

APPENDIX III

Additional Procedures Concerning OIRA Reviews Under Executive Order Nos. 12291 and 12498 [Revised]

June 13, 1986

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES SUBJECT TO EXECUTIVE ORDER NOS.
12291 AND 12498

From the time the President signed Executive Order No. 12291 on February 17, 1981, OMB has worked with the Departments and Agencies to develop and implement various procedures concerning the review of draft rules by the Office of Information and Regulatory Affairs (OIRA). We have also developed trial procedures and supported legislative proposals concerning our reviews as we have gained experience with these Executive Orders. For example, last year we implemented on a pilot basis with the Environmental Protection Agency additional procedures concerning OIRA's communications with persons outside the Federal Government.

We have also supported an American Bar Association Resolution that endorsed the President's regulatory review efforts and recommended that more information concerning our reviews be made available to Congress and the public.

The purpose of this memorandum is to advise you of additional procedures that we have determined, as a matter of administrative discretion, to implement concerning our review of draft rules under Executive Order No. 12291 and to set forth our policy on disclosure of agency regulatory program drafts under Executive Order No. 12498.

Current Procedures

These new procedures supplement our current procedures. As you are aware, Executive Order No. 12291 establishes certain procedures; the Administrative Procedure Act sets forth procedural and substantive requirements that govern agency action; other statutes establish procedures; and OIRA has adopted its own internal rules concerning its review of draft rules under Executive Order No. 12291. Furthermore, Departments and Agencies usually have established rules or practices to implement their rulemaking activities.

Attached to this memorandum are copies of some of the relevant materials concerning our reviews and procedures. Several of the most important features of these current procedures are:

Reviews Under Executive Order No. 12291

- Rules must meet statutory requirements. Executive Order No. 12291 reviews cannot result in rules not authorized by law or rules that do not carry out statutory requirements.
- Rulemaking decisions are made by agency heads. Executive Order No. 12291 makes it clear that the rulemaking authority of the agency head is not displaced by the Order.
- Rules must be based on the agency record. Executive Order No. 12291 cannot cause rulemaking decisions that are not supported by the agency rulemaking record. The law requires that all agency decisions must be rationally based on information in the agency record.
- Requirements of Executive Order No. 12291 apply only to the extent permitted by law. If there is a conflict between the Executive Order or the President's regulatory principles in Executive Order No. 12291 and the law, the law governs.

Current OIRA Procedures

- Only the Administrator and Deputy Administrator within OIRA (or someone specifically designated by them) may communicate with someone who is not employed by the Federal Government on regulations submitted to OIRA for review under Executive Order No. 12291.
- Written materials received from anyone not employed by the Federal Government are made available in OIRA's public reading room for review by the public.
- OMB has advised persons who wish to send us information about regulatory proposals to send information to the rulemaking agency, with a copy to us so that the material may be made a part of the agency record.
- In general, OIRA provides written reasons to the agency whenever OIRA returns a regulation to an

agency for further review because it is not consistent with the President's regulatory principles.

- OIRA issues *full reports* annually on the disposition of all rules reviewed under Executive Order No. 12291, including a list of all returned rules.

New Procedures

1. OIRA will make available, upon written request made to OIRA after publication of an ANPRM or NPRM in the *Federal Register*, copies of any draft of the ANPRM or NPRM submitted for OIRA's review under Executive Order No. 12291;
2. Similarly OIRA will make available, upon written request made to OIRA after publication of the final rule in the *Federal Register*, copies of any draft of the final rule submitted for OIRA's review under Executive Order No. 12291;
3. OIRA will make available, upon written request made to OIRA after the ANPRM, NPRM or the final rule is published in the *Federal Register*, all written correspondence concerning the draft submitted for OIRA's review under Executive Order No. 12291 that is exchanged between OIRA and the agency head. "Correspondence" means any documents exchanged between OIRA and the head of an agency.

These procedures are derived from provisions in S. 2433, as reported from the Senate Governmental Affairs Committee, with Administration support, in 1984. The Report on S. 2433 (No. 98-576, 98th Congress, 2d. Sess.) contains explanatory material as to how these provisions would have been interpreted had S. 2433 been enacted. We will be guided by that material in implementing these first three provisions.

