Region 4 CERCLA Legal Support

Administrative Procedures

and

Reference Guide

OFFICES OF CERCLA LEGAL SUPPORT: NORTH AND SOUTH

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Divisions and Offices

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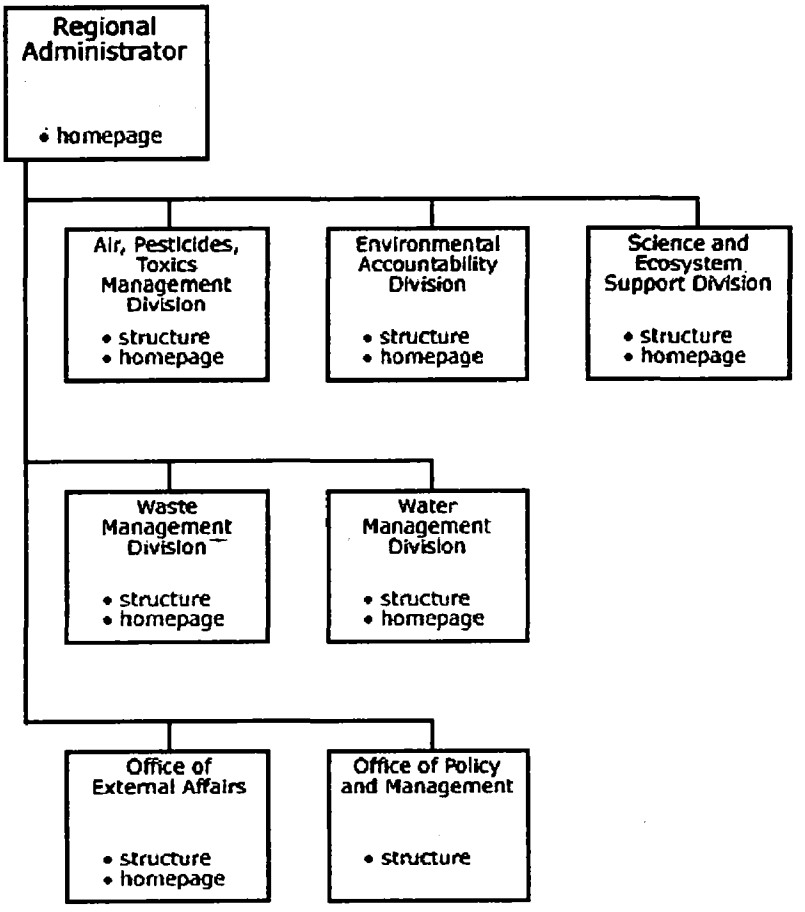
More Detail



Offices

Office of the Regional Administrator

Office of External Affairs

Divisions

Air, Pesticides, and Toxics Management Division

Environmental Accountability Division
Regional Counsel, enforcement and compliance assistance, Environmental Justice

Science and Ecosystem Support Division
Environmental Studies, Laboratory Services

Waste Management Division
RCRA, Superfund, Emergency Response

Water Management Division
Wetlands, Groundwater, Drinking Water

URL: http://www.epa.gov/region4/divisions/index.html
Last revised: October 28, 1999

ENVIRONMENTAL ACCOUNTABILITY DIVISION
LEGAL SUPPORT PERSONNEL ROSTER
U.S. EPA, REGION 4

404/562-9655 // VMX 404/562-4300
FAX 404/562-9663

PHYLLIS P. HARRIS, REGIONAL COUNSEL and DIRECTOR, EAD (29678)
WILLIAM D. ANDERSON, DEPUTY REGIONAL COUNSEL and ASSOCIATE DIRECTOR, EAD (29680)

VALERIE McGUIRE, EXECUTIVE STAFF ASSISTANT (RC AND DRC) (29669)
TESA KING, OFFICE AUTOMATON CLERK (29501)
KAMILA SCOTT, STEP EMPLOYEE (29686)

GAY UPCHURCH, ADMINISTRATIVE OFFICER (29648)
CHERYL MCMENAMIN, MANAGEMENT ANALYST (29651)
ANNE WALDORF, ADMINISTRATIVE TECHNICIAN (29514)

MARGARET KROENING, FOIA COORDINATOR (29579)
TERESA SHIRLEY WRIGHT, PARALEGAL (RMTS/DOCKET) (29647)
PRISCILLA JOHNSON, FOIA & DATA MANAGEMENT SPECIALIST (29614)
PATRICIA BULLOCK, REGIONAL HEARING CLERK (29511)

REGIONAL CRIMINAL ENFORCEMENT COUNSEL

ELIZABETH OBENSHAIN, ATTORNEY (29572)
RICHARD GLAZE, ATTORNEY (29554)
NORMAN HEMMING, ATTORNEY (29551)
LOU ANN GROSS, PARALEGAL (FOIA) (29642)

EAD INFORMATION SERVICES STAFF (Contractor - ADS)

PAT STROUGAL, LIBRARIAN/INFO CENTER MGR (29654)
LEANNE BESWICK, RECORDS MGR (29688)
HEATHER TURNBULL, RECORDS SPECIALIST (29690)
MARK DI GIRALAMO, RECORDS AIDE (29589)
ROSLYN JOHNSON, RECORDS AIDE (29704)

OFFICE OF WATER LEGAL SUPPORT
FAX 404/562-9486 or 9487

MARY WILKES, CHIEF (29529)

ATTORNEYS

CAROL BASCHON (29528) (Teams, MM, TMDLs)
MARIA J. COTTRELL (29560)
GWENDOLEN FITZ-HENLEY (29675)
DAVID HARBIN (615/532-0144) (IPA - TN)
MELISSA HEATH (29520)
CRAIG HIGGASON (29534)
PAUL SCHWARTZ (29576)

ATTORNEYS

WILLIAM T. JONES (29582)
WAYNE LEE (29523)
PHILIP MANCUSI-UNGARO (29519)
DAVID MOORE (29547)
ZYLPHA PRYOR-BELL (29535)
ADAM SOWATZKA (29545)
KEVIN SMITH (29525)

PARALEGAL

MARCIA ENGLISH (29570)

SECRETARY

MARIA NICHOLS (29507)

LEGAL TECHNICIAN

OTIS PRATT (29685)

OFFICE OF AIR, TOXICS & GEN'L LAW
LEGAL SUPPORT
FAX 404/562-9486 or 9487

NANCY TOMMELLEO, CHIEF (29571)

ATTORNEYS

ANGELIA BLACKWELL (29527)
LYNDA CRUM (29524)
ALAN DION (29587)
MICHI KONO (29558)
JASON LICHSTEIN (29502)
CHARLES MIKALIAN (29575)
LEIF PALMER (29542) (Contracts & Grants)
KAREN SINGER (29552)
KAROL SMITH (29563) (Personnel)
MELISSA WARD-RAACK (29556)

PARALEGAL

SAUNDI WILSON (29504)

LEGAL TECHNICIAN

SHARLENE BROADNAX (29512)

OFFICE OF CERCLA LEGAL SUPPORT (SC/NC/KY/TN)
FAX 404/562-9487

RICHARD LEAHY, CHIEF (29573)

ATTORNEYS

KEVIN BESWICK (29580)
REUBEN BUSSEY (29673)
DAVID CLAY (29565)
WILDA COBB (29530)
ELIZABETH (THAN) COX (29644)
DAVID ENGLE (29531)
ALYSE HAKAMI (29583)
KIM JONES (29553)
JENNIFER LEWIS (29518)
TONYA LEWIS (29578)
JANET MAGNUSON (29581)
PETER RAACK (29517)
SUZANNE RUBINI (29674)
MARLENE TUCKER (29536)
CARLTON WATERHOUSE (29676)

PARALEGAL

ANDREW HEY (29522)

CACI (Contractor)

KAREN JONES, CERCLA SUPPORT (29627)

LEGAL TECHNICIAN

AXUEL SIMS (29508)

OFFICE OF RCRA & FEDERAL FACILITIES
LEGAL SUPPORT
FAX 404/562-9486 or 9487

ANNE HEARD, CHIEF (29521)

ATTORNEYS

DEBRA BENJAMIN (29561)
MARTHA BROCK (29546)
MITA GHOSH (29568)
MARY GREENE (29564)
JUDY MARSHALL (29533)
LAWRENCE NEVILLE (29584)
MICHAEL NEWTON (29567
FRANK NEY (29532)
JOAN REDLEAF-DURBIN (29544)
CATHY WINOKUR (29569)

PARALEGAL

MARCIA GLENN (29537)

LEGAL TECHNICIAN

LASHANDRA GULLY (29689)

OFFICE OF CERCLA LEGAL SUPPORT (GA/AL/MS/FL)
FAX 404/562-9486

WILLIAM BUSH, CHIEF (29538)

ATTORNEYS

ROLANDO BASCUMBE (29562)
ROBERT CAPLAN (29526)
JEFF DEHNER (29588)
ELISABET (LISA) ELLIS (29541)
SARA GOLDSMITH (29539)
GREGORY LUETSCHER (29677)
SIMON MILLER (29585)
DUSTIN MINOR (29548)
STEDMAN SOUTHALL (29577)
MICHELLE STARS (29555)
MICHAEL STEPHENSON (29543)
RUDY TANASHEVICH (29557)
DONZETTA WORKMAN (29549)
KATHLEEN WRIGHT (29574)

SUSAN SCHUB, PRESIDING OFFICER, R4 (29586)

PARALEGAL

THOMAS HERNANDEZ (29646)

LEGAL TECHNICIAN

LAWANA WOODARD (29516)

ENVIRONMENTAL JUSTICE OFFICE

CONNIE RAINES, MANAGER (29671)

DEBORAH CARTER, MANAGEMENT ASSISTANT (29668)

ELVIE BARLOW (29650)
SHERYL GOOD (29559)
GLORIA LOVE, Grants (29468)
JESSICA RUCKER, I[illegible] [illegible]9629)

BRUCE P. MILLER
ASSOCIATE DIRECTOR FOR
TECHNICAL SUPPORT
(29679)

WILLIAM PATTON
PROGRAM MANAGER
(29610)

BECKY ALLENBACH
LEAD REGION ENFORCEMENT COORDINATOR
(29687)

ENVIRONMENTAL ACCOUNTABILITY DIVISION
TECHNICAL SUPPORT PERSONNEL ROSTER
U.S. EPA, REGION 4

ACCOUNTABILITY MANAGEMENT BRANCH

SHERRI FIELDS, CHIEF
(29684)

KRISTINE JOHNSON, SECRETARY
(29605)

DAVID ABBOTT, MULTI-MEDIA TECHNICAL AUTHORITY (29631)
PHILLIP BARNETT, DATA SYSTEMS TECHNICAL AUTHORITY (29616)
REGGIE BARRINO, AIR TECHNICAL AUTHORITY (29635)
CATHERINE FOX, CWA TECHNICAL AUTHORITY (29634)
THOMAS HANSEN, EAD/STATE LIAISON (29612)
SHEILA HOLLIMON, GROUNDWATER, SDW TECHNICAL AUTH. (29609)
DAVID HOLROYD, DEPT. OF DEFENSE COORDINATOR (29625)
STACY GENT-HOWARD, FEDERAL FACILITY COORDINATOR (29633)
PATRICIA JACKSON, COMPLIANCE ASSISTANCE COORDINATOR (29682)
GLORIA LOVE, GRANTS (29468)
SHANNON MAHER, OECA MOA COORDINATOR/RCRA TECH. AUTH. (29623)
CYNTHIA PEURIFOY, CBEP PROJECT COORDINATOR (29649) (EFFEC. 1/19)
CONNIE ROBERTS, TSCA/EPCRA/FIFRA TECHNICAL AUTHORITY (29613)
MARK ROBERTSON, INDIAN COORDINATOR (29639)
DONNA ROBINSON, ASSISTANT TO INDIAN COORDINATOR (29632)
ANTHONY SHELTON, CIVILIAN FEDERAL AGENCY COORDINATOR (29636)
WILLARD WAISNER, FINANCIAL TECHNICAL AUTHORITY (29608)
ARDALIA WARD, SEE EMPLOYEE (29622)

ENVIRONMENTAL ACCOUNTABILITY DIVISION
TECHNICAL SUPPORT PERSONNEL ROSTER
U.S. EPA, REGION 4

ENVIRONMENTAL ASSESSMENT OFFICE

HEINZ J. MUELLER, CHIEF
(29611)

LENA SCOTT, SECRETARY
(29607)

THEODORE BISTERFELD, OIL AND GAS NEPA, TRANSPORTATION (29687)
SEDAR ERTEP, GIS CONTACT (29683)
ELLIOTT GALLOWAY, TRAINING WITH INDUSTRIES (29636)
JOHN HAMILTON, NEPA CONTRACT SPECIALIST (29617)
CHRISTIAN HOBERG, SOUTH FLORIDA NEPA AUTHORITY (29619)
NTALE KAJUMBA, HEALTH RISKS, HIGHWAY PROJECTS (29620)
ALLAN LUCAS, HIGHWAYS, FAA NEPA AUTHORITY (29624)
RAMONA MCCONNEY, DEPT. OF ENERGY CONTACT (29615)
GERALD MILLER, CORPS OF ENGINEERS, DEPT. OF DEFENSE (29626)
NANCY SERAFIN, SEE EMPLOYEE, TRACKING CLERK (29606)

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ENVIRONMENTAL ACCOUNTABILITY DIVISION
AREA OF RESPONSIBILITY LIST

FOR INTERNAL EPA USE ONLY

OFFICE OF TECHNICAL SUPPORT:

ACCOUNTABILITY MANAGEMENT BRANCH

Federal Facilities Coordination:

Civilian Federal Agencies	Anthony Shelton
Coordinator/DOE	Stacy Gent-Howard
Department of Defense	David F. Holroyd

Media Technical Authorities:

AHERA	Connie Roberts
CBEP	Cynthia Peurifoy
Children's Health	Shelia Hollimon
Clean Air Act	Reggie Barrino
Clean Water Act	Catherine Fox
Compliance Assistance	Patricia Jackson
Compliance Targeting	Catherine Fox
Data Analysis	Phillip Barnett
Drinking Water	Shelia Hollimon
Financial Analysis	Will Waisner
ISO 14000	David Abbot
Multi-Media Projects	David Abbott
Pollution Prevention	Patricia Jackson Becky Allenbach
RCRA	Shannon Maher
Regional OECA MOA	Shannon Maher
State Strategies/Performance Partnership Agreements	Tom Hansen
TSCA/FIFRA/EPCRA	Connie Roberts
Underground Storage Tanks	Shelia Hollimon
Underground Injection Control	Shelia Hollimon

Native Americans: Mark Robertson
Donna Robinson

OFFICE OF ENVIRONMENTAL ASSESSMENT (NEPA)

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Coastal Zone Management	Ted Bisterfeld
Corps of Engineers	Gerald Miller
Department of Energy	Ramona McConney
Department of Defense	Gerald Miller
Endangered Species Act	John Hamilton
Federal Aviation Administration	Allen Lucas
Federal Highways Administration	Allen Lucas
Federal Transit Administration	Allen Lucas
FERC, Hydro Projects	Chris Hoberg
Geographic Info. Systems	Serdar Ertep
Harbor, Dredging Issues	Gerald Miller
Historic Preservation	Ramona McConney
Housing and Urban Development	Ramona McConney
National Park Service	Ramona McConney
NASA	Gerald Miller
NEPA Compliance, Policy and Regulations	Heinz Mueller
NOAA Fisheries, Aquatic Resources	Chris Hoberg
Office of Surface Mining, Mining Issues	John Hamilton
Oil & Gas, Minerals Management Service	Ted Bisterfeld
Public Health and Risk Assessments	Ntale Kajumba
Tennessee Valley Authority	Chris Hoberg
U.S. Fish & Wildlife Service	John Hamilton
U.S. Forest Service, Forestry Issues	Ben West
Water Resource Projects (S. Florida)	Chris Hoberg
Wetlands Resources	Allen Lucas

OFFICE OF LEGAL SUPPORT:

GENERAL CROSS-CUTTING ISSUES

Alternative Dispute Resolution	Chuck Mikalian
Audit Policy	Pete Raack
Bankruptcy	Kevin Beswick
Co-ops/Interns	Rich Glaze
Confidential Business Info.	Peg Kroening

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Document Authentication	Peg Kroening
Enforcement Docket	Teresa Shirley Wright
Ethics	Kevin Beswick
Hearing Clerk	Pat Bullock
Imminent & Substantial Endangerment	Melissa Raack
Indian Law	Joan Redleaf Durbin
Paperwork Reduction Act	Cathy Winokur Maria Cottrell
Personnel Law	Karol Smith
Project XL	Anne Heard
SBREFA	Angelia Blackwell
Subpoenas for Testimony	Nancy Tommelleo
Title VI of Civil Rights Act	Carlton Waterhouse Cathy Winokur
Y2K Enforcement	Lynda Crum

OFFICE OF CERCLA LEGAL SUPPORT (*National Workgroups)

Access	David Clay Dustin Minor
Bankruptcy*	Kevin Beswick
Brownfields	Reuben Bussey
CERCLA § 106(b)	Bill Bush
Delegations	Stedman Southall
Lead Region Settlements*	Greg Leutscher
Lender & Fiduciary Liability	Thanne Cox
Liens	Kim Jones Donzetta Workman
Municipal Solid Waste*	David Engle
NPL Listing	Suzanne Rubini Janet Magnuson
Orphan Share*	Rick Leahy
Removals*	Wilda Cobb
Statute of Limitations	Alyse Hakami Mike Stephenson
Takings*	Kim Jones
Unilateral Administrative Orders*	Lisa Ellis

OFFICE OF RCRA/FEDERAL FACILITIES LEGAL SUPPORT

Delegations	Joan Redleaf Durbin
Enforcement	Frank Ney
Federal Facilities (General)	Lawrence Neville

Federal Facilities (BRAC)	Martha Brock
Native Americans	Joan Redleaf Durbin
Permitting	Mita Ghosh
State Authorization	Cathy Winokur

OFFICE OF AIR, TOXICS & GENERAL LAW LEGAL SUPPORT

Grants/Contracts	Leif Palmer
Personnel	Karol Smith

Air Counselling Leads:

Acid Rain	Karen Singer
Air Toxics	Lynda Crum
Asbestos/NESHAP	Michi Kono Angelia Blackwell
Mobile Sources	Melissa Raack
Municipal Waste Combusters	Michi Kono
NSPS	Melissa Raack
Non-attainment and SIP Issues	Alan Dion
PSD/NSR	Alan Dion Chuck Mikalian
Stratospheric Ozone Protection (CFC)	Leif Palmer
Title V	Lynda Crum Angelia Blackwell

Air Enforcement Leads:

Acid Rain	Karen Singer
Asbestos/NESHAP	Michi Kono Angelia Blackwell
CAA § 112(r) General Duty Clause	Lynda Crum
CFC's	Leif Palmer
Credible Evidence/CAM	Angelia Blackwell
Federal Facilities	Angelia Blackwell Michi Kono
Imminent and Substantial Endangerment	Melissa Raack
MACT	Lynda Crum
PSD Circumvention	Angelia Blackwell
PSD/NSR	Alan Dion Chuck Mikalian

4EAD

MEMORANDUM

SUBJECT: Updated Responsibilities Lists and Services List

FROM: Phyllis P. Harris, Regional Counsel and Director
Environmental Accountability Division

TO: Environmental Accountability Division Staff

Over the past months, there have been changes in the Environmental Accountability Division's (EAD) Front Office duties because of Greg Glahn's retirement, Gay Upchurch's selection as EAD's Administrative Officer, and Tesa King's job transfer. The purpose of this memorandum is to clarify areas of responsibilities for Cheryl McMenamin, Gay Upchurch, Anne Waldorf, and Tesa King. Also, there is a list of duties formerly performed by Greg Glahn that now will be assumed by other EAD employees. For your convenience, there is an EAD contact list for routine office services that shows the person to call and his/her phone number. Hopefully, you will find this information helpful and time-saving.

Attachments

CHERYL McMENAMIN'S DUTIES

RESOURCES

- Oversees and reviews Office of Enforcement and Compliance Assurance (OECA) and Office of General Counsel (OGC) Full Time Equivalency Allocations and Workload Models.
- Reviews OECA and OGC Budget Plans.
- Assists EAD managers with GPRA implementation and financial reporting.
- Reviews, tracks, and coordinates EAD's contract and grant funds.
- Reviews, tracks, and coordinates EAD's EPM resource allocations through the EMT Status Report.
- Coordinates FMFIA for EAD.

CONTRACTS

- Administers the EAD Law Library and Records Program as the Delivery Order Project Officer for the Armstrong Data Services Contract
- Serves as the alternate project officer for the Inter-Agency Agreement with the Department of Justice for CACI Litigation Support.

COMPUTERS

- Acts as the EAD Computer Coordinator.

TEAMS

- Participates as a team or work group member:
  EAD Division Design Team,
  EAD Communications Team and Webpage Subgroup,
  Region 4 Year 2000 Computer Work Group, and
  Region 4 Webpage Work Group.

GAY UPCHURCH'S DUTIES

RESOURCES

- Reviews and tracks OECA and OGC Full Time Equivalency (FTE) allocations by balancing the Budget Office's monthly Manpower Reports that track FTEs and maintaining the EAD Staffing Plan.
- Oversees financial management and budgets for EAD's funds in Travel, Training, Overtime, Awards, and General Fund.
- Acts as EAD's point-of-contact with the Budget Office.
- Coordinates GPRA payroll accounts and serves as a member of the GPRA Payroll Subgroup.

HUMAN RESOURCE MANAGEMENT

- Coordinates Position Descriptions, Performance Standards, Requests for Personnel Action, Crediting Plans, Awards, and Reorganizations.

EQUALITY EMPLOYMENT OPPORTUNITY (EEO)

- Recommends proposals for achieving EEO goals.
- Prepares EAD's EEO reports.

TIMEKEEPING

- Acts as EAD's overall point-of-contact for timekeeping matters.
- Assist with leave and payroll questions and problems.
- Coordinates administration of leave bank hours with the Human Resource Management Branch.
- Backs up to Anne Waldorf as timekeeper coordinator.

TELEPHONES

- Acts as EAD's overall point-of-contact for telephone services.
- Backs up to Anne as telephone coordinator.

SPACE AND FACILITY ISSUES

- Assists managers with space allocations.
- Backs up Anne Waldorf in reporting facility, furniture, signage, and mover needs to the Facilities Management Section.

PROPERTY

- Oversees the annual property inventory.

COMPUTERS

- Coordinates the establishment of LAN and cc:mail services for new employees and contractors

with the Information Management Branch.

ANNE WALDORF'S DUTIES

RESOURCES

- Purchases items costing $2500 or less with her Visa Bankcard.
- Prepares office-wide purchase requests.
- Assists employees in requests for printing.
- Oversees the timely response of EAD's Accounts Receivable Report with the Finance Office.
- Reviews administrative paperwork and accounting data for travel, training, purchase requests
- Prepares and processes all permanent change of station travel, first post of duty travel, invitational travel, witness travel, and travel as an emergency back-up.
- Tracks purchase request paperwork in the Budget Office and Purchasing Office.
- Assists staff members with budget questions and concerns.
- Provides new employees with information on travel, training, and purchasing.
- Processes and tracks overtime requests.

HUMAN RESOURCES MANAGEMENT

- Assists in the clearance process for EAD employees who are leaving the Agency.
- Prepares requests for photo identification cards and EPA Credentials.

TELEPHONES

- Provides telephone and voicemail training for new employees and distributes telephone information
- Request telephone services for new employees.
- Coordinates telephone calling card requests and reviews calling card reports.
- Reports telephone repairs problems to the Region 4 Communications Officer.

TIMEKEEPING

- Acts as EAD's Designated Agent for timekeeping. This includes organizing, distributing, collecting, reviewing, and correcting timecards and amended timecards.
- Assists timekeepers with timecard problems.
- Receives and distributes Leave and Earnings Statements.
- Reviews, copies, and distributes timecard verification reports.

SPACE AND FACILITY ISSUES

- Reports facilities problems and needed repairs to the Facilities Management Section.
- Acts as a point-of-contact for repairs.

PROPERTY

- Acts as custodial officer for the front office.
- Assists other custodial officers with the annual property inventory.

FORMS

- Orders government forms for EAD.

TESA KING'S DUTIES

- Logs Front Office mail and distributes it.
- Logs Front Office incoming and outgoing correspondence.
- Receives, date stamps, and delivers certified mail and Federal Express mail for the division.
- Assists in retrieving, logging, and distributing Regional Administrator's mail.
- Assists in EAD mail duty.
- Prepares response letters to job applicants and mails letters.
- Answers the Front Office telephones.
- Acts as an approver for the Supply Ordering System.
- Orders supplies for the EAD Front Office.
- Acts as timekeeper for the Criminal Enforcement and FOIA staff.
- Backs up Valerie McGuire in the event of her absence.
- Acts as EAD's Vehicle Coordinator.
- Prepares EAD's Weekly Report.
- Schedules EAD Conference Rooms 13 B and 13D.

DUTIES FORMERLY ASSIGNED TO GREG GLAHN	
DUTY	*RESPONSIBLE EMPLOYEE*
Serves as EAD's Representative on the Region 4 Peer Review Workgroup.	John Hamilton
Serves as EAD's Representative on the Region 4 QA/QC Workgroup.	Phillip Barnett
Serves as EAD's Representative on the Region 4 Grants Customer Relations Counsel.	Cheryl McMenamin
Coordinates the resource portion of FY 99/00 MOA with OECA.	Becky Allenbach

WHO DO I CONTACT?

TOPIC	CONTACT	PHONE NUMBER
Bathroom	Anne Waldorf	2-9514
Bugs/Pests	Anne Waldorf	2-9514
Cleaning	Anne Waldorf	2-9514
Computers	Cheryl McMenamin	2-9651
Copiers	See signs posted in copy rooms	
Credential Requests	Anne Waldorf	2-9514
Drinking Fountains	Anne Waldorf	2-9514
Fax Machine	See signs posted in copy rooms	
GSA Print Requests	Anne Waldorf	2-9514
Movers	Anne Waldorf	2-9514
Name Plates	Anne Waldorf	2-9514
Office Furniture Repairs/Changes	Anne Waldorf	2-9514
Office Space	Gay Upchurch	2-9648
Office Supplies	Your Legal Technician or Secretary	
Paper	See signs posted in copy rooms	
Personnel Issues	Gay Upchurch	2-9648

Printers	Cheryl McMenamin	2-9651
Recycling	Alan Dion Pete Raack	2-9587 2-9517
Telephone Calling Card	Anne Waldorf	2-9514
Telephones	Anne Waldorf	2-9514
Temperature Control	Anne Waldorf	2-9514
Voice Mail	Anne Waldorf	2-9514
Week-end Work Requests	Anne Waldorf	2-9514

>

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EPA United States Environmental Protection Agency

Region 4 serving the southeast

Home · Search · Site Map · Contact Us

EPA REGION 4

Region 4 Phone Numbers

United States Environmental Protection Agency
Region 4
Atlanta Federal Center
61 Forsyth Street, SW
Atlanta, GA 30303-3104

Main Phone Numbers

Phone:	(404) 562-9900
Toll Free:	1-800-241-1754
Fax:	(404) 562-8174

Office and Division Phone Numbers

Regional Administrator's Office:	(404) 562-8357
Office of External Affairs:	(404) 562-8327
Press and Information:	(404) 562-8327
Office of Congressional Affairs:	(404) 562-8327
Air, Pesticides, and Toxic Management Division:	(404) 562-9077
Waste Management Division:	(404) 562-8651
Water Management Division:	(404) 562-9345
Environmental Accountability Division:	(404) 562-9655
Science & Ecosystem Support Division (Athens, GA):	(706) 355-8500
Criminal Investigation Division:	(404) 562-9795
TTY Number for the Hearing Impaired:	(404) 562-8339

SEARCH REGION 4

Go

Advanced Search

National Response Center 24 Hour Spill Reporting Hotline	1-800-424-8802
Region 4 24 Hour Spill Reporting Number	(404) 562-8700
R4 Emergency Response and Removal Branch Removal/Cleanup Public Information Line (8am-5pm, M-F, Eastern)	1-800-564-7577

State Agency Phone Numbers

While the Region 4 office oversees 8 southeastern states, these states have the first line of responsibility for air, water and waste issues in their states. Each state has its own environmental agency.

Their phone numbers are:

Alabama	(334) 271 7700
Florida	(850) 921 1222
Georgia	(404) 657 5947
Kentucky	(502) 564 2150
Mississippi	(601) 961 5171
North Carolina	(919) 733 4984
South Carolina	(803) 734 5000
Tennessee	(615) 532 0109

exit epa

Note that the links to state agencies access sites which are external to the EPA. By accessing these links, you will no longer be in the EPA domain.

URL: http://www.epa.gov/region4/home/phonenumbers.html
Last revised: August 2, 1999

REGION IV PHONE LIST

NAME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
ABBOTT, DAVID	EAD	404	562	9631	AFC	13TH
ABERNATHY, MICHAEL S.	OIG	404	562	9847	AFC	16th
ABLE, TONY	WMD	404	562	9273	AFC	15th floor
ABRAMS, MARY	APTMD	404	562	8983	AFC	12TH
ACKERMANN, JOHN	APTMD	404	562	9063	AFC	12TH
ADAMS, DANIEL	SESD	706	355	8819	SESD	1ST-D118
ADAMS, GLENN	WASTE	404	562	8667	AFC	10th FL
ADAMS, GREGORY	OPM	404	562	8167	AFC	9TH
ADAMS, LISA	OPM	404	562	8636	AFC	10TH
ADAMS, PAM	APTMD	404	562	9197	AFC	12 TH FL
ADAMS, ZENOBIA	OPM	404	562	8124	AFC	9TH FL
ADCOCK, JAMES	WMD	404	562	9248	AFC	15TH FL
ADCOCK, JOHN B., JR.	CID	615	741	3108	Nashvi	16T90
ADEPOJU, DEBRA	WMD	404	562	9402	AFC	15th Floor
AEBISCHER, ED	OPM	404	562	8265	AFC	14TH
AHERN, DAN	APTMD	404	562	9028	AFC	12TH FL
AHMED, SYED	WASTE	404	562	8471	AFC	10TH FL
AINSLIE, WILLIAM	WMD	404	562	9400	AFC	15TH FL
AIYAR, RAJ	APTMD	404	562	8993	AFC	12TH
AKIN, ELMER	WASTE	404	562	8634	AFC	10TH FL
AKINDELE, FEMI	WASTE	404	562	8809	AFC	11TH FL
ALDRIDGE, LISA	OPM	404	562	8173	AFC	9TH
ALEXANDER, CONSTANCE	WMD	404	562	9382	AFC	15TH FL
ALFANO, JOE	WASTE	404	562	8933	AFC	11th
ALLEN, FRANK	SESD	706	355	8808	SESD	1ST-D108
ALLEN, MARILYN	WASTE	404	562	8598	AFC	10th
ALLEN, SANDRA	SESD	706	355	8865		
ALLEN, THADDEUS	OPM	404	562	8191	AFC	14TH
ALLENBACH, BECKY B.	EAD	404	562	9687	AFC	13TH
ALTSMAN, DIANE T.	GULF	228	688	7015		
AMANULAH, AHMED	APTMD	404	562	9209	AFC	12TH FL
AMMONS, BRAD MICHAEL	WMD	404	562	9769	AFC	16th Floor
AMON, TYLER C.	CID	704	338	3177	AFC	16T90
AMOROSO, CATHY	WASTE	404	562	8547	AFC	10TH FL
AMOS, CLIFF	WASTE	404	562	8855	AFC	11TH FL
ANDERSON, ANDREA	APTMD	404	562	9021	AFC	12TH FL
ANDERSON, BILL	EAD	404	562	9680	AFC	13TH
ANDERSON, LARRY	CID	404	562	9812	AFC	16T90
ANDERSON, PATRICIA	WASTE	404	562	8490	COURT	2ND FL
ANDERSON, PAULINE	WASTE	404	562	8681	AFC	10TH FL
ANDERSON-CARNAHAN,LINDA	APTMD	404	562	9055	AFC	12TH FL
ANTLEY, ALLAN	SESD	706	355	8506	SESD	1ST-A102B
ANTLEY, BETH	WASTE	404	562	8454	AFC	10TH FLL
APONTE, ASTRID	WASTE	404	562	8932	AFC	11TH FL
ARCHIE, ALVA	OIG	404	562	9850	AFC	16TH
ARIAIL, DAVID	WMD	404	562	9464	AFC	15TH FL
ARMSTRONG, GREG	WASTE	404	562	8872	AFC	11TH FL
ARMSTRONG, KATHY	SESD	706	355	8514	SESD	1ST-A104
ARMSTRONG, RALPH D.	OPM	404	562	8145	AFC	9TH
ARNETT, MICHAEL	WASTE	404	562	8921	AFC	11th FL
ARNOLD, GWENDOLYN	WASTE	404	562	8620	AFC	10th FL
ARONSON, WAYNE	WMD	404	562	9444	AFC	15TH FL
ASENCIO, CARLOS	OPM	404	562	8135	AFC	9TH FL
ASHMEADE, ANNIE	APTMD	404	562	9146	AFC	12TH FL

REGION IV PHONE LIST

NAME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
ASPY, DALE	APTMD	404	562	9041	AFC	12th
AUWARTER, ALAN	SESD	706	355	8704	SESD	1ST-F127
BACON, BRIDGETT	APTMD	404	562	9094	AFC	12TH FL
BAKER, FRANK	WMD	404	562	9942	AFC	16th FL
BAKER, AUDREY	WASTE	404	562	8483	AFC	10TH FL
BALABAN, PAT	WASTE	404	562	8548	AFC	10TH FL
BALLARD, WILLIAM	WASTE	404	562	8553	AFC	10th FL
BANISTER, BEVERLY H.	WMD	404	562	9326	AFC	15th Floor
BANKS, BRENDA E.	OPM	404	562	8420	AFC	14TH FL
BARDEN, HERBERT	SESD	706	355	8737	SESD	1ST-A100W
BARFIELD, CONNIE R.	OPM	404	562	8226	AFC	14TH FLOOR
BARKSDALE, JAMES	WASTE	404	562	8537	AFC	10TH FL
BARLOW, ELVIE	EAD	404	562	9650	AFC	13TH
BARNETT, FELICIA	WASTE	404	562	8659	AFC	10th FL
BARNETT, PHILLIP	EAD	404	562	9616	AFC	13TH
BARRETT, DIANE	WASTE	404	562	8830	AFC	11TH FL
BARRETT, LINDA	OPM	404	562	8399	AFC	14TH
BARRINO, REGINALD	EAD	404	562	9635	AFC	13TH
BARRON, FANNIE	ORA	404	562	8334	AFC	14
BARRON, NANCY	WMD	404	562	9455	AFC	15TH FL
BARROW, RONALD	OPM	404	562	8016	AFC	9TH FL
BARTLETT, ANDREW	WMD	404	562	9478	AFC	15TH FL
BARTLETT, ELIZABETH	APTMD	404	562	9122	AFC	12th
BARTON, BETTY	WMD	404	562	9381	AFC	15TH FL
BASCHON, CAROL F.	EAD	404	562	9528	AFC	13TH
BASCUMBE, ROLANDO	EAD	404	562	9562	AFC	13TH
BASS, JACKITA	WASTE	404	562	8544	AFC	10th
BASS, LORI B.	OPM	404	562	9076	AFC	14
BASSETT, JAY	WASTE	404	562	8542	AFC	10TH FL
BATCHELOR, PAULA	WASTE	404	562	8887	AFC	11TH FL
BATES, KEITH	APTMD	404	562	8992	AFC	12TH
BAUGH, AMANDA	OPM	404	562	8199	AFC	14TH FL
BAUGH, THOMAS L.	OPM	404	562	8275	AFC	14TH
BEAM, SHAYLA	SESD	706	355	8618	SESD	1ST-A100
BEDFORD, MARVIS	WASTE	404	562	8672	AFC	10th
BELDIN-QUINONES, JOHN	APTMD	404	562	9171	AFC	12TH
BELL, JOHN	OPM	404	562	8167	AFC	9TH
BENANTE, JOANNE	WASTE	404	562	8910	AFC	11TH FL
BENEDIKT, CRAIG	WASTE	404	562	8555	AFC	10th
BENJAMIN, DEBRA	EAD	404	562	9561	AFC	13TH
BENJAMIN, LYNORAE	APTMD	404	562	9040	AFC	12th
BENNETT, CHANNING	WASTE	404	562	8474	AFC	10th
BENNETT, GARY	SESD	706	355	8551	SESD	1ST-D102C
BENNETT, GIEZELLE	WASTE	404	562	8824	AFC	11TH FL
BENTON, LAURIE	WASTE	404	562	8597	AFC	10TH FL
BERGER, JEANNE	OIG	404	562	9836	AFC	16th
BERISH, CORY	OPM	404	562	8276	AFC	14TH FL
BERRANG, BOBBI	SESD	706	355	8708	SESD	1ST-F104
BERRIOS, ANGEL	APTMD	404	562	9125	AFC	12TH FL
BERRY, MARTHA	WASTE	404	562	8533	AFC	10TH FL
BEST, TONY	WASTE	404	562	8754	AFC	11TH FL
BESWICK , LEANNE	EAD	404	562	9688	AFC	13TH
BESWICK, KEVIN	EAD	404	562	9580	AFC	13TH
BESWICK, LEANNE	OPM	404	562	9688	AFC	13TH

REGION IV PHONE LIST

NAME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
BETHUNE, NANCY L.	WMD	404	562	9379	AFC	15th Floor
BETTENCOURT, PATTY	OPM	404	562	8211	AFC	14TH FL
BETTS, PAM	SESD	706	355	8818	SESD	1ST-D118
BIEMILLER, CARL	WMD	404	562	9341	AFC	15th Floor
BINGHAM, KIMBERLY	APTMD	404	562	9038	AFC	12TH FL
BIRCH, MIKE	SESD	706	355	8552	SESD	1ST-D102F
BISTERFELD, F. THEODORE	EAD	404	562	9621	AFC	13TH
BITTINGER, BOB	WASTE	404	562	8738	AFC	11TH FL
BLACK, MARCELLA	OPM	404	562	8168	AFC	9TH
BLACKBURN, STEVEN	WMD	404	562	9397	AFC	15TH FL
BLACKWELL, ANGELIA S.	EAD	404	562	9527	AFC	13TH
BLAIR, BENJAMIN	ORA	404	562	8321	AFC	14
BLAIR, CARL	WASTE	404	562	1786	AFC	7th FL
BLAKELY, LASHON GEORGE	WMD	404	562	9276	AFC	15TH FL
BLANCHARD, JOHN	WASTE	404	562	8934	AFC	11th
BLAND, DENISE	WASTE	404	562	8880	AFC	11TH FL
BLEDSOE, DONNA	WASTE	404	562	8778	AFC	11TH FL
BLEVINS, JOHN	WASTE	404	562	8513	AFC	10TH FL
BLOETH, MARK	APTMD	404	562	9013	AFC	12TH FL
BOKEY, BILL	SESD	706	355	8604	SESD	1ST-A100A
BONDS, JACQUELINE L.	WMD	404	562	9448	AFC	15TH FL
BONILLA, MARY	WASTE	404	562	8459	AFC	10th FL
BONNETTE,RICHAR	OIG	404	562	9848	AFC	16TH
BOOKMAN, ROBERT	APTMD	404	562	9169	AFC	12TH FL
BOONE, BARBARA	OPM	404	562	8136	AFC	9TH FL
BOREL, KAREN	APTMD	404	562	9029	AFC	12TH FL
BORNHOLM, JON	WASTE	404	562	8820	AFC	11TH FL
BOTTS, COLETTE	WMD	404	562	9791	AFC	16TH FL
BOUMA, STACEY	APTMD	404	562	9192	AFC	12th
BOWDEN, MIKE	SESD	706	355	8734	SESD	1ST-A100Q
BOWERS, VERA	APTMD	404	562	9053	AFC	12TH FL
BOYD, MICHELLE	OPM	404	562	8159	AFC	9TH
BOYER, MARY M.	OIG	404	562	9838	AFC	16TH
BOYKIN, TOMMY	OPM	404	562	8853	AFC	11TH
BOYLE, PAT	SESD	706	355	8541	SESD	1ST-B107
BOZEMAN, EARL	WASTE	404	562	8545	AFC	10TH FL
BRAGAN, MARY JO	ORA	404	562	8323	AFC	14TH FL
BRAMLETT, JANICE H.	OPM	404	562	8195	AFC	14TH FL
BRANNEN, LARRY	WASTE	404	562	8723	AFC	11TH FL
BREWER, SUSAN	OPM	404	562		AFC	14TH
BRICKER, JAMES	OPM	404	562	8005	AFC	9TH FL
BRIGHT, BILLY	WASTE	404	562	8868	AFC	11TH FL
BRINSON, MARLYN	OPM	404	562	8033	AFC	9TH
BRITTAIN, DOYLE	WASTE	404	562	8549	AFC	10TH FL
BRITTIAN, JOYCE	WASTE	404	562	8472	AFC	11TH FL
BRITTON, STACEY A.	GULF	228	688	3728		
BROCK, MARTHA	EAD	404	562	9546	AFC	13TH
BROOKS, PATRICIA A.	APTMD	404	562	9145	AFC	12TH FL
BROWN WALDEN, ELIZABETH	WASTE	404	562	8814	AFC	11TH FL
BROWN, ANDREA	OPM	404	562	8244	AFC	14TH FL
BROWN, ANNIE G.	WMD	404	562	9288	AFC	15TH FL
BROWN, CAROLYN	WMD	404	562	9734	AFC	16TH FL
BROWN, CRAIG S.	APTMD	404	562	8990	AFC	12TH FL
BROWN, EBONIQUE	APTMD	404	562		AFC	12TH

REGION IV PHONE LIST

NAME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
BROWN, JOANN	OPM	404	562	9877	AFC	16TH FL
BROWN, JOANNE	SDD	404	562	9877	AFC	16TH FL
BROWN, LORIANN	WASTE	404	562	8575	AFC	10TH FL
BROWN, MAYBELLE	OPM	404	562	8378	AFC	14TH FL
BROWN, PAMELA	OPM	404	562	8229	AFC	14TH FL
BROWN, RAYNA	APTMD	404	562	9093	AFC	12TH
BROWN, ROSALIND	WASTE	404	562	8633	AFC	10th FL
BROWN, RUSSANDRA	OPM	404	562	8267	AFC	14TH FL
BROWN, STEPHANIE	WASTE	404	562	8558	AFC	10th
BROWN, YOLANDA	WMD	404	562	9451	AFC	15th Floor
BRYANT, ALESIA	OPM	404	562	8140	AFC	9TH FL
BRYANT, JOHN	APTMD	404	562	9023	AFC	12TH
BRYANT, RANDY	WASTE	404	562	8938	AFC	11TH FL
BUDEIR, MAHER	WASTE	404	562	8491	AFC	10th FL
BUERKI, KAREN	WASTE	404	562	8747	AFC	11TH FL
BUFF, VIRGINIA	WMD	404	562	9262	AFC	15TH FL
BUITRAGO, HECTOR	OPM	404	562	8397	AFC	14TH FL
BULLOCK, PATRICIA	EAD	404	562	9511	AFC	13TH
BURGER, JERRY	SESD	706	355	8739	SESD	1ST-A100X
BURKS, ARTHUR	SESD	706	355	8844	SESD	1ST-D112
BURKS, EDMUND	WASTE	404	562	8587	AFC	10TH FL
BURNS, NEIL	OPM	404	562	8289	AFC	14TH FL
BURNS, ROBERT	WMD	404	562	9456	AFC	15th Floor
BURTON, STEVE	WMD	404	562	9466	AFC	15TH FL
BUSH, WILLIAM, JR.	EAD	404	562	9538	AFC	13TH
BUSKEY, TRACI	OPM	404	562	8284	AFC	14TH FL
BUSSEY, RUEBEN	EAD	404	562	9673	AFC	13TH
BUTLER, ANDRE	APTMD	404	562	9885	AFC	12TH
BUTLER, LAEL	WASTE	404	562	8453	AFC	10TH FL
BUTTON, RICHARD	APTMD	404	562	9135	AFC	12TH FL
BYARS, MALIKAH	WASTE	404	562	8459		10th Floor
BYARS, MEREDITH	ORA	404	562	8212	AFC	14TH FL
BYARS, SHARONITA	OPM	404	562	8311	AFC	14
BYRD, BOBBY	OPM	404	562	9948	AFC	9TH
CAGLE, LESLIE	SESD	706	355	8765	SESD	1ST-F120
CAINS, RUTH	APTMD	404	562	9142	AFC	12th
CALCAGNI, JOHN	APTMD	919	715	6534		
CALLAHAN, KINDRA	APTMD	404	562	8999	AFC	12TH FL
CALLENDER, ROCK	APTMD	404	562	9186	AFC	12TH FL
CAMPBELL, CARLA	OPM	404	562	8213	AFC	14TH FL
CAMPBELL, JEAN	APTMD	404	562	9193	AFC	12TH FL
CAMPBELL, RICHARD	WASTE	404	562	8825	AFC	10th Fl
CANNON, CARTER	OPM	404	562	9962	AFC	10th
CAPEL, SUSAN	EAD	404	562	9566	AFC	13TH
CAPLAN, ROBERT	EAD	404	562	9526	AFC	13TH
CAPRITA, BARBARA	WASTE	404	562	8720	AFC	11th
CAR, GLORIA D.	GULF	228	688	2421		
CARBONARO, JOSEPH	OPM	404	562	8161	AFC	9TH
CARBONARO, SHERRYL	WASTE	404	562	8742	AFC	11th FL
CARLTON, ROGER	SESD	706	355	8609	SESD	1ST-A100G
CARMICHAEL, STEVE	WMD	404	562	9374	AFC	15TH FL
CARR, LOFTON	WASTE	404	562	8804	AFC	11TH FL
CARRERAS, ED	WASTE	404	562	8509	AFC	10TH FL
CARROLL, ANTHONY	SESD	706	355	8811	SESD	1ST-D118

REGION IV PHONE LIST

NAME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
CARROLL, DAWN	WASTE	404	562	8450	AFC	10th Fl
CARSON, WANDA	WASTE	404	562	8596	AFC	10th FL
CARTER, DEBORAH	EAD	404	562	9668	AFC	13TH
CARTER, TRACEE	WMD	404	562	9765	AFC	16TH FL
CARVER, MARY	APTMD	404	562	9147	AFC	12TH FL
CASTILLO, MAGDA	WMD	404	562	9432	AFC	15TH FL
CASTRO, ANDRES	CID	502	569	7144	Louisv	16T90
CAVINDER, TOM	SESD	706	355	8719	SESD	1ST-F113
CERON, LEONARDO	APTMD	404	562	9129	AFC	12TH FL
CHAFFINS, RANDALL	WASTE	404	562	8929	AFC	11TH FL
CHANDLER, CONNY	WMD	404	562	9336	AFC	15TH FL
CHANDLER, SHARON	WASTE	404	562	8888	AFC	11TH FL
CHANDLER, SUSAN	OIG	214	665	2790	TEXAS	DALLAS
CHAPPELL, CHARLES	OPM	404	562	8388	AFC	14TH FLOOR
CHASTAIN, ALICE	ORA	404	562	8314	AFC	14TH
CHEEKS, THORNELL	WASTE	404	562	8479	AFC	11TH FL
CHEN, BEN	WMD	404	562	9247	AFC	15TH FL
CHEN, CAROL HOWARD	WMD	404	562	9415	AFC	15TH FL
CHERRY, AL	WASTE	404	562	8828	AFC	11TH FL
CHICHAKLI, RANDA	WASTE	404	562	8928	AFC	11th FL
CHILDRESS, ROOSEVELT	WMD	404	562	9279	AFC	15TH FL
CLARK, KENNETH	OPM	404	562	8282	AFC	14TH FL
CLARK, KIMBERLY	OPM	404	562	9695	AFC	13TH FL
CLAY, DAVID K.	EAD	404	562	9565	AFC	13TH
CLIFTON, KIM	WASTE	404	562	8477	AFC	10th
COBB, WILDA	EAD	404	562	9530	AFC	13TH
COBLENTZ, ESTHER	GULF	228	688	1281		
CODY, KAREN	APTMD	404	562	9092	AFC	12TH
COLE, JOSEPH	CID	423	545	4167		
COLE, JULIA A.	WASTE	404	562	9967	AFC	10TH FL
COLE, LARRY	WMD	404	562	9474	AFC	15TH
COLE, SIBYL	WMD	404	562	9437	AFC	15TH FL
COLGAN, JULIE	EAD	404	562	9691	AFC	13TH
COLLINS, ARTHUR	WMD	404	562	9742	AFC	16TH FL
COLLINS, GARY	WMD	404	562	9395	AFC	15TH FL
COLON, LUZ	EAD	404	562	9515	AFC	13TH
COLQUITT, DEBBIE	SESD	706	355	8804	SESD	1ST-D102
COMICK-BATES, NICOLE	WASTE	404	562	9966	AFC	10TH FL
COMPTON, JOE	SESD	706	355	8733	SESD	1ST-A100Y
CONLEY, ALANNA	WMD	404	562	9443	AFC	15th Floor
COOPER, ROBERT	OPM	404	562	8281	AFC	14TH FL
COOPER, WILLIAM G.	WMD	404	562	9475	AFC	15th Floor
CORKRAN, JULIE	WASTE	404	562	8547	AFC	10th
COSGROVE, WILLIAM	SESD	706	355	8616	SESD	1ST-A100D
COSSAR, DINA	OPM	404	562	8025	AFC	9TH
COUCH, JAMES	WMD	404	562	9405	AFC	15TH FL
COURTNEY-GARRETT, SHARYLE	WMD	404	562	9731	AFC	16TH FL
COVER, REBECCA	WMD	404	562	9322	AFC	15th Floor
COVINGTON, GLORIA	OPM	404	562	8387	AFC	14TH FL
COWART, JACK	WASTE	404	562	8591	AFC	10TH FL
COX, THANNE (ELIZABETH)	EAD	404	562	9644	AFC	13TH
COX, WILLIAM LEE	WMD	404	562	9351	AFC	15TH FL
CRAIGER, KEN	OIG	404	562	9839	AFC	16TH

