



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

OFFICE OF
INSPECTOR GENERAL

May 15, 2012

MEMORANDUM

SUBJECT: Efficiency of U.S. Chemical Safety and Hazard Investigation Board Investigation Process

FROM: Richard Eyermann 
Deputy Assistant Inspector General for Audit

TO: The Honorable Rafael Moure-Eraso
Chairperson and Chief Executive Officer
U.S. Chemical Safety and Hazard Investigation Board

The EPA Office of Inspector General plans to begin preliminary research on the Chemical Safety and Hazard Investigation Board's (CSB) investigation process. We included this project in our annual audit plan to contribute to improving CSB's business practices and accountability. Our objective is to determine whether CSB's investigative process can be more efficient to enable more investigative work.

During our preliminary research, we plan to interview appropriate personnel, obtain information about the investigative process, visit investigative field offices, and review related system data. We will conduct this assignment using applicable Government Auditing Standards. To assist us in performing our preliminary research work, we request that you provide the information on the attachment, in electronic format, to us by May 29, 2012.

The Project Manager for this project is Gloria Taylor-Upshaw. We will contact the appropriate personnel to arrange a mutually agreeable time during the week of June 4, 2012 to discuss the objectives and the purpose of the project. We are particularly interested in any areas of concern that you may have. We will answer any questions you may have about the project process, reporting procedures, methods used to gather and analyze data, and what we should expect of each other during the course of the project.

If you or your staffs have any questions, please do not hesitate to contact me by phone or email at (202) 566-0565 (eyermann.richard@epa.gov), or Gloria Taylor-Upshaw at (404) 562-9842 (taylor-upshaw.gloria@epa.gov).

Attachment

cc: John S. Bresland, Board Member
Mark Griffon, Board Member
Daniel M. Horowitz, Managing Director
John Lau, Deputy Managing Director
Bea Robinson, Audit Liaison, Office of Administration
Johnnie Banks, Washington DC Office of Investigations
Donald Holmstrom, Director, Western Regional Office of Investigations
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Patricia Hill, Assistant Inspector General for Mission Systems
Carolyn Copper, Acting Assistant Inspector General for Program Evaluation
Patrick Sullivan, Assistant Inspector General for Investigations
Eric Hanger, Acting Counsel to the Inspector General

Preliminary Information Requested for the CSB Investigation Process Audit

Please provide the following documents in electronic format by May 29, 2012:

1. List of all CSB investigators and staff involved in the investigation process, for all investigations performed from October 1, 2007 to April 30, 2012 including the individual's:
 - Location and contact information;
 - Job series and grade;
 - Job skills training; and
 - Employment start and end date (if applicable).

2. List of all current and completed investigations, from October 1, 2007 to April 30, 2012, including:
 - Start and completion dates;
 - Budgeted and actual investigation costs; and
 - Assigned investigators, with their respective start end dates for the investigations.

3. Any internal policies relating to the investigation process and updates to Board Order 040, *Investigation Protocol*.

4. CSB's approved budget from fiscal years 2007 to 2012.