

EPA FY2007 E-Government Act Report Submitted to OMB 9/14/07

Section 1 – Agency Information Management Activities

Please provide a link (or links) to your agency’s website containing the following Information:

A. The contents required of your agency’s Information Resources Management (IRM) Strategic Plan per the Office of Management and Budget (OMB) Memorandum 06-02 “Improving Public Access to and Dissemination of Government Information and Using the Federal Enterprise Architecture Data Reference Model;”

<http://www.epa.gov/oei/policies/irm-strategic-plan.pdf>

B. Your agency’s information dissemination product catalogs, directories, inventories, priorities and schedules, as well as any other management tools used to improve the dissemination of and access to your agency’s information by the public;

Section 207(f)(2) of the E-Gov Act of 2002 requires that each agency develop an inventory of its Web content and establish a schedule for publishing it via the Web. EPA first documented the categories of data that it produces and then validated the list through its Web work group of over 400 internal Web contributors. Table 1 below arrays EPA’s inventory of content.

All Agency Web products are subject to rigorous review to ensure the highest possible quality. Web site information is posted after review from the appropriate agency approving official and the program's Product Review Officers. As part of the product review process, all programs are directed to follow the EPA Information Quality Guidelines. All Web site materials must be Section 508 compliant and fully accessible. The Web content table below represents the types of information that are currently available on EPA's Web site.

Table 1 – EPA Web Content Types

All of EPA or multiple activities	Published reports (all types) Organizational information Contact info News releases Speeches Background/overview information for each topic on site Events (conferences, fairs, training sessions, etc.) Forms/Things you can do Legal determinations and opinions How to use the site (site map, topic lists, accessibility features, search engine, etc.) Goals Accomplishments Grants - what’s available, what we’ve given out Data (scientific, monitoring, emissions, etc.)
Regulatory Programs	Statutory Authority Regulations (all stages)

	Public comments (requests and the comments themselves) Permits/Regulatory fact sheets Compliance guidance Scientific data Product lists
Other programs (voluntary, informational, etc.)	Fact sheets Membership details (criteria, benefits, how to apply) Membership lists Product lists (e.g., Energy Star) Public involvement / what you can do Crisis communications
Environmental Data	Local, state, national data Methodologies Analyses Mapping apps How to correct errors
Education	Education materials Online games and activities Print games and activities Grant information Organizational information Photo and essay contests
Compliance & Enforcement	Compliance guidance Enforcement information How to report a tip Help with complying Environmental Justice Collaboration with other government agencies at all levels
Scientific Research	Research program information Grants Scientific papers and technical reports Methodologies Instrumentation specifications Organizational information Contact info
Doing business with EPA, working for EPA	Grants and contracts - applying and awards Purchasing Small business guidance Greening EPA Facilities descriptions and addresses Jobs, internships, volunteer opportunities, etc. Career information Benefits HR strategies Civil rights complaints Special emphasis programs Diversity Workforce assessments
Finance	Budget information Strategic plan Performance reports (e.g., for the Gov. Performance and Results Act, etc.)

C. An inventory describing formal agency agreements with external entities (e.g., State and local governments, public libraries, industry and commercial search engines) complementing your agency's information dissemination program, explaining how each agreement improves the access to and dissemination of government information to the public;

EPA programs have numerous partnerships with external agencies and organizations. Partnership agreements vary according to the needs of the different program offices. Each partnership helps achieve our mission by combining our expertise with that of partners to reach additional audiences. The table below presents the numerous joint partnership Web sites available to the public.

