

## Ethics Disclaimers

*This document, which has been reviewed by EPA Ethics, explains when to use an ethics disclaimer and includes examples of standard disclaimers.*

### **Using an Ethics Disclaimer When Writing in Official Duty**

*(with approval of supervisor as part of assigned duties)*

IF ...	THEN...	AND
For a <i>scientific or professional journal</i>	<ul style="list-style-type: none"> <li>• Can use official time and resources.</li> <li>• Can use subordinates and EPA email address.</li> <li>• Can refer solely to EPA position and title.</li> <li>• Product must go through office clearance process</li> </ul>	<ul style="list-style-type: none"> <li>• Cannot receive compensation for the work in addition to EPA salary.</li> <li>• Does not need a disclaimer for ethics purposes.</li> </ul>
For a <i>non-scientific or professional journal</i> (e.g., <i>Life or Time or Ranger Rick</i> )	<ul style="list-style-type: none"> <li>• Can use official time and resources.</li> <li>• Can use subordinates and EPA email address.</li> <li>• Can refer solely to EPA position and title.</li> <li>• Product must go through office clearance process</li> </ul>	<ul style="list-style-type: none"> <li>• Cannot be compensated for the work.</li> <li>• Does not need a disclaimer for ethics purposes.</li> </ul>

### **Using an Ethics Disclaimer When Writing in Personal Capacity**

IF ...	THEN...	AND
For a <i>scientific or professional</i> publication or book <i>related</i> to assigned EPA duties, recently assigned duties or ongoing Agency policy, program or operation (whether the employee works on it or not)	<ul style="list-style-type: none"> <li>• Must seek prior approval of the outside activity.</li> <li>• Should not use EPA time or resources in connection with the activity.</li> <li>• Cannot use subordinates.</li> <li>• Cannot be compensated</li> </ul>	<ul style="list-style-type: none"> <li>• May refer solely to EPA title or position but must include the following prominent disclaimer that meets requirements of OGC/Ethics:  <i>This work is not a product of the United States Government or the United States Environmental Protection Agency. The author/editor is not doing this</i></li> </ul>

	<ul style="list-style-type: none"> <li>• Cannot use non-public information.</li> <li>• Product does not go through office clearance process</li> </ul>	<i>work in any governmental capacity. The views expressed are his/her own and do not necessarily represent those of the United States or the US EPA.</i>
IF ...	THEN...	AND
For a <b>scientific or professional</b> publication or book on a matter <b>unrelated</b> to assigned EPA duties, recently assigned duties or ongoing Agency policy, program or operation (whether the employee works on it or not)	<ul style="list-style-type: none"> <li>• Does not need prior approval.</li> <li>• Should not use EPA time or resources in connection with the activity.</li> <li>• Cannot use subordinates.</li> <li>• Cannot use non-public information.</li> <li>• Product does not go through office clearance process</li> </ul>	<ul style="list-style-type: none"> <li>• May refer solely to EPA title or position but must include the prominent disclaimer referenced above.</li> </ul>
For a <b>non-scientific or non-professional</b> publication on a matter <b>related</b> to assigned EPA duties, recently assigned duties or ongoing Agency policy, program or operation (whether the employee works on it or not)	<ul style="list-style-type: none"> <li>• Must seek prior approval of the outside activity.</li> <li>• Should not use EPA time or resources in connection with the activity.</li> <li>• Cannot use subordinates.</li> <li>• Cannot be compensated</li> <li>• Cannot use non-public information</li> <li>• Product does not go through office clearance process</li> </ul>	<ul style="list-style-type: none"> <li>• May refer solely to EPA title or position but must include the prominent disclaimer referenced above.</li> </ul>
For a <b>non-scientific or non-professional</b> publication on a matter <b>unrelated</b> to assigned EPA duties, recently assigned duties or ongoing Agency policy, program or operation (whether the employee works on it or not)	<ul style="list-style-type: none"> <li>• Does not need prior approval.</li> <li>• Cannot use EPA time or resources or subordinates.</li> <li>• Cannot refer solely to EPA title or position.</li> <li>• Product does not go through office clearance process</li> </ul>	<ul style="list-style-type: none"> <li>• May be able to be compensated</li> <li>• If refer to EPA, then must include several other bio details, with EPA not having any undue prominence.</li> <li>• May refer solely to EPA title or position but must include the prominent disclaimer referenced above.</li> </ul>



## **Standard Disclaimers**

*This is a list of standard disclaimers used by EPA. Some are to be used on documents while they are routing through the Agency and others are used on scientific products that have been cleared. In cases where the information is highly relevant to specific policy or regulatory deliberations, the disclaimer should appear on each page of the work product.*

*If you have questions about which ethics disclaimer to use, refer to the tables above. You can also contact the relevant party in your program office/region or in the Office of General Counsel or Office of Regional Counsel.*

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