
To: McGirl, Cathy <Cathy.McGirl@tetratech.com>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Bachman, Chris <Chris.Bachman@tetratech.com>
Subject: RE: 2nd Draft - EE Coloring/Activity Book

First quick look…I really like it…will have some minor edits. What is a good time to chat?

Thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
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Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Tuesday, August 15, 2017 12:11 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>

Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Chris Bachman <chris.bachman@tetratech.com>
Subject: 2nd Draft - EE Coloring/Activity Book

Hi Wendy, here's take 2 – hope you like it.

Please let me know if you have changes, questions, comments, etc.

Thanks,
Cathy

Cathy McGirl
Direct **+1 (703) 885-5510** | Main **+1 (703) 444-7000** | cathy.mcgirl@tetratech.com

Tetra Tech | Complex World, Clear Solutions™
45610 Woodland Road, Suite 400, Sterling, VA 20166 | www.tetratech.com

Please consider the environment before printing. Read More.

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Message

From: Dew, Wendy [Dew.Wendy@epa.gov]
Sent: 10/11/2017 5:20:55 PM
To: Selia, Emily [Selia.Emily@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]
Subject: RE: Initial Coloring Book feedback

Let me know if we cannot reach them…I may have a technical work around. But, they should give us the correct file. Let's move fast on this if we can ….

Thanks all :}

Wendy Dew
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Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Wednesday, October 11, 2017 11:18 AM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Cc: Dew, Wendy <Dew.Wendy@epa.gov>
Subject: RE: Initial Coloring Book feedback

Adding Wendy back into the conversation, as the file doesn't display correctly on her computer either.

Can you please check with Cathy to make sure it's the correct file?

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Araujo, Javier
Sent: Wednesday, October 11, 2017 1:16 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: Initial Coloring Book feedback

Emily,

Here is the email that Cathy sent with the file

Here's the file. When we first talked with Wendy, we all agreed it was best to create in PowerPoint to make sure that future editing could be more easily done. Let me know if there any format issues; could be some issues depending on the fonts you have installed.
Javier

From: Selia, Emily
Sent: Wednesday, October 11, 2017 1:13 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Cc: Dew, Wendy <Dew.Wendy@epa.gov>
Subject: RE: Initial Coloring Book feedback

HI Javier,

The file from Tetratech isn't correct. The formatting is off on the interior pages. Could you please have them send us the correct one?

Thank you!

Emily Selia, MPH
Communications and Outreach
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U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Araujo, Javier
Sent: Wednesday, October 11, 2017 12:39 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: Initial Coloring Book feedback

Emily,

Here is the file. They did it in power-point for easy editing.

Javier

From: Selia, Emily
Sent: Wednesday, October 11, 2017 12:25 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>
Cc: Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: Initial Coloring Book feedback

Belinda (OPA) says she will approve it for release once those changes are made and the final version is attached to Protrac. Javier, can we get the original (PDF) version of it, for editing?

Emily Selia, MPH
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U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.

Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Dew, Wendy
Sent: Tuesday, October 10, 2017 9:52 AM
To: Araujo, Javier <Araujo.Javier@epa.gov>; Selia, Emily <Selia.Emily@epa.gov>
Cc: Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: Initial Coloring Book feedback

We can make the changes to the file if they send us the original format.

Thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
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1595 Wynkoop Street, 8OC
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dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Araujo, Javier
Sent: Tuesday, October 10, 2017 6:27 AM
To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Dew, Wendy <Dew.Wendy@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
Subject: Re: Initial Coloring Book feedback

Emily,
I am not sure you are aware of this? The last day for contract work for Tetra-tech was September 30th 2017. The contract and the funds are both expired. I will have to submit paperwork to the contract officer and try to buy in to the existing contract again. That contract expires on 4/30/18. I will see what I can do.

Javier

Sent from my iPhone

On Oct 6, 2017, at 9:40 AM, Selia, Emily <Selia.Emily@epa.gov> wrote:

> HI everyone,
>
> We are starting to get feedback on OPA about the coloring book. Javier, the first set of changes for Tetratech is as follows:

Ex. 5 Deliberative Process (DP)

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Message

From: Bachman, Chris [Chris.Bachman@tetratech.com]
Sent: 10/12/2017 8:14:07 PM
To: Araujo, Javier [Araujo.Javier@epa.gov]
Subject: RE: No more action needed on coloring book file

Thanks!

From: Araujo, Javier [mailto:Araujo.Javier@epa.gov]
Sent: Thursday, October 12, 2017 4:14 PM
To: Bachman, Chris <Chris.Bachman@tetratech.com>
Subject: Fwd: No more action needed on coloring book file

Sent from my iPhone

Begin forwarded message:

> **From:** Araujo.Javier@epa.gov
> **Date:** October 12, 2017 at 4:11:55 PM EDT
> **To:** cathy.mcgirl@tetratech.com
> **Cc:** chris.bachman
> **Subject: No more action needed on coloring book file**
>
> Cathy,
> Chris,
> I just got an email from Emily. She indicated that she was able to convert the file to PDF.
> No further action is necessary.
> Thanks,
> Javier
>
> Sent from my iPhone

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 10/4/2017 4:56:09 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]; Scott, Karen [Scott.Karen@epa.gov]
Subject: RE: Tom approved the coloring book. It's now making it's way through Protrac to OPA. EOM.

☺

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1200 Pennsylvania Avenue, N.W.
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(202) 564-2776
selia.emily@epa.gov

From: Dew, Wendy
Sent: Wednesday, October 04, 2017 12:50 PM
To: Selia, Emily <Selia.Emily@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: Tom approved the coloring book. It's now making it's way through Protrac to OPA. EOM.

Wooooooooooooooooooooooooooooooooohoooooooooooooooooooooooooooooo!!!!!

Wendy Dew
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dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Tuesday, October 3, 2017 1:45 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
Subject: Tom approved the coloring book. It's now making it's way through Protrac to OPA. EOM.

Emily Selia, MPH
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U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Non Delivery Report

From: Microsoft Outlook [MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@usepa.onmicrosoft.com]
Sent: 10/12/2017 8:11:56 PM
To: chris.bachman@usepa.onmicrosoft.com
Subject: Undeliverable: No more action needed on coloring book file
Attachments: No more action needed on coloring book file

Your message did not reach some or all of the intended recipients.

Subject:No more action needed on coloring book file
Sent:10/12/2017 8:11:56 PM

The following recipient(s) cannot be reached:

chris.bachman@usepa.onmicrosoft.com on 10/12/2017 8:11:56 PM
Diagnostic code = OrNameUnrecognized; Reason code = TransferFailed; Status code = 510
< #5.1.10 smtp;550 5.1.10 RESOLVER.ADR.RecipientNotFound; Recipient not found by SMTP address lookup>

Your message to chris.bachman@usepa.onmicrosoft.com couldn't be delivered.

chris.bachman wasn't found at usepa.onmicrosoft.com.

Araujo.Javier	**Office 365**	**chris.bachman**
Action Required		Recipient
Unknown To address		

How to Fix It

The address may be misspelled or may not exist. Try one or more of the following:

- Send the message again following these steps: In Outlook, open this non-delivery report (NDR) and choose **Send Again** from the Report ribbon. In Outlook on the web, select this NDR, then select the link "**To send this message again, click here.**" Then delete and retype the entire recipient address. If prompted with an Auto-Complete List suggestion don't select it. After typing the complete address, click **Send**.
- Contact the recipient (by phone, for example) to check that the address exists and is correct.
- The recipient may have set up email forwarding to an incorrect address. Ask them to check that any forwarding they've set up is working correctly.
- Clear the recipient Auto-Complete List in Outlook or Outlook on the web by following the steps in this article: Fix email delivery issues for error code 5.1.10 in Office 365, and then send the message again. Retype the entire recipient address before selecting **Send**.

If the problem continues, forward this message to your email admin. If you're an email admin, refer to the **More Info for Email Admins** section below.

Was this helpful? Send feedback to Microsoft.

More Info for Email Admins

Status code: 550 5.1.10

This error occurs because the sender sent a message to an email address hosted by Office 365 but the address is incorrect or doesn't exist at the destination domain. The error is reported by the recipient domain's email server, but most often it must be fixed by the person who sent the message. If the steps in the **How to Fix It** section above don't fix the problem, and you're the email admin for the recipient, try one or more of the following:

The email address exists and is correct - Confirm that the recipient address exists, is correct, and is accepting messages.

Synchronize your directories - If you have a hybrid environment and are using directory synchronization make sure the recipient's email address is synced correctly in both Office 365 and in your on-premises directory.

Errant forwarding rule - Check for forwarding rules that aren't behaving as expected. Forwarding can be set up by an admin via mail flow rules or mailbox forwarding address settings, or by the recipient via the Inbox Rules feature.

Recipient has a valid license - Make sure the recipient has an Office 365 license assigned to them. The recipient's email admin can use the Office 365 admin center to assign a license (Users > Active Users > select the recipient > Assigned License > Edit).

Mail flow settings and MX records are not correct - Misconfigured mail flow or MX record settings can cause this error. Check your Office 365 mail flow settings to make sure your domain and any mail flow connectors are set up correctly. Also, work with your domain registrar to make sure the MX records for your domain are configured correctly.

For more information and additional tips to fix this issue, see Fix email delivery issues for error code 5.1.10 in Office 365.

Original Message Details

Created Date:	10/12/2017 8:11:56 PM
Sender Address:	Araujo.Javier@epa.gov
Recipient Address:	chris.bachman@usepa.onmicrosoft.com
Subject:	No more action needed on coloring book file

Error Details

Reported error:	*550 5.1.10 RESOLVER.ADR.RecipientNotFound; Recipient not found by SMTP address lookup*
DSN generated by:	SN1PR09MB1119.namprd09.prod.outlook.com

Message Hops

HOP	TIME (UTC)	FROM	TO	WITH
1	10/12/2017 8:11:56 PM	SN1PR09MB1117.namprd09.prod.outlook.com	SN1PR09MB1117.namprd09.prod.outlook.com	mapi
2	10/12/2017 8:11:56 PM	SN1PR09MB1117.namprd09.prod.outlook.com	SN1PR09MB1119.namprd09.prod.outlook.com	Microsoft SMTP Server cipher=TLS_ECDHE_RS

Original Message Headers


```
Authentication-Results: tetratech.com; dkim=none (message not signed)
 header.d=none;tetratech.com; dmarc=none action=none header.from=epa.gov;
Received: from SN1PR09MB1117.namprd09.prod.outlook.com (10.166.68.147) by
 SN1PR09MB1119.namprd09.prod.outlook.com (10.166.68.149) with Microsoft SMTP
 Server (version=TLS1_2, cipher=TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA384_P256) id
 15.20.77.7; Thu, 12 Oct 2017 20:11:56 +0000
Received: from SN1PR09MB1117.namprd09.prod.outlook.com ([10.166.68.147]) by
 SN1PR09MB1117.namprd09.prod.outlook.com ([10.166.68.147]) with mapi id
 15.20.0077.020; Thu, 12 Oct 2017 20:11:56 +0000
Content-Type: application/ms-tnef; name="winmail.dat"
Content-Transfer-Encoding: binary
From: "Araujo, Javier" <Araujo.Javier@epa.gov>
To: Cathy McGirl <Cathy.McGirl@tetratech.com>
CC: "chris.bachman@usepa.onmicrosoft.com"
        <chris.bachman@usepa.onmicrosoft.com>
Subject: No more action needed on coloring book file
Thread-Topic: No more action needed on coloring book file
Thread-Index: AQHTQ5Za3HthxZUPXUeb52abt49FoA==
Date: Thu, 12 Oct 2017 20:11:56 +0000
Message-ID: <66B831C6-E97A-4A37-8EE8-776B4D5C106D@epa.gov>
Accept-Language: en-US
Content-Language: en-US
X-MS-Has-Attach:
X-MS-TNEF-Correlator: <66B831C6-E97A-4A37-8EE8-776B4D5C106D@epa.gov>
MIME-Version: 1.0
X-Originating-IP: [2600:1003:b01f:a76c:21b8:9b92:8e86:8dbd]
X-MS-PublicTrafficType: Email
X-Microsoft-Exchange-Diagnostics:
1;SN1PR09MB1117;35:rVNKKiP5H+BJLT5sPH1O/Z9V8usFOi8zrd/1b8Nav+dYWJ4bmwb6Iv9yylDV/QJqOf9pNH
sl/kgJnwtFdA6Nbw==
X-MS-Exchange-Antispam-SRFA-Diagnostics: SSOS;
Return-Path: Araujo.Javier@epa.gov
X-MS-Office365-Filtering-Correlation-Id: 4503f2ec-d78a-476e-571f-08d511ad7cb4
X-Microsoft-Antispam:
        UriScan:;BCL:0;PCL:0;RULEID:(22001)(201703025415 2)(2017052603199)(201703131423075)
(201703031133081)(201702281549075);SRVR:SN1PR09MB1119;
X-Microsoft-Exchange-Diagnostics:
        1;SN1PR09MB1119;3:9u0unWNP29M7lZAfz2EefMaSSsQoEa/1/Kk5qNaFqwlhQo3hdt3Z/0x/beXL1F/s
oKqyE10ltzzGcHiOTQP3a43ZzgL3zKtKltsGCvh8j75HS5eHS1LGF14b5n8KD3hHIQWwKMWSVPFzcGyelrccweccdm
iGltiSn5RSIrvQKZ07W2btIAJTaM2Eo0/r6CoYn3A/fM+x7qYmp2DSnXXYLJH36bxYYTnqRKuXcOl4Dc03J892DeU
```

4CK54Kr1PVD4Wr;25:YpKyhjNr8zZhwUYPr067anDnmgsqbqe1PpHTnNRXXzOW7O60rwCVGIJTHkuEAZfkRAE1b9O
tPsFX26uc4+xp8xXg3L8Eyw5LO5IBBfeEycVY8+5NtkwFzQCe0rhTJr8mDecScxVCqdcWWYwwqNzdhHoK4vXgakzF
tUA1jMM6qoHDw9qNeNwJHZlu11LIFs1VfJt0dHnUOJa+JxE1NCV88tIHiUV5d6uy2HjUSWidqnvipWSOUbTJ7VE3o
n5C0D1txsdmeUNqGOHjd3M8cs/qEkwv9CZ1oQ4rjWEbq35Ozg5kBJOn4y2E2kQlMnw7Z1XPW3IIJFZ352MVcTgNQa
qCVQ====

X-MS-TrafficTypeDiagnostic: SN1PR09MB1119:

Message

From: Araujo, Javier [Araujo.Javier@epa.gov]
Sent: 10/12/2017 8:11:56 PM
To: Cathy McGirl [Cathy.McGirl@tetratech.com]
CC: chris.bachman@usepa.onmicrosoft.com
Subject: No more action needed on coloring book file

Cathy,
Chris,
I just got an email from Emily. She indicated that she was able to convert the file to PDF.
No further action is necessary.
Thanks,
Javier

Sent from my iPhone

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 5/30/2017 5:19:13 PM
To: Araujo, Javier [Araujo.Javier@epa.gov]
CC: Fenton, Kathleen [Fenton.Kathleen@epa.gov]; Whittington, Paula [Whittington.Paula@epa.gov]; Gavin, Megan [gavin.megan@epa.gov]; Dew, Wendy [Dew.Wendy@epa.gov]; Scott, Karen [Scott.Karen@epa.gov]
Subject: Re: EE Communications Meeting

Hi all,

Let's reschedule. I'll send an invite later today.

Please share anything urgent via email.

Thanks!

On May 30, 2017, at 1:02 PM, Araujo, Javier <Araujo.Javier@epa.gov> wrote:

> Please let me know if you decide to reschedule. I do have an update from Tetra-tech regarding the draft coloring/activity book.
>
> Javier
>
> ---
>
> **From:** Selia, Emily
> **Sent:** Tuesday, May 30, 2017 12:41 PM
> **To:** Fenton, Kathleen <Fenton.Kathleen@epa.gov>; Whittington, Paula <Whittington.Paula@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Gavin, Megan <gavin.megan@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
> **Subject:** RE: EE Communications Meeting
>
> Thanks Kathleen! Lets talk about it at the meeting, especially about how to share grantee information since we are limited in linking to their websites.
>
> Regarding meeting today though, Wendy, Paula and Karen can't attend (at least for the majority of the meeting). Are there votes to reschedule?
>
> ---
>
> **From:** Fenton, Kathleen
> **Sent:** Tuesday, May 30, 2017 12:39 PM
> **To:** Selia, Emily <Selia.Emily@epa.gov>; Whittington, Paula <Whittington.Paula@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Gavin, Megan <gavin.megan@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
> **Subject:** RE: EE Communications Meeting
>
> Emily – a couple things for you to consider to share.
>
> - <!--[if !supportLists]--><!--[endif]-->The hands on tools for School Outreach should include a copy of the Sensible Steps to a Healthier School Environment Booklet. It has been updated and should be used. It is a great outreach document. It was sent to EE and CH to add to their websites, if you don't have it I have the final document.

- <!--[if !supportLists]--><!--[endif]-->One of my EE grantee's http://meea.org/ Dr. Jan Weaver, created a national list of 1200 Env. Ed. evaluation questions for Teachers (found on above website) to use to help them evaluate their students Env. Ed. knowledge (all have been peer-reviewed, and are multiple choice, with answers). All could be used for curriculum, too and she has created a game that they can play based on the questions. There are five categories of types of questions and five or so age brackets, too (K-3, 4-6, 6-8, 9-12 ???) (Air, Water, Recycling, Energy, Climate, Human Health).

Kathleen L. Fenton Office of Public Affairs US Environmental Protection Agency, Region 7
11201 Renner Blvd. Lenexa, KS 66219 913 - 551-7874 fenton.kathleen@epa.gov

From: Selia, Emily
Sent: Tuesday, May 30, 2017 10:07 AM
To: Whittington, Paula <Whittington.Paula@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Gavin, Megan <gavin.megan@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>; Fenton, Kathleen <Fenton.Kathleen@epa.gov>
Subject: EE Communications Meeting

HI everyone,

For our meeting today, what would you like on the agenda? I think a few of you won't make it today. Here are my thoughts so far on points of discussion:

- <!--[if !supportLists]--><!--[endif]-->I can tell you that external links are almost all gone off our webpages. There were a few questionable ones on smaller pages, which OWC is reviewing for me.

- <!--[if !supportLists]--><!--[endif]-->I also have a proposal to discuss from ORD, to give a presentation to all the coordinators (a series of presentations actually, for anyone in the Agency who does outreach into schools) on how to use three of their hands-on tools: EnviroAtlas, the GENERATE game, and the DIY air sensor kit.

- <!--[if !supportLists]--><!--[endif]-->Finally, I have a proposal to discuss a smaller presentation by a teacher who is a fellow in ORD, who can give a brief overview to coordinators and OEE staff on state science standards, and how those standards impact teachers' usage of lesson plans and materials from EPA ("Knowing your teacher audience").

Thanks,

Emily

Emily Selia, MPH
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(202) 564-2776
selia.emily@epa.gov

Message

From: Dew, Wendy [Dew.Wendy@epa.gov]
Sent: 8/15/2017 9:28:50 PM
To: Cathy McGirl [Cathy.McGirl@tetratech.com]
CC: Araujo, Javier [Araujo.Javier@epa.gov]; Chris Bachman [chris.bachman@tetratech.com]
Subject: RE: 2nd Draft - EE Coloring/Activity Book

3 tiny edits...please call me when you get a chance..thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
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Webpage: EPA Region 8 (Mountains and Plains)

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Tuesday, August 15, 2017 3:19 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Chris Bachman <chris.bachman@tetratech.com>
Subject: RE: 2nd Draft - EE Coloring/Activity Book

Hi Wendy, take 3. Let me know if you have additional comments after you review with your PAD.

Thanks,
Cathy

From: Dew, Wendy [mailto:Dew.Wendy@epa.gov]
Sent: Tuesday, August 15, 2017 2:44 PM
To: McGirl, Cathy <Cathy.McGirl@tetratech.com>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Bachman, Chris <Chris.Bachman@tetratech.com>
Subject: RE: 2nd Draft - EE Coloring/Activity Book

First quick look...I really like it...will have some minor edits. What is a good time to chat?

Thx!

Wendy Dew
Outreach and Education Coordinator
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From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Tuesday, August 15, 2017 12:11 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Chris Bachman <chris.bachman@tetratech.com>
Subject: 2nd Draft - EE Coloring/Activity Book

Hi Wendy, here's take 2 – hope you like it.

Please let me know if you have changes, questions, comments, etc.

Thanks,
Cathy

Cathy McGirl
Direct **+1 (703) 885-5510** | Main **+1 (703) 444-7000** | cathy.mcgirl@tetratech.com

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Message

From: Scott, Karen [Scott.Karen@epa.gov]
Sent: 10/3/2017 7:50:35 PM
To: Selia, Emily [Selia.Emily@epa.gov]; Dew, Wendy [Dew.Wendy@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]
Subject: RE: Tom approved the coloring book. It's now making it's way through Protrac to OPA. EOM.

Great!

From: Selia, Emily
Sent: Tuesday, October 03, 2017 3:45 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
Subject: Tom approved the coloring book. It's now making it's way through Protrac to OPA. EOM.

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 10/12/2017 5:43:18 PM
To: Araujo, Javier [Araujo.Javier@epa.gov]; Dew, Wendy [Dew.Wendy@epa.gov]
Subject: RE: Issues converting a PowerPoint to a PDF

HI Javier,

Yesterday you said we might not get Tetratech back and that if so, you didn't know when that might be (like months, though you were hoping sooner). Any news on that front?

It's not another PowerPoint that we need. We need a PDF of the PowerPoint I sent (although if they have the fonts and artwork separately, per Londa's recommendation, it would be good to have those on file). I've been working with Londa and have an almost perfect PDF now (we are looking for any issues right now) so check with me to see if we still need that from Chris. I was told you were out of the office so was trying a workaround.

Also, I'm just passing information on from Londa, not making any judgements. I've made many outreach items in PowerPoint as well.

Feel free to call to clarify. Thanks!

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selia.emily@epa.gov

From: Araujo, Javier
Sent: Thursday, October 12, 2017 1:13 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Selia, Emily <Selia.Emily@epa.gov>
Subject: Re: Issues converting a PowerPoint to a PDF

Emily,
When I spoke to Cathy yesterday, she indicated that after talking to Wendy, they agreed the file would be created in power point for easier manipulation. It was not a unilateral decision. Secondly, when we spoke yesterday I told you that we are not expecting to sever our ongoing contract with Tetra-tech. I think their expectation was that they would continue to work on the coloring book until we were happy with a finished product.
Having said this, I have left a message with Cathy to see if there is another version of the coloring book power point that has the fonts and artwork that you and Londa are requesting.
I will update you and Wendy as soon as I hear back from Cathy.

Javier

Sent from my iPhone

On Oct 12, 2017, at 12:08 PM, Dew, Wendy <Dew.Wendy@epa.gov> wrote:

I cannot save this? Thx!

Wendy Dew
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dew.wendy@epa.gov
303-312-6605 office
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Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Thursday, October 12, 2017 9:57 AM
To: Araujo, Javier <Araujo.Javier@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>
Subject: FW: Issues converting a PowerPoint to a PDF

HI all,

Londa from in OM was able to partially correct the issue changing the PowerPoint to PDF. It looks like we need Tetratech to send us all the fonts and the artwork (not just the final product) in order for us to use the PowerPoint file as fully intended (with the fonts and design) and make adjustments in the future. Londa says using Powerpoint may result in low resolution when printing and suggests using other formats for future development (below).

Wendy, I'm going to ask an intern help me to compare this PDF to the PowerPoint to see if we lost anything major. She's looking for assignments today.

Thanks,

Emily

Emily Selia, MPH
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Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Scott-Forte, Londa
Sent: Thursday, October 12, 2017 11:47 AM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: Re: Issues converting a PowerPoint to a PDF

Hi Emily,

I was able to download most the missing fonts. Attached is the updated PDF. It's essential to make sure that the contractor sends the fonts, along with all the artwork when they complete a project. (I would also recommend that the contractor use a program like Photoshop, InDesign or Illustrator for a coloring book project. Powerpoint is meant for on screen presentations and could result in low res-images once when printed.)

Thanks!

londa

LONDA SCOTT FORTE
Visual Information Specialist

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Office of Multimedia
Office of Public Affairs
6318 William Jefferson Clinton Building North (WJC Bldg North)
Washington, DC 20460
202.564.1504 (office phone)

intranet.epa.gov/media

From: Selia, Emily
Sent: Thursday, October 12, 2017 11:35:04 AM
To: Scott-Forte, Londa
Subject: Issues converting a PowerPoint to a PDF

HI Londa,

We are having issues converting a product developed in PowerPoint by a contractor to PDF. We lose the fonts and some of the formatting (both of which are important to the design). I think it's cause we don't have some of the fonts installed on our machines. Belinda suggested we talk to you.

Attached is the PowerPoint. Do you think you could get a PDF from it, with all the fonts and formatting intact? Our contract is currently on hold, so we can't ask them.

Thank you!

Emily Selia, MPH
Communications and Outreach

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U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Message

From: Dew, Wendy [Dew.Wendy@epa.gov]
Sent: 5/30/2017 3:42:07 PM
To: Selia, Emily [Selia.Emily@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]
Subject: RE: EE Communications Meeting

The draft…the concept will be approved. Let's ping him…can you cc me?

Thanks a bunch :}

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
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dew.wendy@epa.gov
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Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Tuesday, May 30, 2017 9:40 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: EE Communications Meeting

He didn't respond to the email sent on 5/8? If Ron hasn't responded, I'll ping him and ask Tom to do so as well. That's so frustrating.

So what is Tetratech working on, if the concept wasn't approved yet?

From: Dew, Wendy
Sent: Tuesday, May 30, 2017 11:36 AM
To: Selia, Emily <Selia.Emily@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: EE Communications Meeting

Huh? Totally confused…I sent Ron the book and ccd you as you asked and never heard back? Can we ping him to see if it is approved?

Thx!

Wendy Dew
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dew.wendy@epa.gov
303-312-6605 office

Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Tuesday, May 30, 2017 9:34 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: EE Communications Meeting

Good morning Wendy and Javier,

Wendy, I emailed you last week asking for an update, and you said it's with Tetratech. I don't have anything to enter into Product Review to continue the process (nor was I on the communications between you and Ron). I'd like an update on what conversations happened and the status of the book with Tetratech, so I can proceed if need be in Protrac.

Thanks,

Emily

From: Dew, Wendy
Sent: Tuesday, May 30, 2017 11:33 AM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Cc: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: EE Communications Meeting

Product review status?

Thx!

Wendy Dew
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Webpage: EPA Region 8 (Mountains and Plains)

From: Araujo, Javier
Sent: Tuesday, May 30, 2017 9:30 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: EE Communications Meeting

I will check with Cathy this morning.

Javier

From: Dew, Wendy
Sent: Tuesday, May 30, 2017 11:29 AM
To: Selia, Emily <Selia.Emily@epa.gov>; Whittington, Paula <Whittington.Paula@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Gavin, Megan <gavin.megan@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>; Fenton, Kathleen <Fenton.Kathleen@epa.gov>
Subject: RE: EE Communications Meeting

Is there an update on the coloring book?

Thx!

Wendy Dew
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dew.wendy@epa.gov
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Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Tuesday, May 30, 2017 9:07 AM
To: Whittington, Paula <Whittington.Paula@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Gavin, Megan <gavin.megan@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>; Fenton, Kathleen <Fenton.Kathleen@epa.gov>
Subject: EE Communications Meeting

HI everyone,

For our meeting today, what would you like on the agenda? I think a few of you won't make it today. Here are my thoughts so far on points of discussion:

Ex. 5 Deliberative Process (DP)

Thanks,

Emily

Emily Selia, MPH
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Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Message

From: Dew, Wendy [Dew.Wendy@epa.gov]
Sent: 10/11/2017 4:53:23 PM
To: Selia, Emily [Selia.Emily@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]
CC: Scott, Karen [Scott.Karen@epa.gov]
Subject: RE: Initial Coloring Book feedback

Either way…up to you

Wendy Dew
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From: Selia, Emily
Sent: Wednesday, October 11, 2017 10:52 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>
Cc: Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: Initial Coloring Book feedback

HI all,

Attached is the PowerPoint version. Thanks Javier! Wendy, do you prefer to make the updates or would you like me to do so, and then submit it through Protrac?

Emily Selia, MPH
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Washington, D. C. 20460
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selia.emily@epa.gov

From: Selia, Emily
Sent: Wednesday, October 11, 2017 12:25 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>
Cc: Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: Initial Coloring Book feedback

Belinda (OPA) says she will approve it for release once those changes are made and the final version is attached to Protrac. Javier, can we get the original (PDF) version of it, for editing?

Emily Selia, MPH
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1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Dew, Wendy
Sent: Tuesday, October 10, 2017 9:52 AM
To: Araujo, Javier <Araujo.Javier@epa.gov>; Selia, Emily <Selia.Emily@epa.gov>
Cc: Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: Initial Coloring Book feedback

We can make the changes to the file if they send us the original format.

Thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
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dew.wendy@epa.gov
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Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Araujo, Javier
Sent: Tuesday, October 10, 2017 6:27 AM
To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Dew, Wendy <Dew.Wendy@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
Subject: Re: Initial Coloring Book feedback

Emily,
I am not sure you are aware of this? The last day for contract work for Tetra-tech was September 30th 2017. The contract and the funds are both expired. I will have to submit paperwork to the contract officer and try to buy in to the existing contract again. That contract expires on 4/30/18. I will see what I can do.

Javier

Sent from my iPhone

On Oct 6, 2017, at 9:40 AM, Selia, Emily <Selia.Emily@epa.gov> wrote:

> HI everyone,
>
> We are starting to get feedback on OPA about the coloring book. Javier, the first set of changes for Tetratech is as follows:

Ex. 5 Deliberative Process (DP)

Emily Selia, MPH
Communications and Outreach
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U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Message

From: McGirl, Cathy [Cathy.McGirl@tetratech.com]
Sent: 8/15/2017 8:00:28 PM
To: Araujo, Javier [Araujo.Javier@epa.gov]
CC: Chris Bachman [chris.bachman@tetratech.com]
Subject: FW: 2nd Draft - EE Coloring/Activity Book

Hi, we had a very quick call with Wendy. We have a few edits to make and then we'll send her Draft 3. She'll review it with her PAD and then send to Tom and Emily. Will keep you posted.
Cathy

From: Dew, Wendy [mailto:Dew.Wendy@epa.gov]
Sent: Tuesday, August 15, 2017 2:44 PM
To: McGirl, Cathy <Cathy.McGirl@tetratech.com>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Bachman, Chris <Chris.Bachman@tetratech.com>
Subject: RE: 2nd Draft - EE Coloring/Activity Book

First quick look…I really like it…will have some minor edits. What is a good time to chat?

Thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
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dew.wendy@epa.gov
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Webpage: EPA Region 8 (Mountains and Plains)

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Tuesday, August 15, 2017 12:11 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Chris Bachman <chris.bachman@tetratech.com>
Subject: 2nd Draft - EE Coloring/Activity Book

Hi Wendy, here's take 2 – hope you like it.

Please let me know if you have changes, questions, comments, etc.

Thanks,
Cathy

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Message

From: Dew, Wendy [Dew.Wendy@epa.gov]
Sent: 8/15/2017 7:34:39 PM
To: Cathy McGirl [Cathy.McGirl@tetratech.com]
CC: Araujo, Javier [Araujo.Javier@epa.gov]; Chris Bachman [chris.bachman@tetratech.com]
Subject: RE: 2nd Draft - EE Coloring/Activity Book

I am free now if that works for folks...thx!

Wendy Dew
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From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Tuesday, August 15, 2017 12:57 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Chris Bachman <chris.bachman@tetratech.com>
Subject: RE: 2nd Draft - EE Coloring/Activity Book

Hi, best options for us are this afternoon (anytime), Wed between 11-12 or after 2:30, or Friday anytime.

Those are ET times!
Cathy

From: Dew, Wendy [mailto:Dew.Wendy@epa.gov]
Sent: Tuesday, August 15, 2017 2:44 PM
To: McGirl, Cathy <Cathy.McGirl@tetratech.com>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Bachman, Chris <Chris.Bachman@tetratech.com>
Subject: RE: 2nd Draft - EE Coloring/Activity Book

First quick look...I really like it...will have some minor edits. What is a good time to chat?

Thx!

Wendy Dew
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Sent: Tuesday, August 15, 2017 12:11 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Chris Bachman <chris.bachman@tetratech.com>
Subject: 2nd Draft - EE Coloring/Activity Book

Hi Wendy, here's take 2 – hope you like it.

Please let me know if you have changes, questions, comments, etc.

Thanks,
Cathy

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Message

From: Dew, Wendy [Dew.Wendy@epa.gov]
Sent: 10/12/2017 4:06:33 PM
To: Selia, Emily [Selia.Emily@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]
Subject: RE: Issues converting a PowerPoint to a PDF

Is it in PROTRAC for final okay still?

Thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
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303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Thursday, October 12, 2017 9:57 AM
To: Araujo, Javier <Araujo.Javier@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>
Subject: FW: Issues converting a PowerPoint to a PDF

HI all,

Londa from in OM was able to partially correct the issue changing the PowerPoint to PDF. It looks like we need Tetratech to send us all the fonts and the artwork (not just the final product) in order for us to use the PowerPoint file as fully intended (with the fonts and design) and make adjustments in the future. Londa says using Powerpoint may result in low resolution when printing and suggests using other formats for future development (below).

Wendy, I'm going to ask an intern help me to compare this PDF to the PowerPoint to see if we lost anything major. She's looking for assignments today.

