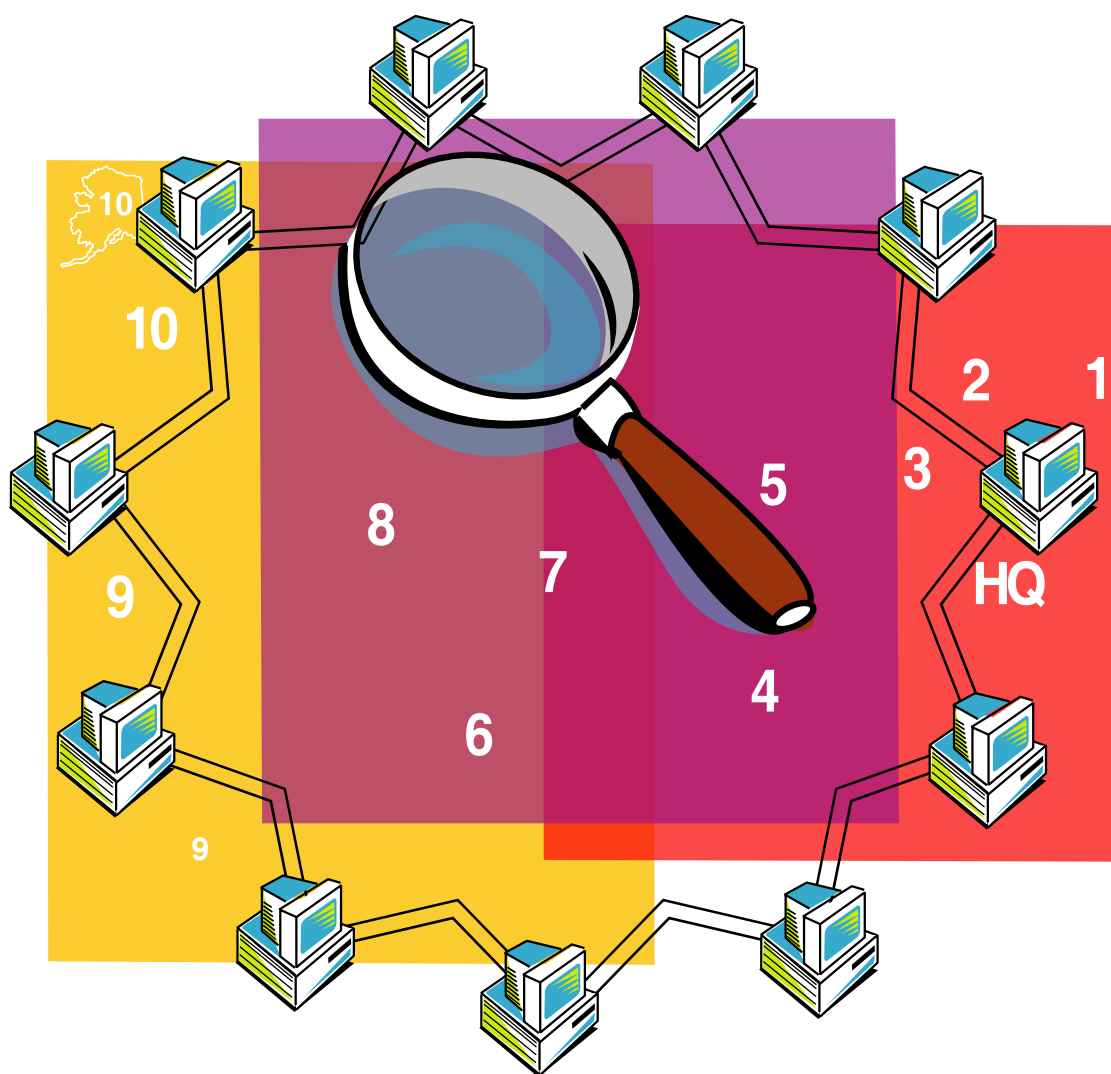




# SFED User Manual



Prepared for:  
**Enforcement Personnel**

## Table of Contents

---

Accessing SFED .....	1
SFED Main Page .....	2
Search SFED .....	3
Search Results .....	6
Send Email .....	7
Printing Records .....	8
Creating Email Lists .....	9
Creating Mailing Labels .....	10
Providing Feedback .....	11

