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THE ENVIRONMENTAL TECHNICAL ASSISTANCE GROUP

FIRST QUARTER REPORT

TO

THE TENNESSEE DEPARTMENT OF HEALTH AND ENVIRONMENT

DIVISION OF SUPERFUND

MUNICIPAL TECHNICAL ADVISORY SERVICE

The University of Tennessee

in cooperation with The Tennessee Municipal League



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I. BACKGROUND INFORMATION

In 1986, Tennessee's Commissioner of Health and Environment had a vision for future needs of cities and counties concerning technical assistance for Superfund sites. In his foresight, he made an administrative decision to house technical assistance to local government within The University of Tennessee's Institute for Public Service (IPS). Born out of this vision, on October 1, 1986, the State of Tennessee Department of Health and Environment (TDH&E) contracted with UT's Institute for Public Service for provision of environmental management technical assistance to local governments. With this contract, the Institute and its agencies, including the Municipal Technical Advisory Service (MTAS) and the County Technical Assistance Service (CTAS) provide Tennessee cities and counties with assistance on inactive hazardous substance site cleanups. This group is known as the Environmental Technical Assistance Group (ETAG).

A major reason for existence of this contract is that State law [Tennessee Code Annotated § 68-46-206(d)] requires State Superfund activities to be consistent with the National Contingency Plan (promulgated pursuant to Section 105 of Public Law 96-510) "to the extent practicable." This National Contingency Plan contains requirements for community relations activities.

As the contract between the TDH&E and IPS states, another reason for implementation of this contract was because

"of the nature of this (Superfund community relations) process and our (TDH&E's) long-standing policy relative to close state-local government relationships. It is imperative that we (TDH&E) work through the city and county government on our community relations endeavors. The Municipal Technical Advisory Service and the County Technical Assistance Service have a long and creditable history of working with local units of government and are considered the best vehicle through which our community relations can be accomplished."

II. ACTIVITIES

This quarterly report contains activities which occurred in the first quarter of the 1988-89 fiscal year (July 1, 1988 to October 1, 1988). Activities completed by the ETAG consultants are listed in a format that is consistent with the Work Plan given in the contract between the TDH&E and IPS. The Work Plan lists ways in which technical assistance will be provided to cities and counties. They are:

- * Community Relations
- * Technical Assistance to Local Officials
- * Education of Local Officials
- * Policy Development
- * Effective Communications Between the TDH&E and Local Government

For the purpose of the quarterly report an additional reporting category, administration, is included. This addition is presented to account for activities necessary to efficiently and effectively allocate resources and complete organizational and administrative activities.

- * Administration

In each of the Work Plan categories, a PARTIAL LISTING OF ETAG ACTIVITIES is included. This partial listing of activities is a sample of typical projects that ETAG has performed.

Finally, a pie graph is enclosed to depict the amount of time the consultants spent on each type of technical assistance.

A. WORK PLAN

1. COMMUNITY RELATIONS

Community relations activities serve several purposes. Most importantly, community relations activities provide a means for public comment about the remedial action decision. Community relations activities help bring the public's PERCEPTION of health risks regarding hazardous waste sites more in line with ACTUAL health risks. This, in turn, provides a means of expediting the remediation process, lends credibility to the regulating agency, and minimizes the "Not In My Backyard Syndrome."

ACTIVITIES

- developed a generic community relations plan
- briefed local officials regarding activities at the Wrigley Charcoal Superfund site and the Superfund process
- coordinated and moderated public meeting concerning Wrigley Charcoal Superfund site
- provided assistance to Metro Nashville regarding community relation activities for solid waste landfill site
- updated Velsicol Superfund site mailing list

- coordinated and moderated a public meeting for Ernest Lee Superfund site in Monroe County
- responded to staff person of the EAST TENNESSEE BUSINESS JOURNAL for requested information about Environmental Quality Assurance Boards (EQAB), Comprehensive Environmental Recovery Compensation and Liability Act and the Superfund Amendments and Reauthorization Act (CERCLA/SARA), Underground Storage Tanks (UST), and ETAG
- consulted with staff person of WATE-TV in Knoxville regarding citizen involvement (EQAB concept) in environmental issues and entertained comments regarding future cooperation and common interests

2. TECHNICAL ASSISTANCE

Environmental management technical assistance to local government includes many activities. These activities include, but are not limited to, helping local governments manage entire Superfund projects from site investigation to remedial action; deterring citizen outrage; finding suitable methods of financing Superfund projects; preventing Superfund sites by instruction on options for waste management; and, facilitating organization of a local environmental quality assurance board.

