

US EPA ARCHIVE DOCUMENT

## Tools for EPA Teams

### Model Letter to the Reinvention Action Council

#### MEMORANDUM

**SUBJECT:** Endorsement of Participation on the Cross-EPA Team for a New XL Project

**FROM:** Lisa Lund, Deputy Associate Administrator  
Office of Reinvention

**TO:** Deputy Regional Administrator

I am writing to request that you, as a member of the Reinvention Action Council, endorse your Region's participation on the cross-EPA team for a potential XL project with *[Project Sponsor]*. I pose this request to you as part of our attempt to follow the re-engineered XL process, which calls for RAC confirmation of management support for XL projects very early in the project development schedule to avoid surprises or delays later.

In this project, *[Project Sponsor]* is requesting regulatory relief from *[fill in the blank]*. In return, *[Project Sponsor]* plans to *[identify SEP]*.

The project has gotten off to an excellent start, due in large part to the constructive and informed participation of the representatives from the affected EPA offices, including your *[Region, Program]*. However, before the team can determine whether the project fully meets the Agency's reinvention objectives, the team member from your *[Region, Program]* will need to participate in a full review of *[Project Sponsor's]* proposal. If the proposal is selected as an XL project, the EPA team will assume further responsibility together with the sponsor and stakeholders, for developing a Final Project Agreement for implementing the project. As you consider your support for this project, please remember the difficult dual role team members must fulfill of balancing their roles as the coordinator and

representative of the collective position of your organization with their responsibility to keep the Agency's broader reinvention interests in mind.

With this understanding of what participation will require, I would ask that you endorse the participation of your staff on the XL team and ensure their continued availability to work on the project by articulating your support to their management. It is also always helpful for management to voice support for the XL concept, and the importance of reinvention. To close the loop on our end, we will be asking team members to confirm their assignment to the EPA team.

In addition, please let us know through your EPA team member who your *[Region's, Offices's]* principal decision-maker is to be for the project, if that person is not the designated RAC member.

Please note that the team is developing a schedule with key milestones for the project. In light of the importance of schedules in meeting project deadlines, we will be sure to send the schedule to RAC members. The schedule will describe the project's timing and will help you get a sense for when your organization's team representative may be coming to you for input on the project.

If you have any questions on the project in the meantime, please feel free to contact me. I want to make sure that all RAC members have the information they need to ensure both commitment and productive participation on this new XL project. Thanks for your help and support.

Attachment:

- List of Affected Program Offices, RAC Members, XL Team Members and Immediate Supervisors

cc: Chris Knopes  
EPA Team Members

<b>Program Office</b>	<b>*RAC Member</b>	<b>*XL Team Member</b>	<b>*Immediate Supervisor</b>
Office of Air and Radiation	<i>Name</i> <i>Title</i>	<i>Name</i>	<i>Office Supervisor</i> <i>Division Supervisor</i>
Office of General Counsel			
Region			
Office of Enforcement and Compliance Assurance			
Office of Solid Waste and Emergency Response			
Office of Water			
Office of Prevention, Pesticides, & Toxic Substances			

*\*Include actual names of only those office representatives involved with the XL project team.*