# Accessing SFED

The Superfund Enforcement Directory (SFED) is a searchable contact list of professionals who are involved in the site remediation or PRP search enforcement process. SFED categorizes individuals by name, region, PRP search enforcement subject or PRP search enforcement title. A person listed in SFED may also function in other roles not reflected in the directory, and may have formal job titles not directly related to site remediation or PRP search enforcement.

Figure 1 - SFED Introduction Page

The screenshot shows the U.S. Environmental Protection Agency's Cleanup Enforcement Superfund Enforcement Directory introduction page. The page features a blue header with the EPA logo and the text "U.S. Environmental Protection Agency Cleanup Enforcement". Below the header, there is a search bar with a "GO" button and a link to "Advanced Search". A breadcrumb trail reads: "EPA Home > Compliance and Enforcement > Enforcement > Cleanup Enforcement > Superfund > Finding PRPs > Superfund Enforcement Directory". The main heading is "Superfund Enforcement Directory". A paragraph explains that the directory identifies Headquarters and Regional EPA personnel and their particular areas of expertise involved in the site remediation enforcement process. It encourages the sharing of information and coordination of activities among EPA personnel and is supported by EPA's PRP Search Enhancement Team. Below this, there is a section titled "There are a number of reference tools to assist you in using the Superfund Enforcement Directory:" followed by a bulleted list of links: "About SFED page", "SFED User Manual (PDF, 1,050 KB, 14 pp. About PDF)", and "SFED Search page". A "Superfund Enforcement Directory Access Now" button is also present. At the bottom, a section titled "SFED needs your assistance in keeping the Directory's information current and up-to-date." includes a link to a "feedback form". On the right side, there is a "Superfund Enforcement Topics" sidebar with links to "Enforcement Authorities", "Liability", "Finding Potentially Responsible Parties", "PRP Search Manual", "Superfund Enforcement Directory", "Notice Letters", "Negotiating Settlements", "Unilateral Orders", "Compliance/Penalties", "Recovering Cleanup Costs", and "Information Resources". A vertical navigation menu on the left side includes links to "Compliance and Enforcement Home", "Enforcement Home", "Cleanup Enforcement Home", "Basic Information", "Where You Live", "Newsroom", "Superfund", "RCRA Cleanup", "Additional Cleanup Authorities", and "Brownfields & Redevelopment".

The SFED Introduction Page links you from the Cleanup Enforcement Web site to the Superfund Enforcement Directory. On the SFED Introduction Page, click on “Superfund Enforcement Directory” to access the SFED Main Page (shown in **Figure 2, next page**). You can also access the SFED Main Page by entering the Web address, <http://cfpub.epa.gov/compliance/sfed/>, directly into your browser.

## SFED Main Page

The program starts on the Main Page (as shown in **Figure 2, below**). The first 20 records of the directory will be displayed automatically. To jump to another page in the directory, click on a hyperlinked page number at the top of the page. You can view records for a specific region by clicking on a region in the “View Specific Region” bar at the top of the page. To return to viewing all records, click “View All.”

To search for a person by name, region, PRP search enforcement subject, or PRP search enforcement title, click on the “Search SFED” option located in the left sidebar of the Main Page.

