

EPA A Public Resource For Informed Decision Making

U.S. Environmental Protection Agency
Office of Air & Radiation
Docket & Information Center

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The Air & Radiation Docket is operated under contract by Armstrong Data Services (*ads*), and administered by the Office of Program Management Operations, Office of Air & Radiation, U.S. Environmental Protection Agency.

Where Is The Docket?

The docket is located in the EPA Headquarters Building at the Waterside Mall in Southwest Washington D.C. Please see Figure 1 below for our exact location in the mall.

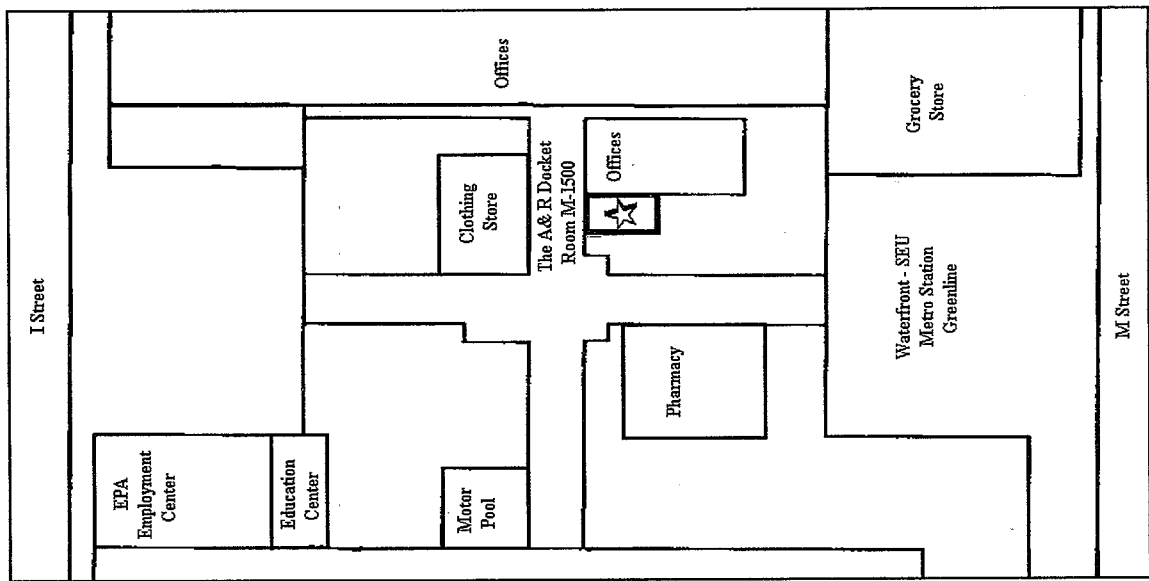


Figure 1

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COVER

Docket Purpose

The Air & Radiation Docket has been established to:

- (1) allow members of the public (including citizens' groups and affected industries) to identify and have reasonable access to documents relevant to a rulemaking so they can effectively participate in the decision-making process; and
- (2) serve as a comprehensive source of information for the Agency in making its decision.

Under 44 U.S.C. 3101 the head of each Federal Agency "shall make and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency. . . ." For substantive rulemaking, agencies are required to develop a "rulemaking record" or "administrative record" that reflects public participation in the rulemaking procedures and that supports the factual conclusions upon which the rule is based (5 U.S.C. 553, Administrative Procedures Act and Executive Order 12,291 on Federal Regulation).

How To Use The Docket On Site

Though many requests for information come from walk-in patrons, the Air & Radiation Docket does accept requests via mail, telephone, facsimile and E-mail. When requesting information please provide a docket number, if possible.

The agency has made available to the public, the use of a photocopier, several microfiche reader/printers, and several microfilm reader/printers. The duplication fees for the public are set in accordance with the EPA's Uniform Rulemaking Docket Manual (EPA Directive 2140). Under this policy, the duplication fee is \$0.15 per page, but no fee will be charged if the total fee is under \$25.00, and under 266 pages. However, starting with page 267, an additional administrative fee of \$25.00 plus \$0.15 for each page is charged.

Other Ways To Gain Access To Docket Information Fax-On-Demand

The Air & Radiation Docket began utilizing the Agency's fax-on-demand service in mid 1998. This service enables callers to request and receive documents automatically via facsimile simply by dialing into the system and then entering the numeric code for a specific document. An index of documents currently on the system, complete with the corresponding numeric code is available when calling the service. Currently, indices to some rulemaking dockets are available on the service.

Internet

Due to the growing popularity of the World Wide Web, the EPA is making docket information available via the Internet. The Air & Radiation Docket Staff will be uploading documents, specifically indices, to the EPA web page so that the public may utilize this resource to facilitate the rulemaking process.

The URL for accessing the indices online is <http://www.epa.gov/fedrgstr/EPA-AIR/>. Once this page is fully loaded into the browser, selecting the year, month, and day will bring up a list of all items regarding air policy published in the federal register on that day. Each title is a link to the actual text that was printed. The indices are accessed through a link at the top of the page. Each Index will be made available in HTML, Adobe PDF, and WordPerfect 6.1 formats so that all users may obtain documents.

Microfiche And Microfilm

In an effort to reduce the amount of paper in the docket, the staff has been continuously converting hard-copy documents into microfiche and microfilm.

What's in a Docket?

- I. Notice of Intent or Advanced Notice of Proposed Rulemaking (ANPRM)
- II. Items Considered in Developing Proposal
 - A. EPA studies or contractor reports
 - B. EPA factual memoranda
 - C. EPA correspondence to people outside the EPA
 - D. Correspondence received from people outside the EPA
 - E. EPA memoranda of meetings and telephone conversations with people outside the EPA
 - F. Interagency Review Material
- III. Proposal
 - A. Notice of Proposed Rulemaking
 - B. Proposed Support Document
- IV. Additional Items Considered after Proposal, In Developing the Final Rule
 - A. Additional EPA studies or contractor reports
 - B. Additional EPA factual memoranda
 - C. Additional EPA correspondence to people outside the EPA
 - D. Additional Correspondence received from people outside the EPA
 - E. EPA memoranda of meetings and telephone conversations with people outside the EPA
 - F. Transcripts of any Hearings
 - G. Post-Hearing
 - H. Interagency Review Material
- V. Final Action
 - A. Notice of Rulemaking
 - B. Final Support Document
 - C. Response to Comments Document
- VI. Reconsideration, if any
- VII. Reprosal
- VIII. Additional Items Considered
- IX. Final Action (as a result of any reconsideration)