

U.S. Environmental Protection Agency

Implementation Plan to Reduce Unnecessary Use of Social Security Numbers

In accordance with OMB Memorandum M-07-16, EPA is reviewing its findings to identify instances in which the collection or use of the SSN is superfluous.

Agency Forms that collect SSNs

- Identify Agency forms that collect SSNs.
- Review forms to determine if SSNs are superfluous.
- Revise forms to remove fields that collect SSNs. Remove outdated forms from circulation.

Agency Systems that Collect SSNs

- Identify Agency systems that collect SSNs.
- Determine if SSN collection is superfluous.
- Determine if current safeguards are adequate to protect SSN collections deemed “necessary”.

Next Steps

- Develop system-appropriate plans of actions to eliminate, truncate or mask SSN display on screen and in printed reports.

- Review Agency Websites to identify and remove Agency forms posted by programs and regions that collect SSNs but have been replaced or discontinued by the Agency.