Thanks,

Emily

Emily Selia, MPH
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selia.emily@epa.gov

From: Scott-Forte, Londa
Sent: Thursday, October 12, 2017 11:47 AM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: Re: Issues converting a PowerPoint to a PDF

Hi Emily,

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Thanks!

londa

LONDA SCOTT FORTE
Visual Information Specialist

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Washington, DC 20460
202.564.1504 (office phone)

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From: Selia, Emily
Sent: Thursday, October 12, 2017 11:35:04 AM
To: Scott-Forte, Londa
Subject: Issues converting a PowerPoint to a PDF

HI Londa,

We are having issues converting a product developed in PowerPoint by a contractor to PDF. We lose the fonts and some of the formatting (both of which are important to the design). I think it's cause we don't have some of the fonts installed on our machines. Belinda suggested we talk to you.

Attached is the PowerPoint. Do you think you could get a PDF from it, with all the fonts and formatting intact? Our contract is currently on hold, so we can't ask them.

Thank you!

Emily Selia, MPH
Communications and Outreach

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selia.emily@epa.gov

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 9/28/2017 3:21:15 PM
To: Scott, Karen [Scott.Karen@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]; Dew, Wendy [Dew.Wendy@epa.gov]
Subject: Coloring Book update

HI all,

FYI, I gave Tom a physical copy of the coloring book (I'd emailed him earlier) on Tuesday, but I think he's been swamped. I'll mention it again to him COB today if he hasn't reviewed it by then.

Emily Selia, MPH
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selia.emily@epa.gov

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 9/26/2017 4:14:32 PM
To: Scott, Karen [Scott.Karen@epa.gov]
CC: Araujo, Javier [Araujo.Javier@epa.gov]; Dew, Wendy [Dew.Wendy@epa.gov]
Subject: RE: Karen's coloring/activity book edits

I sent it to him yesterday. I'm going to print a copy today and give it to him with some other documents to review, since he seems a bit behind on email.

Emily Selia, MPH
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Washington, D. C. 20460
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selia.emily@epa.gov

From: Scott, Karen
Sent: Tuesday, September 26, 2017 12:14 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>
Subject: Re: Karen's coloring/activity book edits

I think this looks great now! Did you send it to Tom? Hopefully we can get this in Protrac soon.

Sent from my iPhone

On Sep 25, 2017, at 2:24 PM, Selia, Emily <Selia.Emily@epa.gov> wrote:

> Has Tom seen it yet? I can route it to him for final approval and then load it into Protrac.
>
> Emily Selia, MPH
> Communications and Outreach
> Office of Environmental Education
> U. S. Environmental Protection Agency
> 1200 Pennsylvania Avenue, N.W.
> Washington, D. C. 20460
> (202) 564-2776
> selia.emily@epa.gov
>
> **From:** Araujo, Javier
> **Sent:** Monday, September 25, 2017 2:13 PM
> **To:** Selia, Emily <Selia.Emily@epa.gov>
> **Cc:** Scott, Karen <Scott.Karen@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>
> **Subject:** FW: Karen's coloring/activity book edits
>
> Everyone,
>
> Here is the final version with Karen's edits.

Javier

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Thursday, September 21, 2017 5:48 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
Cc: Chris Bachman <chris.bachman@tetratech.com>
Subject: Fw: Karen's coloring/activity book edits

Hi Javier and Karen, revised version is attached. Please let us know if you have questions or additional changes. See below our comments in red.

Cathy

Cathy McGirl
Direct +1 (703) 885-5510 | Main +1 (703) 444-7000 | cathy.mcgirl@tetratech.com

Tetra Tech | Complex World, Clear Solutions™
45610 Woodland Road, Sterling, VA 20166 | tetratech.com

From: Araujo, Javier <Araujo.Javier@epa.gov>
Sent: Wednesday, September 13, 2017 4:19 PM
To: McGirl, Cathy
Cc: Scott, Karen
Subject: Karen's coloring/activity book edits

Cathy,

Here are Karen's edits. Please incorporate these edits to the coloring/activity book.

Importance: High

1. Page 3 and 6 - At the bottom of each of these pages is a question and a list of things the kids are supposed to check if they do them. All the other pages have check marks in front of a list of environmentally friendly things to do (and no question). Make all the pages consistent with each other - either make all the pages like pages 3 and 6, or make pages 3 and 6 like the others. Made each page use the check boxes so the kids can actively check them (same as 3 and 6).

2. Page 4 - There is a list of asthma triggers and the kids are told to choose "your" asthma triggers. Since not all kids have asthma, change the question, "Do you know your asthma triggers?" to something like "These are 'triggers' that can cause breathing problems for people with asthma." Changed text and removed check boxes and lines to enter in other triggers.

3. Page 6 - Most people (especially kids) won't get the connection between the reuse of formerly polluted places and recycling and composting. Add a statement on that page about landfills causing pollution so the topics can be tied together. At the bottom of the page is a suggestion to plant trees. I think the planting of trees should be mentioned somewhere in the book, but not here - instead in that space put something like a statement about needing to reduce the amount of garbage in landfills by reducing, reusing, and recycling. I suggest putting the idea of planting trees on the bottom of the ecosystem page - instead of either the one about not throwing garbage in streams or the one about learning more about ecosystems. You could say something like "Plant trees to give birds and animals shelter." Or "Plant trees and vegetation along streams to reduce water pollution." Page 5: Added "Plant a tree ..." to the list of things to do to protect ecosystems; removed recycle. Page 6: Revised sentence at the top to connect waste to topic of pollution. Changed bottom to list recycling and food waste items; food waste items were moved from the apple.

Hope these are clear. I'm happy to work with Tetra Tech to make these changes.

Karen

Please call or email me if you have any questions.

Javier

Javier H. Araujo
U.S. Environmental Protection Agency
Office of Environmental Education
Environmental Education Specialist
Designated Federal Officer (NEEAC)
MC 1704A, Washington, DC 20460
202-564-2642 (phone)
Ex. 6 Personal Privacy (PP) (cell)
202-564-2753 (fax)
Araujo.javier@epa.gov

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 10/11/2017 4:45:09 PM
To: Araujo, Javier [Araujo.Javier@epa.gov]
Subject: RE: Initial Coloring Book feedback

I can, but then I reread Wendy's email and it sounded like she wanted to do so. I'll write to all of us, and include the Power Point.

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Araujo, Javier
Sent: Wednesday, October 11, 2017 12:44 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: Initial Coloring Book feedback

No, I did not. I thought you were making the changes?

I can certainly send it to Wendy.
Javier

From: Selia, Emily
Sent: Wednesday, October 11, 2017 12:43 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: Initial Coloring Book feedback

Thanks! Did you already send it to Wendy, per her other email?

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Araujo, Javier
Sent: Wednesday, October 11, 2017 12:39 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: Initial Coloring Book feedback

Emily,

Here is the file. They did it in power-point for easy editing.

Javier

From: Selia, Emily
Sent: Wednesday, October 11, 2017 12:25 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>
Cc: Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: Initial Coloring Book feedback

Belinda (OPA) says she will approve it for release once those changes are made and the final version is attached to Protrac. Javier, can we get the original (PDF) version of it, for editing?

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Dew, Wendy
Sent: Tuesday, October 10, 2017 9:52 AM
To: Araujo, Javier <Araujo.Javier@epa.gov>; Selia, Emily <Selia.Emily@epa.gov>
Cc: Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: Initial Coloring Book feedback

We can make the changes to the file if they send us the original format.

Thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Araujo, Javier
Sent: Tuesday, October 10, 2017 6:27 AM
To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Dew, Wendy <Dew.Wendy@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
Subject: Re: Initial Coloring Book feedback

Emily,

I am not sure you are aware of this? The last day for contract work for Tetra-tech was September 30th 2017. The contract and the funds are both expired. I will have to submit paperwork to the contract officer and try to buy in to the existing contract again. That contract expires on 4/30/18. I will see what I can do.

Javier

Sent from my iPhone

On Oct 6, 2017, at 9:40 AM, Selia, Emily <Selia.Emily@epa.gov> wrote:

> HI everyone,
>
> We are starting to get feedback on OPA about the coloring book. Javier, the first set of changes for Tetratech is as follows:

Ex. 5 Deliberative Process (DP)

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Message

From: Scott, Karen [Scott.Karen@epa.gov]
Sent: 10/11/2017 4:43:42 PM
To: Araujo, Javier [Araujo.Javier@epa.gov]
Subject: RE: Initial Coloring Book feedback

Thank you!

From: Araujo, Javier
Sent: Wednesday, October 11, 2017 12:43 PM
To: Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: Initial Coloring Book feedback

Karen,
I will follow up with Cathy. She just sent me the ppt version of the coloring book. I am sure she just forgot.

Ex. 5 Deliberative Process (DP)

Javier

From: Scott, Karen
Sent: Wednesday, October 11, 2017 12:41 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: FW: Initial Coloring Book feedback

Are you in touch with Cathy McGirl? **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

From: Selia, Emily
Sent: Wednesday, October 11, 2017 12:25 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>
Cc: Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: Initial Coloring Book feedback

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selia.emily@epa.gov

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Sent: Tuesday, October 10, 2017 9:52 AM

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Cc: Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: Initial Coloring Book feedback

We can make the changes to the file if they send us the original format.

Thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

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Subject: Re: Initial Coloring Book feedback

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Sent from my iPhone

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>
> We are starting to get feedback on OPA about the coloring book. Javier, the first set of changes for Tetratech is as follows:

Ex. 5 Deliberative Process (DP)

> Emily Selia, MPH
> Communications and Outreach
> Office of Environmental Education
> U. S. Environmental Protection Agency
> 1200 Pennsylvania Avenue, N.W.

Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Message

From: Dew, Wendy [Dew.Wendy@epa.gov]
Sent: 9/26/2017 2:24:20 PM
To: Araujo, Javier [Araujo.Javier@epa.gov]
Subject: RE: Karen's coloring/activity book edits

I assume you guys will get the okay from Tom?

Thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Araujo, Javier
Sent: Monday, September 25, 2017 12:13 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Scott, Karen <Scott.Karen@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>
Subject: FW: Karen's coloring/activity book edits

Everyone,

Here is the final version with Karen's edits.

Javier

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Thursday, September 21, 2017 5:48 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
Cc: Chris Bachman <chris.bachman@tetratech.com>
Subject: Fw: Karen's coloring/activity book edits

Hi Javier and Karen, revised version is attached. Please let us know if you have questions or additional changes. See below our comments in red.

Cathy

Cathy McGirl
Direct +1 (703) 885-5510 | Main +1 (703) 444-7000 | cathy.mcgirl@tetratech.com

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45610 Woodland Road, Sterling, VA 20166 | tetratech.com

From: Araujo, Javier <Araujo.Javier@epa.gov>
Sent: Wednesday, September 13, 2017 4:19 PM
To: McGirl, Cathy
Cc: Scott, Karen
Subject: Karen's coloring/activity book edits

Cathy,

Here are Karen's edits. Please incorporate these edits to the coloring/activity book.

Importance: High

Ex. 5 Deliberative Process (DP)

Hope these are clear. I'm happy to work with Tetra Tech to make these changes.

Karen

Please call or email me if you have any questions.

Javier

Javier H. Araujo
U.S. Environmental Protection Agency
Office of Environmental Education
Environmental Education Specialist
Designated Federal Officer (NEEAC)
MC 1704A, Washington, DC 20460
202-564-2642 (phone)
Ex. 6 Personal Privacy (PP) (cell)
202-564-2753 (fax)
Araujo.javier@epa.gov

Message

From: McGirl, Cathy [Cathy.McGirl@tetratech.com]
Sent: 10/11/2017 4:42:35 PM
To: Araujo, Javier [Araujo.Javier@epa.gov]
Subject: RE: Coloring book file

Ah, okay. I'm glad to hear only minor changes needed.

From: Araujo, Javier [mailto:Araujo.Javier@epa.gov]
Sent: Wednesday, October 11, 2017 12:41 PM
To: McGirl, Cathy <Cathy.McGirl@tetratech.com>
Subject: RE: Coloring book file

Cathy,

Thank you. All the edits were done correctly. These are internal edits (submitted to internal office -pro-trac). Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Thanks,
Javier

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Wednesday, October 11, 2017 12:36 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: Coloring book file

Did we miss some changes?

Here's the file. When we first talked with Wendy, we all agreed it was best to create in PowerPoint to make sure that future editing could be more easily done. Let me know if there any format issues; could be some issues depending on the fonts you have installed.

Cathy

From: Araujo, Javier [mailto:Araujo.Javier@epa.gov]
Sent: Wednesday, October 11, 2017 12:27 PM
To: McGirl, Cathy <Cathy.McGirl@tetratech.com>
Subject: Coloring book file

Cathy,
Good morning. Apparently there are a few more changes to the coloring book/activity book.

Would you please email us an editable copy of the file?

Thanks,
Javier

Javier H. Araujo
U.S. Environmental Protection Agency
Office of Environmental Education
Environmental Education Specialist

Designated Federal Officer (NEEAC)
MC 1704A, Washington, DC 20460
202-564-2642 (phone)
Ex. 6 Personal Privacy (PP) (cell)
202-564-2753 (fax)
Araujo.javier@epa.gov

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 9/25/2017 7:04:34 PM
To: Araujo, Javier [Araujo.Javier@epa.gov]
Subject: RE: Karen's coloring/activity book edits

Ok, sending it now.

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Araujo, Javier
Sent: Monday, September 25, 2017 2:29 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: Karen's coloring/activity book edits

Emily,
I just routed the final version to you, Karen and Wendy. I did not send it to Tom.

Javier

From: Selia, Emily
Sent: Monday, September 25, 2017 2:24 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Cc: Scott, Karen <Scott.Karen@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>
Subject: RE: Karen's coloring/activity book edits

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Sent: Monday, September 25, 2017 2:13 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Scott, Karen <Scott.Karen@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>
Subject: FW: Karen's coloring/activity book edits

Everyone,

Here is the final version with Karen's edits.

Javier

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Sent: Thursday, September 21, 2017 5:48 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
Cc: Chris Bachman <chris.bachman@tetratech.com>
Subject: Fw: Karen's coloring/activity book edits

Hi Javier and Karen, revised version is attached. Please let us know if you have questions or additional changes. See below our comments in red.

Cathy

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From: Araujo, Javier <Araujo.Javier@epa.gov>
Sent: Wednesday, September 13, 2017 4:19 PM
To: McGirl, Cathy
Cc: Scott, Karen
Subject: Karen's coloring/activity book edits

Cathy,

Here are Karen's edits. Please incorporate these edits to the coloring/activity book.

Importance: High

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Hope these are clear. I'm happy to work with Tetra Tech to make these changes.

Karen

Please call or email me if you have any questions.

Javier

Javier H. Araujo
U.S. Environmental Protection Agency
Office of Environmental Education
Environmental Education Specialist
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MC 1704A, Washington, DC 20460
202-564-2642 (phone)
Ex. 6 Personal Privacy (PP) (cell)
202-564-2753 (fax)
Araujo.javier@epa.gov

Message

From: Marina.Miller@emsus.com [Marina.Miller@emsus.com]
Sent: 8/15/2017 3:11:03 PM
To: Tanon, Juan [Tanon.Juan@epa.gov]; Meyer, Manuela [Meyer.Manuela@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]; Heare, Mark [Heare.Mark@epa.gov]; Quinn, Megan [Quinn.Megan@epa.gov]; Gallion, Lynette [Gallion.Lynette@epa.gov]
CC: Thomas.Heim@emsus.com; mark.farkosh@emsus.com; Edie Findeis [edie.findeis@emsus.com]
Subject: EP-W-13-014 -- Task Order #0035, Invoice/Monthly Report #15
Attachments: EPW13014_15_00035-Jul17.pdf

EP-W-13-014
Task Order 0035: Office of Environmental Education (OEE) Program Support
Invoice #15 (July 2017)

I'm submitting the electronic version of the July 2017 invoice/monthly reports to each of you.

We are emailing our invoice directly to RTP in accordance with their instructions. Please contact me or Mark Farkosh if you should have any difficulties with this document.

The contents of this e-mail represent confidential business information, intended solely for the administrative use of authorized personnel at the U.S. Environmental Protection Agency.

Marina I. Miller
Senior Contracts Administrator
Environmental Management Support, Inc.
8601 Georgia Avenue, Suite 500
Silver Spring, MD 20910
Tel: 301.589.5318 (Ext. 20)
Fax: 301.589-8487
Email: marina.miller@emsus.com
www.emsus.com

ENVIRONMENTAL MANAGEMENT SUPPORT Inc.

INVOICE

TO:

RTP Financial Management Center
U.S. Environmental Protection Agency
Mail Code D143-02
Research Triangle Pk, NC 27711

In Reply Refer to:
EMS-13-535/15

Client Reference No.	**Inv. No.**
EP-W-13-014, DO #0035 Mod. 4 (06/12/2017)	015

Contract Date:
May 19, 2016 through September 30, 2017

Invoice Date:
August 15, 2017

Contract Amount (or Funding Limit):
$153,334.00

Reporting Period: July 01, 2017 to July 31, 2017

For Professional Services Rendered:

Time & Materials -- Progress or Provisional Payment
Brownfields (Small Business) Office of Environmental Education Program Support

See attached schedules for supporting details.

Please Remit Payment to:
Environmental Management Support, Inc.
c/o Wells Fargo Bank via ACH-EPA
Account No. 2000 47907 782
ABA No. 055003201

Previously Billed:	$62,414.93
Due and Payable:	$8,310.73
Remaining Funds:	$82,608.34

Approved for Payment:

Environmental Management Support Inc.

Marina J. Miller
Contracting Manager

"I certify that all payments requested are for appropriate purposes and in accordance with the agreements set forth in the contract."

8601 GEORGIA AVE., SUITE 500 • SILVER SPRING, MD 20910 • (301) 589-5318 • FAX (301) 589-8487

August 15, 2017
Invoice No. 15

Environmental Management Support *Inc.*
TIME AND MATERIALS BILLING

Reporting Period
07/01/2017 to 07/31/2017

Control Number **EMS-13-535**
Contract Number **EP-W-13-014, DO #0035 Mod. 4**
Task Order **035: OEE Program Support**

Start Date: 05/19/2016
Expiration: 09/30/2017
Customer: Javier Araujo

	Current			Cumulative		
Contract Labor Category	**Hours**	**Rate***	**Cost**	**Hours**	**Rate***	**Cost**
TTEMI Scientist 3	0.5	$158.45	$79.23	0.5	$158.45	$79.23
TTEMI Comm Spec 3	28.5	$157.47	$4,487.90	57.5	$157.47	$9,054.54
Project Manager	2.3	$154.53	$355.42	5.4	$154.53	$834.46
TTEMI Scientist 3	0.0	$0.00	$0.00	40.0	$153.81	$6,152.42
TTEMI Analyst 3	16.0	$153.86	$2,461.76	35.5	$153.86	$5,462.03
TTEMI Comm Spec 3	0.0	$0.00	$0.00	142.5	$152.86	$21,782.55
TTEMI Analyst 3	0.0	$0.00	$0.00	64.5	$149.37	$9,634.38
Project Manager	0.0	$0.00	$0.00	28.6	$148.23	$4,239.41
TTEMI Administrative	0.0	$0.00	$0.00	2.0	$133.52	$267.04
TTEMI Administrative	0.0	$0.00	$0.00	4.0	$129.64	$518.56
TTEMI Analyst 2	0.0	$0.00	$0.00	8.5	$127.71	$1,085.54
Administrative	3.1	$122.88	$380.93	10.7	$122.88	$1,314.82
Administrative	0.0	$0.00	$0.00	40.2	$117.87	$4,738.42
TTEMI Comm Spec 2	0.0	$0.00	$0.00	11.5	$106.69	$1,226.94
TTEMI Engineer 1	0.0	$0.00	$0.00	16.0	$86.58	$1,385.28
TTEMI Engineer 1	0.0	$0.00	$0.00	16.0	$84.07	$1,345.13
TTEMI Technician 1	6.5	$62.05	$403.33	6.5	$62.05	$403.33
Total Labor:	56.9		$8,168.57	489.9		$69,524.08
Local Travel:			$0.00			$25.52
Intercity Travel:			$0.00			$58.00
Other Direct Costs:			$142.16			$1,118.06
Total Costs:		Current	$8,310.73		Cumulative	$70,725.66

* Note: Contract-specified rates that may be different than actual rates paid.

Task Order Ceilings:	1,177.0	$153,334.00
Percent Expended:	41.6%	46.1%

Mailing Address
Environmental Management Support, Inc.
8601 Georgia Avenue, Suite 500
Silver Spring, MD 20910

Billing Contact
Mark W. Farkosh
(301) 589-5318 (phone)
(301) 589-8487 (fax)
mark.farkosh@emsus.com

ENVIRONMENTAL MANAGEMENT SUPPORT Inc.
Time and Materials Labor Detail

Control No: 13-535 **Invoice Date:** 08/15/2017

	Rate	Current		Cumulative	
Task Order: 035, OEE Program Support					
TTEMI Technician 1					
TTEMI-TE-1	$62.05	6.5	$403.33	6.5	$403.33
TTEMI Technician 1 Subtotal:		**6.5**	**$403.33**	**6.5**	**$403.33**
TTEMI Engineer 1					
TTEMI-EN-1	$84.07	0.0	$0.00	16.0	$1,345.13
TTEMI-EN-1	$86.58	0.0	$0.00	16.0	$1,385.28
Subtotal:		**0.0**	**$0.00**	**32.0**	**$2,730.41**
TTEMI Comm Spec 2					
TTEMI-CS-2	$106.69	0.0	$0.00	11.5	$1,226.94
Subtotal:		**0.0**	**$0.00**	**11.5**	**$1,226.94**
Administrative					
FARKOSH	$117.87	0.0	$0.00	23.5	$2,769.97
MILLER	$117.87	0.0	$0.00	16.7	$1,968.45
FARKOSH	$122.88	2.5	$307.20	7.6	$933.89
MILLER	$122.88	0.6	$73.73	3.1	$380.93
Administrative Subtotal:		**3.1**	**$380.93**	**50.9**	**$6,053.24**
TTEMI Analyst 2					
TTEMI-AN-2	$127.71	0.0	$0.00	8.5	$1,085.54
Subtotal:		**0.0**	**$0.00**	**8.5**	**$1,085.54**
TTEMI Administrative					
TTEMI-AD	$129.64	0.0	$0.00	4.0	$518.56
TTEMI-AD	$133.52	0.0	$0.00	2.0	$267.04
Subtotal:		**0.0**	**$0.00**	**6.0**	**$785.60**
Project Manager					
FINDEIS CROMWELL	$148.23	0.0	$0.00	3.3	$489.17
HEIM	$148.23	0.0	$0.00	25.3	$3,750.24
Subtotal:		**0.0**	**$0.00**	**28.6**	**$4,239.41**
TTEMI Analyst 3					
TTEMI-AN-3	$149.37	0.0	$0.00	64.5	$9,634.38
Subtotal:		**0.0**	**$0.00**	**64.5**	**$9,634.38**
TTEMI Comm Spec 3					
TTEMI-CS-3	$152.86	0.0	$0.00	142.5	$21,782.55
Subtotal:		**0.0**	**$0.00**	**142.5**	**$21,782.55**
TTEMI Scientist 3					
TTEMI-SC-3	$153.81	0.0	$0.00	40.0	$6,152.42
Subtotal:		**0.0**	**$0.00**	**40.0**	**$6,152.42**
TTEMI Analyst 3					
TTEMI-AN-3	$153.86	16.0	$2,461.76	35.5	$5,462.03
TTEMI Analyst 3 Subtotal:		**16.0**	**$2,461.76**	**35.5**	**$5,462.03**
Project Manager					
HEIM	$154.53	2.3	$355.42	5.4	$834.46
Project Manager Subtotal:		**2.3**	**$355.42**	**5.4**	**$834.46**

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ENVIRONMENTAL MANAGEMENT SUPPORT Inc.
Time and Materials Labor Detail

Control No: 13-535 **Invoice Date:** 08/15/2017

	Rate	Current		Cumulative	
TTEMI Comm Spec 3					
TTEMI-CS-3	$157.47	28.5	$4,487.90	57.5	$9,054.54
TTEMI Comm Spec 3 Subtotal:		**28.5**	**$4,487.90**	**57.5**	**$9,054.54**
TTEMI Scientist 3					
TTEMI-SC-3	$158.45	0.5	$79.23	0.5	$79.23
TTEMI Scientist 3 Subtotal:		**0.5**	**$79.23**	**0.5**	**$79.23**
Task Order 035, Total		**56.9**	**$8,168.57**	**489.9**	**$69,524.08**

ED_004217_00000108-00004

MONTHLY PROGRESS REPORT
EP-W-13-014, Task Order 035
July 2017

Contractor:	**Environmental Management Support, Inc.**
Date Prepared:	August 10, 2017
Task Order:	035–Office of Environmental Education (OEE) Program Support
Period of Performance:	May 19, 2016 – September 30, 2017
Contracting Officer's Rep:	Juan Tanon (202-566-2747)
Task Order COR:	Javier Araujo (202-564-2642)
Prepared By:	Thomas Heim (301-589-5318, ext. 15)
Subcontractor:	Tetra Tech, Inc. (Cathy McGirl, 703-885-5510)

Part I. Activities Undertaken During the Month:

In compliance with direction from the Contracting Officer and EMS's original technical and cost proposals incorporated into this contract by reference, this Task Order will bear a pro-rated share of contract-wide administrative costs incurred to meet the requirements of this contract and task order. Such administrative tasks include contract-level meetings with the Contracting Officer and Contracting Officer's Representatives, contract-level quality assurance oversight, administration of subcontracts, and other contract-specific requirements.

Task 1: Task Order Administration

- Prepared a monthly progress report for June 2017, which was delivered on July 15.
- Provided overall project and subcontract management support, including tracking budgets, hours, and deliverable schedules.
- See Tetra Tech's monthly progress report for details regarding Tetra Tech's Task Order management activities.

Task 2: Grant Review

- See Tetra Tech's monthly progress report.

Task 3: Environmental Education Research Fellowship Program

- No activities this month.

Task 4: President's Environmental Youth Award (PEYA) Program

- See Tetra Tech's monthly progress report.

Task 5: Presidential Innovation Award for Environmental Educators (PIAEE) Program

- See Tetra Tech's monthly progress report.

ED_004217_00000108-00005

Task 6: Strategic Planning and the National Environmental Education Advisory Council (NEEAC)

- See Tetra Tech's monthly progress report.

Task 7: Translation Services

- No activities this month.

Part II. Problems Encountered and Solutions:

- None.

Part III. Activities Anticipated During the Next Month:

- See Tetra Tech's monthly progress report.

Part IV. Anticipated Problems and Recommended Solutions:

- None.

Part V. Deliverables Report:

Deliverable Title	Due Date	Submitted Date	EPA Recipient
Task 1: Task Order Administration			
• Prepare monthly reports/invoices • Review, approve, and pay subcontractor/ consultant reports/invoices • Communications with EPA	15th of each month As required Ongoing	15th of each month	Mark Heare (CO) Juan Tanon (COR) Javier Araujo TOCOR
Task 2: Grant Review			
• Update Grant STATS • Evaluation support for OEE • Select and approve expert reviewers • Manage the review and evaluation process ▪ Local Grant Eval. Form: Revised ▪ 2016 Teacher Training Program o Threshold Eligibility Form o Scoring Rubric, Eval. Form & Instructions o EE Online Review Tool: Final o Email to External Reviewers • Submit results • Assess content & links on OEE website	Ongoing throughout the POP As determined by the TOCOR	 June 15, 2016 May 24, 2016 May 24, 2016 May 24, 2016 May 25, 2016 Feb. 16, 20, 21, 2017	Javier Araujo
Task 3: Environmental Education Research Fellowship Program			
• Provide technical and logistical support • Prepare and send Notification of Receipt email • Receive and review applications • Enter application information into database • Transmit applications to EPA • Prepare and distribute Notification of Non-Selection letters • Develop and distribute training materials • Provide website support	Ongoing throughout the POP As determined by the TOCOR		Javier Araujo

ED_004217_00000108-00006

Deliverable Title	Due Date	Submitted Date	EPA Recipient
Task 4: PEYA Program			
• Develop summary of award winners • Design or update award certificate • Prepared EE activity book: Draft • Maintain PEYA websites ▪ Check website links	Ongoing throughout the POP As determined by the TOCOR	 June 6, 2017 June 30, 2017	Javier Araujo
Task 5: PIAEE Program			
• Provide technical and logistical support • Prepare and send Notification of Receipt email • Receive and review applications • Enter application information into database • Prepare and distribute Notification of Non-Selection letters • Develop and distribute training materials • Prepare or update award certificates • Provide website support • PIAEE Winner Summaries	Ongoing throughout the POP As determined by the TOCOR	 May 22, 2017	Javier Araujo
Task 6: Strategic Planning and NEEAC Support			
• Provide administrative and logistical support ▪ Attend Regional Videoconference ▪ List of Actions ▪ Biographies of NEEAC members • Prepare draft meeting minutes/summary • Prepare final meeting minutes/summary • EE Grants Results Pilot Study ▪ Review of Grant Documentation ▪ Preliminary Findings	Ongoing throughout the POP As determined by the TOCOR	 Feb. 7-8, 2017 Feb. 13, 2017 June 8, 2017 June 17, 2016 Sept. 16, 2016	Javier Araujo
Task 7: Translation Services			
• Provide translation as needed	As determined by the TOCOR		Javier Araujo

ED_004217_00000108-00007

MONTHLY PROGRESS REPORT
EPA Contract EP-W-13-014
Performance Period 7/1/2017 – 7/28/2017

Contractor:	**Environmental Management Support, Inc.**	Date Prepared: 8/10/17
Subcontractor:	Tetra Tech, Inc.	
Task Order:	#035 – Office of Environmental Education (OEE) Program Support	
Prepared By:	Cathy McGirl (703-885-5510)	
EMS Project Mgr:	Thomas Heim (301-589-5318, Ext. 15)	
EPA COR:	Juan Tanon (202-566-2747)	
EPA TOCOR:	Javier Araujo (202-564-2642)	

PART I. ACTIVITIES UNDERTAKEN DURING THE MONTH:

During this reporting period, Tetra Tech, Inc. (Tetra Tech) expended 51.5 level of effort (LOE) hours. ODCs processed during the report period totaled $142.16 for computer charges. No local travel costs were incurred or processed during the report period.

Tetra Tech conducted the following activities during this report period:

Task 01: Project Management

- Participated in conference calls with EPA to discuss the status of activities.
- Conducted routine project management activities, including maintaining project files, tracking budgets and schedules, and preparing monthly invoices and monthly status reports.

Task 02: Grant Review

- Participated in a conference call with EPA to discuss the status of the grant awards and preparation of grant summaries.
- Developed draft summaries of the 2017 awards.

Task 03: Fellowship Program

- No activity was conducted.

Task 04: PEYA Program

- Participated on a conference call with EPA to discuss revisions to be incorporated into the EE activity book.
- Participated in numerous conference calls with EPA about the Presidential Award for Environmental Education Awards Ceremony on August 28, 2017. The ceremony will recognize winners of both the PEYA and PIAEE programs.
- Provided support for the awards ceremony including: (1) setting up an online registration page to collect data for the August 28 ceremony; (2) tracking registration; (3) securing a vendor for production of the award plaques; (4) investigating options to rent easels; and (5) sending to EPA by Federal Express two boxes of PEYA supplies from previous ceremonies.

Task 05: PIAEE Program

- Supported activities related to the awards ceremony which included tracking registration of winners and honorable mentions and securing a vendor for PIAEE award plaques.

Task 06: Strategic Planning and NEEAC

- Participated in a call with EPA to discuss the strategic plan task and the status of the draft report.

Task 07: Translation Services

- No activity was conducted.

PART II. PROBLEMS ENCOUNTERED AND SOLUTIONS:

None.

PART III. ACTIVITIES ANTICIPATED DURING THE NEXT MONTH:

During the next report period, Tetra Tech will:

Task 01: Project Management

- Conduct internal planning meetings with Tetra Tech staff as needed to discuss activities and priorities.
- Perform routine project management activities, including maintaining project files, tracking budgets and schedules, and preparing monthly invoices and monthly status reports.

Task 02: Grant Review

- Complete the summaries of EE grants awarded in 2017 and deliver to EPA.

Task 03: Fellowship Program

- No activity is anticipated.

Task 04: PEYA Program

- Continue to support activities related to the award ceremony for PEYA winners which will include: (1) tracking registration; (2) preparing name badges; (3) producing signs for the event; (4) coordinating the plaques; and (5) renting easels.

Task 05: PIAEE Program

- Support activities related to the award ceremony for PIAEE winners.

Task 06: Strategic Planning and NEEAC

- Review the materials provided by EPA and discuss with EPA next steps.

Task 07: Translation Services

- No activity is anticipated.

PART IV. ANTICIPATED PROBLEMS AND RECOMMENDED SOLUTIONS:

None.

PART V. DELIVERABLES REPORT:

Deliverable Title	Approved Due Date	Actual Completion Date	EPA Recipient
2017 Grant Summaries	No date specified		Karen Scott
2nd Draft EE activity book	Week of August 14, 2017		Javier Araujo
Materials for the Awards Ceremony	By August 28, 2017		Javier Araujo

Message

From: McGirl, Cathy [Cathy.McGirl@tetratech.com]
Sent: 7/31/2017 9:43:18 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]
CC: Araujo, Javier [Araujo.Javier@epa.gov]; Chris Bachman [chris.bachman@tetratech.com]
Subject: Recap of 7/28 Call re. EE Activity/Coloring Book

Hi Wendy, thanks for the call on Friday to discuss status of the activity book.

Ex. 5 Deliberative Process (DP)

We will get the revised draft to you by the week of August 14.

