



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

OFFICE OF
INSPECTOR GENERAL

November 19, 2015

The Honorable Vanessa Allen Sutherland
Chairperson
U.S. Chemical Safety and Hazard Investigation Board
1750 Pennsylvania Avenue, NW, Suite 910
Washington, D.C. 20006

Dear Ms. Sutherland:

The U.S. Environmental Protection Agency's Office of Inspector General (OIG), which is also the OIG for the U.S. Chemical Safety and Hazard Investigation Board (CSB), plans to begin an audit of CSB's purchase cards. This audit is included in our annual plan and is an Office of Management and Budget requirement.

The audit objective is to determine CSB's compliance with the Government Charge Card Abuse Prevention Act of 2012. The OIG plans to conduct field work to obtain supporting documentation for purchases and payments. Applicable generally accepted government auditing standards will be used in conducting our audit. The anticipated benefits of this audit are improved operational efficiency and reduced costs.

We will contact the audit liaison to arrange a mutually agreeable time to meet with your staff 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 audit 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 updates to the audit liaison on a regular basis through emails.

To ensure the success and timely completion of this project, please provide the following information to Gloria Taylor-Upshaw before the kickoff meeting:

1. Charge Card Management Plan (January 2015).
2. A complete list of all purchase card transactions for fiscal year 2015.
3. A list of all purchase cardholders in CSB.
4. A list of all purchase cardholders with convenience checks.
5. A list of all approving officials.
6. Copies of any CSB periodic reviews of its purchase cards.
7. Copies of policies/procedures (board orders) for the use of purchase cards.

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 objectives. 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 Chairperson and include the incident in the Semiannual Report to Congress.

The project will be supervised by Mike Davis, Director. Gloria Taylor-Upshaw will be the Project Manager. Any information related to the project should be addressed to Mike Davis at (513) 487-2363 or davis.michaeld@epa.gov, or Gloria Taylor-Upshaw at (404) 562-9842 or taylor-upshaw.gloria@epa.gov.

Sincerely,

Kevin Christensen/s/

Kevin Christensen
Assistant Inspector General for Audit

cc: Manuel Ehrlich, Board Member, CSB
Kristen M. Kulinowski, Ph.D., Board Member, CSB
Rick Engler, Board Member, CSB
Anna Brown, Director of Administration and Audit Liaison, 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
Carolyn Copper, Assistant Inspector General for Program Evaluation
Patrick Sullivan, Assistant Inspector General for Investigations
Richard Eyermann, Deputy Assistant Inspector General for Audit
Jennifer Kaplan, Deputy Assistant Inspector General for Congressional and Public Affairs
Jeffrey Lagda, Congressional and Media Liaison, OIG
Michael D. Davis, Director, OIG
Gloria Taylor-Upshaw, Project Manager, OIG