

**To:** Jackson, Ryan[jackson.ryan@epa.gov]  
**From:** Trey Glenn  
**Sent:** Tue 8/8/2017 3:57:07 PM  
**Subject:** Fwd: Request for Region 4 Operations and Policy Data

Sent from my iPhone

Begin forwarded message:

**From:** Trey Glenn <otglenn@gmail.com>  
**Date:** August 7, 2017 at 12:07:37 PM EDT  
**To:** [wagner.kenneth@epa.gov](mailto:wagner.kenneth@epa.gov)  
**Subject: Request for Region 4 Operations and Policy Data**

Ken,

As we discussed, I would appreciate it if you could facilitate the Region 4 staff compiling the following information to help me get up to speed prior to day 1. Please let me know if you have any questions. I would appreciate this by next Monday.

Thanks, Trey

The following documents, data, policies, and reports, specific to Region 4, are requested to be provided by Region 4 management and staff, by COB Monday August 14th:

**People:**

1. Organization chart(s) including all employees, with reporting structure;
2. Leadership Team bios;
3. Pending or planned employee changes or additions;
4. Personnel openings;
5. Identification of all R4 staff working away from the Atlanta Region Headquarters Office or Athens Lab on a permanent or extended assignment and purpose of geographic assignment; and
6. Delegation memos and/or directives (internal to R4 and HQ to R4 delegations).

**Financial:**

1. Current year budget;
2. Current year-to-date expenditures;
3. Last year budget and expenditures;
4. Next year budget (if applicable);
5. Current contracts being administered by R4 (include purpose, date of contract, total amount, duration, status, remaining funds, any comments);

6. Current grants being administered by R4 (include purpose, date of contract, total amount, duration, status, remaining funds, any comments); and
7. Schedule of upcoming contracts and/or grants (current or planned solicitations or current contracts/grants under negotiation);

**Operations:**

1. Schedule of RA upcoming pending decisions;
2. Current communication protocol process (both internal and external communications);
3. Operational and quality management plans/standards including any strategic plans by functional unit;
4. Any specific functional unit performance metrics including current performance status;
5. Listing of all Region properties with descriptions of purpose;
6. Listing of all headquarters properties/operations located within the R4 footprint and descriptions of purpose;
7. Outstanding R4 led orders, negotiations, and settlements, by State (including issues currently under development); and
8. Any organizational audits (financial, quality, compliance, or otherwise) over the past three years and any active or pending audits.

**States/Tribes Relations:**

1. All State/Tribal agency regulatory actions currently under review by R4 (also include any issues that are awaiting HQ decisions, if known). Please organize by State/Tribe, including length of time it has been under review and any notable issues. Include items such as permits, enforcement actions, rules and any other applicable actions that are currently being reviewed by R4 staff;
2. Any notable pending litigation, by State (whether EPA is a party or not); and
3. Profiles and performance of each State/Tribe including information/bios on key leadership.

*[Note: please redact any specific details associated with the Alabama-Georgia-Florida Water Wars until specific recusal details are discussed.]*

**Environmental Data:**

1. Impaired water bodies in the Region (by State) including status and any applicable comments;
2. Non attainment issues in the Region (by State) including status and any applicable comments; and
3. Superfund sites and status (by State). *[Note: please redact any specific details associated with the North Birmingham Superfund site until specific recusal details are discussed.]*

**Meetings/Outreach:**

1. Upcoming meetings and/or speaking engagements applicable to the RA and Leadership Team; and
2. Current community outreach and engagement process and/or strategy.

\*Use your judgement on appropriate level of detail and best way to organize to facilitate the receipt and review of the information.

Sent from my iPad