REGION IV PHONE LIST

NAME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
CRANE, JEFFREY	WASTE	404	562	8546	AFC	10th
CRAWFORD, BRIDGET C.	WMD	404	562	9275	AFC	15TH FL
CRAWFORD, GREGORY	APTMD	404	562	9046	AFC	12TH FL
CROSS, TAMMYE	WASTE	404	562	8618	AFC	10th FL
CROWE, MARGARET	WASTE	404	562	8687	AFC	10th FL
CRUM, LYNDA	EAD	404	562	9524	AFC	13TH
CRUM, WESLEY B.	WMD	404	562	9352	AFC	15TH FL
CRUMLEY, CONNIE	OPM	404	562	8240	AFC	14TH FL
CRUVER, MELVIN	OPM	404	562	8015	AFC	9TH FL
CURLES, ELAINE	OPM	404	562	8364	AFC	14TH FL
CURRY, KATHLEEN	WASTE	404	562	8660	AFC	10th FL
CURTIS, JACQUELINE	WASTE	404	562	8717	AFC	11TH FL
CUTTS, PHYLLIS	OPM	404	562	8394	AFC	14TH FL
DAIS, EUNICE	APTMD	404	562	9083	AFC	12TH FL
DALY, ANTONIOUS	OPM	404	562	8640	AFC	10TH
DANGERFIELD, LEONARD J.	WMD	404	562	9316	AFC	15TH FL
DANIEL, DERRICK	OPM	404	562	8022	AFC	9TH
DANIELS, JEFFREY	SESD	706	355	8837	SESD	1ST-D102
DANOIS, GRACY	APTMD	404	562	9119	AFC	12TH FL
DANOIS, HECTOR	WMD	404	562	9766	AFC	16TH FL
DAO, PETER	WASTE	404	562	8508	AFC	10th
DAVENPORT, HAZEL	APTMD	404	562	8995	APTMD	12TH FL
DAVID, DAMITA	OPM	404	562	8034	AFC	9TH FL
DAVID, PAUL	WMD	404	562	9363	AFC	15TH FL
DAVIDSON, DEBORAH	OPM	404	562	8373	AFC	14TH FL
DAVIDSON-NORRIS, RUTH	WASTE	404	562	8753	AFC	11TH FL
DAVILA, DENISSE	WASTE	404	562	8610	AFC	10TH FL
DAVIS, ANITA	WASTE	404	562	8844	AFC	11TH FL
DAVIS, ELIZABETH E.	EAD	404	562	9696	AFC	13TH
DAVIS, GARY	WMD	404	562	9239	AFC	15TH FL
DAVIS, KEVA	APTMD	404	562	9025	AFC	12TH FL
DAVIS, MARIBETH	WMD	404	562	9236	AFC	15TH FL
DAVIS, MARK A.	WASTE	404	562	8488	AFC	10th
DAVIS, ROD	SESD	706	355	8607	SESD	1ST-A100I
DAVIS, SCOTT	APTMD	404	562	9127	AFC	12TH FL
DAVIS, ZAKIYA	WMD	404	562	9435	AFC	15TH FL
DEAKIN, DOUG	APTMD	404	562	9114	AFC	12TH FL
DEAN, WILLIAM KENNETH	WMD	404	562	9378	AFC	16TH FL
DEANGELO, ANTONIO	WASTE	404	562	8826	AFC	11TH FL
DEATRICK, JOHN	SESD	706	355	8774	SESD	1ST-F104
DECKER, CHRIS	SESD	706	355	8718	SESD	1ST-A100
DECKER, ED	WMD	404	562	9383	AFC	15TH FL
DECKER, SHERRYL	OPM	404	562	8127	AFC	9TH FL
DEGAETANO, THOMAS	WMD	404	562	9479	AFC	15TH FL
DEHNER, JEFFREY	EAD	404	562	9588	AFC	13TH
DEMPSEY, TERRY	OPM	404	562	8419	AFC	14TH FL
DENDY, JACQUELINE	WASTE	404	562	8876	AFC	11th FL
DENMAN, WILLIAM	WASTE	404	562	8939	AFC	11th FL
DENSON, STANLEY	WASTE	404	562	8671	AFC	10TH FL
DERBY, JENNIFER	WMD	404	562	9401	AFC	15TH FL
DEROKEY, DAVID JR.	WASTE	404	562	8801	AFC	11th FL
DESAI, HARESH M.	WASTE	404	562	8475	AFC	10th
DESAIX, AMY	WMD	404	562	9790	AFC	16th Floor
DESHAY, TAWANDA	OPM	404	562	8026	AFC	9TH

REGION IV PHONE LIST

AME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
DEUTSCH, JOHN	APTMD	404	562	9185	AFC	12TH FL
DIAZ, DEANNA	OPM	404	562	8048	AFC	9TH FL
DICK, BARBARA	WASTE	404	562	8923	AFC	11TH
DICKENS, KRISTY	SESD	706	355	8549	SESD	1ST-A104A
DICKENS, ROSA	OPM	404	562	9706	AFC	13TH
DICKINSON, JOHN	WASTE	404	562	8465	AFC	10th
DILLON, TOM	WASTE	404	562	8639	AFC	10th FL
DIMSDALE, DOROTHY	OPM	404	562	8398	AFC	14TH FLR
DION, ALAN	EAD	404	562	9587	AFC	13TH
DIPIETRO, WALTER	OPM	404	562	8166	AFC	9TH FLR
DIXON, LORENZO	OPM			####		
DIXON, WARREN	WASTE	404	562	8739	AFC	11TH FL
DOBSON, BARBARA	WASTE	404	562	8878	AFC	11TH FL
DOMINY, MADOLYN	WMD	404	562	9305	AFC	15TH FL
DOMINY, RANDY	APTMD	404	562	8996	AFC	12TH FL
DONALDSON, BRIAN	WASTE	404	562	8554	AFC	11TH FL
DONEHOO, WILLIAM E.	WMD	404	562	9745	AFC	16TH FL
DOOLEY, JESSE W.	OPM	404	562	8012	AFC	9TH FLR
DORIAN, DAVID	WASTE	404	562	8607	AFC	10th FL
DORN, LONNIE R.	SESD			####	SESD	SESD
DORSEY, CAROL	OPM	404	562	8227	AFC	14TH FLOOR
DOVE, JEANNE	WMD	404	562	9943	AFC	16TH FL
DRESSLER, JASON	APTMD	404	562	9208	AFC	12TH
DUBOSE, RICHARD	APTMD	404	562	9168	AFC	12TH FL
DUCONGE, DEBBIE	OPM	404	562	8024	AFC	9TH
UMAS, TERESA	OPM	404	562	8149	AFC	9TH FLR
UNN, ANDREW	OPM	404	562	8254	AFC	14TH FLR
DUPERRAY, BERNIE	WASTE	404	562	8675	AFC	10th FL
DURBIN, JOAN REDLEAF	EAD	404	562	9544	AFC	13TH
DURBROW, RICK	OPM	404	562	8286	AFC	14TH FL
DUTTON, SAM	SESD	706	355	8823	SESD	1ST-D118H
EATON, KIM	WASTE	404	562	8833	AFC	11TH FL
EGER, CHARLES	WASTE	404	562	8741	AFC	11TH FL
EINWICH, KATHLEEN M.	GULF	228	688	1031		
EJIMOFOR, CAROLINE	WMD	404	562	9309	AFC	15TH FL
ELLINGTON, NATALIE	WMD	404	562	9453	AFC	15TH FL
ELLIS, ANGELA	WMD	404	562	9368	AFC	15TH FL
ELLIS, ELISABET (LISA)	EAD	404	562	9541	AFC	13TH
ELLISON, MATTIE	OPM	404	562	8170	AFC	9TH FLR
ELLISON, RICHARD	OPM	404	562	8023	AFC	9TH
EMORY, VICTOR	OPM	404	562	8175	AFC	9TH FLR
ENGLE, DAVID	EAD	404	562	9531	AFC	13TH
ENGLISH, MARCIA	EAD	404	562	9570	AFC	13TH
ERICKSON, SHARYN	OPM	404	562	8021	AFC	9TH
ERTEP, SERDAR A.	EAD	404	562	9683	AFC	13TH
ESPY, CHERYL D.	WMD	404	562	9342	AFC	15TH FL
EVANS (HALL), EMMA	WASTE	404	562	8540	AFC	10TH FL
EVANS, JOYCE	OPM	404	562	8173	AFC	9TH
EVANS, RHONDA	WMD	404	562	9369	AFC	15TH FL
EXLEY, SHERYL	OPM	404	562	8121	AFC	9TH FL
FALCONER, CARON	WASTE	404	562	8451	AFC	10th
FALLON, ANNA	WMD	404	562	9411	AFC	15th Fl
ARMER, ALAN	OPM	404	562	8295	AFC	14TH FL
RRIER, BRIAN	WASTE	404	562	8952	AFC	11TH FL

REGION IV PHONE LIST

NAME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
FASSELT, VERONICA	WMD	404	562	9406	AFC	15TH FL
FEELY, KEN	WASTE	404	562	8512	AFC	10th
FEHLENBERG, STACY L.	OPM	404	562	8309	AFC	14TH FL
FEHN, CURT	WASTE	404	562	8909	AFC	11TH FL
FELTON, RICKY	OPM	404	562	8003	AFC	9
FELTON, VANESSA	WMD	404	562	9365	AFC	16TH FL
FELTUS, MICKEY	WMD	404	562	9421	AFC	15th Floor
FERRAZZUOLO, RICHARD	OPM	404	562	8046	AFC	9TH FLR
FERRIS, THOMAS	OPM	404	562	8007	AFC	9TH
FERRY, ROLAND	WMD	404	562	9387	AFC	15TH FL
FIELDS, SHERRI L.	EAD	404	562	9684	AFC	13TH
FINNEY, JOHNNY R.	OPM	404	562	9880	AFC	16TH
FITCHHORN, LARRY	WASTE	404	562	8497	AFC	10th
FITE, MARK	WASTE	404	562	8927	AFC	11TH FLL
FITZ-HENLEY, GWENDOLEN	EAD	404	562	9675	AFC	13TH
FITZSIMMONS, CHARLIE	WASTE	404	562	8773	AFC	11TH FL
FLEXNER, MORRIS	WMD	404	562	9272	AFC	15TH
FLORES, LUIS	WASTE	404	562	8807	AFC	11TH FL
FLOYD, NANCY	APTMD	404	562	9103	AFC	12TH FL
FONZI, REGINA	WMD	404	562	9301	AFC	15TH FL
FORD, GEORGE	WMD	404	562	9307	AFC	15th floor
FOREE, GERALD	WASTE	404	562	8850	AFC	11TH FL
FORMARO, RANDY	OPM	404	562	8223	AFC	14TH FL
FORNEY, KATY	APTMD	404	562	9130	AFC	12TH FL
FORTIN, KELLY	APTMD	404	562	9117	AFC	12TH FL
FORTSON, RHONDA	SESD	706	355	8802	SESD	1ST-D102
FOSTER, ANNA	OPM	404	562	8382	AFC	14TH FL
FOSTER, JACKIE	OPM	404	562	8253	AFC	14TH FLR
FOSTER, STACEY	OPM	404	562	8881	AFC	11TH
FOWLER, JANICE	OPM	404	562	8303	AFC	14TH FLOOR
FOWLER, LAURA	WASTE	404	562	8436	AFC	11TH FL
FOX, CATHERINE	EAD	404	562	9634	AFC	13TH
FOX, MARY	APTMD	404	562	9070	AFC	12TH FL
FOX, REBECCA	WMD	404	562	9416	AFC	15TH FL
FOY, SARA JANIE	ORA	404	562	8432	AFC	14TH FL
FRALEY, GREGORY	WMD	404	562	9754	AFC	16TH FL
FRANCE, DANNY	SESD	706	355	8738	SESD	1ST-A100S
FRANCENDESE, LEO	WASTE	404	562	8772	AFC	11TH FL
FRANCO, BENJAMIN	WASTE	404	562	8758	AFC	11TH FL
FRANCO, SARAH	OPM	404	562	8215	AFC	14TH FL
FRAZIER, LINDA	WASTE	404	562	8871		11th Floor
FREEMAN, ALFREDA	APTMD	404	562	8977	AFC	12TH FL
FREEMAN, ROBERT	WMD	404	562	9244	AFC	15TH FL
FREY, KIMBERLY	SESD	706	355	8773	SESD	1ST-D118
FRIDAY, NATASHA	WASTE	404	562	8869	AFC	11TH FL
FROEDE, CARL	WASTE	404	562	8550	AFC	10th
FRONEBERGER, DALE	WMD	404	562	9446	AFC	15th
FULTON, STEPHANIE	OPM	404	562	9084	AFC	14TH
FURSE, LEE	APTMD	404	562	9009	AFC	12TH FL
GAILLARD, BRENDA	WASTE	404	562	8531	AFC	10th FL
GAINES, DOUG	APTMD	404	562	8985	AFC	12TH FL
GALA, CHETAN	WMD	404	562	9746	AFC	16TH FL
GANDY, JAMES	OPM	404	562	8376	AFC	14TH FL
GARCIA, FRANCIS	WASTE	404	562	8763	AFC	11TH FL

REGION IV PHONE LIST

AME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
GARCIA, JAVIER	WASTE	404	562	8616	AFC	10TH FL
GARDER, MARGERY	OPM	404	562	8026	AFC	9TH FL
GARDNER, JENNIFER	WMD	404	562	9436	AFC	15th Floor
GARDNER, JOHN	OPM	404	562	8573	AFC	16
GARDNER, KAREN	OPM	404	562	8264	AFC	14TH Fl
GARDNER, MINDY	WASTE	404	562	8594	AFC	10TH FL
GARDNER, MINDY	WASTE	404	562	8907	AFC	11th
GARFINKEL, WAYNE	APTMD	404	562	8982	AFC	12TH
GENERETTE, LLOYD	APTMD	404	562	9138	AFC	12TH FL
GENT-HOWARD, STACY	EAD	404	562	9633	AFC	13TH
GENTRY, RALPH	SESD	706	355	8553	SESD	1ST-D102E
GEORGE, LINDA	WASTE	404	562	8643	Tower	10th
GEORGE, VERNE	APTMD	404	562	8988	AFC	12TH FL
GERBER, MARYANN	WMD	404	562	9462	AFC	15th Floor
GERDES, VIRGIL	WASTE	404	562	8734	AFC	11TH FL
GETTLE, JEANEANNE	APTMD	404	562	8979	AFC	12TH FL
GETTLE, JEANEANNE	WASTE	404	562	8570	AFC	10th FL
GHOSH, MITA	EAD	404	562	9568	AFC	13TH
GIATTINA, JAMES	GULF	228	688	1172	Gulf	Gulf
GIBSON, CINDY	APTMD	404	562	9136	AFC	12TH FL
GIBSON, MARY	WASTE	404	562	8808	AFC	11TH FL
GILLAM, RICHARD	WASTE	404	562	8498	AFC	10th
GILLIAND, HOUSTON	WASTE	404	562	8617	AFC	10TH FL
GILMORE, PENNY	APTMD	404	562	8968	AFC	12TH FL
GLAZE, RICHARD	EAD	404	562	9554	AFC	13TH
LEATON, GWENDOLYN	WASTE	404	562	8500	AFC	11TH FL
LENN, MARCIA	EAD	404	562	9537	AFC	13TH
GLENN, MICHELLE	WASTE	404	562	8674	Floor	10th
GODDARD, DENISE	SESD	706	355	8568	SESD	1ST-D102
GODFREY, ANNIE	WASTE	404	562	8919	AFC	11TH FL
GODWIN, TAMRA	ORA	404	562	8130	AFC	14
GOFF, GORDON	WASTE	404	562	8765	AFC	11TH FL
GOFF, KEITH	APTMD	404	562	9137	AFC	12TH FL
GOLDBERG, PATRICIA	WASTE	404	562	8543	AFC	11TH FL
GOLDSMITH, SARA	EAD	404	562	9539	AFC	13TH
GOOD, SHERYL	EAD	404	562	9559	AFC	13TH
GOODE, DONALD	APTMD	404	562	9010	AFC	12TH FL
GOODGAME, LYNDA	ORA	404	562	8225	AFC	14th
GOODWIN, ROBERT	APTMD	404	562	9044	AFC	12TH
GOOSBY, TAMARA	OPM	404	562	8946	AFC	11TH
GORDON, JAMES SCOTT	WMD	404	562	9741	AFC	16TH FL
GORDON, LISA PERRAS	WMD	404	562	9317	AFC	15TH FL
GRAHAM, PHYLLIS	OPM	404	562	8156	AFC	9TH FLR
GRANT, BARBARA	OPM	404	562	8219	AFC	14TH
GRANT, BARBARA	WMD	404	562	9399	AFC	15TH FL
GRAY, DAVID	WASTE	404	562	8467	AFC	11TH FL
GRAY, JIM	SESD	706	355	8613	SESD	1ST-A100K
GRAY, PERRY	OPM	404	562	8038	AFC	9th
GRAY, ROSIE	WASTE	404	562	8685	AFC	10th FL
GRAYER, SHIRLEY	OPM	404	562	8416	AFC	14TH FL
GREEN, DANIEL	CID	813	274	6202	TMP FL	
GREEN, RICHARD	WASTE	404	562	8651	AFC	10TH FL
REEN, VALERIE L.	EAD	404	562	9669	AFC	13TH
EENE, ANNETTE	WASTE	404	562	8893	AFC	11TH FL

NAME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
GREENE, MARY	EAD	404	562	9564	AFC	13TH
GREENE, MELINDA MALLARD	WMD	404	562	9771	AFC	16TH FL
GREENFIELD,JAMES	WMD	404	562	9238	AFC	15TH FL
GRIFFITH, BRYON	GULF	228	688	1172	Gulf	Gulf
GROSS, LOU ANN	EAD	404	562	9642	AFC	13TH
GRUBBS, JEWELL	WASTE	404	562	8568	AFC	10TH FL
GUILLOT, RICHARD	APTMD	404	562	9050	AFC	12TH FL
GULLY, LASHANDRA	EAD	404	562	9689	AFC	13TH
GURLEY, CYNTHIA	WASTE	404	562	8817	AFC	11TH FL
GUTHRIE, DIANE	SESD	706	355	8622	SESD	1ST-D102
GUZMAN, HUMBERTO	WASTE	404	562	8942	AFC	11th FL
HAIRE, DOUG	OPM	404	562	8032	AFC	9
HAKAMI, V. ALYSE	EAD	404	562	9583	AFC	13TH FLOOR
HALBACK, MARY	WMD	404	562	9778	AFC	16TH FL
HALBROOK, CANDACE	SESD	706	355	8715	SESD	1ST-F107
HALE, MARGARET	SESD	706	355	8742	SESD	1ST-F105
HALE, SALLIE	SESD	706	355	8815	SESD	1ST-D110
HALEY, VICKI	WASTE	404	562	8714	AFC	11th FL
HALL, STEVE	SESD	706	355	8615	SESD	1ST-A100O
HALYARD, SCOTT	APTMD	404	562	8991	AFC	12TH
HAMILTON, JOHN	EAD	404	562	9617	AFC	13TH
HAMMOND, RICHARD	WASTE	404	562	8535	AFC	10th
HAMPTON, TIMOTHY	CID	404	562	9803	AFC	16T90
HANEEF, CLAUDETTE A.	EAD	404	562	9645	AFC	13TH
HANKE, AL	WASTE	404	562	8954	AFC	10TH FL
HANKINSON, JOHN H., JR.	ORA	404	562	8357	AFC	14TH FL
HANKS, KATE	WMD	404	562	9788	AFC	16th Floor
HANKS, LORETTA	OCA	404	562	8349	AFC	14TH FLR
HANNAH, JOSEPHINE	OPM	404	562	8233	AFC	14TH FLR
HANSEL, JOEL	WMD	404	562	9274	AFC	15TH FL
HANSEN, SUSAN E.	EAD	404	562	9700	AFC	13TH
HANSEN, THOMAS	EAD	404	562	9612	AFC	14TH
HARBIN, DAVID L.	ORA	404	562	8134	AFC	14
HARDEGREE, WES	WASTE	404	562	8486	AFC	10TH FL
HARKINS, JOHN	WMD	404	562	9245	AFC	15TH FL
HARMON, THAJURA	OPM	404	562	8125	AFC	9TH
HARMUTH, TOM	OPM	404	562	8293	AFC	14TH FLR
HARPER, CECELIA	WMD	561	616	8867		WPB
HARPER, JEWELL	WASTE	404	562	8651	AFC	10TH FL
HARRELL, FRAN	OPM	404	562	8383	AFC	14TH FL
HARRINGTON, DEBRA	WASTMD			####		
HARRINGTON, DEBRA	OPM	404	562	8859	AFC	11TH FL
HARRINGTON, DEBRA	WASTE	404	562	8859		
HARRIS, CYDRENA	OPM	404	562	9703	AFC	13TH
HARRIS, DAWN	ORA	404	562	8421	AFC	14TH
HARRIS, JAMES	CID	904	232	4056	JAX FL	
HARRIS, KENNETH	WMD	404	562	9775	AFC	16TH FL
HARRIS, PHYLLIS	EAD	404	562	9678	AFC	13TH
HARRISON, GARY	OPM	404	562	9753	AFC	16TH FL
HARRISON, JIM	WMD	404	562	9271	AFC	15TH FL
HARTNETT, MICHAEL	WASTE	404	562	8661	AFC	10TH FL
HARVEY, JACKIE	WASTE	404	562	8882	AFC	11TH FL
HARVEY, RICHARD	WMD	561	615	5292		WEST PALM
HATZELL, HILDA	WMD	404	562	9445	AFC	15th FLOOR

REGION IV PHONE LIST

NAME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
HAUGABOOK, CAROLYN	WASTE	404	562	8515	AFC	10th
HAUGEN, JILL	OPM	404	562	8248	AFC	14TH FL
HAWKINS, DANA M.	OPM	404	562	8429	AFC	14TH FLR
HAYES, CHARLES K.	OPM	404	562	8393	AFC	14TH FL
HAYNES, LYNN	APTMD	404	562	9132	AFC	12th
HAYWORTH, DANA	WMD	404	562	9481	AFC	15th Floor
HAZEN, HUGH	WASTE	404	562	8499	AFC	10TH FL
HEARD, RONALD	OPM	404	562	8018	AFC	9TH
HEARD, VALERIA ANNE	EAD	404	562	9521	AFC	13TH
HEATH, MELISSA	EAD	404	562	9520	AFC	13TH
HEDDEN, ROBIN	CID	813	274	6498	TMP FL	
HENDERSON, BILL	APTMD	404	562	9178	AFC	12TH FL
HENDERSON, MILTON	SESD	706	355	8606	SESD	1ST-A100J
HENDRIX, REBECCA L.	ORA	404	562	8342	AFC	14TH
HENRY, BRUCE	WMD	404	562	9246	AFC	15TH FL
HENRY, LISA	OPM	404	562	8251	AFC	14TH FLR
HERBERT, PATRICIA S.	WASTE	404	562	8449	AFC	10TH FL
HERNANDEZ, THOMAS	EAD	404	562	9646	AFC	13TH
HERNDON, JENNIFER	WMD	404	562	9261	AFC	15TH FL
HERTZBERG, RICHARD	WASTE	404	562	8663	AFC	10th FL
HERWIG, ROY	WMD	404	562	9758	AFC	16TH FL
HESTERLEE, CRAIG	WMD	404	562	9377	AFC	15TH FL
HEWSON, JOHN	APTMD	404	562	9214	AFC	12TH FL
HEY, ANDREW	EAD	404	562	9522	AFC	13TH
HICKERSON, KATHY	WASTE	404	562	8676	AFC	10TH FL
ICKS, TYRONE	CID	404	562	9815	AFC	16T90
HIGGASON, CRAIG	EAD	404	562	9534	AFC	13TH
HIGH, LOIS	APTMD	404	562	9151	AFC	12TH FL
HILL, ANNETTE	WASTE	404	562	8060	AFC	11th FL
HILL, ANNETTE N.	OPM	404	562	8287	AFC	14TH FLR
HILL, DAVID	WMD	404	562	9249	AFC	15TH FL
HILL, FRANKLIN	WASTE	404	562	8846	AFC	11TH FL
HILL, LOIS	WMD	404	562	9472	AFC	15TH FL
HILL, MICHAEL A.	OIG	404	562	9865	AFC	16
HILL, STACY	OPM	404	562	8375	AFC	4TH FL
HILL, TALISHA	WASTE	404	562	8563	AFC	10th FL
HILL, TRAVIS	WASTE	404	562	8918		11TH
HIMES, DARYL	WASTE	404	562	8614	AFC	10TH FL
HINES, TONJA	OPM	404	562	8173	AFC	9TH
HIRSCHFIELD, JODI A.	EAD	305	961	9045		
HITCHCOCK, SHANE	WASTE	404	562	8718	AFC	11TH FL
HOBERG, CHRISTIAN	EAD	404	562	9619	AFC	13H
HOCKETT, CHRISTOPHER T.	APTMD	404	562	9195	AFC	12th
HOFFMANN, REBECCA	WASTE	404	562	8595	AFC	10TH FL
HOFMEISTER, ARTHUR	APTMD	404	562	9115	AFC	12TH
HOKE, BRUCE	OPM	404	562	8173	AFC	9TH
HOLBROOK, JENNY	WASTE	404	562	8851	AFC	11th FL
HOLCOMB, LIBBY	WASTE	404	562	8715	AFC	11TH FL
HOLDER, HESTER MOSLEY	WMD	404	562	9289	AFC	15TH FL
HOLLAND, WILLIAM D.	GULF	228	688	3912		
HOLLIDAY-FRAZIER, MARY	ORA	404	562	8352	AFC	14TH
HOLLIMON, SHELIA MAE	EAD	404	562	9609	AFC	13TH
OLLINGER, MICHAEL	WMD	404	562	9469	AFC	15TH FL
OLROYD, DAVID	EAD	404	562	9625	AFC	13TH

REGION IV PHONE LIST

NAME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
HOLTZCLAW, BRIAN	WASTE	404	562	8684	Floor	10TH
HOM, MICHAEL	WMD	404	562	9748	AFC	16TH FL
HOOD, JULIA	OPM	404	562	8224	AFC	14TH FL
HOOD, PATRICIA	WMD	404	562	9367	AFC	15TH FLOOR
HOOKS, JEANETTE	OPM	404	562	8014	AFC	9TH
HOOPER, CHARLES	SESD	706	355	8838	SESD	1ST-D102B
HOPKINS, MARION	APTMD	404	562	9144	AFC	12TH FL
HORSEY, MAURICE	WMD	404	562	9764	AFC	16TH FL
HORTON, JANE	APTMD	404	562	9012	AFC	12TH FL
HOSKINS, SCOTT	WMD	404	562	9299	AFC	15TH FL
HOSMER, GARY A.	OPM	404	562	8151	AFC	9TH
HOUGH, PALMER	WMD	404	562	9419	AFC	15TH FL
HOUSLEY, DENISE DAVIS	WASTE	404	562	8495	AFC	10TH FL
HOWARD, HOKE	SESD	706	355	8721	SESD	1ST-F123
HOWARD, RALPH	WASTE	404	562	8829	AFC	11TH FL
HOWARD, ROBERT	WMD	404	562	9370	AFC	15TH FL
HOWELL, E. STALLINGS	WMD	404	562	9329	AFC	15TH FL
HOWES, ROBERTA	SESD	706	355	8813	SESD	1ST-D118E
HUDGINS, CHARLOTTE	OPM	404	562	8030	AFC	9TH FLR
HUDSON, BEVERLY	WASTE	404	562	8816	AFC	11TH FL
HUDSON, HENRY T.	APTMD	404	562	9188	AFC	12TH FL
HUEY, JOEL	APTMD	404	562	9104	AFC	12TH FL
HUFFSTETLER, JOAN	WASTE	404	562	8565	AFC	10TH FL
HUGHES, ERIC	WMD	904	232	2464	AFC	15TH FL
HUGHES, ROSALYN	APTMD	404	562	9206	AFC	12TH FL
HUMPHRIES, MARSHA	WASTE	404	562	8947	AFC	10th FL
HUMPHRIES, WILLIAM	WASTE	404	562	8646	AFC	10TH FL
HUMPHRIS, ALLISON	APTMD	404	562	9030	AFC	12th
HUND, JOHN W.	APTMD	404	562	8978	AFC	12TH FL
HUNTER, DON	SESD	706	355	8605	SESD	1ST-A100F
HUNTER, TRACY	ORA	404	562	8319	AFC	14TH FL
HUNTER, WALTER FREDERICK	WMD	404	562	9477	AFC	15TH FL
HWANG, SUSAN	WMD	404	562	9749	AFC	16TH FL
HYATT, MARSHALL L.	WMD	404	562	9304	AFC	15TH FL
INGRALDI, JOE	WASTE	404	562	8775	AFC	11TH FL
ISBELL, JON	WMD	404	562	9465	AFC	15TH FL
JACHIM, JENNY	APTMD	404	562	9118	AFC	12TH FL
JACK, JACQ MARIE	WASTE	404	562	8480	AFC	11TH FL
JACKSON, BRAD	WASTE	404	562	8925	AFC	11TH FL
JACKSON, CAROL	WASTE	404	562	8856	AFC	11TH FL
JACKSON, DORIS M.	OPM	404	562	8415	AFC	14TH FLR
JACKSON, FELICIA	WASTE	404	562	8894	AFC	11TH FL
JACKSON, MORGAN	WMD	404	562	9393	AFC	15TH FLOOR
JACKSON, PANSY	WASTE	404	562	8926	TOWER	11th
JACKSON, PATRICIA	EAD	404	562	9682	AFC	13TH
JACKSON, RANDY	WASTE	404	562	8464	AFC	10TH FL
JACKSON, ROSE	WASTE	404	562	8940	AFC	11TH FL
JAGER, DOUG	APTMD	404	562	9431	AFC	12TH
JAMISON, SAM	OPM	404	562	8374	AFC	14TH FLR
JARDINE, RICHARD	WASTE	404	562	8764	AFC	11th
JAY, JOYCE J.	OIG	404	562	9846	AFC	16TH
JENKIN, GRAHAM	OPM	404	562	8026	AFC	9
JENKINS, ANTHONY	WASTE	404	562	8603	AFC	10TH FL
JENKINS, DAVID	WASTE	404	562	8462	AFC	10th FL

REGION IV PHONE LIST

IAME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
JENKINS, RUFUS	OPM	404	562	8002	AFC	9TH
JENKINS, SHAYLA	OPM	404	562	8129	AFC	9TH FL
JOE, DON	WMD	404	562	9751	AFC	16TH FL
JOHNS, ALAN	OPM	404	562	8944	AFC	11TH
JOHNSON, ALENDA WILLIAMS	WMD	404	562	9761	AFC	16th Floor
JOHNSON, BONITA	WMD	404	562	9442	AFC	15TH FL
JOHNSON, BRENDA	APTMD	404	562	9037	AFC	12TH FL
JOHNSON, DAWN CREW	APTMD	404	562	9017	AFC	12TH FL
JOHNSON, DORA DANNER	WASTE	404	562	8737	AFC	11TH FL
JOHNSON, DOUGLAS	WMD	404	562	9386	AFC	15TH FL
JOHNSON, HUGH H.	WMD	404	562	9407	AFC	15TH FL
JOHNSON, JAMES F.	CID	423	545	4167		
JOHNSON, KATHIE E.W.	OIG	404	562	9842	AFC	16TH
JOHNSON, KRISTINE	EAD	404	562	9605	AFC	13TH
JOHNSON, MICHAEL	OPM	404	562	8173	AFC	9TH
JOHNSON, OTIS	WASTE	404	562	8481	AFC	10TH FL
JOHNSON, PRISCILLA	EAD	404	562	9614	AFC	13TH
JOHNSON, VENETTA	OPM	404	562	8268	AFC	14TH FLR
JOHNSON, WAYNON	WASTE	404	562	8769	AFC	11TH FL
JOHNSON-LOOBY, GLADYS	OPM	404		8050	AFC	9TH
JOHNSTON, JOHN	WASTE	404	562	8458	AFC	10TH FL
JOHNSTON, JON	WASTE	404	562	8527	AFC	10TH FL
JONES, CHERYN	APTMD	404	562	9006	AFC	12TH FL
JONES, CONSTANCE	WASTE	404	562	8551	AFC	10th
JONES, KAREN	EAD	404	562	9627	AFC	13TH
'ONES, KATRINA S.	WASTE	404	562	8811	AFC	11TH FL
)NES, KIMBERLY	EAD	404	562	9553	AFC	13TH
JONES, WILLIAM	EAD	404	562	9582	AFC	13TH
JONES, YVONNE	WASTE	404	562	8793	AFC	11TH FL
JONES, YVONNE L.	APTMD	404	562	9205	AFC	12TH FL
JORDAN, WILLENE	OPM	404	562	8243	AFC	14TH FL
JOURDAN, DEBBIE	WASTE	404	562	8862	AFC	11TH FL
JOURDAN, ROBERT	WASTE	404	562	8790	AFC	11TH FL
JOYNER, SONYA	OPM	404	562	9719	AFC	10TH
JOYNER, WILLIAM	WASTE	404	562	8795	AFC	11TH FL
JUMP, MICHAEL	APTMD	404	562	9177		
KAGEY, CONNIE	WMD	404	562	9300	AFC	15TH FL
KAJUMBA, NTALE	EAD	404	562	9620	AFC	13TH
KALLA, PETE	SESD	706	355	8778	SESD	
KAMALI, ALAN	OPM	404	562	8037	AFC	9TH FLR
KAUFFMANN, JANE K.	OPM	404	562	8427	AFC	14TH FL
KAVOUSI, JUDY	OPM	404	562	8411	AFC	14TH FL
KELLER, ANNE	SESD	706	355	8767	SESD	1ST-F125
KEMKER, CAROL	APTMD	404	562	8956	AFC	12TH FL
KEMP, REBECCA	OPM	404	562	8027	AFC	9TH FLR
KENDALL, ANDREW	WMD	404	562	9394	AFC	15TH FL
KESLER, CINDY	SESD	706	355	8507	SESD	1ST-D102A
KEY, HAROLD	WASTE	404	562	8864	AFC	11TH FL
LINDA	SESD	706	355	8731	SESD	1ST-D102
KIMPSON, MAXWELL	WASTE	404	562	9969	AFC	10th Floor
KING, CHARLES	WASTE	404	562	8931	AFC	11TH FL
THERESA M.	EAD	404	562	9501	AFC	13TH
KINNEY, BETTY	SESD	706	355	8511	SESD	1ST-D100
IGHT, GLORIA R.	APTMD	404	562	9004	AFC	12TH FL

REGION IV PHONE LIST

NAME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
KNIGHT, KAREN	WASTE	404	562	8885	AFC	11th FL
KOENIG, MARK	SESD	706	355	8720	SESD	1ST-F108
KONO, MICHIKO	EAD	404	562	9558	AFC	13TH
KOPFLER, FREDERICK C.	GULF	228	688	2712		
KOPOREC, KEVIN	WASTE	404	562	8644	AFC	10th
KORGI, AL	OPM	404	562	8283	AFC	14TH FLR
KOROMA, LILA	OPM	404	562	8288	AFC	14TH
KOTEY, NAPOLEON	WMD	404	562	9461	AFC	15TH FL
KRIVO, STANLEY	APTMD	404	562	9123	AFC	12TH FL
KROENING, MARGARET	EAD	404	562	9579	AFC	13TH
KROSKE, JOHN	WASTE	404	562	8613	AFC	10TH FL
KRUCZYNSKI, WILLIAM	WMD	305	743	537	FL	MARATHON
KUEHNE, ARON	OPM	404	562	8171	AFC	9TH
KUKIER, STAN	APTMD	404	562	9140	AFC	12TH FL
KUMAR, NARINDAR	WASTE	404	562	8448	AFC	10th
KUTZMAN, JAMES S.	APTMD	404	562	9077	AFC	12TH FL
KWAN, KENNETH	WMD	404	562	9752	AFC	16TH FL
LABRADOR, MARIA	SESD	706	355	8632	SESD	1ST-A100
LAD, PAUL	WMD	404	562	9458	AFC	15th
LADSON, KAREN	OPM	404	562	8138	AFC	9TH FL
LAIR, DOUG	WASTE	404	562	8721	AFC	11TH FL
LAMAR, TINA LINDLEY	WMD	404	562	9323	AFC	15th Floor
LAMBERG, JUDITH	CID	305	961	9451	MIA FL	
LAMBERT, WESLEY	ORA	404	562	8316	AFC	14TH
LAMBERTH, LARRY	WASTE	404	562	8590	AFC	10TH FL
LANGLEY, MARYKATE	WMD	404	562	9762	AFC	16th Floor
LANGLOIS, RICKY	CID	305	961	9452	MIAMI	
LANGLOIS, RICKY	CID	305	961	9452		
LANGSTON, DAVID	WASTE	404	562	8588	AFC	10TH FL
LANK, JOHN	WASTE	404	562	8571	AFC	10TH FL
LANKFORD, STEPHANIE	OPM	404	562	8423	AFC	14TH FLR
LAPIERRE, KENNETH	WASTE	404	562	8570	AFC	10th
LARUE, LARRY	OPM	706	355	8512	SESD	
LATIMER, KRISTI	WMD	404	562	9475	AFC	15th FL
LATOUR, CHUCK	OPM	404	562	8405	AFC	9TH
LAWRENCE, ELOISE	WASTE	404	562	8779	AFC	11TH FL
LAYNE, CARLTON	APTMD	404	562	8976	AFC	12TH
LAYNE, JANIS	OPM	404	562	8222	AFC	14TH FLR
LEACH, ANGELA	WASTE	404	562	8831	AFC	11TH FL
LEAHY, RICHARD	EAD	404	562	9573	AFC	13TH
LEDBETTER, EUGENE F.	APTMD	404	562	9218	AFC	12TH FL
LEE, ARCHIE	SESD	706	355	8623	SESD	1ST-A100C
LEE, ROBERT WAYNE	EAD	404	562	9523	AFC	13TH
LEEDY, FORREST J.	WMD	404	562	9313	AFC	15TH FL
LENO, JANETTE	WMD	561	615	4557		WPB
LENON, ALICIA	OPM	404	562	####	AFC	9TH Fl
LESTER, MIRIAM	WMD	404	562	9292	AFC	15TH FL
LEVASSEUR, JOE	APTMD	404	562	9035	AFC	12TH FL
LEWIS, BOBBY	SESD	706	355	8629	SESD	1ST-A100
LEWIS, ELAINE	APTMD	404	562	8964	AFC	12TH
LEWIS, JACQUELINE	APTMD	404	562	9061	AFC	12TH FL
LEWIS, JENNIFER	EAD	404	562	9518	AFC	13TH
LEWIS, JOAN	OPM	404	562	8208	AFC	14TH
LEWIS, LESTER	OPM	404	562	8385	AFC	14TH FLR

REGION IV PHONE LIST

IAME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
LEWIS, TONYA	EAD	404	562	9578	AFC	13TH
LIGGINS, AMBER	WASTE	404	562	8919		10th Floor
LINSEY, BELINDA W.	OPM	404	562	8143	AFC	9TH FLR
LIPPERT, KRISTIN	WASTE	404	562	8605	AFC	10TH FL
LITTELL, JAMES	APTMD	706	355	8576		
LITTLE, JAMES W.	APTMD	404	562	9118	AFC	12TH
LIVELY, FAYE	WASTE	404	562	8455	AFC	10TH FL
LLOYD, DAVID	WASTE	404	562	8917	AFC	11TH FL
LLOYD, KEVA	WMD	404	562	9264	AFC	15th Floor
LOCKHART, FREDA	OPM	404	562	8142	AFC	9TH FL
LOFTON, GUSSIE	OPM	404	562	8452	AFC	10TH
LOGUE, DAVID	CID	615	532	3382	Nashvi	16T90
LONG, EVA	WMD	404	562	9413	AFC	15TH FL
LOPEZ, MERCEDES SUAREZ	WMD	404	562	9331	AFC	15TH FL
LOPEZ-ROJAS, JAIME	WMD	404	562	9780	AFC	16th Floor
LORD, ROBERT	WMD	404	562	9408	AFC	15TH FL
LOVE, GLORIA	EAD	404	562	9672	AFC	13TH
LOVETT, QUEEN	APTMD	404	562	9071	AFC	12TH FL
LOVINGGOOD, SHIRLEY	APTMD	404	562	8967	AFC	12TH
LUCAS, ALLEN	EAD	404	562	9624	AFC	13TH
LUCAS, KEN	WASTE	404	562	8953	AFC	11TH FL
LUCERO, DANIEL	APTMD	404	562	9213	AFC	12TH
LUETSCHER, GREGORY	EAD	404	562	9677	AFC	13TH
LUNDY, ELAINE	ORA	404	562	8128	AFC	14
LUNDY, WILLIAM	OPM	404	562	8417	AFC	14TH FLR
YNCH, MARY KAY	EAD	404	562	9556	AFC	13TH
YTTLE, TOM	APTMD	404	562	9047	AFC	12
MACHADO, MARIO	WMD	404	562	9338	AFC	15TH FL
MADDOX, SHERRY	OPM	404	562	8031	AFC	9TH FL
MAGNUSON, JANET	EAD	404	562	9581	AFC	13TH
MAHER, SHANNON	EAD	404	562	9623	AFC	13TH
MALLARY, MCKENZIE	WASTE	404	562	8802	AFC	11TH FL
MALLICK, PARVEZ	WMD	404	562	9757	AFC	16TH FL
MANCUSI-UNGARO, PHILIP	EAD	404	562	9519	AFC	13TH
MANLEY, PETER	OPM	404	562	8380	AFC	14TH FLR
MANN, BILL	WMD	404	562	9452	AFC	15TH FL
MANN, PHYLLIS	OPM	404	562	8009	AFC	9TH FLR
MANUS, STAN F.	OPM	404	562	8040	AFC	9TH FLR
MARCUS, PAMELA	WMD	404	562	9287	AFC	15TH FL
MARK MIMICK	WASTE			#####		
MARSH, NANCY H.	WMD	404	562	9450	AFC	15TH FL
MARSHALL, HOWARD L.	WMD	404	562	9392	AFC	15TH FL
MARSHALL, JUDY	EAD	404	562	9533	AFC	13TH
MARTIN, JAN	WASTE	404	562	8593	AFC	10TH FL
MARTIN, JOHN	CID	305	961	9440	MIA FL	
MARTIN, SCOTT	APTMD	404	562	9036	AFC	12TH FL
MARTIN, TINA	OPM	404	562	8257	AFC	14TH FL
MARTIN, VIRGINIA	OPM	404	562	8266	AFC	14TH FL
MARTIN, YVONNE	WMD	404	562	9263	AFC	15TH FL
MASON, JOHN	WMD	404	562	9441	AFC	15TH FL
MASSINGILL, GWEN	WASTE	404	562	8437	AFC	10TH FL
MASTERS, ART	SESD	706	355	8612	SESD	1ST-A100
MATORY, DEREK	WASTE	404	562	8800	AFC	11TH FL
ATTHEWS, KATHRYN	WMD	404	562	9373	AFC	15TH FL

REGION IV PHONE LIST

NAME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
MATTHEWS, SHARON	SESD	706	355	8608	SESD	1ST-A100L
MATTOX, MARY	WMD	404	562	9733	AFC	16TH FL
MAUDE, CYNTHIA	EAD	404	562	9705	AFC	13TH
MAUDE, CYNTHIA	WASTE	404	562	8945		
MAYO, LYDIA DOW	WMD	404	562	9295	AFC	15TH FL
MAYWEATHER, ANN	WASTE	404	562	8879	AFC	11TH FL
MAZNICKI, TED	SESD	706	355	8517	SESD	1ST-B103
MCADAMS, TILLMAN	WASTE	404	562	8796	AFC	11TH FL
MCARTHUR, CHRISTOPHER	WMD	404	562	9391	AFC	15TH FL
MCCALL, CAROLYN	WASTE	404	562	8874	AFC	11TH FL
MCCANN, ROBERT J.	WMD	404	562	9784	AFC	16TH FL
MCCLAIN, JUDITH	OPM	404	562	8250	AFC	14TH FL
MCCLUSKY, EDITH	WMD	404	562	9230	AFC	15TH FL
MCCOLLUM, ANGELINE	APTMD	404	562	9148	AFC	12TH FL
MCCONNEY, JOHN	SESD	706	355	8555	SESD	1ST-D102
MCCONNEY, RAMONA KLEIN	EAD	404	562	9615	AFC	13TH
MCCORKLE, KARLA	APTMD	404	562	9043	AFC	12
MCCOY, ALTHEA	WASTE	904	562	8680	AFC	10th
MCCOY, MARGARET	WASTE	404	562	8577	AFC	10TH FL
MCCURRY, DOUG	WASTE	404	562	8649	AFC	10TH FL
MCDANIEL, BILL	SESD	706	355	8820	SESD	1ST-D102H
MCDONOUGH, JOHN	OPM	404	562	8381	AFC	14TH FLOOR
MCDOUGAL, DIONNE	OPM.	404	562	8306	AFC	14TH
MCGHEE, ROBERT F. (MIKE)	WMD	404	562	9330	AFC	15TH FL
MCGILL, THOMAS	WMD	404	562	9243	AFC	15TH FL
MCGRATH, LAURA	SESD	706	355	8776	SESD	1ST-F120
MCGUIRE, JAMES	WASTE	404	562	8911	AFC	11TH FL
MCISAAC, COLIN	OPM	404	562	8013	AFC	9TH FLR
MCKENNA, PATRICIA	OPM	404	562	8164	AFC	9TH
MCKEOWN, JOHN	WASTE	404	562	8767	AFC	11th FL
MCKINLEY, LISA ANN	WMD	404	562	9403	AFC	15th Floor
MCLEAN, JACOB	WMD	404	562	9763	AFC	16th Floor
MCLEAN, RUSSELL	WASTE	404	562	8504	AFC	10th FL
MCLENDON, ELLA	WMD	404	562	9225	AFC	15TH FL
MCLEOD, DAVID	CID	601	965	5555	JAX MS	
MCMANUS, JAMES F.	WMD	404	562	9385	AFC	15TH FL
MCMENAMIN, CHERYL A.	EAD	404	562	9651	AFC	13TH
MCNEAL, DAVID	APTMD	404	562	9102	AFC	12TH FL
MCNEIL, ROBIN	CID	404	562	9825	AFC	16T90
MCPHAIL, TENA	APTMD	404	562	9086	AFC	12TH FL
MCWATTY, REBECCA	WMD	404	562	9737	AFC	16TH FL
MEAD, RICHARD	WMD	404	562	9794	AFC	16TH FL
MEARES, KRISTINA LYNN	OPM	404	562	8194	AFC	14TH
MEIBURG, ALBERT STANLEY	ORA	404	562	8343	AFC	14TH FLR
MELENDEZ, LILIA	SESD	706	355	8841	SESD	1ST-D114
MELGAARD, DAVID	WMD	404	562	9265	AFC	15TH FL
MELVILLE, WILLIAM	WMD	404	562	9266	AFC	15TH FL
MENDEZ, LUCIA C.	EAD	404	562	9637	AFC	13TH
MERIZALDE, CARLOS	WASTE	404	562	8606	AFC	10TH FL
MERRIWEATHER, PASHA	WMD	404	562	9231	AFC	15TH FL
MESSER, EDWARD E.	SESD	706	355	8560	SESD	1ST-D118
MEYER, LARRY	WMD	404	562	9449	AFC	15TH FL
MEYER, PHYLLIS	SESD	706	355	8709	SESD	1ST-F120
MIDDLEBROOKS, GAIL	WASTE	404	562	8494	AFC	11TH FL

