



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

OFFICE OF  
INSPECTOR GENERAL

February 22, 2019

Dr. Kristen Kulinowski, Ph.D.  
Interim Executive Authority and Member  
U.S. Chemical Safety and Hazard Investigation Board  
1750 Pennsylvania Avenue, NW, Suite 910  
Washington, D.C. 20006

Dear Dr. Kulinowski:

The Office of Inspector General (OIG) for the U.S. Chemical Safety and Hazard Investigation Board (CSB) plans to begin its risk assessment of the CSB's purchase card usage during fiscal year (FY) 2018. This audit is included in our annual plan and is an Office of Management and Budget requirement. The project number is OA&E-FY19-0126.

The audit objective is to perform a risk assessment of agency purchase card usage, as required by the Government Charge Card Abuse Prevention Act of 2012. The OIG plans to conduct fieldwork and, if necessary, perform site visits to CSB 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 your Audit Liaison to arrange a mutually agreeable time to meet with your staff to discuss our objective 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 updates to the Audit Liaison on a regular basis through emails.

Please provide the following information electronically to OIG Project Manager Randy Holthaus by March 8, 2019:

1. Charge Card Management Plans (January 2018).
2. A complete list of all purchase card and convenience check transactions for FY 2018.
3. A list of all purchase cardholders in CSB at any time during FY 2018.
4. A list of all purchase cardholders with authority to use convenience checks in FY 2018.
5. A list of all approving officials in FY 2018.
6. Copies of CSB reviews during FY 2018 of CSB purchase card transactions.
7. Copies of any new or revised policies/procedures (for example, board orders) for the use of purchase cards issued in FY 2018.

We respectfully note that the OIG is authorized by the Inspector General Act of 1978, as amended, to have timely access to personnel and all materials necessary to complete its objectives. We will request that you resolve the situation if a CSB 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 in the *Semiannual Report to Congress*.

The project will be supervised by me, and Randy Holthaus will be the Project Manager. Any information related to the project should be addressed to me at (513) 487-2363 or [davis.michaeld@epa.gov](mailto:davis.michaeld@epa.gov), or Randy Holthaus at (214) 665-6620 or [holthaus.randy@epa.gov](mailto:holthaus.randy@epa.gov).

Thank you in advance for your cooperation.

Sincerely,



Michael D. Davis, Director  
Efficiency Directorate  
Office of Audit and Evaluation

cc: Manuel Ehrlich Jr., Board Member, CSB  
Rick Engler, Board Member, CSB  
Anna Brown, Director of Administration and Audit Liaison, CSB  
Tom Zoeller, Senior Advisor and Acting General Counsel, CSB  
Charles Sheehan, Acting Inspector General  
Edward Shields, Acting Deputy Inspector General  
Eric Hanger, Acting Counsel to the Inspector General  
Kevin Christensen, Assistant Inspector General for Audit and Evaluation  
Craig Ulmer, Acting Assistant Inspector General for Investigations  
James Nussbaumer, Acting Assistant Inspector General for Management  
Richard Eyermann, Deputy Assistant Inspector General for Audit and Evaluation  
Christine El-Zoghbi, Deputy Assistant Inspector General for Audit and Evaluation  
Jennifer Kaplan, Deputy Assistant Inspector General for Congressional and Public Affairs  
Jeffrey Lagda, Congressional and Media Liaison, OIG  
Tia Elbaum, Congressional and Media Liaison, OIG  
Randy Holthaus, Project Manager, OIG