Any questions, please let me know.

Thanks,
Cathy

Cathy McGirl
Direct +1 (703) 885-5510 | Main +1 (703) 444-7000 | cathy.mcgirl@tetratech.com

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45610 Woodland Road, Sterling, VA 20166 | tetratech.com

Message

From: Dew, Wendy [Dew.Wendy@epa.gov]
Sent: 9/25/2017 6:06:47 PM
To: Selia, Emily [Selia.Emily@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]
Subject: RE: any update on the activity book? is it in PR now? thx!

Okay, I thought Karen sent the edits to TetraTech directly?? Javier?

Thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Monday, September 25, 2017 12:04 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: any update on the activity book? is it in PR now? thx!

HI all,

I've been waiting for the notice from either of you or Karen that Tetratech has finished the updates (per my email on 9/13). Is the final version from them ready?

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Dew, Wendy
Sent: Monday, September 25, 2017 1:54 PM
To: Selia, Emily <Selia.Emily@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>
Subject: any update on the activity book? is it in PR now? thx!

Wendy Dew
Outreach and Education Coordinator

U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

Message

From: Brennan, Thomas [Brennan.Thomas@epa.gov]
Sent: 5/8/2017 7:28:38 PM
To: Selia, Emily [Selia.Emily@epa.gov]; Scott, Karen [Scott.Karen@epa.gov]; Potter, Ginger [Potter.Ginger@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]
Subject: RE: URGENT - info need by COB Monday so I can be ready for the PADs meeting on 5/10.

Thanks all! I will be sending the EE coordinators (and you) a summary of the presentation soon.

From: Selia, Emily
Sent: Monday, May 08, 2017 2:54 PM
To: Brennan, Thomas <Brennan.Thomas@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>; Potter, Ginger <Potter.Ginger@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: URGENT - info need by COB Monday so I can be ready for the PADs meeting on 5/10.

HI Tom,

Here is an update on the communications workgroup:

Ex. 5 Deliberative Process (DP)

From: Brennan, Thomas
Sent: Friday, May 05, 2017 9:10 AM
To: Scott, Karen <Scott.Karen@epa.gov>; Potter, Ginger <Potter.Ginger@epa.gov>; Selia, Emily <Selia.Emily@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>
Subject: URGENT - info need by COB Monday so I can be ready for the PADs meeting on 5/10.

Hi all,

It looks like I am on the PADs agenda for late in the day Wednesday 5/10 – I really need this info by COB Monday 5/8 so I have time to pull something together. I have decided to cover three topics:

Ex. 5 Deliberative Process (DP)

Thank you all!!

Tom Brennan
Acting-Associate Administrator, Office of Public Engagement and Environmental Education
US EPA
Phone - 202 564 6953
Cell # Ex. 6 Personal Privacy (PP)

Message

From: McGirl, Cathy [Cathy.McGirl@tetratech.com]
Sent: 5/5/2017 3:33:54 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]
CC: Araujo, Javier [Araujo.Javier@epa.gov]
Subject: RE: EE Activity/Coloring Book

Got it. I'll likely reach out to you before then to review drafts of a single page.

Thanks.

From: Dew, Wendy [mailto:Dew.Wendy@epa.gov]
Sent: Friday, May 05, 2017 11:32 AM
To: McGirl, Cathy <Cathy.McGirl@tetratech.com>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: EE Activity/Coloring Book

3-4 weeks is good..thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Friday, May 5, 2017 9:14 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: EE Activity/Coloring Book

Hi Wendy, glad we had a chance to connect re. the EE activity/coloring book. I'm much more clear now about what EPA wants.

Goal:

Ex. 5 Deliberative Process (DP)

Assumptions:

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Next steps:

Ex. 5 Deliberative Process (DP)

If I have additional questions about the design / content, I'll contact Wendy directly.

Thanks,
Cathy

Cathy McGirl
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Message

From: Dew, Wendy [Dew.Wendy@epa.gov]
Sent: 10/11/2017 7:29:56 PM
To: Selia, Emily [Selia.Emily@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]
Subject: RE: updated power point with embedded fonts

Fingers crossed ;]

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Wednesday, October 11, 2017 1:29 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: updated power point with embedded fonts

Great, loading it into Protrac now.

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Dew, Wendy
Sent: Wednesday, October 11, 2017 3:28 PM
To: Selia, Emily <Selia.Emily@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: updated power point with embedded fonts

Looks great…let's ask for a pub number once it is approved.

Thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Wednesday, October 11, 2017 1:24 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Cc: Dew, Wendy <Dew.Wendy@epa.gov>
Subject: RE: updated power point with embedded fonts

HI Wendy

Here's the file, with the seal removed and the logos changed. I stretched the image on the front to more of a 2/3 ratio
<< File: EPA General Coloring book 10.11.17 no seal.pptx >> since without the seal, it looked off.

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Araujo, Javier
Sent: Wednesday, October 11, 2017 2:23 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Dew, Wendy <Dew.Wendy@epa.gov>
Subject: updated power point with embedded fonts

Here is a revised version.

<< File: Coloring book 1011.pptx >>
Javier
Javier H. Araujo
U.S. Environmental Protection Agency
Office of Environmental Education

Environmental Education Specialist
Designated Federal Officer (NEEAC)
MC 1704A, Washington, DC 20460
202-564-2642 (phone)
Ex. 6 Personal Privacy (PP) cell)
202-564-2753 (fax)
Araujo.javier@epa.gov

Message

From: Dew, Wendy [Dew.Wendy@epa.gov]
Sent: 7/26/2017 2:03:40 PM
To: Cathy McGirl [Cathy.McGirl@tetratech.com]
CC: Araujo, Javier [Araujo.Javier@epa.gov]; Chris Bachman [chris.bachman@tetratech.com]
Subject: RE: Draft EE Coloring/Activity Book

Let's do 9am my time on Friday Ex. 6 Personal Privacy (PP)

Thanks!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
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Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Wednesday, July 26, 2017 8:02 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Chris Bachman <chris.bachman@tetratech.com>
Subject: RE: Draft EE Coloring/Activity Book

Hi Wendy, I left you a voice mail message. I propose a call on Friday (except 1-3 pm ET), or Monday (day is wide open) or Tuesday (after 12 pm ET).

Feel free to call me to confirm a good time for all.

Thanks,
Cathy

Ex. 6 Personal Privacy (PP)

From: Dew, Wendy [mailto:Dew.Wendy@epa.gov]
Sent: Tuesday, July 25, 2017 12:37 PM
To: McGirl, Cathy <Cathy.McGirl@tetratech.com>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Bachman, Chris <Chris.Bachman@tetratech.com>
Subject: RE: Draft EE Coloring/Activity Book

Hi Cathy,

Please let me know a time that works for you this week or next week to chat about the edits to the coloring book. I may have a school visit this Friday but I am not sure yet.

Thanks!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Tuesday, June 6, 2017 2:21 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Chris Bachman <chris.bachman@tetratech.com>
Subject: Draft EE Coloring/Activity Book

Hi Wendy, please see the attached draft coloring book. A couple of comments:

Ex. 5 Deliberative Process (DP)

I'm happy to set up a call to discuss your comments, questions and/or changes. I'll include my colleague, Chris, since he is the designer.

Thanks. I hope you like it!
Cathy

Cathy McGirl
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Message

From: McGirl, Cathy [Cathy.McGirl@tetratech.com]
Sent: 5/4/2017 1:58:16 PM
To: Araujo, Javier [Araujo.Javier@epa.gov]
Subject: Re: Follow up on price quote for coloring/activity book

Hi Javier, I'm talking with Wendy tomorrow am at 10 am ET. I have more questions for her. I'll get back to w/details after I speak with her.

Cathy

Cathy McGirl
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From: Araujo, Javier <Araujo.Javier@epa.gov>
Sent: Thursday, May 4, 2017 9:43:06 AM
To: McGirl, Cathy
Subject: Follow up on price quote for coloring/activity book

Cathy,

Good morning. I am following up on our quote for the work on the coloring book designed by Wendy.

Do you have an update?

Thanks,

Javier

Javier H. Araujo
U.S. Environmental Protection Agency
Office of Environmental Education
Environmental Education Specialist
Designated Federal Officer (NEEAC)
MC 1704A, Washington, DC 20460
202-564-2642 (phone)
Ex. 6 Personal Privacy (PP) (cell)
202-564-2753 (fax)
Araujo.javier@epa.gov

Message

From: Dew, Wendy [Dew.Wendy@epa.gov]
Sent: 7/26/2017 2:02:08 PM
To: Cathy McGirl [Cathy.McGirl@tetratech.com]; Araujo, Javier [Araujo.Javier@epa.gov]; Chris Bachman [chris.bachman@tetratech.com]
Subject: FW: Draft EE Coloring/Activity Book

Friday morning works...please send me a time that works for you after 9am my time. I will be at home so you can call me there at Ex. 6 Personal Privacy (PP)

Thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Dew, Wendy
Sent: Tuesday, July 25, 2017 10:37 AM
To: 'McGirl, Cathy' <Cathy.McGirl@tetratech.com>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Chris Bachman <chris.bachman@tetratech.com>
Subject: RE: Draft EE Coloring/Activity Book

Hi Cathy,

Please let me know a time that works for you this week or next week to chat about the edits to the coloring book. I may have a school visit this Friday but I am not sure yet.

Thanks!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Tuesday, June 6, 2017 2:21 PM

To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Chris Bachman <chris.bachman@tetratech.com>
Subject: Draft EE Coloring/Activity Book

Hi Wendy, please see the attached draft coloring book. A couple of comments:

Ex. 5 Deliberative Process (DP)

I'm happy to set up a call to discuss your comments, questions and/or changes. I'll include my colleague, Chris, since he is the designer.

Thanks. I hope you like it!
Cathy

Cathy McGirl
Direct **+1 (703) 885-5510** | Main **+1 (703) 444-7000** | cathy.mcgirl@tetratech.com

Tetra Tech | Complex World, Clear Solutions™
45610 Woodland Road, Suite 400, Sterling, VA 20166 | www.tetratech.com

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Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 10/11/2017 7:23:40 PM
To: Araujo, Javier [Araujo.Javier@epa.gov]
CC: Dew, Wendy [Dew.Wendy@epa.gov]
Subject: RE: updated power point with embedded fonts
Attachments: EPA General Coloring book 10.11.17 no seal.pptx

HI Wendy

Here's the file, with the seal removed and the logos changed. I stretched the image on the front to more of a 2/3 ratio

EPA General Coloring book 10...

since without the seal, it looked off.

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Araujo, Javier
Sent: Wednesday, October 11, 2017 2:23 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Dew, Wendy <Dew.Wendy@epa.gov>
Subject: updated power point with embedded fonts

Here is a revised version.

<< File: Coloring book 1011.pptx >>

Javier
Javier H. Araujo
U.S. Environmental Protection Agency
Office of Environmental Education
Environmental Education Specialist
Designated Federal Officer (NEEAC)
MC 1704A, Washington, DC 20460
202-564-2642 (phone)
Ex. 6 Personal Privacy (PP) cell)
202-564-2753 (fax)
Araujo.javier@epa.gov

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 5/3/2017 4:18:20 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]
CC: Araujo, Javier [Araujo.Javier@epa.gov]
Subject: FYI, I reminded Tom again to approve the coloring book in PRotrac. EOM.

Message

From: McGirl, Cathy [Cathy.McGirl@tetratech.com]
Sent: 7/25/2017 4:38:07 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]
CC: Araujo, Javier [Araujo.Javier@epa.gov]; Chris Bachman [chris.bachman@tetratech.com]
Subject: RE: Draft EE Coloring/Activity Book

Hi Wendy, will do! I am scrambling after a week of vacation and the next few days are very hectic. I'll confer w/Chris and get back to you with some dates/times.

Thanks!
Cathy

From: Dew, Wendy [mailto:Dew.Wendy@epa.gov]
Sent: Tuesday, July 25, 2017 12:37 PM
To: McGirl, Cathy <Cathy.McGirl@tetratech.com>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Bachman, Chris <Chris.Bachman@tetratech.com>
Subject: RE: Draft EE Coloring/Activity Book

Hi Cathy,

Please let me know a time that works for you this week or next week to chat about the edits to the coloring book. I may have a school visit this Friday but I am not sure yet.

Thanks!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
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dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Tuesday, June 6, 2017 2:21 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Chris Bachman <chris.bachman@tetratech.com>
Subject: Draft EE Coloring/Activity Book

Hi Wendy, please see the attached draft coloring book. A couple of comments:

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

I'm happy to set up a call to discuss your comments, questions and/or changes. I'll include my colleague, Chris, since he is the designer.

Thanks. I hope you like it!
Cathy

Cathy McGirl
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Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 10/11/2017 6:24:43 PM
To: Araujo, Javier [Araujo.Javier@epa.gov]
CC: Dew, Wendy [Dew.Wendy@epa.gov]
Subject: RE: updated power point with embedded fonts

Looks better! I will make the updates in a few minutes and send it to Wendy for review.

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Araujo, Javier
Sent: Wednesday, October 11, 2017 2:23 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Dew, Wendy <Dew.Wendy@epa.gov>
Subject: updated power point with embedded fonts

Here is a revised version.

<< File: Coloring book 1011.pptx >>

Javier
Javier H. Araujo
U.S. Environmental Protection Agency
Office of Environmental Education
Environmental Education Specialist
Designated Federal Officer (NEEAC)
MC 1704A, Washington, DC 20460
202-564-2642 (phone)
Ex. 6 Personal Privacy (PP) (cell)
202-564-2753 (fax)
Araujo.javier@epa.gov

Message

From: Dew, Wendy [Dew.Wendy@epa.gov]
Sent: 4/26/2017 8:19:02 PM
To: Selia, Emily [Selia.Emily@epa.gov]; Gavin, Megan [gavin.megan@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]; Scott, Karen [Scott.Karen@epa.gov]; Whittington, Paula [Whittington.Paula@epa.gov]
Subject: RE: Cancelling today?

Any update on the coloring book?

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

-----Original Message-----
From: Selia, Emily
Sent: Wednesday, April 26, 2017 2:18 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Gavin, Megan <gavin.megan@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>; Whittington, Paula <Whittington.Paula@epa.gov>
Subject: Cancelling today?

Hi all

I can't make it today. Long story. Do you want to still meet?

Sent from my iPhone

Message

From: Scott, Karen [Scott.Karen@epa.gov]
Sent: 4/20/2017 7:18:20 PM
To: Gavin, Megan [gavin.megan@epa.gov]; Selia, Emily [Selia.Emily@epa.gov]; Dew, Wendy [Dew.Wendy@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]; Fenton, Kathleen [Fenton.Kathleen@epa.gov]; Whittington, Paula [Whittington.Paula@epa.gov]
Subject: RE: Notes RE: EE Communications group meeting

Ex. 5 Deliberative Process (DP)

Karen Scott
Senior Environmental Education Specialist
US EPA
Office of Environmental Education
Washington, DC

202-564-2194

From: Gavin, Megan
Sent: Tuesday, April 18, 2017 4:31 PM
To: Selia, Emily; Dew, Wendy; Scott, Karen; Araujo, Javier; Fenton, Kathleen; Whittington, Paula
Subject: RE: Notes RE: EE Communications group meeting

Ex. 5 Deliberative Process (DP)

Megan
From: Selia, Emily
Sent: Thursday, March 30, 2017 4:13 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Fenton, Kathleen <Fenton.Kathleen@epa.gov>; Gavin, Megan <gavin.megan@epa.gov>; Whittington, Paula <Whittington.Paula@epa.gov>
Subject: Notes RE: EE Communications group meeting

Hi all,

Below is the summary of tasks from our meeting. If I don't write it down these days, I really might not remember!

Tasks from 3/28 meeting:

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov<mailto:selia.emily@epa.gov>

-----Original Appointment-----
From: Selia, Emily
Sent: Wednesday, March 08, 2017 1:24 PM
To: Selia, Emily; Dew, Wendy; Scott, Karen; Araujo, Javier; Fenton, Kathleen; Gavin, Megan; Whittington, Paula
Subject: EE Communications group meeting
When: Tuesday, March 28, 2017 1:00 PM-2:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: WJC North 1433

HI all,

Ideas for discussion today:

Ex. 5 Deliberative Process (DP)

· Other items?

Ex. 6 Personal Privacy (PP)

Conference code: Ex. 6 Personal Privacy (PP)

Message

From: Marina.Miller@emsus.com [Marina.Miller@emsus.com]
Sent: 9/15/2017 5:14:58 PM
To: Araujo, Javier [Araujo.Javier@epa.gov]; Heare, Mark [Heare.Mark@epa.gov]; Quinn, Megan [Quinn.Megan@epa.gov]; Gallion, Lynette [Gallion.Lynette@epa.gov]; Meyer, Manuela [Meyer.Manuela@epa.gov]
CC: Thomas.Heim@emsus.com; mark.farkosh@emsus.com; Edie Findeis [edie.findeis@emsus.com]
Subject: EP-W-13-014 -- Task Order #0035, Invoice/Monthly Report #16
Attachments: EPW13014_16_00035-Aug17.pdf

EP-W-13-014
Task Order 0035: Office of Environmental Education (OEE) Program Support
Invoice #16 (August 2017)

I'm submitting the electronic version of the August 2017 invoice/monthly reports to each of you.

We are emailing our invoice directly to RTP in accordance with their instructions. Please contact me or Mark Farkosh if you should have any difficulties with this document.

The contents of this e-mail represent confidential business information, intended solely for the administrative use of authorized personnel at the U.S. Environmental Protection Agency.

Marina I. Miller
Senior Contracts Administrator
Environmental Management Support, Inc.
8601 Georgia Avenue, Suite 500
Silver Spring, MD 20910
Tel: 301.589.5318 (Ext. 20)
Fax: 301.589-8487
Email: marina.miller@emsus.com
www.emsus.com

ENVIRONMENTAL MANAGEMENT SUPPORT Inc.

INVOICE

TO:

RTP Financial Management Center
U.S. Environmental Protection Agency
Mail Code D143-02
Research Triangle Pk, NC 27711

In Reply Refer to:
EMS-13-535/16

Client Reference No.	**Inv. No.**
EP-W-13-014, DO #0035 Mod. 4 (06/12/2017)	016

Contract Date:
May 19, 2016 through September 30, 2017

Invoice Date:
September 15, 2017

Contract Amount (or Funding Limit):
$153,334.00

Reporting Period: August 01, 2017 to August 31, 2017

For Professional Services Rendered:

Time & Materials -- Progress or Provisional Payment
Brownfields (Small Business) Office of Environmental Education Program Support

See attached schedules for supporting details.

Please Remit Payment to:
Environmental Management Support, Inc.
c/o Wells Fargo Bank via ACH-EPA
Account No. 2000 47907 782
ABA No. 055003201

Previously Billed:	$70,725.66
Due and Payable:	$20,901.47
Remaining Funds:	$61,706.87

Approved for Payment:

Environmental Management Support Inc.

Marina J. Miller
Contracting Manager

"I certify that all payments requested are for appropriate purposes and in accordance with the agreements set forth in the contract."

8601 GEORGIA AVE., SUITE 500 • SILVER SPRING, MD 20910 • (301) 589-5318 • FAX (301) 589-8487

September 15, 2017
Invoice No. 16

Environmental Management Support *Inc.*
TIME AND MATERIALS BILLING

Reporting Period
08/01/2017 to 08/31/2017

Control Number **EMS-13-535**
Contract Number **EP-W-13-014, DO #0035 Mod. 4**
Task Order **035: OEE Program Support**

Start Date: 05/19/2016
Expiration: 09/30/2017
Customer: Javier Araujo

	Current			Cumulative		
Contract Labor Category	**Hours**	**Rate***	**Cost**	**Hours**	**Rate***	**Cost**
TTEMI Scientist 3	0.0	$0.00	$0.00	0.5	$158.45	$79.23
TTEMI Comm Spec 3	43.0	$157.47	$6,771.22	100.5	$157.47	$15,825.76
Project Manager	3.1	$154.53	$479.05	8.5	$154.53	$1,313.51
TTEMI Scientist 3	0.0	$0.00	$0.00	40.0	$153.81	$6,152.42
TTEMI Analyst 3	36.5	$153.86	$5,615.89	72.0	$153.86	$11,077.92
TTEMI Comm Spec 3	0.0	$0.00	$0.00	142.5	$152.86	$21,782.55
TTEMI Analyst 3	0.0	$0.00	$0.00	64.5	$149.37	$9,634.38
Project Manager	0.0	$0.00	$0.00	28.6	$148.23	$4,239.41
TTEMI Administrative	0.0	$0.00	$0.00	2.0	$133.52	$267.04
TTEMI Administrative	0.0	$0.00	$0.00	4.0	$129.64	$518.56
TTEMI Analyst 2	0.0	$0.00	$0.00	8.5	$127.71	$1,085.54
Administrative	3.5	$122.88	$430.09	14.2	$122.88	$1,744.91
Administrative	0.0	$0.00	$0.00	40.2	$117.87	$4,738.42
TTEMI Comm Spec 2	4.5	$106.69	$480.11	16.0	$106.69	$1,707.05
TTEMI Engineer 1	1.0	$86.58	$86.58	17.0	$86.58	$1,471.86
TTEMI Engineer 1	0.0	$0.00	$0.00	16.0	$84.07	$1,345.13
TTEMI Technician 1	34.5	$62.05	$2,140.73	41.0	$62.05	$2,544.06
Total Labor:	126.1		$16,003.67	616.0		$85,527.75
Local Travel:			$0.00			$25.52
Intercity Travel:			$0.00			$58.00
Other Direct Costs:			$4,897.80			$6,015.86
Total Costs:		Current	$20,901.47		Cumulative	$91,627.13

* Note: Contract-specified rates that may be different than actual rates paid.

Task Order Ceilings:	1,177.0	$153,334.00
Percent Expended:	52.3%	59.7%

Mailing Address
Environmental Management Support, Inc.
8601 Georgia Avenue, Suite 500
Silver Spring, MD 20910

Billing Contact
Mark W. Farkosh
(301) 589-5318 (phone)
(301) 589-8487 (fax)
mark.farkosh@emsus.com

ENVIRONMENTAL MANAGEMENT SUPPORT Inc.
Time and Materials Labor Detail

Control No: 13-535 **Invoice Date:** 09/15/2017

	Rate	Current		Cumulative	
Task Order: 035, OEE Program Support					
TTEMI Technician 1					
TTEMI-TE-1	$62.05	34.5	$2,140.73	41.0	$2,544.06
TTEMI Technician 1 Subtotal:		**34.5**	**$2,140.73**	**41.0**	**$2,544.06**
TTEMI Engineer 1					
TTEMI-EN-1	$84.07	0.0	$0.00	16.0	$1,345.13
TTEMI-EN-1	$86.58	1.0	$86.58	17.0	$1,471.86
TTEMI Engineer 1 Subtotal:		**1.0**	**$86.58**	**33.0**	**$2,816.99**
TTEMI Comm Spec 2					
TTEMI-CS-2	$106.69	4.5	$480.11	16.0	$1,707.05
TTEMI Comm Spec 2 Subtotal:		**4.5**	**$480.11**	**16.0**	**$1,707.05**
Administrative					
FARKOSH	$117.87	0.0	$0.00	23.5	$2,769.97
MILLER	$117.87	0.0	$0.00	16.7	$1,968.45
FARKOSH	$122.88	1.7	$208.90	9.3	$1,142.79
MILLER	$122.88	1.8	$221.19	4.9	$602.12
Administrative Subtotal:		**3.5**	**$430.09**	**54.4**	**$6,483.33**
TTEMI Analyst 2					
TTEMI-AN-2	$127.71	0.0	$0.00	8.5	$1,085.54
Subtotal:		**0.0**	**$0.00**	**8.5**	**$1,085.54**
TTEMI Administrative					
TTEMI-AD	$129.64	0.0	$0.00	4.0	$518.56
TTEMI-AD	$133.52	0.0	$0.00	2.0	$267.04
Subtotal:		**0.0**	**$0.00**	**6.0**	**$785.60**
Project Manager					
FINDEIS CROMWELL	$148.23	0.0	$0.00	3.3	$489.17
HEIM	$148.23	0.0	$0.00	25.3	$3,750.24
Subtotal:		**0.0**	**$0.00**	**28.6**	**$4,239.41**
TTEMI Analyst 3					
TTEMI-AN-3	$149.37	0.0	$0.00	64.5	$9,634.38
Subtotal:		**0.0**	**$0.00**	**64.5**	**$9,634.38**
TTEMI Comm Spec 3					
TTEMI-CS-3	$152.86	0.0	$0.00	142.5	$21,782.55
Subtotal:		**0.0**	**$0.00**	**142.5**	**$21,782.55**
TTEMI Scientist 3					
TTEMI-SC-3	$153.81	0.0	$0.00	40.0	$6,152.42
Subtotal:		**0.0**	**$0.00**	**40.0**	**$6,152.42**
TTEMI Analyst 3					
TTEMI-AN-3	$153.86	36.5	$5,615.89	72.0	$11,077.92
TTEMI Analyst 3 Subtotal:		**36.5**	**$5,615.89**	**72.0**	**$11,077.92**
Project Manager					
FINDEIS CROMWELL	$154.53	0.5	$77.27	0.5	$77.27
HEIM	$154.53	2.6	$401.78	8.0	$1,236.24

ED_004217_00000151-00003

ENVIRONMENTAL MANAGEMENT SUPPORT Inc.
Time and Materials Labor Detail

Control No: 13-535 **Invoice Date:** 09/15/2017

	Rate	Current		Cumulative	
Project Manager Subtotal:		**3.1**	**$479.05**	**8.5**	**$1,313.51**
TTEMI Comm Spec 3					
TTEMI-CS-3	$157.47	43.0	$6,771.22	100.5	$15,825.76
TTEMI Comm Spec 3 Subtotal:		**43.0**	**$6,771.22**	**100.5**	**$15,825.76**
TTEMI Scientist 3					
TTEMI-SC-3	$158.45	0.0	$0.00	0.5	$79.23
Subtotal:		**0.0**	**$0.00**	**0.5**	**$79.23**
Task Order 035, Total		**126.1**	**$16,003.67**	**616.0**	**$85,527.75**

ED_004217_00000151-00004

ENVIRONMENTAL MANAGEMENT SUPPORT Inc.
Travel and Other Direct Costs by Task Order

Control No: 13-535 Contract: EP-W-13-014, DO #0035, Brownfields (Small Business) Office of Environmental Education Program Support

Task Order: 035, OEE Program Support

Task 001 Administration

TTEMI ODC's :Signs/SuppliesTO 35 Aug17	$4,897.80	
Task Subtotal	**$4,897.80**	
Other Direct Costs Subtotal		**$4,897.80**
Total Out-of-Town Travel This Report:		**$0.00**

MONTHLY PROGRESS REPORT
EP-W-13-014, Task Order 035
August 2017

Contractor:	**Environmental Management Support, Inc.**
Date Prepared:	September 12, 2017
Task Order:	035–Office of Environmental Education (OEE) Program Support
Period of Performance:	May 19, 2016 – September 30, 2017
Contracting Officer's Rep:	Juan Tanon (202-566-2747)
Task Order COR:	Javier Araujo (202-564-2642)
Prepared By:	Thomas Heim (301-589-5318, ext. 15)
Subcontractor:	Tetra Tech, Inc. (Cathy McGirl, 703-885-5510)

Part I. Activities Undertaken During the Month:

In compliance with direction from the Contracting Officer and EMS's original technical and cost proposals incorporated into this contract by reference, this Task Order will bear a pro-rated share of contract-wide administrative costs incurred to meet the requirements of this contract and task order. Such administrative tasks include contract-level meetings with the Contracting Officer and Contracting Officer's Representatives, contract-level quality assurance oversight, administration of subcontracts, and other contract-specific requirements.

Task 1: Task Order Administration

- On August 2, received and acknowledged receipt of written technical direction from Javier Araujo to support the Presidential Environmental Education Award Ceremony that was held on August 28, 2017 in Washington, DC.
- Prepared a monthly progress report for July 2017, which was delivered on August 15.
- Provided overall project and subcontract management support, including tracking budgets, hours, and deliverable schedules.
- See Tetra Tech's monthly progress report for details regarding Tetra Tech's Task Order management activities.
- Note that this Task Order expires on September 30, 2017. Unless a modification is received that extends the Period of Performance, EMS and our subcontractor, Tetra Tech, will stop work on September 30.

Task 2: Grant Review

- See Tetra Tech's monthly progress report.

Task 3: Environmental Education Research Fellowship Program

- No activities this month.

Task 4: President's Environmental Youth Award (PEYA) Program

- See Tetra Tech's monthly progress report.

ED_004217_00000151-00006

Task 5: Presidential Innovation Award for Environmental Educators (PIAEE) Program

- See Tetra Tech's monthly progress report.

Task 6: Strategic Planning and the National Environmental Education Advisory Council (NEEAC)

- See Tetra Tech's monthly progress report.

Task 7: Translation Services

- No activities this month.

Part II. Problems Encountered and Solutions:

- None.

Part III. Activities Anticipated During the Next Month:

- See Tetra Tech's monthly progress report.

Part IV. Anticipated Problems and Recommended Solutions:

- This Task Order expires on September 30, 2017. Unless a modification is received that extends the Period of Performance, EMS and our subcontractor, Tetra Tech, will stop work on September 30.

Part V. Deliverables Report:

Deliverable Title	Due Date	Submitted Date	EPA Recipient
Task 1: Task Order Administration			
• Prepare monthly reports/invoices • Review, approve, and pay subcontractor/ consultant reports/invoices • Communications with EPA	15th of each month As required Ongoing	15th of each month	Mark Heare (CO) Juan Tanon (COR) Javier Araujo TOCOR
Task 2: Grant Review			
• Update Grant STATS • Evaluation support for OEE • Select and approve expert reviewers • Manage the review and evaluation process ▪ Local Grant Eval. Form: Revised ▪ 2016 Teacher Training Program ○ Threshold Eligibility Form ○ Scoring Rubric, Eval. Form & Instructions ○ EE Online Review Tool: Final ○ Email to External Reviewers • Submit results • Assess content & links on OEE website • 2016 Grant Summaries	Ongoing throughout the POP As determined by the TOCOR	 June 15, 2016 May 24, 2016 May 24, 2016 May 24, 2016 May 25, 2016 Feb. 16, 20, 21, 2017 August 22, 2017	Javier Araujo
Task 3: Environmental Education Research Fellowship Program			
• Provide technical and logistical support • Prepare and send Notification of Receipt email • Receive and review applications	Ongoing throughout the POP As determined by the		Javier Araujo

ED_004217_00000151-00007

Deliverable Title	Due Date	Submitted Date	EPA Recipient
• Enter application information into database • Transmit applications to EPA • Prepare and distribute Notification of Non-Selection letters • Develop and distribute training materials • Provide website support	TOCOR		
Task 4: PEYA Program			
• Develop summary of award winners • Design or update award certificate • Prepared EE activity book: Draft 2nd Draft 3rd Draft • Maintain PEYA websites ▪ Check website links • Awards Ceremony Materials (Signs, Plaques, Name Tags, Easels)	Ongoing throughout the POP As determined by the TOCOR	June 6, 2017 August 15, 2017 August 22, 2017 June 30, 2017 August 18, 23, 25, 2017	Javier Araujo
Task 5: PIAEE Program			
• Provide technical and logistical support • Prepare and send Notification of Receipt email • Receive and review applications • Enter application information into database • Prepare and distribute Notification of Non-Selection letters • Develop and distribute training materials • Prepare or update award certificates • Provide website support • PIAEE Winner Summaries	Ongoing throughout the POP As determined by the TOCOR	August 23, 2017 May 22, 2017	Javier Araujo
Task 6: Strategic Planning and NEEAC Support			
• Provide administrative and logistical support ▪ Attend Regional Videoconference ▪ List of Actions ▪ Biographies of NEEAC members • Prepare draft meeting minutes/summary • Prepare final meeting minutes/summary • EE Grants Results Pilot Study ▪ Review of Grant Documentation ▪ Preliminary Findings	Ongoing throughout the POP As determined by the TOCOR	Feb. 7-8, 2017 Feb. 13, 2017 June 8, 2017 June 17, 2016 Sept. 16, 2016	Javier Araujo
Task 7: Translation Services			
• Provide translation as needed	As determined by the TOCOR		Javier Araujo

MONTHLY PROGRESS REPORT
EPA Contract EP-W-13-014
Performance Period 7/29/2017 – 8/25/2017

Contractor:	**Environmental Management Support, Inc.**	Date Prepared: 9/7/17
Subcontractor:	Tetra Tech, Inc.	
Task Order:	#035 – Office of Environmental Education (OEE) Program Support	
Prepared By:	Cathy McGirl (703-885-5510)	
EMS Project Mgr:	Thomas Heim (301-589-5318, Ext. 15)	
EPA COR:	Juan Tanon (202-566-2747)	
EPA TOCOR:	Javier Araujo (202-564-2642)	

PART I. ACTIVITIES UNDERTAKEN DURING THE MONTH:

During this reporting period, Tetra Tech, Inc. (Tetra Tech) expended 119.5 level of effort (LOE) hours. ODCs processed during the report period totaled $329.93 for computer charges and $4,567.87 for plaques and signs for the Presidential Environmental Education Awards Ceremony. Local travel costs incurred during the report period will be processed during the next report period.

Tetra Tech conducted the following activities during this report period:

Task 01: Project Management

- Participated in conference calls with EPA to discuss the status of activities.
- Conducted routine project management activities, including maintaining project files, tracking budgets and schedules, and preparing monthly invoices and monthly status reports.