REGION IV PHONE LIST

NAME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
MIKALIAN, CHARLES	EAD	404	562	9575	AFC	13TH
MIKEL, DENNIS	APTMD	404	562	9051	AFC	12TH
MIKULAK, RONALD	WMD	404	562	9233	AFC	15th FL
MILES, SHERRY	OPM	404	562	8396	AFC	14TH FLR
MILITSCHER, CHRIS	WASTE	404	562	8771	AFC	11TH FL
MILLAR, KAY	SESD	706	355	8707	SESD	1ST-F115
MILLER, BETTY	OPM	404	562	8236	AFC	14TH FL
MILLER, BRUCE	EAD	404	562	9679	AFC	13TH
MILLER, DALLAS	ORA	404	562	8395	AFC	14TH
MILLER, E. SCOTT	APTMD	404	562	9120	AFC	12TH FL
MILLER, ELIZABETH	OPM	404	562	9755	AFC	14TH FL
MILLER, GERALD	EAD	404	562	9626	AFC	13TH
MILLER, GLENDA	WMD	404	562	9389	AFC	15TH FL
MILLER, HENRICH	WMD	404	562	9312	AFC	15TH FL
MILLER, HERBERT	WASTE	404	562	8860	AFC	11TH FL
MILLER, JIM	WASTE	404	562	8845	AFC	11TH FL
MILLER, MALLORY	WMD	404	562	9483	AFC	15TH FL
MILLER, SIMON	EAD	404	562	9585	AFC	13TH
MILLIGAN, JOYCE	WASTE	404	562	8461	AFC	10TH FL
MILLS, KEITH	OPM	404	562	8366	AFC	14TH FLR
MILNER, JEAN	OPM	404	562	8422	AFC	14TH FLR
MINOR, DUSTIN	EAD	404	562	9548	AFC	13TH
MISENHEIMER, KEVIN	WASTE	404	562	8922	AFC	11TH FL
MITCHELL, DYLAN	OPM	404	562	8042	FL	9TH
MITCHELL, GAIL D.	WMD	404	562	9234	AFC	15TH FL
MITCHELL, KENNETH	APTMD	404	562	9065	AFC	12TH
MITCHELL, MICHAEL	WMD	404	562	9303	AFC	15TH FL
MOBLEY, LINDA C.	OPM	404	562	8414	AFC	14TH FL
MONELL, CAROL	WASTE	404	562	8719	AFC	11TH FL
MONSEES, MATTHEW	WASTE	404	562	8749	AFC	11TH FL
MONTALVO, LIZA	WASTE	404	562	8805	AFC	11th FL
MONTGOMERY, LESLIE	APTMD	404	562	9088	AFC	12TH FL
MOON, FRANCES	APTMD	404	562	9150	AFC	12TH FL
MOONEY, JULIA	ORA	404	562	8302	AFC	14TH FL
MOORE, BEN	WASTE	404	562	1784	AFC	7th FL
MOORE, DAVID	EAD	404	562	9547	AFC	13TH
MOORE, DELLA	ORA	404	562	8322	AFC	14TH
MOORE, THOMAS	ORA	423	632	2444	TN	
MOORE, TONY	WASTE	404	562	8756	AFC	11TH FL
MOORE, TRACEY	OPM	404	562	8386	AFC	14TH FLR
MORGAN, JOHNNY	WASTE	404	562	8822	AFC	11TH FL
MORRIS, AVA JANINE	WMD	404	562	9480	AFC	15TH FL
MORRIS, ROBERT	WASTE	404	562	8794	AFC	11TH FL
MOSELEY, FRED	SESD	706	355	8814	SESD	1ST-D118G
MUDGE, PAUL	OPA	404	562	8432	AFC	14TH
MUELLER, HEINZ	EAD	404	562	9611	AFC	13TH
MULLIS, EUGENE P.	OIG	404	562	9869	AFC	16TH
MUMME, RALPH	WMD	404	562	9417	AFC	15TH FL
MUND, THOMAS J.	OPM	404	562	8146	AFC	9TH
MUNDRICK, DOUG	WMD	404	562	9328	AFC	15TH FL
MURDIX, ETHELREEN	OPM	404	562	8426	AFC	14TH FLR
MURPHY, PHILIP	SESD	706	355	8711	SESD	1ST-F102
MURRAY, CHARLES	SDD	404	562	9872	AFC	16TH
MURRAY, DWIGHT	OIG	404	562	9843	AFC	16TH

REGION IV PHONE LIST

NAME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
MURRAY, LEOLA	OPM	404	562	8871	AFC	13TH
MYERS, BRYAN M.	EAD	404	562	9603	AFC	13TH
NAPIER, JEFF	OPM	404	562	8389	AFC	14TH
NAWYN, RICHARD	ORA	404	562	8320	AFC	14TH
NEELEY, DOUG	APTMD	404	562	9105	AFC	12TH FL
NEGRON, JOSE ANGEL	WMD	404	562	9422	AFC	15TH FL
NEILL, MIKE	SESD	706	355	8614	SESD	1ST-A100E
NEMETH, JOHN	OPM	404	562	8123	AFC	9TH
NESSMITH, THOMAS	ORA	404	562	8409	AFC	14TH
NEVILLE, LAWRENCE	EAD	404	562	9584	AFC	13TH
NEWBERRY, RHONDA	WASTE	404	562	8867	AFC	11TH FL
NEWMAN, ALAN	WASTE	404	562	8589	AFC	10th FL
NEWTON, MICHAEL	EAD	404	562	9567	AFC	13TH
NEY, FRANK	EAD	404	562	9532	AFC	13TH
NICHOLS, MARIA	EAD	404	562	9507	AFC	13TH
NOLAN, CINDY	OPM	404	562	8425	AFC	14TH FL
NOLEN, JOHN	WASTE	404	562	8750	AFC	11TH FL
NORMAN, MICHAEL	WASTE	404	562	8792	AFC	11TH FL
NORRIS, DONALD	SESD	706	355	8770	SESD	1ST-B104
NORTON, LARINDA TERVELT	WMD	601	688	1033	AFC	15TH FL
NOTARIANNI, MICHELE	APTMD	404	562	9031	AFC	12TH FL
NUHFER, MARK	WMD	404	562	9390	AFC	15th FLOOR
NUNNALLY, KIA	WASTE	404	562	8916	AFC	10th FL
O'CONNER, LINDA	OPM	404	562	8262	AFC	14TH FLR
O'DONNELL, CHARLES	WMD	404	562	9463	AFC	15TH FL
O'LONE, DANIEL	WMD	404	562	9434	AFC	15th FL
OBENSHAIN, ELIZABETH	EAD	404	562	9572	AFC	13TH
OBERG, DON	WASTE	404	562	8884	AFC	11TH FL
OGDEN, JOHN	APTMD	404	562	8984	AFC	12TH FL
OKERBERG, PAUL	CID	803	727	4378	Charle	16T90
OLIVE, ROBERT S.	WMD	404	562	9423	AFC	15TH FL
OLIVER, PRISCILLA	OPM	404	562	8292	AFC	14TH FLR
OLIVERA, DENISE	WASTE	404	562	8777	AFC	11th
OLSON, DAVID E.	WMD	404	562	9756	AFC	16TH FL
OLSON, MARGARET	WASTE	404	562	8601	AFC	10th FL
ORANGE, ELEANOR	WMD	404	562	9232	AFC	15th FL
ORLANDO, DANNY	APTMD	404	562	9087	AFC	12TH FL
ORRELL, NADINE A.	EAD	404	562	9701	AFC	13TH
OSTEEN, BILL	WASTE	404	562	8645	AFC	10TH FL
OTEY, MILO J.	APTMD	404	562	9007	AFC	12TH FL
OTT, CAROL S.	OIG	404	562	9862	AFC	16th
OUTEN, VIVIAN	APTMD	404	562	9153	AFC	12TH
PACE, PEGGY	APTMD	404	562	9072	AFC	12TH
PADGETT, CHUCK	SESD	706	355	8740	SESD	1ST-A100Z
PAGE, LEE	APTMD	404	562	9131	AFC	12TH FL
PALLAS, JEFF	WASTE	404	562	8569	AFC	10TH FL
PALLONE, SHANNON	WMD	404	562	9787	AFC	16th Floor
PALMER, ANGELA	OPM	404	562	8035	AFC	9TH FL
PALMER, DARREN	APTMD	404	562	9052	AFC	12TH FL
PALMER, LEIF	EAD	404	562	9542	AFC	13TH
PANABAKER, SHERI	WASTE	404	562	8810	AFC	11TH FL
PARKER, DAVID	WMD	404	562	9460	AFC	15TH FL
PARSONS, MEL	SESD	706	355	8714	SESD	1ST-F104
PARSONS, SHERYL	WMD	404	562	9337	AFC	15TH FL

AME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
PATES, GAIL	OPM	404	562	8209	AFC	14th
PATTERSON, ANNETTE	APTMD	404	562	9022	AFC	12TH
PATTERSON, ROSALYN	WMD	404	562	9468	AFC	15TH
PATTON, BILL	EAD	404	562	9610	AFC	13TH
PATTON, ROSEMARY	WASTE	404	562	8866	AFC	11TH FL
PEARCE, JENNIFER	WASTE	404	562	8563	AFC	10th
PEARSALL, JAMES	CID	904	961	1451	MIA FL	
PELEJ, LEE	WMD	404	562	9396	AFC	15TH FL
PELTIER, DOROTHY	SESD	706	355	8842	SESD	1ST-D102
PELTIER, MARJAN F.	WMD	404	562	9420	AFC	15TH FL
PELTIER, WILLIAM	OPM	404	562	8043	AFC	9TH FL
PENICK, SHARON	OPM	404	562	8017	AFC	9TH
PENNELL, LEE S.	APTMD	404	562	9217	AFC	12TH FL
PENNINGTON, JENNIFER	EAD	404	562	9540	AFC	13TH
PEREZ, ERNESTO	OPM	404	562	8285	AFC	14TH FLR
PERRY, OLGA OLIVER	WASTE	404	562	8534	AFC	11TH FL
PERRY, STUART	APTMD	404	562	8980	AFC	12TH FL
PERSINGER, MARIE	APTMD	404	562	9048	AFC	12th
PETERSON, RONALD	OPM	404	562	8220	AFC	14TH
PEURIFOY, CYNTHIA B.	EAD	404	562	9649	AFC	13TH
PEYTON, MICHAEL V.	OPM	404	562	8295	AFC	14TH FL
PFAFF, ROGER	WMD	404	562	9740	AFC	16TH FL
PHELPS, RON	SESD	706	355	8728	SESD	1ST-A100
PHILLIPS, DAVID	WMD	404	562	9773	AFC	16th Floor
PIERCE, CARLA	APTMD	404	562		AFC	12TH FL
PIERCE, KIM	APTMD	404	562	9124	AFC	12TH FL
IERCE, TROY	APTMD	404	562	9016	AFC	12TH
PINCKARD, GLENDA	EAD	404	562	9704	EAD	13TH
PISELLI, KATHY	OPM	404	562	8122	AFC	9TH
PLOUFF, THOMAS E.	WMD	404	562	9476	AFC	15th floor
POINT-KELLY, CARMEN	WMD	404	562	9226	AFC	15TH FL
POLLARD, SOLOMON	OPM	404	562	8293	AFC	14TH FLOOR
PONT, RICHARD	APTMD	404	562	9018	AFC	12TH FL
POPE, ROBERT	WASTE	404	562	8506	AFC	10th
POPE, SUSAN J. ROLLINS	WMD	404	562	9770	AFC	16TH FL
PORTER, ANDREW	APTMD	404	562	9184	AFC	12TH
PORTER, SHARRON	APTMD	404	562	9172	AFC	12TH FL
POUNDS, KRISTY	OPM	404	562	8173	AFC	9TH
POWELL, ALAN	APTMD	404	562	9045	AFC	12TH
POWELL, DUNCAN A.	WMD	404	562	9258	AFC	15TH FL
PRATT, OTIS	EAD	404	562	9685	AFC	13TH
PRESSLEY, MIRIAM	WASTE	404	562	8677	AFC	10TH FL
PRICE, ALEXIA	OPM	404	562	9710	AFC	13TH
PRICE, JOHN	OIG	404	562	9837	AFC	16TH
PRINCE, KAY	APTMD	404	562	9026	AFC	12TH FL
PRINCE, STEVE	OPM	404	562	8132	AFC	9TH FL
PRINSTER, CHERYL	APTMD	404	562	9005	AFC	12TH FL
PRUD'HOMME, BRUCE	WMD	404	562	9375	AFC	15th Floor
PRUITT, BRUCE	SESD	706	355	8713	SESD	1ST-F121
PRYOR, ZYLPHA	EAD	404	562	9535	AFC	13TH
PUFFER, ANDREW J.	GULF	228	688	3913		
PYLE, LINDA	OPM	404	562	8193	AFC	14TH FL
UARESIMO, LAURA L.	EAD	404	562	9813	AFC	13TH
JINN, BOB	SESD	706	355	8723	SESD	1ST-F117

NAME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
QUINONES, ANTONIO	SESD	706	355	8703	SESD	1ST-F120
RAINES, CONNIE S.	EAD	404	562	9671	AFC	13TH
RAINEY, TRENT	WMD	404	562	9759	AFC	16TH FL
RAMBERT, JOSEPH	OIG	404	562	9866	AFC	16TH
RAMSEY, SANDRA	WMD	404	562	9447	AFC	15TH FL
RAO, RAVISHANKAR	OPM	404	562	8349	AFC	14TH
RASNICK, KERRI	WASTE	404	562	8736	AFC	11TH FL
RAYBON, ANNETTE	WMD	404	562	9777	AFC	16TH FL
RAYBON, MILDRED	OPM	404	562	8019	AFC	9TH
RAYFIELD, DOROTHY	WMD	404	562	9278	AFC	15th Floor
RECHTMAN, MEL	WASTE	404	562	8745	AFC	11th FL
REED, WENDELL	APTMD	404	562	9215	AFC	12TH FL
REEDER-HOLMES, TERESA	OPM	404	562	8169	AFC	9TH
REEDY, BART	WASTE	404	562	8541	AFC	10th FL
REESE, JASON	WMD	404	562	9783	AFC	16th Floor
REIMER, ROBERT	WASTE	404	562	8484	AFC	11TH FL
REVELL, DENNIS	SESD	706	355	8807	SESD	1ST-D102G
REVELLS, LAVON	SESD	706	355	8840	SESD	1ST-D118I
REZAI, SUSAN	WMD	404	562	9384	AFC	15TH FL
REZAI, SUSAN	APTMD	404	562	9001	AFC	12TH FL
RHODES, ABIGAIL	WASTE	404	562	8889	AFC	11th FL
RICHARDS, JON M.	WASTE	404	562	8648	AFC	10TH FL
RICHARDSON, BRENITA	WMD	404	562	9310	AFC	15TH FL
RICHARDSON, CARLA	WASTE	404	562	9968	AFC	10th
RICHARDSON, JOHN	OPM	404	562	8290	AFC	14TH
RICHARDSON, LEIA	APTMD	404	562	9199	AFC	12TH
RIECK, BRADFORD	WMD	561	615	8741	WPB	
RIGBY, CHRIS	OPM	404	562	8230	AFC	14TH FL
RIGGER, DON	WASTE	404	562	8744	AFC	11TH FL
RIMER, LINDA	ORA	919	541	785	NC	
RINCK, TODD	APTMD	404	562	9062	AFC	12TH FL
RIOS, JOSE	SESD	706	355	8843	SESD	1ST-D118
RIVERA, FERNANDO	WASTE	404	562	8875	AFC	11th FL
ROBBINS, MATTHEW	OPM	404	562	8371	AFC	14TH FL
ROBERTS, CONNIE LANDERS	EAD	404	562	9613	AFC	13TH
ROBERTS, JUNE	OPM	404	562	8239	AFC	14TH
ROBERTSON, JOSEPH DUANE	WMD	404	562	9398	AFC	15TH FL
ROBERTSON, MARK	EAD	404	562	9639	AFC	13TH
ROBINSON, CAROLINE	WASTE	404	562	8930	AFC	11th
ROBINSON, DONNA	EAD	404	562	9632	AFC	13TH
ROBINSON, FELICIA BOYKIN	WMD	404	562	9371	AFC	15th Floor
ROBINSON, KATHY	OPM	404	562	8291	AFC	16TH FL
ROBINSON, RALPH	OPM	404	562	8418	AFC	14TH FL
RODGERS-SMITH, DELORES	WASTE	404	562	8688	Floor	10th
RODRIGUEZ, NANCY	WASTE	404	562	8536	AFC	10TH FL
ROGERS, BILL	OPM	404	562	8424	AFC	14TH FL
ROGERS, JAN	WMD	561	616	8868	WPB	
ROGERS, JAN	WASTE	561	616	8868	AFC	11TH FL
ROMANOWSKI, LEO	WASTE	404	562	8485	AFC	10th
ROPER, ELISA BIRD	APTMD	404	562	9174	AFC	12TH FL
ROSEN, BOB	WASTE	404	562	8761	AFC	11TH FL
ROTH, MARGARET	WASTE	404	562	8832	AFC	11TH FL
RUBINI, SUZANNE	EAD	404	562	9674	AFC	13TH
RUDD, ROSE ANN	APTMD	404	562	8998	AFC	12TH FL

REGION IV PHONE LIST

NAME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
RUNGE, ROBERTA	WASTE	404	562	8755	AFC	11TH FL
RUSSELL, JOAQUINA	WMD	404	562	9325	AFC	15TH FL
RUSSELL, MELVIN	APTMD	404	562	9211	AFC	12th
RUSSO, TODD	APTMD	404	562	9194	AFC	12TH
RUTLAND, CONNIE	OPM	404	562	8301	AFC	14TH FL
SACK, TOM	SESD	706	355	8809	SESD	1ST-D118F
SAFAY, BOB	WASTE	404	562	1782	AFC	7th FL
SAFI, HASHIM	APTMD	404	562	9179	AFC	12TH FL
SALES, FLORA	OPM	404	562	8153	AFC	9TH FL
SALGUERO, LOUIS	SESD	706	355	8732	SESD	1ST-A100U
SAMARITAN, JEANETTE	WMD	404	562	9339	AFC	15TH FL
SAMPATH, RAMANATHAN	WMD	404	562	9229	AFC	15th Floor
SAMUELS, BEVERLY	WASTE	404	562	1788	AFC	7th FL
SANDLER, STEVEN	WASTE	404	562	8818	AFC	11TH FL
SANTAMARIA, RAFAEL	OPM	404	562	8312	AFC	16TH FL
SANTIAGO-OCASIO, CARMEN	WASTE	404	562	8948	AFC	11TH FL
SAWICKI, DAISY	ORA	404	562	8343	AFC	14TH FLR
SAWYER, ELIZABETH	WASTE	404	562	8599	AFC	10TH FL
SCAVELLI, MARK	OPM	404	562	8044	AFC	9TH FL
SCHEIDT, DANIEL	WMD	706	355	8724	Athens	
SCHROEDER, LORA LEE	APTMD	404	562	9015	AFC	12TH
SCHUB, SUSAN	EAD	404	562	9586	AFC	13TH
SCHUTT, RICHARD	APTMD	404	562	9033	AFC	12TH FL
SCHWARTZ, PAUL	EAD	404	562	9576	AFC	13TH
SCIFRES, JENNY	SESD	706	355	8812	SESD	1ST-D188C
SCOFIELD, STEVE	APTMD	404	562	9034	AFC	12TH FL
SCOTT, HELEN	WASTE	404	562	8746	AFC	11TH FL
SCOTT, LENA	EAD	404	562	9607	AFC	13TH
SCOTT, TAAKA	WMD	404	562	9380	AFC	15TH FL
SCREWS, LAURA	OPM	404	562	8277	AFC	14TH
SCULLY, PAM	WASTE	404	562	8935	AFC	11TH FL
SEALS, JAMES E.	GULF	228	688	7011		
SERAFIN, NANCY	EAD	404	562	9606	AFC	13TH
SERAFIN, NANCY	OPM	404	562	8279	AFC	14TH FL
SEWELL, SYLVIA	WMD	404	562	9364	AFC	15TH FL
SEYMOUR, DEANNA E.	OPM	404	562	8232	AFC	14TH FL
SEYMOUR, ELAINE	SESD	706	355	8824	SESD	1ST-D102
SHECKLER, KELLY	APTMD	404	562	9042	AFC	12TH FL
SHEFFIELD, ROWENA	WASTE	404	562	8468	AFC	10TH FL
SHEKELL, RICHARD W.	OPM	404	562	8004	AFC	9TH FL
SHELL, KARRIE JO	WMD	404	562	9308	AFC	15TH FL
SHELL, PATRICIA	WMD	404	562	9438	AFC	15TH FL
SHELLHORSE, TRACY	WMD	404	562	9412	AFC	15th Floor
SHELTON, ANTHONY	EAD	404	562	9636	AFC	13TH
SHEPPARD, DIANA M.	CID	904	232	4054	JAX FL	
SHERIDAN, JOSEPH	WMD	404	562	9315	AFC	15TH Floor
SHIN, WON-WOO	WMD	404	562	9334	AFC	15th Floor
SHIPLEY, ANITA	WASTE	404	562	8466	AFC	10th FL
SHOEMAKE, DARYL	WMD	404	562	9792	AFC	16TH FL
SHRIEVES, VAN	APTMD	404	562	9089	AFC	12TH FL
SIMMONS, JESSIE	WASTE	404	562	8668	AFC	10TH FL
SIMMONS, MARVIN	OPM	404	562	8144	AFC	9TH
SIMMONS, PATRICIA	SESD	706	355	8513	SESD	1ST-A104
SIMMONS, TIFFANY	OPM	404	562	9054	AFC	14

NAME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
SIMON, AUDREY	OPM	404	562	8141	AFC	9TH FL
SIMON, TED	WASTE	404	562	8642	AFC	10th FL
SIMONSON, DAVY	WASTE	404	562	8457	AFC	10th
SIMPSON, DALE	OPM	706	355	8542	ATHENS	
SIMPSON, TIMOTHY	SESD	706	355	8736	SESD	1ST-A100
SIMS, AXUEL	EAD	404	562	9508	AFC	14TH
SIMS, EDWARD	WMD	404	562	9768	AFC	16th Floor
SINGER, KAREN	EAD	404	562	9552	AFC	13TH
SINGER, PETER	WMD	404	562	9735	AFC	16th Floor
SINGH, HARBHAJAN	WASTE	404	562	8473	AFC	10th FL
SISARIO, KELLY	WASTE	404	562	8626	AFC	10th
SLACK, HENRY	APTMD	404	562	9143	AFC	12TH FL
SLAGLE, TIM	SESD	706	355	8741	SESD	1ST-A100T
SLAUGHTER, NICOLE	WASTE	404	562	8514	AFC	10TH FL
SLAY, HUDSON	WMD	404	562	9388	AFC	15TH FL
SLOAN, FRED	SESD	706	355	8617	SESD	1ST-A100B
SMILEY, TODD	WASTE	404	562	8478	AFC	10th FL
SMITH, ARTHUR	WASTE	404	562	8591	AFC	10TH FL
SMITH, DIANNA	APTMD	404	562	9207	AFC	12TH FL
SMITH, IMOGENE	OPM	404	562	8412	AFC	14TH
SMITH, JAMES	WASTE	404	562	8502	AFC	10TH FL
SMITH, KAROL	EAD	404	562	9563	AFC	13TH
SMITH, KEVIN	EAD	404	562	9525	AFC	13TH
SMITH, MIYA	OPM	404	562	8150	AFC	9TH
SMITH, QUANTINDRA	WASTE	404	562	8564	AFC	10TH FL
SMITH, STEVEN	WASTE	404	562	8501	AFC	10th FL
SMITH, WINSTON A.	APTMD	404	562	9077	AFC	12TH FL
SMITH, WINSTON G.	WMD	404	562	9467	AFC	15TH FL
SOLOMON, BETTIE	OPM	404	562	9696	AFC	13
SOMERVILLE, ERIC	WMD	404	562	9414	AFC	15th Floor
SOPHIANOPOULOS, JUDY	WASTE	404	562	8604	AFC	10TH FL
SOUTHALL, STEDMAN	EAD	404	562	9577	AFC	13TH
SOWATZKA, ADAM C.	EAD	404	562	9545	AFC	13TH
SPAGG, BEVERLY	APTMD	404	562	9155	AFC	12TH FL
SPARIOSU, DANN	WASTE	404	562	8552	AFC	10TH FL
SPENCER, LATONYA	WASTE	404	562	8516	AFC	10TH FL
SPIVEY, MARY	OPM	404	562	8010	AFC	9TH FL
SPRINGER, EDWARD	OPM	404	562	8410	AFC	14TH FL
SPRUILL, CRYSTAL	WMD	404	562	9302	AFC	15TH FL
SPURLIN, LISA	WMD	404	562	9760	AFC	15TH Floor
SPURLIN, STEVE	WASTE	404	562	8743	AFC	11TH FL
STAES, MICHELLE	EAD	404	562	9555	AFC	13TH
STANFORD, FRED	WMD	404	562	9311	AFC	15TH FL
STARKS, LENORA	OPM	404	562	8855	AFC	11TH FL
STARKS, LINDA	WASTE	404	562	8622	AFC	10th FL
STARR, GEORGE	WASTE	404	562	8768	AFC	11TH FL
STARR, MARY	WASTE	404	562	8949	AFC	11th FL
STEINER, JOHN W.	WASTE	404	562	8503	AFC	10TH FL
STEPHENSON, MICHAEL	EAD	404	562	9543	AFC	13TH
STEPHENSON, MYRON	SESD	706	355	8805	SESD	1ST-D106
STERLING, BLAKE	WASTE	404	562	8852	AFC	11TH FL
STERN, ROBERT	WASTE	404	562	8891	AFC	11TH FL
STEVENS, ANGELA	WASTE	404	562	8847	AFC	11TH FL
STEWART, DEE	ORA	404	562	8154	AFC	14TH FL

REGION IV PHONE LIST

'AME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
TEWART, ROBERT	WASTE	404	562	8886	AFC	11TH FL
STIBER, TRUDY	SESD	706	355	8710	SESD	1ST-B104
STILMAN, TERRY	WASTE	404	562	8748	AFC	11TH FL
STOBER, JERRY	SESD	706	355	8705	SESD	1ST-F109
STOCKWELL, JOHN	WASTE	404	562	8511	AFC	10th
STOUGHTON, CANDACE	SESD	706	355	####	SESD	1ST-F104
STRAW, KRISTEN	OPM	404	562	8951	AFC	11TH
STRICKLAND, HENRY	OPM	404	562	8008	AFC	9TH FL
STRICKLAND, RAY	WASTE	404	562	8890	AFC	11TH FL
STROUD, FRED	WASTE	404	562	8751	AFC	11TH FL
STROUGAL, PATRICIA	OPM	404	562	9654	AFC	13TH
STROUGAL, PATRICIA	EAD	404	562	9654	AFC	13TH
SULLIVAN, LARRY	CID	904	232	1580	JAX FL	
SULLIVAN, LARRY	CID	904	232	1580		
SUMMERS, MARY	APTMD	404	562	8997	AFC	12TH FL
SWAN, CHARLES	WASTE	404	562	8848	AFC	11TH FL
SWANN, URSHULA	APTMD	404	562	9021	AFC	12TH
SWINGLE, PAMELA	WASTE	404	562	8482	AFC	10TH
SWINT-SMITH, QUILLA	OPM	404	562	8036	AFC	9TH
TABER, ROCK	OPM	404	562	8011	AFC	9TH FL
TAN, GREGORY R.	EAD	404	562	9697	AFC	13TH
TANASIJEVICH, RUDOLPH	EAD	404	562	9557	AFC	13TH
TANKSLEY, JELENE	SESD	706	355	8603	SESD	1ST-A100
TANNER, TERRY	WASTE	404	562	8797	AFC	11TH FL
TARRAS, CAROL	WMD	404	562	9743	AFC	16TH FL
ATUM, TYRES	APTMD	404	562	9008	AFC	12TH
AYLOR, CHARMITA	OPM	404	562	8133	AFC	9TH
TAYLOR, HAROLD	WASTE	404	562	8791	AFC	11TH FL
TAYLOR, MARILYN	WMD	404	562	9277	AFC	15TH FL
TAYLOR, MATTHEW	WASTE	404	562	8759	AFC	11TH FL
TAYLOR, MICHAEL	WASTE	404	562	8762	AFC	11TH FL
TAYLOR, WILLIAM	APTMD	404	562	9167	AFC	12TH FL
TEAGLE, ANGELA	WASTE	404	562	8476	AFC	11TH FL
TEAGUE, TERRY L.	GULF	228	688	1156		
TEASLEY, LEONNA	WASTE	404	562	8514	AFC	10TH FL
TEDDER, STEVE	WMD	919	571	4052	NC	
TELLIS, VICKIE	OPM	404	562	8218	AFC	14TH FL
TELP-JOHNSON, FLORENCE	APTMD	404	562	9219	AFC	12TH
TERRELL, TINA	OPM	404	562	####	AFC	11
TERRY, CARL	ORA	404	562	8325	AFC	14TH
TERRY, RANDY	APTMD	404	562	9032	AFC	12TH FL
THACKER, JOANNE	WMD	404	562	9314	AFC	15TH FL
THAMES, BRIAN	WMD	404	562	9454	AFC	15TH FL
THOMAN, DAN	SESD	706	355	8621	SESD	1ST-A100M
THOMAS, CHRISTOPHER	WMD	404	562	9459	AFC	15TH FL
THOMAS, DEBRA	ORA	404	562	8333	AFC	14TH
THOMAS, JANICE	WASTE	404	562	8895	AFC	11TH FL
THOMAS, JIMMY	APTMD	404	562	8986	AFC	12TH FL
THOMAS, LEE	WMD	404	562	9786	AFC	16th Floor
THOMAS, LINDA	APTMD	404	562	9152	AFC	12TH FL
THOMAS, PAT	SESD	706	546	2141	FEC	1ST-FEC
THOMAS, SANDRA	OPM	404	562	8196	AFC	14TH FL
ÒMASON, JOHN	SESD	706	355	8771	SESD	1ST-D118
ÒMPSON, CAROLYN	WASTE	404	562	8913	AFC	11TH FL

REGION IV PHONE LIST

NAME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
THOMPSON, DOUGLAS	WASTE	404	562	8892	AFC	11TH FL
THOMPSON, RAY	OPM	404	562	8173	AFC	9TH
THOMS, SHARON	WASTE	404	562	8666	AFC	10TH
THORNBURG, FREDERIC	OPA	404	562	8317	AFC	14TH
THORNBURG, FREDERICK	ORA	404	562	8317	AFC	14TH FL
THORNTON, MICHELLE	APTMD	404	562	9121	AFC	12TH FL
THORNTON, PAT	SESD	706	355	8500	SESD	1ST-LOBBY
THREADCRAFT, CHERYL L.	EAD	404	562	9686	AFC	13TH
THREADCRAFT, SHATEMA	WASTE	404	562	8854	AFC	11th fl
TILL, CHARLES	SESD	706	355	8619	SESD	1ST-A100F
TODD, CASSANDRA M.	OIG	214	665	2796	TEXAS	DALLAS
TOMMELLEO, NANCY	EAD	404	562	9571	AFC	13TH
TONEY, ANTHONY	APTMD	404	562	9085	AFC	12TH
TONEY, JAMIE	WASTE	404	562	8716	AFC	11th FL
TORGRIMSON, ANNA	WASTE	404	562	8608	AFC	10TH FL
TOWNSEND, GENA	WASTE	404	562	8538	AFC	2ND FLOOR
TOWNSEND, MICHAEL	WASTE	404	562	8813	AFC	11TH FL
TRONCALLI, JUDY	WASTE	404	562	8460	AFC	10TH FL
TRUMAN, WILLIAM	WMD	404	562	9457	AFC	15TH FL
TUCKER, MARLENE	EAD	404	562	9536	AFC	13TH
TURNBULL, HEATHER	OPM	404	562	9690	AFC	13TH
TURNBULL, HEATHER	EAD	404	562	9690	AFC	13TH
TURNBULL, WAYNE	SESD	706	355	8554	SESD	1ST-D102d
TURNER, HAZEL	OIG	404	562	9867	AFC	16th
TURNER, KENNETH R.	OPM	404	562	8428	AFC	14TH FL
TURNER, NARDINA	WASTE	404	562	8650	AFC	10TH FL
TURNER, TRESSA	WMD	404	562	9366	AFC	15TH FL
TURNPAUGH, KIM	CID	404	562	9809	AFC	16T90
UHL, LISA JOHNSON	WMD	404	562	9789	AFC	16TH FL
ULLOCK, DEAN	WASTE	404	562	8757	AFC	11TH FL
ULMER, CHRISTINE	WASTE	404	562	8578	AFC	10TH FL
UPCHURCH, GAY	EAD	404	562	9648	AFC	13TH FLOOR
URBAN, PAM	OPM	404	562	8835	AFC	11TH
URQUHART-FOSTER, SAMANTHA	WASTE	404	562	8760	AFC	11TH FL
VACANCY	SESD	706	355	#####	SESD	1ST-F119
VACANT	WASTE	404	562		AFC	11th
VAIL, JONATHAN	SESD	706	355	8611	SESD	1ST-A100
VANCURON, FRANCINE	SESD	706	355	8822	SESD	1ST-D118
VAUGHN, WADE RANDY	WMD	404	562	9793	AFC	16TH FL
VAUGHN-WRIGHT, DEBBIE	WASTE	404	562	8539	AFC	11TH FL
VAZQUEZ, ALINA	CID	305	961	9450		
VAZQUEZ, ALINA	CID	305	961	9450	MIAMI	
VELASCO-JACKSON, GALO	WASTE	404	562	8937	AFC	11TH FL
VELEZ, EZEQUIEL	APTMD	404	562	9191	AFC	12TH FL
VIDMAR, MARILYN	SESD	706	355	8701	SESD	1ST-F104
VIKIN, IVAN J.	CID	704	338	3178	AFC	16T90
VILLAMARZO, MARIO	WASTE	404	562	8912	AFC	11TH FL
VORSATZ, PHILLIP	WASTE	404	562	8789	AFC	11TH FL
WAGENER, FRITZ	WMD	404	562	9267	AFC	15TH FL
WAGNER, PAUL	APTMD	404	562	9100	AFC	12TH FL
WAISNER, WILLARD	EAD	404	562	9608	AFC	13TH
WAKEFIELD, CARLEAN	WASTE	404	562	8915	AFC	11TH FL
WALDEN, TED	WASTE	404	562	8752	AFC	11TH FL
WALDORF, ANNE	EAD	404	562	9514	AFC	13TH

.AME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
WALDROP, WILLIAM	OPM	404	562	8305	AFC	14TH
WALKER, CHARLES	OPM	404	562	8247	AFC	14TH FL
WALKER, CHERYL	WASTE	404	562	8507	AFC	10th
WALKER, DAMON	OPM	404	562	8367	AFC	14TH FL
WALKER, WALTER C.	OPM	404	562	8390	AFC	14TH FL
WALLACE, CAROLE E.	OPM	404	562	8391	AFC	14TH FL
WALLS, ELIZABETH	WMD	404	562	9744	AFC	15th Floor
'WALRAVEN, PAULA	WASTE	404	562	8858	AFC	11TH FL
'WALTON, BARBARA	WMD	404	562	9433	AFC	15TH FL
WALTON, KIM	OPM	404	562	8221	AFC	14TH FL
WANG, JAMES	OPM	404	562	8280	AFC	14TH FL
WANG, WEIWEI	OPM	404	562	8000	AFC	9TH
WARD, ARDALIA	EAD	404	562	9622	AFC	13TH
WARD, PRENTISS	APTMD	404	562	9194	AFC	12TH FL
WARD, SHARON	WMD	404	562	9269	AFC	15th Floor
WARNER, RICHARD (DICK)	CID	404	562	9810	AFC	16T90
WARREN, CAMILLA	WASTE	404	562	8519	AFC	10TH FL
WARRILOW, PHYLLIS	APTMD	404	562	9198	AFC	12TH FL
WASKO, MIKE	SESD	706	355	8821	SESD	1ST-D118B
WATERHOUSE, CARLTON	EAD	404	562	9676	AFC	13TH
WATERS, MELISSA	WASTE	404	562	8873	tower	11th
WATKINS, LAMONTE	OPM	404	562	8861	AFC	11TH
WATKINS, NANCY	OPM	404	562	8377	AFC	14TH FL
WATT, JAMEY	WASTE	404	562	8920	AFC	11th FL
WATTS, LAWANDA	OPM	404	562	8259	AFC	14TH FL
VAYCO, RITA	ORA			#####		
WEBB, ALICE	OPM	404	563	8636	AFC	10
WEBSTER, DONALD	WASTE	404	562	8469	AFC	10th FL
WEBSTER, DONNA SEADLER	WASTE	404	562	8615	AFC	10TH FL
WEEKS, SHARON E.	OPM	404	562	8160	AFC	9TH FLR
WEEKS, VICTOR	APTMD	404	562	9189	AFC	12th
WEEKS, WALTER	APTMD	404	562	9190	AFC	12TH FL
WEINBERG, ROBERT	OIG	404	562	9870	AFC	16TH
WELBORN, TOM	WMD	404	562	9354	AFC	15TH FL
WELDON, RON	SESD	706	355	8706	SESD	1ST-F116
WELLBORN, FLOYD	WMD	404	562	9296	AFC	15TH FL
WELLMAN, LYNN	WASTE	404	562	8647	AFC	10TH FL
WENDELL, JENNIFER	WASTE	404	562	8799	AFC	11th FL
WENDER, ANITA	OPM	404	562	8392	AFC	14TH FL
WEST, BENJAMIN	EAD	404	562	9643	AFC	13TH
WEST, JAMES	APTMD	404	562	9014	AFC	12TH FL
WEST, JEAN	SESD	706	355	8504	SESD	1ST-A102
WEST, ROBERT	WASTE	404	562	8806	AFC	11TH FL
WESTFALL, BOB	APTMD	404	562	8989	AFC	12TH FL
WEWERS, SANDEE	SESD	706	355	8602	SESD	1ST-A100
WHITE, CAROLYN	OPM	404	562	8047	AFC	9TH FL
WHITE, GARY	OPM	404	562	8157	AFC	9TH FL
WHITE, GEORGE	WMD	404	562	9340	AFC	15th Floor
WHITE, TERRI	SESD	706	355	8817	SESD	1ST-D118D
WHITFIELD, CAROLYN W.	OPM	404	562	8304	AFC	14TH FL
WHITFIELD, STACIE	OPM	404	562	8231	AFC	14TH FL
WHITFIELD, TIKI	WASTE	404	562	8530	AFC	10TH FL
'HITLEY, CHARLOTTE	WASTE	404	562	8863	AFC	11TH FL
.HITNEY, ORIA S.	OPM	404	562	8238	AFC	14TH FL

REGION IV PHONE LIST

NAME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
WHITTINGTON, JAMES	OPM	404	562	8032	AFC	9TH
WILDE, ELIZABETH	WASTE	404	562	8528	AFC	10th
WILE, DENNIS	APTMD	404	562	9182	AFC	12TH FL
WILKERSON, ANDRE	OPM	404	562	9708	AFC	13TH
WILKERSON, JACKYE	APTMD	404	562	9011	AFC	12TH FL
WILKERSON, WILLIAM	OIG	404	562	9854	AFC	16TH
WILKES, MARY	EAD	404	562	9529	AFC	13TH
WILKINSON, DONNA	WASTE	404	562	8490	AFC	10TH FL
WILLIAMS, ADREEAN	OPM	404	562	9717	AFC	10TH
WILLIAMS, ALVINIA	OPM	404	562	8139	AFC	9TH
WILLIAMS, AMY	WASTE	404	562	8776	AFC	11TH FL
WILLIAMS, BEVERLY	WASTE	404	562	8493	Floor	10th
WILLIAMS, CAROL	OPM	404	562	8242	AFC	14TH FL
WILLIAMS, DARRYL	WMD	404	562	9297	AFC	15th Floor
WILLIAMS, DELPHINE	OPM	404	562	8148	AFC	9TH
WILLIAMS, DONVILLA	SESD	706	355	8577	SESD	1ST-F104
WILLIAMS, DRUNELL	OPM	404	562	8001	AFC	9TH FL
WILLIAMS, FREDERICK	WASTE	404	562	8631	AFC	10th
WILLIAMS, JOHN	SESD	706	355	8735	SESD	1ST-A100V
WILLIAMS, KENT	WASTE	404	562	8450	AFC	10TH FL
WILLIAMS-HARRISON, GAIL	WMD	404	562	9410	AFC	15TH FL
WILLIAMSON, CARTER	APTMD	404	562	9003	AFC	12TH FL
WILLINGHAM, JEROME	OPM	404	562	8167	AFC	9TH
WILLIS, RENEE D.	OPM	404	562	8039	AFC	9TH FL
WILSON, ANDREW	APTMD	404	562	9000	AFC	12TH FL
WILSON, KAREN	WMD	404	562	9473	AFC	15TH FL
WILSON, SAUNDI	EAD	404	562	9504	AFC	13TH
WINBORNE, HAZEL	WASTE	404	562	8906	AFC	11th FL
WINOKUR, CATHERINE	EAD	404	562	9569	AFC	13TH
WINTER, BETTY	OPM	404	562	8279	AFC	14TH
WISCHKAEMPER, KAY	WASTE	404	562	8641	AFC	10TH FL
WISE, ALLISON	ORA	404	562	8346	AFC	14TH
WISE, LLOYD	WMD	404	562	9270	AFC	15th Floor
WISE, LLOYD	WATER	404	562	9270	AFC	15TH FL
WOLFE, WILLIAM	OPM	404	562	8137	AFC	9
WOODARD, LAWANA	EAD	404	562	9516	AFC	13TH
WOODS, BRENDA	WASTE	404	562	8908	AFC	11TH FL
WOODS, DIANA M.	OPM	404	562	8307	AFC	14TH FL
WOOL, TIMOTHY	WMD	404	562	9290	AFC	15TH FL
WOOLHEATER, TIMOTHY	WASTE	404	562	8510	AFC	10th FL
WORKMAN, DONZETTA A.	EAD	404	562	9549	AFC	13TH
WORLEY, GREGG	APTMD	404	562	9141	AFC	12TH FL
WRENN, LISA K.	CID	404	562	9805	AFC	16T90
WRIGHT, EDDIE	WASTE	404	562	8669	AFC	10TH FL
WRIGHT, JOHN	OPM	404	562	8834	AFC	11TH
WRIGHT, KATHLEEN	EAD	404	562	9574	AFC	13TH
WRIGHT, MARIE	OPM	404	562	8252	AFC	14TH FL
WRIGHT, RUSSELL	SESD	706	355	8505	SESD	1ST-A102A
WRIGHT, TANJA	OPM	404	562	8241	AFC	14th
WRIGHT, TERESA SHIRLEY	EAD	404	562	9647	AFC	13TH
WYLIE, MICHAEL	WMD	404	562	9409	AFC	15TH FL
YANCEY, HARRIET	OPM	404	562	8408	AFC	14TH FL
YATABE, TOM	APTMD	404	562	9176	AFC	12TH FL
YEAST, ALBIA	APTMD	404	562	9049	AFC	12TH FL

REGION IV PHONE LIST

NAME	DIVISION	AREACODE	PREFIX	PHONE	BLDNG	FLOOR
YORKER, YASMIN	APTMD	404	562	9027	AFC	12TH
YOUNG, GRAEME	OPM	404	562	8274	AFC	14TH
YOUNG, NESTOR	WASTE	404	562	8812	AFC	11TH FL
ZACHERY, STEPHCNIA	OPM	404	562	9718	AFC	10TH
ZELLER, CRAIG	WASTE	404	562	8827	AFC	11TH FL
ZIMMER, ANDREA	WMD	404	562	9306	AFC	15TH FL
ZIMMERMAN, EVE	WMD	404	562	9259	AFC	15TH FL
ZIMMERMAN, JCHN	WASTE	404	562	8936	AFC	11TH FL
ZUEGE, LIBBY	CID	502	569	3848	Louisv	16T90

EAD

VOICE/PHONE ROSTER

NAME	ALIAS	PHONE	BRANCH
ABBOTT, DAVID		(404) 562-9631	ACCOUNTABILITY MANAGEMENT BRANCH
ALLENBACH, BECKY B.		(404) 562-9687	IMMED OFC. ASSOCIATE DIVISION DIRECTOR FOR TECHNIC
ANDERSON, BILL		(404) 562-9680	IMMED OFC. ASSOCIATE DIVISION DIRECTOR FOR LEGAL S
BARLOW, ELVIE		(404) 562-9650	IMMED OFC. ENVIRONMENTAL ACCOUNTABILITY DIVISION
BARNETT, PHILLIP		(404) 562-9616	ACCOUNTABILITY MANAGEMENT BRANCH
BARRINO REGINALD		(404) 562-9635	ACCOUNTABILITY MANAGEMENT BRANCH
BASCHON, CAROL F.		(404) 562-9528	IMMED OFC. ASSOCIATE DIVISION DIRECTOR FOR LEGAL S
BASCUMBE, ROLANDO		(404) 562-9562	OFFICE OF CERCLA LEGAL SUPPORT (AL,GA,NC,SC)
BENJAMIN, DEBRA		(404) 562-9561	OFFICE OF RCRA/FEDERAL FACILITIES LEGAL SUPPORT
BESWICK, KEVIN		(404) 562-9580	OFFICE OF CERCLA LEGAL SUPPORT (FL,KY,MS,TN)
BISTERFELD F. THEODORE		(404) 562-9621	OFFICE OF ENVIRONMENTAL ASSESSMENT
BLACKWELL, ANGELIA S.		(404) 562-9527	OFFICE OF AIR/TOXICS/GENERAL LAW LEGAL SUPPORT
BOZEMAN JANET L.		(404) 562-9670	IMMED OFC. ASSOCIATE DIVISION DIRECTOR FOR LEGAL S
BROCK, MARTHA		(404) 562-9546	OFFICE OF RCRA/FEDERAL FACILITIES LEGAL SUPPORT
BULLOCK, PATRICIA		(404) 562-9511	IMMED OFC. ENVIRONMENTAL ACCOUNTABILITY DIVISION
BUSH, WILLIAM, JR.		(404) 562-9538	OFFICE OF CERCLA LEGAL SUPPORT (AL,GA,NC,SC)
BUSSEY, REUBEN		(404) 562-9673	OFFICE OF RCRA/FEDERAL FACILITIES LEGAL SUPPORT
CAPEL, SUSAN		(404) 562-9566	OFFICE OF RCRA/FEDERAL FACILITIES LEGAL SUPPORT
CAPLAN, ROBERT		(404) 562-9526	OFFICE OF CERCLA LEGAL SUPPORT (AL,GA,NC,SC)
CARTER, DEBORAH		(404) 562-9668	IMMED OFC. ENVIRONMENTAL ACCOUNTABILITY DIVISION
CLAY, DAVID K.		(404) 562-9565	OFFICE OF CERCLA LEGAL SUPPORT (FL,KY,MS,TN)
COBB, WILDA		(404) 562-9530	OFFICE OF CERCLA LEGAL SUPPORT (FL,KY,MS,TN)
COLE, JULIA A.		(404) 562-9638	IMMED OFC. ENVIRONMENTAL ACCOUNTABILITY DIVISION
COLON, LUZ		(404) 562-9515	OFFICE OF CERCLA LEGAL SUPPORT (AL,GA,NC,SC)
COX, THANNE (ELIZABETH)		(404) 562-9644	OFFICE OF CERCLA LEGAL SUPPORT (FL,KY,MS,TN)
CRUM, LYNDA		(404) 562-9524	OFFICE OF AIR/TOXICS/GENERAL LAW LEGAL SUPPORT
DAVIS, ELIZABETH E.		(404) 562-9696	OFFICE OF CERCLA LEGAL SUPPORT (AL,GA,NC,SC)
DEHNER, JEFFREY		(404) 562-9588	OFFICE OF CERCLA LEGAL SUPPORT (AL,GA,NC,SC)
DION, ALAN		(404) 562-9587	OFFICE OF AIR/TOXICS/GENERAL LAW LEGAL SUPPORT
DURBIN, JOAN REDLEAF		(404) 562-9544	OFFICE OF RCRA/FEDERAL FACILITIES LEGAL SUPPORT
ELLIS, ELISABET (LISA)		(404) 562-9541	OFFICE OF CERCLA LEGAL SUPPORT (AL,GA,NC,SC)
ENGLE, DAVID		(404) 562-9531	OFFICE OF CERCLA LEGAL SUPPORT (FL,KY,MS,TN)
ENGLISH, MARCIA		(404) 562-9570	OFFICE OF WATER LEGAL SUPPORT
ERTEP, SERDAR A.		(404) 562-9683	OFFICE OF ENVIRONMENTAL ASSESSMENT
FIELDS, SHERRI L.		(404) 562-9684	ACCOUNTABILITY MANAGEMENT BRANCH
FITZ-HENLEY, GWENDOLEN		(404) 562-9675	OFFICE OF WATER LEGAL SUPPORT
FOX, CATHERINE		(404) 562-9634	ACCOUNTABILITY MANAGEMENT BRANCH
GENT-HOWARD, STACY		(404) 562-9633	ACCOUNTABILITY MANAGEMENT BRANCH
.HOSH, MITA		(404) 562-9568	OFFICE OF RCRA/FEDERAL FACILITIES LEGAL SUPPORT
GLAZE, RICHARD		(404) 562-9554	IMMED OFC. ASSOCIATE DIVISION DIRECTOR FOR LEGAL S
GLENN, MARCIA		(404) 562-9537	OFFICE OF RCRA/FEDERAL FACILITIES LEGAL SUPPORT

