



DIRECTIVE NUMBER: 9013.15-3B

TITLE: Direct Mailing of Policy and Procedural Guidance
Directives to States

APPROVAL DATE: 5/7/87

EFFECTIVE DATE: 5/7/87

ORIGINATING OFFICE: OSWER

☒ **FINAL**

☐ **DRAFT**

LEVEL OF DRAFT

- ☐ A — Signed by AA or DAA
- ☐ B — Signed by Office Director
- ☐ C — Review & Comment

REFERENCE (other documents):

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| OSWER Directive Initiation Request | | United States Environmental Protection Agency Washington, D.C. 20460 | 1. Directive Number 9013.15-3B |
| 2. Originator Information | | | |
| Name of Contact Person Sherry Fielding | Mail Code WH 562A | Office OSWER RMS | Telephone Number 382-4483 |
| 3. Title Direct Mailing of Policy and Procedural Guidance Directives to States | | | |
| 4. Summary of Directive (Include brief statement of purpose) Indicates the procedure which OSWER will follow to provide States with information to manage Hazardous Waste programs. This is a supplement to the OSWER Directives System Manual since it changes some procedures for headquarters Staff. | | | |
| 5. Keywords Directives, State/EPA Coordination, Policy | | | |
| 6a. Does this Directive Supersede Previous Directive(s)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What directive (number, title) | | | |
| b. Does it Supplement Previous Directive(s)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What Directive (number, title) #9013.15-3 OSWER Directives Manual | | | |
| 7. Draft Level <input type="checkbox"/> A — Signed by AA/DAA <input type="checkbox"/> B — Signed by Office Director <input type="checkbox"/> C — For Review & Comment <input type="checkbox"/> In Development | | | |
| This Request Meets OSWER Directives System Format | | | |
| 8. Signature of Lead Office Directives Coordinator Sherry Fielding <i>Sherry Fielding</i> | | | Date 4/28/87 |
| 9. Name and Title of Approving Official Jack McGraw | | | Date |

Document to be distributed to States by headquarters Yes

 X No

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

MAY 7 1987

OFFICE OF
SOLID WASTE AND EMERGENCY RESPONSE
OSWER Dir. # 9013.15-3B

MEMORANDUM

SUBJECT: Direct Mailing of Policy and Procedural Guidance Directives to States

FROM: Jack W. McGraw
Deputy Assistant Administrator

TO: OSWER Office Directors

As you may recall from our meeting with ASTSWMO last October, ASTSWMO requested that OSWER Headquarters provide the States with copies of all final policy and procedural guidance documents. We agreed that Headquarters would provide the States with appropriate documents. The purpose of this is to inform you of the mechanism which we will use to meet this commitment.

Currently, all policy and procedural guidance requires an OSWER Directives number and form. To accommodate the State distribution, this form has been revised to allow you to indicate when a document should be provided by Headquarters to the States. A copy of the revised form is attached, and a supply will be provided to your Office Directives Coordinators. The originator of a document should check the appropriate box to indicate if the document should be provided to the States. If a document is to be sent to the States by Headquarters, the originator must provide the OSWER Directives system with 13 instead of 12 copies of the document. We will send the extra copy to Cincinnati where State distribution will be handled.

Since all policy and procedural documents must be entered in the OSWER Directives System, this procedure will allow the most efficient and expedient mechanism to ensure that the States are receiving information which they need to manage our programs. If you have any questions, please contact Sherry Fielding at 382-4483 or Margie Russell at 475-8800.

Attachments

cc: Tom Devine
Thad Juszczak
Margie Russell
Sherry Fielding
Deborah Wood, OWPE
Bruce Engelbert, OERR
Thea McMannis, OSW
Betty Arnold, OUST
Regional Waste Management Division Directors, Regions I-X
OSWER Regional Directives Coordinators, Regions I-X



United States Environmental Protection Agency
Washington, DC 20460

OSWER Directive Initiation Request

1. Directive Number

2. Originator Information

Name of Contact Person

Mail Code

Office

Telephone Code

3. Title

4. Summary of Directive (include brief statement of purpose)

5. Keywords

6a. Does This Directive Supersede Previous Directive(s)?

☐

No

☐

Yes

What directive (number, title)

b. Does It Supplement Previous Directive(s)?

☐

No

☐

Yes

What directive (number, title)

7. Draft Level

☐

A -- Signed by AA/DAA

☐

B -- Signed by Office Director

☐

C -- For Review & Comment

☐

D -- In Development

8. Document to be distributed to States by Headquarters?

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Yes

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No

This Request Meets OSWER Directives System Format Standards.

9. Signature of Lead Office Directives Coordinator

Date

10. Name and Title of Approving Official

Date

EPA Form 1315-17 (Rev. 5-87) Previous editions are obsolete.

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