



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

OFFICE OF  
INSPECTOR GENERAL

December 16, 2019

**MEMORANDUM**

**SUBJECT:** Notification of Audit:  
Action Development Process for Rulemaking  
Project No. OA&E-FY20-0067

**FROM:** Patrick Gilbride, Director /s/  
Environmental Research Programs Directorate  
Office of Audit and Evaluation

**TO:** Brittany Bolen, Associate Administrator  
Office of Policy

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin an audit of the EPA's Action Development Process for rulemaking.

The OIG's objective is to determine whether the EPA adhered to its Action Development Process for selected rulemakings. The audit will be conducted using applicable generally accepted government auditing standards. The anticipated benefit of this audit is improved operational efficiency.

We will contact you to arrange a mutually agreeable time to discuss our objective and the purpose of our audit. 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 audit. Throughout the audit, we will provide updates on a regular basis.

To expedite our audit, please provide the following information prior to or at the entrance conference: any policy directives or internal memorandums pertaining to the agency's adherence to the Action Development Process with the timeframe of fiscal years 2015 through 2019.

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 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*.

I will supervise the audit and the Project Manager will be Erin Barnes-Weaver. Any information related to the project should be addressed to me at (303) 312-6969 or [gilbride.patrick@epa.gov](mailto:gilbride.patrick@epa.gov), or Erin Barnes-Weaver at (303) 312-6871 or [barnes-weaver.erin@epa.gov](mailto:barnes-weaver.erin@epa.gov).

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