



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

OFFICE OF  
INSPECTOR GENERAL

June 7, 2016

**MEMORANDUM**

**SUBJECT:** Project Notification:  
Evaluation of Clean Air Act Inspector Training  
Project No. OPE-FY16-0026

**FROM:** James L. Hatfield, Director, Air Evaluations  
Office of Program Evaluation

A handwritten signature in blue ink that reads "James L. Hatfield".

**TO:** Cynthia Giles, Assistant Administrator  
Office of Enforcement and Compliance Assurance

Donna Vizian, Acting Assistant Administrator  
Office of Administration and Resources Management

The purpose of this memorandum is to notify you that the Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin an evaluation of the EPA's Clean Air Act inspector training program. Our objective is to determine whether EPA Clean Air Act inspectors have met all training requirements. We are initiating this review based on the results of a 2013 OIG evaluation report that found one-third of the EPA's risk management program inspectors received inspector credentials without documentation indicating they met minimum training requirements.

During the preliminary research phase of our evaluation, we plan to review applicable laws, regulations, policies, procedures and guidance related to Clean Air Act inspector training and credentialing. We plan to interview staff in the Office of Enforcement and Compliance Assurance, the Office of Administration and Resources Management, and selected EPA regions. We will also sample and review documentation of selected inspectors and their supervisors.

We will contact your audit liaison to arrange a mutually agreeable time for a kickoff meeting to discuss the project's objective and our planned work. We will also answer any questions about the evaluation process and reporting procedures. Prior to or during our kickoff meeting, we request that you provide us with copies of (or links to) the following materials:

- A comprehensive list of all current EPA Clean Air Act inspectors in all regions and headquarters (including EPA employees, contractors and Senior Environmental Employment Program employees) by location and by the Clean Air Act program or programs they inspect:
  1. Stationary sources.
  2. Mobile sources.

3. National Emission Standards for Hazardous Air Pollutants asbestos.
4. Stratospheric ozone program.
5. Wood heater program.
6. Risk management program.

- Information or guidance on any databases used to manage training and credentialing requirements.
- Access to Office of Enforcement and Compliance Assurance and regional training databases.
- Access to Office of Administration and Resources Management's credential tracking database.

To ensure the success and timely completion of this project, we respectfully note that the OIG is authorized by the Inspector General Act of 1978 to have timely access to personnel and all material necessary to complete its objectives. For this evaluation, we may request access to EPA databases, meetings and interviews with EPA personnel and contractors, and documentation related to Clean Air Act inspector training. 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.

If you or your staff have any questions, please do not hesitate to contact me at (919) 541-1030 or [hatfield.jim@epa.gov](mailto:hatfield.jim@epa.gov); or Renee McGhee-Lenart, Project Manager, at (913) 551-7534 or [mcghee-lenart.renee@epa.gov](mailto:mcghee-lenart.renee@epa.gov).

cc: Lawrence Starfield, Principal Deputy Assistant Administrator, Office of Enforcement and Compliance Assurance  
John Showman, Acting Principal Deputy Assistant Administrator, Office of Administration and Resources Management  
Janet McCabe, Acting Assistant Administrator for Air and Radiation  
Nic Grzegozewski, Agency Follow-Up Coordinator  
Gwendolyn Spriggs, Audit Follow-Up Coordinator, Office of Enforcement and Compliance Assurance  
Brandon McDowell, Audit Follow-Up Coordinator, Office of Administration and Resources Management  
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Melissa Harrison, Press Secretary, Office of Public Affairs  
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