

§ 1600.6

business as to which the number of Members in office, minus the number of Members who have disqualified themselves from consideration of such matter is two, two Members shall constitute a quorum for purposes of such matter. Once a quorum is constituted, a simple majority of voting Members is required to approve an item of the Board's business. A tie vote results in no action.

(b) *Voting.* The Board votes on items of business in meetings conducted pursuant to the Government in the Sunshine Act. Alternatively, whenever a Member of the Board is of the opinion that joint deliberation among the members of the Board upon any matter at a meeting is unnecessary in light of the nature of the matter, impracticable, or would impede the orderly disposition of agency business, such matter may be disposed of by employing notation voting procedures. A written notation of the vote of each participating Board member shall be recorded by the General Counsel who shall retain it in the records of the Board.

§ 1600.6 Office location.

The principal offices of the Chemical Safety and Hazard Investigation Board are located at 2175 K Street NW, Washington, DC 20037.

PART 1601—PROCEDURES FOR DISCLOSURE OF RECORDS UNDER THE FREEDOM OF INFORMATION ACT

Subpart A—Purpose, Scope, and Applicability

Sec.

- 1601.1 Purpose and scope.
- 1601.2 Applicability.
- 1601.3 Definitions.

Subpart B—Administration

- 1601.10 Protection of records.
- 1601.11 Preservation of records pertaining to requests under this part.
- 1601.12 Public reading room.

Subpart C—Procedures for Requesting and Disclosing Records

- 1601.20 Requests for records.
- 1601.21 Responses to requests.
- 1601.22 Form and content of responses.

40 CFR Ch. VI (7–1–10 Edition)

- 1601.23 Appeals of denials.
- 1601.24 Timing of responses to requests.
- 1601.25 Disclosure of requested records.
- 1601.26 Special procedures for confidential business information.

Subpart D—Fees

- 1601.30 Fees to be charged—general.
- 1601.31 Fees to be charged—categories of requesters.
- 1601.32 Limitations on charging fees.
- 1601.33 Miscellaneous fee provisions.

AUTHORITY: 5 U.S.C. 552, 553; 42 U.S.C. 7412 *et seq.*

SOURCE: 65 FR 70499, Nov. 24, 2000, unless otherwise noted.

Subpart A—Purpose, Scope, and Applicability

§ 1601.1 Purpose and scope.

This part contains the regulations of the United States Chemical Safety and Hazard Investigation Board (“CSB” or “Board” or “agency”) implementing the Freedom of Information Act (“FOIA”). These regulations provide procedures by which members of the public may obtain access to records compiled, created, and maintained by the CSB, along with procedures it must follow in response to such requests for records.

§ 1601.2 Applicability.

(a) *General.* The FOIA and the regulations in this part apply to all CSB documents and information. However, if another law sets specific procedures for disclosure, the CSB will process a request in accordance with the procedures that apply to those specific documents. If a request is received for disclosure of a document to the public which is not required to be released under those provisions, the CSB will consider the request under the FOIA and the regulations in this part.

(b) *Records available through routine distribution procedures.* When the record requested includes material published and offered for sale, e.g., by the Superintendent of Documents of the Government Printing Office, or by an authorized private distributor, the CSB will first refer the requester to those sources. Nevertheless, if the requester is not satisfied with the alternative