



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

OFFICE OF  
CIVIL RIGHTS

March 17, 2016

**In Reply Refer to:**

EPA File No. 24U-15-R4

(b)(6) Privacy, (b)(7)(C) Enf. Privacy

**Re: Acknowledgement of Receipt, and Rejection of Electronic Correspondence**

Dear

(b)(6) Privacy, (b)(7)(C) Enf. Privacy

This is to notify you that the U.S. Environmental Protection Agency (EPA), Office of Civil Rights (OCR) received your electronic correspondence on August 22, 2015, concerning Pipe Master's air conditioning installation procedures and potential Freon exposure or releases. After careful consideration, the OCR has concluded that it cannot accept the correspondence for investigation as a discrimination complaint because it does not meet the jurisdictional requirements described in the EPA's nondiscrimination regulations at 40 Code of Federal Regulations Part 7.

The OCR is responsible for processing and investigating complaints alleging discrimination by programs or activities that receive financial assistance from the EPA. To be accepted for investigation, a complaint must meet the jurisdictional requirements described in the EPA's nondiscrimination regulations. First, it must be in writing. Second, it must describe an alleged discriminatory act that, if true, would violate the EPA's nondiscrimination regulations (*i.e.*, an alleged discriminatory act based on race, color, national origin, age, sex, or disability). Third, it must be filed within 180 days of the alleged discriminatory act. Finally, the complaint must be filed against an applicant for, or recipient of, EPA assistance that allegedly committed the discriminatory act.

Your correspondence does not describe an alleged discriminatory act that may violate the EPA's nondiscrimination regulations. Additionally, it does not attribute any wrongdoing to a recipient of, or applicant for, EPA financial assistance. Information available to the OCR does not indicate that Pipe Master is a recipient of, or applicant for, financial assistance from the EPA. Therefore, the OCR is rejecting your correspondence as a complaint because it fails to satisfy the stated jurisdictional criteria.

If you have any questions about this correspondence, please contact Jonathan Stein of my staff by telephone at (202) 564-2088, by email at [stein.jonathan@epa.gov](mailto:stein.jonathan@epa.gov), or by mail to U.S. EPA,

Office of Civil Rights (Mail Code 1201A), 1200 Pennsylvania Avenue, N.W., Washington, D.C., 20460.

Sincerely,



Velveta Golightly-Howell  
Director  
Office of Civil Rights

cc: Elise Packard  
Associate General Counsel  
Civil Rights & Finance Law Office

Kenneth Lapierre  
Assistant Regional Administrator  
Deputy Civil Rights Official, U.S. EPA Region IV

Naima Halim-Chestnut  
Director  
Office of Civil Rights  
U.S. EPA Region 4

Nancy Tommelleo  
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