EAD

VOICE/PHONE ROSTER

NAME	ALIAS	PHONE	BRANCH
GOLDSMITH, SARA		(404) 562-9539	OFFICE OF CERCLA LEGAL SUPPORT (AL,GA,NC,SC)
GOOD, SHERYL		(404) 562-9559	IMMED OFC, ENVIRONMENTAL ACCOUNTABILITY DIVISION
GREEN, VALERIE L.		(404) 562-9669	IMMED OFC, ENVIRONMENTAL ACCOUNTABILITY DIVISION
GREENE, MARY		(404) 562-9564	OFFICE OF RCRA/FEDERAL FACILITIES LEGAL SUPPORT
GROSS, LOU ANN		(404) 562-9642	IMMED OFC, ASSOCIATE DIVISION DIRECTOR FOR LEGAL S
GULLY, LASHANDRA		(404) 562-9689	OFFICE OF RCRA/FEDERAL FACILITIES LEGAL SUPPORT
HAMILTON, JOHN		(404) 562-9617	OFFICE OF ENVIRONMENTAL ASSESSMENT
HANEEF, CLAUDETTE A.		(404) 562-9645	OFFICE OF AIR/TOXICS/GENERAL LAW LEGAL SUPPORT
HANSEN, SUSAN E.		(404) 562-9700	OFFICE OF CERCLA LEGAL SUPPORT (FL,KY,MS,TN)
HANSEN, THOMAS		(404) 562-9612	ACCOUNTABILITY MANAGEMENT BRANCH
HARRIS, PHYLLIS		(404) 562-9678	IMMED OFC, ENVIRONMENTAL ACCOUNTABILITY DIVISION
HEARD, VALERIA ANNE		(404) 562-9521	OFFICE OF RCRA/FEDERAL FACILITIES LEGAL SUPPORT
HEATH, MELISSA		(404) 562-9520	OFFICE OF WATER LEGAL SUPPORT
HERNANDEZ, THOMAS		(404) 562-9646	OFFICE OF CERCLA LEGAL SUPPORT (AL,GA,NC,SC)
HEY, ANDREW		(404) 562-9522	OFFICE OF CERCLA LEGAL SUPPORT (FL,KY,MS,TN)
HIGGASON, CRAIG		(404) 562-9534	OFFICE OF WATER LEGAL SUPPORT
HIRSCHFIELD, JODI A.		(305) 961-9045	IMMED OFC, ASSOCIATE DIVISION DIRECTOR FOR LEGAL S
HOBERG, CHRISTIAN		(404) 562-9619	OFFICE OF ENVIRONMENTAL ASSESSMENT
HOLLIMON, SHELIA MAE		(404) 562-9609	ACCOUNTABILITY MANAGEMENT BRANCH
HOLROYD, DAVID		(404) 562-9625	ACCOUNTABILITY MANAGEMENT BRANCH
JACKSON, PATRICIA		(404) 562-9682	ACCOUNTABILITY MANAGEMENT BRANCH
JOHNSON, KRISTINE		(404) 562-9605	ACCOUNTABILITY MANAGEMENT BRANCH
JOHNSON, PRISCILLA		(404) 562-9614	IMMED OFC, ENVIRONMENTAL ACCOUNTABILITY DIVISION
JONES, KIMBERLY		(404) 562-9553	OFFICE OF CERCLA LEGAL SUPPORT (FL,KY,MS,TN)
JONES, WILLIAM		(404) 562-9582	OFFICE OF WATER LEGAL SUPPORT
KAJUMBA, NTALE		(404) 562-9620	OFFICE OF ENVIRONMENTAL ASSESSMENT
KING, THERESA M.		(404) 562-9501	IMMED OFC, ENVIRONMENTAL ACCOUNTABILITY DIVISION
KONO, MICHIKO		(404) 562-9558	OFFICE OF AIR/TOXICS/GENERAL LAW LEGAL SUPPORT
KROENING, MARGARET		(404) 562-9579	IMMED OFC, ASSOCIATE DIVISION DIRECTOR FOR LEGAL S
LEAHY, RICHARD		(404) 562-9573	OFFICE OF CERCLA LEGAL SUPPORT (FL,KY,MS,TN)
LEE, ROBERT WAYNE		(404) 562-9523	OFFICE OF WATER LEGAL SUPPORT
LEWIS, JENNIFER		(404) 562-9518	OFFICE OF CERCLA LEGAL SUPPORT (FL,KY,MS,TN)
LEWIS, TONYA		(404) 562-9578	OFFICE OF CERCLA LEGAL SUPPORT (FL,KY,MS,TN)
LOVE, GLORIA		(404) 562-9672	ACCOUNTABILITY MANAGEMENT BRANCH
LUETSCHER, GREGORY		(404) 562-9677	OFFICE OF CERCLA LEGAL SUPPORT (AL,GA,NC,SC)
MAGNUSON, JANET		(404) 562-9581	OFFICE OF CERCLA LEGAL SUPPORT (FL,KY,MS,TN)
MAHER, SHANNON		(404) 562-9623	ACCOUNTABILITY MANAGEMENT BRANCH
MANCUSI-UNGARO, PHILIP		(404) 562-9519	OFFICE OF WATER LEGAL SUPPORT
MARSHALL, JUDY		(404) 562-9533	OFFICE OF RCRA/FEDERAL FACILITIES LEGAL SUPPORT
MCCARTY, BRIAN M.		(404) 562-9502	IMMED OFC, ASSOCIATE DIVISION DIRECTOR FOR LEGAL S
MCCONNEY, RAMONA KLEIN		(404) 562-9615	OFFICE OF ENVIRONMENTAL ASSESSMENT

EAD

VOICE/PHONE ROSTER

NAME	ALIAS	PHONE	BRANCH
MCMENAMIN, CHERYL A.		(404) 562-9651	IMMED OFC, ENVIRONMENTAL ACCOUNTABILITY DIVISION
MENDEZ, LUCIA C.		(404) 562-9637	OFFICE OF CERCLA LEGAL SUPPORT (AL,GA,NC,SC)
MIKALIAN, CHARLES		(404) 562-9575	OFFICE OF AIR/TOXICS/GENERAL LAW LEGAL SUPPORT
MILLER, BRUCE		(404) 562-9679	IMMED OFC, ASSOCIATE DIVISION DIRECTOR FOR TECHNIC
MILLER, GERALD		(404) 562-9626	OFFICE OF ENVIRONMENTAL ASSESSMENT
MILLER, SIMON		(404) 562-9585	IMMED OFC, ASSOCIATE DIVISION DIRECTOR FOR LEGAL S
MINOR, DUSTIN		(404) 562-9548	OFFICE OF CERCLA LEGAL SUPPORT (AL,GA,NC,SC)
MOORE, DAVID		(404) 562-9547	OFFICE OF WATER LEGAL SUPPORT
MORRIS, AVA J.		(404) 562-9480	ACCOUNTABILITY MANAGEMENT BRANCH
MUELLER, HEINZ		(404) 562-9611	OFFICE OF ENVIRONMENTAL ASSESSMENT
MYERS, BRYAN M.		(404) 562-9603	OFFICE OF CERCLA LEGAL SUPPORT (FL,KY,MS,TN)
NEVILLE, LAWRENCE		(404) 562-9584	OFFICE OF RCRA/FEDERAL FACILITIES LEGAL SUPPORT
NEWTON, MICHAEL		(404) 562-9567	OFFICE OF RCRA/FEDERAL FACILITIES LEGAL SUPPORT
NEY, FRANK		(404) 562-9532	OFFICE OF RCRA/FEDERAL FACILITIES LEGAL SUPPORT
NICHOLS, MARIA		(404) 562-9507	IMMED OFC, ENVIRONMENTAL ACCOUNTABILITY DIVISION
NICHOLS, MARIA		(404) 562-9507	OFFICE OF WATER LEGAL SUPPORT
OBENSHAIN, ELIZABETH		(404) 562-9572	IMMED OFC, ASSOCIATE DIVISION DIRECTOR FOR LEGAL S
ORRELL, NADINE A.		(404) 562-9701	OFFICE OF CERCLA LEGAL SUPPORT (AL,GA,NC,SC)
PALMER, LEIF		(404) 562-9542	OFFICE OF AIR/TOXICS/GENERAL LAW LEGAL SUPPORT
PATTON, BILL		(404) 562-9610	IMMED OFC, ASSOCIATE DIVISION DIRECTOR FOR TECHNIC
PENNINGTON, JENNIFER		(404) 562-9540	OFFICE OF CERCLA LEGAL SUPPORT (FL,KY,MS,TN)
PEURIFOY, CYNTHIA B.		(404) 562-9649	ACCOUNTABILITY MANAGEMENT BRANCH
PRATT, OTIS		(404) 562-9685	OFFICE OF WATER LEGAL SUPPORT
PRYOR, ZYLPHA		(404) 562-9535	OFFICE OF WATER LEGAL SUPPORT
QUARESIMO, LAURA L.		(404) 562-9813	IMMED OFC, ASSOCIATE DIVISION DIRECTOR FOR LEGAL S
RAINES, CONNIE S.		(404) 562-9671	IMMED OFC, ENVIRONMENTAL ACCOUNTABILITY DIVISION
ROBERTS, CONNIE LANDERS		(404) 562-9613	ACCOUNTABILITY MANAGEMENT BRANCH
ROBERTSON, MARK		(404) 562-9639	ACCOUNTABILITY MANAGEMENT BRANCH
ROBINSON, DONNA		(404) 562-9632	ACCOUNTABILITY MANAGEMENT BRANCH
RUBINI, SUZANNE		(404) 562-9674	OFFICE OF CERCLA LEGAL SUPPORT (FL,KY,MS,TN)
SCHUB, SUSAN		(404) 562-9586	IMMED OFC, ENVIRONMENTAL ACCOUNTABILITY DIVISION
SCHWARTZ, PAUL		(404) 562-9576	OFFICE OF WATER LEGAL SUPPORT
SCOTT, LENA		(404) 562-9607	OFFICE OF ENVIRONMENTAL ASSESSMENT
SERAFIN, NANCY		(404) 562-9606	OFFICE OF ENVIRONMENTAL ASSESSMENT
SHELTON, ANTHONY		(404) 562-9636	ACCOUNTABILITY MANAGEMENT BRANCH
SIMS, AXUEL		(404) 562-9508	OFFICE OF CERCLA LEGAL SUPPORT (FL,KY,MS,TN)
SMITH, AYANNA D.		(404) 562-9505	IMMED OFC, ASSOCIATE DIVISION DIRECTOR FOR LEGAL S
SMITH, KAROL		(404) 562-9563	OFFICE OF AIR/TOXICS/GENERAL LAW LEGAL SUPPORT
MITH, KEVIN		(404) 562-9525	OFFICE OF WATER LEGAL SUPPORT
SOUTHALL, STEDMAN		(404) 562-9577	OFFICE OF CERCLA LEGAL SUPPORT (AL,GA,NC,SC)
SOWATZKA, ADAM C.		(404) 562-9545	OFFICE OF WATER LEGAL SUPPORT

EAD

VOICE/PHONE ROSTER

NAME	ALIAS	PHONE	BRANCH
STAES, MICHELLE		(404) 562-9555	OFFICE OF CERCLA LEGAL SUPPORT (AL,GA,NC,SC)
STEPHENSON, MICHAEL		(404) 562-9543	OFFICE OF CERCLA LEGAL SUPPORT (AL,GA,NC,SC)
STOY, V. ALYSE		(404) 562-9583	OFFICE OF CERCLA LEGAL SUPPORT (FL,KY,MS,TN)
TAN, GREGORY R.		(404) 562-9697	OFFICE OF CERCLA LEGAL SUPPORT (FL,KY,MS,TN)
TANASIJEVICH, RUDOLPH		(404) 562-9557	OFFICE OF CERCLA LEGAL SUPPORT (AL,GA,NC,SC)
THREADCRAFT, CHERYL L.		(404) 562-9686	IMMED OFC, ENVIRONMENTAL ACCOUNTABILITY DIVISION
TOMMELLEO, NANCY		(404) 562-9571	OFFICE OF AIR/TOXICS/GENERAL LAW LEGAL SUPPORT
TUCKER, MARLENE		(404) 562-9536	OFFICE OF CERCLA LEGAL SUPPORT (FL,KY,MS,TN)
UPCHURCH, GAY		(404) 562-9648	IMMED OFC, ENVIRONMENTAL ACCOUNTABILITY DIVISION
WAISNER, WILLARD		(404) 562-9608	ACCOUNTABILITY MANAGEMENT BRANCH
WALDORF, ANNE		(404) 562-9514	IMMED OFC, ENVIRONMENTAL ACCOUNTABILITY DIVISION
WARD, ARDALIA		(404) 562-9622	ACCOUNTABILITY MANAGEMENT BRANCH
WATERHOUSE, CARLTON		(404) 562-9676	OFFICE OF AIR/TOXICS/GENERAL LAW LEGAL SUPPORT
WEST, BENJAMIN		(404) 562-9643	OFFICE OF ENVIRONMENTAL ASSESSMENT
WILKES, MARY		(404) 562-9529	OFFICE OF WATER LEGAL SUPPORT
WILSON, SAUNDI		(404) 562-9504	OFFICE OF AIR/TOXICS/GENERAL LAW LEGAL SUPPORT
WINOKUR, CATHERINE		(404) 562-9569	OFFICE OF RCRA/FEDERAL FACILITIES LEGAL SUPPORT
WOODARD, LAWANA		(404) 562-9516	OFFICE OF CERCLA LEGAL SUPPORT (AL,GA,NC,SC)
WORKMAN, DONZETTA A.		(404) 562-9549	OFFICE OF CERCLA LEGAL SUPPORT (AL,GA,NC,SC)
WRIGHT, KATHLEEN		(404) 562-9574	OFFICE OF CERCLA LEGAL SUPPORT (AL,GA,NC,SC)
WRIGHT, TERESA SHIRLEY		(404) 562-9647	IMMED OFC, ENVIRONMENTAL ACCOUNTABILITY DIVISION

Voice Phone Roster

By organization

Orgnum / Name	Location	Areacode	Prefix	Phone
90471000	*IMMED OFC, ENVIRONMENTAL ACCOUNTABILITY DIVISION*			
BARLOW, ELVIE		404	562	9650
BULLOCK, PATRICIA		404	562	9511
CARTER, DEBORAH		404	562	9668
COLE, JULIA A.		404	562	9638
GOOD, SHERYL		404	562	9559
GREEN, VALERIE L.		404	562	9669
HARRIS, PHYLLIS		404	562	9678
JOHNSON, PRISCILLA		404	562	9614
KING, THERESA M.		404	562	9501
MCMENAMIN, CHERYL A.		404	562	9651
NICHOLS, MARIA		404	562	9507
RAINES, CONNIE S.		404	562	9671
SCHUB, SUSAN		404	562	9586
THREADCRAFT, CHERYL L.		404	562	9686
UPCHURCH, GAY		404	562	9648
WALDORF, ANNE		404	562	9514
WRIGHT, TERESA SHIRLEY		404	562	9647
90472100	*IMMED OFC, ASSOCIATE DIVISION DIRECTOR FOR LEGAL S*			
ANDERSON, BILL		404	562	9680
BASCHON, CAROL F.		404	562	9528
BOZEMAN, JANET L.		404	562	9670
GLAZE, RICHARD		404	562	9554
GROSS, LOU ANN		404	562	9642
HIRSCHFIELD, JODI A.		305	961	9045
KROENING, MARGARET		404	562	9579
MCCARTY, BRIAN M.		404	562	9502
MILLER, SIMON		404	562	9585
OBENSHAIN, ELIZABETH		404	562	9572
QUARESIMO, LAURA L.		404	562	9813
SMITH, AYANNA D.		404	562	9505
90472200	*OFFICE OF WATER LEGAL SUPPORT*			
ENGLISH, MARCIA		404	562	9570
FITZ-HENLEY, GWENDOLEN		404	562	9675
HEATH, MELISSA		404	562	9520
HIGGASON, CRAIG		404	562	9534
JONES, WILLIAM		404	562	9582
LEE, ROBERT WAYNE		404	562	9523
MANCUSI-UNGARO, PHILIP		404	562	9519
MOORE, DAVID		404	562	9547
NICHOLS, MARIA		404	562	9507
PRATT, OTIS		404	562	9685
PRYOR, ZYLPHA		404	562	9535
SCHWARTZ, PAUL		404	562	9576
SMITH, KEVIN		404	562	9525
SOWATZKA, ADAM C.		404	562	9545

Voice Phone Roster

By organization

Orgnum / Name	Location	Areacode	Prefix	Phone
90472200	*OFFICE OF WATER LEGAL SUPPORT*			
WILKES, MARY		404	562	9529
90472300	*OFFICE OF AIR/TOXICS/GENERAL LAW LEGAL SUPPORT*			
BLACKWELL, ANGELIA S.		404	562	9527
CRUM, LYNDA		404	562	9524
DION, ALAN		404	562	9587
HANEEF, CLAUDETTE A.		404	562	9645
KONO, MICHIKO		404	562	9558
MIKALIAN, CHARLES		404	562	9575
PALMER, LEIF		404	562	9542
SMITH, KAROL		404	562	9563
TOMMELLEO, NANCY		404	562	9571
WATERHOUSE, CARLTON		404	562	9676
WILSON, SAUNDI		404	562	9504
90472500	*OFFICE OF RCRA/FEDERAL FACILITIES LEGAL SUPPORT*			
BENJAMIN, DEBRA		404	562	9561
BROCK, MARTHA		404	562	9546
BUSSEY, REUBEN		404	562	9673
CAPEL, SUSAN		404	562	9566
DURBIN, JOAN REDLEAF		404	562	9544
GHOSH, MITA		404	562	9568
GLENN, MARCIA		404	562	9537
GREENE, MARY		404	562	9564
GULLY, LASHANDRA		404	562	9689
HEARD, VALERIA ANNE		404	562	9521
MARSHALL, JUDY		404	562	9533
NEVILLE, LAWRENCE		404	562	9584
NEWTON, MICHAEL		404	562	9567
NEY, FRANK		404	562	9532
WINOKUR, CATHERINE		404	562	9569
90472600	*OFFICE OF CERCLA LEGAL SUPPORT (AL,GA,NC,SC)*			
BASCUMBE, ROLANDO		404	562	9562
BUSH, WILLIAM, JR.		404	562	9538
CAPLAN, ROBERT		404	562	9526
COLON, LUZ		404	562	9515
DAVIS, ELIZABETH E.		404	562	9696
DEHNER, JEFFREY		404	562	9588
ELLIS, ELISABET (LISA)		404	562	9541
GOLDSMITH, SARA		404	562	9539
HERNANDEZ, THOMAS		404	562	9646
LUETSCHER, GREGORY		404	562	9677
MENDEZ, LUCIA C.		404	562	9637
MINOR, DUSTIN		404	562	9548
ORRELL, NADINE A.		404	562	9701
SOUTHALL, STEDMAN		404	562	9577
STAES, MICHELLE		404	562	9555

Voice Phone Roster

By organization

Orgnum / Name	Location	Areacode	Prefix	Phone
90472600	OFFICE OF CERCLA LEGAL SUPPORT (AL,GA,NC,SC)			
STEPHENSON, MICHAEL		404	562	9543
TANASIJEVICH, RUDOLPH		404	562	9557
WOODARD, LAWANA		404	562	9516
WORKMAN, DONZETTA A.		404	562	9549
WRIGHT, KATHLEEN		404	562	9574
90472700	OFFICE OF CERCLA LEGAL SUPPORT (FL,KY,MS,TN)			
BESWICK, KEVIN		404	562	9580
CLAY, DAVID K.		404	562	9565
COBB, WILDA		404	562	9530
COX, THANNE (ELIZABETH)		404	562	9644
ENGLE, DAVID		404	562	9531
HANSEN, SUSAN E.		404	562	9700
HEY, ANDREW		404	562	9522
JONES, KIMBERLY		404	562	9553
LEAHY, RICHARD		404	562	9573
LEWIS, JENNIFER		404	562	9518
LEWIS, TONYA		404	562	9578
MAGNUSON, JANET		404	562	9581
MYERS, BRYAN M.		404	562	9603
PENNINGTON, JENNIFER		404	562	9540
RUBINI, SUZANNE		404	562	9674
SIMS, AXUEL		404	562	9508
STOY, V. ALYSE		404	562	9583
TAN, GREGORY R.		404	562	9697
TUCKER, MARLENE		404	562	9536
90473100	IMMED OFC. ASSOCIATE DIVISION DIRECTOR FOR TECHNIC			
ALLENBACH, BECKY B.		404	562	9687
MILLER, BRUCE		404	562	9679
PATTON, BILL		404	562	9610
90473200	OFFICE OF ENVIRONMENTAL ASSESSMENT			
BISTERFELD, F. THEODORE		404	562	9621
ERTEP, SERDAR A.		404	562	9683
HAMILTON, JOHN		404	562	9617
HOBERG, CHRISTIAN		404	562	9619
KAJUMBA, NTALE		404	562	9620
MCCONNEY, RAMONA KLEIN		404	562	9615
MILLER, GERALD		404	562	9626
MUELLER, HEINZ		404	562	9611
SCOTT, LENA		404	562	9607
SERAFIN, NANCY		404	562	9606
WEST, BENJAMIN		404	562	9643
90473300	ACCOUNTABILITY MANAGEMENT BRANCH			
ABBOTT, DAVID		404	562	9631
BARNETT, PHILLIP		404	562	9616

Voice Phone Roster

By organization

Orgnum	Location			
Name		Areacode	Prefix	Phone
90473300	ACCOUNTABILITY MANAGEMENT BRANCH			
BARRINO, REGINALD		404	562	9635
FIELDS, SHERRI L.		404	562	9684
FOX, CATHERINE		404	562	9634
GENT-HOWARD, STACY		404	562	9633
HANSEN, THOMAS		404	562	9612
HOLLIMON, SHELIA MAE		404	562	9609
HOLROYD, DAVID		404	562	9625
JACKSON, PATRICIA		404	562	9682
JOHNSON, KRISTINE		404	562	9605
LOVE, GLORIA		404	562	9672
MAHER, SHANNON		404	562	9623
MORRIS, AVA J.		404	562	9480
PEURIFOY, CYNTHIA B.		404	562	9649
ROBERTS, CONNIE LANDERS		404	562	9613
ROBERTSON, MARK		404	562	9639
ROBINSON, DONNA		404	562	9632
SHELTON, ANTHONY		404	562	9636
WAISNER, WILLARD		404	562	9608
WARD, ARDALIA		404	562	9622

EAD

Org Code	Name	Floor	Phone
99999999	BESWICK , LEANNE	13TH	9688
99999999	COLGAN. JULIE	13TH	9691
99999999	JONES. KAREN	13TH	9627
99999999	MAUDE. CYNTHIA	13TH	9705
99999999	PINCKARD. GLENDA	13TH	9704
99999999	STROUGAL. PATRICIA	13TH	9654
99999999	TURNBULL. HEATHER	13TH	9690

OFFICE OF

GENERAL COUNSEL

DIRECTORY

December 1, 1999 *- Interim Version*
(This Directory includes 12/99 Move)
Final Version Expected January 2000

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Mailing Address:	*Location (for visitors & deliveries only)*
Waterside Mall Building - (WSM)	
Office of General Counsel *Environmental Protection Agency* *401 M Street, SW* *Washington, DC 20460*	*Office of General Counsel* *Environmental Protection Agency* *401 M Street, SW* *Washington, DC*
Ariel Rios Building - (AR North)	
Office of General Counsel *Environmental Protection Agency* *401 M Street, SW* *Washington, DC 20460*	*Office of General Counsel* *Environmental Protection Agency* *1200 Pennsylvania Ave., NW* *Washington, DC*
Ronald Reagan Building - (RR)	
Office of General Counsel *Environmental Protection Agency* *401 M Street, SW* *Washington, DC 20460*	*Office of General Counsel* *Environmental Protection Agency* *1300 Pennsylvania Ave., NW* *Washington, DC*

Prepared by: Diane Weeks, Resource Management Office (2311A), 202-564-1764
NEXT DIRECTORY: January 2000

Please submit any changes via your Secretary to Diane Weeks. Thank you.

OFFICE OF GENERAL COUNSEL DIRECTORY

As of: 12/1/99-Interim3

NAME/TITLE	TELEPHONE	FAX NUMBER	LOCATION
IMMEDIATE OFFICE OF THE GENERAL COUNSEL (2310A)**202-564-8040**			
Gary S. Guzy ***General Counsel***	202-564-8040	202-564-1778	4010A, AR-N
Anna L. Wolgast ***Principal Deputy General Counsel***	202-564-8064	202-564-1777	4000A, AR-N
Robert G. Dreher ***Deputy General Counsel***	202-564-8040	202-564-1428	4407A, AR-N
Fugh, Justina, Special Assistant	202-564-1786	202-564-1428	4407C, AR-N
Grodsky, Jamie, Senior Advisor	202-564-1789	202-564-1428	4407B, AR-N
Anderson, Denise L., Staff Assistant	202-564-8040	202-564-1428	4407D, AR-N
Dickerson, Aaron A., Secretary	202-564-8040	202-564-1778	4010B, AR-N
Houston, Tiye P., Secretary	202-564-8064	202-564-1777	4000B, AR-N

ETHICS ADVISORY (2311A)**202-564-4550**			
Donnell L. Nantkes Alternate Agency Ethics Official	202-564-1761	202-564-1772	4407E, AR-N
Hale W. Hawbecker Deputy Ethics Official	202-564-5546	202-564-7622	7340K, AR-N
Mobley, Betty, Ethics Support Assistant	202-564-4550	202-564-1772	4407F, AR-N

OFFICE OF GENERAL COUNSEL DIRECTORY

As of: 12/1/99-Interim4

NAME/TITLE	TELEPHONE	FAX NUMBER	LOCATION
AIR AND RADIATION LAW OFFICE (2344A)**202-564-7606**			
Alan W. Eckert ***Associate General Counsel***	202-564-5557	202-564-5603	7340L, AR-N
Richard B. Ossias ***Deputy Associate***	202-564-5559	202-564-5603	7340P AR-N
Cardwell-Ramos, Rhonda, Program Assistant	202-564-5606	202-564-5603	7340H AR-N
Assistant General Counsels			
Patricia A. Embrey, Assistant General Counsel Atmospheric Programs Practice Group	202-564-5561	202-564-5603	7352 AR-N
Gregory B. Foote, Assistant General Counsel Permits Practice Group	202-564-5562	202-564-5603	7409L AR-N
John T. Hannon, Assistant General Counsel Mobile Source Practice Group	202-564-5563	202-564-5603	7356 AR-N
Kevin W. McLean, Assistant General Counsel NAAQS Implementation & Trading Practice Group	202-564-5564	202-564-5603	7350 AR-N
Support Staff			
Davis (Cochran), Phyllis J., Secretary	202-564-5566	202-564-5603	7340A AR-N
Hooks, Samantha S., Legal Tech.	202-564-5569	202-564-5603	7340G AR-N
Staff Attorneys			
Anderson, (Mary) Lea, Attorney	202-564-5571	202-564-5603	7426L AR-N
Backstrom, Timothy D., Attorney	202-564-5572	202-564-5603	7454M AR-N
Cort, Paul R., Attorney	202-564-5573	202-564-5603	7306B AR-N
deGrandpre, Jocelyn T., Attorney	202-564-5574	202-564-5603	7426QQ AR-N
Devine, Jon P., Attorney	202-564-5576	202-564-5603	7426NN AR-N
Dubey, Susmita, Attorney	202-564-5577	202-564-5603	7506D AR-N
Gleason, Gerald K., Attorney	202-564-5578	202-564-5603	7506B AR-N
Goo, Michael L., Attorney (detail to CRLO)	202-564-5579	202-564-5603	7526A AR-N
Graves, Gretchen Y., Attorney	202-564-5581	202-564-5603	7013B AR-N
Hoffman, Howard J., Attorney	202-564-5582	202-564-5603	7502B AR-N
Horowitz, Michael J., Attorney	202-564-5583	202-564-5603	7340M AR-N
Kataoka, Mark M., Attorney	202-564-5584	202-564-5603	7426KK AR-N
Ketcham-Colwill, Nancy A., Attorney	202-564-5586	202-564-5603	7310B AR-N
Matthews, Keith A., Attorney	202-564-5587	202-564-5603	7426Y AR-N
McConkey, Diane E., Attorney	202-564-5588	202-564-5603	7426GG AR-N

Air & Radiation Law Office -- continued			
Staff Attorneys (continued)			
Prosper, Michael A., Attorney	202-564-5589	202-564-5603	7348 AR-N
Sagoff, Kendra H., Attorney	202-546-5591	202-564-5603	7313E AR-N
Schneeberg, Sara, Attorney	202-564-5592	202-564-5603	7302A AR-N
Simms, Patrice L. (Mr.), Attorney	202-564-5593	202-564-5603	7426F AR-N
Teitz, Alexandra E., Attorney	202-564-5594	202-564-5603	7316B AR-N
Thrift, Michael W., Attorney	202-564-5596	202-564-5603	7426S AR-N
Tierney, Jan M., Attorney	202-564-5598	202-564-5603	7426PP AR-N
Vetter, Richard, Attorney	919-541-2127	919-541-0072	OAQPS*
Walke, John D., Attorney	202-564-5699	202-564-5603	7426N AR-N
Wilcox, Geoffrey L., Attorney	202-564-5601	202-564-5603	7306A AR-N

* Address for OAQPS:

Environmental Protection Agency
Research Triangle Park, NC 27711

OFFICE OF GENERAL COUNSEL DIRECTORY

As of: 12/1/99-Interim5

NAME/TITLE	TELEPHONE	FAX NUMBER	LOCATION
CIVIL RIGHTS LAW OFFICE (2399A)**202-564-2738**			
Rafael DeLeon **Acting Associate General Counsel**	202-564-5607	202-564-5416	7353C, AR-N
Dawley-Newman, Patrice, Secretary	202-564-5608	202-564-5416	7353E, AR-N
Jones, Kristee D., STEP	202-564-5609	202-564-5416	7353D, AR-N
Assistant General Counsels			
Mary O'Lone, Assistant General Counsel Title VI Practice Group (on detail to OCR)	202-260-1487	202-564-5416	7340J, AR-N
(Vacant), Assistant General Counsel Title VII Practice Group		202-564-5416	
Staff Attorneys			
Adams, Wendy L., Attorney	202-564-5612	202-564-5416	7353G, AR-N
Beckman, Maria D., Attorney	202-564-5613	202-564-5416	7353B, AR-N
Bryant, Lakeisha B., Attorney	202-564-5616	202-564-5416	7426HH, AR-N
Chang, Patrick S., Attorney	202-564-5614	202-564-5416	7426J, AR-N
Meinero, Seth, Attorney	202-564-5617	202-564-5416	7514A, AR-N
Okoye, Winifred N., Attorney	202-546-5443	202-564-5416	7340N, AR-N
Regis-Civetta, Jennifer M., Attorney	202-564-5414	202-564-5416	7519, AR-N

OFFICE OF GENERAL COUNSEL DIRECTORY

As of: 12/1/99-Interim6

NAME/TITLE	TELEPHONE	FAX NUMBER	LOCATION
CROSS-CUTTING ISSUES LAW OFFICE (2322A)**202-564-7622**			
James C. Nelson ***Associate General Counsel***	202-564-5532	202-564-5541	7409C, AR-N
Jordan, Jacqueline Y., Secretary	202-564-5533	202-564-5541	7409D, AR-N
Patrick, Monique S., Worker Trainee (Detail to OEX))	202-564-5534	202-564-5541	7409F, AR-N
Assistant General Counsels			
Leslye M. Fraser, Assistant General Counsel Regulatory Issues Practice Group	202-564-5536	202-564-5541	7340E, AR-N
Anthony F. Guadagno, Assistant General Counsel Communities and Ecosystems Practice Group	202-564-5537	202-564-5541	7358, AR-N
Senior Counsels			
Craig B. Annear, Senior Counsel	202-564-5538	202-564-5541	7454J, AR-N
Dana B. Ott, Senior Counsel	202-564-5539	202-564-5541	7439, AR-N
Staff Attorneys			
Chapman, Apple, Attorney	202-564-5666	202-564-5541	7426G, AR-N
Chapman, Jasmine M., Attorney	202-564-5542	202-564-5541	7426CC, AR-N
Havard, James J., Attorney	202-564-5544	202-564-5541	7506A, AR-N
Hawbecker, Hale W., Attorney	202-564-5546	202-564-5541	7340K, AR-N
Hill, Tanya A., Attorney (on detail to OA)	202-564-5547	202-564-5541	7426D, AR-N
Keohane, Jeffrey R., Attorney	202-564-5548	202-564-5541	7312A, AR-N
Marshall, Thomas S., Attorney	202-564-5549	202-564-5541	7409J, AR-N
Oatis, Wendy S., Attorney	202-564-5551	202-564-5541	7426FF, AR-N
Siegal, Tod E., Attorney	202-564-5552	202-564-5541	7426P, AR-N

OFFICE OF GENERAL COUNSEL DIRECTORY

As of: 12/1/99-Interim7

NAME/TITLE	TELEPHONE	FAX NUMBER	LOCATION
FINANCE AND OPERATIONS LAW OFFICE (2377A)**202-564-5323**			
Marla E. Diamond ***Associate General Counsel***	202-564-5323	202-564-5433	7449A, AR-N
Howard Corcoran, Deputy Associate	202-564-5453	202-564-5432	7454A, AR-N
(Vacant), Deputy Associate	202-564-5652	202-564-5433	7449N, AR-N
Ghee, Sylvia C., Program Assistant	202-564-5323	202-564-5433	7449B, AR-N
Assistant General Counsels			
Thomas A. Darner, Assistant General Counsel Cincinnati Practice Group	513-487-2134	513-487-2132	Cinn (NOR-004)*
Thomas J. Doherty, Assistant General Counsel Research Triangle Park Practice Group (Det/AO)	919-541-0818	919-541-4922	RTP (MD-31)*
Richard D. Feldman, Assistant General Counsel Appropriations Law Practice Group	202-564-5434	202-564-5432	7454G, AR-N
Robert A. Friedrich, Acting Assistant General Counsel, Information Law Practice Group	202-564-5688	202-564-5412	7526C, AR-N
David R. Lloyd, Assistant General Counsel Property and Claims Law Practice Group	202-564-5436	202-564-5433	7522C, AR-N
Stephen G. Pressman, Assistant General Counsel, Assistance Law Practice Group	202-564-5439	202-564-5432	7454H, AR-N
Bridget C. Shea, Assistant General Counsel Employment Law Practice Group	202-564-5441	202-564-5432	7454C, AR-N
Bruce Binder, Assistant General Counsel *Procurement Law Practice Group*	202-564-4704	202-565-2478	71195 RR Bldg. (MC: 2377R)
Support Staff and Paralegals			
Bonds, Francis P., Program Specialist	202-564-5674	202-564-5433	7449G, AR-N
Brucè, Barbara J., Program Specialist	202-564-5672	202-564-5433	7353L, AR-N
Cherry, Jacqueline A., Secretary	202-564-4702	202-565-2478	71203 RR Bldg (MC: 2377R)
Christian, Ernestine M., Paralegal Specialist	202-564-5444	202-564-5433	7522D, AR-N
Degrandchamp, Thressa, Paralegal Specialist	202-564-5679	202-564-5433	7510A, AR-N
Gallagher, Clare (SEE)	513-587-2133	513-487-2132	Cinn (NOR-004)*
Ramsey, Eva (STEP)	202-564-5427	202-564-5433	7449M, AR-N
Russell, Dora (SEE)	202-564-5453	202-564-5432	7454B, AR-N
Scarborough, Kendra N., (STEP)	202-564-5428	202-564-5433	7449J, AR-N
Templemon, Yvonne, Cooperative Agreement Review Specialist	202-564-5681	202-564-5433	7353L, AR-N
Senior Counsel			
Alan D. Margolis	202-564-5438	202-564-5432	7454K, AR-N
Finance & Operations Law Office - continued			
Staff Attorneys			
Aziz, Yasmin, Attorney	202-564-5448	202-564-5433	7426M, AR-N
Baker, Jonathan S., Attorney	202-564-4703	202-565-2478	71215 RR Bldg. (MC: 2377R)
Beyer, Anthony G., Attorney	919-541-3047	919-541-4922	RTP (MD-31)*
Carroll, Karen J., Attorney	919-541-7837	919-541-4922	RTP (MD-31)*
Coleman, Kathleen, Attorney	202-564-5449	202-564-5433	7449P, AR-N
Cooper, Geoffrey K., Attorney	202-564-5451	202-564-5433	7426H, AR-N
Cowgill, Carol A., Attorney	202-564-4701	202-565-2478	71213 RR Bldg (MC: 2377R)
Darman, Leslie J., Attorney	202-564-5452	202-564-5432	7426R, AR-N
Drummond, James F., Attorney	202-564-5456	202-564-5433	7013C, AR-N
Ehrlich, Alan M., Attorney	202-564-5457	202-564-5433	7426C, AR-N
Goerke, Ariadne, Attorney	202-564-5471	202-564-5433	7426JJ, AR-N
Guerrero, David P., Attorney	202-564-5458	202-564-5432	7454F, AR-N
Heinz, John H., Attorney	202-564-5459	202-564-5433	7451, AR-N
Hess, Stephen B., Attorney	202-564-5461	202-564-5433	7426K, AR-N

OFFICE OF GENERAL COUNSEL DIRECTORY

As of: 12/1/99-Interim8

NAME/TITLE	TELEPHONE	FAX NUMBER	LOCATION
Hirsch, Patricia K., Attorney	202-564-5462	202-564-5433	7435, AR-N
Hogan, Joanne M., Attorney	202-564-5463	202-564-5432	7454E, AR-N
Kavouras, Maria, Attorney	513-487-2008	513-487-2132	Cinn. (NOR-004)*
Lee, Susanne M., Attorney	202-564-5464	202-564-5432	7409A, AR-N
Pakula, Kenneth R., Attorney (on detail to DOJ)	202-564-4706	202-565-2478	71211 RR Bldg. (MC: 2377R)
Redden, Kenneth A., Attorney	202-564-4707	202-565-2478	71214, RR Bldg. (MC: 2377R)
Rowland, John M., Attorney	202-564-5467	202-564-5433	7426E, AR-N
Shrybman, James, Attorney	202-564-5671	202-564-5433	7449H, AR-N
Starnes, DeAngelo, Attorney	202-564-5468	202-564-5432	7454D, AR-N
Winick, Paul M., Attorney	202-564-5687	202-564-5603	7340B, AR-N
Toohey, Ann C., Attorney	202-564-5469	202-564-5433	7522A, AR-N
Zemel, Avital G., Attorney	202-564-4708	202-565-2478	71212 RR Bldg. (MC: 2377R)

Mailing Addresses for:
Cinn: Environmental Protection Agency, 26 W. Martin Luther King Drive, Cincinnati, OH 45268
RTP: Environmental Protection Agency, Research Triangle Park, NC 27711

OFFICE OF GENERAL COUNSEL DIRECTORY

As of: 12/1/99-Interim9

NAME/TITLE	TELEPHONE	FAX NUMBER	LOCATION
INTERNATIONAL ENVIRONMENTAL LAW OFFICE (2313A)**202-564-1810**			
Daniel B. Magraw, Jr., Director	202-564-1810	202-564-5412	7526E, AR-N
Little, Patricia L., Secretary	202-564-5402	202-564-5412	7526D, AR-N
Jackson, Shatarya S. (STEP)	202-564-5403	202-564-5412	7526B, AR-N
Staff Attorneys			
Allen, Michael P., Attorney	202-564-5404	202-564-5412	7426LL, AR-N
Freedman, Joseph, Attorney	202-564-5406	202-564-5412	7409B, AR-N
Lallas, Peter L., Attorney	202-564-5407	202-564-5412	7426B, AR-N
Rowley, Anne, Attorney	202-564-1762	202-564-5412	4413B, AR-N
van Hoogstraten, David, Attorney (Detail to State)	202-564-5409	202-564-5412	7313H, AR-N
Wolfson, Steven, Attorney	202-564-5411	202-564-5412	7340F, AR-N

OFFICE OF GENERAL COUNSEL DIRECTORY

As of: 12/1/99-Interim10

NAME/TITLE	TELEPHONE	FAX NUMBER	LOCATION
PESTICIDES AND TOXIC SUBSTANCES LAW OFFICE (2333A)**202-564-5375**			
Patricia A. Roberts ***Associate General Counsel***	202-564-5375	202-564-5644	7313C, AR-N
Monroe, Charlene V., Program Assistant	202-564-5375	202-564-5644	7313F, AR-N
Blair, Shirley, Worker Trainee	202-564-5375	202-564-5644	7313D, AR-N
Assistant General Counsels			
Kevin M. Lee Assistant General Counsel for Pesticides	202-564- 5619	202-564-5644	7313L, AR-N
Robert Perlis, Assistant General Counsel for Toxics	202-564-5636	202-564-5644	7313J, AR-N
Amber Aranda Assistant General Counsel for TRI	202-564-1737	202-564-5644	7313A, AR-N
Staff Attorneys			
Boer, Tom, Attorney	202-564-5624	202-564-5644	7518A, AR-N
Bueschen, Elaine, Attorney	202-564-5466	202-564-5644	7426W, AR-N
Celeste, Laurel M., Attorney	202-564-1751	202-564-5644	4310B, AR-N
Dubois, Roland C., Attorney	*202-564-5626*	*202-564-5644*	7013D, AR-N
Dyner, Mark A., Attorney	202-564-1754	202-564-5644	4302B, AR-N
Fleuchaus, Jonathan J., Attorney	202-564-5628	202-564-5644	7409H, AR-N
Garrison, Scott, Attorney (on detail from OECA)	202-564-4047	202-564-5644	7313H, AR-N
Golberg, Aron A., Attorney	202-564-5629	202-564-5644	7426AA, AR-N
Huang, Amy, Attorney	202-564-1744	202-564-5644	4302A, AR-N
Knorr, Michele, Attorney	202-564-5631	202-564-5644	7316A, AR-N
Krolikowski, Suzanne, Attorney	202-564-5632	202-564-5644	7312B, AR-N
London, Dwayne, Attorney	202-564-5633	202-564-5644	7426Q, AR-N
Medici, Andrea E., Attorney	202-564-5634	202-564-5644	7013A, AR-N
Phan, Loan, Attorney (on detail from OPP)	202-564-5648	202-564-5644	7313K, AR-N
Ross, Philip J., Attorney	202-564-5637	202-564-5644	7522B, AR-N
Sadowsky, Donald A., Attorney	202-564-5638	202-564-5644	7426Z, AR-N
Singh, Padmini, Attorney	202-564-5641	202-564-5644	7318B,,AR-N
Srinivasan, Gautam, Attorney	202-564-5647	202-564-5644	7308B, AR-N
Wing, Robert, Attorney	202-564-5642	202-564-5644	7318A, AR-N

OFFICE OF GENERAL COUNSEL DIRECTORY

As of: 12/1/99-Interim11

NAME/TITLE	TELEPHONE	FAX NUMBER	LOCATION
RESOURCE MANAGEMENT OFFICE (2311A)**202-564-8880**			
Deborah S. Ingram, Director	202-564-1752	202-564-1773	4315A, AR-N
Weeks, Diane L., Secretary	202-564-1764	202-564-1773	4315E, AR-N
Mason, Sheryl, Worker Trainee	202-564-1746	202-564-1773	4315J, AR-N
Brown, Jacqueline G., Program Analyst	202-564-1748	202-564-1773	4315M, AR-N
Grady, Mary K., Law Librarian	202-260-5920	202-401-0760	2902 WSM, *(MC 2311)*
Smith, Linda D., Correspondence Control Clk	202-564-1771	202-564-1773	4315K, AR-N
Budget Team			
Stewart, William D., Senior Budget Analyst	202-564-1763	202-564-1774	4312B, AR-N
Alston, Wanda, Financial Analyst	202-564-1743	202-564-1773	4315C, AR-N
Young, LaWan, Financial Assistant	202-564-1766	202-564-1774	4312C, AR-N
Human Resource Team			
Millhouse-Washington, Patricia Management Analyst (On Detail to OA)	202-260-8240	202-260-3124	326 WT, WSM (MC 1102)
Bow, Eudora E., Program Specialist	202-564-1747	202-564-1773	4315F, AR-N
Hart, Rita (SEE)	202-564-1767	202-564-1773	4315G, AR-N
Jones, Deborah C., Administrative Officer	202-564-1753	202-564-1773	4315F, AR-N
Lattimore, Kraig, Personnel Specialist	202-564-1757	202-564-1773	4315B, AR-N
Information Resource Management Team			
Frazier, Paul E., Computer Specialist	202-564-1756	202-564-1774	4312A, AR-N
Camp, Jeffrey C., Computer Specialist	202-564-1749	202-564-1774	4312D, AR-N
Elledge, Catherine S., Computer Specialist	202-564-1811	202-564-1773	7320F AR-N
Miller, Keith K., Help Desk Technician	202-564-1812	202-564-1773	7320A AR-N
Warrick, Deborah A., Computer Assistant	202-564-1813	202-564-1773	7320C AR-N
LAN Support (HELP DESK)	202-564-5661	---	--

OFFICE OF GENERAL COUNSEL DIRECTORY

As of: 12/1/99-Interim12

NAME/TITLE	TELEPHONE	FAX NUMBER	LOCATION
SOLID WASTE AND EMERGENCY RESPONSE LAW OFFICE (2366A)**202-564-7706**			
Lisa K. Friedman ***Associate General Counsel***	202-564-5501	202-564-5531	7507C, AR-N
Jones, Gwendolyn, Secretary	202-564-5502	202-564-5531	7507E, AR-N
Sanders, Geraldine (SEE)	202-564-5527	202-564-5531	7507D, AR-N
Associate General Counsels			
Brian P. Grant, Assistant General Counsel for RCRA	202-564-5503	202-564-5531	7510C, AR-N
Earl C. Salo, Assistant General Counsel for Superfund	202-564-5504	202-564-5531	7354, AR-N
Staff Attorneys			
Carpien, Alan H., Attorney	202-564-5507	202-564-5531	7510B, AR-N
Gleaves, Mary E., Attorney	202-564-5508	202-564-5531	7353H, AR-N
Gordon, Andrew G., Attorney	202-564-5509	202-564-5531	7454L, AR-N
Horwitz, Sylvia, Attorney	202-564-5511	202-564-5531	7514D, AR-N
Igoe, Sheila M., Attorney	202-564-5513	202-564-5531	7426X, AR-N
Kaneen, Christina, Attorney	202-564-5514	202-564-5531	7507A, AR-N
Kraus, Karen M., Attorney	202-564-5516	202-564-5531	7426T, AR-N
Messier, Dawn M., Attorney	202-564-5517	202-564-5531	7510D, AR-N
Michaud, John R., Attorney	202-564-5518	202-564-5531	7340C, AR-N
Nam, Katherine H., Attorney	202-564-5512	202-564-5531	7013E, AR-N
Openchowski, Charles A., Attorney	202-564-5519	202-564-5531	7426BB, AR-N
Rivera, Nina, Attorney	202-564-5521	202-564-5531	7507B, AR-N
Schmandt, Alexander G., Attorney	202-564-5522	202-564-5531	7426V, AR-N
Silverman, Steven E., Attorney	202-564-5523	202-564-5531	7506C, AR-N
Tyner, Lee R., Attorney	202-564-5524	202-564-5531	7514B, AR-N
Woolf, Malcolm, Attorney	202-564-5526	202-564-5531	7426EE, AR-N

