

10/09/1981

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Category: 48 – General VOC Issues

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

October 9, 1981

.OFFICE OF
POLICY AND RESOURCE MANAGEMENT

MEMORANDUM

SUBJECT: Completing the SF-83 for OMB Reviews Under
Executive Order 12291

FROM: Daniel J. Fiorino, Chief
Regulation Management Staff

TO: Steering Committee Core Members
Regional Regulatory Contacts

The EPA Desk Officers at the Office of Management and Budget have told us that, when we submit rules for review under Executive Order 12291, all the relevant information must be provided on the SF-83. If all of the necessary information is not provided on the form, OMB's computer will reject the form and they will return the SF-83 and the rule that accompanies it to EPA for the remaining information.

Attached are "interim" instructions for completing the SF 83, prepared by OMB staff. Many of the categories of information are necessary only if your package includes a submission under the Paperwork Reduction Act. If you are submitting a rule for review under Executive Order 12291, you must complete the following categories:

Items 1-7
Item 17
Items 19-24
Items 28,32,34, and 35

Item 6A. has been a particular problem. People frequently have checked "No" under that question when in fact a rule did contain a reporting or record-keeping requirement. You should only check ~No" under this question if the rule contains no such requirements: If 6A. is answered incorrectly, there is the possibility of further delay from OMB. Please emphasize this to the people in your offices.

Again, if any of these categories are not complete, OMB staff claims that they will return it for the remaining information. In most cases, Agency staff are already meeting these requirements. Others who have not, however, must fill out the form more carefully.

Please see that your staff with responsibility for submitting documents for OMB review are aware of OMB's requirements and have copies of these instructions.

OTHER REQUIREMENTS FOR EXECUTIVE ORDER REVIEW

Please also remind your staffs of two other requirements regarding the SF-83:

1. We must receive an original and three copies of the form with each rulemaking package;
2. Your Assistant Administrator or (in his or her place) Steering Committee representative must sign the SF-83 in the box labeled "Approving Policy Official for Agency." For Regional submissions, the signature of the Regional Administrator or designee is necessary. If authority to approve any rules or guidance is delegated below the Assistant or Regional Administrator level, the approval of the person with signature authority is sufficient.

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Before any documents (other than routine SIP actions) can go to OMB for a review under Executive Order 12291, they now must be approved by the Administrator. As soon as she gives her approval, we will see that the document is promptly submitted to OMB.

cc: Allen Jennings
Phil Ross

Attachment

NOTE: Please see INTERIM STANDARD FORM 83A, (REV. 6-81), PRESCRIBED BY THE OFFICE OF MANAGEMENT AND BUDGET, DRAFT, INSTRUCTIONS FOR REQUESTING OMB APPROVAL UNDER THE PAPERWORK REDUCTION ACT AND EXECUTIVE ORDER 12291