ACTIVITIES

- provided technical assistance to Jackson Utility District concerning the American Creosote Site and how the District could address possible city drinking water contamination from the site
- met and consulted with Lewisburg Environmental Response Committee (of which the City of Lewisburg is a member) concerning their remedial investigation and feasibility study for the Lewisburg Superfund Dump site
- met with mayor of Knoxville to offer examples and information on the environmental agenda concept
- consulted with mayor of Tellico Plains about proposed public meeting for Monroe County residents
- conducted status review of Cleveland Plastics in Cleveland

3. EDUCATION TO LOCAL OFFICIALS

The process of educating local officials is imperative in order to successfully arrive at desired outcomes in matters relating to hazardous waste management and cleanup. Toward this end, the education process is accomplished through informing local officials on hazardous waste disposal matters, as well as local, state, and national waste management issues. The medium often used to educate these officials exists in the form of one-on-one meetings with local officials, telephone calls to local officials, article publication, and pamphlet development and distribution. In addition to keeping local officials abreast of waste management issues, the ETAG staff invests time and resources to keep abreast of waste management issues themselves.

ACTIVITIES

- developed a series of articles for Tech Trends (an insert in Tennessee Town and City) concerning Superfund municipal settlement issues
- assisted Division of Superfund with publication of pamphlet concerning Superfund process by writing, coordinating, and printing the pamphlet
- educated/briefed city manager of Collierville concerning Carrier Corporation Superfund site

- helped mayor of Centerville obtain specific information concerning emergency measures taken at the Jason Boat Manufacturing Superfund site
- visited county executive in Monroe County regarding a planned public meeting of a superfund site and discussed a second site in the county under TDH&E emergency response action
- provided information/input to City of Lewisburg regarding newly developing national municipal settlement issues for Superfund
- briefed local officials of Jackson on the Porter Cable Superfund site
- provided information to city manager of Savannah regarding public hearings for Superfund
- briefed city officials of McMinnville regarding events/status of Oster/Sunbeam Superfund site
- provided proposed Superfund site status changes to:

Metro Nashville	Lewisburg	Jackson
Millington	Jackson	Selmer
Hohenwald	Dickson County	Brentwood
McMinnville	Cross Plains	Galloway

- revised article, "Superfund Technical Assistance to Local Governments" for submittal to the Tennessee Public Works Magazine and the Journal of Environmental Health
- coordinated and moderated public meeting in Monroe County concerning Ernest Lee site
- earlier submitted article, "Local Government Consideration for an Ongoing Environmental Agenda," appeared in Tennessee Public Works Magazine
- guest commentary, "A Case for a Local Government Environmental Agenda," appeared in Journal of Environmental Health
- reviewed articles on Superfund litigation/liability

4. POLICY DEVELOPMENT

Policy development constitutes the fourth category in the Work Plan. Policy development affects future decisions regarding hazardous waste management issues. These decisions are an essential element in preventing Superfund sites. Policy development is necessary because it is in this class of activities that issues regarding planning, technical and financial assistance, and the assignment of respective roles and responsibilities are determined and addressed.

ACTIVITIES

- participated in discussions and meetings with the national Municipal Settlement Discussion Group. This group provides input to the U.S. Environmental Protection Agency (EPA) group which is formulating policy regarding municipal settlements for Superfund sites
- reviewed 1988 Tennessee Municipal League Environmental Resources State Policy publication, and reviewed specific items in this publication which address hazardous waste enforcement and education and encouragement of local governments use of EQAB's
- assisted and participated in development of Tennessee Municipal League environmental policy
- assisted and participated in development of Tennessee County Services Association environmental policy

- coordinated and worked with legislators and legislative committees concerned with hazardous substances and solid waste
- developed and facilitated a local government consensus building process related to solid waste, hazardous waste and waste reduction
- cooperated and interacted with the Tennessee State Planning Office regarding environmental issues related to hazardous substances

5. EFFECTIVE COMMUNICATIONS BETWEEN SUPERFUND AND LOCAL GOVERNMENT

As the contract between TDH&E and IPS states, "the Municipal Technical Advisory Service and the County Technical Assistance Service have a long and creditable history of working with local units of government." This gives ETAG an advantage in areas of communication. ETAG's familiarity with city and county governments, policies, and attitudes results in effective communications.