OFFICE OF GENERAL COUNSEL DIRECTORY

As of: 12/1/99-Interim13

NAME/TITLE	TELEPHONE	FAX NUMBER	LOCATION
WATER LAW OFFICE (2355A)**202-564-7700**			
Susan G. Lepow ***Associate General Counsel***	202-564-5472	202-564-5477	7519A, AR-N
Graham, Cheryl R., Legal Assistant	202-564-7700	202-564-5477	7519B, AR-N
Assistant General Counsels			
Randolph L. Hill, Assistant General Counsel Technology and Implementation and Safe Drinking Water Act	202-564-5474	202-564-5477	7518B, AR-N
Lee Schroer, Assistant General Counsel Water Quality and Ocean Dumping Act	202-564-5476	202-564-5477	7518C, AR-N
Support Staff			
Sword, Helen, Secretary	202-564-5478	202-564-5477	7519J, AR-N
Staff Attorneys			
Bangser, Paul M., Attorney	202-564-5479	202-564-5477	7409E, AR-N
Clark, Karen H., Attorney	202-564-5481	202-564-5477	7507G, AR-N
Curtin, James H., Attorney	202-564-5482	202-564-5477	7426A, AR-N
Gravallese, David M., Attorney	202-564-5483	202-564-5477	7437, AR-N
Le Desma, Michael G., Attorney	202-564-5484	202-564-5477	7426U, AR-N
Lee, Michael G., Attorney	202-564-5486	202-564-5477	7308A, AR-N
Levine, Mary Ellen, Attorney	202-564-5487	202-564-5477	7426RR, AR-N
Neugeboren, Steven, Attorney	202-564-5488	202-564-5477	7518D, AR-N
Siciliano, Carol Ann, Attorney	202-564-5489	202-564-5477	7302B, AR-N
Sweeney, Stephen J., Attorney	202-564-5491	202-564-5477	7507F, AR-N
Wehling, Caroline H., Attorney	202-564-5492	202-564-5477	7310A, AR-N
Wendelowski, Karyn I., Attorney	202-564-5493	202-564-5477	7426MM, AR-N
Winer, Catherine A., Attorney	202-564-5494	202-564-5477	7514C, AR-N
Witt, Richard T., Attorney	202-564-5496	202-564-5477	7519D, AR-N

OFFICE OF GENERAL COUNSEL DIRECTORY

As of: 12/1/99-Interim14

NAME/TITLE	TELEPHONE	FAX NUMBER	LOCATION

OFFICES OF REGIONAL COUNSEL

To be added in January 2000

OFFICE OF GENERAL COUNSEL DIRECTORY

As of: 11/15/99-Draft15

NAME/TITLE	TELEPHONE	FAX NUMBER	LOCATION

Alphabetical List of OGC Staff

To be added in January 2000

NUMBERS TO REMEMBER

NOTES

U.S. ENVIRONMENTAL PROTECTION AGENCY

OFFICE OF GENERAL COUNSEL

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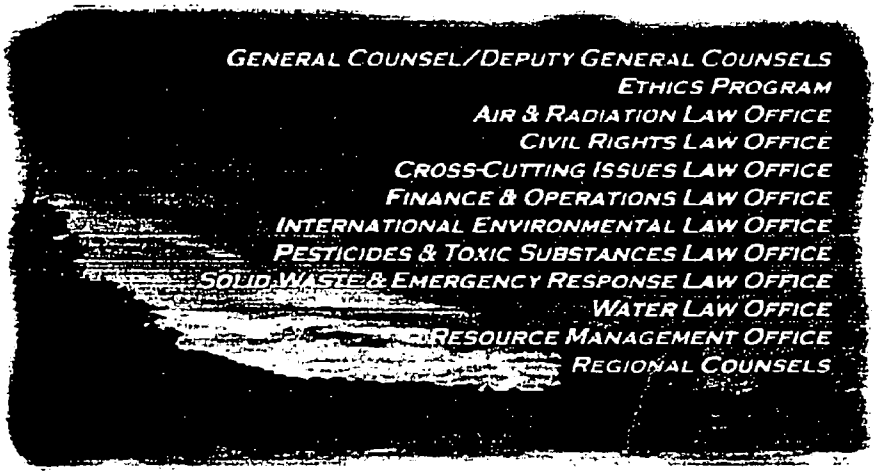

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Solid Waste & Emergency Respor

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EPA STATUTES:

- Comprehensive Environmental Response, C Liability Act (CERCLA or Superfund)
- Emergency Planning and Community Right- (EPCRA) - all sections except Section 313 (Inventory)
- Oil Pollution Act (OPA)
- Resource Conservation and Recovery Act (R
- Clean Water Act (CWA) Section 311

MAIN PHONE NUMBER: (202) 564-7706

FAX NUMBER: (202) 564-5531

MAIL CODE: 2366A

LOCATION: Ariel Rios North

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Lisa K. Friedman, Associate General Counsel for
Solid Waste and Emergency Response
(202) 564-7706, Room 7507C

Earl Salo, Assistant General Counsel for CERCLA
(202) 564-5504, Room 7354

Brian Grant, Assistant General Counsel for RCRA
(202) 564-5503, Room 7510C

SUPPORT STAFF
Gwen Jones, Head Secretary, (202) 564-5502, Roo
Geraldine Sanders, SEE secretary, (202) 564-5527

OGC STAFF WHO WORK ON ASSIGNMEN

WASTE & EMERGENCY RESPONSE LAW OFFICE

NAME	PHONE	ROOM (A. RIOS)
	(All numbers are area code 202)	
Bangser, Paul*	564-5479	Room 7409E
Carpien, Alan	564-5507	Room 7510B
Freedman, Joe*	564-5406	Room 7409B
Friedman, Lisa	564-7706	Room 7507C
Gleaves, Mary Beth	564-5508	Room 7353H
Gordon, Andy	564-5509	Room 7454L
Horwitz, Sylvia	564-5511	Room 7514D
Igoe, Sheila	564-5513	Room 7426X
Kaneen, Tina	564-5514	Room 7507A
Ketcham-Colwill, Nancy*	564-5586	Room 7310B
Kraus, Karen	564-5516	Room 7426T
Lee, Mike*	564-5486	Room 7308A
Messier, Dawn	564-5517	Room 7510D
Michaud, John	564-5518	Room 7340C
Nam, Kathy	564-5512	Room 7013E
Neugeboren, Steve*	564-5488	Room 7518D
Openchowski, Charles	564-5519	Room 7426BB
Rivera, Nina	564-5521	Room 7507B
Schmandt, Alex	564-5522	Room 7426V
Silverman, Steve	564-5523	Room 7506C
Tyner, Lee	564-5524	Room 7514B
Wendelowski, Karen*	564-5493	Room 7426MM
Witt, Richard*	564-5496	Room 7519D
Woolf, Malcolm	564-5526	Room 7426EE

* indicates that the attorney is assigned to another part of OGC, but is working on a project for the Solid Waste & Emergency Response Law Office.

ATTORNEY RESPONSIBILITY LIST

Listed below are the legal matters handled by the Solid Waste & Emergency Response Law Office. Contract, grant, appropriations law, information law (including FOIA and CBI), LUST trust fund, and other similar issues arising under RCRA and CERCLA are handled by OGC's Finance & Operations Law Office (FOLO). Please refer to the FOLO attorney responsibility list for the name of the OGC attorney assigned to these areas.

In the list below, the name of the Assistant General Counsel who handles a particular assignment appears in parentheses after the name of the staff attorney who works on that assignment.

Applicability of state, federal requirements (Section 6001)	Michaud (Grant)
Applicability of Section 1008 guidelines (Section 6004)	Gordon (Grant)
Compliance at EPA facilities	Michaud (Grant)
Compliance at federal facilities	Michaud (Grant)
Inventory of federal hazardous waste facilities (Section 3016)	Michaud (Grant)
Procurement guidelines for recycled materials (Section 6002)	Witt (Grant)

Integration with Other Acts (Section 1006)

Atomic Energy Act (AEA)	Michaud (Grant)
Clean Water Act (CWA)	
Domestic sewage	Nam (Grant)
Ocean dumping	Witt (Grant)
POTWs	Nam (Grant)
CERCLA	Openchowski (Grant)
Endangered Species Act (ESA)	Openchowski (Grant)
Federal Insecticide, Fungicide & Rodenticide Act (FIFRA)	Gordon (Grant)
MARPOL Program	Gordon (Grant)
Toxic Substances Control Act (TSCA) PCB Program	Gordon (Grant)
TSCA Title IV (lead abatement)	Woolf (Grant)
Shore Protection Act (SPA)	Schmandt (Grant)
Surface Mining Control & Reclamation Act (SMCRA)	Neugeboren (Grant)
Safe Drinking Water Act (SDWA) UIC Program	Gleaves (Grant)
Uranium Mill Tailings Reclamation and Control Act (UMTRCA)	Michaud (Grant)

Judicial Review (Section 7006)

General judicial review Kaneen (Grant)

Miscellaneous

Battery Management Act	Coursen (Grant)
RCRA burden reduction rule	Schmandt (Grant)
Waste minimization	Schmandt (Grant)

COMPREHENSIVE ENVIRONMENTAL RESPONSE COMPENSATION AND LIABILITY ACT
(CERCLA Or Superfund)

Delegations (E.O. 12580 and Internal EPA Delegations)
All issues Tyner (Salo)

Authority To Respond (Sections 101 AND 104)

Definition of "release" (Section 101(22))..... Tyner (Salo)
Definition of "hazardous substance" (Section 101(14))..... Rivera (Salo)
Petroleum exclusion..... Gordon (Salo)
Natural gas exclusion..... Gordon (Salo)
Definition of "pollutant" or "contaminant" (Section 101(33))..... Salo
Definition of "environment" (Section 101(8))..... Tyner (Salo)
Limitations on Fund-financed response for naturally occurring substances, products in buildings,deteriorating water supply systems (Section 104(a)(3))..... Tyner (Salo)

Identifying and Reporting Releases and Reportable Quantities (Sections 102, 103, 105, AND 111(G))

General (Sections 102 and 103)..... Rivera (Salo)
"Federally permitted release" (Section 101(10))..... Rivera (Salo)
National Priorities List, including CERCLIS; Preliminary Assessment/Site Investigation (PA/SI); Hazard Ranking System (HRS); Deferral; Deletions (Section 105)..... Lee/Gordon (Salo)

Response Actions

Removal actions..... Tyner (Salo)
Brownfields..... Kraus (Salo)
Remedial actions
Generally(Section 121)..... Igoe (Salo)
Off-site policy (Sections 104(c)(3) and 121(d)(3))..... Tyner (Salo)
Relocation..... Lee (Salo)
Institutional controls..... Woolf (Salo)
Timing of review of response actions (Section 113(h))..... Lee (Salo)
State assurances (Sections 104(c) and (j))..... Wendelowski (Salo)
State superfund contracts, cooperative agreements (Section 104(d)) Wendelowski (Salo)
Administrative record (Section 113(k))..... Lee (Salo)

Enforcement

Section 106 judicial actions..... Schmandt (Salo)
Section 106 administrative orders..... Schmandt (Salo)
Reimbursement petitions (Section 106(b)(2))..... Tyner (Salo)
Cost recovery (Section 107)..... Schmandt (Salo)
Liable parties and defenses to liability (Sections 107, 101(1), (9), (20) and (35), and 119(a) and (b))..... Freedman (Salo)
Indemnification (Section 107(e))..... Freedman (Salo)
Response costs
Consistency with the NCP (Section 107(a))..... Igoe (Salo)
Cost documentation..... Schmandt (Salo)
Natural resource damages (Sections 107(a) and (f), 301(c), and 113(g)(1) Tyner (Salo)
Liens (Sections 107(l) and (m))..... Nam (Salo)
Statute of limitations (Sections 113(g)(2) and (3))..... Schmandt (Salo)
Settlements and contribution (Sections 122 and 113(f))..... Schmandt (Salo)
Civil penalties and treble damages (Sections 106(b)(1), 109, 104(e)(5), 107(c)(3), and 122(l))..... Schmandt (Salo)

Criminal sanctions (Sections 103 and 109(d))..... Schmandt (Salo)
Access, inspection and information gathering authority(Section 104(e)) Carpien (Salo)

Federal Facilities (Section 120, SARA Section 111)
All issues..... Michaud (Salo)

Claims (Sections 111 and 112)
All issues..... Tyner (Salo)

Miscellaneous CERCLA Issues

National Response Team..... Tyner (Salo)
Citizen actions
Citizen suits (Section 310)..... Salo
Citizen petitions for PA (Section 105(d))..... Lee (Salo)
Statute of limitations for toxic tort actions (Section 309) Schmandt (Salo)
Financial responsibility (Section 108)..... Salo
Insurance, including Title IV..... Schmandt (Salo)
SITE program (Section 311)..... Tyner (Salo)
Jurisdiction and venue (Sections 113(a) and (b))..... Salo
Legislative veto (Section 305)..... Carpien (Salo
Times Beach (SARA Section 118(h))..... Tyner (Salo)
Worker protection standards (SARA Section 126)..... Messier (Salo)
Indian tribes..... Gordon (Salo)

EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT (EPCRA)

All issues except Toxic Release Inventory (Section 313) Rivera (Salo)

OIL POLLUTION ACT (OPA) AND SECTION 311 OF THE CLEAN WATER ACT (CWA)

All issues Gordon (Salo)

EXECUTIVE ORDERS

Executive Order 12866 (Regulatory Planning and Review) - Associate and Assistants can handle routine questions. More difficult issues should be referred to Hale Hawbecker (564-5546) in OGC's Cross-Cutting Issues Law Office.

Executive Order 12898 (Environmental Justice) - Malcolm Woolf

Executive Orders 12875 (Federalism), 13083 (Federalism) and 13084 (Consultation with Tribal Governments) -- Associate and Assistants can handle routine questions. More difficult issues should be referred to Wendy Oatis (564-5551) in OGC's Cross-Cutting Issues Law Office.

Executive Order 13045 (Children's Health Protection) - Associate and Assistants can handle routine questions. More difficult issues should be referred to Jasmine Chapman (564-5542) in OGC's Cross-Cutting Issues Law Office.

OTHER STATUTES

x (c)

Author: Thomas Hernandez at REGION4
Date: 01/27/2000 4:47 PM
Normal

TO: Rolando BascumbeTO: William BushTO: Robert CaplanTO: Jeffrey DehnerTO: Lisa EllisTO: Sara GoldsmithTO: Thomas HernandezTO: Greg LuetscherTO: Dustin MinorTO: Susan SchubTO: Stedman SouthallTO: Michelle StaesTO: Mike StephensonTO: Rudy TanasijevichTO: Lawana WoodardTO: Donzetta WorkmanTO: Kathleen WrightTO: Nadine OrrellTO: Elizabeth DavisTO: Lucia MendezTO: Richard LeahySubject: **NEW OSRE ROOM #'S at Ariel Rios**----------
-- Message Contents

Rick, could you forward this to CERCLA Legal Support-North?

The purpose of this cc:mail is to ensure you know where to get the new HQ room numbers (Mail Codes have not changed) for mail deliveries such as via FEDEX, UPS, etc.

Mike Northridge indicated to me that there was no "hard" document listing of OSRE staffers' new room numbers (as in for FEDEX, UPS deliveries). While going to the "National Locator" icon on your desktop of your computer and doing a search will get you someone's phone #, you need to hit "Enter" after the initial search to bring up additional info, including the NEW ROOM NUMBERS. While it is not mandatory to have the room number for such deliveries, it is believed that it does help the process.

Let me know if I need to come to your desk and demonstrate for you.
TOM 2-9646

EPA United States Environmental Protection Agency

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- OECA Redesign Underway
- Consolidated Rules of Practice Finalized
- FY 1998 Enforcement and Compliance Assurance Accomplishments Report
- OECA System Modernization
- EPA/CMA Root Cause Analysis Pilot Project
- Profile of Local Government Operations
- The Yellow Book: Guide to Environmental Enforcement and Compliance at Federal Facilities
- Enforcement@EPA.GOV *Now Available*

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Last Updated: July 26, 1999

Contact: Shhonn Taylor

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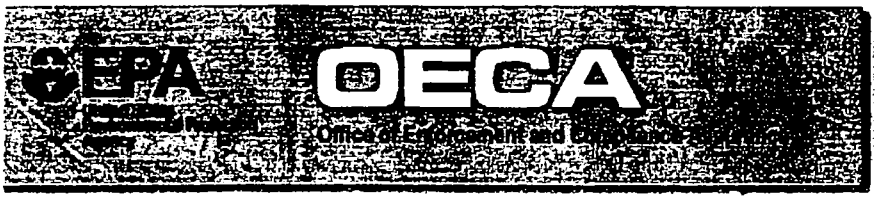

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OECA Offices:

Enforcement Capacity and Outreach Office

Office of Environmental Justice

Office of Planning and Policy Analysis

Federal Facilities Enforcement Office

Office of Compliance

Office of Criminal Enforcement, Forensics, and Training

Office of Federal Activities

Office of Regulatory Enforcement

Office of Site Remediation Enforcement

US EPA's Office of Enforcement and Compliance Assurance

Steven A. Herman, Assistant Administrator
Sylvia Lowrance, Principal Deputy AA
Michael M. Stahl, Deputy AA
(202) 564-2440

With the help of the EPA Regional Offices, the States and the Tribes, the Office of Enforcement and Compliance Assurance (OECA) ensures that the nation's environmental laws are complied with and, if need be, enforced. Our mission is to protect the well-being of all Americans, our nation's environment and its natural resources; OECA's goal is to deliver compliance with U.S. environmental laws while inspiring the regulated community to employ methods that focus on pollution prevention.

Protecting Your Health & The Environment Through Innovative Approaches to Compliance
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Documents are in ***Adobe Acrobat Format***. If you do not have the

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Acrobat Reader ıd/or need basic information or configuration instructions click here.

Last Updated: July 23, 1999

URL: http://es.epa.gov/oeca/usepaoeca.html

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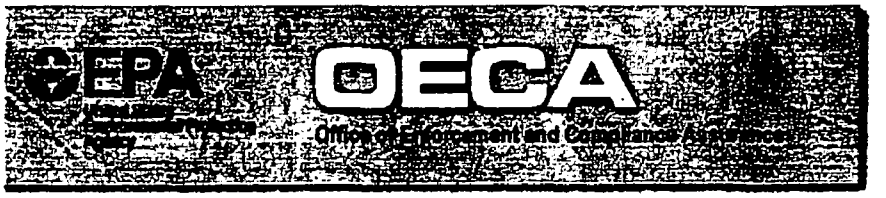
*Team Leader
( ) Regional Liaison

Updated by Candace White 11/9/99

2 (h)



Policy and Guidance Documents

Cleanup News

About OSRE

Links to Other EPA Pages

Office of Site Remediation Enforcement

Your Information Resource for Superfund, RCRA, OPA, and UST Enforcement

Barry Breen, Director
Susan E. Bromm, Deputy Director

Immediate Office - (202) 564-5110
Policy & Program Evaluation Division - (202) 564-5100
Regional Support Division - (202) 564-4302

Superfund Enforcement Initiatives

- **Compensate Settlers for a Portion of Orphan Share**
- **Ensure Settlement Funds are Dedicated to Specific Superfund Sites**
- **Issue Superfund Cleanup Orders to Parties in an Equitable Manner**
- **Increase Number of Protected Small Contributors**
- **Reduce Oversight for Cooperative Parties**

Compensate Settlers for a Portion of Orphan Share

Seek to compensate parties for a portion of the costs attributable to insolvent parties (orphan share) at Superfund sites where parties agree to perform the cleanup, subject to the adequacy of funding for the cleanup program. The most recent guidance for sites with orphan shares can be found on OSRE's Settlements page.

Ensure Settlement Funds are Dedicated to Cleaning Up Specific Superfund Sites

Direct settlement funds designated for future site costs to be placed in site-specific accounts. The most recent guidance about special accounts can be found on OSRE's Settlements page.

Issue Superfund Cleanup Orders to Parties in an Equitable Manner

Ensure that issuance of cleanup orders is not limited to a few responsible parties but includes all appropriate parties where there is a sufficient basis to include them. The most recent guidance about issuing cleanup orders can be found on OSRE's Administrative Orders page.

Increase the Number of Protected Small Contributors at Superfund Sites

DOJ

JULY - 1999

ENVIRONMENTAL ENFORCEMENT SECTION PERSONNEL

ROOM	EXT.	
13065	**4353**	**GROSS, Joel (Chief)**
13063	**4624**	**GELBER, Bruce (Deputy Chief)**
13062	**1998**	**SMITH, Walker (Deputy Chief)**
10022	2244	BRIGHTON, William (Assistant Chief)
12017	2738	BROOK, ROBERT (Assistant Chief)
13054	5516	CONNEALY, Ross (Assistant Chief)
13060	4084	DWORKIN, Karen (Assistant Chief)
12064	2750	FISHEROW, Benjamin (Assistant Chief)
11065	4414	GLUCK, Ronald (Assistant Chief)
11006	3646	MAHAN, Ellen (Assistant Chief)
13008	1447	McCABE, Catherine (Assistant Chief)
10019	6-7123	AHMAD, Fataima
11054	4831	AKERS, Susan
12055	4114	ALLEN, Leslie
12084	4059	ANDERSON, Esperanza
10009	2794	BAER, Steven
11005	4051	BEAL, Richard
12074	6-7921	BECKHARD, Dan
11052	4185	BEEHLER, Alex
12100	6-6515	BELLAS, Leslie
13048	4149	BENTKOVER, Frank
12040	1461	BENTLEY, Curtis
12072	6-6552	BIROS, Frank
13006	1466	BLESI, Sam
11071	2128	BOOTE, Richard
10007	3637	BROOKS, Phillip
10025	1448	CASEY, Patrick

12010	2802	CHERUP, Lisa
12078	1491	CHESSLIN, Miriam
12101	5476	CHRISTENSEN, David.
10015	3553	CLARK, Tom
12008	1543	CORMAN, Bicky
10036	7784	COWIE, Neil
12039	3900	CRUM, Matthew
12005	3644	DAIN, David
12066	4162	DARNELL, Robert
11070	4485	DODGE, Lynn
11049	5413	DONOHUE, Brian
13017	4226	DONNELLAN, Mike
12026	4628	DOUGLAS, Nathaniel
13046	3475	DUER, Donna
13004	1032	EDMONDS, Elizabeth
12075	3163	ELLIS, Steve
11101	3483	FELDMAN, Elise
11034	7519	FINGERHOOD, Karl
13011	1707	FISHEL, David
13055	3631	FISHER, Gary
12020	5258	FLICKINGER, Nancy
11059	2744	FLINT, Myles
11072	4352	FLYNN, Peter
12065	3906	FOGELSON, Matt
11069	5268	FRIEDMAN, Henry
11056	5405	GALLAGHER, Mark
13012	1711	GLADSTEIN, Richard
11057	5260	GOLD, Steve
12015	1111	GOODSTEIN, Michael

10018	5270	GORMLEY, Paul
11096	3248	HEMMING, Norman
12009	0180	HIMMELHOCH, Sarah
12061	5-0260	HOUSTON, Drenaye
11009	5273	HUBER, Cynthia
11019	5416	HURLEY, Ann
11063	3856	HURLEY, Joseph
11026	7-1242	HURST, Patricia
12003	2717	HUTCHINS, Bill
11033	6-8755	ISRAEL, Brian
10010	4076	JACOBS, Dan
12018	5474	JACOBSON, Rachel
13013	5-0312	JIMENEZ, Aimee
11015	4170	JOHNSON, Stephanie
11014	4080	JONAS, Lori
12060	6892	KAPLAN, Julie
11013	6-8915	KAPLAN, Robert
13055	2468	KATZ, Maureen
11050	3907	KAUTSKY, Peter
11060	5465	KELLER, Steve
13018	9009	KOESTER, Kirk
11035	5244	KROOP, Elizabeth
12069	4213	LANG, Annette
12099	2687	LEE, Robert
12028	6-8860	LEFEVRE, Robert
12073	1761	LEHNERT, Leslie
12016	3264	LINDEMAN, Ralph
10024	6-8916	LOEB, Elizabeth
12021	2445	LOFTON, James

11072	2840	LONG, Kenneth
11018	6-8777	MacAYAEL, Jamie R.
		MacDONALD, Kathryn
11048	6-7162	MacLAUGHLIN, Jerry
13003	4241	MAHER, Robert
11036	6-8756	MANN, Valerie
13049	4620	MARIANI, Thomas
11055	4454	MARKS, Jonathan
12079	5415	MARTIN, Joseph
12012	6-6557	MAYO, A. Kent
13057	1544	McILWAIN, Dave
11102	6-6517	McKENNA, Patricia
10013	1210	McNULTY, Michael
12004	4797	MILLER, Robert
11011	9257	MIMS, Rhonda
11058	3659	MOREAU, Pamela
12006	3932	MORRISON, Matthew
11020	0056	MUELLER, Jon
12067	4793	MUSEL, David
12080	5-2332	O'BRYAN, Stacey
11026	2779	O'ROURKE, Steven
11017	1999	PAIR, Quentin
11097	3473	PAYNE, James
11092	2800	PEIRCE, George
13034	1134	PERSAMPIERI, Nick
11004	1196	PUCKETT, Larry
12060	2580	REED, Mary
10014	4113	REYHER, Deborah
12076	2653	ROCKLER, Elliot

		ROJKO, Kathy
10008	353-0058	ROMITA, Michael
13005	3446	ROSENTHAL, Arnold
11057	3974	ROSSKAM, David
11062	3908	SANDS, Jeff
13007	1200	SCHAEFFER, Paul
12036	6-6519	SCHAEFFER, Suzanne
13002	0096	SHAWLEY, Dianne
11025	6-8766	SHEHABI, Soroush Richard
12011	5484	SITHER, John
11003	5466	SMOUT, Cheryl
13016	4079	STONE, Princina
12077	1308	STONE, Randy
12014	5471	STREET, David
12057	2068	SUKYS, Greg
10018	3143	SWEGLE, Tom
		SWIFT, Susan
12056	5409	TENENBAUM, Alan
11007	1113	THODE, Anna
		THOMPKINS, Hillary
12038	2463	TOPOL, David
12088	3581	TORRENT, Karen
11080	0133	WEIGERT, Dave
11008	4592	WEINISCHKE, William
12062	2807	WILLEY, Steve
11002	3482	WOLFTEICH, Paul
11066	2277	YU, Elizabeth
12085	5406	ZIZILA, Frances

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Suite 6116
Newton Corner, Massachusetts 02158
(Fax) 617-450-0448

BELT, Gina 907-271-3456
Environment & Natural Resources Division
801 "B" Street - Suite 504
Anchorage, Alaska 99501-3657
(Fax) 907-271-5827

TOTAL: Field: 19

DETAILED ATTORNEYS

10035	5484	CARTER, Joan
11070	5-0237	ESCHEN, Andy
11061	5-9213	SHUFF, Sheldon
12027	3332	WIENER, Lew

PARALEGALS

13015	1545	ARMSTRONG, Nancy **(Paralegal Program Manager)**
13035	2304	AKINS, Meochi **(Senior Paralegal)**
		BARBOUR, Trista
12095	3748	BARNES, Malaika
13010	5468	BECTON, Minnie
11100	6-6538	BOYKIN, Evette
10017	5470	BRACEY, John
13023	6-8768	BROWN, Sharon
11038	6-8763	BUNNELL, Julia
10030	0444	CONWELL, Ted
12086	5514	CZERNIEC, Walter
12093	8524	DESPIAN, Gerardo
13033	3145	DUEY, Pete
11095	4160	DUNNE, Tim
13024	1710	FULLER, Mark **(Senior Paralegal)**
13042	5363	HALES, Jennifer
10034	5472	HERZ, Dianne
		HIGGINS, Leslie
11028	2243	JENNINGS, Lisa
12091	2724	KNODT, Richard **(Senior Paralegal)**
		KOEPSELL, Susan
12022	1755	LEWIS, Susan Klein

11085	2045	LIOTTI, Sonja **(Senior Paralegal)**
11012	5442	LIPPS, Stephen **(Senior Paralegal)**
11045	0584	MOORE, John
11090	1066	MORRISON, Marylee
12042	6-6523	NEE, Michael
10021	3923	POINDEXTER, Douglas **(Senior Paralegal)**
13081	1683	SANDER, Matt
12043	3818	SHAW, Kim
11084	2769	SHORTELL, Kate
11029	6-8789	SIMMONS, Gayle
11083	5292	STANTON, Edgar
13026	4159	TURNER, Robert
13036	2306	WALINSKAS, Bethanne
12031	5250	WATERS, Mary

TOTAL: 36

FIELD OFFICE PARALEGALS

CHRISTEN, Corrine		(Denver)
GALLEGOS, Marge	303-312-7329	(Denver)
PERKINS, Erin	303-312-7385	(Denver)
KNAB, Judith	415-744-6483	(San Fran)

TOTAL: 4

LEGAL SUPPORT ASSISTANTS

12063	2755	ADCOCK, Jessica
13061	5403	ANDERSON, Linda
11032	5475	BACCUS, Rosita
11064	5520	BOONE, Sadie
11001A	6-8743	BREEDEN, Patricia
13082	4450	BRIGHT, Beverely
12013	9860	BROWN, Ken
10001	2436	BROWN, Valencia

12001	9858	BUTANEY, Kamla
13001	8457	CAROLAN, Suzanne
13030	5408	DOUGLAS, Belton
12046B	2596	HILL, Mary
11047B	1422	HASSAN, Linda
10023	6-8912	HOLTON, Patricia
10031	6-8875	JONES, Kelvin
11088	5521	LAWHORN, Suleana
11010	1605	LYONS, Darlene
10001	6-8910	PETTUS, Dorothy
13001	3650	PRAYLOW, Charmeine
12001B	6-8901	RICHARDSON, Aprol
13082B	4291	SCOTT, Jane
12041	1513	SMITH, Faith
11047A	6-8705	SMITH, Jhana
12063A	2487	SOLOMON, Imogene

TOTAL: 24

SUPPORT STAFF - FIELD OFFICE

CIPPARRONE, Sharon 415-744-6491 **(San Francisco)**

MANN, Kevin 415-744-6478 **(San Francisco)**

TOTAL: 2

ADMINISTRATIVE UNIT

13045	1503	STONE, Clicky (Administrative Unit Chief)
13075	4091	MITCHELL, Alberta (Staff Assistant)
13056	4396	SAMUELS, Jo (Staff Assistant)
13071A	6-8901	CHASE, Pearl (Legal Support Assistant)
13071B	4574	LOGAN, Ken (Support Services Assistant)

TOTAL: 5

CASE MANAGEMENT UNIT

13051	5245	FENLON, Peggy (Chief)
13069A	6-7940	DAVIS, Joe (Case Management Specialist)
13080	2305	JONES, Andrea (Case Management Specialist)
13052	5246	MAYNARD, Max (Case Management Specialist)
13053	7786	SCHUBERT, George (Case Management Specialist)
13078	5290	WEST, Cora (Case Management Specialist)

TOTAL: 5

LITIGATION SUPPORT UNIT

13057	1544	McILWAIN, Dave (Litigation Support Unit Chief)
13031	1547	FLEETWOOD, Tonia (FOIA Assistant)
13058	5517	SUTTON, Richard (Litigation Support Assistant)
13076	1553	WHITE, John (Case Management Specialist)

TOTAL: 3

STUDENT AIDES

(303)	312-7384	CARDONA, Rosemarie (Denver)
13050	2710	OROCHENA, Sal
13044	8893	SHAWLEY, Elizabeth

TOTAL: 2

TOTALS:

ATTORNEYS	141	+ 19	=	160
PARALEGALS	36	+ 4	=	40
LEGAL SUPPORT ASSISTANTS	24	+ 2	=	26
ADMINISTRATIVE UNIT		5	=	5
CASE MANAGEMENT UNIT		5	=	5
LITIGATION SUPPORT UNIT		3	=	3
STUDENTS		3	=	3
	TOTAL			242

SATELLITE SERVICE CENTER

EARL MOORE	514-3849	(SUPERVISOR)
FAX	514-0097 & 353-0296	
ANGELA GRANT	514-3350	(SUPPLIES)

FILE ROOMS

10th Floor - Paula Blake, Supervisor	353-9316
10th Floor - Devon Marshall	353-9389
11th Floor - Syreeta Chase	353-9317
12th Floor - Veronica (Ann) Jackson	353-9320
13th Floor - Ann Moten	353-9322

FORESTVILLE FILE CENTER

DONNIE SPENCER 301 763-0102 & 763-0103

CONFERENCE ROOMS - To Reserve Call 514-5271

11th Floor (NY Ave Side)	11068	6-8708
12th Floor (NY Ave Side)	12058	6-6549
13th Floor (NY Ave Side)	13083	6-7916
13th Floor (NY Ave Side)	13083	6-7919 (Window Side)

FAX MACHINES

MANAGEMENT GROUP	ROOM 13073 NY AVENUE	353-0297
REGION 6	ROOM 13021 H STREET	514-8395
REGION 5	ROOM 12049 NY AVENUE	616-6584
REGIONS 3 & 8	ROOM 12029 H STREET	616-6583
REGIONS 1 & 2	ROOM 11078 NY AVENUE	616-2427
REGIONS 4 & 9	ROOM 11023 H STREET	514-2583
REGIONS 7 & 10	ROOM 10038 H STREET	514-4180

LINC STAFF

10028	6-6529	KIDWELL, Dreama
10005	6-6528	SHUMARD, Bobby

LIBRARY

9004	6-8942	SWE, Kendra

CONSENT DECREE LIBRARY

202-624-0892

GUARDS' DESK AND EMERGENCY NUMBERS

1425 New York Avenue Guards' Desk	616-6571	& 616-6572
DOJ Command Center	514-3271	
Datawatch Security	301 - 654-3282	

ENVIRONMENTAL DEFENSE SECTION ROSTER - JANUARY 21, 2000

NAME ATTORNEYS	PHONE NO.	ROOM NO.
GRISHAW, Letitia J. - (Chief)	514-2219	8002
ROGERS, J. Steven - (Asst. Chief)	514-2182	8126
SAMUELS, Stephen - (Asst. Chief)	514-3468	8006
SCHACHTER, Scott - (Asst. Chief)	514-4632	8122
VADEN, Christopher - (Asst. Chief)	514-4438	8144
WARD, Mary Elizabeth - (Asst. Chief)	514-2686	8124
YOUNG, Russell - (Asst. Chief)	514-2640	8146
BARR, Lewis	514-4206	8130
BLAKE, Wendy	305-0851	8820
CARSON, David (Denver)	(303) 312-7309	
CHINN, Lily	514-0135	8143
DERTKE, Daniel	514-0994	8530
DOYLE, Andrew	514-4427	8128
DREW, Cynthia	616-7554	8136
EDGAR, Mary	514-2741	8008
EGBERT, Karen	514-0996	8110
FLORES, Daniel	514-0242	8132
FOSTER, Robert (Denver)	(303) 312-7320	
GREENBERG, Alan (Denver)	(303) 312-7324	
GUALTIERI, David	514-4767	8121
HERM, Steve	305-0331	8410
HOSTETLER, Eric	305-2326	8528
HUGHES, HARRY	514-1978	8810
HUMM, Randall	514-3097	8406
JORDAN, Scott	514-9365	8138
KAPLAN, David J.	514-0997	8114

NAME ATTORNEYS	PHONE NO.	ROOM NO.
KEITH, Judith	514-3747	8536
LEVIN, Joshua	514-4198	8010
LIPSHULTZ, Jack	514-2191	8546
LORENZEN, Thomas	305-0733	8112
LYNK, Brian	514-6187	8127
McCUBBIN, Patricia	514-0223	8540
McDERMOTT, Martin	514-4122	8106
McDONOUGH, Eileen	514-3126	8108
NITCZYNSKI, Mark - (Denver)	(303) 312-7388	
PACHECO, Thomas - (San Francisco)	(415) 744-6480	
PINKSTON, Daniel - (Denver)	(303) 312-7397	
RAVE, Norman	616-7568	8012
RIGAU, Mark - (San Francisco)	(415) 744-6487	
ROGERS, Cherie	514-3701	8544
ROWE, Michael	514-3144	8118
RUSAK, Steve	514-9275	8532
RUSSELL, Lisa - on detail to front office	514-2285	8123
SEMLER, Michael	514-1542	8116
SHEEHAN, John	514-0995	8120
SWIFT, Joshua	616-7501	8134
THOMPSON, David	514-2617	8148
TONGLAO, Pam	305-0897	8129
WALTER, Michele	514-3376	8526
WILKERSON-BARRON, Eve	514-3698	8140
WILLIAMS, Melaine	514-0375	8534
WILLIAMS, Scott	514-1950	8542
ZEVENBERGEN, Michael (Seattle)	(206) 526-6607	
PARALEGAL SUPERVISOR		
MOORE, Lois	514-3149	8524
PARALEGAL SPECIALISTS		
BAXTER, Beth	514-9763	8533
BOOKER, Allison	514-3188	8535
NAME PARALEGAL SPECIALISTS	PHONE NO.	ROOM NO.
COLE, Michael	514-5452	8813
COURNOYER, Darlene	616-2223	8815
KAWAKAMI, Tia (Denver)	(303) 312-7393	
KENNY, Joyce	514-0984	8811
RAUSENBERGER, Wyndy	305-1697	8527
ROBERTS, Kathleen	514-3924	8817
MANAGEMENT SPECIALIST		
STEENLAND, Dodie	616-3129	8125
CASE MANAGEMENT SPECIALISTS		
BAIN, Lynn P.	514-9771	8007
KOWLESSLAR, Georgia	514-8593	8205
LITIGATIVE ADMINISTRATIVE SPECIALISTS		
DAY, Regina	514-2950	8201
WOOLNER, Rhodora	305-1721	8307

LEGAL SUPPORT ASSISTANTS		
BEARD, Linda	514-2434	8804
FENWICK, Jacqueline	514-0990	8830
HAMILTON, Brandy	514-2219	8005
HARGRAVES, Shelbie	514-2486	8302
LUTTON, Linda (Denver)	(303) 312-7395	
McCOY-SMITH, Tawana	514-0989	8607A
MARSHMAN, Joan	514-2965	8802
MONTGOMERY, Cecelia	514-2728	8539
SCHMELTZER, Jennifer	514-2398	8004
YEE, Bernice (San Francisco)	(415) 744-6472	

DENVER FIELD OFFICE

Environment & Natural Resources Division
U.S. Department of Justice
Suite 945, North Tower
999 - 18th Street
Denver, Colorado 80202

GENERAL OFFICE NUMBER: (303) 312-7300
FAX NUMBER: (303) 312-7331

NAME	DIRECT DIAL NUMBERS/VOICEMAIL
CARSON, DAVID	303-312-7309
FOSTER, ROBERT	303-312-7320
GREENBERG, ALAN	303-312-7324
NITCZYNSKI, MARK	303-312-7388
PINKSTON, DANIEL	303-312-7397
KAWAKAMI, TIA (Paralegal)	303-312-7393
LUTTON, LINDA (LSA)	303-312-7395

SEATTLE FIELD OFFICE

MICHAEL ZEVENBERGEN
U.S. Department of Justice
c/o NOAA Damage Assessment
7600 Sand Point Way, NE
Seattle, WA 98115
PHONE: (206) 526-6607
FAX: (206) 526-6665

SAN FRANCISCO FIELD OFFICE

U.S. Department of Justice
Environment & Natural Resources Division
301 Howard Street, Suite 870
San Francisco, CA 94105
PHONE: (415) 744-6480
FAX: (415) 744-6476

NAME	DIRECT DIAL PHONE NUMBER
Pacheco, Thomas	(415) 744-6480
Rigau, Mark	(415) 744-6487
Yee, Bernice (LSA)	(415) 744-6472

EDS FAX NUMBERS:

(202) 514-2584 - Rm. 8120
(202) 616-2426 - Rm. 8004
(202) 616-0013 - Rm. 8546

MAILING ADDRESS	OVERNIGHT ADDRESS
U.S. Department of Justice Environment & Natural Resources Division Environmental Defense Section P.O. Box 23986 Washington, D.C. 20026-3986	U.S. Department of Justice Environment & Natural Resources Division 601 D Street, N.W. Suite 8000 Washington, D.C. 20004

3

To access the **CERCLA** documents on S:/ drive, do the following

1. Log into WordPerfect 8
2. Click on *file*
3. Click *open*
4. Go to look in and click on *drive S*
5. Click on *apps*
6. Click on *eadmodels*
7. Click on *CERCLA*
8. Arrow to desired file and click on it

To access the OLS routing slip follow directions 1-7 above

8. Arrow to *olsroute* and click on it

LAPTOPS

For laptop check-outs, see the CERCLA contact for availability or check with the computer and telecommunications service (CATS) at: 2-9982

PC CONTACT

COMPUTER AND TELECOMMUNICATIONS SERVICES (CATS HELP DESK) 2-9982

3a, b, c

Travel

All Travel requests and vouchers should be submitted to your legal techs. All travel arrangements and any inquiries should be directed to them.

You will be given a copy of your TA once processed to pick-up your ticket (if applicable). An advanced called to the SATO Travel office may be beneficial, but not needed. The number is 404/562-1186

MAIL

Incoming

Regular U.S. Postal mail is delivered to EAD twice daily around 10:30am and 2:00pm. It is then distributed by an EAD support staff person. **Federal Express/U.S. Postal Overnight and UPS** are delivered once or twice daily depending on its arrival in the EPA mailroom. It is logged into the front office and you are notified to pick it up.

Outgoing

Regular U.S. Postal, interoffice and Pouch mail is picked up from the EAD mailroom twice daily around 10:30am and 2:00pm. Outgoing mail is stamp with the office stamp and placed into the outgoing mailbox. **Overnight and Express mail must be taken to the mailroom located on the 9th floor** UNTIL 3:30 PM.

Courier

All courier packages are dropped off and picked up from the mailroom located on the 9th floor. If a courier package is not picked up, it is delivered in the next mail run coming from the mailroom.

Aug 3, 1999

MORANDUM

SUBJECT: Change in Mail Procedures

FROM: Gary H. White, Chief
Facilities Management Section

TO: All Region 4 Employees.

Due to circumstances beyond our control, the U.S. Postal Service will no longer pick up registered mail from the EPA mail room and transport it to the Central City Carrier, which is our servicing station. Because of this change, our mail room personnel will, on a daily basis, carry all registered mail from our offices to the Central City Carrier located on Marietta Street.

All registered mail received in the mail room by 12:00 noon will be taken to the post office that same day, whereas all registered mail received after 12:00 noon will be transported to the post office the next official work day.

It is very important that you notify one of the mail room ›onnel when dropping off registered mail. DO NOT simply place .ı one of the various mail room bins, as it may remain ɹiscovered and miss the daily delivery.

Also, in a related mail matter, please be reminded that the Postal Service is the only Express carrier that will deliver to a Post Office (P.O.) Box address. None of the other Express Mail carriers, i.e. Federal Express, UPS, etc will deliver to P.O. Box addresses. Recently we have had a few instances of very important documents being returned because they were Fed Exed to a P.O. Box.

If you have any questions on these or other mail related problems, please call Joyce Evans, the mail room supervisor on extension 28173.

Printers

5
a

Printer 1 - east side next to printer 8

Printer 2 - South side, located in crossover

Printer 3 - West side, near coffee room (north end)

Printer 4 - next to Audrey Daniels

Printer 5 - near CERCLA COST RECOVERY ATTORNEYS

Printer 6 - east side, near ELIZABETH OBENSHAIN

Printer 7 - near contractor area

Printer 8 - northeast end, near the copy room

Printer 9 - front office

Printer 10 - Westside, near ROLANDO BASCUMBE

Printer 11 - westside, near coffee room

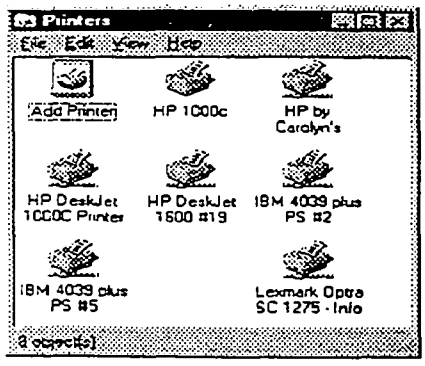
Printer 12 - east side, near copy room

PRINTER SELECTIONS

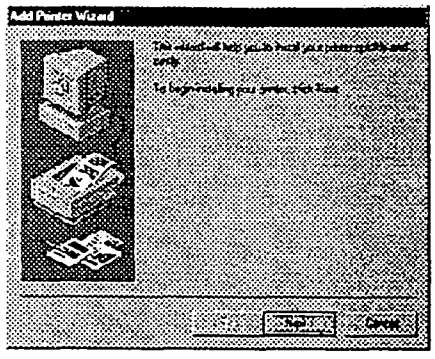
PRINTER SELECTIONS ARE PROGRAMMED AT THE SET-UP STAGE. IF PRINTER SELECTION IS NOT PROPERLY SET-UP, CALL THE
COMPUTER AND TELECOMMUNICATIONS SERVICE (CATS) 2-9982

HOW TO ADD A NETWORK PRINTER

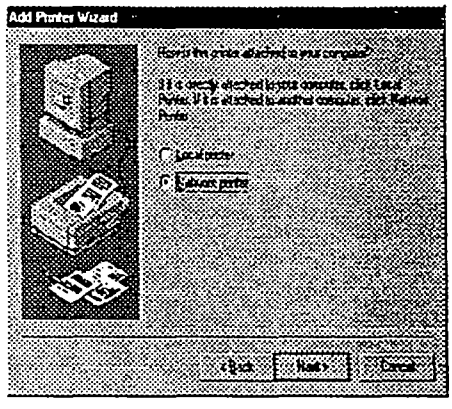
Open the printers folder by clicking on **"START"** at bottom left of the desktop. Scroll up to **"SETTINGS"** and over to **"PRINTERS"**. Double click on the add printer icon.



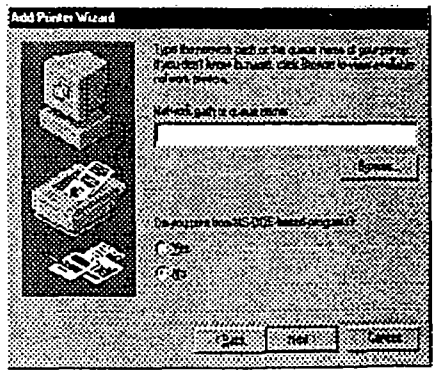
When this screen appears click the **"NEXT"** button.



Select **"NETWORK PRINTER"** by clicking once on the circle to the left of it and then click the **"NEXT"** button.

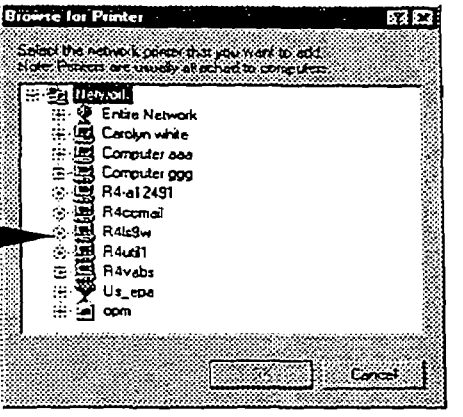


Click on the **"BROWSE"** button and the screen below will appear.