Task 02: Grant Review

- Finalized the development of draft summaries of the 2016 grant awards. Tetra Tech conducted a technical and editorial review of the summaries and provided the summaries to EPA on August 22, 2017.
- Incorporated edits to the draft summaries based on comments received from EPA.
- Began to develop summaries of the 2016 HQ grants based on information provided by EPA.

Task 03: Fellowship Program

- No activity was conducted.

Task 04: PEYA Program

- Incorporated significant changes to the EE activity book based on edits received from EPA. A 2nd draft version was sent to EPA on August 15, 2017. Tetra Tech continued to incorporate minor changes based on input from EPA and sent a 3rd draft version on August 22, 2017.
- Participated on a conference call with EPA to discuss revisions to be incorporated into the EE activity book.
- Participated in numerous conference calls with EPA about the Presidential Environmental Education Awards Ceremony on August 28, 2017.
- Provided support for the awards ceremony including: (1) maintaining an online registration page to collect data for the August 28 ceremony; (2) tracking registration; (3) reviewing proofs of the award plaques; (4) securing a vendor for the rental of easels; (5) coordinating with a vendor to design and produce signs for the ceremony; and (6) designing and producing name tags.

Task 05: PIAEE Program

- Supported activities related to the awards ceremony which included tracking registration of winners and honorable mentions and securing a vendor for PIAEE award plaques.
- Added to OEE's website photos of the winners and incorporated minor formatting changes.

Task 06: Strategic Planning and NEEAC

- Began to review OEE's draft strategic plan task and identify recommendations for finalizing and enhancing the current version.

Task 07: Translation Services

- No activity was conducted.

PART II. PROBLEMS ENCOUNTERED AND SOLUTIONS:

None.

PART III. ACTIVITIES ANTICIPATED DURING THE NEXT MONTH:

During the next report period, Tetra Tech will:

Task 01: Project Management

- Conduct internal planning meetings with Tetra Tech staff as needed to discuss activities and priorities.
- Perform routine project management activities, including maintaining project files, tracking budgets and schedules, and preparing monthly invoices and monthly status reports.

Task 02: Grant Review

- Finalize the summaries of EE grants awarded in 2016 and deliver to EPA.
- Talk with EPA about updating the Grant STATS data.

Task 03: Fellowship Program

- No activity is anticipated.

Task 04: PEYA Program

- Provide onsite support at the Presidential Environmental Education Awards Ceremony on August 28, 2017.
- Assist EPA to replace one of the award plaques.

Task 05: PIAEE Program

- Support activities related to the award ceremony for PIAEE winners.

Task 06: Strategic Planning and NEEAC

- Discuss with EPA recommendations to enhance the strategic plan and begin to incorporate revisions.

Task 07: Translation Services

- No activity is anticipated.

PART IV. ANTICIPATED PROBLEMS AND RECOMMENDED SOLUTIONS:

None.

PART V. DELIVERABLES REPORT:

Deliverable Title	Approved Due Date	Actual Completion Date	EPA Recipient
2017 Grant Summaries	No date specified		Karen Scott
2nd Draft EE activity book	Week of August 14, 2017	August 15, 2017	Javier Araujo
3rd Draft EE activity book	No date specified	August 22, 2017	Javier Araujo
Materials for the Awards Ceremony	By August 28, 2017	Signs -- August 18, 2017 Plaques -- August 23, 2017 Name tags -- August 23, 2017 Easels -- August 25, 2017	Javier Araujo
Updated PIAEE info on OEE's website	By August 25, 2017	August 23, 2017	Javier Araujo
Onsite support at the Awards Ceremony	August 28, 2017		Javier Araujo
Recommendations for Strategic Plan	Week of Sept 4, 2017		Ginger Potter

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 4/20/2017 4:24:00 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]
CC: Araujo, Javier [Araujo.Javier@epa.gov]; Scott, Karen [Scott.Karen@epa.gov]
Subject: RE: Coloring book proposal

I entered it, approved it as PRO, and sent Tom a reminder to approve it as "communications director."

From: Dew, Wendy
Sent: Thursday, April 20, 2017 10:09 AM
To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: Coloring book proposal

Perfect!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Thursday, April 20, 2017 7:19 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: Coloring book proposal

Here's my suggested expanded concept for Protrac, including background. Any last edits?:

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

From: Dew, Wendy
Sent: Wednesday, April 19, 2017 5:34 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: Coloring book proposal

- Projected release date- July 2017
- Notify list (who from R8?)- Wendy Dew and Andrew Mutter
- I'll write up a blurb about a communications plan

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Wednesday, April 19, 2017 3:33 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: Coloring book proposal

Ok a couple questions I'm being asked in Protrac:

- Projected release date
- Notify list (who from R8?)
- I'll write up a blurb about a communications plan

From: Selia, Emily
Sent: Wednesday, April 19, 2017 5:28 PM

To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: Coloring book proposal

Sorry, I've been out of the office unexpectedly. I'll enter this ASAP. CCing Javier and Karen just to keep them in the loop.

From: Dew, Wendy
Sent: Wednesday, April 12, 2017 11:03 AM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: Coloring book proposal

Edit at will...pls. let me know when the concept has gone into PROTRAC.

Thanks!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Monday, April 10, 2017 10:45 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: Coloring book proposal

I love when managers respond quickly! Tom said though giveaways are under fire right now, it's understood that OEE should be able to do more. So we have a good shot putting it through straight from here.

Wendy- do you have a concept already done? Or did I misunderstand and you want it straight from Region 8 and just want our sign off? I'm happy to sign off.

From: Selia, Emily
Sent: Monday, April 10, 2017 12:28 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: Coloring book proposal

HI Wendy,

Cc'ing Javier to keep him in the loop since he's working on this too.

Per your voicemail Wendy, you were asking if we could go ahead and put the concept into Protrac here in DC. I've just written to Tom, explaining that you've done your homework talking to other offices with successful and unsuccessful proposals and have the support of your public affairs office to move forward. I've asked him if he thinks it would be best to submit from Region 8 or from OEE, depending on which way the winds are blowing at managers' meetings these days.

I'll get back to you both ASAP with his response.

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Delivery Report

From: Microsoft Outlook [MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@usepa.onmicrosoft.com]
Sent: 10/11/2017 6:23:29 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]
Subject: Delivered: updated power point with embedded fonts
Attachments: updated power point with embedded fonts

Your message
To: Selia, Emily
CC: Dew, Wendy
Subject: updated power point with embedded fonts
Sent: 10/11/2017 6:23:22 PM

Your message has been delivered to the following recipients:

Dew, Wendy (Dew.Wendy@epa.gov)

Subject: updated power point with embedded fonts

Message

From: Araujo, Javier [Araujo.Javier@epa.gov]
Sent: 10/11/2017 6:23:22 PM
To: Selia, Emily [Selia.Emily@epa.gov]
CC: Dew, Wendy [Dew.Wendy@epa.gov]
Subject: updated power point with embedded fonts
Attachments: Coloring book 1011.pptx

Here is a revised version.

Coloring book 1011.pptx

Javier
Javier H. Araujo
U.S. Environmental Protection Agency
Office of Environmental Education
Environmental Education Specialist
Designated Federal Officer (NEEAC)
MC 1704A, Washington, DC 20460
202-564-2642 (phone)
Ex. 6 Personal Privacy (PP) (cell)
202-564-2753 (fax)
Araujo.javier@epa.gov

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 7/11/2017 2:12:52 PM
To: Whittington, Paula [Whittington.Paula@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]; Gavin, Megan [gavin.megan@epa.gov]; Dew, Wendy [Dew.Wendy@epa.gov]; Scott, Karen [Scott.Karen@epa.gov]; Fenton, Kathleen [Fenton.Kathleen@epa.gov]
CC: Hernandez-Pleitez, Kevin [hernandez-pleitez.kevin@epa.gov]
Subject: RE: EE Communications Meeting

HI Everyone,

Megan and Javier are unable to meet today, and a request has been made to move the meeting to Thursday. I'll send a reschedule.

Agenda topics in the meantime? Here are a few updates.

- No news on the coloring book from here.

Ex. 5 Deliberative Process (DP)

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

-----Original Appointment-----
From: Selia, Emily
Sent: Thursday, March 30, 2017 4:48 PM
To: Selia, Emily; Whittington, Paula; Araujo, Javier; Gavin, Megan; Dew, Wendy; Scott, Karen; Fenton, Kathleen
Cc: Hernandez-Pleitez, Kevin
Subject: EE Communications Meeting
When: Tuesday, July 11, 2017 1:30 PM-2:30 PM (UTC-05:00) Eastern Time (US & Canada).
Where: WJC North 1433

HI all,

I have to bump this a half hour earlier, as there's a standing public affairs meeting at 230 ET and we might need an hour.

Ex. 6 Personal Privacy (PP)

Conference code: Ex. 6 Personal Privacy (PP)

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 9/13/2017 8:37:46 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]; Scott, Karen [Scott.Karen@epa.gov]
CC: Araujo, Javier [Araujo.Javier@epa.gov]
Subject: RE: Final draft of coloring/activity book for your approval...

Great! Wendy and Karen, when you've approved a final version from Tetratech, I'll run it by Tom and then send upload it to Protrac for review by OPA.

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

-----Original Message-----
From: Dew, Wendy
Sent: Wednesday, September 13, 2017 4:28 PM
To: Scott, Karen <Scott.Karen@epa.gov>; Selia, Emily <Selia.Emily@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: Final draft of coloring/activity book for your approval...

These sound good to me...thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

-----Original Message-----
From: Scott, Karen
Sent: Wednesday, September 13, 2017 2:17 PM
To: Selia, Emily <Selia.Emily@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: Final draft of coloring/activity book for your approval...
Importance: High

Here are my edits written more succinctly and more clearly as directions to Tetra Tech. Javier will pass these edits on to Tetra Tech today so they can get started on them.

Ex. 5 Deliberative Process (DP)

Hope these are clear. I'm happy to work with Tetra Tech to make these changes.

Karen

-----Original Message-----
From: Selia, Emily
Sent: Tuesday, September 12, 2017 1:05 PM
To: Scott, Karen <Scott.Karen@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: Final draft of coloring/activity book for your approval...

I'm going to share this with Wendy, and cc both of you. She can respond regarding a deadline.

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

-----Original Message-----
From: Scott, Karen
Sent: Tuesday, September 12, 2017 1:00 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: Final draft of coloring/activity book for your approval...

When do you need my feedback? I have a lot of email to catch up on and Ex. 5 Deliberative Process (DP) Ex. 5 Deliberative Process (DP) but I looked at the coloring book very quickly. Here are my immediate concerns. (I might have more if I have more time to look at it.)

Ex. 5 Deliberative Process (DP)

That's it for now. Let me know about the deadline on this.

Karen Scott
Senior Environmental Education Specialist US EPA Office of Environmental Education Washington, DC

202-564-2194

From: Selia, Emily
Sent: Tuesday, September 12, 2017 9:55 AM
To: Scott, Karen
Cc: Araujo, Javier
Subject: FW: Final draft of coloring/activity book for your approval...

HI Karen,

We are getting back to the coloring book from Wendy. It's been updated by the contractor. Have you seen it yet? If not, would you please provide any comments to Wendy, Javier, and me?

Thanks!

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460

(202) 564-2776
selia.emily@epa.gov<mailto:selia.emily@epa.gov>

From: Dew, Wendy
Sent: Tuesday, August 22, 2017 2:40 PM
To: Brennan, Thomas <Brennan.Thomas@epa.gov>; Selia, Emily <Selia.Emily@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>
Subject: Final draft of coloring/activity book for your approval...

Hi all,

Here is the final draft approved by myself and Andrew of the activity book. Please let me know if you have any comments so we can finalize and submit to Product Review. I know how busy you are right now so let's touch base after the ceremony. I am out at the CO State Fair anyway.

Thanks!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov<mailto:dew.wendy@epa.gov>
303-312-6605 office
Twitter: @EPARegion8<https://twitter.com/eparegion8>
Facebook: U.S. EPA Region 8<https://www.facebook.com/eparegion8>
Webpage: EPA Region 8 (Mountains and Plains)<https://www.epa.gov/aboutepa/epa-region-8-mountains-and-plains>

Message

From: Fenton, Kathleen [Fenton.Kathleen@epa.gov]
Sent: 4/13/2017 4:35:36 PM
To: Selia, Emily [Selia.Emily@epa.gov]; Dew, Wendy [Dew.Wendy@epa.gov]; Scott, Karen [Scott.Karen@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]; Gavin, Megan [gavin.megan@epa.gov]; Whittington, Paula [Whittington.Paula@epa.gov]
Subject: RE: Notes RE: EE Communications group meeting

Emily – I'm back from my holiday. I will be able to attend these meetings here on out. Thanks to all for carrying this. I hope to be of help asap. klf

Kathleen L. Fenton Office of Public Affairs US Environmental Protection Agency, Region 7
11201 Renner Blvd. Lenexa, KS 66219 913 - 551-7874 fenton.kathleen@epa.gov

From: Selia, Emily
Sent: Thursday, March 30, 2017 4:13 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Fenton, Kathleen <Fenton.Kathleen@epa.gov>; Gavin, Megan <gavin.megan@epa.gov>; Whittington, Paula <Whittington.Paula@epa.gov>
Subject: Notes RE: EE Communications group meeting

Hi all,

Below is the summary of tasks from our meeting. If I don't write it down these days, I really might not remember!

Tasks from 3/28 meeting:

Ex. 5 Deliberative Process (DP)

Next meeting:

Ex. 5 Deliberative Process (DP)

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

-----Original Appointment-----
From: Selia, Emily
Sent: Wednesday, March 08, 2017 1:24 PM
To: Selia, Emily; Dew, Wendy; Scott, Karen; Araujo, Javier; Fenton, Kathleen; Gavin, Megan; Whittington, Paula
Subject: EE Communications group meeting
When: Tuesday, March 28, 2017 1:00 PM-2:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: WJC North 1433

HI all,

Ideas for discussion today:

Ex. 5 Deliberative Process (DP)

Ex. 6 Personal Privacy (PP)

Conference code: Ex. 6 Personal Privacy (PP)

Message

From: Scott, Karen [Scott.Karen@epa.gov]
Sent: 9/13/2017 8:24:27 PM
To: Cathy McGirl [Cathy.McGirl@tetratech.com]; Araujo, Javier [Araujo.Javier@epa.gov]
Subject: RE: Karen's coloring/activity book edits

Thanks, Cathy!

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Wednesday, September 13, 2017 4:21 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Cc: Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: Karen's coloring/activity book edits

Hi, thanks for the detailed comments. I'll work with Chris to get these incorporated.

Cathy

From: Araujo, Javier [mailto:Araujo.Javier@epa.gov]
Sent: Wednesday, September 13, 2017 4:19 PM
To: McGirl, Cathy <Cathy.McGirl@tetratech.com>
Cc: Scott, Karen <Scott.Karen@epa.gov>
Subject: Karen's coloring/activity book edits

Cathy,

Here are Karen's edits. Please incorporate these edits to the coloring/activity book.

Importance: High

Here are my edits written more succinctly and more clearly as directions to Tetra Tech. Javier will pass these edits on to Tetra Tech today so they can get started on them.

Ex. 5 Deliberative Process (DP)

Hope these are clear. I'm happy to work with Tetra Tech to make these changes.

Karen

Please call or email me if you have any questions.

Javier

Javier H. Araujo
U.S. Environmental Protection Agency
Office of Environmental Education
Environmental Education Specialist
Designated Federal Officer (NEEAC)
MC 1704A, Washington, DC 20460
202-564-2642 (phone)
Ex. 6 Personal Privacy (PP) (cell)
202-564-2753 (fax)
Araujo.javier@epa.gov

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 9/12/2017 6:03:19 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]
CC: Scott, Karen [Scott.Karen@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]
Subject: FW: Final draft of coloring/activity book for your approval...

HI Wendy,

Below is initial feedback from Karen, from her perspective as an educator. I think it's best for you to communicate directly with one another to talk over the questions. Karen may have additional comments and wanted to know your deadline.

Emily

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

-----Original Message-----
From: Scott, Karen
Sent: Tuesday, September 12, 2017 1:00 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: Final draft of coloring/activity book for your approval...

When do you need my feedback? I have a lot of email to catch up on and Ex. 5 Deliberative Process (DP) Ex. 5 Deliberative Process (DP) but I looked at the coloring book very quickly. Here are my immediate concerns. (I might have more if I have more time to look at it.)

Ex. 5 Deliberative Process (DP)

That's it for now. Let me know about the deadline on this.

Karen Scott
Senior Environmental Education Specialist US EPA Office of Environmental Education Washington, DC

202-564-2194

Message

From: McGirl, Cathy [Cathy.McGirl@tetratech.com]
Sent: 4/10/2017 1:47:07 PM
To: Araujo, Javier [Araujo.Javier@epa.gov]
Subject: Re: Coloring book

Will do. Thanks!

Cathy McGirl
Direct +1 (703) 885-5510 | Main +1 (703) 444-7000 | cathy.mcgirl@tetratech.com

Tetra Tech | Complex World, Clear Solutions™
45610 Woodland Road, Sterling, VA 20166 | tetratech.com

From: Araujo, Javier <Araujo.Javier@epa.gov>
Sent: Monday, April 10, 2017 8:30:04 AM
To: McGirl, Cathy
Subject: RE: Coloring book

Cathy,

It is ok to talk to Wendy. Just please keep me informed if any decisions are made.

Thanks,
Javier

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Sunday, April 09, 2017 9:22 AM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: Re: Coloring book

Hi Javier, sorry for the delay in responding. I was out all day Thursday at an EPA event and then Friday was crazy... and I forgot to get back to you. My apologies!

I'm out on travel next Monday through Wednesday. I'll turn back to this when I get back. It may be helpful to talk directly with Wendy about some design questions -- would that be okay?

Cathy

Cathy McGirl
Direct +1 (703) 885-5510 | Main +1 (703) 444-7000 | cathy.mcgirl@tetratech.com

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45610 Woodland Road, Sterling, VA 20166 | tetratech.com

From: Araujo, Javier <Araujo.Javier@epa.gov>
Sent: Wednesday, April 5, 2017 3:35:42 PM
To: McGirl, Cathy
Subject: RE: Coloring book

Cathy,

Good afternoon. I talked to Wendy Dew in Region 8. She is the coloring book author.

Here are the answers to your questions:

Ex. 5 Deliberative Process (DP)

Please let me know if you need additional information or have further questions.

Thanks,
Javier

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Tuesday, April 04, 2017 12:33 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: Re: Coloring book

Thanks - appreciate your flexibility. Will call you at 3.

Cathy McGirl
Direct +1 (703) 885-5510 | Main +1 (703) 444-7000 | cathy.mcgirl@tetratech.com

Tetra Tech | Complex World, Clear Solutions™
45610 Woodland Road, Sterling, VA 20166 | tetratech.com

From: Araujo, Javier <Araujo.Javier@epa.gov>
Sent: Tuesday, April 4, 2017 12:27:40 PM
To: McGirl, Cathy
Subject: RE: Coloring book

Absolutely. I have a call from 1pm to 2:30pm. Then I will take a 30 minute lunch.

I expect to be available from 3pm – 5:30 pm.

Javier

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Tuesday, April 04, 2017 12:25 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: Re: Coloring book

Hi, my morning blew up. Are you available this afternoon? 3 pm or later?

Cathy McGirl

Direct +1 (703) 885-5510 | Main +1 (703) 444-7000 | cathy.mcgirl@tetratech.com

Tetra Tech | Complex World, Clear Solutions™
45610 Woodland Road, Sterling, VA 20166 | tetratech.com

From: McGirl, Cathy
Sent: Monday, April 3, 2017 2:09:16 PM
To: Araujo, Javier
Subject: Re: Coloring book

Thanks Javier. I've made a note to call you between 12-12:30.

Cathy McGirl
Direct +1 (703) 885-5510 | Main +1 (703) 444-7000 | cathy.mcgirl@tetratech.com

Tetra Tech | Complex World, Clear Solutions™
45610 Woodland Road, Sterling, VA 20166 | tetratech.com

From: Araujo, Javier <Araujo.Javier@epa.gov>
Sent: Monday, April 3, 2017 2:05:36 PM
To: McGirl, Cathy
Subject: RE: Coloring book

Cathy,

That will work. I do have a meeting tomorrow from 1pm to 2:30pm.

Javier

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Monday, April 03, 2017 2:04 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: Coloring book

Hi Javier, I will give you a call Tuesday to discuss. I have a few more questions for you.

I have several back-to-back calls in the am, so I'll plan to call you after 12 pm.

Thanks,

Cathy

Cathy McGirl
Direct +1 (703) 885-5510 | Main +1 (703) 444-7000 | cathy.mcgirl@tetratech.com

Tetra Tech | Complex World, Clear Solutions™
45610 Woodland Road, Sterling, VA 20166 | tetratech.com

Message

From: McGirl, Cathy [Cathy.McGirl@tetratech.com]
Sent: 4/10/2017 12:30:09 PM
To: Araujo, Javier [Araujo.Javier@epa.gov]
Subject: Automatic reply: Coloring book

Hi, I am out of the office on Monday, April 10 through Wednesday, April 12. I'll respond to your email as soon as possible.

Thanks,
Cathy McGirl

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 9/12/2017 2:28:13 PM
To: Gavin, Megan [gavin.megan@epa.gov]; Dew, Wendy [Dew.Wendy@epa.gov]; Whittington, Paula [Whittington.Paula@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]; Scott, Karen [Scott.Karen@epa.gov]
Subject: RE: EE Communications Meeting

Javier is out too, so I'll cancel and we can meet again in a few weeks.

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Gavin, Megan
Sent: Tuesday, September 12, 2017 10:23 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Selia, Emily <Selia.Emily@epa.gov>; Whittington, Paula <Whittington.Paula@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: EE Communications Meeting

I'm in health and safety training all day so won't be able to make it.

Megan

From: Dew, Wendy
Sent: Tuesday, September 12, 2017 8:37 AM
To: Selia, Emily <Selia.Emily@epa.gov>; Whittington, Paula <Whittington.Paula@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Gavin, Megan <gavin.megan@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: EE Communications Meeting

I am at a school today...coloring book status is in final draft waiting EE HQ approval for submission to Product Review.

Thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Tuesday, September 12, 2017 7:34 AM
To: Whittington, Paula <Whittington.Paula@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Gavin, Megan <gavin.megan@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: EE Communications Meeting

HI Everyone,

We are scheduled for a communications group call today.

I believe the coloring book is on the agenda. Also on the to do list is the new webpage discussed earlier. Anything else? Does the group want to meet?

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

-----Original Appointment-----
From: Selia, Emily
Sent: Thursday, March 30, 2017 4:48 PM
To: Selia, Emily; Whittington, Paula; Araujo, Javier; Gavin, Megan; Dew, Wendy; Scott, Karen; Fenton, Kathleen
Cc: Hernandez-Pleitez, Kevin
Subject: EE Communications Meeting
When: Tuesday, September 12, 2017 1:30 PM-2:30 PM (UTC-05:00) Eastern Time (US & Canada).
Where: WJC North 1433

HI all,

I have to bump this a half hour earlier, as there's a standing public affairs meeting at 230 ET and we might need an hour.

Ex. 6 Personal Privacy (PP)

Conference code: Ex. 6 Personal Privacy (PP)

Delivery Report

From: Microsoft Outlook [MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@usepa.onmicrosoft.com]
Sent: 4/4/2017 7:30:02 PM
To: Brennan.Thomas@epa.gov
Subject: Delivered: Coloring book questions
Attachments: Coloring book questions

Your message
To: Selia, Emily
Subject: Coloring book questions
Sent: 4/4/2017 7:30:00 PM

Your message has been delivered to the following recipients:

Brennan.Thomas@epa.gov

Subject: Coloring book questions

Message

From: Araujo, Javier [Araujo.Javier@epa.gov]
Sent: 4/4/2017 7:30:00 PM
To: Selia, Emily [Selia.Emily@epa.gov]
Subject: Coloring book questions

Emily,

I spoke to the contractor (Tetra-tech) regarding a quote for assistance in editing the coloring book.

The contractor has the following questions:

Ex. 5 Deliberative Process (DP)

Thanks,
Javier

Javier H. Araujo
U.S. Environmental Protection Agency
Office of Environmental Education
Environmental Education Specialist
Designated Federal Officer (NEEAC)
MC 1704A, Washington, DC 20460
202-564-2642 (phone)
Ex. 6 Personal Privacy (PP) (cell)
202-564-2753 (fax)
Araujo.javier@epa.gov

Message

From: Dew, Wendy [Dew.Wendy@epa.gov]
Sent: 6/20/2017 1:52:06 PM
To: Scott, Karen [Scott.Karen@epa.gov]; Selia, Emily [Selia.Emily@epa.gov]
CC: Whittington, Paula [Whittington.Paula@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]; Gavin, Megan [gavin.megan@epa.gov]; Fenton, Kathleen [Fenton.Kathleen@epa.gov]
Subject: RE: EE Communications Meeting--- Agenda

Update on coloring book concept?

Thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Scott, Karen
Sent: Tuesday, June 20, 2017 7:34 AM
To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Whittington, Paula <Whittington.Paula@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Gavin, Megan <gavin.megan@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>; Fenton, Kathleen <Fenton.Kathleen@epa.gov>
Subject: Re: EE Communications Meeting--- Agenda

If there is time and if this group wants to talk about it, we could go over what the grants work group is proposing to put in the new grantee Welcome Packet.

Sent from my iPhone

On Jun 20, 2017, at 9:23 AM, Selia, Emily <Selia.Emily@epa.gov> wrote:

> HI everyone,
>
> I'm back in the office today (though I've been monitoring emails the whole time while away and working with Javier on responses to Tom's email on Friday).
>
> What do you think about talking about award communications today on our call? As you know, with the loss of Ryan and Carly, we are very short-staffed and this year's unique situation at EPA is creating challenges for the award ceremony. We are working diligently to get information out to everyone as soon as it's available to us, to manage expectations and do the best with what we have.
>
> Any other topics for the call?
>
> Thanks,

Emily

-----Original Appointment-----
From: Selia, Emily
Sent: Thursday, March 30, 2017 4:48 PM
To: Selia, Emily; Whittington, Paula; Araujo, Javier; Gavin, Megan; Dew, Wendy; Fenton, Kathleen; Scott, Karen
Subject: EE Communications Meeting
When: Tuesday, June 20, 2017 1:30 PM-2:30 PM (UTC-05:00) Eastern Time (US & Canada).
Where: WJC North 1433

HI all,

I have to bump this a half hour earlier, as there's a standing public affairs meeting at 230 ET and we might need an hour.

1-866-299-3188
Conference code: 202-564-2642

Message

From: Marina.Miller@emsus.com [Marina.Miller@emsus.com]
Sent: 6/15/2017 3:09:17 PM
To: Tanon, Juan [Tanon.Juan@epa.gov]; Meyer, Manuela [Meyer.Manuela@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]; Heare, Mark [Heare.Mark@epa.gov]; Quinn, Megan [Quinn.Megan@epa.gov]; Gallion, Lynette [Gallion.Lynette@epa.gov]
CC: Thomas.Heim@emsus.com; mark.farkosh@emsus.com; Edie Findeis [edie.findeis@emsus.com]
Subject: EP-W-13-014 -- Task Order #0035, Invoice/Monthly Report #13
Attachments: EPW13014_13_00035-May17.pdf

EP-W-13-014
Task Order 0035: Office of Environmental Education (OEE) Program Support
Invoice #13 (May 2017)

I'm submitting the electronic version of the May 2017 invoice/monthly reports to each of you.

We are emailing our invoice directly to RTP in accordance with their instructions. Please contact me or Mark Farkosh if you should have any difficulties with this document.

The contents of this e-mail represent confidential business information, intended solely for the administrative use of authorized personnel at the U.S. Environmental Protection Agency.

Marina I. Miller
Senior Contracts Administrator
Environmental Management Support, Inc.
8601 Georgia Avenue, Suite 500
Silver Spring, MD 20910
Tel: 301.589.5318 (Ext. 20)
Fax: 301.589-8487
Email: marina.miller@emsus.com
www.emsus.com

ENVIRONMENTAL MANAGEMENT SUPPORT Inc.

INVOICE

TO:

RTP Financial Management Center
U.S. Environmental Protection Agency
Mail Code D143-02
Research Triangle Pk, NC 27711

In Reply Refer to:
EMS-13-535/13

Client Reference No.	**Inv. No.**
EP-W-13-014, DO #0035 Mod. 4 (06/12/2017)	013

Contract Date:
May 19, 2016 through September 30, 2017

Invoice Date:
June 15, 2017

Contract Amount (or Funding Limit):
$153,334.00

Reporting Period: May 01, 2017 to May 31, 2017

For Professional Services Rendered:

Time & Materials -- Progress or Provisional Payment
Brownfields (Small Business) Office of Environmental Education Program Support

See attached schedules for supporting details.

Please Remit Payment to:
Environmental Management Support, Inc.
c/o Wells Fargo Bank via ACH-EPA
Account No. 2000 47907 782
ABA No. 055003201

Previously Billed:	$49,231.49
Due and Payable:	$6,019.48
Remaining Funds:	$98,083.03

Approved for Payment:

Environmental Management Support Inc.

Marina J. Miller
Contracting Manager

"I certify that all payments requested are for appropriate purposes and in accordance with the agreements set forth in the contract."

8601 GEORGIA AVE., SUITE 500 • SILVER SPRING, MD 20910 • (301) 589-5318 • FAX (301) 589-8487

June 15, 2017
Invoice No. 13

Environmental Management Support *Inc.*
TIME AND MATERIALS BILLING

Reporting Period
05/01/2017 to 05/31/2017

Control Number **EMS-13-535**
Contract Number **EP-W-13-014, DO #0035 Mod. 4**
Task Order **035: OEE Program Support**

Start Date: 05/19/2016
Expiration: 09/30/2017
Customer: Javier Araujo

	Current			Cumulative		
Contract Labor Category	**Hours**	**Rate***	**Cost**	**Hours**	**Rate***	**Cost**
TTEMI Comm Spec 3	14.5	$157.47	$2,283.32	14.5	$157.47	$2,283.32
Project Manager	1.0	$154.53	$154.53	1.0	$154.53	$154.53
TTEMI Scientist 3	0.0	$0.00	$0.00	40.0	$153.81	$6,152.42
TTEMI Comm Spec 3	0.0	$0.00	$0.00	142.5	$152.86	$21,782.55
TTEMI Analyst 3	0.0	$0.00	$0.00	64.5	$149.37	$9,634.38
Project Manager	0.0	$0.00	$0.00	28.6	$148.23	$4,239.41
TTEMI Administrative	2.0	$133.52	$267.04	2.0	$133.52	$267.04
TTEMI Administrative	0.0	$0.00	$0.00	4.0	$129.64	$518.56
TTEMI Analyst 2	8.5	$127.71	$1,085.54	8.5	$127.71	$1,085.54
Administrative	3.3	$122.88	$405.51	3.3	$122.88	$405.51
Administrative	0.0	$0.00	$0.00	40.2	$117.87	$4,738.42
TTEMI Comm Spec 2	9.5	$106.69	$1,013.56	9.5	$106.69	$1,013.56
TTEMI Engineer 1	8.0	$86.58	$692.64	8.0	$86.58	$692.64
TTEMI Engineer 1	0.0	$0.00	$0.00	16.0	$84.07	$1,345.13
Total Labor:	46.8		$5,902.14	382.6		$54,313.01
Local Travel:			$0.00			$25.52
Intercity Travel:			$0.00			$58.00
Other Direct Costs:			$117.34			$854.44
Total Costs:		Current	$6,019.48		Cumulative	$55,250.97

* Note: Contract-specified rates that may be different than actual rates paid.

Task Order Ceilings:	1,177.0	$153,334.00
Percent Expended:	32.5%	36.0%

Mailing Address
Environmental Management Support, Inc.
8601 Georgia Avenue, Suite 500
Silver Spring, MD 20910

Billing Contact
Mark W. Farkosh
(301) 589-5318 (phone)
(301) 589-8487 (fax)
mark.farkosh@emsus.com

Notice of Annual Labor Category Rate Increase: As stipulated in Section B.5 of Contract EP-W-13-014, Contract Year 5 fixed labor category rates went into effect May 1, 2017. Since the period of performance for this task order was extended into Contract Year 5, this invoice reflects both Contract Year 4 and Contract Year 5 labor rates for labor categories utilized during the task order.

