



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

OFFICE OF
INSPECTOR GENERAL

June 19, 2013

SUBJECT: Notification of Evaluation of EPA's Freedom of Information Act Fee Waiver Process

FROM: Carolyn Copper, Assistant Inspector General /s/
Office of Program Evaluation

TO: Malcolm D. Jackson, Assistant Administrator and Chief Information Officer
Office of Environmental Information

The Office of Inspector General plans to begin preliminary research on the U.S. Environmental Protection Agency's Freedom of Information Act fee-waiver process. This evaluation stems from a request from the EPA Acting Administrator for an OIG review of the process, including timeliness and equity in decision making used by the EPA for fee-waiver decisions. We plan to determine whether the EPA:

- 1) Implements the FOIA fee-waiver provisions in accordance with the Code of Regulations at 40 CFR Section 2.107 and EPA policies and procedures.
- 2) Adheres to timely and unbiased treatment of fee-waiver requests.
- 3) Tracks the elements of fee-waiver requests to demonstrate timely and unbiased treatment.

During the preliminary research phase we plan to obtain information to address the above questions, which are subject to change as we conduct our work. We plan to review documents, analyze data, and interview managers and staff from the EPA's Office of Environmental Information. We will meet with your staff monthly to discuss the status of our work and address any questions.

We will contact your audit liaison within 2 weeks to arrange a mutually agreeable time for a kickoff meeting to discuss the assignment objective and our planned work. We will also answer any questions you or your staff may have about the evaluation process and reporting procedures. If you or your staff have any questions, please contact Director for Risk and Program Performance Patrick Gilbride at (303) 312-6969 or gilbride.patrick@epa.gov, or Project Manager Erin Barnes-Weaver at (303) 312-6871 or barnes-weaver.erin@epa.gov.

cc: Bob Perciasepe, Acting Administrator
Diane Thompson, Chief of Staff
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Patricia Gilchriest, Audit Follow-Up Coordinator, Office of the Administrator
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