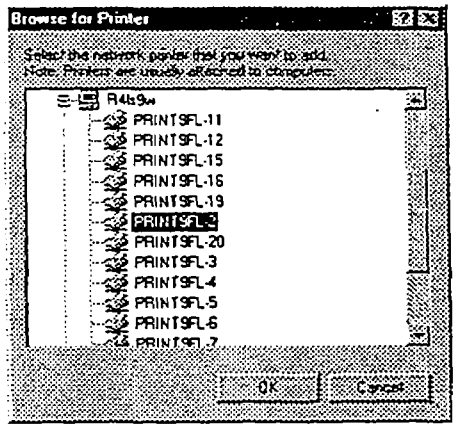


HOW TO ADD A NETWORK PRINTER

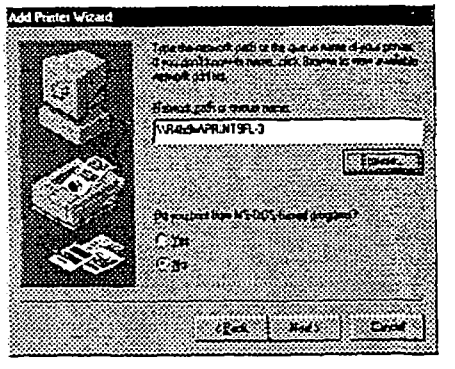
Click on the ☐ to the left of your floor (i.e. R4ls9w for 9th floor or R4ls10w for 10th floor, etc.)



At this screen select the network printer number that you want to add and then click the **"OK"** button.



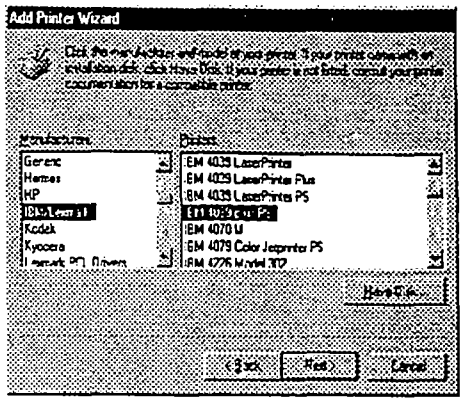
At this screen click the **"NEXT"** button.



HOW TO ADD A NETWORK PRINTER

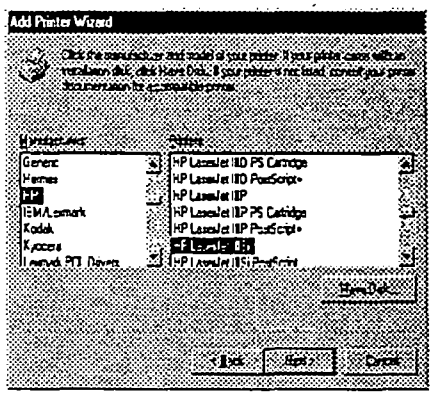
Select the printer type (driver) of the printer you are adding.

****** If you are adding printer numbered 1 - 10 select <u>"IBM/Lexmark"</u> in the Manufactures box and then select <u>"IBM 4039 Plus PS"</u> in the Printers box. ******

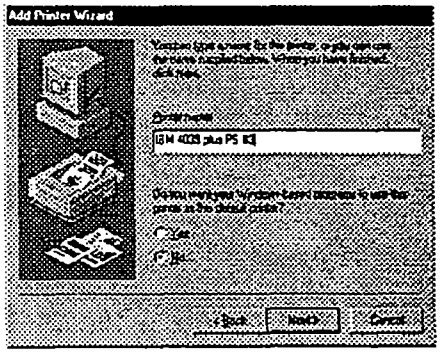


****** If you are adding printer numbered 11 or higher select <u>"HP"</u> in the Manufactures box and then select <u>"HP LaserJet IIIsi"</u> in the Printers box. ******

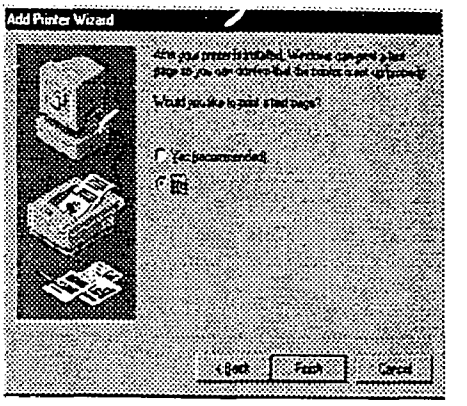
Click the <u>"NEXT"</u> button.



When this screen appears press the right arrow key on the keyboard one time and then type the # symbol and the number of the printer that is being added. Click the <u>"NEXT"</u> button.



HOW TO ADD A NETWORK PRINTER



Click the circle to the left of "NO" to select it and then click the **"FINISH"** button.

The printer will take a few seconds to install at this point. When it is finished, an ICON for the printer will appear in the Printers folder.

Conference Rooms

1. Click on region 4 services
2. Click on misc. applications
3. Highlight desired room and click
4. Check availability and call contact
5. Front Office Administrative Staff at: 2-9655

ATTACHMENT B

ACTION CODE NAME AND DEFINITION CHANGES: The chart below provide the action codes, categories, replaces/includes appropriate action codes and the new definitions.

Proposed Action code	Proposed Action code categories	Replaces/ includes these action codes	Definition of activities
CC	CERCLA Criminal Litigation	originally CC, then incorporated with LT	*Includes:* Activities performed for a Judicial action charging criminal violation(s) of CERCLA authority. Such cases typically cite (but are not limited to) violation of §103 Notification requirements.
LT	Litigation	CB, CL, SF, SV, SX, LT	*Includes:* Activities undertaken for all types of non-criminal CERCLA litigation (e.g., claim in bankruptcy proceeding; §104(e), §106 and/or §107 litigation; §109 administrative penalty assessment litigation). Includes preparation of litigation referral, preparation of case for filing, assisting in the actual litigation, responding to CERCLA 106(b) petitions; administrative or judicial actions for assessment of stipulated or statutory penalties for violation of earlier enforcement instruments; and all negotiations after the complaint or other initiating action is filed. This Action Code would be for use by both legal and technical or program staff. It would be linked to OECA as NPM.
NG	Negotiation	AC, AD, AN, AV, FN, RN, IN, NB, UA, NE	*Includes:* Negotiating for RD/RA, removal, RI/FS, cost recovery, de minimis and every other type of settlement negotiation we do w/ a PRP (other than negotiation of a prospective purchaser agreement) prior to filing the complaint; issuing demand letters; issuing notice letters which invite a PRP to engage in negotiations with EPA; using ADR and activities involved in getting the settlement approved and finalized, (e.g., discussions, meetings and sessions with PRPs, drafting settlement documents, Federal Register notice preparation, coordination with HQ and DOJ, pre-referrals/referrals to DOJ or HQ for approval of the settlement). Also, regarding UAOs it includes their preparation, issuance, holding conferences with the Respondents regarding the UAO, discussing with respondents any concerns they have about the UAO, and their intentions relating to compliance with the UAO.
PC	Cost Documentation Preparation	PC	*Includes:* Activities associated with the preparation of cost documentation in support of cost recovery actions, and the preparation and issuance of periodic billings for oversight costs and other costs.

NS	PRP Search/Case development, planning and closeout	DD, HV, RP, NS	*Includes:* All PRP search activities; preparation of initial notice letters to parties; general discussions with PRPs about site activities (i.e., not negotiations); preparing waste-in lists (or NBARs), activities to support orphan share determination, development of site enforcement strategy (other than specific strategies developed for purposes of and during the course of negotiations or litigation); preparation and review of §104(e) information requests, any information gathering that will help enable us to plan enforcement activities; preparation of cost recovery decision documents, and preparing and issuing comfort letters.
PS	Legal Review and Analysis (For Attorneys only)	PS	*Includes:* Review of CERCLA documents and other legal analysis in support of the CERCLA program, not otherwise covered under other Action Codes. Includes review of program/technical site documents such as RODs; review of PRP submissions under an enforcement instrument, *prior to the time any such submission* is determined to be in violation of the instrument (thereafter, such activities should be charged to the Action Codes for Compliance Enforcement or Litigation, as appropriate); seeking access from property owners (prior to the time an access order is prepared or litigation for access is sought); attending public meetings concerning a site; preparing and reviewing documents, and participating in meetings or hearings associated with the filing of a lien; preparing and reviewing an administrative record; negotiating State Superfund Contracts or Cooperative Agreements or other programmatic agreements; providing legal advice on non-enforcement questions; and preparing or reviewing non-enforcement correspondence, such as responses to Congressional requests. **This Action Code would be for use only by Agency legal staff (attorneys and paralegals). It would be linked to OECA as NPM for all activities in support of cost recovery or PRP response actions; and it would be linked to OGC as NPM for all activities in support of Fund-financed response and non-site specific legal counseling.
New Code QX	Prospective Purchaser Agreements	N/A	*Includes*: All activities involved in preparing, negotiating and finalizing a prospective purchaser agreement.
New Code ~~(have not been assigned)~~ UZ	Compliance Enforcement	N/A	*Includes*: Activities undertaken to follow up on non-compliance by PRPs with performance or payment obligation, including: compiling and preparing documentation; warning telephone call; warning letter; memo to file documenting decision not to pursue penalties or otherwise take follow-up enforcement action; issuance of notice of violation; meeting with violator; negotiation of any deadline extension; dispute resolution; all activities for collection for delinquent accounts receivable including referral to DOJ or Treasury Department; calculation, negotiation and assessment of stipulated and/or statutory penalties; referral to DOJ for further enforcement. (For activities relating to such non-compliance that are carried out after EPA issues a §109 administrative penalty complaint or after DOJ initiates court action, use the Action Code for Litigation, LT.)

9-A

Author: Valerie McGuire at REGION4
Date: 10/28/98 3:42 PM
Priority: Normal
TO: Mail List - #EAD Staff
Subject: Weekly Report

Here are a few helpful hints that should be used by the staff preparing items to be submitted to Tesa for inclusion in the weekly report sent to Headquarters.

a) All items should be printed in the Times New Roman 12 font;

b) The heading of each item should be in all caps, bold type with no underlining, unless referencing the name of a particular case;

c) Under each heading, there are 3 sub-headings: Impact, Background, and Contact, respectively. These sub-headings should also be in all caps and bold type.

d) There should be a colon after each of the sub-headings and, in the Impact and Background sections, there should be 2 spaces before typing begins. After typing the word "Contact", there should be a tab after the colon, instead of 2 spaces, followed by the individual's name on the same line, the name of their section on the second line, and their phone number on the third line, e.g.,

CONTACT: Tesa King
Immediate Office
(404) 562-9501

c) All paragraphs should be left-justified; there should be no paragraph indents.

As a reminder, these items are due to Tesa each Wednesday, by noon, which gives Tesa the time she needs to pull all of the items together, give them to Phyllis or Bill for review, and send the final to Headquarters by the Friday deadline.

If anyone has any questions or comments, feel free to give me a call on 2-9669.

We greatly appreciate your cooperation in this matter.

Thanks,

Val

Author: William Bush at REGION4 Phyllis' Comments 9-B
Date: 9/16/98 5:36 PM
Priority: Normal
TO: William Bush, Robert Caplan, Jeffrey Dehner, Lisa Ellis, Thomas Hernandez, Greg Luetscher, Andrea Madigan, Simon Miller, Dustin Minor, Susan Schub, Paul Schwartz, Stedman Southall, Michelle Staes, Rudy Tanasijevich, Cathy Willis, Lawana Woodard, Donzetta Workman, Kathleen Wright
Subject: OTS Weekly Report Items

Please see the below message from Phyllis. As I have explained in the past and as you can probably tell from her message, the weekly report is very important to our boss. If you have accomplished something and don't take the time to do a weekly, then a major component of the success of that accomplishment is lost. It's not just a matter of making yourself or the Region look good, it's fullfulling a major portion of our performance agreement - keeping people up the food chain informed of what's going on. Phyllis message below I think is more focused on keeping trivial matters out of the report. I believe, however, that CERCLA is generally underreporting. If you have a question about whether you should do a weekly for an event, just ask me. Also please remember to include any significant counselling event that you have with OGC (regardless of how helpful OGC was during such event). For those new attys, if you're not sure how to do a weekly or what the weekly is, please see me or your mentor. Thanks, Bill.

Forward Header

Subject: OTS Weekly Report Items
Author: Phyllis Harris at REGION4
Date: 9/16/1998 2:42 PM

As you know, EAD sends a weekly report to OECA every Thursday. I need to bring a couple of items to your attention.

First, the weekly report that this office sends to headquarters is distributed to OGC, CID, Division Directors, DRA, RA, all ten Regions, and all offices within OECA. Every organizational group within this office has a reporting relationship with OECA and may use the weekly report report as an opportunity to report noteworthy enforcement, legal counseling, environmental assessment, tribal, and environmental justice matters. Therefore, it is imperative that we ensure that these noteworthy items from the Division is reflective of how we want outside customers to see this Division. Therefore, I need you as managers to ensure that the items that you want included in the weekly are noteworthy. General staff work is not necessarily noteworthy. Items that demonstrate what we are doing to further the program, work on the MOA, work on significant EISs, etc. All items must have a "title". For example, an item that discusses what a person did with the programs or anybody need to titled as "program development" or SOMETHING. I would advise the technical managers to look at the weekly report from Region 1. (You may find it in the OECA report that is sent out weekly by Tesa.) It does a great job in capturing the "title" of the item that is being reported. The item being reported on must also be reported in the "third" person rather than in the first person. (No "I"s). Please note that I encourage you to report items that may not be "weekly" items for purposes of the senior staff meeting on Monday mornings. You are encourage to "*" those items that should not be reported to OECA in the weekly but should be reported to

me for purposes of the staff meeting.

9-B

Tesa and Valerie have a very hard time trying to figure out what should or should not be included and how it should be formatted. Bill Anderson currently reviews the weekly and makes many of the judgments. Effective immediately, all OTS items for the weekly must be reviewed and approved by Bruce. Bruce will ensure that the items are noteworthy and are written in such a way that demonstrates how the activity is furthering the program. The item will not be included in the report unless it has been reviewed and approved by Bruce.

I appreciate your efforts in ensuring that the weekly is a document that tells what our office is doing in a concise, effective manner.

Phyllis

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 4
ATLANTA FEDERAL CENTER
100 ALABAMA STREET, S.W.
ATLANTA, GEORGIA 30303-3104

JUL 22 1997

4EAD

MEMORANDUM

SUBJECT: Civil Judicial Referral Procedures

FROM: Phyllis P. Harris
Regional Counsel and Director
Environmental Accountability Division

TO: Division Directors
Enforcement Branch Chiefs

This memorandum sets out requirements for review and approval of civil judicial referrals. The intent of these procedures is to ensure that referral documents are adequately reviewed and that appropriate Regional officials are briefed on proposed referrals in a timely manner.

I. Ensuring adequate review.

A. Concurrences. The final version of the referral package requires the concurrence of the appropriate enforcement branch chief(s), the appropriate division director(s) or deputy, the appropriate EAD office chief(s), and the EAD Director or Associate Director. All concurrences must be obtained prior to briefing the Regional Administrator or Deputy Regional Administrator (see below).

B. Time for review. As Regional Counsel, I am responsible for the legal content of referral packages. In order to allow adequate time for review and any necessary revisions, the final version of a referral package must be submitted to me no later than five working days prior to the briefing of the Regional Administrator or Deputy Regional Administrator (see below).

II. Ensuring appropriate officials are briefed.

A. Officials to be briefed. All of the following must be offered the opportunity to be briefed on a civil judicial referral: Program Division Director(s) or Deputy, EAD Director or Associate, and Regional Administrator or Deputy Regional Administrator. The Program Division Director and the EAD Director (or their deputies) must be briefed prior to the RA/DRA briefing, unless the directors or their deputies waive this requirement.

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B. Scheduling of briefings. It is the responsibility of the program staff to schedule briefings with their management. It is the responsibility of the case attorney to schedule the briefing with EAD management and the RA/DRA. Generally, the lead legal and technical staff should attend each briefing. In addition, the EAD Technical Authorities will be invited to the briefings of me or my Associates.

cc: John Hankinson, Jr.
A. Stanley Meiburg
EAD Staff

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 4
ATLANTA FEDERAL CENTER
61 FORSYTH STREET
ATLANTA, GEORGIA 30303-8960

FEB 11 2000

4EAD

MEMORANDUM

SUBJECT: Revised CERCLA Referral Document Distribution

FROM: William Bush, Chief
Office of CERCLA Legal Support-South

TO: Offices of CERCLA Legal Support

The purpose of this memorandum is to provide a reference list for EAD attorneys who have CERCLA cases that require direct or indirect referrals to the U.S. Department of Justice and the Office of Enforcement and Compliance Assurance (OECA). It has been revised to reflect changes and corrections, and supersedes the previously revised memorandum on this subject dated January 6, 1997. Included are instructions on which document to copy to whom, along with necessary titles, addresses, and corrected mail codes. Additionally, model cover letters are provided for each of the four principal categories of referrals.

Copies of the four attached model cover letters are on the S drive. To access the models, select the S drive, then "Apps", then "eadmodel", then "CERCLA Model Documents". The four file names, in order of this memorandum, are:

1.) Past Costs Civil Referral-Cover Ltr-99v1
2.) RDRA Pre-Referral-Cover Ltr-99v1
3.) CD for RDRA Referral-Cover Ltr-99v1
4.) CD Indirect Referral-Cover Memo-00v1

Please see Tom Hernandez regarding any changes that may occur in the future.

Attachments (5)

I. Direct Civil Referrals for Cost Recovery

A. BY REGULAR MAIL TO DOJ (We get credit when this leaves Region 4)

Original Letter from **Regional Administrator** with Referral Package minus exhibits to:

Lois J. Schiffer
Assistant Attorney General
Environment and Natural Resources Division
U.S. Department of Justice
950 Pennsylvania Ave., NW
Room 2143
Washington, DC 20530-0001

cc(w/enclosures): **DOJ Senior Attorney**
[Anna C. Thode for FL, NC, SC, TN; William A. Weinischke for Al, GA, MS, KY]
Environmental Enforcement Section
U.S. Department of Justice
P.O. Box 7611
Washington, DC 20044-7611
(or 1425 New York Ave., NW, Washington, DC, 20005)

cc(w/o enclosures): U.S. Attorney's Office, **Chief**, Civil Division

B. BY PRIORITY POUCH MAIL TO HQ

cc(w/o enclosures):
Barry Breen, **Director** (Mail Code 2271A)
Office of Site Remediation Enforcement
U.S. Environmental Protection Agency
Ariel Rios Building
1200 Pennsylvania Avenue, NW
Washington, DC 20460

cc(w/enclosures minus exhibits):
Bruce R. Kulpan, **Chief** (Mail Code 2272A)
Regions 3, 4 & 8 Branch, Regional Support Division
Office of Site Remediation Enforcement
U.S. Environmental Protection Agency
Ariel Rios Building
1200 Pennsylvania Avenue, NW
Washington, DC 20460

C. BY INTRA-OFFICE MAIL TO COST RECOVERY SECTION

cc(w/o enclosures): Anita Davis, Chief, Cost Rec. Section

II. Pre-Referrals (PRN's or "Mini-Lits") for RD/RA

A. BY REGULAR MAIL TO DOJ (We get credit when this leaves Region 4)

Original Letter and Original PRN (minus exhibits) from Regional Counsel and Director, Waste Mgt. Division to:

Joel M. Gross, Chief
Environmental Enforcement Section
U.S. Department of Justice
P.O. Box 7611
Washington, DC 20044-7611
(or 1425 New York Ave., NW, 20005)

cc(w/enclosures): DOJ Senior Attorney ((See Section I(A))

cc(w/o enclosures): U.S. Attorney's Office, Chief, Civil Division

B. BY PRIORITY POUCH MAIL TO HQ

Same instructions as in Section I(B)

C. BY INTRA-OFFICE MAIL TO COST RECOVERY SECTION

Same instructions as in Section I(C)

III. Transmittal of Signed CD's with "Ten-Points" for RD/RA for Cases Directly Referred to DOJ

A. BY REGULAR MAIL TO DOJ (We get credit when this leaves Region 4)

Original Letter from Regional Administrator with copies of (1) "Ten-Point"; (2) Draft Complaint; and (3) CD to:

Lois J. Schiffer
Assistant Attorney General
Environment and Natural Resources Division
U.S. Department of Justice
950 Pennsylvania Ave., NW
Room 2143

Washington, DC 20530-0001

cc: letter & original of all documents to:
Environmental Enforcement Section
U.S. Department of Justice
P.O. Box 7611
Washington, DC 20044
(or 1425 New York Ave., NW, Washington, DC, 20005)
Attention: George J. Schubert
Case Management Unit
Room 13053

cc(w/o enclosures): DOJ Senior Attorney (See Section I(A))

cc(w/o enclosures): DOJ Staff Attorney

cc(w/o enclosures): U.S. District Attorney's Office, Chief, Civil Division

B. BY PRIORITY POUCH MAIL TO HQ

Same instructions as in Section I(B), with one addition:

cc(w/o enclosures): OSRE Staff Attorney (if one has been assigned)

C. BY INTRA-OFFICE MAIL TO COST RECOVERY SECTION

Same instructions as in Section I(C)

IV. Indirect Referrals of CD's with "Ten-Points" (RD/RA or Cost Recovery) Where Concurrence Authority Is Retained by HQ Pursuant to September 30, 1998, Memorandum from Barry Breen to the Regional Counsels entitled "Revisions to OECA Concurrence and Consultation Requirements for CERCLA Case and Policy Areas"

A. BY PRIORITY POUCH MAIL TO HQ

Original Memorandum from Regional Administrator with original of "Ten-Point", plus copies of CD and draft Complaint to:

Steven A. Herman (Mail Code 2201A)
Assistant Administrator for Enforcement
and Compliance Assurance
Office of Enforcement and Compliance Assurance
U.S. Environmental Protection Agency
Ariel Rios Building

1200 Pennsylvania Avenue, NW
Washington, DC 20460

cc(w/attachments; receives originals of CD and draft Complaint: **OSRE Staff Attorney**

cc(w/o attachments):
Barry Breen, **Director** (Mail Code 2271A)
Office of Site Remediation Enforcement
U.S. Environmental Protection Agency
Ariel Rios Building
1200 Pennsylvania Avenue, NW
Washington, DC 20460

cc(w/o attachments):
Bruce R. Kulpan, **Chief** (Mail Code 2272A)
Regions 3, 4 & 8 Branch, Regional Support Division
Office of Site Remediation Enforcement
U.S. Environmental Protection Agency
Ariel Rios Building
1200 Pennsylvania Avenue, NW
Washington, DC 20460

B. **COURTESY COPIES BY REGULAR MAIL TO DOJ** (We get credit when this leaves HQ)

cc(w/o attachments): **DOJ Senior Attorney** (see Section I(A))

cc(w/o attachments): **DOJ Staff Attorney**

cc(w/o attachments):
Lois J. Schiffer
Assistant Attorney General
Environment and Natural Resources Division
U.S. Department of Justice
950 Pennsylvania Ave., NW
Room 2143
Washington, DC 20530-0001

C. **BY INTRA-OFFICE MAIL TO COST RECOVERY SECTION**

Same instructions as in Section I(C)

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 4
ATLANTA FEDERAL CENTER
61 FORSYTH STREET
ATLANTA, GEORGIA 30303-8960

4EAD

Lois J. Schiffer
Assistant Attorney General
Environment and Natural Resources Division
U.S. Department of Justice
950 Pennsylvania Ave.,NW
Room 2143
Washington, DC 20530-0001

SUBJ: Civil Referral - Cost Recovery
[XYZ] Superfund Site [SSID=04XX]
[City], [----] County, [State]

Dear Ms. Schiffer:

The purpose of the enclosed referral is to request that the Department of Justice file a civil action pursuant to Section 107 of the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA), as amended, 42 U.S.C. § 9601 et seq., to obtain reimbursement for response costs incurred by the Environmental Protection Agency at the [XYZ] Site near [XYZ], [State]. [AS APPROPRIATE: This referral also requests that the Department of Justice seek punitive damages under Section 107(c)(3) of CERCLA, 42 U.S.C. § 9607(c)(3).]

The Region 4 attorney assigned to this case is ---------- (404)562-[xxxx], and the Region 4 Enforcement Project Manager assigned to this case is ----------, (404)562-[xxxx]

Sincerely,

John H. Hankinson, Jr.
Regional Administrator

Enclosures [Need to List]

cc: Barry Breen, EPA/OSRE (w/o enclosures)
Bruce R. Kulpan, EPA/OSRE (w/enclosures minus exhibits)
[DOJ Senior Attorney], DOJ/EES (w/enclosures)
Anita Davis, EPA, Region 4, CRS (w/o enclosures)
[U.S. Attorney's Office, [Chief], Civil Division, DOJ (w/o enclosures)

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 4
ATLANTA FEDERAL CENTER
61 FORSYTH STREET
ATLANTA, GEORGIA 30303-8960

4EAD

Joel M. Gross, Chief
Environmental Enforcement Section
U.S. Department of Justice
P.O. Box 7611
Washington, DC 20044-7611

SUBJ: Pre-Referral Litigation Report
[XYZ] Superfund Site [SSID=04XX]
[City], [----] County, [State]

Dear Mr. Gross:

The purpose of this letter is to transmit to you the RD/RA Pre-Referral Litigation Report for the above-referenced Site, in accordance with the "Pre-Referral Negotiation Procedures for Superfund Cases" memorandum, dated October 12, 1990. EPA-Region 4 expects to sign a Record of Decision for this Site by -------- --, 1997.

If there is any additional information you need at this time, please contact ----------, Assistant Regional Counsel, at (404)562-[xxxx], or the Remedial Project Manager, ----------, at (404)562-[xxxx].

Sincerely,

Phyllis P. Harris
Regional Counsel and Director
Environmental Accountability Division

Richard D. Green
Director
Waste Management Division

Enclosure

cc: Barry Breen, EPA/OSRE (w/o enclosure)
Bruce R. Kulpan, EPA/OSRE (w/enclosure minus exhibits)
[DOJ Senior Attorney], DOJ/EES (w/enclosure)
Anita Davis, EPA, Region 4, CRS (w/o enclosure)
U.S. Attorney's Office, [Chief], Civil Division, DOJ (w/o enclosure)

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 4
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61 FORSYTH STREET
ATLANTA, GEORGIA 30303-8960

Lois J. Schiffer
Assistant Attorney General
Environment and Natural Resources Division
U.S. Department of Justice
950 Pennsylvania Ave.,NW
Room 2143
Washington, DC 20530

SUBJ: CERCLA §§ 106 and 107 Consent Decree for RD/RA
[XYZ] Superfund Site [SSID=04**XX**]
[City], **[----]** County, **[State]**

Dear Ms. Schiffer:

The purpose of this letter is to refer the above-referenced matter for the filing of a Complaint and the lodging of the Consent Decree for entry in the -------- District of the State of -------. The Decree has been executed by the Defendants and by Region 4.

Enclosed for your review are copies of: (1) the Consent Decree; (2) the "Ten-Point" Settlement Analysis assessing the proposed settlement; and (3) the draft Complaint. The originals of these documents have been sent to Mr. George Schubert of your staff to be logged into the EES Tracking System and delivered to the DOJ Trial Attorney.

----------, of the Environmental Enforcement Section, is the DOJ trial attorney assigned to this case. The Region 4 attorney assigned to this case is ----------. **[He/she]** can be contacted at (404)562-**[xxxx]**.

Sincerely,

John H. Hankinson, Jr.
Regional Administrator

Enclosures

cc: Barry Breen, EPA/OSRE (w/o enclosures)
Bruce R. Kulpan, EPA/OSRE (w/enclosures minus exhibits)
[OSRE Staff Attorney: If applicable], EPA/OSRE (w/o enclosures)
[DOJ Senior Attorney], DOJ/EES (w/o enclosures)
[DOJ Staff Attorney], DOJ/EES (w/o enclosures)
George J. Schubert, DOJ/CMU (w/original CD)
Anita Davis, EPA, Region 4, CRS (w/o enclosures)
U.S. Attorney's Office, **[Chief]**, Civil Division (w/o encl.s)

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 4
ATLANTA FEDERAL CENTER
61 FORSYTH STREET
ATLANTA, GEORGIA 30303-8960

4EAD

MEMORANDUM

SUBJECT: Consent Decree for [Remedial Design/Remedial Action (RD/RA)] or [Cost Recovery]
[XYZ] Superfund Site [SSID=04XX]
[City], [----] County, [State]

FROM: John H. Hankinson, Jr.
Regional Administrator

TO: Steven A. Herman
Assistant Administrator for Enforcement and Compliance Assurance

The purpose of this memorandum is to formally request Headquarters' concurrence on the above-referenced matter.

[THEN CHOOSE EITHER (A) OR (B) OR (C) AS FOLLOWS:]

(A) In combination with the cost of other Operable Units at the Site, total past and projected future costs at the Site will exceed $100 million. Pursuant to the September 30, 1998, memorandum from Barry Breen entitled "Revisions to OECA Concurrence and Consultation Requirements for CERCLA Case and Policy Areas," Headquarters' concurrence is required for the enclosed RD/RA consent decree.

(B) The enclosed proposed settlement involves a significant deviation from written Agency policy. Pursuant to the September 30, 1998, memorandum from Barry Breen entitled "Revisions to OECA Concurrence and Consultation Requirements for CERCLA Case and Policy Areas," Headquarters' concurrence is required for this settlement.

(C) The enclosed proposed settlement compromises greater than 50% of total past and projected future response costs which are greater than $2 million. Pursuant to the September 30, 1998, memorandum from Barry Breen entitled "Revisions to OECA Concurrence and Consultation Requirements for CERCLA Case and Policy Areas", Headquarters' concurrence is required for this settlement. [Note if paragraph (C) is used, the memorandum should be addressed to Sandra L. Connors, who has the delegated concurrence authority for this type of settlement.]

Attached you will find the original of the "Ten-Point"

Settlement Analysis required by the Agency's procedures, and copies of the Consent Decree and the draft Complaint that will be used to file the civil action required to lodge the Consent Decree in Court. The original of the Consent Decree, including the signature pages, has been sent to ----------, the Office of Site Remediation and Enforcement's staff attorney, who participated in the negotiations related to this case.

For the reasons provided in the "Ten-Point" Settlement Analysis, the Region requests Headquarters' concurrence and approval of the attached Consent Decree. Once the concurrence has been granted, please refer the Consent Decree to the Department of Justice for the filing of a civil action, and the lodging of the Consent Decree in the U.S. District Court for the ------- District of the State of --------, ------ Division.

Any inquiry related to this case may be addressed to --------, staff attorney in the Office of the Regional Counsel. **[He/she]** can be contacted at (404)562-**[xxxx]**.

Your prompt consideration of this matter is appreciated.

Attachments

cc: Lois J. Schiffer, DOJ/ENR (w/o attachments)
[DOJ Senior Attorney], DOJ/EES (w/o attachments)
[DOJ Staff Attorney], DOJ/EES (w/o attachments)
Barry Breen, EPA/OSRE (w/o attachments)
Bruce R. Kulpan, EPA/OSRE (w/o attachments)
[OSRE Staff Attorney], EPA/OSRE (w/attachments)
Anita Davis, EPA, Region 4, CRS (w/o attachments)

Author: Cheryl McMenamin at REGION4
Date: 7/26/99 9:56 AM
Priority: Normal
Subject: LEXIS FOR WINDOWS 98 COMPUTERS

If you received a new Windows 98 computer and need access to LEXIS, please call the CATS Help Desk at extension 2-9982 and request LEXIS installation.

Our LEXIS CD will soon be upgraded to the new version 7.1.

If you have any questions, please contact Cheryl McMenamin at extension 2-9651.

13A

United States Environmental Protection Agency

EPA Region 4 Library Intranet

Staffed by GCI Information Services
Main telephone # 404-562-8190
Fax # 404-562-8114
8 a.m.-5 p.m. Monday-Friday

FAQ: Frequently Asked Questions.	Library Information: Find out what's new in the Library.	EPA Press Releases and Breaking News. EPA releases, notices and stories in the news.
Forms - *Interlibrary Loan, Business Information Request* and *Request for services forms.*	Region 4 Library Public Access Bookmarks - Over 100 links!!	Hot Links - A shortened version of the Bookmark list.
Publications: Citations or fulltext EPA documents.	Region 4 Library Subscription Services- Cambridge Scientific Abstracts, Enflex and Elsevier.	News: Link to EPA HQ's Enviro NewsBriefs or National Journal's Greenwire.
CD-ROMs: Desktop access to many of the Library's CD-ROM products.	Staff - Contact info for the Region 4 Library Staff.	Library Catalog - Click here to see how you can access the Library collection

Region 4 Intranet

Region 4 Library Staffed by GCI Information Services
Questions? Send a message to: Sheryl Exley, Internet Librarian, GCI
http://r4web1.r04tok.epa.gov:9876/Library/libhp.htm
Page last updated: May 24, 1999

13B

(REGION 4 LIBRARY)

Library Information and News

Staffed by GCI

Check here periodically to see what new services, documents or programs the Library has to offer.

Return to Library Home Page

CD-ROM List: CD-ROMs owned by the Region 4 Library.

Library Catalog: How to access the library catalog from your desktop.

Forms: *Interlibrary Loan*, *Business Information Request*, and *Request for Services* all available here.

New Books: List of new books added to the Library this month.

Environmental Justice Publications: List of Environmental Justice materials owned by the Library.

Native American Publications: List of Native American materials owned by the Library.

Spanish Publications: List of Spanish language documents owned by the Library. Also includes links to form letters.

13

Region 4 Library Staff

Library Services are provided by GCI

Kathy Piselli Sherryl Decker Thajura Harmon
Sheryl Exley Marzeter Moore Zenobia Adams

Kathy Piselli - **Head Librarian**, GCI Information Services (vmx 2-8122)
Kathy received her MLS from Atlanta University and has over 10 years experience working in libraries. She has worked as an EPA contractor for nine years -- four years in Superfund records management and the last five years in the library. Previously she worked at the Georgia Tech Library before coming to EPA. Her work related interests include the geology of the southeastern region and maps. In addition to managing the library, Kathy is responsible for purchasing materials for the library. Please feel free to contact her if you have seen a book related to your field that would be a good addition to the library collection.

Sheryl Exley - **Internet Librarian**, GCI Information Services (vmx 2-8121)
Sheryl received her MLIS from the University of South Carolina and has worked in the field for over seven years. She has been an EPA contractor for the last five years. She spent three and half years working in Superfund records management before becoming the Reference Librarian in November 1997. Prior to coming to EPA, Sheryl worked as an Information Specialist at Rolls-Royce. Sheryl's main function is to design and maintain the Library's Intranet and Internet pages. She also provides training classes on various library resources as well as backup coverage for the reference librarian.

Sherryl Decker - **Technical Services Librarian**, GCI Information Services (vmx 2-8127)
Sherryl received her MLS from the University of Southern Mississippi and has over ten years of library experience. Prior to coming to EPA, she worked as a School Media Specialist and a Materials Selection Specialist for the Lake Lanier Regional Library System. Sherryl has been an EPA contractor since July 1997. She worked in Superfund Records Management before assuming the position of Technical Services Librarian in May 1998. Sherryl's responsibilities include cataloging the library collection, providing interlibrary loan service, acquiring journal articles, and managing the Superfund Docket.

Marzeter Moore - **Reference Librarian**, LABAT ANDERSON, Incorporated (vmx 2-8123)
Marzeter received her MLS from Rutgers University and has several years of library experience. Prior to coming to EPA, Marzeter has worked at the Atlanta-Fulton Public Library, Rutgers University Libraries, and the Washington Post News Research Center. Marzeter's responsibilities include reference and training users on library products.

Thajura Harmon - **Library Information Technician**, LABAT-ANDERSON, Incorporated (vmx 2-8125)

Thajura began working in the library field in 1985 when she worked as an assistant in her high school library. Thajura has been with the Region 4 library since 1994. Prior to coming to EPA, Thajura worked six years as a library assistant for Library Specialists working in legal and accounting firms. Her job duties include circulation, maintaining the Library's Public Information Center, ready reference telephone

13C

support, interlibrary loan support, and collection maintenance.

Zenobia Adams - **Library Information Aide**, LABAT-ANDERSON, Incorporated (vmx 2-8124)
Zenobia has over eight years experience working in libraries. Before coming to EPA in 1998, she worked for the DeKalb County Public Library system, DeKalb College Library, and Georgia Tech. Zenobia's duties include reshelving of all library materials as well as support for collection inventory, interlibrary loan, materials processing, and circulation.

Questions? Send them to exley.sheryl@epa.gov

Back to Library Homepage

Page last updated: April 27, 1999

5/24/99 - LAN

13

D

CD ROM DATABASES NOW AVAILABLE VIA LIBRARY WEB PAGE — REGION 4 EPA LIBRARY

It is now possible to access many CD-ROM databases from your workstation via the Library's Intranet web page. It is no longer necessary to come into the Library to use them.

Access them by going to the Library's Intranet page and clicking on the box called "CD ROMS"

When you are finished using a database, be sure to exit. Several are single-user only and by not exiting you will prevent others from accessing the database.

NOW AVAILABLE:

American Business Disc

Big Business Disc

PhoneDisc Powerfinder (business and residential white pages for entire US; use American Business Disc to search yellow pages headings)

ChemBank

PestBank

Hazard Contaminant Reviews fulltext

Superfund Public Information System (SPIS)

If you have any questions, please contact Sheryl Exley in the Library at 28121.

[246] From: Kathleen Duffield at REGION4 9/24/96 1:36PM (1488 bytes: 28 ln)
To: ANGELINA BLACKWELL at X400
To mailing list: #ORC Staff
c: Patricia Strougal
Subject: Law Libraries
---------- Message Contents ----------

Please be advised that there are 2 law libraries within walking distance that EPA attorneys/paralegals may use:

1) U.S. Court of Appeals-11th Circuit
56 Forsyth St.
(go out front of building onto Forsyth St, turn left -past the 5 Points MARTA station- and walk approximately 2 1/2 short blocks). Library is on bottom floor. Hours: 8:00 a.m. to 4:30 p.m.

2) U.S. District Court- Richard Russell Bldg.
(behind us on Spring St) The Library is on the 23rd floor. The hours are 8:30 - 4:30, but closed from 11:30 to 12:30. The librarian has to close the library when she is at meetings, etc. so you may want to call first to make sure it is open. The ph number is 331-3744 and the librarian's name is Mary Wilson.

REMINDER: Please do not print huge documents and law review articles off Lexis. Not only is it very expensive, but with limited printers available, it is tying up valuable printer time. With your federal employee ID, you can make free copies of documents at the above libraries.

Thank you, Kathleen D.

Author: Thomas Hernandez at REGION4
Date: 7/28/99 10:44 AM
Priority: Normal
TO: Thomas Hernandez
Subject: Westlaw in the EAD Library

If you do a LEXIS search for a decision that may only be recorded in WESTLAW, you can go to either Pat Strougal or Heather Turnbull, who will call WESTLAW to inquire if the decision is reported in WESTLAW. If it is, they can access WESTLAW to retrieve and print the document.

15 A

Author: Thomas Hernandez at REGION4
Date: 7/28/99 10:44 AM
Priority: Normal
TO: Thomas Hernandez
Subject: Westlaw in the EAD Library

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Author: Cheryl McMenamin at REGION4
Date: 5/18/99 1:43 PM
Priority: Normal
Receipt Requested
TO: Thomas Hernandez
CC: Patricia Strougal
Subject: CourtLink

15B

EAD has established an account with CourtLink; Pat Strougal and Heather Turnbull are the only authorized users. CourtLink will be used only when information is not available through other sources.

CourtLink®

electronic access to our nation's court records

75B

Courts Available on CourtLink

Federal District Courts (Nationwide Federal Index available)

Alabama - Middle
Alabama - Northern
Alabama - Southern
Arizona
Arkansas - Eastern
Arkansas - Western
California - Central
California - Eastern
California - Northern
California - Southern
Colorado
Connecticut
Delaware
Dist of Columbia
Florida - Middle
Florida - Northern
Florida - Southern
Georgia - Middle
Georgia - Northern
Georgia - Southern
Hawaii
Idaho
Illinois - Central
Illinois - Northern
Illinois - Southern (civil only)
Indiana - Northern
Iowa - Northern
Iowa - Southern
Kansas
Kentucky - Eastern
Kentucky - Western
Louisiana - Eastern
Louisiana - Middle
Louisiana - Western
Maine
Maryland
Massachusetts
Michigan - Eastern
Michigan - Western
Minnesota
Mississippi - Northern
Mississippi - Southern
Missouri - Eastern
Missouri - Western Consolidated
Montana
Nebraska
New Hampshire
New Jersey
New Mexico
New York - Eastern
New York - Northern
New York - Southern
New York - Western
North Carolina - Eastern
North Carolina - Middle
North Carolina - Western
North Dakota
Ohio - Northern
Ohio - Southern
Oklahoma - Eastern
Oklahoma - Northern
Oklahoma - Western
Oregon
Pennsylvania - Eastern
Pennsylvania - Middle
Pennsylvania - Western
Puerto Rico
Rhode Island
South Carolina
South Dakota
Tennessee - Eastern
Tennessee - Middle
Tennessee - Western
Texas - Eastern
Texas - Northern
Texas - Southern Consolidated
Texas - Western
US Court of Claims
Utah
Vermont
Virginia - Eastern
Virginia - Western
Washington - Eastern
Washington - Western
West Virginia - Northern
West Virginia - Southern
Wyoming

Federal Bankruptcy Courts (Nationwide Federal Index available)

Alabama - Southern
Alaska
Arizona (Phoenix)
Arizona (Tucson)
Arizona (Yuma)
Arkansas
California - Central (Los Angeles)
California - Central (San Bernadino)
California - Central (San Fernando)
California - Central (Santa Ana)
California - Central (Santa Barbara)
California - Eastern
California - Northern
California - Southern
Colorado
Connecticut
Delaware
Florida - Southern
Georgia - Middle
Georgia - Southern (Augusta)
Georgia - Southern (Savannah)
Hawaii
Idaho
Illinois - Central
Illinois - Southern
Indiana - Northern
Iowa - Northern
Iowa - Southern
Kansas
Kentucky - Eastern
Kentucky - Western
Louisiana - Eastern
Louisiana - Middle
Louisiana - Western
Maine
Maryland
Massachusetts
Michigan - Eastern
Michigan - Western
Minnesota
Mississippi - Northern
Missouri - Eastern
Missouri - Western Consolidated
Nebraska
Nevada
New Jersey
New Mexico
New York - Eastern
New York - Northern
New York - Southern
New York - Western
North Carolina - Middle
North Carolina - Western
North Dakota
Ohio - Northern
Ohio - Southern
Oklahoma - Eastern
Oklahoma - Northern
Oklahoma - Western
Oregon
Pennsylvania - Eastern
Pennsylvania - Middle (Harrisburg)
Pennsylvania - Middle (Wilkes-Barre)
Pennsylvania - Western
Rhode Island
South Carolina
South Dakota
Tennessee - Western
Texas - Eastern
Texas - Northern
Texas - Southern
Texas - Western
Utah
Vermont
Virginia - Eastern (Alexandria)
Virginia - Eastern (Newport News)
Virginia - Eastern (Norfolk)
Virginia - Eastern (Richmond)
Washington - Eastern
Washington - Western
West Virginia - Northern
West Virginia - Southern
Wisconsin - Eastern
Wyoming

March 1999

15B

U.S. Circuit Courts of Appeals

1st Circuit
2nd Circuit
3rd Circuit
4th Circuit
6th Circuit
8th Circuit
9th Circuit
10th Circuit
District of Columbia Circuit

California State Courts

Riverside Co

North Carolina State Superior and District Courts

Alamance Co
Alexander Co
Alleghany Co
Anson Co
Ashe Co
Avery Co
Beaufort Co
Bertie Co
Bladen Co
Brunswick Co
Buncombe Co
Burke Co
Cabarrus Co
Caldwell Co
Camden Co
Carteret Co
Caswell Co
Catawba Co
Chatham Co
Cherokee Co
Chowan Co
Clay Co
Cleveland Co
Columbus Co
Craven Co
Cumberland Co
Currituck Co
Dare Co
Davidson Co
Davie Co
Duplin Co
Durham Co
Edgecombe Co
Forsyth Co
Franklin Co
Gaston Co
Gates Co
Graham Co
Granville Co
Greene Co
Guilford Co
Halifax Co
Harnett Co
Haywood Co
Henderson Co
Hertford Co
Hoke Co
Hyde Co
Iredell Co
Jackson Co
Johnston Co
Jones Co
Lee Co
Lenoir Co
Lincoln Co
Macon Co
Madison Co
Martin Co
McDowell Co
Mecklenburg Co
Mitchell Co
Montgomery Co
Moore Co
Nash Co
New Hanover Co
Northampton Co
Onslow Co
Orange Co
Pamlico Co
Pasquotank Co
Pender Co
Perquimans Co
Person Co
Pitt Co
Polk Co
Randolph Co
Richmond Co
Robeson Co
Rockingham Co
Rowan Co
Rutherford Co
Sampson Co
Scotland Co
Stanley Co
Stokes Co
Surry Co
Swain Co
Transylvania Co
Tyrrell Co
Union Co
Vance Co
Wake Co
Warren Co
Washington Co
Watauga Co
Wayne Co
Wilkes Co
Wilson Co
Yadkin Co
Yancey Co

Maryland State Courts

Prince George's Co - Circuit

New York State Courts (Available counties of the Supreme Courts, civil cases only)

Bronx
Dutchess
Erie
Kings
Nassau
New York
Orange
Putnam
Queens
Richmond
Rockland
Suffolk
Westchester

►Bronx, Kings, New York, Queens, and Richmond Counties constitute the New York City Judgement Docket and Liens information.
►New York County contains the Clerks Records Information where docket and fee information can be found.

