FOIA Number: EPA-R7-2019-007781

Division/Branch returning completed form: ORC

REGION 7 FREEDOM OF INFORMATION ACT (FOIA) CERTIFICATION SHEET

This form should be completed and submitted to the FOIA Office (2.4-S39) for inclusion in the final concurrence package for a FOIA request. If it is incomplete, it will be returned. If you have questions, please contact Edie Stevens-Breckon, x7803.

RESPONDING STAFF

Please check the appropriate box and sign below:

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

-OR-

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

-OR-

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

Signature of Responding Staff

8.19.19
Date

MANAGER

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

Signature of Manager _____ Date 8.19.19

FOIA COORDINATOR

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

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

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

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

Signature of FOIA ~~Coordinator~~ Officer _____ Date 08/19/19