Figure 2 - SFED Main Page

The screenshot shows the SFED main page with the following elements:

- Header:** U.S. Environmental Protection Agency, Cleanup Enforcement
- Navigation:** Compliance and Enforcement Home, Enforcement Home, Cleanup Enforcement Home, SFED Home, Search SFED, About SFED, SFED User Manual, SFED Team Members, SFED Feedback Form
- Search:** Search bar with "GO" button
- Breadcrumbs:** EPA Home > Compliance & Enforcement > Enforcement > Cleanup Enforcement > Superfund > Finding PRPs > Superfund Enforcement Directory
- Title:** Superfund Enforcement Directory (SFED)
- View Specific Region:** HQ 1 2 3 4 5 6 7 8 9 10 View All
- View results as:** Print Version | Email List | Mailing Labels: MS Word | WordPerfect
- Records:** 641 records were found with 20 records showing on this page. Pages (33): 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33

Name & Address	Phone/Email	Title	Region	Affiliate	Subject
<b>Abendschan, Sharon</b> Mailcode ENF-RC USEPA Region 8 999 18th Street, Suite 300 Denver, CO 80202-2466	(303) 312-6957 <a href="mailto:abendschan.sharon@epa.gov">abendschan.sharon@epa.gov</a>	Enforcement Specialist (Superfund)	8		-Case-Specific Enforcement Support -Cost Documentation
<b>Abshire, David</b> Mailcode 68F-AP USEPA Region 6 1445 Ross Avenue, Suite 1200 Dallas, TX 75202-2733	(214) 665-8516 <a href="mailto:abshire.david@epa.gov">abshire.david@epa.gov</a>	Remedial Project Manager	6		-Remedial Project Management

Once a search is completed, you can also:

- print a list of records by clicking on “Print Version” from the view results line;
- generate an email list by clicking on “Email List” from the view results line; or
- make labels by clicking on “Mailing Labels” from the view results line.

Detailed instructions for completing these tasks are provided in this user manual.

Using functions available on the left sidebar, you can send feedback concerning SFED by clicking on “SFED Feedback Form.” For a basic overview of SFED functions, select “About SFED” on the left sidebar. For a more detailed explanation of SFED functions, select “SFED User Manual” on the left sidebar. Click on “SFED Team Members” on the left sidebar to contact a PRP Search Team Member.

## Search SFED

To begin a search, select “Search SFED” from the left sidebar. The search page will be displayed as illustrated in **Figure 3**, below.

**Figure 3 - Search Page**

The screenshot shows the U.S. Environmental Protection Agency's Cleanup Enforcement Search Superfund Enforcement Directory. The page is divided into several sections:

- Header:** U.S. Environmental Protection Agency logo and title.
- Navigation:** A left sidebar with links: Compliance and Enforcement Home, Enforcement Home, Cleanup Enforcement Home, SFED Home, Search SFED, About SFED, SFED User Manual, SFED Team Members, and SFED Feedback Form.
- Search Fields:** First Name, Last Name, and Region/HQ (select) dropdown. A "Search Directory" button and a "Clear All" button are also present.
- Subject List:** A dropdown menu showing a list of subjects, including 104e Access, 104e Information Requests, 106 Unilateral Administrative Orders (UADs), and 106b Reimbursement Petitions.
- Search Results:** A list of search categories under the letter 'A', including ATSDR, Accounts Receivable, Administrative Depositions, Administrative Reforms - Stakeholder Evaluations, Allocations, Anti - Deficiency Act, Arbitration of Cost Recovery Claims, Ability to Pay, Administrative Cost Recovery Settlements, Administrative Record, Administrative Subpoenas, Alternative Dispute Resolution, and Applicable or Relevant and Appropriate Requirements.

SFED enables you to search for a person by name, region, PRP search enforcement subject, or PRP search enforcement title. The search page is divided into sections by search method. For a narrower search, you can combine search methods (e.g., enter a name in the name fields and select a region to identify all persons within a region with the entered name.)

**Search by enforcement name:** The name fields (shown in **Figure 4**, next page) allow you to search by name. Using the name fields, you can search for a person using all or part of his or her first or last name. Enter a complete or partial first and/or last name in the fields then click on the “Search Directory” button at the top or bottom of the page. Everyone matching the search values provided will be displayed.

**Search by Region/HQ:** The Region/HQ drop-down list (shown in **Figure 4, below**) enables you to search for a particular region. Using the region drop-down list, you can view a complete list of SFED contacts by region or search for a name within a region. To view all SFED contacts for a region or for HQ, select a region or HQ from the drop-down menu. Only one region can be selected at a time. To execute the search, click on the “Search Directory” button on the top or bottom of the page. All contacts in the selected region or HQ will be displayed.

