INTERNAL USE ONLY – DO NOT SEND THIS TO REQUESTER
Please read instructions on back before completing form

FOIA FEE CALCULATION WORK SHEET

1. REQUEST NUMBER	2. TYPE OF REQUESTER	3. DATE COMPLETED	4. ACTION OFFICE
06-FOI- 2013-006771	COMPANY	6/13/2013	

NOTE: The Freedom of Information Act and EPA's regulations state that the Federal Government must obtain a fee commitment from a FOIA requester before billing can occur. So if no fee commitment is plainly given in the request letter or if other Division also have records, please contact the requester. Provide the requester with an estimate. Make sure the requester understands what program records you refer to and make a note of his/her fee commitment.

5. FEE COMMITMENT AMT.	6. DATE OF VERBAL/WRITTEN COMMITMENT	7. FEE COMMITMENT RECEIVED FROM

8. CLERICAL PERSONNEL	TOTAL HRS.	¼ HOUR RATE	COST
a. Search - $ 4.00 @ ¼ HOUR		x $ 4.00	
b. Review - $ 4.00 @ ¼ HOUR		x $ 4.00	
9. PROFESSIONAL PERSONNEL	TOTAL HRS.	¼ HOUR RATE	COST
a. Search - $ 7.00 @ ¼ HOUR	1.0	x $ 7.00	$28
b. Review - $ 7.00 @ ¼ HOUR	0.5	x $ 7.00	$14
10. MANAGERIAL PERSONNEL	TOTAL HRS.	¼ HOUR RATE	COST
a. Search - $ 10.25 @ ¼ HOUR		x $ 10.25	
b. Review - $ 10.25 @ ¼ HOUR		x $ 10.25	
11. DUPLICATION/REPRODUCTION	TOTAL	RATE or ACTUAL	COST
a. Paper or Computer Page (2 sided copy = 2 pages)		x $ .15 pg =	
b. Diskette or CD (Specify) 3 CDs		$ 1.00 each =	
c. Microfiche		x $ 1.00/sheet =	
d. Microfilm		x $10.00cartridge =	
e. Video or Audio Cassette (Specify)		x $ 5.00 each =	
f. Maps		x	
g. Photos			
12. OTHER COSTS	TOTAL	RATE or ACTUAL	COST
a. Computer Cost		x	
b. Certifications		x $25.00 =	
c. Special Handling-Overnight Mail		x	
d. Other (Specify)		x =	
13. Actual Admin. Cost for Non-billable Staff time Carlos Zegueiva	TOTAL	¼ HOUR RATE	COST
a. Preparer's Name Grade/Step		x =	
b. Preparer's Name Grade/Step			

14. FOR FOIA OFFICE USE ONLY

a. TOTAL ADMINISTRATIVE/PROCESSING FEES _____ c. TOTAL CHARGED _____

b. TOTAL COLLECTABLE FEES d. FEES WAIVED/REDUCED YES OR NO

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FOIA FEE CALCULATION WORK SHEET

1. REQUEST NUMBER	2. TYPE OF REQUESTER	3. DATE COMPLETED	4. ACTION OFFICE
06-FOI- 2013-00071	company	6/12/13	

NOTE: The Freedom of Information Act and EPA's regulations state that the Federal Government must obtain a fee commitment from a FOIA requester before billing can occur. So if no fee commitment is plainly given in the request letter or if other Division also have records, please contact the requester. Provide the requester with an estimate. Make sure the requester understands what program records you refer to and make a note of his/her fee commitment.

5. FEE COMMITMENT AMT.	6. DATE OF VERBAL/WRITTEN COMMITMENT	7. FEE COMMITMENT RECEIVED FROM

8. CLERICAL PERSONNEL	TOTAL HRS.	¼ HOUR RATE	COST
a. Search – $ 4.00 @ ¼ HOUR		x $ 4.00	
b. Review – $ 4.00 @ ¼ HOUR		x $ 4.00	
9. PROFESSIONAL PERSONNEL	TOTAL HRS.	¼ HOUR RATE	COST
a. Search – $ 7.00 @ ¼ HOUR	1/2	x $ 7.00	14
b. Review – $ 7.00 @ ¼ HOUR	1/2	x $ 7.00	14
10. MANAGERIAL PERSONNEL	TOTAL HRS.	¼ HOUR RATE	COST
a. Search – $ 10.25 @ ¼ HOUR		x $ 10.25	
b. Review – $ 10.25 @ ¼ HOUR		x $ 10.25	
11. DUPLICATION/REPRODUCTION	TOTAL	RATE or ACTUAL	COST
a. Paper or Computer Page (2 sided copy = 2 pages)		x $ .15 pg =	
b. Diskette or CD (Specify) 3 CDs		$ 1.00 each =	
c. Microfiche		x $ 1.00/sheet =	
d. Microfilm		x $10.00cartridge =	
e. Video or Audio Cassette (Specify)		x $ 5.00 each =	
f. Maps		x	
g. Photos			
12. OTHER COSTS	TOTAL	RATE or ACTUAL	COST
a. Computer Cost		x	
b. Certifications		x $25.00 =	
c. Special Handling-Overnight Mail		x	
d. Other (Specify)		x =	
13. Actual Admin. Cost for Non-billable Staff time Tom Curtis	TOTAL	¼ HOUR RATE	COST
a. Preparer's Name Grade/Step		x =	
b. Preparer's Name Grade/Step			

14. FOR FOIA OFFICE USE ONLY

a. TOTAL ADMINISTRATIVE/PROCESSING FEES c. TOTAL CHARGED

b. TOTAL COLLECTABLE FEES d. FEES WAIVED/REDUCED YES OR NO