ENVIRONMENTAL MANAGEMENT SUPPORT Inc.
Time and Materials Labor Detail

Control No: 13-535 **Invoice Date:** 06/15/2017

	Rate	Current		Cumulative	
Task Order: 035, OEE Program Support					
TTEMI Engineer 1					
TTEMI-EN-1	$84.07	0.0	$0.00	16.0	$1,345.13
TTEMI-EN-1	$86.58	8.0	$692.64	8.0	$692.64
TTEMI Engineer 1 Subtotal:		**8.0**	**$692.64**	**24.0**	**$2,037.77**
TTEMI Comm Spec 2					
TTEMI-CS-2	$106.69	9.5	$1,013.56	9.5	$1,013.56
TTEMI Comm Spec 2 Subtotal:		**9.5**	**$1,013.56**	**9.5**	**$1,013.56**
Administrative					
FARKOSH	$117.87	0.0	$0.00	23.5	$2,769.97
MILLER	$117.87	0.0	$0.00	16.7	$1,968.45
FARKOSH	$122.88	2.1	$258.05	2.1	$258.05
MILLER	$122.88	1.2	$147.46	1.2	$147.46
Administrative Subtotal:		**3.3**	**$405.51**	**43.5**	**$5,143.93**
TTEMI Analyst 2					
TTEMI-AN-2	$127.71	8.5	$1,085.54	8.5	$1,085.54
TTEMI Analyst 2 Subtotal:		**8.5**	**$1,085.54**	**8.5**	**$1,085.54**
TTEMI Administrative					
TTEMI-AD	$129.64	0.0	$0.00	4.0	$518.56
TTEMI-AD	$133.52	2.0	$267.04	2.0	$267.04
TTEMI Administrative Subtotal:		**2.0**	**$267.04**	**6.0**	**$785.60**
Project Manager					
FINDEIS CROMWELL	$148.23	0.0	$0.00	3.3	$489.17
HEIM	$148.23	0.0	$0.00	25.3	$3,750.24
Subtotal:		**0.0**	**$0.00**	**28.6**	**$4,239.41**
TTEMI Analyst 3					
TTEMI-AN-3	$149.37	0.0	$0.00	64.5	$9,634.38
Subtotal:		**0.0**	**$0.00**	**64.5**	**$9,634.38**
TTEMI Comm Spec 3					
TTEMI-CS-3	$152.86	0.0	$0.00	142.5	$21,782.55
Subtotal:		**0.0**	**$0.00**	**142.5**	**$21,782.55**
TTEMI Scientist 3					
TTEMI-SC-3	$153.81	0.0	$0.00	40.0	$6,152.42
Subtotal:		**0.0**	**$0.00**	**40.0**	**$6,152.42**
Project Manager					
HEIM	$154.53	1.0	$154.53	1.0	$154.53
Project Manager Subtotal:		**1.0**	**$154.53**	**1.0**	**$154.53**
TTEMI Comm Spec 3					
TTEMI-CS-3	$157.47	14.5	$2,283.32	14.5	$2,283.32
TTEMI Comm Spec 3 Subtotal:		**14.5**	**$2,283.32**	**14.5**	**$2,283.32**
Task Order 035, Total		**46.8**	**$5,902.14**	**382.6**	**$54,313.01**

ED_004217_00000198-00003

MONTHLY PROGRESS REPORT
EP-W-13-014, Task Order 035
May 2017

Contractor:	**Environmental Management Support, Inc.**
Date Prepared:	June 12, 2017
Task Order:	035–Office of Environmental Education (OEE) Program Support
Period of Performance:	May 19, 2016 – October 30, 2017
Contracting Officer's Rep:	Juan Tanon (202-566-2747)
Task Order COR:	Javier Araujo (202-564-2642)
Prepared By:	Thomas Heim (301-589-5318, ext. 15)
Subcontractor:	Tetra Tech, Inc. (Cathy McGirl, 703-885-5510)

Part I. Activities Undertaken During the Month:

In compliance with direction from the Contracting Officer and EMS's original technical and cost proposals incorporated into this contract by reference, this Task Order will bear a pro-rated share of contract-wide administrative costs incurred to meet the requirements of this contract and task order. Such administrative tasks include contract-level meetings with the Contracting Officer and Contracting Officer's Representatives, contract-level quality assurance oversight, administration of subcontracts, and other contract-specific requirements.

Task 1: Task Order Administration

- Prepared a monthly progress report for April 2017, which was delivered on May 15.
- Provided overall project and subcontract management support, including tracking budgets, hours, and deliverable schedules.
- See Tetra Tech's monthly progress report for details regarding Tetra Tech's Task Order management activities.

Task 2: Grant Review

- No activities this month.

Task 3: Environmental Education Research Fellowship Program

- No activities this month.

Task 4: President's Environmental Youth Award (PEYA) Program

- See Tetra Tech's monthly progress report.

Task 5: Presidential Innovation Award for Environmental Educators (PIAEE) Program

- See Tetra Tech's monthly progress report.

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Task 6: Strategic Planning and the National Environmental Education Advisory Council (NEEAC)

- No activities this month.

Task 7: Translation Services

- No activities this month.

Part II. Problems Encountered and Solutions:

- None.

Part III. Activities Anticipated During the Next Month:

- See Tetra Tech's monthly progress report.

Part IV. Anticipated Problems and Recommended Solutions:

- None.

Part V. Deliverables Report:

Deliverable Title	Due Date	Submitted Date	EPA Recipient
Task 1: Task Order Administration			
• Prepare monthly reports/invoices • Review, approve, and pay subcontractor/ consultant reports/invoices • Communications with EPA	15th of each month As required Ongoing	15th of each month	Mark Heare (CO) Juan Tanon (COR) Javier Araujo TOCOR
Task 2: Grant Review			
• Update Grant STATS • Evaluation support for OEE • Select and approve expert reviewers • Manage the review and evaluation process ▪ Local Grant Eval. Form: Revised ▪ 2016 Teacher Training Program o Threshold Eligibility Form o Scoring Rubric, Eval. Form & Instructions o EE Online Review Tool: Final o Email to External Reviewers • Submit results • Assess content & links on OEE website	Ongoing throughout the POP As determined by the TOCOR	 June 15, 2016 May 24, 2016 May 24, 2016 May 24, 2016 May 25, 2016 Feb. 16, 20, 21, 2017	Javier Araujo
Task 3: Environmental Education Research Fellowship Program			
• Provide technical and logistical support • Prepare and send Notification of Receipt email • Receive and review applications • Enter application information into database • Transmit applications to EPA • Prepare and distribute Notification of Non-Selection letters • Develop and distribute training materials • Provide website support	Ongoing throughout the POP As determined by the TOCOR		Javier Araujo

ED_004217_00000198-00005

Deliverable Title	Due Date	Submitted Date	EPA Recipient
Task 4: PEYA Program			
• Develop summary of award winners • Design or update award certificate • Maintain PEYA websites	Ongoing throughout the POP As determined by the TOCOR		Javier Araujo
Task 5: PIAEE Program			
• Provide technical and logistical support • Prepare and send Notification of Receipt email • Receive and review applications • Enter application information into database • Prepare and distribute Notification of Non-Selection letters • Develop and distribute training materials • Prepare or update award certificates • Provide website support • PIAEE Winner Summaries	Ongoing throughout the POP As determined by the TOCOR	May 22, 2017	Javier Araujo
Task 6: Strategic Planning and NEEAC Support			
• Provide administrative and logistical support ▪ Attend Regional Videoconference ▪ List of Actions • Prepare draft meeting minutes/summary • Prepare final meeting minutes/summary • EE Grants Results Pilot Study ▪ Review of Grant Documentation ▪ Preliminary Findings	Ongoing throughout the POP As determined by the TOCOR	Feb. 7-8, 2017 Feb. 13, 2017 June 17, 2016 Sept. 16, 2016	Javier Araujo
Task 7: Translation Services			
• Provide translation as needed	As determined by the TOCOR		Javier Araujo

ED_004217_00000198-00006

MONTHLY PROGRESS REPORT
EPA Contract EP-W-13-014
Performance Period 4/29/2017 – 5/26/2017

Contractor:	**Environmental Management Support, Inc.**	Date Prepared: 6/2/17
Subcontractor:	Tetra Tech, Inc.	
Task Order:	#035 – Office of Environmental Education (OEE) Program Support	
Prepared By:	Cathy McGirl (703-885-5510)	
EMS Project Mgr:	Thomas Heim (301-589-5318, Ext. 15)	
EPA COR:	Juan Tanon (202-566-2747)	
EPA TOCOR:	Javier Araujo (202-564-2642)	

PART I. ACTIVITIES UNDERTAKEN DURING THE MONTH:

During this reporting period, Tetra Tech, Inc. (Tetra Tech) expended 42.5 level of effort (LOE) hours. ODCs processed during the report period totaled $117.34 for computer charges. No local travel costs were incurred or processed during the report period.

Tetra Tech conducted the following activities during this report period:

Task 01: Project Management

- Participated in conference calls with EPA to discuss the status of activities.
- Conducted routine project management activities, including maintaining project files, tracking budgets and schedules, and preparing monthly invoices and monthly status reports.

Task 02: Grant Review

- No activity was conducted.

Task 03: Fellowship Program

- No activity was conducted.

Task 04: PEYA Program

- Participated in a conference call with EPA staff to discuss the intended audience and goals of the EE activity book. Prepared an informal summary of decisions made which was sent to EPA.

Task 05: PIAEE Program

- Discussed with EPA the task to develop summaries of the 12 winners of the PIAEE award.
- Developed summaries of the winners based on application materials provided by EPA. The summaries underwent a technical review.

Task 06: Strategic Planning and NEEAC

- No activity was conducted.

Task 07: Translation Services

- No activity was conducted.

PART II. PROBLEMS ENCOUNTERED AND SOLUTIONS:

None.

PART III. ACTIVITIES ANTICIPATED DURING THE NEXT MONTH:

During the next report period, Tetra Tech will:

Task 01: Project Management

- Conduct internal planning meetings with Tetra Tech staff as needed to discuss activities and priorities.
- Perform routine project management activities, including maintaining project files, tracking budgets and schedules, and preparing monthly invoices and monthly status reports.

Task 02: Grant Review

- No activity is anticipated.

Task 03: Fellowship Program

- No activity is anticipated.

Task 04: PEYA Program

- Complete the development of a draft EE activity book.

Task 05: PIAEE Program

- No activity is anticipated.

Task 06: Strategic Planning and NEEAC

- Prepare bios of the new members of the NEEAC.
- Participate in calls with EPA to discuss the evaluation of OEE's grant program.

Task 07: Translation Services

- No activity is anticipated.

PART IV. ANTICIPATED PROBLEMS AND RECOMMENDED SOLUTIONS:
None.

PART V. DELIVERABLES REPORT:

Deliverable Title	Approved Due Date	Actual Completion Date	EPA Recipient
Summaries of PIAEE 2017 winners	May 22, 2017	May 22, 2017	Javier Araujo
Draft EE activity book	June 2, 2017	June 2, 2017	Javier Araujo
Bios of NEEAC members	Week of June 5, 2017		Javier Araujo

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 6/12/2017 1:25:00 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]; Scott, Karen [Scott.Karen@epa.gov]
Subject: RE: Draft Coloring Book

Morning all,

Let's use the conference line since I'm teleworking today:

Ex. 6 Personal Privacy (PP)
Code: Ex. 6 Personal Privacy (PP)

Whoever from OEE signs on first can open the line.

-----Original Appointment-----
From: Dew, Wendy
Sent: Wednesday, June 07, 2017 11:41 AM
To: Dew, Wendy; Selia, Emily; Araujo, Javier; Scott, Karen
Subject: Draft Coloring Book
When: Monday, June 12, 2017 9:00 AM-10:00 AM (UTC-07:00) Mountain Time (US & Canada).
Where: You guys can call me Ex. 6 Personal Privacy (PP)

Message

From: Araujo, Javier [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E6F5C679D6CC43E8941665E792E7B303-ARAUJO, JAVIER]
Sent: 10/23/2017 5:09:25 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]
Subject: RE: Thank you!!!

Wendy,
This is yet another example of how government does work.
Javier

From: Dew, Wendy
Sent: Monday, October 23, 2017 1:06 PM
To: Selia, Emily <Selia.Emily@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>
Cc: Mutter, Andrew <mutter.andrew@epa.gov>
Subject: Thank you!!!

Special thanks for making the coloring book happen. I created the first version in April 2012! Very happy to see it come to life :}

Thanks again!!!!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

Message

From: Araujo, Javier [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E6F5C679D6CC43E8941665E792E7B303-ARAUJO, JAVIER]
Sent: 10/11/2017 6:23:22 PM
To: Selia, Emily [Selia.Emily@epa.gov]
CC: Dew, Wendy [Dew.Wendy@epa.gov]
Subject: updated power point with embedded fonts
Attachments: Coloring book 1011.pptx

Here is a revised version.

Coloring book 1011.pptx

Javier
Javier H. Araujo
U.S. Environmental Protection Agency
Office of Environmental Education
Environmental Education Specialist
Designated Federal Officer (NEEAC)
MC 1704A, Washington, DC 20460
202-564-2642 (phone)
Ex. 6 Personal Privacy (PP) (cell)
202-564-2753 (fax)
Araujo.javier@epa.gov

Message

From: Araujo, Javier [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E6F5C679D6CC43E8941665E792E7B303-ARAUJO, JAVIER]
Sent: 8/16/2017 6:48:38 PM
To: Whittington, Paula [Whittington.Paula@epa.gov]
Subject: FW: 2nd Draft - EE Coloring/Activity Book (Draft 4)
Attachments: Activity Book_Draft4_0816.pdf

Paula,

This is just a draft. Please do not share.

Thanks,
Javier

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Wednesday, August 16, 2017 1:54 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Chris Bachman <chris.bachman@tetratech.com>
Subject: RE: 2nd Draft - EE Coloring/Activity Book (Draft 4)

Hi Wendy, made a few more changes per your requests. **Ex. 5 Deliberative Process (DP)**
Ex. 5 Deliberative Process (DP)

Thanks,
Cathy

From: McGirl, Cathy
Sent: Tuesday, August 15, 2017 5:19 PM
To: 'Dew, Wendy' <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Bachman, Chris <Chris.Bachman@tetratech.com>
Subject: RE: 2nd Draft - EE Coloring/Activity Book

Hi Wendy, take 3. Let me know if you have additional comments after you review with your PAD.

Thanks,
Cathy

From: Dew, Wendy [mailto:Dew.Wendy@epa.gov]
Sent: Tuesday, August 15, 2017 2:44 PM
To: McGirl, Cathy <Cathy.McGirl@tetratech.com>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Bachman, Chris <Chris.Bachman@tetratech.com>
Subject: RE: 2nd Draft - EE Coloring/Activity Book

First quick look…I really like it…will have some minor edits. What is a good time to chat?

Thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency

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From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Tuesday, August 15, 2017 12:11 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Chris Bachman <chris.bachman@tetratech.com>
Subject: 2nd Draft - EE Coloring/Activity Book

Hi Wendy, here's take 2 – hope you like it.

Please let me know if you have changes, questions, comments, etc.

Thanks,
Cathy

Cathy McGirl
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Message

From: Araujo, Javier [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E6F5C679D6CC43E8941665E792E7B303-ARAUJO, JAVIER]
Sent: 7/25/2017 4:33:16 PM
To: 'McGirl, Cathy' [Cathy.McGirl@tetratech.com]
Subject: RE: Draft EE Coloring/Activity Book

Cathy,

I do not necessarily need to be on the call. I will check with Wendy for availability. Is there a better time for you?

Javier

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Tuesday, July 25, 2017 12:21 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: Draft EE Coloring/Activity Book

Hi Javier, yes, this was the last email and then you directed us to stop working on it pending Product Review. I didn't get an response from Wendy to my email.

I'm happy to talk with Wendy about her comments. Friday is good for me – do you need to be on the call? The last time I talked w/Wendy, it was just her and me. If you'd like to participate, next week is better since you're out on Friday.

Cathy

From: Araujo, Javier [mailto:Araujo.Javier@epa.gov]
Sent: Tuesday, July 25, 2017 12:17 PM
To: McGirl, Cathy <Cathy.McGirl@tetratech.com>
Subject: FW: Draft EE Coloring/Activity Book

Cathy,

Good afternoon. This is the last email that I got from you regarding the color/activity book. Wendy indicated to me that she had various comments that should be discussed via a phone call. What date and time works best for you. I am off on Friday.

Thanks,
Javier

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Tuesday, June 06, 2017 4:21 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>; Chris Bachman <chris.bachman@tetratech.com>
Subject: Draft EE Coloring/Activity Book

Hi Wendy, please see the attached draft coloring book. A couple of comments:

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

I'm happy to set up a call to discuss your comments, questions and/or changes. I'll include my colleague, Chris, since he is the designer.

Thanks. I hope you like it!
Cathy

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Message

From: Araujo, Javier [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E6F5C679D6CC43E8941665E792E7B303-ARAUJO, JAVIER]
Sent: 10/12/2017 8:19:18 PM
To: Cathy McGirl [Cathy.McGirl@tetratech.com]
Subject: Re: No more action needed on coloring book file

Thanks Cathy.
I forwarded the email to the tetra-tech address.
Javier

Sent from my iPhone

On Oct 12, 2017, at 4:15 PM, McGirl, Cathy <Cathy.McGirl@tetratech.com> wrote:

> Okay, thanks for the update. Note - if this is going to be posted online, she needs to ensure it's 508 compliant. Chris does that once a product is final.
>
> Also, please use Chris's Tetra Tech email at chris.bachman@tetratech.com. He can't get the messages sent to chris.bachman@usepa.onmicrosoft.com.
>
> Cathy
>
> **Cathy McGirl**
> Direct +1 (703) 885-5510 | Main +1 (703) 444-7000 | cathy.mcgirl@tetratech.com
>
> **Tetra Tech** | Complex World, Clear Solutions™
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From: Araujo, Javier <Araujo.Javier@epa.gov>
Sent: Thursday, October 12, 2017 4:11:56 PM
To: McGirl, Cathy
Cc: chris.bachman@usepa.onmicrosoft.com
Subject: No more action needed on coloring book file

Cathy,
Chris,
I just got an email from Emily. She indicated that she was able to convert the file to PDF.
No further action is necessary.
Thanks,
Javier

Sent from my iPhone

Message

From: Araujo, Javier [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E6F5C679D6CC43E8941665E792E7B303-ARAUJO, JAVIER]
Sent: 7/24/2017 2:35:54 PM
To: McGirl, Cathy [Cathy.McGirl@tetratech.com]
Subject: RE: PEYA and PIAEE Leftovers from years past
Attachments: GRS4.jpg

Cathy,
Here is a picture of the signs that we are referring to:
The EPA providers for Office supplies are: Metro Office Products, Staples and Office Depot.
This easel request is for the peer to peer session in the afternoon that will be held at EPA (Map Room). We have a total of 7 and need 18 more easels.

Thanks<
Javier

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Monday, July 24, 2017 10:05 AM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: Re: PEYA and PIAEE Leftovers from years past

Hi Javier, I did have a nice vacation - thanks. Now trying to catch up!

Quick answers:

- Yes, I will send the PEYA goodies tomorrow when I'm in the office. You'll get the boxes on Wed.
- I'll call you Tuesday about the coloring book so I can be sure I'm clear about what the next steps are and the deadline.
- Okay re. the signs.
- Easels - I'm pretty sure we can arrange for easels but we'll have to get 3 bids and go through that procurement process. Is this for the event at EPA? I'm wondering if EPA has a preferred local vendor for that kind of equipment. Maybe. That could mean a sole source procurement.

Thanks,
Cathy

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From: Araujo, Javier <Araujo.Javier@epa.gov>
Sent: Monday, July 24, 2017 9:50:04 AM
To: McGirl, Cathy
Subject: PEYA and PIAEE Leftovers from years past

Cathy,

Good morning. I hope you had a fun vacation.

I have four things to update you:

1. Emily wants the leftover goodies from years past... lanyards, etc
2. We are approved to move forward on the coloring book/ activity book
3. Signs for event . I will try to send you a picture of what we are referring to
4. Easels for afternoon event (we need 18) could we rent them and charge to supplies?

Javier
Javier H. Araujo
U.S. Environmental Protection Agency
Office of Environmental Education
Environmental Education Specialist
Designated Federal Officer (NEEAC)
MC 1704A, Washington, DC 20460
202-564-2642 (phone)
Ex. 6 Personal Privacy (PP) (cell)
202-564-2753 (fax)
Araujo.javier@epa.gov

Message

From: Araujo, Javier [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E6F5C679D6CC43E8941665E792E7B303-ARAUJO, JAVIER]
Sent: 10/3/2017 7:47:26 PM
To: Selia, Emily [Selia.Emily@epa.gov]
Subject: RE: Tom approved the coloring book. It's now making it's way through Protrac to OPA. EOM.

Excellent News!
Javier

From: Selia, Emily
Sent: Tuesday, October 03, 2017 3:45 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
Subject: Tom approved the coloring book. It's now making it's way through Protrac to OPA. EOM.

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Message

From: Araujo, Javier [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E6F5C679D6CC43E8941665E792E7B303-ARAUJO, JAVIER]
Sent: 7/19/2017 4:35:35 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]
Subject: RE: Coloring book concept approved!

Wendy,
I will coordinate with Cathy next week. I will keep you posted.

Javier

From: Dew, Wendy
Sent: Wednesday, July 19, 2017 12:35 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: Coloring book concept approved!

Tues-Thurs next week works…thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Araujo, Javier
Sent: Wednesday, July 19, 2017 9:55 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Subject: RE: Coloring book concept approved!

Wendy,
I will coordinate with Cathy. What day of the week works best for you?

Javier

From: Dew, Wendy
Sent: Wednesday, July 19, 2017 10:45 AM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: Coloring book concept approved!

I honestly think it would be impossible to do via email…can we set up a meeting with her next week?

Thx!!

Wendy Dew

Outreach and Education Coordinator
U.S. Environmental Protection Agency
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dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Araujo, Javier
Sent: Wednesday, July 19, 2017 8:44 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Subject: RE: Coloring book concept approved!

Wendy,

Thanks for checking. While I agree that phone is easiest, please send the comments by email directly to Cathy and cc me. You may also email them to me, and I will forward them to Cathy. When I give the contractor instructions, changes etc. I put this in writing.

FYI, She is on vacation this week.

Javier

From: Dew, Wendy
Sent: Wednesday, July 19, 2017 10:30 AM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: Coloring book concept approved!

Javier…I have the comments ready for the next draft …how would you like me to get them to Cathy…phone would be easiest.

Thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
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dew.wendy@epa.gov
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From: Selia, Emily
Sent: Tuesday, July 18, 2017 1:57 PM

To: Dew, Wendy <Dew.Wendy@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>
Subject: Coloring book concept approved!

HI all

The coloring book concept was approved! Whenever the draft book is ready to submit for approval, send it over and I'll add it into protrac.

Nice to have some good news!

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Message

From: Araujo, Javier [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E6F5C679D6CC43E8941665E792E7B303-ARAUJO, JAVIER]
Sent: 10/12/2017 5:36:47 PM
To: Cathy McGirl [Cathy.McGirl@tetratech.com]
Subject: Fonts and artwork

Cathy,
Good afternoon. I am working from home this afternoon. Emily sent me an email asking for the fonts and artwork for the PowerPoint file for the coloring book.
Do you have that? Does Chris?
Thanks,
Javier

Sent from my iPhone

Message

From: Araujo, Javier [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E6F5C679D6CC43E8941665E792E7B303-ARAUJO, JAVIER]
Sent: 10/3/2017 3:33:45 PM
To: Selia, Emily [Selia.Emily@epa.gov]
Subject: RE: Today's meeting RE: Template and first entry for winners/grantees highlights webpage???...edit at will! thx

I don't think we need to meet.

Javier

From: Selia, Emily
Sent: Tuesday, October 03, 2017 11:33 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Gavin, Megan <gavin.megan@epa.gov>
Subject: Today's meeting RE: Template and first entry for winners/grantees highlights webpage???...edit at will! thx

Hi all,

Should we meet today? My update is that I'm working on a story about EcoRise, one of our current grants, to highlight on the new webpage. I also just reminded Tom again about approving the coloring book.

Thanks,

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Dew, Wendy
Sent: Wednesday, September 20, 2017 11:42 AM
To: Selia, Emily <Selia.Emily@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Gavin, Megan <gavin.megan@epa.gov>
Subject: RE: Template and first entry for winners/grantees highlights webpage???...edit at will! thx

Yes, it got a lot of press...thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
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dew.wendy@epa.gov
303-312-6605 office

Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Wednesday, September 20, 2017 9:37 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Gavin, Megan <gavin.megan@epa.gov>
Subject: RE: Template and first entry for winners/grantees highlights webpage???...edit at will! thx

Did that just get press though recently? Or highlighted recently? I was wondering about following up on ones from previous years.

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U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Dew, Wendy
Sent: Wednesday, September 20, 2017 11:35 AM
To: Selia, Emily <Selia.Emily@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Gavin, Megan <gavin.megan@epa.gov>
Subject: RE: Template and first entry for winners/grantees highlights webpage???...edit at will! thx

What about using the one I wrote up since it is done already? Just a thought...any other is fine with me.

Thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
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Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Wednesday, September 20, 2017 9:07 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Gavin, Megan <gavin.megan@epa.gov>
Subject: RE: Template and first entry for winners/grantees highlights webpage???...edit at will! thx

HI all,

An update. NEEF will be featuring EE Grantees on their website, so how about we highlight a former teacher winner, sponsor, or student team on ours. Any recommendations on previous winners with whom we can followup? I know that Robert Hodgdon has kept in touch with me and might be interested.

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1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Selia, Emily
Sent: Tuesday, September 19, 2017 5:29 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Gavin, Megan <gavin.megan@epa.gov>
Subject: RE: Template and first entry for winners/grantees highlights webpage???...edit at will! thx

HI all,

This is the most recent version (incorporating Megan's comments) from July.

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Selia, Emily
Sent: Tuesday, September 19, 2017 4:43 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Gavin, Megan <gavin.megan@epa.gov>
Subject: RE: Template and first entry for winners/grantees highlights webpage???...edit at will! thx

HI Everyone,

Since we didn't meet as a communications group last week, I am circling back on email regarding our new webpage. Any comments on the format?

What about a first group to highlight? We just did press and various promotion of the award programs. How about a former or current grantee?

Have a good night,

Emily

Emily Selia, MPH
Communications and Outreach

Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Dew, Wendy
Sent: Monday, July 17, 2017 10:25 AM
To: Selia, Emily <Selia.Emily@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>; Gavin, Megan <gavin.megan@epa.gov>
Subject: Template and first entry for winners/grantees highlights webpage???...edit at will! thx

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

Message

From: Araujo, Javier [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E6F5C679D6CC43E8941665E792E7B303-ARAUJO, JAVIER]
Sent: 7/18/2017 8:05:27 PM
To: Selia, Emily [Selia.Emily@epa.gov]
Subject: RE: Coloring book concept approved!

Emily,

Thanks for the update. I will update Cathy (tetra-tech) when she returns from vacation.

This is definitely good news.
Javier

From: Selia, Emily
Sent: Tuesday, July 18, 2017 3:57 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>
Subject: Coloring book concept approved!

HI all

The coloring book concept was approved! Whenever the draft book is ready to submit for approval, send it over and I'll add it into protrac.

Nice to have some good news!

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Message

From: Araujo, Javier [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E6F5C679D6CC43E8941665E792E7B303-ARAUJO, JAVIER]
Sent: 7/5/2017 3:03:11 PM
To: Selia, Emily [Selia.Emily@epa.gov]
BCC: Brennan, Thomas [Brennan.Thomas@epa.gov]
Subject: FW: new corrected links for OEE
Attachments: Links to add 6.28.17_Tetra Tech.xlsx

Emily,

Here are your requested edits to the OEE web page. Please review the spreadsheet provided by tetra-tech. Please let me know if there are any errors and I will contact tetra- tech.

Thanks,
Javier

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Friday, June 30, 2017 5:10 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Cc: Chris Bachman <chris.bachman@tetratech.com>
Subject: RE: new corrected links for OEE

Hi Javier, attached is an Excel file that identifies actions taken by Tetra Tech.

About the Excel file:

Ex. 5 Deliberative Process (DP)

Please let me know if you or Emily have any questions.
Cathy

From: Araujo, Javier [mailto:Araujo.Javier@epa.gov]
Sent: Wednesday, June 28, 2017 4:13 PM
To: McGirl, Cathy <Cathy.McGirl@tetratech.com>
Subject: new corrected links for OEE

Cathy,

Good afternoon. Emily has requested help with these changes. Please let me know if you need more clarification?

Request:

Please add the links in the attached document to the Learning and Teaching web area. I've indicated the link, the title that should be used for it, the text to describe it, and the location in which it should go. If you would please draft the pages, I'll publish them after reviewing.

If you see 508 errors or broken links appear while editing, please correct these, making a list of the errors and corrections (examples: was the reference deleted, was a new link found, and if so, what was it). Please make this list in Excel and provide it to us upon completion

Javier

Javier H. Araujo
U.S. Environmental Protection Agency
Office of Environmental Education
Environmental Education Specialist
Designated Federal Officer (NEEAC)
MC 1704A, Washington, DC 20460
202-564-2642 (phone)
Ex. 6 Personal Privacy (PP) cell)
202-564-2753 (fax)
Araujo.javier@epa.gov

Message

From: Araujo, Javier [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E6F5C679D6CC43E8941665E792E7B303-ARAUJO, JAVIER]
Sent: 5/30/2017 4:28:36 PM
To: McGirl, Cathy [Cathy.McGirl@tetratech.com]
Subject: RE: Got your message

Cathy,
Thank you very much!!

I will send the file for the NEEAC summaries either late today or first thing tomorrow.

Javier

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Tuesday, May 30, 2017 12:26 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: Got your message

Hi Javier, on a call and then off to a meeting so firing off a quick email now.

We intend to get draft coloring book to you and Wendy by end of the week. That fits within timing that Wendy and discussed.

Thanks for heads up about resumes.

Cathy

Cathy McGirl
Direct +1 (703) 885-5510 | Main +1 (703) 444-7000 | cathy.mcgirl@tetratech.com

Tetra Tech | Complex World, Clear Solutions™
45610 Woodland Road, Sterling, VA 20166 | tetratech.com

Message

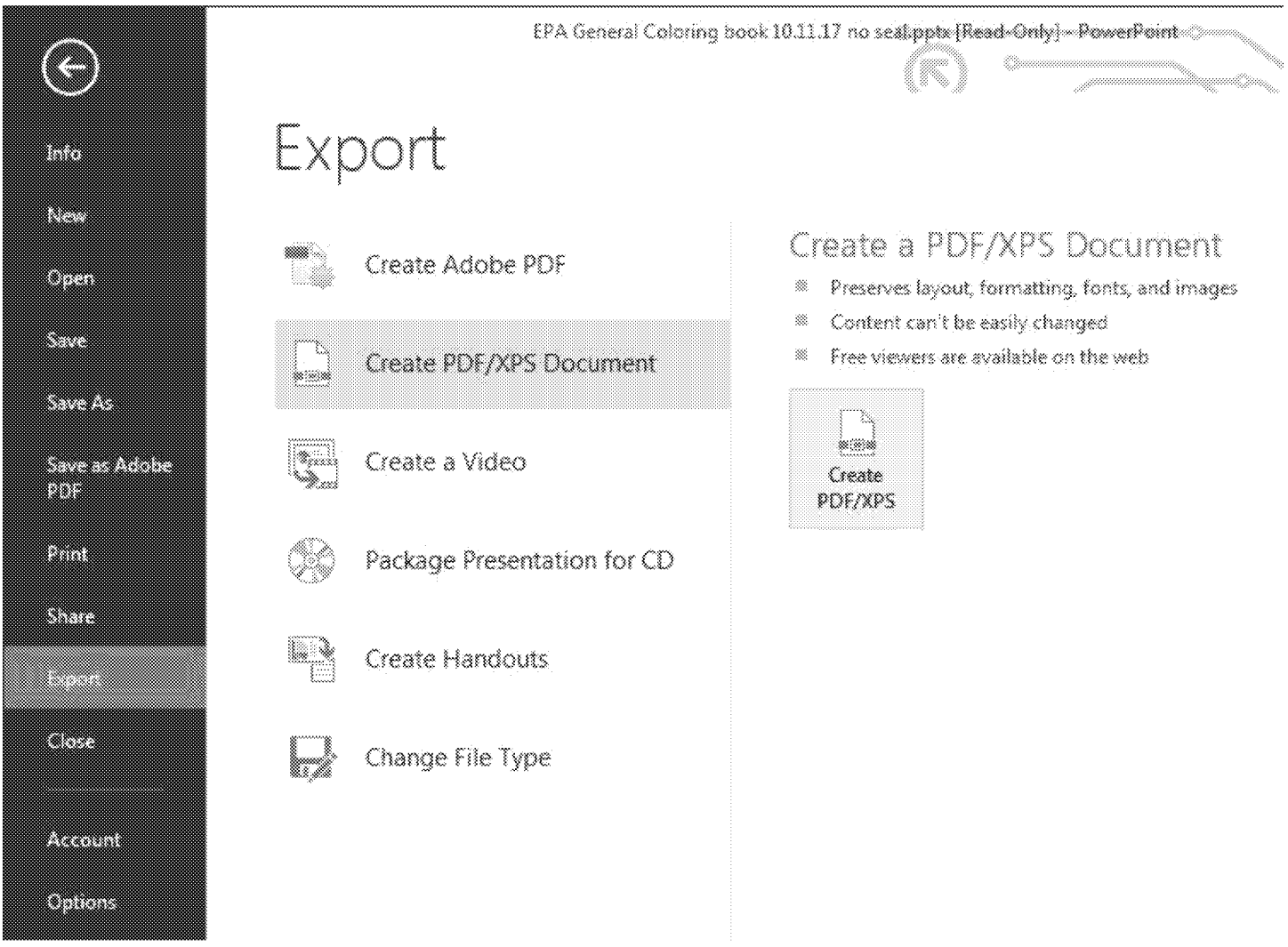
From: Araujo, Javier [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E6F5C679D6CC43E8941665E792E7B303-ARAUJO, JAVIER]
Sent: 10/11/2017 8:21:38 PM
To: Selia, Emily [Selia.Emily@epa.gov]
Subject: FW: one more coloring book question for Tetratech
Attachments: EPA General Coloring book 10.11.17 no seal.pdf; EPA General Coloring book 10.11.17 no seal.pdf

---

From: Bachman, Chris [mailto:Chris.Bachman@tetratech.com]
Sent: Wednesday, October 11, 2017 4:19 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>; Cathy McGirl <Cathy.McGirl@tetratech.com>
Subject: RE: one more coloring book question for Tetratech

Javier, I've attached a PDF. I always use the following process to convert to PDF, which should take care of the font issue if you replicate it.

File > **Export** > **Create PDF/XPS Document** > Click the **Create PDF/XPS button**.