Table 2 – List of Partner Websites

<u>Joint Web site</u>	<u>Description</u>
Attack Asthma: Learn More www.noattacks.org	This web site is part of the national childhood asthma campaign that EPA sponsors through a cooperative agreement with the Advertising Council. The Ad Council's mission is to provide timely and the best public service information to the media and the public. The Ad Council has a special focus on issues that adversely affect children and families.
EnergyStar www.energystar.gov	Having an energystar.gov url helps people find the site, by remembering the simple url, or finding it in a search engine like Google.
AIR NOW http://www.airnow.gov/	This partnership site helps achieve our mission of disseminating air quality information.
Smog City 2 http://www.smogcity2.org/	This partnership site helps achieve our mission of disseminating air quality information.
Methane to Markets http://www.methanetomarkets.org/	Each agreement improves the access to and dissemination of government information to the public in order to help achieve our mission by combining our expertise with that of partners to reach additional audiences.
The AgSTAR Program http://www.epa.gov/agstar/index.html	Each agreement improves the access to and dissemination of government information to the public in order to help achieve our mission by combining our expertise with that of partners to reach additional audiences.
Coalbed Methane Outreach Program (CMOP) http://www.epa.gov/cmop/index.html	Each agreement improves the access to and dissemination of government information to the public in order to help achieve our mission by combining our expertise with that of partners to reach additional audiences.
Natural Gas STAR Program http://www.epa.gov/gasstar/index.htm	Each agreement improves the access to and dissemination of government information to the public in order to help achieve our mission by combining our expertise with that of partners to reach additional audiences.
Landfill Methane Outreach Program (LMOP) http://www.epa.gov/lmop/index.htm	Each agreement improves the access to and dissemination of government information to the public in order to help achieve our mission by combining our expertise with that of partners to reach additional audiences.
SF6 (sulfur hexafluoride) Emission Reduction Partnership for Electric Power Systems http://www.epa.gov/highgwp/electricpower-sf6/index.html	Each agreement improves the access to and dissemination of government information to the public in order to help achieve our mission by combining our expertise with that of partners to reach additional audiences.
Voluntary Aluminum Industrial Partnership (VAIP) http://www.epa.gov/highgwp/aluminum-pfc/index.html	Each agreement improves the access to and dissemination of government information to the public in order to help achieve our mission by combining our expertise with that of partners to reach additional audiences.
SF6 Emission Reduction Partnership for the Magnesium Industry http://www.epa.gov/highgwp/magnesium-	Each agreement improves the access to and dissemination of government information to the public in order to help achieve our mission by combining our expertise with that of partners to reach

sf6/index.html	additional audiences.
PFC (perfluorocompounds) Reduction/Climate Partnership for the Semiconductor Industry http://www.epa.gov/highgwp/semiconductor-pfc/index.html	Each agreement improves the access to and dissemination of government information to the public in order to help achieve our mission by combining our expertise with that of partners to reach additional audiences.
eeBuildings (energy efficiency) http://www.epa.gov/eebuildings	Each agreement improves the access to and dissemination of government information to the public in order to help achieve our mission by combining our expertise with that of partners to reach additional audiences.
Best Workplaces for Commuters http://www.bwc.gov	The Best Workplaces for Commuters site is collaboration with the Department of Transportation and will be solely hosted by OTAQ within the next year.
Regulations.gov www.regulations.gov	<p>As a Federal-wide effort, www.regulations.gov is outside of EPA's web domain;</p> <p>Regulations.gov provides citizens with one-stop, Internet access to and the ability to comment on all Federal rulemaking and non-rulemaking actions promulgated by all Federal Departments and Agencies;</p> <p>Regulations.gov must be a joint web site since it is one of the 25 Presidential eGov Initiatives servicing all federal agencies, as mandated by the eGov Act of 2002 (Section 206);</p> <p>Departments and Agencies should not operate web sites that duplicate <www.regulations.gov> nor those that duplicate the secure login site for Federal Agencies, <www.fdms.gov>, as mandated by OMB, the Clinger-Cohen Act, and the eGov Act.</p>
http://www.exchangenetwork.net and http://www.ncai.org/EPA_Environmental_Exchange_Net.208.0.html	<p>These Websites are informational tools that inform the states, territories and tribes about the Exchange Network and its grant program. While EPA provides the funds under the cooperative agreements with the Environmental Council of States and the National Congress of American Indians (NCAI) , respectively, the websites are maintained independently of EPA. Information for the websites comes from two sources, the Exchange Network governance and IESD (Information Exchange Strategies Division).</p> <p>Both of these websites provide access to general and technical information on the Exchange Network, such as links to the latest Exchange Network Solicitation Notice, news of user meetings (developed and managed by the grantees), and information on basic and the latest technical developments for developing nodes and data exchanges.</p>
Pesticide Environmental Stewardship Program (PESP) http://www.epa.gov/pesp/	Voluntary partnership program to reduce pesticide risk. List of partners can be found on the website.
NAFTA Technical Working Group on Pesticides http://www.epa.gov/oppfead1/international/naftatwg/	EPA partnership with Canada and Mexico to increase bilateral efforts of regulatory harmonization of pesticides.
Green Supplier's Network in collaboration with the Dept. of Commerce - www.greensuppliers.gov	Green Suppliers Network is a joint effort of the U.S. Environmental Protection Agency, and the U.S. Department of Commerce, National Institute of Standards and Technology, Manufacturing Extension Partnership Program.

