



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

March 24, 2017

THE ADMINISTRATOR

**MEMORANDUM**

**SUBJECT:** Improved Management of Regulatory Actions

**FROM:** E. Scott Pruitt

**TO:** Acting Deputy Administrator  
General Counsel  
Assistant Administrators  
Inspector General  
Chief Financial Officer  
Chief of Staff  
Associate Administrators  
Regional Administrators  
Director, Office of Small and Disadvantaged Business Utilization



To achieve strong human health and environmental protection consistent with our core mission, the U.S. Environmental Protection Agency's policymaking process must be of the highest quality. As one of the most active regulatory agencies in the federal government, this goal is especially important to us. I am fully committed to ensuring that EPA's policymaking process for regulatory and non-regulatory actions – whether routine and non-controversial or more complex and novel – is based on transparency, sound science and adherence to our legal authorities and executive orders. The Office of Policy will play a critical role in managing this effort.

To ensure these considerations are realized and to have a more regular, comprehensive understanding of the policymaking activities the agency is undertaking, I would like to both expand and improve our internal mechanisms for information sharing. Effective immediately, EPA program and regional offices shall report all regulatory actions in the agency's regulatory management system and adopt such reporting as common practice moving forward. Regulatory actions to be reported include, but are not limited to, those related to any statutory or judicial deadlines, petitions, pesticide tolerances, significant new use rules, national priority listings or delistings, permits, federal implementation plans and state implementation plans. As a general matter, offices should err on the side of including actions in the system.

Officials entering information in the system must certify its accuracy and update the information in a timely manner. The Office of General Counsel shall ensure there is complete and accurate data on applicable statutory and judicial deadlines for all actions in the system. I have

asked the Office of Policy to provide specific guidance to your offices on how to enter these actions into the agency's regulatory management system, along with any additional information that may be required.

I am confident these improvements will enhance our efforts to protect human health and the environment, foster a credible process for EPA policymaking and provide proper implementation of our legal requirements and applicable executive orders. I look forward to the success of this improved process for managing the agency's regulatory activity.