From: Araujo, Javier [mailto:Araujo.Javier@epa.gov]
Sent: Wednesday, October 11, 2017 4:10 PM
To: McGirl, Cathy <Cathy.McGirl@tetratech.com>
Cc: Bachman, Chris <Chris.Bachman@tetratech.com>
Subject: FW: one more coloring book question for Tetratech

Cathy,
Chris,
Your thoughts on this question?

Javier

From: Selia, Emily
Sent: Wednesday, October 11, 2017 3:47 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Cc: Dew, Wendy <Dew.Wendy@epa.gov>
Subject: one more coloring book question for Tetratech

HI Javier,

One more question for Tetratech. When we convert the new file back to a PDF (which we need to do in order to post it online), we have a similar issue with the font being changed to a different one. Can Chris advise on how to fix it?

Here are the files (with the seal removed and logo changed, if Chris needs to see them to understand the issue).

Thanks!

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Message

From: Araujo, Javier [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E6F5C679D6CC43E8941665E792E7B303-ARAUJO, JAVIER]
Sent: 5/30/2017 4:02:35 PM
To: Brennan, Thomas [Brennan.Thomas@epa.gov]
Subject: FW: Estimate for EE coloring/activity book

Tom,

I am not sure if you specifically asked for this. In any case, this is the cost estimate from tetra-tech for the production and design of the coloring/activity book that Wendy created.

Javier

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Friday, May 12, 2017 12:01 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: Estimate for EE coloring/activity book

Hi Javier, getting back to you about our estimate for the coloring/activity book. Based on the conversation I had with Wendy and talking with Chris, I'm going with 40-50 hours which translates to approximately $5500-$6850. Let me know if you have questions or if you want a more detailed quote.

Thanks,
Cathy

Cathy McGirl
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Message

From: Araujo, Javier [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E6F5C679D6CC43E8941665E792E7B303-ARAUJO, JAVIER]
Sent: 10/11/2017 8:15:38 PM
To: Selia, Emily [Selia.Emily@epa.gov]
Subject: RE: one more coloring book question for Tetratech

Emily,

I will contact Cathy and Chris and see what they can do.
Javier

From: Selia, Emily
Sent: Wednesday, October 11, 2017 3:47 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>
Cc: Dew, Wendy <Dew.Wendy@epa.gov>
Subject: one more coloring book question for Tetratech

HI Javier,

One more question for Tetratech. When we convert the new file back to a PDF (which we need to do in order to post it online), we have a similar issue with the font being changed to a different one. Can Chris advise on how to fix it?

Here are the files (with the seal removed and logo changed, if Chris needs to see them to understand the issue).

Thanks!

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Message

From: Araujo, Javier [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E6F5C679D6CC43E8941665E792E7B303-ARAUJO, JAVIER]
Sent: 4/4/2017 7:30:00 PM
To: Selia, Emily [Selia.Emily@epa.gov]; Brennan.Thomas@epa.gov
BCC: Brennan, Thomas [Brennan.Thomas@epa.gov]
Subject: Coloring book questions

Emily,

I spoke to the contractor (Tetra-tech) regarding a quote for assistance in editing the coloring book.

The contractor has the following questions:

Ex. 5 Deliberative Process (DP)

Thanks,
Javier

Javier H. Araujo
U.S. Environmental Protection Agency
Office of Environmental Education
Environmental Education Specialist
Designated Federal Officer (NEEAC)
MC 1704A, Washington, DC 20460
202-564-2642 (phone)
Ex. 6 Personal Privacy (PP) cell)
202-564-2753 (fax)
Araujo.javier@epa.gov

Message

From: Araujo, Javier [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E6F5C679D6CC43E8941665E792E7B303-ARAUJO, JAVIER]
Sent: 3/31/2017 2:11:54 PM
To: Cathy McGirl [Cathy.McGirl@tetratech.com]
Subject: Quote for work on EPA coloring book
Attachments: EPA Coloring Book.pptx

Cathy,

Good morning. Attached please find a sample coloring book that we would like to produce here at OEE. Please provide us a quote for the work designated below.

Please call or email me if you have any questions.

Parameters of the quote:

The quote assumes an 8 page document (4 single sided), including cover, including coloring activities such as these examples you provided: https://www.energystar.gov/sites/default/files/buildings/tools/KidsBrochure.pdf, https://www.epa.gov/sites/production/files/2013-08/documents/cbook.pdf.

The quote assumes a standard amount of time for a graphic designer across all pages of the book.

The cover should be in color and not part of the activity books. The interior would be black and white.

Examples of other books include an older EPA endangered species coloring book, and a new worksheet from NEEF.

- https://www.energystar.gov/sites/default/files/buildings/tools/KidsBrochure.pdf
- https://www.epa.gov/sites/production/files/2013-08/documents/cbook.pdf
- https://www.neefusa.org/resource/pollinator-backyard-activity-guide (see pdf at bottom)
- https://www.neefusa.org/resource/water-quality-backyard-activity-guide (see pdf at bottom)
- On the higher end is the Lorax activity book from ENERGY STAR: https://www.energystar.gov/index.cfm?fuseaction=home.downloadfile&file=F84267790DF5B5F22EB9D715BC7BEC4F2E6F21C078AD0D8DB716916D20CB04C317FE28603EF0CDD337BEB646E8E4A470DDE316FE1A96A94E2F39BC09CE9929FA004049EE8C995FCCE4B2AC0C8F2B2BB1BA3CC92CECF8689C5DFC8BCE9E5CE5C1F6C80B1CE81B4B446708CCC40C49B6A8AF95CBFFC44C089F1781626935D01F3F188E9050161FBAA05A517B2143D25FA90E6191795BCD0D4993F543254258A369&app_code=publications&env_name=other
- Professional education companies like Scholastic also have a variety of activity and coloring books, which can provide samples of high quality products.

EPA will be responsible for purchasing any image rights for iStock photos. contractor will identify images on iStock, send the list to EPA, EPA will purchase the images and send them to the contractor.
Some of the higher quality images could remain. However, if an artist redesigns the book with a cohesive style or set of images throughout the book then all the graphics would be replaced.
Final text will be provided by EPA.

EPA will expect support with additional document design such as layout and formatting from the contractor to create a print ready product.

EPA Coloring Book.pptx

This estimate does not include the cost of printing.

Javier

Javier H. Araujo
U.S. Environmental Protection Agency
Office of Environmental Education
Environmental Education Specialist
Designated Federal Officer (NEEAC)
MC 1704A, Washington, DC 20460
202-564-2642 (phone)
Ex. 6 Personal Privacy (PP) (cell)
202-564-2753 (fax)
Araujo.javier@epa.gov

Message

From: Mutter, Andrew [mutter.andrew@epa.gov]
Sent: 6/29/2017 8:42:23 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: FW: Update on Region 8 Coloring Book

Best regards,

Andrew

Andrew Mutter

Director, Office of Communication and Public Involvement
U.S. Environmental Protection Agency, Region 8 (Denver, CO)

Office: 303.312.6448
Cell: Ex. 6 Personal Privacy (PP)

Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Dew, Wendy
Sent: Thursday, June 29, 2017 1:57 PM
To: Slotkin, Ron <slotkin.ron@epa.gov>; Selia, Emily <Selia.Emily@epa.gov>
Cc: Ryan, Jini <Ryan.Jini@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>; Mutter, Andrew <mutter.andrew@epa.gov>
Subject: RE: Update on Region 8 Coloring Book

Hi Ron,

Just checking in on the status of the coloring book concept??

Thanks!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Slotkin, Ron
Sent: Tuesday, June 20, 2017 9:16 AM

To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Ryan, Jini <Ryan.Jini@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>
Subject: Re: Update on Region 8 Coloring Book

Still waiting on 3rd floor approval. That meeting may happen today.

Sent from my iPhone

On Jun 20, 2017, at 10:03 AM, Selia, Emily <Selia.Emily@epa.gov> wrote:

> Good morning Ron and Jini,
>
> The EE communications group meets this afternoon. Are there any updates I can provide on the status of the coloring book concept approval?
>
> Thank you,
>
> Emily
>
> Emily Selia, MPH
> Communications and Outreach
> Office of Environmental Education
> U. S. Environmental Protection Agency
> 1200 Pennsylvania Avenue, N.W.
> Washington, D. C. 20460
> (202) 564-2776
> selia.emily@epa.gov

Message

From: Mutter, Andrew [mutter.andrew@epa.gov]
Sent: 7/3/2017 2:39:14 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: RE: Update on Region 8 Coloring Book

R8

Best regards,

Andrew

Andrew Mutter

Director, Office of Communication and Public Involvement
U.S. Environmental Protection Agency, Region 8 (Denver, CO)

Office: 303.312.6448
Cell: Ex. 6 Personal Privacy (PP)

Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Grantham, Nancy
Sent: Monday, July 03, 2017 8:39 AM
To: Mutter, Andrew <mutter.andrew@epa.gov>
Subject: RE: Update on Region 8 Coloring Book

I will check on it .. is it EE's concept for region 8's concept? Thanks ng

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Ex. 6 Personal Privacy (PP) **(mobile)**

From: Mutter, Andrew
Sent: Monday, July 03, 2017 10:35 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: FW: Update on Region 8 Coloring Book

FYI.

Best regards,

Andrew

Andrew Mutter

Director, Office of Communication and Public Involvement

U.S. Environmental Protection Agency, Region 8 (Denver, CO)

Office: 303.312.6448
Cell: Ex. 6 Personal Privacy (PP)

Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Slotkin, Ron
Sent: Thursday, June 29, 2017 2:02 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Selia, Emily <Selia.Emily@epa.gov>
Cc: Ryan, Jini <Ryan.Jini@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>; Mutter, Andrew <mutter.andrew@epa.gov>
Subject: RE: Update on Region 8 Coloring Book

Sorry, we have not had a reply from our 3rd floor regarding your concept. It sits with others waiting approval.

Ron Slotkin
Director, Office of Multimedia (OM)
U.S. Environmental Protection Agency
Office of Public Affairs (OPA)

William Jefferson Clinton Federal Building, Room 6330 A-B North
1200 Pennsylvania Ave. NW Mail code 1701A
Washington DC 20460

You can also reach me by:
202.564.6854 desk
Ex. 6 Personal Privacy (PP) cell

FEDEX and UPS deliveries
use same address, change zip code > use 20004-2403 instead

For EPA staff: EPAtv s found at https://epatv.epa.gov (it only works with IE)
Also: looking for EPAtv on-demand or photos, multimedia or video guidance etc., go to http://intranet.epa.gov/media

---

From: Dew, Wendy
Sent: Thursday, June 29, 2017 3:57 PM
To: Slotkin, Ron <slotkin.ron@epa.gov>; Selia, Emily <Selia.Emily@epa.gov>
Cc: Ryan, Jini <Ryan.Jini@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>; Mutter, Andrew <mutter.andrew@epa.gov>
Subject: RE: Update on Region 8 Coloring Book

Hi Ron,

Just checking in on the status of the coloring book concept??

Thanks!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC

Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Slotkin, Ron
Sent: Tuesday, June 20, 2017 9:16 AM
To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Ryan, Jini <Ryan.Jini@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>
Subject: Re: Update on Region 8 Coloring Book

Still waiting on 3rd floor approval. That meeting may happen today.

Sent from my iPhone

On Jun 20, 2017, at 10:03 AM, Selia, Emily <Selia.Emily@epa.gov> wrote:

> Good morning Ron and Jini,
>
> The EE communications group meets this afternoon. Are there any updates I can provide on the status of the coloring book concept approval?
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> Thank you,
>
> Emily
>
> Emily Selia, MPH
> Communications and Outreach
> Office of Environmental Education
> U. S. Environmental Protection Agency
> 1200 Pennsylvania Avenue, N.W.
> Washington, D. C. 20460
> (202) 564-2776
> selia.emily@epa.gov

Message

From: Ryan, Jini [Ryan.Jini@epa.gov]
Sent: 9/8/2017 12:39:17 PM
To: Slotkin, Ron [slotkin.ron@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: RE: Hi - could you get me a list of all of the open jobs in protrac -- video and print? thanks n g
Attachments: CommPADList.pdf; PROList.pdf

Here are screen captures of the PRO and Comm/PAD pending lists. Thanks.

****
Ms. Jini Ryan
Executive Video Producer
Office of Multimedia (OM)
U.S. Environmental Protection Agency

202-564-0175 (Office)
Ex. 6 Personal Privacy (PP) (Cell)
ryan.jini@epa.gov (Email)

Address:
1200 Pennsylvania Ave., NW
WJC-North, Room 6330H, MC 1701A
Washington, DC 20460

****
Office of Multimedia intranet site
http://intranet.epa.gov/media/
****

From: Slotkin, Ron
Sent: Friday, September 08, 2017 8:27 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Ryan, Jini <Ryan.Jini@epa.gov>
Subject: RE: Hi - could you get me a list of all of the open jobs in protrac -- video and print? thanks n g

The list has been whittle down but there are still many waiting PADs and Comms…mostly on the print side. We do not let video languish. The system dings reviewers and we also periodically ask about the status. Often, we find the work was already done and the entry was done as an after the fact time waster. There are also many project that never make it into PROTRAC.

IT will take a while to assemble the larger list.

Ron Slotkin
Director, Office of Multimedia (OM)
U.S. Environmental Protection Agency
Office of Public Affairs (OPA)

William Jefferson Clinton Federal Building, Room 6330 A-B North
1200 Pennsylvania Ave. NW Mail code 1701A
Washington DC 20460

You can also reach me by:
202.564.6854 desk
Ex. 6 Personal Privacy (PP) cell

FEDEX and UPS deliveries
use same address, change zip code > use 20004-2403 instead

For EPA staff: EPAtv s found at https://epatv.epa.gov (it only works with IE)
Also: looking for EPAtv on-demand or photos, multimedia or video guidance etc., go to http://intranet.epa.gov/media

---

From: Grantham, Nancy
Sent: Friday, September 08, 2017 8:20 AM
To: Slotkin, Ron <slotkin.ron@epa.gov>; Ryan, Jini <Ryan.Jini@epa.gov>
Subject: RE: Hi - could you get me a list of all of the open jobs in protrac -- video and print? thanks n g

Is it on a list .. even if we are not touching it ? I want to see all of the items that are in . .even if concept – so if you know about it .. it must be on a list . george had mentioned you had given him an extensive list at one point

Thanks ng

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Ex. 6 Personal Privacy (PP) **(mobile)**

From: Slotkin, Ron
Sent: Friday, September 08, 2017 8:13 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Ryan, Jini <Ryan.Jini@epa.gov>
Subject: RE: Hi - could you get me a list of all of the open jobs in protrac -- video and print? thanks n g

It is not in our court. Lot so things languish at the hands of the PADs and Comms. We cannot touch it until it is passed to OPA Review.

Is the one I sent the one you are looking for?

Ron Slotkin
Director, Office of Multimedia (OM)
U.S. Environmental Protection Agency
Office of Public Affairs (OPA)

William Jefferson Clinton Federal Building, Room 6330 A-B North
1200 Pennsylvania Ave. NW Mail code 1701A
Washington DC 20460

You can also reach me by:
202.564.6854 desk
Ex. 6 Personal Privacy (PP) cell

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Also: looking for EPAtv on-demand or photos, multimedia or video guidance etc., go to http://intranet.epa.gov/media

---

From: Grantham, Nancy
Sent: Friday, September 08, 2017 8:11 AM
To: Slotkin, Ron <slotkin.ron@epa.gov>; Ryan, Jini <Ryan.Jini@epa.gov>
Subject: RE: Hi - could you get me a list of all of the open jobs in protrac -- video and print? thanks n g

Why is that one not showing on the list you sent? I would like to see the universe .. everything in protract – waiting for pad or comm dir approval, etc. thanks ng

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Ex. 6 Personal Privacy (PP) **(mobile)**

From: Slotkin, Ron
Sent: Friday, September 08, 2017 8:09 AM
To: Ryan, Jini <Ryan.Jini@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: Hi - could you get me a list of all of the open jobs in protrac -- video and print? thanks n g

The only thing that could be close to the Gulf program is something submitted from Maria Sisneros, Region 6 – Border Program Newsletter, it is waiting the for PAD approval…nothing else. I scanned all entries. Ask for more information: title, submitter, etc.

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---

From: Ryan, Jini
Sent: Friday, September 08, 2017 7:43 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Slotkin, Ron <slotkin.ron@epa.gov>
Subject: RE: Hi - could you get me a list of all of the open jobs in protrac -- video and print? thanks n g

That one is still likely with the region then. These are the only ones that are with OPA. Thanks.

****
Ms. Jini Ryan
Executive Video Producer
Office of Multimedia (OM)
U.S. Environmental Protection Agency

202-564-0175 (Office)
Ex. 6 Personal Privacy (PP) (Cell)
ryan.jini@epa.gov (Email)

Address:
1200 Pennsylvania Ave., NW
WJC-North, Room 6330H, MC 1701A
Washington, DC 20460

****
Office of Multimedia intranet site
http://intranet.epa.gov/media/
****

From: Grantham, Nancy
Sent: Friday, September 08, 2017 7:22 AM
To: Slotkin, Ron <slotkin.ron@epa.gov>; Ryan, Jini <Ryan.Jini@epa.gov>
Subject: RE: Hi - could you get me a list of all of the open jobs in protrac -- video and print? thanks n g

Thanks .. so there are only 16 jobs pending? I know that the gulf of mexico program called me about a concept they submitted – it is now showing here.

I would like to see all pending items.

Thanks ng

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Ex. 6 Personal Privacy (PP) **(mobile)**

From: Slotkin, Ron
Sent: Thursday, September 07, 2017 9:19 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Ryan, Jini <Ryan.Jini@epa.gov>
Subject: RE: Hi - could you get me a list of all of the open jobs in protrac -- video and print? thanks n g

Here is the list of PROTRAC actions pending OPA

We have no control over what the offices and regions are doing until it comes to us.

Ron Slotkin
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Office of Public Affairs (OPA)

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---

From: Grantham, Nancy
Sent: Wednesday, September 06, 2017 7:03 PM
To: Slotkin, Ron <slotkin.ron@epa.gov>; Ryan, Jini <Ryan.Jini@epa.gov>
Subject: Hi - could you get me a list of all of the open jobs in protrac -- video and print? thanks n g

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Ex. 6 Personal Privacy (PP) **(mobile)**

PROTRAC

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Projects

new item

All Items By Status PRO pending Find an item

Title	Organization	Projected Release Date	Project Type	Project Format	Submitter	Modified	Modified By	Closed
Status : Concept (pending PRO) (4)								
Trash Free Waters International Guide	OITA		Print/Infographics	Print;	Kandil, Shereen	9/5/2017 4:38 PM	Kandil, Shereen	
WaterSense Energy Nexus Infographics	OW	10/1/2017	Print/Infographics	Infographics; PDF Document on Web; Training/Education;	Cano, Olga	8/22/2017 12:30 PM	Dennis, Allison	
Brownfield Success Story	Region 3	8/3/2017	Print/Infographics	Print;	Rosati, Gianna	7/27/2017 4:59 PM	Rosati, Gianna	
Envisioning Community Futures: Design Charrette as a brownfield community tool	OLEM	10/20/2017	Print/Infographics	Print;	Carroll, Ann	6/28/2017 11:16 AM	Carroll, Ann	
Status : Draft (pending PRO) (13)								
Analytical Preparedness Full-Scale Exercise Toolkit Video	OW		Audio/Video	Video Message;	Glover, Terrance	8/31/2017 1:51 PM	Glover, Terrance	
TRI Analysis of P2 Opportunities in the Automotive Sector	OCSPP	9/18/2017	Print/Infographics	PDF Document on Web;	Swenson, Sarah	8/28/2017 9:48 AM	Swenson, Sarah	
Food Manufacturing Industry: Profile on Pollution Prevention and Other Sustainable	OCSPP	9/18/2017	Print/Infographics	PDF Document on Web;	Swenson, Sarah	8/28/2017 9:44 AM	Swenson, Sarah	

Title	Organization	Projected Release Date	Project Type	Project Format	Submitter	Modified	Modified By	Closed
Development Strategies								
Superfund Redevelopment Initiative Redevelopment Economics Beneficial Effects of Site Reuse	OLEM	8/7/2017	Print/Infographics	Print;	Leahy, Leslie	8/28/2017 9:13 AM	Leahy, Leslie	
Infographic: How EPA regulates drinking water contaminants	OW		Print/Infographics	Graphic Design (logos, etc);	Wadlington, Christina	8/25/2017 10:17 AM	Wadlington, Christina	
Infographic How does our water system work?	OW		Print/Infographics	Graphic Design (logos, etc);	Wadlington, Christina	8/25/2017 10:15 AM	Wadlington, Christina	
Rural and Small Utilities Water Infrastructure Video	OW	2/28/2017	Audio/Video	EPA's YouTube;	Schollhamer, Mary	8/24/2017 1:50 PM	Schollhamer, Mary	
EJ Academy Modules	Region 4	6/16/2017	Print/Infographics	Print; Training/Education;	Wilson, Daphne	8/16/2017 9:05 AM	Wilson, Daphne	
Revised TRI Tabletop Exhibit Banner	OCSPP	8/22/2017	Print/Infographics	Convention Display/Exhibit; Conference Display; Training/Education;	Swenson, Sarah	8/8/2017 10:17 AM	Swenson, Sarah	
Success Stories	Region 4		Print/Infographics	PDF Document on Web; Newsletter;	Brett, Rita	8/2/2017 11:53 AM	Brett, Rita	
What is an ENERGY STAR Certified Building	OAR		Audio/Video	MPEG Video (*.mp4);	Hodges, Lauren	1/17/2017 9:45 AM	Hodges, Lauren	
RadTown Elementary Student Activity Book	OAR	10/14/2016	Print/Infographics	Pamphlet/Flyer/Booklet; PDF Document on Web;	Shogren, Angela	11/21/2016 1:15 PM	Parris, Scott	
National Environmental Justice Advisory Council 20-Year	OECA	8/31/2016	Print/Infographics	PDF Document on Web;	Hall, Tayoka	9/26/2016 11:16 AM	Hall, Tayoka	

Title	Organization	Projected Release Date	Project Type	Project Format	Submitter	Modified	Modified By	Closed
Retrospective Report (1994-2014)								
Status : Script Review (PRO) (4)								
DELETE THIS PLEASE	Region 2	12/1/2016	Audio/Video	Video Message;	Pendse, Sabina	9/8/2017 8:19 AM	Slotkin, Ron	
Podcast of Harlan, Kentucky Local Foods, Local Places Project	AO-OP	9/29/2017	Audio/Video	Audio File (*.mp3);	Bertaina, Stephanie	9/7/2017 12:22 PM	Bertaina, Stephanie	
Estuary Data Mapper: Instructional Videos (cont'd 2)	ORD	8/31/2017	Audio/Video	EPA's YouTube; Training/Education;	Detenbeck, Naomi	7/14/2017 11:17 AM	Parris, Scott	
EPA Region 1 Youth Programing	Region 1	10/31/2016	Audio/Video	Documentary/Feature Video;	Melanson, Kate	9/28/2016 10:28 AM	Melanson, Kate	

Message

From: Mutter, Andrew [mutter.andrew@epa.gov]
Sent: 6/23/2017 9:48:42 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: FW: Update on Region 8 Coloring Book

Best regards,

Andrew

Andrew Mutter

Director, Office of Communication and Public Involvement
U.S. Environmental Protection Agency, Region 8 (Denver, CO)

Office: 303.312.6448
Cell: Ex. 6 Personal Privacy (PP)

Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Dew, Wendy
Sent: Tuesday, June 20, 2017 9:19 AM
To: Mutter, Andrew <mutter.andrew@epa.gov>
Subject: FW: Update on Region 8 Coloring Book

FYI- no action for you yet, I will let you know.

Thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Slotkin, Ron
Sent: Tuesday, June 20, 2017 9:16 AM
To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Ryan, Jini <Ryan.Jini@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>
Subject: Re: Update on Region 8 Coloring Book

Still waiting on 3rd floor approval. That meeting may happen today.

Sent from my iPhone

On Jun 20, 2017, at 10:03 AM, Selia, Emily <Selia.Emily@epa.gov> wrote:

> Good morning Ron and Jini,
>
> The EE communications group meets this afternoon. Are there any updates I can provide on the status of the coloring book concept approval?
>
> Thank you,
>
> Emily
>
> Emily Selia, MPH
> Communications and Outreach
> Office of Environmental Education
> U. S. Environmental Protection Agency
> 1200 Pennsylvania Avenue, N.W.
> Washington, D. C. 20460
> (202) 564-2776
> selia.emily@epa.gov

Message

From: Hull, George [Hull.George@epa.gov]
Sent: 7/12/2017 5:39:50 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: Items in PROTRAC

Nancy,
Here is a list of the items currently in PROTRAC. – George

CONCEPTS

1. What does EPA do? An activity and coloring book for kids – OEE (and R9)
2. EJ 101 training video – OECA
3. Energy Star lighting video – OAR

DRAFT

1. SmartWay Shipper Introduction video – OAR
2. Importance of Earthquake Resilience for Water and Wastewater Utilities video – OW
3. Superfund redevelopment infographics – OLEM
4. Information about OUST – OLEM
5. 2016 Superfund Highlights Report – R6

SCRIPT

1. EPA Facilitation and Mediation Services training video for internal use – OGC
2. Office of Environmental Measurement and Evaluation video – R1
3. Wood Smoke and your heart (project on hold due to funding) – OAR
4. Eagle Rock Lake restoration and Greenovations award video – R6
5. RE-Powering America's Land video – OLEM
6. Stormwater BMPs video – R1
7. Blue Carbon video – R1
8. EJ academy recruitment and informational video – R4

Message

From: Mutter, Andrew [mutter.andrew@epa.gov]
Sent: 6/23/2017 9:47:52 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: RE: reminder to send me any protrac items that you have that may be "stuck" thanks ng

Our R8 coloring book is with Ron, and has been for several week. I'll forward you the last email from them.

Best regards,

Andrew

Andrew Mutter

Director, Office of Communication and Public Involvement
U.S. Environmental Protection Agency, Region 8 (Denver, CO)

Office: 303.312.6448
Cell: Ex. 6 Personal Privacy (PP)

Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Grantham, Nancy
Sent: Friday, June 23, 2017 3:08 PM
To: Regional Public Affairs Directors <Regional_Public_Affairs_Directors@epa.gov>
Subject: reminder to send me any protrac items that you have that may be "stuck" thanks ng

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
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Ex. 6 Personal Privacy (PP) **(mobile)**

Message

From: Millett, John [Millett.John@epa.gov]
Sent: 9/22/2017 1:51:27 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: Re: New One

Yes. The video is an animation of the pre-existing book, which is years old at this point. Video would not go public w/o going through product review. No one is trying to do that, but they just uploaded it to the internal YouTube before plugging it into the product review process.

There is no coloring book.

Sent from my iPhone

On Sep 22, 2017, at 9:39 AM, Grantham, Nancy <Grantham.Nancy@epa.gov> wrote:

<image001.gif>

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Ex. 6 Personal Privacy (PP) **(mobile)**

From: Slotkin, Ron
Sent: Friday, September 22, 2017 9:36 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: New One

Wildermann, Ellen <Wildermann.Ellen@epa.gov> was the one that sent it to us asking to have it posted.

Ron Slotkin
Director, Office of Multimedia (OM)
U.S. Environmental Protection Agency
Office of Public Affairs (OPA)

William Jefferson Clinton Federal Building, Room 6330 A-B North
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Washington DC 20460

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Also: looking for EPAtv on-demand or photos, multimedia or video guidance etc., go to
http://intranet.epa.gov/media

From: Grantham, Nancy
Sent: Friday, September 22, 2017 8:00 AM
To: Slotkin, Ron <slotkin.ron@epa.gov>
Subject: RE: New One

Thanks .. how did you come about this? thanks ng

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Ex. 6 Personal Privacy (PP) **(mobile)**

From: Slotkin, Ron
Sent: Wednesday, September 20, 2017 2:09 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: New One

https://youtu.be/PCArlSnJsOo

This one surprised us moments ago. Do you believe the 3rd floor would have issues with this? We are holding it. You mentioned this morning you were going to meet with Millet today—did he say anything about this? There are apparently coloring book companions as well.

Ron Slotkin
Director, Office of Multimedia (OM)
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Also: looking for EPAtv on-demand or photos, multimedia or video guidance etc., go to
http://intranet.epa.gov/media

Message

From: Millett, John [Millett.John@epa.gov]
Sent: 9/22/2017 12:08:39 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]
Subject: Re: New One -- can we discuss? thanks ng

You bet. This chameleonAQI stuff has been around for some time. But I'll find out about the video's vintage.

Sent from my iPhone

On Sep 22, 2017, at 7:59 AM, Grantham, Nancy <Grantham.Nancy@epa.gov> wrote:

<image001.gif>

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Ex. 6 Personal Privacy (PP) **(mobile)**

From: Slotkin, Ron
Sent: Wednesday, September 20, 2017 2:09 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: New One

https://youtu.be/PCArlSnJsOo

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Message

From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 9/22/2017 1:39:38 PM
To: Slotkin, Ron [slotkin.ron@epa.gov]
Subject: RE: New One

Thanks

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Ex. 6 Personal Privacy (PP) **(mobile)**

From: Slotkin, Ron
Sent: Friday, September 22, 2017 9:36 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: New One

OM is the gateway to public posting on EPA YouTube channel. While the regions and program office have their own channels on YouTube, they are not public, they are unlisted.

This is all based on the fact that nothing should reach the public that has not been reviewed.

Wildermann, Ellen <Wildermann.Ellen@epa.gov> was the one that sent it to us asking to have it posted.

We questioned why we never saw it in development or in PROTRAC.

Ron Slotkin
Director, Office of Multimedia (OM)
U.S. Environmental Protection Agency
Office of Public Affairs (OPA)

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From: Grantham, Nancy
Sent: Friday, September 22, 2017 8:00 AM
To: Slotkin, Ron <slotkin.ron@epa.gov>
Subject: RE: New One

Thanks .. how did you come about this? thanks ng

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
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From: Slotkin, Ron
Sent: Wednesday, September 20, 2017 2:09 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: New One

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From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 9/22/2017 1:39:58 PM
To: Millett, John [Millett.John@epa.gov]
Subject: FW: New One

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
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From: Slotkin, Ron
Sent: Friday, September 22, 2017 9:36 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: RE: New One

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Sent: Friday, September 22, 2017 8:00 AM
To: Slotkin, Ron <slotkin.ron@epa.gov>
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Message

From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 9/22/2017 11:59:38 AM
To: Millett, John [Millett.John@epa.gov]
Subject: FW: New One -- can we discuss? thanks ng

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From: Slotkin, Ron
Sent: Wednesday, September 20, 2017 2:09 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: New One

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Message

From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 9/20/2017 6:10:01 PM
To: Slotkin, Ron [slotkin.ron@epa.gov]
Subject: Re: New One

Will check

Sent from my iPhone

On Sep 20, 2017, at 2:08 PM, Slotkin, Ron <slotkin.ron@epa.gov> wrote:

<image001.gif>
https://youtu.be/PCArlSnJsOo

This one surprised us moments ago. Do you believe the 3rd floor would have issues with this? We are holding it. You mentioned this morning you were going to meet with Millet today—did he say anything about this? There are apparently coloring book companions as well.

Ron Slotkin
Director, Office of Multimedia (OM)
U.S. Environmental Protection Agency
Office of Public Affairs (OPA)

William Jefferson Clinton Federal Building, Room 6330 A-B North
1200 Pennsylvania Ave. NW Mail code 1701A
Washington DC 20460

You can also reach me by:
202.564.6854 desk
Ex. 6 Personal Privacy (PP) cell

FEDEX and UPS deliveries
use same address, change zip code > use 20004-2403 instead

For EPA staff: EPAtv s found at https://epatv.epa.gov (it only works with IE)
Also: looking for EPAtv on-demand or photos, multimedia or video guidance etc., go to
http://intranet.epa.gov/media

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 10/12/2017 7:51:09 PM
To: Scott-Forte, Londa [Scott-Forte.Londa@epa.gov]
Subject: RE: Issues converting a PowerPoint to a PDF

Uh, thank YOU!! I just requested Short Stack and Seguro Marker be added to my machine. I found fonts on dafont.com but you were correct that I don't have privileges to download them.

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Scott-Forte, Londa
Sent: Thursday, October 12, 2017 3:49 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: Re: Issues converting a PowerPoint to a PDF

Hi Emily,

Attached is the updated version of the PDF.

Thanks!

londa

LONDA SCOTT FORTE
Visual Information Specialist

U.S. EPA
Office of Multimedia
Office of Public Affairs
6318 William Jefferson Clinton Building North (WJC Bldg North)

Washington, DC 20460
202.564.1504 (office phone)

intranet.epa.gov/media

From: Selia, Emily
Sent: Thursday, October 12, 2017 3:37:28 PM
To: Scott-Forte, Londa
Subject: RE: Issues converting a PowerPoint to a PDF

HI,

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londa

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Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 10/12/2017 6:58:25 PM
To: Scott-Forte, Londa [Scott-Forte.Londa@epa.gov]
Subject: RE: Issues converting a PowerPoint to a PDF

Thank you! I'm excited to be learning some of these basics.

Emily Selia, MPH
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selia.emily@epa.gov

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 10/12/2017 6:50:38 PM
To: Scott-Forte, Londa [Scott-Forte.Londa@epa.gov]
Subject: RE: Issues converting a PowerPoint to a PDF

Oh, and if you have time to explain, how did you know what fonts to download and from where did you get them? Thanks!

