

From: Eric Wachter [Wachter.Eric@epamail.epa.gov]
Sent: Wednesday, July 27, 2011 5:53 PM
To: dana.e.paige@usdoj.gov; Vietti-Cook, Annette; DOCExecSec@doc.gov; doeexecsec@hq.doe.gov; DOIExecSec@ios.doi.gov; DOJ; DOTExecSec@dot.gov; EDU; eleni.martin@; Erica.DeVos@; Fay_iudicello@ios.doi.gov; fercexecsec@ferc.gov; finneycn@state.gov; gemma.button@va.gov; kim.bradley@sba.gov; lmurphy@; nrcexecsec@; Allen-Gifford, Patrice; Liska, Sally; sbaexecsec@sba.gov; teresa.garland@ed.gov; USDAExecSec@usda.gov; vaexecsec@va.gov
Cc: Carlos Evans; Lisa Garcia
Subject: Re: Environmental Justice MOU signature request
Attachments: EJIWG.MOU.doc; EJIWG_Contacts_7_8_2011.docx

Hello,

I wanted to check in on the status of the signing of this MOU. Could you let me know when you think you could have this ready to be signed? We have extended the timeline until Tuesday, August 2. However, because we will have to hand carry this to different agencies to be signed with their autopen, the sooner you can send an electronic signature, the better.

Also, if you know now whether you'll be emailing me an electronic signature or would like to have us hand carry it to you to sign with the autopen, could you please let me know ASAP? That way I can start the autopen process once I have received all the electronic signatures.

Thanks again for all your help. Let me know if you have any questions.

Eric E. Wachter
Director, Office of the Executive Secretariat U.S. Environmental Protection Agency
(202) 564-7960 office
(202) 596-0246 blackberry
(202) 501-1328 fax

From: Eric Wachter/DC/USEPA/US
To: DOCExecSec@doc.gov, lmurphy@doc.gov <lmurphy@doc.gov>, USDAExecSec@usda.gov, "Liska, Sally" <Sally.Liska@osec.usda.gov>, dodexecsec@sd.mil, belinda.purifoy@sd.mil, EDU <EDEXecSec@ed.gov>, teresa.garland@ed.gov, Erica.DeVos@hq.doe.gov <Erica.DeVos@hq.doe.gov>, doeexecsec@hq.doe.gov, HHS <hhsexecsec@hhs.gov>, dawn.smalls@hhs.gov, DHS <dhsexecsec@dhs.gov>, "Allen-Gifford, Patrice" <Patrice.Allen-Gifford@dhs.gov>, hudexecsec@hud.gov, Dolores.W.Cole@hud.gov <Dolores.W.Cole@hud.gov>, DOIExecSec@ios.doi.gov, Fay_iudicello@ios.doi.gov, DOJ <dohexecsec@usdoj.gov>, dana.e.paige@usdoj.gov <'dana.e.paige@usdoj.gov'>, DOL <executivesecretariat@dol.gov>, Barrett.Gloria@dol.gov, finneycn@state.gov, DOTExecSec@dot.gov, vaexecsec@va.gov, gemma.button@va.gov, eleni.martin@gsa.gov <eleni.martin@gsa.gov>, noaaexecsec@noaa.gov, kelly.quickle@noaa.gov, nrcexecsec@nrc.gov

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Cc: Lisa Garcia/DC/USEPA/US@EPA, Carlos Evans/DC/USEPA/US@EPA,
"Buffa, Nicole" <Nicole_Buffa@ceq.eop.gov>, "Morales, Toni"
<Toni_M._Morales@ceq.eop.gov>
Date: 07/08/2011 03:25 PM
Subject: Environmental Justice MOU signature request

Dear Executive Secretariat Colleagues,

U.S. Environmental Protection Agency Administrator Lisa P. Jackson requests the signature of your secretary or administrator on the attached Memorandum of Understanding on Environmental Justice and Executive Order 12898. For several months, the EPA and CEQ have worked closely with your departments and agencies to develop the attached MOU. The deputy secretaries, deputy administrators and staff met on June 3 and confirmed their support for the MOU.

I've attached a list of the staff-level contacts from each agency in case you need to speak to people on your end about this MOU. Programmatic questions about the MOU also can be directed to Lisa Garcia at garcia.lisa@epa.gov or (202) 564-1259. I am happy to answer any questions about the signature process.

I have also attached a list of the departments and agencies that are being asked to sign the MOU.

Because of the many signatures needed, we have proposed some different signing options. We would like to have this signed by July 27.

Hand signed or Autopen

- Email me dates when your secretary or administrator will be available to sign or when you'll be available to sign the original MOU with the autopen and the contact information of the person will be coordinating the signature process on your end.
- We'll coordinate with that person and with the other agencies who also will be signing the MOU this way.
- Please note that all of the electronic signatures will need to be affixed before the hand-signed or autopen signatures can be made so the hand-signed or auto-penned signatures will be made later in this process.

Electronic Signature

- Create an electronic signature and save it as a JPEG file. Make sure the signature has a white background.
- Email me the JPEG file as an attachment with the name, title and agency of the signatory.
- In your email, please indicate that this signature is to be used for the Environmental Justice MOU and for no other purpose and

- should be destroy upon the signing of the MOU.
- The EPA will affix the signature on the signature page of the MOU and date stamp it for July 29.

Blank-page signature

- Sign a blank page, email me the signed page as a PDF or JPEG and include the name, title and agency of the signatory.
- In your email, please indicate that this signature is to be used for the Environmental Justice MOU and for no other purpose and should be destroy upon the signing of the MOU.
- The EPA will affix the signature on the signature page of the MOU and date stamp it for July 29.

Thanks in advance for your help. Feel free to call or email with any questions.

Eric E. Wachter
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Protection Agency
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