

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 an [electronic FOIA request form](#) via our website.

Due to the COVID-19 Virus, we are no longer receiving mail from the U.S. Postal service. Therefore all requests should be emailed to the following email address:
foiaoffice@emcbc.doe.gov.

The request 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.