Emily Selia, MPH
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From: Selia, Emily
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To: Scott-Forte, Londa <Scott-Forte.Londa@epa.gov>
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intranet.epa.gov/media

From: Selia, Emily
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selia.emily@epa.gov

Message

From: Scott-Forte, Londa [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=ADBE1209EFDF4A5581B69F325D65C339-LSFORTE]
Sent: 10/23/2017 5:59:19 PM
To: Selia, Emily [Selia.Emily@epa.gov]
Subject: Re: Issues converting a PowerPoint to a PDF

Ex. 6 Personal Privacy (PP)

☺

-londa

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Visual Information Specialist

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intranet.epa.gov/media

From: Selia, Emily
Sent: Monday, October 23, 2017 1:54:29 PM
To: Scott-Forte, Londa
Subject: RE: Issues converting a PowerPoint to a PDF

Ex. 6 Personal Privacy (PP)

Thank you for the updated PDF. The team is so excited to have this done! Thanks again for your patient help!

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From: Scott-Forte, Londa
Sent: Monday, October 23, 2017 1:39 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: Re: Issues converting a PowerPoint to a PDF

Hi Emily!

I hope your weekend was wonderful! Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Attached is the updated version with the publication number on the back page. Please let me know of any changes/corrections.

Thanks!
Ionda

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From: Selia, Emily
Sent: Monday, October 23, 2017 1:22:31 PM
To: Scott-Forte, Londa
Subject: RE: Issues converting a PowerPoint to a PDF

HI Londa,

Hope you had a good weekend. We got a publication number now for the coloring book (yay!). Could you please add it to the PDF? I don't want to risk distorting it with my computer's settings.

The number for this item is 171K17001.

Thank you so much.

Emily Selia, MPH
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To: Blackman, Belinda [Blackman.Belinda@epa.gov]
CC: Ryan, Jini [Ryan.Jini@epa.gov]
Subject: RE: [PROTRAC] Task Overdue - OPA Approval Required - What does EPA do? An activity and coloring book for kids

Good morning,

Yes, but we are sorting out financials with our contractor. Your note mentioned there might be other changes; it would probably be easier for us to do all changes at once. Any others?

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Blackman, Belinda
Sent: Wednesday, October 11, 2017 8:47 AM
To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Ryan, Jini <Ryan.Jini@epa.gov>
Subject: FW: [PROTRAC] Task Overdue - OPA Approval Required - What does EPA do? An activity and coloring book for kids

Good morning Emily, we just received a reminder regarding the draft activity/coloring book. Are you working on making the changes? See note below. Thank you.

From: Blackman, Belinda
Sent: Friday, October 6, 2017 9:01 AM
To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Slotkin, Ron <slotkin.ron@epa.gov>
Subject: Fw: [PROTRAC] OPA Approval Required - What does EPA do? An activity and coloring book for kids

Ex. 5 Deliberative Process (DP)

From: PROTRAC <no-reply@sharepointonline.com>
Sent: Friday, October 6, 2017 8:37 AM
To: Blackman, Belinda; Ryan, Jini; Slotkin, Ron
Subject: [PROTRAC] OPA Approval Required - What does EPA do? An activity and coloring book for kids

What does EPA do? An activity and coloring book for kids

ASSIGNED TO	PROTRAC Print Products Review
DUE DATE	10/11/2017 8:36:17 AM
DESCRIPTION	The draft, What does EPA do? An activity and coloring book for kids has been submitted for OPA approval by Brennan, Thomas. Comments: I approve this item. Please perform your review of the concept and any attached content. When complete, open the current task (found beneath the concept details) and click "Approve" or "Request Clarification."

From: PROTRAC [mailto:no-reply@sharepointonline.com]
Sent: Wednesday, October 11, 2017 8:36 AM
To: Blackman, Belinda <Blackman.Belinda@epa.gov>; Ryan, Jini <Ryan.Jini@epa.gov>; Slotkin, Ron <slotkin.ron@epa.gov>
Subject: [PROTRAC] Task Overdue - OPA Approval Required - What does EPA do? An activity and coloring book for kids

You have an overdue task.

What does EPA do? An activity and coloring book for kids

ASSIGNED TO	PROTRAC Print Products Review
DUE DATE	10/11/2017 8:36:17 AM
DESCRIPTION	The draft, What does EPA do? An activity and coloring book for kids has been submitted for OPA approval by Brennan, Thomas. Comments: I approve this item. Please perform your review of the concept and any attached content. When complete, open the current task (found beneath the concept details) and click "Approve" or "Request Clarification."

Message

From: Ryan, Jini [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=8A7D72970F6346BA96D0F47F939DCE86-RYAN, JINI]
Sent: 7/12/2017 5:29:00 PM
To: Hull, George [Hull.George@epa.gov]
Subject: PROTRAC projects

CONCEPTS

1. What does EPA do? An activity and coloring book for kids – OEE (and R9)
2. EJ 101 training video – OECA
3. Energy Star lighting video – OAR

DRAFT

1. SmartWay Shipper Introduction video – OAR
2. Importance of Earthquake Resilience for Water and Wastewater Utilities video – OW
3. Superfund redevelopment infographics – OLEM
4. Information about OUST – OLEM
5. 2016 Superfund Highlights Report – R6

SCRIPT

1. EPA Facilitation and Mediation Services training video for internal use – OGC
2. Office of Environmental Measurement and Evaluation video – R1
3. Wood Smoke and your heart (project on hold due to funding) – OAR
4. Eagle Rock Lake restoration and Greenovations award video – R6
5. RE-Powering America's Land video – OLEM
6. Stormwater BMPs video – R1
7. Blue Carbon video – R1
8. EJ academy recruitment and informational video – R4

****

Ms. Jini Ryan
Executive Video Producer
Office of Multimedia (OM)
U.S. Environmental Protection Agency

202-564-0175 (Office)
703-589-6035 (Cell)
ryan.jini@epa.gov (Email)

Address:
1200 Pennsylvania Ave., NW
WJC-North, Room 6330H, MC 1701A
Washington, DC 20460

****

Office of Multimedia intranet site

http://intranet.epa.gov/media/

****

Message

From: PROTRAC [no-reply@sharepointonline.com]
Sent: 4/20/2017 4:22:21 PM
To: Selia, Emily [Selia.Emily@epa.gov]
CC: Brennan, Thomas [Brennan.Thomas@epa.gov]; Dew, Wendy [Dew.Wendy@epa.gov]; Mutter, Andrew [mutter.andrew@epa.gov]; Scott, Karen [Scott.Karen@epa.gov]
Subject: [PROTRAC] New Concept - What does EPA do? An activity and coloring book for kids

The project - What does EPA do? An activity and coloring book for kids - has been approved by your office's PRO and submitted to your office's Communications Director/PAD.

Link:

Ex. 6 Personal Privacy (PP)

Message

From: PROTRAC [no-reply@sharepointonline.com]
Sent: 4/20/2017 4:21:12 PM
To: Selia, Emily [Selia.Emily@epa.gov]
CC: Brennan, Thomas [Brennan.Thomas@epa.gov]; Dew, Wendy [Dew.Wendy@epa.gov]; Mutter, Andrew [mutter.andrew@epa.gov]; Scott, Karen [Scott.Karen@epa.gov]
Subject: [PROTRAC] New Concept - What does EPA do? An activity and coloring book for kids

The project - What does EPA do? An activity and coloring book for kids - has been submitted to your office's Product Review Officer(s). Please contact your PRO for more information. You can find a list of PROs here.

Link:

Ex. 6 Personal Privacy (PP)

Message

From: Dew, Wendy [Dew.Wendy@epa.gov]
Sent: 10/23/2017 7:58:12 PM
To: Selia, Emily [Selia.Emily@epa.gov]
CC: Brennan, Thomas [Brennan.Thomas@epa.gov]
Subject: RE: Congrats!

Awwwwww :}

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Monday, October 23, 2017 1:46 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Brennan, Thomas <Brennan.Thomas@epa.gov>
Subject: Congrats!

HI Wendy,

I didn't want to be to effusive in the general email, in case it's forwarded far and wide, but wanted to say a big CONGRATS! On the activity book. You've worked long and hard to keep that going, including moving me and others in OEE along our slow and steady track. I hope this is a good start to the new week.

Thank you for working so hard to get more EE materials out!

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 4/20/2017 4:23:35 PM
To: Brennan, Thomas [Brennan.Thomas@epa.gov]
Subject: Protrac entry for your approval

HI Tom,

The Protrac entry for the coloring book developed by Wendy and reviewed by Karen has been entered. It is now awaiting your approval as "communications director" in Protrac. Please let me know if you'd like guidance on how to comment and approve.

Thanks!

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Message

From: PROTRAC [no-reply@sharepointonline.com]
Sent: 4/20/2017 4:22:45 PM
To: Brennan, Thomas [Brennan.Thomas@epa.gov]
Subject: [PROTRAC] Comm/PAD Approval Required - What does EPA do? An activity and coloring book for kids

What does EPA do? An activity and coloring book for kids

ASSIGNED TO	PROTRAC AO-EE Comm
DUE DATE	4/25/2017 12:00:00 AM
DESCRIPTION	The project - What does EPA do? An activity and coloring book for kids - has been approved by the PRO (Selia, Emily). Comments: OEE staff reviewed this concept and approve it. Please perform your review of the concept and any attached content. When complete, open the current task (found beneath the concept details) and click "Approve" or "Request Clarification."

Message

From: Dew, Wendy [Dew.Wendy@epa.gov]
Sent: 9/11/2017 3:22:52 PM
To: Selia, Emily [Selia.Emily@epa.gov]; Brennan, Thomas [Brennan.Thomas@epa.gov]
Subject: RE: I know you are recovering :} Have you had a chance to look at the coloring book? Thx!

Okay, I would like to submit the draft to PR this week if possible.

Thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Monday, September 11, 2017 7:37 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>
Subject: RE: I know you are recovering :} Have you had a chance to look at the coloring book? Thx!

HI Wendy,

I'm back into the office today and will look into things. I had a bad run of illness for me and the kiddo. It's good to be back and (mostly) healthy! I'll be in touch.

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Dew, Wendy
Sent: Wednesday, September 06, 2017 12:53 PM
To: Brennan, Thomas <Brennan.Thomas@epa.gov>; Selia, Emily <Selia.Emily@epa.gov>
Subject: I know you are recovering :} Have you had a chance to look at the coloring book? Thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency

Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
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dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

Message

From: PROTRAC [no-reply@sharepointonline.com]
Sent: 10/18/2017 12:46:29 PM
To: Selia, Emily [Selia.Emily@epa.gov]; Selia, Emily [Selia.Emily@epa.gov]; Brennan, Thomas [Brennan.Thomas@epa.gov]
CC: Brennan, Thomas [Brennan.Thomas@epa.gov]; Dew, Wendy [Dew.Wendy@epa.gov]; Mutter, Andrew [mutter.andrew@epa.gov]; Scott, Karen [Scott.Karen@epa.gov]
Subject: [PROTRAC] Draft Approved by PRO - What does EPA do? An activity and coloring book for kids

The draft for What does EPA do? An activity and coloring book for kids has been approved by OPA and is awaiting final approval.

Link:

Ex. 6 Personal Privacy (PP)

Message

From: PROTRAC [no-reply@sharepointonline.com]
Sent: 10/6/2017 12:37:17 PM
To: Selia, Emily [Selia.Emily@epa.gov]; Selia, Emily [Selia.Emily@epa.gov]; Brennan, Thomas [Brennan.Thomas@epa.gov]
CC: Brennan, Thomas [Brennan.Thomas@epa.gov]; Dew, Wendy [Dew.Wendy@epa.gov]; Mutter, Andrew [mutter.andrew@epa.gov]; Scott, Karen [Scott.Karen@epa.gov]
Subject: [PROTRAC] Draft Approved by Comm/PAD - What does EPA do? An activity and coloring book for kids

The draft for What does EPA do? An activity and coloring book for kids has been approved by the submitter's Comm/PAD and has been forwarded to OPA for approval.

Link:

Ex. 6 Personal Privacy (PP)

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 6/12/2017 3:23:27 PM
To: Brennan, Thomas [Brennan.Thomas@epa.gov]
Subject: Region 8 coloring book status with Office of Multimedia

HI Tom,

FYI, I spoke to Ron and Jini in OM again about the Region 8 coloring book concept last week. They agreed with the concept (once they understood that it is not a fully developed product yet) and agreed to present the concept to OPA management. It is therefore in Protrac at the concept stage, awaiting OPA approval. If approved, OM, Region 8, and our office would move forward with developing a better draft.

Could you please monitor this in your manager meetings?

It's not top priority for OPA approval considering the grants and awards, but Andrew Mutter (R8 PAD) and Wendy would like to know if and when Ron discusses it with OPA over the next few days.

Thanks!

Emily

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 6/7/2017 5:10:07 PM
To: Brennan, Thomas [Brennan.Thomas@epa.gov]
Subject: RE: Permanently switching schedule

Yes, Regions are catching up on their materials for tomorrow. Had good conversation with Ron and Jini in OM about the activity book and am now in the loop on all the publications calls (since I'm our Product Review Officer). Can fill you in tomorrow. Now on a national conference call now about the future of EPA publications.

I also submitted a leave slip for a professional development chance this afternoon (school garden project).

From: Brennan, Thomas
Sent: Wednesday, June 07, 2017 1:07 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: Re: Permanently switching schedule

Ok. Everything going well today? Seems so on e-mails.

Sent from my iPhone

On Jun 7, 2017, at 12:38 PM, Selia, Emily <Selia.Emily@epa.gov> wrote:

> HI Tom,
>
> I would like to permanently switch my schedule to the 8 hours, flexible arrival time. I will gather the paperwork to adjust my telework and regular schedule.
>
> Thank you for your flexibility,
>
> Emily
>
> Emily Selia, MPH
> Communications and Outreach
> Office of Environmental Education
> U. S. Environmental Protection Agency
> 1200 Pennsylvania Avenue, N.W.
> Washington, D. C. 20460
> (202) 564-2776
> selia.emily@epa.gov

Message

From: PROTRAC [no-reply@sharepointonline.com]
Sent: 10/3/2017 7:44:56 PM
To: Selia, Emily [Selia.Emily@epa.gov]
CC: Brennan, Thomas [Brennan.Thomas@epa.gov]; Dew, Wendy [Dew.Wendy@epa.gov]; Mutter, Andrew [mutter.andrew@epa.gov]; Scott, Karen [Scott.Karen@epa.gov]
Subject: [PROTRAC] Draft Submited to Comm/PAD - What does EPA do? An activity and coloring book for kids

The draft for What does EPA do? An activity and coloring book for kids has been approved by your office's PRO and submitted to your organizations Communications Director/PAD.

Link:

Ex. 6 Personal Privacy (PP)

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 4/10/2017 4:41:59 PM
To: Brennan, Thomas [Brennan.Thomas@epa.gov]
Subject: RE: Putting a coloring book into Protrac

Ok, great, then Wendy and I will work to put it in from HQ. Thanks!

From: Brennan, Thomas
Sent: Monday, April 10, 2017 12:41 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: Putting a coloring book into Protrac

I hope they would be supportive. Give aways are under fire right now, but it is understood that OEE can develop EE materials. So if we explain I think we got a good shot.

From: Selia, Emily
Sent: Monday, April 10, 2017 12:24 PM
To: Brennan, Thomas <Brennan.Thomas@epa.gov>
Subject: Putting a coloring book into Protrac

HI Tom,

Wendy Dew would like to move forward on putting a coloring book into Protrac. She has talked to other offices with successful and unsuccessful coloring book proposals, so she's prepared. Javier, Wendy and I are finishing up the quote from Tetratech, but we have the funds for it.

The question for you: Do you think approvers in OM and OPA would be more receptive to a proposal in Protrac from OEE or from Region 8 (with our support noted)? I'm around via phone if you want to talk.

Thanks,

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 4/10/2017 4:26:21 PM
To: Brennan, Thomas [Brennan.Thomas@epa.gov]
Subject: RE: Putting a coloring book into Protrac

Addendum: Wendy has full support of her public affairs office for this.

From: Selia, Emily
Sent: Monday, April 10, 2017 12:24 PM
To: Brennan, Thomas <Brennan.Thomas@epa.gov>
Subject: Putting a coloring book into Protrac

HI Tom,

Wendy Dew would like to move forward on putting a coloring book into Protrac. She has talked to other offices with successful and unsuccessful coloring book proposals, so she's prepared. Javier, Wendy and I are finishing up the quote from Tetratech, but we have the funds for it.

The question for you: Do you think approvers in OM and OPA would be more receptive to a proposal in Protrac from OEE or from Region 8 (with our support noted)? I'm around via phone if you want to talk.

Thanks,

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Message

From: Mutter, Andrew [mutter.andrew@epa.gov]
Sent: 5/8/2017 11:05:33 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]; Slotkin, Ron [slotkin.ron@epa.gov]
CC: Brennan, Thomas [Brennan.Thomas@epa.gov]; Selia, Emily [Selia.Emily@epa.gov]
Subject: RE: Current draft of coloring book

Thx Wendy

Best regards,

Andrew

Andrew Mutter

Director, Office of Communication and Public Involvement
U.S. Environmental Protection Agency, Region 8 (Denver, CO)

Office: 303.312.6448
Cell: Ex. 6 Personal Privacy (PP)

Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Dew, Wendy
Sent: Monday, May 08, 2017 4:33 PM
To: Slotkin, Ron <slotkin.ron@epa.gov>
Cc: Mutter, Andrew <mutter.andrew@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>; Selia, Emily <Selia.Emily@epa.gov>
Subject: FW: Current draft of coloring book

Current "concept piece" of coloring book.

Thanks

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Monday, May 8, 2017 2:20 PM

To: Dew, Wendy <Dew.Wendy@epa.gov>
Subject: Current draft of coloring book

HI Wendy,

Ron would like us to email him the coloring book. Would you email him with the most recent version, and cc me, to make sure it's the most up to date version?

Thanks!

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 5/3/2017 5:38:35 PM
To: Brennan, Thomas [Brennan.Thomas@epa.gov]
Subject: RE: [PROTRAC] Task Overdue - Comm/PAD Approval Required - What does EPA do? An activity and coloring book for kids

Great! Thanks!

From: Brennan, Thomas
Sent: Wednesday, May 03, 2017 12:32 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: [PROTRAC] Task Overdue - Comm/PAD Approval Required - What does EPA do? An activity and coloring book for kids

Thanks for the reminder! I just did it.

From: Selia, Emily
Sent: Wednesday, May 03, 2017 12:18 PM
To: Brennan, Thomas <Brennan.Thomas@epa.gov>
Subject: RE: [PROTRAC] Task Overdue - Comm/PAD Approval Required - What does EPA do? An activity and coloring book for kids

HI Tom,

Wendy asked again if you've approved. On your screen, I believe you need to click where it says, "Comm/PAD Approval Required - What does EPA do? An activity and coloring book for kids" at the bottom. We can look at it virtually after the meeting today.

Thanks!

From: Selia, Emily
Sent: Wednesday, April 26, 2017 5:29 PM
To: Brennan, Thomas <Brennan.Thomas@epa.gov>
Subject: Re: [PROTRAC] Task Overdue - Comm/PAD Approval Required - What does EPA do? An activity and coloring book for kids

Hi

Working from my iPhone here, but if it still says communication director approval needed, that's actually you in this instance. I'm the product review officer for our office but someone else has to be the "comms director" in the system. If it's not clear, I can look at it with you tomorrow at the computer.

Sent from my iPhone

On Apr 26, 2017, at 2:10 PM, Brennan, Thomas <Brennan.Thomas@epa.gov> wrote:

> Hi Emily,
> I don't think I need to approve anything correct? I went into the system and it seems like a PAD approval is next. If I am mistaken and need to approve, please let me know.

Thanks,

Tom

From: PROTRAC [mailto:no-reply@sharepointonline.com]
Sent: Tuesday, April 25, 2017 12:00 AM
To: Brennan, Thomas <Brennan.Thomas@epa.gov>
Subject: [PROTRAC] Task Overdue - Comm/PAD Approval Required - What does EPA do? An activity and coloring book for kids

You have an overdue task.

What does EPA do? An activity and coloring book for kids

ASSIGNED TO	PROTRAC AO-EE Comm
DUE DATE	4/25/2017 12:00:00 AM
DESCRIPTION	The project - What does EPA do? An activity and coloring book for kids - has been approved by the PRO (Selia, Emily). Comments: OEE staff reviewed this concept and approve it. Please perform your review of the concept and any attached content. When complete, open the current task (found beneath the concept details) and click "Approve" or "Request Clarification."

Message

From: PROTRAC [no-reply@sharepointonline.com]
Sent: 5/3/2017 4:32:00 PM
To: Selia, Emily [Selia.Emily@epa.gov]; Selia, Emily [Selia.Emily@epa.gov]; Brennan, Thomas [Brennan.Thomas@epa.gov]
CC: Brennan, Thomas [Brennan.Thomas@epa.gov]; Dew, Wendy [Dew.Wendy@epa.gov]; Mutter, Andrew [mutter.andrew@epa.gov]; Scott, Karen [Scott.Karen@epa.gov]
Subject: [PROTRAC] Concept Approved by PRO - What does EPA do? An activity and coloring book for kids

The concept - What does EPA do? An activity and coloring book for kids - has been approved by the submitter's Comm/PAD and forwarded to OPA for approval.

Link:

Ex. 6 Personal Privacy (PP)

Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 7/18/2017 7:58:50 PM
To: Brennan, Thomas [Brennan.Thomas@epa.gov]
Subject: RE: [PROTRAC] Concept Approved by OPA - What does EPA do? An activity and coloring book for kids

Great! I passed the news onto Wendy and Javier

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Brennan, Thomas
Sent: Tuesday, July 18, 2017 3:49 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: Fwd: [PROTRAC] Concept Approved by OPA - What does EPA do? An activity and coloring book for kids

FYI

Sent from my iPhone

Begin forwarded message:

> **From:** PROTRAC <no-reply@sharepointonline.com>
> **Date:** July 18, 2017 at 3:34:46 PM EDT
> **To:** "Brennan, Thomas" <Brennan.Thomas@epa.gov>, "Dew, Wendy" <Dew.Wendy@epa.gov>, "Mutter, Andrew" <mutter.andrew@epa.gov>, "Scott, Karen" <Scott.Karen@epa.gov>
> **Subject: [PROTRAC] Concept Approved by OPA - What does EPA do? An activity and coloring book for kids**
> **Reply-To:** <no-reply@sharepointonline.com>
>
> The concept for What does EPA do? An activity and coloring book for kids has been approved by OPA, and the project is now in draft status.
>
> Link:
>
> **Ex. 6 Personal Privacy (PP)**

Message

From: Dew, Wendy [Dew.Wendy@epa.gov]
Sent: 7/14/2017 10:05:09 PM
To: Mutter, Andrew [mutter.andrew@epa.gov]; Brennan, Thomas [Brennan.Thomas@epa.gov]
Subject: RE: Current draft of coloring book

No word.

Thx

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Mutter, Andrew
Sent: Friday, July 14, 2017 3:47 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>
Subject: RE: Current draft of coloring book

Wendy,

Any word from OM on this?

Best regards,

Andrew

Andrew Mutter

Director, Office of Communication and Public Involvement
U.S. Environmental Protection Agency, Region 8 (Denver, CO)

Office: 303.312.6448
Cell: Ex. 6 Personal Privacy (PP)

Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Wednesday, June 07, 2017 9:06 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Slotkin, Ron <slotkin.ron@epa.gov>

Cc: Brennan, Thomas <Brennan.Thomas@epa.gov>; Mutter, Andrew <mutter.andrew@epa.gov>
Subject: RE: Current draft of coloring book

HI Ron,

Before the meetings today about publications, can we get an update on this? Any response to the draft piece we emailed?

Thanks.

Emily

From: Selia, Emily
Sent: Monday, June 05, 2017 11:35 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Slotkin, Ron <slotkin.ron@epa.gov>
Cc: Brennan, Thomas <Brennan.Thomas@epa.gov>; Mutter, Andrew <mutter.andrew@epa.gov>
Subject: RE: Current draft of coloring book

Morning Wendy,

Morning Ron,

Per the earlier emails, Ron I'm waiting on your indication to move it forward in Protrac, now that you have the draft file.

Thanks,

Emily

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Dew, Wendy
Sent: Monday, June 05, 2017 11:26 AM
To: Selia, Emily <Selia.Emily@epa.gov>; Slotkin, Ron <slotkin.ron@epa.gov>
Cc: Brennan, Thomas <Brennan.Thomas@epa.gov>; Mutter, Andrew <mutter.andrew@epa.gov>
Subject: RE: Current draft of coloring book

Hello,

Checking in on this? Do we have the concept approval?

Thanks!

Wendy Dew
Outreach and Education Coordinator

U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129
dew.wendy@epa.gov
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Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Tuesday, May 30, 2017 9:48 AM
To: Slotkin, Ron <slotkin.ron@epa.gov>
Cc: Brennan, Thomas <Brennan.Thomas@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>
Subject: RE: Current draft of coloring book

Morning Ron,

Wendy and I are still waiting on response from your team, regarding the email below. I haven't moved the concept forward again in Protrac yet or seen any specific requests for changes to the concept, since you asked us to email you the current draft.

Do you have changes to the concept before I move it forward again? What would you like the next step to be?

Thanks,

Emily

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1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Dew, Wendy
Sent: Monday, May 08, 2017 6:33 PM
To: Slotkin, Ron <slotkin.ron@epa.gov>
Cc: Mutter, Andrew <mutter.andrew@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>; Selia, Emily <Selia.Emily@epa.gov>
Subject: FW: Current draft of coloring book

Current "concept piece" of coloring book.

Thanks

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
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Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Monday, May 8, 2017 2:20 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Subject: Current draft of coloring book

HI Wendy,

Ron would like us to email him the coloring book. Would you email him with the most recent version, and cc me, to make sure it's the most up to date version?

Thanks!

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selia.emily@epa.gov

Message

From: PROTRAC [no-reply@sharepointonline.com]
Sent: 5/2/2017 4:00:23 AM
To: Brennan, Thomas [Brennan.Thomas@epa.gov]
Subject: [PROTRAC] Task Overdue - Comm/PAD Approval Required - What does EPA do? An activity and coloring book for kids

You have an overdue task.

What does EPA do? An activity and coloring book for kids

ASSIGNED TO	PROTRAC AO-EE Comm
DUE DATE	4/25/2017 12:00:00 AM
DESCRIPTION	The project - What does EPA do? An activity and coloring book for kids - has been approved by the PRO (Selia, Emily). Comments: OEE staff reviewed this concept and approve it. Please perform your review of the concept and any attached content. When complete, open the current task (found beneath the concept details) and click "Approve" or "Request Clarification."

Message

From: Brennan, Thomas [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=78CAA4C8D91743C887C1BB5DC8CDB369-THOMAS BRENNAN]
Sent: 10/6/2017 12:36:53 PM
To: Selia, Emily [Selia.Emily@epa.gov]
Subject: RE: [PROTRAC] Comm/PAD Approval Required - What does EPA do? An activity and coloring book for kids

Check that last e-mail, I figured out how to do it and approved it.

From: PROTRAC [mailto:no-reply@sharepointonline.com]
Sent: Tuesday, October 03, 2017 3:46 PM
To: Brennan, Thomas <Brennan.Thomas@epa.gov>
Subject: [PROTRAC] Comm/PAD Approval Required - What does EPA do? An activity and coloring book for kids

What does EPA do? An activity and coloring book for kids

ASSIGNED TO	PROTRAC AO-EE Comm
DUE DATE	10/8/2017 12:00:00 AM
DESCRIPTION	The draft for What does EPA do? An activity and coloring book for kids has been approved by the PRO (Selia, Emily). Comments: Approved. Please perform your review of the concept and any attached content. When complete, open the current task (found beneath the concept details) and click "Approve" or "Request Clarification."

Message

From: Brennan, Thomas [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=78CAA4C8D91743C887C1BB5DC8CDB369-THOMAS BRENNAN]
Sent: 10/6/2017 12:35:13 PM
To: Selia, Emily [Selia.Emily@epa.gov]
Subject: FW: [PPROTRAC] Draft Submitted to PRO - What does EPA do? An activity and coloring book for kids

Looks like there is nothing for me to approve and the book is in the system.

From: PROTRAC [mailto:no-reply@sharepointonline.com]
Sent: Tuesday, October 03, 2017 3:44 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Brennan, Thomas <Brennan.Thomas@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>; Mutter, Andrew <mutter.andrew@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
Subject: [PPROTRAC] Draft Submitted to PRO - What does EPA do? An activity and coloring book for kids

The project, What does EPA do? An activity and coloring book for kids has been submitted to PRO as a Draft by Selia, Emily.

Link:

Ex. 6 Personal Privacy (PP)

Appointment

From: Selia, Emily [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F9DC206861D94791829304FB862CB3EC-SELIA, EMILY]
Sent: 6/7/2017 6:13:12 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]

Subject: Accepted: Draft Coloring Book
Location: You guys can call me Ex. 6 Personal Privacy (PP)

Start: 6/12/2017 3:00:00 PM
End: 6/12/2017 4:00:00 PM
Show Time As: Busy

Appointment

From: Selia, Emily [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F9DC206861D94791829304FB862CB3EC-SELIA, EMILY]
Sent: 3/8/2017 6:24:27 PM
To: Selia, Emily [Selia.Emily@epa.gov]; Dew, Wendy [Dew.Wendy@epa.gov]; Scott, Karen [Scott.Karen@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]; Fenton, Kathleen [Fenton.Kathleen@epa.gov]; Gavin, Megan [gavin.megan@epa.gov]; Whittington, Paula [Whittington.Paula@epa.gov]
BCC: WJC North 1433 [WJC_North_1433@epa.gov]

Subject: EE Communications group meeting
Attachments: Coloring Book Proposal. 8.31.16.docx
Location: WJC North 1433

Start: 3/28/2017 5:00:00 PM
End: 3/28/2017 6:00:00 PM
Show Time As: Busy

HI all,

Ideas for discussion today:

Ex. 5 Deliberative Process (DP)

Ex. 6 Personal Privacy (PP)

Conference code: Ex. 6 Personal Privacy (PP)

Message

From: Dew, Wendy [Dew.Wendy@epa.gov]
Sent: 9/25/2017 6:06:47 PM
To: Selia, Emily [Selia.Emily@epa.gov]; Araujo, Javier [Araujo.Javier@epa.gov]
Subject: RE: any update on the activity book? is it in PR now? thx!

Okay, I thought Karen sent the edits to TetraTech directly?? Javier?

Thx!

Wendy Dew
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Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Monday, September 25, 2017 12:04 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: any update on the activity book? is it in PR now? thx!

HI all,

I've been waiting for the notice from either of you or Karen that Tetratech has finished the updates (per my email on 9/13). Is the final version from them ready?

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From: Dew, Wendy
Sent: Monday, September 25, 2017 1:54 PM
To: Selia, Emily <Selia.Emily@epa.gov>; Araujo, Javier <Araujo.Javier@epa.gov>
Subject: any update on the activity book? is it in PR now? thx!

Wendy Dew
Outreach and Education Coordinator

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Message

From: Anley-Mills, Melissa [Anley-Mills.Melissa@epa.gov]
Sent: 3/8/2017 5:16:52 PM
To: Selia, Emily [Selia.Emily@epa.gov]
Subject: RE: Meeting

Ex. 5 Deliberative Process (DP)

From: Selia, Emily
Sent: Wednesday, March 08, 2017 11:51 AM
To: Anley-Mills, Melissa <Anley-Mills.Melissa@epa.gov>
Subject: RE: Meeting

To clarify- I'm referring to the one you proposed this fall. Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

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From: Selia, Emily
Sent: Wednesday, March 08, 2017 11:48 AM
To: Anley-Mills, Melissa <Anley-Mills.Melissa@epa.gov>
Subject: RE: Meeting

Oh and I definitely want to chat about the coloring book. Great idea! I'm going to approve the concept. Our EE Coordinators want to do a bunch (and have simple drafts) but we are trying to figure out the best way to get quality drawings and print them. How are you sourcing the graphics?

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From: Anley-Mills, Melissa
Sent: Wednesday, March 08, 2017 11:18 AM

To: Selia, Emily <Selia.Emily@epa.gov>
Subject: Meeting

Hi Emily, I just deleted another meeting request (it was for a weekly walk as part of that Step up challenge thing, so not important). So on the 14th, I'm totally free to catch up over lunch if you prefer to go at 11:30 or noon!

Melis

Message

From: Anley-Mills, Melissa [Anley-Mills.Melissa@epa.gov]
Sent: 3/28/2017 6:31:16 PM
To: Selia, Emily [Selia.Emily@epa.gov]
Subject: RE: Can I show a few people working on a coloring book your proposal?

Interesting that Region 10 and RTP got a book approved....

From: Selia, Emily
Sent: Tuesday, March 28, 2017 2:21 PM
To: Anley-Mills, Melissa <Anley-Mills.Melissa@epa.gov>
Subject: RE: Can I show a few people working on a coloring book your proposal?

I'm actually going to just introduce you via email to the author. She'd like to talk with you, as you can probably find some similar ground on the challenges of getting these approved. She's the PRO and EE Coordinator for Region 8, Wendy Dew.

Also, Region 10 and RTP just got a coloring book approved! Wendy is going to try to get a copy of their proposal.

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From: Anley-Mills, Melissa
Sent: Tuesday, March 28, 2017 1:02 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: Re: Can I show a few people working on a coloring book your proposal?

Sure, why not!
If you make any headway, let me know. I might try again with a different topic.
LOL.

From: Selia, Emily
Sent: Tuesday, March 28, 2017 12:57:27 PM
To: Anley-Mills, Melissa
Subject: Can I show a few people working on a coloring book your proposal?