Part of the communication process between Superfund and local government involves relaying Superfund program goals and objectives to local government. It also involves keeping local governments abreast of actions that take place at Superfund sites in their city or county. Also, local governments are kept abreast of actions at Superfund sites for which the local government is a potentially responsible party. the preventive side of the communication process can include relaying information on solid waste issues, active hazardous waste site issues, and EQABs. It is through these types of tasks that local officials learn about waste management issues and are better able to take an active role in waste management activities. Methods of communication range from one-on-one briefings with local officials, telephone calls, letters, distribution of pamphlets, to large meetings where policy issues are discussed.

ACTIVITIES

- briefed local officials regarding Wrigley Charcoal Superfund site
- assisted the Division of Superfund with publication of a pamphlet concerning Superfund process by writing, coordinating, and printing the publication
- attended the annual TDH&E Superfund workshop
- met with TDH&E regional Knoxville and Chattanooga Superfund staff members regarding ETAG activity in East Tennessee
- interfaced with CTAS staff regarding Superfund issues

6. ADMINISTRATION

In order to ensure that the Work Plan is responsibly executed, administrative and organizational duties and activities must be conducted. Examples of administrative activities for ETAG staff include assembling resources; strategic planning; reporting work accomplishments; and, participating in staff meetings, conferences, and workshops.

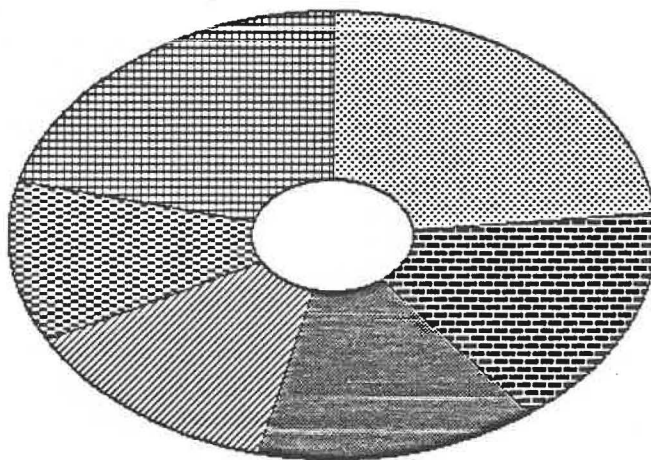
ACTIVITIES

- staff retreat, IPS
- staff retreat, TDH&E
- MTAS staff meetings
- ETAG staff meetings
- reporting work accomplishments to management information system
- quarterly reporting to TDH&E

B. PIE GRAPH

The pie graph on the following page depicts the time spent in each of the work plan categories for the first quarter. The time is expressed in person-days and is based on a total of 159 person-days for the three consultants.

TIME SPENT IN WORK PLAN CATEGORIES



hours based on 159 man-days

-  **Policy Development** (36 man-days or 22%)
-  **Community Relations** (26 man-days or 17%)
-  **Technical Assistance** (23 man-days or 14%)
-  **Education** (22 man-days or 14%)
-  **Communications** (19 man-days or 12%)
-  **Administration** (34 man-days or 21%)

III. PROGRAM MANAGEMENT TRENDS

To date, the ETAG consultants have dedicated much of their time to planning, coordinating and facilitating Superfund public meetings. This type of work has been performed as a basic function of community relations and has been properly authorized under the terms of the contract.

In recent weeks leadership of the Superfund program has expanded their emergency response efforts and have added new landfill sites to the promulgate list. As a result, requests from local governments for technical assistance have increased and are expected to increase even more in the coming quarters.

Should this trend continue, a large volume of requests from local governments will be the result. ETAG consultants will be required to prioritize staff time between Superfund administrative tasks and assistance for local government. It is the intention of the project manager to manage this potential conflict via the team approach, the effective use of time management, project management activities, computer support and cross training of consultants.

Superfund Technical Assistance for LOCAL GOVERNMENTS, as defined by the contract, is ahead of its time. The State of Tennessee is the leading state in the nation in providing local government with the technical assistance it needs to contend with environmental challenges, such as SUPERFUND CLEANUP and SUPERFUND AVOIDANCE. State leadership has, in authorizing the SUPERFUND TECHNICAL ASSISTANCE PROGRAM, acknowledged that local government is an integral partner with the state government in the

cleanup process. It is important to remember that whatever affects local government, affects state government. Therefore, helping and assisting local government IS THE RIGHT THING TO DO.