UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JUN 2 2003

OFFICE OF THE ADMINISTRATOR
SCIENCE POLICY COUNCIL

MEMORANDUM

SUBJECT: Assessment Factors Document

TO: Deputy Administrator
Assistant Administrators
Associate Administrators
Regional Administrators
General Counsel
Science Policy Council

The Science Policy Council (SPC) recently approved the attached document, entitled *A Summary of General Assessment Factors for Evaluating the Quality of Scientific and Technical Information* ("Assessment Factors" document; publication number EPA 100/B-03/001). This document complements the Agency's *Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by the Environmental Protection Agency* (EPA Information Quality Guidelines). The Assessment Factors document is intended to raise the awareness of the information-generating public about EPA's ongoing interest in ensuring and enhancing the quality of information available for Agency use. It is also an additional resource for Agency staff as they evaluate the quality and relevance of information, regardless of source.

The Assessment Factors document results from the work of the Assessment Factors Workgroup, established by the SPC, to describe the assessment factors and considerations usually used by the Agency when evaluating the quality of scientific and technical information. Since these factors were identified from existing Agency guidelines, practices and procedures, they do not describe a new process for evaluating information. They provide an explicit elucidation of the general assessment factors we typically use in evaluating the quality of such information.

I want to thank the Assessment Factors Workgroup for assembling this document in a timely and constructive manner to help complement the EPA Information Quality Guidelines. I am pleased to present the Assessment Factors document as a resource for Agency staff in advancing the use of quality information at the EPA.

Paul Gilman
EPA Science Advisor and
Chair, Science Policy Council

Attachment

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