



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

OFFICE OF
SOLID WASTE AND EMERGENCY RESPONSE

AUG 7 1992

OERR DIRECTIVE 9200.4-12A

MEMORANDUM

SUBJECT: Change in Distribution of OERR Memoranda and Directives
-- **AMENDMENT**

FROM: Henry L. Longest II, Director
Office of Emergency and Remedial Response

TO: All OERR Staff

PURPOSE

This directive amends OERR Directive 9203.1-01, dated June 9, 1992, to include additional offices in our distribution list and to change the directive number to 9200.4-12A. This directive provides a list of addressees and courtesy copies who will be sent all OERR memoranda, directives and other formal communication.

BACKGROUND

Communication with the OSWER community and Regional counterparts has been emphasized; however, implementation of this directive will ensure that all necessary groups are informed.

IMPLEMENTATION

Effective immediately, memoranda, directives, and other formal communications to the Regional Division Directors are to be addressed as follows:

Director, Waste Management Division
Regions I, IV, V, VII
Director, Emergency and Remedial Response Division
Region II
Director, Hazardous Waste Management Division
Regions III, VI, VIII, IX
Director, Hazardous Waste Division
Region X
Director, Environmental Services Division
Regions I, VI, VII, X



Courtesy copies should be provided to each office within OSWER and every OERR Division Director. To ensure that no one is overlooked, the following people/offices are to be included:

Don Clay
OERR Division Directors
Bruce Diamond, OWPE
David W. Ziegele, OUST
Sylvia Lowrance, OSW
Walter Kovalick, TIO
James Makris, CEPP0
Tim Fields, SRO
Larry Starfield, OGC

Formal communications to Regional Branch Chiefs should be addressed as follows:

Regional Removal Managers
Regional Waste Management Branch Chiefs

Thank you for your cooperation in this matter.

cc: Don Clay
Richard Guimond
Bowdoin Train