**Plain Language Report Card for: Environmental Protection Agency (EPA)**

**Agency Home Page: http://www.epa.gov  
Grade: Basic requirement: C (65)  
 Other activities: F (20)**

**Part 1: How well does the agency comply with the basic requirements of the Act**

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| --- | --- | --- |
| Criteria | Notes | Score |
| Agency plain language page URL | <http://www.epa.gov/plainlanguage/> | **10** |
| Linked from the homepage? | No. It’s linked from their open gov page. |  |
| Do they name a senior official? | Eric E. Wachter Director,  Executive Secretariat  wachter.eric@epa.gov  (202) 564-7960 | **10** |
| Do they list other contacts? | Yes, in the compliance report. For major offices and regions. | **10** |
| Is there contact info for the other contacts? | No |  |
| Do they have an implementation plan? | The “initial report” can be considered a very generalized implementation plan  http://www.epa.gov/plainlanguage/report.html | **7** |
| Do they have a 2012 compliance report? | <http://www.epa.gov/plainlanguage/2012-annual-report.html> | **10** |
| Does the website provide feedback mechanism? | Yes, although it’s just an on-line form | **10** |
| Are they using plain language in all new or substantially revised covered documents? | No info | **0** |
| How did they inform employees of requirement | General Counsel Scott Fulton issued a memorandum to all employees informing them of the requirements of the Act. The memorandum was emailed agencywide.  Also including it in the correspondence manual | **8** |

**Total score for basic compliance with Act: 65 (out of 100)**

**Part 2: Agency compliance with the Plain Writing Act – Supporting activities**

|  |  |  |
| --- | --- | --- |
| Criteria | Notes | Score |
| Implementation Plan |  | **4** |
| Does the plan list objectives | No | **0** |
| Do they identify specific actions to implement objectives | Just appoint a coordinator in each region | **4** |
| Do they identify time frames | No | **0** |
| Compliance Report |  | **6** |
| Does agency list types of covered docs? | No | **0** |
| Does plan discuss sustaining change? | Well they have a section in the “initial report” on sustaining change, but all it really says is they’ll appoint a lead in each region. | **6** |
| What docs are focus of pl work pl? | Nothing listed | **0** |
| Tracking documents created in or revised into pl? | No | **0** |
| Measurements |  | **0** |
| Testing pl quality of documents |  | **0** |
| Testing effectiveness of documents? |  | **0** |
| Is agency measuring effectiveness of program? |  | **0** |
| What else, if anything does agency measure |  | **0** |
| Other Supporting Info |  | **10** |
| Do they list contact info for the lead official on the pl page? | No |  |
| What categories of employees must take training? | No |  |
| How long is the training | Not clear. Seems OK | **5** |
| How is training delivered? | Online training for all employees who produce documents for the public and for any employee who would like to be trained in plain writing.  Classroom workshops and training sessions for interested employees. | **5** |
| Who have they gotten trained so far? | No info | **0** |
| Did they respond to our email? | No | **0** |
| Did they provide all requested info? |  | **0** |
| Did they provide sample docs? |  | **0** |
| How well did docs score |  | **0** |

**Total score for supporting activities 20 (out of 200)**