REGION 6 EXECUTIVE SUMMARY

TOPIC: [simple, headline approach, site name, etc.]

DATE: [date issue paper was prepared] CONTACT: [Name of preparer]

PURPOSE/ACTION NEEDED: [what needs to be done – or For Information]

DEADLINE DATE: [when is a decision or action due?]

BACKGROUND:

One to three sentences containing an historical discussion of the issue/problem, who has been involved and their roles, EPA actions to date, etc.. Attach details if needed.

CURRENT STATUS:

One or two sentences stating where we are today. What is it about the current status that raises this issue to the RA/DRA? Attach details if needed.

ENVIRONMENTAL/PUBLIC HEALTH CONCERNS:

One or two sentences explaining the environmental and/or health impacts of the proposed actions/decision.

TECHNICAL CONCERNS:

- 2 to 4 key bullets. Self explanatory.
- [use standard bullet format where possible]
- Attach details if needed.

REGULATORY/LEGAL REQUIREMENTS:

- 2 to 4 key bullets. Self explanatory.
- [use standard bullet format where possible]
- Attach details if needed.

COMMUNITY CONCERNS:

- EJ issues?
- State, Local and Tribal governments
- special interest groups, environmental organizations, concerned citizen

One or two sentences about how EPA will communicate with community and address concerns. Attach details if needed.

RECOMMENDATIONS:

Highlight any decision points, i.e., an Administrative Order is being prepared for signature, response developed for signature, selection of remedy, etc. Use bullets when appropriate. Attach details if needed.