



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

OFFICE OF
INSPECTOR GENERAL

January 21, 2015

MEMORANDUM

SUBJECT: Project Notification:
Positioning EPA for the Digital Age: Technological Changes Require New Mindsets
Toward Printing
Project No. OA-FY15-0044

FROM: Kevin Christensen, Assistant Inspector General
Office of Audit

A handwritten signature in black ink, appearing to read "Kevin L. Christensen".

TO: Nanci Gelb, Acting Assistant Administrator
Office of Administration and Resources Management

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin preliminary research on current printing practices followed by the EPA's Office of Administration and Resources Management. This project is included in our annual plan and contributes to the improvement of EPA's business practices and accountability.

The OIG's objectives are to determine whether printing and publications operations are efficient and effective, and comply with applicable federal guidance. The OIG plans to conduct work at EPA headquarters and at all regional and field locations that provide support in the areas of printing and forms management. Applicable generally accepted government auditing standards will be used in conducting our project. The anticipated benefits of this project are to improve operational efficiency, reduce cost, and improve customer service.

We will contact you to arrange a mutually agreeable time to discuss our objectives and the purpose of our project. We would also be particularly interested in any areas of concern that you may have. We will answer any of your questions about the project process, reporting procedures, methods used to gather and analyze data, and what we should expect of each other during the course of the project. Throughout the project, we will provide monthly status updates to your designated point-of-contact.

To ensure the success and timely completion of this project, please complete the attached questionnaire, along with designated points of contact, and return to auditor Debra Coffel via email to coffel.debra@epa.gov by February 4th, 2015. In addition, we would like you to provide any corrective actions that the agency has taken since the issuance of EPA OIG Report No. 14-P-0132, [*Early Warning Report: National Service Center for Environmental Publications in Blue Ash, Ohio, Spent \\$1.5 Million to Store Excess Publications*](#), dated March 11, 2014. Also, please provide the status of corrective actions

taken on recommendations given in OIG Report No. 14-P-0338, [*Increased Emphasis on Strategic Sourcing Can Result in Substantial Cost Savings for EPA*](#), dated August 26, 2014.

We respectfully note that the OIG is authorized by the Inspector General Act of 1978 to have timely access to personnel and all materials necessary to complete its objective(s). We will request your resolution if an agency employee or contractor refuses to provide requested records 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.

The project will be supervised by Michael D. Davis, Director, Efficiency Audits. The Project Manager will be Heather Layne. Any questions about the project should be addressed to Mr. Davis at (513) 487-2363 or davis.michaeld@epa.gov, or to Ms. Layne at (617) 918-1486 or layne.heather@epa.gov.

Attachment

cc: Donna Vizian, Acting Principal Deputy Assistant Administrator for Administration and Resources Management
Vaughn Noga, Acting Director, Office of Administration, Office of Administration and Resources Management
Brandon McDowell, Audit Follow-Up Coordinator, Office of Administration and Resources Management
Sandy Womack, Audit Follow-Up Coordinator, Office of Administration and Resources Management
Arthur A. Elkins Jr., Inspector General
Charles Sheehan, Deputy Inspector General
Aracely Nunez-Mattocks, Chief of Staff, Office of Inspector General
Alan Larsen, Counsel to the Inspector General
Carolyn Copper, Assistant Inspector General for Program Evaluation
Patricia Hill, Assistant Inspector General for Mission Systems
Patrick Sullivan, Assistant Inspector General for Investigations
Richard Eyermaun, Deputy Assistant Inspector General for Audit
Jennifer Kaplan, Deputy Assistant Inspector General for Congressional and Public Affairs
Jeffrey Lagda, Congressional and Media Liaison, Office of Inspector General

Questionnaire for Printing, Photocopying, and Publication and Forms Management Operations

For purposes of this questionnaire, when we refer to printing (or printing practices or operations), we are referring to forms, brochures and other materials printed in bulk by the EPA for the benefit of the public, as well as documents printed and dispersed internally to fulfill the agency's mission. We are not referring to office printers or filing cabinets, and the like, used for internal office functions. Our references to photocopying are also based on the same criteria.

1. What is the total number of printing, photocopying, and publication and forms management operations across all departments and regions? When completing your answer, please include the following types of facilities, the current status and the point of contact for each:
 - Facilities that produce printing (including duplicating).
 - Facilities that store print products and/or forms in bulk, large and small, i.e., storage rooms, buildings, warehouses, etc.
2. Please provide which type of product each of the separate print facilities/shops produce, such as: toner or ink-jet on paper, ink on paper, other products/substrates (please provide examples).
3. What type(s) and number(s) of equipment are used at each facility? For example: facility #1 has 2 offset printing presses; facility #2 has 1 digital printing press and 1 high-speed duplication machine.
4. What is the source of your statutory authority to operate in-house printing plants or shops (including duplication plants)?
5. Provide a list of any agency or regional guidance related to publications, printing, photocopying, and forms management used in the operation of such plants/shops.
6. Provide the total volume (by how EPA tracks such) and spending (including obligations and expenses) of printing operations per facility for fiscal years 2010, 2011, 2012, 2013 and 2014 by the following:
 - Government Printing Office (GPO)
 - Contract Printers
 - In-house
7. What protocols are considered when determining whether to use in house, GPO or contracted printing services?
8. For storage facilities (storage rooms, buildings, warehouses, etc.), please provide the volume of product currently stored at each and the cost of operating that facility per year.