15B

Oregon State Courts (Statewide Index available)

Appeals Court
Baker Co Circuit
Benton Co Circuit
Benton Co Dist
Clackamas Co Circuit
Clackamas Co Dist
Clatsop Co Circuit
Clatsop Co Dist
Columbia Co Circuit
Columbia Co Dist
Coos Co Circuit
Coos Co Dist
Crook Co Circuit
Crook Co Dist
Curry Co Circuit
Curry Co Dist
Deschutes Co Circuit
Deschutes Co Dist
Douglas Co Circuit
Douglas Co Dist
Gilliam Co Circuit
Grant Co Circuit
Harney Co Circuit
Hood River Co Circuit
Hood River Co Dist
Jackson Co Circuit
Jackson Co Dist
Jefferson Co Circuit
Jefferson Co Dist
Josephine Co Circuit
Josephine Co Dist
Klamath Co Circuit
Klamath Co Dist
Lake Co Circuit
Lake Co Dist
Lane Co Circuit
Lane Co Dist
Lincoln Co Circuit
Lincoln Co Dist
Linn Co Circuit
Linn Co Dist
Malheur Co Circuit
Malheur Co Dist
Marion Co Circuit
Marion Co Dist
Morrow Co Circuit
Morrow Co Dist
Multnomah Co Circuit
Multnomah Co Dist
Polk Co Circuit
Polk Co Dist
Sherman Co Circuit
Supreme Court
Tax Court
Tillamook Co Circuit
Tillamook Co Dist
Umatilla Co Circuit
Umatilla Co Dist
Union Co Circuit
Union Co Dist
Wallowa Co Circuit
Wallowa Co Dist
Wasco Co Circuit
Wasco Co Dist
Washington Co Circuit
Washington Co Dist
Wheeler Co Circuit
Yamhill Co Circuit
Yamhill Co Dist

Texas State Courts

Dallas Co - Dist, Co, Probate
Harris Co - Dist, Co, Probate
Tarrant Co - Co, Probate, Municipal, Justice of the Peace

Washington State Courts

Court of Appeals Division I
Court of Appeals Division II
Court of Appeals Division III
Supreme Court

Washington State Superior Courts

Adams Co
Asotin Co
Benton Co
Chelan Co
Clallam Co
Clark Co
Columbia Co
Cowlitz Co
Douglas Co
Ferry Co
Franklin Co
Garfield Co
Grant Co
Grays Harbor Co
Island Co
Jefferson Co
King Arbitration
King Co
Kitsap Arbitration
Kitsap Co
Kittitas Co
Klickitat Co
Lewis Arbitration
Lewis Co
Lincoln Co
Mason Co
Okanogan Co
Pacific Co
Pend Oreille Co
Pierce Co
San Juan Co
Skagit Co
Skamania Co
Snohomish Arbitration
Snohomish Co
Spokane Co
Stevens Co
Thurston Arbitration
Thurston Co
Wahkiakum Co
Walla Walla Co
Whatcom Co
Whitman Co
Yakima Arbitration
Yakima Co

Washington State District and Municipal Courts (Statewide Index available for non-civil)

Aberdeen - Grays Harbor Co Dist #2
Aberdeen Municipal
Airway Heights Municipal
Anacortes Municipal
Asotin - Asotin Co Dist
Auburn Municipal
Aukeen - King Co Dist
Bainbridge Island Municipal
Battle Ground Municipal
Bellevue - King Co Dist
Bellingham - Whatcom Co Dist
Bellingham Municipal
Black Diamond Municipal
Blaine Municipal
Bonny Lake Municipal
Bothell Municipal
Bremerton Municipal
Brewster Municipal
Bridgeport - Douglas Co Dist
Bridgeport Municipal
Buckley - Pierce Co Dist #4
Buckley Municipal
Burlington Municipal
Camas/Washougal Municipal

15B

Cascade - Snohomish Co Dist
Cathlamet - Wahkiakum Co Dist
Centralia Municipal
Chehalis - Lewis Co Dist
Chehalis Municipal
Chelan Municipal
Cheney - Spokane Co Dist
Cheney Municipal
Cle Elum - Upper Kittitas Co Dist
Cle Elum Municipal
Colfax - Whitman Co Dist
Colfax Municipal
College Place Municipal
Colville - Stevens Co Dist
Concrete Municipal
Connell Municipal
Cosmopolis Municipal
Davenport - Lincoln Co Dist
Dayton - Columbia Co Dist
Dayton Municipal
Deer Park Municipal
Des Moines Municipal
DuPont Municipal
East Wenatchee - Douglas Co Dist
East Wenatchee Municipal
Eatonville - Pierce Co Dist #3
Edmonds Municipal
Ellensburg - Lower Kittitas Co Dist
Elma Municipal
Enumclaw Municipal
Ephrata - Grant Co Dist
Everett - Snohomish Co Dist
Everett Municipal
Evergreen - Snohomish Co Dist
Everson-Nooksack Municipal
Federal Way - King Co Dist
Ferndale Municipal
Fife Municipal
Fircrest Municipal
Forks - Clallam Co Dist #2
Friday Harbor - San Juan Co Dist
Gig Harbor - Pierce Co Dist #2
Gig Harbor Municipal
Goldendale - East Klickitat Co Dist
Grandview Municipal
Hoquiam Municipal
Ilwaco - South Pacific Co Dist
Issaquah - King Co Dist
Jail Division - King Co Dist
Kelso - Cowlitz Co Dist
Kennewick - Benton Co Dist
Kent Municipal
Kirkland Municipal
La Conner Municipal
Lake Forest Park Municipal
Lakewood Municipal
Langley Municipal
Long Beach Municipal
Lynden Municipal
Lynnwood Municipal
Marysville Municipal
McCleary Municipal
Medical Lake Municipal
Milton Municipal
Montesano - Grays Harbor Co Dist #1
Montesano Municipal
Moxee City Municipal
Mt. Vernon - Skagit Co Dist
Mt. Vernon Municipal
Newport - Pend Oreille Co Dist
Oak Harbor - Island Co Dist
Ocean Shores Municipal
Okanogan - Okanogan Co Dist
Olympia - Thurston Co Dist Court
Olympia Municipal
Omak Municipal
Oroville Municipal
Orting Municipal
Othello - Adams Co Dist
Pacific Municipal
Pasco Franklin Co Dist
Pasco Municipal
Pomeroy - Garfield Co Dist
Pomeroy Municipal
Port Angeles - Clallam Co Dist #1
Port Orchard - Kitsap Co Dist
Port Orchard Municipal
Port Townsend - Jefferson Co Dist
Poulsbo Municipal
Puyallup Municipal
Raymond Municipal
Redmond - Northeast King Co Dist
Renton - King Co Dist
Renton Municipal
Republic - Ferry Co Dist
Ritzville - Adams Co Dist
Roslyn Municipal
Roy Municipal
Ruston Municipal
SeaTac Municipal
Seattle - King Co Dist
Seattle - Southwest King Co Dist
Seattle Municipal ►
Sedro-Woolley Municipal
Selah Municipal
Shelton - Mason Co Dist
Shelton Municipal
Shoreline - Seattle King Co Dist
South Bend - North Pacific Co Dist
South Prairie Municipal
Spokane - Spokane Co Dist
Spokane Municipal
Steilacoom Municipal
Stevenson - Skamania Co Dist
Sumas Municipal
Sumner Municipal
Sunnyside - Yakima Co Dist
Sunnyside Municipal
Tacoma - Pierce Co Dist #1
Tacoma Municipal
Toppenish - Yakima Co Dist
Toppenish Municipal
Tukwila Municipal
Tumwater Municipal
Union Gap Municipal
Vancouver Clark Co Dist
Vashon - Southwest King Co Dist
Walla Walla - Walla Walla Co Dist
Walla Walla Municipal
Wapato Municipal
Wenatchee - Chelan Co Dist
Westport Municipal
White Salmon - West Klickitat Co Dist
Wilkeson Municipal
Winlock Municipal
Woodland Municipal
Yakima - Yakima Co Dist
Yakima Municipal
Yelm Municipal
Zillah Municipal

► Seattle Municipal reports only 10% of its cases to DISCIS. Connect directly to this court for additional information.

15C

Author: Cheryl McMenamin at REGION4
Date: 5/3/99 7:31 AM
Priority: Normal
Subject: EAD Law Library Document Compendium

In case you were not aware....

The EAD Law Library maintains several document compendiums containing policy and guidance documents.

What's a compendium? you say. Well...basically it is a set of binders which contain documents, tabbed by number, and then entered into a searchable database for easy retrieval.

Compendiums are divided by statute. Our most popular sets include: the General Enforcment Policy Compendium, CERCLA Enforcement Policy Compendium, CAA Compliance Enforcement Compendium, the CWA Compliance Enforcement Compendium, and also the RCRA Compliance Enforcement Guidance Policy Compendium.

These volumes are continuously updated by our library aide, Glenda Pinckard. Please feel free to "donate" or pass along any important documents which would add value to our document collection to Pat Strougal.

If you would like to obtain a document, we can locate it for you by searching DB/Textworks by title, date, author, subject, etc. DB/Textworks in not currently available on the LAN, but the document compendium as well as the library's catalog are installed on the public access terminal in the library. Click on the Inmagic DB/Textworks icon and begin searching for your docs.

If you'd like a little more "hands on" guidance in using our system, please come by the library and have one of our staff assist you in your search. Hopefully, we will have this option on the LAN after everyone settles in with their new computers.

Pat Strougal
ads contactor
EAD Information Centers Mgr.

15D

Author: Cheryl McMenamin at REGION4
Date: 5/26/99 11:51 AM
Priority: Normal
Subject: Law Library Web Guide - Inroduction and Rollout

Introducing the Law Library Guide to the World Wide Web...

The EAD Law Library is pleased to announce a new Internet resource for accessing legal, environmental, and business information on the WWW.

Wanna cut to the chase? Here it is:

http://leep.lis.uiuc.edu/seworkspace/hturnbul/webguide/EADwebguide.htm

Wanna know more? Read on:

What's a web guide? you ask. Well, it is a site created for a specific audience (you guys) to introduce and organize established Internet links on a particular subject, at one easy access point.

What will I find on this webguide? Basically, what I have found to be the most reputable and user friendly Internet resources for the EPA attorney. Most of the links are governmental sites; there are quite a few state resources. I've linked to some of the vital areas in the EPA web site and I've provided my favorite areas for finding business information. There is also easy access to our sometimes neglected subscription services.

NOTE: This guide can be used from any Internet connected computer, so please remember this little piece of the Law Library when you're flexiplacing this summer.

Bookmark the following URL for easy access:

http://leep.lis.uiuc.edu/seworkspace/hturnbul/webguide/EADwebguide.htm

OK, the URL is really long, but I'll remind you once again about cutting and pasting these really long addresses into your browser window. This site started as a class project and still resides on a University of Illinois @ Urbana-Champaign server. Go Illini!

You can cut and paste this URL into your browser, then bookmark it for easy access.

TIP: To Cut and Paste: Highlight the above URL, by selecting it with your mouse. Once it is selected, press Ctrl and "C", or select the pull down Edit menu and choose "Copy". Then open your Netscape browser and place your cursor in the "Location" window. Delete what's there, and press Ctrl and "V", or select the Edit menu and choose "Paste." Hit enter and you will go directly to the site. See, no typos!

TIP: To Bookmark: Depending on the version of Netscape you are currently running, either find the Bookmarks pull down menu (Win 3.1) or press the Bookmarks button on your tool bar (Windows '95). Choose "Add Bookmark" and you will see the links page appear at the bottom of your list of bookmarks. From now on you can click on this bookmark to be taken directly to the site.

Hope this is useful. Please contact me with any questions.

Heather Turnbull
x9690

5D

U.S. EPA, Region 4

Environmental Sources

...locating federal and state environmental materials

U.S. EPA
EPA Region 4
State Environmental Links
U.S. Territories

Now that the U.S. government has employed the Internet as its main form of information dissemination, there are more sources than ever available with a point and click. The U.S. Environmental Protection Agency web site is no exception. The EAD attorney workload often requires interpreting the U.S. Code, CFR's and case law. In administrative law there is also a need to examine guidance and policy documents. Also, environmental law is often governed by the states in which the environmental matter takes place.

Feel free to take a look at these key links within the U.S. EPA web site when searching for guidances, policies, and other EPA publications. Also a state chart is provided which should be useful for those interested in state agency activities or rules and regulations.

- Easy Links to EPA Information

Searching for EPA information, first try the Search function of the U.S. EPA web site. This is a good place to start if you have the exact title of the document. *Tip: put phrases in quotes.* Ex: "ambient air" or "lender liability."

EPA's Laws and Regulations
http://www.epa.gov/epahome/rules.html

Agency Decisions

Environmental Appeal Board	Office of Administrative Law Judges (ALJ)

Federal Register (updated daily, very easy to use. click on the calendar to find sections related to environmental regulation):
http://www.epa.gov/fedrgstr

Policy and Guidances and Publications

15D

OECA	OAR	Superfund Technical Pubs.	Locating Superfund Site Info	Brownfields
OSWER-rules	OSWER -pubs.	Superfund General Pubs.	USTs	Federal Facilities
OPPT-Test Methods	OW pubs.	OW pol. & guid.	EJ pubs.	Federal Facility Sites
EPA Policy & Strategy Doc.	NEPIS	NSCEP	EJ pol. & guid.	SEP documents

Hotlines: http://www.epa.gov/region04/ejpgs/ejhotlin.htm
When in doubt, just ask. Hotlines can provide documents, research on a particular publication, or can advise of the timeliness of a dated publication. A typical hotline question could be, "has there been a new Storm Water Enforcement Strategy since 1994?"

- State Environmental Links

Click on the links below to view available state sites.

AL	CO	HI	KS	MA	MT	NM	OK	SD	VA
AK	CT	ID	KY	MI	NE	NY	OR	TN	WA
AZ	DE	IL	LA	MN	NV	NC	PA	TX	WV
AR	FL	IN	ME	MS	NH	ND	RI	UT	WI
CA	GA	IA	MD	MO	NJ	OH	SC	VT	WY

Click here for District of Columbia environmental links.

- U. S. Territories

Click on links below to view available territory sites.

American Samoa	Guam	Puerto Rico	U.S. Virgin Islands

Home Last modified: May 05, 1999

RECEIVED

COMPILED BY WAYNE JANSOVETT

A LAWYER'S GUIDE TO THE WEB

Name	URL	Comment
Federal Law and Courts		
Code of Federal Regulations	http://www.access.gpo.gov/nara/cfr/cfr-table-search.html:	Searchable site, by the National Archives & Records Administration.
Cornell University: Supreme Court's Project Hermes	http://supct.law.cornell.edu/supct/#current	All recent U.S. Supreme Court opinions.
Federal Rules of Evidence	http://www.law.cornell.edu/rules/fre/overview.html	By Cornell University's Legal Information Institute (LII).
FindLaw Supreme Court Cases	http://caselaw.findlaw.com/cgi-bin/getcase.pl?court=US&navby=vol	From volume 150, plus circuit courts.
Office of the Solicitor General	http://www.usdoj.gov/osg/	Government briefs submitted to the Supreme Court, 1982-1995.
Law Journal EXTRA! Federal Courts	http://lawonline.ljx.com/federal/	Circuit court decisions since 1994, and district courts and U.S. statutes.
Links to Federal Court Decisions	http://www.fjc.gov/WWWlinks/govlinks.html	Federal Judicial Center, by circuit.
Selected Historic Supreme Court Decisions	http://supct.law.cornell.edu/supct/cases/historic.htm	By Cornell's LII.
U.S. Constitution	http://www.law.cornell.edu/constitution/constitution.overview.html	Sorted by article, from Cornell's LII.
U.S. Code	http://www.law.cornell.edu/uscode/	Searchable by title and section, from Cornell's LII.
U.S. Court ofAppeals for the 5th Circuit	http://www.ca5.uscourts.gov/	New opinions updated twice daily, plus an archiove from 1991.
Where To Find Court Opinions	http://www.legalonline.com/courts.htm	By circuit or state with links, from legal.online.
State Law and Courts		
Courts.net	http://www.courts.net/index.html	Directory listings for courts.
FindLaw: Texas	http://www.findlaw.com/11stategov/tx/	State law site.
FindLaw: California	http://california.findlaw.com/	State law site.
Find Law: New York	http://www.findlaw.com/11stategov/ny/	State law site.
Legal Ethics by State	http://www.law.cornell.edu/ethics/	From Cornell's LII.
Los Angeles Law Online	http://www.lalawonline.net/	Attorneys, practice area and other information.
Federal Register	http://www.access.gpo.gov/su_docs/aces/aces140.html	Federal regulations and publications, by the National Archives and Records Administration
National Center for State Courts	http://www.ncsc.dni.us/	Listing of court web sites.
Uniform Rules of Evidence	http://www.law.cornell.edu/uniform/evidence.html	By Cornell's LII.
Federal and State Legislative and Public Documents		
Congress.org	http://congress.org/main.html	Guide to Congress.
Congressional Directory	http://www.access.gpo.gov/congress/cong001.html	The 1995-96 directory.
KnowX	http://www.knowx.com/	Comprehensive Source of Public Records.
Legi-Slate	http://www.legislate.com/pages/sub-toc.html	Washington Post Co.'s online service covering federal legislative and regulatory activities.

A LAWYER'S GUIDE TO THE WEB

Name	URL	Comment
Thomas—Legislative Resources on the Internet	http://thomas.loc.gov/	Library of Congress' comprehensive site.
Roll Call Online	http://www.rollcall.com/	Capitol Hill newspaper since 1955.
The U.S. Senate Home Page	http://www.senate.gov/	Committees, senators and other information.
The Hill	http://www.hillnews.com/	Another capitol newspaper.
The Congressional Record	http://www.access.gpo.gov/su_docs/aces/aces150.html	Congressional Record, 1995-98 (Vols. 141-144).
The U.S. House of Representatives Home Page	http://www.house.gov/	Committees, representatives and other information.
Search Engines, Services & Publications		
Alpha Legal Directory	http://www.alphalegal.com/	State directories of attorneys.
Altavista	http://altavista.digital.com/	General search site.
Current Legal Resources, Inc.	http://www.currentlegal.com/	Soon to be fee-based service.
Cyber411	http://www.cyber411.com/main.htm	15 search engines in one location.
DogPile	http://www.dogpile.com/	13 search engines, 6 Usenet sources and 2 FTP archives in one location.
Excite	http://www.excite.com/	General search site.
FindLaw–Internet Legal Resources	http://www.findlaw.com/	Comprehensive site; good place to start.
Four11: The Internet White Pages	http://www.four11.com/	Addresses & URLs by Yahoo.
Hieros Gamos	http://www.hg.org/hg.html	Database of legal and government information and guide to law-related discussion groups.
HotBot	http://www.hotbot.com/	General search site.
Infospace	http://www.infospace.com/	Searches for people, places, things.
Law Crawler-Legal Search Information	http://www.lawcrawler.com/	Comprehensive legal search site.
Lawyers Weekly USA-Quick Links	http://www.lweekly.com/links.htm	Links to sites discussed in recent articles.
Lawyers Weekly USA	http://www.lweekly.com/	Magazine for lawyers.
Law Journal Extra! and CounselConnect Corporate Counselor	http://www.counselconnect.com/corporate counselor/	Forms, cases amd other information; fee-based with free trial.
Law Journal Extra! Law on Line	http://lawonline.ljx.com/practice/index.html	List of topics and resources.
Lycos	http://www.lycos.com/	General search site.
MetaIndex for U.S. Legal Research	http://gsulaw.gsu.edu/metaindex/	Links to legal search sites
Northern Light	http://www.nlsearch.com/	Unconventional search engine.
Profusion	http://www.profusion.com/	Mega-search site.
Rominger Legal Resources Link	http://www.romingerlegal.com/	By a web-site services provider.
The Practicing Attorney's Home Page	http://www.legalethics.com/pa/main.html	Searchable links, with brief descriptions, to online legal resources.
LawGuru's Multiple Resource Legal Research Section	http://www.lawguru.com/multisearch/multisearch.html	Searches different legal resources from one interface.
The Expert Witness Network	http://www.witness.net/	Some free, some paid.
The National Library of Medicine	http://www.nlm.nih.gov/	Extensive searchable site.
VersusLaw	http://www.versuslaw.com/index2.shtml	Fee-based case research

A LAWYER'S GUIDE TO THE WEB

Name	URL	Comment
WhoWhere	http://www.whowhere.com/	Find URLs, phone numbers and addresses.
Yahoo	http://www.yahoo.com/	General search site.
Corporations and Securities Law		
American Corporate Counsel Association	http://www.acca.com/	Information for in-house lawyers.
Company Lookup	http://www.companylink.com/	News, research & contacts for 65,000 companies.
Corporate Financials Online	http://www.cfonews.com/	Up to date information on major corporations.
EDGAR Database of Corporate Information	http://www.sec.gov/edgarhp.htm	SEC's extensive, searchable site of corporate information.
Hoovers On Line	http://www.hoovers.com/	Information on more than 12,000 public companies.
Securities Act of 1933	http://www.law.uc.edu/ccl/33act/	Published for the Center for Corporate Law by the Center for Electronic Text
Securities Class Action Clearing House	http://securities.stanford.edu/	By Robert Crown of the Stanford law library.
Securities Law	http://www.seclaw.com/wel.htm	Lawyer-maintained site.
The Securities Lawyer's Deskbook	http://www.law.uc.edu/ccl/intro.html	Law and forms
Uniform Business and Financial Laws Locator	http://www.law.cornell.edu/uniform/vol7.html	From Cornell's LII.
Criminal Law and Law Enforcement		
Carpenter's Forensic Science Resources	http://www.tncrimlaw.com/forensic/	Large list of forensic sites.
Corrections, prison, and capital punishment-related sites	http://www.geocities.com/CapitolHill/1814/ira2.htm#prison	List of prison and death-penalty sites.
Crimes	http://dpa.state.ky.us/~rwheeler/crimes.htm	Information on all sorts of crime.
Criminal Justice Links	http://www.criminology.fsu.edu/cj.html	Extensive listing from Florida State University School of Criminology & Criminal Justice.
Criminal Law Links	http://dpa.state.ky.us/~rwheeler/links.htm	Extensive links plus a search engine.
Dr. Matt Robinson's Crime Connections on theWeb	http://www.appstate.edu/~robinsnmb/crime.htm	Extensive site, updated weekly.
Federal Judicial Center	http://www.fjc.gov/	Publications, educational and court links.
Forensic Resource and Criminal Law Search Site	http://www.kruglaw.com/	By the Law Offices of Kim Kruglick.
Law Enforcement Online	http://www.pima.edu/dps/police.htm	List of 2300 Law Enforcement Agencies on the Web.
Law Enforcement Sites on the Web	http://www.geocities.com/CapitolHill/1814/ira2.htm	Extensive listing of lawenforcement related sites.
Legalreseacher	http://www.legalresearcher.com/	Subscription service affiliated with Law Journal Extra!
National Criminal Defense Lawyers Association	http://www.criminaljustice.org/	Some public sites; some for members only.

A LAWYER'S GUIDE TO THE WEB

Name	URL	Comment
National College for DUI Defense, Inc.	http://seamless.com/ncdd/articles.html	Articles concerning vehicular alcohol offenses.
National Legal Aid and Defender Association	http://www.nlada.org/	Criminal defense.
Polygraph Law ResourcePage	http://truth.idbsu.edu/polygraph/polylaw.html	Cases and testimony concerning polygraph testing.
The Journal of Credibility Assessment and Witness Psychology	http://truth.idbsu.edu/jcaawp/default.html	By the Department of Psychology, Boise State University.
Victim-Assistance Online	http://www.vaonline.org/	Emotional support and assistance for crime andtragedy survivors.
Divorce, Family Law and Health Resources		
American Medical Association	http://www.ama-assn.org/	Comprehensive medical information.
DepoConnect	http://www.depoconnect.com/	Fee-based service for plaintiffs' counsel.
DivorceNet	http://www.divorcenet.com/	Lawyers, forums, issues and state-by-state information.
Drug-Related Street Terms and Slang	http://www.addictions.com/slang.htm	Basic reference of vernacular drug terminology.
Drug Signs and Symptoms	http://www.addictions.com/signs.htm	Symptoms of various drug abuse.
HealthGate	http://www.healthgate.com/healthgate/home.html	Searchable MedLine and specific topics.
Medical Information from Medscape	http://www.medscape.com/	Searchable site.
Medical Links from TnCrimLaw	http://www.tncrimlaw.com/medical.html	Extensive listings.
National Center for Missing or Exploited Children	http://www.missingkids.org/	Information concerning recovery of missing children.
National Institutes of Health	http://www.nih.gov/	Searchable site.
RX List	http://www.rxlist.com/	Listing of drugs.
The On-line Medical Dictionary	http://www.graylab.ac.uk/omd/	From CancerWeb.
Uniform Matrimonial, Family and Health Laws Locator	http://www.law.cornell.edu/uniform/vol9.html	From Cornell's LII.
Uniform Probate Code	http://www.law.cornell.edu/uniform/probate.html	From Cornell's LII.
Uniform Laws and Codes		
The Center for Information Law & Policy	http://www.cilp.org/tblhome.html	A joint effort among universities.
The National Conference of Commissioners on Uniform State Laws	http://www.law.upenn.edu/bll/ulc/ulc.htm	Drafts of uniform and model acts.
Uniform Commercial Code	http://www.law.cornell.edu/ucc/ucc.table.html	From Cornell's LII.
Uniform Business & Financial Laws Locator	http://www.law.cornell.edu/uniform/vol7.html#arbit	Extensive listing of uniform laws, from Cornell's LII.
Law Schools & Law Libraries		
American Association of Law Libraries	http://www.aallnet.org/	Professional librarians' site.
Court TV Glossary of Legal Terms	http://www.courttv.com/legalterms/glossary.html	Helpful for explaining legal terms to nonlawyers.

A LAWYER'S GUIDE TO THE WEB

Name	URL	Comment
Emery Law Library's Electronic Reference Desk	http://www.law.emory.edu/law/refdesk/toc.html	Searchable site.
Jurist—The Law Professor's Network	http://www.jurist.law.pitt.edu/	Sharing of information, articles and ideas.
Law Library Resource Exchange	http://www.llrx.com/	Large number of articles.
Law Net Legal Site Listings	http://law.net/roundnet.html	Legal resources, services and attorneys online.
Legal Information Institute, Cornell Law School	http://www.law.cornell.edu/	A leading, comprehensive site.
The Legal List—Legal research on the Internet	http://www.lcp.com/the-legal-list/	List of online resources from West Group.
The 'Lectric Law Library	http://www.lectlaw.com/rotu.html	An unconventional approach to the law and the world.
The 'Lectric Law Lexicon	http://www.lectlaw.com//ref.html	Law dictionary.
University of Minnesota Human Rights Library	http://www.umn.edu/humanrts/	U.N., U.S. and regional sites.
University of Michigan Statistical Resources on the Web	http://www.lib.umich.edu/libhome/documents.center/stats.html	24 topic areas, from agriculture to weather.
USENET discussion groups	http://www.kentlaw.edu/lawnet/lawnet.html	Joint venture of several law schools.
Washburn University School of Law State Law Locator	http://lawlib.wuacc.edu/washlaw/uslaw/statelaw.html	Locate laws by state.
World Wide Web Virtual Library: Main Law Index	http://www.law.indiana.edu/law/v-lib/lawindex.html	Comprehensive, searchable list of resources by topic.
Foreign Law		
ALSO: American Law Sources Online	http://www.lawsource.com/also/	Links to free information for the United States, Canada and Mexico.
Foreign Law Collections on the Web	http://www.usc.edu/dept/law-lib/legal/foreign.html	Extensive collections by country.
Global Legal Information Network	http://lcweb2.loc.gov/law/glinv1/glin.html	Full text of documents in the official language of the country of origin, summaries or abstracts in English, and thesauri in many languages.
Intellectual Property Worldwide	http://www.ipww.com/	Published bimonthly by The New York Law Publishing Co.
Non-U.S. National Law Materials	http://www.law.cornell.edu/ntlnonus.htm	Comprehensive listings.
World Law List 2.0	http://www.law.osaka-u.ac.jp/legal-info/worldlist/worldlst.htm	Data on the law and governments of more than 70 countries online.
Attorneys and Professional Associations		
American Bar Association's ABA Legal Research	http://www.abanet.org/lawlink/home.html	The ABA's link page.
The Association of Tial Lawyers of America's Web Links	http://www.atlanet.org/link.ht	Comprehensive listing.
Court TV	http://www.courttv.com/	Court TV programming and other information.
Employlawyernet	http://www.emplawyernet.com/	Legal job listings.
Internet Law Library	http://law.house.gov/	U.S. House of Representatives site, includes the U.S. Code.

A LAWYER'S GUIDE TO THE WEB

Name	URL	Comment
Legal News	http://legalnews.findlaw.com/	By FindLaw.
Martindale-Hubbell Lawyer Locator	http://lawyers.martindale.com/marhub	Searchable site.
Nationjob Network's Legal Job Page	http://www.nationjob.com/legal	Searchable listing of legal jobs nationwide.
The Association of Trial Lawyers of America	http://www.atlanet.org/	Home page of the plaintiff's bar.
The Legal Annex	http://www.sidebar.com/	Web listing of California attorneys with links to their web pages.
The Legal Pad	http://legal-pad.com/	Good resource site by a third-year law student.
The Cross-Road!	http://www.seamless.com/road.html	Variety of legal information.
West Legal Directory of Attorney Resources	http://www.wld.com/frame/attorney/direct.asp	Free, searchable site.
Federal and State Agencies		
Bureau of Alcohol, Tobacco & Firearms	http://www.atf.treas.gov/	Includes ATF-approved forms.
Bureau of Justice Statistics	http://www.ojp.usdoj.gov/bjs/	Research site.
Department of Health & Human Services	http://www.dhhs.gov/	Information about HHS and its agencies.
Envirofacts Warehouse	http://www.epa.gov/enviro/index_java.html	A single access point to data about the Environmental Protection Agency.
Environmental Protection Agency	http://www.epa.gov/	EPA home page.
Federal Bureau of Investigation	http://www.fbi.gov/	The FBI in action.
Federal Judicial Center Publications	http://www.fjc.gov/pubs.html	Text of publications and information.
Federal Information Center	http://fic.info.gov/	Massive information site.
Federal Communications Law Journal	http://www.law.indiana.edu/fclj/fclj.html	By Indiana University at Bloomington School of Law and the Federal Communications Bar Association.
FedWorld Information Network	http://www.fedworld.gov/	Searchable site.
General Services Administration	http://www.gsa.gov/	GSA's home page.
General Accounting Office	http://www.gao.gov/	GAO's home page.
GovSites	http://www.house.gov/govsites.html	House of Representatives' List of government sites.
Govbot, by The Center for Intelligent Information Retrieval.	http://cobar.cs.umass.edu/ciirdemo/govbot/	Searchable site with government and military listings.
Government Printing Office	http://www.access.gpo.gov/	Database and information.
Introduction to Basic Legal Citation, by Peter W. Martin of Cornell Law School.	http://www.law.cornell.edu/citation/citation.table.html.	Based on the 16th ed. of the "Bluebook."
Library of Congress Home Page	http://www.loc.gov/	Comprehensive, informative site.
Tax forms and publications from the Internal Revenue Service	http://www.irs.ustreas.gov/prod/forms_pubs/index.html	Free materials from the IRS.
The Federal Gateway	http://fedgate.org/	Easy way to find U.S. government sites.
U.S. Department of Commerce Bureau Web Sites	http://www.doc.gov/bureaus/	Extensive government site.

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EPA United States Environmental Protection Agency

OECA Office of Enforcement and Compliance Assurance

Site Remediation Enforcement Home Page

OSRE Documents Page

Policy/Guidance Documents from EPA's Office of Site Remediation Enforcement (OSRE)

Your information source for liability, negotiations, and settlement procedures under CERCLA (Superfund), RCRA Corrective Action, OPA, and UST

New Documents NEW

RCRA Corrective Action Enforcement Documents

OPA/UST Enforcement Documents

CERCLA (Superfund) Enforcement Documents (Subjects listed below)

- PRP Search and Information Requests
- General and Special Notices
- Remedial Investigation /Feasibility Study Issues
- Settlement Issues (including Ability to Pay and ADR)
- Liability
- Consent Decree Procedures
- De Minimis/De Micromis
- Oversight
- CERCLA Section 106 Administrative Orders
- Cost Recovery (Including Bankruptcy)
- State Issues
- Other Guidance and Documents
- Delegations

Please send comments about the organization and content of our website to the Webmaster: website.osre@epa.gov

Search Map/Index Feedback OECA Home EnviroSense EPA Home

Last Updated February 5, 1999
URL: http://es.epa.gov/oeca/osre/osredoc.html

Author: Cheryl McMenamin at REGION4
Date: 7/29/99 3:22 PM
Priority: Normal
Subject: THE EAD WEB SITE HAS BEEN LAUNCHED!

The EAD Web Site is posted on the Region 4 Internet Site.

You may visit the site from the Region 4 Home Page by selecting WHAT'S NEWS or DIVISIONS and OFFICES. Also, you may highlight the following url, copy it using the CC:MAIL tool EDIT, bring up the NETSCAPE browser, delete the url in the NETSCAPE browser, paste the copied url into the address portion of the browser, and hit enter. The EAD Web Site url is:

http://www.epa.gov/region4/ead/index.html

Please note that the url that is listed in the EAD Brochure will connect with the EAD Web Site. This brochure web site address is:

http://www.epa.gov/region4/ead/ead.html

P.S. Remember to delete your bookmark to the EAD test site and add a bookmark for the EAD Internet Site!

Author: Kevin Smith at REGION4
Date: , 5/11/99 3:54 PM
Priority: Normal .
TO: Mail List - #EAD-LEGAL
Subject: Transition period in EPA/DOJ email

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FYI

As you may be aware, DOJ is in the process of switching its email server from Groupwise to Microsoft Exchange. The transition should be complete soon after June 1st. In the meantime, you may experience some difficulty in sending email to DOJ. If you do -- you may want to rely on the fax machine.

Please remember -- until 6/1/99 use the following address for DOJ:

if John Doe were a DOJ attorney: jdoe@enr.usdoj.gov

After 6/1/99 use

again if sending to John Doe: jdoe@enrd.usdoj.gov

"enrd" represents the Exchange server and "enr" represents the Groupwise server. Despite this fact, the email sent from EPA to the Groupwise server is autoforwarded, if needed, to the Exchange server during the transition (so you don't have to keep track of who's on which server day-by-day).

Finally, note that this differs from how you would reach Mr. Doe on the Internet. His Internet address would be: john.doe@usdoj.gov
The Justice Department has emphasized in the past that this address is suitable only for non-confidential mail.

Happy computing,

Kevin

SUBMITTING A FOIA REQUEST ?

G:\U\S\FT\SUBMIT.WPX\12-11-98

The Freedom of Information Act (FOIA) is found in 5 U.S.C. Sec. 552, as amended, and the EPA regulations for implementing the FOIA are found in Title 40, Code of Federal Regulations, Chapter 1, Part 2. In an effort to assist you in preparing and submitting a FOIA request for copies of records held by EPA for the states of AL, FL, GA, KY, MS, NC, SC, and TN, we offer the following suggestions.

Send Your Request to:

FOIA Officer
US EPA, Region 4
Atlanta Federal Center
61 Forsyth Street, SW
Atlanta, GA 30303-3104
Phone (404) 562-9891 or FAX (404) 562-8054 or
Internet Address:
http://www.epa.gov/region4/foiapgs/foimenu.html

It is important that the letterhead or return address of "faxed" letters contain large print because small print is difficult to read. You should also realize that some clarity of the original letter is lost in transmission, so your name, address, and phone number should be readable. Help us to help you by ensuring that this vital information gets through the FAX machines. Also, when you send a FOIA request by FAX, please do not mail the original letter. Identical requests (one by FAX and one in the mail) usually results in EPA processing two separate requests, which may cause a delay. Sorry, but EPA cannot FAX copies of the information you request.

Simplify Your Request.

If you are requesting records for several sites or facilities, it's better to combine the requests into one. You need only state that you are requesting copies of records under FOIA to ensure that we will handle the request in accordance with the statutes and regulations. Your FOIA request is assigned to the persons who have custody of the records, who will review and evaluate the request for (1) an adequate description of the records sought, (2) whether payment of fees are guaranteed, and (3) readable information such as requester's name, address, and phone.

Be Specific and Detailed in Describing the Records.

Provide as much information as you can to help locate the records you request. If you know the Program Office and/or person's name who has custody of the records, please include that information in your letter. The major Program offices are Waste, Water, Air, Environmental Services, and Policy & Management. Include pertinent data such as the name of the site or facility, name of previous owner(s), location by state, county, and/or identification number, time period, and background. When requesting the "FINDS" list, specify the states and counties.

Give an Assurance of Payment for Providing Copies.

When you give an assurance of payment in your request letter, it saves time. If you do not guarantee payment of costs, your request could be delayed because EPA will have to contact you to get "assurance of payment". EPA charges 15 cents per page, plus computer production time, plus personnel search time for providing copies of records. If the total costs are less than $25, we waive the fees, otherwise we are required to charge for actual expense. In some cases, fee waivers or reduction of fees are granted in the public interest, but they must be justified by supporting documentation. Should you want to limit your expenses to a certain amount, state that in your request. You will be billed when the requested records are sent. If the cost exceeds $250, pre-payment is required.

Misdirected FOIAs

Sending your FOIA request to any other office may delay getting it to the right person. The FOIA Act requires that all FOIA requests be submited to the FOIA officer. The FOIA office "logs in" the request by assigning it a unique identifying number called the "Requesters Identification Number" (RIN), which is used to track the FOIA request. After receiving and logging the FOIA request, EPA notifies the sender by mail that the request has been received and that EPA will respond within ten (10) working days from the date received. The FOIA request is assigned to the program office or offices having custody of the records.

You should reference the RIN number in all communications with the EPA.

19-B

REGION 4 FOIA CONTACTS

G:\U\S\FT\CONTACTS.WPX\02-23-99

S & INFORMATION RESOURCES SECTION (404) 562-9891/FAX (404) 562-8054 9th FLR
(Regional FOIA Office EMAIL Address: R4FOIA@EPAMAIL.EPA.GOV)

8034	Damita David	Regional FOI Officer (FOIA Specialist)
8033	Marlyn Brinson	FOIA Assistant/OPM Div Coordinator
8035	Angela Palmer	FOIA Specialist (FOIMATS Liaison, EFOIA, FOIA Assignments)
8019	Mildred Raybon	SEE Employee (Env. Data & FOIA Requests, FOIMATS Support)
8028	Peggy Fletcher	SEE Employee (FOIMATS Support, FOIA Distribution, Filing)
8014	Jeanette Hooks	SEE Employee (Central Viewing Room Scheduler)
8026	Beryle Manley	FOIA Assistant/Temp Appt. (Fee Waiver Requests & Other Support)
8032	Jim Whittington	Records Manager (Melvin Cruver, Alternate Records Mgr, 2-8015)
8027	Rebecca Kemp	Regional FOI Manager & Chief, GIS & Info Services Section
202/260-4048	Jeralene Green	Agency FOIA Officer (1105), EPA-HQ
FAX 202/260-4499		

APTM DIVISION (404) 562-8999/FAX (404) 562-9066 12th FLR

8999	Kindra Callahan	Division Coordinator (FOIA Specialist)
9219	Florence Johnson	FOIA Assistant

Roselyn Brown, Supervisor

WASTE MGMT DIVISION/OFFICE OF CUSTOMER SERVICE (404) 562-9715/FAX 562-8628 10th FLR

8677	Miriam Pressley	FOIA Specialist/Division Coordinator (OCSH)
8681	Pauline Anderson	FOIA Specialist (OCSB)
8671	Stanley Denson	FOIA Specialist (OCSC)
8685	Rosie Gray	FOIA Specialist (OCSD)
8676	Kathy Hickerson	FOIA Specialist (OCSF)
	Vacant	FOIA Specialist (OCSG)
	Vacant	FOIA Specialist (OCSA)
8855	Lenora Starks	Contractor/Administrative Records (AL/GA/FL/KY)
8946	Tamara Goodsby	Contractor/Administrative Records (KY/NC/SC/TN)

WATER MANAGEMENT DIVISION (WMD) FAX (404) 562-8318 15th FLR

9316	Len Dangerfield	Division Coordinator (FOIA Specialist)
9733	Mary Mattox	Contact: NPDES/PCS (Computer Databases)
9441	John Mason	Contact: Underground Storage Tanks (UST)
	Vacant	Contact: FERS

ENVIRONMENTAL ACCOUNTABILITY DIVISION (EAD) FAX (404) 562-9664 13th FLR

9579	Magaret (Peg) Kroening	Division Coordinator (FOIA Attorney)
9642	LouAnn Gross	FOIA Paralegal
9614	Priscilla Johnson	Legal Technician (Alternate Division Coordinator)
9511	Patricia Bullock	Regional Hearing Clerk

OFFICE OF POLICY AND MANAGEMENT (OPM) (404) 562-9891/FAX (404) 562-8054 9th FLR

8033	Marlyn Brinson (9th Flr)	OPM Division Coordinator (FOIA Assistant)
8238	Peggy Whitney (14th Flr)	Contact/FOIA Receivables (FMS)
8194	Kristina Meares, SIS (14th Flr)	Contact: Comptroller Branch (COMP)
8168	Marcella Williams(9th Flr)	Human Resources Mgmt. Branch (HRMB)
8276	Cory Berish (14th Flr)	Planning & Analysis Branch (PAB)
8416	Shirley Grayer (14th Flr)	Contact: Grants & Procurement Branch (GPB)

SCIENCE & ECOSYSTEM SUPPORT DIVISION (SESD) FAX (706) 355-8508 Athens, GA

706/355-8504	Jean West	Division Coordinator

Office of Inspector General (OIG) (404) 562-9830/FAX (404) 562-9828 16th FLR

[25] From: Cheryl McMenamin at REGION4 2/25/97 1:02PM (448 bytes: 6 ln)
To: ANGELINA BLACKWELL at X400, Mattie Ellison
To mailing list: #EAD Staff
Subject: Developing Film

---------- Message Contents ----------

The Facilties Management Section requests that whenever you take film to be developed, please indicate on the form whether the film is Superfund or Non-Superfund.

Thanks,
Cheryl McMenamin

19
A

Kathleen Duffield at REGION4 4/18/97 12:43PM (2324 bytes: 35 ln)
McMenamin, ANGELINA BLACKWELL at X400, Melvina Johnson,
:ricia Strougal, Heather Turnbull, Leanne Beswick
ailing list: #EAD Staff
:ct: Re: Document Retrievals that Cost Money

---------- Message Contents ----------

Purchasing copies of public record documents has become more complex, since Headquarters' closure of all Regional Imprest Funds. In effort to simplify and expedite this activity, Cheryl McMenamin, the EAD Administrative Officer, is implementing the following procedure for all documents not related to Superfund Sites. Requests for Superfund Site Specific documents must be paid out of Superfund Site Specific funds that are administered by the Waste Management Division.

Always remember that all document requests require payment BEFORE the documents can be acquired. Give your document requests to the EAD Library staff. Please be sure to inform the staff of any monetary limitations, number of copies required, date copies needed, and any other requirements. Copies will be purchased by either Anne Waldorf's or Cheryl McMenamin's VISA Government Bankcards. In my experience, few if any, government offices, i.e. Secretary of State's, are set up to accept credit cards. Most will accept a money order or a check from an attorney admitted to the bar in that state or a government check. Believe, me I have been paying for records myself....(Do we accept credit cards for FOIA documents??) Can Anne or Cheryl get a cash advance, then use the cash to purchase a money order? If not, I don't think we have solved the problem. kathleen

In some instances, the document provider may require a letter outlining the request. This letter will be written by the EAD employee requesting the documents.

If you have any questions, please contact Cheryl McMenamin at 562-9651.

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[30x] From: Cheryl McMenamin at REGION4 4/18/97 2:21PM (1554 bytes: 23 ln)
To: Kathleen Duffield, ANGELINA BLACKWELL at X400, Melvina Johnson,
Patricia Strougal, Heather Turnbull, Leanne Beswick
To mailing list: #EAD Staff
Subject: Re[2]: Document Retrievals that Cost Money
---------- Message Contents ----------

In my earlier message, I referred to using a VISA government bankcard, because we are securing the services of document retrieval companies. Without an Imprest Fund, the choices are using a bankcard or preparing a purchase request. Most purchase requests cost the taxpayers about $250.00 to process. It takes about 30 days before the requester receives the service. Document retrieval companies charge a reasonable fee for their services and usually provide the information within 5 working days or less. Rush service is also available. These companies do accept VISA government bankcards.

The purpose of my message was to STOP employees from using their own money to do government business. Once you write a check, I cannot reimburse your expenditure.

Ask the library contractors FIRST if it costs money to obtain your documents! This is one stop shopping. Lou Ann and I are coordinating on this process. Our goals are simplicity, timeliness, and cost effectiveness. If in doubt, ask the contractors.

Cheryl

COURIER PACKAGE
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[13] From: Cathy Willis at REGION4 11/7/96 12:30PM (1253 bytes: 15 ln)
To: Rolando Bascumbe, LESLIE BELL at X400, Kevin Beswick, Patricia Bullock, William Bush, Reuben Bussey, Robert Caplan, David Clay, Wilda Cobb, ELIZABETH ELLIS at X400, David Engle, Richard Glaze, Thomas Hernandez, Andy Hey, Richard Leahy, Greg Luetscher, Andrea Madigan, Charles Mikalian, Simon Miller, Peter Raack, Suzanne Rubini, Susan Schub, Paul Schwartz, Stedman Southall, Carlton Waterhouse, Cathy Willis
Subject: mail

---------- Message Contents ----------

All courier packages are to be dropped off and picked up from the 9th floor mail room. Please notify the company sending the document to go to the mail room on the 9th floor. The courier delivering the document needs to request that someone sign for it. If no one in the mailroom signs as receiving it, it is delivered in the regular mail flow. If someone signs for it, it is taken to the front office, logged in and placed into your mailbox.

The delivery person must come through the front entrance or loading dock/freight elevator to 9th FL and go through security procedures.

Cathy

KING & SPALDING
Courier service 572-4747

21-A

Author: William Bush at REGION4
Date: 3/29/99 12:35 PM
Priority: Normal
TO: Rolando Bascumbe, William Bush, Robert Caplan, Jeffrey Dehner, Lisa Ellis, Sara Goldsmith, Thomas Hernandez, Greg Luetscher, Simon Miller, Dustin Minor, Susan Schub, Stedman Southall, Michelle Staes, Mike Stephenson, Rudy Tanasijevich, Lawana Woodard, Donzetta Workman, Kathleen Wright
Subject: Documents for Regional Counsel Signature

fyi

Forward Header

Subject: Documents for Regional Counsel Signature
Author: Phyllis Harris at REGION4
Date: 3/29/99 10:59 AM

Please ensure that all documents for my signature, including those that are signed by Bill or Bruce in an acting capacity for me go through Valerie for log-in and review. This helps to ensure that all documents conform to formatting standards as well as ensure that we have a record of what has left the office under my signature.

Thanks

21-B

Author: Phyllis Harris at REGION4
Date: 11/21/97 03:05 PM
Priority: Normal
TO: Mail List - #EAD Staff
ıbject: Correspondence and Concurrence
---------- Message Contents ----------

I need to clarify a couple of correspondence requirements. These requirements will ensure that your documents go through the system as quickly as possible.

1. All civil settlements must have the concurrence of the Regional Counsel or the Deputy Regional Counsel. The Deputy Regional Administrator will not concur on a civil settlement without this concurrence. He will send it back to me.

2. All congressionals and controlled correspondence where EAD is the lead division and is to be signed off by the RA must be concurred upon by the Regional Counsel/Division Director or one of the Deputies. In addition, the Division Director's secretary must sign off on this correspondence for formatting sufficiency. The DRA will return this correspondence if this is not done. Please do not attempt to "hand carry" congressionals or controlled correspondence to the RA or DRA if you have not received concurrence from the Division Director or the Deputy or if the document has not been proofed by the division director's secretary. It will be returned by the DRA's secretary.

If in doubt as to what you should do, please ask the division director's secretary.

Thanks in advance for paying attention to these issues. It will save us all a lot of rework in the longrun.

21C

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION IV

345 COURTLAND STREET, N.E.
ATLANTA, GEORGIA 30365

FEB 02 1995

4RC

MEMORANDUM

SUBJECT: Routing of Work Product to Regional Counsel

FROM: Phyllis Harris Phyllis P. Harris
Acting Regional Counsel

TO: All ORC Employees

This memorandum identifies the work product that should be routed to me for my concurrence or approval, and supersedes all previous memoranda on this subject. Although the list below is intended to be comprehensive, there may be other matters that warrant my review. Please consult your section chief if you draft or review a particular work product which is not on the list but which you believe should be reviewed by me.

I. Final work products; program specific matters

Civil judicial referrals and pre-referrals.
Civil judicial consent decrees.
Recommendations to seek prosecutive assistance in potential criminal cases.
Federal Facility Compliance Agreements and Orders.
Any work product addressed to the Administrator, the Assistant Administrators or the General Counsel.
Correspondence controlled for my signature.
Congressional correspondence for which the Office of Regional Counsel is the lead.
Determinations whether an EPA employee should testify in civil proceedings where EPA is not a party and where the request is not from a state or local government.
Ethics opinions for ORC employees.

II. Administrative documents[1]

Requests for personnel action (SF-52).
Procurement requests for more than $10,000.
Travel authorizations in absence of the Branch Chief and Deputy.

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[1] Please also route these documents through the Administrative Officer as appropriate.

Requests and timecards for leave without pay for more than five days, and for advance leave for more than three days.

22A

Author: Valerie McGuire-Green at REGION4
Date: 6/25/99 8:18 AM
Priority: Normal
TO: Mail List - #EAD Staff
Subject: Concurrences on Correspondence

Forward Header

Subject: Concurrences on Correspondence
Author: Julia Mooney at REGION4
Date: 6/24/1999 4:07 PM

Greetings -

Please ask your Division staff to start including Dee Stewart's name in the routing for all controlled correspondence that is for RA signature. Dee's name should be the last one before Mr. Hankinson.

Thanks for your help in getting this message out.
Julia

Author: Valerie McGuire at REGION4
Date: 4/2/99 1:59 PM
Priority: Normal
TO: Mail List - #EAD Staff
Subject: Deadlines for Controls

We are very rarely guilty of this but, it is worth noting for future reference.

Val

Forward Header

Subject: Deadlines for Controls
Author: Julia Mooney at REGION4
Date: 4/2/1999 10:23 AM

I have received several responses to controls recently for RA signature on the afternoon of the date due (it seems to happen most often on Fridays) which makes it extremely difficult for the letter to be reviewed/edited by myself, Dee Stewart, Stan Meiburg, and still meet the due date. Dee and Stan are extremely busy people and cannot be expected to drop whatever else they are doing to review correspondence at the last minute.

Please ask your staff folks to make sure that enough time is allowed for review and sign-off by everyone in the concurrence/signature chain including OEA/RA. This is especially important for HQ assignments; if the signed response is not faxed to HQ by COB on the due date we are late. Responses to controls are completed when signed, NOT on the date the writer gets it off his/her desk.

For the most part, everyone is doing a great job with controlled correspondence and I really appreciate the effort. Rarely has Region 4 been on HQ overdue report in recent months and I know if we all work together, we can keep it that way. Please just remind your folks to allow enough time for routing and signature.

