From: Lyons, Ann
To: Schneeberg, Sara
Subject: RE: ACTION by Wed 8/14: Goldwater Institute FOIA on NGS
Date: Thursday, August 15, 2013 3:27:14 PM

So sorry there is so much straw on your back. Hope you get through tomorrow and can have a good weekend.

Ann Lyons
Office of Regional Counsel
U.S.E.P.A.
75 Hawthorne Steet
San Francisco, CA 94107
415-972-3883
lyons.ann@epa.gov

From: Schneeberg, Sara
Sent: Thursday, August 15, 2013 3:26 PM
To: Lyons, Ann; Lee, Anita; Marks, Matthew
Subject: RE: ACTION by Wed 8/14: Goldwater Institute FOIA on NGS

Thanks Ann – I didn't realize Matt had someone starting on the electronic files already. If that is under control and you can get an extension for the paper files that should cover it. I will likely have little myself and can do my search tomorrow. Sorry if I overreacted but it was just the straw that broke my back today!

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

From: Lyons, Ann
Sent: Thursday, August 15, 2013 5:54 PM
To: Lee, Anita; Schneeberg, Sara; Marks, Matthew
Subject: RE: ACTION by Wed 8/14: Goldwater Institute FOIA on NGS

Sara - Anita asked me to get back to you about this FOIA. I already spoke to Matt about it. He has started having someone in some office start the search of Lea's emails in her Outlook account. I gather they were also planning to look into searching her Lotus Notes archived emails.

I propose that our cover letter explains that we have not conducted a search on Lea's paper files due to her absence. We can also say with pretty good confidence that her paper files are unlikely to contain any responsive documents that are not covered in the email search. if that is not acceptable we will ask for a 6 months extension for searching her paper files.

Right now, we have indicated that we will provide our response on September 6th. So we will start to review the emails next week. I think Tamara is starting to review the OAR emails next week also.

I am out of the office tomorrow (my extra furlough hours) but should be around next week if you want to talk.

Ann Lyons
Office of Regional Counsel
U.S.E.P.A.
75 Hawthorne Steet
San Francisco, CA 94107
415-972-3883
lyons.ann@epa.gov

From: Lee, Anita
Sent: Thursday, August 15, 2013 2:37 PM
To: Lyons, Ann
Subject: FW: ACTION by Wed 8/14: Goldwater Institute FOIA on NGS

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

Anita Lee, PhD
Environmental Scientist
US EPA, Air Division, Planning Office (Air-2)
75 Hawthorne Street

San Francisco, CA 94105
(415) 972-3958