**Figure 4 - Search Page (Enforcement Name and Region/HQ)**

First Name: <input type="text"/>	Last Name: <input type="text"/>	<input type="button" value="Search Directory"/>
<a href="#">Go to Search Titles</a>	Region/HQ: <input type="text" value="(select)"/>	<input type="button" value="Clear All"/>
Subject: <a href="#">1</a> <a href="#">I</a> <a href="#">A</a> <a href="#">B</a> <a href="#">C</a> <a href="#">D</a> <a href="#">E</a> <a href="#">F</a> <a href="#">G</a> <a href="#">H</a> <a href="#">I</a> <a href="#">J</a> <a href="#">K</a> <a href="#">L</a> <a href="#">M</a> <a href="#">N</a> <a href="#">O</a> <a href="#">P</a> <a href="#">Q</a> <a href="#">R</a> <a href="#">S</a> <a href="#">T</a> <a href="#">U</a> <a href="#">V</a> <a href="#">W</a> <a href="#">X</a> <a href="#">Y</a> <a href="#">Z</a>		

**Search by PRP search enforcement subject:** The subject checkboxes (shown in **Figure 5, below**) allow you to find individuals with knowledge/expertise in a particular subject area. To search by enforcement subject, select one or more subjects by clicking in the checkboxes. (To unselect a subject, remove the checkmark by clicking in the box.) To find a particular subject, click on the first letter of the appropriate subject in the alphabet bar or scroll down the page. Once a subject has been selected, you can find additional subjects by using the “Return to Top” links in each subject section or by scrolling. Once you have selected all the subjects you want, execute the search by clicking on the “Search Directory” button at the top or bottom of the page. Everyone with knowledge/expertise in any of the selected subject area(s) will be displayed.

**Figure 5 - Search Page (Subject)**

Subject: <a href="#">1</a> <a href="#">I</a> <a href="#">A</a> <a href="#">B</a> <a href="#">C</a> <a href="#">D</a> <a href="#">E</a> <a href="#">F</a> <a href="#">G</a> <a href="#">H</a> <a href="#">I</a> <a href="#">J</a> <a href="#">K</a> <a href="#">L</a> <a href="#">M</a> <a href="#">N</a> <a href="#">O</a> <a href="#">P</a> <a href="#">Q</a> <a href="#">R</a> <a href="#">S</a> <a href="#">T</a> <a href="#">U</a> <a href="#">V</a> <a href="#">W</a> <a href="#">X</a> <a href="#">Y</a> <a href="#">Z</a>	
<b>1</b>	
<input type="checkbox"/> 104e Access	<input type="checkbox"/> 104e Information Requests
<input type="checkbox"/> 106 Unilateral Administrative Orders (UAOs)	<input type="checkbox"/> 106b Reimbursement Petitions
<a href="#">Return to Top</a>	
<b>A</b>	
<input type="checkbox"/> ATSDR	<input type="checkbox"/> Ability to Pay
<input type="checkbox"/> Accounts Receivable	<input type="checkbox"/> Administrative Cost Recovery Settlements
<input type="checkbox"/> Administrative Depositions	<input type="checkbox"/> Administrative Record
<input type="checkbox"/> Administrative Reforms - Stakeholder Evaluations	<input type="checkbox"/> Administrative Subpoenas
<input type="checkbox"/> Allocations	<input type="checkbox"/> Alternative Dispute Resolution
<input type="checkbox"/> Anti - Deficiency Act	<input type="checkbox"/> Applicable or Relevant and Appropriate Requirements
<input type="checkbox"/> Arbitration of Cost Recovery Claims	
<a href="#">Return to Top</a>	

