From: Lee, Anita
To: Lyons, Ann
Subject: FW: ACTION by Wed 8/14: Goldwater Institute FOIA on NGS
Date: Thursday, August 15, 2013 2:36:42 PM

Anita Lee, PhD
Environmental Scientist
US EPA, Air Division, Planning Office (Air-2)
75 Hawthorne Street
San Francisco, CA 94105
(415) 972-3958

From: Schneeberg, Sara
Sent: Thursday, August 15, 2013 2:26 PM
To: Lee, Anita
Subject: RE: ACTION by Wed 8/14: Goldwater Institute FOIA on NGS

Sorry, I had not read this and did not understand you were asking me to have someone search Lea's files. That will be an incredibly difficult task. I have no idea how one searches another's electronic files but will inquire. As to paper files it will take hours for someone to even inventory her office. I suggest we get some kind of extension to cover her?

Sara Schneeberg
USEPA Office of General Counsel
Phone: 202/564-5592
Fax: 202/564-5603

From: Lee, Anita
Sent: Friday, August 09, 2013 12:58 PM
To: Ketcham-Colwill, Nancy; McCabe, Janet; Saltman, Tamara; Critchfield, James; Steiner, Elyse; Lorang, Phil; Schneeberg, Sara; Anderson, Lea; Heller, Zoe; Ryerson.Teddy; Blumenfeld, Jared; Jordan, Deborah; McKaughan, Colleen; Lyons, Ann; Glosson, Niloufar; Lee, Anita; Saracino, Ray; MIKULIN, JOHN; Machol, Ben
Cc: Hawes, Todd; Keating, Martha; Jones, Rhea; Zito, Kelly; Keener, Bill; Harris-Bishop, Rusty; Marks, Matthew; Maier, Brent
Subject: ACTION by Wed 8/14: Goldwater Institute FOIA on NGS
Importance: High

Hello all,

The Goldwater Institute has provided an assurance of payment for up to $1,550 for their FOIA request (attached) related to Navajo Generating Station, requesting all documents, dated between **August 1, 2012 and June 26, 2013**, that discusses or relates to:

- **the Joint Federal Agency Working Group,**
- **the Salt River Project Stakeholder Group (also known as the Technical Working**

Group),

- **and any consideration to replace, repower, or fuel switch at NGS.**

We interpret the FOIA request to **exclude** documents related to:

- [redacted] not responsive

By **Wednesday, August 14, 2013**, please search your emails, electronic files, and paper files, following the instructions provided below:

ð **After you have completed your search, please email me your actual search time (i.e., how many hours you spent to complete your search).**

ð **Please note that Lea Anderson may also have potentially responsive documents, so someone at OGC (thank you Sara!) will need to search her files in her absence.**

ð **For emails in Lotus Notes**

1. Please ensure your email box is Indexed (I assume you already know how to do this or have already done this for other purposes)
2. Do **separate searches** using the following terms (please make sure you include or exclude the quotation marks as indicated below):
   a. "NGS Work Group"
   b. "Joint Work Group"
   c. "Stakeholder Group"
   d. "Technical Work Group"
   e. NGS replacement
   f. NGS repower
   g. NGS fuel switch
   h. "3-agency"
   i. "NGS transition"
2. After each search, COPY the search results (ensuring the email dates fall within August 12, 2012 and June 26, 2013, and not in the "exclude" list above) from your LN and PASTE into the "Goldwater NGS FOIA" Folder in the following Lotus Notes Mailbox (the Mailbox is linked to the email r9_airplanning@epa.gov).

3. You do not need to search your LN Archive (August 2012 emails should still be in your non-archived LN)

ð **For emails in Outlook**

1. Go to TOOLS, then INSTANT SEARCH, then **SEARCH ALL MAIL ITEMS** (or hit Control+Alt+A) –

this ensures you are not limiting your search to your inbox

2. Do **separate searches** using the following terms (please make sure you include or exclude the quotation marks as indicated below):
    a. "NGS Work Group"
    b. "Joint Work Group"
    c. "Stakeholder Group"
    d. "Technical Work Group"
    e. NGS replacement
    f. NGS repower
    g. NGS fuel switch
    h. "3-agency"
    i. "NGS transition"
3. Forward (in bulk) all relevant emails (emails within August 12, 2012 and June 26, 2013, and not in the "exclude" list above), i.e., in your search results, HIGHLIGHT (click on) all relevant emails to select them, and FORWARD them to me (lee.anita@epa.gov).

ð **For Electronic Files**

1. Search your relevant hard drives (share drive, computer drive, e.g., C drive, personal LAN drive e.g., F drive) for files using the following search terms
    a. "NGS Work Group"
    b. "Joint Work Group"
    c. "Stakeholder Group"
    d. "Technical Work Group"
    e. NGS replacement
    f. NGS repower
    g. NGS fuel switch
    h. "3-agency"
    i. "NGS transition"
2. Email responsive files to me (preferably in one email, but separate emails are fine to accommodate file size) (lee.anita@epa.gov).

ð **For Paper Files**

1. Search your paper files
2. Scan and email responsive files to me preferably in one email, but separate emails are fine to accommodate file size) (lee.anita@epa.gov).

I have sent this email to the following individuals. Please let me know if I missed anyone who may have responsive documents related to this FOIA and if you do not have any responsive documents at all.

OAR:
Nancy Ketchum-Colwill (for Janet McCabe)
Tamara Saltman
James Critchfield
Elyse Steiner

OAQPS:
Phil Lorang

OGC:
Sara Schneeberg (for Lea Anderson)

Region 9:
Zoe Heller and Teddy Ryerson (for Jared Blumenfeld)
Deborah Jordan
Colleen McKaughan
Ann Lyons
Niloufar Glosson
Anita Lee
Ray Saracino
John Mikulin
Ben Machol

I am cc'ing the following individuals because I believe you do not have responsive documents, but should probably be aware of this FOIA. If you think you have something responsive, please let me know (Todd Hawes, Martha Keating, Rhea Jones, Kelly Zito, Bill Keener, Rusty Harris-Bishop, Matthew Marks, Brent Maier).

Please let me know if you have any questions or concerns.

Thank you!
Anita

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