Suppliers' Partnership for the Environment www.supplierspartnership.org	A partnership with the automobile sector.
Electronic Product Environmental Assessment Tool - EPEAT site (www.epeat.net)	Green Electronics Council. EPA provided funding via a three year cooperative agreement to the Green Electronics Council to create a registry of products meeting the EPEAT standard, a process for verifying that products in fact meet the standard, and marketing of the standard and the registry. Part of the marketing involved the development of a website: www.epeat.net . This site provides purchasers with easy access to the EPEAT Product Registry and manufacturers with a way to gain market advantage and recognition for greening their products. The three year cooperative agreement expired this year, and the Green Electronics Council is now financially sustainable in its own right, and continues to maintain the EPEAT website.
Metabolic Engineering Working Group (MEWG) www.metabolicengineering.gov	EPA is one of 8 partners in the MEWG
U.S. Regulatory Agencies Unified Biotechnology Website (USBIOTECHREG) www.usbiotechreg.nbii.gov	EPA, USDA, FDA are partners, with USGS hosting the site
National Pesticide Information Center (NPIC) - http://npic.orst.edu/	Cooperative effort with Oregon State University.
National IPM Information Source - http://schoolipm.ifas.ufl.edu/	Site funded by grant or contractor to assist the University of Florida reduce the risk of pests and unnecessary pesticide use by promoting integrated pest management (IPM) in schools and providing support, resources and training..
Endangered Species - Bulletins Live! - http://128.104.224.199/espp_front/view.jsp (University of Wisconsin-Madison)	Site funded by grant or contractor in conjunction with the University of Wisconsin.
Strategic Agricultural Initiative (SAI) Toolbox - http://www.aftresearch.org/sai/	In conjunction with American Farmland Trust, the SAI is EPA's outreach program to demonstrate and facilitate the adoption of farm pest management practices that will enable growers to transition away from the use of high-risk pesticides.
Green Chemistry and Green Engineering in the Pharmaceutical Industry http://www.epa.gov/region02/p2/green-pharmaceutical.html	Workshop in conjunction with FDA, industry and universities.
ASEE Summer School http://www.engin.umich.edu/~2002/	Sponsor for the summer program.
Office of Pollution Prevention and Toxics http://www.epa.gov/oppt/	Partnership with Canada, Mexico and the Center for Disease Control.
The P2 Framework / Sustainable Futures http://www.epa.gov/oppt/newchems/pubs/sustainablefutures.htm	The Agency has an ongoing Cooperative Agreement with Purdue University's Indiana Clean Manufacturing Technology and Safe Materials Institute
National Pollution Prevention Roundtable(s) (NPPR) http://www.p2.org/	Project with DOE and various organizations that share the same goals of pollution prevention, research and education.
Atmospheric Sciences Modeling Division http://www.epa.gov/asmdnerl/	The National Exposure Research Laboratory (NERL) has a joint website with NOAA. NOAA and EPA have an MOU. A division of NOAA and EPA employees are in NERL. Their division lead is a NOAA employee.