**Search by PRP search enforcement title:** The title checkboxes at the bottom of the Search page (shown in **Figure 6**, below) enable you to search for individuals by job title. To search by title, select one or more titles by clicking in the checkboxes. Once you have selected all the titles you want, execute the search by clicking on the “Search Directory” button at the top or bottom of the page. Everyone currently holding the selected title(s) will be displayed. Certain titles vary from region to region. Your search might be more conclusive if you search by subject. *Note: At this time SFED includes primarily EPA staff. The directory will be expanded in the near future to include staff from state, tribal, and other organizations who are involved in the site remediation or PRP search enforcement process.*

**Figure 6 - Search Page (Title)**

<b>Title:</b>	<input type="checkbox"/>	<input type="checkbox"/> Assistant General Counsel
	<input type="checkbox"/> Assistant Regional Administrator	<input type="checkbox"/> Associate Director for Management
	<input type="checkbox"/> Associate General Counsel	<input type="checkbox"/> Branch Chief
	<input type="checkbox"/> Budget Coordinator	<input type="checkbox"/> Civil Investigator
	<input type="checkbox"/> Deputy Director	<input type="checkbox"/> Deputy Regional Administrator
	<input type="checkbox"/> Deputy Regional Counsel	<input type="checkbox"/> Director
	<input type="checkbox"/> Division Director	<input type="checkbox"/> Enforcement Specialist
	<input type="checkbox"/> Financial Analyst	<input type="checkbox"/> Information Management Coordinator
	<input type="checkbox"/> On-Scene Coordinator	<input type="checkbox"/> Project Officer
	<input type="checkbox"/> Regional Administrator	<input type="checkbox"/> Regional Counsel
	<input type="checkbox"/> Regional Counsel Attorney	<input type="checkbox"/> Regional Counsel Branch Chief
	<input type="checkbox"/> Regional Counsel Management	<input type="checkbox"/> Regional Liaison (HQ)
	<input type="checkbox"/> Remedial Project Manager	<input type="checkbox"/> Section Chief
	<input type="checkbox"/> Senior Environmental Enrollee (SEE)	<input type="checkbox"/> Special Assistant
	<input type="checkbox"/> Superfund Ombudsman	<input type="checkbox"/> Training Coordinator

For convenience, there are “Return to Top” links and a “Clear All” button to facilitate searches.

## Search Results

Once PRP search criteria have been defined and submitted, everyone meeting the search criteria will be displayed (as illustrated in **Figure 7, below**). The records will be sorted alphabetically by last name. A box at the top of the page will display the search parameters. A message immediately above the “Name & Address” column will indicate the number of returned records.

**Figure 7 – Search Results**

The screenshot displays the U.S. Environmental Protection Agency's Cleanup Enforcement search results page. The page features a navigation sidebar on the left with links to various sections like 'Compliance and Enforcement Home', 'Enforcement Home', 'Cleanup Enforcement Home', 'SFED Home', 'Search SFED', 'About SFED', 'SFED User Manual', 'SFED Team Members', and 'SFED Feedback Form'. The main content area includes the EPA logo, the title 'U.S. Environmental Protection Agency Cleanup Enforcement', and a search bar with the term 'Bankruptcy' entered. Below the search bar, there are links for 'Contact Us', 'Print Version', and a 'GO' button. A breadcrumb trail shows the path: EPA Home > Compliance & Enforcement > Enforcement > Cleanup Enforcement > Superfund > Finding PRPs > Superfund Enforcement Directory > Search SFED > Search Results. The search results section is titled 'Search Results' and includes a 'Label Instructions' link. A 'Search Requested' box shows 'Subject: Bankruptcy'. Below this, there are options to 'View results as: Print Version | Email List' and 'Mailing Labels: MS Word | WordPerfect'. A message states '18 records were found'. A table with columns for Name & Address, Phone/Email, Title, Region, Affiliate, and Subject is displayed. The first row shows Kevin Beswick, Regional Counsel (Senior Counsel) in Region 4, with a list of subjects: RD/RA Consent Decree, Bankruptcy, Civil Investigation, Federal PRPs, Fraudulent Conveyances, Trustee Liability, -106 Unilateral Administrative Orders (UAOs), and -Technical Impracticability Waiver.

