

Dear Interested Party:

The Department of Environmental Quality (DEQ) is currently implementing changes to FOIA request procedures so that requests are processed in a timely, efficient, and complete manner.

All FOIA requests are to be submitted in writing to the Lansing Office. FOIA requests will no longer be accepted at District/Field Offices. The centralized receipt of FOIA requests is to ensure that you receive all DEQ responsive records and to promote consistency in processing and billing.

To assist you in preparing your written FOIA request, we have developed an on-line request form which is located at: <http://www.deq.state.mi.us/eforms/deqfoiarequestform.html>.

There are three other options for submitting your request:

1. By E-mail: **deqfoia@michigan.gov**
2. By Fax: **517-241-0858** (Please note this new fax number)
3. By mail to the following new address:

**FOIA Coordinator
Michigan Department of Environmental Quality
P.O. Box 30457
Lansing, Michigan 48909-7957**

We have also updated our Web site to provide you with more information regarding FOIA. The Web link for this information is located at http://www.michigan.gov/deq/0,4561,7-135-3304_3304_3304-58024--,00.html.

The DEQ strives to continually improve its customer service to FOIA requestors. Several frequent FOIA requestors provided input early in this process improvement effort which has been incorporated into the changes being implemented. We continue to invite you to provide input regarding the existing process and to make suggestions for further improvements via the following survey link: http://www.michigan.gov/documents/deq/deq-survey-foiaprocess_394606_7.html.

Thank you for working with us as we implement these process improvements. If you have any questions, please feel free to contact the Office of Environmental Assistance at 1-800-662-9278.

Sincerely,

Susan Vorce
FOIA Coordinator