Triad Resource Center http://www.triadcentral.org	Triad related information as a result of a partnership with USACE, ANL and other Triad Practitioners.
Federal Remediation Technology Roundtable (FRTR) http://www.frtr.gov	Federal Remediation Technology Roundtable website which is used to share information on characterization and cleanup resulting from EPA partnering with other Federal organizations including DOD, DOE, DOI, and NASA.
State Coalition for Remediation of Drycleaners (SCRD) http://www.drycleancoalition.org	State Coalition for Remediation of Drycleaners whose coalition members are states with mandated programs and funding for drycleaner site remediation. Current members are Alabama, Connecticut, Florida, Illinois, Kansas, Minnesota, Missouri, North Carolina, Oregon, South Carolina, Tennessee, Texas, and Wisconsin.
Remediation Technology Development Forum (RTDF) http://www.rtdf.org	Remediation Technology Development Forum website for an EPA partnership with members of industry.
Northeast Diesel Collaborative http://www.northeastdiesel.org/	The Northeast Diesel Collaborative (NEDC) combines the expertise of public and private partners in a coordinated regional initiative to significantly reduce diesel emissions and improve public health in the eight northeastern states. Stakeholders include Region 1, Region 2, and external stakeholders.
Chesapeake Bay Program www.chesapeakebay.net	EPA is the lead federal agency in the federal-state Chesapeake Bay program. The program has a joint website that is supported by an EPA grantee, the Alliance for the Chesapeake Bay, on behalf of at least a dozen federal and state agencies.
Midwest Natural Resources Group http://www.mnrg.gov	Over a dozen federal agencies partner in this group to bring focus and excellence to federal activities supporting the vitality and sustainability of natural resources and the environment.
Midwest Spatial Decision Support System Partnership http://www.epa.gov/waterspace/	Partnership with universities and states to develop, promote, and disseminate web-based spatial decision support systems to help manage watersheds in the Midwest
Binational.net http://binational.net/index.html	Collaboration between the U.S. EPA and Environment Canada to provide a single window on joint Great Lakes programs.
Legal Education Videotape Series http://www.epa.gov/region5/orc/aboutus/DOJ.OLE.videotape.series.htm	For a limited time, ORC is working with the Department of Justice Office of Legal Education by hosting videotaped continuing legal education presentations. We announce the presentations on ORC's main page and at http://www.epa.gov/region5/orc/aboutus/DOJ.OLE.videotape.series.htm . The actual registration for the presentations is done through DOJ's web site at: http://www.usdoj.gov/usao/eousa/ole/video_info/vidpro.html . This continuing legal education videotape series ends in November.
Puget Sound Georgia Basin http://www.epa.gov/region10/psgb	Partners with EPA: Environment Canada, BC Ministry of the Environment, Washington State Department of Ecology, Puget Sound Action Team
West Coast Diesel Collaborative http://www.westcoastdiesel.org/	Partners: http://www.westcoastdiesel.org/partners.htm

D. An inventory describing your agency's records schedules, including an assessment of whether each records schedule is scheduled and approved by the National Archives and Records Administration (NARA), and is effectively transferring electronic records requiring permanent retention to NARA, as appropriate.¹

Public Access to Electronic Records

In response to the NARA Bulletin 2006-02, "NARA Guidance for Implementing Section 207(e) of the E-Government Act", promulgated on December 15, 2005, and the National Archives and Records Administration's (NARA's) letter of September 15, 2006, EPA submitted a list of scheduled and unscheduled electronic information systems to NARA on October 31, 2006. The list included all of EPA's major IT investments identified as part of our Capital Planning and Investment Control (CPIC) process. EPA works with NARA on an ongoing basis to schedule EPA records, including electronic systems. When schedules are approved by NARA, the Agency Records Officer (ARO) notifies the records custodians and system managers and reminds them of their obligation to transfer permanent records to the National Archives in accordance with the approved schedule. In addition, the ARO reminds system managers of their responsibility to transfer permanent electronic records on a periodic basis either by memorandum or newsletter. The Agency published procedures for transferring electronic records to NARA on its Records Website. (<http://www.epa.gov/records/tools/etransfer.htm>)

EPA issued an updated Records Management Policy (2161) in 2006, requiring information resources and system managers to (1) establish and update records schedules for electronic systems; (2) implement proper recordkeeping procedures for existing information systems and ensure recordkeeping requirements are included in proposed systems; (3) ensure that information systems intended to carry out electronic records management comply with NARA's and EPA's requirements for electronic recordkeeping systems; (4) maintain electronic information systems in accordance with approved records schedules and NARA requirements; (5) transfer permanent systems to the National Archives in accordance with approved records schedules and NARA requirements. This policy is also available on the Agency's Records Website: <http://www.epa.gov/records/policy/2161/>.