Name & Address	Phone/Email	Title	Region	Affiliate	Subject
<b>Beswick, Kevin</b> USEPA Region 4 61 Forsyth Street, SW Atlanta, GA 30303- 8960	(404) 562-9580 <a href="mailto:beswick.kevin@epa.gov">beswick.kevin@epa.gov</a>	Regional Counsel (Senior Counsel)	4		<ul style="list-style-type: none"> <li>- RD/RA Consent Decree</li> <li>- Bankruptcy</li> <li>- Civil Investigation</li> <li>- Federal PRPs</li> <li>- Fraudulent Conveyances</li> <li>- Trustee Liability</li> <li>- 106 Unilateral Administrative Orders (UAOs)</li> <li>- Technical Impracticability Waiver</li> </ul>

To initiate a new search, click on “Search SFED.”



## Send Email

---

SFED enables you to email individuals and/or a group. To send group emails see page 9. To send individual emails through SFED, click on the appropriate underlined email address under the Phone/Email heading. An email form will appear as shown in **Figure 8**, below. Provide your name in the “Your Name” field, your email in the “Your Email” field, your mailing address in the “Your Address” field (optional), the email subject in the “Subject” field, and your email message in the “Message” field. After completing your email, select “Submit Query” to send.

*Disclaimer: This contact form provides you with an opportunity to contact a person listed in the Superfund Enforcement Directory (SFED) database. If you do not receive a response, you may need to contact the person again. Thank you.*

**Figure 8 – Contact Form**

### Contact a Member

**\*All fields except your address are required**

**To:** John Beling  
**Date:** 5/9/2005

**Your Name:**

**Your Email:**

**Your Address:**

**Subject:**

**Message:**

## Printing Records

Once a search is complete, click on “Print Version” from the view results line to generate a printer-friendly list of records.


**Figure 9 - Click on “Print Version”**

**View Specific Region:**    HQ 1 2 3 4 5 6 7 8 9 10    **View All**

View results as: | [Print Version](#) | [Email List](#) |  
 Mailing Labels: | [MS Word](#) | [WordPerfect](#) |

The newly generated page will have the full list of selected records without the sidebar (as shown in **Figure 10, below**). To print the page, select the “Printer Icon” on your browser or click on the “File” menu and select “Print.” To return to your search results, click on the “Back” option on your browser.

**Figure 10 – Print Version**



**U.S. Environmental Protection Agency**

**Cleanup Enforcement**

Contact Us    Search:

[EPA Home](#) > [Compliance & Enforcement](#) > [Enforcement](#) > [Cleanup Enforcement](#) > [Superfund](#) > [Finding PRPs](#) > Superfund Enforcement Directory

### Superfund Enforcement Directory

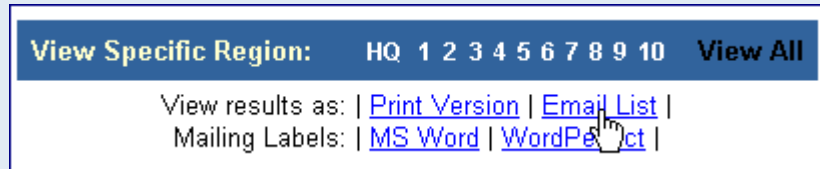
47 records were found

Name & Address	Phone/Email	Title	Region	Affiliate	Subject
<b>Berns, Carol</b> USEPA Region 2 290 Broadway New York, NY 10007-1866	(212) 637-3177 <a href="mailto:berns.carol@epa.gov">berns.carol@epa.gov</a>		2		<ul style="list-style-type: none"> <li>• PRP Search Enhancement Team/Contacts (National)</li> <li>• National PRP Search Conference Participant</li> <li>• SFED Data Quality Coordinator</li> </ul>
<b>Capon, Virginia</b> USEPA Region 2 290 Broadway New York, NY 10007-1866	(212) 637-3163 <a href="mailto:capon.virginia@epa.gov">capon.virginia@epa.gov</a>		2		<ul style="list-style-type: none"> <li>• Real Property</li> </ul>
<b>Chick, Gerald</b> 2890 Woodbridge Avenue, Mailcode MS211  Edison, NJ 08837-3679	732-321-6730 <a href="mailto:chick.gerald@epa.gov">chick.gerald@epa.gov</a>		2		
<b>Coakley, Roy</b> USEPA Region 2 290 Broadway New York, NY 10007-1866	(212) 637-4290 <a href="mailto:coakley.roy@epa.gov">coakley.roy@epa.gov</a>		2		<ul style="list-style-type: none"> <li>• Civil Investigation</li> <li>• Title Search</li> <li>• National PRP Search Conference Participant</li> </ul>