Thanks
Julia

[197] From: Cheryl McMenamin at REGION4 1/28/97 7:38AM (684 bytes: 12 ln)
To: ANGELINA BLACKWELL at X400, KimA Jones
mailing list: #EAD Staff
bject: How to place an order for a conference call. – 8 or more

---------- Message Contents ----------

If you need to arrange a conference call for 3 or more parties and Region 4 is paying for the cost of the conference call, you are setting up a MEET-ME-AUDIO TELECONFERENCE CALL.

Call (202) 260-CONF or (202) 260-2663.

The Account Number is 04A. (-0001)

See page ~~354~~ 304 of the Headquarters Telephone Directory.

****

Author: **Valerie McGuire at REGION4**
Date: 2/23/99 8:50 AM
Priority: Normal
TO: Mail List - #EAD Staff
ubject: Conference Room Scheduler

In an effort to simplify the process of reserving an EAD conference room, all scheduling of conference rooms will be done by front office staff only. Tesa King (29501) should be considered the primary contact but both Kamila Scott (29686) and I also have access to the system. Once we have received your request for a room, we will send you a confirmation via cc:mail.

Thanks,

Val
29669

25A

Author: Gay Upchurch at REGION4
Date: 3/31/99 12:54 PM
Priority: Normal
TO: Mail List - #EAD Staff
Subject: Materials Needing to be Destroyed

If you have materials/documents that should be destroyed -- not just thrown in the trash (and it's too much for our shredder), you can box them up and we can have them sent off to be destroyed. The region is taking some boxes in the next couple of weeks.

These are the requirements I was given:

1. Must be white paper (documents must be taken out of binders).
2. Remove staples, if possible -- but you don't have to remove all staples.
3. Boxes can be obtained, if needed.
4. Must complete a form indicating what types of documents are in the box being destroyed.

See me if you have anything to be destroyed.

Gay

25B

Author: Gay Upchurch at REGION4
Date: 12/08/1998 2:00 PM
Priority: Normal
TO: Mail List - #EAD Staff
Subject: Shredder

Good news! We have purchased a new shredder for the office.

It's located in the recycle area near the break room. Because this is the division's only shredder, it is important that it be available for everyone's use. Therefore, it should remain in the recycle area unless officially reserved and checked-out through Anne Waldorf or me.

You should be able to shred 12-15 pages at a time. Please don't overload the shredder. If you need replacement bags, see Anne or me.

Thanks.

Gay

26

Author: William at REGION4
Date: 4/28/99 3:17 PM
Priority: Normal
TO: Rolando Bascumbe, Kevin Beswick, William Bush, Reuben Bussey, Susan Capel, Robert Caplan, David Clay, Wilda Cobb, Elizabeth Cox, Jeffrey Dehner, Lisa Ellis, David Engle, Sara Goldsmith, Alyse Hakami, Thomas Hernandez, Andy Hey, Verna Jackson, KimA Jones, Richard Leahy, Jennifer Lewis, Tonya Lewis, Greg Luetscher, Janet Magnuson, Simon Miller, Dustin Minor, Peter Raack, Suzanne Rubini, Axuel Sims, Stedman Southall, Michelle Staes, Mike Stephenson, Rudy Tanasijevich, Marlene Tucker, Lawana Woodard, Donzetta Workman, Kathleen Wright
Subject: Obtaining Security for Meetings

fyi

Forward Header

Subject: Obtaining Security for Meetings
Author: Kathleen Wright at REGION4
Date: 4/28/99 2:51 PM

I have been informed that the formal procedure for obtaining security at non-federal building locations is to contact Joe Carbonaro (2-8161). CC-mail him the details of the meeting (time, location...) and the reason for requested security. He then contacts the local Police Department, Sheriff's Office, or similar institution and makes security arrangements for the meeting (at no cost). Joe Carbonaro will then send a confirmation letter to you with the officer's name and number.

27A

April 6, 1999

4PM-CB

MEMORANDUM

SUBJECT: Revised Privately Owned Vehicle Mileage Rate

FROM: Janice H. Bramlett
Comptroller

TO: All Employees

The General Services Administration issued a revised mileage rate effective April 1, 1999. Travel vouchers currently in the Finance Office for official travel performed on or after April 1, 1999 that have 't been paid will be processed at the revised rate.

Reimbursement for mileage rates has changed as follows:

-Driving a Privately Owned Vehicle - from 32.5 cents to 31 cents per mile.

The mileage rates for using a motorcycle (26 cents) or flying an airplane (88 cents) has not changed. If you have any questions regarding the above, please contact Stacie T. Whitfield, at extension 2-8200.

27 B

Government Travel Card (NationsBank Visa) Program
Important Telephone Numbers and Addresses
(Please Post)

Initial Card Activation	1-800-311-7810
NationsBank Government Card	
Customer Service	1-800-472-1424
Overseas, call collect	1-757- 441-4124
Region 04 Agency Program	
Coordinator (APC) - Deanna Seymour	(404) 562-8232
Alternate APC - Marie Wright	(404) 562-8252
Electronic Account Government Ledger System (EAGLS)	www.gov-eagls.nationsbank.com
EPA Web Site	http://intranet.epa.gov/fmdvally/card.htm

November 1998

27B

EPA Travel Information Fact Sheet
No. 99-01

HIGHLIGHTS AND NEW CHANGES FOR THE NATIONSBANK TRAVEL CARD

- **Travel on November 29:**

  Employees in a travel status on November 29 should carry with them both their American Express (AMEX) and NationsBank cards. Employees must ensure that all expenses incurred on or before 6:59 p.m. (Eastern Standard Time) or 11:59 p.m. (Greenwich Mean Time) are charged to their AMEX card. All charges incurred thereafter must be charged to the NationsBank VISA card.

- **ATM Fees and Surcharges:**

  There will be a 1.9% service handling fee applied to ATM withdrawal transactions made at NationsBanks (may be higher at other financial institutions). There will be no access surcharge applied to ATM transactions made at either NationsBank or Bank of America ATMs. ATM transactions conducted at non-NationsBank ATMs may incur an access surcharge for ATM withdrawals. These fees/surcharges will be reflected on the cardholders monthly statement. Be sure to include these fees/surcharges when preparing your travel voucher.

  NOTE: NationsBank and Bankamerica Corp. merged. Both logos are recognized during the transition period.

- **Late Payment Fees:**

  A late fee will be assessed on all accounts more than 120 days delinquent and each month thereafter. To avoid the late fee, please submit your travel voucher timely to your Servicing Finance Office (SFO). Payment of late fees is the responsibility of the cardholder. Cardholders who are experiencing problems with receiving reimbursement for authorized expenses (i.e. vouchers submitted to SFOs for payment), should contact their SFO for assistance.

November 1998

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- On-Line Review of Account:

  Through NationsBank's Electronic Account Government Ledger System (EAGLS), cardholders can review their account information via the Internet site address (www.gov-eagls.nationsbank.com). A user ID and password are required to use the system and will be issued to cardholders between November 15 and 30.

- Travel Updates:

  An EPA Web site has been created that will provide general information on implementation and answers to frequently asked questions (Q&A's). The Web site address is http://intranet.epa.gov/fmdvally/ccard.htm.

  NationsBank also publishes a quarterly newsletter which will be available on-line via EAGLS.

- Cards for New Employees:

  For new employees, NationsBank Government Travel Card applications will be available after November 30.

- Suspended and Canceled Account Guidance:

  In compliance with Agency policy, if an employee's AMEX card has been suspended or canceled, a VISA card will NOT be issued.

  All suspended or canceled accounts are subject to a one year suspension period (starting one year from the date that the outstanding balances were collected or paid back to AMEX or NationsBank). See reference 5 U.S.C. 5705 and the EPA Travel Manual. During this period, a traveler's privilege for receiving travel advances (through the Imprest Fund, Electronic Fund Transfer (EFT), or Treasury check) will be denied. As long as the traveler owes monies to either AMEX or NationsBank no relief will be granted.

27B

- Suspended and Canceled Account Guidance (cont'd)

After one year from the date of repayment to AMEX or NationsBank, the employee may submit a written appeal through their supervisor/travel authorizing official to the Director of the Financial Services Division, Office of the Comptroller, explaining the circumstances and requesting relief to receive travel advances. The Director's decision will be based upon a finding that such relief is in the best interest of the Government.

Below are the delinquency periods and the related actions for delinquent NationsBank accounts:

Delinquency Period	Action
45 days	Initial letter to employee
60 days	Second letter to employee Letter to employee's supervisor Suspension of account
120 days	Cancellation of account

Note: If an account has been suspended twice during a 12-month period for non-payment of undisputed amount(s), the card will be canceled.

27 B

- Charge Card Abuse and Misuse:

Employees issued the Government Travel Charge card must adhere to policies without exception.

If the Agency Program Coordinator identifies abuse of the cash advance privileges through routine review of activity reports, the Supervisor of the cardholder will be contacted. Charge card abuse is when a traveler:

o charges other than official travel expenses on their card;

o obtains an ATM cash advance unrelated to official travel; or

o pays undisputed bill charges late.

27C

Author: Maria Nichols at I I
Date: 12/7/98 9:38
Priority: Normal
TO: Mail List - #EAD Staff
bject: FWD FYI: Travel Rates to Cover Tax

information for those of you who travel.
maria

Forward Header

Subject: FWD FYI: Travel Rates to Cover Tax
Author: Magda Castillo at REGION4
Date: 12/7/1998 9:22 AM

Forward Header

Subject: Travel Rates to Cover Tax
Author: CARushford
Date: 12/7/98 8:15 AM

Travel Rates to Cover Tax
By P.J. Shuey
Federal Times Staff Writer

For city-by-city per diem rate lists covering meals and lodging, check out this website: http://www.policyworks.gov/perdiem/
The federal government has stopped its long-time practice of forcing some nployees who travel on government business to pay a portion of their hotel ills out of their own pockets.

Effective Jan. 1, the government will reimburse travelers for all local taxes on hotel room charges.

Currently, taxes sometimes are not covered by reimbursement practices. That is because some hotels set their room rates at the precise amount the government will pay for a night's lodging.

In such instances, the local taxes tacked on at check-out are not reimbursed by the government. In some locales, hotel room taxes are as high as 13 percent.
reimbursement policies released Dec. 2 by the General Services Administration stipulate that actual room rates will be covered by lodging reimbursement allowances, and taxes will be covered separately as miscellaneous expenses.

Peggy Wood, deputy director of GSA's office of travel and transportation, said Dec. 2 that the government's failure to cover some hotel taxes as a reimburseable expense "has been a complaint for a long time."

The GSA per diem rates apply to travel in the 48 contiguous states and the District of Columbia. Based on annual studies by private consultants, the government rates are set each year to reflect local market costs for odging, meals and incidentals.

In San Francisco, for example, lodging can cost more than double typical hotel rates in Cedar Rapids, Iowa, and a summer room in Hyannis, Mass costs $94 compared to $72 in winter.

In addition to payment of local hotel room taxes, the government has created a new category of reimbursement rates called middle-season rates, and eliminated reimbursement for some laundry and dry-cleaning expenses.

27C

The per diem rates for hotel expenses are based on a system called lodgings-plus, in which employees are reimbursed for the actual cost of lodging up to set limits.

In addition, employees receive a fixed amount, which does not vary seasonally, for meals and incidental expenses.

The third, or middle-season, rate applies to resort areas such as Palm Springs, Calif., and a few major cities such as Phoenix.

The third rate for lodging reimbursement, known as "nonseason," will be used in about a dozen cities and resorts.

Phoenix will have three rates of lodging allowance: January through April, $106; May through August, $62; and September through December, $86.
In Phoenix, the 1998 per diem from October through mid-May is $106 and from mid-May through September, $72.

Two areas - Atlantic City, N.J., and Kill Devil Hills, N.C. - will have four distinct seasonal lodging rates in 1999.

Wood said the addition of third or fourth seasons was made to reflect local costs.

"We were concerned about getting a fair market rate," she said.

The rates are established each year following a contracted study of travel expenses, and this year's study, by the consulting firm Star Mountain Inc. of Alexandria, Va., reflected the need for a middle season, she said.
Among other changes, the maximum daily rate for all meals and incidental expenses was raised to $46, an increase of $4 from the 1998 maximum.

The $4 increase affects rates in 36 resort areas and in major cities including New York, Los Angeles, Chicago and Washington, D.C.

Laundry and dry-cleaning costs no longer will be reimbursed as incidental expenses for stays shorter than four days. For long-term travel of four days or more, laundry and dry cleaning can be included under miscellaneous expenses.
Reimbursement rates for locations outside the continental United States - Alaska, Hawaii, and U.S. territories and possessions - are set by the Defense Department.

Rates for international travel are set by the State Department.

280A

Author: William Bush at REGION4
Date: 4/1/99 1:18 PM
Priority: Normal
TO: Rolando Bascumbe, Kevin Beswick, William Bush, Reuben Bussey, Robert Caplan, David Clay, Wilda Cobb, Elizabeth Cox, Jeffrey Dehner, Lisa Ellis, David Engle, Sara Goldsmith, Alyse Hakami, Thomas Hernandez, Andy Hey, KimA Jones, Richard Leahy, Jennifer Lewis, Tonya Lewis, Greg Luetscher, Janet Magnuson, Simon Miller, Dustin Minor, Peter Raack, Suzanne Rubini, Susan Schub, Axuel Sims, Stedman Southall, Michelle Staes, Rudy Tanasijevich, Marlene Tucker, Lawana Woodard, Donzetta Workman, Kathleen Wright
Subject: Press and Congressional Policies

FYI - Attached are Region 4's Office of External Affairs' (OEA) policies on press and congressional inquiries.
I think several attorneys in our office have had some recent problem with OEA staff not taking the lead role that this policies seem to indicate they have. Please keep this handy or become familiar with them so you will be able to point out to OEA staff what they are supposed to do to help you out when you get a press or congressional inquiry.

EPA REGION 4

RESPONSIBILITIES AND PROCEDURES

1. All contacts with members of the U.S. Congress, congressional staff, or congressional committee staff should be coordinated with the Congressional and Intergovernmental Relations staff in the Office of External Affairs.

2. When calls are received from either members of Congress, their staff, or committee staff, the call should be referred to the Congressional and Intergovernmental Relations staff or to the Director, OEA. If this is not possible, OEA should be informed as soon as possible of the contact and the issue discussed.

3. OEA will work with regional program staff to ensure that appropriate protocols are followed in communicating Agency positions and formulating the best means of response to Congressional offices.

4. Staff should inform OEA of any scheduled meetings with Congressional members prior to their occurrence and should brief OEA upon their completion.

5. OEA coordinates legislative reviews and submits comments for the Region.

6. OEA should be informed of any major policy or regulatory developments or activities in order to appropriately inform congressional members.

Congressional Correspondence

Process: The Congressional and Intergovernmental Relations staff will log all congressional inquiries and assign to the appropriate Division office via controlled correspondence (in the case of written inquiries) or cc:mail (in the case of phone inquiries or e-mail). All written correspondence will be placed in a *"Yellow"* folder clearly marked *Congressional Correspondence* and hand-carried to the designated Division contact. Upon receipt, the Division will log and assign to the appropriate office/individual for response preparation.

Preparation: All correspondence to members of Congress is prepared for the signature of the Regional Administrator.

- Regional program staff should ALWAYS *"hand carry"* all correspondence directly to the Congressional and Intergovernmental Relations staff in OEA for immediate logging and tracking.
- Regional program staff should forward a diskette of all controlled correspondence to OEA and OEA will make any *minor* corrections in format or editorial changes.
- All correspondence should be proofread by Division staff for content, grammar,

punctuation, typographical errors, etc. before it is routed to OEA.

- All major corrections will be returned to Division/Branch management for resolution.
- Congressional correspondence should be routed to OEA before and after going to the RA for signature. When routed to OEA, all correspondence packages will include enclosures, addressed envelopes for mailing of original letters, and addressed envelopes for mailing courtesy copies.
- The Office of External Affairs will mail all correspondence to the member of Congress, including background materials, and return official copy to the Division/Branch.

Time Limits: Correspondence to members of Congress, members of state legislatures, and governors should be prepared *within 10 working days* from the date of the Region's receipt of the correspondence.

Extensions: Any request for extensions should be made in writing (via cc mail is fine) to the Congressional and Intergovernmental Relations staff.

Format: Correspondence should adhere to EPA HQ and Regional Correspondence manuals (available upon request to OEA). Sample letters meeting these requirements are attached.

Content: Congressional letters should be responsive to the member and constituent's concerns and questions, and should include the following.

- Program staff should obtain needed information from the state/local environmental agency, and obtain names/addresses of contacts in other agencies, as appropriate, who may address the concern.
- Letters should be written in a factual, non-confrontational tone and should reflect regional or national policy.
- Letters should not mention the Agency's interaction or correspondence with another member's office.
- Letters should not include a copy of letters sent to another Congressional member.
- Letters should be limited to *two* pages. If additional information is considered necessary, it should be prepared as an enclosure.
- The opening paragraph should always begin with the phrase "Thank you for your letter of (date) from Mr./Ms and refer to the subject matter of concern
- No Division reference initials should be used at the top of the letter.
- The closing paragraph should conclude with "If I may be of further assistance, please feel free to contact the Office of External Affairs at 404/562-8327."
- All correspondence is directed to the "member" (not to a staff person) at his/her office in Washington, D.C., or their District Office, unless otherwise specified by the member's letter. NOTE: If a member's staff person is referred to in the letter, the envelope should be marked ATTN: (staff person's name).

EPA REGION 4

RESPONSIBILITIES AND PROCEDURES

The Office of External Affairs (OEA), Press and Media staff, is responsible for coordinating and executing official communications such as news conferences, news releases, print and broadcast interviews, opinion-editorials, guest opinions and responding to reporter inquiries. The Press and Media Relations staff is the primary focal point for all regional communications, conveying agency messages, and all other activities relating to the news media and press. OEA makes decisions concerning the appropriateness and content of media events, interviews, and press releases for the Region, working with Regional programs..

Responding To The Media

☐ **1.** OEA is responsible for coordinating and overseeing all contacts with the media. The following steps will be followed for all media inquiries.

- All reporter calls received by staff will be transferred immediately to OEA. OEA will coordinate responses to media inquiries, including interviews, with program staff. OEA will accompany staff during interviews, as deemed appropriate by OEA. *OEA - 28327*
- Senior managers will respond to media inquiries, as appropriate, and will inform OEA regarding the reporters name, news organization represented, and subject discussed.
- OEA will inform the Division Directors and the Deputy Division Directors, through cc mail or phone, of media inquiries pertinent to their Division.
- OEA will coordinate national issues with EPA headquarters as appropriate.

☐ **2.** If staff is outside of the office and completely unable to route media inquiries to OEA, i.e., staff working in a field location, then the direct media inquiry may be addressed. The employee will notify their managers and OEA as soon as possible of the reporters name, news organization represented, and subject discussed. The following guidelines should be followed when speaking to press.

- Speak only about your area of responsibility. Don't speak for another EPA program, another agency, or anyone else.
- If you are unsure of EPA's position, politely respond that you will work to obtain a response in a timely manner.
- Be respectful of press deadlines.
- Assume that nothing is "off-the-record." Assume that anything you say will appear in print or on a broadcast.
- Use plain English. Avoid or explain acronyms and technical terms, and try to be patient if you have to explain an issue more than once.
- Do not answer inquiries about criminal investigations, these should be referred to OEA who will follow the appropriate procedures for informing the Criminal Investigations Division (CID).
- Pending decisions and enforcement actions are not public information. Don't speculate about possible EPA actions.

News Release Process and Time Line

The Press and Media Relations staff will prepare news releases and other such products using information supplied by program personnel. This process includes evaluating whether a news release should be issued (see attached *Criteria for When To Issue A News Release*).

☐ 1. Program Provides Information to OEA.

Program offices will provide background materials and other pertinent information, ten (10) days prior to scheduled press release (attached forms for program and enforcement related news releases may be used). There may be occasions when it may be impossible to provide this advance notice and OEA will work with the program office to expedite a release so that it can be issued in a timely manner.

☐ 2. OEA Drafts and Distributes Press Release for Internal Review.

The Press and Media Relations staff will use the information provided by the program office to draft a release. This process will be completed within four (4) days under normal conditions. Draft press releases will be sent electronically and in hard copy to: the program office contact; the legal contact (for any matter that is in litigation or where significant legal counseling issues have been identified) and the person quoted (if applicable).

All draft press releases will be routed with the attached draft press release sign-off sheet. OEA ***will not*** finalize a press release without appropriate management sign-off.

As appropriate, OEA will also coordinate the review of releases with other agencies, such as the Department of Justice in any mater enforcement or defensive, and with state agencies for joint state-federal actions. Division's are expected to coordinate with other programs and agencies, as appropriate, on all press releases.

☐ 3. OEA Finalizes.

The Press and Media Relations staff will incorporate technical comments, confirm that the release can be issued (check for management signature on draft press release), and obtain concurrence from the OEA Director.

☐ 4. OEA Distributes.

The Press and Media Relations staff will conduct targeted distribution of the news release to news organizations in the affected geographic area, trade press, and subscribers to the electronic mailing list. The press releases are also made available on Region 4's Internet home page. OEA provides electronic copies (hard copies where necessary) of releases to state and EPA contacts, including the technical and legal contacts, state coordinator, and congressional liaison.

Criteria for
WHEN TO ISSUE A NEWS RELEASE

The Office of External Affairs, Press & Media Relations staff works with the program offices and Headquarters to inform the public of what is happening in the environment around them. One way of doing this is through a *news release* targeted to a specific audience. Because the ultimate use of a news release is determined by news organizations, our goal is to issue news releases that are newsworthy and are most likely to be used to inform the public.

The following criteria cover Region 4's policy for news releases related to both enforcement actions and program highlights. In the case where there is disagreement on issuing a news release, the Director of the Office of External Affairs will consult with the appropriate Division or Office director to make a final decision.

PROGRAM HIGHLIGHTS

EPA issues news releases on a variety of topics related to our programs. Many news releases are triggered by a specific event, such as a public meeting or the award of a grant. News releases are also appropriate for announcing program achievements and successful partnerships in protecting human health and the environment. In general, we should issue a news release when EPA initiates, takes a major step in advancing, or brings to conclusion a matter that is of significant environmental impact and interest.

If you have an item that you think would be appropriate for a news release, contact the Press and Media Relations staff. They will assist you in deciding how and when to publicize it. For events that are related, such as awards given by a program to several facilities, OEA will generally issue one news release that covers all of them. This increases the overall newsworthiness of the release.

POTENTIAL TOPICS FOR A NEWS RELEASE:

-recognize achievements, success stories, and awards
-highlight partnerships with citizens, industry, or state/local/tribal organizations
-announce compliance assistance opportunities
-provide information on new regulations or policies
-announce attainment of standards
-announce permits or changes in permits
-announce grant awards
-provide the status of a site cleanup (start and completion of removals)
-announce a state, local, or tribal agreement
-provide public service announcements or advisories
-announce public meetings, workshops, and information sessions
-matters in litigation

NOTE: Issuing a news release does not fulfill the legal requirements for public notice. A news release may or may not be used by news organizations.

In addition to covering Region 4's activities, the OEA Press and Media Relations staff also issues news releases that provide a local angle on certain national releases from Headquarters and publicizes visits

and media events.

EPA does not issue news releases for routine activities that are part of the government's daily business or for internal matters. For example, we would not issue a news release for the following types of activities:

-routine meetings with state agencies
-routine progress on a superfund site cleanup
-internal reports or documents

News Release Guidelines for Enforcement Actions

Region 4 initiates and completes a high number of enforcement actions each year. While news organizations will not cover all of the actions, many are newsworthy and should be publicized. The following criteria help determine the level of publicity for enforcement actions based on the public's interest in an action, the likelihood that news organizations will cover it, the impact that publicizing the action will have in educating the public and preventing other violations, and the impact of the violation on human health and the environment. Additionally, all matters that have been referred to the DOJ must have DOJ approval prior to the distribution of any press release.

A NEWS RELEASE CANNOT BE NEGOTIATED (EPA Hqs Policy): "It is against EPA policy to negotiate the Agency's option to issue press releases, or the substance of press releases, with parties outside of EPA, particularly those parties involved in settlements, consent decrees or the regulatory process." News releases should mention the environmental result desired or achieved by EPA's action. News releases and other publicity must receive high priority in all reviewing offices.

Checklist for
INITIATING A NEWS RELEASE

Our goal is to provide as many facts as possible in a news release that would be of use to the media and of interest to the public, and to make this information available in a timely fashion. The checklist below explains the type of information the Press and Media Relations staff generally needs to draft a news release. Employees can fill out the information blanks on the checklist and send it to OEA either on paper or electronically to initiate a news release.

- *Ten Day Advance Notice* -- Information should be given to the Press and Media Relations staff at least ten days ahead of the projected release date. Of course, for urgent situations where it is impossible to provide this advance notice, the Press and Media Relations staff will work with the program office to expedite a release so that it can be issued in a timely fashion.

  Projected release date: _____

- *Technical and Legal Contacts* -- The contacts provide information to the Press and Media Relations staff, obtain program/legal concurrence on the release, and respond to questions from the media and the public. The news release includes the contact names and telephone numbers.

  Technical contact: _____ Telephone: _____
  Legal contact: _____ Telephone: _____ (for enforcement actions)

- *Basic Facts* -- You may either send the Press and Media Relations staff a copy of materials which contain this information (such as a draft enforcement action, report, or fact sheet) or fill out the blanks for the type of news release indicated; program highlights *or* enforcement-related.

FACTS FOR ***PROGRAM HIGHLIGHTS*** NEWS RELEASES

WHO

WHAT

WHEN

WHERE

BACKGROUND

ENVIRONMENTAL SIGNIFICANCE

FACTS FOR ***ENFORCEMENT-RELATED*** NEWS RELEASES

Type of enforcement action

Nature of violation and where it took place (city/state)

Statute under which enforcement action is conducted

Name of defendant/respondent

Location of defendant/respondent (city, state)

What type of industry (what does the company produce/manufacture)

Background (e.g., date of violation, date of inspection, who conducted inspection, steps in enforcement process, current compliance status)

General human health and/or environmental significance of action (e.g., a cancer-causing substance was improperly managed; failure to report on chemicals prevents authorities from having necessary information to respond to a release; a violation of a discharge permit caused fish kills; particulate matter emission limits were exceeded and inhaling high concentrations of particulates can lead to lung and heart disease.)

SEP Information

Environmental Justice Concerns

DRAFT PRESS RELEASE ROUTING FORM
Press Release:

Target Release Date:

- ***Program Management Concurrence***

  _____ Signature/Date

- ***Legal Management Concurrence***

  _____Signature /Date

- ***Program Contact***

  _____Signature/Date

- ***Quoted Individual(s) (confirms that quote is correct)***

  _____Signature/Date

  _____Signature/Date

- ***OEA Contacted Department of Justice (if appropriate)***

  _____Date _____OEA Staff Initials

SPEECH REQUEST FORM

1. GENERAL INFORMATION:

a. Date Request Received: _____

b. Employee Receiving Request: _____

c. Name of Sponsoring Organization: _____

_____

d. Contact Name & Telephone Number: _____

_____

e. Date of Meeting: _____

f. Location of Meeting: _____

g. Time of Meeting: _____

h. Scheduled Speaking Time: _____

i. Topic of Meeting/Session: _____

_____

2. DISCUSSION OF WHETHER THE SPEECH IS IN THE GOVERNMENT'S INTEREST:

a. Purpose of the speech: _____

_____

b. Type & nature of sponsoring organization:

_____

c. Target Audience:

_____

d. Size of audience:

_____

e. List items indicating any actual or perceived conflict of interest, private subsidy or impropriety: _____

_____

_____

f. Other relevant factors: _____

_____

3. DISCUSSION OF THE EFFECT OF THE SPEECH ON BUDGET AND GOALS:

a. Travel Costs: _____

b. Time to prepare & deliver speech: _____

_____

c. Whether sponsor is a 501(c)(3) organization: _____

_____

d. Impact on your workload: _____

_____

e. Advantages to EPA, including the number of seats available to EPA without costs:

_____

_____

f. Number of EPA speakers: _____

_____

g. Costs to attend seminar: _____

_____

I recommend/do not recommend that this speech request be accepted:

_____
Branch Chief/ORC/Region IV

I concur with this recommendation: _____
REGIONAL COUNSEL
Region IV

Author: Thomas Hernandez at REGION4
Date: 04/11/2000 10:11 AM
Normal

TO: Rolando BascumbeTO: William BushTO: Robert CaplanTO: Jeffrey DehnerTO: Lisa EllisTO: ra GoldsmithTO: Thomas HernandezTO: Greg LuetscherTO: Dustin MinorTO: Susan SchubTO: Sted an SouthallTO: Michelle StaesTO: Mike StephensonTO: Rudy TanasijevichTO: Lawana WoodardTO Donzetta WorkmanTO: Kathleen WrightCC: Lucia MendezCC: Elizabeth DavisCC: Gay UpchurchCC Richard LeahySubject: CORRECTION TO 1ST PAGE OF TAB 29A, GREEN BINDER (DO NOW)---------- ---------- Message Contents

Folks, please correct TAB 29A in the Green Binder as you read this.
(We can thank Dusty for this)

THe corrections are from Tesa King, as of today.

Document: "Procedures for Use of the GSA Vehicle"

Paragraph: #3

Correct "The Vehicle Card Number" to 72145 (not 4704)

Correct "the credit card" number to 06375 (not 004704)

If you note any other errors in this memo, let's lobby for a corrected memo from the source (Facilities Branch?)

THANKS FOR your cooperation in advance.
TCH

8/01/98
29A

PROCEDURES FOR USE OF THE GSA VEHICLE

GENERAL INFORMATION

The automobile assigned to EAD is a 1998 burgundy Ford Contour, license tag number G12-06375. The car is located on level 1 of the AFC parking garage, in space number 48. When not in use, the vehicle should always be parked in its assigned space.

PROCEDURES

A two-part log, consisting of a calendar and mileage record, will be maintained by Tesa King. The initial request for use of the vehicle may be made verbally, via cc:mail, or voice mail message. If the automobile is available, the requestor will be asked to stop by the front office to pick up a Supervisor Approval Form (SAF). The SAF includes the name of the requestor, days and approximate time the vehicle will be taken out and returned, the purpose of the trip, names of any additional passengers, and whether the car will be taken home overnight before or after the trip, or picked up the day of travel. The SAF also requires traveler and manager signatures. Once the form has been completed, it should be returned to Tesa for her records.

On the departure date, the traveler will see Tesa for the keys and credit card. The tag number and access code for the garage are shown on the outside of the credit card holder. There are 3 important documents inside the holder. On the right side, you will see the Fleet Services credit card. The Vehicle Card Number is 4704. Please remember to prefix this number with 2 zeros when using the credit card (004704). On the left side of the holder are two information items, a green card listing the GSA Accident Procedures and behind it, a yellow "Vendor Maintenance Procedures" card. Each of those cards instruct the traveler to contact GSA but, Marvin Simmons, the Facilities Management Fleet Services Manager, has asked the Vehicle Coordinators to inform employees to also call Marvin, at extension 28144, once emergency personnel have been notified.

Inside the vehicle, under the sun visor on the passenger side, is a "Dos and Don'ts" list which includes "no eating, drinking, or smoking allowed in the vehicle". There is a laminated card with emergency instructions located in the door pocket on the driver's side of the car and also an "EPA" sign in the right door well for parking purposes. A first aid kit is located in the trunk of the car. An envelope containing an Accident Report can be found in the glove compartment.

Before returning the vehicle to the garage, the traveler is asked to bring the automobile back with a full tank of gas and, to record the ending mileage which will be given to Tesa along with the keys. Any damage to the vehicle, or maintenance problems, should also be reported to Tesa at that time.

OVERNIGHT USE OF THE AUTOMOBILE

If an individual is taking the vehicle home the night before or after a trip, that information **must** be included on his/her Travel Authorization (TA). It is the traveler's responsibility to provide the necessary justification for overnight use of the vehicle. Once the TA has been approved, and a DCN number assigned, a copy of the TA must be given to Tesa, who will attach the TA to the traveler's SAF.

Should you need an automobile for a 1-day trip, and EAD's vehicle is not available, Tesa will contact Marvin and ascertain the availability of his vehicles. **MARVIN CANNOT RELEASE HIS VEHICLES TO OTHER DIVISIONS FOR TRIPS LONGER THAN ONE DAY**, e.g., out in the a.m. and return p.m. of the same day or, driven home overnight and brought back the next day. If Marvin has a vehicle EAD can utilize, and the car is being taken home overnight, a copy of the traveler's SAF and TA must be given to both Marvin and Tesa for their records. Since each division has the responsibility for maintaining automobile logs, this will ensure that Marvin and Tesa have the proper documentation should there be an audit. This manual system will be used until the Office of Personnel Management automates an audit accessible log.

If you have any questions, please contact Tesa King, extension 29501.

NEW GSA VEHICLE RESERVATION POLICY FOR EAD VEHICLE

- For governmental travel, the Division has been given 1 GSA vehicle. This vehicle is for local, overnight and multi night travel. Driver needs to obtain the vehicle's keys from the divisional contact. At the end of the trip, the driver needs to return the vehicle to the proper parking place with a full tank of gasoline. Also the driver must return the keys, gasoline receipts and report the vehicle's mileage and any needed repairs to the divisional contact. If any damage occurs or repair to the vehicle is required during the trip, the driver must contact Marvin Simmons, Facilities Management, at x28144 for guidance.
  Contact (on interim basis) Valerie McGuire via cc-mail for use of this vehicle.

- Facilities Management has GSA vehicles for overnight (1) stays and local travel only. The vehicle must be returned to Facilities Management's contact.
  Contact Marvin Simmons via cc-mail for use of this vehicles.

- If a GSA vehicle is not available from the above sources then a rental vehicle or POV are options.

July 7, 1998

SUBJECT: Policy on Use of Government Vehicles Between Work and Home

FROM: Michael V. Peyton
Assistant Regional Administrator
Office of Policy and Management

TO: All Employees

This policy sets forth guidance for supervisors in making determinations that field work requires that employees use a government vehicle between work and home. There are some instances where it is appropriate for employees to take a GOV home the night before officially authorized travel begins and returning the GOV the next business day after the authorized travel ends.

The use of a Government vehicle for home to work transportation can be authorized by a Branch Chief when (1) the GOV is to be used in conjunction with an approved travel authorization and (2) only to the extent that such use would ·bstantially increase the efficiency and economy of Government, . ·determined by the Branch Chief. Efficiency and economy can emonstrated by showing a substantial increase in the saving . .mployee time and/or agency travel costs. The comfort and convenience of the employee is not an appropriate basis for authorizing use of a GOV for home to work transportation.

In accordance with the policy stated above Branch Chiefs can authorize the use of GOV between work and home for ANY employee when there is an Official Travel Authorization. The use of the GOV must be in conjunction with and documented on an approved Travel Authorization. The documentation on the Travel Authorization is in addition to the audit accessible log which must be maintained in each authorizing office.

An audit accessible log must be maintained in the Branch and must include the Branch Chief's determination, the name and title of the authorizing official, the GOV Tag number, the date(s) of travel, the itinerary including starting point and destination, and a statement of the circumstances which justify the efficiency and economy to the Government. These logs will be maintained by the Branch and will be reviewed annually by the Division Director.

In all cases, employees must have a properly documented Travel Authorization to use GOV between work and home. OPM is ·rking on an automated system for the audit accessible log. se maintain a manual system until the automated syctem is .lable.

MEMORANDUM

SUBJECT: EPA Region 4 Government Owned Vehicle (GOV) Fleet Policy

FROM: Michael V. Peyton, Assistant Regional Administrator
For Policy and Management

TO: All EPA Employees

I. General: 1. All policies and procedures must conform to existing General Services Administration (GSA) regulations and/or any guidance provided by EPA Headquarters.

2. All policies and procedures will incorporate provisions of the Clean Air Act of 1997, in an effort to help reduce toxic emissions into Atlantas atmosphere and set an example for other Federal Agencies and private concerns to follow.

3 All vehicles used by Region 4 will be secured on a government from GSA. Commercial leases or purchases must be approved by h. quarters prior to being consummated.

II. Purpose: 1. To define policies, procedures and responsibilities relative to all Region 4 vehicles assigned to both the Facilities Management Section or the respective Divisions. A breakdown of the vehicle distribution as of March 31, 1998 is attached as Enclosure I.

2. To establish consistency in the use of Region 4 vehicles to include the purpose of using the vehicle, maintenance procedures, housekeeping responsibilities (smoking policy, cleanup, etc.), instructions on the use of th accompanying credit card; the code for entrance and exit; procedures to follow in an emergency, etc. and replacement.

III. Use of the Vehicles:

1. Facilities Management Section (FMS) Vehicles: FMS vehicles are to be used solely for local travel and short trips, not to exceed o evening away from the Federal Center. If a trip will keep the traveler away for more than one night: the traveler will use either a Division vehicle, their ow vehicle, public transportation or secure a rental car. In all cases, appropria approvals, e.g. quick trip permit, TA, etc., are required.

2. Division Vehicles : Division Vehicles can be utilized for local travel, short trips and trips which will last for more than one evening, e to hazardous waste sites, conferences etc. Each Division will establish own procedures for reservation.

3. It is strictly prohibited for any GOVs, Facilities or Division to remain overnight at any employees residence. Vehicles must be housed in the AFC Parking Garage, at the temporary duty site, or en route to the

temporary duty site.

4. Miscellaneous:

(A). There will be absolutely no smoking in any GOV. ...ere will be no exception to this policy. If driver or passenger want to smoke they must exit the vehicle. Violators will be subject to disciplinary action, t include the loss of driving privileges.

(B). Seatbelts/lapbelts will be worn at all times that the vehicle is moving. There will be no exception to this policy. Violators will be subject to disciplinary action to include possible suspension of driving privileges.

(C). Vehicles will not be returned with less than 1/4 of a tank of gas. Vehicles should be refueled upon return if there is less than – tank of gas remaining.

(D). Vehicles will be cleaned upon return. All extraneous papers, trash, and other refuse will be removed. If there is mud or other such grime the user cannot remove, the user will contact the vehicle coordinator ASAP to inform him/her of the problem.

(E) Vehicle users may park their POV, at no charge, only in the space vacated by the GOV. At no time will the POV be parked in another parking garage space. Hence, if an employee will not immediately begin their travel, they must find other suitable parking for their own vehicle outside the garage until such time as they begin their travel, or pay for daily r--king in the AFC garage.

(F) Fleet vehicles will always be returned to their assigned parking space. Failure to do so without justification could possibly result in the loss of driving privileges.

(G) Absolutely n garage attendants will be tolerated. Such abuse, if documented and supported, may be a basis for suspension or revocation of fleet driving privileges.

(H) Fleet vehicles are to be used only in connection with official duties. Vehicles may be used to travel to temporary duty sites and if necessary travel a short reasonable distance for meals. Vehicles will not be used to do such things as drop off children at day care, pick up laundry, drive 20 miles to a preferred restaurant, or any other non-business type activities.

(I) Locally, vehicles will not solely be checked out to go to lunch, carry visitors to evening meals, or other non-business related establishments.

IV. Use of Alternative Fuel Vehicles (AFV): As the nations leader in cleaning up and maintaining the countrys environment, including the air we breathe, it is EPAs mandate to set the example by which others should follow. As such, Region 4 will make every attempt to use Compressed Natural Gas (CNG) vehicles and electric vehicles (EV) wherever physically and financially possible. The lack of range of EVs and the dearth of refueling stations for CNG make it necessary to use such vehicles for local trips only.

.A will continue to lease dual fuel vehicles for the Facilities fleet and will consider EVs and CNGs as vehicles are replaced in the future.

V. Reservation Procedures: Reservations of Facilities vehicles must be made through the Facilities Fleet Coordinator. Reservations should be made

less than two weeks before trip by cc:mail. Confirmation (or Denial) of reservation and vehicle identification will be made by cc:mail.

1 Divisions located at the AFC will establish their own method of rving the Division vehicles. Copies of the Division procedures are attached your information.

When picking up the keys to the reserved vehicle, the employee must complete the log book maintained by Facilities Fleet Coordinator. The log entry will include: Names of driver and passengers; date and time picked up; estimated date and time of return; vehicle tag number; and destination and purpose of trip.

VI. Accidents and Traffic Violations

1. Traffic Violations: Any EPA employee who is issued a traffic citation when driving a GOV is responsible for paying the fine and/or going to court to contest the charge. EPA will not pay the fine, nor provide any legal assistance. Any citations are considered personal and not business related.

2. Accident Reporting: When involved in an accident, personal and passenger safety is the first and foremost concern. Call 911 to report the accident and to request medical support if necessary.

If the vehicle is drivable, return to the AFC, and fill out a Standard Form 91, Motor Vehicle Accident Report found in the glove compartment of your GOV. If the car is not drivable remove a copy of the SF-91 before the vehicle is towed. If the glove compartment is not accessible, you may acquire py of the SF-91 from the Facilities Fleet Coordinator in Facilities agement Section. Please contact the Facilities Fleet Coordinator as soon as possible following an accident, either at the site or upon return to the AFC.

VII. Acquisition and Replacement of GSA Vehicles: All trade-ins and new acqusitions for the fleet of EPAs GOVs will be handled by the Vehicle Manager in the Facilities Management Section.

VIII. SESD Fleet: The Science and Ecosystems Support Division (SESD) located in Athens Georgia, maintains a separate fleet of passenger as well as special use vehicles. All usages of their respective vehicles must comply with GSA guidelines and this Regional policy. However, SESD will be responsible for developing their own local procedures to supplement this policy as necessary.

MEMORANDU

DATE: 03/09/99
TO: Pam Urban, Delivery Order Manager
FROM: Tamara Goosby, Information Specialist II
THRU: Debbie Jourdan, AR Coordinator

RE: APPROVED COPYING SERVICES FOR ADMINISTRATIVE RECORDS

HARD COPY (If AR is on microfilm, hard copy is not available)

The following are copying services that have been contacted and references checked. They each provide FREE PICKUP & DELIVERY, 24 HOUR SERVICE and QUALITY WORK. Their names and phone numbers may be given to customers who want to have Administrative Records copied (off-site) beyond the 25 free pages available at EPA:

1) CopyZExpressed
   404/724-0250
   Contact: Steve Jones

2) DOCUPRO, INC.
   404/525-5559
   Contact: Randy Badu

3) IKON OFFICE SOLUTIONS
   404/589-8100
   Contact: Tyrone Robin

4) ON-SITE SOURCING, INC.
   404/873-2727
   Contact: Scott Polinski

MICROFILM (Only for AR's which are on 16mm microfilm)

Requestor contacts vendors, listed below, to obtain best price on shipping, handling and pick up fee for the AR (s) on microfilm (silver **duplicates used for microfilm to microfilm copies, diazo used for microfilm to hard copies)**

1) ACS INTEGRATED DOCUMENTS SOLUTIONS
   770/419-7070
   Contact: Bill Headrick

2) RECALL/TOTAL INFORMATION MANAGEMENT
   770/729-8594
   Contact: Sherry Zwickel

4)*MANAGEMENT CONTROL METHODS, INC.
   770/934-5783
   Contact: David Insull

***Indicates microfilm blowback, (hard copy from diazo microfilm) microfilm capability.**
Update #27

4EAD

MEMORANDUM

DATE: July 30, 1999

SUBJECT: List of EAD Notary Publics

FROM: Tom Hernandez, Paralegal Specialist
EAD

TO: Office

1) Valerie Green
2) Tom Hernandez
3) Teresa Shirley-Wright

September 30, 1999

MEMORANDUM

SUBJECT: Tracking of SBREFA Information Sheets

FROM: Bill Bush, Office of CERCLA Legal Support South
Rick Leahy, Office of CERCLA Legal Support North
Anita Davis, Cost Recovery Section

TO: Staff , Cost Recovery Section and Offices of CERCLA Legal Support

The purpose of this memorandum is to outline a new procedure for tracking the dissemination of information sheets to small businesses pursuant to the Small Business Regulatory Enforcement Fairness Act (SBREFA). On August 31, 1999, Barry Breen, Director of the Office of Site Remediation Enforcement, issued a memorandum requiring the Regions to disseminate beginning October 1, 1999 information sheets to small businesses at the time of an initial enforcement contact. The information sheet is intended to inform small businesses of their rights to comment to the SBREFA Ombudsman about EPA enforcement activity. (Please see the August 31 Breen memorandum for more details). In addition, the Regions are expected to track the number of information sheets handed out. We also anticipate that we will be asked to keep track of the recipients of the information sheets, the sites involved and the initial enforcement contact giving rise to the dissemination of the sheets. As a result, we have devised the procedure set forth below to track this information.

In the Superfund context, the "initial enforcement contact" giving rise to the dissemination of the SBREFA information sheet will be in the vast majority of cases the issuance of the first notice letter to a PRP. If you have questions concerning the other activities that may constitute an enforcement contact as described in the August 31 Breen memorandum, please consult with your supervisor. As you should know, the Cost Recovery Section currently inputs information into CERCLIS regarding the recipients of all notice letters (general and special). Paula Bachelor is currently performing this task. EPMs are responsible for ensuring Paula receives this information. However, if an EPM is not assigned to a case and an attorney is working with an OSC or RPM on issuing notice letters, the attorney should provide to Paula a copy of the notice letter and PRP list.

The EPM or attorney, as the case may be, while providing to Paula a copy of the notice letter and PRP list, should also be able to satisfy these new tracking requirements for the

SBREFA information sheets. To do so, the following procedures should be followed:

1. If not already created, prepare a WordPerfect file of the PRP list for the notice letter. Designate on the PRP list the site name and date and title of the notice letter.

2. Also designate on this PRP list which PRPs are receiving the SBREFA information sheet (e.g., by placing an asterisk by the name of those PRPs who may be a small business).

3. Transfer this WordPerfect file to Paula either electronically or on a disk.

4. In exchange, Paula will give you the exact quantity of SBREFA information sheets that you need to include as an enclosure in the notice letters. Please note that these information sheets will be numbered so that she can keep count of the number of sheets disseminated. As a result, only include in your package the original information sheets (not copies) and return to Paula any information sheet not mailed. You will be able to tell an original from a copy because the original information sheets are double-sided and printed in blue ink.

5. Paula will then maintain this information thus alleviating staff of the need to respond to future requests and search records.

Please let us know if you have any questions or experience any problems with implementing this new procedure.

cc: Dick Green
Jewell Harper
Mary Kay Lynch
Curt Fehn
Bob Jourdan
Franklin Hill
Doug Lair

LIBRARY

TAB # 33

4EAD

MEMORANDUM

DATE: September 27, 2000

SUBJECT: Process for Setting Up CERCLA Accounts Receivable

FROM: Tom Hernandez, Paralegal Specialist
Office of CERCLA Legal Suport (South), EAD

TO: Offices of CERCLA Legal Support (North/South), EAD

The purpose of this memorandum is to summarize revised procedures for the establishment of Superfund accounts receivable through Tom Hernandez. This memo is intended to be a brief summary, but the original memorandum from Mike Peyton dated August 17, 1999, and entitled "Revised Standard Operating Procedures-Accounts Receivables" is available from Tom if any attorney desires more information in any given circumstance.

NOTE: The CERCLA Enforcement Section is responsible for setting up accounts receivable based on oversight costs billings.

1. Allow Tom Hernandez to set up a "tickle file" on your behalf so that Administrative Orders that are pending with the Superfund Program or have an unexpired comment period in the Federal Register can be tracked. All Tom needs in order to provide this service is the name of the Site and type of administrative Order (a draft or signed copy is also helpful), and he will diary the matter for "x" number of days to follow up with Paula Batchelor in the CERCLA Enforcement Section.

Administrative examples include:
. Administrative cost recovery agreements
. De minimis settlements
. Prospective Purchaser Agreements
. RI/FS or removal AOCs with a past cost component
. Final administrative penalty assessments

2. Whether or not a tickle file is set up, please provide two copies of the FINAL "source document" (e.g., signed consent decree) to Tom Hernandez so he can set up the accounts receivable within three business days of EAD's receipt. One of these copies will be taken to Peggy Whitney in FMS (Financial Management Section), along with the form referred to in Section 3 below.

Please ensure judicial documents are **date stamped** on top of the front page to document date of receipt.

Judicial examples include:
. Entered Consent Decrees
. Final court judgments
. Bankruptcy Settlements

3. Tom Hernandez will maintain a logbook noting when the completed accounts receivable control number form(s), along with the source document(s), was/were taken to FMS. He can provide a copy of the completed two-sided form, which starts the process of setting up an account receivable, at the request of the attorney.