HI,

Hope you're feeling a bit better. Could I please show a few people your proposal for the coloring book? They are working on another one and I think yours is well written.

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Message

From: PROTRAC [no-reply@sharepointonline.com]
Sent: 4/20/2017 4:21:52 PM
To: Selia, Emily [Selia.Emily@epa.gov]
Subject: [PROTRAC] PRO Approval Required - What does EPA do? An activity and coloring book for kids

What does EPA do? An activity and coloring book for kids

ASSIGNED TO	PROTRAC AO-EE PROs
DUE DATE	4/25/2017 12:20:46 PM
DESCRIPTION	The project - What does EPA do? An activity and coloring book for kids - has been submitted to you for review/approval. Please perform your review of the concept and any attached content. When complete, open the current task (found beneath the concept details) and click "Approve" or "Request Clarification."

Message

From: Dew, Wendy [Dew.Wendy@epa.gov]
Sent: 4/11/2017 9:34:25 PM
To: Selia, Emily [Selia.Emily@epa.gov]
Subject: RE: Coloring book proposal

I have a draft of the form we use to submit concepts you can pull from. Tired…will finish it up tomorrow and send over.

Thanks!

Wendy Dew
Outreach and Education Coordinator
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Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Monday, April 10, 2017 10:45 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: RE: Coloring book proposal

I love when managers respond quickly! Tom said though giveaways are under fire right now, it's understood that OEE should be able to do more. So we have a good shot putting it through straight from here.

Wendy- do you have a concept already done? Or did I misunderstand and you want it straight from Region 8 and just want our sign off? I'm happy to sign off.

From: Selia, Emily
Sent: Monday, April 10, 2017 12:28 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Cc: Araujo, Javier <Araujo.Javier@epa.gov>
Subject: Coloring book proposal

HI Wendy,

Cc'ing Javier to keep him in the loop since he's working on this too.

Per your voicemail Wendy, you were asking if we could go ahead and put the concept into Protrac here in DC. I've just written to Tom, explaining that you've done your homework talking to other offices with successful and unsuccessful proposals and have the support of your public affairs office to move forward. I've asked him if he thinks it would be best to submit from Region 8 or from OEE, depending on which way the winds are blowing at managers' meetings these days.

I'll get back to you both ASAP with his response.

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selia.emily@epa.gov

Message

From: PROTRAC [no-reply@sharepointonline.com]
Sent: 5/8/2017 8:14:03 PM
To: Selia, Emily [Selia.Emily@epa.gov]
Subject: [PROTRAC] Changes Requested - What does EPA do? An activity and coloring book for kids

What does EPA do? An activity and coloring book for kids

ASSIGNED TO Selia, Emily

DUE DATE 5/13/2017 4:13:48 PM

DESCRIPTION Changes were requested for the concept, What does EPA do? An activity and coloring book for kids, by Slotkin, Ron.

Comments:

Em,
Please send an email with the draft coloring book.

Please make your changes and resubmit by completing this task.

Message

From: PROTRAC [no-reply@sharepointonline.com]
Sent: 5/20/2017 8:13:58 PM
To: Selia, Emily [Selia.Emily@epa.gov]
Subject: [PROTRAC] Task Overdue - Changes Requested - What does EPA do? An activity and coloring book for kids

You have an overdue task.

What does EPA do? An activity and coloring book for kids

ASSIGNED TO	Selia, Emily
DUE DATE	5/13/2017 4:13:48 PM
DESCRIPTION	Changes were requested for the concept, What does EPA do? An activity and coloring book for kids, by Slotkin, Ron. Comments: Em, Please send an email with the draft coloring book. Please make your changes and resubmit by completing this task.

Message

From: PROTRAC [no-reply@sharepointonline.com]
Sent: 5/27/2017 8:13:52 PM
To: Selia, Emily [Selia.Emily@epa.gov]
Subject: [PROTRAC] Task Overdue - Changes Requested - What does EPA do? An activity and coloring book for kids

You have an overdue task.

What does EPA do? An activity and coloring book for kids

ASSIGNED TO	Selia, Emily
DUE DATE	5/13/2017 4:13:48 PM
DESCRIPTION	Changes were requested for the concept, What does EPA do? An activity and coloring book for kids, by Slotkin, Ron. Comments: Em, Please send an email with the draft coloring book. Please make your changes and resubmit by completing this task.

Message

From: PROTRAC [no-reply@sharepointonline.com]
Sent: 6/3/2017 8:13:52 PM
To: Selia, Emily [Selia.Emily@epa.gov]
Subject: [PROTRAC] Task Overdue - Changes Requested - What does EPA do? An activity and coloring book for kids

You have an overdue task.

What does EPA do? An activity and coloring book for kids

ASSIGNED TO	Selia, Emily
DUE DATE	5/13/2017 4:13:48 PM
DESCRIPTION	Changes were requested for the concept, What does EPA do? An activity and coloring book for kids, by Slotkin, Ron. Comments: Em, Please send an email with the draft coloring book. Please make your changes and resubmit by completing this task.

Message

From: Dew, Wendy [Dew.Wendy@epa.gov]
Sent: 10/23/2017 6:29:51 PM
To: Selia, Emily [Selia.Emily@epa.gov]
Subject: RE: I thought you would get a kick out of this :}

Post on web !!!!!

Wendy Dew
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Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Monday, October 23, 2017 11:24 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Subject: RE: I thought you would get a kick out of this :}

Oh, do you want me to post this on the website immediately? Or would you like to do a Regional announcement of some sort first?

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From: Selia, Emily
Sent: Monday, October 23, 2017 1:23 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Subject: RE: I thought you would get a kick out of this :}

Oh wow, it's almost as slow as rulemaking! Very

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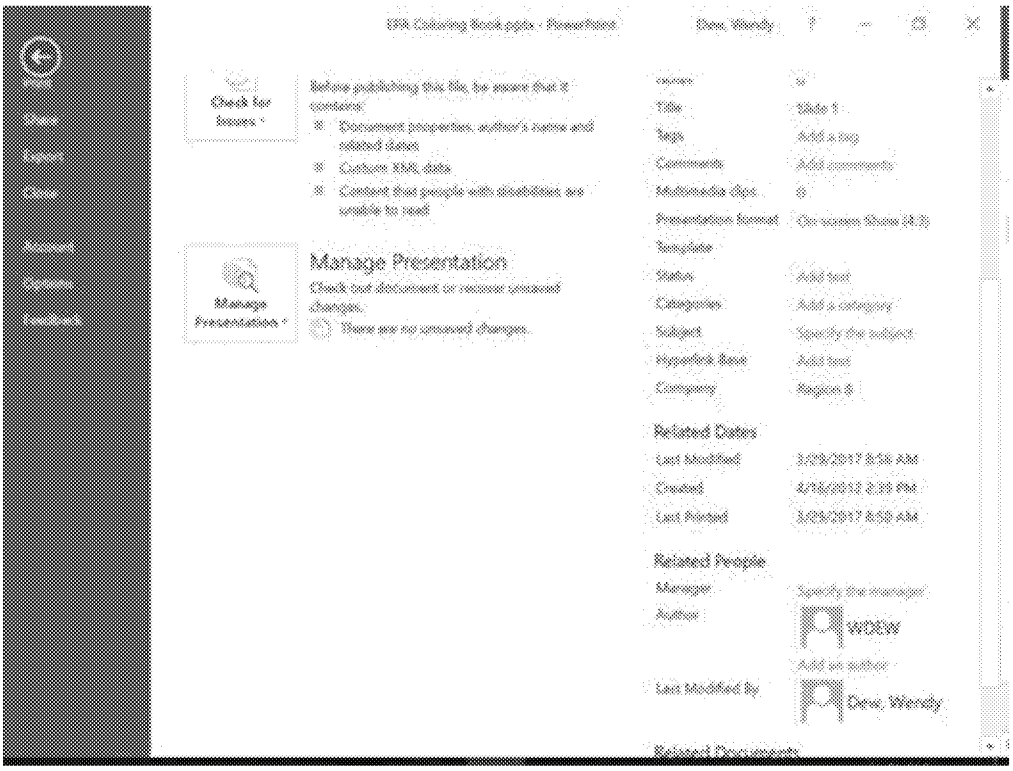
(202) 564-2776
selia.emily@epa.gov

From: Dew, Wendy
Sent: Monday, October 23, 2017 1:03 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: I thought you would get a kick out of this :}

See creation date for the coloring book ;] Wish I were there so we could celebrate!!



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Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

Message

From: Dew, Wendy [Dew.Wendy@epa.gov]
Sent: 6/7/2017 3:01:40 PM
To: Selia, Emily [Selia.Emily@epa.gov]
Subject: FW: Draft EE Coloring/Activity Book
Attachments: Coloring book draft 1 _ 0606.pdf

Wendy Dew
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Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: McGirl, Cathy [mailto:Cathy.McGirl@tetratech.com]
Sent: Tuesday, June 6, 2017 2:21 PM
To: Dew, Wendy
Cc: Araujo, Javier ; Chris Bachman
Subject: Draft EE Coloring/Activity Book

Hi Wendy, please see the attached draft coloring book. A couple of comments:

Ex. 5 Deliberative Process (DP)

I'm happy to set up a call to discuss your comments, questions and/or changes. I'll include my colleague, Chris, since he is the designer.

Thanks. I hope you like it!
Cathy

Cathy McGirl
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Message

From: PROTRAC [no-reply@sharepointonline.com]
Sent: 7/18/2017 7:36:05 PM
To: Selia, Emily [Selia.Emily@epa.gov]
Subject: [PROTRAC] Add Draft Content - What does EPA do? An activity and coloring book for kids

What does EPA do? An activity and coloring book for kids

ASSIGNED TO	Selia, Emily
DUE DATE	8/18/2017 12:00:00 AM
DESCRIPTION	The concept, What does EPA do? An activity and coloring book for kids, has been approved by OPA and is now in Draft status. Comments: Move forward and get a draft ready for review. Be prepared to defend. Please make your changes and resubmit by completing this task.

Message

From: Blackman, Belinda [Blackman.Belinda@epa.gov]
Sent: 10/19/2017 3:27:55 PM
To: Selia, Emily [Selia.Emily@epa.gov]
Subject: RE: [PROTRAC] Project Approved by OPA - What does EPA do? An activity and coloring book for kids

Correct. Once you have the publication number placed on the final draft you can finalize. Thank you.

From: Selia, Emily
Sent: Thursday, October 19, 2017 10:37 AM
To: Blackman, Belinda <Blackman.Belinda@epa.gov>
Subject: RE: [PROTRAC] Project Approved by OPA - What does EPA do? An activity and coloring book for kids

HI Belinda,

FYI, since it's been approved, I've requested a publication number from NSCEP.

Emily Selia, MPH
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selia.emily@epa.gov

From: Blackman, Belinda
Sent: Wednesday, October 18, 2017 12:04 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: [PROTRAC] Project Approved by OPA - What does EPA do? An activity and coloring book for kids

It's already approved. Thank you.

From: Selia, Emily
Sent: Wednesday, October 18, 2017 12:03 PM
To: Blackman, Belinda <Blackman.Belinda@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>; Mutter, Andrew <mutter.andrew@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: [PROTRAC] Project Approved by OPA - What does EPA do? An activity and coloring book for kids

HI Belinda,

The version was attached in PowerPoint. I just attached it again in PDF. Thank you for approving!

Emily Selia, MPH
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(202) 564-2776
selia.emily@epa.gov

From: PROTRAC [mailto:no-reply@sharepointonline.com]
Sent: Wednesday, October 18, 2017 8:51 AM
To: Brennan, Thomas <Brennan.Thomas@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>; Mutter, Andrew <mutter.andrew@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>; Selia, Emily <Selia.Emily@epa.gov>
Subject: [PROTRAC] Project Approved by OPA - What does EPA do? An activity and coloring book for kids

Draft approved by OPA (Blackman, Belinda). Comments:

NOTE: The old version (w/seal is still attached). I approve the final version seal (without and correct EPA logo).

Thank you.

Message

From: Selia, Emily [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F9DC206861D94791829304FB862CB3EC-SELIA, EMILY]
Sent: 10/3/2017 8:21:01 PM
To: Brennan, Thomas [Brennan.Thomas@epa.gov]
Subject: RE: For verificationRE: Final version of Wendy's "about EPA" coloring book

Thanks! The Protrac notice should now be in your inbox, to approve. Please let me know if you have questions about the approval.

Emily Selia, MPH
Communications and Outreach
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U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Selia, Emily
Sent: Tuesday, October 03, 2017 3:37 PM
To: Brennan, Thomas <Brennan.Thomas@epa.gov>
Subject: RE: For verificationRE: Final version of Wendy's "about EPA" coloring book

Sounds good. This will just be a PDF online after approval, and we will figure out printing later. Wendy may be able to print out of Regional funds too.

Emily Selia, MPH
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1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Brennan, Thomas
Sent: Tuesday, October 03, 2017 3:36 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: For verificationRE: Final version of Wendy's "about EPA" coloring book

Sure, I don't want to approve a big print order now, but it is OK to move forward towards final approval.

From: Selia, Emily
Sent: Tuesday, October 03, 2017 2:42 PM
To: Brennan, Thomas <Brennan.Thomas@epa.gov>
Subject: For verificationRE: Final version of Wendy's "about EPA" coloring book

HI Tom,

For verification and tracking, I saw you gave back the hard copy of the coloring book with no remarks. Please confirm if I can move this forward.

Thank you!

Emily Selia, MPH
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1200 Pennsylvania Avenue, N.W.
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selia.emily@epa.gov

From: Selia, Emily
Sent: Monday, September 25, 2017 3:08 PM
To: Brennan, Thomas <Brennan.Thomas@epa.gov>
Subject: FW: Final version of Wendy's "about EPA" coloring book

HI Tom,

Attached is the final draft of the coloring book that Wendy developed. Karen edited for content, Tetratech did the new graphics and layout, and we are now sending it to you for final review.

After your approval, I will put it into Protrac for the official final approval process (including Multimedia and others in OPA). We are doing this initial round of review within OEE (outside of Protrac) to simplify things.

Please let me know your thoughts,

Thanks,

Emily

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Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Message

From: Selia, Emily [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F9DC206861D94791829304FB862CB3EC-SELIA, EMILY]
Sent: 10/23/2017 8:31:14 PM
To: Gavin, Megan [gavin.megan@epa.gov]; Dew, Wendy [Dew.Wendy@epa.gov]
CC: Scott, Karen [Scott.Karen@epa.gov]
Subject: RE: New Activity Book Available

Wendy, shall we do an update?

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Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Gavin, Megan
Sent: Monday, October 23, 2017 3:59 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: New Activity Book Available

Ex. 5 Deliberative Process (DP)

Megan

From: Selia, Emily
Sent: Monday, October 23, 2017 2:43 PM
To: Environmental Education Coordinators <Environmental_Education_Coordinators@epa.gov>
Subject: New Activity Book Available

Good afternoon everyone,

As discussed on last week's call, a new activity book for young children is now available for download. Check out "How Does EPA Protect the Environment? An Activity Book for Children" at: https://www.epa.gov/students/how-does-epa-protect-environment-activity-book-children (It's also listed on our student oriented web area, www.epa.gov/students)

This book is Wendy Dew's creation, with insight and edits from Karen, Javier, myself, and visual art by our contractor.

Congratulations Wendy!

Emily Selia, MPH
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1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460

(202) 564-2776
selia.emily@epa.gov

Message

From: Selia, Emily [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F9DC206861D94791829304FB862CB3EC-SELIA, EMILY]
Sent: 10/23/2017 7:33:26 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]
Subject: RE: Final proof

Ex. 5 Deliberative Process (DP)

Shall I send the document page to the coordinators or would you like to do the honors? ☺

Emily Selia, MPH
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1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Selia, Emily
Sent: Monday, October 23, 2017 3:24 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Subject: RE: Final proof

I think **Ex. 5 Deliberative Process (DP)**

Emily Selia, MPH
Communications and Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Dew, Wendy
Sent: Monday, October 23, 2017 3:22 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: Final proof

Looks great! **Ex. 5 Deliberative Process (DP)**

Thx!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
Denver CO 80202-1129

dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Monday, October 23, 2017 1:16 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Subject: RE: Final proof

Here's the link to the document page. I will work on getting it shortened. Ex. 5 Deliberative Process (DP) Please let me know if you'd like edits to the document page.

https://wcms.epa.gov/students/how-does-epa-protect-environment-activity-book-children

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1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Selia, Emily
Sent: Monday, October 23, 2017 2:57 PM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Subject: RE: Final proof

I'm loading it to the website now. FYI, Ex. 5 Deliberative Process (DP)
Ex. 5 Deliberative Process (DP)
Thoughts?

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1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Dew, Wendy
Sent: Monday, October 23, 2017 2:31 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: Final proof

and send to EE coords ??? :}

Wendy Dew
Outreach and Education Coordinator

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1595 Wynkoop Street, 8OC
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dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Monday, October 23, 2017 11:42 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Subject: Final proof

HI Wendy,

Attached is the updated version. Could you please proof as well to make sure it hasn't been distorted again?

Thanks!

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

Message

From: Selia, Emily [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F9DC206861D94791829304FB862CB3EC-SELIA, EMILY]
Sent: 3/28/2017 3:55:24 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]
Subject: RE: Communications items...

We have a quote from one contractor. I'll share this on the call, but Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

I'd also like to go over the final comments on the web criteria document today to tie up those loose ends.

It would be great to co-lead with you! I've been arguing for years that the EE program needs to be less siloed so activities don't just stop when one person is away (like it did when I left this fall).

Staff
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460

From: Dew, Wendy
Sent: Tuesday, March 28, 2017 11:11 AM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: Communications items...

Hello,

If we still need a co-lead for the communications team I can do it.

Also, what is the status of the coloring book?

Thanks!

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
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dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
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Message

From: Selia, Emily [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F9DC206861D94791829304FB862CB3EC-SELIA, EMILY]
Sent: 10/19/2017 2:35:56 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]
Subject: RE: [PROTRAC] Project Approved by OPA - What does EPA do? An activity and coloring book for kids

Submitted. Will let you know when I hear back. Should be a few days and not much more.

Emily Selia, MPH
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1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
selia.emily@epa.gov

From: Dew, Wendy
Sent: Thursday, October 19, 2017 9:53 AM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: [PROTRAC] Project Approved by OPA - What does EPA do? An activity and coloring book for kids

I think you have to so it will get an HQ number and not a regional number…thx!

Wendy Dew
Outreach and Education Coordinator
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dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Thursday, October 19, 2017 7:44 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Subject: RE: [PROTRAC] Project Approved by OPA - What does EPA do? An activity and coloring book for kids

Yes, I was told it was final, Finally! Do you want to submit or prefer me to do so?

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
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1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460

(202) 564-2776
selia.emily@epa.gov

From: Dew, Wendy
Sent: Wednesday, October 18, 2017 5:40 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: [PROTRAC] Project Approved by OPA - What does EPA do? An activity and coloring book for kids

So does this mean it is final FINAL??? If so can we submit for a pub number?

Thx!

Wendy Dew
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dew.wendy@epa.gov
303-312-6605 office
Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Wednesday, October 18, 2017 10:03 AM
To: Blackman, Belinda <Blackman.Belinda@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>; Mutter, Andrew <mutter.andrew@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: [PROTRAC] Project Approved by OPA - What does EPA do? An activity and coloring book for kids

HI Belinda,

The version was attached in PowerPoint. I just attached it again in PDF. Thank you for approving!

Emily Selia, MPH
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From: PROTRAC [mailto:no-reply@sharepointonline.com]
Sent: Wednesday, October 18, 2017 8:51 AM
To: Brennan, Thomas <Brennan.Thomas@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>; Mutter, Andrew <mutter.andrew@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>; Selia, Emily <Selia.Emily@epa.gov>
Subject: [PROTRAC] Project Approved by OPA - What does EPA do? An activity and coloring book for kids

Draft approved by OPA (Blackman, Belinda). Comments:

NOTE: The old version (w/seal is still attached). I approve the final version seal (without and correct EPA logo).

Thank you.

Message

From: Selia, Emily [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F9DC206861D94791829304FB862CB3EC-SELIA, EMILY]
Sent: 10/19/2017 2:13:24 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]
Subject: RE: [PROTRAC] Project Approved by OPA - What does EPA do? An activity and coloring book for kids

Will do.

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From: Dew, Wendy
Sent: Thursday, October 19, 2017 9:53 AM
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Subject: RE: [PROTRAC] Project Approved by OPA - What does EPA do? An activity and coloring book for kids

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From: Dew, Wendy
Sent: Wednesday, October 18, 2017 5:40 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: [PROTRAC] Project Approved by OPA - What does EPA do? An activity and coloring book for kids

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Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Wednesday, October 18, 2017 10:03 AM
To: Blackman, Belinda <Blackman.Belinda@epa.gov>; Brennan, Thomas <Brennan.Thomas@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>; Mutter, Andrew <mutter.andrew@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>
Subject: RE: [PROTRAC] Project Approved by OPA - What does EPA do? An activity and coloring book for kids

HI Belinda,

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From: PROTRAC [mailto:no-reply@sharepointonline.com]
Sent: Wednesday, October 18, 2017 8:51 AM
To: Brennan, Thomas <Brennan.Thomas@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>; Mutter, Andrew <mutter.andrew@epa.gov>; Scott, Karen <Scott.Karen@epa.gov>; Selia, Emily <Selia.Emily@epa.gov>
Subject: [PROTRAC] Project Approved by OPA - What does EPA do? An activity and coloring book for kids

Draft approved by OPA (Blackman, Belinda). Comments:

NOTE: The old version (w/seal is still attached). I approve the final version seal (without and correct EPA logo).

Thank you.

Message

From: Selia, Emily [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F9DC206861D94791829304FB862CB3EC-SELIA, EMILY]
Sent: 10/12/2017 4:44:22 PM
To: Powell, Clementine [powell.clementine@epa.gov]
Subject: New assignment
Attachments: EPA General Coloring book 10.11.17 no seal.pdf; EPA General Coloring book 10.11.17 no seal.pptx

HI Clementine,

Attached are two files, of the same product with minor differences. We need to compare the two to see what changed between the Powerpoint and the PDF. I'm looking but need an extra set of eyes. Could you do the same please? Pay attention specifically to fonts and designs. Thank you!

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(202) 564-2776
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Message

From: Selia, Emily [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F9DC206861D94791829304FB862CB3EC-SELIA, EMILY]
Sent: 10/12/2017 7:55:10 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]
Subject: RE: FYI, working with Londa on a few more corrections. EOM
Attachments: 3-EPA General Coloring book 10.18.17.pdf

HI Wendy,

Here is an updated version with fonts and formatting corrected. Please let me know ASAP if I missed anything and then I'll put it into Protrac.

You may notice when you print that a number of the graphics have a rectangular shaded shadow behind them. I asked Londa about that and she said that because those graphics are not vector-based, they aren't completely transparent. This was the best we could do.

Thanks!

Emily Selia, MPH
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Washington, D. C. 20460
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selia.emily@epa.gov

From: Selia, Emily
Sent: Thursday, October 12, 2017 3:00 PM
To: Araujo, Javier <Araujo.Javier@epa.gov>; Dew, Wendy <Dew.Wendy@epa.gov>
Subject: FYI, working with Londa on a few more corrections. EOM

Emily Selia, MPH
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Message

From: Selia, Emily [Selia.Emily@epa.gov]
Sent: 6/12/2017 2:57:18 PM
To: Scott, Karen [Scott.Karen@epa.gov]
Subject: Re: today's coloring book meeting

Best to ask her on the call

Sent from my iPhone

On Jun 12, 2017, at 10:53 AM, Scott, Karen <Scott.Karen@epa.gov> wrote:

> Does Wendy intend to use the ppt slides for anything? I wrote comments on those, but maybe we don't need to go over those if the ppt was just intended as a draft of an idea.
>
> ---
>
> **From:** Selia, Emily
> **Sent:** Monday, June 12, 2017 9:49 AM
> **To:** Scott, Karen <Scott.Karen@epa.gov>
> **Subject:** RE: today's coloring book meeting
>
> Awesome! I just got your other email- must have been a delay in the server.
>
> ---
>
> **From:** Scott, Karen
> **Sent:** Monday, June 12, 2017 9:48 AM
> **To:** Selia, Emily <Selia.Emily@epa.gov>
> **Subject:** RE: today's coloring book meeting
>
> I looked it over and am ready to discuss it on the call.
>
> ---
>
> **From:** Selia, Emily
> **Sent:** Monday, June 12, 2017 9:24 AM
> **To:** Scott, Karen <Scott.Karen@epa.gov>
> **Subject:** today's coloring book meeting
>
> Morning Karen,
>
> FYI, Wendy has scheduled a meeting about the coloring book today. It has recently been updated by the contractor, and I said that you would need to look at it from a content perspective, as the only former teacher among us. So if 11 doesn't give you enough time, feel free to suggest a different time. The new version is attached to the invite, along with the original.
>
> Talk soon,
>
> Emily
>
> Emily Selia, MPH
> Communications and Outreach
> Office of Environmental Education
> U. S. Environmental Protection Agency
> 1200 Pennsylvania Avenue, N.W.
> Washington, D. C. 20460

(202) 564-2776
selia.emily@epa.gov

Message

From: Selia, Emily [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F9DC206861D94791829304FB862CB3EC-SELIA, EMILY]
Sent: 6/12/2017 1:48:15 PM
To: Scott, Karen [Scott.Karen@epa.gov]
Subject: RE: today's coloring book meeting

That's what I figured, so I wanted to give you a heads up in case you want to postpone. Vacation is always surrounded by piles of work, ah well.

From: Scott, Karen
Sent: Monday, June 12, 2017 9:28 AM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: today's coloring book meeting

OK, I'll try to look at it now. Sorry. I have had a lot of serious issues to deal with on the latest round of grants and that has consumed all my time since I returned from vacation.

From: Selia, Emily
Sent: Monday, June 12, 2017 9:24 AM
To: Scott, Karen <Scott.Karen@epa.gov>
Subject: today's coloring book meeting

Morning Karen,

FYI, Wendy has scheduled a meeting about the coloring book today. It has recently been updated by the contractor, and I said that you would need to look at it from a content perspective, as the only former teacher among us. So if 11 doesn't give you enough time, feel free to suggest a different time. The new version is attached to the invite, along with the original.

Talk soon,

Emily

Emily Selia, MPH
Communications and Outreach
Office of Environmental Education
U. S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D. C. 20460
(202) 564-2776
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Message

From: Selia, Emily [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F9DC206861D94791829304FB862CB3EC-SELIA, EMILY]
Sent: 5/22/2017 2:12:44 PM
To: Dew, Wendy [Dew.Wendy@epa.gov]
Subject: RE: Changes to coloring book?

Excellent.

From: Dew, Wendy
Sent: Monday, May 22, 2017 10:03 AM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: Changes to coloring book?

No, Tetra Tech is working on a draft..thx

Wendy Dew
Outreach and Education Coordinator
U.S. Environmental Protection Agency
Region 8 (CO, ND, SD, MT, UT, WY)
1595 Wynkoop Street, 8OC
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dew.wendy@epa.gov
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Twitter: @EPARegion8
Facebook: U.S. EPA Region 8
Webpage: EPA Region 8 (Mountains and Plains)

From: Selia, Emily
Sent: Monday, May 22, 2017 6:36 AM
To: Dew, Wendy <Dew.Wendy@epa.gov>
Subject: Changes to coloring book?

Morning Wendy,

Are there changes to the coloring book draft? In Protrac, I'm asked to resubmit with changes. Whenever it's ready, I'll resubmit.

Thanks!

Emily

Emily Selia, MPH
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Message

From: Selia, Emily [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F9DC206861D94791829304FB862CB3EC-SELIA, EMILY]
Sent: 10/11/2017 7:41:56 PM
To: Blackman, Belinda [Blackman.Belinda@epa.gov]
Subject: RE: [PROTRAC] Task Overdue - OPA Approval Required - What does EPA do? An activity and coloring book for kids

K, will do.

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From: Blackman, Belinda
Sent: Wednesday, October 11, 2017 3:42 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: [PROTRAC] Task Overdue - OPA Approval Required - What does EPA do? An activity and coloring book for kids

Londa may be able to help you. You may want to shoot her a note.

From: Selia, Emily
Sent: Wednesday, October 11, 2017 3:39 PM
To: Blackman, Belinda <Blackman.Belinda@epa.gov>
Subject: RE: [PROTRAC] Task Overdue - OPA Approval Required - What does EPA do? An activity and coloring book for kids

HI Belinda

I've uploaded the corrected version into Protrac, but as a PowerPoint. The conversion to PDF is causing issues with the font. Any ideas from you or Londa on how to correct that?

Thank you,

Emily

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From: Blackman, Belinda
Sent: Wednesday, October 11, 2017 12:28 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: [PROTRAC] Task Overdue - OPA Approval Required - What does EPA do? An activity and coloring book for kids

You're welcome.

From: Selia, Emily
Sent: Wednesday, October 11, 2017 12:28 PM
To: Blackman, Belinda <Blackman.Belinda@epa.gov>
Subject: RE: [PROTRAC] Task Overdue - OPA Approval Required - What does EPA do? An activity and coloring book for kids

Excellent, thank you for the clarification!

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From: Blackman, Belinda
Sent: Wednesday, October 11, 2017 12:27 PM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: [PROTRAC] Task Overdue - OPA Approval Required - What does EPA do? An activity and coloring book for kids

It has been reviewed by the Product Review staff here in the Office of Multimedia. That's all required at this point. Thanks.

From: Selia, Emily
Sent: Wednesday, October 11, 2017 12:24 PM
To: Blackman, Belinda <Blackman.Belinda@epa.gov>
Subject: RE: [PROTRAC] Task Overdue - OPA Approval Required - What does EPA do? An activity and coloring book for kids

Great! We are getting it. Has it already gone through the political team's review or does it not need to do so?

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From: Blackman, Belinda
Sent: Wednesday, October 11, 2017 11:15 AM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: [PROTRAC] Task Overdue - OPA Approval Required - What does EPA do? An activity and coloring book for kids

It's not approved for release until the changes are made. Once changes have been made you can attach updated version in Protrac. You can also send me a copy via e-mail. Then I will officially approve. Thank you.

From: Selia, Emily
Sent: Wednesday, October 11, 2017 11:13 AM
To: Blackman, Belinda <Blackman.Belinda@epa.gov>
Subject: RE: [PROTRAC] Task Overdue - OPA Approval Required - What does EPA do? An activity and coloring book for kids

Great! So it's all approved by OPA for release then?

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From: Blackman, Belinda
Sent: Wednesday, October 11, 2017 10:10 AM
To: Selia, Emily <Selia.Emily@epa.gov>
Subject: RE: [PROTRAC] Task Overdue - OPA Approval Required - What does EPA do? An activity and coloring book for kids

Everything else looks good. **Ex. 5 Deliberative Process (DP)** Thank you.

From: Selia, Emily
Sent: Wednesday, October 11, 2017 10:05 AM
To: Blackman, Belinda <Blackman.Belinda@epa.gov>
Cc: Ryan, Jini <Ryan.Jini@epa.gov>
Subject: RE: [PROTRAC] Task Overdue - OPA Approval Required - What does EPA do? An activity and coloring book for kids

Good morning,

Yes, but we are sorting out financials with our contractor. Your note mentioned there might be other changes; it would probably be easier for us to do all changes at once. Any others?

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From: Blackman, Belinda
Sent: Wednesday, October 11, 2017 8:47 AM
To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Ryan, Jini <Ryan.Jini@epa.gov>
Subject: FW: [PROTRAC] Task Overdue - OPA Approval Required - What does EPA do? An activity and coloring book for kids

Good morning Emily, we just received a reminder regarding the draft activity/coloring book. Are you working on making the changes? See note below. Thank you.

From: Blackman, Belinda
Sent: Friday, October 6, 2017 9:01 AM
To: Selia, Emily <Selia.Emily@epa.gov>
Cc: Slotkin, Ron <slotkin.ron@epa.gov>
Subject: Fw: [PROTRAC] OPA Approval Required - What does EPA do? An activity and coloring book for kids

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP) Thank you.

From: PROTRAC <no-reply@sharepointonline.com>
Sent: Friday, October 6, 2017 8:37 AM
To: Blackman, Belinda; Ryan, Jini; Slotkin, Ron
Subject: [PROTRAC] OPA Approval Required - What does EPA do? An activity and coloring book for kids

What does EPA do? An activity and coloring book for kids

ASSIGNED TO	PROTRAC Print Products Review
DUE DATE	10/11/2017 8:36:17 AM
DESCRIPTION	The draft, What does EPA do? An activity and coloring book for kids has been submitted for OPA approval by Brennan, Thomas. Comments: I approve this item. Please perform your review of the concept and any attached content. When complete, open the current task

(found beneath the concept details) and click "Approve" or "Request Clarification."

From: PROTRAC [mailto:no-reply@sharepointonline.com]
Sent: Wednesday, October 11, 2017 8:36 AM
To: Blackman, Belinda <Blackman.Belinda@epa.gov>; Ryan, Jini <Ryan.Jini@epa.gov>; Slotkin, Ron <slotkin.ron@epa.gov>
Subject: [PROTRAC] Task Overdue - OPA Approval Required - What does EPA do? An activity and coloring book for kids

You have an overdue task.

What does EPA do? An activity and coloring book for kids

ASSIGNED TO	PROTRAC Print Products Review
DUE DATE	10/11/2017 8:36:17 AM
DESCRIPTION	The draft, What does EPA do? An activity and coloring book for kids has been submitted for OPA approval by Brennan, Thomas. Comments: I approve this item. Please perform your review of the concept and any attached content. When complete, open the current task (found beneath the concept details) and click "Approve" or "Request Clarification."