## Creating Email Lists

If you would like to create a group email list once you have completed searching by subject, title, and/or region, click on “Email List” from the view results line. See page 7 to email an individual directly.

**Figure 11 – Click on “Email List”**



After the email list has been generated, highlight the list by holding down the left button of the mouse while scrolling through the email list from beginning to end. Another way to copy the entire email list is to select “Select All” from the “Edit” menu on your browser. The entire email list should be highlighted. Copy the list by selecting “Copy” from your browser’s “Edit” menu. Open your email program and paste the email list into the “To:” field in your email account. The format of the email list is displayed in **Figure 12, below.**

**Figure 12 - Email List**

```
abendschan.sharon@epa.gov, abshire.david@epa.gov, adams.elizabeth@epa.gov,  
adams.marsha@epa.gov, aldridge.zena@epa.gov, aldridge.barbara@epa.gov, allen.philip@epa.gov,  
anderson.terry@epa.gov, andrews.lawrence@epa.gov, arbaugh.steve@epa.gov,  
arkell.reginald@epa.gov, armstrong.greg@epa.gov, armstrong.joan@epa.gov, arnold.ernie@epa.gov,  
arthur.donna@epa.gov, asher.audrey@epa.gov, dana_bahar@rmenv.state.nm.us,  
baird.cynthia@epa.gov, balandran.olivia-r@epa.gov, ballotti.douglas@epa.gov,  
balzano.kristin@epa.gov, barber.anthony@epa.gov, barra.michael@epa.gov, batchelor.paula@epa.gov,  
batson.david@epa.gov, baumgarten.gary@epa.gov, beland.pat@epa.gov, beling.john@epa.gov,
```

## Creating Mailing Labels

---

The following instructions are for creating mailing labels using Corel WordPerfect. We are in the process of updating the system to work with a Microsoft Word data merge.

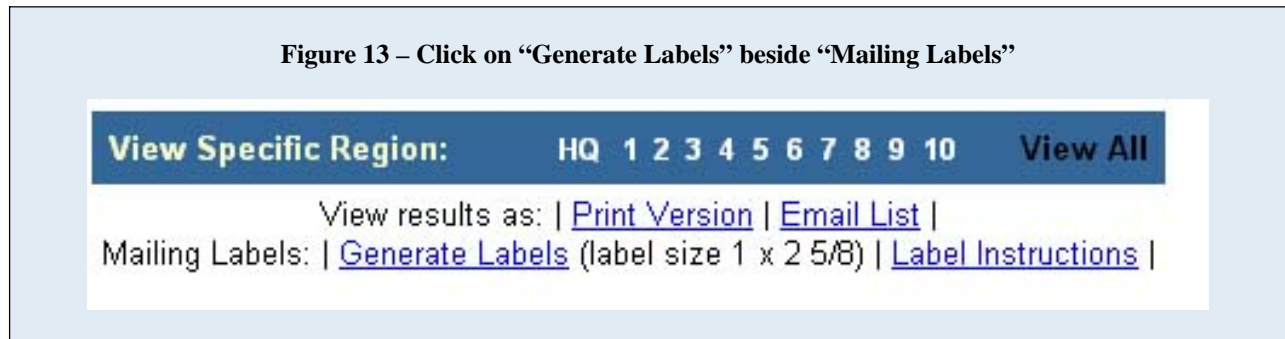
*Disclaimer: These instructions are specific to WordPerfect for creating (1) a form document and file, (2) a data file, (3) performing a mail merge, and (4) creating and printing the labels. The steps may vary depending on the version of WordPerfect you are using.*

### To Create Mailing Labels from Search Results:

#### From the search results page:

- Click on “Generate Labels ” on the Mailing Labels line (shown in **Figure 13**).
  - A new page appears listing the mailing addresses from your search results.

