

DEPARTMENT OF ENERGY
ENVIRONMENTAL MANAGEMENT
CONSOLIDATED BUSINESS CENTER

HOW TO SUBMIT A FREEDOM OF INFORMATION ACT REQUEST

The Freedom of Information Act (FOIA) is a records statute that provides a means for individuals to request access to records of the federal government, including the Department of Energy (DOE), when such records have not been previously made available to the public in one of the DOE FOI Reading Rooms or by other public sources of information (for example, information which may have been made available through the media).

The preferred method for submitting requests for records of the DOE Environmental Management Consolidated Business Center (EMCBC) and the sites for which the EMCBC has an established service level agreement concerning FOIA processing is to complete and submit a FOIA request form via our website at www.emcbc.doe.gov/FOIA or you may send it via email at foiaoffice@emcbc.doe.gov.

If you do not have internet access or prefer not to submit your request via the web, you may send your request to the below address:

Department of Energy
Environmental Management Consolidated Business Center
ATTN: FOIA/PA Requester Service Center
550 Main Street, Room 7-335
Cincinnati, OH 45202
Email: foiaoffice@emcbc.doe.gov

The envelope should include the words "FOIA Request" and the letter should be as specific as possible in identifying the records to which access is being requested. Please include a daytime telephone number in case questions arise concerning the request. Also, a willingness to pay any fees associated with processing the request or a willingness to pay fees up to a specified amount must be stated in the request. If a waiver or reduction of fees is being requested, a brief description concerning why the records are needed should be included. Except with certain specific exceptions, a fee will generally be charged when more than one-half staff hour of work is devoted to locating, reviewing and making available for inspection or copying records requested pursuant to the FOIA request. The fees will recoup the full allowable direct costs incurred. Copying services are performed by Department personnel at \$.05 per page.

Requests will be governed by the provisions of the FOIA, 5 U.S.C. § 552 and DOE's implementing regulations 10 C.F.R. § 1004.