



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

OFFICE OF  
INSPECTOR GENERAL

July 1, 2020

**MEMORANDUM**

**SUBJECT:** Notification of Evaluation:  
EPA's Strategies to Comply with Federal Guidelines for Reopening Facilities Closed  
Due to the Coronavirus Pandemic  
Project No. OA&E-FY20-0241

**FROM:** Michael D. Davis, Director  
Efficiency Directorate  
Office of Audit and Evaluation

A handwritten signature in blue ink that reads "Michael D. Davis".

**TO:** Donna Vizian, Principal Deputy Assistant Administrator  
Office of Mission Support

The Office of Inspector General of the U.S. Environmental Protection Agency plans to begin an evaluation of the EPA's response to the White House's *Guidelines for Opening Up America Again*. This evaluation is self-initiated and is part of the OIG's efforts to examine the impact of the coronavirus pandemic—that is, the SARS-CoV-2 virus and resultant COVID-19 disease—on EPA operations. Specifically, this evaluation will examine the measures that the EPA is taking to mitigate agencywide risks as it plans to reopen its facilities for operations. Although this work was self-initiated, the EPA OIG was one of 24 federal inspectors general that received a request from the Chairman of the House Subcommittee on Government Operations to review their respective offices' re-opening efforts.

The OIG's objective is to determine the EPA's national strategy for implementing federal guidelines to protect the health and safety of its workforce when reopening the Agency's facilities that were closed due to the coronavirus pandemic. The OIG plans to conduct its work with the Office of Mission Support and the facilities staff at the following EPA locations:

1. Headquarters.
2. Research Triangle Park.
3. Cincinnati.
4. Regions 1–10.

The evaluation will be conducted using *Quality Standards for Inspection and Evaluation*, issued by the Council of the Inspectors General on Integrity and Efficiency.

We will contact you to arrange a mutually agreeable time to discuss our objective. We would also be particularly interested in any areas of concern that you may have. We will answer any of your questions about the evaluation process, reporting procedures, methods used to gather and analyze data, and what we

should expect of each other during the evaluation. Throughout the evaluation, we will provide updates on a regular basis.

To expedite our evaluation, please provide the following by July 10, 2020:

1. A list of all EPA facilities, their locations, and the number of EPA staff at each facility nationwide.
2. A copy of the plans for reopening each facility at the above-mentioned EPA locations.
3. A point of contact at each of those locations for following up with questions regarding the reopening plans.

We respectfully note that the OIG is authorized by the Inspector General Act of 1978, as amended, to have timely access to personnel and all materials necessary to complete its objectives. We will request that you immediately resolve the situation if an Agency employee or contractor refuses to provide requested materials to the OIG or otherwise fails to cooperate with the OIG. We may report unresolved access matters to the administrator and include the incident in the *Semiannual Report to Congress*.

I will supervise the evaluation, and the project manager will be Heather Layne. Any information related to the project should be addressed to me at (513) 487-2363 or [davis.michaeld@epa.gov](mailto:davis.michaeld@epa.gov) or to Heather Layne at (617) 918-1486 or [layne.heather@epa.gov](mailto:layne.heather@epa.gov).

cc: Henry Darwin, Assistant Deputy Administrator  
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