Figure 13 – Click on “Generate Labels” beside “Mailing Labels”



Due to varying coding needs to create labels in Word and WordPerfect, the SFED mailing label feature is optimized to allow you to print the labels directly from your browser.

SFED Mailing labels are optimized for use with Internet Explorer and require use of a generic label format of size 1 x 2 5/8 (Avery 8160 or equivalent template).

The only alteration you may need to make before you print is to remove the footer from your web page. The footer appears on the print version or in print preview, but can not be seen on the browser.

#### To determine if the print version contains a footer:

- Click **File > Print Preview** and scroll down to the bottom to see if there is a footer.

#### To remove the footer from the print version:

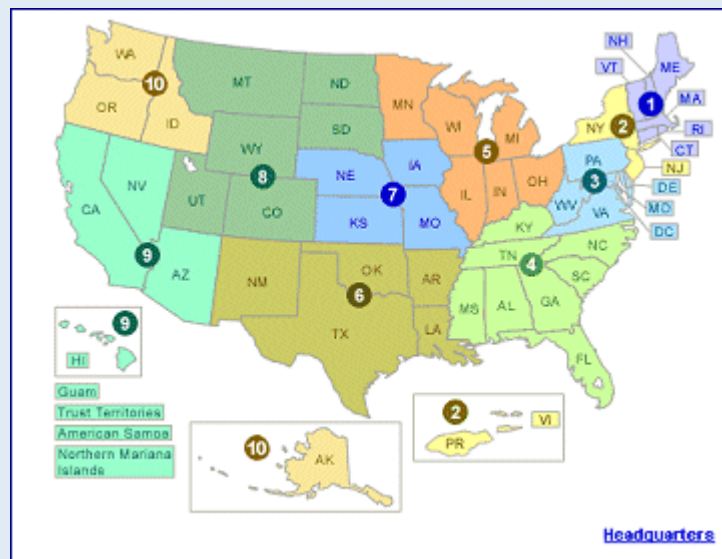
- Click **File > Page Setup** and delete the footer code from the footer box.
- Click **OK**.

## Providing Feedback

To contact a regional PRP Search Enhancement Team member and the Headquarters PRP Search Enhancement Team leader with concerns/questions concerning SFED by email, click on the “SFED Feedback Form” option on the left sidebar of the Main Page. The SFED Feedback Form will be displayed.

To select an EPA Region or Headquarters, click on the appropriate region on the map (shown in **Figure 14 below**) to populate the region drop-down list, or select a region from the drop-down list.

**Figure 14 – SFED Feedback Form – Click on a Region/Headquarters**



Once you have made your selection, enter your information in the feedback fields provided (shown in **Figure 15, next page**). “Region/HQ”, “Your Email address” and “Message” are required fields; all others are optional.

**Figure 15 – SFED Feedback Form – Comment Fields**

The screenshot shows a web form titled "SFED Feedback Form – Comment Fields". The form contains the following fields and controls:

- Region/HQ: (required field)**: A dropdown menu with the text "Select a Region/HQ" and a downward arrow.
- Your Name:**: A single-line text input field.
- Your Address:**: A multi-line text area with a vertical scrollbar on the right side.
- Your Telephone Number:**: A single-line text input field.
- Your Email address: (required field)**: A single-line text input field.
- Message: (required field)**: A large multi-line text area with a vertical scrollbar on the right side.
- Buttons:** Two buttons are located at the bottom of the form: "Send Comment" and "Clear Form".

To send your comments, click on the “Send Comment” button. To clear the form and start over, click on the “Clear Form” button.