



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

OFFICE OF
INSPECTOR GENERAL

June 3, 2013

The Honorable Rafael Moure-Eraso
Chairperson and Chief Executive Officer
U.S. Chemical Safety and Hazard Investigation Board
2175 K Street, NW, Suite 400
Washington, D.C. 20037-1809

Dear Dr. Moure-Eraso:

The U.S. Environmental Protection Agency's Office of Inspector General plans to begin preliminary research on the U.S. Chemical Safety and Hazard Investigation Board's management of contracts. We included this project in our annual audit plan to contribute to improving CSB's business practices and accountability. Our objective is to determine whether CSB effectively manages its contracts.

During our preliminary research, we plan to interview appropriate personnel, obtain information about support contracts, and review related system data. We will conduct this assignment using applicable *Government Auditing Standards*. To assist us in performing our preliminary research work, we request that you provide to us the information on the enclosure, in electronic format, by **June 14, 2013**.

The project manager for this project is Gloria Taylor-Upshaw. We will contact the appropriate personnel to arrange a mutually agreeable meeting time during the week of **June 17, 2013**, to discuss the objectives and purpose of the project. We are particularly interested in any areas of concern that you may have. We will answer any questions you may have 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.

If you or your staff have any questions, please contact Michael D. Davis, director, at (513) 487-2363 or davis.michaeld@epa.gov; or Gloria Taylor-Upshaw at (404) 562-9842 or taylor-upshaw.gloria@epa.gov.

Sincerely,

A handwritten signature in blue ink that reads "Richard Eyermann".

Richard Eyermann
Acting Assistant Inspector General
for Audit

Enclosure

cc: Mark Griffon, Board Member, CSB
Beth Rosenberg, Board Member, CSB
Daniel M. Horowitz, Managing Director, CSB
John Lau, Deputy Managing Director, CSB
Hilary Cohen, Communications Manager, CSB
Anna Brown, Audit Liaison and Director of Administration, CSB
Bea Robinson, Director of Financial Operations, CSB
Amy McCormick, Contracting Officer, CSB
Christopher Warner, Senior Counsel to the Chair, CSB
Richard Loeb, General Counsel, CSB
Arthur A. Elkins Jr., Inspector General
Charles Sheehan, Deputy Inspector General
Aracely Nunez-Mattocks, Chief of Staff, OIG
Alan Larsen, Counsel to the Inspector General
Patricia Hill, Assistant Inspector General for Mission Systems
Carolyn Copper, Assistant Inspector General for Program Evaluation
Patrick Sullivan, Assistant Inspector General for Investigations
Kevin Christensen, Acting Deputy Assistant Inspector General for Audit
Michael D. Davis, Product Line Director, OIG
Gloria Taylor-Upshaw, Project Manager, OIG

Preliminary Information Requested of CSB for the Contracts Assignment

Please provide the following documents in electronic format by **June 14, 2013**:

1. List of all awarded CSB contracts for the period of October 1, 2008, to May 31, 2013.
The list should include:

- Contractor's name and address.
- Date signed.
- Period of performance.
- Award amount.
- Board approval dates.
- Contracting Officer Representative's name for CSB and contractor.
- Name of contract signatories for CSB and contractor.

(NOTE: We will request complete contract files following our review of the contracts list.)

2. Copies of other internal documents related to contracts, to include:

- Board Orders that explain the contracting process.
- Internal policies over the contracting process.
- CSB's operating budget for fiscal years 2009 through 2013 identifying funds spent on contracting.