



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
NATIONAL VEHICLE AND FUEL EMISSIONS LABORATORY
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OFFICE OF
AIR AND RADIATION

February 29, 2008

CISD-08-03 (All Industries)

SUBJECT: Change in Process for Guidance Letter Distribution

Dear Manufacturer:

The purpose of this letter is to inform you of changes we are making to our distribution system for manufacturer guidance letters, also known as "Dear Manufacturer" letters. Currently, EPA maintains separate email address lists by industry category for all individuals interested in receiving our guidance letters. EPA staff sends an email notification to either the specific industry group or the entire group, as applicable, which includes a PDF version of the letter as well as a link to the letter on EPA's web site. We now maintain more than 1,000 email addresses and this system has become difficult for our staff to manage, especially in regard to maintaining accurate, up-to-date email lists.

Therefore EPA plans to change the distribution system for Dear Manufacturer letters beginning with the next guidance letter. Instead of email distribution to industry groups, EPA will use a list server to notify manufacturers that a guidance letter has been issued and where it is available on our web site for viewing and/or downloading. EPA staff will no longer send emails to specific industry groups, nor will the list server notice include any attachments. The notice will go out to the entire list server distribution list. The subject line of the list server message will specify to which industry(s) the letter applies.

We have arranged for you be automatically subscribed to the list server if you are currently on EPA's distribution list to receive manufacturer guidance letters. If we do not have a recent email address for you, or your email address changes, you will need to subscribe yourself to the list server. Instructions for subscribing are enclosed in this letter. If you have any questions, please contact Holly Pugliese of my staff at 734-214-4288 or email at pugliese.holly@epa.gov.

Sincerely,

Karl J. Simon, Director
Compliance and Innovative Strategies Division

Enclosure

Instructions for Joining the “guidance_letter” List Server.

1. To join the “guidance_letter” list server, go to https://lists.epa.gov/read/all_forums/subscribe?name=guidance_letter.
2. At this stage you will see a screen that asks you to enter your email address, your name, and a password. Entering your name and creating a password is optional for this list server. Click “subscribe”.
3. You will then be directed to a confirmation page that states:

“Subscribe requested. You will receive an email acknowledgement in a few minutes. Please check your email account for the acknowledgement email.”
4. In order to complete the subscription process, you must confirm your subscription to the list server. Check your email and reply to the message as described in the acknowledgement email.
5. You are now subscribed to the “guidance_letter” list server. It generally only takes a few minutes for you to access the server, but please allow a few hours for your subscription to process.
6. Once your subscription has been processed, you will receive a “welcome” email from the “guidance_letter” list server that contains general information about the list server.
7. You may unsubscribe from the “guidance_letter” list server at any time by sending a blank email message to: leave-guidance_letter-809573Q@lists.epa.gov.