4. OIRA will send EPA copies of all written material concerning EPA rules that OIRA receives from persons who are not employees of the Federal Government;
5. OIRA will advise EPA of all oral communications concerning EPA's rules, e.g., meetings, telephone calls, that OIRA (i.e. the Administrator and Deputy Administrator) has with persons who are not employees of the Federal Government; and
6. OIRA will invite EPA to all scheduled meetings with such persons concerning EPA's rules.

In May 1985, we instituted with EPA on a trial basis other procedures to better conform our Executive Order No. 12291 review procedures to EPA's somewhat unique internal procedures and statutory provisions concerning rulemaking. (See attached letter dated May 30, 1985, Attachment D.) These procedures are practical, and EPA believes that they are useful. This Memorandum revises those procedures

with EPA and makes them a part of OIRA's current procedures.

(Note: These procedures do not apply to information collection requests under the Paperwork Reduction Act of 1980, even if such requests are a part of a proposed agency rule. Other procedures apply to such matters, see 5 CFR Part 1320.)

7. OIRA will apply these procedures (#4 through #6) to any other Department or Agency that is subject to Executive Order No. 12291 if that agency elects to institute these procedures, or any part of them.

Procedures #4 through #6 presently apply only to EPA. Although patterned upon EPA's statutory and internal procedures, nonetheless, OIRA is prepared to extend these procedures to other agencies if the head of the agency so requests. A current list of agencies that have requested coverage will be maintained in the public reading room.

In addition,

8. OIRA will make available upon written request to OIRA made after the Regulatory Program is published, any agency draft submission sent to OIRA under Executive Order No. 12498. A copy will be available in the public reading room;
9. OIRA will continue to publish a complete annual accounting of Executive Order No. 12291 activities;
10. OIRA will make available upon written request to OIRA made after the end of a calendar month a list of all draft ANPRMs, NPRMs and draft final rules for which OIRA has completed review under Executive Order No. 12291 during the preceding month (and the length of our review for each); and
11. OIRA will place in its public reading room: all written material received from persons outside the Federal Government concerning agency rules; a list of all meetings with persons outside the Federal Government pertaining to rules of an agency if that agency elects to participate in procedure #6; and a list of all other communications with persons outside the Federal Government pertaining to rules of any agency if that agency elects to participate in procedure #5.

Effective Date of New Procedures

The effective date of these new procedures is June 13, 1986, as explained below.

For purposes of new procedures #1 through #3, OIRA will make available in accordance with the conditions of those procedures, all drafts of the rule (and written correspondence referred to in procedure #3) if the review under Executive Order No. 12291 began on or after June 13, 1986, or was under review

on that date. OIRA reviews of draft ANPRMs, NPRMs, and final rules will be separate actions for purposes of disclosure. For example, copies of a draft NPRM under procedure #1 will be available in accordance with the conditions of procedure #1 after publication of the NPRM, if it was pending on or submitted after June 13, 1986, for review under Executive Order No. 12291. Disclosure of the draft NPRM would not be delayed until publication of a final rule. The reviews are distinct events for disclosure purposes. Similarly, if a review under Executive Order No. 12291 of a draft NPRM was completed prior to June 13, 1986, it would not be covered by these new procedures. Drafts of the final rule would be subject to procedure #2 if the final rule was pending on or submitted after June 13, 1986.

For purposes of procedures #4 through #6, the effective date will be the date of receipt of the request by the head of an agency to have these procedures apply. They apply as of June 13, 1986, for EPA. (Trial procedures with EPA have been effective since May 30, 1985.)

Procedure #8 will apply to drafts of the agency submissions for the *1986 Regulatory Program* and thereafter. The annual accounting referenced in procedure #9 is an appendix to the annual *Regulatory Program*. The lists referred to in procedures #10 and

#11 will be available in OIRA's public reading room and upon written request on the 10th day of the month following the month for which the list is made. The first list will be available August 10, 1986. All written material pertaining to rules subject to Executive Order No. 12291 review received from persons not employed by the Federal Government as described in procedure #11 will be available within 3 to 5 days after receipt by OIRA.

These new procedures and OIRA's existing procedures are intended only to improve the internal management of the Federal Government, and are not intended to create any right or benefit, substantive or procedural, enforceable at law or in equity by a party against the United States, its agencies, its officers, or any person.

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Attachments:

- A—Department of Justice/OLC Opinion dtd 2/13/81
- B—Executive Order No. 12291 (see Appendix I)
- C—Executive Order No. 12498 (see Appendix II)
- D—OIRA Procedures #3