

UNITED STATES  
ENVIRONMENTAL PROTECTION AGENCY  
BEFORE THE ADMINISTRATOR

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REGIONAL HEARING CLERK  
U.S. ENVIRONMENTAL  
PROTECTION AGENCY

In the Matter of Habeeba Shariff and  
M. Anwar Shariff

Respondents

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)  
) Docket No. TSCA-05-2008-0007  
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**Complainant's Supplemental Prehearing Exchange**

The United States Environmental Protection Agency, Region 5 ("Complainant" or "U.S. EPA"), in accordance with the Order dated November 21, 2008 ("Prehearing Order"), Section 22.19 of the Consolidated Rules of Practice Governing the Administrative Assessment of Civil Penalties, Issuance of Compliance or Corrective Action Orders, and the Revocation, Termination or Suspension of Permits ("Consolidated Rules"), 40 C.F.R. § 22.19, and as indicated in Complainant's Initial Prehearing Exchange, page 7, respectfully submits as an additional exhibit to be introduced into evidence the "Personal Qualification Statement of Cynthia Mack-Smeltzer," marked as Complainant's Exhibit 18.

Respectfully submitted,

U.S. Environmental Protection Agency



Michael R. Berman  
Associate Regional Counsel  
Office of Regional Counsel  
U.S. EPA Region 5  
77 W. Jackson Blvd. (C-14J)  
Chicago, Illinois 60604  
(312) 886-6837

**PERSONAL QUALIFICATION STATEMENT**

March 2009

**Cynthia Mack-Smeltzer**

423 Northridge Drive  
Holland, Michigan 49423  
616-396-4749  
Mack-Smeltzer.Cynthia@epa.gov

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**Profile** Solid background in financial analysis and auditing, with strong emphasis in cash reconciliation with Treasury Department. Consistently meet or exceed monthly goals and customer service expectations. Experienced in handling multi divisional budgetary accounts. Skilled in analysis of individual financial records and returns.

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**Position Title** Accountant

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**Business Address** United States Environmental Protection Agency  
77 West Jackson Boulevard  
Chicago, Illinois 60604  
312-353-9531

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**Education** B.S. Accounting *June 1991*  
Saint Xavier University  
Chicago, Illinois 60655

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**Professional Certificates** Certified Public Accountant *August 1992*

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**Career History** **United States Environmental Protection Agency, Chicago, IL** *Oct 2008-current*  
**Accountant, Program Accounting and Analysis Section**

- Provides financial reports in support of Superfund Costs
- Maintains specialized EPA financial system databases to document Superfund costs and financial assurances
- Performs Ability to Pay Analysis on responsible parties via the ABEL/INDIPAY/MUNIPAY computer software and analyses of financial statements and tax returns
- Tracks costs and prepares billings for Superfund State contracts and interfaces with the Superfund program
- Prepares Superfund State Contract closeout packages

**United States Environmental Protection Agency, Chicago, IL  
Budget Analyst, Budget Office**

*Oct 2006-Oct 2008*

- Certified availability of funds for multiple divisions
- Managed appropriation fund balances, identified areas of need and reprogrammed funds to meet Agency objectives
- Developed and coordinated training for the Financial Data Warehouse auxiliary accounting system
- Organized National Budget Technical conference held in Chicago

**United States Environmental Protection Agency, Chicago, IL  
Accountant, Finance and Accounting Section**

*Sept 1997-Oct 2006*

- Conducted extensive research and corrected over \$2 million in backlogged cash differences with the United States Department of Treasury Fund balance
- Successfully closed fiscal books for nine consecutive years with zero cash differences
- Performed monthly reviews of EPA's general ledger to identify abnormal balances or unusual transactions and prepared correcting entries when needed

**United States Environmental Protection Agency, Chicago, IL  
and Philadelphia, PA**

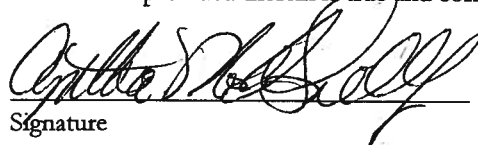
*Oct 1992-Sept 1997*

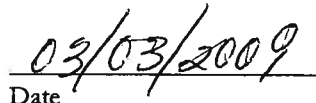
**Auditor, Office of the Inspector General**

- Evaluated a wide assortment of EPA Financial Operations
- Gathered, compiled and analyzed financial data at mid year and year end
- Interpreted regulations from various sources including Comptroller General Decisions and EPA Resource Management Directives
- Evaluated internal controls and recommended improvements
- Routinely informed various levels of management through oral briefings and written reports

**Affirmation**

I have reviewed my Personal Qualification Statement (PQS) and declare and affirm that the information provided therein is true and correct to the best of my knowledge.

  
Signature

  
Date



In the Matter of *Habeeba Shariff, Chicago and/or Skokie, Illinois and M. Anwar Shariff, Chicago, Illinois and/or Eden Prairie, Minnesota*, Respondents.

Docket No. TSCA-05-2008-0007

**CERTIFICATE OF SERVICE**

This is to certify that the original and one copy of the foregoing Complainant's Supplemental Prehearing Exchange was filed on March 9, 2009 with the Regional Hearing Clerk (E-13J) U.S. EPA-Region 5, 77 West Jackson Boulevard, Chicago, Illinois 60604, and that a true and correct copy was sent on the same day in the following manner to the addressees listed below.

Copy by Regular Mail to:

M. Anwar Shariff  
18281 Coneflower Lane  
Eden Prairie, MN 55346

Habeeba Shariff  
5145 W. Elm Street  
Skokie, IL 60077-2117

Copy by Pouch Mail to:

Judge Barbara A. Gunning  
Office of Administrative Law Judges  
U.S. Environmental Protection Agency  
Mail Code 1900L  
1200 Pennsylvania Avenue, NW  
Washington, D.C. 20460

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Office of Regional Counsel  
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