**Purpose**: Recent events have highlighted the critical need for the emergency response community and the public affairs community (e.g., Removal Managers, OSCs and Public Affairs Directors (PADs)) to work as a team in order to meet the Agency's mission to provide accurate and timely information to the public. The Gold King Mine After Action Report specifically mentions epaosc.org as a site requiring revisions to the process of posting information shared with the public. As of January 1, 2017, the Agency will follow the procedures below when utilizing the epaosc.org website. These procedures will be applied to all new response-specific pages created within the epaosc.org domain. Regions should create Standard Operating Procedures (SOPs) or other internal guidance to ensure the collaboration envisioned in the governance document occurs in an effective and efficient manner, and any existing regional guidance related to sharing information with stakeholders and the public through websites should be updated to comply with these procedures.

It is important to note that Federal restrictions and White House memoranda limit the use of non-government (.org or .net) domains to share information with the public. For this reason, epaosc.org has transitioned to response.epa.gov.

**Posting Limitations**: The following documents should not be posted with public access on response.epa.gov for any reason:

- PolReps and SitReps and other internal planning and operational documents
- Enforcement-related orders, letters, or compliance history summaries
- Documents containing non-redacted Personally Identifiable Information, Confidential Business Information, Information subject to the Privacy Act (unless permitted by the systems of records notice or a Privacy Act exemption), or privileged information that is not appropriate for public release
- Criminal Investigation Division information
- Certain cost related documents such as those containing support contractor labor rates, estimated costs and other sensitive cost information
- Draft documents
- Anything not intended for the public

**Procedures**

- The OSC creates a webpage on response.epa.gov for each response action (emergency response or removal site) where the agency has deployed resources.
- The OSC and the PAD collaborate on the public facing website and follow regional coordination protocols. The public facing website audience is the general public, press, Congressional and other elected officials.
- Community Involvement Coordinators should be involved in the collaboration of information for the public facing website.

**Access**: Access to the password controlled content on the site is restricted to EPA employees and site-specific response partners only.

The Exclusive Access level is generally limited to those with modify rights to the site and specific users who need access to draft and sensitive documents, including state response partners.

Documents posted on the private side of epaosc.org may be subject to the Freedom of Information Act.