

**U.S. CONSUMER PRODUCT SAFETY COMMISSION
E-GOVERNMENT ACT IMPLEMENTATION
2006 ANNUAL REPORT**

1a: Overview

The Consumer Product Safety Commission's (CPSC) mission to protect the public from potential hazards associated with more than 15,000 types of consumer products relies heavily on information technology, through public awareness efforts, incident identification and investigation, case management and product testing. All areas require extensive use of Information Technology. CPSC's long range strategic plan and annual performance goals are consistent with the implementation of guidelines of the E-government Act of 2002. In 2006, we continue to rely on Information Technology to improve access for citizens, compliance by industry and efficiency through government partnerships.

Externally, CPSC added an on-line filing system for manufacturers to update their regulatory information as required by the Flammable Fabrics Act. This new system will reduce the burden on manufacturers who would normally have completed this using the paper based system. Currently, manufacturers aren't able to update their information. Phase two of the online filing system will enable manufacturers to update their information and make on-line submissions.

In 2006, staff completed the first phase of the on-line filing system which includes enabling industry to search the system and view the status of guarantees. The second phase – enabling on-line submissions has not been completed. Several factors, including resource limitations and technical issues have delayed the project.

We continued to work with our www.recalls.gov interagency partners to enhance the site. Partnering agencies include the Food and Drug Administration, the U.S. Coast Guard, the national Highway Traffic Safety administration, the U.S. Department of Agriculture and the Environmental Protection Agency. The web site provides the public with information on recalls in a one-stop web environment, eliminating the need to visit each agency web site separately. In 2006, CPSC staff worked with one of the participating agencies to assist them in establishing an email subscription service, which would link from www.recalls.gov. Currently, three of the six participating agencies provide the subscription service from www.recalls.gov. In addition, we added a one-stop search page where consumers can search for recalls from all six agencies, further enhancing participating agencies' ability to disseminate important safety information.

The on-line FOIA information retrieval system was fully implemented early in the fiscal year. It provides citizens one-stop access to technical, scientific, legal, program and policy data from CPSC. This work is described more fully in the next section.

Also, we recently added a new website dedicated to ATV Safety, allowing citizens an increased level of information on this hazard. This is in addition to many of the resources on ATVs already available on our website. These two new web tools improve CPSC's continuing dialogue with our citizens.

Internally, CPSC continued to ensure the security of CPSC's Information Technology Systems. CPSC implemented several of the Business Continuity Plan's recommended security actions. Staff implemented and/or completed:

- A network auditing system that tracks a variety of system changes making security issues easier to detect and trace.
- User Rules of Behavior, requiring users to certify that they have reviewed the rules regarding use of CPSC's information system resources.
- Network-wide security assessment and penetration testing.
- Network deployed security policies that allow support personnel to control the countless security settings on each user computer.
- Implementation of a network intrusion detection system that continuously monitors the network for threats and attacks.
- Updated of the Agency's System Security Plan.

CPSC is fully compliant with section 508 of the Rehabilitation Act. All relevant agency officials and offices have been trained and have a working knowledge of 508 requirements.

1b: Description of an Internal Agency-Specific E-Government Initiative

CPSC's on-line FOIA information retrieval system was fully implemented early in the fiscal year. It provides citizens one-stop access to technical, scientific, legal, program and policy data. Agency information is more accessible by allowing consumers to request information directly and quickly through the FOIA process. This is one of the components of our FOIA improvement plan that will continue through FY 2007.

Throughout this process, staff members continue to participate in the FOIA Public Liaisons Group Meetings and BRIDG (Bi-Monthly Records and Information Discussion Group) sessions that are hosted by the National Archives and Records Administration (NARA) to stay abreast of the latest FOIA and Records Management (RM) efforts. We consulted with other Federal Agencies, including the Federal Trade Commission (FTC) and the Environment Protection Agency (EPA), who provided a demo of a FOI and RM Application and responded to CPSC staff questions.

This year we have added many new items on the website that are required by the FOIA and frequently requested by the public, including Meeting Summaries, the Commission Records of Action (the official recording of Commission votes and decisions), the FOIA Requester Center and FOIA Public Liaisons (which help FOIA requesters with any problems with ongoing requests or assistance with preparing FOIA requests).

Fewer staff resources have been available to process FOIA requests over the last three years. CPSC staff handling requests has dropped from 15 FTEs in FY 2004 to 8 FTEs as of March 2006. Technology is being relied upon to help fill this gap. We continue to seek new information technology to track and process FOIA requests which includes implementation of a new E-FOIA and Document Management System. We are attempting to put more information online and on the website, through scanning and automated records storage systems.

All the improvements listed above should help to reduce our backlog significantly by the end of 2007.

2: CPSC process for determining which information will be made available on the Internet as described in Section 207 of the Act.

CPSC makes information accessible to the public on the agency's website pursuant to the Freedom of Information Act, 5 U.S.C. § 552(a)(2). Our website includes information about agency meetings, regulatory matters under Commission review, product recalls, product hazard alerts, research reports, job vacancies, agency publications, the agency's current calendar of public meetings, the agency mission, strategic plan and organizational structure. In addition, contact information is available on our website enabling public comment or requests for additional information.

All information released for public review follows the same established Commission review and clearance process, including the release of information on our public website. Information regarding public safety, such as, announcements of recalls or hazardous product alerts receives the Commission's highest level of priority.

3: Agency information dissemination activity coordination with FOIA operations

FOIA requests at the CPSC generally fall into one of four categories: (1) Commission regulation, rulemaking and legal adjudication, (2) Consumer product complaints, reported incidents and investigations of incidents, (3) Commission investigatory files from the Office of Compliance and (4) Commission technical and contractor reports and studies covering various health and safety issues.

FOIA documents are organized on our website in the following categories: Fiscal Year, Commission General Counsel Advisory Opinions, Summaries of CPSC staff meetings with outside parties and CPSC Federal Register Notices. In addition, there is a link to make a FOIA request or request the FOIA Public Liaisons to check status of FOIA requests. The FOIA archive is searchable by title or topic. The information made readily available goes beyond the requirements of the FOIA.

Agency research reports, whether internal or sponsored, are available on the CPSC website in "Staff/Contractor Technical Reports". This easily accessible area of the website is organized within each of the fiscal years for which reports were completed. This page includes the scientific as well as economic reports on which our work is based. Technical reports are also available in other sections of the website, including the "Voluntary Standards" page, the "Business" section and "What's Popular" pages.