EPA's records schedules are posted on its intranet at:

<http://intranet.epa.gov/records/schedule/index.htm>, as well as on the internet at:
<http://www.epa.gov/records/policy/schedule/index.htm>

EPA recently completed a massive rescheduling effort in which all schedules for textual records were revised to apply to all media types (media neutral). EPA's Records Officer submitted the revised schedules to the National Archives and Records Administration (NARA) for approval.

E. Your agency's FOIA handbook, the link of your agency's primary FOIA website, and the website link where frequent requests for records are made available to the public; and

EPA has a FOIA manual that is available on the Web at
www.epa.gov/foia/docs/foiamanual.pdf.

EPA's FOIA Web site can be found at www.epa.gov/foia. This Web site is in the process of being updated and the format is being revised, consistent with EPA policy. EPA has posted

frequently requested records. The frequently requested section of our Web site is located at www.epa.gov/foia/reading.html#frequent

F. A list of your agency's public websites disseminating research and development (R&D) information to the public, describing for each whether the website provides the public information about federally funded R&D activities and/or provides the results of Federal research.²

Federally funded R and D web sites for EPA projects and products:
www.epa.gov/eims and www.epa.gov/si.

The Environmental Information Management System (EIMS) is located at www.epa.gov/eims and is linked to Science.gov. Science Inventory is located at www.epa.gov/si and is linked to the Federal R & D Project Summaries located at www.osti.gov/fedrnd. Both Science.gov and Federal R & D Project Summaries are housed by Department of Energy's Office of Science and Technical Information.

¹ See the National Archives and Records Administration's Bulletin 2006-02 "NARA Guidance for Section 207(e) of the E-Government Act of 2002," at: <http://www.archives.gov/records-mgmt/bulletins/02.html>. ² Your report may not address this area if your agency does not fund Federal (R&D) activities.

Section 2 – Description of an Electronic Government Initiative

NEPAssist

NEPAssist is a Web-based environmental assessment tool developed to facilitate project planning and information sharing in relation to environmental considerations, as well as assist with the environmental review process. NEPAssist enables users to delineate a proposed project footprint on a map as a point, line or boundary, input background information about the project, and view information on critical environmental features in the locale of that delineated footprint. NEPAssist is used to provide specific scoping comments, assist with environmental assessment of the project's proposed alternatives, and identify areas where impacts should be avoided or minimized, as well as potential areas where mitigation might be most beneficial. NEPAssist was developed to better enable environmental screening of proposed projects using consistent data sets by EPA staff, other federal, state, and local agencies, NGOs, and the public. With its reliance on automated features and use of geospatially accurate information, NEPAssist enhances a data-driven electronic NEPA review that maximizes the efficient use of staff resources.

NEPAssist is a joint project between EPA's Office of Federal Activities (OFA) in the Office of Enforcement and Compliance Assistance (OECA) and the Office of Environmental Information (OEI). NEPAssist is transforming the ability of EPA to conduct NEPA reviews. Ultimately, NEPAssist will enable EPA staff, other federal agencies, states, local agencies, NGOs, and the public to electronically access the same accurate geospatial information maximizing the use of EPA's resources as well as the resources of other federal agencies. Presently, all EPA Regions use the system and can customize it and suggest updates to be incorporated into the national application. Although NEPAssist is currently only available to

EPA, there is already significant interest by other federal agencies. We believe there will also be significant interest from states, local agencies, NGOs, and the public when the application is widely available.

NEPAssist has improved the ability of EPA to conduct reviews under NEPA. It is a new application with the automation of an EPA business process and as such, it has not yet resulted in reduced investment at the national level. The Agency does, however, anticipate future reductions in the cost of both the reviews by EPA Regions and the analysis of projects under the NEPA process both by EPA and other federal agencies. The system has been developed in conformance with the requirements of Section 508 to enable access by those with disabilities. Internet access is required to use NEPAssist but individuals without access to the Internet can mail in a request for information and will receive a paper-based response.